

**NOTICE INVITING TENDER**

1. Online e- tenders are invited by Group General Manager (Tech. & HR), SCOPE on behalf of Constituents of SCOPE Complex, 7-Lodhi Road, New Delhi – 110 003 for the subject work as per the details given below:-

1.1	Name of the work	AMC (Annual Maintenance Contract) for Electronics Equipments installed at SCOPE Complex, 7-Lodhi Road, New Delhi-110003.
1.2	Estimated Cost	Rs.15,77,700,- Per Annum Plus GST @ 18%
1.3	Earnest Money	Rs.37,235/-
1.4	Tender Processing fee	Rs.1396/-
1.5	Duration Of Contract	Two years from the date of issuance of LOA.
1.6	Cost of Tender	Rs.590/-
1.7	Commencement of downloading E-Bid	24.02.2026 from 10.00 A.M
1.8	Last date of downloading of E-Bid	06.03.2026 Upto 12.30 P.M
1.9	Last date of E-Bid submission	06.03.2026 Upto 03:00 P.M.
1:10	Last date of online submission of EMD and Tender Cost	06.03.2026 Upto 03.00 P.M
1.11	Tender opening date & time (Technical)	06.03.2026 at 03.30 P.M
1.12	Tender Opening date & time (Financial)	To be intimated later

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 Bid Processing Fee & Bid documents fee before last date & time of downloading the e-bids online (For E-Tendering support: 9355030616, 9355030630). Bidder can also view the NIT, Scope of work on [www.scopeonline.in](http://www.scopeonline.in).
2. Bids shall be submitted through e-bidding mode only. No other mode of Bid submission shall be accepted.



3. Tender shall be accepted only from the reputed specialized contractors who are having working experience with CPWD/ PWD/ MES/ Railway/ PSUs/ Autonomous Bodies/ SCOPE who fulfil following pre-qualification criteria & showing the original document in this regard:

4.1 Proof of having successfully completed similar works during the last 05 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.

**“Similar works means Annual Maintenance Contract of UPS, Emergency Lights, Laser Sign Boards, Battery Charger etc. at office complex”.**

4.2 The tenderer must be registered under ESI, PF, GST & Income Tax act and PAN No. copies of registration papers along with details need to be furnished latest ESI & PF deposit with challan is also needed, subject to verification with the original documents if required.

4.3 Average annual financial turn over should be at least 100% of the estimated cost during the immediate last 3 consecutive financial year. Balance sheet for previous three years with ITR to be submitted in this regard.

4.4 Copies of similar works executed / in hand for multi-storeyed office building & industry during last five years along with work order & clients performance certificate.

4.5 The tenderer should furnish undertaking stating that firm is not blacklisted anywhere.

**5 The tender shall be submitted: thorough only portal i.e. <https://scope.ewizard.in>.**

6 Tenderers are invited to submit their offers strictly based on the terms & conditions and specifications given in the tender document and instruction to bidder.

7 Tenders are invited to submit their offers strictly based on the layout, design parameters, specific requirements, terms & conditions and specifications given in the tender's documents.

8 The agencies are strictly advised to visit the site before quoting their rates in the tender and understand the conditions of the work to be carried out.



9. The 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 enrollment registration page of SCOPE e-Tendering portal: <https://scope.ewizard.in>.
10. All the above certificate/Documents shall be uploaded by the firm duly signed & self-attested subjected to verification with the original documents.
11. SCOPE reserves the right to reject any or all tenders without assigning any reasons.



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

## SCOPE OF WORK

The scope of work included in this tender is for AMC of Electronics Equipments as per BOQ installed at different locations of the SCOPE Complex to ensure smooth functioning of these articles and ensure that all emergency system (Emergency lights, UPS, Battery charger etc.) must running properly during any emergency condition like power failure etc. The agency has to carry out the maintenance of the above said articles.

The Scope of work shall, inter alia, include the following:

1. Maintenance of all items as per BOQ including Laser sign boards, Emergency Lights, Battery Charger, UPS, Foot Lights etc. installed in all cores, lift lobbies, staircases, basements & common areas. Following activities are to be taken up by the agency to maintain the laser sign boards:
2. Checking of loose connections and providing electrical wiring, connectors if required to make them operational. Cost of electrical wire of existing specifications and electrical connectors shall be inclusive in the rate quoted by the agency. Nothing shall be paid extra on this account.
3. Tighten/ properly fixing of the display boards of these laser sign boards if any. Cost of screws etc. shall be inclusive in the rate quoted by the agency. Nothing shall be paid extra on this account.
4. Repairing of internal electronic circuit including batteries with uninterrupted power supply and providing all the components required to make them operational. Nothing shall be paid extra on this account.
5. Replacement of faulty/ less illuminated/expired LED's to make these laser sign boards operational. Nothing shall be paid extra on this account.
6. Maintenance of laser engraved acrylic sheet attached with sign boards, this includes cleaning, buffing and polishing. Broken/ Damaged/ Scratched acrylic sheets which do not meet our standards will have to be replaced with new ones. Nothing extra shall we paid on this account.
7. The complaint has to be attended within one hour and to be resolved within twenty four hours, failing which penalty will be imposed on the agency Rs.1000/-per day or as directed by Engineer-Incharge, agency has also to maintain some spares, articles to maintain continuity of the running office system
8. Maintaining of due log books, records etc., for each article.
9. The contractor shall depute expert & qualified technician of the equipments like UPS, Emergency Light, Sign Board, Battery charger etc., who will check the installations at regular intervals and keep them operational all the time. If a fault occurs in the equipments under this A.M.C, the deputed person will attend to the complaint on priority. The deputed person will resolve the issue and make sure that equipments are in proper working order, also deputed person shall be required to work after the working hours and holidays as per the demand and requirement of work. No overtime shall be paid by SCOPE in any regard.



10. Providing proper safety arrangements during carrying out the work i.e. all persons shall be equipped with all proper safety major like safety belts and helmets etc. at his own cost.
11. Supplying necessary tools and scaffolding (if required) for repairing/removing/ reinstallation of the said articles.
12. Proper site clearance after completion of work and during the progress of work as per instructions of Engineer In-Charge shall also in the scope of work.
13. The work is to be executed in an occupied building where PSU's offices are functioning. Hence, work shall be done in a proper manner with minimum disturbance to the working environment of the building.
14. The contractor should carry out the work with utmost care to as to not disturb/ damage the property of the building.
15. All the required consumables which are not mentioned in the tender including labour cost of tools & tackles etc. shall be included in the rates. Nothing shall be paid extra on any account.
16. Contractor will be fully responsible for proper handling, safe custody of the articles. Any damage to the same will be recovered from the contractor. Decision of Engineer In-Charge shall be final in this regard and contractor has to obey the same.
17. The work shall be carried out generally as per CPWD specifications and direction of Engineer-Incharge.
18. Agency will be responsible to keep all electronic equipments as per schedule in working order. Detailed programme to check the equipments twice in a month is to be drawn in consultation with Engineer-Incharge. Necessary record is to be kept in a separate register & report thereof should be submitted to the Engineer-Incharge.
19. Agency will repair i/c replacement of all minor items required to put electronic equipments in working order as & when required. However suitable capacity of battery & tube will be supplied by deptt. free of cost only for UPS, Battery charger & Emergency lights.
20. Agency will depute your technician at site for checking the electronic equipments and attending complaints as & when occurred to rectify the same.
21. All dismental material replace by the agency will be property of agency for which necessary rebate should be considered while quoting rate. However, if tube & battery supplied by department free of cost, the old dismantled tube & battery is to be deposited with the department.
22. Agency will be responsible to keep all emergency lights in working order. Detailed programme to check the lights atleast twice a week is to be drawn in consultation with Engineer-Incharge. Necessary record is to be kept in separate register.
23. Contractor shall deploy adequate Technical Staff, so as to attend the breakdowns and ensure smooth functioning of equipments as per schedule of work.



24. Contractor shall maintain record of checking of various equipments and other records as may be desired by SCOPE from time to time.
25. Contractor shall be fully responsible for safety of his workmen and in case of any accident/mishap the entire responsibility shall be on the contractor.
26. Unjustified delay in running of services and rectification of breakdown shall be treated as breach of contract. The contractor shall be liable for deduction from its Running A/C/Final bill a reasonable amount as may be assessed by Engineer-Incharge.
27. All tools required for carrying out the work shall be arranged by the contractor at its own cost and shall always be available at site.
28. Contractor shall indemnify SCOPE against all losses due to its workers engaged at site. The workers engaged shall be on the rolls of the contractor and no claim whatsoever raised by these personnel shall be entertained by SCOPE.
29. Contractor shall abide by all labour laws as enforced by the Govt. from time to time.
30. For all disputes regarding labour, the Contractor shall be responsible and must maintain discipline and peace at place of work.
31. The rates are firm and inclusive of all Taxes & charges except GST which shall be payable as applicable on actual basis on production of documentary evidence.
32. The department reserves the right to terminate the contract any time with one month notice.
33. **Terms of Payment:**

Quarterly payment on account of job executed will be released on receipt of bill.

5% Security deposit will be deducted from the running bills for the 1st year of contract & will be refunded after three months from the date of expiry of contract.

34. **Period of Contract:**

The contract shall be valid for two years from the date of issue of LOA/LOI.

**Note:** This work is to be executed on turnkey basis and any item not specifically mentioned in the scope of work or Bill of Quantity (BOQ) is deemed to be included in the overall value of contract and shall also be deemed to include for all the activities, labour, materials, machineries, tools and tackles required for the satisfactory execution of work for all leads and lifts. Nothing extra shall be payable. The contractor must ascertain himself with the site conditions, nature of work, disposal route etc. before quoting for the work.



Group General Manager (Tech. & HR)