

**Expression of Interest (Eoi)
For Event Management Work at CIPET Raipur**

Doc. No. : CIPET/RPR/Event_EOI/06

**CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING AND TECHNOLOGY,
(Department of Chemicals & Petrochemicals)
(Ministry of Chemicals & Fertilizers, Govt. of India)
Plot No. 48, Industrial Area Bhanpuri, Raipur – 493221, (C.G)
E-Mail: cipetraipur@gmail.com, raipur@cipet.gov.in, Ph No.0771-6673009/13
Website: www.cipet.gov.in**





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EXPRESSION OF INTEREST (EOI)

1. Last date & time for issue of EOI documents : 18/09/2023 up to 4.00PM
2. Last date & time for submission of filled in EOI documents : 18/09/2023 up to 5.00PM

Sealed EOI are invited from the registered Firms/Company/Proprietor for Event Management Work at CIPET Raipur.

CIPET reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reason for doing so.

Director & Head

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 (Proprietor/Company/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. **Amendment of Bidding Documents:**

At any time prior to the submission of the bids, the Purchaser may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments.

The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. **Signing of Bid**

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. **Submission of Bid**

(a) The EOI will be required to submit the EOI in two bid system 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 Proprietors/firms/Company has to fill up Annexure “A” with his signature along with all supporting documents. The qualified participants of “Technical Bid” shall be invited to submit “Financial Bid” in the required format. The technically qualified participants have to submit Financial Bid” in required format within 02 days of the intimation.

Envelope should be placed in large envelope which should be super-scribed As “EOI for Event Management Work at CIPET Raipur” and addressed to Director & Head, CIPET, Industrial Area, Raipur 493221
6. If the envelope is not sealed and marked, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.
7. **Deadline for submission of Bids**

Bids must be received by the Purchaser at the address specified under commercial bid not later than 05.00 PM on 18/09/2023.
8. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
9. **Contacting the Purchaser**

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.
10. **Evaluation of Bid**
 - (i) The Technical Bid will be opened first.
 - (ii) Those tenderers who have not qualified in Technical Bid will not be called to submit “Financial Bid”.

(iii) If the price quoted by two or more firms/Company/Proprietor are same then the bid will be finalized on the basis of the past experience which will be final & binding on all the bidders.

- 11.** Work can be added as per requirement on mutual consent and rates as agreed. The work should be strictly adhered failing which CIPET reserves the right to cancel the order without assigning any reasons whatsoever.
- 12. Payment**
100% of the Contract Price for successful & satisfactory completion of work shall be paid within 15 days of submission of invoice.
- 13.** CIPET reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
- 14.** The Director & Head, CIPET is the final authority and his decision will be final and binding on the supplier for any disputes.
- 15.** All legal disputes will have the jurisdiction of Raipur City only.

CIPET- Raipur

TECHNICAL BID

EOI No: CIPET/RPR/ Event EOI/06

DESCRIPTION: Expression of Interest for Event Management Work at CIPET Raipur

Sr No	PARTICULARS	
1.	Name of the authorized /Firm/Co./Proprietor	
2.	Postal address	
3.	Mobile No	
4.	Name of Contact person	
5.	E-Mail ID	
6.	Pan(copy enclosed)	
7.	GST Registration No. (copy enclosed)	
8.	ITR of last two A.Y	
9.	Similar Experience in Last two F.Y(Experience Certificate copy enclosed)	
10.	Any Other details(MSME/NSIC)	

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

FINANCIAL / PRICE BID**[To be submitted in a separate sealed cover on Letter Head]**

Date

**To,
M/s. CIPET, Raipur
Bhanpuri Industrial area, near
Urkura Railway Station, Raipur - 493221**

**Dear Sir,
Subject: Financial Bid for EOI for Event Management Work at CIPET, Raipur**

In response to EOI No. **CIPET/RPR/ Event_EOI/06**_cited above, we are pleased to enclose the following as our financial bid for your kind consideration:

Sl No.	Description of Work	Amount
01	Flex Printing & Fixing	
02	Stall	
03	LED Panel	
04	Catering	
05	Arrangement of Chairs	
06	Bus AC/Non AC 55 Seater	
07	Youtube Live Streaming	
08	Colum AC/Cooler	

****GST:
Other Terms:**

Place:**Sign. Of Bidder with Stamp**

***Above description of work mentioned is tentative. Detailed and actual BOQ Financial Bid shall be invited from Technically Qualified bidders.**