



GOVERNMENT OF INDIA

INDIA METEOROLOGICAL DEPARTMENT

OFFICE OF THE
DEPUTY DIRECTOR GENERAL OF METEOROLOGY
(SURFACE INSTRUMENTS)

Meteorological Office, Pune – 411 005

Phone No. 020-25535211Ext 411

Fax No. 020- 25521529

Website : www.imdpune.gov.in

File No. : I/PUD-INSAT/OE/10-11/

Date : 23rd July 2010

To M/s

Sir,

Kindly quote for the following stores or their equivalent. Your quotation has to clearly mention following details: (i) Full specifications; make of the item (ii) Delivery period (iii) Terms of delivery (iv) Whether rates quoted include Packing and Forwarding charges, Sales tax, Excise, etc. If not, these are to be shown separately alongwith the rates (No extra charges will be paid/entertained after opening the bids.) (v) Period of validity of offer (vi) Terms of payment. The quotation should reach this office before 1430 hrs of 6th August 2010 in a sealed cover addressed to **“The Dy. Director General of Meteorology (Surface Instruments), Meteorological Office, Pune-411 005.”** **The quotations will be opened at 1430 hrs on the due date.** The quoters may be present at the time of opening of the quotation, if they desire so.

S.No.	Description of stores	Quantity
1.	Portable Hard dist (500 GB) (Compatible to USB 2.0 port)	4 nos
2.	a) Pendrive (16 GB)	4 nos
	b) Optical Mouse (With USB connector)	5 nos
	c) Keyboard	5 nos
	d) Hard disk for computer laptop (with installation) 160 GB)	1 no
3.	Black printer cartridge no. 388A / 88A (For HP leaser jet printer P1007)	1 no
3.	Anti Virus (Norton) for the computer of Dead wt. tester of Surface Lab	2 nos

Note:

- 1) The sealed cover containing quotation should be super scribed in block letters **“QUOTATION FOR ENQUIRY NO. I/PUD-INSAT/OE/10-11/ DATED 23rd July 2010 AND DATE OF OPENING is 6th August 2010”**
- 2) The right to ignore quotations which fail to comply with the above instructions is reserved.
- 3) The parties bringing quotations personally may drop the same in the **“QUOTATION BOX”** kept in Admin. Section of this office.
- 4) The firm should clearly mention Make and Model of the item being offered, wherever applicable.
- 5) **Firm should give separate bids for technical and commercial separate sealed covered.**

Yours faithfully,

(R.R. Joshi)
Assistant Meteorologist Gr.I
for Dy. Director General of Meteorology
(Surface Instruments)