

Expression of Interest (EOI)

For

Providing Event Management Service

Towards

**“Organising Conference on Recent
Advancement in Material and Manufacturing”**

By

CIPET:IPT, Bhubaneswar

Document no. CIPET:IPT/BBSR/RAMM 23/2023-24/03, Date:- 18-10-2023

CIPET: IPT
(Department of Chemicals & Petrochemicals)
(Ministry of Chemicals & Fertilizers, Govt. of India)

B/25, CNI Complex, Patia,
Bhubaneswar, Odisha 751024
Ph. No: 0674 2743462/ 767

e-mail: bhubaneswar@cipet.gov.in, cipetbbsr@gmail.com

Website: www.cipet.gov.in



EXPRESSION OF INTEREST (EOI)

1. Last date & time for issue of EOI documents : 27-10-2023 up to 12.00 PM
2. Last date & time for submission of filled in EOI documents : 27-10-2023 up to 02.30 PM

Sealed EOI are invited from the reputed Event Management Agency/Firms for **“Providing Event Management Service”** for **“Organizing Conference on Recent Advancement in Materials and Manufacturing”** at **CIPET: IPT, B/25, CNI Complex, Patia, Bhubaneswar, Orissa, 751024.**

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

Principal Director & Head

CIPET, B/25, CNI Complex,
Patia, Bhubaneswar,
Odisha 751024

Ph. No: 0674 2743462/ 767

Web: www.cipet.gov.in

Alternate e-mail: bhubaneswar@cipet.gov.in

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 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 Service Receiver 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 for the past 3 years Income Tax Return, Balance Sheet and past experience and other document mentioned in Annexure-A. The Architect/Consultant has to fill up Annexure “A” with his signature along with all supporting documents.

Envelope No. II super/scribed as “Financial Bid” should contain the EOI as per Annexure B duly signed by authorized signatory.

Both Envelope I & II should be placed in large envelope which should be super-scribed

As “**Organising Conference on Recent Advancement in Materials and Manufacturing**” at **CIPET:IPT, Bhubaneswar** and addressed to **Principal Director &Head, B/25, CNI Complex, Patia, Bhubaneswar,Odisha.751024.**

6. If the envelope is not sealed and marked, the Service Receiver will assume no responsibility for the bid’s misplacement or premature opening.
7. **Deadline for submission of Bids**
Bids must be received by the Service Receiver at the address specified under commercial bid not later than **02.30 PM on 27-10-2023**
8. The Service Receiver 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 Service Receiver and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

9. Contacting the Service Receiver

No bidder shall contract the Service Receiver 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 in the Presence of the bidders on **03.00 PM on 27-10-2023 onwards**. Thereafter the Envelope I i.e. Technical Bid will be opened.

(ii) Those Participants 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 Envelope II i.e. Financial Bid will be opened for those parties who qualify in Technical Bid

(iv) The contract will be awarded to the L1 bidder in financial bid.

(v) If the price quoted by two or more Architect/Consultant are same then the bid will be finalized on the basis of past experience/Turnover of the organization. However the decision of Director & Head will be final & binding on all the bidders.

14. CIPET:IPT,Bhubaneswar reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
15. The Principal Director & Head, CIPET:IPT,Bhubaneswar is the final authority and his decision will be final and binding on the supplier for any disputes.
16. All legal disputes will have the jurisdiction of Bhubaneswar City only.
17. The event management firm/agency should have established office in Odisha Sate.

"Annexure: A"

EXPRESSION OF INTEREST (EOI)

Providing Event Management Service at CIPET:IPT, Bhubaneswar for "Organising Conference on Recent Advancement in Material and Manufacturing" Technical Bid

SI. No.	PARTICULARS	FILL THE RESPECTIVE ROW BY THE BIDDER		
1.	Name of the authorized event management Firms/Agency.			
2.	Postal address			
3.	Telephone No. with STD code			
4.	Name of Contact person			
5.	Mobile No			
6.	E-Mail ID			
7.	Firms Registration Certificate(copy enclosed)			
8.	PAN (Permanent Account Number) (copy enclosed)			
9.	GST Registration No. (copy enclosed)			
10.	Work Experience of last three Financial Years in Event Management Services (Copy Attached)			
11.	Income Tax Return of the three assessment year (copy enclosed)	2020-21	2021-22	2022-23
12.	Balance Sheet of Last three F.Y.	2020-21	2021-22	2022-23

Note: Attach extra sheet if required.

Place:
Date:

Signature of Bidder with Seal
Office Seal

"Annexure: B"

EXPRESSION OF INTEREST (EOI)

**Providing Event Management Service at CIPET:IPT, Bhubaneswar for
"Organising Conference on Recent Advancement in Material and
Manufacturing"**

"FINANCIAL BID"

**To,
Principal Director & Head
CIPET: IPT
B/25, CNI Complex
Patia, Bhubaneswar,
Odisha 751024**

**Subject: Providing Event Management Service at CIPET:IPT, Bhubaneswar for
"Organising Conference on Recent Advancement in Material and
Manufacturing"**

Dear Sir,

In response to **CIPET:IPT/BBSR/RAMM_23/2023-24/03** Date:- 18-10-2023, we are pleased to enclose the following as our financial bid for your kind consideration:

Sl. No	Description of the Work	Total Amount (in `)
1.	Providing Event Management Service at CIPET:IPT, Bhubaneswar for "Organising Conference on Recent Advancement in Material and Manufacturing"	As per Enclosed List- "Annexure-C"

Terms and Conditions :

- Payment :
- Work Execution :
- Taxes :
- Any Other Charge (Plz. Mention)

Place:

Signature of Bidder with Seal

"Annexure – C"

Sl. No.	Particulars	Qty.	Rate/Qty. (in `)	Total (in `)
1	New Carpeting & Tapping in stage (28' X 10')	280 Sq. ft.		
2	Carpeting (New)	4000 Sq. ft.		
3	2.5 P LED Wall (16' X 7')	112 sq. ft.		
4	2P LED Wall(8' x 5.5')	44 sq. ft		
5	Octonorm Stall (4 m X 3 m)	11 nos.		
6	Box Gate (30' X 12')	01 nos.		
7	Hi-Executive Chair With White Towel	08 nos.		
8	Glass Teapoy	08 nos.		
9	Banquet Chairs With Covers	150 nos.		
10	Console Masking (16' X 4')	64 Sq. ft.		
11	Podium With Branding (02 days)	Lumpsum		
12	Flowers Decor (1 Box Gate, 2 Glass Door, 1 Podium, 20 Table Bouquet, 10 Hand Bouquet), Stair Case	Lumpsum		
13	Standee (6' X 3')	20 nos.		
14	2 Seater Soft With White Towel	16 nos.		
15	Teapoy for Sofa	8 nos.		
16	Cordless Mic (02 days)	08 nos.		
17	Collar Mic (02 days)	04 nos.		



सिपेट: आई. पी. टी. ,भुवनेश्वर



CIPET:IPT/BBSR/RAMM_23/2023-24/03

Date:- 18-10-2023

वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

18	Podium Mic (02 days)	02 nos.		
19	Tower AC(2Ton)	04 nos.		
20	Lights On Stand for Stage (02 days)	Lumpsum		
Grand Total (in `)				

Note :

- Above mentioned quantities may increase or decrease during the course of organizing the aforementioned event.