

Ref No.: SCOPE-MM-GGM (T) / 2025-26/627
Dated: - 24.12.2025

NOTICE INVITING TENDER

1. Online e-tenders are invited by Group General Manager-Tech. & HR, SCOPE on behalf of Constituents of SCOPE Complex, Lodhi Road, New Delhi-110003 for the following work as per the detail given below: -

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|--------------------------------------------------|---|--------------------------------------------------------------------|
| 1.1 Name of the work | : | Hiring of Vehicles at SCOPE Complex, Lodhi Road, New Delhi. |
| 1.2 Estimated Cost | : | Rs. 13,26,000/- per Annum plus GST as applicable. |
| 1.3 Earnest Money | : | Rs. 28,000/- |
| 1.4 Tender Processing fee | : | Rs. 1172.00 |
| 1.5 Time for completion | : | Two years from the date of issue of LOI. |
| 1.6 Cost of Tender | : | Rs 590.00 |
| 1.7 Commencement of downloading E-Bid | : | 25.12.2025 from 10.00AM |
| 1.8 Last date of downloading of E-Bid | : | 10.01.2026 Up to 03.00PM |
| 1.9 Last date of E-Bid submission | : | 10.01.2026 Up to 03:00PM |
| 2.0 Last date of submission of hard copy of EMD. | : | 10.01.2026 Up to 03.00PM |
| 2.1 Tender opening date & time(technical) | : | 10.01.2026 at 03.30 PM |
| 2.2 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 documents fee before last date & time of downloading the e-bids online. Bidders can also view the NIT, SCOPE of work on www.scopeonline.in (For tendering support-).9355030607 and 9355030630.

3. Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.

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4. Eligibility Criteria: - Tender document shall be accepted only from reputed agencies fulfilling the following eligibility criteria & showing the original documents in this regard:
 - 4.1 The office / establishment of the agency should be located either in Delhi / New Delhi / NCR.
 - 4.2 The agency must have a minimum five years experience in supplying vehicles on hire to Central Government Departments / PSUs / Autonomous Bodies or equivalents. Supporting documents should be submitted for the same.
 - 4.3 The agency must have a valid PAN Card. The certified copy of the PAN card needs to be submitted.
 - 4.4 Tenderers must be registered under ESI, PF GST and income tax act. Copy of registration paper along with the details needs to be furnished.
 - 4.5 **The vehicles as mentioned above shall not be more than 2 years old as on 01st February, 2026 and should not have run more than 20000 km in total. The Department may ask the agency to produce the original RC before awarding the work to the L1 agency.**
 - 4.6 **The bidder shall quote rates considering 2000 kms & 26 days in a calendar month.**
5. SCOPE, reserves the right to independently verify the performance of the bidders from the organization whose performance certificate have been submitted.
6. All the above certificate/documents shall be submitted by the firm duly signed & self attested subject to verification with original documents.
7. **The tender shall be submitted through only portal i.e <https://scope.ewizard.in>.**
8. 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.
9. Earnest tender Cost (Form Fee), Earnest Money Deposit (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 (L1) 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>.
10. Pre-bid conference shall be held at 3.30PM on 09.01.2026 if required.
11. SCOPE reserves the right to reject any or all tenders without assigning any reasons.


Group GM-Tech. & HR