



# OFFICE OF THE REGISTRAR MANIPUR TECHNICAL UNIVERSITY, IMPHAL

(A University established under the Manipur Technical University Act, 2016)

Recognised by UGC under Section 2(f) and Section 22 of UGC Act, 1956

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## INVITATION LETTER

**Package Code: TEQIP-III/2019/MN/mtui/45**

**Current Date: 18-Jun-2019**

**Package Name: Mechanical Measurements and Metrology**

**Method: Shopping Goods**

To,

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**Sub: INVITATION LETTER FOR Mechanical Measurements and Metrology Lab**

Dear Sir,

1. You are invited to submit your most competitive quotation for the following goods with item wise detailed specifications given at Annexure I,

Sr. No	Item Name	Quantity	Place of Delivery	Installation Requirement (if any)
1	Vernier Caliper Mechanical Type	5	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
2	Vernier Caliper Digital Type	2	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
3	Vernier Caliper Mechanical Type	5	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
4	Vernier Caliper Digital Type	2	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
5	Micrometer Mechanical Type	2	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	

6	Micrometer	2	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
7	Micrometer	2	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
8	SINE BAR	1	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
9	MEASURING INSTRUMENTS	1	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
10	Microscope	1	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
11	Surface Plate	1	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
12	Surface Plate	1	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
13	Gauges	2	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
14	Gauges	2	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	
15	Gauges	1	Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West, Manipur-795004	

2. Government of India has received a credit from the International Development Association (IDA) towards the cost of the **Technical Education Quality Improvement Programme [TEQIP]-Phase III** Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. **Quotation**

3.1 The contract shall be for the full quantity as described above.

- 3.2 Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- 3.3 All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
- 3.4 Applicable taxes shall be quoted separately for all items.
- 3.5 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.
- 3.6 The Prices should be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation.
5. Quotation shall remain valid for a period not less than **44** days after the last date of quotation submission.
6. Evaluation of Quotations: The Purchaser will evaluate and compare the quotations determined to be Substantially responsive i.e. which
  - 6.1 are properly signed; and
  - 6.2 Confirm to the terms and conditions, and specifications.
  - 6.3 All required/derived documents contained in the Tender notice shall be submitted.
7. The Quotations would be evaluated for all items together.
8. Award of contract: The Purchaser will award the contract to the bidder whose quotation has been determined to be fulfilling all Technical Specification as desired by the University and who has offered the lowest evaluated quotation price.
  - 8.1 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.
  - 8.2 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.
9. Payment shall be made by e-transfer through PFMS.
10. **Satisfactory Delivery & Installation - 10% of total cost**  
**Satisfactory Acceptance - 90% of total cost**
11. All supplied items are under warranty of **12** months from the date of successful acceptance of items and AMC/Others.
12. You are requested to provide your offer latest by **16:30** hours on **06-Jul-2019**.

13. Detailed specifications of the items are at Annexure I.
14. **Training:** Training/Demonstration must be done for each item.
15. **Testing/Installation:** Testing/Installation must be executed in presence of a faculty of concerned department of Manipur Technical University and duly certified by the Faculty.
16. Information brochures/ Product catalogue must be accompanied with the quotation clearly indicating the model quoted for.
17. The bidder should have provided similar nature of services to IITs/NITs/Govt. Departments/Semi Govt. Departments/PSU/Educational Institutions of National Importance etc. during last 3(three) years ending the last day of March 2019. Duly certified copies of such services are to be enclosed.
18. Tender/Quotations are to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Price Bid, in two separate properly sealed covers; and both these covers will have to be again put in to a single sealed cover. Also, the full address of the firm submitting the tender/quotation must appear distinctly with PIN on both the inner sealed covers, indicating also TECHNICAL BID/ PRICE BID as may be applicable.
19. The outer most cover shall be super scribed as:  
"QUOTATION FOR SUPPLY & INSTALLATION OF .....  
.....  
FOR..... MANIPUR  
TECHNICAL UNIVERSITY.  
VIDE TENDER REF NO:- .....,  
DATED.....  
[The bid will summarily be rejected & returned to the bidder if the sealed envelope containing the quotation is not super scribed as above].
20. Sealed quotation to be submitted/ delivered at the address mentioned below:  
**Manipur Technical University, Govt. Polytechnic Campus, Takyelpat, Imphal West,  
Manipur-795004**
21. No Part Delivery: Part shipment for any items will not be allowed and any Optional item

quoted by the supplier will not be entertained.

22. The bidding agency should be a reputed firm and having all necessary certificates, viz. GST registration certificate, PAN, Registration, Sale Tax clearance Certificate, Authorized Dealership/Distributorship certificate, etc. The photocopies of all the certificates should be attached with the tender.
23. The firm should be an original equipment manufacturer (OEM) in the business of manufacture or supply of equipment for minimum 3-5 years. The firm should submit audited financial statements for latest three financial years in support of this claim.
24. The items being quoted should be of Original Manufacturer and no non-standard item should be quoted. All detailed specifications with make & model no. of the items accompanied by proper leaflets should be clearly mentioned and attached with the offer.
25. The rate quoted must be both in words and figures inclusive of all charges i.e. packing, forwarding, octroi, surcharge, insurance, installation, demonstration and other charges if any.
26. Manufacturer's/Company's name, it's trademark should be mentioned in the tender and illustrative leaflets giving technical particulars, etc. should be attached in the tender.
27. Each bidder should clearly specify that the bidder agrees to abide by the conditions of this tender document on their printed letter head duly sealed & signed by an authorized person.
28. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall have to be taken into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit. **Manipur Technical**

**University will not take responsibility and accept any damaged goods during transit.**

29. Contact details of the person for all post sales/installation maintenance support should clearly be given with Name & Designation, Phone No., Mobile No. and E-mail address.
30. All legal disputes shall be under the jurisdiction of Manipur High Court in the state of Manipur.
31. We look forward to receiving your quotation and thank you for your interest in this project.



(Authorized Signatory)

Name & Designation

**Asst. Registrar  
Manipur Technical University**

**Annexure I**

<b>Sr. No</b>	<b>Item Name</b>	<b>Specifications</b>
1	Vernier Caliper Mechanical Type	Analog Vernier Caliper Satin Chrome Finish, Stainless Steel thread Schedule with fine adjustment (Range: 150 mm, Resolution: 0.02 mm) with NABL Approved Calibration Certificate
2	Vernier Caliper Digital Type	Digital Vernier Caliper, battery without data exit and with round depth bar (Range: 150 mm, Resolution: 0.01 mm) with NABL Approved Calibration Certificate
3	Vernier Caliper Mechanical Type	Analog Vernier Caliper Satin Chrome Finish, Stainless Steel thread Schedule with fine adjustment (Range 300 mm, Resolution: 0.02 mm) with NABL Approved Calibration Certificate
4	Vernier Caliper Digital Type	Digital Vernier caliper: battery without data exit and with measuring blades for outside diameter (Range: 300 mm, Resolution: 0.01 mm) with NABL Approved Calibration Certificate
5	Micrometer Mechanical Type	Analog Micrometer: Three units of analog micrometers to cover measuring range 0-25 mm, 25-50, and 50-75 mm, Resolution 0.01 mm with NABL Approved Calibration Certificate
6	Micrometer	Digital Micrometer: Three units of digital micrometer to cover measuring range 0-25 mm, 25-50, and 50-75 mm, Resolution 0.001 mm with NABL Approved Calibration Certificate
7	Micrometer	Thread Micrometer: Two units of thread micrometer for measuring threads in the range 0-25 mm and 25-50 mm with resolution 0.01 mm
8	SINE BAR	Distance between the rolls: 150-250 mm; Diameter of rolls: 25-30 mm, Accuracy of length: $\pm 0.002$ mm
9	MEASURING INSTRUMENTS	Three-wire thread measuring system: Bench micrometer with 3-wire thread measuring system: ranging pitch from 0.25-4 mm meets all ANSI and ISO spec.
10	Microscope	Toolmaker's microscope: Eyepiece magnification 15x and objective magnification 2x, monocular with 30 degree depression angle, Max. Specimen height 115 mm, maximum workpiece load 5 kg.
11	Surface Plate	Cast Iron Surface plates: 1000x630 with grade 0 as per Indian standard IS: 2285-1991 with stand
12	Surface Plate	Cast Iron Surface plates: 400x400 with grade 0 as per Indian

		standard IS: 2285-1991
13	Gauges	Height Measuring and Scribing Instrument: Range: 350 mm, Resolution: 0.01 mm, Stainless Steel, RS 232 data output
14	Gauges	Gages for Internal Measurement: Three units to cover measuring range 5-15 mm with resolution 0.005 mm; and measuring range 10-30 mm; and 30-50 mm with resolution 0.01 mm) with Calibration Certificate
15	Gauges	Slip gage or Johnsons gage block: Grade 0 standard Slip gage or Johnsons gage block made of ssteel with calibration Certificate



## **CHECK-LIST (TECHNICAL BID)**

### SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description of Requirement	Yes / No / NA	Page No.
1.	Copy of Manufacturer/ Authorized Supplier Certificate		
2.	Audited financial statement for the last 3 years		
3.	Copy of the PAN card.		
4.	Copy of GST registration certificate		
5.	Copies of previous work order of similar work with completion certificate		
6.	Declaration certificate		
7.	No Deviation certificate		
8.	Bidder's details		
9.	Technical Specification		
10.	NSIC/SSI/MSME Certificate where applicable		
11.	All the pages of tender document have been signed		
12.	Price bid in separate sealed envelope.		
13.	Complete copy of Quotation in the format given along with the Price Bid.		

**(Signature & seal of the contractor)**

Place:

Date:

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

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_

Sl. No.	Description of goods \ (with full Specifications)	Qty.	Unit	Quoted Unit rate in Rs. (Including Ex-Factory price, excise duty, packing and forwarding, transportation, insurance, other local costs incidental to delivery and warranty/ guaranty commitments)	Total Price (A)	Sales tax and other taxes payable	
						In %	In figures (B)
<b>Total Cost</b>							

Gross Total Cost (A+B): Rs. \_\_\_\_\_

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 the period specified in the Invitation for Quotations.

We confirm that the normal commercial warranty/ guarantee of \_\_\_\_\_ 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. \_\_\_\_\_