

CSIR-CENTRAL GLASS & CERAMIC RESEARCH INSTITUTE
196, Raja S.C. Mullick Road, Kolkata – 700 032
TENDER NOTICE NO : 1/M/ICG/CGCRI-2024

Tender ID: 2024_CSIR_197331_1

Bid Submission Period: 06.06.2024 – 18.06.2024

E-tenders are invited through <https://etenders.gov.in/eprocure/app> by Engineering Services Department, CSIR-Central Glass & Ceramic Research Institute, Kolkata-700032 on behalf of Director, CSIR-CGCRI, from the eligible **Professional Conference Organizer(PCO)** for the work of **“Hiring Professional Conference Organizer for five days International Conference with accommodation and transportation”**.

Eligibility for participation in the tenders:

1. The Applicant must be a registered firm/company, along with a copy of GST Registration.
2. The Applicant should have experience of at least 03 years in organizing conferences/seminars/summit, including at least **03** national / international events of more than 300 delegates.
3. The Applicant must have an annual turnover of minimum Rs.1.0 Crore during the last five financial years. The relaxations as applicable to start up/ MSME companies as per rules of Government of India will apply.
4. The Applicant should submit Income Tax Return (ITR) for any 3 years in last 5 years period, along with copy of the PAN card.
5. The Applicant should not be in the blacklist of any GoI Ministry/ State Government Departments. An undertaking in this regard shall be submitted.
6. The Applicant should have existing zonal infrastructure at Kolkata or should give an undertaking to create such infrastructure at least one month prior to the event for smoothly executing the work.
7. The Applicant should enclose a list of employees with their relevant experience and qualifications. The relevant experience may be highlighted.
8. The Applicant should have employees conversant with the entire process of organizing conferences at national/international levels.

Bidders are requested to submit the financial bid in the format provided (Excel file) and no other format is acceptable. The Financial Bid for the work is required to download, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder etc.). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected on the ground of “Extra condition imposed by the bidder”. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.