

Ref No.: SCOPE-Sectt-GM (T&HR) / 2023-24/963

Dated: - 05<sup>th</sup> February, 2024

**NOTICE INVITING TENDER**

**Sub.: Annual Rate Contract for Conference Bags / Kit Bags**

1. Online NIT are invited by General Manager (Tech & HR) SCOPE, SCOPE Complex, 7, Lodhi Road, New Delhi-110003 for the following work: -

- |     |  |   |  |
|-----|--|---|--|
| 1.1 | Name of the work                             | : | Annual Rate Contract for Conference Bags/ Kit Bags |
| 1.2 | Estimated Cost                               | : | Rs. 8,20,000/- per Annum plus GST as applicable.   |
| 1.3 | Earnest Money                                | : | Rs. 19,500/-                                       |
| 1.4 | Tender Processing fee                        | : | Rs. 726.00   |
| 1.5 | Time for completion                          | : | Two years from the date of issue of LOI.           |
| 1.6 | Cost of Tender                               | : | Rs 560.00  |
| 1.7 | Commencement of downloading E-Bid            | : | 06.02.2024 from 10.00AM                            |
| 1.8 | Last date of downloading of E-Bid            | : | 14.02.2024 Up to 03.00PM                           |
| 1.9 | Last date of E-Bid submission                | : | 14.02.2024 Up to 03:00PM                           |
| 2.0 | Last date of submission of hard copy of EMD. | : | 14.02.2024 Up to 03.00PM                           |
| 2.1 | Tender opening date & time(technical)        | : | 14.02.2024 at 03.30 PM                             |
| 2.2 | Tender Opening date & time (Financial)       | : | To be intimated later                              |

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 before last date & at time of downloading the e-bids online. Bidder can also view the NIT, scope of work on [www.scopeonline.in](http://www.scopeonline.in). For E-tendering support: - 9355030607, 9355030630.



2. Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.
3. Eligibility Criteria: - Tender document shall be accepted only from reputed agencies fulfilling the following eligibility criteria & showing the original documents in this regard:
  - 3.1 The office / establishment of the agency should be located either in Delhi / New Delhi / NCR.
  - 3.2 The agency must have a minimum three years experience in supplying of bags to Central Government Departments / PSUs / Autonomous Bodies or equivalents. Supporting documents should be submitted for the same.
  - 3.3 The agency must have a valid PAN Card & GST Registration Certificate. The certified copy of the PAN card & GST needs to be submitted.
4. SCOPE, reserves the right to independently verify the performance of the bidders from the organization whose performance certificate have been submitted.
5. All the above certificate/documents shall be submitted by the firm duly signed & self attested subject to verification with original documents.
6. **The material shall be supplied as per the specification. For reference the agencies must see the samples of the bags available in SCOPE Office.**
7. The material shall be delivered within two to three days after issuing the PO from SCOPE as per need basis.
8. Any material if found defective/damaged, the agency shall be responsible to replace the material at his own cost.
9. SCOPE reserves the right to reject any or all tenders without assigning any reason.
10. The offer shall be valid for 30 days from the date of opening of financial bids.
11. **Hard copy of Forms of Tender duly signed & stamped must be submitted along with Tender Cost & EMD.**
12. The tender shall be submitted through only E-Portal i.e. <https://scope.ewizard.in>.
13. Tenderers are invited to submit their offers strictly based on the parameters, Specific requirements, terms & conditions and specifications & instructions to bidder given in the tender documents.
14. Earnest Money mentioned above should be paid by crossed Demand Draft / Pay order from any Nationalized / Scheduled Bank in favour of "SCOPE". Tenders without Earnest Money Deposit submitted will be summarily rejected and the representative of such tenderers shall not be allowed to attend tender opening.
15. Pre-bid conference shall be held at 3.30PM on **12.02.2024** if required.
16. Quantity estimated in the contract may exceed or decrease to any extent.

  
GM (Tech. & HR)