भारतीय सूचना प्रौद्योगिकी संस्थान सेनापति मणिपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SENAPATI MANIPUR
(An Autonomous Institute of National Importance under the Ministry of Education, Government of India)
Mantripukhri, Imphal – 795002, Manipur, India, www.iiitmanipur.ac.in

Ref no.: IIITM/NIQ/IIIT-SPRTS-MEET/2026-27/76
Date.: 16.11.2026

INVITATION LETTER

To,
All Interest Vendors

Sub: Invitation Letter for Supply of Sports dresses for students participating in the 9th All India Inter-IIIT Sports Meet 2026, scheduled to be held from 19th to 23rd December at Kancheepuram

Sir,

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

Sl. No	Particulars	Quantity
1.	Track suit (Fabric-N. S Lycra)	89
2.	T-Shirts (Sleeveless, V-Shaped)	9
3.	T-Shirts (Full Sleeves)	16
4.	T-Shirts (Half Sleeves with Collar)	69
5.	Running Shorts	13
6.	Running Shorts with Skinner (Girls)	2
7.	Basketball Shorts	9
8.	Shorts (Football +Kabaddi +Volleyball)	27
9.	Trouser Full Length (Cricket + Multi Sports)	53

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 & Acceptance - 100% of total cost
   - 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. You are requested to provide your offer latest by **5:00 pm** on **20th November 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 quotations to be submitted/delivered at the address given below

12. **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.

16/11/2026

Registrar,
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.	Track suit (Fabric-N. S Lycra)	89		
2	T-Shirts (Sleeveless, V-Shaped)	9		
3	T-Shirts (Full Sleeves)	16		
4	T-Shirts (Half Sleeves with Collar)	69		
5	Running Shorts	13		
6	Running Shorts with Skinner (Girls)	2		
7	Basketball Shorts	9		
8	Shorts (Football +Kabaddi +Volleyball)	27		
9	Trouser Full Length (Cricket + Multi Sports)	53		
		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 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: