

GOVERNMENT OF INDIA
INDIA METEOROLOGICAL DEPARTMENT



TENDER Document
FOR THE WORK OF
CATALOGUING OF ANALYSED WEATHER CHARTS

AT

OFFICE OF ADDITIONAL DIRECTOR GENERAL OF METEOROLOGY (RESEARCH)
INDIA METEOROLOGICAL DEPARTMENT
PUNE

1. WEATHER CHARTS IN IMD

India Meteorological Department (IMD) has a wealth of information in the form of analysed weather charts of different sizes (A0, A1 and A2) that are getting decayed, eaten by white-ants or becoming brittle and unusable with the passage of time. In order to rescue these past data available on the charts and to digitally photograph to permanently archive on electronic media, a project was taken up and got completed in 2010. The second phase of archiving another set of 2.5 lakh old charts is likely to be completed in 2014-15. Thus, there are around 8 lakh charts digitally photographed and would be available as archives on the Network arrayed system (NAS) accessible remotely at URL: <http://210.212.167.213/charts> as well as on www.oldcharts.imdpune.gov.in/charts. The types of analysed weather charts include daily weather, surface and upper air pilot and INOSHAC charts, etc., dating back even to 1930s. These charts have been arranged and properly indexed with naming convention for the convenience of fast retrieval and download for remote access as web-based technique. This task has been aimed to help both the operational forecasters and research users in Synoptic meteorology for referencing and analogy matching purposes. Thus, cataloguing these charts with the basic features as parameters is essential. Moreover, for any researcher, referring with only dates and types of charts would not be of direct use unless they are further categorized with specified group / pattern or some kind of significance like synoptic events. Considering the absolute necessity for categorizing these charts based on synoptic and operational forecaster's requirements, "CATALOGUING THE ANALYSED WEATHER CHARTS" work is to be accomplished.

2. SCOPE OF WORKS

Some classification of the charts are already available based on their types and calendar (i.e.) dates, months, years, etc.,) aspects. Synoptic feature based classification was not employed in the retrieval procedures. However, for an operational forecaster or a synoptic meteorologist, in order to diagnose the charts, look-up references, aspects relating to meteorological feature, significance their analogies or commonality are important for analysis. Further, to provide tools to the synoptic meteorologists, the archived charts are necessarily required to be reviewed for categorizing them with any significance, characteristics or pattern identifications. The cataloging works to be undertaken broadly are listed below:

- a. Review, classify and tag each and every chart based on the following broad groups.
 - (i) Season (viz., Winter, Pre-monsoon, Monsoon, Post monsoon), (ii) progress of monsoon, (iii) position of monsoon trough, (iv) active / break phases of monsoon (v) withdrawal of monsoon (vi) rainfall zones (vii) west-coast trough (viii) low pressure areas and monsoon depressions (ix) cyclonic storms and depressions (x) Western Disturbances and other important synoptic events and patterns
- b. Identify synoptic events and significant patterns from every chart.
- c. Reference to the reports available at IMD Library as 'Indian Daily Weather Reports' (IDWR) is preferable for (a) & (b).

- d. Create a suitable data base, keys-link table compatible to the existing database to enable easy storage and retrieval, provisions with modifications/changes/implementations on URL/web pages wherever required, should form part of the work. It should be tested and made functional.
- e. Vendors may employ suitable manpower synoptic meteorologist for doing the catalogue procedures and the level of such personnel is given under Section 4.
- f. Modifications/web page maintenance should have technical support by the company for at least 1 year after completion of the project.
- g. Naming of files in addition to Indexing / sequential method using the parameters tags such as types of charts and synoptic events for easy retrieval procedures.
- h. All the cataloguing works and their related jobs will be done in the IMD premises.
- i. The specifications of equipments to be procured viz., **FOUR Nos. PC should be of Window based i5 processor, 8 GB RAM or more, HDD: 500 GB or more, with UPS** (1 hr backup/MF batteries) of latest in specifications and upgradable, loaded licensed software (office and internet explorer) and anti-virus security software. They will be the part of project and will become property of IMD, at the end of the project.
- j. The other equipments such as printer, plugs, extension boards, accessories, etc., required for the works and intermediate transferring media, etc., must be brought by the firm and can be taken back once the work is over.
- k. IMD will provide only space, electricity and related infrastructure for carrying out the job by the firm.
- l. The firm should make two data sets on DVD's along with catalogue thus created as the files as part of the job and the catalogue needs to be made available both as hardcopy as well as in soft-form.
- m. All the tagged gif/ jpeg files are to be uploaded and integrated suitably on the existing NAS and are to be made available / accessible by local and remote user.
- n. The completed JOB_REPORT document needs to be submitted to the office at the end of project, with all the details of the work, web-design working procedures and implementation by the firm.
- o. The work of cataloguing will be reviewed by a team of officers constituted. Any kind of faults/discrepancy, etc., found in the works must be rectified or re-doing the job by the firm without any extra cost.
- p. In all matters related to the project, the decision of Additional Director General of Meteorology (ADGM), IMD, Pune would be final.

3. DELIVERABLES

The project is aimed at enhancing the following value-adding facilities to the already existing archives of about **8 lakhs** of digitally photographed charts for the benefit of references / accessibility by operational forecasters and research community who would be using them by way of:

- Arrangement of charts having meteorological significance and Importance;
- Retrieval based on synoptic events;
- Automatic identification of zones / regions;
- Better and event-based Classification / cataloguing;
- improved and fast retrievals software;
- Integration
- Training

In this reference please see the detailed information under additional information (**items # 5 a to g**) provided below. The quality of works will be assessed based on the above tasks by a committee formed by the competent authority and for which decision of ADGM is final. The error files, flaws, modifications, etc., if any, pointed out by the committee need to be repaired and redone wherever necessary, will only lead to final acceptance.

4. MANPOWER:

The project needs experienced hands for the works of reviewing the charts dating back to 1930s and the volume is of about 8 lakh charts (archived). Already these are available in the database, they are required to be opened, viewed and suitably tagged based on various synoptic events and patterns and rearranged. Further, the web techniques development must be user friendly and facilitate quick search and multi-searches. Adequate manpower such as experienced / senior level Meteorologists and assistants with working knowledge in operational meteorology and weather forecasting would necessarily required to be the core workforce, as they are domain specific. Suggestive capabilities for the cataloging and technical personnel are listed which vendors may like to use in addition to their own proposals for the same.

a. PERSONNEL FOR CATALOGUING:

The preferred capabilities for the persons reviewing the charts:

- Sound and working / operational synoptic meteorology knowledge
- Capable to identify the patterns/characteristics/analogues/systems/ impact regions / zones, etc.,
- Having a research background and published papers on synoptic meteorology
- Work in parallel with other personnel and able to synchronise the events
- Computer technique operations for quick analyses / review of charts

b. ASSISTANTS FOR DESIGNING / SUPPORT:

The assistants who would help and design the software/utilities must have:

- Excellent Computer operational skills
- Knowledge of picture /photo file handling, editing, smoothening, zoom-in, out, tailoring, repairing, importing, exporting of charts
- Upload/download of charts in bulk and batches for easy portability
- Software development, applications such as sorting, sequencing, indexing, etc.,
- Latest Designing with different forms php or html pages and other scripts suitable for all sorts of menus and utilities
- Handling large number of files and conversions of file sizes (to reduce download time of charts, detail and view)
- Knowledge of meteorological events and impacts preferred.

c. LEVELS OF EXPERIENCE:

The project needs experienced hands for the works of reviewing the charts dating back to 1933 and the volume of about 8 lakh charts archived. Already these charts are available in the database, they are required to be opened, viewed and suitable tags based on various synoptic events and patterns and rearranged. Further, the web techniques development must be user friendly and facilitate quick search and multi-searches. Thus the level of experience and DOMAIN KNOWLEDGE required remains substantially HIGH in order to carry out the tasks enlisted above.

5. ADDITIONAL INFORMATION (Part of Deliverables) :

a. Types of Tags:

- Calendar-based Tags;
- Season based tags;
- Category based Tags;
- Events based Tags;
- Impacts based Tags

b. Management of the Users

The major types of Users are :

- Users from IMD (INTRA)
- Users from outside IMD
- Users of World Wide Web (Internet)
- Professional Management of all these Users should be done through the dedicated Portal
- Logs should be maintained to track the activities done by the user which should be easily maintained with logs of past 2 years

c. Design, Development and Deliverables would include the following:

- Program for classified and cataloging of the charts
- Identification of zone / Regions from the charts
- Fast retrieval with synoptic parameters
- Menu based Arrangement of significant meteorological events charts' for retrieval

- Web based, user-friendly, menu driven techniques / utilities for
 - Multi-parameter selection / download of multiple charts
 - Quick search
 - Smart multiple downloads /multiple view/ print
- Facility to add / delete parameters
- Demonstration tools for the effected area (marking etc.)
- Present event / past events / Future precaution / Meteorological Solutions – Single Interactive page with expert views and comments
- Training staff for retrieval / cataloguing procedures / uploads

d. Provisions to be made for:

- PROFESSIONAL ENQUIRY TICKET – Technical Team / Billing Team / Sales Team with Low/Medium/High Priority Basis
- FUTURE PROFESSIONAL SALE Functionality of Analysed Charts with various rates / Dynamic rate chart
- All Past major events detail Scientific window with Reasons and Causes
- All Past major events – behaviour simulation according to various Models
- Videos uploading with respective events
- Articles Panel
- Blogs
- Feedback
- Registration (Professional Panel)
- Interactive Dynamic Helpdesk
- Security should be maintained
- Professional testing procedures should be maintained for each module in functionality and the testing plan should be submitted to the evaluation committee before actual CODING or programming is done (eg : for forms all field should be checked, auto fill , scrambled words math / puzzle)
- **SOURCE CODE** (Two sets) loaded on CD/DVD of the latest version and tested with all functionalities after all modifications, if any, carried out, to be submitted o IMD.

e. SECURED Administration Panel of web Portal:

- Different Types of Administrators should be able to be created
- Different Roles for different Administrators should be made
- Different Access for different administrators should be assigned – which should be changeable or assignable
- Logs should be maintained so as to track which changes is done by which administrator can be easily maintained with logs of past 2 years
- All the functionality which needs to be maintained to monitor, track the important functionalities should be given for eg., with edit / add / delete / view Options plus Activate / De-activate options:

- vi. Tagging of Synoptic Events
- vii. Management of the Users
- viii. Design and Development
- ix. Integration of the Portal with other IMD Websites / Portals / Systems
- x. Database Management, Security and Backups
- xi. One year Beta-Evaluation Period (with Developmental Changes)
- xii. Newsletter (Flash) Management
- xiii. User Based
- xiv. Administrator Based
- xv. Dynamic Changeable / Editable / viewable / with logs of past 1year of data
- xvi. SMS Gateway for important Users (with dedicated emergency services)
- xvii. For important Events
- xviii. For awareness campaign
- xix. For departmental use
- xx. For Administrators
- xxi. For Users
- xxii. Logs should be maintained for 1 year
- xxiii. Articles Panel (if possible / optional)
- xxiv. Blogs
- xxv. Feedback
- xxvi. Registration (Professional Panel)
- xxvii. Interactive Dynamic Helpdesk
- xxviii. Security to be maintained

f. Integration of the Portal with other IMD Websites / Portals

- i. Data Migration / Integration / Ex-change should be made possible
- ii. 365 x 24 hours tracking / monitoring should be done to track who is downloading the data with the set limits
- iii. Logs should be maintained

- iv. Security should be maintained
- v. Backup should be maintained

g. Database Management, Security and Backups

- i. Centralised-Database should be maintained
- ii. 365 x 24 tracking should done where download limit should be set per user
- iii. Proper Back-up should be maintained
- iv. Push / Pull / rollback functionality should be developed
- v. Antivirus security should be made available
- vi. Professional Security should be maintained
- vii. Logs should be maintained

g. One year Beta-Evaluation Period (with Developmental Changes)

- i. During these one-year Beta-Evaluation Period the Committee constituted for the project can suggest major or minor changes which should be carried out by the firm on priority basis and with no extra charges.
- ii. All modules will be thoroughly checked and if any discrepancies found should be immediately rectified
- iii. Any security loopholes like : (should be dealt on high priority basis)
 - Virus attack
 - Hacking
 - Logs maintains
 - Backups
 - Tracking issues

Important Note :

- 1) For all the above things free USER Manuals and Training to NDC and IMD personnel should be of free of charge
- 2) Two sets of source code DVD should be made available
- 3) On shut down of the web-server or Database server auto boot system should be developed which should be on click of the mouse
- 4) All types of basic server handling training should be given
- 5) Professional Reports DAILY / WEEKLY / MONTHLY

6) Maintenance of logs and reports

6. **TERMS & CONDITIONS / SELECTION OF BIDDER**

- This office will be under no obligation to accept the lowest (L1) or any other quotation. It will have the right to accept or reject any quotation or part thereof without assigning any reason whatsoever.
- The tender is **not** transferable.
- The selection of bidder will be **FIRST on compliance on the technical bid** by a team of nominated officers of IMD.
- Bidder needs to catalogue the digitally photographed charts and demonstrate at IMD, Pune premises with proper indexing / retrieval facility, before the IMD team (on another suitable date fixed by the team).
- All costs / expenditures incurred by the bidder towards the preparation of the sample work and demonstration procedures will be borne by the bidders only
- The technically qualified bidders from those firms who gave demonstration for the sample work will be only considered and their financial bids will be taken for total compliance to **decide L1**.
- In this regard, IMD has the power of accepting / disqualifying any bid without assigning any reason. The decision of IMD shall be final.
- The vendor has to maintain the secrecy of data and will not store any data with him once the job is completed.
- The vendor will not supply the data to any outsider during the period of job.
- The firm should prepare a detailed schedule of the work in consultation with Department.
- The preliminary works prior to storing on electronic form (NAS) and media, requirements of PCs, external hard disks, pen-drives, etc., will be carried out by the firm using their equipments only. They should only be used for even uploading onto NAS.

7. **PERIOD OF EXECUTION OF WORK**

The department expects the bidder to complete the entire work in **maximum 10 months** after awarding the job. The suggested work line and time frame are given.

- | | |
|---|------------|
| ✓ Review and cataloguing works | : 8 months |
| ✓ Designing and Development of technology / utilities | : 1 month |
| ✓ Integration / Modifications in Database forms | : 15 days |
| ✓ Final version / Acceptance of software | : 15 days |

However, the manpower may be suitably deployed in order to complete the project as per schedule. The firm should quote and give a clear proposal on the break-up of time-line and work to be accomplished.

8. **GENERAL GUIDELINES FOR THE BIDDER**

Companies that are eligible to apply should meet the following criteria.

- The firm should be an Indian Incorporated Company.

- Preference will be given to those who have handled similar works earlier.
- Firm having their office at Pune is preferred for the project.

9. PRE-BID:

- To facilitate any clarifications, details or queries sought to be redressed on any para or items of this tender , a PRE-BID meeting will be held at IMD premises, Pune on 18th Nov 2014 at 1100 hrs.
- The interested firms seeking clarifications may attend the same with a prior intimation sent to the contact person of IMD giving the list of queries and points
- Officers nominated by IMD will be present to respond all queries

10. EARNEST MONEY DEPOSIT (EMD):

- EMD for an amount **of Rs. 42,000/-** (Rs. Forty Two Thousand only) in the form of Bank Guarantee in favour of Director General of Meteorology , IMD, New Delhi-110003 .
- This EMD will be returned without any interest on it after finalization of tender.
- The quotation without EMD as specified above will not be considered and will be rejected.
- EMD shall be returned to successful bidder without any interest after submission of performance security.
- If the successful bidder fails to submit performance security within 21 days from the issue of work contract fulfill the EMD will be forfeited.
- If the successful bidder fails to execute the project, performance security will be forfeited.
- Once the works are completed in all respects and to the entire satisfaction by the committee nominated by ADGM(R), IMD, the **performance security will be returned to the firm**. In this connection, please refer to paras 13 & 14 of the RFP
- The firm should submit along with the quotation the ownership and organizational structure of the firm
- Audited financial statements for the last three years showing financial capability should be enclosed.
- The details of the Technical capability to implement the project should be attached to the department by clearing indicating the similar projects undertaken and their documentary proofs.
- The company should have skilled manpower to carry out the work efficiently.
- Ensure that each page of the tender is signed by the bidder and returned in original to this office along with the other.
- State organization's core technical competencies and skill, trained resources sets etc., if available may be provided.
- Details of Income Tax statements should support nature of firm, income and turnover, address, contact person and other details.

- Client references for similar projects in the recent years (at least two, preferably in Government sector).
- The Bidder is expected to examine all instructions, terms and conditions and specifications stated in the bidding document and provide the details in clarity. The bid should be precise and complete.
- Failure to furnish the required information in the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- IMD will not be responsible for the delay or loss of any document during the postal transit.
- Tenders received through FAX / email/ telegraphs / telex will not be considered.

10. BIDDING DETAILS:

COST:

The Bidder shall bear all costs associated with the preparation and submission of its bid and IMD will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

LANGUAGE OF THE BID DOCUMENTS:

The bid documents prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and IMD shall be in **English language** only.

MODE OF THE BID:

The system of submitting the bid is **TWO-BIDDING** system (viz., **Technical & Financial**) prepared by the Bidder and shall comprise of the following components.

A. Technical Bid

Technical Bid will comprise of the items mentioned below :

- (i) Covering Letter,
- (ii) Bid Proposal Sheet (as shown in Appendix I),
- (iii) Performance Statement (Appendix II),
- (iv) Project Team (Appendix III) Details of similar projects undertaken
- (v) Details and Undertaking (Appendix IV) and
- (vi) Undertaking for data secrecy (Appendix V).

It may be noted that **no price** schedule should be indicated in the Technical Bid.

B. Financial Bid

The Financial Bid will comprise of Covering Letter and Price Schedule. The Price schedule shall be only quoted in the **Financial Bid (forming Part B of the bid document)**. The cost in Indian Rupees needs to be specified per chart basis considering all the works involved.

C. Undertaking

The Bidder has to submit an undertaking and state that the firm is complying with all the conditions of the Contract and Technical Specifications of the Bidding.

11. PRICES:

(i) Prices in the Price Schedule

The Bidder shall quote price in clear terms. The rates quoted should be inclusive of all Sales Tax, Service Tax, etc. If other taxes are there, they should be mentioned clearly. All prices shall be for delivery of services at IMD premises and up to the satisfaction of IMD authority.

(ii) Fixed Price

Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances. No open-ended bid shall be entertained and the same is liable to be rejected straightway.

(iii) Bid Currency

Prices shall be quoted only in **Indian National Rupee (INR)**.

(iv) Number of Copies of the Bid

The Bidder shall prepare **two copies of Technical bid** clearly indicating one as **original** and another as **spare copy** by writing on the envelope "**Technical Bid – Original Copy**" and "**Technical Bid – Spare Copy**", as appropriate. In the event of any discrepancy between them, the original shall govern.

The Bidder shall submit **Financial Bid** in duplicate clearly marking it as "**Financial Bid – Do not open with Technical Bid**".

(v) Authentication of Bid

The original and all copies of the bid shall be type written and shall be typewritten and signed by a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages (document) of the bid, except for un-amended printed literature.

(vi) Validation of interlineations in Bid

Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

12. ENCLOSING COVER OF THE BID

The original and one duplicate Technical Bid shall be bound and placed in sealed envelopes clearly marking each "**Technical Bid – Original Copy**" and "**Technical Bid – Duplicate Copy**", as appropriate.

The Financial Bid shall be placed in separate sealed envelope clearly marking it as "**Financial Bid – Do not open with Technical Bid**".

13. PAYMENT TERMS

(i) The payment will be made on receiving the bills in triplicate (with all bank account, codes, etc., details for transfer of money) by the firm and **only on successful completion and integration of the transfer of entire lot of charts (about 8 lakhs) along with the deliverables under item #3 listed earlier and after final acceptance on satisfied performance** certified by the committee constituted for the same.

(II) Payment shall be made subject to recoveries of liquidated damages / penalty or any other charges as per terms and conditions of contract.

14. LIQUIDATED DAMAGE (LD) CLAUSE

(a) The supplier shall deliver all the goods (indicated as "**DELIVERABLES**" under point no. 3 of this RFP) as per the contract within the time schedule specified by the purchaser in the RFP requirements and as incorporated in the contract.

(b) 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) of contract value per week of delay or part thereof (rounded to next full week) until completion of installation and satisfactory performance, subject to a maximum of 10% of the project cost. Once the maximum is reached, IMD may consider to terminate the award and forfeit the performance security.**

15. PERFORMANCE SECURITY AND CONDITIONS:

- (i) The performance security shall be submitted within 21 days from the award of contract.
- (ii) 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 / contract/technical support during the period mentioned.
- (iii) The successful bidder after the successful completion and acceptance of all tasks and integration on NAS as per 13(i) above, is required to furnish a "**PERFORMANCE SECURITY**" towards the technical support period, an amount equivalent to **10% of the total bid value** in the form of Bank Guarantee in favour of Director General Of Meteorology, IMD, Lodi Road, New Delhi-110003.
- (iv) The Performance Security will be returned after the expiry of one year technical support by the firm after deductions of penalty, if any, for failure, non-compliance of the support as required, and subject to satisfactory performance.
- (v) The technical support includes the following to the effect of which the firm needs to submit an **UNDERTAKING** (in proforma enclosed):

- To provide on-site support between **1000 hrs and 1730 hrs** on all working days
- To attend to problems related to maintaining web portal, correct / modify charts found with errors, flaws, etc., and upload them
- To support and resolve in the troubleshoots / technical problems due to all aspects of item 5 (a to g) of this RFP

- (v) **Penalty Clause** : Penalty will be calculated based on the following:
- a. Firm must attend to any reported Complaint / faults **within ONE day's time**
 - b. Identify, fix the problem and resolve the issues or repair **within TWO days**
 - c. Penalty for delay in attending the complaint **100/- per day (upto a week)**
 - d. Penalty for delay beyond one week will be **Rs. 250/- per day**.
 - e. Penalty for delay in rectification, **Rs. 200/- per day upto a week**
 - f. Penalty for delay beyond a week **Rs. 500/- per day**
- (Note: A day / week means official working day/s excluding Holidays)**

16. OTHER INFORMATION, IF ANY:

Any relevant information that bidder wishes to mention to the nature of works or capability or credibility shall be provided as part of technical bid.

17. LAST DATE FOR SUBMISSION:

The firm should submit the quotation to this office in a sealed envelope superscribing in bold letters **"Quotation for the work of cataloguing of Analysed Weather Charts"**

The duly completed quotations should be received by this office on or before 9th December **2014 at 1500 hrs & shall be opened at 1530 hrs on same day.**

ADDRESS TO WHICH THE QUOTATIONS SHOULD BE SENT:

All the tenders complete in all respect must be sent by POST / Submitted by hand/drop box to the addressed with designated officer given below:

CONTACT PERSON / TELEPHONE NUMBERS :

For any additional details, if required, the firm may visit / contact office during the working days (Monday – Friday) .

**Central Purchase Unit
INDIA METEOROLOGICAL DEPARTMENT,
Mausam Bhawan , Lodi Road, New Delhi-110003**

.....

BID PROPOSAL SHEET

Name of the Company:			
Registered Office Address:			
Plot No.			
Street			
Area / Locality			
City		PIN	
Telephone		Fax	
E-mail			
URL			
Local Office Address:			
Plot No.			
Street			
Area / Locality			
City		PIN	
Telephone		Fax	
E-mail			
Contact Person:			
Name			
Designation			
Telephone		Fax	
E-mail			

PERFORMANCE STATEMENT

[Project Title] (Attach separate sheet for each project)			
Client / Project Promoter			
Contact Person			
Address:			
Plot No.			
Street			
Area / Locality			
City		PIN	
Telephone		Fax	
E-mail			
URL			
Project Brief			
Role of your Organization			
Other particulars of the Project			
Current Status of the Project			

PROJECT TEAM DETAILS

Proposed Project Team					
S. No.	Name of the Employee	Designation	Qualifications	Total Experience	Domain Expertise / Skill
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Extra sheet may be added if necessary

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. I / We have gone through and agree to all the conditions of tender document such as **Scope of Work, deliverables, Payment, LD Clauses and Penalty charges** mentioned in the RFP and are liable to any punitive action for furnishing false information / documents/ violation of the said clauses.

Further, I / we agree to undertake the performance security as per **APPENDIX VI of the RFP** and will submit the same in case the work is awarded to our firm

Dated this _____ day of _____ month _____ year.

Signature

(Company Seal)

Signed in the capacity of

Duly authorized to sign bids for and on behalf of:

Note:

- To be executed by an authorized representative of the bidder.
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

UNDERTAKING OF DATA SECRECY

This is to certify that the firm will maintain the secrecy of the data and will not store any data once the project is completed. Also, the firm will not supply the data in part or in full to any outsider (Indian or Foreigner) during the project implementation. Firm will not put the data on web site and will not be transmitted through any electronic media to any outsider.

Firm agrees to follow all the above said terms laid down by IMD and accept that we would be liable for any punitive and /or legal action in case of violation.

Signature

(Company Seal)

In the capacity of

(To be submitted by the FIRM on its letter-head after the work awarded by IMD)

To:

Director General of Meteorology
India Meteorological Department,
Mausam Bhawan, Lodi Road, New Delhi-110003

SUB: UNDERTAKING OF PERFORMANCE SECURITY

Ref:CPU/LT/54/0814/25 Dated 28.10.2014

Sir,

Subsequent to awarding of the work of “**Cataloguing of Analysed weather charts**” under the cited reference above, I / we on behalf of the company -----
-----, hereby wish to inform that I / we herewith submit the Performance Security @10% of contract value in the form of Bank Guarantee or Fixed deposit receipt as per the conditions laid in the RFP under the “Performance Security” and agree to the terms as per the RFP.

I / we understand the paras on **Penalty Clauses** mentioned in the RFP and undertake to abide by the conditions of IMD and our firm would be liable for any action by IMD in case of violation of the clauses therein.

Signature

(Company Seal)

In the capacity of