

SCOPE-MM-GM (T)/2024-25/493
October 7th, 2024

NOTICE INVITING TENDER

Online e-tenders are invited from bidders by General Manager (Tech & HR) SCOPE on behalf of Constituents of **SCOPE Complex, Lodhi Road Delhi-110003** for Providing Food & Beverage Services in SCOPE Convention Centre at SCOPE Complex, Lodhi road, New Delhi-110003 as per the details given below:

1.1	Name of the work	:	Providing Food & Beverage Services in SCOPE Convention Centre at SCOPE Complex, Lodhi road New Delhi-110003
1.2	Reserve/Minimum License fee for space 743.38sqmtr (Air conditioned Dining Space: 475.58 Sqm, Kitchen: 119.68 Sqm, Upper Basement: 148.12 Sqm)	:	Rs 3,00,000/- Plus GST @18% per month
1.3	Earnest Money deposit	:	Rs.90,000/-
1.4	Tender Processing fee	:	Rs.3186/-
1.5	Duration of Contract	:	Three Years from the date of issue of LOA. The Contract can be extended by another two years (year on year basis) on mutually agreed terms.
1.6	Annual Escalation in License fees	:	2 nd Year : NIL 3 rd & subsequent years : 5%
1.7	Cost of Tender	:	Rs.590/-
1.8	Commencement of downloading E-Bid	:	07.10.2024 from 10.00AM
1.9	Pre-Bid meeting	:	14.10.2024 at 02:30PM
1.10	Last date of E-Bid submission	:	22.10.2024 up to 03:00PM.
1.11	Last date of submission of hard copy of EMD and Tender Cost	:	22.10.2024 up to 03.00 PM
1.12	Tender opening date & time(Technical)	:	22.10.2024 at 3.30 PM
1.13	Date of Presentation	:	To be intimated later
1.14	Tender Opening date & time (Financial)	:	To be intimated later

Out

The centrally air conditioned SCOPE Convention centre at SCOPE Complex, Lodhi Road New Delhi provides excellent conference facilities to PSEs, Govt. Departments, Autonomous Bodies etc. The Auditorium and other Conference Halls are equipped with projector and screen facilities, sound & light control room with recording & P. A facility etc.

Conference Facilities at SCOPE Convention Centre, SCOPE Complex, Lodhi Road:

Auditorium

The Auditorium having capacity of 310 persons (300 Chairs + 10 Nos. Chairs at stage) capacity equipped with mikes on dias and podium on stage.

Mirza Ghalib Chamber

The chamber having capacity of 108 persons (102 Nos. Chairs + 6 Nos. Chairs on Dias) equipped with mikes on table, dias and podium.

Tagore Chamber

The chamber having capacity of 92 persons (86 Nos. Chairs + 6 Nos. Chairs on Dias) equipped with mikes on dias, tables & podium.

Bhabha Chamber

The chamber having capacity of 44 persons (24 Nos. Chairs on round table and 20 Nos. Chairs on sides) equipped with mikes on dias, tables & podium.

Fazal Chamber

The chamber having capacity of 25 persons (15 Nos. Chairs on round table and 10 Nos. Chairs on sides) capacity with board room type sitting arrangement equipped with mikes.

Business Centre

The Business Centre having capacity of 7 persons equipped with multi point Video Conferencing System (1+3), at three locations at a time for National & International both.

Banquet Hall

The banquet hall having capacity of 500 Persons for the purpose of lunch & dinner. Sitting arrangement could be done for 90 persons.

Annexe I & II

The Annexe-I& II having capacity of 25 Persons.



Tansen Chamber & Amir Khushro Chamber at Upper Basement

The Tansen & Amir Khushro Chamber having capacity of 50 persons having stage and podium.

Approximately, 45000 delegates have attended various conferences, seminars etc in the SCOPE Convention centre in the year 2023-24. However the number of delegates can vary depending on the conferences booked and SCOPE does not take any guarantee on the number of conference bookings or number of delegates.

Further there is a Window sale counter to provide F& B services to the occupants of SCOPE Complex which houses 23 PSU's having more than 4500 employees & their visitors.

Out

INSTRUCTION TO THE BIDDERS

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 tender processing fee & tender document fee before last date & time of downloading the e-bids online. Bidder can also view the NIT, on www.scopeonline.in. For E-tendering support:-9355030630, 9355030616.
2. Bidders are required to quote the license fee for Providing Food & Beverage Catering Services in SCOPE Convention Centre on monthly License Fee basis at SCOPE Complex and rates including all taxes except GST, strictly in the prescribed Proforma of Financial bid. Financial bid shall contain license fee charges only and no other documents shall be enclosed with the financial bid. Tender shall be awarded to the bidder based on QCBS criteria (Quality & Cost Based Selection Criteria).
3. Financial Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.
4. Documentary proof of providing the catering facility satisfactorily at Govt /PSUs/Autonomous bodies /SCOPE/ Reputed Organizations/ Reputed Hotels/Restaurants/Clubs for the past five years ending 31.03.2024. Relevant contract copies to be enclosed.
5. The bidder should have a minimum average annual financial turnover of INR 3 Cr from Food & Beverage Catering services for at least three of the last five Financial years (FY 2019-20, 2020-21, 2021-22, 2022-23, 2023-24). Copy of Income tax return and Audited Annual Accounts of the relevant years may be provided. Audited or CA certified statement of accounts, may be submitted for the year 23-24 in case same are under finalization.
6. The Bidder must be registered as per law including registration with GST & Income Tax act and should have valid PAN number, PF, ESI registration. Copies of registration certificates along with details need to be furnished with latest challan.
7. Hard copy of Forms of Tender duly signed by an authorized person & stamped must be submitted along with tender cost and EMD.
8. All the above certificate / documents shall be uploaded by the Bidder duly signed & self-attested subject to verification with original documents.
9. The Bidder should have a Registered Office in Delhi / NCR.
10. The Bidder may kindly note that no condition, deviations, assumptions, stipulations, clarifications /comments or any other request whatsoever should be submitted with

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E-tender or financial bid. Conditional offers will be rejected.

11. Bidders should be registered with Food Safety and Standards Authority of India (FSSAI). Copy of the latest valid Certificate to be attached. Further, preference would be given for having certification of ISO 9001-2015, ISO 22000: 2018.
12. Bidder should not have been Black listed/Debarred by any Institute / establishment or Agency /PSUs / Autonomous Bodies/SCOPE. Self-certified letter to be submitted.
13. Bidders are advised to well acquaint themselves fully with the location of the building space and terms & conditions including all the provisions of the Tender Document before submission of their tender.
14. The bidder may visit the site and all its facilities and infrastructure and take full responsibility for directly obtaining all necessary information for preparing the bid. The cost of any such visit shall be borne entirely by the bidder and no claim in this regard shall be entertained by SCOPE.
15. The tender shall be submitted through e-portal only i.e. <https://scope.ewizard.in>
16. Bidders are advised to submit their offers strictly based on the terms & conditions and specifications given in the tender documents and instructions to the bidder.
17. After receiving the work order and before entering into the Agreement, the successful bidder has to deposit an amount equal to 6 months license fee as quoted, which will be treated as interest free Security Deposit with SCOPE, Security Deposit should be in the form of crossed Demand Draft/Pay order from any nationalized /Schedule Bank in favor of "SCOPE Complex MMO Account" which will be refunded on the expiry of the contract as per the Agreement.
18. Cost of tender documents & Earnest money deposit should be paid by crossed Demand Draft/Pay orders from any nationalized /Schedule Bank in favor of "SCOPE Complex MMO Account". Tenders without cost of tender and Earnest Money Deposit will be summarily rejected and such Bidders will not be allowed to attend the tender opening.
19. SCOPE reserves the right to reject any or all tenders without assigning any reasons thereof.


General Manager (Tech & HR)