

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS), BHUBANESWAR

Department of Chemicals & Petrochemicals
(Ministry of Chemicals & Fertilizers, Govt. of India)
S-3/79, Sector-A, Zone-B, Mancheswar Industrial Estate,
Bhubaneswar-751010, Odisha
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“EOI FOR EMPANELMENT OF ADVERTISING AGENCIES”

EOI No. CIPET: CIPET: CSTS/BBSR/Adv. Service/2024-25/02

LAST DATE FOR SUBMISSION OF BID: 09.09.2024

Submission of Bids

The Bid document offer should be of two parts Viz., “**TECHNICAL BID**” and “**COMMERCIAL BID**” both marked with details, sealed and packed separately and send together with another cover with the marking “**EOI FOR EMPANELMENT OF ADVERTISING AGENCIES**”.

The content of the both bids should be as under;

The EOI will be required to submit in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as EOI for “Technical Bid” and should contain an introductory letter of firm along with copies of documents as evidences. The Individuals/firms/Agency has to fill up Annexure “A” with seal & signature along with all supporting documents.

Envelope No. II super-scribed as EOI for “Financial Bid” and should contain the price bid form duly signed in each page by the Individuals/firms/Agency.

Both Envelope I & II should be placed in large envelope which should be super-scribed

As “**EOI FOR EMPANELMENT OF ADVERTISING AGENCIES**” and addressed to CIPET: CSTS, Sector –A, Zone -B Mancheswar Industrial Estate, Bhubaneswar, Odisha-751010

SCOPE OF WORK

- CIPET: CSTS invites tender documents from reputed advertising agencies for publishing advertisements in newspapers as and when required by this office.
- The language of advertisement and name of the newspaper will be decided during the time of publication of advertisement by this office.
- The empanelled agency shall do the design and drafting at their own cost, no extra charges will be paid for the same.
- The empanelled agency should take necessary approval from the concerned department before publication the matter in newspaper.
- The empanelled agency should submit the bill on monthly basis alongwith the following documents:
 - (a) Proof of Publication – Copy of confirmation E-mail received from the dept.
 - (b) Newspaper cutting – On which date it is published (if all edition then all copies is required)
 - (c) DAVP rates for the date it is published.
 - (d) Monthly GST bill
- **The agency must quote the rate as per the % of discount given on DAVP rate.**

Eligible Criteria for Bidders:

- Experience Criteria: The Bidder should have in same or similar experience with any Central / State Govt Organization /PSU / Public Listed Company/reputed institution for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid.
- Bidder Turn over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be Rs.10 Lakhs. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
- Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.
- **The bidder must have a local office at Bhubaneswar/ Cuttack / Khordha for smooth communication to the location.**

TECHNICAL BID should include the following:-

- Experience Criteria- Proof of Documents.
- Bidder Turn over Criteria-. Proof of Documents
- GSTIN, PAN card, & IT return for last 03 years(2021-,22,2022-23 & 2023-24)
- The Technical Bids shall be opening on **10.09.2024 @11.00AM**, after evaluation of technical bid commercial bid shall be open for the qualified bidders.

COMMERCIAL BID should include the following:-

- The agency must quote the rate as per the % of discount given on DAVP rate.
- Conditional bids will not be accepted. The condition laid down by CIPET:CSTS, Bhubaneswar is final and binding on all bidders.
- The quote should be in Indian Currency (INR).
- Rate Quoted shall be inclusive of all charges only GST shall be charged extra as applicable.
- Applicable taxes will be deducted as per prevailing Government rules and regulations.

The undersigned reserves the right to accept/reject any or all Tenders without assigning any reason thereof. No claims whatsoever shall be entertained for the loss/damage suffered by the parties/bidders on account of such rejection.

**Director & Head
CIPET:CSTS,Bhubaneswar**



CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY:CSTS
Department of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers, (Govt. of India)
S-3/79,Sector-A,Zone-B,Mancheswar Industrial Estate, Bhubaneswar
Website: www.cipet.gov.in (Cipet Address)

Vender Details

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1	Name of Vendor:	
2	Type of Vender: Manufacturer/Suppliers/ Dealer/Distributor/	
3	Registered Address & Communication Address	
4	Branch Address	
5	Dealership/ Distribution ship Certificate	
6	Contract Person with Contact No.	
7	Email ID	
8	PAN No. (Please Copy Enclosed)	
9	GST No. (Please Copy Enclosed)	
10	Major Material Deals	
11	Signature & Company Seal	



Financial Bid

Sl.No	Name of Newspaper	Edition	DAVP Rate per sqm(in Rs)
01			
02			
03			
04			
05			
Discount offer (if any)in% on above DAVP Rates			

Date:
Place:

Signature of Bidder
With Seal