

SCOPE/2023/GM-(Tech&HR)/2022-23/.....<sup>693</sup>  
Date: 11.10.2023

**NOTICE INVITING TENDER**

**Sub** -Procurement of New Year 2024 SCOPE executive Diaries at SCOPE Complex, New Delhi-10003.

Online NIT 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	<b>Procurement of New Year 2024 SCOPE Executive Diaries at SCOPE Complex, Delhi (As per selected design by SCOPE)</b>
b. Estimated Cost	₹ 8,12,500 plus GST @ 18%
c. Delivery Period	45 days from the date of issuance of supply order
d. Earnest Money Deposit	₹ 20,000/-
e. Tender Processing Fee	₹ 560/-
f. Commencement of downloading E-Bid	12.10.2023 up to 10.00 A.M.
g. Last date of downloading E-Bid	25.10.2023 up to 03.00 P.M
h. Last Date of E-Bid Submission	25.10.2023 up to 03.00 P.M
i. Bid Opening Date & Time (Technical)	25.10.2023 up to 03.30 P.M
j. Bid Opening Date & Time (Financial)	<b>To be intimated later</b>

1. Bidders have to download the Bid documents from the e-procurement portal i.e. <https://scope.ewizard.in> after registering themselves on portal and submit e-bids after payment of bid processing fee & Bid documents fee before last date & time of downloading the e-bids online. Bidders can also view the NIT, SCOPE of work on [www.scopeonline.in](http://www.scopeonline.in) (For e-tendering support-) 9355030607 and 9355030630.
2. The bidder must have their registered office within ten 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 must visit the SCOPE office, Lodi Road, New Delhi-110007 to have a look at the selected design of diary by SCOPE. The quote in the NIT shall be as per the selected diary by the SCOPE.
6. The bidder should have a turnover not less than one crore annually during the last 3 years period. Documentary proof for the same is to be submitted.
7. The bidder should have successfully delivered/supplied similar work in any PSU/or other reputed organizations and should provide work order and completion certificate.
8. Forms of tender of Bid condition & specification must be submitted duly signed & stamped during submitting of Bid through e-portal on bidders' letter head.
9. All the above certificates /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 favour 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 20 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 60 days from the date of opening of financial bids.
17. SCOPE reserves 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**