



Central Institute of Petrochemicals Engineering and Technology (CIPET)
School for Advanced Research in Petrochemicals (SARP) –
Advanced Research School for Technology & Product Simulation (ARSTPS)
(Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
TVK Industrial Estate, Guindy, Chennai – 600 032.

EOI No.: CIPET:SARP-ARSTPS/INTL. CONFERENCE-APM 2022/01 DTD. 03.11.2021

Scope of Work: Domain, VPS Server – Enhanced Plan for 6 Months, Website Design & Development, Webinar Platform Design & Development, Creation of event registration page/portal for attendees; Payment Gateway Integration which supports National & International Credit / Debit Cards, Wire Transfer, Demand Draft and also Mobile Wallets, Image – 3D View for Lobby & Stall - 4 no.s or more, Stock Images - atleast 4no.s, Host Platform (4 Host License and for Large Meeting for atleast 500 Users), Integration of Host Platform, Onsite Support assistance till the successful completion of the conference, Live Web Cast Streaming of the Conference / Session, Miscellaneous – Designing of Website Banners of APM, e-Certificate Design and Certificate issue immediate after the completion of conference/feed back, e-Marketing, Development of Mobile Apps, Attendance Management System, Abstract Submission System, Peer Review Abstract Screening & Rating System, Files Sharing Facilities, Generation of various reporting facilities, SMS Gateway Integrations & Alerts Facility.

“REGISTRATION FORM”

“General Information”	
Bidders/Firm Name:	
<u>Bidders/Firm Details*</u> Postal Address (Registered/Branch office): Contact Number: Email ID: Website: *Enclose Company Profile with registration details:	
Establishment Year:	
Proprietor/Contact Person Name:	
Designation:	
Mobile No:	
Telephone No:	



Fax No:		
Email ID:		
Type of Firm: (Tick only)	Sole Proprietor [] Partnership [] Private Limited Co. [] Public Limited Co. [] Public Sector [] Any other []	
Nature of Business/Services Offered: (Tick only)	Event Management [] Virtual events []	
Business Profile & events organized in last 3 Financial years	Provide Customer List, available facilities and other details along with supporting documents.	
Similar work experience in last 3 Financial years.	(Enclose Work Orders / Work Completion Report Etc.)	
Performance Certificates from Clients	Enclose as Annexure	
Proposal (include Scope of Work, kind of support/requirements from host institution/time lines, photographs of earlier events organized, any other relevant details)	Enclose as Annexure	
“Financial Information”		
Details of Bank Account	Name of Bank:	
	Branch:	
	Address:	
	Contact:	
	Email ID:	
	IFSC Code:	
	MICR Code:	
	Account Name:	
	Account Number:	
	Account Type:	

GST No.	Enclose Copy	
PAN No.	Enclose Copy	
IT Return of last 3years	Enclose Copy	
Average Audited Annual Turn Over of last 3 Years: (Please Mention)	F. Y. 2020-21	Rs. (In Lacs)
	F. Y. 2019-20	Rs. (In Lacs)
	F. Y. 2018-19	Rs. (In Lacs)

DECLARATION

The above information is true to the best of my knowledge and we undertake to inform CIPET:SARP-ARSTPS for any change in our business details.

Place:
Date:

Authorized Signatory
with seal

(FOR OFFICE USE ONLY)

As Presented by Firm/Bidder:

Technical Capability : Satisfactory/Not Satisfactory

Present Customer list : Satisfactory/Not Satisfactory

Facilities Available : Satisfactory/Not Satisfactory

Financial Status : Satisfactory/Not Satisfactory

Whether the Firm/Bidder can be Qualified: Yes / No

Date:

Signature of Approving Authority

NOTE

1. The envelope should be Superscribed with the EOI No.
2. The service shall be engaged as per established procedures.
3. Only the eligible bidders for the above work will be called for detailed discussion / presentation.
4. CIPET:SARP-ARSTPS reserves the right to accept or reject any or all the Bidder's application form or cancel the EOI process without assigning any reasons thereof.