

**Government of Tripura  
State Mission Management Unit  
Tripura Rural Livelihood Mission  
Rural Development Department  
Email [id-smmu.trlm@gmail.com](mailto:sd-smmu.trlm@gmail.com)  
Phone no-0381-2976146**

F.No. 2(16)-RD/TRLM/2014/P1/ 9908 - 11

Dated : 14/10/2022

**TENDER NOTICE**

Notice inviting e-Tender for Hiring an Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under Tripura Rural Livelihood Mission (TRLM), State Mission Management Unit (SMMU), Rural Development Department, Government of Tripura. Represented by its Chief Executive Officer, P.N.Complex, Gurkhabasti, Near Tripura Housing Board, Agartala, West Tripura Pin-799010. The bidder may visit [www.rural.tripura.gov.in](http://www.rural.tripura.gov.in), [www.tripura.gov.in](http://www.tripura.gov.in), [www.trlm.tripura.gov.in](http://www.trlm.tripura.gov.in) for details RFP. The bidder may submit the bid till 05/11/2022 alongwith EMD of Rs. 2,00,000.00 (Rupees Two Lakh only) through [www.tripuratenders.gov.in](http://www.tripuratenders.gov.in)

*Vishal*  
14/10/22  
(Dr. Vishal Kumar, IAS)  
Chief Executive Officer

Tripura Rural Livelihood Mission

Copy to:

1. The Director, ICA for information. He is also requested to publish the said tender notice in 3 local and national leading daily newspapers.
2. The Director, DIT for information. He is also requested to upload the said tender notice in 3 website : [www.tripura.gov.in](http://www.tripura.gov.in) [www.rural.tripura.gov.in](http://www.rural.tripura.gov.in), [www.trlm.tripura.gov.in](http://www.trlm.tripura.gov.in)
3. PM(MIS), SMMU, TRLM is requested to arrange the publication in websites.
4. Notice board of SMMU, TRLM.



**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**HIRING AN AGENCY FOR TECHNICAL SUPPORT AGENCY**  
**(TSA) FOR DEVELOPING FISHERY VALUE CHAIN WITH**  
**12000 WOMEN SHG MEMBERS IN 6 PROJECT DISTRICTS OF**  
**TRIPURA UNDER TRLM**  
**QUALITY AND COST BASED SELECTION (QCBS)**

F.No.2(16)/RD/TRLM/2014/P1.....7908-11..... Dated-16.10.2022

**INVITED BY -**  
**TRIPURA RURAL LIVELIHOOD MISSION**  
**RURAL DEVELOPMENT DEPARTMENT**  
**GOVERNMENT OF TRIPURA**

**Office of the CEO, TRLM, Gurkhabasti,**  
**Near Housing Board, Agartala- 799010**

## Table of Contents

<b>Introduction</b>	05
1.1 Background .....	05
1.2 Request for Proposals : .....	06
1.3 Due diligence by Bidders: .....	07
1.4 Validity of the Proposal .....	07
1.5 Brief description of the Selection Process: .....	07
1.6 Payment to Consulting Agency: .....	07
1.7 Clarification of Bidding Document: .....	07
1.8 Schedule of Selection Process .....	08
1.9 Communications: .....	08
<b>2. INSTRUCTIONS TO BIDDERS</b> .....	08
2.1 Scope of Proposal : .....	08
2.2 Conditions of Eligibility of Bidders .....	08
2.3 Conflict of Interest : .....	12
2.4 Number of Proposals : .....	12
2.5 Cost of Proposal : .....	12
2.6 Acknowledgement by Bidder : .....	12
2.7 Right to reject any or all Proposals .....	13
<b>DOCUMENTS</b> .....	13
2.8 Contents of the RFP .....	13
2.9 Clarifications: .....	14
2.10 Amendment of RFP: .....	14
<b>PREPARATION AND SUBMISSION OF PROPOSAL :</b> .....	14
2.11 Language : .....	14
2.2 Format and signing of Proposal : .....	15
2.13 Technical Proposal .....	15
2.14 Financial Proposal .....	16
2.15 Submission of Proposal .....	17
2.16 Proposal Due Date .....	17
2.17 Late Proposals .....	17
2.18 Modification/ substitution/ withdrawal of Proposals .....	18
<b>EVALUATION PROCESS</b> .....	18
2.19 Evaluation of Proposals .....	18
2.20 Confidentiality .....	19
2.21 Clarification .....	19
<b>APPOINTMENT OF CONSULTING AGENCY</b> .....	19

2.22 Negotiations .....	19
2.23 Substitution of Key Personnel .....	19
2.24 Indemnity .....	20
2.25 Award of Consultancy .....	20
2.26 Performance Security.....	20
2.27 Commencement of Assignment .....	20
2.28 Proprietary data .....	20
<b>3. CRITERIA FOR EVALUATION .....</b>	<b>20</b>
3.1 Opening & Evaluation of Technical Proposals .....	20
3.2 Short-listing of Bidders .....	22
3.3 Opening & Evaluation of Financial Proposal .....	22
3.4 Combined and Final Evaluation .....	22
<b>4. FRAUD AND CORRUPT PRACTICES .....</b>	<b>22</b>
<b>5. OTHER CONDITION OF THE CONTRACT .....</b>	<b>22</b>
<b>SCHEDULE – 1 .....</b>	<b>24</b>
Terms of Reference (TOR) .....	24
<b>APPENDIX-I .....</b>	<b>29</b>
<b>TECHNICAL PROPOSAL .....</b>	<b>29</b>
Letter of Proposal .....	29
Details of the Bidder .....	32
Statement of Legal Capacity .....	33
Power of Attorney .....	34
Financial Turnover certificate of the Bidder.....	35
Abstract of Eligible Assignments of the Bidder .....	36
Eligible Assignments of Bidder .....	37
Particulars of Key Personnel.....	38
Curriculum Vitae (CV) of Professional Personnel .....	39
<b>APPENDIX-II .....</b>	<b>40</b>
<b>FINANCIAL PROPOSAL .....</b>	<b>40</b>
Financial Proposal only on BOQ format .....	40

**Disclaimer:**

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of TRLM, Rural Development Department or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this RFP document. The project titled as **“Hiring an Agency for Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM”**.

This RFP document is not an offer by the TRLM but an invitation to receive the detailed technical and financial bid from the qualified agency. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorized officer of TRLM with the selected agency. The clauses mentioned in the RFP are correct in the best of the knowledge of the TRLM and the interested agency has to adhere to it strictly. However, for any further clarification the intending agencies may seek clarification within the stipulated time as mentioned for the same.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid/ Proposal. No reimbursement of cost of any type will be paid to persons, or entities, submitting a bid/Proposal. The TRLM, RD Department reserves the right to reject all or any of the Proposals submitted in response to this RFP at any stage without assigning any reasons whatsoever and the issue of this RFP does not imply that the TRLM, RD Department is bound to select a Bidder. The TRLM, RD Department reserves the right not to proceed with this RFP or to change the process or procedure to be applied. The TRLM, RD Department is in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP or cancel as per its requirements.



## 1. Introduction

### 1.1 Background

Fishery occupies a unique place in the socio-economic life of the people in Tripura. It is not only an important source of protein but also generating income and employment for the poor people. 95% population of the state is fish eaters. Tripura is known to be highest per capita consumer of fish among all inland states of the country. Realizing the importance of the sector, the department of Fisheries of Govt. of Tripura has implemented nos. of schemes for providing required support and assistance to fish farmers and progressive entrepreneurs. The total fish production of the state has increased to 61,259 tons at the end of 2013 -14 with per capita availability of 16.81 Kg from local production.

However, as compared to the developments in agriculture and livestock/poultry, fish farming still continues to be practiced on low levels of technology, resulting in poor productivity and production. Lack of capital, redundant extension services, lack of improved technologies and shortage of vital inputs such as quality seed and cost-effective and efficient feed, and poor post-harvest infrastructure are the main reasons for the low levels of productivity in the state. Keeping in view and limited resources for capture fisheries in the state, thrust are being laid by Govt. in both vertical (increase in productivity) and horizontal (increase in area for aquaculture) expansion of aquaculture through implementation of various beneficiary oriented programs, demonstration of technology coupled with capacity building and training etc, but these are yet to reach needy fisher people at large.

In this backdrop, considering the present productivity of fish **2581 Kg/Hac/Yr** against the potential of **5000-6000 Kg/Hac/Yr**, High demand for the commodity and experience of poor community in the activity( fishery sub sector) there is ample scope for enhancing livelihood of fisher community in Tripura by increasing productivity of fishery.

Aquaculture provides a **cheap source of protein and generates income and employment to the people engaged in this sector**. More importantly this is one of the sectors that directly concern the poor people of the state since a large population of rural masses occupies a unique place in the socio economic life of the people in Tripura.

It is not only an important are involved in this sector but also fish is one of the most important constituents of the diet of people of Tripura. But the local production is in-sufficient to provide for demand in the state. A lot of potentiality has to be realized to meet this demand.

The economy of the state of Tripura is primarily agrarian, 85% of the total population and 95% of the tribal population are engaged in farming as small and marginal farmers using very traditional means of cultivation. Agriculture as the primary sector contributes about 64% of total employment in the state and about 48% of the State Domestic Product (SDP). The level of industrialization in the state has remained low so far, despite the vast potential. The secondary sector contributes only about 5% of total employment and about 7% of the total income (SDP) of the state at present. Whereas the contribution from both manufacturing sector, organized and un-organized sector combined together was 3.01 percent in 2012-13, which shows a low level of industrialization. Considering the slow pace of industrialization in the area, the scopes for generating additional income becomes very limited. There are very less number of avenues available for supplementing the income of the community.

The Fishery Department of the Government is actively supporting the community under the ambit of its several schemes. These schemes include providing the low cost input technology, pilots on feed based intensive fish culture, formation of institutions for the fish farmers. However, it was felt that there is still under utilization of the capacities and the available resources of the community. Beside, being underutilized the outreach of the Government schemes has also remained less. The price of inputs like feed for the fish is quite high, due to limited availability of feed stores. The fish farmers do not have sufficient capital to but the inputs for the activity. The demand for quality fingerling remains very high. The price of fingerling is also high at the same time.


### 1.2 Request for Proposals:

Tripura Rural Livelihood Mission (TRLM) intends to hire a Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM.

A brief particular of the tender document are as under:-

<b>Name of Work</b>	Request for Proposal (RFP) for Hiring of Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM	
<b>Project Duration</b>	The duration of contract period will be for 3 years effective from date of signing the contract which may further renew depending upon the requirement of TRLM and performance of the agency.	
<b>Bid Document Cost</b>	<b>Rs. 0</b>	
<b>EMD</b>	Rs. 2,00,000/- (Refundable)	
<b>Validity of the Bid</b>	90 days from the last date for submission of bids.	
<b>Schedule of Selection Process</b>		
<b>S.N</b>	<b>Event Description</b>	<b>Date</b>
<b>1</b>	Date of Publishing of bid	15/10/2022; 6:30 pm
<b>2</b>	Bid Document download date	16/10/2022
<b>3</b>	Bid submission end date	05/11/2022 ; 2:00 PM
<b>4</b>	Last date of receiving query	21/10/2022 ; 04:00 pm
<b>5</b>	Date & place of pre-bid meeting	25/10/2022; 4:00 PM; Conference Hall of Office of the CEO,TRLM, Gurkhabasti, Agartala
<b>6</b>	Time and Date of Technical proposal opening	07/11/2022 ; 3:00 PM
<b>7</b>	Time and Date of financial proposal opening:	Will be communicated to the technically qualified bidders
<b>8</b>	Tender Value(Inclusive of all taxes):	<b>3.65 cr</b>

- 1.2.1 The interested bidders are requested to upload their proposals for the above work along with EMD money through e-procurement system of Government of Tripura i.e <http://www.tripuratenders.gov.in>

  
(Dr. Vishal Kumar, IAS)  
Chief Executive Officer  
Tripura Rural Livelihood Mission

### **1.3 Due diligence by Bidders:**

The Firms are encouraged to make themselves fully aware about the assignment before submitting any Proposal by attending a Pre-Proposal Conference on the date and time specified in Clause 1.8.

### **1.4 Validity of the Proposal**

The Proposal shall be valid for a period of not less than 90 days from the last date for submission of bids

### **1.5 Brief description of the Selection Process:**

There will be a two stage Selection Process in evaluating the proposals comprising technical and financial bids to be submitted on the e-tendering portal. All the required documents as detailed herein after in Clause 2.8 shall be uploaded on the portal. First, a technical evaluation will be carried out as specified in Clause 3.1. Based on this technical evaluation, a fresh list of short-listed Bidders shall be prepared as specified in Clause 3.1.4 & 3.2. In the second stage, a financial evaluation will be carried out as specified in Clause 3.3.1. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 3.4. The first ranked Bidder (the "**Selected Bidder**") shall be called for negotiation, if necessary, while the second ranked Bidder will be kept in reserve.

### **1.6 Payment to Consulting Agency:**

1.6.1 All payments to the Consulting Agency shall be made in INR in accordance with the provisions of this RFP. The Consulting Agency may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Consulting Agency. The fee shall be quoted in INR (in lakhs) only.

### **1.7 Clarification of Bidding Document:**

1.7.1 A prospective Bidder requiring any clarification on the RFP Document shall contact the Authority with queries in the below format in writing at the address indicated in the Bid Data Sheet and on email mentioned in bid data sheet. The Authority will respond in writing to any request for clarification, provided that such request is received on or before the date of pre bid meeting. Related notification (if any) will be published on website <https://tripuratenders.gov.in>

Sl.no	RFP Clause, Clause No., Page no	Query/Clarification	Remarks, if any



### 1.8 Schedule of Selection Process

S.N	Event Description	Date
1	Date of Publishing of bid	15/10/2022; 6:30 pm
2	Bid Document download date	16/10/2022
3	Bid submission end date	05/11/2022 ; 2:00 PM
4	Last date of receiving query	21/10/2022 ; 04:00 pm
5	Date & place of pre-bid meeting	25/10/2022; 4:00 PM; Conference Hall of Office of the CEO,TRLM, Gurkhabasti, Agartala
6	Time and Date of Technical proposal opening	07/11/2022 ; 3:00 PM
7	Time and Date of financial proposal opening:	Will be communicated to the technically qualified bidders
8	Tender Value(Inclusive of all taxes):	3.65 cr

### 1.9 Communications:

1.9.1 Any communication related to the proposals should be addressed to:

**Office of the Chief Executive Officer, Tripura Rural Livelihood Mission(TRLM),State Mission Management Unit(SMMU), Gurkhabasti, Near Housing Board, Agartala– 799010**  
**cootrlm2022@gmail.com smm.fin2trlm@gmail.com smm.lhf.trlm@gmail.com**  
**0381-2976146 (Between 10.00 Hours to 17.30 Hours)**

1.9.2 All communications should contain the following information, to be marked on the top in bold letters:

“No F.NO. 2(16)/RD/TRLM/2014/ **9908-11** dated **14-10-2022** for Hiring of Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM

### 2. INSTRUCTIONS TO BIDDERS:

#### 2.1 Scope of Proposal:

2.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this consultancy are specified in this RFP. The Companies / Firms are required for undertaking the consultancy may participate in the selection process. The manner in which the Proposal is required needs to be submitted, evaluated and accepted as explained in this RFP.

2.1.2 Interested Companies / Firms are advised that the selection of Agency shall be on the basis of an evaluation by a designated Committee, as per the criteria specified in this RFP. Interested companies / Firms shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the TRLM's decisions shall be without any right of appeal whatsoever.

2.1.3 The Interested companies / Firms shall submit its Proposal in the form and manner specified in this Section of the RFP. The Technical proposal shall be submitted in the Form at **Appendix-I** and the Financial Proposal shall be submitted in the Form at **Appendix-II**.

#### 2.2 Conditions of Eligibility of Bidders:

2.2.1 Bidders must carefully read the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

**2.2.2 General Eligibility:  
Pre- Qualification Criteria:**

Sl. No.	Basic requirement	Criteria	Supporting Documents
1	Legal entity	The Agency must be incorporated & registered in India, under the Indian Companies Act /Societies Registration Act/Trust Act/any other Act in India and should be in operations in India for minimum of 5 years  Joint Venture/Consortium are not allowed	Certificate of Incorporation / Registration certificate/Trust Deed/ Firm registration Certificate along with PAN, GST registration certificate,
2	Project Management Experience	5 years' experience in Value Chain Development.	Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience
		The agency must be experienced in promotion of PG & POs and forward and backward linkages,	Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience
3	Concept & Methodology	Technical knowhow	Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output.  Please do not repeat/copy the TORs in here.
4	Strategy	Detail Work Plan	Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent

Sl. No.	Basic requirement	Criteria	Supporting Documents
			with the Work Schedule Form. Agency is required to propose realistic work plan vis-à-vis deliverables and should adhere to the work plan.
5	Key professionals	Organization and professionals	Please describe the structure and composition of your team, including the list of the Key personnel. Detail CV is required for all proposed staffs.
6	Turnover	The Agency should have minimum average annual turnover of ₹1 Cr. or above (2019-20, 2020-21 & 2021-22) during the last three financial years.	Attested copy of Chartered Accountant's Certificate / copies of Audited Balance Sheet Up to date IT Clearance Certificate for last 2 years
7	Blacklisting	The Agency may not have been barred by any PSU/Government Department, for doing business with them. (Please submit declaration)	Undertaking in this regard must be provided

**Experience Requirement:****Availability of Key Personnel:**

The Companies/ Firms shall provide and make available all Key Personnel as specified in below-

**2.2.3 Conditions of Eligibility for Key Personnel:**

Each of the Key Personnel must fulfil the Conditions of Eligibility specified below:

<b>Key Personnel</b>	<b>No</b>	<b>Qualification &amp; Experience</b>	<b>Indicative Responsibilities</b>
<b>Team Leader</b>	1	The team leader should have an experience of minimum 5 (Five) years in the field of fishery and fishery value chain development work and having working experience in hilly state. Preferably M.Sc. in Fishery / MBA/Social work/PGDM/ M.A Economics/ Agri-economics.	<ol style="list-style-type: none"><li>1. He or she will lead, coordinate and supervise the whole team for delivering the project activity in a timely manner.</li><li>2. Maintain proper liaison with TRLM officials and officials of other line departments.</li><li>3. Provide training, capacity building, handholding documentation supports to team members.</li><li>4. Preparation of reports/ presentation and allied activity as and when required.</li><li>5. He or she will attend the meeting and workshop organised by TRLM at State, District and block level irrespective of place of meeting and workshop.</li></ol>
<b>Value Chain Expert</b>	1	The Value Chain Expert should have minimum 3 years of experience in the field of agribusiness marketing and value chain development in fishery. Preferably MBA/ PGDM/ Social work/ MSW / M.Sc. (fishery/agriculture)/ M.A Economics / Agri-economics	<ol style="list-style-type: none"><li>1. Value Chain Specialist will provide technical assistance, value chain development advice and implementation support to project team.</li><li>2. He or she will attend the meeting and workshop organised by TRLM at State, District and block level irrespective of place of meeting and workshop.</li><li>3. Provide training, capacity building, handholding documentation supports to team members.</li><li>4. Provide technical support for backward and forward linkages.</li></ol>
<b>Subject Matter Specialist</b>	6	The Subject Matter Specialist should have minimum 2 years of experience in the field of fishery/fishery value chain promotion. Should have B.Sc/M.Sc. in fishery.	<ol style="list-style-type: none"><li>1. Provide training, capacity building, handholding documentation supports to team members.</li><li>2. Monitor the activity of the team members and provide technical support as and when required</li><li>3. Provide technical support to the farmers / community members as and when required</li></ol>



Key Personnel	No	Qualification & Experience	Indicative Responsibilities
Community coordinators	25	The community Coordinators should be HS passed and having 1 years of experience in community mobilization in agriculture or fishery sector	<ol style="list-style-type: none"> <li>1. Community Mobilization.</li> <li>2. Conduct survey</li> <li>3. Training and Capacity building of the community.</li> <li>4. Timely delivery the assigned activity.</li> <li>5. Effective communication with TRLM block level officials</li> <li>6. Timely and effective reporting.</li> <li>7. Proper monitoring of PoP adoption by the farmers.</li> <li>8. Farmer wise activity tracking &amp; data updation.</li> </ol>

2.2.3 The interested companies / Firms should submit a **Power of Attorney** as per the format at Form - 4 of Appendix- I; provided, however, that such Power of Attorney would not be required if the Application is signed by a partner or Director (on the Board of Directors) of the Bidder.

### 2.3 Conflict of Interest:

The selected Bidder shall not receive any remuneration in connection with the assignment except as provided in the Agreement. The team deployed should be as per the requirement of the assigned works and that the Consulting Agency should provide professional, objective and impartial advice at all times and hold the TRLM's interest's paramount, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.

### 2.4 Number of Proposals:

No companies / Firms shall submit more than one Application for the Consultancy. A bidder applying individually or as an Associate shall not be entitled to submit another application either individually or as an Associate of any other Consulting agency, as the case may be.

### 2.5 Cost of Proposal:

The interested companies / Firms shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Project site etc. The TRLM, will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

### 2.6 Acknowledgement by Bidder:

2.6.1 It shall be deemed that by submitting the Proposal, the interested companies / Firms Bidder has:

- (a) Made a complete and careful examination of the RFP;
- (b) Received all relevant information requested from the TRLM;
- (c) Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the TRLM or relating to any of the matters
- (d) Satisfied itself about all matters, things and information, and required for submitting an informed Application and performance of all of its obligations there under
- (e) Acknowledged that it does not have a Conflict of Interest; and
- (f) Agreed to be bound by the undertaking provided by it under and in terms hereof.

2.6.2 The TRLM shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

## **2.7 Right to reject any or all Proposals**

2.7.1 Notwithstanding anything contained in this RFP, the TRLM reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons there for.

2.7.2 without prejudice to the generality of Clause 2.7. the TRLM reserves the right to reject any Proposal if:

- (a) At any time, any misrepresentation is made or discovered, or
- (b) The Bidder does not provide, within the time specified by the TRLM, the supplemental information sought by the TRLM for evaluation of the Proposal.

Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Bidder gets disqualified / rejected, then the TRLM reserves the right to consider the next best Bidder, or take any other measure as may be deemed fit in the sole discretion of the TRLM, including annulment of the Selection Process.

## **DOCUMENTS**

### **2.8 Contents of the RFP**

2.8.1 This RFP comprises the disclaimer set forth herein above, the contents as listed below and will additionally include any Addendum / Amendment issued in accordance with Clause 2.10

#### **Request for Proposal:**

- 1 Introduction
- 2 Instructions to Bidders
- 3 Criteria for Evaluation
- 4 Fraud and corrupt practices
- 5 Miscellaneous

#### **Schedules:**

##### **1 Terms of Reference**

##### **2 Appendices:**

#### **Appendix – I: Technical Proposal**

- Form 1 : Letter of Proposal
- Form 2 : Particulars of the Bidder
- Form 3 : Statement of Legal Capacity
- Form 4 : Power of Attorney
- Form 5 : Financial Turnover Certificate of the Bidder (last 3 FY, i.e 2019-20,2020-21, 2021-22)

Form 6 & Form 7: Abstract of Eligible Assignments of the Bidder and Eligible Assignments of Bidder

Form 8 & Form 9: Particulars of Key Personnel and CVs of Professional Personnel

## **Appendix – II: Financial Proposal:**

Fin Form 1 : Financial Proposal only on BOQ format.

### **2.9 Clarifications:**

2.9.1 Interested companies / Firms requiring any clarification on the RFP may send their queries to the TRLM through mails on official email id [smm.lhf.trlm@gmail.com](mailto:smm.lhf.trlm@gmail.com) & [smm.fin2trlm@gmail.com](mailto:smm.fin2trlm@gmail.com) up to 1 day prior to the pre bid meeting. All such mails shall clearly bear the following subject:

**“Queries/ Request for Additional Information concerning Request for Proposal (RFP) for Hiring Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 Project districts of Tripura.**

2.9.2 The TRLM reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 2.9 shall be construed as obliging the TRLM to respond to any question or to provide any clarification.

### **2.10 Amendment of RFP:**

2.10.1 At any time prior to the deadline for submission of Proposal, the TRLM may, for any reason, whether at its own initiative or in response to clarifications requested by any Bidder, modify the RFP document by the issuance of Addendum/ Amendment and posting it on the website (<https://tripuratenders.gov.in/nicgep/app>) and by conveying the same to the prospective interested companies / Firms by e-mail.

2.10.2 All such amendments will be notified and posted on the website (<https://tripuratenders.gov.in/nicgep/app>) in the corrigendum section along with the revised RFP containing the amendments and will be binding on all Bidders.

2.10.3 In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the TRLM may, in its sole discretion, extend the Proposal due date (PDD).

## **PREPARATION AND SUBMISSION OF PROPOSAL:**

### **2.11 Language:**

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

## **2.12 Format and signing of Proposal:**

2.12.1 The interested companies / Firms shall provide all the information sought under this RFP. The Authority would evaluate only those proposals that are received in the specified forms and complete in all respects.

2.12.2 The interested companies / Firms should upload all necessary documents on the e-tendering portal, non-submission of requisite RFP bid documents shall leads to be considered as a non-responsive bid.

2.12.3 The Proposal must be properly signed by the authorized representative (the“**Authorized Representative**”) as detailed below:

- (a) by the proprietor, in case of a **proprietary Firm**; or
- (b) by a partner, in case of a **partnership Firm** and / or a limited liability partnership; or
- (c) by a duly **authorized person** holding the **Power of Attorney**, in case of a Limited Company or a Corporation; or

A copy of the **Power of Attorney** certified by a **Notary public** in the Form specified in **Appendix-I (Form-4)** shall accompany the Proposal (if required).

2.12.4 Bidders should note the PDD, as specified in Clause 1.8, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the TRLM, and that evaluation will be carried out only on the basis of Documents received by the closing time of PDD as specified in Clause 2.17.1. Bidders will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

## **2.13 Technical Proposal**

2.14.1 Interested companies / Firms submit the technical proposal in the Formats at Appendix-I (the “**Technical Proposal**”).

**2.13.2 While submitting the Technical Proposal, the Bidder shall, in particular, ensure that:**

- (a) All Forms are submitted in the prescribed formats and signed by the prescribed signatories;
- (b) Power of attorney, if applicable, is executed as per Applicable Laws;
- (c) CVs of all Key Personnel have been included;
- (d) The Bidder should submit Registration Certificate of the Firm/License of the Firm / Registration of the company.
- (e) GST No of the Firm.
- (f) Pan No of the Firm.
- (g) Bidder should submit declaration on Affidavit that the documents submitted with RFP documents are true and correct and if any document is found to be false/ factious, Tripura Rural Livelihood Mission may cancel the assigned job, keep withheld the work done claim and can also forfeit the (EMDs) / Bank Guarantee pledged in favour of the Tripura Rural Livelihood Mission, RD Department.
- (h) A certificate from the Chartered Accountant that the interested companies / Firms have a positive net worth and company is in profit in the preceding 3 years i.e. 2018-19, 2019-20, 2020-21.



(i) And other supporting documents as per RFP

2.13.3 Failure to comply with the requirements spelt out in this Clause 2.13 shall make the proposal liable to be rejected.

2.13.4 The proposal should be as per the information sought by this RFP document.

2.13.5 The proposed team shall include experts and specialists (the “**Professional Personnel**”) in their respective areas of expertise and support staff (the “**Support Personnel**”) such that the Consulting Agency should be able to complete the Consultancy within the specified time schedule. The Key Personnel specified in Clause 2.2.3 shall be included in the proposed team of Professional Personnel. The team shall comprise other competent and experienced professional personnel in the relevant areas of expertise (wherever applicable) as required for successful completion of this Consultancy. The CV of each such professional personnel, if any, should also be submitted in the format at Form-9 of Appendix-I.

2.13.6 Bidder may, from time to time, if it considers necessary, propose suitable Sub-Consultants in specific areas of expertise and qualification (where applicable). A Sub-Consultant, however, shall not be a substitute for any Key Personnel.

2.13.7 The TRLM reserves the right to verify all Statements, information and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by the TRLM to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the TRLM there under.

2.13.9 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the bidder or the bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Consulting Agency either by issue of the LOA or entering into of the Agreement, and if the Selected bidder has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the TRLM without the TRLM being liable in any manner whatsoever to the Selected Bidder, as the case may be.

## **2.14 Financial Proposal**

2.14.1 Bidders shall submit the financial proposal in the formats as per BOQ and upload the same on the e-tendering portal.

2.14.2 While submitting the Financial Proposal, the Bidder shall ensure the following:

- (i) All the costs associated with the assignment shall be included in the Financial Proposal. **These shall be in two parts, one for remuneration & personal effects for all the personnel and other one is for service charges, operating cost and all administrative expenses, e.g. travel cost, necessary office equipment, computers, printers, copier and stationery.**
- (ii) The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or

condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

- (iii) The Financial Proposal shall be inclusive of all expenses including all applicable taxes. For the avoidance of doubt, it is clarified that applicable taxes including GST should necessarily be part of the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

## **2.15 Submission of Proposal**

2.15.1 The interested companies / Firms needs to submit the proposal online. In case the proposal is submitted on the document down loaded from Official Website, the Bidder shall be responsible for its accuracy and correctness as per the version uploaded by the TRLM and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the TRLM, the latter shall prevail. The document available on (<https://tripuratenders.gov.in/nicgep/app>) is final.

2.15.2 The Proposal should be submitted online which will clearly indicate the RFP Notice number, Consultancy name as indicated at Clause 1.9 and the name and address of the Bidder.

2.15.3 The RFP is a two bid cover system i.e. **“Technical Proposal”** in the prescribed format **(Form 1 to 09 of Appendix-I)** along with and **“Financial Proposal”** **Fin Forms 1 of Appendix-II** and supporting documents.

2.15.4 All pages of the Technical Proposal must be numbered and initialled by the Authorized Representative or persons signing the Proposal.

2.15.5 The completed Proposal must be delivered on or before the specified time on PDD. Proposals submitted by fax, telex, telegram or e-mail shall not be entertained.

2.15.6 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual Statements, firm profiles, copy of contracts etc. will be entertained.

2.15.7 The rates quoted shall be final throughout the period of performance of the assignment up to and including discharge of all obligations of the Consulting Agency under the Agreement.

## **2.16 Proposal Due Date**

2.16.1 Proposal should be submitted by or before the PDD specified at Clause 1.8 on the e-tendering portal.

2.16.2 The Authority may, in its sole discretion, extend the PDD by issuing an Addendum/extension notice in accordance with Clause 2.10 uniformly for all Bidders.

## **2.17 Late Proposals**

2.17.1 The proposal should be submitted by or before the PDD through web portal (<https://tripuratenders.gov.in/nicgep/app>). Proposal Submitted after the due date will not be accepted by the tender portal and hence will automatically reject. The authority will in no case be responsible if the bid is not submitted online within the specified timelines.

## **2.18 Modification/ substitution/ withdrawal of Proposals**

2.18.1 No Proposal shall be modified, substituted, or withdrawn by the Bidder after its submission.

## **EVALUATION PROCESS**

### **2.19 Evaluation of Proposals**

2.19.1 The TRLM shall open the Proposals on the Proposal Due Date, and in the presence of the Bidders who choose to attend. The envelopes marked "Technical Proposal" shall be opened first. The envelopes marked "Financial Proposal" shall be kept sealed for opening at a later date.

2.19.2 Proposals received online shall only be opened.

2.19.3 Prior to evaluation of Proposals, the designated committee will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- (a) The Technical Proposal is received in the form specified at Appendix-I;
- (b) It is received by the PDD including any extension thereof pursuant to Clause 2.17;
- (c) The requisite documents uploaded on the e-tendering portal for scrutiny of the same for the evaluation committee.
- (d) The original copy of the Power of Attorney is uploaded on the e-tendering portal along with bid as specified in Clause 2.2.3;
- (e) It contains all the information (complete in all respects) as requested in the RFP;
- (f) It does not contain any condition or qualification; and
- (g) It is not non-responsive in terms hereof.

2.19.4 The TRLM reserves the right to reject any Proposal, on the recommendation of the **designated committee**, which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the DUD in respect of such Proposals.

2.19.5 The designated committee of TRLM shall subsequently examine and evaluate proposals in accordance with the Selection Process as mentioned in the RFP.

2.19.6 After the fresh technical evaluation, the designated committee shall prepare a list of pre-qualified Bidders in terms of Clause 3.2 for opening of their Financial Proposals. A date, time and venue will be notified to all Bidders for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of pre-qualified Bidders along with their Technical Scores will be read out. The opening of Financial Proposals shall be done in presence of respective representatives of Bidders who choose to be present. The TRLM will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of Clauses 3.3 and 3.4.

2.19.7 Bidders are advised that selection shall be entirely at the discretion of the TRLM. Bidders shall be deemed to have understood and agreed that the TRLM shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

2.19.8 Any information contained in the proposal shall not in any way be construed as binding on the TRLM, its agents, successors or assigns, but shall be binding against the Bidder if the Consultancy is subsequently awarded to it.

## **2.20 Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the TRLM in relation to matters arising out of, or concerning the Selection Process. The TRLM shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The TRLM may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or the TRLM

## **2.21 Clarification**

2.21.1 To facilitate evaluation of Proposals, the TRLM may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by the TRLM for this purpose. Any request for clarification(s) and all clarification(s) in response there to shall be in writing.

2.21.2 If a bidder does not provide clarifications sought under Clause 2.21 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the TRLM may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the TRLM.

## **APPOINTMENT OF CONSULTING AGENCY**

### **2.22 Negotiations**

2.22.1 The Selected Bidder may, if necessary, be invited for technical negotiations. The negotiations shall not be restrictive of the Proposal and be negotiable at all level either technical or financial, and will be for re-confirming the obligations of the Consulting Agency under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations.

### **2.23 Substitution of Key Personnel**

2.23.1 TRLM will not normally consider any request of the selected bidder for substitution of the Experts or Key Personnel as the ranking of the Bidder is based on the evaluation of the Expert and any change therein may upset the ranking. Substitution will, however, be permitted in exceptional circumstances if the Expert is not available for reasons of any incapacity or due to health reasons, subject to equally or better qualified and experienced personnel being provided to the satisfaction of the TRLM.

2.23.2 TRLM expects the Key Personnel to be available during implementation of the Assignment.



#### **2.24 Indemnity**

The Consulting Agency shall, subject to the provisions of the Agreement, indemnify the TRLM, for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services.

#### **2.25 Award of Consultancy**

Award of contract will be issued to the selected Bidder for 3(Three) years Initially it is subject to availability of fund. Further TRLM may extend the contract or agreement period for further 2(Two) more years as per approval of the authority and availability of fund. The Selected Bidder shall, within 7 (Seven) working days of the receipt of the LOA, accept the same. In the event of non- receipt of acceptance of the LOA by the Selected Bidder by the stipulated date, the TRLM may, unless it consents to extension of time for submission thereof, forfeit the EMD of such Bidder, and the next eligible Bidder may be considered.

#### **2.26 Performance Security**

Upon receipt of Letter of Award (LOA) from the TRLM the successful Bidder shall furnish the Performance Security of an amount equal to 3% of the value of contract of the fee by way of Electronic Bank Guarantee within 7 (Seven) working days for the due performance of the Contract in the format of Performance Security Form. The Performance Security shall be valid for three years before the execution of agreement and the Selected Bidder shall have to provide the extended Electronic Bank Guarantee, before the expiry, if required. If the selected bidder fails to submit the performance security within stipulated time the EMD shall be forfeited.

#### **2.27 Commencement of Assignment**

The Consulting Agency shall commence the Consultancy within thirty (30) days of the date of the issuance of LOA, or such other date as may be mutually agreed. If the Consulting Agency fails to commence the assignment as specified herein, TRLM may invite the second ranked Bidder for negotiations. In such an event, the LOI/ LOA will be cancelled / terminated and EMD of the selective consultancy shall be forfeited. However, LOA will be issued to the selected Consulting Agency after availability of fund.

#### **2.28 Proprietary data**

Subject to the provisions of Clause 2.20, all documents and other information provided by the TRLM or submitted by a Consulting Agency to the TRLM shall remain or become the property of the TRLM. Bidders and the Consultant, as the case may be, are to treat all information as strictly confidential. TRLM will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consulting Agency to the TRLM in relation to the Consultancy shall be the property of the TRLM.

### **CRITERIA FOR EVALUATION**

#### **3.1 Opening & Evaluation of Technical Proposals**

3.1.1 In the first stage, the Technical Proposal will be evaluated on the basis of bidder's experience, its understanding of TOR, proposed methodology and Work Plan, and the experience of Key Personnel. **Only those Bidders whose Technical Proposals score 70 marks or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score (S).**

**3.1.2 Each Key Personnel must score a minimum of 70% marks.**

**3.1.3 The scoring criteria to be used for evaluation shall be as follows:**

SN	Criteria	Weightage	
	Sub-criteria	Criteria Total	Sub-criteria
1	Past experience of the consultant (track record)		
	a. 5 years' experience of value chain development.		10%
	b. Past experience of promotion of FPOs. (01 mark for each FPO, maximum marks 06)		10%
	c. Past experience of breeding, branding, packaging & marketing in fishery sector. (04 marks for each project, maximum marks 12)		20%
	d. Past experience in post-harvest activity in fishery, agri. & allied products.	60%	15%
	e. Experience in successful promotion of fishery FPO in Tripura.		15%
	f. Past experience in POP development related to training & capacity building of Fishery.		15%
	g. Past Experience in IEC material preparation mobilization and conducting training		15%
2	General profile of qualification, experience and number of key staff (not individual CVs)		
	a. Qualifications (As per ToR)	15%	20 %
	b. Relevant Experience (As per ToR)		80%
3	Details Project Report		
	a. Concept & Methodology	15%	40%
	b. Detail Work Plan		60%
4	Overall financial strength of the consultant in terms of turnover, profitability and cash flow (liquid assets) situation		
	Turnover figure for last three years (Rs. 1 Cr.)	10%	100%
	<b>Total</b>	<b>100%</b>	

**3.1.4 Eligible Assignments:**

For the purposes of satisfying the Conditions of Eligibility and for evaluating the Proposals under this RFP, advisory/ consultancy assignments granted by the government, regulatory commission, tribunal, statutory authority, public sector entity in respect of the following projects shall be deemed as eligible assignments **(the “Eligible Assignments”)**:

- (a) Projects with experience of providing services of Program Management Consultancy /Program Management Support/ Program Management Unit for the Project execution of fishery value chain development & other livestock management services.

### **3.2 Short-listing of Bidders**

3.2.1 All the Firms/ Bidders ranked as aforesaid shall be pre-qualified for financial evaluation in the second stage. However, if the number of such pre-qualified Bidders is less than 2 (two), the Authority may, in its sole discretion, pre-qualify the Bidder(s) whose Technical Score is less than the score specified in Clauses 3.1.1 and 3.1.2; provided that in such an event, the total number of pre-qualified Bidders shall not exceed 2 (two) and the technical scores shall be considered as per actual for further calculations.

### **3.3 Opening & Evaluation of Financial Proposal**

3.3.1 For financial evaluation, the total cost indicated in the Financial Proposal as per BOQ will only be taken into consideration. However, after completion of the Technical Evaluation the client will notify successful consultants that they have secured the minimum qualifying marks ( i.e 70 marks out of 100 in Technical evaluation as per the clause 3.1), indicating the date and time for opening the Financial Proposals of Technically qualified Bidders. Financial proposals of qualified Consulting Agencies will be opened online through e-tendering in the presence of representatives of Consulting Agencies who choose to attend.

### **3.4 Combined and Final Evaluation**

3.4.1 Proposals will finally be ranked according to their combined technical (Tb) and financial (Cb) scores as follows:

$$Bb = (0.8) * Tb + (0.2) * (Cmin / Cb) * 100$$

Where,

Bb = overall combined score of bidder under consideration (calculated up to two decimal points)

Tb = Technical score of the bidder under consideration

Cb = Financial bid value of the bidder under consideration

Cmin = Lowest financial bid value among the financial proposals under consideration

3.4.2 The Selected Bidder shall be the Bidder having the highest combined score. The second highest Bidder shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Bidder withdraws, or fails to comply with the requirements specified in Clauses 2.22 to 2.28, as the case may be.

## **4. FRAUD AND CORRUPT PRACTICES**

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process.

## **5. OTHER CONDITION OF THE CONTRACT**

### **5.1 Settlement of Disputes**

Every dispute, difference or questions which may at any time arise between the parties hereto or any person claiming under them relating to or arising out of or in respect of this agreement shall

be as far as possible settled mutually by the parties and failure of which shall be settled by the competent Civil Court at Tripura.

## **5.2 Termination under this Contract**

TRLM may terminate the agreement by 30 (thirty) days written notice to the Consulting Agency in the following ways:

- a) Termination by default for failing to perform obligations under the contract.
- b) If the quality of work is not upto the specification or in the event of non- adherence to time schedule.
- c) Termination for convenience in whole or in part thereof, at any time.
- d) Termination for insolvency if the Consulting Agency becomes bankrupt or otherwise insolvent. In all the cases above termination shall be executed by giving written notice to the Consulting Agency. No consequential damages shall be payable to the Consulting Agency in the event of such termination.



# **SCHEDULE**

## **SCHEDULE – 1**

(See Clause 1.3)

### **Terms of Reference (TOR)**

#### **GENERAL**

- 1.1 Tripura Rural Livelihood Mission (TRLM) Society was formed as an autonomous society in the year 2012 within the Rural Development Department, Government of Tripura (Reg. No. 6230 of 2011). The society has been created to serve as a special purpose for implementation of flagship poverty reduction programme of GoI in the State. The Structure of the TRLM has been designed to implement Deendayal AntyodayaYojana-National Rural Livelihood Mission (DAY-NRLM) and Deendayal Upadhyaya–GrameenKaushalyaYojana (DDU-GKY) in the State. TRLM expanded the implementation of DAY-NRLM to all 8 districts and 58 blocks during 2019-20. A dedicated State, District and Block level Mission Management Units are being setup as permanent structure in TRLM to implement the poverty alleviation programme in the State.
- 1.2 The Client now invites proposals to provide the following consulting services hereinafter called “Hiring Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 Project districts of Tripura.”

#### **1.3 SCOPE OF WORK**

- To Increase fish production of 12,000 small holder fish farmers in existing pond and tanks involving local community to enhance current production practices and increase by production of farmers by minimum 30 percent of present production.
- Build capacity of all livelihood coordinators of TRLM on fishery so that they could further build the capacity of CRPs working on fishery.
- Build capacity of more than 200 CRPs on fishery so that they can provide support to farmers on improve fish rearing.
- Promote at least 120 new nursery entrepreneurs to provide quality fingerlings to grow out farmers.
- 4 new producer company registration & business promotion including strengthen of 2 existing producer company in 6 project districts to support input and output marketing of fishery produces in the area.
- Promote a common brand for inputs (Feeds, lime etc) produced by the Farmer Producer Companies and ensure proper marketing of the same.
- Provide average minimum turnover of 30 Lakh, 70 Lakhs and 1.0 Cores in 1st, 2nd and 3rd years of the producers companies
- Promote at least 240 Producer Groups (PGs).
- Business plan preparation of all producers groups and link these PGs with Producer Company.
- Strengthen producer groups at the ground level.
- Around 80% promoted PGs should be “A”-graded and self-sustainable.

- Preparation of Detail Project Report (DPR) for across the State to understand the scope of work, Forward and backward linkages, improvement in extension services and value chain intervention to developed the fishery sector.
- IEC material preparation for training of farmer. As well as Digital IEC material preparation.
- Establishment of at-least 01(one) fishery service centre in each project district.

#### 1.4 Project area

- Following are the project area for developing Fishery value chain under TRLM

Sr. No.	Name of District	Name of Block	Number of SHG Women need to cover under fishery value chain development
1	West Tripura	Belbari	400
2	West Tripura	Jirania	400
3	Sepahijala	Bishalghar	500
4	Sepahijala	Charilam	500
5	Sepahijala	Nalchar	500
6	Dhalai	Ambassa	550
7	Dhalai	Salema	400
8	Dhalai	Durgachowmuhan	400
9	Dhalai	Dumburnagar	550
10	Gomati	Matabari	600
11	Gomati	Kakraban	550
12	Gomati	Tepania	550
13	Gomati	Amarpur	500
14	Gomati	Killa	500
15	Gomati	Ompi	400
16	South Tripura	Hrishyamukh	550
17	South Tripura	Bakafa	500
18	South Tripura	Jolaibari	600
19	South Tripura	Rupaichari	400
20	South Tripura	Rajnar	400
21	South Tripura	Satchand	550
22	Unakoti	Gornagar	400
23	Unakoti	Pecharthar	400
24	Unakoti	Kumarghat	500
25	Unakoti	Chandipur	400
<b>Total</b>			<b>12000</b>

### 1.5 Duration of the Assignment:

The duration of the assignment will be for a period of three (3) years. The assignment may be further two (2) years extended depending upon satisfactory performance of Agency & requirement of TRLM.

### 1.6 Project Support

TRLM will provide available necessary information, data, reports and other documents required for accomplishing the objective of the assignment. However, the professionals of the agency will have to visit field operations for collection of additional information. TRLM would provide necessary liaison with BMMUs and DMMUs to facilitate the work smoothly.

### 1.7 Key Deliverables

Duration	Deliverables	Payment (% of total project cost)
3 months	<ul style="list-style-type: none"><li>- Inception report with detail action plan.</li><li>- Mobilization and placement of team of professionals as per agreement</li><li>- Conduct initial workshop with TRLM concern district and block team.</li><li>- Conduct baseline study of 15% of the project farmers and prepare baseline report.</li></ul>	After completion of 3 months satisfactory performance 7% (seven) of agreed project costs will be released
6 months	<ul style="list-style-type: none"><li>- Revival of Fish feed mill in West Tripura.</li><li>- Establishment of online farmer wise activity tracking system.</li><li>- Development of PoP training material in 3 local language ( Bengali/English &amp; kokborak)</li><li>- Preparation of digital IEC material (e learning material) for farmers</li><li>- Development of farmers card and implementation.</li><li>- Brand development and trade mark registration</li><li>- Packaging, branding and marketing of Fish feed.</li><li>- Conduct training program of the FPOs regarding business plan and prepare detail FPO level business implementation plan</li><li>- Identification &amp; registration of minimum 2,000 fish farmers.</li></ul>	After completion of 6 months satisfactory performance 7% (seven) of agreed project costs will be released
9 months	<ul style="list-style-type: none"><li>- Preparation of PG &amp; FPC grading module &amp; Implementation in field.</li><li>- Prepare business plan for the 4 FPOs and registration.</li><li>- Conduct initial training of CRPs on improve fish farming</li><li>- Training of GB members FPOs on FPO management,</li><li>- Creation of online marketing platform</li><li>- Promotion of at least 100 PGs</li><li>- Preparation of Detail Project Report (DPR) for across the State to understand the scope of work, Forward and</li></ul>	After completion of 9 months satisfactory performance 7% (seven) of agreed project costs will be released.

	<p>backward linkages, improvement in extension services and value chain intervention to developed the fishery sector.</p> <ul style="list-style-type: none"> <li>- Establishment of at-least 01(one) fishery service centre in each project district</li> </ul>	
12 months	<ul style="list-style-type: none"> <li>- 20 Lakhs average yearly turnover of each FPOs</li> <li>- Market linkages for input and output</li> <li>- 1st round of training programme of all Producer Group on business development and fishery technical extension</li> <li>- Capacity building training to FPO staff</li> <li>- Capacity building training of 6000 fishery farmers</li> <li>- Establishment of systematic marketing channels.</li> <li>- Promotion of at least 100 PGs</li> <li>- Grading of Producer groups &amp; FPO</li> </ul>	After completion of 12 months satisfactory performance <b>10%</b> (ten) of agreed project costs will be released.
15 months	<ul style="list-style-type: none"> <li>- Capacity building of 6000 fishery farmers(2<sup>nd</sup> phase)</li> <li>- Training of GB members of FPOs on market linkage and financial management</li> <li>- Capacity building of staffs &amp; CRPs through exposure visit</li> <li>- Establishment of resource centre (one model resource centre in one block)</li> <li>- Grading of Producer groups &amp; FPO</li> </ul>	After completion of 15 months satisfactory performance <b>7%</b> (seven) of agreed project costs will be released
18 months	<ul style="list-style-type: none"> <li>- Grading of Producer groups &amp; FPO</li> <li>- Health monitoring of FPO and system setting</li> <li>- Promotion of at least 40 PGs</li> <li>- Master CRP Identification &amp; Deployment (one master CRP in one block)</li> </ul>	After completion of 18 months satisfactory performance <b>7%</b> (seven) of agreed project costs will be released
21 months	<ul style="list-style-type: none"> <li>- 50 lakh average turnover of each FPO</li> <li>- Refresher training to CRPs</li> <li>- Convergence with departments and other agencies</li> </ul>	After completion of 21 months satisfactory performance <b>7%</b> (seven) of agreed project costs will be released
24 months	<ul style="list-style-type: none"> <li>- Revision of business plan of FPOs and accordingly set targets</li> <li>- Action plan for next year for FPOs and PGs</li> <li>- Completion of Farmers identification &amp; registration.</li> <li>- District Resource person identification and deployment</li> </ul>	After completion of 24 months satisfactory performance <b>10%</b> (ten) of agreed project costs will be released
27 months	<ul style="list-style-type: none"> <li>- Capacity building of 12000 fishery farmers</li> <li>- Capacity building training to FPO staff/ GB members and</li> </ul>	After completion of 27 months satisfactory



	arrange exposure visit	performance 8% (eight) of agreed project costs will be released
30 months	<ul style="list-style-type: none"> <li>- Refresher training of Staffs &amp; CRPs</li> <li>- Preparation of at least 500 case study report and 50 video of success story.</li> </ul>	After completion of 30 months satisfactory performance 8% (eight) of agreed project costs will be released
33 months	<ul style="list-style-type: none"> <li>- Average 1 Cr. annual turnover to eat FPOs and achieve financial sustainability of those FPOs</li> <li>- Impact assessment report of 12000 fish farmers</li> </ul>	After completion of 33 months satisfactory performance 10% (ten) of agreed project costs will be released
36months	<ul style="list-style-type: none"> <li>- Learning event</li> <li>- Publication of coffee table book with 100 model success story</li> <li>- Gap identification.</li> <li>- Area of improvement report submission.</li> </ul>	After completion of 36 months satisfactory performance 12% (twelve) of agreed project costs will be released

### **1.8 Payment Schedule:**

Payments will be made on Quarterly basis on the report submitted and dully verified by the committee to be constituted by TRLM at District/State level based on the quarterly deliverables as mentioned in the RFP. Payment for the last quarter shall be done after satisfactory report from the impact assessment study and achievements of pre-decided deliverables.

### **1.9 Schedule of Leave for Experts / Consultants:**

All Experts/Consultants deployed by the Agency can avail three days of leave in a month during the term of assignment apart from weekly off and regular leaves of the Authority. They can accumulate up to ten (10) days of such leave and can avail it in any given month. If in a case of an emergency any Expert/Consultant takes more leaves than his/her entitlements, unentitled absence period shall not be billed. For more than 15 days absence of a resource, Agency will provide substitute having same or better qualification & experience. Intimation of substitution shall be communicated to the Authority. Holidays can be prefixed a n d / or suffixed. Per day billing amount = Monthly quoted price for Expert / Number of days in that month. All the leaves and replacement of resource shall be informed to concerned official of the Directorate either in advance or on next working day.

## **APPENDICES**

### **APPENDIX-I** (See Clause 2.1.3)

#### **TECHNICAL PROPOSAL** Form-1

#### **Letter of Proposal** (On Bidder's letter head)

(Date and Reference)

To,  
[The Chief Executive Officer,  
Tripura Rural Livelihood Mission, RD Department, Government of Tripura]

**Sub : Request for Proposal (RFP) for Hiring an Agency for Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM".**

Dear Sir,

With reference to your RFP Document dated ....., I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM".

1. I/We acknowledge that the TRLM will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consulting Agency, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the Consulting Agency for the aforesaid Project.
3. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the TRLM to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that if selected we shall perform the services as per Good Industry Practices.
6. I/We declare that:
  - (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the TRLM.

- (b) I/We do not have any conflict of interest in accordance with Clause 2.3 of the RFP Document.
- (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause 4 of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the TRLM or any other public sector enterprise or any government, Central or state; and
- (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consulting agency, without incurring any liability to the Bidders in accordance with Clause 2.8 of the RFP document.
8. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.
9. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
10. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the TRLM [and/ or the Government of Tripura] in connection with the selection of Consulting Agency or in connection with the Selection Process itself in respect of the above-mentioned Project.
11. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.
12. I/We agree to keep this offer valid for 90 (ninety) days from the PDD specified in the RFP.
13. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form 4.
14. In the event of my/our firm being selected as the Consulting Agency and given a LoA, I/we agree and undertake to provide the services of Experts in accordance with the provisions of the RFP.
15. I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the LoA, we shall have no claim, right or title arising out of

any documents or information provided to us by the TRLM or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

16. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

17. I/We agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully

(Signature, name and designation of the authorized signatory) (Name and seal of the Bidder)



**APPENDIX-I**

Form-2

**Details of the Bidder**

a	Name of Consulting Agency with full address	
b	Tel. No	
c	Fax No.	
d	Email	
e	Year of Incorporation	
f	Name and address of the person holding the Power of Attorney	
g	(i) Place of Business.	
	(ii) Date of Registration.	
h	Details of contact person	
i	Goods & Service Tax Registration Number	
j	Permanent Account Number (Copy).	
k	Are you presently debarred / Blacklisted by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnish the details)	
l	Name and details (Tel / Mobile / E mail) of contact persons	
m	Details of Authorized representative holding power of Attorney	

**APPENDIX-I**  
**Form-3**

**Statement of Legal Capacity**  
(To be forwarded on the letter head of the Bidder)

Ref. :

Date:

To,  
[The Chief Executive Officer,  
Tripura Rural Livelihood Mission, RD Department, Government of Tripura]

**Sub: Request for Proposal (RFP) for Hiring an Agency for Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM".**

Dear Sir,

I/We hereby confirm that we, the Bidder satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that ..... (Insert individual's name) will act as our Authorized Representative/ will act as the Authorized Representative of the Firm on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,  
(Signature, name and designation of the authorized signatory)

For and on behalf of .....

\*Please strike out whichever is not applicable

**APPENDIX-I**  
**Form-4**

**Power of Attorney**

Know all men by these presents, We, ..... (name of Firm and address of the registered office) d o h e r e b y constitute, nominate, appoint and authorize Mr / Ms..... son/daughter/wife and presently residing at ....., who is presently employed with/ retained by us and holding the position of ..... as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for Request for Proposal (RFP) for Hiring an Agency for Technical Support Agency (TSA) for developing fishery value chain with 12000 women SHG members in 6 project districts of Tripura under TRLM" including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the TRLM, representing us in all matters before the TRLM, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the TRLM in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the TRLM.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20.....

For .....  
(Signature, name, designation and address)

Witnesses:

1

2

(Notarized)

Accepted

.....  
(Signature, name, designation and address of the Attorney)

**APPENDIX-I**  
**Form-5**  
**Financial Turnover Certificate of the Bidder**  
(Refer Clause 2.2.2 )

SL. No.	Financial Year	Annual Turnover from Consultancy Project (Rs.in lacs)
1	2019-20	
2	2020-21	
3	2021-22	

**Certificate from the Statutory Auditor\***

This is to certify that ..... (name of the Bidder) has received the payments shown above against the respective years on account of professional fees.

(Signature, name and designation of the authorized signatory)

Date:

Name and seal of the audit firm:

\* In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Bidder.

**Note:**

1. Please do not attach any printed Annual Financial statement.



**APPENDIX-I**  
**Form-6**

**Abstract of Eligible Assignments of the Bidder**  
(Refer Clause 3.1)

<b>S.No</b>	<b>Name of Project</b>	<b>Name of Client</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1		
2		
3		
4		
5		

**APPENDIX-I**  
**Form-7**

**Eligible Assignments of Bidder**  
(Refer Clause 3.1.4)

Assignment name:	Value of the contract (in current INR):
Country:	Duration of assignment (months):
Name of Client:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current INR):
Start date (month/year): Completion date (month/year):	
Narrative description of Project:	

**Notes:**

The Agency should attach work order/ Agreement/ completion certificate of each project issued by authorized Officer of the concerned Department.

**APPENDIX-I****Form-8****Particulars of Key Personnel**

S. No	Designation of Key Personnel	Name	Educational Qualification		Length of Professional & Relevant Experience	Area of Expertise
(1)	(2)	(3)	(4)		(5)	(6)
1.						
2.						
3.						
4.						

Note: The above details are only required for Team leader, Value Chain Expert, Subject matter specialist.

**APPENDIX-I**  
**Form-9**

**Curriculum Vitae (CV) of Professional Personnel**

1. Proposed Position:

2. Name of Personnel:

3. Date of Birth:

4. Nationality:

5. Educational Qualifications:

6. Employment Record:

(Starting with present position, list in reverse order every employment held.)

7. Details of the Eligible Assignments

Declaration:

1 I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.

2 I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me.

Place.....  
Personnel)

(Signature and name of the Professional

(Signature and name of the authorized signatory of the Bidder)

**Notes:**

1 The names and chronology of assignments included here should conform to the details submitted in Form-8 of Appendix-I.

2 Each page of the CV shall be signed in ink either by the Personnel concerned or by the Authorized Representative of the Bidder firm along with the seal of the firm. Photocopies will not be considered for evaluation.



**APPENDIX-II**  
**FINANCIAL PROPOSAL**  
**Fin Form-1**  
**Financial Proposal only on BOQ format**

<b>Sl. No</b>	<b>Item Description</b>	<b>Quantity (Nos)</b>	<b>Unit</b>	<b>Basic rate in Figures including GST to be entered by the bidder Rs. p</b>	<b>Total Amount with taxes in Rs. p</b>	<b>Total Amount in words</b>
1	<b>Remuneration for 36 months</b>					
1.01	Team Leader	1				
1.02	Value Chain Expert	1				
1.03	Subject Matter Specialist	6				
1.04	Community coordinators	25				
2	<b>Operating cost &amp; Administrative Expenses(Service cost, travel cost, other operating cost) for 36 months</b>	01				
<b>Total Tax</b>						
<b>Total amount(including taxes)in figures</b>						
<b>Quoted rates in words</b>						