



Government of Tripura

Directorate of Industries & Commerce, Tripura

Bid Document of e-tender for:

Request for Proposal for selection of agency for supply of 10 professionals to work as State Project Management Unit (SPMU) for implementation of

- a) "Tripura Pineapple and Jackfruit Mission" and
- b) "PM Formalisation of Micro Food Processing Enterprises (PMFME) Scheme of Ministry of Food Processing Industries (MoFPI), Govt. of India".

DISCLAIMER

1. Though adequate care has been taken while issuing this Offer Document, the Applicant Firm should satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 3 days from the date of issue of the Offer Document, then this office shall consider that the document received by the Applicant Firm is complete in all respects and that the Applicant Firm is satisfied that the Offer Document is complete in all respect.

2. Directorate of Industries & Commerce reserves the right to change any or all of the provisions of this Offer Document before date of submission. Such changes would be uploaded through corrigendum in tender publishing portal before date of submission.

3. Directorate of Industries & Commerce reserves the right to reject any or the entire offer without assigning any reasons whatsoever. No correspondence will be entertained on this account.

4. Address of Communication:

**The Director,
Directorate of Industries & Commerce
Government of Tripura
Khejurbagan, Agartala,
Tripura 799010
Email Id: pmfmetripuraspmu@gmail.com**



Government of Tripura

Directorate of Industries & Commerce

No.F. IV-2(156)/PLG/DI/2021/SPMU(Pad File)/ 14,828

Dated: 26 / 8 / 2022

Name of Work: Request for Proposal for selection of agency for supply of 10 professionals to work as State Project Management Unit (SPMU) for implementation of

- “Tripura Pineapple and Jackfruit Mission” and
- “PM Formalisation of Micro Food Processing Enterprises (PMFME) Scheme of Ministry of Food Processing Industries (MoFPI), Govt. of India”.

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Certified that this DNIT contains 42 pages numbered from 1 to 42 and schedule of the e-Tender is shown in Section – I

(S. Debnath)
Director,
Industries & Commerce, Tripura

SECTION- I

PRESS NOTICE

**NOTICE INVITING TENDER
LIST OF IMPORTANT DATES**

Government of Tripura

Directorate of Industries & Commerce

eNIT NO: SNATripura/PMFME-TPJM/2022/06

Dated: 26 /08/2022

Electronic Bids are hereby invited by Director, Industries & Commerce on behalf of Governor of Tripura under two bid e-procurement systems through website <http://tripuratenders.gov.in> from reputed and experienced Central/State Government agencies/Autonomous organizations/an institution/ company/ consulting firm/ Manpower Supplying Agency to provide 10 professionals to act as State Project Management Unit for implementation of

- “Tripura Pineapple and Jackfruit Mission” and
- “PM Formalization of Micro Food Processing Enterprises Scheme (PMFME of Ministry of Food Processing Industries (MoFPI), Govt. of India”.

Sl.	Name of Work	Estimated Budget per annum	EMD & Bid Fee	Project Period	Bid Submission End Date & Time	Bid Opening Date	Place of Bidding
1	Request for Proposal for selection of agency for supply of 10 professionals to work as State Project Management Unit (SPMU) for implementation of a) “Tripura Pineapple and Jackfruit Mission” and b) “PM Formalisation of Micro Food Processing Enterprises Scheme (PMFME of Ministry of Food Processing Industries (MoFPI), Govt. of India”.	Rs. 69.63 Lakhs (Excluding of GST and administrative cost of the selected agency)	EMD: Rs.2 Lakh (Two Lakhs only) Tender Fee: Rs. 1500/- (One Thousand Five Hundred only)	11 months from the date of joining of the team	15 th September, 2022 at 3: 00 PM	16 th September, 2022 at 3: 00 PM	e-Procurement Portal, Government of Tripura at https://tripuratenders.gov.in

All the information of the above stated bid is available in <https://tripuratenders.gov.in>. Eligible bidders shall participate in tendering only in online mode, through website <https://tripuratenders.gov.in>. Bidders are allowed to bid 24x7 until the time of bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bid to attempt bidding, after the scheduled date and time of Bid Submission. **Submission of Bids physically is not permitted.**

Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. Mode of Selection will be least cost Basis. **Qualifying marks is 60. The tender would be evaluated on QCBS method in 80:20 ratio.**

Bids shall be opened online by respective designated Bid openers of the Directorate and the same shall be accessible by intending Bidders through website <https://tripuratenders.gov.in>.



(S. Debnath)
Director,

Industries & Commerce, Tripura

Government of Tripura
Directorate of Industries & Commerce

NOTICE INVITING e-TENDER

eNIT NO: SNATripura/PMFME-TPJM/2022/06

Dated: 26/08/2022

Electronic Bids are hereby invited by Director, Industries & Commerce on behalf of Governor of Tripura under two bid e-procurement systems through website <http://tripuratenders.gov.in> from reputed and experienced Central/State Government agencies/Autonomous organizations/an institution/ company/ consulting firm having experience in working as Project Management Agency/Project Management Unit in food processing/ Agriculture and Allied sector for selection of Agency, Request for Proposal for selection of agency for supply of 10 professionals to work as State Project Management Unit (SPMU) for implementation of

- a) "Tripura Pineapple and Jackfruit Mission" and
- b) "PM Formalisation of Micro Food Processing Enterprises (PMFME) Scheme of Ministry of Food Processing Industries (MoFPI), Govt. of India".

Key Information:

Sl. No.	Name of Work	Estimated Budget	EMD & Bid Fee	Project Period	Bid Submission End Date & Time	Bid Opening Date	Place of Bidding
1	Proposal for selection of agency for supply of 10 professionals to work as State Project Management Unit (SPMU) for implementation of a) "Tripura Pineapple and Jackfruit Mission" and b) "PM Formalisation of Micro Food Processing Enterprises Scheme (PMFME) of Ministry of Food Processing Industries (MoFPI), Govt. of India".	Rs. 69.63 Lakhs (Excluding of GST and administrative cost of the selected agency)	EMD: Rs.2 Lakh (Two Lakhs only) Tender Fee: Rs. 1500/- (One Thousand Five Hundred only)	11 months from the date of joining of the team	15 th September, 2022 at 3:00 PM	16 th September, 2022 at 3:00 PM	e-Procurement Portal, Government of Tripura at https://tripuratenders.gov.in .

Critical Dates in connection with the tender:

1	Completion period for the work:	11 months from the date of joining the team subject to extension based on the availability of the fund and on satisfactory performance.
2	Bid Publishing and Document Downloading Start Date	26 th August, 2022 at 5:00 PM
3	Pre Bid Queries shall be sent to pmfmetripuraspmu@gmail.com by	29 th August, 2022 at 3:30 PM
4	Bid Submission Start Date	29 th August, 2022 at 3:30 PM
5	Document Downloading End Date	15 th September, 2022 at 12:00 PM

6	Bid Submission End Date	15 th September, 2022 at 3: 00 PM
7	Bid Opening Date	16 th September, 2022 at 3: 00 PM
8.	Help Line No.	(0381) 2411021
11	Inviting Officer	Director, Industries & Commerce, Govt. of Tripura

Notes: All the above mentioned time are as per clock time of e-procurement website <https://tripuratenders.gov.in>



(S. Debnath)
Director,
Industries & Commerce, Tripura

SECTION- II

General Terms & Condition

General Terms & Condition

1. Bid documents consists of qualification information and eligibility criteria of bidders, specifications and the set of terms and conditions of the contract to be complied by the bidder, is publicly visible in the website <https://tripuratenders.gov.in> free of cost between **Document download Start date** and **Bid Submission End date**.

2. Bids will be opened online through website <https://tripuratenders.gov.in> on 16th September, 2022 at 3: 00 PM at the office of the **Director, Industries & Commerce, Shilpa Udyog Bhavan, Khejurbagan, Agartala, Tripura (West)-799006 if possible**. If the office happen to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.

3. Earnest Money Deposit (EMD) & Tender Fee:

3.1 **EMD (Refundable):** Rs.2 Lakhs (Rupees Two Lakhs only)

3.2 **Online Payment Facility provided in the Portal.**

3.3 The EMD amount shall be refunded to all the bidders including selected bidder in their respective Bank Account, after the Award of Contract (AoC) event is completed in the Tripura e-Procurement Portal, on receipt of Performance Bank Guarantee from the selected bidder.

3.4 No interest will be paid to the bidders on EMD submitted.

3.5 EMD of the bidder may be forfeited if in any case found to have made false Declaration or Claims.

3.6 **Bid Inviting Authority may forfeit the EMD amount and Cancel the Bid, if the selected bidder does not start the work as stipulated, after being awarded the Contract.**

4. Performance Security:

4.1 Successful bidder has to furnish "Performance Bank Guarantee" as per Performance Security for an amount of **Rs. 3.5 Lakhs (Rupees Three Lakhs and Fifty Thousand only) only**, issued by a Nationalised Bank having Branch at Agartala in the format provided in **Annexure-III** in favour of "Director, Industries & Commerce".

4.2 The successful bidder will be notified in writing to deposit the said "Performance Bank Guarantee" within 10 (Ten) working days after opening of Financial Bid. Any request for time extension by a bidder will not be accepted.

4.3 Performance Bank Guarantee shall remain valid for the entire project period (11 months) from the date of issue of Award of Contract and extendable, if extended the period of engagement subject to availability of fund and based on performance.

4.4 On receipt of the "Performance Bank Guarantee" from the selected bidder, the Directorate will scrutinize the received instrument for its authenticity and validity for the Amount and period.

4.5 Directorate shall complete the Award of Contract (AoC) event in the Tripura e-Procurement Portal, only after receipt of "Performance Bank Guarantee" from the selected bidder, as stated above, which will enable automatic refund of the EMD to all the Bidders.

4.6 In the event of breach/violation or contravention of any terms and conditions contained herein by the agency i.e if the Firm fails to execute the contract, the Performance Bank Guarantee, part/whole (as per decision of the Authority), will be forfeited from the Guarantor.

4.7 The Performance Security will be released as per banking protocol on completion of the successful execution of the task.

5. Signing:

A member of the firm (authorized Signatory) shall digitally/scan sign the documents and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Authorization letter from the Applicant agency in the name of Authorized signatory needs to be furnished with Bid document.

6. Scope of Work:

6.1 Implementation of Tripura Pineapple and Jackfruit Mission (TPJM):

Tripura Pineapple and Jackfruit Mission (TPJM) is an integrated approach for development of pineapple and jackfruit in Tripura.

The objective of TPJM:

- a) Promote holistic growth of jackfruit and pineapple sector through market demand based strategies, which includes Research, Technology Promotion, Extension, Post Harvest Management, Processing and Marketing,
- b) Encourage Jackfruit and Pineapple based aggregation of farmers into farmer groups like FIGs/FPOs and FPCs. Strengthening the linkages for aggregation of raw fruits on a sustainable basis to cater the needs of industrial units;
- c) Establishment of Tripura Jackfruit and Pineapple as a Brand.
- d) Support skill development and create employment generation opportunities for rural youth in cultivation of jackfruit and pineapple.
- e) Promote industrialization through capacity building, credit linkage, marketing support etc;
- f) Promote product development and export outside the state in both raw and processed products;
- g) To obtain Organic Certification for the crops produced under the Mission.
- h) Create proper Supply Chain Management for marketing of fresh and value added Products.

The interventions to be done under TPJM

- a) Providing assistance under various Government schemes to potential entrepreneurs for setting up of industrial units for processing and Value addition of Jackfruit and Pineapple
- b) Setting up of Farmers Producer Groups on Pineapple and Jackfruit
- c) Improvement of quality of the crop and enhancement of productivity.
- d) Marketing of fresh crops in National and International Market.
- e) Setting up of appropriate packaging unit for facilitating export of raw as well as value added products made from Pineapple and Jackfruit.
- f) Creation of export opportunity for raw pineapple and jackfruit and their value addition
- g) Introduction of Scheme for marketing, branding and outreach activities
- h) Capacity Building and Skill Up gradation of beneficiaries.
- i) Setting up of research and development Cell for Pineapple and Jackfruit value addition
- j) Setting up of Incubation centers with latest technologies and machineries to assist the aspiring entrepreneurs for obtaining technical know-how/ Process Know How, etc.
- k) Explore the scope of introduction of short term technical courses at Tripura Institute of Technology, National Institute of Technology, various Krishi Vigyan Kendra and Tripura

University in coordination with Central Food Technological Research Institute (CFTRI), Mysore.

- l) Introduction of state specific short term skill development courses to be aligned with National Skill Qualification Framework (NSQF) to take up training under Pradhan Mantri Kaushal Vikas Yojna scheme or any other Flagship skill development schemes.
- m) In Fruit Processing Technology assistance to entrepreneurs, SHGs, VDVVs etc. from various research labs, priority sector etc.

Action Plan for 1st Year:

SI No.	Activities
1	Study on Pineapple and Jackfruit Sector in Tripura
2	Organizing Workshops for wide publicity about the Mission and its activities
3	Vigorous training of Individual / group beneficiaries on specific 2-3 products of Pineapple and Jackfruit throughout the state. Preparation of Training Calendar accordingly and Finalization of Training venue in coordination with TRLM
4	Preparation of policy document on Pineapple and Jackfruit processing
5	Mobilization of potential investors for Cottage Scale unit on Jackfruit Chips, Pulp, Squash, Jam, Pickle, seed Flour etc.
6	Mobilization of potential investors for Unit on Pineapple Juice Concentrate, Vinegar etc.
7	Setting up of research and development Cell in coordination with College of Agriculture and conducting various R&D activities
8	Identification of the scope of introduction of short term technical courses, Development of Course Curriculum and coordination with FICSI for alignment of these courses with NSQF
9	Assistance in Area Expansion under Jackfruit
10	Assistance in Area Expansion under Pineapple

6.2 Implementation of PMFME scheme in Tripura:

Ministry of Food Processing Industries, Government of India has launched Pradhan Mantri Formalisation of Micro Food Processing Enterprises Scheme (PMFME) as part of the Atmanirbhar Bharat Abhiyan and the “Vocal for Local” campaign during 29th June 2020.

This scheme is a centrally sponsored scheme that is designed to address the challenges faced by the micro enterprises and to tap the potential of groups and cooperatives in supporting the up-gradation and formalization of these enterprises.

The scheme aims to:

- (i) Enhance the competitiveness of existing individual micro-enterprises in the unorganized segment of the food processing industry and promote formalization of the sector; and
- (ii) Support Farmer Producer Organizations (FPOs), Self Help Groups (SHGs) and Producers Cooperatives along their entire value chain.

The Scheme adopted One District One Product (ODOP) approach to reap the benefit of scale in terms of procurement of inputs, availing common services and marketing of products. Implementation of ODOP based product is not mandatory. **However ODOP is not mandatory for a district in case new or existing unit set up.**

The identified One district one products for the districts of Tripura are:

District	Name of the ODOP
West Tripura	Bakery Products
Gomati	Multiple Fruit Processing
South Tripura	Bakery Products
Sepahijala	Dairy Products
DHalai	Multiple Fruit Processing
Khowai	Rice Based Products (Chira, Muri, Snacks)
Unakoti	Multiple Fruit Processing
North Tripura	Tea Products

The Government of Tripura is keen on promoting private sector investments in Food processing. Also it is envisaged to create proper marketing channel for all the ODOP produces as well as Pineapple and Jackfruit of the State. In this context, to implement the PMFME scheme and Tripura Pineapple and Jackfruit Mission, the Government of Tripura has decided to engage a 10 members State project Management Unit under Directorate of Industries & Commerce.

6.3 The key responsibilities of the SPMU would include:

a) Manpower at Directorate of Industries & Commerce:

The consulting agency shall deploy all the 10 professionals on full time basis in the Directorate of Industries as mentioned in E-TENDER for the entire contract period. Office & work space will be provided by the Directorate.

b) Assistance in mobilization of Proposal under various schemes:

The professionals engaged by the consulting agency would assist State Government in inviting, scrutinizing and mobilizing of proposals and projects eligible for assistance under various components of PM Formalization of Micro food processing Enterprises Scheme (PM FME). Drafting various E-TENDER, E-Tender document etc.

c) Information Dissemination on State Schemes:

The professionals engaged by the selected consulting agency would assist State Government in organizing workshops/media campaigns in and outside the state aimed at sensitizing stakeholders about various initiatives and support available under PMFME scheme.

d) Identification of Projects and Entrepreneurs:

The professionals engaged by the selected consulting agency would identify potential projects in terms of location, produces, facilities and capacities, and mobilize potential entrepreneurs from both within the state for implementation of these projects.

e) Evaluation and Appraisal of Techno-feasibility reports and Detailed Project Reports (DPRs):

The professionals engaged by the selected consulting agency would assist State Government in selection of projects through evaluation /appraisal of techno-feasibility reports and DPRs submitted for food processing and any other initiatives.

f) Credit Linkage:

The professionals engaged by the selected consulting agency would assist project implementing agencies/entrepreneurs in establishing linkages with Banks/Financial Institutions in availing requisite credit for project

g) Capacity Building of entrepreneurs in project execution and supply chain management:

Professionals engaged by the selected consulting agency would provide capacity building services to entrepreneurs in execution of the project. Such services may include providing expert services on identification and establishment of effective supply chain, technology sourcing, market linkage etc. Also the SPMU team shall support to identify suitable state specific courses based on the skill gap and develop course curriculum in coordination with expert agency and align with NSQF.

h) Release and utilization of grant:

The professionals engaged by the selected consulting agency would assist State Government in release of grant support and also oversee proper utilization of such released funds.

i) Developing an Online Portal based Application Platform for the Schemes:

The professionals engaged by the selected consulting agency would develop the format and facilitate in putting up an Online Application Portal to minimize the documentation hassle, enhance transparency and reduce time for release of grant.

j) Execution and implementation of other assignments:

The State Government may use these professionals for execution and implementation of other projects related to Food & Agri Sector. Therefore, accordingly the scope of work may be expanded later through mutual discussion on terms and conditions and an agreement in this regard

k) Monitoring and Reporting:

The professionals engaged by the selected consulting agency would assist State Government in effective monitoring of these projects by way of providing periodical progress reports on each approved project. An appropriate MIS may need to be developed for this purpose.

l) Development of FPOs:

The professionals engaged by the selected consulting agency would assist State Government in setting up of Farmers Producer Groups on Pineapple and Jackfruit

m) Development of Marketing Proposal:

The professionals engaged by the selected consulting agency would assist State Government for development of common Marketing and branding support proposal to support FPOs/SHGs/ Cooperatives or an SPV of micro food processing enterprises under the Scheme. level. The team shall support the State Government in creating Channels for Marketing of fresh crops in National and International Market.

n) Research and Development:

The professionals engaged by the selected consulting agency would assist State Government in setting up of research and development Cell for Pineapple and Jackfruit value addition. Also develop proposal and mobilize appropriate fund for setting up of Incubation centers with latest technologies and machineries to assist the aspiring entrepreneurs for obtaining technical know-how/ Process Know How, etc.

6.4 Action Plan under PMFME scheme for FY 2022-23:

Sl. No.	Component	Target in No.
1	Individual loan	823
2	Capacity Building Training under Category I	823
3	Capacity Building Training under Category II	823
4	Seed Capital Assistance to the SHG Members including TRLM and TULM	1350
5	Setting up of Incubation Centre	1
6	Development of Marketing Proposal	1

7. Composition of Professionals:

The selected agency shall submit the proposed team structure along with proposed team members CV, academic and experience documents to the Director, Industries & Commerce within 15 days from the issuance of work order before proceeding to signing of contract agreement.

In case the agency fails to submit list and documents of final 10 no. of professional's as per the required specification within 15 days to the Directorate, the work order may be stand cancelled and the appropriate action as decided by the head of the Directorate may be taken against the agency.

For the enlisted positions the maximum age limit shall be 45 years based on the Madhyamik Admit Card DoB.

Sl No	Designation & no. of post	No. of Post	Consolidated Salary/ member/ month	Minimum Qualification	Essential Experience
1	State Lead Project Manager	1	1,05,000	Full Time Post Graduate degree / diploma in Business Management, Agri Business or B. Tech in Food Engineering from national premier institutes	<p>1. <u>Minimum 9-10 years of experience in managing development projects in Food Processing or Agri Business development or MSME, out of which minimum 3 years in leadership role.</u></p> <p>2. At least should have managed <u>2 Food Processing Projects in past under State/ Central Government schemes</u></p> <p>3. Preference to be given to the candidates having experience in international funding projects</p>
2	State Level Manager-Food Technology	1	85,000	Full Time B.E/ B. Tech in Food Technology from national premier institutes	<p>1. <u>Minimum 7-8 years of experience in managing development projects in Food Processing or Agri Business development or MSME</u></p> <p>2. At least should have managed <u>full time 1-2 Food Processing Projects in past under State/ Central Government schemes on regular basis.</u></p>
3	State Level Manager, Marketing	1	85,000	Full time Masters in Rural Management with specialization in Marketing Or	<p>1. <u>Minimum 7-8 Years Experience in development project.</u> Should have experience in creating Marketing channels, brands, Development marketing proposal etc.</p>

Sl No	Designation & no. of post	No. of Post	Consolidated Salary/ member/ month	Minimum Qualification	Essential Experience
				MBA(Marketing) or Degree in Engineering/ Technology from premium Institute	2. At least should have managed <u>1-2 livelihood project in past</u> under State/ Central Government schemes on regular basis.
4	State Level Manager, Social Sector specialist	1	85,000	Full time Masters/ PGDM in Sociology/ Social Work/Rural Management /Anthropology Finance/ Marketing or Degree in Engineering/ Technology from premium Institute	1. <u>Minimum 7-8 Years Experience in development project.</u> Should have wide experience and knowledge in social sector project, experience in working with SHG/ Cooperatives/FPOs. Should have Experience in DPR preparation. 2. At least should have managed <u>1-2 livelihood project in past</u> under State/ Central Government schemes on regular basis. 3. Working experience in community development for vulnerable group. 4. Working experience in conducting various IEC Activity
5	State Level Manager, MIS	1	85,000	Full Time B.E/B.Tech in IT/ Computer Science/ MCA/Master in Economics/ Statistics/ Data Analytics/ MBA from National level Institute/ Premier Instiute	1. <u>Minimum 7-8 Years Experience in software development, MIS Development.</u> Ability to handle data for interpretation of information, Experience in E-Tendering process, GEM 2. At least should have developed <u>1 MIS and 1 Website in past preferably for Government Directorate.</u>
6	Programme Manager- Agribusiness	1	45,000	PGDM in Agribusiness management/MBA in Marketing/ Operation Management	1. <u>Minimum 2-3 years experience in Agri business / Agri Marketing/ FPO/ Agri and Allied Activities/ any other Development Project</u> 2. Out of the total experience the applicant should have worked in any State / Central funded development project. Preference would be given if experienced in Agri business or allied activity for <u>at least 1 year.</u>
7	Programme Manager- Plantation	1	45,000	M.SC Horticulture in	1. <u>Minimum 2-3 years experience in Horti and Allied activities</u> 2. Out of the total experience the applicant should have worked in any State / Central funded plantation related project for <u>at least 1 year.</u>

Sl No	Designation & no. of post	No. of Post	Consolidated Salary/ member/ month	Minimum Qualification	Essential Experience
8	Accountant	1	33,000	MBA, Finance, M.CoM in Commerce	1. <u>Minimum 5-6 years experience in Accountancy related activity</u> 2. Out of the total experience the applicant should have managed any State / Central funded project for a duration of at <u>least 2 years</u> 3. Applicant should have good knowledge about Tax filing, TDS deduction rules, GST related information, PFMS system.
9	Asst. Mission Manager	1	35,000	Full time Degree in Business Management/ B.E/ B.Tech in any Engineering Field or Masters in Science	<u>Minimum 2-3 years experience in Govt. sector</u>
10	Marketing Executive	1	30,000	Full time Degree in Business Management / B.E/ B.Tech in any Engineering Field	1. <u>Minimum 2-3 Years Experience in development projects.</u> 2. Should have experience in creating Marketing channels etc.
Total		10	6,33,000 for 10 members team per month		

8. Eligibility of Agency:

The Agency may belong to any of the following categories:

- a) The bidders shall be in business for at least 7 years.
- a) Shall be Central/State Government agencies/Autonomous organizations/ an institution/ company/ consulting firm/ JV/Consortium which has minimum **5 (five) years of experience in any Consultancy service.**
- b) The bidder must satisfy each of the criteria of the pre-qualification bid, as specified in the E-TENDER with supporting documents, in order to qualify for consideration and evaluation of its technical and financial bid.
- c) Should have experience of performing as PMU / PMA in food processing / MSME sector/ any other development projects in last 2 years.
- d) Should have at least experience of long duration (minimum 2 years) PMU/ PMC in food processing / MSME sector/ any other development projects
- e) Experience in execution of any development project in any Northeastern states in last 5 years
- f) Should have an average annual turnover of **at least Rs. 5 Crores from**

Consultancy/Advisory services during the years (FY 2018-19, FY 2019-20 and FY 20-21)

g) The Bidder should not be debarred/blacklisted/banned/not being under declaration of ineligibility for corrupt or fraudulent practices by any Government/PSU in India as on date of submission. Bidder shall submit Self-certification as per **Annexure-VI**.

h) Consultant should have a positive & healthy net worth in FY 2018-19, FY 2019-20 and FY 2020-21

9. Release of Payment:

a) **No ADVANCE PAYMENT** will be made under any circumstances.

b) Payment will be made as follows:

Sl. No.	Milestone Description	Percentage of contract payment at each stage
1	In submission of quarterly Performance Report after each quarter along with salary disbursement statement of the staff.	Actual payment is to be made on quarterly basis based on receipt of invoice. Fixed amount for Salary + Overhead expenses of the applicant organization + GST as applicable)

c) **The selected agency shall disburse the actual salary as prescribed in the E-TENDER to the team member and submit the salary slip per month to the Directorate during submission of Quarterly bill. In case of difference occurred in prescribed salary and the paid salary by the Agency, the Directorate shall deduct the difference amount during quarterly payment disbursement.**

d) No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.

e) All taxes/charges/duties as applicable will be deducted from the bill.

f) GST will be paid separately.

10. Duration of Contract:

The CONTRACT shall initially valid for a period of 11 Months from the date of joining of the team. DIRECTORATE may extend the Agreement subject to satisfactory performance and availability of fund by giving one day break.

11. Bid Language:

All documents to be uploaded by the Bidder shall be in English language only. In case the Bidder intends to upload a document, which is not in English but in any of the other scheduled language in the country, the Bidder shall also submit a Notarized version of the English Translation.

12. Resolution of Disputes:

In case of disputes, if any, the decision on the matter of dispute by the Secretary In-Charge, Department of Industries & Commerce, Government of Tripura shall be the final and binding. It is also provided that the courts at Agartala in Tripura State only will have the jurisdiction to decide the dispute between the Industries & Commerce Directorate and other party in respect of the matter arising out of the contract/purchase order for the bid itself.

13. Force Majeure:

a) The service provider shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

- b) For purpose of this clause, “Force Majeure” means an event beyond the control of the service provider and not involving the service providers’ fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c) If a Force Majeure situation arises, the service provider shall promptly notify the Directorate of Industries & Commerce in writing of such conditions and the cause thereof. Unless otherwise directed by the Directorate of Industries & Commerce in writing, the bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

14. BOQ Tampering:

- a) The provided BOQ in the Bid is, meant for downloading in the Bidders machine, for entering the relevant fields meant for rates & bidders particulars and finally uploading along with the Bid. The BOQ Excel Sheet is Macro enabled and working with the Sheet requires the Macro to be allowed /enabled to run.
- b) Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and Bids uploaded with Tampered BOQs will be summarily rejected.

15. Rates:

- a) Bidder shall quote the **BASIC RATE in Figures per unit (Plan) in the Column 6 of BOQ (exclusive of all Taxes etc.)**
- b) Rate(s) of service charge (overheads) quoted by the Bidder shall be inclusive of all taxes, duties, statutory charges except GST. No subsequent escalation of price will be accepted even in any case.
- c) The remuneration for the above-mentioned workforce in clause no. 7 will be fixed as Rs. 69.63 lakhs for 11 months. The bid should be in percentage (%) over and above the basic rate of Rs. 69.63 lakhs for 11 months for engagement of 10 professionals, including overhead expenses, out of pocket expenditure etc. and excluding applicable GST charge, in the prescribed format of financial proposal.
- d) The over and above cost quoted by the agency should not exceed 15% and also should not be equal to or below 0%. In such cases the bid shall be considered as nonresponsive and will be penalized by 1% of the EMD value.
- e) There shall be no separate re-imburement or increase of rate or payment of compensation in any ground within the initial contract period of 11 months.
- f) Rates shall be remained valid for a period of not less than **180 days** from the last date of bidding.

16. Pre-bid meeting & Clarifications

Bidders Queries

- a. DIRECTORATE shall invite queries from bidders as per the details mentioned Fact Sheet of this document.
- b. DIRECTORATE shall not be responsible for ensuring that the bidder’s queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the DIRECTORATE.
- c. The purpose of query clarification is to provide the bidders with information regarding the E-TENDER and the project.
- d. The Bidders will have to ensure that their Pre-Bid queries should reach to DIRECTORATE by email on or before last date from sending pre-bid queries mentioned in the Fact Sheet of this document through the e-mail of only authorized representative of the bidder.

The queries, if any should necessarily be submitted in the following format at pmfmetripuraspmu@gmail.com:

Section/ Page No	Content of E-TENDER requiring	Change/ Clarification Requested	Remark

Responses to Pre-bid Queries and Issuer of Corrigendum

- The Director, DIRECTORATE will endeavour to provide timely response to the queries. However, DIRECTORATE make no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does DIRECTORATE undertake to answer all the queries that have been posed by the bidders.
- At any time prior to the last date for receipt of bids, DIRECTORATE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the E-TENDER Document by a corrigendum.
- The Corrigendum (if any) & clarifications to the queries from all bidders will be uploaded on the DIRECTORATE website <https://industries.tripura.gov.in> and e-tender portal any such corrigendum shall be deemed to be incorporated into this E-TENDER.
- In order to provide prospective Bidders reasonable time for taking the corrigendum into account, DIRECTORATE may, at its discretion, extend the last date for the receipt of Proposals.

17. List of the documents to be scanned and uploaded with the Bid:

17.1 Technical documents

- Scan copy of filled and signed Annexure- I, IV, V, VI, VII and VIII
- The bidders shall be in business for at least 7 years. Documents in the form of Certificate of incorporation/ registration in support of this are to be provided.
- The bidders shall be Central/State Government agencies/Autonomous organizations/ an institution/ company/ consulting firm/ JV/Consortium which has minimum **5 (five) years of experience in any Consultancy service**. (Supportive Work order shall be submitted)
- Should have an average annual turnover of **at least Rs. 5 Crore from** Consultancy/Advisory services during the years (FY 2018-19, FY 2019-20 and FY 2020-21). Audited Statement reflecting the turn over to be provided. Also the **Annexure-V** to be attached.
- Should have experience of performing as PMU / PMA in food processing / MSME sector/ any other development projects in last 2 years. Valid documents/ Work order in support of this to be provided.
- Should have at least experience of long duration (minimum 2 years) PMU/ PMC in food processing / MSME sector/ any other development projects. Work order and Work Completion report in support of this to be provided.
- Authenticated PAN, GST registration certificate of the Company.
- Digitally Signed DNIT as a token of acceptance of all the guidelines/ clauses set by Directorate

of Industries & Commerce in this DNIT.

- i) Copy of Audited accounts/Income Tax Return for FY 2018-19, FY 2019-20 and FY 2020-21
- i) The Bidder should not be debarred/blacklisted/banned/not being under declaration of ineligibility for corrupt or fraudulent practices by any Government/PSU in India as on date of submission. **Annexure- VI** to be attached.
- j) Consultant should have a positive & healthy net worth in FY 2018-19, FY 2019-20 and FY 2020-21 (Valid CA Certified Document shall be attached)
- k) Project Execution Plan, Methodology plan for execution of the project shall be uploaded.
- l) Experience in execution of any development project in any Northeastern states in last 5 years. (Valid supportive document shall be attached)
- m) Office in North East India. Valid Proof shall be attached.
- n) Consultant should have a positive & healthy net worth in FY 2018-19, FY 2019-20 and FY 2020-21. Valid Proof shall be attached.

17.2 Financial Document

- a) BOQ (Bill of Quantity)
- b) During Technical Evaluation process, if any confusion arises in any of the technical documents, bidder may be called to bring the original documents and produce the same in front of Bid Screening Committee/ Tender Evaluation Committee.
Note: If any of the documents (Technical/ Financial) contains multiple pages, bidder shall scan and submit all pages of the related documents. Missing of any pages of any type of any documents will be considered as invalid documents and that bidder will be treated as rejected. Any attempt to submit the missing pages physically will not be accepted.
- c) Bid Inviting Authority reserves the right to postpone, reject or accept any Bid including the highest scorer one partly or wholly without assigning any reason or distribute the same to two or more Bidders, if necessary.
- d) The Bid as well as the Contract can be cancelled/ terminated at any point of time by the Directorate of I&C by giving 1 month notice and without assigning any reason, whatsoever.

18. TECHNICAL EVALUATION:

The Evaluation Committee appointed by State Government shall evaluate the Technical bids on the basis of their responsiveness to the eligibility conditions mentioned in **clause no.8 of Section II of the Tender**. The eligible technical bids shall then be evaluated as per evaluation criteria defined in **Details of Technical score determination is at Annexure- I** of the Tender.

Only Agency obtaining a total score of 60 (on a scale of maximum of 100) or more on the basis of criteria for evaluation given in Annexure-I, would be declared technically qualified. Every technical bid shall be awarded an absolute technical score of 'T' marks out of a total of 100 marks.

The results of Technical Evaluation will be uploaded online in the portal. Decision of the Committee will be final in this regard.

19. FINANCIAL BID OPENING/ EVALUATIONS AND COMPARISON OF SUBSTANTIALLY TECHNICAL RESPONSIVE BIDS:

- a) The e-Bid Inviting Authority shall shortlist those who are eligible and have submitted substantially technically responsive bid for opening of financial bid. Financial bids of successful bidders shall only be opened and the Financial Bids of Technically unsuccessful bidders and bidders obtaining less than 60 marks on the basis of technical evaluation shall not be opened.
- b) The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria explained below.

The lowest evaluated Financial bid (F_m) will be given the maximum financial score of 100 points. The financial scores (F) of the other Financial bids will be computed as per the formula for determining the financial scores given below:

$$F = 100 \times (F_m / F_b)$$

Where,

F_b = Evaluated amount of financial quote by the particular bidder.

F_m = Lowest evaluated amount of financial quote by the bidder.

- c) Financial bids of only those Agencies which are declared technically qualified shall be opened on the specified date and time (will be informed in the Email ID of the SPOC person in advance), in the presence of representatives of bidders who choose to attend. The name of the Agency, their technical score (if required), and their Financial bid shall be read aloud.

20. Method of Selection:

In deciding the final selection of the Agency, the technically qualified bid will be given a weightage of 80% on the basis of criteria for evaluation. The price bids of only those Agencies which qualify technically will be opened. The bid with the lowest cost will be given a financial score of 100 and the other bid given financial scores that are inversely proportional to their prices. The financial bid shall be allocated a weightage of 20%. For working out the combined score, the Directorate of Industries & Commerce will use the following formula:

$$\text{Total points: } (0.8 \times T(s)) + (0.2 \times 100 \times (F_m/F_b))$$

The bids will be ranked in terms of total points scored. The bid with the highest total points (H-1) will be considered for award of contract.

SECTION - III

INSTRUCTIONS TO BIDDERS

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INSTRUCTIONS TO BIDDERS

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A. GENERAL

1. General

1.1 To participate in the bid, the bidder shall have a valid Class 3 Digital Signature certificate (DSC), obtained from either of the certifying authorities, enlisted by **Controller of Certifying Authorities (CCA)** at <http://cca.gov.in>.

1.2 The Bidder shall enroll himself/herself in the e-procurement portal <https://tripuratenders.gov.in> and obtain User ID and Password for bidding.

1.3 On publication of the bid, bidder shall download the DNIT and all the work items from website as mentioned in the DNIT and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the DNIT.

1.4 The Bidders shall have to scan all the required documents mentioned in this DNIT into PDF format of 100 dpi resolution, for uploading as part of Bid.

1.5 Bill of Quantity (BOQ), which is in MS-Excel shall be downloaded, filled up properly and uploaded with the bid after digital signing. The Bidder shall always open the BOQ sheet with Macro Enabled.

1.6 Bidders shall furnish a declaration (Annexure-VI) as a part of bid that they are not been blacklisted by any Directorate in Tripura. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.

1.7 If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D. will be forfeited.

1.8 **Rate Quotation:** BOQ should be downloaded from the e-procurement application <https://tripuratenders.gov.in> and the same BOQ should be filled up properly and uploaded as a part of bid with digital signing. Bidder shall quote the Rate for all items in the Bill of Quantity (BOQ) which is in MS-Excel (macro enabled) and Name of the bidder/company/firm must be written in the appropriate field of Bill of Quantity (BOQ) by bidder.

1.9 Bidders are allowed to bid 24x7 until the time of Bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time.

1.10 All the documents shall be submitted online at <https://tripuratenders.gov.in> only. Physical submission of any document (hard copy) will not be entertained and will be liable for the rejection.

2. Firms Eligible to Bid:

2.1 The Firms who:

- a) Are not blacklisted or debarred or suspended by the Government for Whatever the reason, prohibiting them not to continue in the contracting business.
- b) Have complied with the eligibility criteria specified in the NIT are the eligible bidders.
- c) Bidders also have to comply the conditions as mentioned in Section – II, General Terms & Condition, Eligibility of the Agency

3. Pre-Qualification data of the Bidders

3.1 The bidder should satisfy the eligibility criteria as mentioned point no. 8 of the E-TENDER document and in case any bidder is not found satisfying any of such criteria as fixed, his/her bid will be summarily rejected. The bidder shall furnish all the Technical and Financial particulars in the PDF of 100 dpi resolution.

3.2 Even though the bidders meet all the qualifying criteria, they are liable to be disqualified/ debarred / suspended / blacklisted if they have:

- a) Furnished false/ fabricated particulars in the forms, statements and / annexure submitted in proof of the qualification requirements and/or
- b) Record of poor progress such as abandoning the work/ supply, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc. and/or
- c) Even while execution of the supply, if found that the supply was awarded to the Bidder based on false/ fake certificates of experience, the Bidder will be blacklisted and necessary action will be taken as per rules.

3.3 Any definite attempt of profiteering by any bidder will render himself liable to be debarred permanently from bidding or for such period as the bid accepting authority may decide. The bidder overall rate should be based on the controlled prices for the materials, if any, fixed by the Government.

4. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his Bid and the bid inviting authority will in no case be responsible and liable for those costs.

B. BID DOCUMENT

5. Contents of Bid document.

One set of Bid document, comprises of the Technical documents and another set comprise of the Financial Documents as mentioned in the Section II General Terms& Condition. In any circumstances if any Bidder uploads the financial documents in the Technical document folder, then that bidder will be summarily rejected.

6. Amendment to Bid Documents

6.1 Before the last date for submission of Bids, the bid Inviting Officer may modify any of the Contents of the Bid Notice, Bid documents by issuing amendment / Addendum/corrigendum.

6.2 Any addendum/amendments/corrigendum issued by the bid Inviting Officer shall be part of the bid Document and it shall be published in the e-procurement portal at <https://tripuratenders.gov.in>. However, Directorate of Industries & Commerce shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the website frequently to check whether there is any related Corrigendum(s) or not.

C. PREPARATION OF BIDS

7. Bid Offer:

BOQ contains the description of the work and the bidder shall quote the rate with which he intends to execute the work. Thus, the total amount as computed through Macro Enabled MS Excel BOQ Sheet would be the quoted offered amount for the work, which will be shown in

figures & words automatically.

8. Validity of Bids:

8.1 Bids shall remain valid for a period of not less than 11 months from the last date of bidding specified in NIT.

8.2 During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon or arising out of any alleged misunderstanding of misconceptions or mistake or for any reason will be entertained.

9. Earnest Money Deposit

9.1 EMD given by all bidders except the selected bidder shall be refunded after the finalization of bid.

9.2 The EMD deposited by the successful bidder will not carry any interest and it will be dealt with as provided in the conditions stipulated in the bid.

10. Alteration

Any alteration which is made by the bidder in the contract form, the conditions of the contract, the drawings, specifications or statements / formats or quantities accompanying the same will be recognized; and, if any such alterations are made the bid will be void.

D. SUBMISSION OF BIDS

11. Submission of Bids:

11.1 The participating, who are desirous of participating in bid, shall submit their Pre-Qualification and other details etc., in the Standard formats prescribed in the bid documents through the application <https://tripuratenders.gov.in>

11.2 List of documents to be scanned and uploaded:

All the documents mention in the Section II General Terms & Condition, **List of the documents to be scanned and uploaded with the Bid**) must be submitted online at <http://tripuratenders.gov.in>. Technical documents should be uploaded in technical cover and Financial Document should be uploaded in Financial Cover, otherwise the bid will be rejected.

Note: If any of the above mentioned documents(List of the documents to be scanned and uploaded with the Bid) is not applicable for a particular Bidder than he / she shall prepare a PDF Document containing the remark as ‘NOT APPLICABLE’ WITH NAME OF THE BIDDER & ADDRESS and upload the same in the relevant Folder.

11.3 If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D. will be forfeited.

12. Last date / time for Submission of the Bids.

Bid must be submitted within the Bid Submission start and end date and time specified in DNIT Directorate of Industries & Commerce, Govt. of Tripura, Agartala may extend the dates for issue and receipt of Bids by issuing corrigendum in which case all rights and obligations of the Industries & Commerce Directorate, Govt. of Tripura and the bidders will remain same as previously.

13. Late Bids.

The e-Procurement application <https://tripuratenders.gov.in> will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in DNIT.

E. BID OPENING AND EVALUATION

14. Bid Opening

The bid will be opened online by the Bid openers **on behalf of the Director, Industries & Commerce, Govt. of Tripura** at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

15. Bid Evaluation

15.1 All the statement, documents, certificates, BOQ (bill of quantity) etc., submitted/uploaded by the bidder will be verified by the Bid Evaluation Committee. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. Bids will be evaluated against the specified parameters / criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

15.2 **Details of 'Bid Evaluation Committee' shall be uploaded in the e-procurement portal <https://tripuratenders.gov.in> and all the bidders can access the same.**

15.3 Bid Inviting Authority may cancel the bid at any stage without any prior notice.

16. Discrepancy in Bid rate quoted.

Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. **Bidder shall quote rate in Percentage only. BOQ (in MS-Excel format) shall be open with Macro Enabled for automatic conversion from figures to words.** In case of any ambiguity, the decision taken by the Bid Accepting Authority on Bidders shall be final

F. AWARD OF CONTRACT

17. Award Criteria

17.1 The Director of Industries & Commerce, Govt. of Tripura will award or recommend to the competent bid accepting authority for award of the contract to the Bidder who is found Technically Qualified as per the Bid conditions and whose got **highest total points (H1) based on QCBS method is considered as final by the Financial Evaluation Committee.**

17.2 The bid accepting authority reserves the right to accept or reject any Bid or all bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the reasons for such action.

18. Notification of Award of Contract.

The Bidder whose Bid has been accepted will be notified of the award of contract by any

authorized official, prior to expiration of the Bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter.

19. Corrupt or Fraudulent Practices:

The Directorate requires that the bidders/ suppliers / Bidders under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Directorate:

(a) Define for the purposes of the provision, the terms set forth below as follows:

(i) “Corrupt practices” means the offering, giving, receiving or soliciting of anything of value to influence the action of a government official in procurement process or in contract execution: and

(ii) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish in Bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.

(b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) Will blacklist / or debar a firm, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.

(d) Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.

SECTION- IV

BILL OF QUANTITIES

**Do not quote in the below screenshot. It is only for understanding.
Rate shall be quoted only in excel formatted BOQ uploaded in the Tripura Tender Portal**

NUMBER #		TEXT #		NUMBER #		TEXT #	
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT excluding any Taxes in Rs. P	TOTAL AMOUNT In Words excluding any Taxes	
1	2	3	4	5	6	7	
1	Selection of SPMU						
1.01	Request for Proposal for selection of agency for supply of 10 professionals to work as State Project Management Unit (SPMU) for implementation of a) "Tripura Pineapple and Jackfruit Mission" and b) "PM Formalisation of Micro Food Processing Enterprises (PMFME) Scheme of Ministry of Food Processing Industries (MoFPI), Govt. of India".	1.000	Nos	6963000.00	6963000.00	INR Sixty Nine Lakh Sixty Three Thousand Only	
Total in Figures					6963000.00	INR Sixty Nine Lakh Sixty Three Thousand Only	
Quoted Rate in Figures			Select		0.00	INR Zero Only	
Quoted Rate in Words			INR Zero Only				

- **Bidders are allowed to quote their rate only in Col-5 only, in percentage by selecting Excess (+) from the dropdown list of the column 4. The excess value may be any value between 1% to 15% (exclusive of all taxes).**
- Total Amount in figure will be auto calculated in Col 6 and in word in Col 7.
- Calculation formula is given in the BOQ where ever necessary.
- The over and above cost quoted by the agency should not exceed 15% and also should not be equal to or below 0%. In such cases the bid shall be considered as nonresponsive and will be penalized by 1% of the EMD value.

PREAMBLE

1. The Bill of quantity shall be read in conjunction with the **NIT instruction** to Bidder, conditions of contract, and Specifications.
2. Bill of Quantity (BOQ), which is the Rate quoting sheet in MS-Excel format shall be downloaded from e-procurement portal, filled up properly and uploaded in the bid after digital signing.
3. The Bidder shall always open the BOQ sheet with Macros Enabled.
4. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder.

SECTION - V

Annexure

To be filled by Bidder- sign, scan in PDF format and upload the same in the Technical Folder of Tripura tenders portal

TECHNICAL SPECIFICATION AND DETAILS OF REQUIRMENTS

(Note: Bidder has to confirm their acceptance in given sheet and for technical evaluation, this Annexure to be submitted in Technical bid)

The Bidders are required to comply with the following instruction for submission of Technical specifications:

- 1 Technical Evaluation & Scoring criteria is at Table 1
- 2 Organization details & experience of the is at Table-2

Table- 1: Technical score will be determined as follows:

S. No.	Evaluation Criteria	Total Score 100
1.	Number of years in business of firm (Max 10 points) ≥15years (10 points) 12-14 years=(8 points) 10-11 years=(5 points) 7-9 years=(3 points) The fraction months if below 6 months, would be calculated as the last positive figure. For e.g in case the experience is 9 years 6months it would be calculated as 10 years, but the experience if 9 years 5months it would be calculated as 9 years.	10
2.	Experience in performing as PMU/PMA in food processing/ MSME sector in last 2 years (Max. Point-20) No. of assignments; More than or equal to 4 assignments (20 points) 3 assignments = (15 points) 2 assignments = (10 points) Only 1 assignment (5 points)	15
3	Experience long duration (minimum 2 years) PMU/PMC in food processing / MSME sector. (Max. Point-15) Duration ≥6 years (10 points) Duration ≥4 years(7 points) Duration ≥ 2 years (5 points)	15
4.	Financial Capability (Max. Point-15) Average Annual Turnover as per audited balance sheet in the years: (FY 2018-19, FY 2019-20, FY 2020-21)	15

S. No.	Evaluation Criteria	Total Score 100
	≥ Rs. 15 Crore (15 points) ≥ Rs. 10 Crore (10 points) ≥ Rs. 5 Crore (5 points)	
5	Project Execution Plan, Methodology to engage team	20
6	Experience in execution of any development project in North Eastern India in last 5 years ≥ Rs. 3 projects in last 5 years (15 points) ≥ Rs. 2 projects in last 5 years (10 points) ≥ Rs. 1 project in last 5 years (5 points)	15
8	Office in North Eastern India	10
	Total	100

Table- 2 : Organization details & Experience of the Bidder

1	General:					
I.	Name of the Organization/ Agency					
II.	Registered/ Corporate Office Address					
	Address for communication (including Fax & e-mail)					
III.	Name of the Coordinator for contact purpose					
2	ORGANIZATION					
I.	Year of Establishment/ Registration (submit supporting documents)					
II.	Year of Operation					
III.	Brief details of Head Office and Field/Branch Offices					
IV.	PAN Number					
V.	Brief Profile of the Organization					
	(for point No.(III), (IV) & (V) separate sheet may be enclosed					
	MANPOWER					
3	PAST EXPERIENCE					
I	Total No. of PMU/PMC performed till date from the inception					
	Name of the organization for which PMU supplied	Name of the project	Total Project Cost	Date of joining of the team	Present Status	
a)	Country Level:					
b)	Zonal Level					
c)	State Level					
II	Whether the Agency has any work experience in North Eastern State ? If yes, please give brief details thereof.					

4	GST Registration Details			
5	Turn Over of the Organization			
	Sl. No	FY	Turnover in Rs.	
	1	2018-19		
	2	2019-20		
	3	2020-21		
6	Address of the office in North East India& GST Registration, if any			
7	Project Execution Plan, Methodology to engage team			(Separate sheet may be enclosed.)
8	Any other relevant information			

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Association: Address:

Financial Proposal – Standard Forms

[Location, Date]

To be filled by Bidder- sign, scan in pdf format and upload the same in the Technical Folder of Tripura tenders portal

BID FORM

E Bid No.
(Name and Address of the E-Bid Inviting Authority)

Dated

Dear Sir,

Having examined the condition of contract and specification including addenda nos. the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply of 10 professional to work as State Project Management Unit (SPMU) for implementation of
a) "Tripura Pineapple and Jackfruit Mission" and
b) "PM Formalisation of Micro Food Processing Enterprises (PMFME) Scheme of Ministry of Food Processing Industries (MoFPI), Govt. of India" as per prescribed qualification and experience in the E-TENDER in conformity with said condition of contract and specification for sum of Rs. <total bid amount in words in word and figures> as mentioned below:

Sl. No.	Name of the Project	No. of professionals
1	Selection of agency for supply of 10 professionals to work as State Project Management Unit (SPMU) for implementation of a) "Tripura Pineapple and Jackfruit Mission" and b) "PM Formalisation of Micro Food Processing Enterprises (PMFME) Scheme of Ministry of Food Processing Industries (MoFPI), Govt. of India".	10

If our bid is accepted, we will obtain a performance guarantee of a schedule bank guaranteed by RBI for a sum not exceeding to Rs. 3,50,000 (Rupees Three Lakhs Fifty Thousand only) for the due performance of the contract.

We agree to abide by this bid for a period of 11 months from the date fixed for award of contract and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal order of contract and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us. Bids submitted by us are properly prepared so as to prevent any subsequent alteration and replacement. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated.....Day of.....2022

(Signature)

Signature of.....

In capacity of.....

Duly authorized to sign the bid for and on behalf of.....

Witness
Signature
Address

Tele No. (s).....
Fax No. (s).....
email Id.....

PERFORMANCE SECURITY BOND FORM**(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)**

To
 The DDO (H/Q)
 Directorate of Industries & Commerce
 Govt. of Tripura
 Khejurbagan, Agartala

WHEREAS.....(name and address of the agency) (hereinafter called “the agency”) has undertaken, in pursuance of contract no.....dated..... to provide services as Authorized Agent for supply of 10 professionals to work as State Project Management Unit (SPMU) for implementation of a) “Tripura Pineapple and Jackfruit Mission” and b) “PM Formalisation of Micro Food Processing Enterprises (PMFME) Scheme of Ministry of Food Processing Industries (MoFPI), Govt. of India”. (here in after called “the contract”)

AND WHEREAS it has been stipulated by you in the said contract that the agency shall furnish you with a bank guarantee by a Nationalized Public Sector Scheduled Commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the agency, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of.....20.....

Name of the Bank :

Branch :

Address :

(Signature of the authorized officer of the Bank)

Name and designation of the officer & Code No.

Date :.....

Seal.....

To be filled by Bidder- sign, scan in pdf format and upload the same in the Technical Folder of Tripura tenders portal

E-BID ACCEPTANCE LETTER
(To be given on Agency Letter Head)

Date:.....

To,

Sub: Acceptance of Terms & Conditions of e-Bid.

e-Bid Reference No: _____

Name of e-Bid / Work: -

—

—

Dear Sir,

1. I / We have downloaded / obtained the e-Bid document(s) for the above mentioned 'e-Bid/Work' from the web site(s) namely:

—

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the e-Bid/documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your Directorate too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the e-Bid conditions of above mentioned e-tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We hereby unconditionally undertake that if, any information or certificate(s) produced by me/us are found false or tampered or any provisions of this e-Bid are found violated the E-Bid Inviting Authority shall without prejudice to any other right or remedy be at liberty to reject this e-bid including the forfeiture of the full Earnest Money Deposit (EMD) and invocation of the bank guarantee absolutely at any stage.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

To be filled by Bidder- sign, scan in pdf format and upload the same in the Technical Folder of Tripura tenders portal

FINANCIAL CAPACITY OF THE APPLICANT

S. No	Financial Year	Annual Turnover	Revenue from Consultancy Services as per audited statement
	2018-19		
	2019-20		
	2020-21		

I/We hereby unconditionally undertake that if the information furnished above by me/us is found false or tampered the e-Bid Inviting Authority shall without prejudice to any other right or remedy is at liberty to reject this e-bid including the forfeiture of the full Earnest Money Deposit (EMD).

Place: _____

Date: _____

Yours Faithfully
(Signature of the Bidder, with Official Seal)

To be filled by Bidder- sign, scan in pdf format and upload the same in the Technical Folder of Tripura tenders portal

DECLARATION

I/we

.....
.....,

have gone through carefully all the Bid conditions and understood all the clauses, specifications of e-bid items, instruction of the NIT and having been fully satisfied have quoted the rate of item. I / we solemnly declare that I / we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the Directorate against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / we hereby declare that, I / We have not been blacklisted / debarred / Suspended / demoted in any Directorate in Tripura or in any State of India due to any reasons.

(Signature of bidder)

Full name & seal

To be submitted by the selected Bidder only after receipt of work order**Resume Proforma****Applied Position among 10 enlisted positions as per E-TENDER:**

- 1. Full Name:**
- 2. Date of Birth:**
- 3. Nationality:**
- 4. Education:** (in reverse chronological order)

Name of the Examination	Name of the College	University/ Board	Year of passing	Part time/full time course	Class/Grade

5.Languages known:**6. Overall Experience details:**

1. Total No. of Experience:
2. Relevant No. of year of experience as per E-Tender Document for the applied post:
3. Core field of Experience(in 10 words)

7. Employment details (in reverse chronological order):

Duration of Employment:
Employer:
Position Held:
Location:
Name of the Client:
Main Project Feature:
Assignment performed:

Signature of the Candidate

To be filled by Bidder- sign, scan in pdf format and upload the same in the Technical Folder of Tripura tenders portal

To Whom it may concern

I/we, hereby certify that I/We am/ are an authorized signatory in the Agency/ Society/ Company/ Trust and hereby declare that “Our agency / society/ company/ trust does not face any sanction or any pending disciplinary action from any authority. Further it is also certified that our firm does not have any unsatisfactory track record resulting in adverse action taken by any Government in India/ any other state Government of India. In case of any further changes, which affect this declaration at a later date, we would inform the Directorate of Industries & Commerce, Government of Tripura.

Authorised Signatory (With seal)