



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**HIRING AN AGENCY FOR TECHNICAL SUPPORT AGENCY (TSA)  
FOR DEVELOPING FISHERY VALUE CHAIN WITH 12000 WOMEN  
SHG MEMBERS IN 6 PROJECT DISTRICTS OF TRIPURA UNDER  
TRLM**

**QUALITY AND COST BASED SELECTION (QCBS)**

**F.No.2(16)/RD/TRLM/2014/P1./13878..... Dated-01.07.2022**

**INVITED BY -  
TRLM, RD DEPARTMENT  
GOVERNMENT OF TRIPURA**

**Office of the SMMU, TRLM, Bholanada Palli,  
Near Bholagiri Asram, Opposite of EPF Office  
Agartala- 799006**

**THIS RFP DOCUMENT IS NOT TRANSFERABLE**

Bidders are advised to study the RFP document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects.

Incomplete or partial Bids shall be rejected. The Bidder must quote for all the items asked for in this RFP.

The Bidder shall bear all costs associated with the preparation and submission of the Bid, including cost of presentation and demonstration for the purposes of clarification of the Bid, if so desired by the TRLM, RD Department, Government of Tripura. The TRLM, RD Department, Government of Tripura will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of TRLM, Rural Development Department or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this RFP document. The project titled as **“Hiring an Agency for Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM”**.

Interested Bidders from the empanelled list of TRLM, R.D Department Govt. of Tripura, as per EOI are required to submit their bid with relevant documents as mentioned in the tender document. This RFP document is not an offer by the TRLM but an invitation to receive the detailed technical and financial bid from the qualified agency after EoI. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized officer of TRLM with the selected agency. This RFP document is not appropriate for all except for the qualified agency from the EoI. The clauses mentioned in the RFP is correct in the best of the knowledge of the TRLM and the interested agency has to adhere to it strictly. However, for any further clarification the intending agencies may seek clarification within the stipulated time as mentioned for the same.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid/ Proposal. No reimbursement of cost of any type will be paid to persons, or entities, submitting a bid/Proposal. The TRLM, RD Department reserves the right to reject all or any of the Proposals submitted in response to this RFP at any stage without assigning any reasons whatsoever and the issue of this RFP does not imply that the TRLM, RD Department is bound to select a Bidder. The TRLM, RD Department reserves the right not to proceed with this RFP or to change the process or procedure to be applied. The TRLM, RD Department is in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP or cancel as per its requirements.



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## PART – 1

### REQUEST FOR PROPOSAL (RFP)

#### Important dates in connection with this bid:

SL	Information	Details
1	Tender Publication Detail	The tender form can be seen and downloaded from the website <a href="http://www.tripuratenders.gov.in">http://www.tripuratenders.gov.in</a> .
2	Estimated Tender Value	Approximately `3,60,00,000/- (Rupees Three Crore Sixty Lakhs only)
3	Date of commencement of Bid	04/07/2022
4	Last Date & Time of Receiving Queries	11/07/2022 upto 5.00PM
5	Pre-bid meting	12/07/2022 at 4.00 PM
6	Corrigendum (if any)	15/07/2022
7	Last Date and Time for Receipt of e-Bid	25/07/2022 upto 3.00PM
8	Date and Time of Opening of Tenders	27/07/2022
9	Bid Validity Period	120 days from the last date for submission of bids.
10	EMD Amount	Rs. 2,00,000/- (Refundable)
11	Performance Bid Security (PBG) Amount	3% of work order value
12	Address for communication	Office of the SMMU, TRLM, Bholagiri, Agartala, 799006
13	Contact person	Chief Executive Officer, Tripura Rural Livelihood Mission (TRLM).
14	Contact email	Cootrlm2022@gmail.com <a href="mailto:smm.fin.trlm@gmail.com">smm.fin.trlm@gmail.com</a> <a href="mailto:smm.lhf.trlm@gmail.com">smm.lhf.trlm@gmail.com</a>
15	Contact Phone No.	0381-2976146 (Between 10.00 Hours to 17.50 Hours)

## Section – 1

### REQUEST FOR PROPOSAL (RFP) Letter

**NAME OF ASSIGNMENT: Hiring Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 Project districts of Tripura.**

Reference No. : EOI refF.No.2(16)RD/TRLM/2014/P-I/1215-18 dated 10/05/2022

File No. : F.No 2(16)-RD/TRLM/2014/

Client : Tripura Rural Livelihood Mission (TRLM)

State : Tripura

Country : India

Issued on : 4<sup>th</sup> July 2022

**Dear Sir/ Madam:**

1. Tripura Rural Livelihood Mission (TRLM) Society was formed as an autonomous society in the year 2012 within the Rural Development Department, Government of Tripura (Reg. No. 6230 of 2011). The society has been created to serve as a special purpose for implementation of flagship poverty reduction programme of GoI in the State. The Structure of the TRLM has been designed to implement Deendayal Antyodaya Yojana-National Rural Livelihood Mission (DAY-NRLM) and Deendayal Upadhyaya–Grameen Kaushalya Yojana (DDU-GKY) in the State. TRLM expanded the implementation of DAY-NRLM to all 8 districts and 58 blocks during 2019-20. A dedicated State, District and Block level Mission Management Units are being setup as permanent structure in TRLM to implement the poverty alleviation programme in the State. Presently NRLM is covering 8 districts and 58 blocks through the intensive approach. **Presently**, the mission has reached to **more than 3 lakh** families and they have been mobilized into **around 33000** SHGs and **1550** Village Organizations of SHGs and **41** Cluster Level Federation (CLF) of SHGs.
2. The Client now invites proposals to provide the following consulting services (hereinafter called “Hiring Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 Project districts of Tripura.”
3. A firm will be selected under Quality and Cost Based Selection (QCBS) Method procedures and in a Simplified Technical Proposal (STP) format, which can be found in the annexure.
4. Tripura State Rural Livelihoods Mission (TRLM) is now inviting proposal from the following TRLM empanelled technically qualified consulting Firms **for “Hiring an Agency for Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM”.Mission (TRLM), Tripura”**to support the state of Tripura.



- a. Sesta Development Services (SDS)
- b. BasixKrishiSamruddhi Limited
- c. Y K Libra

5. The RFP includes the following documents:

- Section 1 – Request for Proposals Letter.
- Section 2 - Instructions to Consultants and Data Sheet
- Section 3 - Technical Proposal (STP) - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5– Fraud and Corruption
- Section 6 - Terms of Reference

6. e-Tenders are invited by Tripura Rural Livelihood Mission (TRLM), a society under the Rural Development Department, Govt. of Tripura, from agencies empanelled as per EOI vide no F.No.2(16)RD/TRLM/2014/P1/1215-18 dated 10/05/2022 under Two Bid System i.e. Technical Bid and Financial Bid for Hiring an Agency for **“Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM”.Mission (TRLM), Tripura**”, which is extendable on satisfactory performance and mutual consent of the Competent Authority and the agency on the terms and conditions mentioned in the tender document or unless terminated in accordance with the terms and conditions mentioned herein.

Yours sincerely,

*Vishal D*  
*30/6/22*

**(Dr. Vishal Kumar, IAS)**  
Chief Executive Officer, TRLM

## Section - 2- Instruction of Consultant and Data Sheet

### General Instruction

#### 1. Definitions

- (a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.
- (b) "Applicable Law" means the laws and any other instruments having the force of law in the Client's country, or in such other country as may be specified in the **Data Sheet**, as they may be issued and in force from time to time.
- (c) "Client" means the implementing agency that signs the Contract for the Services with the selected Consultant.
- (d) "Consultant" means a legally-established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.
- (e) "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices). "Data Sheet" means an integral part of the Instructions to Consultants that used to reflect specific assignment.
- (f) "Day" means a calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the State Government.
- (g) "Experts" means, collectively, Key Experts, Non- Key Experts, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).
- (h) "Government" means the government of the Client's country.
- (i) "in writing" means communicated in written form (e.g. by mail, e-mail, fax, including, if specified in the Data Sheet, distributed or received through the electronic-procurement system used by the Client) with proof of receipt;
- (j) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.
- (k) "Key Expert(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal.
- (l) "Non-Key Expert(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.
- (m) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.



- (n) "RFP" means the Request for Proposals to be prepared by the Client for the selection of Consultants, based on the RFP.
- (o) "Services" means the work to be performed by the Consultant pursuant to the Contract.
- (p) "Terms of Reference (TORs)" means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.
- (q) The Client named in the **Data Sheet** intends to select a Consultant from those listed in the Request for Proposals (RFP), in accordance with the method of selection specified in the **Data Sheet**.
- (r) The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.
- (s) The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the **Data Sheet**. Attending any such pre-proposal conference is optional and is at the Consultants' expense.
- (t) The Client will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.

## 2. Conflict of Interest

- (a) The Consultant is required to provide professional, **Interest objective**, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.
- (b) The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract.
- (c) **Conflict between consulting activities and procurement of goods, works or non-consulting services:** a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
- (d) **Conflict among consulting assignments:** a Consultant (includes Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.
- (e) **Relationship with the Client's staff:** a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the



Borrower (or of the Client, or of implementing agency, or of a recipient of a part of the Government's financing) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.

- (f) Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the **Data Sheet** and make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.

### 3. Fraud and Corruptions:

The compliances of TRLM/ NRLM and Anti-Corruption Guidelines of the Government and its prevailing sanctions policies and procedures as set forth in the government Sanctions Framework. In further pursuance of this policy, Consultants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the TRLM/ State Government to inspect all accounts, records and other documents relating to any shortlisting process, Proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the TRLM.

### 4. Preparation of Proposals:

- a. In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- b. **Cost of Preparation of Proposal:** The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
- c. **Language:** The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in the language(s) specified in the **Data Sheet**.
- d. **Documents comprising the proposal:** The Proposal shall comprise the documents and **Comprising the forms** listed in the **Data Sheet Proposal**. If specified in the **Data Sheet**, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery). The Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form.
- e. During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.
- f. If the Consultant fails to provide a substitute Key Expert with equal or better

qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected by TRLM.

g. The Consultant shall not subcontract the whole of the Services.

**5. Clarification and amendment of the RFP:** The Consultant may request a clarification of any part of the RFP during the period indicated in the before the Proposals' submission deadline.

**6. Technical Proposal format and content:**

The Technical Proposal shall be prepared using the Standard Forms provided with the RFP and shall comprise the documents listed in the **Data Sheet**. The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.

Consultant shall not propose alternative Key Experts. Only one CV shall be submitted for each Key Expert position. Failure to comply with this requirement will make the Proposal non-responsive.

**7. Financial Proposal:**

The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet.

**8. Currency:** Consultant may express the price for its Services in the INR.

**9. Taxes:** The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Client's country is provided in the Data Sheet.

**10. Opening of the Proposal:**

The evaluation committee of TRLM shall conduct the opening of the Technical Proposals in the presence of the shortlisted Consultants' authorized representatives who choose to attend (in person, or online if this option is offered in the Data Sheet). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored in TRLM until they are opened before the relevant committee.

At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Consultant or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; (iii) any modifications to the Proposal submitted prior to proposal submission deadline; and (iv) any other information deemed appropriate or as indicated in the Data Sheet.

**11. Proposal Evaluation :** The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded and the Government issues its "no objection", if applicable.

The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.



**12. Evaluation of Technical Proposal:** The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score.

**13. Evaluation of Financial Proposal:** Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Consultant is invited to negotiate the Contract.

If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposal of the technically top-ranked Consultant is opened by the Client's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.

**14. Earnest Money Deposit (EMD)**

The Bidder shall pay EMD for an amount of **Rs.2,00,000/- (Rs. Two lakh only)** at time of uploading the bids in e-tender portal. The bidder has to pay EMD amount through e-tender portal by using available online net banking facility in the e-tender portal. Without paying EMD amount, bid cannot be uploaded in the e-tender portal.

The Bid Security of unsuccessful Bidders, except the second ranked Bidder will be returned automatically to the bank account from where the EMD amount was paid at the time of submission of bids through e-tender portal. However, the Bid Security of first and second ranked Bidder shall be returned after acceptance of work order of TRLM by the Successful Bidder.

**15. Forfeiture of EMD by TRLM**

Selected Bidder fails to accept Letter of Intent within the time provided for the same and pay the specified amount payable at the LoI Stage.

Preferred /Successful Bidder fails to pay the Performance Bank Guarantee within the time specified for it.

**16. Validity of Proposal**

Proposals shall remain valid for a period not less than 120 days from the Proposal Due Date. TRLM reserve the right to reject any Proposal, which does not meet this requirement.

**17. Performance Bank Guarantee:** After signing the agreement to the successful bidder, the bidder has to submit 3% bank Guarantee of the project cost. No advance payment shall be made by the TRLM to the bidder. Based on achievement of the quarterly/ half yearly performance/ KPIs, the proportionate amount shall be released as per the agreement. The entire payment shall be divided into equal instalments based on quarterly/ half yearly basis. 10% of the total project cost shall be provided to the TSA after 36 months on achieving all deliverable of the project. If any deliverables are not achieved within 36 months, then no cost project extension can be done based on the mutual agreement.

**2. Key Instructions to the Bidders:**

**2.1 Instruction to the bidders for pursuing the e-tender.**

2.1.1 Eligible bidders shall participate in tender online through the government e-procurement portal only at <http://tripuratenders.gov.in>. There is no need to submit any hard copy of any document to TRLM office. Tender shall be a two-stage bidding system:



**Technical bid:-**

The Technical bid should contain Detail Project Report (DPR) which include

- i) Concept & Approach of the proposed strategy for implementing the tasks to deliver the expected output(s).
- ii) Detail Work Plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones, and tentative delivery dates of the reports.
- iii) The proposed work plan should be consistent with the Concept & Approach of the proposed strategy, showing your understanding of the TOR and ability to translate them into a feasible working plan.
- iv) A list of the final documents (including reports) to be delivered as final output(s) should be included.

**Financial bid:-**

2.1.2 Bidders willing to take part in the process of e-tendering are required to obtain a valid Class 2/Class 3 Digital Signature certificate (DSC), from any of the certifying authorities, enlisted by Controller of Certifying Authorities (CCA) at <http://cca.gov.in>.

2.1.3 Bidding will be conducted through the domestic competitive bidding procedures as per the provisions of Bid Document and the work order shall be executed as per the provisions of the terms of work order.

2.1.4 Bid Security (EMD) shall be paid online through e-tender portal. Payment can be made by using the available online net banking facility in the e-tender portal.

2.1.5 The Bidding Documents are meant for the exclusive purpose of bidding against this tender document and shall not be transferred to any other party or reproduced or used otherwise for any purpose other than for which they are specifically issued.

2.1.6 Downloaded RFP, Bid Document are to be uploaded back and digitally signed as a part of technical bid, and as a proof of acceptance of all terms and conditions in RFP and Bid Document.

**2.2 Submission of Technical proposal**

Covering Letter

The signed copy of the RFP.

Technical bid documents as per clause no 3.1

Other Mandatory documents as per the clause no 3.2

The letter of Interest

Detailed work Plan

**If the bidder submits incomplete technical proposal the bid will be summarily rejected.**

Tenders are to be submitted in two COVERS at a time for the work, one for **Technical Proposal** and the other for **Financial Proposal**. The Bidder shall carefully go through the requirements and prepare the required documents to be uploaded. The bidder shall scan all the documents before uploading and all scanned documents shall be of 100 dpi resolution in Portable Document Format (PDF). The scanned documents shall be uploaded in the designated locations of Technical Bid and Financial Bid, as prompted by the e-Procurement website.

the required documents to be uploaded. The bidder shall scan all the documents before uploading and all scanned documents shall be of 100 dpi resolution in Portable Document Format (PDF). The scanned documents shall be uploaded in the designated locations of Technical Bid and Financial Bid, as prompted by the e-Procurement website.

The Bidder should ensure that the documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders shall specially take note of all the addendum/corrigendum if any related to the tender and upload the latest updates as part of the tender.

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats.

### **My Document**

All the required and appropriate documents /certificates related to minimum eligibility criteria and Technical Scoring sheet are to be uploaded with digital signature in the 'My Document' COVER option available after login in the e-procurement portal <http://tripuratenders.gov.in>. Bidders are requested to scan the necessary documents in 100 dpi resolution into PDF. 'My Document' shall be populated prior to real time bidding so that the uploaded documents/certificates stored in 'My Document' could be appropriately clubbed / Checked for incorporation in the Bid during real time bidding.

## **2.3 Submission of Financial Bids**

### **2.3.1 Financial Bid**

The Bidder needs to fill up their name and rates for all the items and in the designated Cells of the downloaded BOQ for the related work, and upload the same in the designated location of Financial Bid.

Documents to be submitted in the Financial Bid are:

#### **i) BoQ in .xls format-**

Bill of Quantity (BoQ) i.e. Price schedule, which is the Rate quoting sheet in MS-Excel shall be downloaded, filled up properly and uploaded in the financial bid after digital signing. The Bidder shall always open the BoQ sheet with Macros Enabled. The Bidder shall quote rates in figures only, for all items in the Bill of Quantity (BoQ).

## **2.4 Addendum/amendments/corrigendum/ Cancellation of the RFP Process**

Before the last date for uploading of Tenders, the authority may modify any of the Contents of the Tender Notice, Tender documents by issuing amendment / Addendum/corrigendum. Any addendum/amendments/corrigendum issued by the authority shall be part of the tender Document and it shall be published in the e-procurement portal at <http://www.tripuratenders.gov.in>. Registered Bidders shall be notified of the related Corrigendum(s) by e-mail.

However, TRLM shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the site frequently in order to keep themselves updated for taking further course of action from their end.

The RFP process may be cancelled at any point of time in whole / part without assigning any reason.

## **2.5 Important Instruction to the Bidder**

2.5.1 Bidder shall take separate printout of all ANNEXURES and shall fill the necessary information & put signature with stamp/seal, and then scan them into PDF (in 100 dpi



resolutions). Finally, those documents should be uploaded (with digital signing) in Bidder's COVER "My Document". If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable blacklisting and their E.M.D. will be forfeited.

- 2.5.2 The concerned agency who stands blacklisted/banned /debarred either by Tender inviting authority or Govt. of Tripura or by any other State/ Central Govt and its procurement agencies on the date of bid submission shall not be eligible to participate in the tender.
- 2.5.3 Bid Opening: The Bid will be opened online by the designated Bid Openers at the office of TRLM, Agartala, Tripura at the Time, Date and Venue as specified in the Bid Documents.
- 2.5.4 Bid will be evaluated against the specified parameters/criteria set out in this document. 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.
- 2.5.5 Tendering Authority reserves the right to cancel/withdraw this tender without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.
- 2.5.6 **As per EOI vide no F.No.2 (16)RD/TRLM/2014/P1/1215-18 dated 10/05/2022 TRLM for "Hiring an Agency for Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM".Mission (TRLM), Tripura"** only following empaneled agencies are eligible to participate in the bid.
- a. Sesta Development Services (SDS)
  - b. Basix Krishi Samruddhi Limited
  - c. Y K Libra
- 2.5.7 Tripura State Rural Livelihoods Mission (TRLM)is now inviting proposal from the following TRLM empaneled technically qualified consulting firms **for "Hiring an Agency for Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM".Mission (TRLM), Tripura"**to support the state of Tripura.
- a. Sesta Development Services (SDS)
  - b. Basix Krishi Samruddhi Limited
  - c. Y K Libra

*It is not permissible to transfer this invitation to any other firm.*

- 2.5.8 Firms will be selected under **Quality and Cost Based Selection (QCBS)** procedures. **In case, score is same for two or more agencies then the agency shall be selected based on the highest score obtained by the bidder under technical evaluation.**
- 2.5.9 In case of any query or clarification is required that shall be informed in writing to the undersigned through a letter via email by the stipulated date fixed for seeking clarification.  
[smm.lhf.trlm@gmail.com](mailto:smm.lhf.trlm@gmail.com)  
[cootrlm2022@gmail.com](mailto:cootrlm2022@gmail.com)

### **3 Earnest Money Deposit (EMD)**

The Bidder shall pay EMD for an amount of **Rs. 2,00,000/- (Rs. Two lakh only)** at time of uploading the bids in e-tender portal. The bidder has to pay EMD amount through e-tender portal by using available online net banking facility in the e-tender portal. Without paying



EMD amount, bid cannot be uploaded in the e-tender portal.

The Bid Security of unsuccessful Bidders, except the second ranked Bidder will be returned automatically to the bank account from where the EMD amount was paid at the time of submission of bids through e-tender portal. However, the Bid Security of first and second ranked Bidder shall be returned after acceptance of work order of TRLM by the Successful Bidder.

#### **4 Forfeiture of EMD by TRLM**

Selected Bidder fails to accept Letter of Intent within the time provided for the same and pay the specified amount payable at the LoI Stage.

Preferred /Successful Bidder fails to pay the Performance Bank Guarantee within the time specified for it.

#### **5 Validity of Proposal**

Proposals shall remain valid for a period not less than 120 days from the Proposal Due Date. TRLM reserve the right to reject any Proposal, which does not meet this requirement.

- 6 Performance Bank Guarantee:** After signing the agreement to the successful bidder, the bidder has to submit 3% bank Guarantee of the project cost. No advance payment shall be made by the TRLM to the bidder. Based on achievement of the quarterly/ half yearly performance/ KPIs, the proportionate amount shall be released as per the agreement. The entire payment shall be divided into equal installments based on quarterly/ half yearly basis. 10% of the total project cost shall be provided to the TSA after 36 months on achieving all deliverable of the project. If any deliverables are not achieved within 36 months, then no cost project extension can be done based on the mutual agreement.

**Section – 2**  
**Instruction to the Consultants**  
**Data Sheet**

ITC Reference	A. General
1.1	<p><b>Name of the Client:</b>  <u>Tripura Rural Livelihood Mission</u></p> <p><b>Method of selection:</b>  <u>Quality and Cost Based Selection</u> as per the Procurement Regulations</p>
2.1	<p><b>Financial Proposal to be submitted together with Technical Proposal:</b>  Yes.</p> <p><b>The name of the assignment is:</b>  <b>Hiring Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 Project districts of Tripura.</b></p>
2.2	<p><b>A pre-proposal conference will be held:</b> Yes</p> <p>Date of pre-proposal conference: <b>11/07/2022, 4.00PM</b></p> <p><b>Via Video Conferencing – Details of the VC will be shared with eligible bidders by email.</b></p>
	<p>Telephone: 0381-2976146  E-mail: <a href="mailto:smm.lhf.trlm@gmail.com">smm.lhf.trlm@gmail.com</a></p> <p>* This number may only be used for information related to the pre-bid conference. Any calls made in relation to any other aspect of this tender will not be entertained. All queries should be raised only through the email above.</p>

2.3	<p>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</p> <p>Please refer to the TORs.</p> <p>Refer website: <a href="http://www.aajeevika.gov.in">www.aajeevika.gov.in</a>; <a href="http://www.nrlm.gov.in">www.nrlm.gov.in</a>, <a href="http://trlm.tripura.gov.in">trlm.tripura.gov.in</a></p>
<b>B. Preparation of Proposals</b>	
3.1	<p>This RFP has been issued in the English language. Proposals shall be submitted in English language.</p> <p>All correspondence exchange shall be in English language.</p>
3.2	<p>The Proposal shall comprise the following:</p> <p><b><u>SIMPLIFIED TECHNICAL PROPOSAL (STP):</u></b></p>

	<p><b>1<sup>st</sup> File Technical Proposal:</b></p> <ul style="list-style-type: none"> <li>(1) Power of Attorney to sign the Proposal</li> <li>(2) TECH-1</li> <li>(3) TECH-2</li> <li>(4) TECH-3</li> </ul> <p><b>2<sup>nd</sup> File Financial Proposal –</b></p> <ul style="list-style-type: none"> <li>(1) FIN-1</li> <li>(2) FIN-2</li> <li>(3) FIN-3</li> <li>(5) Statement of Undertaking</li> </ul>
3.3	<p><b>Statement of Undertaking is required</b></p> <p>Yes.</p>



<b>3.4</b>	<b>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible</b> No.
<b>3.5</b>	<b>Proposals must remain valid for 120 days after the proposal submission deadline.</b>
<b>3.6</b>	<b>Clarifications may be requested:</b> <a href="http://www.tripuratenders.gov.in">www.tripuratenders.gov.in</a> with a cc to <a href="mailto:mmm.lhf.trlm@gmail.com">mmm.lhf.trlm@gmail.com</a> , <a href="mailto:cootrlm2022@gmail.com">cootrlm2022@gmail.com</a> no later than submission deadline, i.e. until 4th July 2022.  Clarifications should be raised through the following table clearly indicating the query, RFP reference (para/section and page no) – queries raised in any other format will not be considered:

<b>4.1</b> <i>for time-based contracts only</i>	<p>The Consultant's Proposal must include <u>the minimum</u> Key Experts' time- input of <b>36 person-months</b>.</p> <table> <tr> <th>Sl. No.</th><th>Position</th></tr> <tr> <td>1</td><td>Team Leader - 1</td></tr> <tr> <td>2</td><td>Value Chain Expert – 1</td></tr> <tr> <td>3</td><td>Subject Matter Specialist – 6</td></tr> <tr> <td>4</td><td>Community Coordinator - 25</td></tr> </table> <p><i>For the evaluation and comparison of Proposals only: if a Proposal includes less than the required minimum time-input the proposal will be disqualified.</i></p>	Sl. No.	Position	1	Team Leader - 1	2	Value Chain Expert – 1	3	Subject Matter Specialist – 6	4	Community Coordinator - 25
Sl. No.	Position										
1	Team Leader - 1										
2	Value Chain Expert – 1										
3	Subject Matter Specialist – 6										
4	Community Coordinator - 25										
<b>5.1</b>	The format of the Technical Proposal to be submitted is: STP. Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.										
<b>6.1</b>	<b>A price adjustment provision applies to remuneration rates:</b> No.										
<b>6.2</b>	<b>Information on the Consultant's tax obligations in the Client's country can be found at</b> [ <a href="http://www.incometaxindia.gov.in">http://www.incometaxindia.gov.in</a> ]										
<b>6.3</b>	The Financial Proposal shall be stated in <b>Indian Rupees (INR)</b>										
<b>C. Submission, Opening and Evaluation</b>											

7.1	The Agencies shall <u>have to</u> submit their Proposals electronically through <u><a href="http://tripuratenders.gov.in">tripuratenders.gov.in</a></u>
7.2	<p>The Agency must submit only through <u><a href="http://tripuratenders.gov.in">tripuratenders.gov.in</a></u> :</p> <p>(a) Technical Proposal</p> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>• No financial information should be provided in the technical proposals, if found, the bidder would be disqualified from the tendering process.</li> <li>• Please submit the proposals in the provided templates, do not include a copy of the RFP in your proposals.</li> </ul>
7.3	<p>(b) <b>Financial Proposal:</b> To be saved with a Password which shouldn't be shared until the financial proposal opening date.</p> <p>Instructions to share this password will be shared with the eligible bidders before financial bid opening date and time.</p>
	<p><b>The Proposals must be submitted no later than:</b></p> <p><b>Date:</b> 22/07/2022 upto <b>Time:</b> 3.00PM</p> <p><i>Please try and send your proposals by email well in advance of the due date and time keeping in mind network/ connectivity issues.</i></p> <p><i>Please ensure that the total file size of the proposals do not exceed 50 MB</i></p>
7.4	<p><b>An online option of the opening of the Technical Proposals is offered: Yes – via VC.</b></p> <p><b>The opening shall take place at:</b> Same as the Proposal submission date and time – via <b>Video Conferencing.</b></p>

## Section-3

### 3.0 EVALUATION OF PROPOSAL

The evaluation would consist of following phases:

1. Phase I: Evaluation of Technical Bids.
2. Phase II: Evaluation of Financial Bids.
3. Phase III: Combined Evaluation of Technical and Financial Bids.

#### 3.1 Evaluation Criteria of Technical bid.

SN	Criteria	Weightage	
	Sub-criteria	Criteria Total	Sub-criteria
1	Past experience of the consultant (track record)		
	a. 5 years' experience in Value Chain Development.		15%
	b. Past experience of promotion of 25 profit earning Producer Groups.		15%
	c. Past experience of promotion of 5 profit earning FPOs.		15%
	d. Past Experience in branding and packaging & marketing of post-harvest Agri. / Allied Products.	60%	15%
	e. Experience in successful promotion of FPO with Government organizations.		15%
	f. Past experience in promotion of Fishery FPO./ work experience in developing value chain in fishery.		15%
	g. Past Experience in promotion of FPOs in Tripura		10%
2	General profile of qualification, experience and number of key staff (not individual CVs)		
	a. Qualifications (As required)	15%	40 %
	b. Relevant Experience (As required)		60%
3	Details Project Report		
	a. Concept & Methodology	15%	50%
	b. Detail Work Plan		50%
4	Overall financial strength of the consultant in terms of turnover, profitability and cash flow (liquid assets) situation		
	Turnover figure for last three years (Rs. 1 Cr.)	10%	100%
	<b>Total</b>	<b>100%</b>	

**Eligibility Criteria: Minimum qualifying marks is 70 (Seventy)**



### 3.2 Other Mandatory Documents

Sr. No.	Shortlisting Criteria	Supporting Documents
1	The Agency must be incorporated & registered in India, under the Indian Companies Act /Societies Registration Act/Trust Act/any other Act in India and should be in operations in India for minimum of 5 years Joint Venture/Consortium are not allowed	Certificate of Incorporation / Registration certificate/Trust Deed/ Firm registration Certificate along with PAN, GST registration certificate

### 3.3 Analysis of technical bid

- i) The technical bid will be analyzed and evaluated and the technical bid marks shall be assigned to each bidder on the basis of above mentioned evaluation matrix
- ii) Each criterion will have specific score and only those Technical Bids receiving marks greater than or equal to cut-off marks i.e., 70% will be eligible for consideration in financial bids. If required, the Authority may seek specific clarifications from any or all Bidder(s) at this stage. The Authority shall determine the Bidder that qualify for the next phase after reviewing the clarifications provided by the Bidder(s). The bidder may be asked to make a presentation before the Purchase Committee to explain the points on the basis of which Technical bids will be evaluated.

- iii) Technical Bid Score: The Technical Bid Score 'St' of the Bidder shall be derived as under

$$St = (Stm / SH) * 100, \text{ where}$$

St is the Technical Bid Score

Stm = Score obtained by the concerned bidder

SH = Highest total technical bid marks amongst all evaluated bids.

- iv) The Authority reserves the right to modify the evaluation process at any time during the RFP process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Bidder(s).

### 3.4 Phase II: Evaluation of Financial Bids

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase I, shall be considered. Formula to determine the scores for the Financial Bids shall be as follows

$$Sf = (FL / F) * 100, \text{ Where}$$

Sf is the Financial Score

FL is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration,

### 3.5 Phase III: Combined Evaluation of Technical & Financial Bid

The Total score of the Bidder will be determined as under

$$\text{Total Score (Ts)} = (0.70 \times \text{St}) + (0.30 \times \text{Sf})$$

The Bid of the Bidder, who obtains the highest Ts value, will be rated as the best Bid. In the event of a tie, the bid with the highest technical score (St) will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion.

The three proposals in the combined technical and financial evaluation were ranked as

H - 1

H - 2

H - 3

In case the bidder obtained highest score shall be recommended for award of contract is not ready to accept the offer/found inappropriate, the proposal shall be made to subsequent bidders.

### Section-4.

#### Technical Proposal – Standard Forms

##### CHECKLIST OF REQUIRED FORMS

FORM	DESCRIPTION	Page Limit (max 50 mb)
TECH-1	Technical Proposal Submission Form.	
Power of Attorney	No pre-set format/form.	
TECH-2	Consultant's Organization and Experience	150
TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	20

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.



**FORM TECH-1**  
**TECHNICAL PROPOSAL SUBMISSION FORM**

---

{Location, Date}

---

To  
**The CEO, TRLM**  
Office of the CEO, TRLM  
State Mission Management Unit (SMMU)  
Bholananda Pally  
Kunjaban, Agartala  
Pin- 700010

Dear Sir,

We, the undersigned, offer to provide the **“Hiring Technical support Agency (TSA) for developing Fishery value chain with 12000 women SHG members in 6 districts of Tripura under TRLM”** in accordance with your Request for Proposals (RFP) dated ..01../07/2022 and our Proposal. We hereby are submitting our Proposal, which includes the Technical and Financial Proposals sealed separately and in an outer sealed envelope.

If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Government.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, ITC
- (c) We have no conflict of interest in accordance with ITC mentioned in the data sheet.
- (d) We meet the eligibility requirements as stated in ITC, and we confirm our understanding of our obligation to abide by the policy in regard to Fraud and Corruption as per the Government norms.
- (e) We, along with any of our sub-consultants, subcontractors, suppliers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the State Government in accordance with the Agreement for Mutual Enforcement of Debarment Decisions. Further, we are not ineligible under the Client's country laws or official regulations or pursuant to a decision of the Government of India;

- (a) Except as stated in the Data Sheet, ITC, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in may lead to the termination of Contract negotiations.
- (b) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in ITC of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

---

Signature (of Consultant's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative} Name of Consultant (company's name or JV's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable} Email:

{insert the authorized representative's email address}\_\_\_\_\_



## FORM TECH - 2

### CONSULTANT'S ORGANIZATION AND EXPERIENCE

Please use the following table to share your responses. Ensure that your submission is supported by relevant 'evidence' as required. Mark all the pages of your proposal with page numbers and insert relevant page numbers in the table as required.

#### Eligibility Criteria:

As per the technical evaluation criteria of data sheet.

*Joint venture (JV)/Consortium is not allowed during bidding process.*

## Form Tech- 3

(IN BRIDDER'S LETTER HEAD)

(TECHNICAL BID)

**REQUEST FOR PROPOSAL (RFP) for “Hiring Technical support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 districts of Tripura under TRLM.”**

Technical Bid Eligibility Criteria

Sl. No.	Criteria	Supporting Documents
1	The Agency must be incorporated & registered in India, under the Indian Companies Act /Societies Registration Act/Trust Act/any other Act in India and should be in operations in India for minimum of 5 years  Joint Venture/Consortium are not allowed	Certificate of Incorporation / Registration certificate/Trust Deed/ Firm registration Certificate along with PAN, GST registration certificate,
2	5 years' experience in Value Chain Development.	Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience
3	The agency must be experienced in promotion of PG & POs and furrowed and backward linkages, at least promoted 25 profit earning Producer Group (PG) and 05 profit earning Farmer Producer Organizations in last 5 years	Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience  Detail documentation is required for validation of profit earning PGs and FPOs
4	Past Experience in branding and packaging & marketing of post-harvest Agri. / Allied Products.	Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience
5	Experience in successful promotion of FPO with Government organizations.	Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience
6	Past experience in promotion of Fishery FPO. /work experience in developing value chain in fishery.	Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience
7	Past Experience in promotion of FPOs in Tripura	Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience
8	Concept & Methodology	Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.  Please do not repeat/copy the TORs in here.
9	Detail Work Plan	Please outline the plan for the implementation of



## Form Tech – 4

Insert details of the Key Personnel and Non-Key personnel here and attach CVs of ONLY the Key Personnel to be deployed for this assignment.

S.No	Position	Educational Qualifications	Experience required

CV of the Key professionals, i.e. team leader, value chain expert, subject matter specialists to be submitted with the proposal.

		<p>the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan.</p> <p>A list of the final documents (including reports) to be delivered as final output(s) should be included here.</p> <p>The work plan should be consistent with the Work Schedule Form.</p> <p>Agency are required to propose realistic work plan vis-à-vis deliverables and should adhere to the work plan.</p>
10	Organization and professionals	<p>Please describe the structure and composition of your team, including the list of the Key personnel.</p> <p>Detail CV is required for all proposed staffs.</p>
11	The Agency should have minimum average annual turnover of ₹1 Cr. or above (2019-20, 2020-21 & 2021-22) during the last three financial years.	<p>Attested copy of Chartered Accountant's Certificate / copies of Audited Balance Sheet</p> <p>Up to date IT Clearance Certificate for last 2 years</p>
12	The Agency may not have been barred by any PSU/Government Department, for doing business with them. (Please submit declaration)	<p>Undertaking in this regard must be provided</p>

***We understand that if the details given in Request for Proposal (RFP) submitted by us and the support of claims made above are found to be untrue/ untenable or unverifiable or both, our application may be rejected without any reference to us.***

Authorized Signatory  
Name and seal of the organization

## Section 4. Financial Proposal – Standard Forms

### FORMFIN-1

## FINANCIAL PROPOSAL SUBMISSION FORM

---

{Location, Date}

To: [Name and address of Client]

---

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, [Insert “including” or “excluding”] of all indirect local taxes in accordance with government regulation. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in FormFIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in the Data Sheet.

-Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address	Amount and	Purpose of Commission
of Agents	Currency	or Gratuity

---

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

---



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

We remain,

Yours sincerely,

Signature (of Consultant's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name or JV's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address}

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

## FORM FIN-2 SUMMARY OF COSTS

REQUEST FOR PROPOSAL (RFP) for “Hiring Technical support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 districts of Tripura under TRLM.”

Sl No	Description	Value in INR (in lack)
<b>1</b>	<b>Professional Fees</b>	
	a. Team Leader (1 Nos)	
	b. Value Chain Expert (1 Nos)	
	c. Subject matter specialist (6 Nos)	
	d. Community Coordinators (25 Nos)	
<b>2</b>	<b>Taxes on Profession fees</b>	
<b>3</b>	<b>Sub Total -A</b>	
<b>4</b>	<b>Miscellaneous Expenses</b>	
	a. Miscellaneous Expenses 1	
	b. Miscellaneous Expenses 2	
	c. Miscellaneous Expenses 3	
<b>5</b>	<b>Taxes on Miscellaneous Expenses</b>	
<b>6</b>	<b>Sub Total -B</b>	
<b>7</b>	<b>Grand Total (Sub Total A + Sub Total B)</b>	

*(The Bidders can add more rows, if required)*

Authorized Signature :

Name and Designation of the Signatory :

Address :

Date :

Seal of the organization :

## FORM FIN-3 SUMMARY OF COSTS

Cost of the Financial Proposal	INR (for 36 month contract)
Including:	
(1) Remuneration (Total of Fin 3)	
(2) Any other (please state if any)	
<b><u>Total Cost of the Financial Proposal:</u></b> {Should match the amount in Form FIN-1}	
Taxes (as per prevailing rates)	
<b><u>Grand Total for 36 months inclusive of Taxes</u></b>	



## Section-6

# Fraud and Corruption

### 1. Purpose

- 1.1 The Anti-Corruption Guidelines and this annex apply with respect to procurement under Government Investment Project Financing operations.

### 2. Requirements

- 2.1 The Government requires that Borrowers (including beneficiaries of Government financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub- contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Government-financed contracts, and refrain from Fraud and Corruption.

- 2.2 To this end, the Government:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:

- i. “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii. “fraudulent practice” is any actor omission, including mis-representation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- iii. “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv. “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v. “obstructive practice” is: deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Government investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or, acts intended to materially impede the exercise of the Government’s inspection and audit rights provided for under paragraph 2.2e. below.

- b. Rejects a proposal for award if the Government determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub- consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring mis procurement, if the Government determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate actions satisfactory to the Government to address such practices when they occur, including by failing to inform the Government in a timely manner at the time they knew of the practices;
- d. Pursuant to the Government's Anti- Corruption Guidelines and in accordance with the Government's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Government-financed contract, financially or in any other manner; (ii) to be a nominated sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Government-financed contract; and (iii) to receive the proceeds of any loan made by the Government or otherwise to participate further in the preparation or implementation of any Government-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Government loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub- contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Government to inspect all accounts, records and other documents.



## Section-7.

### Terms of Reference

#### Objective of the assignment:

Fishery occupies a unique place in the socio-economic life of the people in Tripura. It is not only an important source of protein but also generating income and employment for the poor people. 95% population of the state is fish eaters. Tripura is known to be highest per capita consumer of fish among all inland states of the country. Realizing the importance of the sector, the department of Fisheries of Govt. of Tripura has implemented nos. of schemes for providing required support and assistance to fish farmers and progressive entrepreneurs. The total fish production of the state has increased to **61,259 tons** at the end of **2013 -14 with per capita availability of 16.81 Kg from local production.**

However, as compared to the developments in agriculture and livestock/poultry, fish farming still continues to be practiced on low levels of technology, resulting in poor productivity and production. **Lack of capital, redundant extension services, lack of improved technologies** and shortage of vital inputs such as **quality seed** and **cost-effective and efficient feed**, and poor post-harvest infrastructure are the main reasons for the low levels of productivity in the state. Keeping in view and limited resources for capture fisheries in the state, thrust are being laid by Govt. in both vertical (increase in productivity) and horizontal (increase in area for aquaculture) expansion of aquaculture through implementation of various beneficiary oriented programs, demonstration of technology coupled with capacity building and training etc, but these are yet to reach needy fisher people at large.

In this backdrop, considering the present productivity of fish **2581 Kg/Hac/Yr** against the potential of **5000-6000 Kg/Hac/Yr**, High demand for the commodity and experience of poor community in the activity( fishery sub sector) there is ample scope for enhancing livelihood of fisher community in Tripura by increasing productivity of fishery.

Aquaculture provides a **cheap source of protein and generates income and employment to the people engaged in this sector.** More importantly this is one of the sectors that directly concern the poor people of the state since a large population of rural masses occupies a unique place in the socio economic life of the people in Tripura.

It is not only an important are involved in this sector but also fish is one of the most important constituents of the diet of people of Tripura. But the local production is in-sufficient to provide for demand in the state. A lot of potentiality has to be realized to meet this demand.



The economy of the state of Tripura is primarily agrarian, 85% of the total population and 95% of the tribal population are engaged in farming as small and marginal farmers using very traditional means of cultivation. Agriculture as the primary sector contributes about 64% of total employment in the state and about 48% of the State Domestic Product (SDP). The level of industrialization in the state has remained low so far, despite the vast potential. The secondary sector contributes only about 5% of total employment and about 7% of the total income (SDP) of the state at present. Whereas the contribution from both manufacturing sector, organized and un-organized sector combined together was 3.01 percent in 2012-13, which shows a low level of industrialization. Considering the slow pace of industrialization in the area, the scopes for generating additional income becomes very limited. There are very less number of avenues available for supplementing the income of the community.

The Fishery Department of the Government is actively supporting the community under the ambit of its several schemes. These schemes include providing the low cost input technology, pilots on feed based intensive fish culture, formation of institutions for the fish farmers. However, it was felt that there is still under utilization of the capacities and the available resources of the community. Beside, being underutilized the outreach of the Government schemes has also remained less. The price of inputs like feed for the fish is quite high, due to limited availability of feed stores. The fish farmers do not have sufficient capital to but the inputs for the activity. The demand for quality fingerling remains very high. The price of fingerling is also high at the same time.

#### **Scope of Work:**

- To Increase fish production of 12,000 small holder fish farmers in existing pond and tanks involving local community to enhance current production practices and increase by production of farmers by minimum 30 percent of present production. This will enhance the income of the fish farming families by 30 percent of their present income from fishery.
- Build capacity of all livelihood coordinators of TRLM on fishery so that they could further build the capacity of more than 200 CRPs working on fishery.
- Build capacity of more than 200 CRPs on fishery so that they can provide support to farmers on improve fish rearing.
- Promote at least 120 new nursery entrepreneurs to provide quality fingerlings to grow out farmers.
- 4 new producer company registration & business promotion including strengthen of 2 existing producer company in 6 project districts to support input and output marketing of fishery produces in the area.

- Promote a common brand for inputs (Feeds, lime etc) produced by the Farmer Producer Companies and ensure proper marketing of the same.
- Provide average minimum turnover of 30 Lakh, 70 Lakhs and 1.0 Cores in 1st, 2nd and 3rd years of the producers companies
- Promote at least 240 Producer Groups (PGs).
- Business plan preparation of all producer groups and link these PGs with Producer Company.
- Strengthen producer groups at the ground level.
- Around 80% promoted PGs should be A-graded and self-sustainable.
- Preparation of Detail Project Report (DPR) for across the State to understand the scope of work, Forward and backward linkages, improvement in extension services and value chain intervention to developed the fishery sector.

### **Project area**

- Following are the project area for developing Fishery value chain under TRLM

<b>Sr. No.</b>	<b>Name of District</b>	<b>Name of Block</b>
1	West Tripura	Belbari
2	West Tripura	Jirania
3	Sepahijala	Bishalghar
4	Sepahijala	Charilam
5	Sepahijala	Nalchar
6	Dhalai	Ambassa
7	Dhalai	Salema
8	Dhalai	Durgachowmuhan
9	Dhalai	Dumburnagar
10	Gomati	Matabari
11	Gomati	Kakraban
12	Gomati	Tepania
13	Gomati	Amarpur
14	Gomati	Killa
15	Gomati	Ompi
16	South Tripura	Hrishyamukh
17	South Tripura	Bakafa
18	South Tripura	Jolaibari
19	South Tripura	Rupaichari
20	South Tripura	Rajnagar
21	South Tripura	Satchand
22	Unakoti	Gornagar
23	Unakoti	Pecharthal
24	Unakoti	Kumarghat
25	Unakoti	Chandipur



### Duration of the Assignment

The duration of the assignment will be for a period of Three (3) Years. The assignment may be further extended depending upon satisfactory performance of Agency & requirement of TRLM.

### Project Support

TRLM will provide available necessary information, data, reports and other documents required for accomplishing the objective of the assignment. However, the professionals of the agency will have to visit field operations for collection of additional information. TRLM would provide necessary liaison with BMMUs and DMMUs to facilitate the work smoothly.

### Key Deliverables

3 months	<ul style="list-style-type: none"><li>- Inception report with detail action plan.</li><li>- Mobilization and placement of team of professionals as per agreement</li><li>- Conduct initial workshop with TRLM concern district and block team.</li><li>- Identification &amp; registration of minimum 2000 fish farmers.</li></ul>
6 months	<ul style="list-style-type: none"><li>- Prepare business plan for the 4 FPOs and registration.</li><li>- Revival of two existing fishery FPOs</li><li>- Revival of Fish feed mill in West Tripura.</li><li>- Packaging, branding and marketing of Fish feed.</li><li>- Conduct training program of the FPOs regarding business plan and prepare detail FPO level business implementation plan</li><li>- Conduct baseline study of 15% of the project farmers and prepare baseline report.</li><li>- Conduct initial training of CRPs on improve fish farming</li><li>- Training of GB members FPOs on FPO management,</li><li>- Creation of online marketing platform</li><li>- Promotion of atleast 100 PGs</li><li>- Preparation of Detail Project Report (DPR) for across the State to understand the scope of work, Forward and backward linkages, improvement in extension services and value chain intervention to developed the fishery sector.</li></ul>
12 months	<ul style="list-style-type: none"><li>- 20 Lakhs average yearly turnover of each FPOs</li><li>- Market linkages for input and output</li><li>- 1st round of training programme of all Producer Group on business development and fishery technical extension</li><li>- Capacity building training to FPO staff and exposure visit</li><li>- Capacity building training of 6000 fishery farmers</li><li>- Establishment of systematic marketing channels.</li><li>- Promotion of atleast 100 PGs</li></ul>



18 months	<ul style="list-style-type: none"> <li>- Brand development and trade mark registration</li> <li>- Capacity building of 6000 fishery farmers</li> <li>- Training of GB members of FPOs on market linkage and financial management</li> <li>- Grading of Producer groups</li> <li>- Health monitoring of FPO and system setting</li> <li>- Promotion of atleast 40 PGs</li> </ul>
24 months	<ul style="list-style-type: none"> <li>- 50 lakh average turnover of each FPO</li> <li>- Refresher training to CRPs</li> <li>- Convergence with departments and other agencies</li> <li>- Revision of business plan of FPOs and accordingly set targets</li> <li>- Action plan for next year for FPOs and PGs</li> </ul>
30 months	<ul style="list-style-type: none"> <li>- Capacity building of 12000 fishery farmers</li> <li>- Capacity building training to FPO staff/ GB members and arrange exposure visit</li> </ul>
36 months	<ul style="list-style-type: none"> <li>- Average 1 crore annual turnover to eat FPOs and achieve financial sustainability of those FPOs</li> <li>- Impact assessment report of 12000 fish farmers</li> <li>- learning event</li> </ul>

### **Proposed Team:**

The consultant is required to deploy following key professionals for undertaking the assignment.

### **Key Personals**

#### **Team Leader (1Nos):**

The team leader should have an experience of minimum 5 (Five) years in the field of fishery and fishery value chain development work and having working experience in Tripura. Preferably M.Sc. in Fishery or Agri & allied

#### **Value Chain Expert (1Nos):**

The Value Chain Expert should have minimum 3 years of experience in the field of agribusiness marketing and value chain development in agriculture and fishery. Preferably be MBA/PGDM/M.Sc. (fishery/agriculture).

#### **Subject Matter Specialist (6):**

The Subject Matter Specialist should have minimum 2 years of experience in the field of fishery/fishery value chain promotion. Should have B.Sc./M.Sc. in fishery.

### **Non-Key personals**

#### **Community coordinators (25):**

The community Coordinators should be HS passed and having 1 years of experience in community mobilization in agriculture or fishery sector.

### **Arbitration and Applicable laws**

The parties hereby agree that any dispute arising in connection with this MoU shall first be addressed mutually by the Parties. If the said Parties are unable to resolve the dispute mutually, the dispute shall be referred to the Government of Tripura whose decision shall be final and binding on all parties.

In case an aggrieved party seeks judicial remedy, the petition shall be filed in the jurisdiction of Tripura High Court.

### **Termination**

TRLM may terminate the work order of the agency in case of the occurrence of any of the events specified below:

- i. If the Agency becomes insolvent or goes into compulsory liquidation.
- ii. If the Agency, in the judgment of TRLM, has engaged in corrupt or fraudulent practices in competing for or in executing this work order.
- iii. If the Agency submits TRLM a false Statement which has a material effect on the rights, obligations or interests TRLM.
- iv. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict-of-interest TRLM.
- v. If the Agency fails to provide the quality services as envisaged under this work order. Reasons for the same would be recorded in writing.
- vi. In case of such an occurrence TRLM shall give a written advance notice, not exceeding one (1) month before terminating the work order.

### **Jurisdiction**

The work order shall be governed by laws of the State of Tripura and all Government rules on purchase matter issued from time to time and are in force for the time being.