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

SCOPE
PROMOTING EXCELLENCE

SCOPE/CC/GM-(Tech & HR)/2026/403
26th October 2026

NOTICE INVITING TENDER

1. Online NIT are invited by Group General Manager (Tech. & HR), SCOPE Complex, 7 Lodhi Road, New Delhi-110003 for the supply of material as per detail given below:

1.1	Name of the work	:	**Design, Printing and Supply of New Year 2027 SCOPE Executive Diaries at SCOPE Complex, New Delhi - 110003**
1.2	Estimated Cost	:	₹ 8,75,000/- plus GST @ 18%.
1.3	Earnest Money	:	₹ 20,700 /-
1.4	Tender Processing fee	:	₹ 774/-
1.5	Cost of Tender	:	₹ 590/-
1.6	Time for completion	:	45 days from the date of issuance of supply order
1.7	Commencement of downloading E-Bid	:	26.10.2026 from 10:00 AM
1.8	Last date of downloading of E-Bid	:	03.11.2026 up to 03:00 PM
1.9	Last date of E-Bid submission	:	03.11.2026 up to 03:00 PM
1.10	Tender opening date & time (Technical)	:	03.11.2026 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 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. The past experience in **Design, Printing and Supply of New Year 2027 SCOPE Executive Diaries** of work should be supported by certificate issued by PWD/PWD/MES/Railways/PSUs/Autonomous Bodies/SCOPE) & showing the original document 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:

Core - 8, 1st floor, SCOPE Complex, 7-Lodi Road, New Delhi-110 003, Ph.-24360101 Extn 2018, 24368208 Fax.: 24361371
E-mail.: mmo@scopeonline.in Website - www.scopeonline.in

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 shall here mean "Design, Printing and supplying diaries"

5. **The bidder must visit the SCOPE office, Lodhi Road, New Delhi-110003 to have a look at the selected design of diary by SCOPE. The quote in the NIT shall be as per the selected diary by the SCOPE. The bidder must also submit the hard copy of a sample diary, similar to the sample selected by SCOPE officials, at the time of submission of the Technical Bid. The Technical Bid of the bidder shall be rejected if the hard copy of the sample is not submitted.**
6. 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.
7. The bidder should have a turnover not less than one crore annually during the last 3 years period. Documentary proof for the same is to be submitted.
8. Balance sheet for previous three years with ITR.
9. The bidder should have successfully delivered/supplied Diaries in any PSU/or other reputed organizations and should provide work order and completion certificate.
10. Forms of tender of Bid condition & specification must be submitted duly signed & stamped during submitting of Bid through e-portal on bidders' letter head.
11. All the above certificates /documents shall be submitted by the firm duly signed & self-attested subject to verification with original documents.
12. Cost 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 .
13. 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.
14. SCOPE reserves the right to reject any or all tenders without assigning any reason.

Group General Manager – (Tech. & HR)