

1. Order Acknowledgement: Every order is to be acknowledged by the suppliers duly indicating cost of material, packing charges, inland transportation, documentation, handling charges, country of origin, port of shipment, probable date of supply, etc. Arranging for payment through bank may become difficult otherwise.

**2 OUR AUTHORISED FREIGHT FORWARDERS (WHO WILL COVER FREIGHT AND INSURANCE FROM FOB/FCA POINT):**

**M/S BALMER LAWRIE & CO LTD.,  
LOGISTICS MANAGEMENT SERVICES, NEW NO. 628, (OLD 502),  
ASALAI, CHENNAI-600 018  
TELEPHONE : 00 91 44 2433 8220 / 2433 8221 / 2434 2451 / 2434 1208 / 2434 9680  
FAX NO: 24348066 / 2434 2579**

**3 AGENTS OF M/S BALMER LAWRIE & CO LTD IN YOUR COUNTRY (TO WHOM THE CONSIGNMENT IS TO BE HANDED OVER):**

**CONTACT PERSON:**

**TELEPHONE NOS:**

**FAX NOS:**

4 The items covered by this order are to be despatched to the ULTIMATE CONSIGNEE : THE EXECUTIVE DIRECTOR, Centre for Wind Energy Technology, Velacheri-Tambaram High Road, Pallikaranai, CHENNAI- 601 302, Tamil Nadu, India.

5 Indian Agency Commission payable to your representatives in India should be deducted from the invoice value so that the same can be paid in Indian Rupees direct at the same rate of exchange on receipt of goods by Ultimate Consignee / satisfactory installation. Indian Agents are to claim their commission through invoice.

6. EXPORT PACKING: Suitably packed to withstand moisture / rain, rough handling of Ocean/Air/Rail/Road transportation. Each box is to be fixed with water proof pouch to contain packing list, copy of invoice, dimensions of the box, gross/net weights etc. in conspicuous location so that the same can be removed without opening the boxes at the Customs.

7. DESPATCH MARKINGS: Each box/carton should be legibly marked for protection from sun/rain up right positions, no-hooks symbol, address of ultimate consignee, order reference and labeled as "DELICATE SCIENTIFIC INSTRUMENTS -- HANDLE WITH CARE"

8. DOCUMENTS: A set of despatch documents may kindly be faxed to the Ultimate Consignee so that customs clearance documents can be kept ready for clearing the consignment on receipt of originals.

9. WARRANTY: The supply should be covered under usual warranty of manufacturers.

10. GUARANTEE: Unless otherwise specifically mentioned, the supply is guaranteed for 12 months.

11 ANY OTHER : The house air way bill / sector air way bill / air way bill are accepted for negotiation.

**COPY TO:**

1. Indian Agents
2. Indenting Officer:
  - 1 Stores Section
  - 2 Unit Chief (Dvn):
  - 3 Accounts section
  - 4 PS to ED
  - 5 BANK
  - 6 BALMER LAWRIE
  - 7 FRT. FORWARDERS OF Balmer Lawrie as above
  - 8 CUSTOMS

Yours faithfully

GENERAL MANAGER (F&A)

In case of payment of letter of credit all the bank charges out side India are to be borne by you. The bank charges within India will be borne by C-WET.

**EXPENDITURE SANCTIONED UNDER BUDGET**

**SUB-HEAD :**