



Standing Conference of Public Enterprises

SCOPE-2019/Diary-19/
20th November 2019

NOTICE INVITING E-TENDER

Sub: Supply of SCOPE Executive Diary Year 2020

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 : SCOPE Executive Diary 2020
- 1.2 Estimated Cost : Rs. 7.45 lakh (plus GST)
- 1.2 Delivery Period : 15 days from the date of issuance of supply order
- 1.3 Commencement of download : 21.11.2019 (from 10.00 A.M.)
- 1.4 Last date of downloading E-Bid : 25.11.2019 upto 3.00 P.M.
- 1.5 Last Date of E-Bid submission : 25.11.2019 (upto 3.00 P.M.)
- 1.6 Date and time of opening of Bids : 25.11.2019 (3.30 P.M.)

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 before the last date and time of downloading the e-bids online. Bidder can also view the documents on www.scopeonline.in

3. The bidder must be registered under GST. Copies of registration papers along with details need to be furnished. The bidder should have a turnover not less than two crores annual during the last two years period.

4. The bidder should have successfully delivered/supplied similar work in any PSU/or other reputed organizations and should provide the credentials.

5. Unconditional letter of acceptance of Bid conditions and specifications must be submitted duly signed and stamped during submitting of Bid through e-portal.

6. All the above certificate/documents shall be submitted by the firm duly signed and self attested subject to verification with original documents.

7. The rates and amount shall be quoted both in words and in figures.

8. The rates shall be inclusive of all taxes, duties and cartage etc.



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9. The rate shall be FOR at SCOPE Site, Ist Floor, Core No. 8 SCOPE Complex,7, Lodhi Road, New Delhi-110003
10. 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.
11. The material shall be delivered within 15 days from the date of issue of supply order.
12. Any material if found defective/damaged, the agency shall be responsible to replace the material at his own cost.
13. In case of any deficiency in the material, the agency shall be responsible to replace the material at his own cost.
14. Payment will be made within 30 days from the date of supply. No advance payment will be made.
15. The offer shall be valid for 30 days from the date of opening of Financial Bids.
16. SCOPE reserve the right to reject any or all tenders without assigning any reason.
17. 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 rule 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.

Senior Manager (Media & Brand Promotion)
Standing Conference of Public Enterprises
Ist floor, SCOPE Complex, Core 8
7 Lodhi Road, New Delhi-11000



Standing Conference of Public Enterprises (SCOPE)

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Annexure-I

FINANCIAL BID for
SCOPE EXECUTIVE DIARY 2020

Sl. No.	Description of Items	Qty.	Unit	Rate	Amount
1.	<p>Supply of SCOPE Executive Diary Year 2020</p> <p><u>Size of Diary</u> Overall Jacket size :19 cm x 24 cm Page size: 10 cm x 18 cm</p> <p><u>Pages, Paper & Colour</u> 220 pages (204 pages in 2colour printing on 70gsmaplitho& 16 pages in 4 colourprinting on 100 gsm imported art paper)plus logo embossing (see sample)</p> <p><u>Jacket</u> 9 ounce .8 PU Rexene with 3MM imported card board filling duly stitched rexineleather</p> <p><u>Other</u> 500 individual names leafing on Jacket cover</p> <p><u>Binding</u> Perfect binding with section sewing</p>	2500	Nos.		
	Total amount exclusive of GST	2500	Nos.		
	GST @ %				

Name & Signature of Representative of the Agency
With Seal