



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/49

Current Date: 15-Jun-2019

Package Name: Antenna & Microwave Engineering Lab

Method: Shopping Goods

To,

Sub: INVITATION LETTER FOR Antenna & Microwave Engineering 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	Vector Network Analyzer	1	Manipur Technical University, Takyelpat	
2	Microwave Test Bench	2	Manipur Technical University, Takyelpat	
3	X Band Antenna Test Bench	2	Manipur Technical University, Takyelpat	
4	ANTENNA TRAINER KIT	1	Manipur Technical University, Takyelpat	

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 **45**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 **10:30** hours on **01-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

Sr. No	Item Name	Specifications
1	Vector Network Analyzer	It consists of two PC-controlled, 1-port USB vector network analyzers (VNAs) with ranges of 150kHz to 6GHz.
2	Microwave Test Bench	It a a common platform to conduct various experiments related with microwave engineering. Equipments: Gunn Oscillator, Gunn Power Supply, Pin Modulator, Isolator, Direct Reading Frequency Meter, Variable Attenuator, Slotted Wave guide with Tunable Probe, Slide Scwer Tuner, Wave Guide Detector Mount, VSWR Meter, Multi hole Directional Coupler, E Plane Tee, H Plane Tee, Magic Tee
3	X Band Antenna Test Bench	Klystron Based Source Equipments: Horn Antennas with stand (manual rotating stand), Pyramidal Horn Antennas, Microstrip antennas of different type in X band, Antenna stand with rotating table (mannual) for radiation pattern measurement stands, cables, X band wave detector, VSWR meter etc.
4	ANTENNA TRAINER KIT	Low Frequency 800 MHz with following antennas: • Simple diode antenna lambda/2 antenna • Simple diode antenna lambda /4 antenna • Folded dipole lambda /2 antenna • Yagi Uda 3 element folded dipole • Yagi Uda 5 element folded dipole Complete set up with receiver, rotating table stand, stand alone setup

CHECK-LIST (TECHNICAL BID)

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description of Requirement	Yes / No / NA	Page No.
2.	EMD @2% of total bid value in the form of Demand Draft /Bank Guarantee in favour of "Manipur Technical University, payable at Imphal" in a separate envelope		
3.	Copy of Manufacturer/ Authorized Supplier Certificate		
4.	Audited financial statement for the last 3 years		
5.	Copy of the PAN card.		
6.	Copy of GST registration certificate		
7.	Copies of previous work order of similar work with completion certificate		
8.	Declaration certificate		
9.	No Deviation certificate		
10.	Bidder's details		
11.	Technical Specification		
12.	NSIC/SSI/MSME Certificate where applicable		
13.	All the pages of tender document have been signed		
14.	Price bid in separate sealed envelope.		
15.	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)
Total Cost							

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. _____