



GOVERNMENT OF INDIA  
INDIA METEOROLOGICAL DEPARTMENT  
OFFICE OF THE  
DEPUTY DIRECTOR GENERAL OF METEOROLOGY  
(SURFACE INSTRUMENTS)

Meteorological Office, Pune – 411 005  
Phone No. 020-25572211/210 Fax No. 020- 25521529  
Website : [www.imdpune.gov.in](http://www.imdpune.gov.in)

**Ref No. : Tender No -91 / I / PUD-2147/16-17 Date- 15<sup>th</sup> February 2017**

To,

Sir/Madam,

Kindly quote for the following stores:

S.N.	Description of stores	Quantity
1.	Data Logger for Surface Ozone Recording System. (As per Specifications, enclosed)	06 Nos.

**Terms and Conditions:**

1. For details please refer 'Notice Inviting Tender' on website: [www.imdpune.gov.in](http://www.imdpune.gov.in)
2. The seal cover should contain two separate sealed covers. One containing **Technical Bid** and other **Financial Bid**. The seal cover should be super scribed in block letters "**TENDER NO. - 91 / I / PUD-2147/ 16-17 DATED 15<sup>th</sup> FEBRUARY 2017 AND DATE OF OPENING OF TECHNICAL BID IS 7<sup>th</sup> MARCH 2017 (Data Logger for Surface Ozone Recording System.- 06 Nos.)**"
3. The quotation should reach this office before **1500 hrs. of 7<sup>th</sup> March 2017** in a sealed cover addressed to "**The Dy. Director General of Meteorology (Surface Instruments), Meteorological Office, Pune-411 005.**" The parties bringing quotations personally may drop the same in the "**QUOTATION BOX**" kept in Admin. Section of this office.
4. Your quotation has to clearly mention the full specifications; make (if applicable) of the item along with brochure (if applicable)
5. The financial bids will be opened subject to the approval of Technical Bids.
6. **Delivery period:** Within 1 month from the date of receipt of supply order.
7. **Terms of payment:** 100% within 30 days from the date of acceptance of the stores.
8. The rates quoted should separately indicate Packing and Forwarding charges, Sales tax, VAT, Excise duty and any other applicable taxes / charges, etc. No extra charges will be paid /entertained after opening the bids. **Rates should be quoted in Indian Rupees only.**
9. Octroi charges paid if any are to be included in the original bill along with the original receipt of octroi
10. The lowest bidder will be considered on the basis of total cost of material including all taxes and transportation charges (including loading and unloading).

11. **Validly of quotation: 180** days from date of opening of tender.
12. The technical bids will be opened at 1510 hrs. on the due date. The bidder may remain present at the time of the opening of technical bids, if they desire.
13. The right to ignore tenders which fail to comply with the above instructions is reserved without assigning any reason
14. Enclosed **mandate** form duly filled in along with a **cancelled cheque** should be submitted for refunding/making e- payment, if already not submitted.  
Contact persons: For all technical queries please contact: **Shri Manish Ranalkar Scientist`D` Mobile No. 09422310254, Shri.S.D. Bankar,S.A. Mobile No:09420940458**
15. **Any dispute in the matter will be settled under Pune jurisdictions only.**

Yours faithfully,

(S. D. Mupid)

Met.-B  
for DDGM (SI) Pune-5.



# **Government of India**

**O/o the Dy. DGM (Surface Instruments Division),**

**India Meteorological Department,**

**Shivajinagar, Pune-411005**

**Tender Enquiry Document for**

**“Data Logger for Surface Ozone Recording System.  
(As per Specifications, enclosed)-06 Nos.”**



## Notice Inviting Tender (NIT)

Tender Enquiry No. 91 /I/PUD-2147/16-17

Dated: 15/02/2017.

1. Dy. Director General of Meteorology (Surface Instruments Division), India Meteorological Department (IMD), Ministry of Earth Sciences (MoES), Government of India, Pune for and on behalf of the President of India invites sealed tenders in two bid system i.e. (i) Techno-commercial bid & (ii) Price bid from eligible and qualified tenderers who are original equipment manufacturers (OEM) or their authorized distributor/suppliers/stockist for following Goods/Articles/Services.
2. Name of Goods/Articles/Services: **Data Logger for Surface Ozone Recording System -06 Nos.**  
Specifications and Quantity: As per technical specifications and terms of reference document (Section-III).

3. Tender schedule is as follows:

1.	Cost of tender document (Non-refundable)	INR. 100
2.	Sale of tender document (on working days)	w.e.f. 15/02/ 2017 1000 IST to 1700 IST
3.	Place of sale of Tender Enquiry Documents	Purchase Section, O/o the Dy. DGM(SI), India Meteorological Department, Shivajinagar, Pune- 411005
4.	Closing date and time for submission of tender	07/03/ 2017 at 1500 IST
5.	Tender opening date and time (Technical Bid)	07/03/ 2017 at 1510 IST
6.	Place of tender opening	O/o the Dy. DGM (SI), India Meteorological Department, Shivajinagar, Pune- 411005

4. Earnest Money Deposit (**EMD**): **INR. 5000/-** (₹-Five thousand only) shall be submitted towards **EMD And Cost of tender document ₹.100/-** (₹- One hundred only) **along with TECHNICAL BID** by bidder.
5. Interested tenderers may obtain further information about this requirement from Purchase Section, O/o the Dy. DGM (Surface Instruments Division), India Meteorological Department, Shivajinagar, Pune-411005. Tender Enquiry document may be purchased on payment of non-refundable fee for cost of tender as mentioned above in Para 4 per set in the form of Account Payee Demand Draft/ Pay Order drawn on a Indian public sector bank or Indian private sector bank authorized to conduct government business, in favour of “**Assistant Meteorologist (Admin), O/o the Dy. DGM (SI), IMD, Pune**”
6. Tenderer may also download the Tender Enquiry Document from the website [www.imdpune.gov.in](http://www.imdpune.gov.in) and submit its tender by utilizing downloaded document along with the required non-refundable fee for cost of tender as mentioned in Para 4 above in terms of DD/ pay order as indicated in Para 6 above.
7. Tenderers shall ensure that their sealed tenders complete in all respect are dropped in the tender box located in the Administration Section, O/o the Dy. DGM (SI), IMD, Shivajinagar, Pune-411005.
8. Sealed bids may also be sent by registered post to Officer In-Charge, Purchase Section, O/o the Dy. DGM (SI), IMD, Shivajinagar, Pune-411005 so as to reach by due date and time. Bid sent by Fax or email will be rejected and not considered. Tender may be submitted by hand to “The In-Charge, Purchase Section, O/o the Dy. DGM (SI), IMD, Shivajinagar, Pune-411005”, in case of bulky tender. India Meteorological Department, Pune will not be responsible for any delay whatsoever postal or otherwise. The responsibility to ensure that tender reaches the purchaser in time lies with the tenderer.



9. In the event of tender opening date being declared as holiday for India Meteorological Department, Pune 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 purchaser.
10. Financial bids will be opened for those firms whose sample test result is satisfactory as per specifications, on the date and time mentioned above. Date of opening of price bids will be intimated after acceptance of Technical Bids. Price bids of only those firms will be opened whose technical bids are found compliant/suitable
11. Tender Enquiry Documents are non-transferable.
12. Purchaser:  
The President of India  
Through Dy. Director General of Meteorology (Surface Instruments Division),  
India Meteorological Department, Shivajinagar, Pune-411005.
13. Consignee  
Dy. Director General of Meteorology (Surface Instruments Division), India Meteorological Department,  
Shivajinagar, Pune-411 005.
14. Inspecting Authority  
Dy. Director General of Meteorology (Surface Instruments Division), India Meteorological Department,  
Shivajinagar, Pune- 411005.
15. Inspection officer: Authorized representative of Inspecting Authority.
16. All queries relating to this tender may be addressed to the Purchaser by email ([ddgmsi@imd pune.gov.in](mailto:ddgmsi@imd pune.gov.in), [asjppurchase@gmail.com](mailto:asjppurchase@gmail.com), [si.purchase@imd.gov.in](mailto:si.purchase@imd.gov.in))

## **Section I**

### General Instructions to Tenderers (GIT)

#### **1. Introduction**

- 1.1. The Purchaser has issued these TE documents for purchase of goods/stores/articles and related services as mentioned in Section-III of TE document i.e. Technical specifications.
- 1.2. The tenderers should read the Section III of TE document i.e. technical specification carefully for Special Instructions to Tenderers related to this purchase of these documents 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 tenderers should read and examine all the terms, conditions, instructions 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 tenderers 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 original Equipment Manufacturer (OEM) or their authorized distributor/suppliers/stockiest for the item(s) for which tender has been invited. Indian agents enlisted with DGS&D only for such item(s) and quoting for and on behalf of their foreign principal with an authorization letter can also participate per rule 143 of GFR, 2005. Either of OEM or Indian agent enlisted with DGS&D quoting on behalf of their foreign principal can quote but not the both at the same time. 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) List of deliverables (un-priced) with make and model etc. This should be exactly same as mentioned in price bid.
- (ii) Documentary evidence for eligibility.
- (iii) Documents and relevant details that the goods and allied services to be supplied by the tenderer conform to the requirement of the Tender Enquiry document and Section III of Tender Enquiry document.
- (iv) Compliance statement.
- (v) Earnest money in the form of A/c payee DD, banker cheque, FDR, bank guarantee issued by Indian public sector bank or Indian private sector bank authorized to conduct government business.
- (vi) Tender Form (Section-II) duly signed by the authorized signatory of the tenderer.
- (vii) A copy of PAN issued by Income Tax Department of India.

### 5. Price Bid

- (i) All pages of the price bid should be page numbered, signed and shall have Seal affixed on it and signed by authorized signatory of tenderer.
- (ii) Tenderer shall quote entire price bid only in Indian Rupees. The responsibility of execution of the tender will lie with the bidder. Hence the payment will 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, freight, insurance, sale tax, Excise duty, Custom duty & VAT etc.** against the requirement.
- (iv) In case all above charges are not mentioned in the price bid, it will be treated as all the charges are included in price bid and no request at later stage in this regard shall be entertained.
- (v) Payment shall be made in Indian rupees only.

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

The tenderer 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 **180 days** (one hundred eighty 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. Documents establishing Good's conformity to Tender Enquiry Document

- (i) The tenderer shall provide in its tender the required as well as the relevant documents like Manufacturer's catalogues in original, technical data, literature, drawings, documentation etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by the purchaser in the TE documents.
- (ii) In case there is any variation and/or deviation between the goods & services prescribed by the purchaser and that offered by the tenderer, the tenderer shall list out the same in a chart form without ambiguity and provide the same along with its tender.

## 9. Compliance Statement

Compliance statement shall be submitted in accordance with TE/RFP document. Compliance table for all parameters/ characteristics of instruments/ equipment's as per Technical Specifications and Terms of Reference document should be submitted in following format.

Sr. No.	Parameter/ Characteristic Terms & Conditions	Page No. of TE document	Specification	Compliance YES/NO	Deviation, if any	Remark

## 10. Earnest Money Deposit (EMD)/ Bid Security:

- (i) The tenderer shall furnish along with its tender, earnest money for an amount as shown in the tender notice. The earnest money is required to protect the purchaser against the risk of the tenderer's unwarranted conduct.
- (ii) The tenderers who are registered on Tender opening date with Directorate General of Supplies & Disposals or with National Small Industries Corporation, New Delhi for the specific good as per tender enquiry specification shall be eligible for exemption of EMD. Vague stipulations in the Registration Certificate such as "to customers' specification" etc. will not be acceptable for exemption from furnishing of earnest money. In case the tenderer falls in these categories, he should furnish copy of its valid registration details (with DGS&D or NSIC, as the case may be) for such type of product.
- (iii) **The earnest money shall be denominated in Indian Rupees.** The earnest money shall be furnished in one of the following forms:
  - a. Fixed Deposit Receipt (FDR)
  - b. Bank Guarantee (BG)
  - c. A/c payee Demand Draft (DD)
- (iv) The FDR or BG or DD have to be provided from any Indian Public Sector Bank or a Indian private sector bank authorized to conduct government business.
- (v) The earnest money shall be valid for a period of sixty (60) days beyond the validity period of the tender.
- (vi) Unsuccessful tenderers' earnest money will be returned to them **without any interest**, after expiry of the tender validity period. Successful tenderer's earnest money will be returned without any interest, after receipt of performance security from the tenderer. The tenderers have to submit pre receipt format duly signed for obtaining their EMD.





- (vii) Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser. The successful tenderer's earnest money will be forfeited without prejudice to other rights of Purchaser if supplier fails to furnish the required performance security within the specified period.

(viii) The purchaser is not bound to accept lowest or any tender received against this tender enquiry.

### **11. Performance Security Deposit**

- a) **Within 21 (Twenty One) days** from date of the issue of supply order by the purchaser, the supplier, shall furnish performance security to the purchaser for an amount equal to ten percent (10%) of the total value of the contract including taxes, valid up to sixty (60) days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.
- 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.
- c) It shall be in any one of the forms namely Fixed Deposit Receipt or Demand draft or Bank Guarantee drawn/issued by an Indian public sector bank or Indian private sector bank authorized to conduct government business, in the prescribed format in favour of the purchaser. The validity of the Fixed Deposit receipt or Bank Guarantee will be for a period up to 2 months beyond Warranty Period.

### **12. Delivery schedule**

Delivery schedule is the essence of contract. Stores are to be delivered within a reasonable time, preferably executed within one month from the date of placement of supply order unless otherwise stated. The quotations should clearly indicate their best and firm delivery schedule.

### **13. 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 supplier on 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 affixing revenue stamp 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.
- f) Details for electronic payment viz. account holder's name, Bank name, branch name and address, Account type, Account number, ISFC code, MICR code etc.





#### 14. Penalty Clause

- 14.1. 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.
- 14.2. 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 0.5% (half 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.
- 14.3. 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.

#### 15. 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.

The Seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of 12 months from the date of acceptance of the said goods stores/articles to the Buyer and that notwithstanding the fact that the Buyer may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of 12 months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid not giving satisfactory performance or have deteriorated, and the decision of the Buyer in that behalf shall be final and binding on the Seller.

The seller shall rectify/replace the goods/stores/articles or such portion thereof as is found to be defective by the Buyer within a week of reporting such defect by the buyer otherwise the Seller shall pay to the Buyer such compensation as may arise by reason of the breach of the warranty.



**TENDER FORM**

Date\_\_\_\_\_

To  
Deputy Director General of Meteorology,  
(Surface Instruments)  
India Meteorological Department,  
Meteorological Office,  
Shivajinagar,  
Pune- 411005.

**Ref: Your TE document No.91 /I/PUD-2147/16-17/**

**dated:-15-02-2017**

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 **Data Logger for Surface Ozone Recording System. (As per Specifications, enclosed) -06Nos.** in conformity with your above referred document.

If our tender is accepted, we undertake to supply the goods and perform the services (Installation & commissioning etc.) as mentioned in tender document with the delivery schedule specified in the Tender Enquiry document.

I/We further confirm that, if our tender is accepted, we shall provide you with a performance security 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 authorized to sign tender for and on behalf of tenderer



## Data Logger for Surface Ozone Recording System.

### Specifications

Data Logger for Surface Ozone Recording System should be based on at least a 16 Bit advanced Microprocessor which should be capable of doing advanced mathematical computations. The System should also have sufficient Flash memory to store numerical & graphical data of more than 2 years

	IMD Requirement
Inputs	0 – 5000 mVolt Output from IMD make Ozone Signal Amplifier card
Outputs	<ul style="list-style-type: none"> <li>• One USB Host port for retrieving data on a USB Stick</li> <li>• One RS232 port for PC interface</li> <li>• One RS422 port</li> <li>• A parallel port along with driver for 80 Column Dot Matrix Printer for automatic graphical print output. (Printing Interval - 1Hr / 3 Hr / 6 Hr / 12 Hr / 24 Hr selectable through system software)</li> <li>• AC Mains power supply output to control Graphical Printer. The printer should be automatically turned ON at the time of printing and should be turned of after printing is over.</li> </ul>
Data Conversion	Suitable A to D converter with more than 16 bits resolution
Data Storage	<p>Numerical Data Storage: Ozone values should be stored every minute</p> <p>Graphical Data Storage: Graphical data for the ozone should be stored with respect to real time so that graphical printout of any day with any printing interval should be possible.</p> <p>Sufficient Flash memory to store both the graphical &amp; numerical data for more than 2 years should be provided on board.</p> <p>Data stored should be retained even in the absence of power. The data retention should be for more than 5 years in the absence of power.</p>
Display & Keyboard	<ul style="list-style-type: none"> <li>• LCD Display with back-light should be provided for Man-Machine Interface. A 128 x 64 pixel graphic LCD module or better is preferred.</li> <li>• A suitable keypad should also be provided.</li> </ul> <p>The Display &amp; Keypad should be an integral part of the system. It should be possible to alter / modify all the settings &amp; configurations of the system through this LCD display &amp; keypad.</p>
Real Time Clock	In built real time clock with drift less than +/- 1 minute per month with internal leak-proof battery.
Power Supply	<p>230 V AC, 50 Hz +/- 10 %</p> <p>The system should generate accurate &amp; stable power supplies required for proper functioning of the system from 230VAC mains supply.</p>
Enclosure	Suitable aluminum Enclosure with Powder Coating of approximate size 200mm(W) X 90 mm(H) X 200mm(D)

PC Software	Windows Based PC software should be provided which should have following capabilities: <ul style="list-style-type: none"> <li>• To Display Run time trends &amp; Numerical Values of the ozone</li> <li>• To Download the logged data in the System and display the Numerical &amp; Graphical history</li> <li>• To retrieve the data from the USB stick</li> <li>• To transport the numerical data in MS EXCEL format for further computation</li> <li>• To display operating manual in the help screen</li> </ul>
Operating Manuals	The supplier should provide detailed operating manual along with troubleshooting guide of the full system along with the system. The operating manual should be in printed form and also in the form of a soft copy on a CD-ROM
Firmware Up gradation	Facility to upgrade the Data Logger firmware through USB device port should be provided. User should be able to upgrade the firmware on site through USB pen drive.

**Warranty:**

The manufacturer should provide a comprehensive warranty of ONE year after the supply and integration of the list of deliverables and training at the office of Deputy Director General of Meteorology (Surface Instruments), Pune. Any defective unit / Component should be repaired /replaced by the firm within 5 working days after handing over the same to firm, failing which warranty period will be extended by four times the exceeded no of days.



**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 <b><u>IFSC CODE</u></b>	
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.