

Expression of Interest (EOI)

For

Providing Event Management Service

Towards

“Organising Workshop on Green Chemistry,
Creating Circular Economy for Sustainable
Plastics”

By

CIPET:SARP-LARPM, Bhubaneswar

Document no. CIPET:SARP-LARPM/BBSR/OWGC 22/2022-23/01, Date:- 26-01-2023

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

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Website: www.cipet.gov.in



सिपेट:एसएआरपी-एलएआरपीएम,भुवनेश्वर

CIPET:SARP-LARPM/BBSR/OWGC_22/2022-23/01

Date:- 26-01-2023



EXPRESSION OF INTEREST (EOI)

1. Last date & time for issue of EOI documents : 06-02-2023 up to 12.00 PM
2. Last date & time for submission of filled in EOI documents : 06-02-2023 up to 12.30 PM

Sealed EOI are invited from the reputed Event Management Agency/Firms for **“Providing Event Management Service”** for **“Organizing Workshop on Green Chemistry, Creating Circular Economy for Sustainable Plastics”** at **CIPET: SARP-LARPM**, B/25, CNI Complex, (P.O.) KIIT, Patia, Bhubaneswar, Orissa, 751024.

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.

Purchase In-Charge

CIPET, 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
Alternate e-mail: larpm@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 Workshop on Green Chemistry, Creating Circular Economy for Sustainable Plastics**” at CIPET:SARP-LARPM, Bhubaneswar” and addressed to **Purchase In-Charge, B/25, CNI Complex, (P.O.) KIIT, Patia, Bhubaneswar,Orissa.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 **12.30 PM on 06-02-2023**
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



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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 **01.00 PM on 06-02-2023 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:SARP-LARPM 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 City only.
17. The event management firm/agency should have established office in Odisha Sate.



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Date:- 26-01-2023

“Annexure: A”

EXPRESSION OF INTEREST (EOI)

**Providing Event Management Service at CIPET:SARP-LARPM,
Bhubaneswar for**

**“Organising Workshop on Green Chemistry, Creating Circular
Economy for Sustainable Plastics”**

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)	2019-20	2020-21	2021-22
12.	Balance Sheet of Last three F.Y.	2019-20	2020-21	2021-22

Note: Attach extra sheet if required.

**Place:
Date:**

**Signature of Bidder with Seal
Office Seal**



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CIPET:SARP-LARPM/BBSR/OWGC_22/2022-23/01

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“Annexure: B”

EXPRESSION OF INTEREST (EOI)

Providing Event Management Service at CIPET:SARP-LARPM,
Bhubaneswar for

“Organising Workshop on Green Chemistry, Creating Circular
Economy for Sustainable Plastics”

“FINANCIAL BID”

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

**Subject: Providing Event Management Service at CIPET:SARP-LARPM, Bhubaneswar
at CIPET:SARP-LARPM, Bhubaneswar for “Organising Workshop on
Green Chemistry, Creating Circular Economy for Sustainable
Plastics”**

Dear Sir,

In response to CIPET:SARP-LARPM/BBSR/OWGC 22/2022-23/01, Date:- 27-01-2023, 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:SARP-LARPM, Bhubaneswar for “Organising Workshop on Green Chemistry, Creating Circular Economy for Sustainable Plastics”	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	Stage With New Carpeting & Tapping (24' X 16')	384 Sq. ft.		
2	Carpeting (New)	4000 Sq. ft.		
3	LED Wall (24' X 10')	240 sq. ft.		
4	Octonorm Stall (4 m X 3 m)	06 nos.		
5	Box Gate (30' X 12')	02 nos.		
6	Hi-Executive Chair With White Towel	08 nos.		
7	Glass Teapoy	08 nos.		
8	Banquet Chairs With Covers	100 nos.		
9	Console Masking (16' X 4')	64 Sq. ft.		
10	Podium With Branding (02 days)	Lumpsum		
11	Flowers Decor (2 Box Gate, 2 Glass Door, 1 Podium, 20 Table Bouquet, 10 Hand Bouquet)	Lumpsum		
12	Standee (6' X 3')	20 nos.		
13	2 Seater Soft With White Towel	16 nos.		
14	Teapoy for Sofa	16 nos.		
15	Round Table With Clean Covers	10 nos.		
16	Banquet Chairs with Covers for Round Table	50 nos.		



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वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTU

17	82 KV Genset with Fuel for 12 hrs. (01 no.)	02 days		
18	PA Setup for 100 PAX (02 days)	Lumpsum		
19	Lights On Stand for Stage (02 days)	Lumpsum		
20	Cordless Mic (02 days)	08 nos.		
21	Collar Mic (02 days)	04 nos.		
22	Podium Mic (02 days)	02 nos.		
23	T-shirt	100 nos.		
24	Pen	100 nos.		
25	Notepad	100 nos.		
26	Executive Bags	100 nos.		
Grand Total (in ₹)				

Note :

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