

Government of Tripura
Directorate of Skill Development
Department of Industries & Commerce
Indranagar, Agartala-799006
Phone: (0381)2353166
e-mail: skilltripura@gmail.com

NO. F.5 (11)/TSDM/2016/ 14,195

Dated: 05th Jan /2021

Notice regarding Request for Proposal

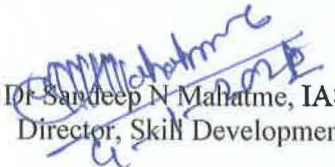
Directorate of Skill Development, Government of Tripura invites request for Proposal for Selection of Agency for conducting Selection of Agency to Conduct Skill Mela, Job Mela and Loan Mela in Tripura. Entities eligible to bid for this work order shall be quoting the L1 rate.

Schedule of Dates:

#	Information	Details
1.	Last date for submission of written queries for clarifications over email	7 th January 2021 Email:skilltripura@gmail.com
2.	Date & Time of sharing responses to clarifications over email	8 th January 2021
3.	Last date (deadline) for receipt of proposals in response to RFP notice	13 th January 2021 till 5:00 pm
4.	Place, Time and Date of opening of Technical proposals received in response to the RFP notice	14 th January at 11 AM. Directorate of Skill development, Agartala
5.	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	Will be communicated to the technically eligible bidders later
6.	Contact Person for queries	Director, Directorate of Skill Development, Tripura Email:skilltripura@gmail.com

7.	Addressee and Address for the Submission of Tender Documents; EMD & Tender Fees are to be submitted	Addressee for the EMD / Tender Fees: Directorate of Skill Development Directorate of Industries & Commerce ITI Road, Indranagar, Agartala-799006 Phone: 0381 2353166, Fax: 0381- 2353167
8.	Submission Type	Physical submission or courier received at DSD on or before submission deadline
9	Cost of Bid Document	NIL
10	EMD (Refundable)	Rs 50,000 (Rupees Fifty Thousand) only
11.	Contact Person for any Questions	Directors, Skill Development, Tripura Email:skilltripura@gmail.com

- The interested bidders are requested to download the complete RFP the State Government portal www.tripura.gov.in.
- All amendments, extension etc will be uploaded on the website. The bidders should regularly visit the website to keep themselves updated.
- Work shall start immediately within 7 (Seven) days of issuance of work order
- Security deposit of total work order to e deposited within 3 (three) days


 Dr Sandeep N Mahatme, IAS
 Director, Skill Development

Request for Proposal (RFP)

FOR

**Selection of Agency to
Conduct Skill Mela, Job Mela and Loan Mela in Tripura
under auspices of**

Directorate of Skill Development, Tripura

Dated: December, 2020

**Government of Tripura
Directorate of Skill Development
Directorate of Industries & Commerce
ITI Road, Indranagar, Agartala-799006
Phone: 0381 2353166, Fax: 0381- 2353167**

Contents

1. Background:	6
2. Objectives of Conducting Skill Mela, Job Mela and Loan Mela:	6
3. Stakeholders of Skill Mela, Job Mela and Loan Mela activities:	7
4. Scope of Work:.....	7
5. Required Outputs from agencies	8
6. Responsibility of Directorate of Skill Development:	8
7. Period of the Assignment	8
8. Bid Invitation.....	9
9. Proposal Preparation Cost	9
10. Bid Submission Format and Documents Comprising of Proposals	9
11. Eligibility and qualification of the bidder.....	10
12. Eligibility / Pre-Qualification Criteria/ Terms & Conditions	10
13. Bidding Process	12
14. Evaluation Process	12
15. Evaluation of Technical Bids	12
16. Opening and evaluation of Financial Bids	14
17. Submissions of Bids	14
18. Bid Security / Cost of RFP	14
20. Recourse Clause	15
21. Performance Security Deposit.....	15
22. Validity of Bid	15
23. Withdrawal/Amendment to Bid	15
24. Performance Assessment.....	15
25. Liquidated Damages.....	16
28. Resolution of Disputes	16
29. Termination under this Contract.....	17
30. Legal Jurisdiction	17
31. Tentative Timeline for completion of the activity:.....	17
34. Important Dates:	18
Selection criteria:.....	18
Annexure – I.....	25
Annexure – II	26
Annexure-A	28
Annexure-C	29
Annexure-D	29
Annexure-E	30
Annexure – G	31
Annexure – I.....	32
Annexure-IV.....	33

1. Invitation for Proposal:

This RFP is being published by the Directorate of Skill Development, Tripura for the “Conducting Skill Mela, Job Mela and Loan Mela in Tripura”.

Bidder agencies are advised to study this bid document carefully before submitting their bids in response to the bid Notice. Submission of a bid in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

This bid document is not transferable.

Important Dates / Information

#	Information	Details
1.	Project Name	Selection of Agency to Conduct Skill Mela, Job Mela and Loan Mela in Tripura
2.	RFP reference No and Date	
3.	Tender Fee	INR 5,000/- (Rupees Five Thousand Only)
4.	Earnest Money Deposit	INR 50,000/- (Rupees Fifty Thousand Only)
5.	Bid Validity Period	60 Days from the Date of Opening the Bid
6.	Last date for submission of written queries for clarifications over email	7th January 2021 Email:skilltripura@gmail.com
7.	Date & Time of sharing responses to clarifications over email	8th January 2021
8.	Last date (deadline) for receipt of proposals in response to RFP notice	13th January 2021
9.	Place, Time and Date of opening of Technical proposals received in response to the RFP notice	14th January at 11 AM. Directorate of Skill development, Agartala
10.	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	Will be communicated to the technically eligible bidders later

11.	Contact Person for queries	Director, Directorate of Skill Development, Tripura Email:skilltripura@gmail.com
12.	Addressee and Address for the Submission of Tender Documents; EMD & Tender Fees are to be submitted	Addressee for the EMD / Tender Fees: Directorate of Skill Development Directorate of Industries & Commerce ITI Road, Indranagar, Agartala-799006 Phone: 0381 2353166, Fax: 0381- 2353167
13.	Submission Type	Physical submission or courier received at DSD on or before submission deadline
14.	Contact Person for any Questions	Directors, Skill Development, Tripura Email:skilltripura@gmail.com

1. Background:

Tripura, a state in the Northeast India, is bordered by Assam and Mizoram in the east, and Bangladesh on the other three sides. It has second highest population in the Northeast India with an impressive literacy rate of 87.2% (Census 2011). The State offers a large pool of industry ready workforce and had a male workforce participation rate of 55.8% and female workforce participation rate of 23.6% in 2010-11. The State also has 64.37% of the population within the working age (15-59 years), against only 60.5% in the country currently, ensuring supply of a large pool of resources and is expected to increase to 67% of the State population by 2022. The major strengths of the State lay in impressive road network and connectivity across the state, industry-ready resource pool and vibrant education facilities. The State is also experiencing a rapid growth in demand for skilled, semi-skilled and minimally skilled resources and recognizes the need for vocational training which would be an enabler in bridging the demand gap.

Skilling development is in high priority and Tripura has already adopted a concerted approach towards skill development. It envisages being the major skilling hub for the unemployed youth in the entire NER. A comprehensive skill development programme, with immediate focus on creating quality infrastructure development should be adopted in participation with the State/ Central Government, private players and the major stakeholders.

Directorate of Skill Development have already partnered with many NSDC Partners and have 72 training centers in the State offering courses in Banking and Financial Services, Electronics and IT Hardware, Textile and clothing, tourism and hospitality, beauty and wellness, IT & ITeS, telecom, healthcare, electrician and plumbing, automobile driving etc. In FY 19-20, DSD has trained close to 14,000 candidates under different schemes across the State and to ensure that better livelihood options are promoted amongst the trained candidates, it becomes necessary to conduct Job Mela and Loan Mela in each district. Skill Mela would focus on screening and identifying the right candidate for the right job roles and motivate the youth to enroll themselves in different available skill development courses. These Melas would ensure that all the skilled candidates are able to access the wage employment and self employment opportunities and improve their livelihood.

2. Objectives of Conducting Skill Mela, Job Mela and Loan Mela:

- Mobilize and identify right candidate for the right job role
- Increase enrollment of the youth in skill development programmes
- Providing a single platform for the trained candidates for wage employment and self employment opportunities
- Increase financial linkage between aspiring entrepreneurs and financial institutions
- Provide necessary support to the certified candidates to avail better livelihood opportunities.

3. Stakeholders of Skill Mela, Job Mela and Loan Mela activities:

- District Administration
- Directorate of Skill Development
- Government Directorates
- Training providers (Govt and Private agencies)
- Financial Institutions
- Sector Skill Councils
- Local bodies/PRI

4. Scope of Work:

These activities will be focusing on creating wide publicity, mobilizing unemployed youth, trained candidates and aspiring entrepreneurs in each district and providing them a platform through which they can be provided necessary support. These activities will be conducted for 2-3 days in each district and in the same premise all three activities shall be conducted. This would be conducted in coordination with the respective District Administration and Directorate of Skill Development, Tripura. Scope of work includes planning and execution of the mentioned activities that are expected to done with all required logistic and infrastructure support. The scope of this activity shall include but not necessarily be limited to the following;

- i. Conducting awareness and dissemination of information about the three activities in each district in coordination with District Administration/District Skill Committee (DSC) and DSD to mobilize youth and trained candidates. The awareness activity would typically start at least 15 days prior to the programme and create enough awareness to mobilize candidates to the venue. The publicity materials could be in different format (Newspaper advertisement, Miking, TV scrolls, Shows of films/documentaries, Radio advertisement, leaflets etc) and the content has to be verified by DSD. The publicity material shall focus on the providing a single platform to avail wage and self employment opportunities.
- ii. Conducting Skill Mela, Loan Mela and Job Mela in each district for 2-3 days by identifying venue and necessary arrangement in coordination with District Administration/DSC/DSD.
- iii. Conduct similar activities simultaneously in two districts for 2-3 days and then the final one in West District.
- iv. Procure necessary approval from District Administration/Fire Dept/Health Directorate/Police Directorate for conducting activities ensuring safety measures and COVID guidelines.
- v. Develop plan for each activity and procure approval from DSD and ensure the plan is executed in the field as approved.
- vi. Identify venue, make stall and seating arrangements, drinking water and food, and prepare list of participants, arranging for the stationery required, vehicle arrangement for bringing candidates, clearing up of the venue after the event.
- vii. Develop and distribute invitation letters, follow up on the participants, registration of participants and submitting the soft copy of the details to DSD after completion of the event.
- viii. Photograph and Video of each event to be submitted to DSD.
- ix. Mobilise placement agencies from within or outside State in coordination with Employment Exchange, Sector Skill Councils and DSD. Make necessary arrangement for the logistic support to the employers and submit details of the offer letters provided to the candidates.
- x. Collating the data base for each activity in coordination with the stakeholders and submitting a detailed report for each event to DSD.
- xi. DSD reserves the right to select number of agencies for executing this activity.

5. Required Outputs from agencies

The outputs required from the event Management agencies in brief are as follows:

Agency(s) have to conceptualize and execute the activities which comprises of Skill Mela, Loan Mela and Job Mela in all the districts of Tripura. In each district, the activities shall be conducted over 2-3 days. The agency shall manage the implementation of the activities, mobilize the candidates for each activity, screen the candidates and ensure they are provided support based on their need. The agency shall develop the relevant **publicity** materials and prepare creative designing, scripting for different forms of activities. The publicity materials may include the following:

Group 1 -Visual media: TV Spots, Documentaries, short films, interactive shows, visual materials, social media including web pages, internet etc.

Group 2 -Outdoor Media: Press advertisements, outdoor IEC activities such as banners/hoardings (cloth, not flex or PVC), bus/train panels, bus shelters, wall paintings, display panels, road shows, other exhibition materials etc.

Agencies also would have to coordinate with District Administration for identification with suitable venue for the activities, arrange the logistics, set up the venue, arrange for travel support to the candidates, screen the candidates, mobilize the candidates as per their need, collate the data base, gather the placement agencies and support in conducting interviews.

The venue should have at least 40-50 stalls with size of 4ft X 6 Ft with designated areas for Loan Mela, Job Mela and Skill Mela. There should be a minimum seating arrangement for 500 people and well designated areas for the three activities.

6. Responsibility of Directorate of Skill Development:

- Directorate of Skill Development shall be responsible for the following activities:
- Overall monitor the implementation of the activities in the districts by the selected agency **and ensure complete closure of the activities in each district within timeline.**
- Support the selected agency in providing necessary trained candidate details districts wise for all the schemes and coordinate with other Directorates.
- Coordinate between the District Administration and the selected agency in finalizing the approved plan and support in implementation of the same.
- Establish the linkage between the Sector Skill Councils and the selected agency to mobilize placement agencies.

7. Period of the Assignment

The tenure of assignment / contract would be for a period of 3 months from the date of signing of agreement or to be completed before 31st March 2021. If performance of the agency is found be dissatisfactory, DSD reserves the right to cancel the work order immediately without providing any necessary explanation.

8. Bid Invitation

DSD invites the bidders to submit their technical proposals and financial offers for the project of "Conducting Skill Mela, Job Mela and Loan Mela" in Tripura in accordance with conditions and manner prescribed in this Bid Document. Bidders are required to note that this is a RFP to select the agency for creation of creative, management of implementation of Skill Mela, Job Mela and Loan Mela in each district of the State. DSD has the right to choose one or more of the bidding agencies based on the evaluation process defined in the RFP.

Bidders are advised to study all instructions, forms, terms, requirements and other information in the Bid Documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications. The response to this Bid Document should be full and complete in all respects. Failure to furnish all information required by the Bid Documents or submission of a proposal not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of its Proposal.

9. Proposal Preparation Cost

The bidder is responsible for all costs incurred in connection with participation in DSD invites the bidders to submit their technical proposals and financial offers for the project of "Conducting Skill Mela, Job Mela and Loan Mela" in Tripura in accordance with conditions and manner prescribed in this Bid Document. Bidders are required to note that this is a RFP to select the agencies for creation of creative, management of implementation of Skill Mela, Job Mela and Loan Mela in each district. DSD has the right to choose one or more of the bidding agencies based on the evaluation process defined in the RFP.

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This process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by DSD to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. The Directorate will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. This Bid Document does not commit the DSD to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award. All materials submitted by the Bidder shall become the property of DSD and may be returned at its sole discretion.

10. Bid Submission Format and Documents Comprising of Proposals

The entire proposal shall be strictly as per the format specified in this RFP. Proposals with deviation from this format shall be rejected. Details of the format can be found in Annexure of this document. Please note that this is no deviation bid and any deviation or conditional response will lead to disqualification of the bidder from entire tender process.

Bidders shall furnish the required information on their technical and financial proposals in specified formats only. Any deviations in format may make the tender liable for rejection. Disclosure of Financial information of the proposal in Technical Envelope shall be sufficient grounds for rejection of the proposal.

11. Eligibility and qualification of the bidder

a. Technical Capacity

- The Applicant should be a Private/ Public limited company /partnership firm / expert institution/Proprietorship firm/ Limited Liability Partnership (LLP) firm with operations in India having experience as per requirement may apply for the project.
- The Applicant should have should have at least 5 years of event management experience and over the past 3 (three) years undertaken a minimum of 5 (Five) event management activities in India.
- The applicant should have proper registration with valid documents. Any firm with Event Management Registration shall be given preference.
- The Applicant (Bidder) should not have been blacklisted by the Central Government, any State Government, a Statutory Ministry, or a Public-Sector Undertaking, from participating in any assignment.
- The Company/Firm must be registered with appropriate authority on all applicable statutory duties/Taxes.

b. Financial Capacity:

- The Applicant shall have received a minimum average turnover of Rs. 3 Crores in last 3 consecutive (three) financial years and should have a positive Net Worth as on 31st march, 2020.
- At least have managed five events for Govt Programmes at district level in India in last three years.

12. Eligibility / Pre-Qualification Criteria/ Terms & Conditions

The bidding agency must be able to meet the following criteria for qualifying to participate in the proposal. The bidder, as part of the proposal must submit required documents to demonstrate qualification for the tender.

Pre-Qualification Requirements		
Sr.No.	Particulars	Supporting documents to be enclosed with proposal
1	The Applicant must be a Private/ Public limited company /partnership firm / expert institution/Proprietorship firm/ Limited Liability Partnership (LLP) firm with operations in India	Certified copy of incorporation
2	Agency must not be blacklisted by any Government (Central or State) or PSU in India	Self-certified certificate(Annexure J)
3	The participating agency should have at least 5 years of event management experience in development sector preferably in Skill Development	Agency / owner's profile with documentary proof
4	The participating agency should have technical support team with min. 25 nos. staff strength	Company HR Certificate
5	The participating agency should have handled minimum of five such event management activities in last three years	Project details, samples of work along with Invoice/
6	Engagement projects with minimum 15 lakh budget. Past Government experience will be preferred.	completion certificate
7	The participating agency should have managed five events for Govt Programmes at district level in India in last three years.	Event details with documentary proof

8	Income tax return for previous three financial years i.e. 2017-18, 2018-19 & 2019-20	ITR Certificate
9	Total annual turnover of the agency at least 3.0 Crore for the FY 2017-18, 2018-19 & 2019-20	ITR Certificate

- i. After selection of the suitable firm / firms, the amount of EMD shall be refunded to the unsuccessful Bidders. The EMD of the successful Bidder(s) shall be retained by the Authority till the completion of the assignment.
- ii. No cost variation/price escalation shall be entertained (not payable).
- iii. The selected bidder(s) shall be empanelled with DSD

13. Bidding Process

The proposal submitted by agency and their suitability for the tender shall be evaluated in two stages.

Stage 1: Technical Proposal: which shall consist of the Pre-Qualification Documents and an Approach for executing the required task.

Stage 2: Financial Proposal submitted

The bidders are expected to submit both the above in three individual sealed, signed and stamped envelopes inside one larger bid envelope. The envelopes must be clearly marked as 'Technical Proposal - Eligibility Documents'; 'Technical Proposal – Approach Document'; and 'Financial Proposal' and submitted as per the deadline at the address mentioned in Section 1.

None of the Technical Proposal shall contain mention of Financial Proposal in any form if done so, then shall lead to immediate disqualification of the bidder.

14. Evaluation Process

Bids submitted for this RFP document shall be evaluated and scored by the Evaluation Committee from DSD. The committee will first open and evaluate the pre-qualification bid. Bidders unable to provide relevant documents would not be qualifying and will not be eligible for the second part of the technical and financial evaluation.

Approach and methodology parts of the technical bid will only be opened of qualifying bidders. The Bids will then be scored based on the bidder's technical know-how and the financial wherewithal. Financial bids will only be opened of bidders scoring more than 70 marks out of 100 in the technical section.

15. Evaluation of Technical Bids

Only those Bids which have a minimum score of 70% of total marks in technical evaluation will be considered for opening of their Financial Bid. Only the Bids qualifying the technical evaluation will be considered for financial evaluation.

Technical Evaluation of the bids would be carried out on 3 broad parameters as given below:

- Technical Capability of Bidder (50% of total weightage)
- Knowledge of Team/Manpower (20% of total weightage)
- Approach & Methodology (30% of total weightage)

Evaluation Criteria	Max. Marks	Criteria	Documental evidence to be submitted
Technical Capability			
Relevant experience in handling event management for Govt programmes (State or Central) in last three years (2017 – 2020)	30	5 projects – 20 marks For every additional project , 3 marks, up-to maximum of 26 marks For any Government Assignment, additional 4marks will be awarded	Copy of Work Order / Work Completion certificate of the project from the client clearly depicting the scope of work, contract period and project value.
Relevant experience in managing end to end event management activity at state/national level End to end Campaign management Experience includes: Conducting events, road shows, Digital campaign, SMS campaign, promotional campaign, venue management, logistic management, candidate mobilization, coordination with District administration and data base management	20	5 projects – 15 marks For every additional project, 2.5 marks, up-to maximum of 20 marks	Copy of Work Order / Work Completion certificate of the project from the client clearly depicting the scope of work, contract period and project value.
Manpower			
Team and Resource	20	25 full time employees in event management , logistic, MIS and support functions – 10 marks For every 5 additional employee, 2 marks, up-to maximum of 20 marks	Letter from HR on team size, qualifications and roles
Approach and Methodology			
Suggested Approach	30	Evaluated and scored by committee on - Proposed plan for managing the Skill Mela, Loan Mela and Job Mela and strategy to conduct so in the district. - Quality of Submission - Proposed value additions - Data Management capacity	Approach document / presentation submitted

16. Opening and evaluation of Financial Bids

The total fund available for the activity is Rs 42 lakhs including GST and any other taxes as applicable. Financial evaluation will be done to arrive at the L1 rate for various activities specified in the tender for event management. Rate specified by L1 will be considered for rate contract for conducting Skill Mela, Loan Mela and Job Mela for duration of contract. The Financial Bids will be evaluated by DSD for completeness and accuracy. In case of any calculation errors or discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. The amount stated in the proposal form, adjusted in accordance with the above mentioned procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern. If the bidder does not accept the correction of errors, its bid will be rejected and the bid security may be forfeited.

17. Submissions of Bids

- a. The Bids are to be submitted in hard copy to the address specified in section 1 of this document.
- b. Complete bidding process will be conducted at DSD offices in Agartala
- c. Bids must be accompanied with Demand Draft of the EMD and Participation Fee issued in favor of DSD payable at Agartala.
- d. Bid shall be treated as invalid if drafts are not submitted along with the bid in the envelop of **‘Technical Proposal - Eligibility Documents.**
- e. The bidder should submit information & documents asked for in Pre-Qualification Envelope as mentioned in the Bid Document.
- f. DSD reserves the right to accept or reject any or all the tenders without assigning any reason. Moreover, if no intimation is provided by DSD then the documents submitted cannot be deemed as accepted.

18. Bid Security / Cost of RFP

Name of the work	EMD (INR)	Cost of RFP (INR)
Conducting Skill Mela, Job Mela and Loan Mela in Tripura	50,000/-	5,000/-

19. Terms of Payment

The payment will be made on completion of the activity for each district. The selected agency may raise the invoice after completion of Skill Mela, Job Mela and Loan Mela in one district and post submission of all the documents along with the final report for that district.

20. Recourse Clause

For non-performance, the following, all or any remedies may be exercised on the selected agency:

- i. Forfeiture of Bank Guarantee or EMD
 - a. In case of any midway unilateral withdrawal from the assignment.
 - b. In case of any midway unilateral withdrawal from the bidding process.
 - c. If a Bidder increases their quoted prices during the period of bid validity or its extended period, if any; or
 - d. In the case of a successful bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the Bid Document
 - e. During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
 - f. During the bid process, if any information found wrong / manipulated / hidden in the bid.

21. Performance Security Deposit

Performance security in the form of bank guarantee @ 5% of the total project cost shall initially be valid till the end of the agreement.

22. Validity of Bid

The application Bid shall be valid for a period of 120 days from the last date of submission of application.

23. Withdrawal/Amendment to Bid

At any time prior to the last date of receipt of Bids, the Directorate may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by an amendment. In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their Bids, the Directorate may at its discretion, extend the last date for receipt of Bids and/or make other changes in the requirements set for invitation to RFP. The Directorate reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal, without assigning any reasons.

24. Performance Assessment

In case of default, the Bidder shall, notwithstanding issuance of a prior notice in this regard, pay prospectively as liquidated damages an amount up to 1% of the amount of contract value per week (subject to maximum of 10%) or such lesser amount that may be imposed by DSD for which the work remains un-commenced after 10 days of the issue of acceptance letter; or the minimum progress of work is not achieved; or for the work remains unfinished after the completion date or for the following acts on the part of bidders:

- i. Quality of deliverable is not up to the mark, (till the quality is improved to the required extent)
- ii. Delays in deliverables
- iii. Not assigning adequate resources in time
- iv. Not engaging resources on a dedicated basis, even when required
- v. Assigning resources that do not meet DSD's requirements

- vi. Inadequate interaction with the DSD
- vii. The work is either not complete or not completed satisfactorily as per the approved time schedule or the quality of deliverable
- viii. If the delay is beyond 10 weeks then DSD may rescind the Contract and shall be free to get it done from other Agencies at the risk and costs of the appointed Agencies. DSD may debar the Agencies for applying in its future Selection also.
- ix. The bidder has to provide IEC impact assessment report for the activities performed.

25. Liquidated Damages

If any of the services performed by the Agencies fail to conform to the specifications of the assigned project or in the event of failure of the project due to indifferent, non-supportive attitude of the Agency(s) and DSD decides to terminate the contract because of such failure, then a sum up to 50% of the value of the contract shall be recovered as liquidated damages from the Agency(s). Besides, all the payments already done for such service shall also be recovered. This shall be without prejudice to other remedies available under this contract to DSD.

26. **Suspension:** DSD may, by written notice to Agency(s), suspend all payments to the Agency(s) if the Agency(s) fails to perform any of its obligations under this Contract including the carrying out of the services, provided that such notice of suspension which shall specify the nature of failure and shall request the Agencies to remedy such failure within a period not exceeding thirty (30) days after receipt by the Agency(s) of such notice of failure.

27. **Force Majeure:** Notwithstanding anything contained in the RFP, the Agencies shall not be liable for liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure. For purposes of this clause "Force Majeure" means an event beyond the control of the Agencies and not involving the Agency's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the DSD, regarding Force Majeure shall be final and binding on the Agencies. If a Force Majeure situation arises, the Agencies shall promptly notify to the DSD in writing, of such conditions and the cause thereof. Unless otherwise directed by the DSD in writing, the Agencies shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

28. Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

- i. **Amicable Settlement:** Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt.
- ii. **Resolution of Disputes:** In the case dispute arising between the DSD and the Agency(s), which has not been settled amicably, such dispute shall be referred to a panel of arbitrators, to be appointed jointly by both the parties. The arbitrators with the consent of parties may modify the timeframe for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or re-enactment, Arbitration proceedings will be held in Chandigarh and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the majority of arbitrators shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

29. Termination under this Contract

DSD may terminate the agreement by 30 days by providing written notice to the Agencies in the following ways

- i. Termination by Default for failing to perform obligations under the Contract or
- ii. If the quality is not up to the specification or in the event of non-adherence to time schedule.
- iii. Termination for Convenience in whole or in part thereof, at any time
- iv. Termination for Insolvency if the Agencies become bankrupt or otherwise insolvent.
- v. In all the cases above termination shall be executed by giving written notice to the Agencies. No consequential damages shall be payable to the Agencies in the event of such termination.

30. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Agartala only.

31. Tentative Timeline for completion of the activity:

	District	Timeline
1	Dhalai & Khowai	27 th – 29 th January 2021
2	North and Unakoti	2 nd – 4 th February 2021
3	Gomati & South	9 th – 11 th February 2021
4	West & Sipahijala	17 th – 19 th February 2021

32. Rejection of Application/Bid: The application / Bid for appointment is liable to be rejected, if:

- i. It is not received in proper sealed cover with superscription of name of the RFP (The envelope should bear the name & address of the sender).
- ii. It is not in prescribed form and not containing all required details/information/documents.
- iii. It is not properly signed.
- iv. It is received after the due date and time.
- v. Bid is received by telex, fax, telegram or e-mail.
- vi. Bid received without EMD

33. The Authority reserves the right: To reject any/all applications without assigning any reasons thereof.

- i. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Authority.
- ii. To include any other items in the Scope of Work at any time after consultation in the pre-Bid meeting or otherwise during the course of implementation of the mentioned scope of work.
- iii. To select more than one agency for conducting one or more IEC activities in the State.

34. Important Dates:

Last date for submission of Tender	13 th January 2021 till 5:00 pm
Opening of Technical proposal	14 th January 2021 by 2:00 pm
Opening of Financial Bids	Will be communicated to the technically eligible bidders later
Signing of agreement	Within 15 days of Award of work

Selection criteria:

- DSD shall examine the Proposal to confirm that all terms and conditions have been accepted by the Agency without any deviation or reservation.
- In the first stage, the evaluation committee of DSD shall review and evaluate the Technical Proposals on the basis of their eligibility criteria and other supporting documents provided along with as desired in RFP document.
- In the second stage, only the Financial Proposals of those Proposers who qualifies the technical criteria will be opened for evaluation for comparison and review.
- The assignment shall be awarded to the technically qualified Agency with lowest financial proposal for the activities given in RFP document.

List of enclosures: The following documents have to be enclosed along with technical bid without altering the sequence:

- i. Copy of Registration certificate of the Agency
- ii. Memorandum of Association or Constitution duly certified by the Registering Authority.
- iii. Applicant / company profile.
- iv. List of executive body duly certified by the Registering Authority.
- v. Affidavit of not having been blacklisted by any Govt. Directorate.
- vi. EMD and Bid processing fee
- vii. Copies of the Audited accounts and annual reports for the last three years (2017-18, 2018-19 and 2019-20).
- viii. Copies of IT return of the last three years (2017-18, 2018-19 and 2019-20)
- ix. Receipt of the TDS deducted.
- x. PAN number, TAN number, GSTN number order copies.
- xi. Details of permanent Manpower recruited by the agency for such activities along with complete bio- data along with signature.
- xii. Applicant Proposal
- xiii. Financial bid in a separate /sealed envelope.
- xiv. Any other document in support of the organization.

Annexure – I

Letter No.

From:

Name of Agency with Complete Address of Communication

To

The Director
Directorate of Skill Development
ITI Road, Opposite ITI
Indranagar, Agartala
Tripura – 799006

Sub: “Request for Proposal for Conducting Skill Mela, Loan Mela and Job Male in all the districts of Tripura”– Technical Bid/Financial Bid.”

We, the undersigned, offer to provide the services for the above in accordance with your RFP dated, we are hereby submitting our Technical Proposal (As per **Annexure II**) both in hard and soft copy format sealed in an envelope.

We have examined the information provided in your RFP document and offer to undertake the work described in accordance with requirements. This proposal is valid for one year and could be extended with mutual consent and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

I confirm that I have the authority of (**Name of the agency/institution**) to submit proposals/tenders and to clarify any details on its behalf.

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

Yours sincerely

Enclosures:

Signature [In full and initials]:
Name and Title of Signatory: Name
of Firm:
Address

Annexure – II

FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL.

General Details:

i. Profile of Organization

1	Legal Name of the Agency	
2	Registered office address with phone/fax, e-mail	
3	Agency is blacklisted by Government	Yes or No
4	Agency registered under which Act	
5	Registration Number and Date of Registration	
6	Total Working experience(No. of Years)
7	Execution of event management activities in respect of Central or State Govt Scheme during last 5 years.(List to be attached - Annexure-A)
8	Working experience in North east (No. of Years)(List to be attached - Annexure-B)
9	Staff strength & technical support team(List to be attached - Annexure-C)
10	No. of Projects amounting to min. 40 lakh budget on event management(List to be attached - Annexure-D)
11	No. of National level event management activities conducted(List to be attached - Annexure-E)
12	Income tax return for previous three financial years	In lakh (copy to be enclosed)
	2017-18	
	2018-19	
	2019-20	
13	Contact person and contact No. and e-mail ID	
14	Income Tax No. & Certificate	
15	PAN/TAN/GSTN No.	
16	No. of Staff (details in a separate sheet along with their names)	

ii. Financial Strength of the firm:

Financial Year	Turnover (in INR Lakh)
FY 2017-18	
FY 2018-19	
FY 2019-20	
Total	
Average for last 3 years	

(To be supported with Audited Financial Statements)

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of the agency Address:

Annexure-A

(Event Management activities conducted related to Skill Mela, Loan Mela and Job Mela after 2010)

S. No.	Name of event management activity conducted	Directorate/ Organization with address	Year

Annexure-B (Working experience in Tripura)

S. No.	Name of event management activity conducted	Directorate/ Organization with address	Year

Annexure-C

(Staff & technical support team)

S. No.	Name of Expert/ Staff	Higher Education qualification (specify the degree)	Year of passing	Board/ University

Annexure-D

(Projects of min. 40 lakh budget on event management activities completed)

S. No.	Name of event management activity conducted	Cost of project (Rs. In Lakh)	Duration	Completion status with completion certificate

Annexure-E

(National level event management activities conducted to min. 45 lakh budget conducted)

S.No	Name of event management activity conducted	Cost of event (Rs. In Lakh)	Duration/ date	Completion Status with completion certificate

Annexure – G

Proposed Methodology and approach to achieve DSD and SBM objectives. To be submitted as a word document as a part of the technical bid.

**Annexure –III
(Financial Bid)**

Financial Bid:

(On the Letter head of the Consultant)

Sub: Proposal for Conducting Skill Mela, Loan Mela and Job Mela in the districts of Tripura”
Having gone through the RFP document and having fully understood the scope of work for the Study as set out in these documents; we are pleased to quote the following rates for the assignments proposed:

Name of the Assignment:

Conducting Skill Mela, Loan Mela and Job Mela in the districts of Tripura in Directorate of Skill Development, Tripura

S No.	Particulars	Amount in INR
1	Total Amount quoted (with Annexure-IV)	
2	All Taxes if any @% Over quoted amount	
Grand Total		

Grand total amount in Words:

The above figure is the total amount quoted for all the activities given in **Annexure IV**

NOTE: Any cutting/overwriting in the Bid documents must be authenticated by the authorized signatory of the applicant Unit.

Yours faithfully

(Signature of the applicant) (Name)

Date

Place-----

Annexure – I

(Self-Certified Letter: To be printed on a company letterhead)

AFFIDAVIT

I / We / M/s _____ (name of firm/company) having PAN No.
_____, Service Tax No. _____

certificate issued by _____ having office at _____ and do hereby declare and solemnly affirm that I / We / M/s have not been debarred/Black-listed, nor mine/our tenders orders have ever been cancelled by any State/UT/Central Government/Corporation or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of supply order by any State / UT / Central Government or by any autonomous body / authority and the individual/firm/company have been regularly paying income tax/service tax and is legally competent to engage in contracts and that I/we/M/s accept all the terms & conditions as prescribed with bid.

Yours faithfully

(Signature of the applicant)

(Name)

Date-----

Place.....

(Company Stamp / Seal)


Annexure-IV

(Quotes for Proposed Skill Mela, Job Mela and Loan Mela activities to be performed. These three components are part of single activity)
The agency quoting the lowest rate for these activities in consolidation (Grand Total) shall be considered as L1 rate and shall be awarded the contract.

S. No.	Activity	Activity details	Projected/Estimated engagement during the Project	Fee per activity in INR. Per activity rate is rate of conducting one such activity in one district	Total Amount (To be quoted by the agency) in INR.
A	Conducting Skill Mela	<ul style="list-style-type: none"> ➤ Conducting wide publicity in each district through different media ➤ Coordinate with District Administration for identifying venue and other logistic details ➤ Finalise the invitee list in coordination with DSD and sent the invitees, follow up on confirmation and arrange for logistic support to the participants. ➤ Set up stalls in the venue with Chairs, tables and necessary stationery items ➤ Ensure enough water and sanitation facility in the venue, secure permission from Fire/Transport/Police and health Department. ➤ Arrange staff /volunteers who would manage the candidates, screen the right candidate for Job and Loan requirement. ➤ Coordinate with Training providers to set up the designated stalls and conduct screening of candidates. ➤ Total candidate participation not less than 500 in each district. Refreshment to participants: (01 Tetra pack of juice 200 ml, 01 Samosa, 02 Bananas/ apple, NOT fast food), ➤ Requisite manpower to execute the activity including volunteers and/or staff. ➤ Maintain the details of the mobilized candidates along with all the details. <ul style="list-style-type: none"> ➤ Coverage of the Mela through video and photo and ensuring press release to media and also live telecast through FB. 	In 8 districts of the State		
B	Conducting Job Mela	<ul style="list-style-type: none"> ➤ Conducting wide publicity in each district through different media ➤ Coordinate with District Administration for identifying venue and other logistic details ➤ Coordinate with Sector Skill Councils for facilitating industries to attend the Mela with placement opportunities. Also invite local industries to attend the Mela and offer placement opportunities to the eligible candidates. ➤ Finalise the invitee list in coordination with DSD and sent the invitees, follow up on confirmation and arrange for logistic support to the employers. ➤ Set up stalls in the venue with Chairs, tables and necessary stationery items ➤ Ensure enough water and sanitation facility in the venue, secure permission from Fire/Transport/Police and health Department. ➤ Arrange staff /volunteers who would manage the candidates, screen the right candidate for Job and Loan requirement. ➤ Coordinate with Employers to set up the designated stalls and conduct interviews and provide offer letter to the candidates. ➤ Ensure printing, scanning facility is available at the venue. ➤ Candidates attending Job Mela will be trained candidates /unemployed youth who have taken Skill training under any scheme in the State. The screening of the candidates to be done and then sent for interviews. 	In 8 districts of the State		

		<ul style="list-style-type: none"> ➤ Total candidate participation not less than 500 in each district. Refreshment to participants: (01 Tetra pack of juice 200 ml, 01 Samosa, 02 Bananas/ apple, NOT fast food), ➤ Requisite manpower to execute the activity including volunteers and/or staff. ➤ Maintain the details of the candidates along with all the details who have appeared for Job interviews and those who have received Job offers. 			
C	Conducting Loan mela	<ul style="list-style-type: none"> ➤ Conducting wide publicity in each district through different media ➤ Coordinate with District Administration for identifying venue and other logistic details ➤ Coordinate with different Financial Institutions and support them in setting up Stalls in the Loan mela ➤ The participating Financial Institutes should display the different schemes through which the candidates can apply for loans. ➤ Finalise the invitee list in coordination with DSD and sent the invitees, follow up on confirmation and arrange for logistic support to the participants. ➤ Set up stalls in the venue with Chairs, tables and necessary stationery items ➤ Ensure enough water and sanitation facility in the venue, secure permission from Fire/Transport/Police and health Department. ➤ Arrange staff /volunteers who would manage the candidates, screen the right candidate for Loan requirement. ➤ Coordinate with Financial Institutes to set up the designated stalls and conduct screening of candidates. ➤ Total candidate participation not less than 200 in each district. Refreshment to participants: (01 Tetra pack of juice 200 ml, 01 Samosa, 02 Bananas/ apple, NOT fast food), ➤ Requisite manpower to execute the activity including volunteers and/or staff. ➤ Maintain the details of the candidates along with all the details who have applied for Loan and share the required details with DSD and District Administration. 	In 8 districts of the State		
		Grand total			=(A+B+C)

Note: 1) Number of activities given above are estimates and the actual number may vary by up to (+/-) 25 percent.


 Dr. Sandeep N. Mahatme, IAS
 Director, Skill Development