



INVITATION LETTER

Ref No: IIITM/LIBRARY BOOKS/2022-23/01

Date: 03-January-2023

To,

All Interest Vendors

Sub: Invitation for Quotations for supply of Books for Library at IIIT Manipur.

Dear Sir,

You are invited to submit your most competitive quotation for the following item.

Sr. No	Brief Description	Quantity	Delivery Period (In days)	Place of Delivery	Installation Requirement (if any)
1	Books	As per list of books enclosed in Annexure I	30	Indian Institute of Information Technology Senapati, Manipur Mantripukhri, Imphal – 795002, Manipur, India	No

1. Eligibility Criteria:

The vendor(s)/supplier(s)/ distributor(s)/, who want to submit EOI should meet the following minimum eligibility criteria:

Minimum Eligibility Criteria:

- Vendor(s)/supplier(s)/distributor(s) must have experience of successfully supplying books to minimum 02 national/ state level educational institutions in India, out of which at least 01 in North East of India. They should enclose Purchase orders and proof of execution of any of the below mentioned:
 - Supply of books to an Institute with minimum amount of Rs 2 Lakh in one financial year
 - Supply of books to two Institutes with minimum amount of Rs 1 Lakh in one financial year
- Must have PAN Card, GST Registration Certificate.

Important: Any vendor(s)/ supplier(s)/ distributor(s)/, must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the Expression of interest (EOI) proposal.

2. Quotation

- The contract shall be for the full quantity as described above.
- All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 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 & Acceptance - 100% of total cost
9. All supplied items are under warranty of 3 months from the date of successful acceptance of items.
10. You are requested to provide your offer latest by **5:00 pm** on **12-January-2023**. Quotations received after the due date will be rejected.
11. **Bidder shall mention the ISBN Number of Book quoted for.**
12. **Bidder should quote for the low-price edition of the book.**
13. 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 (i/c)
IIIT Manipur



ANNEXURE-I

Sl. No.	Author / Editor	Main Title: sub title	Ed./ Vol./ Series No	Publisher & Place of Pub	ISBN	No. of Copies
1.	Gilbert Strang	Introduction to Linear Algebra	5 th ed.	Cambridge University Press	978-0980232776	60
2.	Byron Gottfried	Programming with C	4 th ed.	McGraw Hill Education	978-9353160272	60
3.	William H. Hayt	Engineering Circuit Analysis	9 th ed.	McGraw Hill Education	978-9390185139	60
4.	V.N. Arora	Improve Your Writing		Oxford University Press	978-0198096085	60
5.	Mano Morris M.	Digital Logic and Computer Design	1 st Ed.	Pearson Education India	978-9332542525	60
6.	Wood Frederick T.	A Remedial English Grammar for Foreign Students		Laxmi Publications		60
7.	Kenneth S. Krane	Modern Physics	4 th ed.	Wiley	978-8126556779	60
8.	Sudhir R. Ghorpade	A Course in Calculus and Real Analysis	2 nd ed.	Springer	978-3030013998 / 978-3030827410	80
9.	Raymond A. Decarlo	Linear Circuit Analysis	2 nd ed.	Oxford University Press	978-0195667509	80
10.	M.E. Van Valkenburg	Network Analysis	3 rd ed.	Pearson Education	978-9353433123	15
11.	3A corporation	Minna no Nihongo 1-1: Main textbook Elementary 1-1 Lesson 1-12	2nd Indian Ed.	Goyal Publishers & Distributors Pvt. Ltd (Delhi)		15
12.	3A corporation	Minna no Nihongo 1-1: Translation and Grammatical Notes in English Elementary 1-1 Lesson 1-12	2nd Indian Ed.	Goyal Publishers & Distributors Pvt. Ltd (Delhi)		15
13.	3A corporation	Minna no Nihongo 1-2: Main textbook Elementary 1-2 Lesson 13-25	2nd Indian Ed.	Goyal Publishers & Distributors Pvt. Ltd (Delhi)		15
14.	3A corporation	Minna no Nihongo 1-2:	2nd Indian Ed.	Goyal Publishers & Distributors		15



		Translation and Gram- matical Notes in Eng- lish Elementary 1-2 Lesson 13-25		Pvt. Ltd (Delhi)		
15.	Japan Foundation	Marugoto: Japanese Language and culture Starter A1 Course- book for communica- tive Language Compe- tences	-	Goyal Publishers & Distributors Pvt. Ltd (Delhi)		15
16.	Japan Foundation	Marugoto: Japanese Language and culture Starter A1 Course- book for communica- tive Language Activi- ties	-	Goyal Publishers & Distributors Pvt. Ltd (Delhi)		10
17.	Kim, Jungsook et.al	Sejong Korean 1	Vol. 1	King Sejong Insti- tute Foundation, Seoul		10



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

Sl.	Author / Editor	Main Title: sub title	Ed./Vol./ Series No	ISBN	Publisher & Place of Pub	No. of Copies	Unit Price (in INR)	Discounted Price (in INR)	Total (in INR)
01									
02									
03									
04									
05									
Total									
GST(if any)									
Grand Total									

We agree to supply the above-mentioned books 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 warranty/ guarantee three 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:

Phone No. :

Address:

Email: