

SCOPE-MM-GM(T)/2024/ 266  
July 11, 2024

**NOTICE INVITING TENDER**

**Name of work: Empanelment of agencies for event Management in Convention Centre at SCOPE Complex.**

Sealed item rate tenders are invited from the reputed agencies by General Manager (Tech. & HR), SCOPE on behalf of Constituents of SCOPE Complex, 7-Lodhi Road, New Delhi - 110003 for the following work upto 22.07.2024, 3.00 P.M. and will be opened on 23.07.2024 at 3.30 P.M.

Name of work : Annual Contract for empanelment of agencies for event Management in Convention Centre at SCOPE Complex, Lodhi Road, New Delhi – 110 003.

Cost of Tender : Rs.560/- (Non-refundable)

Time of Completion : Two years

Tender papers containing schedule of quantity, terms & conditions etc. may be obtained from the office of the General Manager(Tech. & HR), SCOPE on any working day between 10.00 A.M. to 3.00 P.M. upto 22.07.2024 against the payment of Rs.560/- (Non-refundable), after receipt of request in writing alongwith **proof of experience of works executed of similar nature and copy of ITR filed for last three years.** Price Bid superscribing the name of work shall be deposited in sealed envelope.

  
(Shubh Ratna)

General Manager (Tech. & HR)

DGM (F&A), SCOPE  
Dy. Manager (Tech. & CC), SCOPE – Please upload the NIT on SCOPE's website.  
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## SCHEDULE OF WORK

Name of work: Empanelment of agencies for event Management in  
Convention Centre at SCOPE Complex.

S.No.	Description of Item	Unit	Rate In Figure & Words
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- |    |                                |                |  |
|----|--------------------------------|----------------|--|
| 1. | Back drop                      |                |  |
|    | a) Normal Flex on wooden frame | Per sqft/event |  |
|    | b) Normal Flex on Iron frame   | Per sqft/event |  |
|    | c) Star Flex on wooden frame   | Per sqft/event |  |
|    | d) Star Flex on Iron frame     | Per sqft/event |  |
|    | e) Back drop Design            | Per page       |  |
| 2. | Direction Board                | Sqft/event     |  |
| 3. | Direction Panel                | Sqft/event     |  |
| 4. | Laminated partition            | Sqft/day       |  |
| 5. | Name Plates (Both side)        | Sqft/event     |  |
| 6. | Carpet for Passage             | Sqft/event     |  |
| 7. | Table with table cloth/frill   | No/day         |  |

### Audio Visual equipments

- |    |                         |              |  |
|----|-------------------------|--------------|--|
| 1. | Screen Convertor        | each/per day |  |
| 2. | Screen                  |              |  |
|    | a) 6'x8'                | each/per day |  |
|    | b) 6'x4'                | each/per day |  |
| 3. | L.C.D. Projector        |              |  |
|    | a) 1600 Lumens          | each/per day |  |
|    | b) 3000 Lumens          | each/per day |  |
| 4. | Plazma/LED Display (TV) |              |  |

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|--|---------------|
| a) Upto 42"  | each/per day  |
|  | 2             |
| b) 42" to 52"  | each/per day  |
| c) 63"   | each/per day  |
| d) 82"   | each/per day  |
| 5. Lap-Top   | each/per day  |
| 6. Table Mike  | each/per day  |
| 7. Wireless Table Mike   | each/per day  |
| 8. Sound System (Bose) with Amplifier & 2 Speaker  | each/per day  |
| 9. Sound System (Ahuja) with Amplifier & 2 Speaker   | each/per day  |
| 10. Extra Speaker  | each/per day  |
| 11. Cordless/color Lapel Mike<br>Hand Mike   | each/per day  |
| 12. DVD Player   | each/per day  |
| 13. Indoor LED Wall  |               |
| a) P-1   | sqft./per day |
| b) P-2   | sqft./per day |
| c) P-3   | sqft./per day |
| 14. Outdoor LED Wall   |               |
| a) P-4   | sqft./per day |
| b) P-5   | sqft./per day |
| 15. Wireless Hand Mike   | each/per day  |
| 16. Video Camera   | each/per day  |
| 17. Video Camera (latest technology)<br>for connecting with software based<br>video conferencing system. | each/per day  |

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|--|--------------|
| 18. Connection Box<br>(To connect Camera to Leptop,<br>to connect any External Device,<br>to Projector, Leptop etc.) | each/per day |
| 19. Temporary Internet connection (10 MBPS)  | each/per day |
| 20. Portable Polycom Video Conferencing<br>System  | each/per day |
| 21. Switcher   | each/per day |
| 22. Splitter   |              |
| a) One in two out  | each/per day |
| b) Two in four out   | each/per day |
| c) One in Four out   | each/per day |

**Note: 1. In addition to above rates, GST as applicable shall be paid extra**

**2. Charges for operator will be included in above rates.**

CGST @ .....%  
SGST @ .....%  
IGST @.....%

**Signature of Contractor  
with Seal**

  
**General Manager (Tech. & HR)**

## TERMS & CONDITIONS:

- 1.0 The work shall be carried out generally as per **CPWD Specifications** and as per directions of Engineer-Incharge.
- 2.0 The contract period shall be two years from the date of issue of Letter of Award.
- 3.0 An amount of Rs.20,000/- as Security Deposit already deposited by each empanelled agency, which shall be refunded after satisfactory completion of the contract period.
- 4.0 The rates are net inclusive of all Taxes as applicable, cartage, duties etc. and only GST as applicable shall be paid extra.
- 5.0 The contractor shall provide all the T&P for carrying out the job and for that no extra payment will be made.
- 6.0 SCOPE reserve the right to place the order to a single empanelled agency or more than one empanelled agencies.
- 7.0 The work shall be executed without any loss/damage to the SCOPE properties and surroundings etc. Any damages to the property during the course of function attributable to the agency shall made good at their cost.
- 8.0 In case of non performance, a penalty as deemed suitable including forfeiting of Security Deposit, shall be imposed on the agency. The nature & quantum of penalty as decided by the competent authority of SCOPE shall be final & binding on the agency.
- 9.0 Payments shall be made as per the actual measurements at site.
- 10.0 The work shall be executed as and when required i.e. before and after office hours, Saturday, Sunday or on Holidays without any extra charges to be paid to the agency.
- 11.0 The safety/security of the items brought by the agency lie with them. SCOPE can not be held responsible in any way for any loss/damage of any equipment.
- 12.0 Conciliation and Arbitration

Any dispute or difference whatsoever arising between the parties and of or relating to the construction, interpretation, application, meaning, scope, operation or effect of this contract or the validity or the breach thereof, shall be settled in accordance with the Rules of SCOPE Forum of Conciliation and Arbitration (SFCA) 2013 & amended update and the award made in pursuance thereof shall be final and binding on the parties.

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13.0 **DURATION OF CONTRACT**

The duration of contract will be Two years from the date of LOI/LOA on the per annum basis. During this period rate agreed, shall be firm and no escalation shall be paid on any account. The contract may further be extended for one year i.e to third year based on the satisfactory performance of the contractor for which rates shall be revised mutually agreed by SCOPE and the contractor.

The Scope reserves the right to terminate the contract at any time without assigning any reason whatsoever by giving one month's notice in writing.

  
**General Manager (Tech. & HR)**