

Technical Specification for Rate Contract of Colour & B&W Plotting, Photocopying & Scanning work for TBG engineering drawings of sizes A0 to A2

➤ Scope:

The work involves Colour & B&W Plotting, Photocopying & Scanning of TBG engineering drawings of sizes A0 to A2.

➤ Modalities:

- The bidder should have colour and Black & White (B&W) plotters of capacity A0 to A2.
- The bidder should have colour and Black & White (B&W) Photocopying machines of capacity A0 to A2.
- Bidders should have facility to photocopy on Tracing Paper/ Polyester film.
- Bidder should have photocopying machines with features of reduction/ enlargement of drawings.
- Bidders should have scanner to scan colour/ B&W drawings of sizes A2 to A0.
- Bidder should give undertaking that they have facility suitable for meeting the requirement specified in BOQ and submit list of machines available with photographs.
- The successful bidder has to arrange to collect and deliver drawings in our office without any extra cost irrespective of the quantities involved.
- The successful bidder has to arrange for security, protecting and packing the drawing to avoid loss or damage during transit.
- All drawings shall be delivered within two working days. No deviation is acceptable against this point. Bidder should provide confirmation/ undertaking on delivery terms.
- Minimum 75 gsm photocopy paper only to be used for all plotting & photocopying jobs.
- Plotting and Photocopying shall be of best quality, any rejection due to bad quality of prints will be entirely to bidder's account and no compensation shall be payable on this account.
- The drawings will be shared with the bidder in soft format (mail, pen drive, etc.) for plotting; hard copies for photocopying.

➤ Secrecy/ Confidentiality:

- The drawings sent for plotting, photocopying and scanning shall be the property of BHEL and shall not be passed on/ leaked to any person or agency outside BHEL/IS/TBG division. This shall be responsibility of bidder and his representatives. Non-compliance of this condition shall lead to prosecution under the law of land.

➤ BOQ:

- Refer Annexure-1.
- The quantum of work shown is tentative and may change to any extent. However, the agreed unit rates shall be applicable for the complete assignment.

➤ Terms & Conditions:

- No revision of prices will be entertained after tenders are opened.
- The purchaser shall be under no obligation to accept the lowest or any other tender and shall be entitled to accept/reject any tender in part or full without assigning any reason, whatsoever.
- Late tenders are liable to rejection.
- Quotations shall be valid for at least four months from bid opening date.
- Rate finalized for rate contract shall be firm for the contract period.
- No information contained in any of our documents, in full or part shall be shared with any third party under any circumstances.
- Please confirm whether you are covered under small scale/ancillary industrial undertaking and registered with state directorate of industries.
- Payment shall be made on monthly basis after the work has been certified by dealing engineer(s) of BHEL.