

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

**Doc. No. :
CIPET:SARP-LARPM /BBSR/EAA/20-21/02**



CIPET सिपेट
probe • perform • practice • Plastics

CIPET: SARP-LARPM
(Department of Chemicals & Petrochemicals)
(Ministry of Chemicals & Fertilizers, Govt. of India)

B/25, CNI Complex, (P.O.) KIIT, Patia,
Bhubaneswar, Orissa 751024

Ph. No: 0674 2742852, 2740173

Fax No: 0674 2740463

Web: www.larpm.gov.in

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CIPET:SARP- LARPM

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EXPRESSION OF INTEREST (EOI)

1. Last date & time for issue of EOI documents : 12/12/2020 up to 3.30PM
2. Last date & time for submission of filled in EOI documents :12/12/2020 up to 5.30PM

Sealed EOI are invited from the **INS Accredited Advertisement Agency** having annual turnover of Rs 100 Lakh or more for Empanelment of Advertisement Agency on **DAVP Rate** at CIPET:SARP-LARPM Bhubaneswar.

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

Asst Admin Officer

CIPET, B/25, CNI Complex
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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 Agency/authorized signatory along with price 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 CIPET: SARP-LARPM 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 05.30 PM on 12/12/2020
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 contact 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 Average annual turnover of Rs 100 Lakh of last 3 years.
- INS Accreditation Certificate.
- Experience in Any Government Organization (Print and Electronic Media both).
- 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 will qualify in Technical Bid.

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

12. Advertisement should be published in DAVP rate only as per the approved Rate of the concerned Newspaper.

13. Payment

100% shall be paid within 15 days of submission of Invoice.

14. CIPET reserves the right to reject any or all EOI in full or part thereof without assigning any reason.

15. The Director& Head, CIPET:SARP-LARPM 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 only.

EXPRESSION OF INTEREST (EOI)

For empanelment of Advertisement Agency at CIPET: SARP-LARPM Bhubaneswar

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	Month and year of establishment	
7	Name of Proprietor/Partner/Director	
8	Experience of last three years (Attach proof Word Order or Experience/Performance Certificate)	
9	Proof of Turnover for last 3 years (Average turnover of last 3 financial year more than 100 lakh) 2016-17, 2017-18, 2018-19 (Attached)	
110	Mandatory documents :	
	A) GSTIN No.	
	B) PAN No	
	C) Bank Account Details	
	D)INS Accreditation Certificate	

Note: Attach extra sheet if required.

Place:

Authorized Signatory

Date:

Office Seal

Annexure: B

Expression of Interest (EOI)

For Empanelment of Advertisement Agency at CIPET: SARP- LARPM,
Bhubaneswar

"FINANCIAL BID"

To,
M/s. CIPET: SARP- LARPM
CIPET, B/25, CNI Complex
(P.O.) KIIT, Patia, Bhubaneswar,
Orissa 751024

**Subject: Financial Bid for Empanelment of Advertisement Agency at
CIPET: SARP- LARPM Bhubaneswar.**

Dear Sir,

In response to **EOI No: CIPET:SARP- LARPM/BBSR/EAA/20-21/02** Dt.28-11-2020.
We are pleased to enclose the following as our financial bid for your kind consideration:

Sl. No.	Description	Discount in %
01	Discount (If any) On DAVP Rate	

Place:

Date:

Authorized Signatory

Office Seal