



GOVERNMENT OF INDIA
INDIA METEOROLOGICAL DEPARTMENT
OFFICE OF THE
Head of Regional Meteorological Office, Mumbai

Colaba, R.C.Church, Mumbai – 400 005
Phone No. 022 – 22174704
Website : www.imdmumbai.gov.in

Ref : Tender No. /D-29012/Forms/RMSU/2022-23 Dated 13-05-2022

Sir,

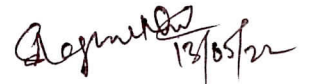
Kindly quote for the following :

Sr No	Name of Forms/Register	No of Sheets/unit	Total Units	Specification
1	Synop Pad	50	500	Printing on one side; A4 size; 80GSM; Unit to be stapled
2	Metar Pad(White)	300	500	One Side Printing; 19cm*22.5cm size;55GSM ; Unit to be binded
3	Metar Pad(Red)	300	250	One Side Printing; 19cm*22.5cm size;55GSM; Unit to be binded
4	Met-T 53 form	1	125	Printing on both side; 44cm*28.5cm size; 80GSM
5	Met-T 356 form	1	200	A3 size;80GSM; Printing on both side
6	Monthly Meteorological Register	80 Sheets +2 cover pages	500	Sheets:-80 Sheets Printing on one side ; A4 size; 80GSM; Unit to be stapled Cover :-Front paper of unit to be printed on back to back & Back paper to be printed on one side. Front & Back papers are colored ; A4 size ; 90GSM
6	Register for noting lapses at airport	100	11	A4 size;80GSM; Printing on both side
7	Aircraft Accident/Incident register	100	20	A4 size;80GSM; Printing on both side

Signature
13/5/22

Terms and Conditions:

- 1) **For details, please refer appended ' Notice Inviting Tender '.**
- 2) The sealed envelope should contain two separate sealed envelopes containing "**Financial Bid**" & "**Technical Bid**". The sealed envelope must be super scribed in block letters "**TENDER NO. /D-29012/Forms/RMSU/2022-23 DATED 13-05-2022 AND THE OPENING OF TECHNICAL BID IS ON 26-05-2022 AT 1500 HRS. "Synop Pad", "Metar Pad(White)", "Metar Pad(Red)", "Met-T 53 form", "Met-T 356 form", " Monthly Meteorological Register", " Register for noting lapses at airport" & "Aircraft Accident/Incident register"**
- 3) The tender should reach this office on or before **1500 hrs of 26/05/2022** in a sealed envelope addressed to "The Deputy Director General of Meteorology , Regional Meteorological Office, R.C.Church, Colaba ,Mumbai – 400 005". The parties bringing tenders personally may hand over the sealed quotation in RMSU section of this office.
- 4) **The financial bids will be opened subject to the approval of Technical Bids.**
- 5) The bidder/s may be present at the time of opening of the quotation, if they desire.
- 6) The rates quoted should separately indicate GST. No extra charges will be paid / entertained after opening the bids. **Rates should be quoted in Indian Rupees only.**
- 7) **All other charges paid** (if any) is to be included in the bill.
- 8) **Validly of quotation: 60 days** from the date of opening of Technical Bid.
- 9) **Delivery period : within 30 days** from the date of issue of supply order.
- 10) **Terms of payment:** 100% within 30 days from the date of **acceptance of the order.**
- 11) **Contact person:** For all technical queries, please contact Shri Manoj Dhotre, Meteorologist A, Phone No. **022 – 22174704.**
- 11) The right to ignore/cancel tender which fail to comply with the above instructions is reserved without assigning any reasons.
- 13) **Enclosed mandate form**, duly filled in, along with a **cancelled cheque** should be submitted for making e-payment, **if not submitted already.**

 13/05/22

(Rajshekhar)
Scientist C
for DDGM RMC Mumbai

Government of India
India Meteorological Department,

Office of
Head of Regional Meteorological Centre, Mumbai

Colaba, Mumbai - 400005.

Tender Enquiry Document for
Synop Pad, Metar Pad(white), Metar Pad(Red), Met-T 53
form, Met-T 356 form, Monthly Meteorological Register
, Register for noting lapses at airport and Airport
Accident/Incident Register

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Notice Inviting Tender (NIT)

Tender No No. /D-29012/Forms/RMSU/2022-23 Dated 13-05-2022

1. Deputy Director General of Meteorology, India Meteorological Department (IMD), Ministry of Earth Sciences (MoES), Government of India, Mumbai for and on behalf of the President of India invites sealed tenders in two bid system i.e. (i) **Technical Bid** & (ii) **Financial Bid** from eligible and qualified tenderers who are reputed Mumbai based firms/parties/printers for executing various printing jobs.

2. Name of Goods/Articles/Services:

Synop Pad, Metar Pad(white), Metar Pad(Red), Met-T 53 form, Met-T 356 form , Monthly Meteorological Register, Register for noting lapses at airport and Airport Accident/Incident register

3. Specifications and Quantity: **As per specifications and terms of reference document in Section-III.**

4. Tender schedule is as follows:

1.	Date of tender document availability (on working days)	w.e.f. 17 th May ,2022 1100 IST to 1700 IST
2.	Place of Tender Enquiry Documents availability	RMSU Section, O/o The Deputy Director General of Meteorology, Regional Meteorological Centre, Colaba, Mumbai - 400005.
3.	Closing date and time for submission of tender	26 th May ,2022/ 1500 IST
4.	Tender opening date and time (Opening of Technical Bid)	27th May ,2022/ 1500 IST
5.	Place of tender opening	O/o The Deputy Director General of Meteorology, Regional Meteorological Centre, Colaba, Mumbai - 400005.

5. Bank Guarantee of value of 3% of total value is to be submitted after allotment of tender.

6. Interested tenderers may obtain further information about this requirement from RMSU Section, O/o The Deputy Director General of Meteorology, Regional Meteorological Centre, Colaba Mumbai - 400005.

7. Tenderer may download the Tender Document from the website www.imdmumbai.gov.in and submit its tender by utilizing downloaded document.

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- 8 Tenderers shall ensure that their sealed tenders completed in all respects are to hand over in RMSU section , O/o The Deputy Director General of Meteorology, Regional Meteorological Centre, Colaba Mumbai – 400005. Sealed bids may also be sent by registered post to 'The Deputy Director General of Meteorology, Regional Meteorological Centre, Colaba Mumbai – 400005' so as to reach by due date and time. Bids sent by Fax or email will be rejected and will not be considered. The parties bringing sealed tenders personally may hand over in RMSU section of "O/o The Deputy Director General of Meteorology, Regional Meteorological Centre, Colaba Mumbai - 400005". In case of bulky tender, India Meteorological Department, Mumbai will not be responsible for any delay whatsoever postal or otherwise. The responsibility to ensure that tender reaches the purchaser lies with the tenderer.
- 9 In the event of tender opening date being declared as holiday for India Meteorological Department, Mumbai the tender will be opened on next working day, or any other day as notified by the purchaser. The venue and time of tender opening will remain the same if any other tender opening day is intimated by the purchaser.
- 10 Only Technical bid would be opened on the date and time mentioned above. Date of opening of Financial Bid will be intimated after acceptance of Technical Bids. Financial Bid of only those firms will be opened whose technical bids are found compliant/suitable/acceptable after technical evaluation.
- 11 Tender Enquiry Documents are non-transferable.
- 12 Purchaser: The President of India through Deputy Director General of Meteorology, India Meteorological Department, Regional Meteorological Centre, Colaba, Mumbai -400005.
- 13 Consignee: Deputy Director General of Meteorology, India Meteorological Department, Regional Meteorological Centre, Colaba, Mumbai -400005.
- 14 Inspecting Authority:
Deputy Director General of Meteorology, India Meteorological Department, Regional Meteorological Centre, Colaba, Mumbai -400005.
- 15 Inspection officer: Authorized representative of Inspecting Authority.
- 16 All queries relating to this tender may be addressed to the Purchaser by email
(rmsu09@gmail.com)

Deputy Director General
12/10/20

Section I
General Instructions to Tenderers (GIT)

1. Introduction

- 1.1 The Purchaser has issued these Tender Enquiry documents for purchase of printing job as mentioned in Section-III of TE document.
- 1.2 The tenderers should read the Section III of TE document ie Technical Specifications carefully for Special Instructions to Tenderers related to this purchase and follow the same accordingly. Wherever there is a conflict between the GIT and document containing technical specifications and terms of reference, the provisions contained in the document containing technical specifications and terms of reference shall prevail over those in the GIT. Special instructions will modify/substitute/supplement the corresponding General Instructions to Tenderers and have the over-riding effect.
- 1.3 Before formulating the tender and submitting the same to the purchaser, the tenderer should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents and Section-III of TE document. Failure to provide and/or comply with the required information, terms & conditions etc. incorporated in these TE documents may result in rejection of its tender.

2. Language of the Tender:

The tender submitted by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and the purchaser, shall be written in **English language**, unless otherwise specified in the Tender Enquiry document.

3. Eligible Tenderers:

This invitation of tender is open to all suppliers who fulfill the eligibility specified in this document. Tenderer should be Mumbai based reputed firms/parties/printers for supplying the item(s) for which tender has been invited. Tenders quoted by consortium /cartel of firms are not acceptable and will be rejected.

4. Technical Bid (un-priced tender)

It shall consist of following documents.

- (i) Documentary evidence for eligibility like experience of giving printing service to at least 1 Government Sectors/Institutes.
- (ii) Compliance statement.
- (iii) Tender Form (Section-II) duly signed by the authorized signatory of the tenderer.
- (iv) A copy of PAN issued by the Income Tax Department of India.
- (v) A cancelled cheque

5. Financial Bid

- (i) All pages of the financial bid should be page numbered, signed and having Seal affixed on it and signed by authorized signatory of tenderer.

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- (ii) Tenderer shall quote entire financial bid only in Indian Rupees. The responsibility of execution of the tender will lie with the bidder. Hence the payment will also be made only to the bidder.
- (iii) The Tenderer shall indicate on the Price Schedule specifying all components of prices shown therein including the unit prices and total tender prices of the **goods, services, packing, loading, unloading, transportation & GST**. against the requirement.
- (iv) In case all above charges are not mentioned in the financial bid, it will be treated as all the charges are included in financial bid and no request at later stage in this regard shall be entertained.
- (v) Payment to Indian supplier shall be paid in Indian rupees only and payment to foreign supplier shall be made by way of letter of credit (LC) or Bank transfer as per existing Govt. of India rules.

6. **Documents establishing tenderer's eligibility and qualification**

The tender shall furnish, as a part of its tender, relevant details and documents establishing its eligibility to quote and its qualification to perform the contract if its tender is accepted.

7. **Tender Validity**

If not mentioned otherwise, the tenders shall remain valid for acceptance for a period of **30 days (thirty days)** after the date of tender opening prescribed in the TE document. Any tender kept valid for a shorter period shall be treated as unresponsive and rejected.

8. **Performance Security :**

- a) Within **Twenty one (21) days** from date of the issue of supply order by the purchaser, the supplier, shall furnish performance guaranty in the form of Demand Draft or Bank Guarantee for an amount equal to **three percent (3%)** of the total value of the contract including taxes, valid up to ninety (90) days after the date of completion of all contractual obligations by the supplier, **including the warranty obligations**. to the purchaser in favour of **ASSISTANT METEOROLOGIST(ADMIN) IMD,MUMBAI** payable at **SBI Fort Main Branch** after finalization of order.
- b) The Performance security is meant to compensate the purchaser for any loss suffered due to failure of supplier to complete his obligation as per conditions of supply order. In case execution of the contract is delayed beyond the contracted period and the purchaser grants extension of delivery period with or without LD, the supplier must get the performance security revalidated, if not already valid.

9. Bank guaranty may be of any Indian public sector bank or Indian private sector bank authorized to conduct government business.

Signature
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10 **Terms of Delivery:**

Domestic supply as per terms of delivery shall be made at Office of the Deputy Director General of Meteorology), India Meteorological Department (IMD), Regional Meteorological Centre, Colaba , Mumbai - 400 005 within office hours.

10. **Delivery schedule:**

Delivery schedule is the essence of contract. Following is delivery schedule.

Stores are to be delivered within a reasonable time, preferably executed **within 30 days** from the date of issue of supply order unless otherwise stated. The quotations should clearly indicate their best and firm delivery schedule.

11. **Payment Terms:**

Payment shall be made subject to recoveries, if any, by way of liquidated damages / penalty clause or any other charges as per terms & conditions of contract.

100 % payment shall be made to Indian supplier **within 30 days** from the date of receipt of entire goods/stores **and acceptance by consignee** and submission of the following documents. No payment shall be made for partial delivery (in case same is not mentioned otherwise) including advance payment.

- a) Three copies of supplier's **pre-receipted** invoice showing contract number, goods description, quantity, unit price and total amount.
- b) Consignee Receipt Certificate in original issued by the authorized representative of the consignee.
- c) Copies of packing list identifying contents of each package.
- d) Inspection certificate issued by the nominated Inspection agency, if any.
- e) Final Acceptance Report from consignee.

For electronic payment , enclosed mandate form is to be filled in all respect and the same is to be submitted along with tender ,if not submitted already.

12. **Penalty Clause:**

11.1 The supplier shall deliver the goods and perform the services under the contract within the time schedule specified by the purchaser in the Technical Specifications and Terms of Reference document and as incorporated in the contract.

11.2 The purchaser shall, without prejudice to other rights and remedies available to the purchaser under the contract, deduct from the contract price a sum equivalent to **1 % (one percent)** per week of delay or part thereof (rounded to next full week) on delayed supply of goods and/or services until actual delivery or performance subject to a **maximum of 10%** of the contract price. Once the maximum is reached purchaser may also consider followings:

- (i) Forfeiture of its performance security and
- (ii) Termination of the contract for default.

11.3 The supplier shall **not dispatch** the goods after expiry of the delivery period. The supplier is required to apply to the purchaser for extension of delivery period and obtain the same before dispatch. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against the purchaser.

Signature
13/05/20

12 **Warranty clause:**

The following Warranty will form part of the contract placed on the successful Bidder.

Except as otherwise provided in the invitation tender, the Seller hereby declares that the goods, stores articles sold/supplied to the Buyer under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/mentioned in contract.

Signature
14/05/22

Section-II

TENDER FORM

Date _____

To
Head of Regional Meteorological Centre, Mumbai
India Meteorological Department,
R.C.Church, Colaba,
Mumbai - 400 005

Ref: Your Tender No. /D-29012/Forms/RMSU/2022-23 Dated 13-05-2022

I/We, the undersigned have examined the above mentioned TE document, including amendment/corrigendum No. _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver **Synop Pad, Metar Pad (White), Metar Pad (Red), Met-T 53 form, Met- 356 form, Monthly Meteorological Register, Register for noting lapses at airport and Airport accident/incident register.**

In conformity with your above referred document.

If our tender is accepted, we undertake to supply the goods as mentioned in tender document with the delivery schedule specified in the TE documents.

I/We further confirm that, if our tender is accepted, we shall provide you with a performance security in term of bank guaranty of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any.

(Signature with date)

(Name and designation)

Duly authorised to sign tender for and on behalf of tenderer

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Section-III

(To be kept duly signed in Envelope-1 - Technical Bid for printing job)

Sr No	Description of item	Details
1	Name and address of the printing press/firm	
2	Name, Contact Number & Email address of the representative of the press/firm	
3	Copies of Income tax return of last two F.Y. 2019-20,2020-21(to be attached)	
4	Names of one government organizations/PSUs other reputed establishments or cultural institutions for which the agency is doing/has done printing jobs. Copy of work order to be attached.	
5	Turnover ,year-wise,for the last two years F.Y.2019-20 & 2020-21 .Documents to be attached	
6	GST Number & copy of registration certificate to be attached.	
7	PAN No.,copy to be attached	
8	Bank Details i)Name of the Bank ii)Name of the Account Holder iii)Account Number iv)IFSC code of the Bank (in addition Mandate form & cancelled cheque to be attached)	
9	Firm should not be black listed in the past by Govt. Department; an undertaking to this effect may be enclosed.	

Date :

Place :

signature of the bidder

with stamp

Signature
13/05/22

(To be kept duly signed in Envelope-2 -Financial Bid for printing job)

Sr No	Name of Forms/Register	No of Sheets/unit	Total Units	Specification	Rates
1	Synop Pad	50	500	Printing on one side; A4 size; 80GSM;Unit to be stapled	
2	Metar Pad(White)	300	500	One Side Printing; 19cm*22.5cm size;55GSM ; Unit to be binded	
3	Metar Pad(Red)	300	250	One Side Printing; 19cm*22.5cm size;55GSM; Unit to be binded	
4	Met-T 53 form	1	125	Printing on both side; 44cm*28.5cm size; 80GSM	
5	Met-T 356 form	1	200	A3 size;80GSM; Printing on both side	
6	Monthly Meteorological Register	80 Sheets +2 cover pages	500	Sheets:-80 Sheets Printing on one side ; A4 size; 80GSM; Unit to be stapled Cover :-Front paper of unit to be printed on back to back & Back paper to be printed on one side. Front & Back papers are colored ; A4 size ; 90GSM	
7	Register for noting lapses at airport	100	11	A4 size;80GSM; Printing on both side	
8	Airport accident/incident register	100	20	A4 size;80GSM; Printing on both side	

Note: GST will be paid as applicable .However , no other charges or transportation charges etc will be paid.

Date :

signature of the bidder

Place :

with stamp

Signature
15/05/22

LIST OF DELIVERABLES

Sr No	Name of Forms/Register	No of Sheets/unit	Total Units
1	Synop Pad	50	500
2	Metar Pad(White)	300	500
3	Metar Pad(Red)	300	250
4	Met-T 53 form	1	125
5	Met-T 356 form	1	200
6	Monthly Meteorological Register	80 Sheets +2 cover pages	500
7	Register for noting lapses at airport	100	11
8	Airport accident/incident register	100	20

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12/08/22

MANDATE FORM

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

A. DETAIL OF ACCOUNT HOLDER:-

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED/ IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the Institution responsible. I have read the option invitation letter and agree to discharge responsibility of me as a participant under the Scheme.

(.....)
Signature of Customer

Date:

Certified that the Particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)
Signature of Customer

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the department at earliest.

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13/05/22