



Government of Tripura

# **Tripura Industrial Development Corporation Limited**

(A Government of Tripura Undertaking)

## **Bid Document of e-tender for:**

Selection of Bidder for Organizing Training, Seminars, Awareness, and Outreach Programs under the Scheme “Procurement & Marketing Support (Revised)” towards Organizing 08 District-Level Udyam Samagam Events

**Tender Document for Tripura Industrial Development Corporation Limited****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. Tripura Industrial Development Corporation Limited 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.

Tripura Industrial Development Corporation Limited reserves the right to reject any or the entire offer without assigning any reasons whatsoever. No correspondence will be entertained on this account.

Address of Communication

**The Managing Director,  
Tripura Industrial Development Corporation Limited,  
Shilpa Nigam Bhawan, Khejurbagan, Agartala, Tripura West-799006  
Email Id: [tidcltd.in@gmail.com](mailto:tidcltd.in@gmail.com)**

**Tender Document for Tripura Industrial Development Corporation Limited****1. Abbreviations:**

Throughout this tender documents", the word/term:

- a) "TIDC" means Tripura Industrial Development Corporation Ltd.
- b) "day" means Calendar day
- c) "working day" means Monday to Friday in week
- d) "tender" means tender number: **TIDC/FA/8(191)/2019-2020**
- e) "machine" means the machinery & equipment including all associated tools/ jigs/fixtures/motors/controllers/ software/ control panels/ accessories as detailed at Annexure-A.
- f) If contexts require, "singular" means "plural" and vice versa.
- g) "EMD" means Earnest Money Deposit.
- h) "Purchaser" means The National Small Industries Corporation Ltd
- i) "Bid" means the document and financial details submitted by bidder.
- j) "Bidder" means the eligible and qualified Original Equipment Manufacturers/ Authorized Distributors/Authorized Dealers/ Turnkey services.
- k) "OEM" means Original Equipment Manufacturer

## **SECTION- I**

### **PRESS NOTICE**

### **NOTICE INVITING TENDER LIST OF IMPORTANT DATES**

**Tender Document for Tripura Industrial Development Corporation Limited****Government of Tripura****Tripura Industrial Development Corporation Limited**

(A Government of Tripura Undertaking)

**Name of Work:** Selection of Bidder for Organizing Training, Seminars, Awareness, and Outreach Programs under the Scheme “Procurement & Marketing Support (Revised)” towards Organizing 08 District-Level Udyam Samagam Events.

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Certified that this e-NIT contains 39 pages and schedule of the e-Tender is shown in Section – I

**TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION LIMITED**  
**(A GOVERNMENT OF TRIPURA UNDERTAKING)**  
**Shilpa Nigam Bhavan, Khejurbagan, Kunjaban,**  
**Agartala, Tripura, Pin-799006. CIN: U75112TR1974SGC001491**

DeNIT NO: F.No TIDC/FA/8(191)/2019-2020/1682

E-sign date

Electronic Bids are hereby invited by Managing Director, Tripura Industrial Development Corporation Limited on behalf of Governor of Tripura under two bid e-procurement systems through website <http://tripuratenders.gov.in> from an established agency for Organizing Training, Seminars, Awareness, and Outreach Programs under the Scheme “Procurement & Marketing Support (Revised)” towards Organizing 08 District-Level Udyam Samagam Events, having experience in related work of Training & Capacity Building.

Sl.	Name of Work	EMD & Bid Fee	Project Period	Bid Submission End Date & Time	Bid Opening Date	Place of Bidding
1	Selection of Bidder for Organizing Training, Seminars, Awareness, and Outreach Programs under the Scheme “Procurement & Marketing Support (Revised) towards Organizing 08 District-Level Udyam Samagam Events”.	EMD: Rs.125,000/- (One Lakh Twenty Five Thousand Only)  Bid Fee: Rs. 1000/- (One Thousand only)	120 days			e- Procurement Portal, Government of Tripura at <a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a> .

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 only.

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 **Quality and Cost based selection (QCBS)** which is 80:20. Qualifying marks is 70.

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

-sd-  
**Officer on Special Duty(OSD),  
Tripura Industrial Development Corporation**

**Important information in connection with the tender:**

1	<b>Completion period for the work:</b>	120 days from the date of issuance of the work order. In exceptional circumstances, prior to the expiry of the bid validity period, the agency may to extend the period of validity of their bids. Their quest and the responses shall be made in writing.
2	<b>Bid Publishing and Document Downloading Start Date</b>	Selection of Bidder for Organizing Training, Seminars, Awareness, and Outreach Programs under the Scheme “Procurement & Marketing Support (Revised)” towards Organizing 08 District-Level Udyam Samagam Events.
3	<b>Earnest Money Deposit (EMD) and tender fees</b>	Rs.125,000/- (One Lakh Twenty-Five Thousand Only) Bid Fee: Rs. 1000/- (One Thousand only)
4	<b>Mode of Selection</b>	Mode of Selection will be <b>Quality and Cost based selection (QCBS)</b> which is 80:20. Qualifying marks is 70.
5	<b>Project Period</b>	120 days
6	<b>Bid Validity</b>	180 days
7	<b>PreBid Meeting Date through google meet link “meet.google.com/tmy-eucv-icn” or send queries to ”</b>	16-05-2025 at 03:00 PM
8	<b>Pre Bid Query may be raised to</b>	<a href="mailto:tidctender@gmail.com">tidctender@gmail.com</a>
9	<b>Bid Submission Start Date</b>	09-05-2025 at 03:00 PM
10	<b>Document Downloading EndDate</b>	09-05-2025 at 03:00 PM
11	<b>Bid Submission End Date</b>	08-07-2025 at 03:00 PM
12	<b>Bid Opening Date</b>	09-07-2025 at 03:00 PM
13	<b>Date &amp; time of presentation</b>	Date & Time will be intimated through email who qualify in the technical bid
14	<b>Inviting Officer</b>	<b>Officer on Special Duty(OSD), Tripura Industrial Development Corporation Limited. Contact person : Sujib Das, General Manager, Mob:9436768506</b>

**Signed by Parimal S  
Debbarma**

**Date: 06-06-2025 15:02:41**

**Officer on Special Duty(OSD),  
Tripura Industrial Development Corporation**



## **SECTION- II**

### **General Terms & Condition**

## 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 **09<sup>th</sup> July,2025 at 03:00 PM** in the office of the **Managing Director, Tripura Industrial Development Corporation Limited, Tripura Industrial Development Corporation Limited, Shilpa Nigam Bhawan, Khejurbagan, Agartala, West Tripura -799006, if possible**. If the office happens 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. 1,25,000/-**(One lakh Twenty Five thousand only)
  - 3.2 **Tender Fee (Non-refundable): Rs. 1000/-** (Rupees one thousand 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 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.
  - 3.5 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.
  - 3.1 **Exemption from the payment of EMD and Tender fee:** EMD Exemption is allowed to All local Service section Organization based out of Tripura as per TIPIS Policy 2022. Certificate of Registration/Incorporation shall be uploaded in the tender portal to avail the Exemption.
  - 3.2 **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” in the form of Bank Guarantee (BG) within 15 (fifteen) days from the date of issue of Purchase Order on the prescribed format in Annexure-V @2% of order value, issued by a Nationalized Bank having Branch at Agartala in favour of Managing Director, TIDC Ltd.” which shall be valid for 15 months from the last date as stipulated for submission of the Performance Guarantee.
  - 4.2 On receipt of the “Performance Bank Guarantee” from the selected bidder, the Department will scrutinize the received instrument for its authenticity and validity for the Amount and period.

4.3 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.

4.4 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 bidder's organization (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. Board's resolution in the name of authorized signatory needs to be furnished with Bid document. Any Consortium/JV is not allowed.

## 6. Scope of Work:

The **Micro, Small, and Medium Enterprises (MSME) sector** is the cornerstone of Tripura's inclusive economic development, fostering entrepreneurship, employment generation, and equitable growth across the state. Recognizing the sector's pivotal role, the **Tripura Industrial Development Corporation (TIDC)** proposes a transformative initiative to empower MSMEs at the grassroots level by organizing **8 District Udyam Samagam events** across all districts of Tripura under the **MSME Procurement & Marketing Support Scheme (Revised)**.

These district-level Udyam Samagam events will serve as dynamic platforms to:

- **Enhance awareness** of government schemes, policies, and market opportunities
- **Build capacity** through expert sessions, training, and networking opportunities
- **Facilitate access to markets** by connecting entrepreneurs with buyers, traders, and government procurement channels
- **Promote inclusivity** by engaging women, youth, and marginalized communities in the MSME ecosystem

The initiative will culminate in a **State-Level Mega Event** in **West Tripura**, serving as a grand convergence of MSME stakeholders. This flagship event will not only showcase the achievements of Tripura's vibrant MSME sector but also include a prestigious **Award Ceremony** to recognize:

- **Outstanding entrepreneurs** across diverse sectors
- **Innovative district-level initiatives** that have made significant contributions to local economic development

By fostering an enabling ecosystem for MSMEs, this series of events will catalyze sustainable growth, create new market linkages, and inspire a culture of innovation and excellence among Tripura's entrepreneurial community.

### 6.1. Event Conceptualization & Planning

The selected agency will be responsible for translating the overall concept into actionable, district-specific implementation plans. This includes:

- Conducting initial consultations with TIDC and MSME officials for orientation.
- Preparing a **comprehensive implementation roadmap** including Gantt charts with timelines, responsibilities, and milestones.
- Developing **event-wise execution strategies**, tailored to the demography, industrial profile, and logistical characteristics of each district.

- Designing **standardized formats and branding** to ensure consistency across all 8 events.

## 6.2. Venue Finalization & Setup

The agency shall identify and finalize appropriate venues in consultation with TIDC and district authorities. Responsibilities include:

- Selection of venues with adequate space, accessibility, parking, and basic infrastructure.
- Arrangement of:
  - **Exhibition zones** with modular stalls, electrical setups, tables/chairs.
  - **Seminar/workshop areas** with AV setup, LED screens, microphones, podiums.
  - **Registration counters**, information desks, and help booths.
  - **Security arrangements**, including CCTV (if necessary), fire safety, and crowd control.
  - Green rooms, VIP lounges, and press interaction areas.
  - **Backup arrangements** (generators, additional tents/canopies).
- Venue branding with:
  - Entry gate arches, flex boards, directional signage, backdrop design.
  - LED/print panels carrying logos of MoMSME, TIDC, and local partners.

## 6.3. Program Development & Execution

Each Udyam Samagam must follow a structured agenda including the following components:

### A. Trade Fair / Exhibition (Component 5B)

- Design of stall layout plan.
- Curation of exhibitors: local MSMEs, artisans, startups, SHGs, government departments.
- Facilitate stall allocation, branding, and logistics for exhibitors.
- Provide stall fabrication, signage, lighting, table-chair arrangements.

### B. Seminars & Technical Workshops (Component 5F)

- Identification and engagement of **subject matter experts** for:
  - MSME policies, credit linkage, UDYAM registration
  - Technology adoption, digital marketing
  - Export readiness, market access, e-commerce platforms
  - Sustainable practices and cluster development
- Develop seminar schedule, speaker briefs, session themes, and audience handouts.
- Provision of audio-visual systems, translators (if needed), and feedback forms.

### C. Awareness & Outreach Programs (Component 5G)

- Design and deliver **Information, Education and Communication (IEC)** activities:
  - Pamphlets, posters, standees, digital displays
  - Interactive kiosks for UDYAM registration, GeM onboarding, etc.
- Organization of live demonstrations of scheme benefits and MSME success stories.
- Engage local influencers, officials, and grassroots representatives for mobilization.

## 4. Participant Mobilization & Stakeholder Engagement

The agency must ensure the active and diverse participation of key stakeholder groups:

- **Mobilization of MSMEs**, SHGs, cooperatives, youth entrepreneurs, and rural producers through district industry centres (DICs) and associations.
- **Inviting buyers, traders, financial institutions**, and public sector procurement officers.
- Coordination with **district administration and local bodies** for smooth implementation.
- Deployment of **field-level coordinators and mobilizers** to generate awareness ahead of the event.
- Maintaining a **digital/physical registration system** for all participants.

## 5. Media, Publicity & Branding

A comprehensive communications strategy must be implemented by the agency, including:

### Pre-Event

- Press releases to local newspapers and media houses.
- Design and dissemination of event invitations, banners, posters, flyers.
- Social media campaigns (Facebook, Instagram, WhatsApp groups, YouTube) targeting MSMEs and youth.
- Community radio announcements in local languages.

#### **During Event**

- Event branding across all touchpoints: entrance gate, backdrop, panels, podium, standees.
- Live updates and media handling including press meet organization.
- Arrangement of **media coverage** (print, TV, digital).

#### **Post-Event**

- Preparation of **event summary reports**, video documentaries, photo albums.
- Social media highlights and success stories.
- Compilation of newspaper clippings and media analytics.

### **6. Award Ceremony (Mega Event – West Tripura)**

As part of the State-Level Mega Event, the agency shall manage a high-quality award segment:

- Design nomination formats, eligibility criteria, and jury composition in consultation with TIDC.
- Collect and process nominations from all districts in a transparent manner.
- Organize the award function with:
  - Stage setup with décor, lighting, audiovisuals.
  - Trophies, certificates, souvenirs for awardees.
  - Anchoring and scriptwriting for event flow.
  - Cultural performances (optional) and formal valediction.

### **7. Training & Capacity Building**

- Coordinate with institutions (SIDBI, KVIC, NSIC, DICs) for resource persons.
- Provide training kits, certificates of participation, and session materials.
- Evaluate participants' feedback and learning impact.

### **8. Documentation, Reporting & Evaluation**

The agency will be responsible for capturing and reporting data for each event:

- Maintenance of **attendance logs**, registration databases, and feedback forms.
- Photography and videography of all key activities and interactions.
- Preparation of **district-wise event reports** and a **comprehensive state-level report** containing:
  - Participation details
  - Summary of discussions and sessions
  - Outcomes and recommendations
  - Media coverage and stakeholder feedback
- Submission of:
  - Audited Utilization Certificates (GFR-12C)
  - Statement of Expenditures (SoE)
  - Copies of all bills/invoices
  - Third-party evaluation support, if required

### **9. Budgetary Adherence & Compliance**

- The agency must operate strictly within the budget head allocation per district and for the Mega Event.
- Maintain transparent financial processes and submit necessary proofs and audit documentation.
- Ensure GST compliance and applicable tax deductions.
- Use of funds must align with the revised PMS Scheme Guidelines and instructions from

TIDC.

**10. Timelines & Deliverables**

Sl.No.	Deliverable	Timeline
1	Inception Report & Event Plan	Within 7 days of work order
2	Venue finalization for all districts	Within 15 days
3	IEC Materials and Media Plan	Within 3 weeks
4	Execution of 7 District Events	Weekly, as per event calendar
5	Mega Event (West Tripura) Execution	Final week of program schedule
6	Submission of Event-wise Reports	Within 7 days after each event
7	Final Consolidated Report & UC	Within 15 days after Mega Event

**11. Combined Table of Deliverables for Components 5B, 5F & 5G**

Component	Deliverable	Details	Timeline	Verification / Output
<b>5B: Trade Fair / Exhibition</b>	Venue finalization & stall layout design	Select venue, prepare layout for exhibitor stalls, ensure accessibility and utilities	4 weeks prior	Venue layout plan, photos
	Exhibitor identification & confirmation	Onboard MSMEs, SHGs, startups, artisans, government departments for stalls	3 weeks prior	Exhibitor list with sector details
	Stall branding, fabrication & setup	Design and install stalls, banners, nameplates, lighting, tables, chairs	2 days prior	Photos of stall setup
	Power, utilities & housekeeping arrangements	Ensure electricity, water, sanitation, and cleaning services for fairground	2 days prior	Utility readiness checklist, photos
	Exhibitor support & facilitation	Provide support for stall setup, logistics, and issue resolution during event	Event day	Exhibitor feedback report
	Footfall tracking & visitor engagement	Maintain visitor registers, feedback forms, and track engagement	Event day	Visitor count report, photos, feedback samples
	Post-event report on trade fair outcomes	Document exhibitor profiles, products showcased, B2B leads generated	Post-event	Trade fair report with outcomes, leads, photos
<b>5F: Seminars &amp; Technical Workshops</b>	Identification & engagement of subject matter experts	Onboard experts for sessions on MSME policies, credit linkage, tech adoption, etc.	3 weeks prior	Expert list, consent letters
	Finalized seminar schedule & session themes	Develop agenda with session topics, speakers, time slots	2 weeks prior	Approved schedule document
	Speaker briefs &	Draft session outlines,	1 week prior	Briefs, handouts

	audience handouts	speaker briefs, print audience handouts		(PDF/hard copies)
	Audio-visual systems setup	Arrange projector, mic, LED screen, sound, recording setup	2 days prior	Photos, AV test report
	Translator engagement (if needed)	Arrange translators, bilingual materials for local language support	As per requirement	Translator list, bilingual content
	Feedback forms & analysis	Design, distribute, and compile feedback forms	During & post-event	Feedback forms, summary analysis
<b>5G: Awareness &amp; Outreach Programs</b>	IEC material design & production	Design and print: pamphlets, posters, standees, digital creatives	2 weeks prior	IEC samples, photos
	Interactive kiosks setup	Setup for UDYAM registration, GeM onboarding, scheme awareness	Event day	Photos, operational report
	Live demonstrations of schemes & MSME success stories	Plan and execute demos, testimonials, case studies	Event day	Photos, videos, scripts
	Local influencer & official engagement	Invite influencers, officials, grassroots leaders for outreach	1 week prior	Invite letters, attendance record
	Outreach campaign execution	Pre-event drive via social media, WhatsApp, posters, local media	2 weeks prior & ongoing	Screenshots, media posts, outreach report
	Mobilization report	Document outreach efforts, participant stats, engagement data	Post-event	Mobilization & participation report

## 12. District-wise Outreach & Target Beneficiaries for Udyam Samagam Events (FY 2024-25)

Sl. No.	District	Event Type	Estimated Outreach (Individuals Reached)	Estimated Beneficiaries (MSMEs, SHGs, Startups, Artisans Participating)	Rationale
1	West Tripura (Agartala)	Mega Event	1500+	150–200	State capital; highest MSME concentration, urban hub, flagship event
2	South Tripura	Standard	800+	70–80	Medium population, semi-urban hubs, tourism & bamboo clusters
3	North Tripura	Standard	700+	60–70	Border district; focus on cross-border trade, agro-MSMEs
4	Gomati	Standard	700+	60–70	Agro-based industries, handicrafts, women entrepreneurs
5	Sepanijara	Standard	650+	55–65	Agro-processing, food

					clusters, proximity to Agartala
6	Dhalai	Standard	600+	50–60	Aspirational district, tribal outreach focus
7	Khowai	Standard	600+	50–60	Rural, hilly terrain, focus on handloom and handicrafts
8	Unakoti	Standard	600+	50–60	Artisans, tourism potential, food processing

#### Consolidated Outreach & Beneficiary Targets:

Indicator	Total Target Across All Districts
Total Outreach (Individuals)	~7150+
Total Beneficiaries (MSMEs, SHGs, Startups, Artisans)	~550–665

#### Conclusion

The agency shall act as the end-to-end implementation partner of TIDC, responsible for delivering high-quality, inclusive, and impactful Udyam Samagam events across Tripura. The work will be supervised and reviewed periodically by TIDC, and performance will directly impact eligibility for future empanelment or assignments.



## 7. Eligibility of Agency:

- a) The bidder should be a Registered Private Limited Company or a Registered Partnership Firm as per the Indian Companies Act 2013 & Indian Partnership Act 1932.
- b) The bidder Should have an average annual turnover of **at least Rs. 20 Lakhs** Copies of audited balance sheet or Consolidated Turnover Certificate to be attached as documentary proof.
- c) The bidder should have at least one Project experience of Outreach in MSME/SHG etc. from any Tripura Government Department/ Organizations.
- d) The Bidder should be at least 3 years old firm/company and having Valid PAN/GST & Udyam registration Certificate.
- e) The Bidder should not be Black listed by any of the State or Central Government Department/Organization/PSUs

## 8. Release of Payment:

a) Payment will be made as follows:

Sl. No.	Milestone / Deliverable	Timeline	Payment (%)	Remarks
1	Upon submission and approval of Inception Report & Event Plan	Within 7 days of work order	10%	Initial mobilization and planning
2	After venue finalization for all 8 districts and IEC/Media Plan submission	Within 3 weeks	15%	Preparatory phase completion
3	After successful execution of 4 District Events	As per calendar	25%	Mid-stage payment upon verified progress
4	After execution of remaining 3 District Events	As per calendar	20%	Completion of all standard events
5	After successful Mega Event in West Tripura	Final week of schedule	20%	Includes award ceremony, exhibition, sessions
6	Submission of Final Consolidated Report, UC, and audited statement	Within 15 days after Mega Event	10%	Final payment post documentation and approval

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

## 9. Duration of Contract:

The CONTRACT shall be valid for a period of 120 Days from the date of Work order Generation.

## 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. Resolution of Disputes:

In case of disputes, if any, the decision on the matter of dispute by the Managing Director, TIDC Ltd. 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 Department and other party in respect of the matter arising out of the contract/purchase order for the bid itself.

## 12. 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 Tripura Industrial Development Corporation (TIDC) in writing of such conditions and the cause thereof. Unless otherwise directed by the Tripura Industrial Development Corporation (TIDC) 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.

## 13. 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.

## 14. Rates:

- a) Bidder shall quote the **BASIC RATE in Figures per unit (Plan) in the Column 6 of BOQ (inclusive of all Taxes/ duties etc.)**
- b) Rate(s) quoted by the Bidder shall be exclusive of all taxes, duties, statutory charges. No subsequent escalation of price will be accepted even in any case.
- c) There shall be no separate reimbursement or increase of rate or payment of compensation in any ground.
- d) Rates shall remain valid for a period of not less than 180 (one hundred twenty) days from the last date of bidding.

## 15. Pre-bid meeting & Clarifications

### Bidders Queries

- a. TIDC shall invite queries from bidders as per the details mentioned Fact Sheet of this document.

- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to TIDC 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:

Section/ Page No	Content of RFP requiring clarifications	Change/ Clarification Requested	Remark

- c. TIDC 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 TIDC.
- d. The purpose of query clarification is to provide the bidders with information regarding the tender and the project. However, "TIDC" reserves the right to hold or re-schedule the Pre-Bid meeting.

#### **Responses to Pre-bid Queries and Issuer of Corrigendum**

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

### **16. List of the documents to be scanned and uploaded with the Bid:**

#### **18.1. Technical Documents**

- a) Copy of filled and signed Annexure- I, IV, V, VI, VII and VIII
- b) The bidder should be either an established Manufacturer of Food Processing Equipment or Authorized Supplier/ Dealer, Turnkey Solution Provider or EPC (engineering, procurement, and commissioning) contractor for food processing lines. Documents in the form of Certificate of incorporation/ registration in support of this are to be provided.
- c) Should have an average annual turnover of **at least Rs. 2Crore** during last three years ( FY



2020-21 to FY 2022-23). Copies of audited balance sheet of FY 2020-21, FY 2021-22 and FY 2022-23 to be attached as documentary proof.

## **18.2. Financial Document**

- a) BOQ (Bill of Quantity)
- b) Duly signed bid form

**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 canceled/ terminated at any point of time by the Department of I&C without previous notice and without assigning any reason, whatsoever.

## **17. 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 Tender.

Financial bids of successful bidders shall only be opened and the financial bids of technically unsuccessful bidders and bidders obtaining less than 70 marks on the basis of technical evaluation shall not be opened.

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

Even after opening the financial bid, till completion of the entire engagement process if it is found that any information or certificates produced by the bidder is false or tempered, the e-bid inviting authority shall without prejudice to any other right or remedy be at liberty to reject the bid and forfeiture of the EMD.

Decision of the E-Bid Evaluation Committee will be final and binding on the part of the bidders. Also, the result of the Financial Evaluation would be uploaded online on the portal.

## **18. 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 70 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.
- c) The decision of the Evaluation committee would be final and binding on the part of the bidders. The result will be uploaded in portal.

## **SECTION - III**

### **INSTRUCTIONS TO BIDDERS**

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### **INSTRUCTIONS TO BIDDERS**

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## 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/term's 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 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.
- 1.7 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 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 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 clause 14 (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>. Registered Bidders shall be notified of the related Corrigendum(s) by e-mail. However, TIDC 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 180 days 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 need to submit 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 Department, 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 Managing Director, Tripura Industrial Development Corporation** 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.

#### **Criteria for Evaluation of Financial bid:**

The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria explained below.

The lowest evaluated Financial bid (**F<sub>m</sub>**) 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<sub>b</sub>** = Evaluated amount of financial quote by the particular bidder combining all the items together

**F<sub>m</sub>** = Lowest evaluated amount of financial quote by the bidder combining all the items together

Financial bids of only those Agencies which are declared technically qualified shall be opened on the specified date and time, 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.

#### **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 SNA 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.

**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 figures 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 **Managing Director, Tripura Industrial Development Corporation** will award or recommend to the competent bid accepting authority for award of the contract to the Bidder .

**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.**

**18.1** 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 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:
  - (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**

Validate Print  Help

Tender Inviting Authority: Officer on Special Duty

Name of Work: Procurement & Marketing Support towards Organizing 08 District-Level Udyam Samagam Events.

Contract No: TIDC/FA/8(191)/2019-2020

Name of the Bidder/ Bidding Firm / Company :								
<b>PRICE SCHEDULE</b>								
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )								
NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST (If applicable in Percentage)	GST Amount in Rs. P	TOTAL AMOUNT excluding taxes in Rs. P	TOTAL AMOUNT including taxes in Rs. P	TOTAL AMOUNT In Words
1	2	6	7	8	9	11	12	13
1	Fees for organising District Level Udyam Samagam Events							
1.01	Fees for West Tripura District	1000000.00			0.00	0.00	0.00	INR Zero Only
1.02	Fees for Sipahijala District	1000000.00			0.00	0.00	0.00	INR Zero Only
1.03	Fees for Gomati District	1000000.00			0.00	0.00	0.00	INR Zero Only
1.04	Fees for South Tripura District	1000000.00			0.00	0.00	0.00	INR Zero Only
1.05	Fees for Khowai District	1000000.00			0.00	0.00	0.00	INR Zero Only
1.06	Fees for Dhalai District	1000000.00			0.00	0.00	0.00	INR Zero Only
1.07	Fees for North Tripura District	1000000.00			0.00	0.00	0.00	INR Zero Only
1.08	Fees for unakoti District	1000000.00			0.00	0.00	0.00	INR Zero Only
<b>Total in Figures</b>						<b>0.00</b>	<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>						

## • **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**



## Annexure I

**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.	The bidder is registered organization $\geq 5$ years old (20 points) $\geq 3$ years old (18 points) $\geq 2$ years old (14 points) (Company Incorporation Certificate / Partnership Registration Certificate)	20
2.	Having Experience of Working in Government Projects from any State/Central government Department/Organisation. $\geq 4$ projects (15 points) $\geq 3$ projects (14 points) $\geq 2$ projects (12 points) (Work Orders/Completion Certificate from State/Central Department/Organisation)	15
3.	<b>Financial Capability</b> Average Annual Turnover as per audited balance sheet in the last three years. Above Rs. 35 Lakhs (20 points) Above Rs. 25 Lakhs upto 35Lakhs (18 points) Up to 25 Lakhs (14 points) (CA Certified Balance Sheet/Turnover Certificate)	20
4.	Presentation on the methodology adopted & work plan in Technical Proposal	25
5.	Minimum 3 years of Experience in Capacity Development Training & Outreach Program (Declaration in Company's Letter head need to be furnished)	5

6.	Company Registered in Tripura. (Company Incorporation Certificate / Partnership Registration Certificate)	<b>5</b>
7.	Company having Experience in Working with SHGs/FPOs/JFMC Groups. (Experience Certificate or Engagement Letter)	<b>5</b>
8	Company having experience in Working for Implementing any Component of any Govt of India Benefit Schemes for Small or medium business (RAMP/PMEGP/PMFME)	<b>5</b>
	<b>Total</b>	<b>100</b>

**Table- 2 : Organization details & Experience of the Bidder**

<b>1</b>	<b>GENERAL:</b>											
I.	Name of the Organization/ Agency											
II.	Registered/ Corporate Office Address (including email & Contact number)											
	Address for communication (including Fax & e-mail)											
III.	Contact details of the coordinator											
<b>2</b>	<b>ORGANIZATION</b>											
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											
<b>3</b>	<b>PAST EXPERIENCE</b>											
I	<table border="1"> <thead> <tr> <th>Name of the Client</th> <th>Name of the project</th> <th>Total Project Cost</th> <th>Present Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Name of the Client	Name of the project	Total Project Cost	Present Status					
Name of the Client	Name of the project	Total Project Cost	Present Status									
a)	Country Level:											
b)	Zonal Level											
c)	State Level											
II	Whether the Agency has any work experience in Tripura? If yes, please give brief details thereof.											
<b>4</b>	<b>GST Registration Details</b>											
<b>5</b>	Turn Over of the Organization											
	Sl. No	FY	Turnover in Rs.									
	1	2021-22										
	2	2022-23										
	3	2023-24										
<b>6</b>	Address of the office in North East India & GST Registration, if any											
<b>7</b>	Project Execution Plan, Methodology for execution of the project and proposed composition of team with the CV and other supportive documents of the proposed team			(Separate sheet may be enclosed.)								
<b>8</b>	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]

**Annexure II**

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

**BID FORM**

**e-Tender No. .... Dated .....**

(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply

\_\_\_\_\_ (name of the work) in conformity with said conditions of contract and specifications for sum of Rs. \_\_\_\_\_ (Total Bid amount in words and figures).

We undertake, if our Bid is accepted, to complete the project as specified in the contract within 180 (One Eighty Days) days reckoned from the 15th day from the date of issue of your purchase order.

If our Bid is accepted, we will obtain performance guarantees of a scheduled Bank guaranteed by Reserve Bank of India for a sum not exceeding 3% of the contract value for the due performance of the Contract.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and 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 this .....day of ..... 2025**  
**(Signature)**

**Signature of.....**

**in capacity of.....**

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

**Witness.....**

**Tele No.(s):-**

**Signature.....**

**FAX No.(s)**

**Address.....**

**E-Mail Address:-**

**Witness.....**

**Signature.....**

**Address.....**

**Annexure III**

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

To  
 The DDO (H/Q)  
 Tripura Industrial Development Corporation (TIDC)  
 Government of Tripura  
 Khejurbagan, Agartala

WHEREAS.....(name and address of the agency) (hereinafter called “the agency”) has undertaken, in pursuance of contract no.....dated..... Selection of Bidder for Organizing Training, Seminars, Awareness, and Outreach Programs under the Scheme “Procurement & Marketing Support (Revised)” towards Organizing 08 District-Level Udyam Samagam Events. (herein 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.....

## Annexure – IV

**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 department/ organizations 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)

## Tender Document for Directorate of Industries &amp; Commerce

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## Annexure – V

**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	FY- 2020-21	FY- 2021-22	FY- 2022-23
Turnover			
Net Worth			

I/We hereby unconditionally undertake that if the information furnished above by me/us are found false or tampered 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).

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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

Contractor/ Bidder

**Annexure – VI**

**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 TIDC 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 department in Tripura or in any State of India due to any reasons.

\_(Signature of bidder)

Full name & seal

Contractor/ Bidder



**Annexure – VII**

**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 do 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 SNA.

Authorised Signatory (With seal)

Contractor/ Bidder

**Annexure - X**

**CONTRACT FORM**

1. This agreement is made this day.....between....., herein after called “name of applicant/bidder” the first party which expression shall include his heirs, executors and administrators/their successors and the Tripura Industrial Development Corporation herein after called “TIDC”, the second party herein after include his successors and assignees, shown as under:
2. That WHEREAS the first party shall and will supply .....given in the e-tender document under which is given in the Notice Inviting e-tender No. .... dated ..... including agenda nos .....at the rate quoted by .....(Name of the Applicant/Bidder)vide their e-tender No. .... dated ..... and as per all the terms and conditions given in Notice Inviting e-tender and the aforesaid e-tender notice dated ..... which shall become part and parcel of this agreement.
3. That the first party would raise demand and the payment shall be done in accordance with TOR in Section-III of the aforesaid e-tender document.
4. The Performance Security Bond would be en-cashed by the second party in case first party fails to perform and/or breaches the terms & condition of the aforesaid e-RFP document.
5. In accordance with the e-tender document No.. ..... this agreement is made for a period of 15 (Fifteen) months from .....

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS

.....DAY OF..... 201..

**For and on behalf of Department**

Name:

Signature:contarct

Seal

Date .....

Place.....

Witness for the Department

.....

**For and on behalf of Bidder**

Name:

Signature:

Seal of the Firm/Organisation/  
Agency

Date .....

Place.....

Witness for Bidder

.....

Contractor/ Bidder



.....

.....