

NOTICE INVITING TENDER

Sub - Annual Maintenance Contract (AMC) for Website Maintenance & Renewal of SCOPE Official Mail IDs

1. Online e-tenders are invited by Group 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 Work	:	Annual Maintenance Contract (AMC) for Website Maintenance & Renewal of SCOPE Official Mail IDs
1.2 Estimated Cost	:	₹ 6,61,320/- plus, GST @ 18%
1.3 Earnest Money Deposit	:	₹ 15,650/-
1.4 Tender Processing Fee	:	₹ 590/-
1.5 Cost of Tender	:	₹ 560/-
1.6 Duration of AMC	:	36 Months from the date of issue of Work Order
1.7 Commencement of downloading E-Bid	:	11.10.2025 up to 10:00 A.M.
1.8 Last date of downloading E-Bid	:	21.10.2025 up to 10:00 P.M.
1.9 Last Date of E-Bid Submission	:	21.10.2025 up to 03:00 P.M.
1.10 Bid Opening Date & Time (Technical)	:	21.10.2025 at 03:30 P.M.
1.11 Bid 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.

For E-tendering support: - +91-9355030616, 011-49606060.

3. Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.
4. Tender document shall be accepted only from reputed specialised agency working in the similar field with CPWD/PWD/MES/Railway/PSUs/Autonomous Bodies/SCOPE, who fulfils following pre-qualification criteria producing their original documents in this regard:



Proof of having successfully completed similar works during the last 5 years ending last day of the month previous to the one in which applications are invited:

Three similar completed works, each costing not less than the amount equal to 40% of estimated cost put to tender.

OR

Two similar completed works, each costing not less than the amount equal to 60% of the estimated cost put to tender.

OR

One similar completed works of aggregate cost not less than the amount equal to 80% of the estimated cost.

5. 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.
6. Average annual financial turn over should not be less than 100% of the estimated cost during the immediate last 3 consecutive financial years.
7. Balance sheet for previous three years with ITR.
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. The tender shall be submitted through e-Portal only i.e., <https://scope.ewizard.in> .
11. The tender cost (Form fee), Earnest Money (EMD) and Tender processing fee (TPF) must be paid by the bidder through online payment mode only, as provided on the e-tendering portal i.e., <https://scope.ewizard.in> . In case the bidder fails to technically qualify as per eligibility criteria of the tender or is not the Lowest (LI) bidder, the EMD amount will be refunded to the bidder's account details as provided on the bidder enrolment registration page of SCOPE e-tendering portal <https://scope.ewizard.in> .
12. The agencies are strictly advised to visit the SCOPE office before quoting their rates in the tender. An undertaking of visit shall be submitted to SCOPE duly signed in between contractor & concerned Officer-in-Charge. The undertaking must be uploaded on the site of e-wizard along with the bids, failing which tender will not be considered/rejected for opening of price bid.
13. SCOPE reserves the right to reject any or all tenders without assigning any reason.



Shubh Ratna
Group General Manager – (Tech. & HR)