



INVITATION LETTER

Ref No: IIITM/Answerscript/2022-23/03

Date: 23-January-2023

Sub: Invitation for Quotations for supply of Answer Script at IIIT Manipur.

Sir,

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

SL	Item Name/Particulars	Quantity
1	End Semester Answer Script: Specifications: I. Inner writing page un-ruled with margin and logo (Top Centre) with page numbers (Bottom, Center) in the of 80 GSM white paper of the size of 210 MM x 280 MM (trimmed A4 size) II. 4 pages of cover sheets with design as per institution requirement in single colour of orange (color will decide later on) of 100 - 105 GSM. Total Pages: Cover Page (4) + Inner writing page (32) = 36 (specimen enclosed in Annexure A)	5,000
2	Assessment Answer Script: Specifications: I. Inner writing page un-ruled with margin and logo (Top Centre) with page numbers (Bottom, Center) in the of 80 GSM white paper of the size of 210 MM x 280 MM (trimmed A4 size) II. 4 pages of cover sheets with design as per institution requirement in single colour of orange (color will decide later on) of 100 - 105 gsm. Total Pages: Cover Page (4) + Inner writing page (8) = 12 (specimen enclosed in Annexure B)	10,000

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 & Acceptance - 100% of total cost
9. You are requested to provide your offer latest by **5:00 pm** on **04-February-2023**. Quotations received after the due date will be rejected.
10. 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
11. The address of the firm submitting the quotation, the officer to whom the quotation is addressed and the Quotation No: IIITM/Answerscript/2022-23/03 should be mentioned on the sealed cover.

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

23/1/23

Registrar (i/c)
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

SN	Particular of Items	Quantity	Rate	Amount
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
Total				
GST				
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 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 Bidder:

Name:

Address:

Phone No. :

Email:



Check List for Documents to be Submitted / Conditions Complied

S. No.	Details of Documents/ Conditions Complied	Yes/No
1	Payment term complied	
2	Delivery term/period complied	
3	Warranty period complied	
4	GSTIN Certificate enclosed	
5	Copy of PAN Card provided	
6	Validity period of Rate /quotation complied	
7	Signature and stamp of authorized representative of bidder in all the submitted documents	

Note:

1. Technical and financial evaluation and recommendation is to be made only if vendors submitted the documents/ complied the essential NIQ terms and conditions mentioned above.
2. The bidder should submit their quotation in a closed A4 size envelope. The envelope should be super-scribed, Quotation No. and date..... and Quotation for.....

Date

Signature and Stamp of the Bidder



ANNEXURE-A

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SENAPATI, MANIPUR

End Semester Examination

SL. No. IIITM/

Read the instructions given overleaf carefully before filling in the title page. (To be filled in by the candidate)

Office Use
Only

Roll Number											
Degree	Branch		Semester								
Subject Code	Date of Exam		Session								
Subject Title			No. of Pages Used								
All particulars given are verified			Signature of the Hall Superintendent with date								
Chief Superintendent's Signature / Facsimile			Name of the Hall Superintendent								

DO NOT WRITE THE REGISTER NUMBER, COLLEGE CODE AND THE NAME IN ANY OTHER PART OF THE ANSWER BOOK

(To be filled in by the candidate)

Date of Exam : Session

Subject Code Subject Title

No. of Pages used:

Office Use
Only

(To be filled in by
the candidate)

Date of Exam : Session

Subject Code Subject Title

Office Use
Only

PART A		PART -B					Grand Total (in words)
Question No.	Marks	Question No.	I Marks	II Marks	III Marks	Total Marks	
1		11					
2		12	A				
3			B				
4		13	A				
5			B				GRAND TOTAL (A + B)
6		14	A				
7			B				
8		15	A				
9			B				
10							
Total-A		Total-B					

Declaration by the Examiner: Verified that all the questions attended by the student are valued and the total is found to be correct.

Date	Name of the Examiner	Signature of the Examiner
------	----------------------	---------------------------

DO NOT WRITE ANYTHING ON THIS PAGE

Instructions to the Candidates

Roll Number

3	4	0	4	9	1	2	7	5
---	---	---	---	---	---	---	---	---

1. Answer must be legibly written in Blue/ Black Ball Point pen/ ink pen.
2. ANSWERS FOR PART -A MUST BE WRITTEN IN THE STARTING PAGES OF THE BOOKLET AND ANSWERS FOR PART-B MUST BE WRITTEN AFTER PART -A.
3. Write your Register Number at the Top Right Hand Side of the QUESTION PAPER.
4. Get the answer book replaced if
 - * stitching thread is missing
 - * it is not stapled
 - * the page numbers are not in order
 - * the serial number of the answer book is not printed at the top of the title page.
5. You are prohibited from writing your NAME in any part of the answer book.
6. You are prohibited from writing or leaving any distinguishing marks so as to identify your answer book.
7. Use booth sides of the paer for answering questions.
8. The answer book contains sufficient pages and no additional sheets will be given.
9. CHECK THE REGULATION, DEGREE, BRANCH, SEMESTER, SUBJECT CODE AND SUBJECT TITLE OF THE QUESTION PAPER BEFORE ANSWERING THE QUESTIONS.
10. No extra sheet is to be attached and no sheet is to be detached from the answer book.
11. POSSESSION OF ANY INCRIMINATING MATERIAL AND MALPRACTICE OF ANY NATURE SHALL BE PUNISHABLE AS PER RULES.
12. Answers must be legibly written in ink (Blue, Black or Blue Black). Any irrelevant writings/ appeal for pass will be punishable.
13. Strike off the unused pages and unwritten gaps before handing over the Answer Script to the Hall Superintendent.
14. Total number of pages should be mentioned in the spaces provided without fail. The page number of the last written page is the total number of pages written.

ROUGH WORK

This page is meant for ROUGH WORK only
The contents of this page will not be considered for evaluation

ROUGH WORK

This page is meant for ROUGH WORK only
The contents of this page will not be considered for evaluation



ANNEXURE - B

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SENAPATI, MANIPUR

Assessment

I	II	III
---	----	-----

SL. No. IIITM/

Read the instructions given overleaf carefully before filling in the title page. (To be filled in by the candidate)

Roll Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Degree		Branch		Semester	
Subject Code		Date of Exam		Session	
Subject Title				No. of Pages Used	

All particulars given are verified	Signature of the Hall Superintendent with date
Chief Superintendent's Signature / Facsimile	Name of the Hall Superintendent

DO NOT WRITE THE REGISTER NUMBER, COLLEGE CODE AND THE NAME IN ANY OTHER PART OF THE ANSWER BOOK

(To be filled in by the candidate)

Date of Exam :

Session

Subject Code

--

Subject Title

No. of Pages used:

Office Use
Only

Office Use
Only

Office Use
Only

(To be filled in by
the candidate)

Date of Exam :

Session

Subject Code

--

Subject Title

PART A		PART -B				Grand Total (in words)
Question No.	Marks	Question No.		I	II	
				Marks	Marks	
1		6				
2		7	A			
3			B			
4		8	A			
5			B			
Total-A		Total-B				GRAND TOTAL (A + B)

Declaration by the Examiner: Verified that all the questions attended by the student are valued and the total is found to be correct.

Date	Name of the Examiner	Signature of the Examiner
------	----------------------	---------------------------

DO NOT WRITE ANYTHING ON THIS PAGE

Instructions to the Candidates

Roll Number

3	4	0	4	9	1	2	7	5
---	---	---	---	---	---	---	---	---

1. Answer must be legibly written in Blue/ Black Ball Point pen/ ink pen.
2. ANSWERS FOR PART -A MUST BE WRITTEN IN THE STARTING PAGES OF THE BOOKLET AND ANSWERS FOR PART-B MUST BE WRITTEN AFTER PART -A.
3. Write your Register Number at the Top Right Hand Side of the QUESTION PAPER.
4. Get the answer book replaced if
 - * stitching thread is missing
 - * it is not stapled
 - * the page numbers are not in order
 - * the serial number of the answer book is not printed at the top of the title page.
5. You are prohibited from writing your NAME in any part of the answer book.
6. You are prohibited from writing or leaving any distinguishing marks so as to identify your answer book.
7. Use booth sides of the paper for answering questions.
8. The answer book contains sufficient pages and no additional sheets will be given.
9. CHECK THE REGULATION, DEGREE, BRANCH, SEMESTER, SUBJECT CODE AND SUBJECT TITLE OF THE QUESTION PAPER BEFORE ANSWERING THE QUESTIONS.
10. No extra sheet is to be attached and no sheet is to be detached from the answer book.
11. POSSESSION OF ANY INCRIMINATING MATERIAL AND MAL PRACTICE OF ANY NATURE SHALL BE PUNISHABLE AS PER RULES.
12. Answers must be legibly written in ink (Blue, Black or Blue Black). Any irrelevant writings/ appeal for pass will be punishable.
13. Strike off the unused pages and unwritten gaps before handing over the Answer Script to the Hall Superintendent.
14. Total number of pages should be mentioned in the spaces provided without fail. The page number of the last written page is the total number of pages written.

ROUGH WORK

This page is meant for ROUGH WORK only
The contents of this page will not be considered for evaluation

ROUGH WORK

This page is meant for ROUGH WORK only
The contents of this page will not be considered for evaluation