

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:

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| 1.1 Name of the work | : | Design, Printing and Supply of KALEIDOSCOPE monthly magazine at SCOPE Complex, 7 Lodhi Road, New Delhi-110003 |
| 1.2 Estimated Cost | : | ₹ 16,20,000/- plus GST @ 18% Annually |
| 1.3 Earnest Money | : | ₹ 38,300/- |
| 1.4 Tender Processing fee | : | ₹ 1,434/- |
| 1.5 Cost of Tender | : | ₹ 590/- |
| 1.6 Delivery Period | : | 4th day of every month. |
| 1.7 Commencement of downloading E-Bid | : | 19.06.2026 from 10:00 AM |
| 1.8 Last date of downloading of E-Bid | : | 01.07.2026 Up to 10:00 AM |
| 1.9 Last date of E-Bid submission along with EMD and Tender Cost online | : | 01.07.2026 Up to 03:00 PM |
| 1.10 Tender opening date & time (Technical) | : | 01.07.2026 at 03:30 PM |
| 1.11 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 document fee before last date & at time of downloading the e-bids online. Bidder may also view the NIT 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. The bidder must have at least five (05) years of experience in printing Monthly Magazines/Annual Reports/Coffee Table Books comprising a minimum of 60 pages for CPWD/PWD/MES/Railways/PSEs/Government Departments/Autonomous Bodies/SCOPE. The bidder should provide a work order and completion certificate.

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

or



or

Two (02) similar completed works, each costing not less than the amount equal to 60% of the estimated cost put to tender.

or

One (01) similar completed works of aggregate cost not less than the amount equal to 80% of the estimated cost.

Similar works shall here mean "Printing and supplying monthly magazines/annual reports/coffee table books"

6. The bidder must possess a valid Factory License issued by the Municipal Corporation of Delhi (MCD) for operating printing/production facilities. A copy of the valid license shall be submitted. Document verification with original documents is necessary.
7. The bidder must possess a valid Registration Certificate/Declaration under the provisions of the Press and Registration of Books Act, 1867 Amended by The Act V 1860. A copy of the valid certificate/declaration issued by the competent authority shall be submitted. Document verification with original documents is necessary.
8. The updation of the printer's name in SCOPE's RNI Certificate shall be the sole responsibility of the bidder. However, SCOPE shall provide all necessary assistance for the same.
9. The bidder must be registered under GST and the Income Tax Act and should possess a valid PAN. Copies of relevant registration documents shall be furnished.
10. The bidder should have an average annual turnover of not less than ₹2 Crore during the last three financial years. Documentary proof duly certified by a Chartered Accountant (CA) shall be submitted.
11. Copies of audited Balance Sheets and Income Tax Returns (ITR) for the last three financial years shall be submitted.
12. All submitted documents/certificates shall be duly signed and self-attested by the authorized signatory of the firm, subject to verification with original documents.
13. Forms of tender of Bid condition & specification must be submitted duly signed & stamped during submitting of Bid through e-portal on bidders' letter head.
14. 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> .
15. The material shall be supplied as per the specification. For reference, sample of the magazine is available in the SCOPE Office.



16. The material shall be delivered within two days from the pre-schedule date of every month.
17. Any material if found defective/damaged, the agency shall be responsible for replacing the material at his own cost.
18. The offer shall remain valid for a period of thirty (30) days from the date of opening of the Financial Bids.
19. SCOPE reserves the right to reject any or all tenders without assigning any reason.



Shubh Ratna
Group General Manager - (Tech & HR)