

BID DOCUMENT

REQUEST FOR PROPOSALS (RFP)

FOR

**SELECTION OF AGENCIES FOR IMPLEMENTATION
OF
CARRIER GUIDENCE PROGRAM
TO GIRLS STUDENTS ACROSS 983 SCHOOLS OF TRIPURA
IN SECONDARY LEVEL**

NI e-RFP No: F.5(180)/TSDM/2023

Dated: September, 2024

**GOVERNMENT OF TRIPURA
DIRECTORATE OF SKILL DEVELOPMENT
DEPARTMENT OF INDUSTRIES & COMMERCE
ITI ROAD, INDRANAGAR, AGARTALA-799006
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(Visit us at <http://www.skillportal.tripura.gov.in>)

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DISCLAIMER

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This Request for Proposal (RFP) document is for selection of agency for implementation of Career Guidance program to girl students across 983 schools of Tripura in Secondary level. The purpose of the RFP Document is to provide the bidders with information to assist the formulation of their proposals.

While all efforts have been made to ensure the accuracy of information contained in this RFP Document, this document does not purport to contain all the information required from the Bidders. The Bidders should conduct their own independent assessment, investigation and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal. The Directorate of Skill Development, under department of Industries & Commerce or any of its employees shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the RFP Document.

The Authority reserves the right to change any or all conditions/ information's set in this RFP Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as the Authority may deem fit without assigning any reason thereof.

The Authority reserves the right to accept or reject any or all Proposals without giving any reasons therefore. The Authority will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Proposals to be submitted in response to this RFP Document.

GOVERNMENT OF TRIPURA
DIRECTORATE OF SKILL DEVELOPMENT
ITI ROAD, INDRANAGAR; AGARTALA

NOTICE INVITING e-e-RFP

(SECTION-I)

Electronic Bids (Request for Proposal) are hereby invited by the Director, Directorate of Skill Development, Govt. of Tripura, Indranagar, Agartala under single bid e-procurement system for Selection of Agencies for implementation of Carrier Guidance Program to Girls students across 983 schools of Tripura in secondary level.

(a)	e-RFP No	NI e-RFP No: F.5(180)/TSDM/2023
(b)	Name of work	Selection of agency for organizing Career Guidance for the girls students in schools of Tripura at secondary level
(c)	Details of Website where e-RFP Paper is available	https://www.tripuratenders.gov.inhttp://www.skillportal.tripura.gov.in
(d)	E-RFP Publishing date and time	13/09/2024 at 11:30 Am
(e)	e-RFP Cost (Non-Refundable)	Rs. 1, 500 (Rupee One thousand Five Hundred only) is to be paid electronically over the online payment facility provided in the portal anytime after Bid submission Start Date and before Bid Submission End Date and Time.
(f)	Earnest Money Deposit (EMD)	Rs.20,000 (Rupees Twenty Thousand only) is to be paid electronically over the online payment facility provided in the portal anytime after Bid submission Start Date and before Bid Submission End Date and Time.
(g)	Date of Pre Bid Consultative Meeting (Online)	Pre Bid meeting will be held on at 19/09/2024 at 12:30 P.M in online mode. Interested agencies/applicant are requested to follow the link below for joining the meeting https://meet.google.com/mke-apkg-wox
(h)	Receipt/Opening of Electronic Bids	Electronic Bid will be received up to 03/10/2024 PM on 5.30 P.M in the website https://www.tripuratenders.gov.in . The Bid will be opened by authorized officer son the 04/10/2024 at 4:00 PM , if possible.
(i)	Place of opening of e-RFP	Conference Hall, Directorate of Skill Development, ITI, Indranagar, Agartala, Tripura (West)
(j)	Timeline for completion of Project	As per clause 19.
h)	Presentation	Shortlisted bidder/bidders has to present the whole process career guidance programme through online mode.

2. To participate in the e-RFP process the Agency/Bidder has to register with the NIC portal i.e. <https://tripuratenders.gov.in>. Interested Bidders may download the e-RFP document from the website and upload the complete electronic RFP documents in the website <https://tripuratenders.gov.in> after the online Pre-Bid consultative meeting. The firms desirous of applying for undertaking this work should meet all criteria as per e-RFP enquiry.

3. Bidders should upload e-RFP form and their bids along with scanned copy of submitted EMD, duly signed relevant papers etc. as detailed in the e-RFP document on the website <https://tripuratenders.gov.in> before closing date & time.

4. In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the purchaser on the day of opening, the e-RFPs will be opened on the next working day at the same time.

Director, Skill Development
Govt. of Tripura

INSTRUCTION TO BIDDER & GENERAL CONDITIONS OF CONTRACT

1. INTRODUCTIONS

On behalf of the Director, Directorate of Skill Development, ITI road, Indranagar, e-RFP in single bid system is hereby invited, for Selection of agency for organizing Career Guidance for the girl students in schools of Tripura at secondary level

2. OVERALL OBJECTIVES

The objective is to ensure that the students studying in class ix to xii receive comprehensive support to help them explore various career paths, understand their strengths and interests, and make informed decisions about their futures.

3. TERMS AND CONDITIONS

- 3.1 Bidders will be conducted through the Competitive Bidding procedures (submission of technical bids) as laid down in the General Financial Rules, 2017, and is open to all eligible applicant as defined in the e-RFP.
- 3.2 The complete details for the RFP can be downloaded from the Public Procurement Portal of Government of Tripura at <https://tripuratenders.gov.in/nicgep/app>. Interested applicants are advised to regularly visit the websites in order to update themselves with regard to any change or additional information related to the RFP.
- 3.3 Bids must be uploaded the Public Procurement Portal of Government of Tripura at <https://tripuratenders.gov.in/nicgep/app> as specified in the Request for Proposal (RFP) below. Bids received after the stipulated date and time as specified at para 4 will be summarily rejected.
- 3.4 The Directorate of Skill Development, Govt. of Tripura will hold a online pre-bid meeting with the prospective bidders through the below link <https://meet.google.com/mke-apkg-wox> as specified at para 4.
- 3.5 The Bidder who do not qualify the eligibility conditions shall forthwith be rejected and their financial bids shall not be opened.
- 3.6 The Earnest Money Deposit (EMD) of INR 20,000/- (INR Rupees Twenty Thousand only) is to be paid electronically over the online payment facility provided in the portal anytime after Bid submission Start Date and before Bid Submission End Date and Time. Bids without EMD will not be considered.
- 3.7 All bids will remain valid for 180 days from the date of submission.
- 3.8 The Directorate of Skill Development, Govt. of Tripura reserves the right to solicit any additional relevant information from bidders individually and collectively.
- 3.9 The Directorate of Skill Development, Govt. of Tripura reserves the right not to accept bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
- 3.10 Bidders in joint venture, consortiums are not eligible to apply.
- 3.11 All information contained in the RFP document, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidders with any other organizations /agencies.
- 3.12 The Agency selected will not use its name, logo or any other information/ publicity on content created under the scope of work of the RFP on any platforms of the Directorate of Skill Development, Directorate of Skill Development.
- 3.13 The firm will ensure data protection (secrecy) and ensure that no data is leaked to any person not authorized by the Department.
- 3.14 Interested and eligible agencies/bidder may obtain further information/clarification regarding the RFP

training to be undertaken through submitting queries in mail id: skilltripura@gmail.com. DOWNLOADED FROM WWW.SKILLSPEDIA.IN

3.15 Payment Term & Conditions

Payment for the Program will be released as below:

An amount of Rs. 3,840 would be provided for each school for organizing Career Guidance Programme for 983 School across the state of Tripura.

- 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 after completion of the training programme and the payment would be released as per no of school 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.
- **Distribution of Job role Specific Kit:** Agencies shall provide a special kit to all the candidates during Orientation Programme so that further they can provide career guidance to the students
 - i. Writing Pad and Pen.
 - ii. Book of Information
 - **Approval of training batches:** After proper counselling candidates would be provided at least two (2) days induction program and final batch to be uploaded in state-MIS Portal for getting approval of same batch from the portal.
 - **Directorate of Skill Development (DSD), Govt. of Tripura** may reallocated targets district wise if there is a need at any point of time.
 - **Cost of Bidding:** The agency/ Bidders 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.

5. SCHEDULE AND CRITICAL DATES

The tentative schedule and critical dates are shown below:

Sl.	Event	Date
1	Tentative date of uploading of RFP in portal	13/09/2024.2024, 11:30 AM
2	Pre Bid Meeting (online mode) Link: https://meet.google.com/mke-apkg-wox	19/09/2024/2024,12:30 PM
3	Bid Validity Period	180 days from the date of Opening the Bid
4	Last date for submission of written queries for clarifications over email	18/09/2024, 2024 at 5:30 PM through online mode. Email: skilltripura@gmail.com
5	Date & time for publication of response to the queries raised over email	21/09/2024, 5:30PM (tentative)
6	Last date of submission of bids	03/10/2024 up to 5.30 PM
7	Last date of submission of EMD	EMD to be submitted online in the Portal
8	Opening of Technical Bids	04/10/2024 at 3.30 PM (tentative)
10	Date of Presentation by the bidder.	07/10/2024 at 11.30 AM through online mode.
9	Mode of e-RFP	Only through online mode https://tripuratenders.gov.in/nicgep/app

Note: The Directorate of Skill Development under Directorate of Skill Development reserves the right to amend the document for RFP ,tentative schedule and critical dates. It is the sole responsibility of prospective bidders to go through Public Procurement Portal of Government of Tripura at <https://tripuratenders.gov.in/nicgep/app> from time to time for any updated information.

6.ELIGIBILITY CONDITIONS

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The Bidders must fulfill the following eligibility conditions for participating in the Electronic Request for Proposal(e-RFP).The Bidders should close self-certified documentary evidence for fulfilling the eligibility conditions with undertaking that these documents are authentic..It is the sole responsibility of the applicant for the smooth and timely execution of the assigned work is given below:

SL.	Eligibility criterion	Documentary Proof to be submitted
1	The Agency/Bidder must be a Govt. Registered Agencies	Copy of certificate registration
2	The Bidder should be a Government Institute / Company/ Firm/ Society/ Trust/ Proprietorship company registered (minimum 3 years old) in India and should be operating in India for a minimum of three Years in implementing in terms of Career Guidance/Counseling Programme.	Certified copy of incorporation/registration
3	Bidder/Agency Should have experience with minimum 3 years in implementing in terms of Career Guidance/Counseling Programme.	Copies of Work Orders and Satisfactory Completion Certificates from the concerned authority.
4	The firm should be registered with appropriate tax authorities for GST, TAN, PAN etc. and should submit valid certificates of registration with these authorities.	TAN, PAN & GST registration certificate
5	The firm should never be blacklisted by any central Government / state government / PSU / government bodies /autonomous bodies/ private sector.	Self-declaration signed by authorized signatory
7	The bidder should have an average turnover of at least Rs. 5,00,000 (Five lakh) for last three years. The balance sheet/audited report for the last three financial years should be submitted (2021-22, 2022-23, & 2023-2024)	Audited annual accounts/certificate from Chartered Accountant.
8	Certified that provisions of the E RFP 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	<u>Certified copy with duly authorized signatory</u>
9	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.	<u>Certified copy with duly authorized signatory</u>
10	Copies of the Audited accounts and annual reports for the last three years (2021-22 , 2022-23 and 2023-24)7	<u>CA certified audited accounts reports</u>
11	Copies of IT return of the last three years (2021-22 , 2022-23 and 2023-24)	<u>ITR certificate</u>

6. COMMERCIAL CONDITIONS

Apart from the above, each Bidders is required to fulfill the following terms and conditions:

6.1. Earnest Money &e-RFP Fee

Each agency/bidders is required to submit Rs. 20,000/- (Rupees Twenty Thousand only) as EMD is to be paid electronically over the online payment facility provided in the portal anytime after Bid submission Start Date and before Bid Submission End Date and Time. Bids without EMD will not be considered.

- a) Bids not accompanied with EMD shall summarily be rejected.
- b) No bank guarantee will be accepted in lieu of the Earnest Money Deposit.
- c) The EMD of the unsuccessful Bidders would be returned after award of the contract. No interest shall be payable by the Directorate of skill Development, Directorate of Skill Development for the sum deposited as EMD.

6.2. Failure to agree with the Terms & Conditions of the e-RFP

Without prejudice to above ,failure of the successful bidders to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award ,in which event the Directorate of Skill Development under Directorate of Skill Development may award the contract to the next best value bidder or call for new proposals .In such a case, DSD, Directorate of Skill Development shall forfeit the EMD of successful bidders.

6.3. Amendment of E-RFP Document

At any time prior to the deadline (or as extended by DSD, Directorate of Skill Development) for submission of bids, Directorate of Skill Development for any reason ,whether at its own initiative or in response to clarifications requested by prospective bidder may modify the RFP document by issuing amendment(s).All bidders will be notified of such amendment(s) by publishing on the website, and these will be binding on all the bidders. The Directorate of Skill Development, Directorate of Skill Development, at its discretion, may extend the deadline for the submission of proposals.

The DSD, Directorate of Skill Development may change the scope after the submission of technical bids by the bidders .In this case, DSD, Directorate of Skill Development will release a corrigendum/clarification and ask the bidders to resubmit their financial bids only.

6.4. Payment Schedule

The payment will be released to the firm/organization/agency as per payment terms mentioned in Clause 3.16 in Section-II

7. PENALTYCLAUSE

- i. The detailed contract/work order will be signed with successful bidders .Any breach in contract/work order will lead to penalty and later termination of the contract. All the documents/code/application etc. prepared and developed by the bidder will be the property of the Directorate of Skill Development, Directorate of Skill Development. All designs, reports and other documents submitted by the bidder pursuant to this work order shall be come and remain the property of the DSD, Directorate of Skill Development and the bidder shall, not later than upon termination or expiration of this work order, deliver all such documents to the Directorate of Skill Development, Directorate of Skill Development.

- ii. If at any given point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligations, the Directorate of Skill Development, Department of (I&C) may take a decision to cancel the contract with immediate effect.
- iii. In case of late services/no services on a specific activity, in which the Agency fails to deliver the services there of within the period fixed for such delivery in the schedule the DSD, Directorate of Skill Development may Impose a 1% of Contract Value as penalty per day and if the work does not achieve the required levels thereafter as mentioned in the Contract/workorder,in4weeks,the DSD, Directorate of Skill Development can cancel the contract altogether.

8. BID SUBMISSION PROCESS

Willing and interested Organizations may submit their single bid as technical bids as per extant procedure elaborated in this document. The procedure for online submission of bids maybe seen below

8.1. Instructions for Online Bid Submission

The bidders are required to attach soft copies of their bids electronically on the Public Procurement Portal of Government of Tripura using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Portal for preparing their bids in accordance with the requirements and submitting their bids online on the Public Procurement Portal of Government of Tripura.

8.2. Registration

- i. Bidders are required to enroll on the e-Procurement module of the Public Procurement Portal of Government of Tripura (URL:<https://tripuratenders.gov.in/nicgep/app>.)by clicking on the link "Online bidder Enrolment "on the Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any further communication from the Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate(DSC) (Class II or Class III Certificates with signing key usage)issued by any Certifying Authority recognized by CCA India(e.g. Sify/ TCS/n-Code/ e-Mudhra etc.),with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- vi. Bidders then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

8.3. Bid Language:

The bids are to be submitted in English.

8.4. Preparation of Bids

- i. Bidders should take into account any corrigendum published on the RFP document before submitting their bids.
- ii. Please go through the RFP advertisement and the RFP document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
- iii. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the RFP document / schedule and generally, they can be in PDF/ XLS/ RAR /DWF/JPG formats. Bid documents maybe scanned with 100 dpi with black and white option which help sin reducing size of the scanned document.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents(e.g. PAN card copy, annual reports, auditor certificates etc.)has been provided to the bidders. Bidders can use "My Space "or" Other Important Documents" are a available to them to upload such documents. These documents may be directly submitted from the "MySpace "are a while submitting a bid, and need not be uploaded again and again.

8.5. Submission of Bids

- i. Agencies/bidders should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Applicants will be responsible for any delay due to other issues.
- ii. The Agencies/bidders has to digitally sign and upload the required bid documents one by one as indicated in the e-RFP document.
- iii. Agencies/bidders has to select the payment option as" online "to pay EMD as applicable and enter details of the instrument.
- iv. Agencies/bidders should submit the EMD as per the instructions specified in the e-RFP document.
- v. The server time (which is displayed on the bidders 'dash board) will be considered as the standard time for referencing the dead lines for submission of the bids by the applicants, opening of bids etc. The bidders should follow this time during bid submission.
- vi. All the documents being submitted by the Agencies/bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys Overall, the uploaded e-RFP documents become readable only after the e-RFP opening by the authorized bid openers.
- vii. The uploaded e-RFP documents become readable only after the E-RFP opening by the authorized bid openers.
- viii. Upon the successful and timely submission of bids(i.e., after Clicking "Freeze Bid Submission "in the portal),the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- ix. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This ac-

knowledge may be used as an entry pass for any bid opening meetings. DOWNLOADED FROM WWW.SKILLSPEDIA.IN

8.6. Assistance to Bidders

- i. Any queries relating to the e- RFP document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for the e-RFP or the relevant contact person indicated in the E-RFP
- ii. Detailed information useful for submitting online bids on the CPP Portal may be obtained at: <https://tripuratenders.gov.in/nicgep/app>.

9. SIGNING OF BID

The original and all documents of the Bid shall be e-signed by the Agencies/bidders.

10. METHOD OF EVALUATION AND AWARDS OF CONTRACT

Agencies/bidders are requested to submit the all requisite documents as per e-RFP Document along with their bids, failing to which the bids are liable for rejection.

10.1. Evaluation Process

- a) The Directorate of Skill Development (DSD), Directorate of Skill Development will constitute an Evaluation Committee to evaluate the responses of the Agencies/bidders.
- b) The Evaluation Committee constituted by the DSD, Directorate of Skill Development shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection.
- c) The decision of the Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- d) The Evaluation Committee may ask for meetings with the Agencies/bidders to seek clarifications on their proposals.
- e) The Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

10.2. E-RFB Validity

The offer submitted by the Agencies/bidders should be valid for minimum period of 180 days from the date of submission of e-RFP.

10.3. E-RFP Evaluation

A. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If proposals;

- a) Are not submitted as specified in the RFP document
- b) Received without the Letter of Authorization and Power of Attorney
- c) Are found with suppression of details
- d) Submitted without complete information, subjective, conditional offers and partial offers
- e) Submitted without the documents requested in the checklist
- f) Have non-compliance of any of the clauses stipulated in the RFP
- g) With lesser validity period

B. All responsive Bids will be considered for further processing as mentioned below.

- a) The Directorate of Skill Development, Directorate of Skill Development will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the e-RFP. All eligible bids will be considered for further evaluation by the Evaluation Committee according to the Evaluation process define in this RFP document. The decision of the said Committee will be final in this regard.
- b) Consortiums are not allowed for this engagement. The bidding entity has to be a single entity duly registered under the applicable laws of the country.

10.4A. Technical Capacity

The below mentioned criterion are to be fulfilled by bidders before applying for the e-RFP.

I. Must be a Skill India Digital Portal/ NSDC / SMART Portal registered Training Provider / Partner with a valid affiliation certificate/ MSME affiliated etc.

II. Should have experience in conducting skill development training under PMKVY/ any other State funded scheme in the State of Tripura/experience in STT/RPL training in relevant sector.

III. The proposal should be indexed well (mentioning the section & subject line) along with page numbers. In submission of proposals without a proper index shall lead to cancellation.

IV. **Mobilization & Counseling:** The selected Training Providers will have to mobilize candidates from the list shared by District Skill Committee (DSC) and Block Skill Committee (BSC) of concern district and TPs shall be responsible for finalizing the batch in discussion with both the DSC and BSC in the concerned district and also the training information should be shared with the District Skill Committees (DSC) / Block Skill Committee by the TPs.

The concerned Training Partners will counsel and screen the candidates based on the list provided by the DSC & BSC.

- ✓ To conduct awareness and dissemination of information about the Skill Development activities in each district.
- ✓ Necessary awareness/publicity and coordination with concerned district administration shall be done by selected training providers.

VI. The proposal shall be rejected at this stage if it fails to achieve the minimum technical score of 80% out of 100 from the technical section

10.4. Evaluation Process

The steps for evaluation are as follows:

Stage1: Technical Evaluation

- a. Directorate of Skill Development will review the technical bids of the short-listed Agencies/ Bidders to determine whether the technical bids are as per the requirements laid down. Bids that are not in accordance with the requirements are liable to be disqualified by Directorate of Skill Development.
- b. The Agencies/ Bidders technical solutions proposed in the bid document will be evaluated as per the requirements specified in the RFP and technical evaluation framework as mentioned in the Section
- c. Agencies/bidders will be asked to give a presentation on the understanding of the requirement of the Directorate of skill Development for media campaign and demonstrate the Proof of Concept for comprehensive media campaign for the Directorate of Skill Development.
- d. Each Technical Proposal will be assigned a technical score out of a maximum of 100 marks. Only the Agencies/bidders who get a Technical score of 80% or more (prior to normalization) will qualify for next stage. Failing to secure minimum marks of 80 out of 100 shall lead to technical rejection of the Bid.
- e. Target allocation will be provided according to the decision of State Project Approval Committee (SPAC)

Stage2: Technical Evaluation Frame work

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The Agencies/bidders technical solution proposed in the Technical Evaluation bid document will be evaluated as per the evaluation criteria mentioned in the following table.

<u>Sl. No.</u>	<u>Eligibility Criterion</u>	<u>The award of Marks will be as under</u>		<u>Maximum Marks</u>
		<u>Experience</u>	<u>Marks</u>	
<u>1</u>	<u>Complete and duly filled up Project Application Form (PAF) in the prescribed format only</u>			<u>15</u>
<u>3</u>	<u>Agencies of Previous experience with minimum 3 years in implementing in terms of Career Guidance/Counseling Program</u>	<u>More than 5 years</u>	<u>25</u>	<u>25</u>
		<u>Above 3 years to 5 years</u>	<u>20</u>	
		<u>3 Years</u>	<u>15</u>	
<u>4</u>	<u>Experience in implementing Govt. fund or Private program in NE Region in terms of Career Guidance/Counseling Programme with minimum 3 years' experience.</u>	<u>More than 5 years</u>	<u>25</u>	<u>25</u>
		<u>Above 3 years to 5 years</u>	<u>20</u>	
		<u>3 Years</u>	<u>15</u>	
<u>5</u>	<u>An average turnover for last three FY years. (2021-22 , 2022-23 and 2023-24)</u>	<u>More than 10 Lakh</u>	<u>15</u>	<u>15</u>
		<u>Above 5 lakh to 10 lakh</u>	<u>10</u>	
		<u>5 lakh</u>	<u>5</u>	
<u>6</u>	<u>Understanding of Requirements, Implementation Approach, Methodology and Manpower deployment with Technical Presentation. Presentation on the understanding of the scope of work with formulation of the methodology and complete planning for conduct of Career Guidance Programme(Shall be conducted through Video Conferencing; the date, time and link shall be informed in due course after opening of technical bids and prior to opening of financial bids)</u>			<u>25</u>
	<u>Total</u>			100 Marks

Note: Proposal obtaining a score minimum of 80 marks out of 100 marks will be declared as technically qualified.

The Final Normalized technical score of the bidder shall be calculated as follows:

Normalized Technical Score of a Applicants = {Technical Score of that Bidders/Score of the Bidders with the highest technical score} X 100 (adjusted to 2 decimals)

Example:

Bidders	Technical Score	Calculation	Normalized Technical Score
Bidder-1	88	$(88/95)*100$	92.63
Bidder -2	90	$(90/95)*100$	94.73
Bidder -3	80	$(80/95)*100$	84.21
Bidder -4	95	$(95/95)*100$	100.00

- The bidders with the highest Final score shall be treated as the Successful bidders. In the above example ,Bidders-4 will be treated as successful bidder.
- In the event the Final scores are ‘tied’, the bidder securing the highest technical score will be adjudicated as the Best Value bidders for award of the Project.

10.5a. Award of Contract

- 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 bidders who is found Technically Qualified and securing highest technical score as per the Bid conditions **as final by the State Project Approval Committee(SPAC)**.
- 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 Agencies/bidders or any obligation to inform the affected Agencies/bidders of the reasons for such action.

10.5b. Notification of Award of Contract.

- The Agencies/bidders 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.

10.5c. Corrupt or Fraudulent Practices

The Department require that the Agency’s/ 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:

- Define for the purposes of the provision, the terms set forth below as follows:
 - “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
 - “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.
- 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.
- 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.
- Furthermore, bidders shall be aware of the provisions stated in the General Conditions of Contract.

10.5d. Negotiations

Normally there should be no post e-RFP negotiations, it would be only on exceptional circumstances, if considered necessary and shall be held only with the Agency as per extant rules that shall be placed as H- 1 Agencies bidders after evaluation of the Technical bids, as indicated above. This will be subject to Government rules and procedure in the matter. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the Agency.

10.6. General condition of contract.

- a) Bids once submitted cannot be amended.
- b) Any Bid which does not quote for all items will be determined to be non-responsive and may be rejected.
- c) The Agency shall not assign or sublet the contract or any substantial part there of to any other agency, without written consent of the Directorate of Skill Development (DSD), Directorate of Skill Development.
- d) The bidder not include/indicate any financial cost direct/indirect in the proposed technical bid. Proposals indicating financial cost in technical bids shall be rejected at the technical stage only

10.7. 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) with in stipulated timeline in time bound manners.
- Agency shall setup centre along with all equipment's 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 valid 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 Equipment's, Teaching aid, Raw Material, ToT of Trainers, Salary of Trainers and Staffs, Issuance of identity card to trainees and trainers, Induction kit, Cap, Gloves, Trainees T-Shirt, Rent of Training Centre/other centre establishment cost for implementation of training. Prior approval of trainees to be taken from DSD before commencement of training and upload data in DSD MIS.
- Agency shall submit weekly progress report to the office of the undersigned within five working days of each week during the training period.
- Agency shall provide placement support to the successfully passed trainees.

10.8. Responsibilities of Directorate of Skill Development

- Overall monitoring the implementation of the training program in the districts as mentioned in e RFP by the selected agency and ensure complete closure of the training in each of the mentioned districts within timeline.
- Establish linkage with different District Administration, Govt. Departments, Sector Skill Councils, and Industries by providing necessary support.
- Monitoring the training programme so that the training is conducted fruitfully.

10.9. Period of the Assignment

- The tenure of assignment / contract would be for a period of 180 days 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.

- Agencies/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 Agencies/bidders risk and may result in rejection of its Proposal.

10.10. Bid submission Format and Documents comprising of Proposal:

- The entire proposal shall be strictly as per the format specified in this e-RFP. 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 bidders from entire e RFP process.
- Agencies/bidders shall furnish the required information on their technical and financial proposals in specified formats only. Any deviations in format may make the e-RFP liable for rejection. Disclosure of Financial information of the proposal in Technical Envelope shall be sufficient grounds for rejection of the proposal.

11. ARBITRATION

- a) If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties here to or the respective representatives or assignees in connection with or arising out of the contract, the Directorate of Skill Development would appoint a sole arbitrator, which shall be accepted by the Agency. The decision of the arbitrator would be final and binding on both the parties.
- b) It is also a term of the contract that contractor shall not stop the work under this contract and work shall continue as expected to continue whether the arbitration proceedings have commenced or not.
- c) The Venue of the arbitration shall be at Agartala. Subject to as aforesaid, the provision of the Indian Arbitration Act, 1996 and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

12. LABOUR LAWS AND SAFETY MEASURES

Agency gives a binding representation that any legal/semi legal prosecution/penalty befalling any activity undertaken to fulfill this contract shall be the sole responsibility of the Agency, and the Directorate of Skill Development, Directorate of Skill Development will not be liable to any direct/indirect prosecution /penalty because it receives services.

13. APPLICABLE LAW AND JURISDICTION

This contract/ work order arising out of this bidding process, including all matters connected therewith with this contract/work order shall be governed by the Indian laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Agartala Court, if required.

14. INDEMNIFICATION

- i. Agency shall at all times indemnify and keep indemnified the Directorate of Skill Development, Directorate of Skill Development against all claims/damages etc. for any infringement of any Intellectual Property Rights(IPR) while providing its services under this work order.

- ii. All claims regarding indemnity shall survive the termination or expiry of the work order.

15. FORCE MAJEURE

- i. For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of either party.
- ii. In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under the contract, if any concluded, the relative obligation of the part affected by such force majeure lasts. The terms "Force Majeure" as implied herein shall mean acts of God, War, Civil riots, pandemic, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the Agency. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy two hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by force majeure conditions lasting for more than 2(two) months, the Organization shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part.
- iii. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

16. FAILURE & TERMINATION CLAUSE

Directorate of Skill Development, Govt. of Tripura 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.

17. AGENCY CODE OF CONDUCT AND BUSINESS ETHICS

The Directorate of Skill Development, Directorate of Skill Development is committed to its "values & beliefs" and business practices to ensure that Agency, who provides services, will also comply with these principles.

18. BRIBERY AND CORRUPTION:

Agencies are strictly prohibited from directly or indirectly (through intermediates or sub-contractors) offering any bribe or undue gratification in any form to any person or entity and/or indulging in any corrupt practice in order to obtain or retain a business or contract.

Agencies shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with the Directorate of Skill Development, Directorate of Skill Development. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suspension of material facts, such contract shall be voidable at the sole option of the competent authority of the DSD, Directorate of Skill Development. For avoidance of doubts, no rights shall accrue to the Agency in relation to such business/contract and the DSD, Directorate of Skill Development or any entity thereof shall not have or incur any obligation in respect thereof. The Agency shall indemnify in respect of any loss or damage suffered by the Directorate of Skill Development on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of the employees deployed by them.

19. Tentative Timeline for completion of Project:

Sl. No.	Activity	Timeline
1	Completion of the career guidance programme	Within 3 months of issuance of work order
2	Submission/uploading of the evidences of programme	Within 15 days of completion of training and certification
3	Progress report of the training programme.	Weekly basis during ongoing training

SECTION-III**TERMS OF REFERENCES (TOR)****1. Background of the Project**

Directorate of Skill Development, Government of Tripura is actively participating in implementing the Career Guidance Programme for girls Candidates in Secondary Level across 983 Schools in the state of TRIPURA. A State Project Approval Committee (SPAC) has been formed to guide the implementation of project in the State. A State Project Implementation Unit (SPIU) has been formed, to assist the Agencies for the implementation of the project. At the state level, State Project implementation Unit (SPIUs) will be responsible for providing fiduciary guidance implementation, monitoring, and facilitation of this project. .

2. Major activities under Career Guidance Programme

Career guidance will be focused on below mentioned points

1. General Degree & Higher Studies opportunities
2. Exam preparation tips & Competitive exam preparation
3. Scholarship opportunities from different educational Institute/Govt. Department
4. Awareness Creation of Skill development training,
5. Scope of employment in local, National and Overseas.
6. Skill loan, Education loan opportunities.

3. Specific information regarding the assignment:

The SPIU intends to hire/engage a consulting firm/agency/organization to prepare a Book of Information and conduct the session on point mentioned in point No. 2 of Section III which may be divided into 3(Three) Session which includes 3 hours each session (2 hour discussion and 1 hour interaction). The following process may be follow during sessions:-

Sl.	Discussion Point	Duration
1	<ul style="list-style-type: none"> ➤ General Degree & Higher Studies opportunities ➤ Exam preparation tips & Competitive exam preparation 	2 hour Session 1 hour Session
2	<ul style="list-style-type: none"> ➤ Scholarship opportunities from different educational Institute/Govt. Department ➤ Awareness Creation of Skill development training 	2 hour Session 1 hour Session
3	<ul style="list-style-type: none"> ➤ Scope of employment in local, National and Overseas. ➤ Skill loan, Education loan opportunities. 	2 hour Session 1 hour Session

4. Book of Information :-Book of Information, containing all information regarding the session, has to be prepared by the agency with the help and prior approval of the Education department, Govt. of Tripura and have to share with the girls students of the 983 schools of Tripura.

5.Feedback of this programme

A standard feedback will be shared with the all the Headmaster/Principal of the school and after the completion of the programme the feedback form may be signed by the candidates and share with this directorate for quality checking.

6. Completion of Work:- Career guidance programme has to be completed with in 180 after issuance of work order.

E-RFP ACCEPTANCE LETTER**(To be given on Letter Head)****Date:.....**

To,

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

e-RFP Reference **No.F.5 (180)/TSDM/2023**

Name of e-RFP / Work: -

Dear Sir,

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

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

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

Yours Faithfully

(Signature of the Bidders, with Official Seal)

TURNOVER CERTIFICATE

In reference to NleRFP No.F.5. (173)/TSDM/2023 dated _____ of....., I/We hereby confirm and certify that during the financial years FY- 2021-22 (i.e. for the year ended 31stMarch, 2022) , FY-2022-23 (i.e. for the year ended 31stMarch, 2023 and FY-2023-24(i.e. for the year ended 31stMarch, 2024) the Turnover/Gross Receipt of my/our Consulting Firm/Agency/Organization M/s _____, Office Address: _____ of M/s _____ (Full Name and address of the Consulting Firm/Agency/Organization) as per Income Tax Return are as follows-

1. Turnover/Gross receipts for the FY: 2021-22Rs. _____ (Rupees _____) only.
2. Turnover/Gross receipts for the FY: 2022-23Rs. _____ (Rupees _____) only.
3. Turnover/Gross receipts for the FY: 2023-24Rs. _____ (Rupees _____) only.

I/We also confirm that turnover/Gross Receipt of the firm/company M/S _____, Address; _____ during FY: 2021-22, 2022-23 and 2023-24 is not less than the monetary value of Rs. 10,00,000/- lakhs in reference to NleRFPNo.F.5. (180)/TSDM/2023 ,dated _____

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

Place: _____

Date: _____

Yours Faithfully

(Signature of the Bidder, with Official Seal)

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 agencies for implementation of Carrier Guidance program to girls students across 983 schools of Tripura in Secondary level”

We, the undersigned, offer to provide the services for the above in accordance with your E-RFP dated, we are hereby submitting our Technical Proposal (As per **Annexure IV**) in online e tender portal.

We have examined the information provided in your e-RFP 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/e-RFP 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

FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL. (Project Application Form-PAF)**General Details:****i. Profile of Organization**

Provide a brief profile of the Bidder 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.
Registration No. of Agencies	

II. Trainer Details:

Sl.	Name of the Trainers	Qualification	Experience (in year)

III. EXPERIENCE IN SKILL DEVELOPMENT PROGRAMS

Provide a brief description of Organization's past experience in conducting Career Guidance/Counseling Programs in last three (3) financial years.

Financial Year	Govt. Funded scheme		Corporate Social Responsibility(CSR) scheme		Self-Paid scheme		Any Private body	
	No of Candidates	Location	No of Candidates	Location	No of Candidates	Location	No of Candidates	Location
2021-22								
2022-23								
2023-24								

IV. 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.	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)		
4.	IT return of the last three years (2021-22 , 2022-23 and 2023-24)		
5.	Audited accounts and annual reports for the last three years (2021-22 , 2022-23 and 2023-24)		

Note:

All the pages should be numbered and properly indexed, mentioning the name of the submitting agency. If any of the e-RFP 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 – 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 e-RFP 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)