



Government of Tripura

# Directorate of Industries & Commerce, Tripura

## **Bid Document of e-tender for:**

Preparation of Model Detailed Project Report (DPR) and Model Tutorial for Micro Food Processing Enterprises of Tripura under PM Formalisation of Micro Food Enterprises (PMFME) scheme of the Ministry of Food Processing Industries (MoFPI), Government of India



**Government of Tripura**  
**Directorate of Industries & Commerce**

No.F.No.IV-2(156)/PLG/DI/2021/Model DPR/ Tutorial/ Dated: 13/12/2021

**Name of Work:**Preparation of Bankable Model DPR and Model Tutorial for Micro Food Processing Enterprises for Tripura under PM Formalisation of Micro Food Enterprises (PMFME) scheme of the Ministry of Food Processing Industries (MoFPI), Government of India

SL No.	SECTION	Particulars	PAGE No.
1.	Section - I	Press Notice, NIT, List of Dates,	3-5
2.	Section - II	Terms & Condition	6-12
3	Section - III	Instruction to Bidder	13-19
4.	Section - IV	Bill of Quantity (BOQ)	20-21
5.	Section - V	Annexure	22-31

Certified that this DNIT contains 30 pages numbered from 1 to 29 and schedule of the e-Tender is shown in Section – I

**Sd/-**  
**Director,**  
**Industries & Commerce, Tripura**

Contractor/ Bidder

# **SECTION- I**

## **PRESS NOTICE**

### **NOTICE INVITING TENDER LIST OF IMPORTANT DATES**

**Government of Tripura**  
**Directorate of Industries & Commerce**

eNIT NO: SNATripura/PMFME/21/06 Dated: 13/12/2021

Electronic Bids are hereby invited by Director, Industries & Commerce on behalf of Governor of Tripura under two bid e-procurement systems through website <http://tripuratenders.gov.in> from reputed and experienced Central/State Government agencies/Autonomous Organizations/an institution/company/ consulting firm having proven track record in experience in Consultancy related activities/ DPR preparation in food processing/ Agriculture and Allied sector for preparation of Model DPR and Model Tutorial on food processing sector based on One District One Product (ODOP) concept under PMFME scheme of the Ministry of Food Processing Industries, Government of India

Sl.	Name of Work	Maximum budget available	EMD & Bid Fee	Completion Period	Document Download & Bid Submission End Date & Time	Bid Opening Date	Place of Bidding
1	Expression of Interest (EoI) for preparation of <b>Model DPR and Model Tutorial</b> under PMFME scheme of the Ministry of Food Processing Industries, Government of India	11,00,000 (excluding of tax)	EMD: Rs.50,000/- ( Fifty thousand only) Bid Fee: Rs. 1500/- (One Thousand Five Hundred only)	60 days	27 <sup>th</sup> December, 2021 at 3: 00 PM	27 <sup>th</sup> December, 2021 at 3: 30 PM	e-Procurement Portal, Government of Tripura at <a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a> .

All the information of the above stated bid is available in <https://tripuratenders.gov.in>. Eligible bidders shall participate in tendering only in online mode, through website <https://tripuratenders.gov.in>. Bidders are allowed to bid 24x7 until the time of bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bid to attempt bidding, after the scheduled date and time of Bid Submission. **Submission of Bids physically is not permitted.**

Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. Mode of Selection will be QCBS method (80:20).

Bids shall be opened online by respective designated Bid openers of the Department and the same shall be accessible by intending Bidders through website <https://tripuratenders.gov.in>.

Sd/  
Director,  
Industries & Commerce  
Tripura

**Government of Tripura**  
**Directorate of Industries & Commerce**  
**NOTICE INVITING e-TENDER**

eNIT NO: SNATripura/PMFME/21/06

Dated: 14/12/2021

Electronic Bids are hereby invited by Director, Industries & Commerce on behalf of Governor of Tripura under two bid e-procurement systems through website <http://tripuratenders.gov.in> from reputed and experienced Central/State Government agencies/Autonomous organizations/an institution/company/ consulting firm having proven track record in preparation of DPR or tutorial in food processing sector / Consultancy in Food processing and Agriculture and allied sector etc. for preparation of Model DPRs and Model Tutorials in food processing sector based on ODOP concept of PMFME scheme of Ministry of Food Processing Industries, Government of India.

**Key Information:**

Name of Work	Maximum budget available	EMD & Bid Fee	Completion Period	Bid Submission End Date & Time	Bid Opening Date	Place of Bidding
Expression of Interest (EoI) for preparation of <b>Model DPR and Model Tutorials</b> under PMFME scheme of the MoFPI, GoI	11,00,000 (excluding of tax)	EMD: Rs. 50,000/- ( Fifty thousand only) Bid Fee: Rs. 1500/- (One Thousand Five Hundred only)	60 days	27 <sup>th</sup> December, 2021 at 3:00 PM	27 <sup>th</sup> December 2021 at 3:30 PM	E-Procurement Portal, Government of Tripura at <a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a> .

**Critical Dates in connection with the tender:**

1.	<b>Completion period for the work:</b>	60 days
2.	<b>Bid Publishing and Document Downloading Start Date</b>	14 <sup>th</sup> December, 2021, 1: 00 P.M
3.	<b>Pre Bid Meeting Date</b>	16 <sup>th</sup> December, 11:30 A.M
4.	<b>Bid Submission Start Date</b>	16 <sup>th</sup> December, 2021, 12:00 A.M
5.	<b>Document Downloading End Date</b>	27 <sup>th</sup> December 2021 at 11: 00 AM
6.	<b>Bid Submission End Date</b>	27 <sup>th</sup> December, 2021 at 3:00 PM
7.	<b>Bid Opening Date</b>	27 <sup>th</sup> December 2021 at 3:30 PM
8.	<b>Pre Bid Query may be raised at</b>	<a href="mailto:pmfmetripuraspmu@gmail.com">pmfmetripuraspmu@gmail.com</a>
9.	<b>Pre Bid Meeting</b>	Though Video Conference only. No physical meeting would be conducted. <b>Details of the VC:</b> <b>Sub:</b> Pre Bid Meeting on Submission of Proposal for development of Model DPR and Model Tutorial under PMFME scheme. <b>Date and Time:</b> Thursday, 16 December · 11:30am – 12:30pm <b>Video call link:</b> <a href="https://meet.google.com/hip-awtp-vpa">https://meet.google.com/hip-awtp-vpa</a>
10.	<b>Inviting Officer</b>	Director, Industries & Commerce, Govt. of Tripura

**Notes: All the above mentioned time are as per clock time of e-procurement website <https://tripuratenders.gov.in>**

**Sd/-**  
**Director,**  
**Industries & Commerce, Tripura**

Contractor/ Bidder

## **SECTION- II**

### **General Terms & Condition**

## General Terms & Condition

1. Bid documents consisting of qualification information and eligibility criteria of bidders, specifications and the set of terms and conditions of the contract to be complied by the bidder, is publicly visible in the website <https://tripuratenders.gov.in> free of cost between **Document download Start date and Bid Submission End date.**
2. Bids will be opened online through website <https://tripuratenders.gov.in> on 27<sup>th</sup> December 2021 at 3:30 PM in the office of the **Director, Industries & Commerce, Shilpodyog Bhavan, Khejurbagan, Agartala, Tripura (West)-799006 if possible.** If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.
3. **Earnest Money Deposit (EMD) & Tender Fee:**
  - 3.1 **EMD (Refundable): Rs. 50,000/-** (Rupees fifty thousand only)
  - 3.2 **Tender Fee (Non-refundable): Rs. 1500/-** (Rupees one thousand five hundred only)
  - 3.3 **Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal.**
  - 3.4 The EMD amount shall be refunded to all the bidders including selected bidder in their respective Bank Account, after the Award of Contract (AoC) event is completed in the Tripura e Procurement Portal, on receipt of Performance Bank Guarantee from the selected bidder.
  - 3.5 No interest will be paid to the bidders on EMD submitted.
  - 3.6 EMD of the bidder may be forfeited if in any case found to have made false Declaration or Claims.
  - 3.7 **Bid Inviting Authority may forfeit the EMD amount and Cancel the Bid, if the selected bidder does not start the work as stipulated, after being awarded the Contract.**
4. **Performance Security:**
  - 4.1 Successful bidder has to furnish "Performance Bank Guarantee" as per Performance Security for an amount of **Rs. 1 lakh (Rupees one lakh) only**, issued by a Nationalised Bank having Branch at Agartala in the format provided in Annexure in favour of "Director, Industries & Commerce".
  - 4.2 The successful bidder will be notified in writing to deposit the said "Performance Bank Guarantee" within 7 (seven) working days after opening of Financial Bid. Any request for time extension by a bidder will not be accepted.
  - 4.3 Performance Bank Guarantee shall remain valid for a period of **180 (one hundred and eighty days) days** from the date of issue of Award of Contract.
  - 4.4 On receipt of the "Performance Bank Guarantee" from the selected bidder, the Department will scrutinise the received instrument for its authenticity and validity for the Amount and period.
  - 4.5 Department shall complete the Award of Contract (AoC) event in the Tripura e-Procurement Portal, only after receipt of "Performance Bank Guarantee" from the selected bidder, as stated above, which will enable automatic refund of the EMD to all the Bidders.
  - 4.6 In the event of breach/violation or contravention of any terms and conditions contained herein by the agency i.e if the Firm fails to execute the contract, the Performance Bank Guarantee, part/whole (as per

Contractor/ Bidder

decision of the Authority), will be forfeited from the Guarantor.

4.7 The Performance Security will be released as per banking protocol on completion of the successful execution of the task.

## 5. Signing:

If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence before the contract is executed.

## 6. Scope of Work:

- a) As per **Clause 8** of the Model Terms of Reference for Studies for preparation of Model DPR and Model Tutorials on food processing sector based on One District One Product (ODOP) concept under PMFME scheme of the Ministry of Food Processing Industries, Government of India. **(Enclosed herewith)**
- b) The exercise is time bound and is to be completed as per the time schedule prescribed by DI&C, which is given below :
  - i) **Submission of 12 Draft Model DPR and 10 Model Tutorials on different products selected based on ODOP: 15<sup>th</sup> March, 2022**
  - ii) **Submission of Final DPR : By 20<sup>th</sup> April, 2022**
- c) The format/structure of the DPR and Tutorial shall be decided in consultation with the tendering authority.

## 7. Eligibility of Agency:

The Agency may belong to any of the following categories:

- a) Shall be Central/State Government agencies/Autonomous organizations/ an institution/ company/ consulting firm which has minimum **10 (ten) years of experience in Consultancy**
- b) Experience in preparing feasibility Report/DPR: The Consultancy Firm should have undertaken **at least 5** successful feasibility/DPR assignments for projects, in past 7 (seven) years.
- c) The bidders should have undertaken **at least one successful feasibility/DPR assignments for food processing sector, in past 5 years**. Copies of Agreement/ Work – order from client supported by satisfactory performance certificate as documentary evidence may be provided
- d) Qualified Professionals :The Consultancy Firm should have Qualified Consultants (Minimum 5 on payroll of the Company) with relevant experience : Names and summary of CVs of members of consulting team to be attached as per the format mentioned in **Annexure-VIII**
- e) Should have an average annual turnover of **at least Rs. 100.0 Lakhs (Rupees hundred lakhs)** from Consultancy/Advisory services during last three years (FY 2017-18, FY 2018-19 and FY 2019-20)



- f) Should have at least one project in North East in past related to consultancy/ any Development Study/in DPR or feasibility report preparation in last 5 years (Work-order needs to be furnished).
- g) Only one agency shall be selected through QCBS method on the basis of **total cost quoted for both Tutorial and DPR by the agency.**

## 8. Release of Payment:

- a) **No ADVANCE PAYMENT** will be made under any circumstances.
- b) Payment will be made as follows : The successful bidder shall claim the cost of DPRs and Tutorials as per the awarded rate for **at least 10 items (DPRs/ Tutorials) at a time**

Trenches	Milestone Description	Timeline	Percentage of contract payment at each stage
1 <sup>st</sup> Trench:	In approval of project execution plan and proforma for model DPR and Model Tutorial submission in consultation with Department	10 days from the contract signing	20% of the total approved fees
2 <sup>nd</sup> Trench	In submission of Final 10 items (model DPR/ Tutorial) and presentation on the matter developed	45 days from the contract signing	40% of the total approved fees
3 <sup>rd</sup> Trench	In submission of Final and remaining 12 items (model DPR/ Tutorial) and presentation on the matter developed	80 days from the contract signing	40% of the total approved fees
<b>Total</b>			<b>100%</b>

- c) No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.
- d) All taxes/charges/duties as applicable will be deducted from the bill.
- e) GST will be paid separately with bill.

## 9. Bid Language:

All documents to be uploaded by the Bidder shall be in English language only. In case the Bidder intends to upload a document which is not in English but in any of the other scheduled language in the country, the Bidder shall also submit a Notarized version of the English Translation.

## 10. Resolution of Disputes:

In case of disputes, if any, the decision on the matter of dispute by the Secretary, Department of Industries & Commerce, Government of Tripura shall be the final and binding. It is also provided that the courts at Agartala in Tripura State only will have the jurisdiction to decide the dispute between the Industries & Commerce Department and other party in respect of the matter arising out of the contract/purchase order for the bid itself.

## 11. Force Majeure:

- a) The service provider shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

Contractor/ Bidder

- b) For purpose of this clause, “Force Majeure” means an event beyond the control of the service provider and not involving the service providers’ fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c) If a Force Majeure situation arises, the service provider shall promptly notify the Department of Industries & Commerce in writing of such conditions and the cause thereof. Unless otherwise directed by the Department of Industries & Commerce in writing, the bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## 12. BOQ Tampering:

- a) The provided BOQ in the Bid is, meant for downloading in the Bidders machine, for entering the relevant fields meant for rates & bidders particulars and finally uploading along with the Bid. The BOQ Excel Sheet is Macro enabled and working with the Sheet requires the Macro to be allowed /enabled to run.
- b) Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and Bids uploaded with Tampered BOQs will be summarily rejected.

## 13. Rates:

- a) Bidder shall quote the **BASIC RATE in Figures per unit (Plan) in the Column 6 of BOQ (exclusive of all Taxes/ duties etc.)**
- b) Rate(s) quoted by the Bidders shall be exclusive of all taxes, duties, statutory charges. No subsequent escalation of price will be accepted even in any case.
- c) There shall be no separate re-imburement or increase of rate or payment of compensation in any ground.
- d) Rates shall remain valid for a period of not less than **180 (one hundred twenty) days** from the last date of bidding.

## 14. List of the documents to be scanned and uploaded with the Bid:

### 14.1 Technical documents

- a) Scan copy of filled and signed Annexure- I, IV, V, VI, VII and VIII
- b) The bidders shall be Central/State Government agencies/Autonomous organizations/an institution/ company/ consulting firm which has minimum 5 (five) years of experience in Consultancy Documents in the form of Certificate of incorporation/ registration in support of this are to be provided.
- c) The bidders should have an average annual turnover of **at least Rs. 100 lakhs (Rupees Hundred Lakhs)** during last three years(FY 2017-18, FY 2018-19 and FY 2019-20) from Consultancy Services. Valid documents in support of this to be provided.
- d) The bidders should have undertaken **at least 5 (Five)** successful feasibility/DPR assignments for projects, in past 7 years. Copies of Agreement/ Work order may be provided.
- e) The bidders should have undertaken at least 1 (one) successful feasibility/DPR assignments for food-agro processing sector, in past 5 years. Copies of Agreement/ Work – order from client supported by satisfactory performance certificate as documentary evidence may be provided
- f) Copy of Audited accounts/Income Tax Return for last 3 (three) Financial Years
- g) Authenticated copy of GST registration certificate
- h) Digitally Signed DNIT as a token of acceptance of all the guidelines/ clauses set by Directorate of Industries & Commerce in this DNIT.
- i) The Bidder will be required to submit the Project Execution plan and Model DPR as part of the Contractor/ Bidder

bid document.

- j) The Consultancy Firm should have Qualified Consultants with relevant experience: Names and summary of CVs of members of consulting team as per the format attached in Annexure-VIII. (Evidence that the staff is associated with the organization is to be attached with proposal).
- k) Should have executed at least one project in North East in past related to consultancy/ any Development Study/in DPR or feasibility report preparation in last 5 years.

## **14.2 Financial Document**

- a) BOQ (Bill of Quantity)

15. During Technical Evaluation process, if any confusion arises in any of the technical documents, bidder may be called to bring the original documents and produce the same in front of Bid Screening Committee/ Tender Evaluation Committee.

16. Bid Inviting Authority reserves the right to postpone, reject or accept any Bid including the highest scorer one partly or wholly without assigning any reason or distribute the same to two or more Bidders, if necessary.

17. The Bid as well as the Contract can be cancelled/ terminated at any point of time by the Department of I&C without previous notice and without assigning any reason, whatsoever.

### **18. TECHNICAL EVALUATION:**

The Evaluation Committee shall evaluate the Technical bids on the basis of their responsiveness to the eligibility conditions mentioned in **para 7 of the Section-II of RFP**. The eligible technical bids shall then be evaluated as per evaluation criteria defined in **Details of Technical score determination is at Annexure- I – Table-1** of the RFP.

Only Agency obtaining a total score of 60 (on a scale of maximum of 100) or more on the basis of criteria for evaluation given in Annexure-I, would be declared technically qualified. Every technical bid shall be awarded an absolute technical score of 'T' marks out of a total of 100 marks.

The results of Technical Evaluation will be uploaded online in the portal. Decision of the Committee will be final in this regard.

### **19. FINANCIAL BID OPENING/ EVALUATIONS AND COMPARISON OF SUBSTANTIALLY TECHNICAL RESPONSIVE BIDS:**

a) The e-Bid Inviting Authority shall shortlist those who are eligible and have submitted substantially technically responsive bid for opening of financial bid. Financial bids of successful bidders shall only be opened and the Financial Bids of Technically unsuccessful bidders and bidders obtaining less than 60 marks on the basis of technical evaluation shall not be opened.

b) The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria explained below.

The lowest evaluated Financial bid (**in terms of total cost quoted for both Model Tutorial and DPR**) ( $F_m$ ) will be given the maximum financial score of 100 points. The financial scores (F) of the other Financial bids will be computed as per the formula for determining the financial scores given below:

$$F = 100 \times (F_m / F_b)$$

Where,

$F_b$  = Evaluated amount of financial quote by the particular bidder.

$F_m$  = Lowest evaluated amount of financial quote by the bidder.

a) Financial bids of only those Agencies which are declared technically qualified shall be opened on the specified date and time, in the presence of representatives of bidders who choose to attend. The name of the Agency, their technical score (if required), and their Financial bid shall be read aloud.

**20. Method of Selection:**

In deciding the final selection of the Agency, the technically qualified bid will be given a weightage of 80% on the basis of criteria for evaluation. The price bids of only those Agencies which qualify technically will be opened. The bid with the lowest cost (**calculated based on total cost quoted for both Model Tutorial and DPR**) will be given a financial score of 100 and the other bid given financial scores that are inversely proportional to their prices. The financial bid shall be allocated a weightage of 20%. For working out the combined score, the SNA will use the following formula:

Total points:  $(0.8 \times T(s)) + (0.2 \times 100 \times (F_m/F_b))$

The bids will be ranked in terms of total points scored. The bid with the highest total points (H-1) will be considered for award of contract.

## **SECTION - III**

### **INSTRUCTIONS TO BIDDERS**

**TABLE OF CONTENTS****INSTRUCTIONS TO BIDDERS**

<b>CLAUSE</b>	<b>ITEM</b>	<b>Page No.</b>
<b>A.</b>	<b>GENERAL</b>	<b>15-16</b>
1	General	
2	Firms Eligible to Bid	
3	Pre-Qualification data of the Bidders	
4	Cost of Biding	
<b>B.</b>	<b>BIDDOCUMENT</b>	<b>16</b>
5	Contents of Bid document	
6	Amendment to Bid Documents	
<b>C.</b>	<b>PREPARATION OF BIDS</b>	<b>17</b>
7	Bid Offer	
8	Validity of Bids	
9	Earnest Money Deposit (EMD)	
10	Alteration	
<b>D.</b>	<b>SUBMISSION OF BIDS</b>	<b>17-18</b>
11	Submission of Bid	
12	Last date / time for Submission of the Bids	
13	Late Bids	
<b>E.</b>	<b>BID OPENING AND EVALUATION</b>	<b>18</b>
14	Bid opening	
15	Bid Evaluation and Comparison of Bids	
16	Discrepancy in Bid rate quoted	
<b>F.</b>	<b>AWARD OF CONTRACT</b>	<b>18-19</b>
17	Award Criteria	
18	Notification of Award and Signing of Agreement	
19	Corrupt or Fraudulent Practices	

## 1. General

- 1.1 To participate in the bid, the bidder shall have a valid Class 3 Digital Signature certificate (DSC), obtained from either of the certifying authorities, enlisted by **Controller of Certifying Authorities (CCA) at <http://cca.gov.in>**.
- 1.2 The Bidder shall enrol himself/herself in the e-procurement portal <https://tripuratenders.gov.in> and obtain User ID and Password for bidding.
- 1.3 On publication of the bid, bidder shall download the DNIT and all the work items from website as mentioned in the DNIT and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the DNIT.
- 1.4 The Bidders shall have to scan all the required documents mentioned in this DNIT into PDF format of 100 dpi resolution, for uploading as part of Bid.
- 1.5 Bill of Quantity (BOQ), which is in MS-Excel shall be downloaded, filled up properly and uploaded with the bid after digital signing. The Bidder shall always open the BOQ sheet with Macro Enabled.
- 1.6 Bidders shall furnish a declaration (**Annexure-VII**) as a part of bid that they are not been blacklisted by any department in Tripura. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.
- 1.7 If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D. will be forfeited.
- 1.8 Rate Quotation: BOQ should be downloaded from the e-procurement application <https://tripuratenders.gov.in> and the same BOQ should be filled up properly and uploaded as a part of bid with digital signing. Bidder shall quote the Rate for all items in the Bill of Quantity (BOQ) which is in MS-Excel (macro enabled) and Name of the bidder/company/firm must be written in the appropriate field of Bill of Quantity (BOQ) by bidder.
- 1.9 Bidders are allowed to bid 24x7 until the time of Bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time.
- 1.10 All the documents shall be submitted online at <https://tripuratenders.gov.in> only. Physical submission of any document (hard copy) will not be entertained and will be liable for the rejection.

## 2. Firms Eligible to Bid:

- 2.1 The Firms who:
  - a) Are not blacklisted or debarred or suspended by the Government for Whatever the reason, prohibiting them not to continue in the contracting business.
  - b) Have complied with the eligibility criteria specified in the NIT are the eligible bidders.
  - c) Bidders also have to comply the conditions as mentioned in Section – II, General Terms & Condition, 7. Eligibility of the Agency

## 3. Pre-Qualification data of the Bidders

- 3.1 The bidder should satisfy the pre-qualification criteria as fixed under this NIT (Notice Inviting Tender) and in case any bidder is not found satisfying any of such criteria as fixed, his/her bid will be summarily rejected. The bidder shall furnish all the Technical and Financial particulars in the PDF of 100 dpi resolution.
- 3.2 Even though the bidders meet all the qualifying criteria, they are liable to be **disqualified/**

Contractor/ Bidder

**debarred / suspended / blacklisted** if they have:

- a) Furnished false/ fabricated particulars in the forms, statements and / annexures submitted in proof of the qualification requirements and/or
- b) Record of poor progress such as abandoning the work/ supply, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc. and/or
- c) Even while execution of the supply, if found that the supply was awarded to the Bidder based on false/ fake certificates of experience, the Bidder will be blacklisted and necessary action will be taken as per rules.

3.3 Any definite attempt of profiteering by any bidder will render himself liable to be debarred permanently from bidding or for such period as the bid accepting authority may decide. The bidder overall rate should be based on the controlled prices for the materials, if any, fixed by the Government.

#### **4. Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of his Bid and the bid inviting authority will in no case be responsible and liable for those costs.

### **B. BIDDOCUMENT**

#### **5. Contents of Bid document.**

One set of Bid document, comprises of the Technical documents and another set comprise of the Financial Documents as mentioned in the clause 14 (Section II General Terms & Condition). In any circumstances if any Bidder uploads the financial documents in the Technical document folder, then that bidder will be summarily rejected.

#### **6. Amendment to Bid Documents**

- 6.1 Before the last date for submission of Bids, the bid Inviting Officer may modify any of the Contents of the Bid Notice, Bid documents by issuing amendment / Addendum/corrigendum.
- 6.2 Any addendum/amendments/corrigendum issued by the bid Inviting Officer shall be part of the bid Document and it shall be published in the e-procurement portal at <https://tripuratenders.gov.in>. Registered Bidders shall be notified of the related Corrigendum(s) by e-mail. However, Department of Industries & Commerce shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the website frequently to check whether there is any related Corrigendum(s) or not.



### C. PREPARATION OF BIDS

#### 7. Bid Offer:

BOQ contains the description of the work and the bidder shall quote the rate with which he intends to execute the work. Thus, the total amount as computed through Macro Enabled MS Excel BOQ Sheet would be the quoted offered amount for the work, which will be shown in figures & words automatically.

#### 8. Validity of Bids:

- 8.1 Bids shall remain valid for a period of not less than **180 (one hundred and eighty) days** from the last date of bidding specified in NIT.
- 8.2 During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon or arising out of any alleged misunderstanding of misconceptions or mistake or for any reason will be entertained.

#### 9. Earnest Money Deposit

- 9.1 EMD given by all bidders except the selected bidder shall be refunded after the finalisation of bid.
- 9.2 The EMD deposited by the successful bidder will not carry any interest and it will be dealt with as provided in the conditions stipulated in the bid.

#### 10. Alteration

Any alteration which is made by the bidder in the contract form, the conditions of the contract, the drawings, specifications or statements / formats or quantities accompanying the same will be recognized; and, if any such alterations are made the bid will be void.

### D. SUBMISSION OF BIDS

#### 11. Submission of Bids:

11.1 The participating, who are desirous of participating in bid, shall submit their Pre-Qualification and other details etc., in the Standard formats prescribed in the bid documents through the application <https://tripuratenders.gov.in>

#### 11.2 List of documents to be scanned and uploaded:

All the documents mention in the Clause 14 (Section II General Terms & Condition, **List of the documents to be scanned and uploaded with the Bid**) must be submitted online at <http://tripuratenders.gov.in>. Technical documents should be uploaded in Technical cover and Financial Document should be uploaded in Financial Cover, otherwise the bid will be rejected.

**Note: If any of the above mentioned documents (Clause 14 (List of the documents to be scanned and uploaded with the Bid) ) is not applicable for a particular Bidder than he / she shall prepare a PDF Document containing the remark as 'NOT APPLICABLE' WITH NAME OF THE BIDDER & ADDRESS and upload the same in the relevant Folder.**

11.3 If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D. will be forfeited.

#### 12. Last date / time for Submission of the Bids.

Bid must be submitted within the Bid Submission start and end date and time specified in DNIT Directorate of Industries & Commerce, Govt. of Tripura, Agartala may extend the dates for issue and receipt of Bids by issuing corrigendum in which case all rights and obligations of the Industries & Commerce Department, Govt. of Tripura and the bidders will remain same as previously.

### 13. Late Bids.

The e-Procurement application <https://tripuratenders.gov.in> will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in DNIT.

## E. BID OPENING AND EVALUATION

### 14. Bid Opening

The bid will be opened online by the Bid openers **on behalf of the Director, Industries & Commerce, Govt. of Tripura** at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

### 15. Bid Evaluation

15.1 All the statement, documents, certificates, BOQ (bill of quantity) etc., submitted/uploaded by the bidder will be verified by the Bid Evaluation Committee. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. Bids will be evaluated against the specified parameters / criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

15.2 **Details of 'Bid Evaluation Committee' shall be uploaded in the e-procurement portal <https://tripuratenders.gov.in> and all the bidders can access the same.**

15.3 Bid Inviting Authority may cancel the bid at any stage without any prior notice.

### 16. Discrepancy in Bid rate quoted.

Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. **Bidder shall quote rate in figures only. BOQ (in MS-Excel format) shall be open with Macro Enabled for automatic conversion from figures to words.** In case of any ambiguity, the decision taken by the Bid Accepting Authority on Bidders shall be final

## F. AWARD OF CONTRACT

### 17. Award Criteria

17.1 The Director of Industries & Commerce, Govt. of Tripura will award or recommend to the Competent bid accepting authority for award of the contract to the Bidder who is found Technically Qualified as per the Bid conditions and whose got **highest total points (H1) based on QCBS methodis considered as final by the Financial Evaluation Committee.**

17.2 The bid accepting authority reserves the right to accept or reject any Bid or all bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the reasons for such action.

### 18. Notification of Award of Contract.

18.1 The Bidder whose Bid has been accepted will be notified of the award of contract by any Contractor/ Bidder

authorized official, prior to expiration of the Bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter.

### **19. Corrupt or Fraudulent Practices:**

The Department require that the bidders/ suppliers / Bidders under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Department:

- (a) Define for the purposes of the provision, the terms set forth below as follows:
  - (i) “Corrupt practices” means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution: and
  - (ii) “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish in Bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) Will blacklist / or debar a firm, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.
- (d) Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.

**SECTION- IV**

**BILL OF QUANTITIES**

**Do not quote in the below screenshot. It is only for understanding.**

**Rate shall be quoted only in excel formatted BOQ uploaded in the Tripura Tender Portal**

Validate Print Help

**Item Wise BoQ**

Tender Inviting Authority: Director, Industries & Commerce, Government of Tripura

Name of Work: Preparation of Model DPR based on ODOP under PMFME scheme of Ministry of Food Processing Industries, Government of India

Contract No: SNATripura/PMFME/21/06

PRICE SCHEDULE						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE per DPR without Tax In Figures To be entered by the Bidder in Rs. P	Total Amount for total no. of DPR excluding Tax col {6} = col {3} x {5} in Rs. P	TOTAL AMOUNT In Words without Tax
1	2	3	4	5	6	7
1	Preparation of Model DPR based on One District One Product (ODOP) under PM Formalization of Micro Food Enterprises (PMFME) scheme of Ministry of Food Processing Industries, Government of India	12.00	12 Model DPR on different Food Products based on ODOP		0.00	INR Zero Only
2	Preparation of Model Tutorial based on One District One Product (ODOP) under PM Formalization of Micro Food Enterprises (PMFME) scheme of Ministry of Food Processing Industries, Government of India	10.00	10 Model Tutorial on different Food Products based on ODOP		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words					INR Zero Only	

- Bidders are allowed to quote their rate only in Col-5 only, Rs./unit In figure (exclusive of all taxes)
- Total Amount for the required quantity will be autocalculated in col 6.
- Calculation formula is given in the BOQ where ever necessary.
- The overall quote shall be considered for Evaluation of the Bid.

### **PREAMBLE**

1. The Bill of quantity shall be read in conjunction with the **NIT instruction** to Bidder, conditions of contract, and Specifications.
2. Bill of Quantity (BOQ), which is the Rate quoting sheet in MS-Excel format shall be downloaded from e-procurement portal, filled up properly and uploaded in the bid after digital signing.
3. The Bidder shall always open the BOQ sheet with Macros Enabled.
4. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder.

Contractor/ Bidder

**SECTION - V**

**Annexure**

## Annexure I

***To be filled by Bidder- sign, scan in PDF format and upload the same in the Technical Folder of Tripura tenders portal***

### TECHNICAL SPECIFICATION AND DETAILS OF REQUIRMENTS

(Note: Bidder has to confirm their acceptance in given sheet and for technical evaluation, this Annexure to be submitted in Technical bid)

The Bidders are required to comply with the following instruction for submission of Technical specifications:

- 1 Technical Evaluation & Scoring criteria is at Table 1
- 2 Organization details & experience of the is at Table-2

**Table- 1: Technical score will be determined as follows:**

S.No.	Evaluation Criteria	Total Score 100
1.	Number of years in business of firm( <b>Max 20 points</b> ) More than 10 years (20points) 6-10 years (15 points) 5 years (10 points)	<b>20</b>
2.	Experience in preparing feasibility Report/DPR( <b>Max. Point-15</b> ) <b>No. of assignments;</b> More than 8 assignments(15 points) 6-8 assignments(10 points) 1-5assignments (5 points)	<b>15</b>
<b>3</b>	Similar Experience in preparing feasibility/DPRin Food-agro sector ( <b>Max. Point-20</b> ) <b>No. of assignments;</b> More than 10 assignments(20 points) 6-9 assignments(10 points) 1-5 assignments (5 points)	<b>20</b>
<b>4.</b>	<b>Financial Capability (Max. Point-20)</b> Average Annual Turnover as per audited balance sheet in the last three years: Above Rs. 2.5 Crore(20 points) Above Rs. 1.5 Crore to 2.5 Crore(15points) Rs. 1crore to 1.5 Crore(10 points)	<b>20</b>
<b>5.</b>	Composition of technical team associated with the Company for undertaking the activity. <b>Qualification and experience of the key team members (Team Leader:1, Experts: 2)</b>	<b>25</b>
	<b>Qualification of Team leader:</b> Doctorate in the field of (a) Statistics,(b) Economics, (b) Agri-economics	<b>15</b>

	Experience of the team leader in conducting surveys/ SLUPs covering the aspects of processing of agro-products, food processing, agriculture or allied fields, role of SHGs/ FPOs in value chain development, enterprise development.	
(i)	Have completed more than 3 such studies	15
(ii)	Have completed 1-3 such studies	10
	<b>Qualification of Expert 1:</b> The Expert having Degree in the field of (a) agri-business/food processing/food technology, (b) Socio Economics (c) Agronomy	<b>5</b>
	Experience in preparation of DPR/ feasibility study on covering the aspects of processing of agro-products, food processing, agriculture or allied fields, enterprise development, Cluster Development and Livelihood.	
(i)	Have completed more than 3 such studies	5
(ii)	Have completed 1-3 such studies	3
	<b>Qualification of Expert 2:</b> Bachelor/ MBA degree in the Finance or Economics	<b>5</b>
	Experience in preparation of DPR/ feasibility study on covering the aspects of processing of agro-products, food processing, agriculture or allied fields, enterprise development, Cluster Development and Livelihood.	
	Have completed more than 3 such studies	5
	Have completed 1-3 such studies	3
	<b>Total</b>	<b>100</b>

**Table- 2 : Organization details & Experience of the Bidder**

1	General:	
I.	Name of the Organization/ Agency	
II.	Registered/ Corporate Office Address	
	Address for communication (including Fax & e-mail)	
III.	Name of the Coordinator for contact purpose	
2	ORGANIZATION	
I.	Year of Establishment/ Registration (submit supporting documents)	
II.	Year of Operation	
III.	Brief details of Head Office and Field/Branch Offices	
IV.	PAN Number of the Association (Attested copy of proof may be attached separately)	
V.	Profile of the Organization in brief	
	(for point No.(III), (IV) & (V) separate sheet may be enclosed	
	MANPOWER	
I.	Whether a Team of Manpower is exclusively there for preparation of Model DPR/ Tutorials on ODOP based products identified by MoFPI in Food Processing Sector	
3	PAST EXPERIENCE	

Contractor/ Bidder



I	Total No. of DPR/ Tutorials prepared till date in last five years:				
	Name of the organization for which DPR / Tutorials was prepared	DPR/ Tutorials Submitted on	Total Project Cost	Subject on which DPR/ Tutorial was made	
a)	Country Level:				
b)	Zonal Level				
c)	State Level				
II	Whether the Agency has any work experience in Tripura? If yes, please give brief details thereof.				
4	Project Execution Plan, Methodology to be adopted for selection of product for which the Model DPR and Model Tutorials to be made and Proforma for Model DPR and Tutorials preparation.				(Separate sheet may be enclosed.)
5	Any other relevant information the agency has to provide being development of DPR and Tutorials.				

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Association: Address:

Financial Proposal – Standard Forms

[Location, Date]

## Annexure III

**PERFORMANCE SECURITY BOND FORM**  
**(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)**

To  
 The DDO (H/Q)  
 Directorate of Industries & Commerce  
 Govt. of Tripura  
 Khejurbagan, Agartala

WHEREAS.....(name and address of the agency) (hereinafter called “the agency”) has undertaken, in pursuance of contract no.....dated..... to provide services as Authorised Agent for preparation of Model DPR and Model Tutorials based on ODOP concept under PM Formalisation of Micro Food Enterprises (PM FME) scheme of the Ministry of Food Processing Industries, Government of India(herein after called “the contract”)

AND WHEREAS it has been stipulated by you in the said contract that the agency shall furnish you with a bank guarantee by a Nationalized Public Sector Scheduled Commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the agency, up to a total of .....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of.....20.....

Name of the Bank :

Branch :

Address :

(Signature of the authorized officer of the Bank)

Name and designation of the officer & Code No.

Date : .....

Seal.....

Contractor/ Bidder

## Annexure – IV

**To be filled by Bidder- sign, scan in pdf format and upload the same in the Technical Folder of Tripura tenders portal**

**E-BID ACCEPTANCE LETTER**  
**(To be given on Agency Letter Head)**

Date:.....

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of e-Bid.

e-Bid Reference No: \_\_\_\_\_

Name of e-Bid / Work: -

\_\_\_\_\_

—

\_\_\_\_\_

—

Dear Sir,

1. I / We have downloaded / obtained the e-Bid document(s) for the above mentioned 'e-Bid/Work' from the web site(s) namely:

\_\_\_\_\_

\_\_\_\_\_

— as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the e-Bid/documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the e-Bid conditions of above mentioned e-tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We hereby unconditionally undertake that if, any information or certificate(s) produced by me/us are found false or tampered or any provisions of this e-Bid are found violated the E-Bid Inviting Authority shall without prejudice to any other right or remedy be at liberty to reject this e-bid including the forfeiture of the full Earnest Money Deposit (EMD) and invocation of the bank guarantee absolutely at any stage.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Contractor/ Bidder

## Annexure – V

**To be filled by Bidder- sign, scan in pdf format and upload the same in the Technical Folder of Tripura tenders portal**

**PERFORMANCE CERTIFICATE FORMAT**

**(On Office Letter Head with complete address, email, contact telephone number & fax number)**

Ref. No.....

Date:.....

**TO WHOM IT MAY CONCERN**

This is to certify that, M/s ..... (Bidders name with complete address) has executed the work/supply/services order issued by ..... (Work/Supply Order Issuing Authority) vide no..... dated..... (Work/Supply Order No. and date) for ..... (Name of the Work/Supply Order) amounting Rs. .... (in figures) (Rupees.....in words) successfully within the stipulated time frame.

This is also certified that payment(s) to M/s ..... (Bidders name with complete address) has been made after successful execution of the aforesaid work amounting Rs.....,.....,..... vide ....., ....., ..... (mode of payment with date) respectively.

(Any other Remarks by the Order Issuing Authority.)

Signature of the Client

Name:

Seal:

Contractor/ Bidder

## Annexure – VI

**To be filled by Bidder- sign, scan in pdf format and upload the same in the Technical Folder of Tripura tenders portal**

**TURNOVER CERTIFICATE**

In reference to eNITNo. \_\_\_\_\_ dated \_\_\_\_\_ of Director, Industries & Commerce, I/We hereby confirm and certify that during the financial years FY-2017-18 (i.e. for the year ended 31<sup>st</sup> March, 2018) , FY- 2018 -19(i.e. for the year ended 31<sup>st</sup> March,2019) and FY- 2019-20 (i.e. for the year ended 31<sup>st</sup> March,2020) , the Turnover/Gross Receipt of my/our firm/company M/s \_\_\_\_\_, Office Address: \_\_\_\_\_ of M/s \_\_\_\_\_ (Full Name and address of the Company/Firm) as per Income Tax Return as per below format:

	FY- 2017-18	FY- 2018-19	FY- 2019-20
Turnover			
Net worth			

Average annual turnover during last three financial years is .....

I/We hereby unconditionally undertake that if the information furnished above by me/us are found false or tampered the e-Bid Inviting Authority shall without prejudice to any other right or remedy be at liberty to reject this e-bid including the forfeiture of the full Earnest Money Deposit (EMD).

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Yours Faithfully  
(Signature of the Bidder, with Official Seal)

Contractor/ Bidder

**Annexure – VII**

**To be filled by Bidder- sign, scan in pdf format and upload the same in the Technical Folder of Tripura tenders portal**

**DECLARATION**

I/we

.....  
.....,

have gone through carefully all the Bid conditions and understood all the clauses, specifications of e-bid items, instruction of the NIT and having been fully satisfied have quoted the rate of item. I / we solemnly declare that I / we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates 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 in any State of India due to any reasons.

(Signature of bidder)

Full name & seal

Contractor/ Bidder

Annexure – VIII

**To be filled by Bidder- sign, scan in pdf format and upload the same in the Technical Folder of Tripura tenders portal**

**Resume Proforma**

1. Surname:
2. First Name:
3. Date of Birth:
4. Nationality:
5. Profession:
6. Education:
7. Membership of Professional Associations, if any:
8. Other Training:
9. Countries of Work Experience:
10. Languages:
11. Employment Record:

From: Employer: <b>Position Held:</b> <b>Summary:</b>
--

From: Employer: <b>Position Held:</b> <b>Summary:</b>
--

**11. Work undertaken that best illustrates EIA related work (clearly showing role played, duration of input, complexity of work undertaken, and core competencies)**

Name of assignment or project: Year: Location: Client: Main Project Features: Positions held: Activities performed:	
---	--

**Signature of the Candidate**

Contractor/ Bidder