Section - II

GENERAL TERMS & CONDITION:

- 1. Bid documents consisting 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 14th June, 2022 at 4:00 PM in the office of the Director, Skill Development, ITI Road, Indranagar, Agartala, 799006, West Tripura. 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): INR Rs.2, 91,795/-(Rupees twenty lakh ninety one thousand seven hundred ninety five only)
- 3.2 Tender Fee (Non-refundable): INR 1,500/- (Rs. One Thousand Five Hundred only)
- 3.3 Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal.
- 3.4 The EMD amount shall be refunded to all the bidders 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 bidders.
- 3.5 No interest will be paid to the bidders on EMD submitted.
- 3.6 EMD of the bidder may be forfeited if in any case found to have made false Declaration or Claims.
- 3.7 Bid Inviting Authority may forfeit the EMD amount and Cancel the Bid, if the selected bidders does not start the work as stipulated, after being awarded the Contract.

4. Signing:

If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer 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. Such corporation submitting bids may be required to furnish evidence of its corporate existence before the contract is executed.

5. Payment Terms & Conditions

Payment will be release as below:

	Milestone	100000000000000000000000000000000000000	entag	
•	On successful certification of Candidate along with monitoring visit based on feed back	80% Trainii	of ng Co	the st
•	On successful submission of evidence base proofs of certificate distribution ceremony (Batch wise photos of candidates with certificates and video of certificate distribution ceremony)	20% Trainii	of ng Cos	the st

- a. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.
- b. All taxes/charges/duties as applicable will be deducted from the bill.

- c. The selected agency shall raise the invoice as per the payment tranche mentioned and the final payshall be done only after completion of training with all aspects as per SoP and after submission of a required documents.
- 6. The agency can apply for maximum of Two Job Roles and Five Batches
- The total number of pages for the proposal shall be maximum of 80 pages with duly signed on every page.
- **8.** The proposal should be indexed well along with page numbers. In submission of proposals without a proper index shall lead to cancellation.

Section - III

TECHNICAL FOLDER:

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

The following documents have to be enclosed along with technical bid without altering the sequence:

- I. Copy of NSDC registration certificate
- II. Copy of registration certificate of the agency
- III. Affidavit of not have been blacklisted by any Govt. Department/ Directorate
- IV. Training of Trainers Certificate and Duly signed CVs of trainers
- V. EMD and Tender fee
- VI. PAN Number, TAN number, GSTR number order copies
- VII. Applicant proposal
- VIII. Work orders/ Completion certificate of Skill Development training
- IX. Original Notarized Premise Ownership document
- X. Course curriculum/ NSQF aligned Bengali version Particle handbooks and session plan of the job roles which are applied
- XI. Success story documents (Documented details about education background, training undergone, experience gain, benefit received from the training, training provider and centre details, scheme under which trained, current occupation and earning/ salary slips of the trainees).
- XII. Certified copy with duly authorized signatory (Certified that provisions of the E tender have been fully understood and we take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by Directorate of Skill Development)
- XIII. Certified copy with duly authorized signatory (Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under Directorate of Skill Development)
- XIV. Copies of the Audited accounts and annual reports for the last three years (2018-19, 2019-20 and 2020-21), if available
- XV. Copies of IT return of the last three years (2018-19, 2019-20 and 2020-21), if available
- XVI. Any other documents in support of the organization
- 10. Technical Documents: Scanned copy of all the details as per eligibility criteria mentioned in clause no.9

11. TECHNICAL EVALUATION:

The evaluation committee appointed by the State Govt. shall evaluate the proposals on the basis of their responsiveness to the scope of work applying the evaluation criteria. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it fails to achieve the minimum technical score of 70 out of 100 from the technical section. Details of Technical score determination is at Clause No: 25,the results of Technical Evaluation will be uploaded online in the portal. Decision of the Committee will be final in this regard.

12. Contacting the e-tender Inviting Authority

Any effort by a bidder to influence the e-Bid Inviting Authority in bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

INSTRUCTIONS TO BIDDERS:

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 enrol 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 Bidders shall furnish a declaration (Annexure-V)as a part of bid that they are not been blacklisted by any department 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.
- 1.6 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.
- 1.7 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.
- 1.8 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.
- 1.9 The job role wise details of the RPL (DWS) which needs to be undertaken are mentioned below:

Job Roles	Training Type	Number of Trainees (in Nos.)	Total Duration of Traning Programme (in Hours)
Plumber General	RPL	938	80 hrs
Asst. Electrician	RPL	1058	80 hrs
Total		1996	

- * The training centre has to be set up as per the Standard Operating Procedure (SoP) provided by DSD within stipulated timeline.
- Counselling: TP has to conduct counselling of the candidates. Necessary counselling detailing about the scope of the training, opportunities available after the course should be provided to the aspiring candidates. Candidates for the said training would be selected from the list provided by DWS department.
- Distribution of Job Role Specific Kit: TP shall provide a special kit to all the candidates during
 Orientation Programme. Pay out for orientation is inclusive of job role specific kit.
 - Writing Pad and Pen

- o Induction Kit
- o Cap, Gloves
- o Training T Shirt with Skill Tripura and DWS(Jal Jeevan Mission) Logo
- o Any other relevant
- Batch Size: Minimum Batch Size is 20 and Max. Is 30 candidates per Batch
- List of GP/VC from where 2(two) candidates may be selected for the said training program.
- Preferred Location: All GP/VC except the list mentioned in the annexure-VI.

The Training providers are expected to submit the E-Tender in the prescribed Project Application Form (PAF) enclosed in **Annexure**-II.

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 this E TENDER.
- c. Bidders also have to comply the General Terms & Condition as mentioned in this E TENDER

3. Pre-Qualification data of the Bidders

- 3.1 The bidder should satisfy the pre-qualification criteria as fixed under this NIT (Notice Inviting Tender) 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 biding 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 Biding

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.

BID DOCUMENT

5. Contents of Bid document.

One set of Bid document, comprises of the Technical documents as mentioned in the clause 9 (Section III General Terms& Condition). In any circumstances if any Bidder not uploads the Technical document folder, then that bidder will be summarily rejected.

6. Amendment to Bid Documents

- 6.1Before 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.
- 6.2Any 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.

PREPARATION OF BIDS

7. Validity of Bids:

- 7.1Bids shall remain valid for a period of not less than 120 (one hundred twenty) days from the last date of bidding specified in NIT.
- 7.2During 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.

8. Earnest Money Deposit

- 8.1EMD given by all bidders will be refunded. But for the selected bidders, EMD shall be refunded after Award of contract.
- 8.2The 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.

9. 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.

SUBMISSION OF BIDS

10. 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.

11. Submission of Bids:

11.1The 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

11.2List of documents to be scanned and uploaded:

All the documents mention in the Clause 9 (Section III). 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; otherwise the bid will be rejected.

Note: If any of the above mentioned documents (Clause 9) (List of the documents to be scanned 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.

11.3If 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 Skill Development, 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 Directorate of Skill Development, 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.

BID OPENING AND EVALUATION

14. Bid Opening

The bid will be opened online by the Bid openers on behalf of the Director, Skill Development, 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

15.1All the statement, documents, certificates 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.

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

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

AWARD OF CONTRACT

16. Award Criteria

16.1The Director of Skill Development, 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 as final by the State Project Approval Committee.

16.2The 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.

17. Notification of Award of Contract.

18.1The 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.

18. Corrupt or Fraudulent Practices

The Department require 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 Department:

- a. Define for the purposes of the provision, the terms set forth below as follows:
 - "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
 - 2. "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.

19. Required Output from agencies:

Agencies have to conduct all the training as per target allocation of the work order and training shall be completed (in all aspects including assessment & certification and submission of complete documents to DSD) with in stipulated timeline in time bound manners. Agency shall setup centre along with all equipments as mentioned in Standard Operating Procedure (SOP) within 7 days of issuance of work order and shall submit geo-tagged ready training centre photographs to the office and shall take approval from DSD. Agency shall provide Course Curriculum and Handbooks (Bengali Version to all the candidates. Agency shall conduct the training through ToT certified trainer(s). Agency shall be responsible for Mobilization, Branding, Course Curriculum and Handbooks (Bengali Version), Session Plan, Infrastructure costs/utilities and Equipments, Teaching aid, Raw Material, ToT of Trainers, Salary of Trainers and Staffs, Issuance of identity card to trainees and trainers, Induction Kit, Cap, Gloves, Trainees T - Shirt, Rent of Training Centre/other centre establishment cost for implementation of training. Agency shall submit monthly progress report to the office of the undersigned within five working days of each month during the training period. Agency shall share success story documents of trainees to DSD which details about education background, training undergone, experience gain, benefit received from the training, training provider and centre details, scheme under which trained, current occupation and earning/ salary slips of the trainees.

20. Responsibility of Directorate of Skill Development:

- Overall monitor the implementation of the training in the districts by the selected agency and ensure complete closure of the training in each district within timeline.
- Support the Selection Agencies to receive 2(two) candidates from each GP/VC wise list from DWS Department/ Districts.
- Establish linkage with different District Administration, Govt. Departments, Sector Skill Councils, and Industries by providing necessary support.

21. Period of the Assignment

The tenure of assignment / contract would be for a period of 2 months from the date of signing of agreement. If performance of the agency is found be dissatisfactory, DSD reserves the right to cancel the work order immediately without providing any necessary explanation.

Bidders are advised to study all instructions, forms, terms, requirements and other information in the Bid Documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications. The response to this Bid Document should be full and complete in all respects. Failure to furnish all information required by the Bid Documents or submission of a proposal not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of its Proposal.

22. Bid Submission Format and Documents Comprising of Proposals

The entire proposal shall be strictly as per the format specified in this E TENDER. Proposals with deviation from this format shall be rejected. Details of the format can be found in Annexure of this document. Please note that this is no deviation bid and any deviation or conditional response will lead to disqualification of the bidder from entire tender process.

Bidders shall furnish the required information on their technical and financial proposals in specified formats only. Any deviations in format may make the tender liable for rejection. Disclosure of Financial information of the proposal in Technical Envelope shall be sufficient grounds for rejection of the proposal.

23. Eligibility and qualification of the bidder

23.1 Technical Capacity

Eligibility criteria for applying the Request for Proposal for conducting Recognition of Prior Learning of DWS(PWD).

I. Must be a NSDC Training Partner or registered Training Provider.

II. Should have experience in conducting skill development training under PMKVY/ any other State funded scheme in the State/ experience in RPL training in relevant sector.

III. The total number of pages for the proposal shall be maximum of 80 pages with duly signed on every

IV. The proposal should be indexed well along with page numbers. In submission of proposals without a

proper index shall lead to cancellation.

V. Mobilization & Counseling: DWS (PWD) Department in coordination with Rural Development, and Public Work Department (PWD) Government of Tripura will share the GP/VC wise list of trainees workers with concerned TP.TPs shall be responsible for finalizing the batch in discussion with DWS(PWD)District Administration. The concerned Training Partners will counsel and screen the candidate from the location wise list of workers for final training.

✓ To conduct awareness and dissemination of information about the Skill Development

activities in each district.

- ✓ To conduct publicity for mobilization through different format (Newspaper advertisement, Miking, TV Scrolls, Shows of films/ Documentaries, Radio advertisement, Leaflets etc).
- ✓ To mobilize, counsel and select candidates for the interested job roles.
- ✓ Facilitate Placement Opportunities for the trained candidates.

24. Eligibility / Pre-Qualification Criteria

The bidding agency must be able to meet the following criteria for qualifying to participate in the proposal. The bidder, as part of the proposal must submit required documents to demonstrate qualification for the tender.

	Pre-Qualification Requirements			
Sl.No.	Particulars	Supporting documents to be scanned and uploaded the bidder		
1	The Applicant must be a NSDC Training Partner or registered Training Provider	NSDC registration certificate/Training provider deemed ready status from SIP		
2	The Applicant must be a Government Institute / Company/ Firm/ Society/ Trust/ Proprietorship	Certified copy of incorporation		
3	Agency must not be blacklisted by any Government (Central or State) or PSU in India	Self-certified certificate		
4	The participating agency should have ToT certified trainers. All the CVs and experience certificates has to be duly signed by candidate (For each job role shall be attached)	Training of Trainers Certificate and Duly signed CVs of trainer		
5	Past Experience in conducting Skill Development training will be preferred.	Work orders/ Completion certificate		
6	The participating agency must have setup training centre with all training facilities for conducting training.	Original Notarized Premise Ownership document		
7	The participating agency must have all ready Course curriculum/ NSQF aligned Bengali version Particle handbooks and session plan of the jobroles which are applied	Course curriculum and session plan		
8	Success story of previously trained candidates	Success story documents as per clause no. 9 (Section III).		
9	Certified that provisions of the E tender have been fully understood and we take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by Directorate of Skill Development	Certified copy with duly authorized signatory		
10	Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under Directorate of Skill Development.			
11	Copies of the Audited accounts and annual reports for the last three years (2018-19, 2019-20 and 2020-21)	CA certified audited accounts reports		
12	Copies of IT return of the last three years (2018-19, 2019-20 and 2020-21)	ITR certificate		
13	Other documents in support of the organization	PAN Number, TAN number, GSTR number order copies		

- After selection of the suitable firm / firms, the amount of EMD shall be refunded to the unsuccessful Bidders. The EMD of the successful Bidder(s) shall be retained by the Authority till the completion of theassignment.
- ii. No cost variation/price escalation shall been entertained (notpayable).
- iii. The selected bidder(s) shall be empaneled withDSD

25. Evaluation of Technical Bids

Only those Bids which have a minimum score of 70% of total marks in technical evaluation will be

considered and target allocation will be according to the decision of SPAC committee.

Sl. No.	Parameters	Scoring(in Points)	Maximum Marks
1	Complete and duly filled up PAF in the prescribed format only		10
2	Content of the curriculum with hourly wise session plan for each job role is attached		10
3	ToT trained trainer (it is mandatory to engage the same trainer for the programme prior to DSD evolution, else target would be forfeited)	TOT for one trade=7 TOT for Two Trade=15	15
4	NSDC registered Training partner with minimum 3 years experience in implementing Skill Development training	Less than 3 years=2 3-5 years=6 5 years and above=10	10
5	Experience in implementing Govt. funded or SSC funded RPL training programmes in NE Region in last 5 years		20
6	Experience in conducting RPL (Govt/SSC/PMKVY) in construction sector in NE states in last three years	Organization has conducted RPL (Govt/SSC/PMKVY) in construction sector in NE in last three years=5 organization has not conducted RPL (Govt/SSC/PMKVY) in construction sector in NE in last three years=0	.5
6	Success story of previously trained candidate (Documented details about education background, training undergone, experience gain, benefit received from the training, training provider and centre details, scheme under which trained, current occupation and earning/ salary slips of the trainees).		5

To be eligible to receive target allocation under any particular job role, the participating Training Provider have to score minimum 70% as per the score sheet.

The marks mentioned in last column of the above table are the highest score which can be obtained by any participating organization. SPAC is the final authority to decide the maximum point to be allocated to any participating organization based on the documents.

26. Recourse Clause

For non-performance, the following, all or any remedies may be exercised on the selected agency:

- Forfeiture of Bank Guarantee or EMD
 - a. In case of any midway unilateral withdrawal from the assignment.
 - b. In case of any midway unilateral withdrawal from the bidding process.
 - If a Bidder increases their quoted prices during the period of bid validity or its extended period, if any ;or
 - d. In the case of a successful bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the Bid Document
 - e. During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
 - f. During the bid process, if any information found wrong / manipulated / hidden in the bid.

27. Validity of Bid

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The application Bid shall be valid for a period of 180 days from the last date of submission of application.

28. Withdrawal/Amendment to Bid

At any time prior to the last date of receipt of Bids, the 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 an amendment. In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, the Directorate may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set for invitation to E TENDER. The Directorate reserves the right to withdraw the E TENDER at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

29. Performance Assessment

In case of default, the Bidder shall, notwithstanding issuance of a prior notice in this regard, pay prospectively as liquidated damages an amount up to 1% of the amount of contract value per week (subject to maximum of 10%) or such lesser amount that may be imposed by DSD for which the work remains un-commenced after 10 days of the issue of acceptance letter; or the minimum progress of work is not achieved; or for the work remains unfinished after the completion date or for the following acts on the part of bidders:

- i. Quality of deliverable is not up to the mark, (till the quality is improved to the required extent)
- ii. Delays in commencement of training
- iii. Not assigning adequate resources in time
- iv. Not engaging resources on a dedicated basis, even when required
- v. Assigning resources that do not meet DSD's requirements
- vi. Inadequate interaction with the DSD
- vii. The work is either not complete or not completed satisfactorily as per the approved time schedule or the quality of deliverable
- viii. If the delay is beyond timeline then DSD may rescind the Contract and shall be free to get it done from other Agencies at the risk and costs of the appointed Agencies. DSD may debar the Agencies for applying in its future Selection also.
- ix. The bidder has to provide detailed reports for the activities performed.

30. Liquidated Damages

If any of the services performed by the Agencies fail to conform to the specifications of the assigned project or in the event of failure of the project due to indifferent, non-supportive attitude of the Agency(s) and DSD decides to terminate the contract because of such failure, then a sum up to 50% of the fund disbursed (if any) shall be recovered as liquidated damages from the Agency(s). Besides, all the payments already done for such service shall also be recovered. This shall be without prejudice to other remedies available under this contract to DSD.

31. Suspension: DSD may, by written notice to Agency(s), suspend all payments to the Agency(s) if the Agency(s) fails to perform any of its obligations under this Contract including the carrying out of the services, provided that such notice of suspension which Shall specify the nature of failure and shall request the Agencies to remedy such failure within a period not exceeding thirty (30) days after receipt by the Agency(s) of such notice of failure.

32. Force Majeure:

- Notwithstanding anything contained in the E TENDER, the Agencies shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
- o For purposes of this clause "Force Majeure" means an event beyond the control of the Agencies and not involving the Agency's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the DSD, regarding Force Majeure shall be final and binding on the Agencies. If a Force Majeure situation arises, the Agencies shall promptly notify to the DSD in writing, of such conditions and the cause thereof. Unless otherwise directed by the DSD in writing, the Agencies shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

33. Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

- Amicable Settlement: Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt.
- Resolution of Disputes: In the case dispute arising between the DSD and the Agency(s), which has not been settled amicably, such dispute shall be referred to a panel of arbitrators, to be appointed jointly by both the parties. The arbitrators with the consent of parties may modify the timeframe for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996orlaterandtherulesthereunderand any statutory modification or re-enactment, Arbitration proceedings will be held in Agartala and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the majority of arbitrators shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

34. Termination under this Contract

DSD may terminate the agreement by any time by providing written notice to the Agencies in the following ways

- i. Termination by Default for failing to perform obligations under the Contractor
- ii. If the quality is not up to the specification or in the event of non-adherence to time schedule.
- iii. Termination for Convenience in whole or in part thereof, at anytime
- iv. Termination for Insolvency if the Agencies become bankrupt or otherwise insolvent.
- v. In all the cases above termination shall be executed by giving written notice totheAgencies. No consequential damages shall be payable to the Agencies in the event of such termination.

35. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Agartala only.

36. Corrupt and Fraudulent Practices:

- The Applicants and their respective officers, employees, agents and advisers shall observe the
 highest standard of ethics during the activity. Notwithstanding anything to the contrary contained in
 this E TENDER, DSD shall reject a Proposal without being liable in any manner whatsoever to the
 Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged
 in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
 (collectively the "Prohibited Practices").
- Without prejudice to the rights of DSD, and the rights and remedies which DSD may have under the LOA or the Agreement, if an Applicant is found by DSD o have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection Process, or after the issue of the work order or the execution of the Agreement, such an Applicant shall not be eligible to participate in any tender or E TENDER issued by DSD during the assignment period from the date such Applicant is found by DSD to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- For the purposes of Clause 1, the following terms shall have the meaning hereinafter respectively assigned to them:
 - o "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of DSD who is or has been associated in any manner, directly or indirectly with the selection process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the DSD, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Assignment or the LOA or the Agreement, who at any time has been or is a legal, financial or Technical Consultant/ Adviser of DSD in relation to any matter concerning the Project;
 - "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
 - o "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by DSD with the objective of canvassing, lobbying or in any manner

- influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process

37. Tentative Timeline for completion of Project:

	Activity	Timeline
1	Completion of training, assessment and certification	Within 180 days of issuance of work order
2	submission of the evidences of certificates distribution	Within 30 days of completion of training and certification
3	Progress report of the training programme	Weekly basis during ongoing training

Section - IV

Annexure - I

Letter

No.

From:

Name of Agency with Complete Address of Communication

To

The Director
Directorate of Skill Development
ITI Road, Opposite ITI
Indranagar, Agartala
Tripura – 799006

Sub: "Selection of Training Providers to Conduct Short Term Training Under DWS(PWD) funded Scheme for training under RPL component in preferred location mentioned in the tender.

We, the undersigned, offer to provide the services for the above in accordance with your E TENDER dated, we are hereby submitting our Technical Proposal (As per Annexure II) both in hard and soft copy format sealed in an envelope.

We have examined the information provided in your E TENDER document and offer to undertake the work described in accordance with requirements. This proposal is valid for 180 daysand could be extended with mutual consent and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

I confirm that I have the authority of (Name of the agency/institution) to submit proposals/tenders and to clarify any details on its behalf.

We understand you are not bound to accept any proposal you receive.

Yours sincerely

Enclosures:

Signature [In full and initials]: Name and Title of Signatory: Name of Firm: Address

FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL.

General Details:

i. Profile of Organization

Provide a brief profile of the Applicant in the format mentioned below:

Name of the Organization	
Type of the Organization (Government Institute / Company/ Firm/ Society/ Trust/ Proprietorship)	
Name and contact details of the Authorized Signatory of the Organization	
Relevant years of experience in skill development training domain in the state	
Address of Head Office	
Name of the Single Point Of Contact (SPOC) for proposed training centres	
Contact details of SPOC	Contact no.: Email ID:
Office address of SPOC	
Job Roles and the target applied for	1. 2.
TP registration No. of NSDC registered certificate	

II.EXPERIENCE IN SKILL DEVELOPMENT PROGRAMS

Provide a brief description of Organization's past experience in conducting Short Term Skill Development

Programs in last three (3) financial years.

Financi al	Govt. Fun scheme	ded	Corporate Responsib scheme	e Social pility(CSR)	Self-Paid	scheme	RPL in Re Sector	elevant
Year	Trained	Cert ified	Trained	Certified	Trained	Certified	Trained	Certified
2018-19								
2019-20								
2020-21								

III. PROPOSED TARGET GROUPS & JOB ROLE:

SI.	Target group (Specify)	Sector	Job Role	Duration in hours	Proposed Target	Course curriculum along with detailed session plan to be attached with the proposal
1						
2						

IV. DETAILS OF PROPOSED TRAINING CENTRE:

SI.	TC name	Training centre	Proposed job	Centre readin		Will be ready within 7
no.		address	role	Ownership	Trainer	Equipment's
1	2	3	4	5	6	7

Shortlisted TP has to set up training centre (within 10 days) by fulfilling requirements of training centre in the specified locations enclosed in Annexure-III.

V. PROPOSED PLACEMENT/ENTREPRENEURSHIP PLAN: Specify the strategy to be followed for each job role separately along with placement tie up letters. For entrepreneurship, the TPs have to provide a detailed plan along with the process of supporting the SHGs/Candidates for setting up enterprises.

VI.CERTIFICATES TO BE PRODUCED:

Certified that provisions of the E tender have been fully understood and we take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by Directorate of Skill Development.

Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under Directorate of Skill Development.

VII. CHECK LIST DOCUMENT: Self-attested photocopies of the following documents to be attached with the proposal.

SI. No	Particulars	Enclosed (Yes/ No)	Remarks if any
1.	Organization Registration Certificate		
2.	Experience Document related (Work Order and completion certificates) to skill development.		
3.	Ownership document such as Registered Rent/ Lease Agreement copy/ Electricity bill etc. of the proposed TC.		
4.	Complete CV of Trainers along with photograph and with photocopy of certificates (highest qualification mark sheet, experience document, if any, Relevant certificate from prominent institute on specific field for which trainer is proposed). All the CVs and experience certificates has to be duly signed by candidate (For each job role shall be attached)		
5.	TOT Certificate of the Trainers		
6	Submission of Bengali version of the NSQF aligned handbook of the job roles applied for		
7.	Certificates as per Sl.No.VI		
8	Original Notarized Rent agreement of training centres		

Note:

All the pages should be numbered and properly indexed, mentioning the name of the submitting agency. If any of the E TENDER is found to be without proper signature, name of the submitting agency for which the proposal is being submitted, it will be liable for rejection.

Authorized Signature [In full and initials]: Name and Title of Signatory: Name of the agency Address:

Annexure-III

5

Training Centre Requirements:

Shortlisted Training Providers (TPs) have to set up Training Centre (within 7 days) by fulfilling following criteria:

- Training Infrastructure: The Facilitator Agency /TP shall arrange the necessary training infrastructure and required laboratory/equipment at the RPL location, as per the requirements of the job role or as per guidelines of Directorate of Skill Development if any.
- Facilitator Agency /TP shall ensure that the overall training infrastructure especially the training aids for the proposed job role is as per the industry benchmark.
- > Training Centre (TC) should have Reception Cell and Washroom (separate male and female).
- Training centre should be well equipped with all the amenities (<u>including COVID prevention facilities</u> <u>like sanitizer and enough room space</u>) within 7 days of receiving the work order and necessary arrangement shall be complete before commencement of any training.
- > Training centre must have job role wise separate Classroom and Laboratory (minimum 10 sq.ft per candidate)/ as per Sector Skill Council Specifications.
- > Availability of Safe Drinking Water.
- > Availability of First Aid Kit& Fire Extinguisher.
- > TC has to do branding as per the guideline provide by DSD.
- Mandatory Staffs Requirement in the training centre:
 - i. Jobrole wise trainers (ToT certified,)
 - ii. Centre In-charge cum MIS Coordinator
 - iii. Housekeeping Staff

Annexure-IV

Criteria for evaluation of the bid submitted in the E tender:

	Mandatory Parameter	Preferred parameters	Desirable parameters
1.	Submission of proposal as per PAF template. Failure to meet any of the mentioned criteria will lead to rejection of Proposal.	Training Centre ready in all aspects as per Annexure-III. If any TC is ready Geo Tagged	 Previous experience of skilling in under Schemes implemented by Directorate of Skill Development. Placement/Entrepreneurship
2.	Overall monitoring feedback on implementation of any scheme under DSD, GoT	Photographshave to be attached for the mentioned TC	support plan & tie ups. 3) Detailed Mobilization strategy for each location
3.	Certified TOT Trainers details for the concerned job role.		4) Detailed plan for <u>Livelihood</u> <u>Generation or Market</u> <u>Linkagefor</u> the certifiedCandidates for each
4.	Content of the curriculum with hourly wise session plan for each job is attached (max 3 pages)		job role applied for

SPAC is the final authority to select eligible training partner and allocated targets. SPAC reserves the right to cancel or disqualify any training provider without providing any explanation.

Annexure - V

(Self-Certified Letter: To be printed on a company letterhead)

AFFIDAVIT

I/we	
have gone through carefully all the Bid conditions items, instruction of the NIT.	s and understood all the clauses, specifications of e-bid
I / We/M/s No.	(name of firm/company) having PAN
, Service Tax Nocertificate issued by affirm that I / We / M/s have not been debarred/B cancelled by any State/UT/Central Government/Co indirectly connected with or has any subsisting proceedings have ever been initiated/pending or a completion of supply order by any State / UT / Cen and the individual/firm/company have been reg	having office at and do hereby declare and solemnly lack-listed, nor mine/our tenders orders have ever been reporation or any partner or shareholder either directly or interest in the business of my/our firm nor any legal any penalty has ever been levied due to delay of non-tral Government or by any autonomous body / authority gularly paying income tax/service tax and is legally/s accept all the terms & conditions as prescribed with
	any penal action such as disqualification or black listing ed fit, taken by, the Department against us, if it is found ed by us are false / fabricated.
Yours faithfully	
(Signature of the applicant) (Name) Date	
Place	
(Company Stamp / Seal)	

DHALAI TRIPURA			
BLOCK	GP	VC	CANDAIDATE
durgachomuhani	KUCHAINALA	NO	3
	NO	BAMANCHARA	2
	NO	HARERKHOLA	4
	CHOTASURMA	NO	3
	NO	MARACHARA	4
	MANIK BHANDER	NO	5
	CHULUBARI	NO	2
	EAST LAMBUCHARA	NO	5
	HALHULI	NO	2
	NO	HARERKHOLA	3
	NO	BALIGAON	3
	NO	SRIRAMPUR	2
	WEST KUCHAINALA	NO	4
	6	6	42

SIPAHIJALA			
BLOCK	GP	VC	CANDAIDATE
MOHANBHOG	PURBA CHANDIGARH	NO	8
	BANIACHHARA	NO	2
	KAMRANGATALI	NO	3
	TELKAJLA	NO	1
	NO	CHANDUL	5
	NO	UTTAR TAIBANDAL	5
	NO	ANANDAPUR	1
JAMPUIJALA	NO .	KALIKANTA PARA	4
	NO	KALIMOHAN PARA	3
	NO	SARANJOY SARDAR PARA	3
	NO	SUNAMONI PARA	3
	NO	SHYAMSUNDAR PARA	2
	NO	KALAIBARI	4
	NO	MOHANPUR	4
	NO	KENDRAICHERRA	1
	NO	PRAVAPUR	2
	NO	PEKUARJALA	2
	NO	KALLA BARMA	1
	NO	PASCHIM RATANPUR	1
	TOTAL GP=4	TOTAL VC=15	TOTAL=55

BLOCK	GP	VC	CANDAIDATE
	-	NO	CANDAIDATE 3
KALA CHERRA	LAXMINAGAR	NO NO	3
	ICHAI LALCHARRA	NO NO	2
	ALGAPUR SOUTH HURUA	NO NO	1
		NO NO	1
	BARUAKANDI	NO NO	3
	RAGNA	NO NO	1
	UTTAR TUISAMA UPTAKALI	NO NO	1
	LALCHARRA	NO NO	1
KANCHANPUR		NO NO	3
KANCHANPUK	PASCHIM SATNALA	NO NO	1
	SATNALA		
DAINACAD	KANCHANPUR	NO NO	1
RAINAGAR	BARUAKANDI	NO NO	3
	PURBA TILTHAI	NO NO	1
DARLIAKANDI	GANGANAGAR		
BARUAKANDI	BARUAKANDI 4		1 2
DAMCHERRA	NO NO	DAMCHERRA	
III DADAINA CAD	NO	DEOCHERRA	3
JUBARAJNAGAR		JUBARAJNAGAR	
	NO	PURBA TILTHAI	1
	NO	PASCHIM TILTHAI	1
	NO	MADHUBAN	4
	NO	MADHYA PARA	1
	NO	UPTAKALI	1
	NO	PURBA HAL	1
KADAMTALA	CHURAIBARI	NO	1
	SARASPUR	NO	1
PANISAGAER	AGNIPASSA	NO	3
	PANISAGAR	NO	1
LAL JURI	NO	KANCHANCHERRA	1
	NO NO	MAKUMCHERRA	1
W 4	-	JOYMONI PARA	1
Kadamtala	saraspur	NO NO	3
	tarakpur	NO NO	3
	bhagyapur		1
	Farakpur	NO NO	1
	Ranibari	NO	2
Panisagar	Indurail panisagar		1
	Deachera	100100 0 1 1 1 0	2
		ADC Village Chandra Hallam Para	1
	panisagar		1
	Dakshin Padmabill		2
		damchera	2
	1 11	Nalnagar	1
	Uttar padmabill		3
	Jalabasa		1
	pekucherra		1
	rowa		1
	33	15	77

SOUTH TRIPURA			
BLOCK	GP	vc	CANDAIDATE
Kalachara	Laxminagar	Laxminagar	3
	Ragna	Ragna	3
	Hurwa	Hurwa	3
	Howra	Howra	1
	Baruakandi	Baruakandi	3
	bhagyapur	bhagyapur	2
	ichailulchere	ichailulchere worf no.3	2
	BALICHERRA	BALICHERRA	2
Dasda	shibnagar	shibnagar adc	2
	purba Ramchera	purba ramchera	1
	rabindranagar	rabindranagar	2
	kanchanpur	kanchanpur	2
	4	3	26

DIACH	WEST TRIPURA	1/4	CAMPAINA
BLOCK	GP	VC	CANDAIDATES
JIRANIA RD BLOCK	PURBA DEBENDRANAGAR	NO NO	1
	MAJLISHPUR		1
	NO	PACHIM BARJALAA	2
	NO	BISHRAMBARI	1
	NO	MADHAB BARI	2
	DURGANAGAR	NO NO	1
	UTTAR MAJLISHPUR	NO	2
	SACHINDRANAGAR COLONY	NO	4
	MOHANPUR	NO	1
	MADHYA DEBENDRA NAGAR	NO	2
	NO	RAM BANDHU SARDAR PARA	1
	NO	KALYAN THAKUR PARA	1
	KAMALA NAGAR	NO	1
	KOBRAKHAMAR	NO	1
	NO	BARJALA	1
	BIDHAN NAGAR	NO	1
	KUNJABAN	NO	1
SAMUTIA RD BLOCK	GANDHIGRAM	NO	3
	SONATOLA	NO	1
	HATIPARA	NO	1
	PASHIM PARA	NO	1
	LAXMILUNGA	NO	1
	PURBA GANDHIGRAM	PURBA GANDHIGRAM	4
	JALILPUR	JALILPUR	1
	UTTAR RASMNAGAR	UTTAR RASMNAGAR	1
	PASHIM GANDHIGRAM	PASHIM GANDHIGRAM	1
	UDAL TALI	NARSINGAR NO	1
	SHILPARA RANGUTIA BHUGJOR	BHUGJOR	1
	BAMUTIA	BAMUTIA	1
OLD AGARTALA	EAST CHAMPAMURA	EAST CHAMPAMURA	8
NEO AGARTADA	WEST CHAMPAMURA/PASHIM CH		1
	BALDAKHAL	BALDAKHAL	2
		3 NO TULAKONA/TULAKONA icds/TU	3
	DURGANAGAR	DURGANAGAR	1
	BRIDHYANAGAR	BRIDHYANAGAR	5
	NO	RAM BABU PARA	2
	NO	DASHARAM BARI	1
	NO	PASHIM RADHA MOHANPUR	1
	NO	BARDHAMAN THAKUR PARA	2
	NO	DHUPCHARA	2
	NO	BIR CHANDRA PARA	1
	RADHA MOHANPUR	RADHA MOHANPUR	1
	NORTH CHAMPAMURA	NORTH CHAMPAMURA	1
	UTTAR CHAMPAMURA	UTTAR CHAMPAMURA	1
MANDWI	NO	MAHIM SARDAR PARA	1
	NO	BALUDHUM PARA	6
	NO	GACHIYA PARA	1
	NO	MUKTA SARDAR PARA	1
	NO	TUISARANG CHAK PARA	1
	NO NO	GABINDA SARDAR PARA	2
	NO	4/DEBCHANDRA PARA NAKSHIRAJ PARA	1
	NO	PURBA DEBENDRA NAGAR	1
	NO	BRIGU DAS BARI	2
	NO	DC VILLAGE	1
	NO	ADC VILLAGE	1
	NO	LAXMAN KOBRA PARA	2
	NO	BEGRAM PARA	1
	NO	BIDYAMURA PARA	2
	NO	CHINTAMANI SADHU PARA	1
AMPUIJALA	 	JAMPUUALA	5
		KALAIBARI	4
		MOHANPUR	4
		KENDRAICHERRA	1
		PRAVAPUR	2
		PEKUARJALA	2
	NO NO	KALLA BARMA	1
	NO	PASCHIM RATANPUR	1
	The state of the s		