

**Expression of Interest (Eoi)
for Empanelment of Advertisement Agency**

Doc. No. : CIPET/RPR/Advt_EOI/08



**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)
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Website: www.cipet.gov.in**



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EXPRESSION OF INTEREST (EOI)

1. Last date & time for issue of EOI documents : 26/12/2023 up to 3.00PM
2. Last date & time for submission of filled in EOI documents : 26/12/2023 up to 5.30PM

Sealed EOI are invited from the **Advertisement Agency** for Empanelment of Advertisement Agency on **DAVP Rates** 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 (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 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 Agency along with copies of documents as evidences for the past 3 years turn over, past experience in any Government Organization . The Agency 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 priced bid. The Agency has to fill up Annexure “B”.

Both Envelope I & II should be placed in large envelope which should be super-scribed As “**EOI for Empanelment of Advertisement Agency**” and addressed to
Director & Head, CIPET, Industrial Area, Raipur 493221
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 05.30 PM on 26/12/2023
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. 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 following criteria:

- Minimum annual turnover of Rs 100 Lakh.
- Experience in Any Government Organization.
- GSTIN no(If applicable).
- Valid PAN no.

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

(v). The contract will be awarded on the basis of Turnover, Past Experience & other benefits(if any) offer to CIPET Raipur.

(vi) Preference shall be given to the agency holding INS Accreditation Certificate.

(vii)Relaxation shall be given to MSME/NSIC in terms of prior turnover/experience criteria.

(viii)Empanelment shall be maximum period of three year.

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

12. Payment

100% 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.

Annexure: A

CIPET- Raipur

Expression of Interest (EOI) for Empanelment of Advertisement Agency

Agency/Firm Details for Technical Evaluation:

Sl. No.	Particulars	
1	Name of the Agency	
2	Address	
3	Contact Person	
4	Telephone/Mobile No.	
5	E- mail	
6	Experience of last three years (Attach proof)	
7	Proof of Turnover for last 3 years(Attached)	
8.	GSTIN No.(if applicable)	
9.	PAN No	
10.	Any other details(MSME/NSIC)	

Note: Attach extra sheet if required.

Place:

Authorized Signatory

Date:

Office Seal

Annexure: B

Offer(if any)

S No.	Description	Amount
01	Discount	in%

Place:

Date:

Authorized Signatory

Office Seal