

NI e-RFP No: DI/TIDA/3(40)/2024-Part(1)

BID DOCUMENT

**Request for Proposal
For
Appointment of
Knowledge Partner for Investment Promotion, Policy Implementation & Business
Climate Reforms Services**

March, 2024

Directorate of Industries & Commerce
Government of Tripura
SHILPA UDYOG BHAVAN, KHEJURBAGAN,
AGARTALA, TRIPURA (WEST) PIN – 799006
(Visit us at <http://www.industries.tripura.gov.in/>)

Request for Proposal for Appointment of Knowledge Partner for Investment Promotion, Policy Implementation & Business Climate Reforms Services

DISCLAIMER

This Request for Proposal (RFP) document is for Appointment of Agency to work as Knowledge Partner for Investment Promotion, Policy Implementation & Business Climate Reforms Services in the State of Tripura which contains brief information about the scope of work and qualification process for the successful applicant. The purpose of the RFP Document is to provide the applicants 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 Applicants. The Applicants 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 Industries & Commerce, Government of Tripura 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.

Directorate of Industries & Commerce
Government of Tripura
SHILPA UDYOG BHAVAN, KHEJURBAGAN,
AGARTALA, TRIPURA (WEST) PIN – 799006

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Abbreviations and Glossary of key terms

Key terms used throughout and their abbreviations

DI&C	Directorate of Industries & Commerce, Government of Tripura
NIT	Notice inviting Tender
RFP	Request for Proposal
SPOC	Single Point of contact
Bidder / Agency / Vendor / Consultant	The respondent organization making a proposal in response of this document and/or their relevant personnel
Department	Tender conducting department viz Directorate of Industries & Commerce, Government of Tripura

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1 Section – I: Notice Inviting e-RFP

NIE-RFP No: DI/TIDA/3(40)/2024-Part(1)

Electronic Bids (Request for Proposal) are hereby invited by DI&C under two bid e-procurement system for Selection and Appointment of Agency to work as Knowledge Partner for Investment Promotion, Policy support, Branding & Investor Facilitation, Ease of Doing Business, PM-Gati Shakti etc.

(a)	e-RFP No	NIE-RFP No: DI/TIDA/3(40)/2024-Part(1)
(b)	Name of work	Selection of an Agency to work as Knowledge Partner for Investment Promotion, Policy Implementation & Business Climate Reforms Services
(c)	Details of Website where e-RFP Paper is available	https://www.tripuratenders.gov.in https://industries.tripura.gov.in/
(d)	E-RFP Publishing date and time	13-03-2024 ; 5 PM
(e)	e-RFP Cost (Non-Refundable)	Rs. 5000.00 (Rupee five thousand only) is to be paid electronically over the online payment facility provided in the portal any time after Bid submission Start Date and before Bid Submission End Date and time.
(f)	Earnest Money Deposit (EMD)	Rs. 1,00,000 (Rupees One lakh only) is to be paid electronically over the online payment facility provided in the portal any time after Bid submission Start Date and before Bid Submission End Date and Time.
(g)	Prebid queries may be sent to	industrytripura@gmail.com (Up-to 19-03-2024 at 03:00 PM)
(h)	Date of Pre-Bid Consultative Meeting	Pre-Bid meeting will be held on 20-03-2024 at 3:00 PM in online mode. Interested bidders are requested to follow the link below for joining the meeting (https://meet.google.com/tox-gwvc-fep)
(i)	Receipt/Opening of Electronic Bids	Electronic Bid will be received up to 03-04-2024 PM on 5:30 P.M on the website https://www.tripuratenders.gov.in . The Bid will be opened by authorized officers on the 04-04-2024 at 4:00 PM , if possible.
(j)	Place of opening of e-RFP	Conference Hall, Directorate of Industries & Commerce, Government of Tripura, Shilpa Udyog Bhavan, Khejurbagan,

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		Agartala, Tripura (West)
(k)	Completion of work.	As mentioned in the Terms of Reference (TOR)
(l)	Name and Address for communication	Director, (Industries & Commerce) Address: Shilpa Udyog Bhawan Near Ginger Hotel, Agartala ,West Tripura PIN: 799006 Email id: industrytripura@gmail.com

- i.** To participate in the e-RFP process the Bidder/Applicant 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.
- ii.** Bidders should upload e-RFP form and their bids along with EMD, duly signed relevant papers etc. as detailed in the e-RFP document on the website <https://tripuratenders.gov.in> before closing date & time.
- iii.** In case of any unscheduled 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.

Additional Director
Directorate of Industries & Commerce, Government of Tripura

2 Section – II: Introduction

2.1 Brief of the Organization

The vision of the Directorate of Commerce and Industries, Government of Tripura is to transform Tripura into a preferred destination for industrial and trade activities. This transformation aims to bring economic development, improve living standards, create better employment and self-employment opportunities, and make the best use of our natural and physical resources for the benefit of the state and its people.

The mission is to be the driving force behind opportunities in the industries and trade sector thereby working across all scales – from micro to large-scale units – and facilitate both internal and international trade and commerce with the aim to integrate and catalyse growth, fostering a thriving business environment in Tripura.

2.2 Objective of the Project

Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India circulates a yearly Business Reform Action Plan (BRAP) for improving the Ease of Doing Business across all states. Government of Tripura in turn to implement the business reforms suggested by DPIIT wants to improve the ranking of the State and present to the Investors as a favourable Investment destination.

Accordingly, as per the mission of the Directorate of Industries & Commerce, Government of Tripura for promotion and development of industries in the State a Single window portal was designed and launched under the URL : <https://swaagat.tripura.gov.in>

Now, to improve the investment climate in Tripura, carry out effective investment promotion an agency is to be engaged to work as Knowledge Partner for Investment Promotion, Policy support, Branding & Investor Facilitation, Ease of Doing Business and implement EoDB reforms in the State including supporting the State for implementation of PM-Gati Shakti.

2.3 Scope of work (SOW)

The scope of work will comprise of the below:

Investment promotion is one of the important objectives of the Directorate of Industries & Commerce, Government of Tripura. It conducts various investment promotion events including national road shows and flagship investor summits and also enabling Ease of Doing Business

reforms in the state.

DI&C proposes to invite proposals from consultancy firms with experience of working as Knowledge Partners/ Lead Consultants in flagship investment promotion events of state governments/ central government in India including working experience as Investment Promotion Agency and in improvement of Investment climates through Ease of Doing Business Reforms and improvement of regulatory environment. During the course of their engagement with state governments/ central government they must have advised/ assisted the governments on investment promotion, investor facilitation, and marketing and branding of state as the foremost investment destination, nationally and internationally as well as facilitated implementation of Ease of Doing Business reforms including reducing compliance burden by improvement of the regulatory policies.

Now as per the vision of the DI&C the state intends to strengthen its domestic capabilities and forge strategic linkages. The State Government intends to proactively work to create a conducive investment climate through infrastructure creation, reduced regulations, investment promotion, general facilitation and evolving such policies so as to induce investments in the state. Through the appointment of Knowledge Partner, the State Government intends to further bolster investment inflow and thereby accelerate industrial progress of Tripura.

2.3.1 Policy Advisory: Provide Policy Advocacy to improve investment climate and enhance business competitiveness in Tripura

- i. Policy benchmarking (with respect to new/ amended domestic and international policies) of Industrial Policy and other policies under the ambit of the State Government on a regular basis. The exercise should yield quality recommendations in terms of new incentives, emerging needs and best practices that could form part of States policy environment.
- ii. Drafting new policies as per the requirement (focus sector specific, upcoming sectors/ industries etc.) or as and when asked by DI&C. Define a broad-based action plan for implementation of policy procedures – structures, guidelines and rules etc.
- iii. Provide policy implementation advocacy and creating policy awareness among the industries in the state and globally.
- iv. Consultation with stake holders for assessing the needs of the investors, so as to incorporate in the policy
- v. Devise methodology for investor feedback and surveys
- vi. Feedback activity should be continuous process at least 5 Industrial Units should be consulted every quarter
- vii. Analysis of International Policies and State policies should be incorporated in every quarterly report, the policy and sector to be analyzed should be done in consultation with DI&C
- viii. Support for data analysis and formulation of MIS template for various sets of data in consultation with DI&C

2.3.2 Lead Generation and Conversion

- (i) Assist Directorate of Industries & Commerce, Government of Tripura in lead generation through:
 - a. Helpdesk/ Facilitation Inquiries – the Knowledge Partner shall assist DI&C in running investor helpdesk
 - b. Roadshow/ Events Interactions
 - c. Targeted Touch-base Programs
 - d. Other innovative methods/routes
 - e. The Knowledge Partner shall arrange at least one meeting per month with the prospective investor.
 - f. The Knowledge partner should coordinate with Country based desk, Embassies and International Chamber of commerce for lead generation

- (ii) Assist in investment intention follow-up and grounding through:
 - a. One to one meetings/ mails/ phone calls etc.
 - b. Guiding and handholding – the Knowledge Partner shall coordinate with the potential investors and DI&C in order to facilitate required approvals for the investment proposals/projects
 - c. Create and maintain a database of potential investors/ leads and carry out a contact program to reach out to them.
 - d. A detailed section should be incorporated in QPR stating the no of units pitched and contacted in the month along with the status of their follow up on investment grounding on the state. If the units intend to ground their investment in other state a SWOT analysis of the reasons of grounding their investment in other state should be incorporated in the report.

- (iii) Investment / 'Intention to Invest' Follow-ups
 - a. Assist in following up with investors and track progress of 'Intention to Invest'
 - b. Facilitating and handholding investors who have finalized sites in the state through various government approvals and permissions – establishing Investor Aftercare Cell that will answer investor inquiries and track investment, intentions.
 - c. The Knowledge Partner should handhold the investors throughout the investor lifecycle.
 - d. The Knowledge partner should be conversant with the approvals required from various departments and act as a Single Point of Contact for ensuring time bound delivery of clearances to the on boarded investors.
 - e. Facilitating one-to-one meeting with the investors and Government Officials to resolve issues, if any.
 - f. The members of lead generation and aftercare team will act as a dedicated point of contact and ensure necessary approvals are received by the applicants as per the time lines defined under PSG.
 - g. The lead generation and aftercare team will also support in resolving queries raised by user departments.
 - h. Guiding and facilitating dormant investors, who have filed Intentions to Invest/ signed MoUs with GoT, towards implementing/ grounding their projects in Tripura.
 - i. Survey Industries (in Tripura) in consultation with DI&C and TIDC Ltd on quarterly basis to ascertain sentiments, knowledge of facilities in Industrial parks and suggestions for improvements.

- (iv) Infrastructure Advisory

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- a. Improving/ upgrading Geographical Information System based online industrial land bank.
 - b. Assist DI&C and TIDC Ltd in creating a system for keeping the online industrial land bank updated.
 - c. Coordinating with central government agencies like National Centre for Geo-Informatics, Invest India and keeping the Tripura industrial land bank details updated on the portal.
 - d. Preparation, review and updating of industrial area profiles on monthly basis , in coordination with the IT cell /Engineering cell /District offices DI&C Advising DI&C in conceptualizing new industrial areas from the existing land bank available with the corporation/ Department of Industrial Policy and Investment Promotion. The Knowledge Partner shall make a feasibility report for the same, which would include:
 - i. Recommendations on type of development (sector specific/ multi sector/ others).
 - ii. Recommendations on mode of development (PPP/ EPC/ Govt. Grants/
 - iii. Others).
 - iv. Marketing strategy.
 - e. Identifying, preparing documents and availing GoI grants for industrial infrastructure in Tripura, under various GoI schemes.
 - f. To ensure optimal utilization of land resources, the agency would be required to assess and collate the data regarding the usage of land in Industrial areas. The report / MIS should include available land parcels , information of land parcels under litigation , non-functional units, Units under closure etc.
- (v) Investment Promotion, Marketing and Branding Advisory
- a. Assist DI&C in creating/ formulating a roadmap for investment facilitation
 - b. Develop investment promotion, marketing and branding strategy for promoting Tripura at national and international levels. Assist in designing and implementing country connect program
 - c. Preparing a database of focus country contacts.
 - d. Regular follow-ups and investment related query handling
 - e. Review existing strategies and benchmark it with strategies of other states and countries and recommend best and new practices.
 - f. Based on the above-mentioned study, identify and strategize the promotional, marketing and branding initiatives that are to be undertaken by GoT.
 - g. Provide competitive market intelligence on investment plans of prospective investors.
 - h. Identify international and national conferences/ promotional events wherein brand Tripura can be promoted and assist GoT in participating in these events.
 - i. Advice GoT in promoting brand Tripura via new age mediums like online portal and social media platforms
 - j. Identification of the GoI schemes which can be dovetailed with respect to the Investment Promotion activities.
 - k. Develop, update and maintain compendium of National and International trade bodies, Embassies and Industries which could be pitched Destination Tripura
 - l. Collation of Event calendars where the State of Tripura can be can be show cased as an investment destination
 - m. Provide necessary assistance to DI&C in organizing and participating in investment promotion events/ related conferences and missions/delegations:
 - n. Assisting DI&C in participating in national and international investor

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- promotion events.
 - o. Assisting DI&C in organizing investment promotion events nationally as well as internationally.
 - p. Creating presentations, background papers/research notes, talking points/speeches, brochures, sector profiles etc. required for events.
 - q. Provide advisory assistance in organizing/handling inward delegations from by way of research work, presentations, talking points/speeches etc.
 - r. Submission of event reports within 10 days of the event, the report should also be included in the QPR
- (vi) Work with DI&C to create an investor focused contact strategy and action plan to reach the targeted investors and to promote Tripura as a business location:
- a. Prepare company/ sub-sector specific SWOTS and benchmarking to identify key factors against the competitor locations.
 - b. Prepare investor/ company specific presentation for potential investors highlighting advantages Tripura provides over competitor locations.
 - c. Identify key threats and weaknesses for the state in each sub-sector that render us relatively unattractive.
 - d. Propose action plans to GOT to address the identified threats and weaknesses.
 - e. Creating awareness about investment policies, incentives and overall development scenario in Tripura
 - f. Assist DI&C in creating awareness about specific policies, incentives and overall development scenario in Tripura through online and offline awareness initiatives and programs.
 - g. Publishing online Quarterly newsletter to create constant visibility among the investor community. The newsletter may include:
 - i. Cover Article – Sector / District / Project update
 - ii. Investments fructified
 - iii. MoUs Signed
 - iv. Industrial Infrastructure Developed
 - v. Policy / Regulatory reform implemented
 - vi. Events Organized
 - vii. Events Participated
 - viii. Investor Testimonials
 - h. Assisting DI&C with content management for Social Media Channels (Twitter, Facebook, YouTube and blogs)
- (vii) Content/ Collateral/ Knowledge Creation and Management
- a. Creating marketing collateral
 - i. Create the state, select district/regional and sector profiles that will provide important statistics about the resources of the state, growth, favorable conditions for investment and other key information that will act as a guide to investors.
 - ii. Keeping the content updated; review should be done every quarter or as per the requirement.
 - iii. Preparing various marketing tools and other publicity material including presentations, brochures, among others.
 - iv. Prepare promotional content for digital media.
 - v. Assist DI&C with relevant content for publicity.
 - b. Preparing event specific content
 - c. Prepare draft speeches for Hon'ble Ministers, Officers and VIPs at the event.
 - d. Contribute overall intellectual input which would best showcase the event.
 - e. Preparation of knowledge content for event specific material including collaterals,

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invitation letters, event flyer/ brochures, among others

- (viii) Assist in creating/ revamping and updating Department of Industries & Commerce/Single Window website and Investment Promotion Websites and Social Media pages
- a. Support in Website content updation on a continuous basis during the project period.
 - b. Coordination with website developer for developing and keeping user friendly interactive platform.
 - c. Assist DI&C in creating and managing online tools including APPs, Facebook Page, LinkedIn and Twitter, among others.
 - d. Assist DI&C Investment Promotion in Knowledge Management
 - e. Assist DI&C in keeping updated investor related information on their websites and social media platforms.
- (ix) Assist DI&C in organizing Investors Summit
- a. Pre and during the event activities
 - b. Assist DI&C in preparation of action plan for Investor Summit and roadshows before the event.
 - c. Advise DI&C on event format, venue, guest to be invited in various categories and target audience.
 - d. Assist DI&C in planning sessions and seminars, scheduling the topics, preparation of background papers, identification of speakers/ panel members, inviting and approaching the speakers etc.
 - e. Assist DI&C in identifying and approaching partner organizations and agencies.
 - f. Advise input on pre-event activities and roadshows, including formats and locations, among others.
 - g. Assist DI&C in implementing the approved action plan.
 - h. Coordinating with the Guest of Honors (prominent industrialists, ministers from state and GoI, senior officers of state and GoI, foreign delegates and head of states) to ensure their participation in the event. Assist GoT officials participating in Global Investors Summit and related events and roadshows with possible questions and answers during various interaction points.
 - i. Assist the national partner in coordinating with event partners and prominent business associations to ensure healthy participation in the event. Primary responsibility of ensuring the healthy participation in the event lies with national partner. Resultantly national partner will approach potential partner organizations and agencies.
 - j. Preparation of marketing collaterals such as event website, sector profiles, project profiles, district profiles, pitch presentation, leaflets, booklets and reports that are to be circulated during the Summit and related roadshows:
 - k. Prepare fact file and compendium of industries and policies for Tripura.
 - l. Assist design partner/ IT vendor appointed by DI&C in developing the event website.
 - m. Preparing presentation, background notes and talking points for GoT and GoI ministers and officials, participating in Investors Summit and GoT roadshows and events.
 - n. Preparing a database of the investment interest registered on the Single Window Platform - SWAAGAT.
 - o. Designing, Printing and branding would be taken by DI&C or its nominated agency.
 - p. Assist DI&C in organizing B2G, G2G and B2B meetings on the side-lines of Investors Summit and related events and roadshows. Knowledge Partner will

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assist in suggesting candidates for G2G and B2G meetings, matchmaking in case of B2B meetings, documentation of minutes of G2G and B2G meetings and collection of materials circulated by various industrial groups, agencies and government representatives.

- (x) Post event activities
 - a. Documenting main highlights and features of the Summit from investment point of view and suggesting follow-up action plan.
 - b. Provide assistance in documenting the Summit and related roadshows, and suggesting follow-up action plan.
 - c. Documenting minutes of the meeting and action points of G2G and B2G meetings.
 - d. Prepare letters of gratitude to different participants on behalf of GoT.
 - e. Assist DI&C in grounding of investment after the event.
 - f. Doing follow-up with investors and respective Government agencies/Departments to ensure progress of the projects.
 - g. Assisting DI&C in identifying bottlenecks in implementation of MoUs signed during the Summit. Advising on probable solutions to fast-track implementation.
 - h. Submission of Post event reports within 10 days of the event, the report would form part of the QPR.

- (xi) Support the state in Participation in flagship program, schemes, PLI Schemes of Govt. of India, , World Bank, Asian Development Bank and Externally Funded projects
 - a. Study and Identification of schemes under which the State is eligible for applying.
 - b. Documentation of eligibility criteria for the scheme
 - c. Documentation and preparation of proposal for scheme
 - d. Submission of Proposal in coordination with DIRECTORATE OF INDUSTRIES & COMMERCE, GOVERNMENT OF TRIPURA and follow up with the governing agency.
 - e. Coordination with agency for ensuring Tripura is on boarded in the program
 - f. The agency shall undertake any other tasks that are necessary and incidental to accomplish the desired project objectives from time to time.

2.3.3 Ease of Doing Business (EoDB):

2.3.3.1 Business Reform Action Plan (BRAP):

- a. Hand-hold State Government to help them in understanding and implementing the reform action points.
- b. Compliance/Handholding of State Business Reform Action Plan
- c. Responsible for preparation of documents for the reform points and providing responses to queries raised by DPIIT.
- d. Supporting and suggesting ways for improve the Single Window system (SWAAGAT) in the State.
- e. Liasoning with the Single Window development team for incorporation of modifications in system as and when required.
- f. Support on Business reform action plan recommendations on Ease of Doing Business, as received from DPIIT from time to time.

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- g. Work with the State Government to disseminate understanding of the reform action points, conduct workshops with district level officials and prepare a work plan for utilization of online systems developed by the State.
- h. Assist departments for reforms as specified under BRAP recommendations as specified from time to time.
- i. Assisting in feedback exercise and Ranking Methodology
- j. Assist in organizing meetings, seminars and stakeholder consultations etc.
- k. To prepare presentations and briefs on various aspects related to ease of doing business.
- l. To implement additional reforms as and when released by DPIIT with no additional costing.
- m. The Agency shall attend meetings with department, higher-ups and other stakeholders as and when required.
- n. Assisting the departments in preparing, designing and uploading the desired evidence for the DPIIT assessments.
- o. Liaison with line departments and other Stakeholders on regular basis.
- p. Assist State in developing a comprehensive media amplification plan for dissemination of information regarding business reforms undertaken under BRAP.
- q. Support development of promotional material required for creating awareness about EoDB among investors and Government Departments through workshops, field visits, brochure etc.
- r. Co-ordinating with the District level functionaries/ departments and DPIIT on Business Reforms Action Plan circulated by DPIIT. Preparing a roadmap for further implementation.
- s. Support Departments by way of helping in issuing required notifications, circulars, and simplification/re-engineering of process and procedures, etc.
- t. Support in implementation of Cost of Regulation agenda by DPIIT
- u. Any other activity specified by Department from time to time.

2.3.3.2 Minimizing Regulatory Compliance Burden Exercise for Ease of Doing Business and Ease of Living Exercise including cost of regulation

- a. Identification of department which are important to be a part of Minimizing Regulatory Compliance Burden exercise.
- b. Support for identification of Sub-Nodal officers of the line departments.
- c. The consultant shall assist in identifying process gaps and opportunities for improvement and assist in eliminating non- value adding steps in service applications. This will include:
 - i. Reducing number of documents required
 - ii. Minimizing processing time
 - iii. Minimizing approval levels
 - iv. Simplifying application forms
 - v. Assist with Regulatory Impact Assessment

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- d. Assist in coordination with stakeholders such as Nodal Officers of line department, DPIIT (GoI), Industrial Association of the states, state nodal officer and Members of State Task Force.
- e. Assist in the training of Sub-Nodal officers for development of Action Plan, Identification of compliance burden relevant to their departments or associated with other departments and handholding for usage of Regulatory Compliance Portal.
- f. Support in Capacity Building of all the Stakeholder and conducting Regular Meetings.
- g. Meetings with the DPIIT to address the issues/concerns of nodal/sub nodal officers regarding the exercise.
- h. Timely submission of all the reports in the prescribed formats shared by the DPIIT to the Government of State
- i. Sharing of best practices of other states in terms of Minimizing Regulatory Compliance Burden.
- j. Development of promotion strategies to disseminate the information to the businesses/citizens & Regular feedback from the users of the services covered under the Minimizing Regulatory Compliance Burden exercise.
- k. Reporting & other task as required in MRCB exercise.
- l. Identify and determine the Cost of regulation for setting up of Industries in the State and benchmark with National standards.

2.3.4 Assistance in PM Gati Shakti:

- a. Assist in identifying critical layers to be integrated on the Gati Shakti portal.
- b. Coordinate with departments, districts and local administration and key agencies of Government for mapping of infrastructure layers/ assets/ projects, including land revenue maps, as mandated by GoI and additional layers mandated by GoI/ Govt. of Tripura on PM Gati Shakti Portal in accordance with guidelines defined by DPIIT, Government of India. Synchronization with the single window portal shall be ensured in this process.
- c. To assist Departments in scrutinization of ported data, undertaking necessary quality checks.
- d. Assist Departments in the constant updation of attributes, layers, and related infrastructure assets on the portal for implementation of Gati Shakti State Master Plan and its integration with NMP in accordance with guidelines defined by DPIIT, Government of India.
- e. Work with Departments to identify and train officials of Departmental Gati Shakti cell to work and plan on Gati shakti Portal.
- f. Coordinate with BISAG-N, Govt. of Tripura's Remote Sensing Agency, and Govt. of Tripura's departments for constant updation of PM Gati Shakti Portal, and identify any quick resolution of the errors in the portal, if any.
- g. Identify approvals required under jurisdiction of various Departments for the implementation of industrial and infrastructure projects. Assist in the mapping of

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- regulatory approvals and inter-departmental clearances, and support Departments in infrastructure project planning and execution on the PM Gati Shakti portal.
- h. Formulation of State Level infrastructure Master Plan, including for social infra such as schools, hospitals, etc. and its integration with NMP, after detailed inputs from all departments.
 - i. Assist in the implementation and constant updating of the State Integrated Logistics Plan in accordance with the vision of the Government of India. Provide expertise for the integration of various economic and multimodal infrastructure for the efficient movement of people, goods, and services.
 - j. Assist in the effective implementation of Tripura Integrated Logistics Policy and related activities in Tripura.
 - k. Assist the State coordinate with all relevant departments and industry stakeholders in carrying out an infrastructure audit to identify key bottlenecks around key economic/industrial zones.
 - l. Prepare a project monitoring framework, with measurable indicators, and deployment of project monitoring tools for infrastructure projects in consultation with Line Departments. Root cause analysis to be undertaken for efficient monitoring of the projects.
 - m. Benchmark State's PM Gati Shakti Project vis-à-vis the functionalities implemented by other States/UT, and by exploiting all the applications/ functionalities made feasible by BISAG-N on the PM Gati Shakti portal.
 - n. Tracking the progress of projects and initiatives identified under the State's Master Plan through the creation and updation of relevant reports, as may be required Govt. of Tripura from time to time.
 - o. Suggest amendments, including drafting new laws/regulations/policy to support the furtherance of the above activities.
 - p. Support the in the submission of State's participation in the Logistics Ease Across Different States (LEADS) framework across perception indicators and objective indicators. Help Govt. of Tripura in highlighting gaps and improving short-term and long-term standing in the LEADS index.
 - q. Map Departments with the final recommendations of the LEADS report and coordinate with them for progress updates.
 - r. Assit the State Government in ranking the Industrial Estates of Tripura under Industrial Park Rating System (IPRS) and inclusion in India Industrial Land Bank (IILB) platforms.
 - s. Support Govt. of Tripura in any other specific and general activities concerning the PM Gati Shakti portal
 - t. Submit monthly, biannual, and annual progress reports to the Govt. of Tripura on all assigned tasks.

3 Section – III: Eligibility Criteria

3.1 Prerequisite

The individual bidder should possess the requisite experience, resources and capabilities in as described herein. The Bidder should also possess the financial capability that would be required to complete the scope of work. The Bid must be completed in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the Minimum Eligibility cum Technical Evaluation Criteria will not be considered for financial bid evaluation.

3.2 Minimum Eligibility Criteria

It is the Agency's responsibility to ensure that its Experts, meet the eligibility requirements as per the applicable guidelines. The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in this tender documents. The bidder must also possess the technical know-how and the financial resources that would be required to successfully provide the services and assist Directorate of Industries & Commerce, Government of Tripura. The invitation to this RFP is open to the bidders who qualify the eligibility criteria as given below:

Sl	Pre-Qualification Criteria	Documents to be submitted
1.	For the purpose of this RFP document, a Business Entity shall mean a single Business Entity. (Any kind of consortium is not allowed); a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Limited Liability Partnership Act of 2008, and operating for the last 10 years as of March 31, 2023	Certificate of Incorporation, Memorandum, Articles of Associations, Registration with sales tax/ service tax authorities

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2.	<p>Important Financial Criteria</p> <p>1. The agency should have positive net worth of more than INR 20 crores for the last three Financial Years (FY 22-23, FY 21-22, and FY 20-21)</p> <p>2. The agency should have Avg. Annual turnover from Consulting Business in India of more than INR 200 crores for the last three Financial Years (FY 22-23, FY 21-22, and FY 20-21)</p> <p>3. The agency should have positive PAT (Profit after Tax) during the last 3 financial years (FY 22-23, FY 21-22, and FY 20-21)</p>	Chartered Accountant certificate for Net-worth, Turnover and PAT should be attached. Copy of the audited profit and loss account/ balance sheet/ annual report of last three financial years mentioning required figures. In case the copy of audited profit and loss account/ balance sheet/ annual report is not available for FY 22-23, a Certificate from Chartered Accountant mentioning the unaudited figures for FY 22-23 may be submitted.
3.	The agency must have on its payroll at least 50 professionally qualified professionals working in the area of Investment promotion, Investor handling, Industrial Policy, Investor facilitation, MoU Follow up or Finance, Ease of Doing Business	Declaration from HR as per Annexure. The copy of relevant certifications to be attached.
4.	Experience of conducting at least 2 (two) Investment Summits in India in last 5 years i.e. (FY 18-19 to FY 22-23) as Lead Consultant/ Knowledge Partner involving Investment Promotion Program for a Central/State Government.	Letter of Award and Completion Certificate
5.	Experience of working as an Investment Promotion Agency / Implementation of Ease of Doing Business Reforms at least for 2(two) Central/State Government in last 5 years (FY 18-19 to FY 22-23). Duration of the engagement should be for a minimum period of 12 months and Consulting Value for the engagement should be minimum of INR 1 Cr. (excluding taxes)	Letter of Award and Completion Certificate/Work under progress.
6.	India Presence: Should have offices in a minimum of 8 cities/regions in India preferably including Delhi, Mumbai, Chennai and Kolkata.	Self-certification letter with office Locations clearly specified
7.	Consortia/Tie-Ups/JVs	Not permitted.
8.	The agency shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies as on the date of submission of bid.	Declaration in this regard by the authorized signatory of the agency should be attached

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9.	<p>Pre-Qualification (Mandatory) Criteria for compliance: All agencies should comply with the Pre-qualification criteria. Agencies are requested to upload the relevant forms and supporting documents against each criterion in their response to the technical bids. The Agency as well as the proposed solution must possess the requisite experience, strength and capabilities to meet the requirements as described in the Bidding document.</p>
10.	<p>a. Pre-qualification criteria mentioned in point no 1-8 would be the part of the Technical Proposal. The Agencies who do not meet the pre-qualification criteria are liable to get rejected.</p> <p>b. Only that Technical Proposal, which complies with all the mandatory elements of the Functional and Non-Functional specification, shall be considered as responsive. Any agency whose solution fails to meet the mandatory specification shall be termed as non-responsive. The agency needs to provide compliance to all the mandatory requirements as per format of Pre-Qualification, Technical and Financial.</p> <p>c. The Evaluation Committee based on technical evaluation frame work mentioned in the table below shall evaluate each proposal and allot technical score as per the technical criteria.</p> <p>d. DI&C will invite each agency to make a presentation at a date, time and locations determined by it. The purpose of such presentations and demonstration would be to allow the Agencies to present their proposed solutions, approach, implementation plan, etc. to the DI&C along with the key points and strengths of their proposals. The DI&C would also be able to establish the capacity and capability of the solution proposed, previous experience and the verification of claims made in response to RFP by the agency. The Proposed team lead along with the Strategic Advisor for the project will make the presentation before DI&C</p> <p>e. In the technical evaluation, it is mandatory for the agency to score at least 70% of the marks to be qualified to be considered for Financial Evaluation. Those Agencies who fail to attain this minimum score shall be technically disqualified and shall not be considered for further evaluation.</p>

3.3 Documents to be uploaded

3.4 Technical proposal

SL	List of Documents for Eligibility
1.	Annexure (A) – Cover Letter For technical submission (On Agency Letterhead)
2.	EMD Proof
3.	Agency Registration Certificate- Certification of Incorporation
4.	Copy of PAN and GST Registration

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5.	Annexure (C) - Format for particulars of the Agency
6.	Annexure (D) Format for Pre-Qualification Compliance
7.	Annexure (E) Format for Declaration by Agency's HR (On Agency Letterhead)
8.	Annexure (F) Format for Self-declaration by Agency for not being Blacklisted (On Agency Letterhead)
9.	Annexure (G) - Format for Statement of No Deviation from the Bidding Document (On Agency Letterhead)
10.	Annexure (H) - Formats for the Technical Proposal
11.	Annexure (I) - Letter of Authorisation for Attending Bid Opening
12.	Annexure (J) – Single Point of Contact (SPOC) details of the bidder
13.	Any other document as per terms and conditions of this tender document

4 Section – IV: Instructions to bidders

4.1 RFP

RFP shall mean Request for Proposal. Bid, Tender and RFP are used to mean the same. The Bidder is expected to examine all instructions, forms, Terms and Conditions and technical specifications in the Bidding Document. Submission of a Bid not responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid without any further reference to the Bidder.

4.2 Clarifications of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify DI&C by email provided, any time prior to the deadline for receiving such queries as mentioned in Section 1. The replies/ clarifications will be uploaded on www.tripuratenders.gov.in.

Bidders should submit the queries only in the format given below:

Sl. No	Page No	Clause No	Description	Clarification sought	Additional remarks

4.3 Amendment of Bidding Documents

At any time prior to the deadline for submission of Bids, DI&C may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents.

Amendments will be provided in the form of Addenda/ Corrigenda to the Bidding Documents, which will be published on e-tender portal. Addenda / Corrigenda will be binding on Bidders. It will be assumed that the amendments contained in such Addenda/ Corrigenda had been taken into account by the Bidder in its Bid.

In order to afford Bidders reasonable time in which to take the amendment into account in preparing their bids, DI&C may, at its discretion, extend the deadline for submission of the Bids, in which case, the extended deadline will be published on e-tender portal. From the date of issue, the Addenda / Corrigenda to the tender shall be deemed to form an integral part of the RFP.

4.4 Bid Price

Prices would be inclusive of all taxes, duties levies, GST and fees whatsoever.

4.5 Earnest Money Deposit (EMD) /Bid Security

Earnest Money Deposit (EMD) of Rs.1,00,000- (One lakh only) is to be paid electronically over the Online Payment facility provided in the Portal, **any time after Bid Submission Start Date & before Bid Submission End Date**, using the supported Payment Mode (Net Banking) via e-tender portal.

4.6 Return of EMD

EMD of L1 and L2 bidders will be retained by the Tender Inviting Authority (TIA). Other bidders EMD will be returned automatically by the portal in their bank Account. EMD belonging to the 2nd lowest bidder will be **refunded online in his bank account** after "Award of Contract". EMD of selected agencies will be returned through e-tender portal once the work is successfully completed.

4.7 Forfeiture of EMD

The EMD made by the bidder will be forfeited if:

- i. The Bidder withdraws his Bid before opening of the Bids.
- ii. The Bidder withdraws his Bid after opening of the Bids but before Notification of Award.
- iii. Failure to accept the order by the Selected Bidder within 14 days from the date of receipt of the Notification of Award makes the EMD liable for forfeiture at the discretion of DI&C. However, DI&C reserves its right to consider at its sole discretion the late acceptance of the order by the selected Bidder.
- iv. If a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the Bidder turns out to be incorrect and/or conceals or suppresses material information.

4.8 Period of Validity of Bids

Bids shall remain valid for a period of 180 days after the date of bid opening or as may be extended from time to time. DI&C holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

4.9 Extension of Period of Validity

In exceptional circumstances, prior to expiry of the bid Validity period, DI&C may request the Bidders consent to an extension of the Validity period. The request and response shall be made in writing. Extension of Validity Period by the Bidder should be unconditional and irrevocable. The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the bid Security.

4.10 Procedure for submission of bids

The Bid shall be submitted in 3 (three) parts, post registration in the <https://www.tripuratenders.gov.in>, as under:

■ PART-I: EMD

Earnest Money Deposit (EMD) of **Rs.1,00,000/-** (One lakh only) has to be paid by Online payment option given in e-tender portal only.

■ PART-II: Pre-Qualification and Technical bid documents

Digitally signed Tender Document shall be downloaded by the Bidder, digitally signed and uploaded the same for submission of "Pre-Qualification and Technical Bid documents" during actual bidding session, which will be regarded as equivalent to signing all pages of the Tender Document.

All documents to be submitted are to be free-format. For all the free-format documents, Bidder is expected to scan the relevant documents into PDF format (in 150 dpi scan resolution).

■ PART-III: Commercial Bid (As per BoQ)

Commercial Bid Format in XLS is given in e-Tender portal. Bidders are requested not to change any of the fields in the Commercial Bid format given in the portal. Commercial Bid will be considered for evaluation for those Bidders who have cleared the Part-I & Part-II.

N.B.: No need to submit a hard copy of any document.

N.B.: Interested bidder mandatorily has to quote financial rate for all positions and the consolidated total amount quoted for all the positions would be considered for evaluation.

- No tender will be considered which is not as per the printed/typed form. The

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bidders should ensure that each page of the tender is signed by the person authorised to sign the tender document, affixing the seal of the Bidder.

- All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be attached. No corrections including overwriting or striking out will be permitted in the Bid document. In such cases, the tender shall be summarily rejected.
- No modification or substitution of the submitted bids shall be allowed. The Bids shall be opened on the scheduled date and time in the presence of the representatives of the bidders, if any, who are present on the spot at that time. No separate intimation shall be sent to bidders for the same.
- The bidders are required to upload copies of supporting documents, self- certified by the authorised representative of the bidder on the e-Tender website.
- A bid submitted without the EMD and incomplete or conditional bids shall not be considered and the same will be rejected.
- There should be no cutting/overwriting in the Tenders/Quotations.
- The DI&C reserves the right to accept or reject any Tender / Quotation in full or in part in case of incomplete quotations and also without assigning any reason thereof. In case of any dispute, the decision of the DI&C will be final and binding.
- DI&C reserves the right to retain bids once submitted.

4.11 Bid Currency

All prices shall be expressed in Indian Rupees only.

4.12 Bid Language

The Bid shall be in English Language.

4.13 Rejection of Bid

The Bid is liable to be rejected if:

- The documents does not bear the signature of the authorized person in the uploaded documents.
- The bid is not uploaded as per instructions contained in this document.
- It is received through Fax/E-mail.
- Incomplete/Incorrect Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids not conforming to the terms and Conditions stipulated in this request for Proposals are liable for rejection by DI&C.

4.14 Extension of Deadline for submission of Bid

DI&C may, at its discretion, extend this deadline for submission of bids by amending the Bidding Documents which will be intimated through e-tender portal, in which case all rights and obligations of DI&C and Bidders will thereafter be subject to the deadline as extended.

4.15 Modifications and Withdrawal of Bids

Bids once submitted will be treated as final and no further correspondence will be entertained on this. Once submitted, bids can be modified before the deadline for submission of bids through e-tender portal.

4.16 Right to Reject, Accept/Cancel the bid

DI&C reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.

DI&C does not bind itself to accept the lowest or any Bid and reserves the right to reject all or any Bid or cancel the RFP without assigning any reason whatsoever. DI&C also has the right to re-issue the RFP without the Vendors having the right to object to such re-issue.

4.17 Contacting DIRECTORATE OF INDUSTRIES & COMMERCE, GOVERNMENT OF TRIPURA

From the time of Bid opening to the time of Work Order award, if any Bidder wishes to contact DI&C, GOVERNMENT OF TRIPURA for seeking any clarification of any matter related to the Bid, it should do so in writing /email (as provided in website) by seeking such clarifications from an authorized person. Any attempt to contact DI&C, GOVERNMENT OF TRIPURA with a view to canvas for a Bid or put any pressure on any official of the DI&C, GOVERNMENT OF TRIPURA may entail disqualification of the concerned Bidder or his/her Bid.

_____ (end of section) _____

5 Section – V: Bid submission process

5.1 Bid process

Willing and interested Organizations may submit their two-part bid as technical and financial bids as per extant procedure elaborated in this document. The procedure for online submission of bids may be seen below.

■ 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.

■ Registration

- a)** Bidders are required to enrol 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.
- b)** As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c)** 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.
- d)** 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 / nCode / eMudhra etc.), with their profile.
- e)** 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.
- f)** Bidder 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.

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■ **Language**

The bids are to be submitted in English.

■ **Searching for Tender Documents**

- a) There are various search options built in the Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organisation Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification /help from the Helpdesk.

■ **Preparation of bids**

- a) Bidders should take into account any corrigendum published on the RFP document before submitting their bids.
- b) 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.
- c) Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR /DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d) 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 the "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again.

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■ **Submission of Bids**

- i.** 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. Bidders will be responsible for any delay due to other issues.
- ii.** The bidder has to digitally sign and upload the required bid documents one by one as indicated in the RFP document.
- iii.** Bidder has to select the payment option as "online" to pay EMD as applicable and enter details of the instrument.
- iv.** Bidders should submit the EMD as per the instructions specified in the e-RFP document.
- v.** Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- vi.** The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vii.** All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorised 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 openers public keys. Overall, the uploaded RFP documents become readable only after the tender opening by the authorised bid openers.
- viii.** The uploaded RFP documents become readable only after the tender opening by the authorised bid openers.
- ix.** 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.
- x.** The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

5.2 Submission of responses –

The Bid submission should follow following structure only –

- a) CHAPTER 1: TECHNICAL PROPOSAL** (please use images, diagrams etc exhaustively to establish clarity)
 - i.** Problem Statement & Scope Understanding
 - ii. Technical Proposal** covering
 - 1.** Technical Cover Letter (as per Annexure-A)
 - 2.** Approach and Technicalities
 - 3.** Execution suggestions & approach
 - a.** Technology usages
 - b.** Team & deployment
 - c.** Timelines
 - 4. Future suggestions & implementation roadmap** on overall execution & viability
 - iii. Presentation:** A power-point or similar document which will be used to present the proposal and case to the evaluation panel
- b) CHAPTER 2: FINANCIAL PROPOSAL**
 - i.** Financial Proposal as per the Annexure - B
- c) CHAPTER 3: ANNEXURES & ELIGIBILITY DOCUMENTS**
 - i.** Documents as specified in Annexures A-L

5.3 Authentication of the bids

The submission will be deemed complete if any only if signed copies of all requirements viz Proposal accompanied by authorisation letter, power-of-attorney in the name of the signatory of the Proposal in the format as specified Annexure II mentioned in this RFP or a company board resolution authorising the signatory.

- It is strongly suggested that the authorised personnel must always carry a printed copy of the authorisation letter in original in his person during visits to the DI&C,

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GOVERNMENT OF TRIPURA premises for the purpose of submission, querying or any other official interaction

5.4 Assistance to Bidders

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

5.5 RFP Validity

The offer submitted by the Bidders should be valid for a minimum period of 180 days from the date of submission of RFP.

5.6 RFP Evaluation

- a)** Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If proposals;
 - i.** Are not submitted as specified in the RFP document
 - ii.** Received without the Letter of Authorisation and Power of Attorney
 - iii.** Are found with suppression of details
 - iv.** Submitted with incomplete information, subjective, conditional offers and partial offers
 - v.** Submitted without the documents requested in the checklist
 - vi.** Have non-compliance of any of the clauses stipulated in the RFP
 - vii.** With a lesser validity period.
- b)** All responsive Bids will be considered for further processing as mentioned below.

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- i.** Directorate of Industries & Commerce, Government of Tripura will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Evaluation Committee according to the Evaluation process defined in this RFP document. The decision of the said Committee will be final in this regard.
- ii.** 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.

6 Section – VI : Bid Opening and Bid Evaluation

6.1 Method of evaluation and awards of contract

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

■ Evaluation Process

- a) Directorate of Industries & Commerce, Government of Tripura will constitute an Evaluation Committee to evaluate the responses of the bidders.
- b) The Evaluation Committee constituted by the Directorate of Industries & Commerce, Government of Tripura 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 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.

6.2 Opening of Bids

Bids will be opened in 2 phases:

Stage 1 –In the first phase the Minimum Eligibility Criteria and Technical Bids will be opened.

Stage 2 –In the second phase the Commercial Bids will be opened.

6.3 Opening of Eligibility Criteria cum Technical Bids

- DI&C will open technical bids in the presence of Bidders representative(s) who

choose to be present on the date, time and address mentioned in Section 1 or as amended by DI&C, GOVERNMENT OF TRIPURA from time to time.

- The representatives of the Bidders have to produce an authorisation letter from the Bidders by way of letter or email to represent them at the time of opening of Eligibility bids. Only one representative will be allowed to represent each Bidder. In case the Bidders representatives are not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of the DI&C.
- The Bidders representatives who are present shall sign the register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for DI&C, the bids shall be opened at the appointed time and place on the next working day.

6.4 Opening of Commercial Bids

- Only those Bids that are technically qualified will be eligible for opening of commercial bids and will be intimated the date, time and address for opening of Commercial Bids.
- The representatives of the Bidders have to produce an authorisation letter from the Bidder/ Identity Cards to represent them at the time of opening of Commercial bids. Only one representative will be allowed to represent each Bidder. In case the Bidders representatives are not present at the time of opening of bids, the bids will still be opened at the scheduled time at the sole discretion of the DI&C, GOVERNMENT OF TRIPURA.
- The bidder's representatives who are present shall sign the register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for DI&C, GOVERNMENT OF TRIPURA, the bids shall be opened at the appointed time and place on the next working day.

6.5 Evaluation of Minimum Eligibility Criteria and Technical Bids

■ Part 1 (Bid Security)

Bidders who have paid EMD shall be considered for further evaluation.

■ Opening and Evaluation of Minimum Eligibility Criteria

The Tender Committee would evaluate the Minimum Eligibility Criteria of the bids as per the clauses given in point 3.2 in this RFP. Any bid not fulfilling any of the clauses mentioned in point 3.2 will be declared as non-responsive. Bidders fulfilling all the criteria as per point 3.2 will be further considered for Technical Bid Evaluation.

■ **Evaluation of Technical Bids**

In order to facilitate the Technical Bid evaluation, the technical criteria laid down along with the assigned weights have been presented in Technical Evaluation criteria (point 6.5 - **Technical Evaluation Framework**). The marking scheme presented is an indication of the relative importance of the evaluation criteria Bidders securing a minimum of 70% marks in the technical evaluation will be declared as "Technically Qualified" and these "Technically Qualified" bids only will be considered for further Commercial bid evaluation. Bids which do not secure the minimum specified technical score will not be considered for further Commercial Bid evaluation.

■ **Opening and Evaluation of Commercial Bids**

After evaluating the Technical Bids, DI&C shall notify the bidders whose Technical Bids were declared as "Technically Qualified", indicating the date, time and place for opening of the Commercial Bids. Bidder's representative (maximum 2 persons) may attend the commercial bid opening at DI&C, GOVERNMENT OF TRIPURA, Shilpa Nigam Bhawan near Ginger Hotel, Khejurbagan, P.O.:-Kunjaban, Agartala ,west Tripura ,PIN: - 799006.The bidder obtaining the highest score as per QCBS evaluation process would be declared selected.

■ **Bid evaluation Process**

The steps for evaluation are as follows:

STAGE 1: TECHNICAL EVALUATION

Technical Evaluation Process –

- a) Directorate of Industries & Commerce, Government of Tripura will review the technical bids of the short-listed 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 Industries & Commerce, Government of Tripura
- b) The bidders' proposal 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) Bidders will be asked to give a presentation on the understanding of the Scope of Work, Implementation Approach, Methodology and Manpower Deployment.
- d) Each Technical Proposal will be assigned a technical score out of a maximum of 100 marks. Only the bidders who get a Technical score of 70% or more (prior to normalization) will

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qualify for the financial evaluation stage. Failing to secure minimum marks shall lead to technical rejection of the Bid.

Technical Evaluation Framework –

Sl	Description (Evaluation Criteria)	Maximum Score/ Requirements
A.	Organization`s Experience	50
1. 1	<p>Experience of conducting investment promotion summits (Global Investment/ Investors Summit) in India in the last 5 years (FY 18-19 to FY 22-23) as Lead Consultant/ Knowledge Partner involving Investment Promotion Program for Central/State Government.</p> <p>a) 2 Summits: 5 Marks b) 3 to 5 Summits: 7 Marks b) or more Summits: 10 Marks</p> <p>Note: Summits wherein the client was Central/state government will only be considered. Any Summit done through any association, chamber of commerce, multilateral agency, etc. will not be considered for evaluation.</p>	10
2.	<p>Experience of working as an Investment Promotion Agency / Implementation of Ease of Doing Business Reforms Experience of handling projects with duration of minimum 1 years and value of minimum INR 3 crores (exclusive of taxes), in India, in last 5 years (FY 18-19 to FY 22-23)as Lead Consultant/ Knowledge Partner for Central/State Governments.</p> <p>a) 2 Projects: 3 Marks b) 3 to 4 Projects: 7 Marks c) 5 or more Projects: 10 Marks</p>	10
3.	<p>India Presence: Should have offices in a minimum of 8 cities/regions in India.</p> <p>Half mark for each Office in a city/location maximum 4 Marks</p>	4
4.	<p>Experience of working in North Eastern States of India on large (Contract Value of minimum INR 1 crores) government consultancy/ advisory projects, in the last 5 (five) years:</p> <p>2 marks for every project; subjected to a ceiling of 6 marks</p>	6
B.	<p>Technical Presentation</p> <p>The presentation should contain at least the following heads.</p> <p>The presentation should be based on the scope defined in section 2.3 - Scope of work</p>	20

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	<ul style="list-style-type: none"> a) Approach and Methodology b) Proposed team and Experience c) Project Plan d) Approach for Policy support e) Approach for Lead generation and after care f) Proposed approach for Infrastructure advisory g) Proposed data templates for follow up h) Proposed approach for organising investor summit i) Proposed methodology for increasing State EODB compliance score j) Proposed methodology for improvement of the State regulatory environment and strategy to minimize compliance. k) Proposed methodology for determination of cost of regulation l) Proposed methodology to comply with PM-Gati Shakti framework 		
C.	EXPERIENCE OF ON-SITE TEAM	50	
Evaluation of CVs			
	Position	Min. Requirements	Maximum Marks (marks X resource)
Core/ Key Team Resources			
	Team Lead – 1 in number (Full time) 16 Marks Core resource	<ul style="list-style-type: none"> a. MBA/ equivalent management qualification with minimum 5 years of experience in strategy/consulting /advisory b. Should have experience of working with Government/ Funding Organizations/ CEO or Strategy office of Corporates c. Must have worked on the Investment Promotion, Policy formulation and EODB reforms d. Proficiency in basic financial concepts and conversant with the concepts of financial analysis 	16 marks (16 X 1=16)

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<p>Strategic Advisor and lead generation– 1 in number (Full time) 8 marks</p> <p>Core resource</p>	<p>a. MBA/ equivalent management qualification with minimum 3 years of experience in strategy/consulting /advisory. b. Should have experience of advising Government/ Corporates on strategic Projects c. Must have worked on the Investment Promotion and Policy formulation</p>	<p>8 marks (8 X 1= 8)</p>
<p>Policy Advisory – 1 in number (Full time) 8 Marks</p> <p>Core resource</p>	<p>a. MBA/ equivalent management qualification with minimum 3 years of experience in strategy/consulting /advisory b. Should have experience of business climate reforms/ policy reforms projects/ governance reforms/ institutional capacity building with State Governments / Central Government c. Proficiency in basic financial concepts and conversant with the concepts of financial analysis</p>	<p>8 marks (8 X 1 =8)</p>
<p>EODB Consultant (Full time) 2 Resources (5 Marks per resource)</p> <p>Core resource</p>	<p>a. BE/ B Tech / MBA/ Masters in relevant field with experience of at least 3 years b. Experience of working on BRAP engagement/ EODB/ Regulatory Compliance with Central Government or for at least one State/ UT in the last three years.</p>	<p>10 marks (5 X 2 =10)</p>
<p>PM Gati Shakti Consultant (Full time) 4 Marks</p>	<p>a. BE/ B tech or Master’s degree and/ or MBA/ PGDM or any masters equivalent degree with at least 2 years of experience in Logistics / Ports/ Inland waterways / Roads and Highways sector Experience</p>	<p>4 marks (4 X 1 =4)</p>

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	Core resource	b. Experience of working in projects in the logistics sector (Ports/ Railways/ Inland waterways/ Inland Logistics/Roads and Highways) with central and/ or state government	
	Marketing and Branding – 1 in number 2 marks Core resource	a. MBA or equivalent with minimum 2 years of consulting /advisory experience Should have experience of handling investment promotion/ facilitation projects/ project management with the State Governments/ Central Government in India b. Experience in Handling Social media accounts and twitter of Govt. Departments	2 (2 X 1=2)
	After Care Cell Support team – 1 in number (Investment MOU/ 'Intention to Invest' Follow-ups) 2 marks Core resource	a. MBA or equivalent with minimum 2 years of consulting /advisory experience b. Should have experience of handling investment promotion/ facilitation projects/ project management with the State Governments/ Central Government in India	2 (2 X 1=2)
Total Marks			50
<p>Note: Provided resources should be fungible i.e. can be moved from one function/ work to other, based on DI&C, GOVERNMENT OF TRIPURA requirement.</p> <p>The invited consultants shall confirm the availability of all the core/ key resources included in the Proposal as a pre-requisite.</p> <p>Notwithstanding the above, the substitution of core/ key resources may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the bidder, including but not limited to death or medical incapacity. In such case, the bidder shall offer a</p>			

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suitable core/ key resource within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

No resource mentioned under core team would be allowed to be replaced before 1 Year, unless the person has resigned from the firm or met with circumstances outside the reasonable control of the firm including but not limited to death or medical incapacity. In such case, suitable replacement with due approval of DI&C has to be provided (placed) on or before the last working day of the resource for the assignment. Resignation from the deployed team member should be immediately reported to the client (copy of resignation letter should be submitted to the client within 10 days of resignation of the resource).

The successful Bidder should notify and email Director, DI&C immediately if any resource assigned for the project resigns or is reassigned to any other assignment. A replacement resource should be provided before the relieving of the resource. Failure to do so will attract a penalty of 5000/- per resource per day.

Before onboarding the replacement resource, the profile of the resource should be shared with Directorate of Industries & Commerce, Government of Tripura with the prior Approval of Director, DI&C the replacement resource should be onboarded.

DI&C should be notified via email for the resources going on leaves or tours.

Sub-Contracting is not allowed for any of the resources/ position and core/ key resources should be on payroll of the Agency.

All resources should be available full time at client location.

All the resources should be deployed at the client location within 15 days of receiving the LOI.

Travel expenses (post approval from DI&C) incidental to the project would be paid up by Directorate of Industries & Commerce, Government of Tripura

Quarterly Progress Report (QPR) is to be submitted; Along with the detailed report, the QPR should also include a summary of the tasks undertaken by individual team member.

In case the resources are reduced at any stage of the project, billing would be done on pro rata

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basis on the number of resources deployed for the project based on the value quoted for resource in the Financial bid

Note: Proposals obtaining a score of 70 or more marks will be declared as technically qualified proposals for opening of their financial bids.

Calculating Final Normalized technical score of the Bidder

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

STAGE 2:FINANCIAL EVALUATION

Financial Evaluation Process

- a) All the technically qualified bidders will be notified to participate in the Financial Bid opening process.
- b) The financial bids for the technically qualified bidders will then be opened on the notified date and time in the presence of representatives of qualified bidders and reviewed to determine whether the financial bids are in accordance with the RFP requirements. Bids that are not substantially responsive are liable to be disqualified by Directorate of Industries & Commerce, Government of Tripura
- c) The Normalized financial score of the technically qualified bidders will be calculated, while considering the Financial quote given by each of the Bidders in the Financial Bid as follows:

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Calculating Final Normalized Financial score of the Bidder

Normalized Financial Score of a Bidder = {Lowest Financial Quote of Bidder / Financial Quote of Bidder under consideration} X 100 (adjusted to 2 decimals)

Example:

Bidders	Financial Quote (In lakhs)	Calculation	Normalized Financial Score
Bidder-1	110	$(110/110)*100$	100.00
Bidder-2	140	$(110/140)*100$	78.57
Bidder-3	160	$(110/160)*100$	68.75
Bidder-4	130	$(110/130)*100$	84.61

- a) The bid price will **include all taxes and levies and** shall be in Indian Rupees and mentioned separately.
- b) Any conditional bid would be rejected.

STAGE 3: OVERALL FINANCIAL EVALUATION

Final score calculation through QCBS

The final score will be calculated through Quality and Cost selection method based with the following weight-age:

- o **Technical : 70%**
- o **Financial : 30%**

Final Score = $(0.70 * \text{Normalized Technical Score}) + (0.30 * \text{Normalized Financial Score})$

Example:

Bidders	Normalized Technical score	Normalized Financial score	Final Score (70:30)

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Bidder-1	92.63	100	94.841
Bidder-2	94.73	78.57	89.882
Bidder-3	84.21	68.75	79.572
Bidder-4	100	84.61	95.383

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

■ **Negotiations**

Normally there should be no post RFP negotiations, it would be only on exceptional circumstances, if considered necessary and shall be held only with the Agency/Firm/Organisation as per extant rules that shall be placed as H-1 bidder after combined evaluation of the Technical and Financial 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.

■ **General**

- 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 thereof to any other agency, without written consent of the Directorate of Industries & Commerce, Government of Tripura
- d) Technical bids and financial bids will be opened, in the presence of Bidders representatives (one for each bidder), who wish to be present.
- e) The bidders shall 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.

7. Instruction to Bidders & General Conditions Of Contract (GCC)

7.1 Introduction

On behalf of the Governor of Tripura, e-RFP in 2(two) bid system is hereby invited by the Managing Director, Directorate of Industries & Commerce, Government of Tripura for Appointment of Agency to work as Knowledge Partner for Investment Promotion, Policy support, Branding & Investor Facilitation, Ease of Doing Business.

7.2 Overall Objectives

Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India circulates a yearly Business Reform Action Plan (BRAP) for improving the Ease of Doing Business across all states. Government of Tripura in turn to implement the business reforms suggested by DPIIT wants to improve the ranking of the State and present to the Investors as a favourable Investment destination.

Accordingly, as per the mission of the Directorate of Industries & Commerce, Government of Tripura and DIRECTORATE OF INDUSTRIES & COMMERCE, GOVERNMENT OF TRIPURA Ltd for promotion and development of industries in the State a Single window portal was designed and launched under the URL : <https://swaagat.tripura.gov.in>

Now, to improve the investment climate in Tripura, carry out effective investment promotion an agency is to be engaged to work as Knowledge Partner for Investment Promotion, Policy support, Branding & Investor Facilitation, Ease of Doing Business and implement PM- Gati Shakti framework in the State.

7.3 General Terms & Conditions

- 1) Bidding will be conducted through the Competitive Bidding procedures (separate submission of technical and financial bids) as laid down in the General Financial Rules, 2017, and is open to all eligible Bidders as defined in the RFP.
- 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 bidders are advised to regularly visit the websites in order to update themselves with regard to any change or additional information related to the RFP.

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- 3) Bids must be uploaded in 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.
- 4) The Directorate of Industries & Commerce, Government of Tripura will hold an online pre-bid meeting with the prospective bidders through the link as specified at Section -I (h)
- 5) The bidders who do not qualify the eligibility conditions shall forthwith be rejected and their financial bids shall not be opened.
- 6) The method of selection is Quality cum Cost Based System (QCBS), Technical – 70% and Financial – 30%.
- 7) The Earnest Money Deposit (EMD) of INR 1,00,000/- (INR One lakh 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.
- 8) All bids will remain valid for 180 days from the date of submission.
- 9) The Directorate of Industries & Commerce, Government of Tripura reserves the right to solicit any additional relevant information from Bidders individually and collectively during the entire selection process.
- 10) The Directorate of Industries & Commerce, Government of Tripura reserves the right not to accept bid(s) from agency (ies) resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
- 11) Bidders in joint venture consortiums are not eligible to apply. However, the bidder may subcontract the work relating to survey, data collection at the ground level.
- 12) 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 bidder with any other organizations /agencies.
- 13) The Agency selected will not use its name, logo or any other information/ publicity on content created under the scope of work as spelt out in Section-III of the RFP on any platforms of the DI&C
- 14) The firm will ensure data protection (secrecy) and ensure that no data is leaked to any person not authorized by the Directorate of Industries & Commerce, Government of Tripura

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7.4 Schedules & Critical Dates

The schedule and critical dates are shown below:

SN	Event	Date
1	Date of Publication of RFP in portal	13-03-2024 at 5:00 PM
2	Pre Bid Meeting (online mode) Link: https://meet.google.com/tox-qwvc-fep	<u>20-03-2024 at 3:00 PM</u>
3	Prebid queries may be raised to	industrytripura@gmail.com (Up-to 19-03-2024 at 03:00 PM)
4	Last date of submission of bids	<u>03-04-2024 PM on 5:30 P.M</u>
6	Opening of Technical Bids	<u>04-04-2024 at 4:00 PM</u>
7	Date of Presentation by the bidder on the understanding of the scope of work with formulation of the methodology and complete planning for conduct of the study.	Will be intimated to the bidders later on.

Note: The Directorate of Industries & Commerce, Government of Tripura 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 the Public Procurement Portal of Government of Tripura at <https://tripuratenders.gov.in/nicgep/app> from time to time for any updated information.

7.5 Commercial Condition

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

7.5.1 Earnest Money & Tender Fee

Each bidder is required to submit **Rs. 1,00,000/- (Rupees One lakh only)** as EMD and **Rs. 5000.00 (Rupees Five thousand only)** as e-RFP Cost (Tender fee) is to be paid electronically

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over the online payment facility provided in the portal any time after Bid submission Start Date and before Bid Submission End Date and Time.

Bids without EMD and Tender fee 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 Managing Director, Directorate of Industries & Commerce, Government of Tripura for the sum deposited as EMD.

7.5.2 Performance Bank Guarantee

- a) The successful Bidder shall at his own expense deposit with Directorate of Industries & Commerce, Government of Tripura, **within seven (15) working days** from the date of issuance of Letter of Intent (LoI), an unconditional and irrevocable Performance Bank Guarantee (PBG) from any scheduled commercial bank to Directorate of Industries & Commerce, Government of Tripura, payable on demand, for the due performance and fulfilment of the contract by the bidder.
- b) This Performance Bank Guarantee will be for an amount equivalent to 10% of total contract value. PBG shall be invoked by Directorate of Industries & Commerce, Government of Tripura in the event the Bidder:
 - a. fails to perform the responsibilities and obligations as set out in the RFP to the complete satisfaction of Directorate of Industries & Commerce, Government of Tripura
 - b. has undertaken misrepresentations of facts/information submitted to Directorate of Industries & Commerce, Government of Tripura
- c) The performance bank guarantee shall be valid for 3 months post satisfactory completion of the overall engagement/work as stipulated in RFP. In the event of any amendments to Agreement, the Bidder shall within 15 days of receipt of such amendment furnish the amendment to the Performance Guarantee as required.
- d) The performance bank guarantee may be discharged/returned by Directorate of Industries & Commerce, Government of Tripura upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

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- e) In the event of the Bidder being unable to service the contract for whatever reason, Directorate of Industries & Commerce, Government of Tripura would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of Directorate of Industries & Commerce, Government of Tripura under the contract in the matter, the proceeds of the PBG shall be payable to Directorate of Industries & Commerce, Government of Tripura as compensation for any loss resulting from the bidder's failure to perform/comply its obligations under the contract. Directorate of Industries & Commerce, Government of Tripura shall notify the bidder in writing of the exercise of its right to receive such compensation within 40 days, indicating the contractual obligation(s) for which the bidder is in default.
- f) Directorate of Industries & Commerce, Government of Tripura shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due to him, an equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.
- g) In case the project is delayed beyond the project schedule as mentioned in this RFP, the performance bank guarantee shall be accordingly extended by the Bidder.

7.5.3 Failure to agree with the Terms & Conditions of the RFP

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

7.5.4 Period of contract

The initial contract period will be for the duration of **3 years only** and the same will renewed after expiry of the contract based on the performance.

7.5.5 Prices

- i. All prices must be quoted on a unit rate basis in INR along with all applicable charges i.e. professional fee and applicable taxes, duties, etc. (if any).
- ii. The agency has to ensure that the prices / rates quoted are all inclusive including the manpower support required and continuous support during the entire contract period.

7.5.6 Payment Schedule

The payment as per rate quoted in financial format Annexure-B as submitted by agency shall be made on Quarterly Basis. The agency will be asked to submit monthly work achievement on Scope of Work for assessment by the Directorate of Industries & Commerce, Government of Tripura. **No advance payment will be made.**

All payments shall be made in Indian Rupees.

Instruction:

The Invoice will be submitted at the end of every Quarter. The payment will be made preferably within 30 working days after submission of Invoice. The Selected bidder shall satisfactorily perform work as specified under the Tender to the Department.

7.5.7 Amendment of Tender Document

At any time prior to the deadline (or as extended by Directorate of Industries & Commerce, Government of Tripura) for submission of bids, Directorate of Industries & Commerce, Government of Tripura 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. Directorate of Industries & Commerce, Government of Tripura, at its discretion, may extend the deadline for the submission of proposals.

Directorate of Industries & Commerce, Government of Tripura may change the scope after the submission of technical bids by the Bidders. In this case, Directorate of Industries & Commerce, Government of Tripura will release a corrigendum/ clarification and ask the Bidders to resubmit their financial bids only.

7.5.8 Conflict of Interest

- i.** The Agency is required to provide professional, objective and impartial advice and at all times hold the Directorate of Industries & Commerce, Government of Tripura interest's paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.
- ii.** Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

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- a. **Conflicting Activities:** An Agency or any of its affiliates, selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.
- b. **Conflicting Assignment job:** An Agency (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agency to be executed for the same or for another Employer.
- c. **Conflicting Relationships:** An Agency that has a business or family relationship with a member of the Directorate of Industries & Commerce, Government of Tripura staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Directorate of Industries & Commerce, Government of Tripura throughout the selection process and the execution of the Contract.
- d. Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Directorate of Industries & Commerce, Government of Tripura, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Agency fails to disclose said situations and if the Directorate of Industries & Commerce, Government of Tripura comes to know about any such situation at any time, it may lead to the disqualification of the Agency during the bidding process or the termination of its contract during execution of the assignment.

7.5.9 Arbitration

- a) If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the contract, the Directorate of Industries & Commerce, Government of Tripura 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 the 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.

7.6 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 Industries & Commerce, Government of Tripura will not be liable to any direct / indirect prosecution / penalty because it receives services

7.7 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 Tripura Court, if required.

7.8 Indemnification

Agency shall at all times indemnify and keep indemnified Directorate of Industries & Commerce, Government of Tripura against all claims/ damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under this work order.

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

7.9 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 is concluded, the relative obligation of the party 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,

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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 Organisation 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.

7.10 Failure & Termination Clause

Time, date including delivery and period of execution shall be the essence of the contract. If the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such periods, the Directorate of Industries & Commerce, Government of Tripura may without prejudice to any other right or remedy available to him to recover damages for breach of the contract: -

- i. Recover from the Agency as liquidated damages which will be charged by way of penalty, as specified already at para 7.16 (Penalty Clause).
- ii. Cancel the contract or a portion thereof by serving prior notice to the Agency.
- iii. The Directorate of Industries & Commerce, Government of Tripura may take a decision to cancel the contract with immediate effect and / or debar / blacklist the bidder from bidding prospectively for a period of 3 years or as decided by the Directorate of Industries & Commerce, Government of Tripura or take any other action as deemed necessary.

7.11 Agency Code of Conduct and Business Ethics

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

7.12 Bribery And Corruption

- i. 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.

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- ii. Agencies shall maintain a high degree of integrity during the course of its dealings with business/contractual relationship with the Directorate of Industries & Commerce, Government of Tripura. 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 Directorate of Industries & Commerce, Government of Tripura. For avoidance of doubts, no rights shall accrue to the Agency in relation to such business/contract and the Directorate of Industries & Commerce, Government of Tripura 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 Industries & Commerce, Government of Tripura 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.

7.13 On-Site Deployment

- i. The team must be deployed within a maximum of 15 days of the award of contract. The proposed team has to follow the working hours, working days and Holidays of the State Government of Tripura.
- ii. Physical office space with sitting arrangement and amenities will be provided by DIRECTORATE OF INDUSTRIES & COMMERCE, GOVERNMENT OF TRIPURA Ltd however computer/laptop for use by the team will be arranged by the selected bidder at its own cost.

7.14 Statutory Requirements

During the tenure of this contract, nothing shall be done by the Selected Bidder in contravention of any law, act and/or rules/regulations, there-under or any amendment there of governing inter-alia customs, stowaways, foreign exchange etc. and shall keep Department indemnified in this regard.

7.15 Contract Administration-General

- i. Either party may appoint any individual / organisation as its authorised representative through a written notice to the other party. Each Representative shall have the authority to:

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- a. Exercise all of the powers and functions of his/her Party under this contract, other than the power to amend this contract and ensure proper administration and performance of the terms hereof; and
 - b. Bind his or her Party in relation to an in connection with this Contract.
- ii. The Selected Bidder shall be bound by matter arising out of or all undertakings and representations made by the authorised representative of the Selected Bidder and any covenants stipulated hereunder, with respect to this contract, for and on their behalf.
 - iii. For the purpose of execution or performance of the obligations under this Contract, the Department representative would act as an interface with the nominated representative of the Selected Bidder. The Selected Bidder shall comply with any instructions that are given by the Department representative during the course of this contract in relation to the performance of its obligations under the terms of this contract and the Tender.
 - iv. A committee of representatives from the Department and the Selected Bidder shall meet on a quarterly basis to discuss any issues / bottlenecks being encountered. The Selected Bidder shall draw the minutes of these meetings and circulate to the Department

7.16 Penalty Clauses

- i. The detailed contract/work order will be signed with the successful bidder. 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 Industries & Commerce, Government of Tripura All designs, reports and other documents submitted by the bidder pursuant to this work order shall become and remain the property of the Directorate of Industries & Commerce, Government of Tripura and the bidder shall, not later than upon termination or expiration of this work order, deliver all such documents to the Directorate of Industries & Commerce, Government of Tripura
- 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 does not fulfill any of the contractual obligations, the Directorate of Industries & Commerce, Government of Tripura may take a decision to cancel the contract with immediate effect. Further, performance bank guarantee of the agency may also be invoked if the performance of the agency is not satisfactory.

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- iii. In case of late services / no services on a specific activity, in which the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule, due to the reasons solely attributable to the agency, the Directorate of Industries & Commerce, Government of Tripura may impose a 0.5 % of Contract Value as penalty per week and if the work does not achieve the required levels thereafter as mentioned in the Contract/work order, in 4 weeks, the Directorate of Industries & Commerce, Government of Tripura can cancel the contract altogether in addition to invocation of the entire amount of submitted performance bank guarantee.

7.17 Right of Monitoring, Inspection and Periodic Audit

The Organization reserves the right to inspect and monitor / assess the progress / performance notice to that at any time during the course of the Contract, after providing due Selected Bidder. The Organization may demand, and upon such demand being made, the selected bidder shall provide with any document, data, material or any other information required to assess the progress of the project.

7.18 Organizations Obligations

The Organization representative shall interface with the Selected Bidder, to provide the required information, clarifications, and to resolve any issues as may arise during the execution of the Contract.

The Organization shall ensure that timely approval is provided to the selected Bidder, where deemed necessary, which should include reports/plans and all specifications related to services required to be provided as part of the Scope. Organization shall provide functional office space to the Project Team in its premises equipped with basic required facilities.

7.19 Information Security

The Selected Bidder shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by the Department, out of premises, without prior written permission from the Department.

The Selected Bidder shall, upon termination of this agreement for any reason, or upon demand by the Department, whichever is earliest, return any and all information provided to the Selected Bidder by the Department, including any copies or reproductions, both hardcopy and electronic.

7.20 Proposal preparation cost

The bidder participation conduct of shall be responsible for all costs incurred in connection with in the RFP process, including, but not limited to, costs incurred in informative and other diligence activities, participation in meetings/ discussions/presentations, preparation of proposal, in providing any additional information required by the Department to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. The Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

_____ End of section _____

Request for Proposal for Appointment of Knowledge Partner for Investment Promotion, Policy Implementation & Business Climate Reforms Services

8. Annexure (A) – Cover Letter For technical submission (On Agency Letterhead)

To
The Director,
DIRECTORATE OF INDUSTRIES & COMMERCE, GOVERNMENT OF TRIPURA,
Shilpa Udyog Bhawan, Khejurbagan, Agartala, Tripura West

Date: DD/MM/YYYY

Sub: Letter for Submission of Proposal by <<firm name>>

Ref: <<RFP Title>> (Bidding Document No:____Dated: / /____)

Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the services as required and outlined in the RFP. We attach here to our responses to the Technical Bid.

2. We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to DIRECTORATE OF INDUSTRIES & COMMERCE, GOVERNMENT OF TRIPURA is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements there in do not in whole or in part mislead the department in its short-listing process.

3. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

4. We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 180 days from the date fixed for bid opening. We hereby declare that in case we are chosen as successful agency, we shall submit the PBG in the form prescribed in the RFP. We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the Bidding Document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

5. We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response with or without assigning any reason whatsoever.

Date:
Representative

Signature of Authorized

Name of Agency: Full Address: Telephone No.:

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9. Annexure (B) – Financial Proposal

To be put according to the financial quote template (**All positions are to be quoted**)

Format for Price Bid: Item wise BOQ

Sl.no	Item description	Number	Unit	BASIC RATE (Man month rate) with taxes In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes (per man month) in Rs. P	Total amount in words/month
1.	Team Leader	1	Nos (Man month rate)			
2.	Strategic Advisor and lead generation	1	Nos (Man month rate)			
3.	Policy Advisor	1	Nos (Man month rate)			
4.	EODB Consultant	2	Nos (Man month rate)			
5.	PM Gati Shakti Consultant	1	Nos (Man month rate)			
6.	Marketing & Branding	1	Nos (Man month rate)			
7.	After care cell	1	Nos (Man month rate)			

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10. Annexure (C) Format for particulars of the Agency

Details of the Agency		
1.	Name of the Agency	
2.	Address of the Agency	
3.	Year of Incorporation	
4.	Registration Number & Registration Authority	
5.	Legal Status (Public/Private/ LLP)	
6.	Name & Designation of the Authorized person to whom all references shall be made regarding this Bidding Document	
7.	Telephone No. (with STD Code)	
8.	E-Mail of the Contact person:	
9.	Fax No. (with STD Code)	
10.	Website	
11.	Financial Detail (Organization's turnover of last three financial years)	FY 22-23
		FY 21-22
		FY 20-21
12.	GST number	
13.	PAN	
14.	EMD	Date
		Amount
		Reference Number

Date:

Signature of Authorized Representative Name of Agency:

Full Address:

Telephone No.:

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11. Annexure (D) Format for Pre-Qualification Compliance

Pre-Qualification Criteria (to be submitted along with the technical bid)	Submitted Yes/No	Documentary Proof (Page No.)
a) For the purpose of this RFP document, a Business Entity shall mean a single Business Entity. (Any kind of consortium is not allowed); a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Limited Liability Partnership Act of 2008, and operating for the last 10 years as of March 31, 2023		
b) Important Financial Criteria 1. The agency should have positive net worth of more than INR 20 crores for the last three Financial Years (FY 22-23, FY 21-22, and FY 20-21) 2. The agency should have Avg. Annual turnover from Consulting Business in India of more than INR 200 crores for the last three Financial Years (FY 22-23, FY 21-22, and FY 20-21) 3. The agency should have positive PAT (Profit after Tax) during the last 3 financial years (FY 22-23, FY 21-22, and FY 20-21)		
c) The agency must have on its payroll at least 50 professionally qualified professionals working in the area of Investment promotion, Investor handling, Industrial Policy, Investor facilitation, MoU Follow up or Finance, Ease of Doing Business		
d) Experience of conducting at least 2 (two) Investment Summits in India in last 5 years i.e. (FY 18-19 to FY 22-23) as Lead Consultant/ Knowledge Partner involving Investment Promotion Program for a Central/State Government.		
e) Experience of working as an Investment Promotion Agency / Implementation of Ease of Doing Business Reforms at least for 2(two) Central/State Government in last 5 years (FY 18-19 to FY 22-23). Duration of the engagement should be for a minimum period of 12 months and Consulting Value for the engagement should be minimum of INR 1 Cr. (excluding taxes)		
f) India Presence: Should have offices in a minimum of 8 cities/regions in India preferably including Delhi, Mumbai, Chennai and Kolkata.		

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g) The agency shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies as on the date of submission of bid.		
---	--	--

Date:

Signature of Authorized Representative

Name of Agency:

Full Address: Telephone No.:

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12. Annexure (E) Format for Declaration by Agency's HR (On Agency Letterhead)

To
The Director,
DIRECTORATE OF INDUSTRIES & COMMERCE, GOVERNMENT OF TRIPURA
Shilpa Udyog Bhawan,
Khejurbagan, Agartala, Tripura West

Date: DD/MM/YYYY

Sub: Details of the staff as part of Pre-Qualification Bid for the Bidding Document

Ref:<<RFP Title>> (Bidding Document No: Dated: / /

Sir,

We hereby declare that there are more 50 qualified professionals in the area of investment promotion and investor lifecycle management combined, implementation of EODB reforms as full-time employee and are on our payrolls. Further, we hereby declare we have sufficient number of resources who are professionally qualified, and are experienced in the field of investment promotion, investor facilitation, Policy formulation, Branding/Marketing states as investment destination, implementation of Ease of Doing Business reforms, minimizing regulatory compliances, PM- Gati Shakti etc..

Date: Signature of Authorized

Representative Name of Agency:

Full Address:

Telephone No.:

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13. Annexure (F) Format for Self-declaration by Agency for not being Blacklisted (On Agency Letterhead)

To
The Director,
DIRECTORATE OF INDUSTRIES & COMMERCE, GOVERNMENT OF TRIPURA,
Shilpa Udyog Bhawan,
Khejurbagan, Agartala, Tripura West

Date: DD/MM/YYYY

Sub: Declaration of no valid ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies in India as on DD/MM/YYYY

Ref: <<RFP Title>> (Bidding Document No: Dated: / /

Sir,

In response to the above mentioned RFP I _____, as _____
<Designation> of M/s _____, here by declare that our Company/Firm has not
been blacklisted/barred by any Central/State Government or statutory authority or Public
Sector Undertaking (PSU) or regulator as on the date of this declaration..

Date: Signature of Authorized

Representative Name of Agency:

Full Address:

Telephone No.:

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**14. Annexure (G) - Format for Statement of No Deviation from the Bidding Document
(On Agency Letterhead)**

To
The Director,
DIRECTORATE OF INDUSTRIES & COMMERCE, GOVERNMENT OF TRIPURA
Shilpa Udyog Bhawan,
Khejurbagan, Agartala, Tripura West

Date: DD/MM/YYYY

Sub: Undertaking of no deviation from RFP terms and condition

Ref: <<RFP Title>> (Bidding Document No: Dated: / /

Sir,

This is to confirm that the proposal submitted by << Agency name >>, is in complete agreement with the RFP and the corrigendum(s) issued thereof and there is no deviation what so ever.

Date:

Signature of Authorized

Representative Name of Agency:

Full Address:

Telephone No.:

15. Annexure (H) - Formats for the Technical Proposal

15.1 Checklist for Technical Proposal

S.No.	Items	Submitted (Yes/No)	Documentary Proof (Page No.)
1	Proposal Cover Letter		
2	Technical Compliance Sheet		
3	Relevant Project Experience – 1. 2. 3. 4.		
4	Proposed Team Structure, Deployment Plan and CVs of key proposed resources		
5	Approach and Methodology		
6	Project Plan		

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15.2 Format for compliance sheet for Technical proposal

SN O.	Description (Evaluation criteria)	Submission status (Yes/No)	Page No.
	Proposed response should be in compliance with all the Mandatory items		
A	Organization's Experience		
1.	Experience as per section-III - 3.2		
B	Proposed Team Deployment		
	Agency's proposed resources for the project shall be considered for evaluation of the proposal:		
C	Proposed Solution		
1.	Technical presentation Technical presentation establishing the understanding of the requirements, approach and methodology, Implementation plan, resource planning & deployment, etc. by the Agency The presentation would be made by the proposed team leader and Strategic advisor.		

Format for Relevant Experience

Summary Table for Project Experience

Sl. No.	Name of Project	Year of Project	Page Number

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Detailed Project Experience (please provide separate table for each project)

Project Information	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
Project Details	
Description of the project	
Scope of services	
Start date	
Completion date	
Duration of the project	
Other Relevant Information (if any)	
Supporting Documents enclosed (✓): Work Order received from Client/ Copy of Contract signed between Implementation Partner and client Scope of Work highlighted(Y/N) Period of Contract Highlighted(Y/N) Other (if any)	

Format for List of Resources and Detailed Resume

Summary of Resources

Sl. No	Proposed Position	Name of Resource	Qualification	Total Experience	Relevant Experience
1					
2					
3					

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4					
5					
6					
7					

1.	Proposed Profile					
2.	Name of staff:					
3.	Date of birth:					
4.	Nationality:					
5.	Qualification:					
		S. No.	Degree	Institution	Year	
		1.				
	2.					
6.	Membership of professional associations:					
7.	Certification:					
8	Languages	S. No.	Languag	Read	Write	Speak
9	Employment	From (Year)	To (Year)	Employer	Position Held	
10	Description of Services on Relevant Project					

(Seal)

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16. Annexure (I) – Letter of Authorisation for Attending Bid Opening

(to be given on company letter-head)

Date.....

To,

Sub: Authorization for attending bid opening on ----- (date) in the e-RFP no. of the Directorate of Industries & Commerce, Government of Tripura

Dear Sir,

Following persons are hereby authorised to attend the bid opening for the e-RFP mentioned above on behalf of ----- (Bidder) in order of preference given below.

Order of Preference	Name	Specimen signature
---------------------	------	--------------------

I

II

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Alternate Representative

Signatures of Bidder or Officer

Officer authorised to sign the bid documents on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend the bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representatives will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened will be refused in case authorization as prescribed above is not furnished.

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17. Annexure (J) – Single Point of Contact (SPOC) details of the bidder

SUB: SINGLE POINT OF CONTACT (SPOC) DETAILS OF THE BIDDER

Our correspondence details with regard to this RFP are:

Sl. No.	Information	Details
1	Name of the Applicant	
2	Address of the Applicant	
3	Name, designation and contact address of the person to whom all references shall be made regarding this RFP	
4	Telephone number of the contact person	
5	Mobile number of the contact person	
6	Email ID of the contact person	

(Signature of bidder)

Full name & seal

18. Annexure (K) – Performance Security Bond Form

(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)

To

The Director

Directorate of Industries & Commerce, Government of Tripura

Shilpa Udyog Bhavan, Khejurbagan

WHEREAS.....(name and address of the Consulting Firm/Agency/Organization) (hereinafter called "the Applicant") has undertaken, in pursuance of contract no.....dated.....to conduct (description of study)(hereinafter called "the contract")

AND WHEREAS it has been stipulated by you in the said contract that the applicant shall furnish you with a bank guarantee by a Nationalized Public Sector Scheduled Commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the applicant, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the applicant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the applicant before presenting us with the demand.

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We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the applicant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of.....20.....

(Signature of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch

19. Annexure (L) – Contract Form

CONTRACT FORM

- 1.** This agreement is made this day.....between, hereinafter called "name of applicant/bidder" the first party which expression shall include his heirs, executors and administrators/their successors and the Director, Directorate of Industries & Commerce, Government of Tripura hereinafter called "DIRECTORATE OF INDUSTRIES & COMMERCE, GOVERNMENT OF TRIPURA"

- 2.** That WHEREAS the first party shall and will work as Knowledge Partner for Investment Promotion, Policy support, Branding & Investor Facilitation, Ease of Doing Business, PM-Gati Shakti as mentioned under the Scope of work given in the RFP document under the Directorate of Industries & Commerce, Government of Tripura which are given in Section-II of the Notice Inviting e-RFP (NIeRFP) No. _____ dated including agenda nos.....at the rate quoted by(Name of the Applicant/Bidder) vide their e-RFP No. _____ dated and as per all the terms and conditions given in Notice Inviting e-RFP (NIeRFP) and the aforesaid e-RFP notice dated.....which shall become part and parcel of this agreement.

- 3.** That the first party would raise demand and the payment shall be done in accordance with Para-7.5.6 of the aforesaid e-RFP document.

- 4.** The Performance Security Bond would be en-cashed by the second party in case the first party fails to perform and/or breaches the terms & condition of the aforesaid e-RFP document.

- 5.** In accordance with the e-RFP document No.. This agreement is made for a period of **3 (Three) years** from

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IN WITNESS WHEREOF THE ABOVE-MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS

.....DAY OF..... 202..

For and on behalf of Department

For and on behalf of Bidder

Name:

Name:

Signature:

Signature:

Seal

Seal of the Firm/Organisation/
Agency

Date

Date

Place.....

Place.....

Witness for the Department

Witness for Bidder

.....

.....

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20. Bidders to ensure:

- A. That all pages have been stamped and signed by the authorized Person(s).
- B. That all the pages have been numbered.
- C. That all the documents are legible (Clearly readable).

_____ (end of document) _____