

**NOTICE INVITING TENDER**

1. Online e-tenders are invited by General Manager-Tech & HR, SCOPE on behalf of Constituents of SCOPE Complex, Lodi Road, New Delhi- 110003 for the following work:
  - 1.1 Name of the work : **Printing and Supply of KALEIDOSCOPE monthly magazine at SCOPE Complex, 07 Lodhi Road, New Delhi-110003**
  - 1.2 Estimated Cost : ₹ 31,55,112/- plus GST @ 18% Annually
  - 1.3 Earnest Money : ₹ 74,500/-
  - 1.4 Tender Processing fee : ₹ 2,792/-
  - 1.5 Cost of Tender : ₹ 560/-
  - 1.6 Delivery Period : 4th day of every month.
  - 1.7 Commencement of downloading E-Bid : 16.05.2024 from 10:00 AM
  - 1.8 Last date of downloading of E-Bid : 04.06.2024 Up to 10:00 AM
  - 1.9 Last date of E-Bid submission : 04.06.2024 Up to 03:00 PM
  - 1.10 Last date of submission of hard copy of EMD : 04.06.2024 Up to 03:00 PM
  - 1.12 Tender opening date & time (technical) : 04.06.2024 at 03:30 PM
  - 1.13 Tender Opening date & time (Financial) : To be intimated later
2. 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 document 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: - +91-9355030616, 9355030607
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 of not less than two crores annually during the last three years period. Documentary proof for the same is to be submitted duly certified by CA.

6. The bidder must have five years of experience in printing monthly magazines/Annual reports/coffee table books of a minimum of 60 pages of government departments/PSUs/Autonomous Bodies. The bidder should provide a work order and completion certificate
7. **Hard copy of form of tender duly signed & stamped shall be submitted along with tender cost and EMD.**
8. All the above certificates/documents shall be submitted by the firm duly signed & self-attested subject to verification with original documents.
9. Cost of tender and earnest money mentioned above should be paid by crossed Demand draft/Pay order from any Nationalized/Scheduled Bank in favor of "SCOPE Complex". Tenders without an Earnest money deposit will be summarily rejected and the representative of such tenderers will not be allowed to attend the tender opening.
10. The material shall be supplied as per the specification. For reference, sample of the magazine is available in the SCOPE Office.
11. The material shall be delivered within two days from the pre-schedule date of every month.
12. Any material if found defective/damaged, the agency shall be responsible for replacing the material at his own cost.
13. The offer shall be valid for 30 days from the date of opening of financial bids.
14. SCOPE reserves the right to reject any or all tenders without assigning any reason.
15. 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)**