

**Government of Tripura
Directorate of Skill Department
Department of Industries and Commerce
Indranagar, Agartala-799006**

Phone: (0381) 2353166, Fax- (0381) 2353167, email: skilltripura@gmail.com

NO. F.5 (55)/TSDM/2016/ 8875

Dated 25/07/2019

Directorate of Skill Development invites Request for Proposal from the registered and prominent advertising agencies for development of Audio Visual Clip on skill development training programme.

1. INTRODUCTION:

Directorate of Skill Development (DSD), Govt. of Tripura intends to disseminate the highlights of the achievements of various skill development schemes in Tripura. DSD therefore invites applications from prominent agencies involved in Publicity activities to develop audio visual clip on skill development activities. The interested agencies are requested to submit bids strictly conforming to the schedule and terms and conditions given in these documents including Annexure and formats attached.

2. OBJECTIVE OF THE CAMPAIGN: The campaign is aimed to

- (i) Build awareness and educate people
- (ii) Benefits of various Skill development Training
- (iii) Emulate success stories.
- (iv) Conveying the Courses available under Skill Development

3. SCOPE OF RFP / WORK:

Sl. No.	Activities	SCOPE OF WORK
1	Development of Audio Visual Clip	Selection of suitable advertising/publicity agency for developing creative / media content (audio visual clip) and Short videos on skill development training. The job involves conceptualizing, developing and creating media campaign materials to be issued through various media.

4. GENERAL TERMS AND CONDITIONS:

4.1 Key Events & Dates:

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

Download of Tender document	Tender document can be downloaded from website: http://skill.tripura.gov.in / http://tripura.gov.in .
Last date for submission of bids	Up to 4 P.M, 5 th August, 2019. All pages of bid documents must be signed by the tenderer while submitting the same otherwise the same shall not be considered.
Opening of the Financial Bids	Only those bidders who qualify technically will be informed about the opening of Financial bids. Financial bid will be opened on 7 th August, 2019 at 11 A.M.
Earnest Money Deposit	Earnest money deposit of Rs.10,000 for the work in the form of Demand Draft/Bank Guarantee drawn on any nationalised bank in favour of "DDO, Directorate of Skill Development" payable at Agartala. The earnest money shall be valid for a period of forty five (45) days beyond the validity period of tender. The EMD will be released after validity period of contract in case of successful tenderer and that of unsuccessful tenderer, will be released after finalization of tender.
Venue	Directorate of Skill Development, ITI Road, Indranagar, Agartala, West Tripura-799006

4.2 Tenders will be received by Speed Post/Registered Post/Courier Services/ by hand in sealed cover addressed to the Director, Skill Development, Tripura, ITI Road, Indranagar, Agartala, West Tripura-799006 up to 16:00 hrs on 5th August, 2019. The Directorate of Skill Development will not be responsible for any postal delay.

4.3 Specification for Work -Development of Audio Visual Clip:

- HD quality preferably 2K (2048×1080 or 2.2 megapixels) or 4K (4096×2160 or 8.8 megapixels).
- The 3 multi media contents based on the inputs provided by DSD are to be made and each of 5 minutes duration. The selected agency shall also make 1 minute jingles out of it. The audio Visuals are to be made based on success story, ongoing training and the benefits of undergoing Training in Accredited centres.
- Idea for developing the multimedia content would be shared by DSD during issuance of the work order to the selected agency.
- The whole multimedia content has to be original and solely prepared based on the freshly collected information by the selected agency.
- All the multimedia contents will be finalised, reviewed and approved by DSD. Only after receiving approval from DSD, the final version shall be submitted to DSD for publicity.
- No transportation charge will be made separately for developing the media content.
- **Rates and Quotes:** The total rate should be typed and quoted both in figure and words clearly. The details of all applicable (each) taxes should be mentioned separately and clearly in the financial bid. No over writing would be accepted. Rate should be quoted in Indian currency (INR) only.
- In addition to deduction of Income Tax at source, Good and Service Tax @18% shall be deducted at source
- No advance payment shall be made. Running bills may be paid on satisfactory completion of district wise work.

5. Eligibility and Qualification of the bidder:

- The bidder should be a private/ Public Ltd. Company registered under the companies act, 1956 or a firm or a sole proprietorship firm.
- The company/Firm should have excellence in similar field for more than five (5) years as on the date of tender and must have a dedicated office in Tripura with all required services to undertake such work.
- The Company/Firm must be registered with appropriate authority on all applicable statutory duties/Taxes.
- The agency must have proven experience in works of similar nature of outdoor advertising.

6. **Commencement of work:** The date of receipt of Work order shall be considered to be the date of commencement of work. In case of failure to commence the work within 10 (Ten) days of issue of Work order, the award of work shall be cancelled and the bid security/earnest money shall be forfeited.

7. A penalty @ 1% of the total value shall be charged for every day or part thereof for delay beyond stipulated date of supply for a maximum period of 04(four) weeks after which order shall be deemed to be expired. However relaxation will be entertained only in special circumstances (Natural calamities, war or any other situation beyond human control).

8. Tender Contents:

- The interested bidders shall submit proposal as per scope of work super scribed with "Proposal for Development of Audio Visual Clip".

- The bids in two parts, namely “Part – A Technical Bid” and “Part – B Financial Bid” shall be submitted by the interested bidders clearly mentioning the organization name and address on the sealed envelope. 2(two) Bids should be put in 2(two) separate sealed envelopes, indicating on the cover as to which one is the Technical Bid and which one is the Financial Bid. The 2 envelopes shall thereafter, be placed inside a large sealed cover and the same may be submitted to the office of the undersigned.
- The Technical Bid shall contain all details regarding the item offered by the bidder, compliance of terms and conditions, submission of documents, EMD money etc. in other words, everything except the rate offered. The “Financial Bid” shall contain the rate offered by the bidder. While opening the Bids, the Technical Bids will be opened first and the financial bids will be opened only for those who have qualified with a minimum score of 50% in technical bids. The Department shall not be required to intimate the Bidder separately. Financial proposals of those Bidders will be opened in the presence of their representatives who choose to attend on the date informed by the Department. Thereafter, financial bids of only short listed bidders will be opened for consideration.

9. Amendment of Tender Document

- At any time prior to 5 (five) days from the deadline for submission of the tender, DSD reserves the right to add / modify / delete any portion of the tender document by issuing an addendum, which will be sent to all bidders. In case of amendment of tender document, the directorate may, at their own discretion, extend the bidding period only under exceptional circumstances.
- DSD will not entertain any request from any bidder to extend the tendering period.

10. Right to accept / reject

- No tender will be considered unless the tender documents are completely filled in. All information that may be asked from a bidder must be unequivocally furnished.
- DSD reserves to itself the right to accept or reject any tender or annul the tendering process or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.
- The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.

11. Income Tax will be deducted from the bill at the applicable rate and TDS certificate shall be issued in due course

12. No insurance charge is admissible and the successful tenderer will be responsible for any breakage, damage and loss in transit on way to destination. The successful tenderer shall indemnify and keep indemnified the Directorate against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto

13. Directorate of Skill Development reserves all the rights to cancel the application/ penalize the Project Implementing Agency (PIA), if any information is found to be incorrect/ false during and after project execution, at its sole discretion and without assigning any reason. DSD also reserves right to cancel the RFP at any point of time without providing any explanation.

14. Any default or breach of contract or non-execution of supply shall lead to forfeiture of earnest money of successful tenderer beside such action as may be considered appropriate by the Directorate of Skill Development, Tripura including black listing / delisting the tenderer for future supply.

15. The tender will remain valid up to 01(one) year from the date of acceptance. Directorate of Skill Development reserves the right to extend the rate for 2nd year to the approved supplier. Lowest rate may also be utilized for other programmes under Directorate of Skill Development, Tripura.

16. The EMD Money for the non selected agencies would be released within 1 month of selection of agency for the mentioned work. However the EMD money for selected agency will only be released after successful completion of work and in receipt of Utilization Certificate for the total released fund and in case other terms and conditions fulfilled.
17. 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.
18. In case of legal dispute the jurisdiction will be the High Court of Tripura.
19. All the documents submitted along with the tender should be duly signed by the authorized person.
20. Clarification, if any, may be written to the official mail i.d of Directorate of Skill Development skilltripura@gmail.com and programme.officer.pma@gmail.com.
21. Please be informed that submission of proposal does not mean or indicate any commitment of approval/issuance of work order under the said project.
22. All the pages should be numbered and properly indexed. If any of the RFP proposals is found to be without proper signature, page, numbers and index, missing of organization name clearly on the envelop or proper tagging about the project for which the proposal is submitted then it will be liable for rejection.

Sd/-
The Director,
Skill Development
ITI Road, Indranagar, Agartala, 799006 , Tripura (West Tripura)
Tel: (+91) 381-235-166; Fax: (+91) 381-235-167, E-mail: skilltripura@gmail.com

TECHNICAL BID

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. (document to be attached)					
3	Status of the organization (i.e company /Partnership firm /etc) (document to be attached)					
4	Name & designation of Chief functionary with Tel No. /Mobile No and email id					
5	Name & designation of Contact person for this Tender with Tel No. /Mobile No and email id					
6	PAN/TIN, GST registration certificate and Trade License (document to be attached)	PAN No.: TIN No.: Trade License No. GST Registration No.		Validity: Validity:		
7	No. of years of experience in this field					
8	Whether the organization has any past experience in executing such work (as specified in scope of work in page 5) under any State/ Central Government in last 5 years, if yes then the details thereof. Attach the work order/sanction letter	Type of Activity	Title of the Project	Name & Address of the Client	Duration of Project (in month) & Year of Start & Completion	Project Cost (Rs. in Lakh)
		1	2	3	4	5
9	Whether the institution/organization is having sufficient managerial and technical capacity for running the project, if yes the details thereof.	No. of full time employees			No. of part time employees	
10	Whether the organization is engaged in the work (specific work as per point no. 3). If yes, whether it is incorporated as one of the objectives in the Memorandum and Article of Association of the Organization					
11	Turnover in Rs.	2015-16	2016-17	2017-18	2018-19	
12	Documentary proof of having office in Tripura along with the detailed address					

Please attach supportive self-attested documents against point no. (2), (3), (6), (8), (9), (10), (11), (12)

II. Brief on the proposed assignment and proposed project management and functional management methodology in detail to be followed by the agency for executing the project. (Max mark – 20 marks)

III. Any other detail which is relevant to the bid

Authorized signatory of the Organization
With seal Name/Designation/Address

Date:

Place:

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FINANCIAL BID
Development of Audio Visual Clip

To
The Director,
Skill Development
Government of Tripura
ITI Road, Indranagar,
Agartala, West Tripura-799006

Subject:

FINANCIAL BID
(Agency Name & Address)

Sl. No.	Head	Estimated rate in Rs.	Total Cost (Rs.)	
			In figures	In words
I	Cost for preparation of 3 Multimedia Content of duration 5 min each and jingles out of the video	20,000 per Multimedia		
II	Applicable Taxes			
a)	GST			
b)	Any other charges (please specify)			
	Total	60,000		
III	Last date of validity of the bid:			

Authorised Signatory of the organization
With seal Name /Designation/ address

Date:

Place:

- a) In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.
- b) The above fee is inclusive of out of pocket expenses including local travel.

Undertaking to be submitted by the tenderer

Tender No. _____
For supply of _____

Sir,

I/We Shri/Smt. _____, on behalf of M/s. _____, having registered office at _____, do hereby declare that I/we have gone through the terms and conditions mentioned for the above and undertaken to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of 01(one) year from the date of award of contract to me/us.

2. I/We undersigned hereby bind myself/ourselves to the Office of _____ to supply _____. The rates quoted by me/us for the items tendered for are specified against each.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of _____ (Hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
4. I/We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT /SECURITY DEPOSIT shall be forfeited by authority.
5. I/We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.
6. I/We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
7. I/We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
9. I/We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
10. I/We hereby declare that I/We have not been disqualified/ de-barred from supply of similar goods by any Government organization during last three years.

SIGNATURE : _____

NAME & DESIGNATION : _____

DATE : _____

NAME & ADDRESS OF THE FIRM _____:

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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Technical BID evaluation

Criteria	Scoring (in points)	Maximum Score	Relevant Document
No. of years in existence	Less than 3 years=1 3- 5 years =3; 5 years and above = 5	5	Certificate of incorporation
Whether the organization has any past experience in executing such work (as specified in point no. 3). under any State/ Central Government/private organisation in last 5 years.	Executed less than or equal to 2 work orders=1 Executed 3 work Orders or 4 work orders=3 Executed at least 5 work orders or more= 5	5	Copy of work orders
Execution of the work order with value in last five years (as specified in point no. 3) under any State/ Central Government/private organisation.	Value of each work order with less than or equal to 3 lakhs= 2 Value of each work order for more than 3 lakhs and less than 5 lakhs= 3 Value of each work order with at least 5 lakhs or more = 5	5	
Whether the institution/organization is having sufficient managerial and technical capacity for running the project	Staff Strength below 3=1 Staff Strength equal to less than 5= 3 Staff Strength equal to more than 6= 5	5	Proof document to be submitted
Whether the organization is engaged in the work (specific work as per point no. 3). If yes, whether it is incorporated as one of the objectives in the Memorandum and Article of Association /Trade license of the Organization	If mentioned=5 If not mentioned=0	5	Proof document to be submitted
Documentary proof of having office in Tripura	If Office is located in Tripura=5 If Office is not located in Tripura=0	5	Proof document to be submitted
Average Turnover	Average Turn Over in last 4 years below 3 lakhs=0 Average Turn Over in last 4 years is equal to 3 lakhs or below 10 lakhs=3 Average Turn Over in last 4 years is above 10 lakhs or below 15 lakhs =5 Average Turn Over in last 4 years is equal to 15 lakhs or below 20 lakhs =10 Average Turnover is more than 20 lakhs in last 4 years=15	15	Proof document to be submitted
Brief on the proposed project management and functional management methodology in detail to be followed by the agency for executing the project.	If satisfactory=5 If not satisfactory=0	5	
Total Score		50	