



**STANDING CONFERENCE OF PUBLIC ENTERPRISES
(AN APEX BODY OF PUBLIC ENTERPRISES)**

TENDER DOCUMENTS

FOR

**SUPPLY OF KALEIDOSCOPE MAGAZINE AT SCOPE
COMPLEX**

ESTIMATED COST- RS. 24,33,580/- (INCLUDING GST)

**OFFICE OF ADDL.GENERAL MANAGER (TECH&HR)
SCOPE CORE-8, FIRST FLOOR
SCOPE COMPLEX ,7-LODHI ROAD
NEW DELHI-110003**

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NOTICE INVITING E-QUOTATION

Sub- Printing and Supply of KALEIDOSCOPE monthly magazine at SCOPE Complex, 07 Lodhi Road, New Delhi-110003

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

A) Name of Supply	Printing and Supply of KALEIDOSCOPE monthly magazine at 1st Floor, Core-8, SCOPE Complex, 7 Lodhi Road, New Delhi-110003
B) Estimated Cost	Rs 24,33,580 (including GST @ 12%) Annually
C) Delivery Period	Two days from the date of Issuance of supply order every month.
D) Earnest Money Deposit	Rs. 49,000/-
E) Tender Processing Fee	Rs 2154/-
F) Tender Form Fee	Rs 2080/-
G) Commencement of downloading E-Bid	08.01.2021 upto 3.00 P.M.
G) Last date of downloading E-Bid	20.01.2021 upto 03.00 P.M
H) Last Date of E-Bid Submission	20.01.2021 upto 03.00 P.M
I) Bid Opening Date & Time (Technical)	20.01.2021 upto 03.30 P.M
J) Bid Opening Date & Time (Financial)	To be intimated later

2. Bidders have to download the bid documents from the e-procurement portal i.e. www.tenderwizard.com/SCOPE after registering themselves on portal and submit e-bids after payment of Bid processing Fee & Bid documents fee before last date & time of downloading E-Bid online (For tendering support: -8800991843, 8800991868). Bidder can also view the NIT, SCOPE of work on www.scopeonline.in.
3. The bidder must have their registered office within ten kms radius from the registered office of SCOPE (1st Floor, Core 8, SCOPE Complex, 7, Lodhi Road, New Delhi-110003).
4. Bids shall be submitted through e-bidding mode only. No other mode of bid submission shall be accepted.
5. 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.
6. The bidder should have a turnover not less than threecrore annual during the last two years period. Documentary proof for the same is to be submitted duly certified by CA.

7. The bidder must have five years of experience of printing monthly magazine of minimum 60 pages of government department/PSUs/Autonomous Bodies. The bidder should provide work order and completion certificate
8. Unconditional letter of acceptance of Bid condition & specification must be submitted duly signed & stamped during submitting of Bid through e-portal on bidder's letter head.
9. All the above certificate /documents shall be submitted by the firm duly signed & self-attested subject to verification with original documents.
10. 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.
11. The rates and amount shall be quoted both in words and in figures.
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 magazine is available in SCOPE Office.
14. The material shall be delivered within two days from the date of issuance of Work Order every month.
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.

ShubhRatna
Addl. General Manager-(Tech&HR)

UNDERTAKING

The undersigned have understood all the specification, terms and condition of the tender documents and have quoted the rates after inspection of the site.

I hereby unconditionally accept all the terms and condition mentioned in the E-NIQ/Tender documents.

Signature

(Name & Address of
Tenderer with Seal)

Date-

ANNEXURE-I**SCHEDULE OF ITEM/ QUANTITY**

Sub: :Supply of KALEIDOSCOPE magazine at SCOPE Complex,07 Lodhi Road, New Delhi-110003

S.N o.	Description	Unit	Qty.	Rate in (Rs)	Amount (In Rs)
1	<u>Supply of 3000 no.sKALEIDOSCOPE magazine</u>				NOT TO BE QUOTED
a	Designing Rates of 60 pages for KALIDOSCOPE magazine	Nos	60 No.s		
b	Platemaking Rates per plate 18x23 size for KALIDOSCOPE magazine	Nos	15 plates		
c	Printing Rates for KALIDOSCOPE magazine of 60 pages	copies	1000		
			2000		
			3000		
d	Binding rates KALIDOSCOPE magazine (qty. 3000) 60 pages (stich binding) 60 pages to 80 pages (perfect binding) 80 pages to 100 pages (perfect binding) 100 pages to 120 pages (perfect binding)	pages	60 60 to 80 80 to 100 100 to 120		NOT TO BE QUOTED
e	Lamination of KALIDOSCOPE magazine	Nos.	3000		
Total amount exclusive of GST but inclusive of all other taxes & duties.					
Taxes					
CGST @.....%					
SGST @.....%					
IGST @.....%					
Gross total Amount					
Gross total Amount (in words)					

TERMS AND CONDITION

1. The rates and amount shall be quoted both in words and in figures.
2. The rates shall be inclusive of all taxes, duties & cartage etc.GST amount shall be quoted separately in the indicated column.
3. The rate shall be FOR at SCOPE Site, Lodhi Road, New Delhi –03.
4. SCOPE reserves the right to reject any or all quotation without assigning any reason.
5. All the material shall be supplied strictly as per the specification /catalogue as indicated against them.
6. **The Supply shall be made within 02 days from the date of issue of supply order every month.**
7. Any printed KALEIDOSCOPE magazine copies if found defective /damaged shall be replaced by agency without any extra cost.
8. Payment will be released within 30 days against delivery of material at site.
9. SCOPE has right to split the order between the participating agencies.
10. Validity of the offer should be 45 days from the date of opening of quotation
11. **Arbitration:**

Any Dispute, differences, whatsoever, arising between the parties out of or relating to the work effect of this contract shall be settled between the SCOPE and the agency amicably. If however, the SCOPE and the agency are not able to resolve their disputes / differences amicably as aforesaid the said dispute / differences shall be settled by Arbitration and the matter shall be referred to “SCOPE Forum of Conciliation & Arbitration 2003” at SCOPE Complex, Lodhi Road, New Delhi-110003.

The arbitration shall be governed in accordance with Arbitration and conciliation Act 1996 (hereinafter referred to as the Act) by an arbitral (The tribunal), any reference so made under this Clause shall be deemed to be submitted under the Act and all the provisions of the Act shall apply to such arbitration.

The venue of Arbitration shall be New Delhi

ShubhRatna

Addl. General Manager-(Tech&HR)

