

राष्ट्रीय पवन ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय के अधीन स्वायत्त अनुसंधान एवं विकास संस्था, भारत सरकार)

NATIONAL INSTITUTE OF WIND ENERGY

पूर्व में "पवन ऊर्जा प्रौद्योगिकी केंद्र" Formerly "Centre for Wind Energy Technology")

(An Autonomous R&D Institution under the Ministry of New and Renewable Energy, Government of India)

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नीवे NIWE

(ISO 9001:2008)

An ISO 9001:2008 Organisation

REVISED PURCHASE PROCEDURE – 2005
UPDATED UPTO 31.12.2009

Revised Purchase Procedure – 2005 approved by the Governing Council, C-WET in its 15th Meeting held on 29.03.2005 at New Delhi.

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Revised Purchase Procedure – 2005 approved by the Governing Council,
C-WET in its 15th Meeting held on 29.3.2005 at New Delhi.



PURCHASE PROCEDURES

UPDATED UPTO 31.12.2009

1. INTRODUCTION:

The core purchase rules of the NIWE have been framed in 1999 on the pattern of the then rules in existence in GOI and were approved by the Governing Council at its 3rd meeting held at New Delhi on 20th September, 1999. Since then the following changes occurred.

1. The purchase rules of the NIWE have been framed in 1999 with NIWE address at W-275, Third Avenue, C-Sector, Anna Nagar West (Extension), CHENNAI-600 101. NIWE subsequently moved to R-8, North Main Road, Anna Nagar West (Extension), CHENNAI-600 101 and to its own campus on Velacheri-Tambaram High Road, Pallikaranai, Chennai-600 100. Thus there is a change in the address of the Registered Office, Postal Pin Code, and Telephone Nos. etc.
2. The inspection of purchase contracts came under the purview of Central Vigilance Commission of Government of India w.e.f. September, 1999 as intimated on 15.01.2002.
3. NIWE has acquired ISO 9001-2000 Certification wherein Purchase Section is also covered. ISO demands detailed Procedure should be in place as per ISO audit requirements..
4. The forms have now been improved and made in bilingual (Hindi and English) format.
5. Computerization in Purchase Section has been taken up and Indigenous as well as Import orders are generated on computer (simultaneously generating all the related import documents, LC application, Form A-1, OGL/FEMA Declarations, Customs Duty Exemption Certificates etc). The layout of many forms have been standardized. Indent control register is now maintained on computer recording various stages of progress for each procurement.
6. Many R&D Institutions have revised the Purchase Procedures (as early as in 2002). Keeping in view the present day trends and communication speed through electronic media, ATMs and Tele-banking and the attitude of foreign suppliers (even advance demand drafts are not accepted since the crediting the DDs into the accounts needs filling a challan and presenting it at the counter at the bank in person is avoided by demanding Telegraphic Transfers).
7. The Purchase Procedure has got to be simple, easy and should suit the size of NIWE (considerably very small with the staff strength of 40 only, at present) as compared to CSIR Labs with over 25000 employees or DST/DAE/DRDO/ISRO Centers with huge grants. Deploying more personnel on to Stores & Purchase activity cannot be forecasted with ease for the next few years and at the same time NIWE is accountable for judiciously spending the Government Grants.

8. Stock registers are maintained at the divisions Viz., TESTING, WRA, R&D, S&C, ITCS and whereas for Stationary Stores is maintained by the Administration. As per the desirability of Centralised Stock Registers in the Administration as pointed out by the recent AGCR audit, the Stores work needs more simplification without affecting the quality of records.
9. With the move to appoint freight (consolidators) forwarders including clearing the foreign consignments under one roof of M/s Balmer Lawrie, the conditions and formats for import order, Insurance & Freight documentation (now I&F charges are directly payable to Balmer Lawrie), LC applications (on the same lines of neighbouring R&D institutions) have been revised.

As such, a detailed purchase procedure became necessary which is an extension of the core rules still based on GFR, Government of India Instructions, CVC Circulars, ISO requirements, DGS&D RCs, etc.

2. FEATURES OF THE NIWE REVISED PURCHASE PROCEDURE 2005:

The detailed purchase procedure may be known as **NIWE REVISED PURCHASE PROCEDURE – 2005** and shall come into effect on approval by GC.

The following are the main features of the revision in Purchase Procedure:

1. Detailing the scope of Purchase Section (as required under ISO)
2. Introduction of Registers to manage and monitor progress of purchase activity
3. Provision for constant improvement of procedures and formats as per ISO
4. Maintenance of Purchase records on computer
5. Standardisation of forms in bilingual format (Hindi & English)
6. Two bid system for items (not proprietary) of high value
7. Introduction of Performance Bank Guarantee for high value items
8. Introduction of Credit cards
9. Request for increase the limit from Rs.2 lakhs to 5 lakhs for limited tenders
10. Appointment of Freight Forwarders.
11. Direct purchases from KVIC / NCCF / Kendriya Bhandar / Co-op Stores of State / Central Government without calling for quotations.
12. Introduction of buy back purchases
13. Removal of signing of agreement after every order is acknowledged
14. Press Tenders also to appear in Indian Trade Journal published by DGCIS, Kolkata.
15. Constitution of Tender Opening Committee
16. Authorising Store Purchase Committee to also conduct negotiations with the lowest tenderer meeting the indented specifications (instead of Director General constituting a separate committee for each negotiation)
17. Introduction of Central Stock Registers



3. DEFINITION:

The term "Store" used in this Rules applies generally to all articles and materials purchased or otherwise acquired for the use of NIWE, including not only expendable and issuable articles in use or accumulated for specific purposes but also articles of Dead Stock of the nature of plant, machinery, instruments furniture, equipments, fixtures, and livestock etc. but excluding books, publications, periodicals etc. in a library.

Expenditure on stores incurred in the NIWE is included under contingency expenditure (except where it is treated otherwise, eg:- stores, relating to works).

3.1 The Authority Competent of Purchase Stores:

Subject to any special rule or order of the NIWE, an authority, which is competent to incur the contingent expenditure, may sanction the purchase of stores for use in the public service in accordance with the provisions contained in the GFRs.

Note : Special powers delegated to purchasing officers of the Central Purchase Organisation (DGS&D), New Delhi/ISM London/ISM Washington are laid down in the annexure of GFR 102(1) which will be scrupulously followed. In addition the procedure laid down in the MOU/Agreement for availing DANIDA credit will also be kept in view.

3.2. Finance & Accounts :

3.2.1 Accounts: Officer designated by the Director General shall be responsible for the accounts of the Centre.

3.2.2 Receipts: All moneys received for or on behalf of the Centre shall be placed in a current account or saving bank account or fixed deposit account with a scheduled bank or scheduled banks in the name of the Centre.

3.2.3 Payments : Payment by or on behalf of the Centre shall ordinarily be made by cheque or by draft. All cheques shall be signed by Officers as may be designated by the Chairman from time to time.

3.2.4 Endorsements : All bills for payment shall bear an endorsement 'Pay' or 'Passed for Payment' and the endorsement shall be signed by the Officer designated by the Director General.

3.2.5 Imprest : An imprest of a sum to be fixed by Director General from time to time may be kept by the official designated by the Director General for cash payments.

3.2.6 Budget Estimates: The Financial Year of NIWE is from April to March of the following year. The budget estimates for the ensuing year and the revised budget estimates for the current year shall normally be considered in September. The budget shall show under various heads (I) the actual expenditure of the preceding year, (ii) the budget estimates for the current year, (iii) the actual expenditure upto the end of August in the current year and (iv) the revised estimate for the current year and budget estimated for the ensuing year.

3.3 Duties of the Director General:

3.3.1 Business of the Centre: It shall be the duty of the Director General to carry on the work of the Centre under the control of the Council in accordance with the Rules and Regulations for the administration and management of the Centre. In case of an emergency, he may take such action as may be necessary and report to the Council.

3.3.2 Direction and Control of the Staff: All members of the staff of the Centre shall be under the administrative control of the Director General, who shall issue office orders from time to time.

3.3.3 Sanction of Expenditure: All expenditure within the budget grant shall be approved and sanctioned by the Director General or a member of the staff to whom the power has been delegated by the Director General. The Director General shall have the power to make re-appropriation subject to the following conditions :

3.3.4 Reappropriation to augment the provision under the head 'salaries, allowance and Provident Fund Contributions' shall require the prior consent of the Council.

No reappropriation shall be made from the head of capital expenditure to the head of revenue expenditure.

Reappropriation within the heads of capital expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Council.

3.3.5 Supervision of Work: The Director General shall exercise / general supervision over the programme of work and the research projects of the Centre.

3.3.6 Co-ordination Work: The Director General may call for the general plan of work of each Department or section at the beginning of each year and at any other time he may consider necessary, and co-ordinate the work of the various Departments or Sections in the Centre.

3.4 Duties of Director (F&A): He/she shall be responsible to the Director General for the following duties:

3.4.1 He/she shall render advice to the Director General on all matters [administrative/financial/and other issues connected with the administration] in keeping up with the objective of the centre.

3.4.2 He/she shall maintain a complete account of receipts and expenditure and all other financial transactions of the centre.

3.4.3 He/she shall prepare the annual forecast budget estimates, revised budget estimates and supplementary budget under the guidance of the Director General for submission to the Council.

3.4.4 He/she shall be responsible for preparing the annual balanced sheet, income and expenditure and such other statements of accounts for each financial year.

3.4.5 He/she shall be responsible for getting the accounts of the centre audited and settlement of audit objection thereof.

3.4.6 He/she shall maintain complete accounts of the provident fund under the control of the Director General.

3.4.7 He/she shall perform such other work as may be assigned to him from time to time.

3.5 Stores and Purchase Officer: The Stores and Purchase Officer shall be responsible to the Director (F&A) and through him to the Director General for the Purchase, proper storage and upkeep, issue and accounting of stores and for maintenance of necessary books and records relating thereto. A physical verification of the stores shall be conducted periodically at intervals to be prescribed by Council. He shall perform such other duties as may be assigned to him by Director (F&A) / Director General from time to time.

4. SCOPE OF PURCHASE SECTION:

1. Import items required for Scientific R&D and testing purposes
2. Procure computers, printers, office equipment, scientific equipment, plant & machinery, furniture/ fittings, testing equipment / etc.
3. Procure stationery, spares and consumables for above including electrical items/computer peripherals/ etc
4. Provide annual maintenance contracts to arrange for repairs / replacements / replenishment of general stock items of stores section
5. Appoint clearing agents / freight forwarders as and when necessary and arranging payment of their bills
6. Maintain required registers like file opening register (subject register) indent control register, tender opening register, order register, LC register, etc.
7. Process local purchase advances and adjustments
8. Furnish periodical reports and returns, if any
9. Provide necessary procurement files/registers to audit
10. Clarify the audit observations on Purchase activity
11. Prepare / suggest modifications for improved purchase procedure for approval by GC or as required under ISO/ any other international accreditations etc.
12. All allied activities relating to above including tender opening, price negotiation, clearance of consignments, Insurance coverage, freight payments, Tender Document charges EMD/SD/BG/PBG/refunds payment of supply bills etc.
13. EXCLUDING procurement of books, publications, periodicals, journals etc. required for library



14. EXCLUDING procurements already handled by other divisions (ex. procurement of building materials by civil section)
15. EXCLUDING onetime procurement specifically assigned to a division / staff by Director General, NIWE

5. TYPES OF INDENT: following are the general types of indents:

1. **"TYPE A"** indents for which tenders are to be called for (LIMITED / PRESS TENDERS)
2. **"TYPE B"** indents with proprietary article certificate / for procurement from specific source, standardized / specific brand preferred items / for procurement at DGS&D Rate Contracts / Kendriya Bhandar / NCCF / KVIC / Co-Operative Stores of Central / State Governments (SINGLE TENDER)
3. **"TYPE C"** indents / requests/applications for procurement of urgent / breakdown / crisis items including petty repairs / maintenance / etc. through local market (hand quotations / cash purchases) (EMERGENCY)

The indent is same for A&B categories, whereas the format for C category is known as LOCAL PURCHASE ADVANCE FORM. The indents for buy-back purchases (like Computers, Printers, Fax Machines, Copiers, Projectors, Refrigerators, TVs, etc.) may contain additional information as to the date of procurement, value of items as purchased, justification for buy-back facility indicating the technological outdateding or compatibilities etc. and attached as a separate enclosure. Such indents may be distinctly marked so on the first page.

5.1 INDENTOR: The Officer/staff authorised to place indent or the Actual User also known as Indenting Officer/User Division as the case may be.

5.2 INDENT PREPARATION: Full Format of indent containing 4 pages (NIWE/PUR/F-1) is shown at **ANNEXURE-1,2,3 & 4.** The indent form is also available on 3.5" (1.44 MB) floppy in MS Word format for use on Windows 98 or Windows 2000 versions.

The first page of indent alone may be signed by the indenter and Unit Chief and approved by the Director General may be used for:

1. General Stock Indents of Stores Section
2. Printing work
3. Procurement of Spares / consumables / attachments / Accessories required for equipment
4. Small value items where inspection / samples / training / depreciation / installation not applicable
5. Proposals for Annual Maintenance Contracts / Repairs
6. Items required for Seminar / Gift Purposes



In all other cases and also in cases where cost of total procurement exceeds Rs.5 Lakhs, page1 and 2 of the indent along with supporting documents if any may please be completed. For local purchases separate form (NIWE/PUR/F-2) is placed as **ANNEXURE-5.**

5.3 SPECIFICATIONS OF THE INDENT: Indents are to be type-written to avoid reproducing errors while sending enquiries by Purchase Section. Lengthy specifications are to be neatly type-written / computer printed to form as an enclosure to the indent. Indenting Officers are to provide complete general technical specifications without the inclusion of Brand Names, Product Names or Code Numbers that suits only particular supplier, in the cases of indents of "A" category so that competitive offers can be obtained.

5.4 VALUE OF INDENT: When the value of equipment exceeds Rs.25 Lakhs (Rupees Twenty five Lakhs only) and also when the sources of supply are not sufficient (proprietary products are excluded) the procedure generally adopted is calling for tenders through paper advertisement (Press Tenders). The indenting officer, in exceptional and deserving cases, may enclose, specific approval by the Director General for waiving the press tender condition on the relevant grounds with justification and may include comments on the points listed below:

1. The project requirement is time bound and the time, documentation, expenditure etc. involved in press tenders are to be avoided in public interest and to complete project on hand in time.
2. Sources of supply plenty and enough competition is already prevailing. Press advertisement may not provide us with more competitive offers.
3. Only the suppliers listed out are capable of meeting our specifications. Enough search to locate further suppliers through Library/News Paper & Electronic Media Advertisements / Introductory information / Websites has been completed and the possibility of locating further sources by press advertisement is meager.
4. Any other particulars to justify waiver of press tender condition.

However the anticipated / approximate value indicated on the indent (category A) should be realistic since the mode of procurement is decided based on the following:

1. When the value of indent is upto Rs.15000/-(Rupees Fifteen thousand only) and not urgent in nature, Purchase Section, after consultation and approval by Director (F&A) may call for rates over phone from regular suppliers or call for quotations by fax (without issue of an enquiry).
2. When the value of item is upto Rs.5 Lakhs (Rupees Five Lakhs only) quotations may be called from few suppliers / manufacturers / authorised agents of repute.
3. When the value of item is more than Rs.5 lakhs (Rupees Five Lakhs only) and up to 25 lakhs (Rupees Twenty five Lakhs only) Performance Bank Guarantee may become one of the conditions of supply (Director General may relax the PBG condition depending on the justification of Indentor / nature of equipment / recommendations of SPC).



4. Quotations may be called by two-bid system in case Technical evaluation is found essential. Tender documents shall be priced, Earnest Money Deposit / Security Deposit / Performance Bank Guarantee shall apply if felt necessary (some of the conditions may be relaxed by the Director General as may not be practicable / agreeable to overseas suppliers.)

For type "B" indents when the value of indent is high, insisting for Performance Bank Guarantee at the time of placing order may become necessary.

Type "C" indents are for small value of items urgently needed where the longer and normal formalities cannot be afforded. In order to contain the number of such indents a monetary limit of Rs.15000/-(Rupees Fifteen thousand only) is fixed. However, in exceptional and deserving cases Director General may permit Local Purchases beyond the limit or opt for committee purchase upto Rs.1 Lakh (Rupees One Lakh only) as per the provision of revised GFR.

5.5 APPROVAL OF INDENT: All indents whose value is more than Rs.25 Lakhs (Rupees Twenty Five Lakhs Only) needs to be approved by the Director General for further processing. Proprietary Article Certificate, Certificate of Fund Availability, dispensation of Press Tenders if any, deviations proposed in the indent from normal processing also needs the approval of the Director General.

All purchases below Rs. 25 Lakhs (Rupees Twenty Five Lakhs Only) will be approved by GM(F&A)

5.6 INDENT CONTROL REGISTER: Purchase section on receipt of indent shall diarise the indent (enter the details like serial number of the entry, name of the indenting officer, name of the user division, brief description of item, etc) in excel book named "INDENT CONTROL" and open a file under relevant series through SUBJECT REGISTER (file opening register). All the subsequent entries pertaining to the particular file are updated at different stages indicating the progress on the indent. The serial number of the indent control number is marked distinctly on the file cover. After scrutiny of the indent and filling up of the necessary details of the previous purchase wherever necessary and present the indent with due recommendations as to the further course of action to Director (F&A) / SPC / Director General for approval.

5.7 CAPITAL EQUIPMENT PLAN: NIWE may prepare a list of capital goods/capital equipments to be procured at the beginning of the financial year (with no commitment at this stage) division wise and priority wise to serve as a guiding document. For this purpose Director (F&A) may call for list of equipment from each unit / division as to the brief description / nomenclature of the equipment, estimated cost and brief particulars of the purpose / end use. All such requirements may be consolidated by Purchase Section and sent to Director General or a prioritisation committee constituted by the Director General.

6. CONSTITUTION OF STORES PURCHASE COMMITTEE (SPC): Director General may constitute (once in two years) the SPC with the following: (OM constituting SPC is at **ANNEXURE-5**)



Scientific Officer (Nominated by Director General) as Chairman
Administrative & Accounts Officer (AAO) / Officer Accounts, Member
Indenting Officer, Member
Officer Stores & Purchase (or representative of Director-F&A), Convener

The SPC shall be responsible for advising the Director General on procurement activity / policy, verify the indents for the desirable broad specifications including PACs, decide the mode of procurement, negotiate with the lowest tenderer meeting the requirement, clear the sanction proposals including the terms of supply and recommends to Director General for necessary approval. Director General may also appoint external experts / members on to SPC for any particular procurement. SPC may also obtain external technical expert opinion if need be (with the approval of Director General) in order to arrive at a proper decision.

6.1 MODE OF PROCUREMENT: Following indents may be referred to SPC for deciding the mode of procurement:

Type "A" indents whose value is more than Rs.25 lakhs (Rupees Twenty Five Lakhs Only)

Type "B" indents with PAC / Specific Brand items

In case of Type "C" indents whose value is more than Rs.15000/- (Rupees Fifteen thousand only) and upto Rs.1.00 Lakh (Rupees One Lakh only) Director General may constitute of a committee on the recommendations of Director (F&A) to survey the market / procure the items / certify the bills in terms of GFR.

Director (F&A) may decide the mode of procurement in respect of other indents. (i.e) Upto Rs.25 Lakhs/- (Rupees Twenty Five Lakhs only)

6.2 NOTICE INVITING TENDERS: Purchase Section, as per approval of Director (F&A) / SPC / Director General on the indent shall call for quotations from the reputed suppliers / manufacturers / authorized agents or distributors. The enquiry so issued should clearly indicate the location of NIWE, concessions in duties and taxes, required warranty, EMD / SD / Performance Bank Guarantee, due date for receipt of tenders, due date and time for opening the quotations, etc. (sufficient time should be provided to suppliers to respond). (Enquiry format is placed at **ANNEXURE-7**)

For Type "B" indents (on single tender system) pro forma may be called for (since pro forma will provide actual figures for all the incidentals and taxes where as a quotation may indicate as "Taxes and Duties extra as applicable at the time of supply" without even indicating the percentages ruling on the date of quotation (in-spite of buyer asking for the same).

However, for the items where rate contract with Directorate General of Supplies and Disposals (DGS&D) is available quotations may not be called for. The DGS&D RC



provides for all details like standards to confirm, testing methods, terms of supply, etc. Indenting officer may exercise choice when RC is held by many suppliers for the same item.

Similarly for the procurements from Kendriya Bhandar or NCCF or co-Op. stores of State / Central Govt. a simple pro-forma from any one of them may be obtained for the purpose of estimation and expenditure sanction and there is no need to call for limited tenders among them.

In order to gain on lead time, Purchase Section, on due approval by Director (F&A) / SPC / Director General, may resort (not as a matter of routine) to calling for tenders though messenger / courier / fax / telephone / e-mail or asking the suppliers to pick the enquiry etc. Publishing the requirements though NIWE website may be taken up so that in due course the suppliers are tuned to search the website and automatically quote.

The general conditions for inviting quotation by limited tender are placed at **ANNEXURE-8.**

6.3 APPROVED LIST OF SUPPLIERS: Purchase Section shall maintain list of vendors (suppliers) based on

1. addressees of an enquiry in the past and responded with quotations as may be seen from previous procurement files
2. advertisements appearing in daily news papers
3. suppliers borne on yellows pages of telephone Directories of major cities
4. suppliers borne on Directory of Industries and Commerce
5. suppliers listed by neighbouring R&D institutions
6. suppliers through internet searching
7. suppliers suggested by the indenter on the indent
8. suppliers who come to NIWE for vendor registration

NIWE may work out a methodology as per ISO requirement for updation of the vendor list, rating / grading duly keeping a record of criteria applied duly approved by Director (F&A) or Director General.

6.4 COST OF TENDER DOCUMENTS: The tender documents, the terms and conditions, the specifications etc. in case of press tenders may be priced as follows:

SL.NO	ESTIMATED VALUE OF EQUIPMENT	TENDER COST
1	Less than Rs.10 lakhs	Rs. 500/-
2	Between Rs. 10 and Rs. 50 lakhs	Rs.1000/-
3	Above Rs.50 lakhs	Rs.2000/-

Apart from the cost of tender documents, postal or courier charges may be collected at a flat rate of say Rs.50/- per set and Local Sales Tax as applicable may be levied collected and paid to the concerned authorities. However, depending on the size and



volume of the tender documents, designs & drawings, the DIRECTOR GENERAL may kindly fix approve different tender cost on the recommendations of SPC.

6.5 EARNEST MONEY DEPOSIT (EMD): EMD may be collected for equipment costing more than Rs. 10 Lakhs at the rate of 2 to 5% (in the form of Bank Guarantee or Demand Draft) as may be recommended by SPC and approved by Director General. EMD may be collected / waived in case of non standard items of manufacture / equipment to be specially designed to suit NIWE requirements (like fabrication and erection of towers) even when costing less (as may be recommended by SPC and approved by Director General). The EMD to unsuccessful bidders may be refunded in the same form (BG/DD) immediately after finalising the tenders.

6.6 SECURITY DEPOSIT: In cases where necessary, security deposit to the tune of 5% value of the order may be collected from the successful bidder to cover the Delivery Schedule and terms of order. EMD, if any paid, may be adjusted from the Security deposit payable and balance only may be collected from the suppliers. The Security Deposit is refundable once the supply is completed satisfactorily according to Purchase Order / on installation.

6.7 SINGLE BID SYSTEM: The technical specifications and price particulars are available in one quotation. This type of quotations may be applied to all items costing less than Rs.10 lakhs / Proprietary purchases / etc.

6.8 TWO BID SYSTEM: In this system the suppliers are asked for sending their quotations in two separate sealed covers 1) to contain technical details, terms and conditions of supply, customers list, copies of certificates of credibility, literature, brochure, pamphlets etc. but without any indication as to the price and marked as "TECHNICAL BID" and price particulars of each item separately or as a package and marked as "COMMERCIAL BID". Both the technical and commercial bids may be placed in a single outer cover and super-scribed suitably as per tender enquiry.

The technical bids are opened, verified as to the payment / exemption of EMD and other conditions specified in the tender and forwarded to the indenting officer for evaluation of the technical bids and indicating the offers meeting our specifications.

The short listed suppliers will be informed as to the date, time and venue of opening of commercial bids. The selected offers may be opened by TOC on the stipulated date.

6.9 RECEIPT OF TENDERS: Tenders received by post / courier / fax by the office of Director General or the office of Director (F&A) may be forwarded to Purchase Section with official marking for placing them in Tender Box. The tenders submitted directly to Purchase Section may be initialed by the recipient as to the date & time and place the same in Tender Box kept with AAO. The late tenders or belated tenders may not be opened but placed on file. Similarly the enquiries returned undelivered also may be kept on file. Stray and single requests for extension of due date shall not be entertained normally since suppliers have been provided with an option to fax their quotation followed by original through post /



courier. In exceptional and deserving cases if required in the interest of the public, specific approval of DIRECTOR GENERAL may be obtained through indentor.

7. TENDER OPENING COMMITTEE(TOC): The Director General may constitute a Tender Opening Committee, once in every two years, for opening the tenders pertaining to Purchase Section, with the representation of a Scientific Officer, AAO/Accounts Officer and Director (F&A) / OSP. (OM constituting TOC is placed at **ANNEXURE-9**)

The responsibilities of TOC may be on the following lines:

1. Tenders are opened by the TOC by meeting only and not by circulation.
2. TOC shall ensure prompt opening of Tenders on the said date and hour.
3. Quotations of only those suppliers addressed shall be entertained.
4. Quotations by A/agents with proper cross mandating may be verified & accepted.
5. All the pages of each quotation shall be initialed by all the three members of TOC (including literature/pamphlets/list of customers/cover etc).
6. Attest all the corrections/over writings
7. Read out the details of quotations to the tenderers present and obtain their acknowledgement
8. Ensure that Earnest Money Deposit / Security Deposit are made in the form asked for or exemption certificates are enclosed. Quotations without EMD/SD/Exemption Certificate shall not be entertained.
9. Sequence of Opening of Technical Bids, intimation to short listed bidders and opening of Commercial bids of selected technical bids followed in case of two-bid system.
10. Any other related function that may be assigned by Director (F&A) / Director General.

The quotation against single tenders (proprietary / Brand preference articles), though there may be a due date mentioned on the enquiry, when received earlier need not be put in the Tender Box since there is no other competitive bids are awaited. In such cases, Purchase Section may open such offers and treat them as open dak with necessary office seal, to reduce idle time.

7.1 COMPARATIVE STATEMENT: Purchase Section shall prepare price comparative statement of the offers received in the case of limited tenders (duly incorporating the duties, taxes, incidentals, terms of warranty, delivery period, exchange rate to arrive at a common platform – like f.o.b. / F.C.A. point or for delivery at NIWE campus -- for comparison). Pro forma for Proprietary items, single tenders received in response to limited tender enquiry, quotation for specific brand preference from authorized distributors / authorized agents, the technical bids of two bid system are referred to Indenting Officer without the necessity of a comparative statement for making comments / recommendations / scrutiny and indicating the suppliers who meet the specifications. A standard process sheet (available on computer which can automatically work out the figures of discount, taxes and duties once the percentages are fed) used for this purpose is placed at **ANNEXURE-10 &**



11. After the order is placed, a photocopy of the comparative statement may be kept in a separate folder duly indicating the selected supplier (to be produced on demand by Audit / Vigilance)

The indenting officer, in case of any corrections, may cause re-preparation / correction of comparative statement so that a perfect comparative is placed on file. It will be convenient for the SPC also to satisfy that the basis of selection indicated on the proposal is correct and extra care may be exercised whenever the lowest is by-passed for genuine technical reasons.

7.2 RECOMMENDATION SHEET: The comparative statement & quotations placed on the concerned file will be referred to Indenting Officer through a standard process sheet called "Recommendation Sheet" and a copy is placed at **ANNEXURE-12**. The indenting Officer may go through all the offers in detail (keeping in view the indented requirements) and record the selection made and the basis of selection. In case lower tenders are by-passed the technical reasons for doing so may also be recorded in the space provided for the purpose.

7.3 RECOMMENDATIONS: When the response is poor in limited tender enquiry (one or two quotations only) further evaluation may be done (especially in the case of equipment costing more than Rs.500000/- (Rupees Five Lakhs only)) in terms of

- Whether suppliers have been given fair time to respond to the enquiry
- Whether more suppliers need to be addressed another enquiry
- Whether re-tendering duly including some more probable suppliers is worthwhile
- Whether the specifications are generalized (not tailor made)
- Whether Press tenders will get us more response
- Whether any of our conditions are abnormal and relaxation would matter

If everything is in order and the rates are reasonable indenting officer may still recommend the purchase with due justification which may be approved by the competent authority.

In general the selection may be made as per the indented specifications taking into consideration the warranty, after sales service, etc.

7.4 PREPARATION OF SANCTION PROPOSAL: On receipt of the recommendations from the Indenting Officer duly approved by Unit Chief / project leader, Purchase Section shall prepare an estimate (sanction proposal) of expenditure involved in procuring the material highlighting important conditions of supply and terms of payment. The sanction proposal format for all indigenous procurements except imports and local purchase is appended as **ANNEXURE-13**. The sanction proposal for import contains additional information of estimated Insurance, Freight, Customs Duty, Bank Charges, Exchange Rate, clearance charges etc. The import sanction proposal is automatically generated on computer in excel format in Purchase Section (when the import order form is completed, sanction proposal, sanction memo, letter to the bank, LC application form, OGL declaration form, Form A-1, FEMA declaration are automatically filled with the variables already fed). Format of import sanction proposal is appended as **ANNEXURE-14**.



The local purchase advance form itself is a sanction proposal.

7.5 CLEARANCE AND APPROVAL OF SANCTION PROPOSAL: All the sanction proposals whose value is more than Rs.50000/- (Rupees Fifty thousand only) will be routed through SPC to Director General for final administrative approval and expenditure sanction. Proposals upto Rs.50000/- (Rupees Fifty Thousand only) will be approved by Director (F&A).

7.6 ORDER REGISTER AND PLACEMENT OF ORDERS: A register is maintained in the Purchase Section duly entering the details of order No., Order Date, file ref, name of suppliers, value of order etc. besides replicating the same in the indent control register (or Commitments Register maintained on the computer) and the order is placed as per approval under the signatures of Director (F&A).

7.7 GENERAL TERMS AND CONDITIONS OF INDIGENOUS SUPPLY ORDER: Format for indigenous order is placed at **ANNEXURE-15** and the terms are appended at **ANNEXURE-16**.

7.8 TERMS AND CONDITIONS OF IMPORT ORDER: Format appended at **ANNEXURE-17** and the terms at **ANNEXURE-18**.

7.9 REPEAT ORDERS: Repeat orders may be placed within one year for the same quantity of original order (or the total quantity of such repeat orders does not exceed the original quantity), provided all the terms and conditions of supply are same and

1. Original order is placed on the lowest after calling for limited tenders.
2. The market prices have upward tendency and we may not get better prices
3. Calling for fresh quotations may not be worth the exercise, time and expenditure
4. In case of procurements for the time bound projects, when situation warrants for out of turn procurements approval of Director General may be sought detailing the reasons at the indenting stage for relaxing the limits of repeat order or the limits specified for value of indent, or for deviating from the standard procedure.

However, repeat orders may not be placed when the downward trend prevails in the market since last procurement.

7.10 SIGNING OF AGREEMENT: Since every order is a contract and contract is on once the order is acknowledged, the condition laid in earlier procedure for signing a separate agreement is dispensed with. However, AMC contracts, service contracts may need an agreement to be signed.

7.11 PRICE ESCALATION AFTER TENDERS ARE OPENED / ORDERS ARE PLACED: Any price escalation subsequent to opening of tenders (other than due to government policy in tax structure, levy of duties, etc.) will not be permitted unless otherwise specifically provided for in the purchase order. In case of upward revision by the lowest tenderer (for reasons other than government policy) or due to omission of certain items by which the tenderer has become the lowest and quotes for the omitted items separately / subsequently (either intentionally or inadvertently)



or does not quote for all the items (where multiple / item-wise ordering is not possible), the tender may be rejected as non-responsive.

8. FOREIGN BILL PAYMENTS: For the payment in foreign currency for imports the Reserve Bank of India / FEMA regulations shall apply. However, the following order of preference of payment may be applied in each import:

1. Payment by Demand Draft on receipt of goods within 30 days.
2. Payment by Pre-drawn Demand Draft on receipt of goods.
3. Payment by Sight Draft through Bank
4. Payment by Letter of Credit
5. Advance Payment by Demand Draft
6. Advance Payment by Telegraphic Transfer

Some foreign suppliers may not agree to our terms of payment and still insist for advance payment. Advance payment in such cases may be decided by SPC and approved by the Director General on the merits of reputation, fair dealing, reliability of the Indian Agents (if any) etc.

8.1 PAYMENT OF INDIGENOUS SUPPLIES: The terms of payment to indigenous suppliers may be in the following order of merit:

(A) Procurement Upto 5 Lakhs (Rupees Five Lakhs only)

1. Payment by Crossed Cheque within 30 days after receipt of goods
2. 90% payment against delivery (balance 10% after inspection / acceptance / installation)
3. Payment by DD/Cheque against delivery / acceptance / installation
4. 90% through Bank against despatch documents (balance 10% after inspection / acceptance / installation)
5. Any other mode as approved by Director General

(b) Procurement more than 5 Lakhs (Rupees Five Lakhs only) to 25 Lakhs (Rupees Twenty five Lakhs only)

1. 90% Payment (Including taxes) against Supply / Installation / Satisfactory demonstration and acceptance.
2. Balance 10% payment after the warranty period is over or on production of Performance Bank Guarantee valid for 3 Months over and above the usual warranty period.

-

(C) Above 25 Lakhs (Rupees Twenty five Lakhs only) and for procurement of material as per the terms and conditions of tender.

8.2 CREDIT CARDS: Institutional Credit Cards may be procured for official purposes and kept in the custody of Director (F&A) to take care of small payments or handle cash purchases. However a register may be maintained for recoupment of the debits within the free time allowed.

8.3 PETTY DIRECT CASH PURCHASES BY UNIT CHIEFS: An advance of Rs.5000/- may be made available to desirous Unit chiefs which shall be completely adjusted in full with necessary stock certified cash bills duly refunding small balances if any. However, Unit chief shall exercise care to see that the cash bills are signed by the vendor; ST/CST Registration Numbers are printed or stamped on the cash bill; Cash bills are without corrections / mistakes / over writing. A fresh advance may be drawn after adjusting the earlier advance. All small value requirements other than Stationery items (total procurement is less than Rs.2000/-) may be met from above advance.

9. RECEIPT OF MATERIALS: Generally all the materials are to be received at the Stores Section of NIWE. When the items of equipments are heavy or requiring installation at site may be allowed to be unloaded at nearest possible place. Immediately on receipt of material user division may be informed about the arrival of the consignment and concerned bill may be forwarded to the user department (as indicated in the order) for conducting inspection and acceptance.

9.1 ACCEPTANCE OF EXCESS SUPPLY: Certain supplies (like cables, ingots, non-ferrous metals, etc.) cannot be made exactly in the quantities and weight ordered for. Such supplies may be accepted and paid as per actual supply provided such excess is reasonable and so certified by the user division. The sanction proposals for such items may contain sufficient provision for quantity variations and ordered as "Payment on actual supply / weight / quantity basis". The certification on the bill is sufficient to admit the bills for making payment.

9.2 SHORT SUPPLY: We may short close the supply orders when major portion is supplied and only negligible quantity is yet to be supplied.

9.3 The vendor rating and evaluation by purchase section may not be linked to QMS for the following reasons:

1. Essential supplies of Equipment relating to Wind Energy Technology being very specific and the requirements of NIWE are being met by importing on proprietary basis.
2. Procurement of attachments, additions, spares etc., depend on the original equipment received from RISO, Denmark under DANIDA Grants.
3. NIWE requirement of essential supplies is very small in terms of quantity and price to influence the manufacturers abroad.
4. Calibration Services are procured from specific sources like DEWI, ETDC, etc., who are internationally / nationally accredited.
5. Evaluation of vendors in respect of Non-essential supplies may not be done.

However, vendor list and updating the list is being carried out on regular basis by purchase section.

10. CAPITAL STOCK REGISTER:

The present practice of maintaining Material Receipt Register (MRR) / Stock Register at the CORE Division with the following particulars may continue (FOR THE MATERIAL INSPECTED AND ACCEPTED):

a)	MRR / RV NO:	f)	SUPPLIERS BILL AMOUNT
b)	DATE OF RECEIPT OF MATERIAL	g)	DESCRIPTION OF ITEM
c)	SUPPLIERS NAME	h)	QUANTITY OF ITEM
d)	SUPPLIERS BILL NO	i)	RATE OF EACH ITEM
e)	SUPPLIERS BILL DT		

The asset-card prepared by Purchase Section at the time of placing order (which reflects the information of order) for capital equipment will be completed when the certified bill is received with due stock entries from the user division. The asset card need not be prepared for Non-consumable items (of no capital value). This equipment / capital asset card shall serve the purpose of record for preparing annual accounts, for preparation of depreciation account, and serve the purpose of central capital stock register in Stores Section. However, the asset cards may be maintained project wise.

10.1 STATIONERY STOCK REGISTER: The stationery stock register will be maintained by the Stores Section. OSP shall periodically raise indents to replenish the day to day requirements of stationery items in consultation with Director (F&A). Director (F&A) shall conduct periodical inspection of stores section by nominating an officer to check the ground balances with the records.

11. REVIEW OF THE PROCEDURE: In case of any doubt or clarifications the issue may be brought to the notice of Director (F&A) and Director General for orders. For the details, if any, not covered by this procedure, the practices prevailing in other R&D Institutions, the instructions of Government of India, CVC, GFR shall be referred to.



राष्ट्रीय पवन ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय के अधीन स्वायत्त अनुसंधान एवं विकास संस्था, भारत सरकार)

NATIONAL INSTITUTE OF WIND ENERGY

(An Autonomous R&D Institution under the Ministry of New and Renewable Energy, Government of India)
(पूर्व में "पवन ऊर्जा प्रौद्योगिकी केंद्र" Formerly "Centre for Wind Energy Technology")

वेलचेरी ताम्बरम प्रमुख मार्ग, पल्लिकरानई, चेन्नई- 600 100, तमिल नाडु, भारत
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दूरभाष / Tel No. 044-2246 3982 / 83 / 84, फैक्स / Fax No. +91-44-2246 3980,

ई-मेल/E-mail : info@niwe.res.in वेबसाइट /website: www.niwe.res.in

NIWE/PUR/F-01/Ver.1

PURCHASE INDENT

(Separate indent should be raised for each class of Stores)

UNIT		INDENT NO.:	
NAME OF THE PROJECT		DATE:	

The following items are required for official use in Project/Stock/Study named above, for which sufficient funds are provided by MNRE / in-house project / consultancy project supported by (client) and may kindly be procured on or before

Sl No.	Detailed specification of the Stores	Quantity	App. Cost (in Rs.)	Remarks, End Use Details, if any

- The above items are required for General Stock.
- The above items are not available in General Stock at the Stores Section.
- Further particulars as required for equipment enclosed.
- Proprietary Article Certificate / Specific brand preference enclosed.
- Complete technical specifications are type-written and enclosed
- The main equipment has been purchased in from M/s and the spares / consumables may be procured from the manufacturers.
- The main equipment is under / out of warranty / AMC / FSMA
- As the items are required urgently (otherwise crisis may develop) cash advance may kindly be made available. (please strike off as the case may be)
- The item is being purchased, as a replacement to existing non-functioned item which will be returned / is already returned to stores.

- The details of
the approximate life of the equipment:
availability of spares :
ease of maintenance :
other details, if any :
- A) The delivery of the item is required at (if other than NIWE)
B) Whether delivery required in batches of
C) The consequences if the item is not procured within the deadline is
- The installation requirements like area, power, civil works etc. are ready / available

Readily available	Yes / No
Will be made available	Yes / No



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NATIONAL INSTITUTE OF WIND ENRGY

4. List of available vendors, their addresses, FAX NUMBER and websites wherever available:

a.	
b.	
c.	

5. Whether samples are required :
 6. Inspection schedule for the item :
 7. Whether training is required :
 8. Certified that the item/s is/are not available in Unit / Project / Stores.
 9. Certified that to the best of our knowledge, the items indented are the proprietary items of M/s..... and are marketed by their only authorized distributor M/s in India. I / We shall be held responsible in case the certificate is found to be incorrect. A prescribed Pro forma as per Purchase Rules of NIWE is annexed.
 10. Budget

Name of Project / Budget Head	
-------------------------------	--

(This should commensurate with the delivery schedule)

11. Any other relevant information

Signature of the Indentor

Name :
 Designation :
 Unit :
 Date :

Signature of Unit Head/Project Leader

Name :
 Designation :
 Unit :
 Date :

- 12 .The availability of funds at the time of indenting

Balance Budget Provision available	
Whether necessary fund is available to process this item	

Approved for further process

Director (Admin/Fin)

DIRECTOR GENERAL



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NATIONAL INSTITUTE OF WIND ENERGY

II. For the use Purchase Section:

1.	Previous purchase details Name of the Vendor Quantity Value Order Reference	
2.	Indent Sl.No. with date as per purchase register	
3.	Certificate about fund availability	
4.	Certificate for proprietary / emergency purchase, is furnished	
5.	Whether the item is a restrictive item as per the EXIM policy	
6.	Whether the enquiry needs to be sent by fax/speed post/ e-mail/courier owing to urgency	
7.	Whether the delivery schedules as per indent is realistic. If not, please intimate indenter	
8.	Whether clubbing of demand is possible	
9.	Any other condition(s) that is required	

Purchase Assistant

Officer Stores & Purchase

Date:

Recommendations of the Stores and Purchase Committee:

Considering the views expressed by the Indenter / Project Leader / Unit Head, the Committee recommended and approved the mode of tender as (reasons to be specified)

- 1.1 Open Tender
- 1.2 Limited Tender
- 1.3 Single Tender as the items is proprietary in nature
- 1.4 Procurement from Kendriya Bhandar / NCCF/ Other Co-op. Stores recognized by Central / State Government.
- 1.5 Survey the market, collect competitive offer and finalise the purchase on the spot with in the amount sanctioned.
- 1.6 Import
- 1.7 Any other mode

O (SP)**Indenter****A.A.O****Member****Member****Chairman, SPC****Director (Admin/Fin)**



राष्ट्रीय पवन ऊर्जा संस्थान
NATIONAL INSTITUTE OF WIND ENERGY

PRO FORMA FOR PURCHASE OF PROPRIETARY/SPECIFIC BRAND GOODS

1.	Description of item, type, Model No. Including General	
2.	Is the item proprietary or Specific brand?	
3.	(a) Source of Supply	
	(b) Is the source of supply a Manufacturer, dealer, agent, stockiest or trader	
4.	(a) Briefly state and use of the item.	
	(b) State reasons for selecting the particular brand/make to meet the above use.	
5.	(a) Is there any other known, source for similar items?	
	(b) If answer for (a) is YES, Why that source was not considered?	
(Indentor must bring out comparative mandatory advantages of the item selected from the types offered by others)		
6.	Why the requirement cannot be tendered in order to locate more competitive sources?	
7.	(a) Was similar items purchased earlier?	
	(b) If so, furnish details of source indicating Purchase reference.	
8.	(a) What would be approximate requirement of similar items in future?	
	(b) What attempts were made to locate alternate sources for future requirement.	

CERTIFICATE

I/We certify that the Open / Limited Tendering required in this case as per the procedure, be dispensed with, as the source of supply is fairly known for this item and hence, no useful purpose will be served by this effort.

Signature of the Indentor

Name :
 Designation :
 Unit :
 Date :

Signature of Unit Head/Project Leader

Name :
 Designation :
 Unit :
 Date :

Approved

DIRECTOR GENERAL, NIWE



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An ISO 9001:2008 Organization

CFA	
IE	

PURCHASE INDENT FOR LOCAL / CASH / CRISIS PURCHASES
(Purchase of goods upto the value of Rs.15,000/- only)

INDENT NO:

DATE:

1. The following items are required for Project / Infra No.

Sl. No.	Detailed specification of the Stores (preferably to be typewritten)	Quantity	Estimated Cost (in Rs.)	Purpose / Remarks

2. (a) The requirement could not be anticipated earlier and is emergent in nature
2. (b) The deadline for delivery is
2. (c) Consequences if the items are not procured within the deadline:.....
2. (d) Advance of Rs. may be paid To.....
2. (e) Recommended for Sanction of Rs Debitable to Project No.....

Signature of the **Indentor**
Name & designation:
Date:

Signature of **Unit Head**
Name & Division:
Date:

Purchase Section recommendations

Indent is in order	YES / NO
Above items are not available in Stores	YES / NO
Exe. Asst.	OSP

Availability of funds

Project / Infra No.	Budget Provision	Whether necessary fund is available to process this item
		YES / NO
		A.A.O.

RECOMMENDATIONS OF STANDING PURCHASE COMMITTEE

In view of the urgency expressed by the Indentor/Project Leader, SPC recommends for approval of the proposal as follows:-

- 1) Advance of Rs. may be sanctioned and paid to Dr./Shri/Smt./Miss..... for the above purchase. The Indenting officer may personally inspect / accept /collect & transport the material directly from the local market
2) Purchase may be made on credit from Credit bills after stock entry at Stores may be submitted to Purchase Section for arranging payment.

OSP

Expenditure Sanctioned & APPROVED

Director (F&A) /Director General



नीवे NIWE
(ISO 9001:2008)

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वेबसाइट /website: www.niwe.tn.nic.in

ENQUIRY NO:

DATE:

	QUOTATIONS FOR DUE AT 2.00 P.M. ON .2005 – OPENING AT 3.30 P.M. SAME DAY
--	--

Dear Sirs,

Kindly arrange to send your offer together with literature/brochures/pamphlets, in sealed cover, for the following items subject to the terms and conditions enclosed, to reach this office on or before the due date mentioned above:

S.NO	DESCRIPTION OF ITEM	QUANTITY
1		

Your quotation should clearly indicate:

1. Brand / Price of each item
2. Percentage of Central/Sales tax payable extra, if any
3. Excise duty: C-WET is exempted from payment of ED
4. Customs Duty :C-WET is eligible to issue Concessional customs duty certificate for the imports made on behalf of C-WET
5. Delivery: (i) Free at C-WET (ii) Delivery Period required
6. Installation: Free at C-WET
7. (i) Period of warranty –Minimum 12 Months compulsory
(ii) Extended warranty over and above 12 months and up to 5 years. You may quote separately year wise.
8. Special discount, if any, for R&D institution for their research purpose / educational purpose.
9. Validity of quotation: Validity should be a minimum period of 60 days from the date of opening of Tender/quotation.
10. Enclose photocopy of PAN CARD along with the Bid Document.

Your quotation may be sent in sealed cover superscribing “QUOTATION FOR..... ENQUIRY NO..... DATED..... DUE ON” addressed to ‘NATIONAL INSTITUTE OF WIND ENERGY, VELACHERY-TAMBARA MAIN ROAD, PALLIKARANAI, CHENNAI-600 100’. Tenders will be opened at 3.30 P.M. in the presence of tenderers if any.

Yours faithfully,

Director (F&A)



नीवे NIWE
(ISO 9001:2008)

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An ISO 9001:2008 Organization

Ref: NIWE/PUR/1/1/04

Dt.

Dear Sirs,

Kindly arrange to obtain and send pro forma from your principals abroad, (by fax followed by original by post/courier) for the following item/s (together with literature / descriptive pamphlets / brochures) to reach us on or before.

S. NO	DESCRIPTION OF ITEM	QUANTITY

Your pro forma may kindly indicate

1. Ex-works prices, Discount as applicable to Government R&D Institutions, packing & forwarding charges, cost of inland transportation, cost of documentation (if any), nearest international f.o.b. / FCA point, estimated Freight charges
2. The mode of despatch you prefer (in case of Courier, the courier agent should contact the consignee for Customs Duty Exemption Certificates)
3. Minimum Packing or Minimum order quantity for each item
4. Name & address of your Indian Agents, the percentage of commission payable and their scope on this supply / support (Preferably indicating their registration number issued by DGS&D)
5. Whether the items are classified as dangerous / hazardous cargo
6. Whether any export applications / declarations are to be furnished by us
7. Approximate dimensions and net Wt & Gross Wt of each carton / crate / box
8. Terms of Payment

While quoting please note that i) We require above items for R&D purposes not connected to military applications ii) We are exempted from payment of Customs Duty iii) we do not have any freight forwarder and prefer to place order on f.o.b. value less Indian / Local Agency Commission -- LAC will be paid in Indian Rupees directly after receipt of supply iv) Freight and Insurance will be paid by us in Indian Rupees.

PLEASE DO NOT DESPATCH GOODS UNTIL YOU RECEIVE A FIRM ORDER.

Yours faithfully,

Director (F&A)

वेलचेरी ताम्बरम प्रमुख मार्ग ,पल्लिकरणई ,चेन्नै- 600 100, तमिल नाडु, भारत

Velachery – Tambaram High Road, Pallikaranai, Chennai - 600 100, Tamil Nadu, INDIA

दूरभाष / Tel No. 044-2246 3982 / 83 / 84 फैक्स / Fax No. +91-44-2246 3980, ई-मेल/E-mail : info@niwe.res.in वेबसाइट /website: www.niwe.tn.nic.in



राष्ट्रीय पवन ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय के अधीन स्वायत्त अनुसंधान एवं विकास संस्था, भारत सरकार)

NATIONAL INSTITUTE OF WIND ENERGY

(पूर्व में “पवन ऊर्जा प्रौद्योगिकी केंद्र” Formerly “Centre for Wind Energy Technology”)

(An Autonomous R&D Institution under the Ministry of New and Renewable Energy, Government of India)

An ISO 9001:2008 Organization

GENERAL TERMS AND CONDITIONS

1. The rates against each item as per serial number of the enquiry should be quoted for free delivery at the National Institute of Wind Energy, Velachery – Tambaram Main Road, Pallikaranai, Chennai-600 100. Installation charges should be shown separately, if to be paid extra.
2. NIWE is an R&D institution under the Ministry of NES, Government of India, running with the motive of not making profit. The special prices / concessions may be quoted as applicable to Govt. R&D Institutions.
3. Make of the item / brand of the item should be indicated clearly. Describing as Best Indian Make or Imported will not have any bearing in making the selection.
4. Goods conforming to BIS Standards or International standards or with traceability certificates (extra cost involved may be shown separately) have an edge over other offers.
5. In case of equipment, complete technical specifications, pamphlets, brochures, descriptive literature, list of customers and the value of orders executed during the last 3 years, a set of recommended spares for maintenance of the equipment for the next 3-5 years, pre-installation requirements, life expectancy of the system, estimated comprehensive Annual Maintenance Charges after the warranty period, etc. are to be enclosed. Extended warranty over and above normal 12 months will be an added advantage.
6. Wherever possible samples are to be enclosed with the quotation. Bulky samples are to be sent separately.
7. Credentials like Authorised Agent / Distributorship, manufacturers of import substitution or goods manufactured under foreign license agreements, holding DGS&D rate contract, Registration with NSIC/SSI etc. may be mentioned in the quotation.
8. The prices should be firm for the next 60 days.
9. NIWE is exempted from payment of Excise Duty. ED certificate will be provided by NIWE appropriately. Wherever goods are excisable, the amount or percentage of ED should be shown separately. NIWE can place orders directly on the manufacturers abroad as actual user under OGL and is exempted from payment of “so much of Customs Duty”. Such import offers may be made on f.o.b. basis instead of quoting duty paid prices.
10. CST/State Sales Tax registration numbers are to be furnished wherever tax is applicable (even when taxes are included in the offer). NIWE is not eligible to issue “C” or “D” forms.
11. Out station suppliers may further indicate approx. weight, dimensions duly quoting f.o.r. Destination (Chennai) prices by Rail / Road (duly insured) .if the items are to be so transported.
12. Details of applications required to be made or clearances to be obtained by NIWE are to be furnished in the quotation.
13. Obtaining quotations from suppliers does not bind NIWE to place orders and any terms and conditions stipulated in the quotations. Similarly NIWE is not binding to place orders on the lowest.
14. Payment : Payment will be made, after receipt and acceptance of goods, by a crossed cheque drawn on Canara Bank, NIOT Extension Counter, Pallikaranai, Chennai-600 100. Insisting for payment either in part or full prior to receipt of goods or canvassing / influencing in any form may cause rejection of offer summarily.
15. **The Director General reserves the right either to accept or reject any / all the quotations in part or full without assigning any reasons what so ever.**
16. ANY OTHER:



NATIONAL INSTITUTE OF WIND ENERGY
(AN AUTONOMOUS R & D INSTITUTION UNDER MINISTRY OF NEW AND RENEWABLE ENERGY, GOVERNMENT OF INDIA)
VELACHERY-TAMBARAM MAIN ROAD, PALLIKARANAI, CHENNAI-600 100

S.NO	BRIEF DESCRIPTION OF ITEM & QTY	COMPARATIVE STATEMENT						DATE:			
		SUPPLIER-1	SUPPLIER-2	SUPPLIER-3	SUPPLIER-4	SUPPLIER-5	SUPPLIER-6	SUPPLIER-7	SUPPLIER-8	SUPPLIER-9	SUPPLIER-10
1	SHORT NAME OF SUPPLIER:										
2	MAKE OF THE ITEM:										
3	MODEL OF THE ITEM:										
4A	SPECIAL FEATURES OF ITEM:										
4B											
4C											
4D											
5A	COST OF ITEM:										
5B	ADDITIONS:										
5C	ADDITIONS:										
5D	ADDITIONS:										
6	TOTAL COST AS QUOTED:										
7	DISCOUNT IN PERCENTAGE										
8	AMOUNT OF DISCOUNT:										
9	PRICE AFTER DISCOUNT										
10	PERCENTAGE OF PACKING CHARGES										
11	AMOUNT OF PACKING CHARGES:										
12	PERCENTAGE OF FORWARDING CHARGES:										
13	AMOUNT OF FORWARDING CH:										
14	SUB-TOTAL 9+11+13										
15	PERCENTAGE OF ED, IF NOT EXEMPTED:										
16	AMOUNT OF ED										
17	SUB-TOTAL 14+16										
18	PERCENTAGE OF CST/ST										
19	AMOUNT OF CST/ST										
20	% SURCHARGE ON LST, IF ANY										
21	AMOUNT OF SURCHARGE										
22	SUB TOTAL 17+19+21										
23	PERCENTAGE OF INS. CHARGES										
24	AMOUNT OF INSURANCE										
25	PERCENTAGE OF FREIGHT:										
26	AMOUNT OF FREIGHT:										
27	INSTALLATION CHARGES										
28	TRAINING CHARGES										
29	ADDL. WARRANTY CHARGES										
30	ANY OTHER CHARGES										
31	GRAND TOTAL:										
31	PLACE OF DELIVERY										
32	TIME OF DELIVERY										
33	WARRANTY										



नीवे NIWE

NATIONAL INSTITUTE OF WIND ENERGY

(AN AUTONOMOUS R & D INSTITUTION UNDER MINISTRY OF NEW AND RENEWABLE ENERGY, GOVERNMENT OF INDIA)
VELACHERY-TAMBARAM MAIN ROAD, PALLIKARANAI, CHENNAI-600 100

FILE REFERENCE: NIWE/PUR/3/5/04		COMPARATIVE STATEMENT								DATE:	
BRIEF DESCRIPTION OF ITEM AND QUANTITY::		ARBITRARY WAVEFORM GENERATOR & POWER ANALYSER									
S.NO		SUPPLIER-1	SUPPLIER-2	SUPPLIER-3	SUPPLIER-4	SUPPLIER-5	SUPPLIER-6	SUPPLIER-7	SUPPLIER-8	SUPPLIER-9	SUPPLIER-10
1	SHORT NAME OF SUPPLIER:										
2	MAKE OF THE ITEM:										
3	MODEL OF THE ITEM:										
4A	SPECIAL FEATURES OF ITEM:										
4B											
4C											
4D											
5A	COST OF ITEM:										
5B	ADDITIONS:										
5C	ADDITIONS:										
5D	ADDITIONS:										
6	TOTAL COST AS QUOTED:										
7	DISCOUNT IN PERCENTAGE										
8	AMOUNT OF DISCOUNT:										
9	PRICE AFTER DISCOUNT										
10	PERCENTAGE OF PACKING CHARGES										
11	AMOUNT OF PACKING CHARGES:										
12	PERCENTAGE OF FORWARDING CHARGES:										
13	AMOUNT OF FORWARDING CH:										
14	SUB-TOTAL 9+11+13										
15	PERCENTAGE OF ED, IF NOT EXEMPTED:										
16	AMOUNT OF ED										
17	SUB-TOTAL 14+16										
18	PERCENTAGE OF CST/ST										
19	AMOUNT OF CST/ST										
20	% SURCHARGE ON LST, IF ANY										
21	AMOUNT OF SURCHARGE										
22	SUB TOTAL 17+19+21										
23	PERCENTAGE OF INS. CHARGES										
24	AMOUNT OF INSURANCE										
25	PERCENTAGE OF FREIGHT:										
26	AMOUNT OF FREIGHT:										
27	INSTALLATION CHARGES										
28	TRAINING CHARGES										
29	ADDL. WARRANTY CHARGES										
30	ANY OTHER CHARGES										
31	GRAND TOTAL:										
32	EXCHANGE RATE										
33	VALUE IN INDIAN RUPEES										
34	AIR FRT, INS, CD, CLEARANCE ETC.										
35	TOTAL COST OF IMPORTATION										
36	PLACE OF DELIVERY										
37	TIME OF DELIVERY										
38	WARRANTY										



राष्ट्रीय पवन ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय के अधीन स्वायत्त अनुसंधान एवं विकास संस्था, भारत सरकार)

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An ISO 9001:2008 Organization

In response to our enquiry No Dated sent to ...firms, quotations have been received from firm/s and are tabulated in the comparative statement placed on file. The offers may please be scrutinized and the selection indicated

To

..... (Indentor)

Officer Stores & Purchase

Date:

We recommend that the following quotations by accepted:

Sl. No	Description of Stores	Name of the firm whose quotation is recommended for acceptance	Unit Cost	*Basis of selection indicate (a) (b) (c) (d) (e) or (f) as the case may be

* (a) lowest quotation (b) only quoting firm (c) sole manufacturers / distributors in this area (d) R/C with D.G.S.&D (e) price agreement with this office (f) not the lowest but purchase recommended for its particular merit and suitability to our special requirements (in the case of (f) fill up the columns below)

The quotation recommended for acceptance is not the lowest. The lower offer(s) is/are not recommended for acceptance, for the following reasons: -

Sl. No.	Lower offers by passed		Justification for not recommending each of the lower offers
	Suppliers	Unit Cost	

NOTE Indentor may please also mark and sign the selected offer in the comparative statement

INDENTOR

UNIT HEAD

To

PURCHASE SECTION

Date:



राष्ट्रीय पवन ऊर्जा संस्थान **NATIONAL INSTITUTE OF WIND ENERGY**

ANNEXURE - 13

PROPOSAL:
NIWE/PUR/
1/04/

Date:

As per the recommendations of the user department on pre-page, it is proposed to place orders as detailed below and the estimated expenditure is shown against.

	INDENTOR: DIVISION : BUDGET : SUB-HEAD :
--	---

Sub: Supply of
Ref: Yr Qn. No.

SL.NO	CATALOGUE NO	DESCRIPTION	QUANTITY	UNIT RATE
1				Rs.
2				
3				
4				
5				
6				
7				
8				
9				
10				
WARRANTY:			1. Sub-total	
DELIVERY:		FREE AT NIWE	2. Discount:	
INSTALLATION :		FREE AT NIWE	3. (1-2)	
DELIVERY DUE ON OR BEFORE:			4. ED IF ANY	
TERMS OF PAYMENT :		BILL BASIS PAYBALE IN 30 DAYS	5. P & F	
SPECIAL INSTRUCTIONS (IF ANY):			6. (3+4+5)	
			7. ST/CST	
			8. TOTAL:	
			ROUNDED OFF TO:	

RECOMMENDATIONS OF STANDING PURCHASE COMMITTEE:

- 1 Proposal cleared by SPC and recommended for approval
- 2 Sanctioning authority may kindly accord expenditure sanction.
- 3
- 4

OSP INDENTOR AAO MEMBER MEMBER CHAIRMAN, SPC

DIRECTOR (F&A)

SANCTIONED & APPROVED

DIRECTOR GENERAL



राष्ट्रीय पवन ऊर्जा संस्थान
(नवीन और नवीकरणीय ऊर्जा मंत्रालय के अधीन स्वायत्त अनुसंधान एवं विकास संस्था, भारत सरकार)
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PROPOSAL: NIWE/PUR/1/1/04/**Date:**

As per the recommendations of the user department on pre-page, it is proposed to place orders as detailed below and the estimated expenditure is shown against.

	INDENTOR: DIVISION : BUDGET : SUB-HEAD : BASIS:
--	---

Sub: Import of	
Ref: Proforma No.	

SL.NO	CATALOGUE NO	DESCRIPTION	QUANTITY	UNIT RATE	AMOUNT
				U S \$	U S \$
COUNTRY OF ORIGIN:			1. Sub-total - ex-works		
DELIVERY F. O. B.:			2. Discount:		
DELIVERY DUE ON OR BEFORE:			3. total - ex-works (1-2)		
TERMS OF PAYMENT :			4. Commn		
THE CONSIGNMENT MAY BE HANDED OVER TO THE AUTHORISED AGENTS OF M/S BALMER LAWRIE & CO WHOSE ADDRESS, PHONE & FAX NOS ARE PROVIDED OVERLEAF AT S NO. 3 : BALMER LAWRIE WILL COVER INSURANCE & FRT ON BEHALF OF NIWE			5. (3-4)		
			6. P&F		
			7. Total - f.o.b. (5+6)		
INDIAN AGENTS, IF ANY:			8. 4+7		
			9. Exchange		
			10. Rounded off to:		
			11. Prov. For exchange var		
			12. Prov. FN bank charges		
			13. Sub-Total 10+11+12		
RECOMMENDATIONS OF STORES PURCHASE COMMITTEE: 1 Proposal cleared by SPC and recommended for approval 2 Sanctioning authority may kindly accord expenditure sanction 3 Payment to foreign suppliers as above may also be approved. 4			14. Add Bank charges		
			15. Add insurance charges		
			16. Add freight charges		
			17. Add clearance charges		
			18. Add customs duty		
			19. Sub-Total 13 to 18		
			20. Rounded off to		

OSP

INDENTOR

AAO

MEMBER

MEMBER

CHAIRMAN, SPC

DIRECTOR (F&A)

SANCTIONED & APPROVED

DIRECTOR GENERAL

राष्ट्रीय पवन ऊर्जा संस्थान

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वेबसाइट /website: www.niwe.tn.nic.in



नीवे NIWE

(ISO 9001:2008)

Order No: NIWE/PUR/1/1/04/

Date:

--

Sub: Supply of

Ref: Yr Qn. No.

Dear Sir/s,

Kindly arrange to supply the following items to the Stores Section of CENTRE FOR WIND ENERGY TECHNOLOGY(NIWE), CHENNAI-600 100, as per terms and conditions appearing overleaf:

SL.NO	CATALOGUE NO	DESCRIPTION	QTY.	UNIT RATE	AMOUNT
				U S \$	U S \$
WARRANTY:			1. Sub-total		
DELIVERY:			2. Discount:		
INSTALLATION:			3. (1-2)		
DELIVERY DUE ON OR BEFORE			4. ED if any.		
TERMS OF PAYMENT		BILL BASIS PAYABLE IN 30 DAYS	5. P&F		
Special instructions (IF ANY)			6. (3+4+5)		
			7. SC/CST		
			8. TOTAL		

COPY TO:

1. Indenting Officer:
1 Unit Head (Dvn):
2 Stores Section
3 PS to Director General

Yours faithfully

DIRECTOR (F&A)

EXPENDITURE SANCTIONED UNDER BUDGET

SUB-HEAD :

GENERAL TERMS AND CONDITIONS OF INDIGENOUS SUPPLY

ACKNOWLEDGEMENT:

1. Receipt of this order should be acknowledged by return post (or fax) at the earliest possible, conforming acceptance of rates terms and conditions of supply.
2. Any variation in price or specification or terms of supply must be intimated for our written acceptance before effecting supply.

DESPATCH INSTRUCTION AND PACKING:

3. Where transit of stores is at our cost, the mode of despatch indicated on front page is to be followed. Goods must be despatched only by rail, unless otherwise stated, Railway consignments from broad-gauge stations are to be booked in Salt Cotaurs (Goods) or Madras Central (Parcels) **Lorry consignments are to be booked by** to their Branch, Chennai.
4. Goods should be securely and adequately packed and packing lists quoting this order reference should be kept in all packages. Railway Carrier's Receipts with delivery challans are to be sent to this office direct by registered post along with bill.
5. Consignments should be sent to the consignee mentioned on Pre page.
6. Local firms are requested to deliver the goods in the Stores Section of the consignee before 4.P.M. on any working day (all Saturday and Sundays are holidays besides public holidays)

OPERATION / SERVICE MANUALS

7. In the case of Instruction, Equipment, Plant and Machinery, two copies of the circuit diagram and erection / operation / maintenance, service manuals should be furnished.

SALES TAX:

8. Central /State Sales Tax registration number should be mentioned in the bill. This office is not eligible to issue 'C' or 'D' form but the **Concessional rate of central sales tax admissible to research and educational institutions on purchase of scientific instruments / equipment etc., from certain states is applicable to this office** (concession certificate will be issued while paying the bill.)

INSURANCE:

9. In case transit of the stores is at our cost or where insurance charges are to be borne by this office, please arrange to:
 - *(i) Insure the stores against all transit risks including breakage, from warehouse to warehouse under your own arrangement. The premium may be claimed in the bill as a separate item. The insurance certificate to be sent with the bill should indicate the amount of premium or at least the rate of premium.
 - *(ii) furnish-despatch particulars to the (Public Sector Division) quoting this order with the request to insure the consignment against all risks including breakage from (place delivery quoted and accepted) to our Stores, Velachery – Tambaram Main Road, Pallikaranai, Chennai – 600 100 by rail / road. The value to be insured should cover freight and incidentals also. The communication may be sent by registered post or under postal certificates, with advance intimation by fax. The premium bill will be paid by this office direct to the insurance company.
- * Strike out which is not applicable

BILLS AND PAYMENT:

10. The supplier's **bill should be prepared in ink or typed** and submitted in triplicate duly **pre-receipted** (with revenue stamp worth Re.1/- for amount exceeding Rs. 500/-). **The total amount may be rounded off to the nearest rupee.** The **Permanent Account Number** as allotted by the **Income Tax Department** should be quoted in the bill.
11. Additional charges towards packing, forwarding, sales tax, insurance, postal charge and the like are not payable, unless mentioned as extra in the quotation and specifically accepted in the order. In respect of charges payable, the relevant receipt or original voucher shall be sent with the bill.
12. Bills for the supply will be paid after the stores are received, tested/inspected and found satisfactory with regard to quality, quantity and specifications ordered for and after satisfying that the terms and conditions of the supply have been fulfilled. Payment will be made direct to the suppliers by "Account Payee" cheques on the Canara Bank, NIOT Extension, Narayanapuram, Chennai – 600 100.

GENERAL:

13. Printed conditions, if any contained or sent along with the quotation shall not be binding on us.
14. Samples in respect of items are to sent and approval obtained before effecting supply. All damaged / unapproved goods shall be returned at the supplier's cost and risk and the incidental expenses incurred thereon shall be recoverable from any of their bills.

DELIVERY:

15. All the items contained in an order should ordinarily be supplied in one consignment. If any item/s are not available within the delivery period, the likely date of supply should be intimated for acceptance.
16. (i) The date of delivery should be strictly adhered to; otherwise the supply order is liable to be cancelled (applicable to scientific equipment, apparatus, plant and machinery).
- (ii) As time is the essence of this order, the date of delivery should be strictly adhered to; otherwise the competent authority reserves the right to accept the delivery in part or in full and to claim liquidated damages at 1% per week subject to a maximum of 10% of the total value of stores ordered.

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वेबसाइट /website: www.niwe.tn.nic.in

Date:

--

[illegible]

ANNEXURE – 18

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 dispatched to the ULTIMATE CONSIGNEE : THE DIRECTOR GENERAL, National Institute of Wind Energy, Velacheri-Tambaram High Road, Pallikaranai, CHENNAI-600 100, 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 dispatch 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:

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

Yours faithfully

DIRECTOR (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 NIWE.

EXPENDITURE SANCTIONED UNDER BUDGET
SUB-HEAD :

FORMAT FOR PERFORMANCE BANK GUARANTEE

To

National Institute of Wind Energy,
Velachery Tambaram High Road,
Pallikaranai, CHENNAI-600 100.

WHEREAS M/s. _____ (name and address of supplier) hereinafter called "THE SUPPLIER" has undertaken, in pursuance of Purchase Order / Contract No. _____ dated _____ to supply _____ (description of goods and services) hereinafter called "THE ORDER".

AND WHEREAS it has been stipulated by National Institute of Wind Energy in the said "ORDER" that the SUPPLIERS shall furnish at the time of making supply that a BANK GUARANTEE by a recognized bank for the sum specified therein as SECURITY for compliance with the SUPPLIERS performance obligations in accordance with the ORDER.

AND WHEREAS we have agree to give the SUPPLIER a Guarantee.

THEREFORE we hereby affirm that we are guarantors and responsible to you on behalf of the SUPPLIERS up to a total of _____ (amount of the guarantee in figures and words) and we undertake to pay you, upon your first written demand declaring the SUPPLIER to be default under the ORDER and without cavil or argument, any sum or sums within the limit of _____ (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ----day of -----

Signature and seal of guarantors

All correspondence with reference to this guarantee shall b made at the following address:

COLUMNS OF SUBJECT REGISTER

SL.NO	BROAD GROUP OF ITEMS	REMARKS
1	OFFICE PROCEDURES, INSTRUCTIONS, QUALITY CONTROL DOCUMENTATIONS, ETC	
2	IMPORTS	
3	CAPITAL SCIENTIFIC EQUIPMENT	
4	COMPUTERS, PRINTERS, FAX, COPIER (OE) ETC.	
5	FURNITURE	
6	INFRA STRUCTURE INSTALLATIONS	
7	ANNUAL MAINTENANCE CONTRACTS	
8	HIRING OF SERVICES	
9	BREAK-DOWNS, EMERGENCY REPAIRS	
10	ADVANCES & ADJUSTMENTS	
11	HARDWARE/PAINTS/DIESEL/ETC	
12	ELECTRICAL ITEMS	
13	STATIONERY	
14	VEHICLE MAINTENANCE	
15	AUCTIONS AND DISPOSALS	
16	RESEARCH / PROJECT CONSUMABLES	
17	OUTSTATION PROJECT INSTALLATIONS	
18	COMMITTEE PURCHASES (Rs.15000 to Rs.1 Lakh)	
19	INSURANCE COVERAGES	

Further series can be opened as and when required.

The file numbering shall look as follows:

INST	SECTION	SERIES	S.NO. OF FILE	YEAR	REMARKS
NIWE	PUR	2	1	04	FIRST FILE IN IMOPIRTS
NIWE	PUR	5	3	04	THIRD FILE IN FURNITURE

NIWE/PUR/2/1/04

NIWE/PUR/5/3/04

Order when issued will be suffixed to file number as follows:

NIWE/PUR/2/1/04/25 (Order No. 25 issued in IMPORT file No. NIWE/PUR/2/1/04)

NIWE/PUR/5/3/04/34 (Order No. 34 issued in FURNITURE file No. NIWE/PUR/5/3/04)