STANDING CONFERENCE OF PUBLIC ENTERPRISES
(An apex body of Public Enterprises)

SCOPE
PROMOTING EXCELLENCE

Ref No.: SCOPE-MM-Tech/HVAC/2026/ 319
September 14, 2026

NOTICE INVITING QUOTATION

Sub :- Engagement of HVAC Consultant at SCOPE Complex 7-Lodhi Road, New Delhi-110003 and SCOPE Minar, Laxmi Nagar, Delhi-110092.

Sealed quotations are invited by Group General Manager (Tech. & HR), SCOPE on behalf of Constituents of SCOPE Complex, 7-Lodhi Road, New Delhi – 110 003 and SCOPE Minar, Laxmi Nagar, Delhi-110092 for the following work up to **24.09.2026, 3.00 P.M.** and will be opened on same day at 3.30 P.M.

Name of work	: Engagement of HVAC Consultant at SCOPE Complex, 7-Lodhi Road, New Delhi-110003 & SCOPE Minar, Laxmi Nagar, Delhi-110092.
Earnest Money	: Rs. 5000.00
Cost of Quotation	: Rs. 590.00 (Non-refundable)
Duration of Contract	: Two Years from the issuance of LOA

Quotation papers containing schedule of quantity, terms & conditions etc. may be obtained from the office of the Group General Manager (Tech. & HR), SCOPE on any working day between **10.00 A.M. to 2.00 P.M. up to 23.09.2026** against the payment of Rs.590.00 (Non-refundable), after receipt of request in writing along with proof of experience of works executed of similar nature. The Earnest Money & Tender Cost will be accepted only in the form of Demand Draft/Pay Order in favour of **"SCOPE Complex MMO Account"** and drawn from Nationalised Bank.

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

Core - 8, 1st floor, SCOPE Complex, 7-Lodi Road, New Delhi-110 003, Ph.-24360101 Extn 2018, 24368208 Fax.: 24361371
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TERMS AND CONDITIONS

1. The tenderer is required to quote rates of the items entered in the schedule of quantities in words as well as in figures. However, if any discrepancy is found between the two, the rate which corresponds with the amount worked out by the contractor shall, unless other wise proved, be taken as correct. When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rates quoted by the contractor shall be taken as correct and not the amount. The rates shall be quoted in the attached BOQ only.

2. The tenderer must be registered under GST. Copies of registration papers need to be furnished.

3. The quoted rates must be valid for 30 days from the date of opening.

4. Tender document shall be accepted only from reputed agencies fulfilling the following eligibility criteria & showing the original documents in this regard:-

   i. Any Individual, Sole Proprietorship Firm, Partnership firm may participate in the tendering process.

   ii. The HVAC Consultant / agency should have their registered office in Delhi NCR.

   iii. The HVAC Consultant should have Graduate/Post Graduate in Mechanical or Refrigeration and air-conditioning and should have the throughout knowledge HVAC work like Designing, Preparation of detail drawings, estimate of work, tender documents, scrutiny and recommendations of tenders, responsibility from award of work to till completion of work at site.

   iv. The HVAC consultant should be a member of (American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE)/ The Indian Society of Heating, Refrigeration and Air-conditioning Engineers (ISHRAE)

   vii. The experience criteria for the work for Heating, Ventilation, Air-conditioning, should have successfully completed consultancy for Industrial / Commercial / Govt / PSU / Atonomous buildings. Single work of minimum project value of Rs.1.00 Crore in the past 3 years.

5. SCOPE reserves the right to accept / reject any or all the applications without assigning any reasons thereof and decision of selection will be final and acceptable to the bidders.

6. SCOPE, reserves the right to independently verify the performance of the bidders from the organization whose performance certificate have been submitted.

7. All the above certificate/documents shall be submitted shall be duly signed & self attested subject to verification with original documents.

8. Hard copy of Forms of Tender duly signed & stamped must be submitted during submitting of EMD & Tender Cost.

9. Bidders are invited to submit their offers strictly based on the parameters, Specific requirements, terms & conditions given in the tender documents.

10. Earnest Money mentioned above should be paid by crossed Demand Draft / Pay order from any Nationalized / Scheduled Bank in favour of "SCOPE Complex MMO Account". Tenders submitted without Earnest Money Deposit & Tender cost will be summarily rejected and the representative of such bidders shall not be allowed to attend tender opening.

11. Sealed Price Bid/Schedule of Quantity shall be submitted in separate envelop.

12. SCOPE reserves the right to reject any or all tenders without assigning any reason.