

**Expression of Interest (Eoi)
for Printing & Supply Work**

Doc. No. : CIPET/RPR/Printing_EOI/2021-22/02



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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.0771-6673000

Website: www.cipet.gov.in



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EXPRESSION OF INTEREST (EOI)

1. Last date & time for submission of filled in EOI documents : 28/03/2022 up to 5.30PM

Sealed EOI are invited from the reputed Individuals/Firms/Supplier for **Printing & Supply Work at CIPET Raipur on Annual Rate Basis.**

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.

Admin Incharge

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/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 “EOI for Printing & Supply Work” and addressed to Admin Incharge, 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 28/03/2022
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 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.

(iii) The bidders will be pre-qualified in technical bid, who fulfills the following criteria:

- Valid GSTIN no.
- Valid PAN no.
- Valid Bank Account No.
- IFSC Code:

(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.

(vi) If the price quoted by two or more Individuals/firms/Supplier are same then the bid will be finalized on the basis of the decision of Director & Head will be final & binding on all the bidders.

(vii)The rate contract shall be valid for one year which can be further extended for two more years based on mutual consent and the satisfactory services.

11. The delivery period 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 supply of items received shall be paid within 15 days of receipt of items at the destination and submission of claim supported by the Acceptance Certificate issued by Purchaser's representative.

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.

16. Rate Quoted shall be inclusive of Transportation, Designing & other Charges. GST Shall be charge extra as applicable.

Annexure: A

CIPET- Raipur

Expression of Interest (EOI) for Printing & Supply Work

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 or any other details(if any)	

Note: Attach extra sheet if required.

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

FINANCIAL / PRICE BID

S.No	Description of Work	Rate per Nos		
1	Printing & Supply of Note Book -Multicolour Laminated Cover with Institute Name (As per Sample) Paper-60 GSM(Minimum 500Pc) Cover-250GSM			
1	Printing & Supply of Practical Record Book with Institute Name(As per Sample)(Max Pages upto 150 with page number print)- Paper-60 GSM(Minimum 1000 Pcs)			
S.No	Description of Work	Rate per Page(Single Side & Both Side)	Rate Per Cover	Rate per Binding
1	Printing & Supply of Course Material Multicolour Laminated Cover with Course & Institute Name(As per sample)-250gsm Paper-70 Gsm			
S.No	Description of Work	Rate per sqft		
1	Printing & Supply of Flex/Fabric Banner with Frame			
2	Printing & Supply of Flex/Fabric Banner without Frame			
3	Printing & Supply of Vinyl Banner without Frame			
4	Printing & Supply of Vinyl Banner with Frame			
S.No	Description of Work	Rate per Nos		
1	Printing & Supply of Multicolour 3 Fold Brochure(Minimum 1000 Pcs)(As per Sample) GSM-120-130			
2	Printing & Supply of Single Colour A-4 Pamphlet(Minimum 1000 Pcs)(Single Side) (As per Sample) GSM-60			
3	Printing & Supply of Multicolour A-3 Sticker(Minimum 200 Pcs)(Single Side) (As per Sample)			
4.	Printing & Supply of Multicolour A-3 Poster(Minimum 200 Pcs)(Single Side) (As per Sample)			
5	Printing & Supply of Multicolour A-8 Pamphlet(Minimum 500 Pcs)(Both Side) (As per Sample)			
6.	Printing & Supply of Sticker 4"X6" Inch Multicolour(Minimum 200Pcs) (As per Sample)			
7	Printing & Supply of Multicolour A-4 Pamphlet(Minimum 1000 Pcs)(Single Side) (As per Sample) GSM-90			
8.	Printing & Supply of Letter Head of CIPET Raipur Single Side Multicolour(As per Sample)(Minimum 5000 Pcs) GSM:100 Paper: Bond Paper			
9.	Printing & Supply of Letter Head of CIPET Raipur Single Side Multicolour(As per Sample)(Minimum 25000 Pcs) GSM:80 Paper: Loose Paper A4 Size			

Signature of Proprietor/Partner/Director
Office Seal