

Ref no.: IIITM/NIQ/CF/2026-27/01A

Date.: 02.04.2026

**INVITATION LETTER**

To,  
All Interest Vendors

**Sub: Invitation Letter for Supply of customized Convocation files for 5<sup>th</sup> Convocation Day to be held in the month of May'2026, IIIT Manipur**

Sir,

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

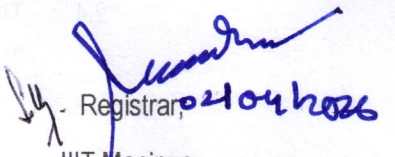
SI. No	Particulars	Quantity
1.	<p><b>File cover with institute name and logo</b>  <b>Description; -</b></p> <ul style="list-style-type: none"> <li>• Color of the file; Tan color</li> <li>• Color of text; -Golden</li> <li>• Exclusive craftsmanship</li> <li>• Top; - Cushion effect</li> <li>• Material leather</li> <li>• Inner Side: - Left side 1/2 pocket, Right side full pouch</li> <li>• Inner Side: - Standard materials</li> <li>• Inner Side pocket materials should be Poly Propylene (PP materials)</li> <li>• Round edge corner</li> <li>• Dimension 33*25 cm approximately</li> </ul>	300

**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 **60** 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
  - The quantity mentioned is approximate and may vary. Payment shall be made based on the actual quantity supplied and duly accepted
  - Price inclusive of all applicable taxes and FOR, IIIT Manipur, Mantripukhri, Imphal-795002, Manipur, India
9. All supplied items are under warranty of 12 months from the date of successful acceptance of items.
10. You are requested to provide your offer latest by **5:00 pm on 13<sup>th</sup> April 2026**. Quotations received after the due date will be rejected.
11. Information brochures/ Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
12. Sealed quotations to be submitted/delivered at the address given below  
**The Registrar  
Indian Institute of Information Technology Senapati, Manipur  
Mantripukhri, Imphal – 795002, Manipur, India.**
13. We look forward to receiving your quotation and thank you for your interest in this project.

  
- Registrar, 02/04/2026  
IIIT Manipur



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

Sl. No	Particulars	Quantity	Rate	Total
1.	<p><b>File cover with institute name and logo</b> <b>Description; -</b></p> <ul style="list-style-type: none"> <li>• Color of the file; Tan color</li> <li>• Color of text; -Golden</li> <li>• Exclusive craftsmanship</li> <li>• Top; - Cushion effect</li> <li>• Material leather</li> <li>• Inner Side: - Left side 1/2 pocket, Right side full pouch</li> <li>• Inner Side: - Standard materials</li> <li>• Inner Side pocket materials should be Poly Propylene (PP materials)</li> <li>• Round edge corner</li> <li>• Dimension 33*25 cm approximately</li> </ul>			
		<b>Total</b>		
		<b>GST</b>		
		<b>Grand Total</b>		

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 that the normal commercial warranty/ guarantee of 12 (Twelve) 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 Supplier

Name:

Address:

Contact No.

Email:

भारतीय सूचना प्रौद्योगिकी संस्थान सेनापति, मणिपुर  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SENAPATI, MANIPUR  
(An Institute of National Importance, Government of India)



MANTRIPUKHRI, IMPHAL EAST, MANIPUR-795002, INDIA

*[Handwritten signature]*



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