

# Expression of Interest (Eoi) for Event Management

Doc. No. : CIPET/RPR/Event\_EOI/10



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**CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY,**  
(Department of Chemicals & Petrochemicals)  
(Ministry of Chemicals & Fertilizers, Govt. of India)  
(ISO9001-2008 certified and NABL Accredited National Institution)  
Plot No. 48, Industrial Area Bhanpuri, Raipur – 493221, (C.G)  
E-Mail: [cipetraipur@gmail.com](mailto:cipetraipur@gmail.com), [raipur@cipet.gov.in](mailto:raipur@cipet.gov.in), Ph No.0771-6673000  
Website: [www.cipet.gov.in](http://www.cipet.gov.in)



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*EXPRESSION OF INTEREST (EOI)*

1. Last date & time for issue of EOI documents : 20/02/2020 up to 5.30PM
2. Last date & time for submission of filled in EOI documents : 21/02/2020 up to 5.30PM

Sealed EOI are invited from the reputed Individuals/Firms/Company for Empanelment of Event Manager for Event Management Work on Annual Rate Basis 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 (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. **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 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/Company has to fill up Annexure “A” with his signature along with all supporting documents. 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 price bid. The Individual/firm/Company have to fill up Annexure “B”.

Both Envelope I & II should be placed in large envelope which should be super-scribed As “**EOI for Event Management Work**” 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 05.30 PM on 21/02/2020
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 large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.

(ii) Those tenderers who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.

(iii) The bidders will be pre-qualified in technical bid, who fulfills the criteria in Technical Bid form.

(iv) The envelope II i.e. Financial Bid will be opened for those parties who submitted Technical Bid.

(v). The contract will be awarded to the L1 bidder in financial bid. In case of one bidder is L1 in half items & other is L1 in other half items than preference will be given to the bidder who is L1 in maximum items and can be negotiate to revised at L1 rate.

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

**11.** The work should be strictly adhered filling which CIPET reserves the right to cancel the order without assigning any reasons whatsoever.

**12. Payment**

100% of the Contract Price for successful 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/10****DESCRIPTION: Expression of Interest for Event Management Work at CIPET Raipur**

<b>Sr No</b>	<b>PARTICULARS</b>	
1.	Name of the authorized Individual/Firm/Co.	
2.	Postal address	
3.	Mobile No	
4.	Name of Contact person	
5.	Mobile No	
6.	E-Mail ID	
7.	Firms Registration Certificate(copy enclosed)	
8.	GST Registration No. (copy enclosed)	
9.	Income Tax Return of the last two A.Y (2018-2019,2019-20) (copy enclosed)	
10.	Profit Loss Account of last two F.Y(2017-18,2018-19)	
11.	Balance Sheet of Last two F.Y(2017-18,2018-19)	
12.	Similar Experience in Last two F.Y(Experience Certificate copy enclosed)	

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

## FINANCIAL / PRICE BID

<b>S.No</b>	<b>Item Description</b>	<b>Unit</b>	<b>Rate per Unit</b>
<b>1.</b>	<b>Tent</b>	<b>Sqft</b>	
<b>2.</b>	<b>Carpet(15'X15')</b>	<b>Sqft</b>	
<b>3.</b>	<b>Fiber Chairs</b>	<b>Nos</b>	
<b>4.</b>	<b>Tables with frill and white covers(2.5X4)</b>	<b>Nos</b>	
<b>5.</b>	<b>Backdrop with Frame(12'X8')</b>	<b>Sqft</b>	
<b>6.</b>	<b>Main stage with Backdrop Masking(20'X16')</b>	<b>Sqft</b>	
<b>7.</b>	<b>2 Sided Stairs</b>	<b>Nos</b>	
<b>8.</b>	<b>Running Carpet</b>	<b>Sqft</b>	
<b>9.</b>	<b>Cushion Chairs</b>	<b>Nos</b>	
<b>10.</b>	<b>Sofa</b>	<b>Nos</b>	
<b>11.</b>	<b>Podium</b>	<b>Nos</b>	
<b>12.</b>	<b>Flag Poles</b>	<b>Nos</b>	
<b>13.</b>	<b>Bamboo Barricading(4" Height)</b>	<b>Sqmtr</b>	
<b>14.</b>	<b>Backdrop (Flex with Frame)(20'X10')</b>	<b>Sqft</b>	
<b>15.</b>	<b>Stage Branding</b>	<b>Sqft</b>	
<b>16.</b>	<b>Podium Branding(Vinyl Printing)(3'X6')</b>	<b>Sqft</b>	
<b>17.</b>	<b>Venue Lighting Halogen</b>	<b>Nos</b>	
<b>18.</b>	<b>Photography with Album</b>	<b>Lump Sump</b>	
<b>19.</b>	<b>Videography Manual</b>	<b>Lump Sump</b>	
<b>20.</b>	<b>Videography with Drone</b>	<b>Lump Sump</b>	
<b>21</b>	<b>Music &amp; Sound System</b>	<b>Lump Sump</b>	
<b>22</b>	<b>Lighting</b>	<b>Lump Sump</b>	

Terms & conditions:

1. Taxes:
2. Transportation Charges:
3. Payment terms:

Place:

Date:

Signature of Proprietor/Partner/Director  
Office Seal