

DIRECTORATE OF INDUSTRIES & COMMERCE
SHILPA UDYOG BHAVAN, KHEJURBAGAN,
AGARTALA, TRIPURA-799006


**CALLING EXPRESSION OF INTEREST FOR CONDUCTING SURVEY OF UNITS/
ENTERPRISES SET UP WITH FINANCIAL ASSISTANCE UNDER PMEGP AND
SWAVALAMBAN SCHEME.**

The undersigned for and on behalf of the Governor of Tripura invites tender from reputed and experienced Central/ State Government agencies / Autonomous organizations funded by Central / State Government having proven track record in conducting Evaluation Studies/ Surveys etc. for carrying out survey of units assisted under Prime Minister's Employment Generation Programme (PMEGP) and Swavalamban Scheme to ascertain their present status/ assessment of the of the units/ entrepreneurs.

The interested agencies/ organizations are requested to submit their quotations in sealed envelope to the Director, Industries & Commerce, Government of Tripura, Shilpa Udyog Bhavan, Khejurbagan, Agartala-799006 as per prescribed format given at Annexure-I & II through Registered Post/ Courier service. The details of the quotations may be seen in the office Notice Board/ in the website: www.industries.tripura.gov.in . For any other details, the undersigned may be contacted (Telephone : 0381-241 1021) during working hours.

The date to make Pre-bid presentation before the Evaluation Committee appointed by the State Government by the intending agencies/ organizations is 13th November,2018 at 12.00 noon.

The last date of submission of the tender documents is 22nd November, 2018 upto 3.00 P.M and it will open on same date at 4pm.in presence of all Quotioners.


30/10/18
Dr.Sandeep R. Rathod,IAS
Director
(Industries & Commerce)
Government of Tripura

TENDER DOCUMENT

BRIEF FOR EMPANELMENT OF AGENCY FOR SURVEY OF PMEGP AND SWAVALAMBAN ASSISTED UNITS/ ENTERPRISES.

Background

Ministry of MSME has launched Prime Minister' Employment Generation Programme (PMEGP) which is being implemented through KVIC, TKVIB and DICs in urban and Rural areas. Under this scheme unemployed beneficiaries may set up the project upto Rs. 25.00 lakhs by availing Bank finance through Public sector banks as well as cooperatives and private banks in the State. KVIC is extending Margin Money subsidy @ 25% and 35% in case of the project located at urban and rural area respectively.

Besides, another type of self-employment generation programmes viz. Swavalamban, a scheme of the State Government is being implemented in the State. Bank loans and Government subsidies are being provided to unemployed youths to start their own enterprises under these programmes. There is no restriction in respect of age limit, income, education qualification bar for availing bank finance under this scheme. The beneficiaries are provided backend subsidy @ 30% of the project cost, maximum limit of Rs.1.00 lakh per project. A large number of beneficiaries have been financially assisted for creation of employment opportunities since inception of the programmes in the State.

1. Purpose:

To know the present status of the beneficiaries and the their units established with the financial assistance under these schemes, a field level survey of the units would be taken up for collection of data/ information in prescribed format from the enterprises and subsequently a database would be prepared on the basis of data collected from the field level. For collection of required data, a surveyor have to visit each and every unit set up with the financial assistance under these schemes in various parts of the State. Besides, financing bank branches have to be visited for collection of information regarding the repayment of bank loan, amount of subsidy received etc.

2. Brief Scope of Work:

- i. The objective of selection of an expert agency to procure service related to survey, evaluation and preparation of data base of the beneficiaries availed bank loan under the self-employment generation programmes. The total number of units to be surveyed in the State is expected to be around 26000 assisted during the year 2007-08 to 2016- 17 under Swavalamban scheme and 2009-10 to 2016-17 under PMEGP.

- ii. The agency will have to conduct 100% survey of the units located in various parts of the State.
- iii. The agency has to arrange for field staff for the survey work and has to ensure obtaining of all required information as detailed in the format for each of the unit.
- iv. The survey shall also include certain information from the concerned financing banks in the area and obtained signed statement from the unit holder as well as the financing bank.
- v. The agency will also take photographs of the unit in presence of the proprietor/ beneficiaries and submit soft copy of photographs.
- vi. The agency will also submit hard and soft copy of Broad analysis and evaluation report based on the findings of survey [including the report as specified at vii to x] .
- vii. The Firm/ Agency will prepare a list of the sector specific successful entrepreneurs (Scheme-wise).
- viii. Short listing of successful entrepreneurs in manufacturing and service, especially on thrust sectors like Rubber, Bamboo, Food Processing, Information Technology, Tourism.
- ix. Listing of social category-wise successful entrepreneurs under PMEGP and Swavalamban.
- x. List of the unsuccessful entrepreneurs and reason of unsuccessful thereof.
- xi. The excise is time bound and is to be completed as per the time schedule prescribed by DI&C.
- xii. The list of the beneficiaries assisted and a format containing the questionnaires would be made available for this purpose.

3. Eligibility of Agency:

The Agency may belong to any of the following categories:

1. National /State level Government agencies dealing in evaluation studies, technical consultancy, surveys etc., having infrastructure and capacity for survey in rural and urban areas including remote and inaccessible areas in the State.
2. Autonomous or statutory organization funded by State/ Central Govt., having requisite experience and capacity for conducting survey works in rural areas in the State including institutes/ organizations promoted by public sector banks like NABARD etc.
3. The bidder should have at least 5 years of existence and should have experience at grass root level in survey and evaluation study in rural and urban areas in the States of North East Region.
4. The Bidder should not have been blacklisted by Central/State Governments/ Undertakings.

5. Method of Selection:

1. **Initial Scrutiny:** Based on the essential criteria, initial scrutiny of application will be done to verify whether applicants are fulfilling basic requirements for the assignment.
2. **Technical Appraisal:** The applicant will be required to make presentation at Directorate of Industries and Commerce, Agartala at their own cost with their company profile, experience and also the methodology to be adopted for conducting the assignment. Technical appraisal of the agency will be done considering their work experience, presentation, profile, methodology and route map. The short listed agencies shall qualify for opening of financial bid.
3. **Financial Appraisal:** The applicants who have been short listed the technical appraisal will qualify for opening their financial bid and other things remaining same, the agency which has scored highest score, will be finalized. The Directorate of Industries & Commerce (DI&C), however, reserves the right to reject any or all applications without assigning any reason.

6. Negotiations/ Award of Contract:

1. Before the award of work, DI & C, if decides, may hold negotiations with the bidder, whose bid has been determined to be substantially responsive to the bid documents and whose offer has achieved highest combined technical and financial score. The aim is to reach agreement on all points and sign a contract.
2. The negotiations will conclude with a view of the draft form of contract. After negotiations, DI&C and the firms will initial the agreed contract. If negotiations fail, the DI&C will invite the bidder whose proposal received the second highest score to negotiate a Contract, failing which the Directorate may invite the 3rd ranked bidder to negotiate and sign the agreed contract.

7. How to Apply:

1. The agencies/ organizations should send their profile, relevant work experience etc. in the prescribed format (Annexure-I) along with supporting documents and testimonials for a technical appraisals by DI&C in a cover superscripted "Technical Bid".
2. The financial bid will have to be furnished in a separate cover which will be superscribed "Financial Bid" as per Annexure-II.

8. Period of Empanelment:

The agency will be empanelled for a period of two months and empanelment can be reviewed and extended further by DI&C provided their work is found satisfactory.

9. Earnest Money Deposit:

The applicant agency shall furnished an EMD of Rs.50,000/- in favor of Director, Industries and Commerce along with its technical bid which will be interest free. It will be refunded to agency in case it is not selected for the assignment. The EMD will be forfeited in the vent the agency does not execute the assignment satisfactorily. Offers without EMD are liable to be rejected.

10. Agreement:

The agency will have to enter into an agreement with DI&C. the copy of the agreement shall be made available by DI&C to the selected agencies and executed before assigning the work.

11. Payment Schedule:

Installments	Particulars
First Installment	80% of the fees after submission of the final report to DI&C.
Second installment	20% after approval of the final report by DI&C.

12. Settlement of Dispute:

In case of any dispute, the matter will be first tried to be resolved amicably through arbitration, failing which to have legal recourse, the jurisdiction shall be High Court, Agartala.

13. Termination of Contract:

At any point of time DI&C finds that the performance of the agency is not satisfactory and as per requirement, DI&C reserves the right to terminate the contract and award the same to any competent party. The losses/ damage suffered by DI&C, the EMD paid by the party will have to be forfeited along with interest. Such agency will be black listed by DI&C.

14. Indemnity Clause:

The agency will indemnify DI&C towards any damage, loss expenditure that may arise due to any wrong deeds or misrepresentation or non performance by the Nodal Agency and DI&C will be in no way responsible for any acts or omission committed by Nodal Agency.

15. Evaluation of Bids:

1. The evaluation committee appointed by the State Govt. shall evaluate the proposals on the basis of their responsiveness to the scope of work and Power Point Presentation, applying the evaluation criteria. Each responsive proposal will be given a technical score (TS). A proposal shall be rejected at this stage if it fails to achieve the minimum technical score of 70 as explain in section 16.4, out of the total score. 60% weight age would be given to the Technical Proposal and 40% weight age would be given to the Financial Bid.
2. The evaluation will be done on Quality Cum Cost Based System (QCBS) in the ratio of 60% Technical and 40% Financial. The Formula will be –
 $S = (TS \times 60\%) + (FS \times 40\%)$, where S=Final Score, TS=Technical Score, FS=Financial Score.
3. Financial Score is determined as follows:
 $FS = (LF \times 100) / Fi$, where LF= Lowest Financial Bid amount, Fi= Financial Bid amount to be evaluated].
4. Evaluation Parameters:

The parameters to be considered for assessing the technical capabilities and the maximum scores to be assigned for each parameter are detailed as under. Pass Marks:70%.

Sl. No	Description	Marking Scheme
1	No. of year in Business Max.Point-20	More than 10 years (20 Points) 5 -10 years (15 points) Below 5 years (10 points)
2	Relevant Experience in survey & evaluation works in NER States during last five years. Max. Point- 30	No. of assignments: More than 10 assignments -30 points 7-9 assignments 20 points 4-6 assignments 10 points
3	Financial capability Max.Point-20	Average annual turnover as per audited balance sheet Above Rs. 300 cr -20 points Rs.200 – 300 cr. -15 points Rs. 50 – 100 cr- 10 points.
5	Presentation The presentation should	Fully responsive to TOR, shows originality and competence in

	<p>cover company profile, experience specific to the RFP, approach & methodology, work plan, team composition, timeline etc.</p> <p>30 points</p>	<p>methodology including outstanding team composition (30 pts)</p> <p>Fully responsive to TOR, but shows only limited originality and competence in methodology including preferred team composition (20 pts)</p> <p>Partially responsive to TOR but shows originality and competence in methodology including good team composition (15 points)</p> <p>Partially responsive to TOR and shows only limited originality and competence in methodology including satisfactory team composition. (10 points)</p>
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16. Documents to be submitted with the Technical bid

- a) Proven documents as per the eligibility criteria.
- b) Authenticated copy of certificates of incorporation/registration of the organization
- c) Authenticated copy of Service tax registration certificate
- d) Authenticated copy of Income tax registration and income tax clearance
- e) Memorandum of Association/Articles of Association/Trust Deed/Constitution of the organization.

17. Other terms and conditions

- a) The work of survey and generation of evaluation report should be completed within two months from the date of awarding work order.
- b) Income Taxes / GST would be applicable as per the provision.
- c) Department of Industries reserves the right to modify/cancel/ terminate the process at anytime

Dr.Sandeep R. Rathod, IAS
DIRECTOR
(Industries &Commerce)

TECHNICAL BID FOR CONDUCTING SURVEY/STUDY OF PMEGP/
SWAVALAMBAN ASSISTED UNITS.

1	General:	
	I. Nam of the Organization/ Agency	
	II. Registered/ Corporate Office Address	
	Address for communication (including Fax & e-mail)	
	III. Name of the Coordinator for contact purpose	
2	ORGANIZATION	
	I. Year of Establishment/ Registration (submit supporting documents)	
	II. Year of Operation	
	III. Brief details of Head Office and Field/Branch Offices	
	IV. Organizational Chart	
	V. PAN Number of the Association (Attested copy of proof may be attached separately)	
	VI. Profile of the Organization in brief	
	(for point No.(III), (IV) & (V) separate sheet may be enclosed	
	MANPOWER	
	I. Technical: Head Office: Branch Office:	
	II. Administrative: Head Office: Branch Office:	
	III. Whether a Team of Manpower is exclusively there for undertaking economic survey/ Study, If yes, a brief details of the numbers/ educational qualification and average age group	
	IV. A brief Bio-data of the Coordinator proposed for undertaking the survey	
4	PAST EXPERIENCE	
I	Total No. of Survey/Studies conducted till date	
a)	Country Level:	
b)	Zonal Level	
c)	State Level	
II	Whether the Agency has any work	

	experience in rural areas, other survey/studies? If yeas, please give brief details thereof.				
III	Details of events organized in the past three years in Tripura (submit supporting documents):				
III	Sr. No.	Project Name	Department/ Organization	Project Cost	Role/ Scope of services
5	Proposed plan of action envisaged by the organization for completing the study within the time frame.				
6	Any other relevant information the agency has to provide being relevant to the study.				

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Association: Address:

Financial Proposal - Standard Forms

[Location, Date]

**FINANCIAL BID FOR CONDUCTING SURVEY/ SYUDY OF PMEGP/
SWAVALAMBAN ASSISTED UNITS.**

SL.NO.	Name of the district	Cost of per unit	Total cost of Survey/study per unit per District including reporting, monitoring charges etc.
1	West		
2	Khowai		
3	Sepahijala		
4	South		
5	Gomati		
6	North		
7	Unakoti		
8	Dhalai		
	Total (inclusive of all Taxes/ Service Tax etc.)		

- The above cost includes all taxes and no enhancement is allowed.

Place:

Dated:

Signature:

**PROFORMA FOR SURVEY OF ENTREPRENEURS ASSISTED UNDER PMEGP /
SWABALAMBAN PROGRAMME.**

Date of Survey:

1	Name of the Entrepreneur (Block letters):	SRI/SMT.
2	Father's/Husband's Name	Sri/Late
3.	Social Category [Pl. tick(√) the appropriate)	SC/ ST/ OBC/ RM/ GEN
4.	Gender [Pl. tick(√) the appropriate)	Male / Female
5.	Name of the Unit	
6.	Address of the unit:	Village/Town: P.O.: Sub-Div: District: Block : PIN: GP/NP/Municipal Council/Municipal Corporation:
7.	Contact No. & E-mail Id	
8.	Area where the Unit is located [Pl. tick(√) the appropriate)	Rural / Urban
9.	Nature of Activity [Pl. tick(√) the appropriate)	Manufacturing/ Servicing/ Trading
10.	Name of the Products/ Services/Trading (Specifically to be mentioned)	
11.	Name of DIC (for Swavalamban)/ Agency (for PMEGP)	District Industries Centre, District, Agency...
12.	Year in which Loan was Sponsored	
13.	Amount Sponsored	Rs.
14.	Name of the Bank (with Branch)	
15.	Amount of loan sanctioned	Rs.

16.	Amount of loan disbursed	Rs.
17	Amount of Subsidy Received with date	
18	Adjustment of subsidy with date	
17.	Amount Repaid (Principal + Interest):	Principal :Rs. Interest :Rs.
19	Reason for non-payment of bank installment/ becoming NPA (Applicable for defaulter units only)	
20.	Present Status [Pl. tick(√) the appropriate)	Running (Perennial/ Intermittent/Seasonal/ Order Bases) Non-Operational (if, so, please indicate since which month/year) :20.....
21.	In case of running in intermittently/ Seasonal/ Order Based, details to be given with reason.	
22.	Reason for Non-operational of the units (Applicable for non-operational units only)	1. 2. 3. 4. 5.
23.	Approximate sales turnover during last three years	Year: Rs. Year: Rs. Year: Rs.
24.	No. of Employment generated: (including self)	
i.	Present No. of Employees of all categories, if the unit is running	
ii.	No. of Employees of all categories when the unit became non-operational	

Signature of Representative of the Unit.

Signature of the Surveyor