

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS), BHUBANESWAR

Department of Chemicals & Petrochemicals

(Ministry of Chemicals & Fertilizers, Govt. of India)

S-3/79, Sector-A, Zone-B, Mancheswar Industrial Estate,

Bhubaneswar-751010, Odisha

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Expression of Interest (Eoi) for “SUPPLY OF STUDENTS BAG”

TENDER NO. CIPET: CSTS/BBSR/STUDENTS BAG/2022-23/10

LAST DATE FOR SUBMISSION OF BID: 19.10.2022

INSTRUCTIONS TO BIDDERS

A. Introduction

CIPET is a premier national institution under the aegis of the Ministry of Chemicals Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR). CIPET operates on hub & spokes model with 37 locations -08High Learning Centers(IPT), 23 Centers for Skilling And Technical Support(CSTS),3 Specialized Centres,03 R & D Wings, spread across the country catering to the needs of Polymer and allied industries. 05 more centers are in the process of establishment.

The EOI will be required to submit in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as “Technical Bid” should contain an introductory letter of contractor along with copies of documents as evidences. The Individuals/firms/Supplier has to fill up Annexure “A” with his signature along with all supporting documents and samples.

Envelop No. II super/scribed as EOI for “Financial Bid” and should contain the EOI form duly signed in each page by contractor/authorized signatory along with priced bid. The Individual/firm has to fill up Annexure “B”.

Both Envelope I & II should be placed in large envelope which should be super-scribed As “**Supply of Students bag**” and addressed to CIPET: CSTS, Sector –A ,Zone -B Mancheswar Industrial Estate,Bhubaneswar,Odisha-751010

B. THE BIDDING DOCUMENTS

1. Submission of Bids

A. TECHNICAL BID should include the following:-

- Detailed specification of the products/items/materials.
- Performance Statement along with proof of supplies(PO copies)
- Qualification Criteria.
- GSTIN, PAN card, & IT return for last 03 years(2019-2020,2020-2021,2021-2022)
- The Technical Bids shall be opening on **20.10.2022 @11.00AM**, after evaluation of technical bid commercial bid shall be open for the qualified bidders.

B. COMMERCIAL BID should include the following:-

- Statement showing the price of the each items which is mentioned in the Technical Bid (the acceptance and rejection of spare parts as per requirement will be at sole discretion of CIPET:CSTS, Bhubaneswar)
- Conditional bids will not be accepted. The condition laid down by CIPET:CSTS, Bhubaneswar is final and binding on all bidders.
- The quote should be in Indian Currency (INR).

- Rate Quoted shall be inclusive of Transportation, Packing, Drawing & Designing and other Charges if any. GST Shall be charge extra as applicable.
- The Director & Head, CIPET:CSTS, Bhubaneswar reserves the right to accept or reject any tender or all tenders at any time prior to award of contract without assigning any reasons whatsoever and no correspondence shall be entertained in this regard.

C. Eligible Criteria for Bidders

- Experience Criteria: The Bidder should have regularly manufactured and supplied same or similar Category Products to any Central / State Govt Organization /PSU / Public Listed Company/reputed institution for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year.
- Bidder Turn over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be Rs.2.00 Lakhs. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
- Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- Self declaration on “**NO PENDING LITIGATION**”.
- The Bidders shall give a list of his relatives working with the CIPET along with their designations and addresses.

- **General Instructions and Terms & Conditions**

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (Individual/firm) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. Bids must be received by the Purchaser at the address specified under commercial bid not later than 05.30 PM on 19.10.2022
4. The large envelope (containing separate envelope I & II) will be opened first. Thereafter the **envelope I** i.e. Technical Bid will be opened
5. Those bidders who have not enclosed Technical Bid documents & not submitted. In such cases their **Envelope II** which contains the financial bid will not be considered.
 - a. The **envelope II** i.e. Financial Bid will be opened for those parties who have qualified in the technical evaluation.
6. The Bidders has to provide one set Sample of Students Bag on returnable basis before opening of Financial Bid & if the sample found unsatisfactory the bidder will be disqualified in technical evaluation.

7. Bidder shall be responsible for the defect in Students bag and discrepancies in size. If found any, the bidder will replace the same at his own cost.
8. No bidder shall contact the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.
9. The bidder shall be solely responsible for supplying/delivery of materials to the different locations of CIPET at their own cost as and when required.
10. The bidder shall be solely responsible for supplying of materials as per the order given in the time bound manner failing which CIPET has reserves the right to cancel the contract without assigning any reasons whatsoever.
11. The bidder must have a local office at Bhubaneswar/ Cuttack / Khordha for smooth communication to the training location.
12. In case of urgency, the bidder must ensure to supply the delivery within 24 hours of getting the order.
13. Supply of Students Bag to be made at three different location of CIPET as mentioned below as per the requirement of each centers:
 - CIPET:CSTS, S-3/79,Sector A, Zone B, Mancheshwar Industrial Estate, Bhubaneswar, Odisha 751010
 - CIPET:PPEC, Plastics Park, Siju, Jhimani,Paradeep, Odisha 754141
 - CIPET, BPUT Campus, chend colony, Rourkela, sundargarh, Odisha.
14. The rate contract shall be valid for one year from the date of award of notification which can be further extended for two more years at the same terms & condition based on mutual consent and the satisfactory services.
15. Applicable taxes will be deducted as per prevailing Government rules and regulations.
16. In the case of dispute or differences arising between the purchaser and Supplier relating to any matter arising out or connected with this agreement, such dispute or differences shall be referred within the Jurisdiction of Bhubaneswar (ODISHA).
17. The undersigned reserves the right to accept/reject any or all Tenders without assigning any reason thereof. No claims whatsoever shall be entertained for the loss/damage suffered by the parties/bidders on account of such rejection.

Director & Head
CIPET:CSTS,Bhubaneswar

Expression of Interest (EOI) for SUPPLY OF STUDENTS BAG

Individual/Firm/Supplier Details for Technical Evaluation:

Sl. No.	Particulars	
01	Type of the Organization (Public Sector /Limited/Private limited/Partnership/ Proprietary /Society/Any other.)	
02	Name of the Individual/Firm/Supplier	
03	Address	
04	Contact Person	
05	Mobile No.	
06	E- mail	
07	Mandatory documents :	
	A) GSTIN No.	
	B) PAN No	
	C) Bank Account Details	
	D)Experience Certificate (supporting document to be attach)	
	E) Bidder Turn Over Criteria (supporting document to be attach)	
	F) Bidder financial standing (supporting document to be attach)	
	G)It Return for last 03 years (supporting document to be attach)	
	H) Specification of material /item (supporting document to be attach)	

Note: Attach extra sheet if required.

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

SCOPE OF WORK

Name of the Work: **SUPPLY OF STUDENTS BAG**

Sl. No.	Description of the Item/Work	Specification	Qty.(in Nos) (Approximately for one year)	Remarks
01	Students bag (Black & white logo print)	<ul style="list-style-type: none">• Colour- Black• Warranty- 06 Months on stitching from date on supply.• 02 Main pocket & front box pocket• Back side handle, Bottle packet• Size-17”X11”X5”X2 .5”	600	The quantity mentioned is as per approx. requirement for one year & the order will be placed phase wise as per the actual requirement from time to time.
02	Students bag- (Colour logo print)	<ul style="list-style-type: none">• Material- Black Mitti Lilion• Printing work shall be made on front box packet as per the instruction from time to time	400	

- ❖ The quantity of materials to be supplied by the bidders as and when required by the purchaser.
- ❖ Sample of Students bag may be collect from CIPET:CSTS,Bhubaneswar.

Place:

Date:

Signature of Proprietor/Partner/Director

Envelope II (Financial Bid)

Sl. No.	Description of the Item/Work	Specification	Rate per piece
01	Students bag (Black & white logo print)	<ul style="list-style-type: none">• Colour- Black• Warranty- 06 Months on stitching from date on supply.• 02 Main pocket & front box pocket• Back side handle, Bottle packet• Size-17”X11”X5”X2 .5”	
02	Students bag- (Colour logo print)	<ul style="list-style-type: none">• Material- Black Mitti Lilon• Printing work shall be made on front box packet as per the instruction from time to time	

Place:

Date:

Signature of Proprietor/Partner/Director