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GOVERNMENT OF TRIPURA

DEPARTMENT OF INDUSTRIES & COMMERCE

KHEJURBAGAN, AGARTALA, P.O KUNJABAN,

TRIPURA (W)- 799006


Dec, 2018

EXPRESSION OF INTEREST

Expression of Interest (EOI) is invited from reputed organisations involved in manpower supply for outsourcing of 25 nos of manpower in various capacities for executing the works of Tripura Bamboo Mission in the State of Tripura.

For further details, please visit Official website at <http://industries.tripura.gov.in> and <https://tripura.gov.in>

2. Last date of submission of EOI is by 4 P.M of 05th January 2019.


(Dr. Sandeep R. Rathod)
Director & Additional Secretary
Government of Tripura

Fact Sheet

Sl. No	Particulars	Details
1	EOI Availability	12 NOON on 17 th Dec 2018
2	Pre-bid meeting	3.30 PM on 26 th Dec 2018 at Directorate of Industries & Commerce, Shilpodyog Bhavan, Khejurbagan, Agartala
3	Last date for submission of your proposal	4 P.M on 05 th January 2019
4	Website for EOI Documents	https:// www.industries.tripura.gov.in and https://tripuratenders.gov.in
5	Contact Details	The Director Directorate of Industries & Commerce, Shilpodyog Bhavan, Khejurbagan, Agartala 799006 Phone: 0381 2411021/2415579

Invitation for Expression of Interest to Supply Manpower for Tripura Bamboo Mission (TBM) in Tripura

1. Background

The State Government had constituted the Tripura Bamboo Mission (TBM) in 2006 for overall development of bamboo sector in the state. The TBM has been registered as a Society under the Societies Registration Act, 1860.

The Mission is headed by the Mission Director. For running the activities of the Mission and to implement various schemes/programmes of both State/Central Government, it has been decided by the State Government to engage 25 (twenty five) nos. of technical and non-technical workforce through a Manpower supply agency of repute.

2. Scope of Work :

- i) Supply of 25 nos of manpower in Tripura Bamboo Mission, Agartala in accordance with the requirements given, with the consolidated remuneration as mentioned in **Annexure – I**.
- ii) The Team shall be responsible for execution of various works assigned to it which would include planning, coordinating and executing mission mode of practice and strategy creation, and implementation of action plans, maintaining public / private partnership, exploring innovative ideas, achieving targets, mobilizing artisans/investment within and outside the state of Tripura, liaison with all stake holders, maintenance of database, conducting studies, Preparation of vision document, Project proposals, fund mobilization, monitoring etc.
- iii) Assign a Coordinator as single point of contact for the deployed personal who would be responsible for immediate interaction with TBM office, so that optimal services of the persons deployed by the Agency could be availed without any disruption.
- iv) Any other work incidental to the assignment and directed by Mission Director, Tripura Bamboo Mission.

3. Period of Contract

The Agency would be engaged initially for a period of I (one) year which may be further extended on mutual consent. A registered agreement will be signed

between the Agency and the Tripura Bamboo Mission (TBM) with detailed modalities.

4. Eligibility of the Agency :

The bidder must fulfill the following criteria failing which their offer will be liable to be summarily rejected.

- i) The bidders shall be an institution/company/consulting firm and should be in the manpower outsourcing services since **last five (5) years**. Documents in the form of Certificate of incorporation/ registration in support of this are to be provided.
- ii) The bidders should have average annual turnover of **Rs. 10 crores** from outsourcing manpower services during the **last 3 financial years**. Documents in support of this to be provided from qualified CA.
- iii) The bidders must have executed **at least 2 (two) orders/ contracts** consisting of outsourcing of manpower during the last 3 (three) financial years. The order must have value of **at least 1 (one) crore**. (Copies of Agreement/ Work - order from client supported by satisfactory performance certificate as documentary evidence may be provided with summary sheet of yearly contractual value.)
- iv) The bidders must be registered under the Provident Fund Act, ESI Act, Labour Act & Shop & Establishment Act etc. (copies to be enclosed).

5. Manpower Requirement : As per Annexure - I, Gist of which is as follows :

Total category of posts sanctioned for Tripura Bamboo Mission on Contract basis

Sl No.	Name of post	No. of post	Monthly pay	Total Rs. per month
	Project Staff			
1	Mission Manager	1	70,000	70,000
2	Deputy Mission Manager (Industrial Application)	1	55,000	55,000
3	Deputy Mission Manager (Skill Dev. & Craft)	1	55,000	55,000
4	Deputy Mission	1	55,000	55,000

	Manager (Plantation)			
5	Coordinator – Bamboo Utilisation	2	27,000	54,000
6	Coordinator – Bamboo Plantation	4	25,000	1,00,000
7	Marketing officer	1	18,000	18,000
8	Accounts officer	1	18,000	18,000
9	Admin & Procurement officer	1	18,000	18,000
10	Cluster Coordinator	6	12,000	72,000
11	MIS Coordinator	1	12,000	12,000
12	Data Entry Operator	1	8,000	8,000
	Total		373,000	5,35,000
	Support Staff			
1	Security Guard – cum – Receptionist	1	10,000	10,000
2	Office support staff	2	7,500	15,000
3	Sweeper	1	5000	5000
	Total		22,500	30,000
	Grant Total	25		5,65,000
				Rs.67,80,000/year

6. Bidding Procedure

A. Bid Submission Process

- (a) The Agencies meeting the above criteria may submit their bids (proposals) in two separate covers.
- (b) The original proposal (technical proposal and financial proposal) shall be prepared in indelible ink as per the Formats enclosed. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals. An authorized representative of the firm initials all pages of the proposal. All pages of the technical proposal and financial proposal shall be numbered with an index at the beginning.
- (c) For each proposal, the consultants shall prepare two copies. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs. The

technical bid may contain the documents in support of eligibility conditions as mentioned above.

- (d) The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked **"FINANCIAL PROPOSAL"** and warning: **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL."** Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information and be clearly marked, **"DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."**
- (e) Both these covers would be put into a big envelope and shall be submitted with a forwarding letter to the Director of Industries & Commerce, Industries and Commerce Department, Shilpodyog Bhavan, Khejurbagan, Agartala 799006.
- (f) The completed technical and financial proposals must be delivered at the submission address on or before the time and date stated. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- (g) After the deadline for submission of proposals, the technical proposal shall be opened immediately by the evaluation committee. The financial proposal may be opened in the same day in presence of the Agency representatives who choose to attend.

B. Financial Charges to be quoted:

- (a) The fee quoted by agency shall be on percentage (%) of total annual remuneration inclusive of out of pocket expenses, all applicable taxes and any other charges in whatever name it is called etc. and would be initially for a period of 1 (one) year.

% fee for providing services including out of pocket expenses and all other expenses, including GST	Fee in % of total annual remuneration
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- (b) The proposal must remain valid for 120 days after opening of Financial Bid.

7. Documents to be submitted with the bids

- i. Proven documents of experience of the Firm as per the eligibility criteria mentioned in Paragraph -3 above.
- ii. Last 3 years balance sheet/audited statement of accounts
- iii. Authenticated copy of certificates of incorporation/registration of the organization
- iv. Authenticated copy of GST registration certificate
- v. Authenticated copy of Income tax registration, returns and income tax clearance for last 3 (three) years.
- vi. Memorandum of Association/Articles of Association/Trust Deed/Constitution of the organization.
- vii. Supporting documents for registration under the Provident Fund Act, ESI Act, Labour Act & Shop & Establishment Act.
- viii. Manpower qualification and experience

8. Selection Process : The selection process would be as follows:

- i. Submission of Technical and Financial Proposal
- ii. Opening of Technical Proposal and short listing of eligible bidders
- iii. Presentation by eligible bidders and evaluation by Evaluation Committee.
- iv. Opening of Financial proposals of the Qualified Bidders.
- v. Final Evaluation of Bids by the Evaluation Committee on QCBS method.
- vi. Recommendation of the selected bidder
- vii. Issuance of work order after obtaining Government approval.
- viii. Acceptance of Offer and submission of Performance Bank guarantee by the selected bidder
- ix. Signing of agreement with Mission Director, TBM
- x. Execution of work order

9. Evaluation of bids

Out of the total, 50% weightage would be given to the Technical Proposal and 50% weightage would be given to the Financial Proposal. The Technical Proposals would first be opened and evaluated. The short listed bidders will be required to make presentation on the technical bids. Based on the presentations, technical and financial bid evaluation, final selection would be done.

The evaluation will be done on Quality Cum Cost Based System (QCBS) in the ratio of 50% Technical and 50% Financial. The Formula used will be:

$$S = (TS \times 50\%) + (FS \times 50\%), \text{ where}$$

S = Final Score, TS= Technical score, FS= Financial score

9.1 Technical score is determined as follows:

S.No.	Evaluation Criteria	Weightage (Total Marks 100)
1	Past Experience of Firm	35
	a. Number of years of firm Firm's years of relevant experience (Max 15 points) above 10 years (15 pts) 5-10 years (10 pts) 5 years (5 pts)	15
	b. Similar experience as PMA/Outsourcing Number of cited and referenced works done in past 3 years (Max 20 points) More than 5 works (20 points) 3-5 works (15 points) 3 works (10 points)	20
2	Presence/experience in Tripura Yes -5 No-0	5
4	Financial Strength	20
	Average Annual Turnover in the last three years above Rs. 15 crores (15 pts) Rs. 10-15 crores (10 pts) Rs. 10 crores (5 pts)	10

5	Responsiveness to the Qualification criteria : Fully responsive to the Qualification of manpower as per Annexure – I (40 pts) Partially responsive - (20 pts) Responsiveness below average (10 pts)	40
	Total	100

The agency obtaining at least 70 marks on the basis of technical evaluation will qualify for opening of financial bids

9.2 Financial score is determined as follows:

$$FS = (LF \times 100) / Fi$$

LF = Lowest Financial Bid amount

Fi = Financial Bid amount to be evaluated

10. Earnest Money Deposit

- i. The consultants shall furnish an Earnest Money Deposit (EMD) for an amount of Rs. 1,00,000/- (Rupees one lakh only) in the form of Demand Draft drawn in favour of “Mission Director, Tripura Bamboo Mission” from any Nationalized/ Scheduled Bank guaranteed by the Reserve Bank of India, payable at Agartala along with the Technical Proposals.
- ii. Any proposal not accompanied by EMD shall be rejected as non responsive.
- iii. The EMD of the successful bidder will be adjusted with the Performance Bank Guarantee as indicated in Para 13 below.
- iv. The EMD of the unsuccessful bidders will be returned after completion of the selection process.
- v. The EMD shall be forfeited if the bidder withdraws their bid during the period of bid validity or if he fails to take up the work after issue of Letter of Award (LoA).

11. Clarification and amendment to RFP documents

- i. Pre-bid meeting on the RFP documents shall be held at **3.30 PM on 26 Dec 2018 at Conference Hall of Directorate of Industries & Commerce, Shilpodyog Bhavan, Khejurbagan, Agartala.**
- ii. At any time before the submission of Proposals, the Director, Industries & Commerce may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, modify the RFP documents by amendment. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, Fax, facsimile or electronic mail to all bidders.
- iii. Director, Industries & Commerce, Government of Tripura may at its discretion extend the deadline for the submission of Proposals.
- iv. Director, Industries & Commerce. reserves the right to impose any other condition/modify/terminate/cancel /term as deemed fit and proper at any stage, before signing of Agreement and shall be binding up on the selected Authorized Agency.
- v. Director, Industries & Commerce shall have the right to reject any/all Expression of Interest without assigning any reason at any stage.

12. Award of Contract, signing of Agreement and deployment of manpower

- i. A Letter of Award (LOA) will be issued to the selected Agency
- ii. The selected Agency shall be required to accept the offer and sign an Agreement with the Mission Director, TBM within **next 15 days** of accepting the offer. The Agreement will be registered at the expenses of the Agency.
- iii. The Agency shall place the manpower to TBM **within 7 days** after signing the agreement.

13. Submission of Performance Bank guarantee :

The selected Agency shall furnish a Performance Bank Guarantee @ 10% of the total tender/Work award, through a Nationalised Bank in favour of Mission Director, TBM.

14. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded

15. Final Date for submission of bids

The final date for submission of bids would be **4 P.M on 05th January 2019** and the bids may need to be submitted to the following address. The bids may be opened on the same day, if possible.

The Director
Directorate of Industries & Commerce,
Shilpodyog Bhavan,
Khejurbagan, Agartala 799006
Phone: 0381 2411021/2415579

STANDARD FORMATS

Technical Proposal - Standard Forms

[Location, Date]

The

Director

Department of Industries & Commerce,

Shilpodyog Bhavan, Khejurbagan

Khejurbagan, Agartala 799006, Phone: 0381 2411021

Dear Sir,

We, the undersigned, offer to provide professional services to supply manpower for Tripura Bamboo Mission, Agartala in accordance with your Expression of Interest.

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm & Address

1. PAST EXPERIENCE OF FIRM

NUMBER OF YEARS OF FIRM	
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2. SIMILAR/RELEVANT SERVICES CARRIED OUT IN THE LAST FIVE YEARS THAT BEST ILLUSTRATE QUALIFICATIONS

3. PRESENCE/EXPERIENCE IN TRIPURA/NE STATES

Narrative Description – Presence in Tripura:
Address/Location of Operation

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

[Signature of staff member and authorized representative of the Firm]
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

4. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/entity: _____

Membership in Professional Societies:

Detailed Tasks Assigned:

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Financial Proposal - Standard Forms

[Location, Date]

To:

The Director of Industries & Commerce,
Industries and Commerce Department,
Shilpodyog Bhavan (1st Floor), Pandit Nehru Complex,
Khejurbagan, Agartala 799006
Phone: 0381 2411021

Dear Sirs:

We, the undersigned, offer to provide professional services to supply manpower for Tripura Bamboo Mission, Agartala in accordance with your Expression of Interest.

Our Professional Fee/Administrative charges is ----- % of total remuneration amount (in figure & words) and the same is inclusive of out of pocket expenses and exclusive of the local taxes.

% fee for providing services including out of pocket expenses and all other expenses, including GST	Fee in % of total annual remuneration
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We understand you are not bound to accept any Proposal you receive.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm & Address

5. ANNUAL TURNOVER IN THE LAST 3 YEARS

Sl No.	Financial Year	Turnover
1	2015-16	
2	2016-17	
3	2017-18	

6. NET PROFIT FOR THE LAST 3 YEARS

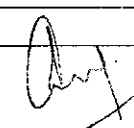
Sl No.	Financial Year	Turnover
1	2015-16	
2	2016-17	
3	2017-18	

Annexure - I

Item No.	Name of Post	No. of Post	Monthly Remuneration per person (in Rs.)	Total Remuneration per Month (in Rs.)	Total Remuneration per Annum (in Rs.)	Key responsibility area	Desired qualification	Desired Experience & Skills
1	2	3	4	5	6	7	8	9
A. Project Management & Implementation								
1	Mission Manager	1	70,000	70,000	8,40,000	Strategy, Action Planning, Fund Mobilization, Overall Project Supervision, Inter-Departmental Coordination	MBA	Should have minimum 8 (eight) years experience of working in state or central Govt. projects and sector development experience in Bamboo & HR
2	Deputy Mission Manager- Industrial Application	1	55,000	55,000	6,60,000	Execution of Industrial Projects, Investor mobilization & support	Bachelor degree in Mechanical Engineering	Should have minimum 3 (three) years of sector development experience in bamboo/ CBTC/ Bamboo Industries
3	Deputy Mission Manager- Skill Development & Craft	1	55,000	55,000	6,60,000	Execution of Skill Development & Handicraft projects under state & central funded projects/ schemes	Bachelor degree in Design	Should have minimum 3 (three) years of design experience in bamboo sector
4	Deputy Mission Manager- Plantation	1	55,000	55,000	6,60,000	Execution of Plantation projects including convergence with MGNREGA	M. Sc. in Forestry/ Botany/ Agriculture	Should have minimum 3 (three) years of sector experience in bamboo plantation

5	Coordinator- Bamboo Utilization	2	27,000	54,000	6,48,000	Field level supervision of all Bamboo value addition/ utilization projects	Graduate in any discipline and ITI Passed (cane willow & Bamboo Worker/ Bamboo Works trade)/ Diploma in Bamboo Technology	Should have minimum 3 (three) years of sector experience in bamboo utilization
6	Coordinator- Bamboo Plantation	4	25,000	1,00,000	12,00,000	Field level supervision of all Bamboo value plantation projects	Graduate in Forestry/ Botany and P.G. Diploma in Bamboo resources	Should have minimum 3 (three) years of sector experience in bamboo plantation
7	Marketing officer	1	18,000	18,000	2,16,000	Establishing market linkage for grassroot producers, providing market feedback, supporting supply of critical raw material in craft to producers	MBA with specialization in Marketing	Minimum 3 (three) years of experience in marketing or client handling in a corporate or Govt. funded project/ NGO/ company and should have experience in marketing of bamboo products/ Handicrafts especially branding of all products.
8	Accounts Officer	1	18,000	18,000	2,16,000	Accounts and financial compliance management	Graduate in commerce with GST training	Should have minimum 3 (three) years of experience in CA firm or accounts operation in a corporate or Govt. funded project/ NGO/ company.

9	Admin & procurement officer	1	18,000	18,000	2,16,000	Office administration, procurement and asset management	Graduate in any discipline	Should have minimum 3 (three) years of experience in administration & procurement operation
10	Cluster Coordinator	6	12,000	72,000	8,64,000	Field/cluster level implementation of activities	10th passed with ITI (Bamboo Works trade)	Should have minimum 2(two) years sector experience in bamboo in State Government/ NGO/ Company
11	MIS Coordinator	1	12,000	12,000	1,44,000	Record keeping, data analysis, information management, file management	12 th passed and ECA (1 year course)/ COPA (ITI)	Should have minimum 2 (two) years experience of working in MIS management of MGNREGA project/ NGO.
12	Data Entry Operator	1	8,000	8,000	96,000	Data entry job	10 th Passed/ COPA (ITI)	Minimum 1 (one) year of experience in data entry work in Govt. project
Total		21						



B. Support Staff					
1	Security Guard cum Receptionist	1	10,000	10,000	1,20,000
2	Office Support staff	2	7,500	15,000	1,80,000
3	Sweeper	1	5,000	5,000	60,000
Total		4			