

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

NO. F.5 (55)/TSDM/2020/ 13,750

Dated 25/11/2020

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

1. INTRODUCTION:

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

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

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

3. SCOPE OF RFP / WORK:

| Sl. No. | Activities | SCOPE OF WORK | Approved Cost per Audio Visual Clip |
|--------------------|----------------------------------|---|---|
| 1 | Development of Audio Visual Clip | Selection of suitable advertising/publicity agency for developing creative / media content (audio visual clip) and Short videos on skill development training. The job involves conceptualizing, developing and creating media campaign materials to be issued through various media. | Rs. 1.3 Lakhs (Additional 18% GST would be paid for the activity, any other tax, if applicable would be inclusive to the approved cost) |
| Sub Total | | | 2.6 Lakhs |
| Including GST @18% | | | 0.468 Lakh |
| Total | | | 3.68 Lakhs |

4. GENERAL TERMS AND CONDITIONS:

4.1 Key Events & Dates:

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

| | |
|----------------------------------|---|
| Download of Tender document | Tender document can be downloaded from website: http://tripura.gov.in . |
| Last date for submission of bids | Up to 5 P.M, 10 th December, 2020. All pages of bid documents must be signed by the tenderer while submitting the same otherwise the same shall not be considered. |
| Earnest Money | Security deposit of Rs.25,000 for the work in the form of Demand Draft/Bank |

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8. Tender Contents:

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

9. Amendment of Tender Document

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

10. Right to accept / reject

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

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

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

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

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

15. The Security Deposit for the non selected agencies would be released within 1 month of selection of agency for the mentioned work. However the Security Deposit for selected agency will only be released after successful completion of work and in receipt of Utilization Certificate for the total released fund and in case other terms and conditions fulfilled.

16. If any item supplied is found to be not of standard quality, it should be taken back and replaced by fresh one at own cost of supplier.

17. In case of legal dispute the jurisdiction will be the High Court of Tripura.

18. All the documents submitted along with the tender should be duly signed by the authorized person.

19. Clarification, if any, may be written to the official mail i.d of Directorate of Skill Development skilltripura@gmail.com and programme.officer.pma@gmail.com.

TECHNICAL BID

1. Profile of the Agency

| | | | | | | |
|----|---|----------------------------|----------------------|------------------------------|---|----------------------------|
| 1 | Name of the Agency, complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No, Website | | | | | |
| 2 | Registration number, date of registration, validity of registration. Act under which registered. (document to be attached) | | | | | |
| 3 | Status of the organization (i.e company /Partnership firm /etc) (document to be attached) | | | | | |
| 4 | Name & designation of Chief functionary with Tel No. /Mobile No and email id | | | | | |
| 5 | Name & designation of Contact person for this Tender with Tel No. /Mobile No and email id | | | | | |
| 6 | PAN/TIN, GST registration certificate and Trade License (document to be attached) | PAN No.: | | Validity: | | |
| | | TIN No.: | | Validity: | | |
| | | Trade License No. | | | | |
| | | GST Registration No. | | | | |
| 7 | No. of years of experience in this field | | | | | |
| 8 | Whether the organization has any past experience in executing such work (as specified in scope of work in page 5) under any State/ Central Government in last 5 years, if yes then the details thereof. Attach the work order/sanction letter | Type of Activity | Title of the Project | Name & Address of the Client | Duration of Project (in month) & Year of Start & Completion | Project Cost (Rs. in Lakh) |
| | | 1 | 2 | 3 | 4 | 5 |
| 9 | Whether the institution/organization is having sufficient managerial and technical capacity for running the project, if yes the details thereof. | No. of full time employees | | | No. of part time employees | |
| | | | | | | |
| 10 | Whether the organization is engaged in the work (specific work as per point no. 3). If yes, whether it is incorporated as one of the objectives in the Memorandum and Article of Association of the Organization | | | | | |
| 11 | Turnover in Rs. | 2017-18 | 2018-19 | 2019-20 | | |
| | | | | | | |
| 12 | Documentary proof of having office in Tripura along with the detailed address | | | | | |

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

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

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

Date:

Place:

Declaration

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

I / We hereby declare that, I /We have not been blacklisted / debarred / suspended/ demoted in any department in Tripura or any state in India due to any reasons

FULL SIGNATURE OF TENDERER:

DATE:

NAME & ADDRESS OF THE FIRM

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