



Balmer Lawrie & Co. Ltd.
Engineering & projects

EP/Misc./Digitization/ENQ/ 01
18th December, 2017

TENDER ENQUIRY

DUE DATE - 28/12/2017 UPTO 15:00 HOURS

Balmer Lawrie & Co. Ltd invites sealed tender from approved agencies for Digitization of old drawings in tracing papers of various sizes as per the specifications furnished in the attached Price Schedule:

Conditions of Tender:

1.0 **Type of Bid:** Single

2.0 **Validity of Offer:** Tenderer shall keep their offer valid for a period of **30 Days** from the date of opening of bid.

3.0 **Delivery Schedule**

Old drawings shall require to be picked up from the following address and the digitized drawings in soft copies to be delivered within 30 days from the date of placement of order.

Balmer Lawrie & Co. Ltd
E & P Department, 2nd floor
21, N S Road, Kolkata - 700001
Contact person : Shri S K. Shaw, Mobile No. 8116470411

4.0 **Payment Terms:** Payment shall be made in full on receipt of digitized soft copy of all the drawings in editable Auto-cad 2016 version saved in pen drive/ CD or by e-mail and on submission of invoice accompanied with relevant documents. The agency shall return old hard copy drawing in good condition.

5.0. **Tender Submission:** Offer should include a stamped and signed copy of the Tender Document as a token of acceptance of the terms and conditions herein.

Contd. 2

[2]

Detailed offer complete in all respects should reach the office of

**AVP (E&P)
Balmer Lawrie & Co. Ltd,
E& P department
21, Netaji Subhas Road
Kolkata-700001**

The company will not accept any responsibility for any delay in receipt or non-receipt of bidding document sent by post.

6.0. **Non-conformance:** Tenders not conforming to all the requirements mentioned herein are liable to be rejected.

Thanking you,

Yours faithfully

For **Balmer Lawrie & Co. Ltd.**

**(G C Saha)
AVP (E&P)**

Contd..3

PRICE SCHEDULE

Sl. No.	Description	Qty. No.	Rate (Rs)	Amount (Rs)
1.0	A0 size old hand drawn transparent drawing sheet to be converted into autocad 2016,editable format in pen drive	10		
2.0	A1 size old hand drawn transparent drawing sheet to be converted into autocad 2016,editable format in pen drive	16		
3.0	A2 size old hand drawn transparent drawing sheet to be converted into autocad 2016,editable format in pen drive	30		
4.0	A3 size old hand drawn transparent drawing sheet to be converted into autocad 2016,editable format in pen drive	7		
5.0	Total basic Price			
6.0	Applicable GST			
7.0	GRAND TOTAL (Rupees in words only)			

- NOTE : (i) NO COLUMN SHOULD BE LEFT BLANK
(ii) QUANTITIES MENTIONED ABOVE ARE LIABLE TO VARY TO ANY EXTENT BUT RATE SHOULD REMAIN FIRM TILL THE EXECUTION OF THE JOB IN TOTALITY.

Stamp & Signature of the Bidder

Date :