

**INDIGENOUS ENQUIRY LETTER  
AS DETAILED BELOW:**



**भारतीय उष्णदेशीय मौसम विज्ञान संस्थान**  
**INDIAN INSTITUTE OF TROPICAL METEOROLOGY,**  
(पृथ्वी विज्ञान मंत्रालय का स्वायत्त संस्थान, भारत सरकार के अधीन)  
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

सं. पी. एस. / No. PS/125/90/2014/

दिनांक / Date:

मेसर्स./ M/s.

प्रिय महोदय / Dear Sirs,

“दिनांक \_\_\_\_\_ की पूछताछ से \_\_\_\_\_ की अनुक्रिया में दिनांक \_\_\_\_\_ की नवोदित दर सूची,” लिफाफे पर लिखे मुहरबंद निवोदित दर सूची निम्नलिखित भण्डारों की आपूर्ति के लिए संस्थान दिनांक \_\_\_\_\_ के 12.00 घंटों तक निमंत्रित है जिन्हे उसी दिन 15.00 घंटों तक खोला जाएगा।

Quotation in sealed cover superscribed there on Quotation due on **01/07/2014** response to Enquiry No. **PS/125/90/2014** dated **28/05/2014** are invited for the supply of under-mentioned stores so as to reach this institute latest by **12.00 hours** on **01/07/2014** which will be opened on the same day at **15.00 hours**.

सामान्यतः खोलने के दिनांक से कम से कम 180 दिनों की अवधि तक यह निवेदित दरसूची वैध रहेगी।

The quotation shall normally remain *valid for a minimum period of 180 days from the date of opening*

इस पष्ठ की दूसरी और छपे अनुदेबउओं को ध्यान में रख कर निवोदित दरसूची भरी जाएगी।

The quotation shall be filled in with the consideration to the instruction printed overleaf.

क्रम सं. Sr. No.	भण्डार का विवरण Description of Stores	इकाई Unit	मात्रा Quantity
<b>1</b>	<b>Supply of Aerosol Spectrometer</b> <b>Specifications:</b> <ul style="list-style-type: none"><li>31-Channel, ranging from 0.25 to 32 <math>\mu</math>m</li><li>Battery Charger for 220-230 V AC</li><li>Data Storage Card: 4 MB or more.</li><li>Special Communication Cable RS-232 to USB</li><li>Supporting Software for data analysis</li><li>Glass Fiber Weather Protection Housing</li></ul>	<b>Set</b>	<b>01</b>

**Note:- (1) Enquiry Letter No. and due date should be mentioned on the top of envelop.**

**(2) The Technical Literature should be enclosed along with the quotation.**

एस.टी./सी.एस.टी./आदि के लिए संस्थान

कोई रियाती फार्म नहीं दे सकता।

This Institute is unable to furnish any

Concessional form for S.T / C.S.T. / etc.

भवदिय / Yours faithfully,

(V. R. Mali)  
Scientific Officer Grade-I  
for Director

तार : ट्रॉपमेट, पुणे Grams : TROPMET, PUNE

फैक्स : Fax : (020) 25893825 दूरभाष : Telephone : 25893600 / 25893675 - 81

डॉ. होमी भाभा मार्ग, पाषाण / Dr. Homi Bhabha Road, Pashan, पुणे / Pune - 411 008 ( भारत / India )

## निविदा प्रस्ताव के लिये अनुदेश / INSTRUCTIONS TO TENDER

1. नियत तारीख के बाद प्राप्त दर सूची पर विचार नहीं किया जाएगा।  
Quotation received after the due date will not be considered.
2. दर सूची सुवाच्य रूप में भरी जानी चाहिये और शब्दों पर शब्द /सुधार, काटछांट विलोपन यदि हो तो उनको सटीक अनुप्रमाणित करना चाहिये और आपके शीर्षपत्र पर होना चाहिए।  
Quotation must be filled in legibly and overwriting/corrections, erasures etc. if any, must be duly attested, and ON YOUR LETTER HEAD ONLY.
3. पृछताछ पत्र में बताई इकायों के अनुसार दर सूचित किया जाना चाहिये। विशेष रूप से उल्लिखित इकाइयों से अलग इकाइयों पर यदि दर बताई जा रही है तो इन इकायों के सम्बन्ध का विवरण दिया जाएगा।  
The rates shall quoted according to the units indicated in the enquiry letter. When the rates are quoted in units different from those specified, the relation between the units shall be furnished.
4. निवोदित भण्डार अधिमान्य रूप से तत्सम्बन्धित भारतीय मानक विनिर्देश के अनुसार होना चाहिए।  
The Stores offered shall preferably be according to the relevant Indian Standard Specification.
5. निवोदित दर सूची में सुपूर्दगी की सही अवधि तथा सुपूर्दगी की शर्तें बताई जानी चाहिए।  
The exact delivery period and terms of delivery shall invariably be mentioned in the quotation.
6. “पाषाण में इस संस्तान भवन से सुपूर्दगी। (स्थानिक फर्मों के लिए) और “एफ ओ आर पुणे” (बाहर गांव के फर्मों के लिए) सुपूर्दगी” के आधार पर निवेदित दरों को वरीय माना जाएगा।  
preference shall be given to rates quoted as delivery at this Institute premises at Pashan (for local firms) and as FOR Pune (for outstation firms)
7. दरों में वरीय रूप से सब प्रभार कर ड्युटी आदि में समाविष्ट करना चाहिए साथ ही इन प्रभारों को सुस्पष्ट और पृतक दिखाया जाना चाहिए।  
The rates preferably include all charges, taxes, duties etc., also these charges shall be shown distinctly and separately.
8. विक्री कर की रियायत दर के लिए फार्म (डी) या फार्म (ए.एफ.) जो भी उपयुक्त है वह संस्थान दे नहीं सकेगा।  
The Institute will not be in position to furnish form (D) or form (AF) as the case may be for concessional rate of Sales Tax
9. रकम का भुगतान ३० दिनों के अंदर किया जाएगा।  
Payment will be made within 30 days.
10. पूर्ती के आदेश जारी किये जाने के बाद आदेश में दर्शायी गयी-अवधि तक पूरी सुपूर्दगी की जानी चाहिए। रद्द सामग्री को बदलने में असफल होने पर आदेश बिना पूर्व सूचना से रद्द किया जा सकता है, और आगे जोखिम और लागत पर अन्य स्थान से सामग्री प्राप्त की जायेगी।  
An order for supply when placed, must be completed in full within the delivery period indicated on the order. Failure to supply or replace the rejected materials if any, will render the order liable to be cancelled without notice and the material will be procured elsewhere at your risks and cost.
11. ऊपर बताए अनुदेशों को पूर्ति न करनेवाली दर सूचियों पर विचार नहीं किया जाएगा।  
Quotations, not fulfilling the above instructions, are not likely to be considered.
12. किसी निविदा दर सूची या उसके अंश को कारण नहीं बताते हुए स्वीकृत अथवा अस्वीकृत करने का संस्थान अधिकार रखता है।  
The Institute reserves the right to accept or reject any quotation or part thereof without assigning any reason there of.
13. प्रतिभूति पूर्तिकर्ता यह प्रतिभूति १२ महिनो की अवधि के लिए देगा कि पूर्ति के किये जानेवाले माल, कारीगरी, माल और विनिर्माण की सब त्रुटियाँ और दोषों से मुक्त हो, उच्च कोटि के हो और संस्थापित और सामान्य रूप से स्वीकृत मानको के साथ मिलते हो, विशेष विवरण की पुष्टी करते हो और यदि प्रचलित होते हो तो सटीक ढंग से प्रचलित होना चाहिए।  
Warranty : The supplier shall give a warranty for a period of 12 months to the effect that the materials supplied shall free from all defects and faults in material, workmanship and manufacture shall be of the highest grade and consistant with the established and generally accepted standards shall be inconfirmatory with the specifications and shall be if operable operate properly.

**नियम और शर्तें (ज़ारी)**  
**Terms and Conditions (contd.)**

14. दर पत्र में निम्नांकित बातों के संदर्भ में स्पष्ट जानकारी दी जानी आवश्यक है जैसे कि यूनिट कीमत, विक्री कर, परिवहन, संक्रमणकालीन बीमा, स्थापित करने का खर्च और एक वर्ष की उसी जगह की वॉरंटी। विक्री कर में कोई माफी या छूट मिलने के बारे में संस्थान कोई प्रमाणपत्र ज़ारी नहीं करेगा। अपूरी जानकारी देनेवाले दरपत्रों के बारे में कोई विचार नहीं किया जाएगा तथा रद्द किया जायेगा।  
Quotations must clearly indicate the features offered Unit Price[ Sales Tax, Transport, Transit Insurance, Installation charges and one year on-site warranty. Institute cannot furnish any certificate for exemption or reduction in Sales Tax etc. Incomplete Quotation will not be considered and rejected.
15. अग्रिम का भुगतान नहीं किया जाएगा।  
No advance can be paid.
16. केन्द्रीय उत्पाद शुल्क कर के वेतन से संस्थान को छूट प्राप्त हुई और और अगर आवश्यक हो तो, अनुरोध पर विमोचन प्रमाणपत्र ज़ारी किया जायेगा।  
Institute is exempted from the payment of Central Excise duty and exemption certificate will be issued on requested, if required.
17. अगर कोई ऑक्ट्रॉय कर का भुगतान हो तो, उसका कृपया अलग उल्लेख किया जाए।  
Octroi payment if any, the same may please be shown separately.
18. भुगतान नियम निम्न प्रकार से है :-  
Payment terms will be as follows:  
i) **80%** payment shall be made against delivery of indigenous goods.  
ii) **10%** payment shall be released after completion of installation, commissioning and on acceptance test as per Purchase Order at site  
iii) Balance **10%** shall be made after receipt of performance Bank Guarantee from Indian nationalized bank for 10% of the total order value, to be valid for entire period of warranty including extension if any. If no Bank Guarantee is given, the balance 10% will be paid after assessing, after sales service during warranty period i.e. payment after warranty period.
19. उपकरण स्थापित करने के पश्चात् स्वीकृति की सभी मानके जाँच पड़ताल की जाएगी। स्वीकृति के ऐसे परीक्षण पूरे हो जाने के बाद ही संबंधित उपकरण का स्वीकार किया जायेगा।  
All standard acceptance tests will be carried out after installation the equipment will be taken over only after successful completion of acceptance tests.
20. उसकी कीमत स्थिर और अपरिवर्तनीय होनी चाहिए और उसमें कच्चा माल और घटकों की लागत में वृद्धि होने पर या रूपया-विदेशी मुद्रा के विनिमय दर में बदलाव आने पर भी कोई परिवर्तन नहीं होगा।  
The price should be firm and irrevocable and not subject to any change whatsoever, even due to increase in the cost of raw materials and components and Rupee-foreign exchange conversion rate.
21. उपकरण प्राप्त होने के पश्चात् एक महीने की अवधि में स्थापना प्रक्रिया पूरी होनी चाहिए।  
The installation process should be completed within one month from the date of delivery.
- 22. Delivery: The Equipments are required for IITM, Pune / New Delhi.**

(V. R. Mali)  
Scientific Officer-Grade-I  
For Director

**FOREIGN ENQUIRY LETTER  
AS DETAILED BELOW:**



**भारतीय उष्णदेशीय मौसम विज्ञान संस्थान**  
**INDIAN INSTITUTE OF TROPICAL METEOROLOGY,**  
(पृथ्वी विज्ञान मंत्रालय का स्वायत्त संस्थान, भारत सरकार के अधीन)  
(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

No. PS/125/90/2014

Date:

Dear Sir,

We are interested in procurement of the following items. You are, therefore, requested kindly to submit your Quotation / Pro-forma Invoice in triplicate so as to reach this Institute on or before **01 JULY 2014 up to 12:00 hrs.** which will be opened on same day at **15:00 hrs.** The envelope should be super scribed "Enquiry Number PS/125/90/2014 due on **01 JULY 2014 up to 12:00 hrs.**"

Sr. No.	Description of Stores	Unit	Quantity
1	<b>Supply of Aerosol Spectrometer</b>  <b>Specifications:</b> <ul style="list-style-type: none"><li>• 31-Channel, ranging from 0.25 to 32 <math>\mu</math>m</li><li>• Battery Charger for 220-230 V AC</li><li>• Data Storage Card: 4 MB or more.</li><li>• Special Communication Cable RS-232 to USB</li><li>• Supporting Software for data analysis</li><li>• Glass Fiber Weather Protection Housing</li></ul>	Set	01

The proforma invoice shall indicate the following information and also accompany relevant technical literature.

1. Please indicate FOB / FCA value including packing, forwarding and inland freight charges.
2. Please indicate C&F / CIF Mumbai (INDIA) value by airfreight also.
3. Please indicate the name & address of your Indian agent. Please also indicate the amount of agency commission payable to him in Indian currency after the receipt of the consignments in good condition at our Stores and in case of equipment after the satisfactory installation & commissioning. Indian Foreign Exchange & Regulations Act do not permit the inclusion of Indian agency commission, discount or like rebates allowed by foreign suppliers in FOB / FCA value, payable to their Indian agents. Such commission, discount etc., if any, must be indicated separately in your offer;
4. Indicate the names of the Indian reputed organizations where you have supplied the similar equipment and may attach the satisfactory performance report of the equipment from users;
5. If you have supplied identical or similar equipment to other Govt. Organization CSIR/Labs/Institute., the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid;
6. Fax/e-mail tenders will not be considered

P.T.O.

तार : ट्रॉपमेट, पुणे Grams : TROPMET, PUNE

फैक्स : Fax : (020) 25865142 दूरभाष / Telephone : 25904200

डॉ. होमी भाभा मार्ग, पाषाण / Dr. Homi Bhabha Road, Pashan, पुणे / Pune – 411 008 (भारत/India)

7. Please indicate clearly all bank charges (inside & outside India) shall be borne by the supplier/beneficiary.
8. Details of services to be rendered by you.
9. The offer may be kept valid for minimum period of 180 days.
10. Proprietary Certificate in Original / Copy of Patent Certificate.
11. Certificate of Country of Origin.
12. Terms & Period of Warranty (**minimum One Year**).
13. AMC / CMC charges may be quoted separately (after expiry of standard period of warranty).
14. Installation, System Integration, Commissioning & Training charges, if any, may be quoted separately.
15.
  - a) No advance can be paid.
  - b) **PAYMENT:** For import goods, **80%** payment shall be made by Sight Draft / an Irrevocable Letter of Credit established in favour of the supplier through the State Bank of India, Main Branch, Camp, Pune 411 001 (India) for the order value, excluding the Agency Commission due to the Indian Agents, against the presentation of original Shipping documents, **10%** payment shall be released after completion of satisfactory installation, commissioning, demonstration of the whole system, after imparting training and Balance **10%** will be released upon receipt of Bank Guarantee from Indian nationalized bank for 10% of total Order value towards performance bank guarantee to be valid for one year from the date of installation. However Letter of Credit/Sight Draft arrangement will be made for 100% order value.

The Agency Commission to the Indian Agent will be paid only after successful installation, commissioning and satisfactory demonstration and acceptance of the items ordered for by the end user.
  - c) For Indigenous items, **80%** payment shall be made against delivery of indigenous goods, **10%** payment shall be released after completion of installation, commissioning and on acceptance test as per Purchase Order at site and balance **10%** shall be made after receipt of performance Bank Guarantee from Indian nationalized bank for 10% of the total order value, to be valid for entire period of warranty including extension if any. If no Bank Guarantee is given, the balance 10% will be paid after assessing, after sales service during warranty period i.e. payment after warranty period.
  - d) To ensure due performance of the contract, the successful bidder has to furnish the Performance Security in the form of bank guarantee for **10%** of the Order value from the Indian nationalized bank before execution of ordered work but not later than 15 days from the date of receipt of the Purchase Order. The same will be returned to the successful bidder only after completion of satisfactory installation, commissioning, demonstration of the whole system.
16. **Delivery:** The Equipments are required for IITM, New Delhi / Pune. Accordingly, cost may be quoted separately.

We prefer to release the payment on Bill basis (excluding Indian agency commission) after the receipt of consignment in good condition. Alternatively, depending upon the value and foreign exchange regulations the payment can also be considered through Sight Draft/Letter of Credit through the State Bank of India for the order value excluding the Indian agency commission.

The payment shall be made by way of Letter of Credit through the State Bank of India, Pune - 411 001 ( INDIA ) excluding the Indian Agency Commission which shall be paid directly to Indian Agents in Indian rupees after receipt of materials in sound condition. Insurance shall be arranged by us if the mode of dispatch is air-freight.

Thanking you,

Yours faithfully,

(V. R.MALI)  
Scientific Officer, Grade-I  
For Director