



INVITATION LETTER

Quotation No: IIITM/NIQ/Flag/2025-26/39

Date: 15-July-2025

Sub: Inviting Quotation for Installation of Outdoor flagpole at IIIT Manipur

Sir,

1. You are invited to submit your competitive quotation for Installation of Outdoor flagpole at IIIT Manipur with item wise detailed specifications as below.

SN	Item Description	Quantity
01	Installation of Outdoor flagpole in two sections with suitable equipments like snap hooks, Flag Cloth, Steel Wire, Spring System, Remote Control and assembly of motorized operating system for raising and lowering of Flag Flag Pole Height: 50 feet Diameter: 410 mm (Bottom) & 150 mm (Top) Flagmast Thickness: 5 mm 2 Nos. 200 Watt LED focus light with fittings Flag Size: 12 ft X 18 ft Flag Material: Polyster	01

Scope of Work:

A. Design & Fabrication:

- A corrosion-resistant, high-strength galvanized steel flagpole, engineered for durability and designed to withstand wind loads of up to 150 km/h
- PU White Paint finish for long-term protection and aesthetic appeal.
- Customization of flagpole components including halyards, finials and base plate.

B. Delivery & Installation:

- Safe transportation of the flagpole and all ancillary components at the installation site.
- Installation using modern equipment and techniques to ensure structural integrity and compliance with safety norms.
- Concrete foundation construction, factoring in soil conditions and load-bearing requirements.

C. Safety Measures:

- Provision of safety barriers and signage to minimize disruptions
- Adherence to local regulations during installation.
- Deployment of Supervisor and technicians for all on-site activities.

D. Testing & Handover:

- Functional testing of halyard and raising mechanisms.
- Final inspection and formal handover of the completed flagpole to the university.

3. Quotation

- 3.1 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 3.2 Applicable taxes shall be quoted for all items.



- 3.3 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.
- 3.4 The Prices should be quoted in Indian Rupees only.
- 3.5 The quantity mentioned are approximate and likely to vary. However, payment will be made as per the work actual executed and measured.
4. Each bidder shall submit only one quotation.
5. **Evaluation of Quotations:** The Institute will evaluate and compare the quotations determined to be Substantially responsive i.e. which are properly signed; and confirm to the terms and conditions, and specifications.
6. The Quotations would be evaluated for all items together.
7. **Award of Contract:** The Institute 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 Institute 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 Institute prior to expiration of the quotation validity period. The terms of the accepted offer shall be Incorporated in the purchase order.
08. All supplied items are under warranty of **24** months from the date of successful acceptance of items. You are requested to provide your offer latest by **5:00 pm** on **21-July-2025**. Quotations received after the due date will be rejected.
09. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating as quoted for.
10. The bidder may submit a specimen of the product along with the Quotation.
11. Sealed quotation to be submitted/ delivered at the address mentioned below,

The Registrar

Indian Institute of Information Technology Senapati, Manipur

Mantripukhri, Imphal – 795002, Manipur, India

We look forward to receiving your quotation and thank you for your interest in this project.

Registrar

IIIT Manipur



FORMAT FOR QUOTATION SUBMISSION
(In letterhead of the supplier with seal)

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

Sub: Quotation for Installation of Outdoor flagpole at IIIT Manipur

SN	Particular of Items	Quantity	Rate	Amount
01	Installation of Outdoor flagpole in two sections with suitable equipments like snap hooks, Flag Cloth, Steel Wire, Spring System, Remote Control and assembly of motorized operating system for raising and lowering of Flag Flag Pole Height: 50 feet Diameter: 410 mm (Bottom) & 150 mm (Top) Flagmast Thickness: 5 mm 2 Nos. 200 Watt LED focus light with fittings Flag Size: 12 ft X 18 ft Flag Material: Polyester	01		
			Total	
			GST	
			Grand Total	

We agree to execute the above mentioned work for a total Contract price of Rs. ----- (Amount in figures) (Rupees ----- amount in words) within 30 days of issue of Work order. We confirm that the normal commercial warranty/ guarantee of 24 (Twenty four) months shall apply to the offered items and we also 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.

Signature of Bidder:

Name:

Address:

Phone No. :

Email: