

NOTICE INVITING TENDER

Tender no.:- SCOPE Minar / MMO / 15-16 / 261

August 31, 2015

Sub. : “AMC for Supply of toiletries at SCOPE Minar.

1. Sealed item rate tenders are invited by Dy. Chief Engineer (C), SCOPE on **behalf of Constituents of SCOPE Minar**, Laxmi Nagar, Delhi-110092 for the subject work as per the details given below.
 - 1.1 Name of the work : “AMC for supply of toiletries at SCOPE Minar, Laxmi Nagar, Delhi-92”
 - 1.2 **Estimated Cost** : ` **15,10,824.00 per Annum inclusive of applicable taxes**
 - 1.3 **Earnest Money** : ` 31,000.00
 - 1.4 **Duration of Contract** : Two years from the date of issue of LOI
 - 1.5 **Cost of Tender documents** : ` 500.00
 - 1.6 **Last date of submission of Tenders** : **22.09.2015 upto 2.00 PM**
 - 1.7 Place of submission of Sealed Tenders : Office of Dy. Chief Engineer (Civil), MMO, SCOPE, SCOPE Minar, Laxmi Nagar, Delhi-110092.
 - 1.8 **Date & Time opening of Tenders** : **22.09.2015 at 2.30 P.M**
 - 1.9 Place of opening of Tenders : As mentioned above.
2. Tender documents consisting of Technical specifications, schedule of quantities, contract conditions, can be had from the office of Dy. Chief Engineer (Civil), MMO, SCOPE Minar, Laxmi Nagar, Delhi-110092 on payment of Rs. 500.00/- in the form of Draft in favour of “MMO SCOPE Minar” (Non-refundable) on any working day **from 03.09.2015 to 21.09.2015** during working hours from 10.00 A.M. to 3.00 P.M. Bid shall be submitted on purchased documents only
3. Tender document shall be issued only to reputed, specialized agencies qualifying the following criteria:

3.1 Three similar works, each costing not less than the amount equal to 40% of estimated cost put to tender in the last five years.

OR

Two similar works, each costing not less than the amount equal to 60% of the estimated cost put to tender in the last five years.

OR

One similar work of aggregate cost not less than the amount equal to 80% of the estimated cost put to tender in the last five years.

3.2 The tenderer must be registered under VAT Act. Copies of registration papers along with details need to be furnished. Latest copies of VAT return also needs to be furnish.

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

4. **Submission of Tender:** The Earnest Money Deposit shall be submitted in one envelope and the duly filled tender shall be submitted in the other envelope. These two envelopes shall be submitted under one sealed envelope super scribing the NIT no. and the name of work. The tenders without EMD shall not be opened
5. Tenders are invited to submit their offers strictly based on the terms & conditions and specifications given in the tender document.
6. Earnest Money mentioned above should be paid by crossed Demand Draft / Pay order from any Nationalized / Scheduled Bank in favour of “MMO SCOPE Minar”. Tenders without Earnest Money Deposit will be summarily rejected and the representative of such tenderers will not be allowed to attend tender opening.
7. The SCOPE may conduct Pre Bid meetings with prospective bidders to clarify any aspect of its bid that require clarification. During this meeting, the SCOPE may bring attention of the Bidders to any matters, technical or otherwise, where for whatever reason, it requires clarification / details about the bid.
8. Tenders are invited to submit their offers strictly based on the terms & conditions and specifications given in the tender document.
9. SCOPE reserves the right to reject any or all tenders without assigning any reasons.

Dy. Chief Engineer (C)
011-22458178 (O)
011-22458177 (O)

SCOPE OF WORK

1. The scope of work shall include the supply of toiletries (as mentioned at point no. 5 below) per month at SCOPE Minar, Laxmi Nagar, Delhi 110092 for a period of twenty four months from date of award of the contract.
2. The agency shall have to ensure the supply every month. The supply has to be made within 10th of every month. If there will be any change to be incorporated in the supply schedule of any month that shall be intimated to the agency in advance.
3. Supply of items shall be made in their original packing only. If any item is not found genuine, it will be rejected and the supplier is bound to replace the same, on his own cost.
4. Rate quoted should be inclusive of all taxes, duties freight etc. F.O.R . SCOPE Minar , Laxmi Nagar Delhi-110092, which shall be firm over the entire period of tenure. This will also include the cost of shifting the entire materials to the store of MMO at Mezzanine floor in core - 4 or place as decided by Officer In-Charge.
5. **Qty. to be supplied per month :-**

Sl.	Description of Item	Unit	Quantity per Month
1.	Acid- HCL	Ltr.	80
2.	Brasso- 500 ml pack	Each	4
3.	Colin 500ml pack (Rackett & Colmen)	Bottle	30
4.	Detergent Powder 1 Kg pack (Nirma)	Each	250
5.	Domex 500ml pack	Each	40
6.	Harpic- 500 ml pack (Rackett & Colmen)	Bottle	40
7.	Liquid Soap / Hand wash- 5 ltr. Pack (Fame)	Each	30
9.	Naphthalene Balls – 200 gms pack (Trishul)	Each	150
10.	Air Freshener – 100 gm pack (Odonil)	Each	250
11.	Phenyl (White)- 5 Ltr. Pack (Trishul)	Each	50
12.	Room Freshener – 160 ml pack (Premium Park Avenue)	Each	15
13.	Teapol B- 300 – 5 ltr pack (Rackett & Colmen)	Each	15
14.	Toilet Paper – 76 Mtrs. (Daffodil)	Roll	200
15.	Urinal Cubes – 400 gms pack (Metropol)	Each	80
16.	Vim Powder – 1 kg. pack (HLL)	Each	120