



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/124/07/2015

दिनांक / Date :

मेसर्स./ M/s.

प्रिय महोदय / Dear Sirs,

"दिनांक _____ की पूछताछ से _____ की अनुकिया में दिनांक _____ की नवोदित दर सूची," लिफाफे पर लिखे मुहरबंद निवोदित दर सूची निम्नलिखित भण्डारों की आपूर्ति के लिए संस्थान दिनांक _____ के 18.00 घंटे तक निमंत्रित है जिन्हें उसी दिन 15.00 घंटे तक खोला जाएगा।

Quotation in sealed cover superscribed there on Quotation due on 14/07/2015 response to Enquiry No. PS/124/07/2015 dated 17/06/2015 are invited for the supply of under-mentioned stores so as to reach this institute latest by 12.00 hours on 14/07/2015 which will be opened on the same day at 15.00 hours.

सामान्यतः खोलने के दिनांक से कम से कम 60 दिनों की अवधि तक यह निवोदित दरसूची वैध रहेगी।

The quotation shall normally remain valid for a minimum period of 60 days from the date of opening

इस पक्ष की दूसरी और छपे अनुदेवतों को ध्यान में रख कर निवोदित दरसूची भरी जाएगी।

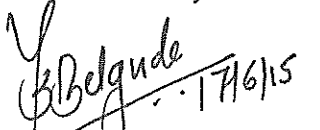
The quotation shall be filled in with the consideration to the instruction printed overleaf.

क्रम सं. Sr. No.	भण्डार का विवरण Description of Stores	इकाई Unit	मात्रा Quantity
01	Supply and installation of E-Gate Pass Visitor Management System	No	01
02	5 years CMC after end of warranty (Specifications enclosed)		

- Note:- (1) **Enquiry Letter No. and due date** should be mentioned on the top of envelop.
(2) The Technical Literature & pamphlet may please be enclosed along with the quotation.
(3) Quotation by fax will not be considered.

एस.टी./सी.एस.टी./आदि के लिए संस्थान
कोई रियाली फार्म नहीं दे सकता।
This Institute is unable to furnish any
Concessional form for S.T / C.S.T. / etc.

भवदिय/ Yours Faithfully


(Y.S. Belgude)
Assistant Director
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. पूछताछ पत्र में बताई इकायों के अनुसार दर सूचित किया जाना चाहिये। विशेष रूप से उल्लिखित इकायों से अलग इकायों 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 अधिमाम्य 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. पूर्ति 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 २४ महीनों 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 मानकों 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 24 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 operabl operate properly.

14. Penalty Clauses are as under:

Instrument should remain operational at least 90% of the time in a year and should not remain non-functional continuously for more than **2 days**. In case of non-compliance, a penalty of upto 5% of the total Order Value amount will be imposed or the warranty period will be extended proportionately (as decided by IITM, Pune). The instrument should be commissioned, regularized and operational after the order is executed without any additional facility and cost to IITM excepting the infrastructure which includes well furnished laboratory space with 230V standard Indian power supply. **Warranty period will stand extended for a period of total downtime of the equipment.**

15. If the supplier fails to Supply, Install and Commission the system as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of one percent value of the Purchase Order awarded, per every week delay subject to a maximum of 10% for every week beyond the due date and such money will be deducted from any money due or which may become due to the supplier.

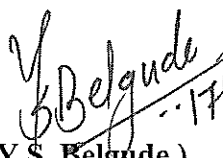


**(Y.S. Belgude)
Assistant Manager
For Director**

PTO

Specifications for E-Gate Pass Visitor Management System

1. The system should:
 - (a) Be just as an integrated ATM type Kiosk, Integrated software and Integrated Hardware
 - (b) Be Tough, Rugged yet lightweight and Portable
 - (c) Occupy limited space and be highly reliable and User friendly
2. System should have inbuilt provision for:
 - (a) Highly economical and cost effective SMS alert facility (LAN/Internet connectivity/SIM Card)
 - (b) Pre-scheduled appointments with visitors/clients
 - (c) Issuing Visitor Gate pass with validity for Frequent Visitors/vendors
3. Facility of entering maximum details of the visitors
4. Facility of Photo record of each visitor
5. Exit Check of visitor
6. The system should also generate visitor gate pass through scanning of business card
7. Facility of Auto generating and printing Gate pass with client's logo and visitor's photo
8. Print must be of good quality so that the visitor may be easily identified in the print
9. Visitors data storing facility such that the total no of visitors in the premises may be known at any point of time
10. Facility to link the machine to a central server where only the authorised personnel can visit, check the data and get its display at his PC (if required)
11. Data accessibility in Windows XP to current/future developed Windows operating systems
12. Possible to save or import data in Excel Format for analysis purpose
13. Accessibility in the control room of the status report of the current day's/past days' visitors
14. Facility of storing data for at least six months in the system itself and transferable later to our main server. It is desirable not essential.
15. Entry – Exit Check should be connected to PC with Photo recording system
16. Assorted MIS information/reports generation
17. Pop-up alarm to Security on the screen Monitor on expiry of the time given to the visitor
18. Installation, commissioning and implementation of the system
19. Complete training of the assigned staff including the Security before handing over to client
20. Providing SOP Manual
21. Providing essential accessories
22. 2 years warranty with another 5 years CMC
23. The CMC includes the following:
 - (a) Regular visit of the Engineer after every 2 months (i.e., 6 visits in a year) for maintenance. Additional visit will be required when the system goes out of order. The system must be repaired within 48 hours of the intimation to the Firm.
 - (b) The whole expenditure of the maintenance work during the CMC period should be taken care of by the supplier (e.g., repair charges, cost of the components replaced etc.) itself.


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For Director