



INVITATION LETTER

Ref. No: IIITM/NIQ/T&EM/2026-27/44

Date: 06.08.2026

To,
All Interest Vendors

Sub: Invitation Letter for Tent and Event Management Services for the Induction Program of the Btech 2026 Batch

Sir,

1. You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications as below.

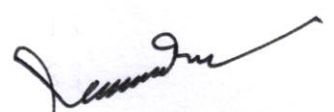
Sr No	Description	Specification	Qty
1	MANDOP (GC SHEET) RAIN PROOF TENT	80'x80'	1
		60'X40'	1
		37'X10'	1
		43'X18'	1
		20'X16'	1
2	Fabric Ceiling	80'x80'	1
		60'X40'	1
		25'X15'	1
3	Fabric Wall	80'X5'	2
		145'X12'	1
4	Tarpaulin	20'X30'	11
5	Carpet	6'X12'	55
6	Podium	Wooden	1
7	Sound	PA System	1
8	Chair with Cover	Plastic	500
9	Transportation	-	-

2. Quotation

- 2.1 The contract shall be for the full quantity as described above.
- 2.2 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 2.3 Applicable taxes shall be quoted for all items.
- 2.4 The prices quoted by the bidder shall be fixed for the duration of the contract and shall not



- be subject to adjustment on any account.
- 2.5 The Prices should be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation.
4. Quotation shall remain valid for a period not less than 30 days after the last date of quotation submission.
5. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which
- 5.1 are properly signed; and
- 5.2 Confirm to the terms and conditions, and specifications.
6. The Quotations would be evaluated for all items together.
7. Award of contract The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the best price and quality.
- 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of Contract.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be Incorporated in the purchase order.
8. Payment shall be made in Indian Rupees as follows:
- Satisfactory Delivery, Installation & Acceptance - 100% of total cost**
9. You are requested to provide your offer latest by **16:00 hrs on 12th August 2026**. Quotations received after the due date will be rejected.
10. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
11. Sealed quotation clearly indicating the quotation/reference number on the envelope, shall be submitted or delivered to the address mentioned below,
- The Registrar**
Indian Institute of Information Technology Senapati, Manipur
Mantripukhri, Imphal – 795002, Manipur, India
12. We look forward to receiving your quotation and thank you for your interest in this project.


Registrar,
IIT Manipur



भारतीय सूचना प्रौद्योगिकी संस्थान सेनापति, मणिपुर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SENAPATI, MANIPUR

Mantripukhri, Imphal – 795002, Manipur, India, www.iiitmanipur.ac.in

FORMAT FOR QUOTATION SUBMISSION

(In letter head of the supplier with seal)

To
The Registrar
Indian Institute of Information Technology Senapati, Manipur
Mantripukhri, Imphal – 795002, Manipur, India

Sr No	Description	Specification	Qty	Rate (In Rs)	No of Days	Value in Rs.
1	MANDOP (GC SHEET) RAIN PROOF TENT	80'x80'	1		5	
		60'X40'	1		5	
		37'X10'	1		5	
		43'X18'	1		5	
		20'X16'	1		5	
2	Fabric Ceiling	80'x80'	1		5	
		60'X40'	1		5	
		25'X15'	1		5	
3	Fabric Wall	80'X5'	2		5	
		145'X12'	1		5	
4	Tarpaulin	20'X30'	11		5	
5	Carpet	6'X12'	55		5	
6	Podium	Wooden	1		5	
7	Sound	PA System	1		5	
8	Chair with Cover	Plastic	500		5	
9	Transportation	-	-	-		
Total						
GST						
Grand Total						

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. _____ (Amount in figures) (Rupees _____ amount in words) within 15 days of issue of purchase order.

we confirm to agree with terms and conditions as mentioned in the Invitation Letter.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Check List for Documents to be Submitted:

1. **GSTIN** Certificate enclosed
2. Copy of **PAN Card** provided

Signature of Supplier

Name:

Address:

Contact No.

Email: