

No.IV-2(156)/PLG/DI/2021/Procurement of Items under PMFME/4820

**Government of Tripura**  
**Department of Industries & Commerce**  
**Shilpa Udyog Bhawan, Khejurbagan, Agartala-799010**  
**Email-industrytripura@gmail.com**

25th  
Agartala, Dated April, 2022

**EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDOR FOR RATE CONTRACT FOR VARIOUS ITEMS SUPPLY UNDER PMFME SCHEME**

On behalf of the Government of Tripura, the Directorate of Industries & Commerce invited Expression of Interest for Empanelment of Vendor for Rate Contract for supply of various items as and when required under PMFME Scheme from local registered agencies as per eligibility criteria.

**2. GENERAL TERMS AND CONDITIONS:**

**2.1 Key Events & Dates:**

The schedule of activities for the purpose of the EoI is outlined below.

Download of EoI document	EoI can be downloaded from website: <a href="http://tripura.gov.in">http://tripura.gov.in</a> .
Last date for submission of bids	Up to 12 P.M,11 <sup>th</sup> May, 2022. All pages of bid documents must be signed by the tenderer while submitting the same otherwise the same shall not be considered. The quotation will be opened on 11 <sup>th</sup> May, 2022 at 3:00 P.M in the presence of the bidders/ authorized representatives who are willing to remain present at the time of opening of the EoI.
Venue	Directorate of Industries & Commerce, Shilpa Udyog Bhawan. Khejur Bagan , Agartala, West Tripura-799010

3. EoI will be received by Speed Post/Registered Post/Courier Services/ by hand in sealed cover addressed to the Director, Industries & Commerce, Shilpa Udyog Bhawan. Khejur Bagan, Agartala, West Tripura-799010. No proposal shall be entertained at any circumstances after closing date of the tender.

4. The list of Items and specification are as below:

Sl. No.	Equipments	Specification	Minimum Order Quantity	Total Estimated Cost per unit including GST @ 18%, in Rs.
1	Flex Printing	Multi colour machine based solvent printing with UV resistant ink-star flex	15 Sq. ft	Rs. 22 per sq. ft.
		Normal Flex	15 Sq. ft	Rs. 12 per sq. ft
2	Brochure printing	130 GSM glossy Paper,	1000 piece	Rs. 6 per piece


Sl. No.	Equipments	Specification	Minimum Order Quantity	Total Estimated Cost per unit including GST @ 18%, in Rs.
		size 18"x 12"		
3	Canteen Meal/ Lunch arrangement (common item for all meal- Rice+ Dal+ Vegetable fry+ Mixed Veg+ Salad)	Fish Meal	20 Meal	Rs. 110 per meal
		Chicken Meal		Rs. 120
		Paneer Meal		Rs. 100 per Meal
		Egg Meal		Rs. 90 per Meal
4	Tea and Biscuit	1 cup tea+2 biscuit	20 plate	Rs. 10 per Plate
5	Vehicle for exposure visit	Capacity of 35 seat	-	As per DFPRT rules, 2019 of Govt. of Tripura (Per kilometer cost plus detention charge)
6	Photocopy of A4 size pages		30 Pages	Rs. 1 per page
5	Projector	Only projector in good working condition, No screen is required	Per Day	Rs. 500 per day
6	Stage arrangement (Installation of Hoarding+Pradip Prajwalan+ Flower Bouquet+ Stage decoration with flower)	Pragna Bhawan Hall No.1	Per stage	Rs. 8000 Per stage
		Pragna Bhawan Hall No.2	Per stage	Rs. 6500 Per stage
		Pragna Bhawan Hall No.3	Per stage	Rs. 6500 Per stage
		Pragna Bhawan Hall No.4	Per stage	Rs. 5000 Per stage
		Bhagat Singh Youth Hostel	Per stage	Rs. 6500 Per stage
7	Equipment for Practical Session of Training - Microwave, Mixture Grinder, Utensils (10 pcs)	All equipment shall be in good working condition and Utensils shall be clean and in hygienic condition	Rent per day	Microwave - 800, Mixture Grinder- 300, Utensils@ 10 pcs - 200
8	Stationery kit (Note Pad, Pen, Folder, Hand Gloves, Head Cap etc.)		Minimum 30 sets	Rs. 50 Per set



5. Interested Bidder may submit the sealed proposal to the office of the undersigned, superscribed with **“Expression of Interest to supply “Name of the item/s as per the specified list in sl. No.4 to be mentioned here”**. The Envelope shall contain the financial bid for the items interested to be supplied along with other required documents. *The agency may bid for one or more items in a single tender.*
6. The rate should be quoted both in figures and words as per prescribed Financial bid pro-forma enclosed in Annexure B.
- 7. Eligibility and Qualification of the bidder:**
  - 7.1 The bidder should be a private/ Public Ltd. Company registered under the companies act, 1956 or a firm or a sole proprietorship firm or an Non Government Organization/Cooperative Society/ Self Help Group/ Institution.
  - 7.2 The agency should have proven experience in similar field for more than Two (2) years as on the date of tender and must have a dedicated office in Tripura with all required services to undertake such work.
  - 7.3 The agenc~~t~~ must be registered with appropriate authority on all applicable statutory duties/Taxes.
  - 7.4 In case of Host only the Bio data and working experience along with other applicable documents (as per clause no. 8) needs to be submitted.
  - 7.5 The empanelment would be done based on the L1 Financial Bid, however the bidders shall submit all the requisite documents to meet the eligibility criteria.
8. The tenderer needs to submit the following documents along with quotations:
  - Application Proforma as per Annexure-A
  - Permanent Account Number
  - GST Registration Certificate
  - Trade License
  - Aadhar Card/ Udyam Registration
9. Any default or breach of contract or non-execution of supply after providing the work order under any of the above mentioned category shall lead to appropriate action by the Directorate of Industries and Commerce, Tripura including black listing / delisting the tenderer for future supply.
10. If any item supplied is found to be not of standard quality, it should be taken back and replaced by fresh one at own cost of supplier under any of the mentioned category.
11. In case of legal dispute the jurisdiction will be the High Court of Tripura.
12. Clarification, if any, may be written to the official email id: ***pmfmetripuraspmu@gmail.com***

### 13. Other Terms and Condition:

- 13.1 The only lowest Bidder will be accepted as supplier for required items. Department may also decide to empanel one or more agencies in each of the cases. In such cases, all the agencies need to supply the item/s as per the lowest approved rate. The bidder may quote lower/upper side of the estimated cost as mentioned in the table at clause no. 4
- 13.2 Department may randomly select any of the empanelled agency/s for supplying the respective item/s. Empanelment of Vendor for any category does not confirm receipt of Work order/ supply order in the entire empanelment period from the office of the undersigned.
- 13.3 The accepted Bidder (Lowest Bidder) shall have to supply all the items as per requisition and specification in time to time requirements of the Department. After every supply order, respective items shall be delivered to the office of the undersigned within 7 working days time. If suppliers fail to supply the items as per requirement of the Department, the empanelment may be cancelled.
- 13.4 The authority reserves the right to cancel whole or any part of this process/ supply ordered without assigning any reason
- 13.5 Quoted rate of materials should be mention including GST and any other applicable cost.
- 13.6 The undersigned may strike out or cancel any items of stationery mentioned in the list in clause no. 4 even after finalization of rate and bidder
- 13.7 The empanelment will be valid up to 31st March, 2023. The tenure may be renewed by the hiring authority as per mutual consent for next 3 years from the end of the validity, if no change in the quoted rate is agreed by the supplier for each of the cases.
- 13.8 Department may ask to the empanelled vendor to submit D- Call amount @ 10% of the total value of the work order, if feels so, in written post issuance of the work order. In such cases the D- Call amount will be released to the vendor after 1 month without any interest from the delivery of the items, if found okay.
- 13.9 After providing the work order, payment would be made on bill basis, post receipt of work completion report. No advance payment shall be made under any circumstances for any category.

  
(S. Debnath) 15/4/22

Director, Industries & Commerce  
Nodal Officer, PMFME scheme, Tripura

## Proforma for submission of application

## 1. Profile of the Agency

1	Name of the Agency, complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No, Website			
2	Registration number, date of registration, validity of registration., Act under which registered			
3	Status of the organization (i.e company /Partnership firm /proprietorship/ NGO/SHG/Cooperative etc)			
4	Name & designation of Chief functionary with Tel No. /Mobile No			
5	Name & designation of Contact person for this Tender with Tel No. /Mobile No			
6	PAN/TIN, Sales Tax/ VAT registration certificate and Trade License			
7	No. of years in this field			
8	Whether the organization has any past experience in conducting such activity.	Name of the activity	Name & Address of the Client	Project Cost (Rs. in Lakh)
		1	2	3

Authorized signatory of the Organization

With seal Name/Designation/Address

Date:

Place:



## Proforma for submission of Financial Bid

Sl. No.	Equipments	Specification	Minimum Order Quantity	Total Estimated Cost per unit including GST @ 18%, in Rs.	Offered Cost by Bidder (INR) including all tax
1	Flex Printing	Multi colour machine based solvent printing with UV resistant ink-star flex	15 Sq. ft	Rs. 22 per sq. ft.	
		Normal Flex	15 Sq. ft	Rs. 12 per sq. ft	
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4	Tea and Biscuit	1 cup tea+2 biscuit	20 plate	Rs. 10 per Plate	
5	Vehicle for exposure visit	Capacity of 35 seat	-	As per DFPRT rules, 2019 of Govt. of Tripura (Per kilometer cost plus detention charge)	
6	Photocopy of A4 size pages		30 Pages	Rs. 1 per page	
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		Pragna Bhawan Hall No.4	Per stage	Rs. 5000 Per stage	
		Bhagat Singh Youth Hostel	Per stage	Rs. 6500 Per stage	
9	Equipment for Practical Session of	Equipment for Practical Session of Training – Microwave, Mixture	All equipment shall be in good working	Rent per day	Microwave - 800, Mixture Grinder-300, Utensils@

Sl. No.	Equipments	Specification	Minimum Order Quantity	Total Estimated Cost per unit including GST @ 18%, in Rs.	Offered Cost by Bidder (INR) including all tax
	Training – Microwave, Mixture Grinder, Utensils (10 pcs)	Grinder, Utensils (10 pcs)	condition and Utensils shall be clean and in hygienic condition		10 pcs - 200
10	Stationery kit (Note Pad, Pen, Folder, Hand Gloves, Head Cap etc.)	Stationery kit (Note Pad, Pen, Folder, Hand Gloves, Head Cap etc.)		Minimum 30 sets	Rs. 50 Per set

N.B: The agency may bid for one or more items in a single tender.

## Declaration

I / We..... have gone through carefully all the tender conditions and solemnly declare that I /We abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by the department against us, if it is found that the statement, documents, certificated 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 any state in India due to any reasons

FULL SIGNATURE OF TENDERER: .....

DATE: .....

NAME & ADDRESS OF THE FIRM .....:  
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