

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

TIDC/INFRA/5(427)/2021/

Date: 16<sup>th</sup> June, 2021

**Expression of Interest**

**Management and Operation of “Industrial Promotion and Consultancy Cell” at Shilpa Nigam Bhawan, Khejurbagan, Kunjaban, Agartala, Tripura.**

**TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION LIMITED invites Expression of Interest for** Management and Operation of “**Industrial Promotion and Consultancy Cell**” at Shilpa Nigam Bhawan, Khejurbagan, Kunjaban, Agartala, Tripura in prescribed format from renowned consultancy firms/societies/companies involved in MSME sectors in India. Details documents can be downloaded from <https://tidc.tripura.gov.in/> and [www.tripura.gov.in](http://www.tripura.gov.in) .

**Last date of receipt of proposal: 8<sup>th</sup> July up-to 3 PM.**

**Date & time of opening tender: 9<sup>th</sup> July, 2021 at 3 PM (If possible)**

**(Managing Director),**

TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION LIMITED  
Shilpa Nigam Bhavan, Khejurbagan, Kunjaban,  
Agartala, Tripura, Pin-799006.

**EXPRESSION OF INTEREST (EoI)**

Management and Operation of “Industrial Promotion and Consultancy Cell” at Shilpa Nigam Bhawan, Khejurbagan, Kunjaban, Agartala, Tripura.

**For**

**TRIPURA INDUSTRIAL DEVELOPMENT CORPORATION  
LIMITED**

**(A GOVERNMENT OF TRIPURA UNDERTAKING)**

Shilpa Nigam Bhawan, Khejurbagan, Kunjaban,  
Agartala, Tripura (West), Pin-799006.

**Last date of receipt of proposal: 8<sup>th</sup> July, 2021 up-to 3 PM.**

**Date & time of opening tender: 9th July, 2021 at 3 PM (If possible)**

**Fact sheet:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
<b>1.</b>	EOI Availability	16 <sup>th</sup> June,2021 to 8 <sup>th</sup> July,2021
<b>2.</b>	Date of submission on queries	Up-to 23 <sup>rd</sup> June,2021 at 4.00 PM through e-mail ( e-mail id tidcltd.in@gmail.com)
<b>3.</b>	Last date for submission of proposal	8 <sup>th</sup> July,2021 till 3.00 PM
<b>4.</b>	Expected date of opening of both bids i.e. Technical and Financial	9 <sup>th</sup> July,2021 at 3.00 PM (if possible). Date & time for financial bid opening shall be notified by MD, TIDC Ltd.
<b>5.</b>	Webpage for EOI Documents	<a href="http://tidc.tripura.gov.in/">http://tidc.tripura.gov.in/</a> and <a href="http://www.tripura.gov.in">www.tripura.gov.in</a>
<b>6.</b>	Contact details	Managing Director, Tripura Industrial Development Corporation Limited Shilpa Nigam Bhawan, Khejurbagan, Kunjaban, Agartala, Tripura (West), Pin-799006.

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## **1. Overview:**

1.1 Tripura Industrial Development Corporation limited (TIDC Ltd) was set up in 1974 as a company under the Companies Act, 1956. TIDC Ltd functions both as State Financial Corporation and State Industrial Development Corporation.

The main activities of TIDC Ltd are

- Provide term loans to MSME sectors.
- Development and maintenance of industrial infrastructure.
- Promotion of Industries.

1.2 TIDC Ltd now intends to open an “Industrial Promotion and Consultancy Cell” to promote industries in the state of Tripura. The cell will cater the required services like guidance and preparation of project reports, Single Window System, assists in online MSME registration, Pollution Control Board clearance, Factories & Boilers license, Labour Deptt.’s Clearance, Legal Metrology Deptt.’s license, provide guidance in project finance and subsidies related matters etc.

TIDC Ltd. is interested to provide these facilities to entrepreneurs interested to set up MSME units in the state through professional consultants in a professional manner with a view to promote industries.

## **2. Scope of work:**

2.1 The Bidder (Consultant) has to make the “Industrial Promotion and Consultancy Cell” operational in the Corporate office of TIDC Ltd where well furnished desks and furniture will be provided free of cost. The Bidder (Consultant) shall manage the Cell with its own manpower from various disciplines (preferably 1(one) no. from manufacturing sector and 1(one) no. from service sector and machineries like Computer, printer, scanner etc.

## **2.2 It shall be responsible for:**

- I. Guidance to entrepreneurs for setting up a new MSME unit within the state of Tripura (preferably in thrust sectors like Rubber, Tea, Bamboo, Food processing etc).
- II. Preparation of DPR (Detailed Project Report) for prospective MSME units which shall include selection of quality machineries supplier and assistance in procurement of raw materials etc.
- III. Assistance in providing training or arrangement of training for the workers of the unit to be set up.
- IV. Assistance in online MSME registration (Udyog Aadhar).
- V. Assistance to the unit for operation and maintenance of machineries after starting of commercial production for minimum of 3(three) months( Training and other guidance)
- VI. Guidance and necessary assistance on subsidies related matters for claiming and final settlement of State and Central Govt. subsidies.
- VII. Assistance in obtaining Pollution Deptt.'s clearance, Factories & Boilers license, Labour Deptt.'s license, Legal Metrology Deptt.'s license etc. required for setting up of MSME units.
- VIII. The Cell shall function during office hours and on all working days from the space to be provided at TIDC office.
- IX. The Rate of SoFED is to be followed for PMEGP and SWABALAMBAN Scheme.
- X. TIDC Ltd and the consultancy firm will share consultancy fees earned out of this consultancy service in the ratio of **20:80**.
- XI. The consultancy firm shall submit statement mentioning no. of entrepreneurs got benefited and total fees collected from this consultancy service within 10<sup>th</sup> of every month to the Managing Director, TIDC Ltd.
- XII.

## **3. Eligibility Criteria:**

The consultants must fulfil the following criteria for successful participation in the selection process.

- I. Shall have its own consulting division,
- II. Average Annual Turnover during last 3(three) years , ending March, 2021, should be Rs. 60.00 lakhs or above (Please submit Annual Report or Audited Balance Sheet in support of the claim )
- III. Shall have minimum 5 (Five) years experience in consultancy services, preparation of DPR in MSME sectors (Manufacturing sector : Experience in thrust sector like Tea, Bamboo, Rubber etc will be preferred. Service sector: Experience in hotel, restaurant will be preferred ).
- IV. Shall have minimum 5(five) dedicated Technical and Advisory Professional on its pay roll with qualification of MBA/CA/

B.Tech/M.Com/B.Com or equivalent with experience of 3 years or more .

- V. Shall be able to carry out project appraisal as per norms of banks/Financial Institutions for project finance.
- VI. Shall be able to liaison with banks/Financial Institutions for project finance.
- VII. Shall have sound knowledge on various subsidies of State Govt. and Central Govt.
- VIII. Shall have the knowledge to guide entrepreneurs in obtaining various licenses/clearances required for setting up MSME units.
- IX. The Bidder should not have been barred/negative listed by any PSU/Govt. Dept (State or Central) i.e. must be of clean track record in doing business with them (An affidavit in this regard to be submitted).
- X. The Firm/Organisation/Company should submit details of the team including CVs of proposed members for running the consultancy Cell.
- XI. The Firm/Organisation/Company should have local office in Tripura.
- XII.

#### **4. Selection Process:**

- i. Issuance of Expression of Interest,
- ii. Submission of proposal,
- iii. Evaluation of eligibility criteria,
- iv. Short listing of eligible firms/companies,
- v. Opening of financial bid/proposal of shortlisted firms/companies

#### **5. Bidding Procedure:**

It will be done in two-bid system: Technical proposal and financial proposal

#### **6. Proposal Submission:**

- i. The original proposal (technical proposal and financial proposal) shall be prepared in indelible ink as per the Formats enclosed,
- ii. An Authorized representative of the firm shall put his/her initial signature on all pages of the proposal.



- iii. An authorization letter with due seal and signature of the Company/firm shall be submitted with attested signature and passport size photo of Authorized Representative/official.
- iv. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such correction must be initialled by the persons or person who sign(s) the proposals.
- v. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked as “**Technical Proposal**” and the original and all copies of the Financial Proposal shall be placed in a sealed envelope clearly marked as “**FINANACIAL PROPOSAL**” and warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and shall be sealed. This outer envelope shall bear the submission address and other information and clearly marks as “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE**”.
- vi. The completed technical and financial proposals must be delivered at the submission address on or before the time and date stated. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- vii. After the deadline for submission of proposals , the technical proposal shall be opened by the Evaluation Committee notified by the Managing Director, TIDC Ltd.

**7. Documents to be submitted with the Technical bid:**

- i. Proven documents as per the eligibility criteria.
- ii. At least last 3(three) years as mentioned at Sl. No. 3 (ii),
- iii. Authenticated copy of certificates of incorporation/registration of the organisation.
- iv. Authenticated copy of Service tax/GST registration certificate.
- v. Authenticated copy of Income tax registration and income tax returns,
- vi. Memorandum of Associations/ Articles of Association/ Trust Deed/ Constitution of the organisation.
- vii. All required information as per EOI shall be submitted mentioning serial number with heading.
- viii. An Index on the front of the documents is to be submitted.
- ix. Submission of the Expression of Interest documents should contain an application as per format **b Annexure-A**.
- x. Consolidated information as per format in **Annexure-B**.

**8. Submission of Financial bid/proposal:**

- i. The applicants are required to quote a lumpsum fixed rate in each slab in Indian National Rupees (in figure and in word) as per the scope of work (Defined at Para 2 of the EOI) as per format in **Annexure-C**.

- ii. While quoting the lump sum fixed rate as indicated in Sl. no. 8.i, the bidder shall take into consideration of service charges, financial cost and any other cost/charges/tax and any other expenses.
- iii. The selected consultant shall not be entitled to levy any other cost/charge/expenses in whatever name it is called over and above the lumpsum fixed charge quoted in 8.i above.
- iv. The proposal must remain valid for 180 days after submission date.

**9. Other terms and conditions of the EOI:**

- I. TIDC Ltd officials shall be allowed to inspect and monitor the working of the proposed cell.
- II. No payment to the consultant shall be made by TIDC in any form.
- III. Any loss/damage/removal of furniture shall be realized from the consultants based on actual cost.
- IV. Please note that if an unsuccessful bidder withdraws his bid till finalization of the bid or if any information or certificate produced by the bidder is/are found false or tampered, in that case the security deposit shall be forfeited.
- V. Mere application does not guarantee the eligibility of the consultants.
- VI. TIDC Ltd reserves the right to accept or reject any or all the applications without assigning any reason thereof.
- VII. Engagement of consultant will be initially for 1(one) year and may be extended further after reviewing its performance/ services rendered.
- VIII. The selected bidder shall be required to sign an Agreement with TIDC Ltd. The agreement will be registered at the expenses of the bidder.
- IX. The selected bidder will also be **required to deposit Rs. 1.00 lakh (Rupees one lakh) as Security Deposit in the form of Bank Guarantee** to TIDC Ltd. for the entire period of Agreement before signing of Agreement.
- X. Expression of Interest along with all forms must be filled up and shall be submitted in a sealed envelope with **Earnest Money Deposit (EMD) of Rs. 30,000/-(Rupees thirty thousand only) favouring MD, TIDC Ltd.** at Head office of TIDC Ltd. in the form of Demand Draft/ D-Call from any Nationalized bank/scheduled commercial bank.

- XI. Offers without EMD will be summarily rejected.
- XII. Managing Director, TIDC Ltd. reserves the right to impose any other condition/modify/terminate/cancel/term as deemed fit and proper at any stage, before signing of Agreement and shall be binding upon the selected consultant/bidder.
- XIII. Managing Director, TIDC Ltd. reserves the right to accept or reject any proposal or reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected organization and without assigning any reason at any stage.
- XIV. Proposals must be completed in all respects, indexed and hard binding. The page numbers must be clearly marked on each page and cross reference be indicated on the Index Page and duly signed in every page.

## **10. Evolution and Monitoring**

An Empowered Committee would be constituted and notified under Chairmanship of Managing Director, TIDC or his authorized representative with members from Departments involved in implementation of the action points in line with the “**Industrial Promotion and Consultancy Cell**” initiative. The Committee would evaluate and monitor progress of work, quality of execution of the assignment, suggest improvements and modifications if required and any other measure required for its successful implementation

## **11. Evaluation process:**

### ***A. Part 1(Security deposit):***

Bidders who have submitted the EMD shall be considered for further evaluation.

### ***B. Part 2 (Pre-Qualification Criteria):***

The Tender Evaluation committee would evaluate the pre-qualification criteria. Bidders should be ready to give any clarification if asked by the Tender Evaluation committee. If the Bidder does not fulfil all the terms and conditions mentioned in the eligibility criteria (Sl. no. 3) , his/her Technical proposal will not be considered for evaluation.

### ***C. Opening and evaluation of Technical proposals:***

The Tender Evaluation committee would evaluate the technical proposal as per the date and time specified in the advertisement/ would be intimated in the later date. Bidder should be ready to give the presentation on their proposed consultancy service and the queries raised by the Tender Evaluation committee at a later date as intimated by TIDC. They are

expected to reply to all the queries from the Tender Evaluation committee during presentation. The presentation would be part of technical evaluation process.

In order to facilitate the Technical proposal evaluation, the technical criteria laid down along with the assigned weights have been presented in Technical Evaluation Sheet. The marking scheme presented is an indication of the relative importance of the evaluation criteria.

Bidders securing a **minimum of 70% marks** in the technical evaluation will only be considered for further financial proposal evaluation. Proposal which do not secure the minimum specified technical score will be considered technically non-responsive and hence will be debarred from being considered for financial evaluation.

**Technical Evaluation Sheet:**

<b>Sl.No</b>	<b>Description</b>	<b>Max score</b>
<b>A.</b>	<b>Evaluation based on Bidder's experience</b>	<b>75</b>
<b>1.</b>	<p><b>Past Experience:</b></p> <p>The Bidder's Past experience in Preparation of DPR (Detailed Project Report) for prospective MSME units , assistance in providing training or arrangement of training for the workers of the unit to be set up, assistance to the unit for operation and maintenance of machineries after starting of commercial production for minimum 3(three) months and in providing guidance and necessary assistance on subsidies related matters for claiming and final settlement of subsidies during the last 10(ten) Financial years put together.</p> <p>Experience for 5-10 years=5 marks            Experience for 10-15 years=10 marks            Experience more than 15 years=15 marks</p>	15

2.	<p><b>Relevant experience:</b>  Number of projects/units assisted in line with the past experience as mentioned above in A.1 in last 10 (ten) years with break up(FY wise and sector wise i.e. manufacturing and services) (Please submit relevant documents in support of the claim).  Less than 100 projects in last ten year  = 2 marks.  100 to 300 projects  =5 marks  More than 300 projects  =10 marks</p>	10
3	<p><b>Bidders Turnover:</b>   Minimum average Annual turnover of Rs. 60.00 lakhs in last 3(three) financial years (FY 2018-19, 2019-20 &amp; 2020-21) .  Rs. 60.00 lakh to Rs. 90.00 lakh -- 15 marks  Rs. 91.00 lakh to Rs. 120.00 lakh—20 marks  More than Rs. 121.00 lakh -- 25 marks  <i>Supporting Documents to be submitted- Audited Balance Sheets or CA Certificate</i></p>	25
4.	<p><b>Availability of Manpower</b> (Technical &amp; Advisory professional on its payroll only )   5 to 10 employees = 15 marks  11 to 15 employees = 20 marks  More than 15 employees = 25 marks</p>	25
<b>B.</b>	<b>Evaluation based on Bidder's Approach</b>	<b>25</b>
1.	Presentation by bidder on Implementation Methodology, Project Management & understanding of MSME sectors (5 marks each).	15
2.	ISO Certification of Bidder	10
	<b>Total</b>	<b>100</b>

***D. Opening and Evaluation of Financial proposal:***

After evaluating the Technical proposal, TIDC shall notify the bidders whose Technical proposal were considered and acceptable to TIDC, indicating the date, time and place for opening of the Financial bid/proposal. Bidder's representative (maximum 2 persons) may attend the financial proposal opening at TIDC, Agartala.

### ***E. Rectification of Errors***

Arithmetical errors in the financial proposal will be rectified on the following basis.

- i. If there is a discrepancy between words and figures, the amount in words shall prevail.
- ii. If the bidder does not accept the correction of errors, its proposal will be rejected and its proposal security may be forfeited.

### ***F. Proposal Currency***

Prices for services offered shall be quoted in Indian National Rupees only.

### ***G. Forfeiture of Proposal Security***

The proposal security may be forfeited either in full or in part, at the discretion of TIDC, on account of one or more of the following reasons:

- I. The Bidder fails to co-operate in the proposal evaluation process.
  - II. If the proposal or its submission is not in conformity with the instruction mentioned herein.
  - III. If the Bidder violates any of the provisions of the terms and conditions of the tender.
  - IV. In the case of a successful Bidder fails to (a) accept award of work, (b) sign the Contract Agreement with TIDC, after acceptance of communication on placement of award, (c) fails to sign the Contract Agreement in time, or (d) the Bidder violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of TIDC in timely finalization of this tender.
  - V. No interest will be paid on the EMD.
  - VI. The decision of TIDC regarding forfeiture of proposal security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the Bidder by TIDC.
12. All the above eligibility criteria should be supported by the relevant documents duly signed by the Proprietor/Director of the Firm, failure on which, the organisation will deemed to be in-eligible.

**Managing Director  
TIDC Ltd.**

## **Annexure-A**

### **Format for submission of the Expression of Interest documents.**

#### **1. Application Letter:**

(to be printed on letter head of the organization)

To  
The Managing Director  
Tripura Industrial Development Corporation Ltd  
Shilpa Nigam Bhawan  
Khejur Bagan, P.O: Kunjaban ,  
Agartala, West Tripura

Sub: Expression of interest for “Industrial Promotion and Consultancy Cell”.

Sir,

We, hereby express our interest in managing and operating the “Industrial Promotion and Consultancy Cell” to be set up in the Corporate office of TIDC Ltd as per the terms and conditions expressed in the notification.

Thanking you.

Yours faithfully,

(Signature of bidders with seal)

Date:

Place:

**Annexure-B**

**2. Eligibility of the Bidder (Consultant):**

(To be printed on letter head of the organization)

Submitted to TIDC Ltd.

<b>Sl. No</b>	<b>Particulars</b>	
1	Name of the consultant	
2	Address with phone & email	
3	Date of establishment	
4	No. of project reports prepared in last 10(ten) years on MSME units.	
5	Chief functionary of the organization with educational qualification	
6	Details of PAN, TAN, TIN, GST etc	
7.	Bidder's Past experience:	
8.	Bidder's Turnover in last 3(three) Financial Year , ending March, 2021.	
9.	Availability of Manpower (Technical & Advisory professional on its payroll only )	
10	ISO certification of Bidder:	

Yours sincerely,

Date:

Name of the authorized signatory:

Signature.



## Annexure-C

### 3. Financial Consideration:

(to be printed on letter head of the organization)

- i. Name of the consultant:
- ii. Complete address:
- iii. Name of contact person:
- iv. Contact details:

#### A. Rate quoted as per project cost.

Sl. No	Project cost	Base rate (In Rs.)	Lumpsum Rates quoted for the work as mentioned in the Scope of work (Sl. No.2) (in Rupees) (In figures as well as in words)	Average of lumpsum Rates* quoted for the work (Sl. No.1 to 5) (in Rupees) (In figures as well as in words)
1	Up-to Rs.25.00 lakhs	15,000/-		
2	Above Rs.25.00 lakhs & upto Rs.50.00 lakhs	25,000/-		
3	Above Rs.50.00 lakhs & upto Rs.100.00 lakhs	50,000/-		
4	Above Rs.100.00 lakhs & upto Rs.500.00 lakhs	1,00,000/-		
5	Above Rs.500.00 lakhs	1,25,000/-		

Detail break-up of the quoted rate must be given as per scope of work.

The above are the rates we shall be charging for the entire work as mentioned in the Scope of work (Sl. No.2) from the entrepreneurs and no extra amount in any other form will be charged apart from the quoted rate.

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

Yours sincerely,

Date:

Name of the authorized signatory:

Signature.

\*Average of rates= (Sum of rates quoted as per Sl. No. 1 to 5 for different slabs)/5.