

**Expression of Interest (Eoi)  
for Courier Service Work**

**Doc. No. : CIPET/MDU/Courier\_EOI/03**



**CIPET सिपेट**  
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**CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND  
TECHNOLOGY, (Department of Chemicals & Petrochemicals)  
(Ministry of Chemicals & Fertilizers, Govt. of India)  
489/1, Near Periyar Samathuvapuram, Thiruvathavur, Madurai – 625110, (C.G)  
E-Mail: [atpdc.cipetmdu@gmail.com](mailto:atpdc.cipetmdu@gmail.com), Ph.No.0452 -2424277  
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 : 31/01/2020 up to 5.30PM
2. Last date & time for submission of filled in EOI documents : 14/02/2020 up to 5.30PM

Sealed EOI are invited from the reputed Individuals/Firms/Supplier for Courier Service Work at CIPET Madurai.

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/Supplier have 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 have to fill up Annexure “B” .

Both Envelope I & II should be placed in large envelope which should be super-scribed As “**EOI for Courier Service Work**” and addressed to Director & Head, CIPET, 489/1, Near Periyar Samathuvapuram, Thiruvathavur, Madurai – 625110
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 14/02/2020
8. **Contacting the Purchaser**

No bidder shall contract 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 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.

**11.** The delivery period 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 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.

## CIPET- CSTS, Madurai

## Expression of Interest (EOI) for Courier Service Work

**Individual/Firm/Supplier Details for Technical Evaluation:**

Sl. No.	Particulars	
1	Type of the Organization (Public Sector /Limited/Private limited/Partnership/ Proprietary /Society/Any other.)	
2	Name of the Individual/Firm/Supplier	
3	Address	
4	Contact Person	
5	Telephone/Mobile No.	
6	E- mail	
7	Month and year of establishment	
8	Name of Proprietor/Partner/Director	
9	Mandatory documents :	
	A) GSTIN No.	
	B) PAN No	
	C) Bank Account Details	

Note: Attach extra sheet if required.

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

**FINANCIAL / PRICE BID**

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S.No	Description of Work	Rate per Nos
1.	Courier Service with in Tamil Nadu & Pondicherry	
2.	Courier Service Other State	

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Terms & conditions:

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1. Taxes:
2. Transportation & Packing Charges:
3. Payment terms:
4. Delivery period:

Place:

Date:

Signature of Proprietor/Partner/Director  
Office Seal