



Government Women Engineering College, Ajmer, Makhupura, Nasirabad  
Road, Ajmer -305002

## QUOTATION INVITATION LETTER

Package Code: TEQIP-III/CRS/2019/RJ/gwec/08  
Package Name: GWECA/2019/CRS/ME/Ergonomics  
Instruments

Current Date: 09-Dec-2019  
Method: Shopping Goods

Notice Inviting Quotations for **Ergonomics Instruments** in **Government Mahila Engineering College Ajmer** invites quotations from reputed Manufacturers/Authorized Dealers/Bidder for procurement of mentioned item in point no. 1. All interested vendors are requested to send their quotation for supply of the items as per detailed technical specification given in point no. 1 and price bid as per the Price Bid format given in the end. The Important information related to invitation letter is as follows:

### Schedule

Date of Issue/Publishing	09/12/2019 (11:00 Hrs)
Document Download/Sale Start Date	09/12/2019 (11:00 Hrs)
Document Download/Sale End Date	23/12/2019 (11:00 Hrs)
Date & Time of Opening of Quotations	23/12/2019 (11:30 Hrs)
Invitation Letter Cost	Rs. 100/- (Non-refundable), as per point no. 15
EMD	Rs. <b>27700/-</b> (Rupees <b>Twenty Seven Thousand Seven Hundred</b> Only), as per point no. 15
Performance Security	05%, as per point no. 16
Onsite Warranty	One year (12 Months)
Quotation Validity days	90 days (From last date of opening of quotation)
Expected Delivery Period (In Days)	30
Address for Communication	TEQIP-III Office, Government Women Engineering College Ajmer, Nasirabad Road, Makhupura, Ajmer-305002
Email Address	<a href="mailto:teqip@gweca.ac.in">teqip@gweca.ac.in</a>
Institute Website	<a href="http://www.gweca.ac.in">www.gweca.ac.in</a>



Government Women Engineering College, Ajmer, Makhupura, Nasirabad  
Road, Ajmer -305002

To,

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**Sub: INVITATION LETTER FOR GWECA/2019/CRS/Ergonomics Instruments**

Dear Sir,

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

Sr. No	Item Name	Detailed Specifications	Quantity	Place of Delivery	Installation Requirement (if any)
1	Anthropometry Kit	Anthropometry Kit must include following items: 1) Small anthropometer/ Bone caliper used to measure a straight-line distance between two landmarks has a range of 0 to 30 cm in 0.1 cm increments (with an accuracy of 0.5mm), used to measure wrist, elbow, knee and ankle widths as well as measuring small muscle masses like the bicep and calf. 2) Large Anthropometer/ Bone Caliper used to measure a straight line distance between the two land marks and range of 0 to 60 cm in 0.1 cm increments(with an accuracy of 0.5 mm) 3) Chest depth caliper measures maximum chest expansion from resting to full inspiration and range from 0 to 24 inches in 0.50 inch graduations (0 to 60 cm with 2.0 cm graduations). 4) 60 inch Anthropometry Tape 5) Finger circumference gauge and finger motion gauge	1	GWEC Ajmer	Yes

2	7 Piece Digital Hand Evaluation Set	<p>7 Piece Digital Hand Evaluation Set Includes(In carrying case) needed for a full hand evaluation:</p> <ol style="list-style-type: none"> <li>1) Hydraulic Hand Dynamometer</li> <li>2) 2-point discriminator with 3rd point</li> <li>3) Finger circumference gauge and finger motion gauge</li> <li>4) Wartenburg pinwheel</li> <li>5) Hydraulic pinch gauge registering up to 50 lbs (23 kg)</li> <li>6) Stainless steel goniometer</li> <li>7) Digit-O-Meter</li> </ol>	1	GWEC Ajmer	Yes
3	Digital Goniometer	<p>Halo Digital goniometer with KPEC Training Course along with a set of Halo strip Kit. The HALO Goniometry conveniently fits into the protective rubberized shell and attaches to the varying lengths of Velcro straps. Protective rubber shell is included with Velcro strap lengths of 13.5", 22" and 31".</p>	1	GWEC Ajmer	Yes
4	Muscle test System	<p>Range : 300 Lbs ( 135 Kg )  Measures Peak force, Average force &amp; Time to reach peak force.  LCD display, Data storage, Bluetooth data transfer  Size: 3.16" x 5.11" x 1.6" (8.03cm x 12.98cm x 4.1cm) • Range: 0-300 lbs (136.1kg) (1335 N) • Accuracy: ± 1 % over full scale or ± 0.2 lbs•  Resolution: 0.1lbs/0.1kg/0.1N(0-999.9N) / 1N(1000N-1335N) •  Battery Life: 6 hrs powered on, 30 minutes after low battery condition •  Charge Time: 80% charge =&gt; 45 minutes / Full charge =&gt; 2 hrs•  Data Storage Capacity: 150 tests •  Calibration Points: 31 point (Every 10lbs, 0 – 300) •Preset Test Length: 0.5-10 seconds; in 0.1 second increments</p>	1	GWEC Ajmer	Yes
5	Digital Inclinator Kit	<ol style="list-style-type: none"> <li>1) Item Dimension: 608.07mm x 26.92mm x 58.92mm</li> <li>2) Digital Level features and easy-to-read angled, illuminated, rotating flip display making it the ideal digital level for dark</li> </ol>	1	GWEC Ajmer	Yes

		<p>working areas</p> <p>3) Provides precise measurements in degrees, percent or feet and inch, it offers and audible tone indicator for level or 90 degree alignments, accuracy of the level is at 0 degree or 90 degree is 0.05 degree</p> <p>4) The inclinometer must offer a hold/copy button to transfer target values to other work areas on the jobsite</p> <p>5) Provides robust housing with IP54 protection for durability against dust and worksite conditions</p>			
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2. Government Women Engineering College Ajmer has received a research grant from the **All India Council of Technical Education (AICTE) New Delhi** in collaboration with **Technical Education Quality Improvement Programme [TEQIP]-Phase III** Project under **Collaborative Research Scheme (CRS)** for TEQIP-III institutions in focus states and intends to apply part of the proceeds of this research grant under the CRS contract guidelines 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 and the bid/offer should be submitted in two bid systems (i.e.) Technical Bid and Financial Bid. The bidder shall submit the **Technical Bid and Financial Bids in separate sealed covers**, clearly super-scribing “**Technical bid for Ergonomics Instruments**” and “**Financial bid for providing Ergonomics Instruments**”, respectively. ***These two sealed covers shall be put in another cover which should also be sealed, signed and duly super-scribed “Tender for providing Ergonomics Instruments with Package Code TEQIP-III/CRS/2019/RJ/gwec/08”.***

5. Quotation shall remain valid for a period not less than **90** days after the last date of opening of quotation.
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.
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 substantially responsive 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 in Indian Rupees as follows:

For Indigenous supplies, **100% payment** shall be made by the Purchaser against delivery, Inspection, successful installation, commissioning and acceptance of the equipment at GWEC Ajmer in good condition and to the entire satisfaction of the Purchaser and on production of performance security as specified in Point no. 16 of invitation letter terms and conditions.
10. Liquidated Damages will be applied as per the below:

Liquidated Damages Per Day Min %:**0.10**

Liquidated Damages Max %:**10**
11. All supplied items are under warranty of **12** months from the date of successful acceptance of items and AMC/Others is 0 year.
12. You are requested to provide your offer latest by **11:00** hours on **23-Dec-2019**.
13. Training Clause (if any) **Yes**
14. Testing/Installation Clause (if any) **Yes**

15. The Bidder should submit an **Tender Cost and EMD** in the form of Account Payee **Demand Draft** from any of the commercial Banks in the name of “**Principal, Government Mahila Engineering College Ajmer**” payable at **Ajmer**. ***The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted.*** The EMD will be refunded without any interest to the unsuccessful Bidders after the award of contract. In case of successful Bidder, it will be retained till the warranty period of the equipment.
16. **Performance Security** shall be applicable: **05%**  
  
The supplier shall require to submit the performance security in the form of **Demand Draft/ Bank Guarantee** from any commercial bank for an amount which is stated at the “Schedule” of the invitation letter document in the name of “**Principal, Government Mahila Engineering College Ajmer**” payable at **Ajmer** within 21 days from the date of receipt of the purchase order and this amount/bank guarantee will be returned after a period of 60 days beyond the date of completion of warranty period.
17. **Information brochures/Product catalogue**, if any must be accompanied with the quotation clearly indicating the **model quoted** for.
18. Sealed quotation to be submitted/delivered at the address mentioned below, **Government Women Engineering College, Ajmer, Makhupura, Nasirabad Road, Ajmer -305002**
19. The bidder must submit the company details viz. **Firm Registration Certificate, GST Registration Certificate** and any other necessary documents duly certified by **Chartered Accountant / Notary Public** (Audited balance sheets including profit and loss accounts for the three financial years viz. 2015-16, 2016-17 & 2017-18) along with their bid.
20. The bidder must submit the additional number of days required, if any, to deliver and successfully installation of all the items/equipments in the quotation which is stated at the “Schedule” of the invitation letter document. No request of extension beyond this period for delivery of all the items will be entertained.
21. The quotation would be opened on **23-Dec-2019 at 11:30 hrs** at **TEQIP-III Office, Govt. Women Engineering College Ajmer, Rajasthan – 305002, India** in the presence of bidder representative who choose to attend the opening. The bidder representative who is present shall sign an Attendance Sheet evidencing their attendance.
22. **Only authorized dealer/ agency of Original Equipment Manufacturer (OEM)** or OEM should apply against this invitation for bid. In the case of the bidder, offering to supply goods under the bid, which the bidder does not manufacture or otherwise produce, the bidder has to provide Manufacturer’s Authorization Certificate strictly as per format at **Annexure A**. Bids submitted without authorization certificate as per **Annexure A** will be summarily rejected.

- 23.** Details of Service Centres and Service support facilities from where services would be provided during and after the warranty period must be enclosed with their bid.
- 24.** Notwithstanding the above, the Institute reserves the right to accept or reject any quotation(s) and to cancel the process and reject all quotation(s) at any time.
- 25.** Dispute if any shall be subjected to the jurisdiction of Rajasthan in Ajmer/Jaipur.
- 26.** We look forward to receiving your quotation and thank you for your interest in this project.

(Authorized Signatory)

Name & Designation

# MANUFACTURER AUTHORIZATION FORM

No. \_\_\_\_\_ dated \_\_\_\_\_

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir:

Package No. \_\_\_\_\_

We----- (Name of the OEM) who are established and reputed manufacturer of \_\_\_\_\_ (*name and description of goods offered*) having factories at \_\_\_\_\_ (*address of factory*) with *factory registration no.* ----- do hereby authorize M/s \_\_\_\_\_ (*Name and address of Agent*) to submit a bid, and sign the contract with you for the goods manufactured by us against the above bid.

We hereby extend our full warranty as per your invitation letter, for the goods and services offered for supply by the above firm against this Invitation for Bid.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer or OEM and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.



**FORMAT FOR FINANCIAL 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. \_\_\_\_\_