

NOTICE INVITING E-QUOTATION

Sub- Procurement of New Year 2022 SCOPE executive Diaries at SCOPE Complex, Delhi-110003

Online E- NIQ are invited by General Manager (Tech & HR) SCOPE, SCOPE Complex, 7, Lodhi Road , New Delhi-110003 for the supply of material as per detail given below:-

A) Name of Supply	Procurement of New Year 2022 SCOPE Executive Diaries at SCOPE Complex, Delhi-110003. (As per selected design)
B) Estimated Cost	Rs. 8,58,450.00 (including GST @ 18%)
C) Delivery Period	10 days from the date of Issuance of supply order
D) Earnest Money Deposit	Rs.17,500 /-
E) Tender Processing Fee	Rs 760/-
F) Commencement of downloading E-Bid	03.12.2021 upto 10.00 A.M.
G) Last date of downloading E-Bid	07.12.2021 upto 03.00 P.M
H) Last Date of E-Bid Submission	07.12.2021 upto 03.00 P.M
I) Bid Opening Date & Time (Technical)	07.12.2021 upto 03.30 P.M
J) Bid Opening Date & Time (Financial)	To be intimated later

1. Bidders have to download the bid documents from the e-procurement portal i.e www.tenderwizard.com/SCOPE after registering themselves on portal and submit e-bids after payment of Bid processing Fee & Bid documents fee before last date & time of downloading E-Bid online (For tendering support: -8800991843, 8800991868). Bidder can also view the NIT, SCOPE of work on www.scopeonline.in.
2. The bidder must have their registered office within fifteen kms radius from the registered office of SCOPE (1st Floor, Core 8, SCOPE Complex, 7, Lodhi Road, New Delhi-110003).
3. Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.
4. The bidder must be registered under GST, Income Tax Act and should have PAN no. Copies of registration papers along with details need to be furnished.
5. The bidder should have a turnover not less than one crore annual during the last 3 years period. The financial data shall be certified by Chartered Accountant with his stamp and signature. Documentary proof for the same is to be submitted

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6. The bidder should have successfully delivered/supplied similar work in any PSU/or other reputed organizations and should provide work order and completion certificate.
7. Forms of tender of Bid condition & specification must be submitted duly signed & stamped during submitting of Bid through e-portal on bidders' letter head.
- 8. Hard copy of form of tender duly signed & stamped shall be submitted along with EMD.**
9. All the above certificate /documents shall be submitted by the firm duly signed & self attested subject to verification with original documents.
10. Cost of tender & Earnest Money mentioned above should be paid by crossed Demand Draft / Pay order from any Nationalized / Scheduled Bank in favor of "MMO SCOPE Complex". Tenders without Earnest Money Deposit will be summarily rejected and the representative of such tenderers will not be allowed to attend tender opening.
11. The rates and amount shall be quoted both in words and in figures.
12. The rate shall be FOR at SCOPE Site, 1st Floor, Core No. 8, SCOPE Complex, 7, Lodhi Road, New Delhi-110003
13. The material shall be supplied as per the specification.
14. The material shall be delivered within 10 days from the date of issuance of Work Order.
15. Any material if found defective/damaged, the agency shall be responsible to replace the material at his own cost.
16. The offer shall be valid for 30 days from the date of opening of Financial bids.
17. SCOPE reserve the right to reject any or all tenders without assigning any reason.
18. Any dispute or difference whatsoever arising between the parties and of or relating to the work or effect of this contract of the validity or the breach thereof, shall be settled in accordance with the rules of SCOPE Forum of Conciliation and Arbitration (SFCA) 2003 and amended updated the award made in pursuance thereof shall be final and binding of the parties.


Shubh Ratna
General Manager-(Tech &HR)