

BID DOCUMENT

E-Tender

Manpower supply for outsourcing of 25 nos of manpower in various capacities for executing the works of Tripura Bamboo Mission in the State of Tripura

For Tripura Bamboo Mission

**NIeT No: 1/TBM/2019
(January, 2019)**

**Government of Tripura
Department of Industries & Commerce
ShilpaUdyogBhavan, Khejurbagan,
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No.IV-2 (140)/PLG/DI/2018
Government of Tripura
Directorate of Industries & Commerce
Khejurbagan, Agartala

NOTICE INVITING e-TENDER

(SECTION-I)

Electronic Bids are hereby invited by Director, Industries & Commerce on behalf of Governor of Tripura under two bid e-procurement systems from reputed organizations involved in manpower supply for outsourcing of 25 nos of manpower in various capacities for executing the works of Tripura Bamboo Mission in the State of Tripura.

(a)	e-Tender No	1/TBM/2019
(b)	Name of work	Manpower supply for outsourcing of 25 nos of manpower in various capacities for executing the works of Tripura Bamboo Mission (TBM) in the State of Tripura which will be engaged initially for a period of 1 (one) year which may be further extended on mutual consent.
(c)	Details of Website where e-Tender Paper is available	https://www.tripuratenders.gov.in http://www.industries.tripura.gov.in
(d)	E-tender Publishing date and time	30/01/2019 at 11:00 A.M
(e)	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Rupees one lakh only) in the form of Demand Draft drawn in favour of “Mission Director, Tripura Bamboo Mission” from any Nationalized/ Scheduled Bank guaranteed by the Reserve Bank of India, payable at Agartala.
(f)	Date of Pre Bid Consultative Meeting with place of meeting	Pre Bid meeting will be held on 11/02/2019 at 3:00 P.M at Conference Hall, Directorate of Industries & Commerce, Shilpa Udyog Bhavan, Khejurbagan, Agartala, Tripura (West)
(g)	Date of submission of EMD	Preferably after the pre-bid meeting and up to 4.00 P.M on 18/02/2019.
(h)	Receipt/Opening of Electronic Bids	Electronic Bid will be received up to 3:00 P.M on 19/02/2019 in the website https://www.tripuratenders.gov.in . The Bid will be opened by authorized officers on the same date at 4:00 PM , if possible.
(i)	Place of opening of e-tender	Conference Hall, Directorate of Industries & Commerce, Shilpa Udyog Bhavan, Khejurbagan, Agartala, Tripura (West)
(j)	Placement of Manpower.	<ul style="list-style-type: none"> • A Letter of Award (LOA) will be issued to the selected Agency • The selected Agency shall be required to accept the offer and sign an Agreement with the Mission Director, TBM within next 15 days of accepting the offer. The Agreement will be registered at the expenses of the Agency. • The Agency shall place the manpower to TBM within 7 days after signing the agreement.

2. To participate in the e-tendering process, the Bidder/Tenderer has to register with the NIC portal i.e. <https://tripuratenders.gov.in>. Interested bidders may download the e-tender paper from website and upload the complete electronic tender papers in the website <https://tripuratenders.gov.in> after Pre-Bid consultative meeting. The firms desirous of applying for undertaking this work of supply of manpower should meet all criteria as per e-tender enquiry.

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

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

Director
Industries & Commerce

SECTION-II: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

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

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

2. On behalf of the Governor of Tripura e-Tender in 2(two) bid system is hereby invited by Director, Industries & Commerce from reputed organizations involved in manpower supply for outsourcing of 25 nos of manpower in various capacities for executing the works of Tripura Bamboo Mission in the State of Tripura which will be engaged initially for a period of 1 (one) year which may be further extended on mutual consent.

Scope of Work:

- a) Supply of 25 nos of manpower in Tripura Bamboo Mission, Agartala in accordance with the requirements given, with the consolidated remuneration as mentioned in Annexure – I
 - b) The Team shall be responsible for execution of various works assigned to it which would include planning, coordinating and executing mission mode of practice and strategy creation, and implementation of action plans, maintaining public / private partnership, exploring innovative ideas, achieving targets, mobilizing artisans/investment within and outside the state of Tripura, liaison with all stake holders, maintenance of database, conducting studies, Preparation of vision document, Project proposals, fund mobilization, monitoring etc.
 - c) Assign a Coordinator as single point of contact for the deployed personal who would be responsible for immediate interaction with TBM office, so that optimal services of the persons deployed by the Agency could be availed without any disruption.
 - d) Any other work incidental to the assignment and directed by Mission Director, Tripura Bamboo Mission.
3. **Bidders Qualification:** The bidder shall provide qualifying information, which shall include:
 - (a) The bidders shall be an institution/company/consulting firm/joint venture/partnership firm and should be in the manpower outsourcing services since last five (5) years. Documents in the form of Certificate of incorporation/ registration in support of this are to be provided.
 - (b) The bidders should have average of at least of Rs. 1 crore turnover per annum from outsourcing manpower services during the last 3 financial years. Valid documents in support of this to be provided.
 - (c) The bidders must have executed at least 2 (two) orders/ contracts consisting of outsourcing of manpower during the last 3 (three) financial years. Aggregated order value must be Rs.50 lakhs each. (Copies of Agreement/ Work – order from client supported by satisfactory performance certificate as documentary evidence may be provided with summary sheet of yearly contractual value.)
 - (d) The bidders must be registered under the Provident Fund Act, ESI Act, Labour Act & Shop & Establishment Act etc. (copies to be enclosed).
 4. **Cost of Bidding:** The bidder shall bear all costs associated with the preparation and submission of the bid. The E-Tender Inviting Authority, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
 5. **Instructions for Online Bid Submission:** Bidders are instructed to submit the bids online through the Tripura Govt. Portal for e-Procurement at <https://tripuratenders.gov.in>
 - 5.1. Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders/agencies on the e-procurement/e-tender portal is a prerequisite for e-tendering.
 - 5.2. Contractor/Bidder/agencies may go through the e-tenders published on the site and download the required e-tender documents/schedules for the e-tenders he/she is interested.

- 5.3. After downloading / getting the e-tender document/schedules, the Bidder should go through them carefully and then upload the documents as asked, otherwise bid will be rejected.
- 5.4. Corrigendum, if any will be published only in the websites <https://tripuratenders.gov.in>. If any clarification is required this may be obtained online through the e-tender site, or through the contact details or in the pre-bid meeting. Bidder should take into account all corrigendum published before submitting the bids online.
- 5.5. It is construed that the bidder has read all the terms and conditions and accepted them before submitting their offer.
- 5.6. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the e-tender document/schedule and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the e-tenders and should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded. Bid documents may be scanned with 100 dpi with black and white option.
- 5.7. Bidder should submit the EMD separately in the shape of Demand Drafts (DD) from a nationalized/scheduled bank guaranteed by the Reserve Bank of India in sealed envelope either in person or by post at the “Office of the Director, Industries & Commerce, Shilpa Udyog Bhawan, Khejurbagan, Agartala, Pin-799006” (the envelopes shall be superscripted as “Earnest Money- Don’t Open except by Tender Evaluation Committee (TEC)”/ with name of work and NIT number) along with a forwarding letter on any working day after e-publication of tender preferably after the pre-bid meeting and up to **4.00 P.M on 18/02/2019**. The E-Tender Inviting Authority shall not be responsible for any postal delay in receipt of EMD. In case the EMD is not received within the aforesaid period, the bid will be out rightly rejected. The bidder will furnish all the information on-line regarding EMD. EMD will be mandatory for all bidders without any relaxation/exception. Benefits as applicable to MSMEs shall be allowed as per prevailing rules/guidelines of the State Government.
- 5.8. The bidder has to select the payment option as offline to pay the EMD and enter details of the instruments.
- 5.9. The details of the DD physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bids will not be accepted.
- 5.10. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the e-tender.
- 5.11. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 5.12. The price bid formats is provided as spread sheet file named like **BoQ_pricebid_TBM.xls** etc. The percentage rate offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BoQ template must not be modified/replaced/ tampered for any reason by the bidder. Bidder will be wholly responsible in case any such act and the bid will be straightway rejected.
- 5.13. The bidders are requested to submit the bids through online e-tendering system to the e- Tender Inviting Authority (eTIA) well before the bid submission end date & time (as per Server System Clock). The eTIA will not be held responsible for any sort of delay or difficulties faced during the submission of bids online by the bidders if not submitted well ahead.
- 5.14. The time settings fixed in the server side & displayed at the top of the e-tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 5.15. The bidder should logout of the e-tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

- 5.16 Resubmission/Re-uploading of bid is allowed before the date and time of closing of the bid.
- 5.17 1st Lowest (L1), 2nd lowest (L2) etc. of each item as seen online in the portal is only provisional. Final comparative rates will be decided by e-Tender Evaluation Committee (eTEC) after evaluation of the bids and final comparative statement will be uploaded in the website.

B. THE BID DOCUMENT:

6. BID DOCUMENTS:

- 6.1. The manpower requirement, bidding procedures and contract terms are prescribed in the Bid Documents. The Bid Documents include:
- (a) Notice Inviting e-Tender (Section-I)
 - (b) Instructions to Bidders along with instructions for online bid submission (Section-II)
 - (c) General Conditions of the Contract (Section-III)
 - (d) Technical Specification and Details of Requirements (Annexure I)
 - (e) Format for Bid Form (Annexure II)
 - (f) Price Schedules (for reference & read only purpose) (Annexure III)
 - (g) Format for Performance Security Bond Form (Annexure IV)
 - (h) Format for Letter of authorization from competent authority to attend bid opening (Annexure V)
 - (i) Check list and order in which the documents are to be submitted for Technical Bid (Annexure VI)
 - (j) Check list and order in which the documents are to be submitted for Financial Bid (Annexure VII)
 - (k) Format for e-Tender Acceptance Letter (Annexure VIII)
 - (l) Format of Performance Certificate (Annexure IX)
 - (m) Turnover Certificate (Annexure X)
- 6.2. The Bidder shall examine all instructions, forms, terms and specifications in the Bid Documents.

Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

7. CLARIFICATION OF BID DOCUMENTS:

- 7.1. A prospective bidder, requiring any clarification of the Bid Documents shall notify the Purchaser online before the pre-bid meeting. The E-Tender Inviting Authority shall also respond online to any request for clarification of the Bid Documents.
- 7.2. Any clarification issued by e-Tender Inviting Authority (eTIA) in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to an amendment of relevant clauses of bid document which would be notified through a corrigendum.

8. AMENDMENT OF BID DOCUMENTS:

- 8.1. At any time, prior to the date of submission of bids, the e-Tender Inviting Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments.
- 8.2. The amendments, if any, shall be notified online only through corrigendum in the portal <https://tripuratenders.gov.in>
- 8.3. In order to afford prospective bidders reasonable time in which to take the amendments into account in preparing their bids, or for any other reason, the E-Tender Inviting Authority may at its discretion, extend the deadline for the submission of bids suitably through a corrigendum issued for this purpose.

C. PREPARATION OF BIDS:**9. DOCUMENTS COMPRISING THE BID:**

Online bids under two envelope/ cover system comprising of (1) **Technical bid** and (2) **Financial bid should be submitted online on Tripura Govt. Portal Website <https://tripuratenders.gov.in>.**

9.1. The **technical bid should contain** the scanned copy of following documents in the respective folders of Cover No-1 (Fee/PreQual/Technical)

- (a) Check list [as per Annexure- VI]
- (b) EMD in the shape of Demand Draft amounting Rs. 1,00,000/- (Rupees one lakh only) only.
- (c) Letter of Authorization to attend bid opening [as per Annexure – V]
- (d) The bidders shall be an institution/company/consulting firm/joint venture/partnership firm and should be in the manpower outsourcing services since last five (5) years. Documents in the form of Certificate of incorporation/ registration in support of this are to be provided.
- (e) The bidders should have average of at least of Rs. 1 crore turnover per annum from outsourcing manpower services during the last 3 financial years. Valid documents in support of this to be provided.
- (f) The bidders must have executed at least 2 (two) orders/ contracts consisting of outsourcing of manpower during the last 3 (three) financial years. Aggregated order value must be Rs.50 lakhs each. (Copies of Agreement/ Work – order from client supported by satisfactory performance certificate as documentary evidence may be provided with summary sheet of yearly contractual value.).Execution of the work order shall be supported by successful completion certificate as per Annexure-IX from client and bank statement.
- (g) Registration documents under the Provident Fund Act, ESI Act, Labour Act & Shop & Establishment Act etc.
- (h) Copy of Audited accounts and Income Tax Return for last 3 (three) Financial Years
- (i) Authenticated copy of certificates of incorporation/registration of the organization
- (j) Memorandum of Association/Articles of Association/Trust Deed/Constitution of the organization.
- (k) Authenticated copy of GST registration certificate
- (l) Self-certification regarding turnover of the firm as per Annexure - X
- (m) Power of Attorney [As per clause 16.2 of Section-II]/Authorisation from competent authority for signing of the bid document must be submitted with the bid.
- (n) Clause by Clause compliance indicating substantive responsiveness to the terms and conditions by signing and stamping on all the pages of the original bid document NIEt – 1/TBM/2019 (containing **30 pages**) by authorized person(s)[as per clause 13.1 of Section-II]
- (o) e-Tender Acceptance Letter [as per Annexure-VIII]
- (p) Technical specification and manpower details of requirements (Annexure-I)
- (q) Performance Certificate format (Annexure-IX)

9.2. The **financial bid shall contain:**

- (a) The check list [as per Annexure—VII]
- (b) Bid Form [as per Annexure – II]
- (c) Price schedule (Bill of Quantity / Price Bid) – Annexure-III [as given in <http://tripuratenders.gov.in>] and to be submitted online

IMPORTANT

The bidders must carefully follow the instructions to submit the bids online through the State Government Procurement Portal for e-Procurement at <https://tripuratenders.gov.in>.

All the documents submitted shall be filled properly (wherever necessary) signed in full by the authorized person/persons and stamped properly.

10. BID FORM:

The bidder shall complete the Bid Form (Annexure-II) and the appropriate Financial charges (Annexure-III) furnished in the Bid Documents indicating the details of manpower to be placed.

11. BID PRICES:

11.1. The fee quoted by agency shall be in excess percentage (%) of total annual remuneration inclusive of out of pocket expenses, all applicable taxes and any other charges in whatever name it is called etc. and would be initially for a period of 1 (one) year. The price required to be indicated under the contract is to be as per price schedule given in Annexure-III. The offer shall be firm in Indian Rupees. No foreign exchange will be made available by the E-Tender Inviting Authority .

11.2. Prices indicated on the Price Schedule shall be entered in the following manner:

(a) Professional Fee/Administrative charges **shall only be excess of the % of total remuneration amount** and the same is inclusive of out of pocket expenses and taxes.

(b) The bidder shall quote **only in excess of % of total annual remuneration.**

11.3. The prices quoted by the bidder shall remain firm and fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is to be treated as non-responsive and rejected.

11.4. **The proposal shall remain valid for 120 days from the date of opening of Financial Bid** and in respect of accepted Bid the prices quoted shall remain valid during the entire period of contract.

12. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

12.1. The bidder should scan and submit online, as part of his bid documents establishing the bidder's eligibility; all the following documents or whichever is required as per terms and conditions of bid documents.

(i) The bidders shall be an institution/company/consulting firm/joint venture/partnership firm and should be in the manpower outsourcing services since last five (5) years. Documents in the form of Certificate of incorporation/ registration in support of this are to be provided.

(ii) The bidders should have average of at least of Rs. 1 crore turnover per annum from outsourcing manpower services during the last 3 financial years. Valid documents in support of this to be provided.

(iii) The bidders must have executed at least 2 (two) orders/ contracts consisting of outsourcing of manpower during the last 3 (three) financial years. Agregated order value must be Rs.50 lakhs each. (Copies of Agreement/ Work – order from client supported by satisfactory performance certificate as documentary evidence may be provided with summary sheet of yearly contractual value.).

(iv) The bidders must be registered under the Provident Fund Act, ESI Act, Labour Act & Shop & Establishment Act etc. (copies to be enclosed).

13. DOCUMENTS ESTABLISHING CONFORMITY TO BID DOCUMENTS:

13.1. The documentary evidence in conformity with the Bid Documents may be in the form of literature and data and the bidder shall furnish a clause-by-clause compliance on the Technical specifications and terms & conditions indicating substantial responsiveness to the same **in the form of signing in full & stamping all the pages of the original bid document by the authorized person/persons.**

14. EARNEST MONEY DEPOSIT:

14.1. The EMD shall be forfeited:

(a) If an unsuccessful bidder withdraws his bid till finalization of the bid or if any information or certificate produced by the bidder is/are found false or tampered.

(b) In the case of a successful bidder, if the bidder withdraws or amends the e-tender or impairs or derogates from the e-tender:

(i) to sign the contract in accordance with clause 27.1

(ii) to furnish performance security in accordance with clause 27.2.

15. PERIOD OF VALIDITY OF BIDS.

- 15.1. **Bid shall remain valid for 120 days after the date of bid opening prescribed** by the e-Tender Inviting Authority ; pursuant to clause 11.4 of Section-II. A bid valid for a shorter period shall be rejected by the E-Tender Inviting Authority as non-responsive.
- 15.2. In exceptional circumstances, the e-Tender Inviting Authority may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.

16. FORMATS AND SIGNING OF BID:

- 16.1. The bidder shall prepare the Technical and Financial bids separately.
- 16.2. The copy of bid shall be typed or printed and all the pages numbered consecutively and shall be signed and stamped by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be accompanied with written power of Attorney. The bid submitted shall be sealed properly.
- 16.3. The copy of bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons authorized for signing the bid.

D. 17. SUBMISSION OF BIDS

- 17.1. Bidder should log into the site <https://tripuratenders.gov.in> well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time.
- 17.2. The Bidder shall follow all the instructions given in clause -5 of Section-II for submission of on-line bid.
- 17.3. Utmost care shall be taken for uploading Bill of Quantity & Price Bid. Bidders shall download the BoQ in XLS format and save it without changing the name of the file. Bidder shall quote their rates in figures, thereafter save and upload the file in **financial bid cover (Price bid) only. If the Bill of Quantity & Price Bid is found to be modified by the bidder, the bid will be rejected.** The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the e-tender.
- 17.4. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid.

18. LATE BIDS

- 18.1. Any bid will not be strictly received by the E-Tender Inviting Authority after the deadline for online submission of bids is over.

19. MODIFICATION AND WITHDRAWAL OF BIDS:

- 19.1. The bidder can modify or withdraw his bid after submission only, if resubmission / withdrawal have been configured by TIA during e-tender creation process.
- 19.2. No bid can be modified subsequent to the deadline for submission of bids.

E. BID OPENING AND EVALUATION:

20. OPENING OF BIDS:

- 20.1. Electronic Bid will be received up to **3:00 PM on 19/02/2019** at the website <https://www.tripuratenders.gov.in>. The technical bids will be opened by authorized officers on the same date at **4:00 PM, if possible.**
- 20.2. The bids will be opened in the presence of bidders or their authorized representatives who chose to attend on opening date and time. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in Annexure- V). Also the bidders can participate online during the bid opening process from their remote end through dashboard.
- 20.3. A maximum of one representative for any bidder shall be authorized and permitted to attend physically pre bid meeting and the bid opening process.

21. CLARIFICATION OF BIDS:

- 21.1. To assist in the examination, evaluation and comparison of bids, the e-Tender Inviting Authority may, at its discretion ask the bidder for any clarification at any stage of its bid. The request for clarification and the response shall be in writing or may be raised in the pre-bid meeting. However, no post bid clarification at the initiative of the bidder shall be entertained.

22. TECHNICAL EVALUATION:

- 22.1. A e-Tender Evaluation Committee (eTEC) constituted by the Department of Industries & Commerce, Govt. of Tripura shall evaluate the technical bids to determine whether the bids received are complete, required securities/sureties have been furnished, the documents have been properly signed and the bids are generally in order in compliance with clauses of the e-NIT. Presentation may need to be done by eligible bidders which will be evaluated by the Evaluation Committee. Evaluation of the Bids will be done by the Evaluation Committee on QCBS method. The agency obtaining **at least 70 marks on the basis of technical evaluation will qualify for opening of financial bids**. The results of Technical Evaluation will be uploaded online in the portal. Decision of the Committee will be final in this regard. **Details of Technical score determination is at Annexure- I – Table-3**
- 22.2. Prior to the Financial Bid opening, the E-Tender Inviting Authority will determine the substantial responsiveness of each bid to the Bid document. Bids should be substantially conforming to all the terms and conditions of the Bid Documents without material deviations. The E-Tender Inviting Authority's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 22.3. A bid determined as substantially non-responsive will be rejected by the E-Tender Inviting Authority and shall not subsequent to the bid opening, be made responsive by the bidder by correction of the non-conformity, or by submitting additional documents.

23. FINANCIAL BID OPENING/ EVALUATIONS AND COMPARISON OF SUBSTANTIALLY TECHNICAL RESPONSIVE BIDS:

- 23.1. The e-Tender Inviting Authority shall shortlist those who are eligible and have submitted substantially technically responsive bid for opening of financial bid. **Financial bids of successful bidders shall only be opened and the Financial Bids of Technically unsuccessful bidders and bidders obtaining less than 70 marks on the basis of technical evaluation shall not be opened.**
- 23.2. Even after opening of financial bid, till completion of the entire engagement process including period of agreement if it is found that any information or certificates produced by the bidder is false or tampered, the e-Tender Inviting Authority shall without prejudice to any other right or remedy be at liberty to reject the bid and forfeiture of the EMD and invocation of the performance warranty.
- 23.3. The Bill of Quantity / Price Bid if found modified/tampered by the bidder except for the permitted cells, then the bid will be rejected.
- 23.4. The financial score evaluation and comparison of responsive bids shall be done on the **amount of excess percentage (%) of total annual remuneration inclusive of out of pocket expenses, all applicable taxes and any other charges in whatever name it is called etc.**
- 23.5. Subject to technical evaluation and acceptance of the offers in the bids by e-Tender Evaluation Committee (eTEC), financial score evaluation shall be done on amount of percentage (%) of total annual remuneration inclusive of out of pocket expenses, all applicable taxes and any other charges. Decision of the e-Tender Evaluation Committee (eTEC) will be final and binding on the part of the bidders. Also the result of Financial Evaluation would be uploaded online on the Portal.

- 23.6 The final evaluation will be done on Quality Cum Cost Based System (QCBS) in the ratio of 50% Technical and 50% Financial. The Formula used will be:
 $S = (TS \times 50\%) + (FS \times 50\%)$, where
 S = Final Score, TS = Technical score, FS = Financial score
- Financial score is determined as follows:
 $FS = (LF \times 100) / Fi$
 LF = Lowest Financial Bid amount
 Fi = Financial Bid amount to be evaluated

24. CONTACTING THE E-TENDER INVITING AUTHORITY:

- 24.1. No bidder shall try to influence the E-Tender Inviting Authority on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded.
- 24.2. Any effort by a bidder to influence the E-Tender Inviting Authority in the Bid inviting authorities bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

F. AWARD OF CONTRACT:

25. PLACEMENT OF ORDER

- 25.1 The E-Tender Inviting Authority shall consider placement of work orders to those bidder whose offer have been found technically, commercially and financially acceptable and whose offer have been approved/validated by the E-Tender Inviting Authority.

26. BID INVITING AUTHORITIES RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The E-Tender Inviting Authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the E-Tender Inviting Authority action.

27. AWARD AND SIGNING OF CONTRACT:

- 27.1. The issue of firm Work Order and Signing of agreement shall constitute the award of contract on the bidder.
- 27.2. Successful bidder shall furnish Performance Security (Annexure-IV) within 15 (fifteen) days from the issue of work order positively and any request for time extension by a bidder will not be accepted. The E-Tender Inviting Authority shall discharge its EMD upon submission of Performance Security and on receipt of a formal request letter from the bidder asking for such release.

28. ANNULMENT OF AWARD:

Failure of the successful bidder to comply with the requirement of Clause 27 of Section-II or for violation of any other Clause of the e-tender document shall constitute sufficient ground for the annulment of the award in part or full and forfeiture of the EMD/Performance Security in which event the E-Tender Inviting Authority may make the award to any other bidder at the discretion of E-Tender Inviting Authority or call for new bids.

30. While all the conditions specified in the Bid documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid documents. Non-compliance of any one shall result in outright rejection of the bid.

- (i) **Clauses 5.7 & 15.1 of Section-II:** The bids will be rejected at opening stage if EMD is not submitted as per Clauses 5.7 and bid validity is less than the period prescribed in Clause 15.1 mentioned above.
- (ii) **Clause 3 & 9 of Section-II:** If the eligibility condition as per clause 3 is not met and/or documents prescribed to establish the eligibility as per Clause 3 and Clause 9 are not enclosed, the bids will be rejected without further evaluation.

- (iii) **Clause 13.1 of Section-II:** If clause-by-clause compliance in form of signing and stamping all the pages of the original bid by the authorized person(s).
 - (iv) **Annexure-III:** Percentage price is not filled in as prescribed in price schedule.
31. The E-Tender Inviting Authority reserves the right to disqualify the agency for a suitable period who fails to place the required manpower in time for any work orders in future. Further, the bidders whose placed manpower does not perform satisfactory in the field in accordance with the requirements may also be disqualified for a suitable period as decided by the E-Tender Inviting Authority.
 32. E-Tender Inviting Authority reserves the right to blacklist a bidder at his discretion for a suitable period in case he fails to honour his bid without sufficient grounds.

SECTION-III: GENERAL CONDITIONS OF CONTRACT

1. APPLICATION:

The General Conditions shall apply in contracts made by the E-Tender Inviting Authority for the engagement of the manpower supply.

2. STANDARDS:

The manpower placed under this contract shall conform to the standards prescribed in the Technical Specifications mentioned in Annexure-I.

3. RIGHTS:

The agency shall indemnify the E-Tender Inviting Authority against all third-party claims of infringement of patent, trademark or industrial design rights.

4. PERFORMANCE SECURITY:

4.1. The agency shall furnish Performance Security to the E-Tender Inviting Authority for an amount equal to 10% of the total tender/Work award, through a Nationalised Bank in favour of Mission Director, TBM within 15 (fifteen) days from the date of issue of Work Order by the E-Tender Inviting Authority. No extension for submission of Performance Security would be allowed.

4.2. The proceeds of the performance security shall be payable to the Mission Director, TBM as compensation for any loss resulting from the agencies failure to complete its obligations under the Contract.

4.3. The Performance Security Bond shall be in the form of Bank Guarantee only issued by a scheduled Bank guaranteed by Reserve Bank of India and in the format provided in 'Annexure-IV' of this Bid Document. The validity of Performance Guarantee shall be at least for 15(fifteen) months from the last date as stipulated for submission of the Performance Guarantee.

4.4. The Performance Security Bond will be discharged by the Mission Director, TBM on completion of the agencies performance obligations including any warranty obligations under the contract.

5. AWARD OF CONTRACT, SIGNING OF AGREEMENT AND DEPLOYMENT OF MANPOWER

5.1. A Letter of Award (LOA) will be issued to the selected Agency

5.2. The selected Agency shall be required to accept the offer and sign an Agreement with the Mission Director, TBM within next 15 days of accepting the offer. The Agreement will be registered at the expenses of the Agency.

5.3. The Agency shall place the manpower to TBM within 7 days after signing the agreement.

8. PAYMENT TERMS:

8.1. Payment shall be made by Tripura Bamboo Mission in quarterly instalments. Instalment will be released and based on invoice raised by the selected agency.

9. PRICES

9.1. Prices charged by the agency for manpower placed under the contract shall not be higher than the prices quoted by the Agency in his Bid.

10. DELAYS IN THE SUPPLIER'S PERFORMANCE

- 10.1. Placement of the manpower services shall be made by the agency in accordance with the time schedule specified by the E-Tender Inviting Authority in its work order. In case the manpower placement is not completed in the stipulated period, as indicated in the work Order, e-Tender Inviting Authority reserves the right to cancel the work order and/or recover liquidated damage charges.
- 10.2. Delay by the agency in the performance of its manpower placement obligations shall render the agency liable to any or all of the following sanctions: forfeiture of its performance security, imposition of liquidated damages and/or termination of the contract for default.

12. FORCE MAJEURE

- 12.1. The agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract if it is the result of an event of Force Majeure.
- 12.2. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the e-Tender Inviting Authority either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, strikes, earthquakes and freight embargoes.
- 12.3. If a Force Majeure situation arises, the agency shall promptly notify the e-Tender Inviting Authority in writing of such conditions and the cause thereof. Unless otherwise directed by the e-Tender Inviting Authority in writing, the agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

13. TERMINATION FOR DEFAULT

- 13.1. The e-Tender Inviting Authority may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the agency, terminate this contract in whole or in part
 - (a) If the agency fails to deliver any or all of the manpower within the time period(s) specified in the contract, or any extension thereof granted by the e-Tender Inviting Authority pursuant to clause 12.
 - (b) If the agency fails to perform any other obligation(s) under the Contract; and
 - (c) If the agency, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the e-Tender Inviting Authority may authorize in writing) after receipt of the default notice from the e-Tender Inviting Authority.

14. ARBITRATION

Disputes or differences between the e-Tender Inviting Authority and the agency, if any, arising under the contract, shall be referred to the arbitration of sole-arbitrator to be appointed by the mutual consent of both the parties. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Agartala and decision on the arbitrator shall be final and binding upon the parties hereto.

TECHNICAL SPECIFICATION AND DETAILS OF REQUIRMENTS

(Note: Bidder has to confirm their acceptance in given sheet and for technical evaluation, this Annexure to be submitted in Technical bid)

The Bidders are required to comply with the following instruction for submission of Technical specifications:

1. Total category of posts sanctioned for Tripura Bamboo Mission on Contract basis with monthly remuneration is at Table-1
2. Details of the posts along with desired qualification are at Table-2. The bidder are required to fill up the column no. 10 of Table-2 while submission of the bids
3. All the manpower details are to be mentioned by the bidders at Table-2- Column 10 and no modification of bid form would be allowed and in such cases the bid will be summarily rejected.
4. Bidders should mention details of manpower offered against each of the Post
5. Details of Technical score determination is at Table-3

Table – 1 :**Total category of posts sanctioned for Tripura Bamboo Mission on Contract basis**

Sl No.	Name of post	No. of post	Monthly pay	Total Rs. per month
	Project Staff			
1	Mission Manager	1	70,000	70,000
2	Deputy Mission Manager (Industrial Application)	1	55,000	55,000
3	Deputy Mission Manager (Skill Dev. & Craft)	1	55,000	55,000
4	Deputy Mission Manager (Plantation)	1	55,000	55,000
5	Coordinator – Bamboo Utilisation	2	27,000	54,000
6	Coordinator – Bamboo Plantation	4	25,000	1,00,000
7	Marketing officer	1	18,000	18,000
8	Accounts officer	1	18,000	18,000
9	Admin & Procurement officer	1	18,000	18,000
10	Cluster Coordinator	6	12,000	72,000
11	MIS Coordinator	1	12,000	12,000
12	Data Entry Operator	1	8,000	8,000
	Total		373,000	5,35,000
	Support Staff			
1	Security Guard – cum – Receptionist	1	10,000	10,000
2	Office support staff	2	7,500	15,000
3	Sweeper	1	5000	5000
	Total		22,500	30,000
	Grand Total /month	25		5,65,000
			Total Pay for One year	Rs.67,80,000/year

Table-2
Details of the posts along with desired qualification

Item No.	Name of Post	No. of Post	Monthly Remuneration per person (inRs.)	Total Remuneration per Month (inRs.)	Total Remuneration per Annum (inRs.)	Key responsibility area	Desired qualification	Desired Experience & Skills	Details of qualification of the Manpower to be placed To be filled up by the Bidder (CV's of each individual to be submitted)
1	2	3	4	5	6	7	8	9	10
A. Project Management & Implementation									
1	Mission Manager	1	70,000	70,000	8,40,000	Strategy, Action Planning, Fund Mobilization, Overall Project Supervision, Inter-Departmental Coordination	MBA	Should have minimum 8 (eight) years' experience of working in state or central Govt. projects and sector development experience in Bamboo & HR	
2	Deputy Mission Manager-Industrial Application	1	55,000	55,000	6,66,000	Execution of Industrial Projects, Investor mobilization & support	Bachelor degree in Mechanical Engineering	Should have minimum 3 (three) years of sector development experience in bamboo/ CBTC/ Bamboo Industries	

3	Deputy Mission Manager- Skill Development & Craft	1	55,000	55,000	6,66,000	Execution of Skill Development & Handicraft projects under state & central funded projects/ schemes	Bachelor degree in Design	Should have minimum 3 (three) years of design experience in bamboo sector	
4	Deputy Mission Manager- Plantation	1	55,000	55,000	6,66,000	Execution of Plantation projects including convergence with MGNREGA	M. Sc. in Forestry/ Botany/ Agriculture	Should have minimum 3 (three) years of sector experience in bamboo plantation	
5	Coordinator- Bamboo Utilization	2	27,000	54,000	6,48,000	Field level supervision of all Bamboo value addition/ utilization projects	Graduate in any discipline and ITI Passed (cane willow & Bamboo Worker/ Bamboo Works trade)/ Diploma in Bamboo Technology	Should have minimum 3 (three) years of sector experience in bamboo utilization	
6	Coordinator- Bamboo Plantation	4	25,000	1,00,000	12,00,000	Field level supervision of all Bamboo value plantation projects	Graduate in Forestry/ Botany and P.G. Diploma in Bamboo resources	Should have minimum 3 (three) years of sector experience in bamboo plantation	

7	Marketing officer	1	18,000	18,000	2,16,000	Establishing market linkage for grassroot producers, providing market feedback, supporting supply of critical raw material in craft to producers	MBA with specialization in Marketing	Minimum 3 (three) years of experience in marketing or client handling in a corporate or Govt. funded project/ NGO/ company and should have experience in marketing of bamboo products/ Handicrafts especially branding of all products.	
8	Accounts Officer	1	18,000	18,000	2,16,000	Accounts and financial compliance management	Graduate in commerce with GST training	Should have minimum 3 (three) years of experience in CA firm or accounts operation in a corporate or Govt. funded project/ NGO/ company.	
9	Admin & procurement officer	1	18,000	18,000	2,16,000	Office administration, procurement and asset management	Graduate in any discipline	Should have minimum 3 (three) years of experience in administration & procurement operation	

10	Cluster Coordinator	6	12,000	72,000	8,64,000	Field/cluster level implementation of activities	10 th passed with ITI (Bamboo Works trade)	Should have minimum 2(two) years sector experience in bamboo in State Government/ NGO/ Company	
11	MIS Coordinator	1	12,000	12,000	1,44,000	Record keeping, data analysis, information management, file management	12 th passed and DCA (1 year course)/ COPA (ITI)	Should have minimum 2 (two) years experience of working in MIS management of MGNREGA project/ NGO.	
12	Data Entry Operator	1	8,000	8,000	96,000	Data entry job	10 th Passed/ COPA (ITI)	Minimum 1 (one) year of experience in data entry work in Govt. project	
	Total	21	373000	535000	6420000				

Support Staff			Monthly Remuneration per person (inRs.)	Total Remuneration per Month (inRs.)	Total Remuneration per Annum (inRs.)
1	Security Guard cum receptionist	1	10,000	10,000	1,20,000
2	Office support staff	2	7,500	15,000	1,80,000
3	Sweeper	1	5,000	5,000	60,000
Total		4	22,500	30,000	3,60,000

Table- 3 : Technical score will be determined as follows:

S.No.	Evaluation Criteria	Weightage (Total Marks 100)
1	Past Experience of Firm	50
	a. Number of years of firm Firm's years of relevant experience (Max 20 points) above 10 years (20 points) 6-10 years (15 points) 5 years (10 points)	20
	b. Similar experience as PMA/Outsourcing Number of cited and referenced works done in past 3 years (Max 20 points) More than 5 works (30 points) 3-5 works (20 points) 2 works (15 points)	30
2	Presence/experience in Tripura Yes -20 points No-0 points	20
3	Financial Strength	30
	Average Annual Turnover in the last three years above Rs. 10 crores (30 points) Rs. 2-10 crores (20 points) Rs. 1 crore (10 points)	30
	Total	100

Annexure II

BID FORM

e-Tender No. _____ Dated

(Name & Address of the E-Tender Inviting Authority)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide manpower in conformity with said conditions of contract and specifications for sum of Rs. 67,80,000/- per year + _____ (amount of Fee in excess % of total annual remuneration).(Total Bid amount in words and figures).

We undertake, if our Bid is accepted, to sign an Agreement with the Mission Director, TBM within next 15 days of accepting the offer. The Agreement will be registered at our expense. We also shall place the manpower to TBM within 7 days after signing the agreement.

If our Bid is accepted, we will obtain performance guarantees of a scheduled Bank guaranteed by Reserve Bank of India for a sum not exceeding 10% of the contract value for the due performance of the Contract.

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisday of20

(Signature)

Signature of.....

in capacity of.....

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Tele No.(s):-

Signature.....

FAX No.(s)

Address.....

E-Mail Address:-

Witness.....

Signature.....

Address.....

Annexure III

(This is for reference, read only purpose) The main price bid/ BOQ must be submitted online in the provided .xls format only.

PRICE SCHEDULE

Tender Inviting Authority: Director, Industries & Commerce, Government of Tripura						
Name of Work: Manpower supply for outsourcing of 25 nos of manpower in various capacities for executing the works of Tripura Bamboo Mission in the State of Tripura						
Contract No: 1/TBM/2019						
Name of the Bidder/ Bidding Firm / Company :						
<u>PRICE SCHEDULE</u>						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Rate per month in Rs. P	TOTAL AMOUNT With Taxes for One Year Rs. P	TOTAL AMOUNT In Words
1	2	4	5	6	53	55
1	Mission Manager	1	no	70000.00	840000.00	INR Eight Lakh Forty Thousand Only
2	Deputy Mission Manager-Industrial Application	1	no	55000.00	660000.00	INR Six Lakh Sixty Thousand Only
3	Deputy Mission Manager-Skill Development & Craft	1	no	55000.00	660000.00	INR Six Lakh Sixty Thousand Only
4	Deputy Mission Manager-Plantation	1	no	55000.00	660000.00	INR Six Lakh Sixty Thousand Only

5	Coordinator- Bamboo Utilization	2	nos	27000.00	648000.00	INR Six Lakh Forty Eight Thousand Only
6	Coordinator- Bamboo Plantation	4	nos	25000.00	1200000.00	INR Twelve Lakh Only
7	Marketing officer	1	no	18000.00	216000.00	INR Two Lakh Sixteen Thousand Only
8	Accounts Officer	1	no	18000.00	216000.00	INR Two Lakh Sixteen Thousand Only
9	Admin & procurement officer	1	no	18000.00	216000.00	INR Two Lakh Sixteen Thousand Only
10	Cluster Coordinator	6	nos	12000.00	864000.00	INR Eight Lakh Sixty Four Thousand Only
11	MIS Coordinator	1	no	12000.00	144000.00	INR One Lakh Forty Four Thousand Only
12	Data Entry Operator	1	no	8000.00	96000.00	INR Ninety Six Thousand Only
13	Security Guard – cum – Receptionist	1	no	10000.00	120000.00	INR One Lakh Twenty Thousand Only
14	Office support staff	2	nos	7500.00	180000.00	INR One Lakh Eighty Thousand Only
15	Sweeper	1	no	5000.00	60000.00	INR Sixty Thousand Only
Total in Figures					6780000.00	INR Sixty Seven Lakh Eighty Thousand Only
Quoted Rate in Figures			Select			
Quoted Rate in Words						

PERFORMANCE SECURITY BOND FORM

(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)

To
Mission Director,
Tripura Bamboo Mission

WHEREAS.....(name and address of the agency) (hereinafter called “the agency”) has undertaken, in pursuance of contract no.....dated.....to provide manpower services (description services)(herein after called “the contract”)

AND WHEREAS it has been stipulated by you in the said contract that the supplier 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 agency such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the agency, 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 agency 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 agency before presenting us with the demand.

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 agency 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

Annexure V**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: Authorization for attending bid opening on ----- (date) in the e-tender no. _____

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

Order of Preference	Name	Specimen signature
I		
II		

Alternate Representative

Signatures of bidder or

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

Note:

1. Maximum of one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative 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.

Annexure VI**CHECK LIST and the order in which the documents are to be submitted for the Technical bid.**

Please check whether all the below mentioned documents have been uploaded for participating in the e-tender no. _____ of Department of Industries & Commerce The documents are to be submitted in descending order with item No. 1 on top of all. Please also mention page no. of the Technical bid where these documents are given.

1	Scanned copy of EMD of Rs. 1,00,000 (in figure)(Rupees One lakh (in words) only in the shape of Demand Draft drawn in favour of “Mission Director, Tripura Bamboo Mission” from any Nationalized/ Scheduled Bank guaranteed by the Reserve Bank of India, payable at Agartala.
2	Letter of Authorization to attend bid opening [as per Annexure – VI]
3	The bidders shall be an institution/company/consulting firm/joint venture/partnership firm and should be in the manpower outsourcing services since last five (5) years. Documents in the form of Certificate of incorporation/ registration in support of this are to be provided.
4	The bidders should have average of at least of Rs. 1 crore turnover per annum from outsourcing manpower services during the last 3 financial years. Valid documents in support of this to be provided.
5	The bidders must have executed at least 2 (two) orders/ contracts consisting of outsourcing of manpower during the last 3 (three) financial years. Aggregated order value must be Rs.50 lakhs each. (Copies of Agreement/ Work – order from client supported by satisfactory performance certificate as documentary evidence may be provided with summary sheet of yearly contractual value.) Performance certificates as per Annexure-X executed directly by the bidder
6	The bidders must be registered under the Provident Fund Act, ESI Act, Labour Act & Shop & Establishment Act etc. (copies to be enclosed).
7	Copy of Audited accounts/Income Tax Return for last 3 (three) Financial Years [as per clause 12 of Section-II]
8	Authenticated copy of certificates of incorporation/registration of the organization
9	Memorandum of Association/Articles of Association/Trust Deed/Constitution of the organization.
10	Authenticated copy of GST registration certificate
11	Certificate as per Annexure-XI regarding turnover of the Company/Firm as per Clause No. 3(b) of Section-II.
12	Power of Attorney [As per clause 16.2 of Section-II]/Authorisation from competent authority for signing of the bid document must be submitted with the bid.
13	Clause by Clause compliance indicating substantive responsiveness to the terms and conditions by full signing and stamping on all the pages of the original bid document _____ (containing 31 pages) by authorized person(s) [as per clause 13.1 of Section-II]
14	e-Tender Acceptance Letter [as per Annexure-IX]
15	Technical Specification and Manpower Details of Requirements (Annexure-I)
16	Performance Certificate Format. (Annexure-X)
17	Manpower qualification and experience

Bidders to ensure:

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

Annexure VII**CHECK LIST and the order in which the documents are to be submitted for the financial bid**

Sl. No.	Documents (Please refer to clause 9.2 of Section II for filling this Checklist)
1.	Bid Form as per Annexure II
2.	Price schedule (price bid/ BOQ) [as given in https://tripuratenders.gov.in]

Annexure – VIII

E-TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:.....

To,

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

e-Tender Reference No: _____

Name of e-Tender / Work: -

Dear Sir,

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

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

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Annexure – IX

PERFORMANCE CERTIFICATE FORMAT

(On Office Letter Head with complete address, email, contact telephone number & fax number)

Ref. No.....

Date:.....

TO WHOM IT MAY CONCERN

This is to certify that, M/s (Bidders name with complete address) has executed the work/supply order issued by (Work/Supply Order Issuing Authority) vide no..... dated..... (Work/Supply Order No. and date) for (Name of the Work/Supply Order) amounting Rs. (in figures) (Rupees.....in words) successfully within the stipulated time frame.

This is also certified that payment(s) to M/s (Bidders name with complete address) has been made after successful execution of the aforesaid work amounting Rs.....,.....,..... vide,, (mode of payment with date) respectively.

(Any other Remarks by the Order Issuing Authority.)

Signature of the Client

Name:

Seal:

Annexure – X**TURNOVER CERTIFICATE**

In reference to NIEtNo._____dated_____ of Director, Industries & Commerce, I/We hereby confirm and certify that during the financial years FY-2015-16 (i.e. for the year ended 31st March, 2016) , FY- 2016-17 (i.e. for the year ended 31st March,2017) and FY- 2017-18 (i.e. for the year ended 31st March,2018) , the Turnover/Gross Receipt of my/our firm/company M/s_____, Office Address: _____of M/s _____(Full Name and address of the Company/Firm) as per Income Tax Return from outsourcing manpower services are as follows-

1. Turnover/Gross receipts from outsourcing manpower services for the FY: 2015-16 Rs. _____ (Rupees _____) only.
2. Turnover/Gross receipts from outsourcing manpower services for the FY: 2016-17 Rs. _____ (Rupees _____) only.
3. Turnover/Gross receipts from outsourcing manpower services for the FY: 2017-18 Rs. _____ (Rupees _____) only.

I/We also confirm that turnover/Gross Receipt of the firm/company M/S_____, Address;_____during FY: 2015-16, 2016-17 and 2017-18 is not less than average annual turnover of Rs. 1 crore from outsourcing manpower services.

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

Place: _____

Date: _____

Yours Faithfully

(Signature of the Bidder, with Official Seal)