



Standing Conference of Public Enterprises

SCOPE-CC-AGM(T&HR)/2020/  
28th October, 2020

**SUB: NOTICE INVITING E-TENDER FOR SUPPLY OF NEW YEAR SCOPE EXECUTIVE  
DIARY 2021 at SCOPE Complex, Lodhi Road, New Delhi-110003**

1. Online E-tenders are invited by Standing Conference of Public Enterprises (SCOPE) for the supply of material as per the details given below:

1.1 Name of Supply	:	Supply of New Year SCOPE Executive Diary Year 2021
1.2 Estimated Cost	:	Rs. 4.95 lakh (GST 18% included)
1.3 Earnest Money Deposit	:	Rs. 10,000/-
1.4 Time of Completion	:	30 days from the date of issuance of Work Order
1.5 Tender Cost	:	Rs. 560/-
1.6 Commencement of download E-bid	:	29/10/2020 (from 10 a.m.)
1.7 Last date of download of E-bid	:	06/11/2020 (upto 3.00 p.m.)
1.8 Last date of E-bid submission	:	06/11/2020 (upto 3.00 p.m.)
1.9 Last date for submission of Hard copy of EMD & Tender cost	:	06/11/2020 (upto 3.00 p.m.)
1.10 Bid opening date and time (Technical)	:	06/11/2020 (upto 3.30 p.m.)
1.11 Date and opening of E-bids (Financial)	:	To be intimated later

2. Bidders have to download the bid documents from the e-procurement portal i.e. [www.tenderwizard.com/SCOPE](http://www.tenderwizard.com/SCOPE) after registering themselves on portal and submit e-bids after payment of bid processing fee and bid document fee before the last date and time of downloading the e-bids online. (For E-Tendering support 8800991843, 8800991868) Bidder can also view the documents on [www.scopeonline.in](http://www.scopeonline.in)
3. Bid shall be submitted through E-bidding mode only. No other mode of bid submission shall be accepted.
4. The bidder must be registered under GST, Income Tax Act and should have PAN number. Copies of registration papers along with details need to be furnished.
5. The bidder should have a turnover not less than one crore annual during the last three years period. Documentary proof for the same is to be submitted.

Out

6. Unconditional letter of Acceptance of bid conditions and specifications must be submitted duly signed and stamped during submission of bids through E-portal on bidder's letterhead.
7. The bidder should have successfully delivered/supplied similar work in any PSU/or other reputed organizations and should provide work order and completion certificate.
8. All the above certificate/documents shall be submitted by the firm duly signed and self attested subject to verification with original documents.
9. Cost of tender and earnest money mentioned above should be paid by crossed Demand draft/Pay order from any Nationalized/Scheduled Bank in favor of **"Standing Conference of Public Enterprises"**. Tenders without Earnest money deposit will be summarily rejected and the representative of such tenderers will not be allowed to attend tender opening.
10. The rates and amount shall be quoted both in words and in figures.
11. The rates shall be exclusive of GST but inclusive of all other taxes, duties and cartage etc.
12. The rate shall be FOR at SCOPE Site, 1st Floor, Core No. 8, SCOPE Complex, 7, Lodhi Road, New Delhi-110003
13. The material shall be supplied as per the specification as described in the Financial Bid (See Annexure I). For reference, sample of the diary is available in SCOPE Office.
14. The material shall be delivered within 25 days from the date of issue of Work Order.
15. Any material if found defective/damaged, the agency shall be responsible to replace the material at his own cost.
16. Payment will be made within 30 days from the date of supply. No advance payment will be made.
17. The offer shall be valid for 30 days from the date of opening of Financial bids.
18. SCOPE reserve the right to reject any or all tenders without assigning any reason.
19. Any dispute or difference whatsoever arising between the parties and of or relating to the work or effect of this contract of the validity or the breach thereof, shall be settled in accordance with the rules of SCOPE forum of Conciliation and Arbitration (SFCA) 2003 and amended updated the award made in pursuance thereof shall be final and binding of the parties.

  
Addl. General Manager (Tech & HR)



Standing Conference of Public Enterprises

Annexure-I

**FINANCIAL BID**  
**FOR PRINTING OF SCOPE EXECUTIVE DIARY 2021**

Sl.No.	Description of Items	Qty.	Unit	Rate	Amount
<u>1.</u>	<p>Supply of SCOPE Executive Diary New Year 2021</p> <p><b><u>Specifications</u></b></p> <p><u>Size of Diary</u> Overall Jacket size: 19 cms x 27 cms Page size: 12 cms x 18 cms</p> <p><u>Pages, Paper &amp; Color</u> 220 pages (204 pages in 2 color printing on 70 gsm maplitho and 16 pages in 4 colour printing on 100 gsm imported art paper) plus logo embossing</p> <p><u>Jacket</u> 9 ounce .8 PU Rexene with 3MM imported card board filling duly stitched Rexene leather SCOPE Logo embossing on Jacket front</p> <p><u>Binding</u> Perfect binding with section sewing</p>	2500	each		
	Total amount exclusive of GST but inclusive of all other taxes and duties/cartage				
	CGST @..... %				
	SGST @.....%				
	IGST @.....%				
	Gross Total Amount				

Not to be Quoted

OK

## Undertaking

The undersigned have understood all the specifications, terms and conditions of the Tender document and have quoted the rate after inspection of the Sample Diary.

I hereby unconditionally accept all the terms and conditions mentioned in the NIT/Tender document.

Signature.....

Name & Address of Tenderer with Seal

Date.....





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**TECHNICAL SPECIFICATIONS**  
**FOR PRINTING OF SCOPE EXECUTIVE DIARY 2021**

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