



Bid Document of e-tender FOR

**Selection of Training Providers to
Conduct Skill Development Training
Under
Directorate of Tribal Welfare Funded Scheme across the Tripura.**

Directorate of Skill Development, Tripura

**Dated: 8th March, 2022
E tender Ref No.F.5 (17)/TSDM/2016/Part-II/4854-A**

**Government of Tripura
Directorate of Skill Development
Department of Industries & Commerce
ITI Road, Indranagar, Agartala-799006
Phone: 0381 2355518, Email:skilltripura@gmail.com**

Name of Work: Selection of Training Providers to Conduct Skill Development Training Under Directorate of Tribal Welfare Funded Scheme across the Tripura

SL No.	SECTION	Particulars	PAGE No.
1.	Section - I	Press Notice, NIT, List of Dates,	3-6
2.	Section - II	Terms & Condition	7-8
3	Section - III	Technical Folder	9-10
4.	Section - IV	Instruction to Bidder	11-22
5.	Section - V	Annexure	23-29

SECTION- I

PRESS NOTICE

**NOTICE INVITING TENDER
LIST OF IMPORTANT DATES**

Government of Tripura
Directorate of Skill Development
NOTICE INVITING e-TENDER

E tender Ref No.F.5 (17)/TSDM/2016/Part-II/ 4854-A

Dated: 08/03/2022

Electronic Bids (expression of Interests /EOI) are hereby invited by Director, Skill Development on behalf of Governor of Tripura under single bid e-procurement systems through website <http://tripuratenders.gov.in> from the interested National Skill Development Corporation (NSDC) SMART Portal / Skill India Portal registered Training Providers and all who are currently imparting any training programme under Directorate of Skill Development, Government of Tripura for Conducting Skill Development Training Under Social Welfare & Social Education and Tribal Welfare Funded Scheme Across the Tripura.

Sl No	Name of Work	Estimated Cost	Completion Period	EMD & Bid Fee	Document Download & Bid Submission End Date & Time	Bid Opening Date	Place of Bidding
1	Selection of Training Providers to Conduct Short Term Training Under Tribal Welfare Funded Scheme Across the proposed Districts of Tripura	Rs. 42.26 Lakhs West, Sepahijala & Dhalai Districts inclusive of all taxes	180 days	EMD: Rs. 52,825/- (Rs. Fifty Two thousand Eight hundred & Twenty five only) Tender Fee: Rs. 1,500/- (Rs. One Thousand Five Hundred only)	4 th April , 2022 at 5:00 PM	11 th April, 2022 at 4:00 PM	E-Procurement Portal, Government of Tripura at https://tripuratenders.gov.in

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

Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. Bids shall be opened online by respective designated Bid openers of the Department and the same shall be accessible by intending Bidders through website <https://tripuratenders.gov.in>.

Director of Skill Development
Tripura

Important Dates / Information

Sl. No.	Information	Details
1.	Project Name	Selection of Training Providers to Conduct Short Term Training Under Tribal Welfare Funded Scheme Across the proposed Districts of Tripura
2.	E TENDER reference No. and Date	No.F.5 (58)/TSDM/2021/Part-II/ Dated: 08/03/2022
3.	Tender Fee	INR 1,500/- (Rs. One Thousand Five Hundred only) for each district
4.	Earnest Money Deposit (EMD)	INR EMD: Rs. 52,825/- (Rs. Fifty Two Thousand Eight Hundred & Twenty five only) Tender Fee: Rs. 1,500/- (Rs. One Thousand Five Hundred only)
5.	Bid Validity Period	180 Days from the Date of Opening the Bid
6.	Pre-bid Meeting	17 th March, 2022 12.30 PM through online mode Email:skilltripura@gmail.com
7.	Last date for submission of written queries for clarifications over email	21 st March, 2022 4.00 PM through online mode Email:skilltripura@gmail.com
8.	Date & Time of sharing responses to clarifications over email	22 nd March, 2022 5.00 PM through online mode Email:skilltripura@gmail.com
9.	Bid Submission Start Date	14 th March, 2022 5.00 PM
10.	Bid Submission End Date	4 th April, 2022 at 5:00 PM
11.	Bid Opening Date	11 th April, 2022 at 4:00 PM
12.	Contact Person for queries	Director, Directorate of Skill Development, Tripura; Email:skilltripura@gmail.com
13.	Mode of Submission of Tender	Only through Online Mode https://tripuratenders.gov.in
14.	Inviting Officer	Director, Directorate of Skill Development, Govt. of Tripura

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

Sd/-
The Director,
Skill Development
ITI Road, Indranagar, Agartala, 799006, Tripura (West Tripura)
Phone: 0381 2355518, Email:skilltripura@gmail.com

○ **Selection criteria:**

- DSD shall examine the Proposal to confirm that all terms and conditions have been accepted by the Agency without any deviation or reservation.
- The evaluation committee of DSD shall review and evaluate the Technical Proposals on the basis of their eligibility criteria and other supporting documents provided along with as desired in E TENDER document.
- The assignment shall be awarded to the technically qualified Agency with for the activities given in E TENDER document.

Section - II

GENERAL TERMS & CONDITION:

1. Bid documents consisting of qualification information and eligibility criteria of bidders, specifications and the set of terms and conditions of the contract to be complied by the bidder, is publicly visible in the website <https://tripuratenders.gov.in> free of cost between **Document download Start date** and **Bid Submission End date**.
2. Bids will be opened online through website <https://tripuratenders.gov.in> on **11th April, 2022 at 4:00 PM in the office of the Director, Skill Development, ITI Road, Indranagar, Agartala, 799006, West Tripura**. If the office happen to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue.

3. Earnest Money Deposit (EMD) & Tender Fee:

3.1 EMD (Refundable): INR EMD : Rs. 52,825/- (Rs. Fifty Two Thousand Eight Hundred & Twenty five only)

3.2 Tender Fee (Non-refundable): INR 1,500/- (Rs. One Thousand Five Hundred only) for each district.

3.3 Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal.

3.4 The EMD amount shall be refunded to all the bidders in their respective Bank Account, after the Award of Contract (AoC) event is completed in the Tripura e Procurement Portal, on receipt of Performance Bank Guarantee from the selected bidders.

3.5 No interest will be paid to the bidders on EMD submitted.

3.6 EMD of the bidder may be forfeited if in any case found to have made false Declaration or Claims.

3.7 Bid Inviting Authority may forfeit the EMD amount and Cancel the Bid, if the selected bidders does not start the work as stipulated, after being awarded the Contract.

4 Signing:

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

5 Payment Terms & Conditions

Payment will be release as below:

Mile stone	Percentage of Training Cost
<ul style="list-style-type: none"> • Validation of training Centre as per SoP • Newspaper cutting regarding mobilization of candidates • Candidates details as per attached format through email • Batch details/ Session Plan/ Holiday List approved by DSD. Mail copy of batch approval • On commencement of the training • Satisfactory Monitoring feedback given by DSD/Funding department / BDO Office/ District Skill Committee etc. • At least 70% attendance during monitoring visit • Geo tagged pictures of the centre for at least 5days 	30% of the Training Cost
<ul style="list-style-type: none"> • On successful certification of the trainees by SSC/assessment agency • Photocopy of the manual attendance sheet maintained by TP • Picture of certificate distribution session conducted by TP • Payment released of 1st tranche for fail candidates would be adjusted in 2nd tranche. • Conveyance Cost sheet duly signed by all the passed Candidates • Result sheet along with assessment attendance pictures. 	40% of the Training Cost
<ul style="list-style-type: none"> • Validation of placement/self employment documents as per the SoP guidelines. • Submission of documents related to Registration of MSME, Trade license and Swabalamban or PMEGP Etc. • OJT completion documents dully signed by the organization. • Apprenticeship registration to the enrolled candidates in NAPS portal • Short video and documented SUCCESS STORY of minimum three candidates per batch is mandatory (audio visual) which will specify that the candidates background, their education, training details, current employment details, document availed as per the SoP clause with clear sound) 	30% of the Training Cost

- a. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.
- b. All taxes/charges/duties as applicable will be deducted from the bill.
- c. The selected agency shall raise the invoice as per the payment tranche mentioned and the final payment shall be done only after completion of training with all aspects as per SoP and after submission of all required documents.

6 The total number of pages for the proposal shall be maximum of 100 pages (for individual proposal maximum of 80 pages) with duly signed on every page.

7 The proposal should be indexed well along with page numbers. In submission of proposals without a proper index shall lead to cancellation.

Section - III

TECHNICAL FOLDER:

8 List of the documents to be scanned and uploaded with the Bid:

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

- I. Copy of Skill India Portal / SMART Portal registration certificate
(Copy of registration certificate of the agency)
- II. Affidavit of not have been blacklisted by any Govt. Department/ Directorate
- III. Training of Trainers Certificate and Duly signed CVs of trainers
- IV. NIESBUD/ other EDP training certificate duly signed by trainers
- V. EMD and Tender fee
- VI. PAN Number, TAN number, GSTR number order copies
- VII. Applicant proposal
- VIII. Work orders/ Completion certificate of Skill Development training
- IX. Original Notarized Premise Ownership document
- X. Course curriculum/ NSQF aligned Bengali version Particle handbooks and session plan of the job roles which are applied
- XI. OJT and Placement tie-up letters, EDP support methodology
- XII. Success story documents (Documented details about education background, training undergone, experience gain, benefit received from the training, training provider and centre details, scheme under which trained, current occupation and earning/ salary slips of the trainees).
- XIII. Certified copy with duly authorized signatory (Certified that provisions of the E tender have been fully understood and we take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by Directorate of Skill Development)
- XIV. Certified copy with duly authorized signatory (Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under Directorate of Skill Development)
- XV. Copies of the Audited accounts and annual reports for the last three years (2018-19, 2019-20 and 2020-21), if available
- XVI. Copies of IT return of the last three years (2018-19, 2019-20 and 2020-21), if available
- XVII. Any other documents in support of the organization

9 Technical Documents: Scanned copy of all the details as per eligibility criteria mentioned in clause no.9

10 TECHNICAL EVALUATION:

The evaluation committee appointed by the State Govt. shall evaluate the proposals on the basis of their responsiveness to the scope of work applying the evaluation criteria. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it fails to achieve the minimum technical score of 70 out of 100 from the technical section. Details of Technical score determination is at Clause No: 25 the results of Technical Evaluation will be uploaded online in the portal. Decision of the Committee will be final in this regard.

11 Contacting the e-tender Inviting Authority

Any effort by a bidder to influence the e-Bid Inviting Authority in bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

Section - IV

INSTRUCTIONS TO BIDDERS:

1. General

- 1.1 To participate in the bid, the bidder shall have a valid Class 3 Digital Signature certificate (DSC), obtained from either of the certifying authorities, enlisted by **Controller of Certifying Authorities (CCA)** at <http://cca.gov.in>
- 1.2 The Bidder shall enrol himself/herself in the e-procurement portal <https://tripuratenders.gov.in> and obtain User ID and Password for bidding.
- 1.3 On publication of the bid, bidder shall download the DNIT and all the work items from website as mentioned in the DNIT and minutely go through the instructions/ terms conditions/critical dates/eligibility criteria of the DNIT.
- 1.4 The Bidders shall have to scan all the required documents mentioned in this DNIT into PDF format of 100 dpi resolution, for uploading as part of Bid.
- 1.5 Bidders shall furnish a declaration (Annexure-V) as a part of bid that they are not been blacklisted by any department in Tripura. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.
- 1.6 If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D. will be forfeited.
- 1.7 Bidders are allowed to bid 24x7 until the time of Bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time.
- 1.8 All the documents shall be submitted online at <https://tripuratenders.gov.in> only. Physical submission of any document (hard copy) will not be entertained and will be liable for the rejection.
- 1.9 The job role wise details of the Short Term Training under **Tribal Welfare funded Scheme** which needs to be undertaken are mentioned below:

Sl. No	Name of the District	Sectors	Job role	Duration in Hrs	Total Trainees
1	West/ Sepahijala	Tourism	Food & Beverage Service-Steward	300	80
2	West/ Sepahijala	Plumber	Plumber	300	64
3	Sepahijala	IT&ITES	User Interface (UI) Developer	400	33
4	Dhalai	IT&ITES	Analyst Application Security	700	30
			Total		207

* The training centre has to be set up as per the Standard Operating Procedure (SoP) provided by DSD within stipulated timeline. TP shall mobilize candidates with support from concern funding Department/District Skill Committee/ Block before initiation of the training. The other criteria that can be followed are as below:

- **Advertisement:** All the concerned Training Partners/ Provider (TP) have to issue appropriate advertisement for the mobilization of the candidates in local newspaper.

- **Counselling centre:** TP has to conduct counselling of the candidates. Necessary counselling detailing about the scope of the training, opportunities available after the course should be provided to the aspiring candidates.
- **Batch Size:** Minimum Batch Size is 15 and Max. is 30 candidates per Batch
- **Preferred Location:** As per mentioned in the table *Point no.1.9 District only*.

The Training providers are expected to submit the E-Tender in the prescribed Project Application Form (PAF) enclosed in **Annexure-II**.

2. Firms Eligible to Bid:

2.1 The Firms who:

- Are not blacklisted or debarred or suspended by the Government for Whatever the reason, prohibiting them not to continue in the contracting business.
- Have complied with the eligibility criteria specified in this E- TENDER.
- Bidders also have to comply the General Terms & Condition as mentioned in this E- TENDER

3. Pre-Qualification data of the Bidders

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

3.2 Even though the bidders meet all the qualifying criteria, they are liable to be **disqualified/ debarred / suspended/ blacklisted** if they have:

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

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

4. Cost of Bidding

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

BIDDOCUMENT

5. Contents of Bid document.

One set of Bid document, comprises of the Technical documents as mentioned in the clause 8 (Section III General Terms& Condition). In any circumstances if any Bidder not uploads the Technical document folder, then that bidder will be summarily rejected.

6. Amendment to Bid Documents

6.1 Before the last date for submission of Bids, the bid Inviting Officer may modify any of the Contents of the

Bid Notice, Bid documents by issuing amendment / Addendum/corrigendum.

6.2 Any addendum/amendments/corrigendum issued by the bid Inviting Officer shall be part of the bid Document and it shall be published in the e-procurement portal at <https://tripuratenders.gov.in>.

PREPARATION OF BIDS

7. Validity of Bids:

7.1 Bids shall remain valid for a period of not less than **120 (one hundred twenty) days** from the last date of bidding specified in NIT.

7.2 During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon or arising out of any alleged misunderstanding of misconceptions or mistake or for any reason will be entertained.

8. Earnest Money Deposit

8.1 EMD given by all bidders will be refunded. But for the selected bidders, EMD shall be refunded after completion of Award of contract.

8.2 The EMD deposited by the successful bidder will not carry any interest and it will be dealt with as provided in the conditions stipulated in the bid.

9. Alteration

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

SUBMISSION OF BIDS

10. Bid Language:

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

11. Submission of Bids:

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

11.2 List of documents to be scanned and uploaded:

All the documents mention in the Clause 9 (Section III). General Terms & Condition, List of the documents to be scanned and uploaded with the Bid must be submitted online at <http://tripuratenders.gov.in>. Technical documents should be uploaded in Technical cover; otherwise the bid will be rejected.

Note: If any of the above mentioned documents (Clause 9) (List of the documents to be scanned and uploaded with the Bid) is not applicable for a particular Bidder than he / she shall prepare a PDF Document containing the remark as ‘NOT APPLICABLE’ WITH NAME OF THE BIDDER &

ADDRESS and upload the same in the relevant Folder.

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

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

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

13. Late Bids.

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

BID OPENING AND EVALUATION

14. Bid Opening

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

15. Bid Evaluation

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

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

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

AWARD OF CONTRACT

16. Award Criteria

16.1 The Director of Skill Development, Govt. of Tripura will award or recommend to the Competent bid accepting authority for award of the contract to the Bidder who is found Technically Qualified as per the Bid conditions **as final by the State Project Approval Committee.**

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

17. Notification of Award of Contract.

18.1 The Bidder whose Bid has been accepted will be notified of the award of contract by any authorized official, prior to expiration of the Bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter.

18. Corrupt or Fraudulent Practices

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

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

19. Required Output from agencies:

Agencies have to conduct all the training as per target allocation of the work order and training shall be completed (in all aspects including assessment & certification and submission of complete documents to DSD) within stipulated timeline in time bound manners. Agency shall setup centre along with all equipments as mentioned in Standard Operating Procedure (SoP) within 7 days of issuance of work order and shall submit geo-tagged ready training centre photographs to the office and shall take approval from DSD. Agency shall provide Course Curriculum and Handbooks (Bengali Version) to all the candidates. Agency shall conduct the training through ToT certified trainer(s). Agency shall be responsible for Mobilization, Branding, Post Placement tracking, Course Curriculum and Handbooks (Bengali Version), Session Plan, Infrastructure costs/utilities and Equipments, Teaching aid, Raw Material, ToT of Trainers, Salary of Trainers and Staffs, Issuance of identity card to trainees and trainers, Rent of Training Centre/other centre establishment cost for implementation of training. Agency shall submit monthly progress report to the office of the undersigned within five working days of each month during the training period. Agency shall arrange on job training (OJT) and entrepreneurship development training (EDP) for the candidates. Agency shall provide placement support to the successfully passed trainees. Agency shall share success story documents of trainees to DSD which details about education background, training undergone, experience gain, benefit received from the training, training provider and centre details, scheme under which trained, current occupation and earning/ salary slips of the trainees.

20. Responsibility of Directorate of Skill Development:

- Overall monitor the implementation of the studies in the districts by the selected agency and ensure complete closure of the studies in each district within timeline.
- Support the selected agency by providing detailed data base of the candidates, Training centers and other relevant details across the schemes which are being implemented in last three years.
- Establish linkage with different District Administration, Govt. Departments, Sector Skill Councils, and Industries by providing necessary support.

21. Period of the Assignment

The tenure of assignment / contract would be for a period of 6 months from the date of signing of agreement. If performance of the agency is found to be dissatisfactory, DSD reserves the right to cancel the work order immediately without providing any necessary explanation.

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

22. Bid Submission Format and Documents Comprising of Proposals

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

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

23. Eligibility and qualification of the bidder

23.1 Technical Capacity

Eligibility criteria for applying the Request for Proposal for conducting Skill training under Social Welfare and Tribal welfare funded Scheme

- I. Must be a Skill India Portal / SMART Portal registered Training Provider / Partner (exempted for Govt Institutes)
- II. Should have experience in conducting skill development training under PMKVY/ any other State funded scheme in the State.
- III. The agency can apply for maximum of Two Job Roles in each scheme.
- VI. The total number of pages for the proposal shall be maximum of 100 pages (for individual proposal maximum of 80 pages) with duly signed on every page.
- VII. The proposal should be indexed well along with page numbers. In submission of proposals without a proper index shall lead to cancellation.
- VIII. The selected Training Providers will have to mobilize candidates by involving the District Skill Committees (DSC). The roles and responsibilities of the DSC are as follows:
 - ✓ To conduct awareness and dissemination of information about the Skill Development activities in each district.
 - ✓ To conduct publicity for mobilization through different format (Newspaper advertisement, Miking, TV Scrolls, Shows of films/ Documentaries, Radio advertisement, Leaflets etc).
 - ✓ To mobilize, counsel and select candidates for the interested job roles.

- ✓ Facilitate Placement Opportunities for the trained candidates.

IX. The proposal shall be rejected at this stage if it fails to achieve the minimum technical score of 70% out of 100 from the technical section

24. Eligibility / Pre-Qualification Criteria

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

Pre-Qualification Requirements		
Sl. No.	Particulars	Supporting documents to be scanned and uploaded by the bidder
1	The Applicant must be a NSDC Training Partner or registered Training Provider	NSDC registration certificate
2	The Applicant must be a Government Institute / Company/ Firm/ Society/ Trust/ Proprietorship	Certified copy of incorporation
3	Agency must not be blacklisted by any Government (Central or State) or PSU in India	Self-certified certificate
4	The participating agency should have ToT certified trainers. All the CVs and experience certificates has to be duly signed by candidate (For each job role shall be attached)	Training of Trainers Certificate and Duly signed CVs of trainers
5	The participating agency should have Entrepreneurship Development Programme (EDP) certified trainer	NIESBUD/ other EDP training certificate
6	Past Experience in conducting Skill Development training will be preferred.	Work orders/ Completion certificate
7	The participating agency must have setup training centre with all training facilities for conducting training.	Original Notarized Premise Ownership document
8	The participating agency must have all ready Course curriculum/ NSQF aligned Bengali version Particle handbooks and session plan of the job roles which are applied	Course curriculum and session plan
9	The participating agency must have valid OJT document and placement tie up letters along with satisfactory entrepreneurship support methodology	OJT and Placement tie-up letters, EDP support methodology
10	Success story of previously trained candidates	Success story documents as per clause no. 9 (Section III).
11	Certified that provisions of the E tender have been fully understood and we take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by Directorate of Skill Development	Certified copy with duly authorized signatory
12	Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under Directorate of Skill Development.	Certified copy with duly authorized signatory
13	Copies of the Audited accounts and annual reports for the last three years (2018-19, 2019-20 and 2020-21)	CA certified audited accounts reports

14	Copies of IT return of the last three years (2018-19, 2019-20 and 2020-21)	ITR certificate
15	Other documents in support of the organization	PAN Number, TAN number, GSTR number order copies

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

25. Evaluation of Technical Bids

Only those Bids which have a minimum score of 70% of total marks in technical evaluation will be considered and target allocation will be according to the decision of SPAC committee.

Sl. No.	Parameters	Maximum Marks
1	Complete and duly filled up PAF in the prescribed format only	10
2	Content of the curriculum with hourly wise session plan for each job role is attached (translated in Bengali)	10
4	ToT trained trainer (it is mandatory to engage the same trainer for the programme prior to DSD evolution, else target would be forfeited) <i>* Zero marks for without ToT trainers</i>	10
5	NIESBUD/ other EDP training certificate (it is mandatory to engage the same trainer for the programme, else target would be forfeited)	5
6	Previous experience/ work orders in conducting skill development training in the State	5
7	Placement tie up letters along with satisfactory entrepreneurship support methodology (shall be verified by DSD)	10
8	Success story of previously trained and placed candidate details (at least 10 of the trained candidates) (Documented details about education background, training undergone, experience gain, benefit received from the training, training provider and centre details, scheme under which trained, current occupation and earning/ salary slips of the trainees).	20
9	Original Notarized Premise Ownership document (shall be verified by DSD)	10
10	Monitoring feedback/ response of training quality of training provider in previously conducted programme under DSD	10
11	IT return of the last three years (2018-19, 2019-20 and 2020-21)	5
12	Audited accounts and annual reports for the last three years (2018-19, 2019-20 and 2020-21)	5
	Total	100 Marks

To be eligible to receive target allocation under any particular job role, the participating Training Provider have to score minimum 70% as per the score sheet.

The marks mentioned in last column of the above table are the highest score which can be obtained by any participating organization. SPAC is the final authority to decide the maximum point to be allocated to any participating organization based on the documents.

26. Recourse Clause

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

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

27. Validity of Bid

The application Bid shall be valid for a period of 180 days from the last date of submission of application.

28. Withdrawal/Amendment to Bid

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

29. Performance Assessment

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

- i. Quality of deliverable is not up to the mark, (till the quality is improved to the required extent)
- ii. Delays in commencement of training
- iii. Not assigning adequate resources in time
- iv. Not engaging resources on a dedicated basis, even when required
- v. Assigning resources that do not meet DSD's requirements
- vi. Inadequate interaction with the DSD
- vii. The work is either not complete or not completed satisfactorily as per the approved time schedule or the quality of deliverable
- viii. If the delay is beyond timeline then DSD may rescind the Contract and shall be free to get it done from other Agencies at the risk and costs of the appointed Agencies. DSD may debar the Agencies for applying in its future Selection also.

- ix. The bidder has to provide detailed reports for the activities performed.

30. Liquidated Damages

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

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

32. **Force Majeure:**

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

33. Resolution of Disputes

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

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

34. Termination under this Contract

DSD may terminate the agreement by any time by providing written notice to the Agencies in the following ways

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

35. Legal Jurisdiction

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

36. Corrupt and Fraudulent Practices:

- The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the activity. Notwithstanding anything to the contrary contained in this E TENDER, DSD shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant 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”).
- Without prejudice to the rights of DSD, and the rights and remedies which DSD may have under the LOA or the Agreement, if an Applicant is found by DSD to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the selection Process, or after the issue of the work order or the execution of the Agreement, such an Applicant shall not be eligible to participate in any tender or E TENDER issued by DSD during the assignment period from the date such Applicant is found by DSD to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- For the purposes of Clause 1, the following terms shall have the meaning hereinafter respectively assigned to them:
 - “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of DSD who is or has been associated in any manner, directly or indirectly with the selection process or the LOA or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the DSD, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Assignment or the LOA or the Agreement, who at any time has been or is a legal, financial or Technical Consultant/ Adviser of DSD in relation to any matter concerning the Project;

- “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by DSD with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process

37. Tentative Timeline for completion of Project:

	Activity	Timeline
1	Completion of training, assessment and certification	Within 180 days of issuance of work order
2	submission of the placement (self employment/ wage employment) details of the trainees	Within 30 days of completion of training and certification
3	Progress report of the training programme	Weekly basis during ongoing training

Section – V

Annexure – I

Letter
No.

From:

Name of Agency with Complete Address of Communication

To

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

Sub: “Selection of Training Providers to Conduct Skill Development Training Under Directorate of Tribal Welfare Funded Scheme Across the Tripura”.

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

We have examined the information provided in your E TENDER document and offer to undertake the work described in accordance with requirements. This proposal is valid for 180 days and could be extended with mutual consent and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

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

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

Yours sincerely

Enclosures:

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

Annexure – II

FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL.

General Details:

i. Profile of Organization

Provide a brief profile of the Applicant in the format mentioned below:

Name of the Organization	
Type of the Organization (Government Institute / Company/ Firm/ Society/ Trust/ Proprietorship)	
Name and contact details of the Authorized Signatory of the Organization	
Relevant years of experience in skill development training domain in the state	
Address of Head Office	
Name of the Single Point Of Contact (SPOC) for proposed training centres	
Contact details of SPOC	Contact no.: Email ID:
Office address of SPOC	
Job Roles and the target applied for	1. 2.
TP registration No. of NSDC registered certificate	

II. EXPERIENCE IN SKILL DEVELOPMENT PROGRAMS

Provide a brief description of Organization's past experience in conducting Short Term Skill Development Programs in last three (3) financial years.

Financial Year	Govt. Funded scheme		Corporate Social Responsibility(CSR) scheme		Self-Paid scheme		STT in Relevant Sector	
	Trained	Certified	Trained	Certified	Trained	Certified	Trained	Certified
2018-19								
2019-20								
2020-21								

III. PROPOSED TARGET GROUPS & JOB ROLE:

Sl. no.	Target group (Specify)	Sector	Job Role	Duration in hours	Proposed Target	Course curriculum along with detailed session plan to be attached with the proposal
1						
2						

IV. DETAILS OF PROPOSED TRAINING CENTRE:

Sl. no.	TC name	Training centre address	Proposed job role	Centre readiness (Ready/ Will be ready within 15 days of work order)		
				Ownership	Trainer	Equipment's
1	2	3	4	5	6	7

Shortlisted TP has to set up training centre (within 10 days) by fulfilling requirements of training centre in the specified locations enclosed in Annexure-III.

V. PROPOSED PLACEMENT/ENTREPRENEURSHIP PLAN: Specify the strategy to be followed for each job role separately along with placement tie up letters. For entrepreneurship, the TPs have to provide a detailed plan along with the process of supporting the SHGs/Candidates for setting up enterprises.

VI. CERTIFICATES TO BE PRODUCED:

Certified that provisions of the E tender have been fully understood and we take the responsibility for successful completion of the project in a time bound manner, if targets are allocated by Directorate of Skill Development.

Certified that there is no duplication of efforts with existing schemes of other Ministries/ Departments if any project is sanctioned under Directorate of Skill Development.

VII. CHECK LIST DOCUMENT: Self-attested photocopies of the following documents to be attached with the proposal.

Sl. No	Particulars	Enclosed (Yes/ No)	Remarks if any
1.	Organization Registration Certificate		
2.	Experience Document related (Work Order and completion certificates) to skill development.		
3.	Ownership document such as Registered Rent/ Lease Agreement copy/ Electricity bill etc. of the proposed TC.		
4.	Complete CV of Trainers along with photograph and with photocopy of certificates (highest qualification mark sheet, experience document, if any, Relevant certificate from prominent institute on specific field for which trainer is proposed) with duly signed by candidate (For each job role shall be attached)		
5.	TOT Certificate of the Trainers, NIESBUD or EDP certificate of trainers		
6	Submission of Bengali version of the NSQF aligned handbook of the job roles applied for		
7.	Certificates as per Sl.No.VI		
8	Success story of previously trained and placed candidate details (at least 10 of the trained candidates)		
9	OJT documents and Placement tie up letters		
10	Original Notarized Rent agreement of training centres		
11	Monitoring feedback/ response of training quality of training provider in previously conducted programme under DSD		

12	IT return of the last three years (2018-19, 2019-20 and 2020-21)		
13	Audited accounts and annual reports for the last three years (2018-19, 2019-20 and 2020-21)		

Note:

All the pages should be numbered and properly indexed, mentioning the name of the submitting agency. If any of the E TENDER is found to be without proper signature, name of the submitting agency for which the proposal is being submitted, it will be liable for rejection.

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

Annexure-III

Training Centre Requirements:

Shortlisted Training Providers (TPs) have to set up Training Centre (within 10 days) by fulfilling following criteria:

- Training Infrastructure: The Facilitator Agency /TP shall arrange the necessary training infrastructure and required laboratory/equipment at the STT location, as per the requirements of the job role or as per guidelines of Directorate of Skill Development if any.
- Facilitator Agency /TP shall ensure that the overall training infrastructure especially the training aids for the proposed job role is as per the industry benchmark.
- Training Centre (TC) should have Reception Cum Placement Cell and Washroom (separate male and female).
- Training centre should be well equipped with all the amenities (**including COVID prevention facilities like sanitizer and enough room space**) within 10 days of receiving the work order and necessary arrangement shall be complete before commencement of any training.
- Training centre must have job role wise separate Classroom and Laboratory (minimum 10 sq.ft per candidate)/ as per Sector Skill Council Specifications.
- Availability of Safe Drinking Water.
- Availability of First Aid Kit& Fire Extinguisher.
- TC has to do branding as per the guideline provide by DSD.
- Mandatory Staffs Requirement in the training centre:
 - i. Job role wise trainers (ToT certified, NIESBUD or any other EDP certified)
 - ii. Centre In-charge cum MIS Coordinator
 - iii. Housekeeping Staff

Annexure-IV

Criteria for evaluation of the bid submitted in the E tender:

Mandatory Parameter	Preferred parameters	Desirable parameters
<p>1. Submission of proposal as per PAF template. Failure to meet any of the mentioned criteria will lead to rejection of Proposal.</p> <p>2. Overall monitoring feedback on implementation of any scheme under DSD, GoT</p> <p>3. Certified TOT Trainers details for the concerned job role.</p> <p>4. Content of the curriculum with hourly wise session plan for each job is attached (max 3 pages)</p> <p>5. Submission of Bengali version of the handbook of the job roles applied for</p>	<p>1) Training Centre ready in all aspects as per Annexure-III. If any TC is ready <u>Geo Tagged Photographs</u> have to be attached for the mentioned TC</p> <p>2) Success story of previously trained and placed candidate details (at least 10 of the trained candidates)</p>	<p>1) Previous experience of skilling in under Schemes implemented by Directorate of Skill Development.</p> <p>2) Placement/Entrepreneurship support plan & tie ups.</p> <p>3) Detailed Mobilization strategy for each location</p> <p>4) Detailed plan for <u>Livelihood Generation or Market Linkage</u> for the certified Candidates for each job role applied for</p>

SPAC is the final authority to select eligible training partner and allocated targets. SPAC reserves the right to cancel or disqualify any training provider without providing any explanation.

Annexure – V

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

AFFIDAVIT

I/we

.....
have gone through carefully all the Bid conditions and understood all the clauses, specifications of e-bid items, instruction of the NIT.

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

_____, Service Tax No. _____ certificate issued by _____ having office at _____ and do hereby declare and solemnly affirm that I / We / M/s have not been debarred/Black-listed, nor mine/our tenders orders have ever been cancelled by any State/UT/Central Government/Corporation or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of supply order by any State / UT / Central Government or by any autonomous body / authority and the individual/firm/company have been regularly paying income tax/service tax and is legally competent to engage in contracts and that I/we/M/s accept all the terms & conditions as prescribed with bid.

I / we solemnly declare that I / we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

Yours faithfully

(Signature of the applicant) (Name)

Date-----

Place.....

(Company Stamp / Seal)