



Project Management Unit

Tripura JICA Project (SCatform)

Prakriti Bhawan, Hatipara Forest Complex, Gandhigram, Agartala-799012 (TRIPURA, INDIA).

REQUEST FOR PROPOSAL (RFP)
FOR
HIRING AGENCY FOR SUPPLYING MANPOWER
UNDER
TRIPURA JICA PROJECT
(SCatform)
(Group-Z)



-Tender Notice-

**REQUEST FOR PROPOSAL (RFP) FOR HIRING AGENCY FOR SUPPLYING
MANPOWER under TRIPURA JICA PROJECT (SCATFORM)**

**Project Management Unit,
Tripura JICA Project,
Agartala, Tripura**

Phone:0381-2321196 Website:www.tripurajica.com

No.F.2-2(3)/JICA/SCatform/Estt/Group-Z/2019/4233-4240 Date: 13/12/2024

1. CEO & PD, Tripura JICA Project invites technical and financial proposals from eligible Agencies for supplying manpower (Group-Z) **on item rate basis** at PMU, NCE, DMU, SDMU and RMU locations (see Annexure- F, G & H) under Tripura JICA Project (SCATFORM) in Tripura.
2. Participating Agencies must fulfill the following pre-requisites:
 - i. The Bidder shall have track record of providing such manpower services for a minimum of 8 (eight) years and it should be reputed agency.
 - ii. The agency should have been registered for at least 15 years. Incorporation/registration certificate should be furnished.
 - iii. The agency must have filed annual returns, Labour Welfare returns, and any other returns required by the Labour Department.
 - iv. The Agency must be recognized by Income Tax/Goods and Service Tax Act, along with latest Annual return of Income Tax& GST.
 - v. The Agency should have minimum annual average turnover of ₹ 5 crores for the last three years, of which at least ₹ 2 crores from supply of manpower to either government or private.
 - vi. The agency must be registered under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, and the Employees' State Insurance Act, 1948, for at least 10 years. The company must also provide proof of having valid Workmen's Compensation (WCA) policy, Group Health Insurance, and Accidental Insurance policies for the past 3 years.
 - vii. Additionally, the agency should provide evidence of at least two years of operational experience in any domain within Tripura.
 - viii. Preference will be given to the agencies which have working experience in Tripura.
 - ix. The company must hold ISO 45001 certification.

- x. Government (Central or State) agencies may also apply if they fulfill above eligibility details.

Note: Proposals without these documents will be treated as ineligible.

3. Interested Agencies may download the complete Request for Proposal (RFP) document from the website <https://forest.tripura.gov.in>, <https://tripura.gov.in> from **13.12.2024**. The eligible bidders may submit their bids online at e-tendering portal i.e. <http://www.tripuratenders.gov.in>. Only online bids shall be accepted. **Offline bids shall not be accepted.**
4. Interested Agencies may submit their proposals along with a non-refundable amount of ₹10000/- (Rupees Ten Thousand Rupees only) as cost of RFP and an EMD / Security Deposit of ₹1,00,000/- (One lakh rupees only) as prescribed in the RFP document (refundable). No proposals will be accepted without the Bid Security.
5. Proposal received without Cost of RFP document & EMD / Security Deposit shall be treated ineligible.
6. The last date for submitting the online bids is 04.01.2025 up to 03:00 PM.

Key information / dates/address:

S. No.	Description	Important Information
1.	Date of online publication	13.12.2024 at 4:30PM
2.	Downloading and uploading of e-tender documents	13.12.2024 at 04:30 PM to 04.01.2025 up to 03:00 PM
3.	Seeking clarification of R F P	Upto 21.12.2024 at 5:00 PM by sending email to tripurajica@gmail.com
4.	Pre-Bid meeting	21.12.2024 at 11:00AM at Conference Hall, Tripura SCATFORM Project, Prakriti Bhawan, Grandhigram, Agartala 799006.
5.	Date of opening of Technical Bid	04.01.2025 at 04:00 PM (If Possible)
6.	Date of public opening of Financial bid	Will be intimated to the qualified bidders separately.
7.	RFP Document Fee	₹10,000/- will be paid online.
8.	Amount of EMD	₹ 1,00,000/- will be paid online.

9. The tenderers are required to upload & submit their e-tender for the above works **online**. The bidders are advised to obtain appropriate Digital Signature Certificate (DSC) from any suitable authorized agency.
10. The tenure of services of staff shall be initially for 3 (three) years which can be further extended on yearly basis on the basis of their performance till end of the project.

RFP for Hiring Agency for supplying manpower under Tripura JICA Project (SCATFORM)

11. The Agency shall be ready to deploy additional Manpower (maximum 40% of Manpower as per BOQ) if required, including Data Entry Operator, Office Assistant, Peon, Driver etc. at any PMU/ NCE, DMU/ SDMU/ RMU location under SCATFORM.
12. All amendments, time extension, clarifications etc. shall be uploaded on the website only and will not be published in newspaper. The tenderers' should regularly visit the website <http://www.tripuratenders.gov.in> to keep themselves updated.



12/12/24

(Pravin L. Agrawal, IFS)
Chief Executive Officer & Project Director
Tripura JICA Project (SCATFORM)
Agartala, Tripura

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Request for Proposal for hiring Agency for supplying manpower under Tripura JICA Project (SCATFORM)

Letter of Invitation

1. CEO & PD, Tripura JICA Project invites technical and financial proposals from eligible Agencies for supplying manpower at PMU/ NCE/ DMU/ SDMU/ RMU locations (see **Annexure-F, G & H**) under Tripura JICA Project (SCATFORM) in Tripura.

2. Project Background

Project Aims & Objectives:

The Project for Sustainable Catchment Forest Management in Tripura aims to improve quality of forest in the targeted catchment by sustainable forest management, soil and moisture conservation and livelihood development, thereby contributing to development of forest ecosystem services and livelihood improvement of forest dependent communities in the State of Tripura. The implementation period of the Project is 10 years from September 2018.

3. The Project is headed by the Chief Executive Officer & Project Director who is assisted by four Directors- Administration, Finance & Audit, Director (Monitoring & Evaluation), Director (Livelihood and Capacity Development) and Director (Sustainable Forest Management) and Disbursement and Drawing Officer (DDO).
4. The Project has officers and staff engaged at various levels starting from Project Management Unit (PMU), NTFP Centre of Excellence (NCE), District Management Unit (DMU) and Sub-Divisional Management Unit (SDMU).
5. Chief Executive Officer & Project Director, Tripura JICA Project requires eligible Agency for supplying manpower at Project Management Unit (PMU), NTFP Centre of Excellence (NCE) and Sub-Divisional Management Unit (SDMU) locations under the Project for Sustainable Catchment Forest Management in Tripura (SCATFORM) being implemented with Official Development Assistance (ODA) from Japan International Cooperation Agency (JICA) made available through Government of India.
6. Now, the CEO & PD on behalf of the Project invites eligible agencies for supplying manpower under Z category at various level (see Annexure-E).

Description of Work:

Description of Work

Sl No	Quantity in Number of Positions	Position	Remuneration (Rs per person-month)*	Tentative number of positions	Cost (Rs) per month	Total for 3 years (Rs)	Estimated Cost in (Rs)	EMD (Rs)	Performance Bank Guarantee Rs (Only for successful Bidder)	Period of contract
1	Total 21+2 Supporting Manpower required at PMU (See Annex-F)	Personal Secretary	27108	2	54,216	19,51,776	Rs.2,72,44,944/- (Rupees Two crore seventy two lakhs forty four thousand nine hundred forty four only)	Rs1,00,000/- (Rs one lakh only)	10 % of the contract amount	03 years initially may be extended on mutual agreement pending upon satisfactory performance
		Personal Assistant	21686	5	1,08,430	39,03,480				
		Driver	10,843	6	65,058	23,42,088				
		Multi-tasking Staff	11,380	8	91,040	32,77,440				
		Fishery Expert	32,529	2	65,058	23,42,088				
2	Total 16 Manpower required (1persons per SDMU) at 16 SDMU locations in Tripura (See Annex-H)	Documentation Assistant	7,048	16	1,12,768	40,59,648				
3	Total 11 Supporting manpower at NCE, Tripura (Annexure G)	Supporting staff	27,108	4	1,08,432	39,03,552				
		Marketing Assistant /Marketing support staff or 8outlets/ Field Mobilization Support staff or Crafts and More	21,686	07	1,51,802	54,64,872				
		<u>Total</u>		50	7,56,804	2,72,44,944				

* Remuneration includes sum of payment to be made to the manpower + any other charges (EPF and ESI) to be paid by employee, but excludes agency charges and Goods and Service Tax (GST). However, GST will be reimbursed to the successful agency on production of proper documentary proofs.

3. Scope of Work:

Tripura JICA Project Phase-2, which is essentially a new Project named “Project for Sustainable Catchment Forest Management in Tripura (SCATFORM) is being implemented in seven Districts of Tripura and Gomati Wildlife Sanctuary for Sustainable Forest Management, Soil & Moisture Conservation, Livelihood Development and Institutional Strengthening in catchment forests of rivers in Tripura with the Official Development assistance of Japan International Cooperation Agency (JICA). There is a Project Management Unit(PMU)at Gandhigram (Agartala), NTFP Centre of Excellence at Gandhigram (Agartala); 7 District Management Units (DMUs) at Dharmanagar, Kumarghat, Teliamura, Agartala, Sepahijala (Charilam), Udaipur and Belonia; 16 Sub- divisional Management Units (SDMUs) at Kanchanpur, Dharmanagar, Kailashahar,

RFP for Hiring Agency for supplying manpower under Tripura JICA Project (SCATFORM)

Kumarghat, Teliamura, Khowai, Mandai, Agartala, Bishalgarh, Sonamura, Udaipur, Amarpur, Jatanbari, Bagafa, Sabroom and Gandachhara as well as 36 RMUs under them.

The CEO & Project Director, Tripura JICA Project is seeking proposals from interested agencies dealing with the supplying of manpower for the office and field support for PMU, NCE, DMUs, SDMUs and RMUs as mentioned. Total **50** manpower/staff required at these locations in Tripura under the Project (See Annexure F, G & H).

The selected agency would be required to supply the manpower in coordination with CEO & PD, NCE, DMUs, SDMUs, and RMUs implementing the Project.

The manpower will have to be supplied by the agency as per the time frame indicated, within one month of signing the contract and sending the requisition.

(Note- For Criteria of selection & major duties and responsibilities of candidates under SCATFORM please see Annexure-E)

4. Minimum remuneration should be paid by the selected Agency to the staff which is mentioned in the above table (description of work) excluding applicable taxes/ other charges as mentioned.

5. The agency shall be selected based on the QCBS method. In case same score obtained by more than one Agency, the one among them with the lowest financial rate quoted shall be selected.

6. The RFP includes the following documents:

- (i) Letter of Invitation
- (ii) Data Sheet and Instructions to Agencies, see Annexure-A
- (iii) Instructions to Bidders
- (iv) Technical Proposal, for Standard Forms, see Annexure-B
- (v) Financial Proposal, for Standard Forms, see Annexure-C
- (vi) Terms of Reference (ToR), see Annexure-D
- (vii) Criteria of selection for required staff, see Annexure-E
- (viii) Location-wise Details (PMU), see Annexure-F
- (ix) Location-wise Details (NCE), see Annexure-G
- (x) Location-wise Details (SDMU), see Annexure-H

7. Please note that while all the information and data regarding this RFP is, to the best of the Client's knowledge, accurate within the considerations of scoping the proposed contract, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Agency to check the validity of data included in this document.

8. Bidders are requested to submit online upload scanned copies of following documents along with their proposals: -

- (i) RFP Document Fee (Non-Refundable) of ₹10,000.00(Rupees ten thousand only).
- (ii) Earnest Money Deposit(EMD)/ Bid Security (refundable) of ₹1,00,000/- (One lakh rupees only).

- (iii) Copy of certificate of Incorporation/ Registration Certificate.
 - (iv) Audited Statement of last 3 years to been closed along with ITR.
 - (v) Certificate/Work order / MoU from employer regarding experience should be furnished.
9. The manpower will have to be supplied by the agency within a period not exceeding 30 days of signing of the contract.
10. The quoted percentage service charge is all inclusive and covers all management cost including statutory requirement.
11. The key expert required as per evaluation of technical proposal is only for managing the operations of the team deployment. The cost of these resources are to be met from management cost.
12. The work plan and approach and methodology in evaluation sheet should details out the mechanism for recruitment and adherence to time lines etc. as define in RFP. A presentation on this shall be made by all selected agencies before evaluation.
13. In case of HR agencies which are approved MSMEs by GoI or State Govt. Agencies participating in tender they shall be exempted of EMD/ Bid security in this regard, on production of relevant Govt. orders.



(Pravin L. Agrawal, IFS)
CEO &PD,
Tripura JICA Project
Agartala, Tripura

Annexure A: Data Sheet

1.	Name of the Client: Project Management Unit-Tripura JICA Project
2.	Method of selection: QCBS method
3.	Technical and Financial Proposal to be uploaded online: Yes Title of Consultancy Services: Supplying manpower at PMU/NCE/ DMU/ SDMU/RMU locations under Tripura JICA Project (SCATFORM). (See Annexure- F, G & H)
4.	Client Representative: CEO & PD or nominated Official by CEO & PD, Tripura JICA Project
5.	Proposals must remain valid for 180 days after the submission date indicated in this Data Sheet.
6.	The Agency is required to include with its Proposal written confirmation of Authorization to sign on behalf of the Agency: <u>Yes</u>
7.	Bidders Eligibility Criteria: Applicable <ul style="list-style-type: none"> i The bidder shall have track record of providing such manpower for a minimum of 8 (eight) years and it should be reputed agency. ii The agency should have registered for at least 15 years. Incorporation/registration certificate should be furnished. iii. The Agency must have filed annual returns, Labour Welfare returns, and any other returns required by the Labour Department. iv. Agency must be recognized by Income Tax / Goods and Service Tax Act, along with latest Annual return of Income Tax& GST. v. The Agency should have minimum annual average turnover of ₹ 5 Crores for the last three years, of which at least ₹ 2 Crore from supply of manpower to either government or private. vi. The agency must be registered under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, and the Employees' State Insurance Act, 1948, for at least 10 years. The company must also provide proof of having valid Workmen's Compensation (WCA) policy, Group Health Insurance, and Accidental Insurance policies for the past 3 years. vii. Additionally, the agency should provide evidence of at least two years of operational experience in any domain within Tripura. viii. Preference will be given to the agencies which have working experience in Tripura. ix. The company must hold ISO 45001 certification. x. Government (Central or State) agencies may also apply if they fulfill above eligibility details.
8.	A Bid Security must be submitted: <u>Yes</u> An Earnest Money Deposit (EMD) / Bid Security should be provided with Technical Proposal: <u>Yes</u> If Yes, the amount of the Earnest Money Deposit (EMD)/ Bid Security is ₹ 1,00,000/- (One Lakhs Rupees Only) paid through online mode in e-tender portal from any scheduled commercial bank.

9.	The amount of the EMD/ Bid Security is of ₹ 1,00,000/- (One Lakh Rupees Only) for each Bid and the duration for validity of Bid Security is 180 days. Bid security shall be refunded to the successful bidder upon signing of agreement with CEO&PD, Tripura JICA Project. For unsuccessful bidders the bid security shall be refunded within 30 days of signing of contract.
10.	A Performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder before signing of Contract for each Bid. Amount will be 5% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be made in the name of: CEO & PD, Tripura JICA Project Agartala and drawn on a nationalized or scheduled commercial bank.
11.	Currency for Proposals is: Indian Rupee
12.	Address for communication: CEO & PD, PMU-Tripura JICA Project, Hatipara Forest Complex, Gandhigram, Agartala- 799012. Ph. 0381-2397022, 0381-2321196, Email: tripurajica@gmail.com
13.	Expected date for public opening of Financial Proposals: [Will be intimated to the Qualified bidders separately]
14.	Expected date for commencement of services: (Within 30 days of signing the Agreement with CEO & PD, Tripura JICA Project)
15.	The proposals will be evaluated based on the information provided by the Applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document.
16.	Last date of receipt of queries (request for clarification– 21/12/2024 up to (5PM.)
17.	Date and venue of Pre-Bid meeting – 21 st December 2024 (11 AM) at Conference Hall, Prakriti Bhawan, Hatipara Forest Complex, Gandhigram Agartala, pin 799012, India.
18.	Date of replying the queries / request for clarification– 23 rd December 2024 through e-Tender portal upto 04.00 PM.

Instructions to Bidders

1. Introduction

The Agencies are invited to submit a Technical Proposal as specified in the Data Sheet. The Agency shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation.

The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Agency.

Eligibility Criteria

The bidders should satisfy the following minimum eligibility and those as specified in

the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents. An Agency declared ineligible by the Government of India or Government of Tripura shall be ineligible to provide consulting services under the project.

Number of Proposals

Agency can only submit one proposal. If an Agency submits or participates in more than one proposal, such proposals shall be disqualified.

2. Clarifications of RFP Documents

Agency may request clarification of any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the Client's Representative whose address/ emails ID is provided in the Data Sheet. The Client will respond by standard electronic/ self means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Agencies who have formally indicated that they intend to submit a Proposal.

At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing, including by standard electronic means.

3. Preparations of Proposals

The Proposal and all related correspondence exchanged between the Agency and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

The Agency shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Instructions for Submission of Proposal

4.1 These instructions should be read in conjunction with information specific to the Agency services contained in the Covering Letter, Data Sheet and accompanying documents.

4.2 Proposals must be submitted before the deadline specified in the Data Sheet to www.tripuratenders.gov.in.

4.3 Payment of Bid Fee & Earnest Money: The online bid submission process will start by clicking the menu "My Tenders". In this menu, the bidder has to click "Proceed for Bid Submission" to enter the next stage "Online Payment" page. The "Online Payment" page will display the total Tender Fee (i.e. Bid Fee) & EMD Fee (i.e. Earnest Money).

Then the bidder has to click “Submit” for submission of Tender Fee (online mode only) & EMD Fee (online or offline mode); and the system will redirect to “Online Payment Gateway”>>SBI Bank MOPS Window. SBI MOPS will have two option for Net Banking – “SBI” & “Other Banks”. Bidder can choose any of the options as desired and can complete the Online Payment Process.

Technical Proposal (see Annexure-B)

The Technical Proposal shall contain the following:

- a. Covering Letter (Format1);
- b. Legal Constitution & Number of Years of Existence; (use Format 2). Attach certificate of registration /incorporation;
- c. Financial Standing (Annual Turnover) of agency; (use Format 3);
- d. Project detail sheets outlining previous experience of the Agency in similar types of assignments completed during the last three years (in prescribed format), (use Format
- e. Experience of Senior Management (maximum of 3 members)-Relevant experience of Senior Management (maximum of 3 members) of the Agency, restricted to maximum of two (2) pages per CV (use Format 5);
- f. Latest ITR and GST returns.
- g. Evidence of minimum two years working experience in Tripura.

Financial Proposal (See Annexure-C)

The Financial Proposal shall be uploaded only, strictly as per Format 6 and 6 A given in Annexure C.

Submission Instructions

Agencies are expected to carefully review the contract provisions attached in the RFP for preparation of their Proposals.

The Agency shall submit Proposals using the appropriate submission sheets provided in Annexures B & C. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

Proposal Validity

Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client.

A Proposal valid for a shorter period shall be considered nonresponsive and will be rejected by the Client.

In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Agency to extend the period of valid it their Proposals. The request and the responses shall be made in writing. Agency may refuse the request. Agency granting the request shall not be required or permitted to modify its Proposal.

Format and signing of Proposals

Scanned copies of the documents maybe uploaded on the portal.

Technical Proposal shall be uploaded on the portal.

Financial Proposal (BOQ) uploaded online as per **Format 6 A.**

The Proposal shall be signed by a person duly authorized to sign on behalf of the agency. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be given below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal. The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the Client and agency subject to the previous deadline shall thereafter be subject to the deadline as extended. At any stage the client reserves the right to cancel the process without assigning any reasons whatsoever.

5. Evaluation of Technical Proposals

Criteria for Evaluation of Technical Proposals

Technical proposals of all the Applicants will be evaluated based on minimum qualifying technical eligibility criteria system. Evaluation of the proposals will be done by the evaluation committee as per the parameters mentioned below:

SL No.	Evaluation Criteria	Marks
1.	Number of years in existence of Agency. (The Agency must have been operation in India for at least 3 years from 2021-22 to 2023-24. (Proof of registration as a legal entity must be submitted/uploaded.)	8-10 years-5 marks 10-12 years-10 marks More than 12 years- 15 marks
2.	As a recruitment agency conducted recruitment and selection of a mix of staff of different categories for any organization during the last 5 years from 2019-20 to 2023-24	101- 500 staff- 5 marks 501- 1000 staff-10 marks More than 1000 staff-15 marks
3.	Past experience of the Agency handling & supplying manpower to Government of India/ State Government of India /Externally aided projects with Government during the last 5 years from 2019-20 to 2023-24	3 marks for each organization with maximum marks for 15
4.	Past experience of the Agency handling/ supplying manpower, other than Government of India/ State Government of India in the past 5 years.	3 marks for each organization with maximum marks for 15

5.	Qualification & relevant experience of senior management (2 members)of Agency as per format 5	10 marks (as table A below) 20 % marks will be for general qualifications and training 80% for adequacy for the assignment(experience in similar assignments, working level fluency in local languages, local culture and government working systems)
6.	Working experience in Tripura (Minimum 2 years) Certificate from related organizations must be submitted	2 years= 2 marks 2-5 years= 3 marks More than 5 years= 5 marks
7.	Experience of monitoring outsourced staffs through mobile app/online mode for effective functioning.	5 marks.
8.	Approach & methodology & work plan. (To be presented as PPT by selected bidders)	20 marks.

Table: - “A”

Sl no	Key Expert	Points
1	<u>HR Expert (1 person)</u> Post Graduate – In Human Resource, MBA or equivalent from a recognized institute. Minimum 8 years of experience in carrying out appointment or jobs related to Organizations Development Human Resource the person should have proven experience carrying out OD, HR exercise in at least one organization with verifiable reference.	5 marks
2	<u>Recruitment Coordinator (1 person)</u> Post Graduate – In Human Resource or a related degree in related discipline minimum 5 years of experience in HR selection, payroll management, managing legal complications related to HR administration, grievance redressal, an office management and logistic co-ordination.	5 marks

Evaluation of Technical Proposals

The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed minimum qualifying eligibility criteria. The bidders securing minimum 70% marks in technical evaluation shall be considered for opening of financial proposals.

The Tripura JICA Project will constitute an Evaluation Committee for evaluation of Proposals received.

The evaluation committee evaluates the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria.

A Technical Proposal may not be considered for evaluation in any of the following cases:

- (i) The Agency that submitted the Proposal was found not to be legally incorporated or established in India; or
- (ii) The Technical Proposal was submitted offline or in the wrong format.

After the technical evaluation is completed, the Tripura JICA Project shall notify the agencies whose proposals did not meet the minimum qualifying technical eligibility criteria or Agencies Whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals shall not be downloaded. The Tripura JICA Project shall simultaneously notify, in writing to the Agency whose Technical Proposals qualified minimum qualifying technical eligibility criteria, indicating the date, time, and location for opening of Financial Proposals. (Agency/ representative attendance at the opening of Financial Proposals is optional). Public Opening and Evaluation of Financial Proposals

Public Opening of Financial Proposals—

At the public opening of Financial Proposals, Agency representatives who choose to attend will sign an Attendance Sheet. The client's representative will download the financial proposal of each of only qualified technical Proposal. Such representative will read out aloud the name of the Agency and the total price shown in the Agencies Financial Proposal. This information will be recorded in writing by the Client's representative.

Evaluation of Financial Proposals

Financial proposals shall be downloaded publicly and read out; and the final selection criteria will be based on QCBS (80:20), where the Technical Bid Score will carry a weightage of 80% and the Financial Bid Score will carry a weightage of 20%. Then the selected/qualified bidder can be invited for contract negotiations regarding the modalities only, without substantially changing the offer. The Evaluation committee shall be constituting for this purpose. Tripura JICA project [SCATFORM] reserves the right to award the assignment to the selected/qualified bidder (QCBS method of selection).

Agencies attendance at the opening of Financial Proposals is optional.

The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of CEO & PD involved in the evaluation process, will not be permitted to seek clarification or additional information from any Agency, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure these are:

- i. Complete, to see if all items of the corresponding Financial Proposal are priced, and corrected for any arithmetical errors.
- ii. Computational errors-if there are errors these will be corrected;

3. Award of Services

The CEO & PD Tripura JICA Project will issue Letter of Intent (LoI) in favor of bidder who has scored highest in the QCBS method. A Letter of Award (the “LOA”) shall be issued, in duplicate, by Tripura JICA Project to the Selected Agency and the Selected Agency shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

4. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period of 7 days from the date of issuance of LOA.

5. Property Data

All documents and other information provided by Tripura JICA Project or submitted by an Applicant to Tripura JICA Project shall remain or become the property of Tripura JICA Project. All information collected, analyzed, processed or in whatever manner provided by the agency to Tripura JICA Project, in relation to the services provided shall be the property of Tripura JICA Project.

6. Settlement of Disputes

Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

Dispute Settlement.

Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party’s request for such amicable settlement, may be submitted by either Party for settlement. For all purposes, the Civil Court, Agartala, shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

Annexure B: Technical Proposal Submission Forms

Format 1: Covering Letter

[Location, Date]

To: CEO & PD,
Tripura JICA Project,
Hatipara Forest Complex,
Gandhigram, Agartala-799012.

Dear Sir,

We the undersigned, offer to provide the Services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are here by submitting our Proposal, which includes this Technical Proposal. We hereby declare that we have read the Instructions to Bidders included in the RFP, and abide by the same. [In case of any declaration, reference to concerned document attached must be made]. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate Services related to the assignment not later than the date indicated in the Data Sheet.

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

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Format 2: Legal Constitution & Number of Years of Existence

Organization Name:	
1. Status / Constitution of the Organization:	
2. Name of Registering Authority:	
3. Registration No.:	
4. Date of Registration:	
5. Place of Registration:	

For and on behalf of :(Company Seal)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration/ incorporation certificate from the appropriate Registering Authority.

Format 3: Financial Standing (Annual Turnover)

Certificate from the Statutory Audit or regarding the Average annual turnover of the organization is ₹ 5 Crores for the last 3 financial year ending of month 31st March 2024.

Based on its books of accounts and other published information authenticated by it, this is to certify that(Name of the Bidder) had, over the last three Financial Years, a Total turnover of ₹ Lakh, of which at least Rs.....lakh Had been from supply of manpower, and a retrofit of Rs.lakh as per year-wise details noted below:

Financial Year ending 31 st March	Total Turnover (In ₹ Lakh)	Earning from supply of manpower (Rs lakh)	Net profit earned(+/-) (Rs lakh)
2021-22:			
2022-23:			
2023-24:			
Total			
Average Annual Turnover			

- In the event the financial statements for the year 2023-24 is an un audited, Provisional financial statements duly certified by CA may be submitted.

Name of the audit firm / Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant)
Date:

Note: Please provide certified copies of Audited Financial Statements of the organization / agency for over the last three Financial Years.

Format 4: Project Detail Sheet

Details of the projects (Pertaining to manpower supply only) undertaken by the Agency-Please fill separate assignment wise

Name of the project:	Approx. value of the contract (in current Rs):
Name of Client:	
Address of Client:	
Project location	
Project period as per contract	
Start date (month/year):	
Completion date (month/year):	
Number of manpower positioned	
Project value	
(Brief Description of the Project)	

Authorized Signatory in full initials and Seal]: _____

Name of the Organization: _____

Format 5: Curriculum Vitae (CV) of Senior Management

Position..... [Minimum of 3 Members]

NAME:

DATE OF BIRTH:

NATIONALITY:

EDUCATION: [year][name of institution and degree]

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS: COUNTRIES
OF WORK

EXPERIENCE

LANGUAGES

PROFESSIONAL BACKGROUND

[Description]

EMPLOYMENT RECORD

[Year starting with present position]

[Employer] PROFESSIONAL EXPERIENCE

[Month and year start to finish]

[Name of project and client]

[Descriptive paragraph of 4-5 sentences on assignment, position held, responsibilities undertaken, and achievements attained.]

.....

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

(i) This CV correctly describes my qualifications and experience;

[Signature of expert or authorized representative]

_____[Name of Expert /Authorized signatory].

Annexure C: Financial Proposal (Format-6)

To,

CEO &PD,
Tripura JICA Project,
Hatipara Forest Complex,
Gandhigram, Agartala - 799012.

Dear Sir,

Subject: Hiring of Agency for supplying manpower at PMU/NCE/DMU/SDMU/RMU locations in Tripura under Tripura JICA Project (SCATFORM).

I/We _____ bidder herewith upload the Financial Proposal for selection of my/our Agency as bidder for Subject assignment.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to the expiration of the validity period of the Proposal, i.e. 120 days from the last date notified for submission of the proposal.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel. Nos.

(O)

(R)

(M)

E-mail:

Fax No:

Format 6 A: Financial Proposal

Item Rate BOQ

1	2	4
Sl no	Item	Service Charge Quoted (as percentage of the salary per month)
1	Deployment of 50 manpower for SCATFORM Project.	

- The quoted service charge is all inclusive and covers all management cost including statutory requirement.
- GST as applicable to be shown separately.

Annexure D: Terms of Reference

1. All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
2. The service provider shall ensure the deployment of suitable candidates who have experiences in EAP/ similar Projects in Tripura, preferably.
3. The persons supplied by the Agency should not have any adverse Police records/criminal cases against them. In order to verify the character/ credentials of the deployed manpower it shall be the sole liability of the Service Provider.
4. The service provider shall engage necessary number of persons as required by this Project from time to time. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this Project and further the said persons of the service provider shall not claim any employment, engagement or absorption in the Department/ Project/ Government, in the future.
5. The service provider's persons shall not claim any benefit/ compensation/ absorption/ regularization of service from/in this Department/ Project under the provision of the Industrial Disputes Act, 1947, or Contract Labour (Regulation &Abolition) Act, 1970.
6. The service provider's personnel shall not divulge or disclose to any person any details of the office operation process, technical know-how, security arrangements, or administrative/ organizational matters as all are confidential/secret in nature.
7. The service provider's personnel's should be polite, cordial, positive, and efficient while handling the assigned work, and their actions shall promote goodwill and enhance the image of this Department/ Project. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
8. The persons deputed shall not be below the age of 21 years or a beverages indicated.
9. The Department may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately (within 15 days) any of its personnel if they are unacceptable to this Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Department/ Project.

10. The service provider has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
11. The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
12. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the Department shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
13. Working hours would be normally from 10.00 A.M. to 5.30P.M. during working days including ½ an hour lunch breaks in between. However, in exigencies of work they may be required to sit late and the personnel may be called on Saturday, Sunday and other Gazette holidays, if required.
14. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, etc. and this Department shall not incur any liability for any expenditure whatsoever on the persons employed by the Agency on account of any obligation. The agency will be required to provide particulars of PF, Group Insurance of its employees engaged in this Department.
15. The attendance will be maintained by the Department at the respective project office and copy of the same shall be sent to the agency on every month end of the format mutually decided.
16. The agency will submit the bill, in triplicate, in respect of a particular month in the first week of the following month. The payment will be released by the third week of the following month after deduction of taxes deductible at source under the laws in force.
17. The payment to the agency will be made in advance by the Department for every three months as per the rates approved or the rates revised from time to time so as to ensure timely disbursement of wages to the outsources staff and also to meet statutory obligations in time. However, the next advance will be disbursed by the Department after settlement of previous advance.
18. The agency, based on attendance certified by the respective project office shall prepare the monthly wage bill and disburse the wages to the outsourced staff in their authentic bank account on or before 5th of every month. (The proof of payment of statutory deductions EPF, ESI, etc. should be produced and further release shall be done only after production of such documents along with attendance certificate).

19. Payments to the service provider would be strictly on certification by the project office with whom the outsourced personnel are attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.
20. No TA/DA shall be payable to the person deputed by the agency at the time of joining. In case the persons are assigned duties outside his place of deployment for visiting other location, such travelling, boarding and lodging expenses will be paid by the Department to the staff as per fixed norms.
21. No wage/remuneration will be paid to any staff for the days of absence from duty, except allowed one-day casual leave in a month.
22. The service provider shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
23. The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from this Department to the service provider shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by this Department in fulfillment of the contract from time to time.
24. This Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
25. That the Agency on its part and through its own resources shall ensure that the goods, materials and equipment etc. Supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for act of commission and omission on the part of its staff and its employees, etc. If this Department suffers any loss or damage on account of negligence, default or theft on the part of the employees / agents of the agency, then the agency shall be liable to reimburse to this Department for the same. The agency shall keep this Department/ Project fully indemnified against any such loss or damage.
26. The successful bidder will enter into an agreement with this Department/ Project for supply of suitable and qualified manpower as per requirement of this Department/Project on these terms and conditions. The agreement will be valid for a period of 36 months commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of 36 months and no request for any change / modification shall be pertained before expiry of the period of 36 months.
27. The service provider shall not assign, transfer, pledge or sub- contract the performance of service without the prior consent of this Department / Project.

28. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the agency from this Department/Project shall be forfeited by the Department/Project.
29. That on the expiry of the agreement, as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency it shall be the entire responsibility of the agency to pay and settle the same.
30. Any Dispute arising out of the above contract shall be subject to the jurisdiction of Hon'ble High Court of Tripura at Agartala and their sub-ordinate courts at Agartala only.
31. The Agency should follow the Norms of the State Government and recruit the staffs abiding 100-point roster.

ANNEXURE-E

14.Selection criteria- (Educational Qualification, Experience and Competencies)

Sl No	Position	Educational Qualifications	Experience Particulars	Essential Requirements	Desirable	Duties& Responsibilities
1	<u>PMU-Key staff:</u> <u>Personal Secretary</u> Age limit 21-50 (Remuneration Rs. 27,108/- Per month month) see Annexure-F)	Minimum Graduate from recognized University.	Minimum four Years of Experience as Personal Secretary Preferably Government sector.	Writing skills knowledge of Government system & its functioning. Proficiency in English (reading & writing) is mandatory.	The person should Proficient With MS-Office Computer Typing in English. Proficiency with MS-Office & Internet.	Discharging the usual function of a Personal Secretary to the CEO and Project Director and/or any other related work as may be assigned by the CEO & PD from time to time.
2	<u>Personal Assistant</u> Age limit 21-50 (Remuneration Rs. 21,686/- Per month).(See Annexure-F)	Minimum Graduate from recognized University.	Minimum four Years of Experience as Personal Secretary Preferably in Government sector. Proficiency in Typing at Minimum 50 words per minute.	Writing skills knowledge of Government system & its functioning. Proficiency in English (reading & writing) is mandatory.	The person should Proficient With MS-Office Computer Typing in English. Proficiency with MS-Office & Internet	Discharging the usual function of a Personal Assistant to a Director and/or any other related work as may be assigned by the CEO & PD from time to time
3	<u>Driver</u> Age limit 21-50 (Remuneration Rs. 10,843/- per month).(See Annexure-F)	Matriculate with a valid license to drive least LMV	Minimum four years of experience in the relevant field.	Writing skills knowledge of Government system & its functioning. Preferably fluency in Bengali/ Kokborok (writing, listening and reading) and permanent resident of Tripura (PRTC).	NA	To drive PMU works and / or any other related works as may be assigned by CEO & PD from time to time.

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4	Multi-tasking Staff Age limit 21-40 (Remuneration Rs. 11,380/-per month). (See Annexure-F)	Matriculate.	Minimum four years experience in an office setting.	Writing skills knowledge of Government system & its functioning. Proficiency in English (reading & writing) is mandatory, Preferably fluency in Bengali / Kokborok (writing, listening and reading) and permanent resident of Tripura (PRTC).	NA	Any of the multiple tasks connected with office functioning of PMU including those usually done by a Peon/ Dakwala Messenger, as may be assigned by CEO & PD from time to time.
5	Manpower required (1 person per SDMU) at 16 SDMU locations in Tripura	Matriculate.	Familiarity with local dialect.	Writing skills knowledge of Government system & its functioning. Proficiency in English (reading & writing) is mandatory, Preferably fluency in Bengali / Kokborok (writing, listening and reading) and permanent resident of Tripura (PRTC).	Proficiency in English and Bengali typing and use of Multi-media product and social media/geotagging	Assist in reporting and communication requirements, MIS reports etc.
Documentation Assistant Age limit 21-40 (Remuneration Rs. 7,048/- per month). (See Annexure-H)						
6	Supporting Staff or NCE	Graduates from recognized University	Knowledge in MS Office and 3 years' experience in office work	Writing skills knowledge of Government system & its functioning. Proficiency in English (reading & writing) is mandatory,	The person should be proficient in MS Office with computer typing in English. Proficiency with MS Office & internet.	Carry out activities in the office as per direction of Director and other Officer for smooth running of NCE

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7	Marketing Assistant/ Marketing support staff for outlets / field mobilization support staff for Crafts & More-07 Nos. Age limit 21-50 Remuneration Rs.21,686/- per month.(See Annexure-G)	Commerce Graduate from recognized University	Minimum 3 years' experience in marketing, preferably rural marketing	Writing skills knowledge of Government system & functioning. Proficiency in English (reading & writing) is mandatory.	The person should be proficient in MS Office with computer typing in English. Proficiency with MS Office and internet.	He will be responsible to procure material from different places and supply to Crafts and More and other units to be notified by Director NCE. Marketing support staff will run outlets of Crafts and More or similar such units / centers, maintain records of purchase and sale and other records to be ordered from time to time.
8	Fishery expert (Age limit 21-50) Remuneration Rs. 32,529/- per month	Minimum fishery Graduate from recognized university.	Preferably 2 years of experience in working in fishery sector under Govt. organization/similar project in Tripura.	Writing skills knowledge of Government system & functioning. Proficiency in English (reading & writing) is mandatory,	Preferably having Master Degree in Fishery must be well aquatint with local dialectics. Having good written and Communication skill bona fide resident of Tripura.	Assist the project in implementing fishery activities in all JFMC areas of the state. He / She will have to work anywhere in Tripura depending on recruitment.

N.B:- Preference to be given to the candidates having experience in Externally Aided Forestry based Projects.

Sl No	Name of the Unit	Name of the Unit location		No of staff required/positions				Total staff required at PMU Location (4+5+6+7+8+9+10)
				Personnel Secretary	Personnel Assistant	Fishery Expert.	Multi-tasking staff	
1	2	3	4	5	6	7	8	9
1	PMU	Hatipara, Gandhigram, Agartala	2	5	2	8	6	23

Note: Total 23 (Thirty-two) Manpower required at one Locations, i.e., PMU (2 Personnel Secretary, 5 Personnel Assistant, 2 Fishery Expert, 6 Drivers and 8 Multi-tasking staff for one location) under SCATFORM.

Sl No	Name of the Unit	Name of the Unit location	No of staff required/positions			Total staff required at NCE (4+5)
			Supporting Staff	Marketing Assistant / Marketing support staff for 8 outlets / Field Mobilization support staff for Crafts and More		
1	2	3	4	5		6
1	NCE	Hatipara, Gandhigram, Agartala	4	7		11

Note: Total 11 (Eleven) Manpower required at one Locations, i.e., NCE (04 Supporting Staff and 07 Marketing Assistant / Marketing support staff for outlets / Field Mobilization support staff for Crafts and More) under SCATFORM.

Annexure H: Sub-Divisional Management Unit(SDMU) Number of Manpower required at per SDMU Location				
Sl No	Name of the Unit	Name of the Unit location	No of staff required/ positions	Total staffs required at SDMU Location
			Documentation Assistant	
1	2	3	4	5
1	Kanchanpur SDMU	Office of the SDFO, Kanchanpur	1	1
2	Dharmanagar SDMU	Office of the SDFO, Dharmanagar	1	1
3	Kailashahar SDMU	Office of the SDFO, Kailashahar	1	1
4	Kumarghat SDMU	Office of the SDFO, Kumarghat	1	1
5	Teliamura SDMU	Office of the SDFO,Teliamura	1	1
6	Khowai SDMU	Office of the SDFO, Khowai	1	1
7	Mandai SDMU	Office of the SDFO, Mandai	1	1
8	Sadar SDMU	Office of the SDFO, Sadar,Agartala	1	1
9	Bishalgarh SDMU	Office of the SDFO, Bishalgarh,Charilam	1	1
10	Sonamura SDMU	Office of the SDFO, Sonamura	1	1
11	Udaipur SDMU	Office of the SDFO, Udaipur	1	1
12	Amarpur SDMU	Office of the SDFO, Amarpur	1	1
13	Karbook SDMU	Office of the SDFO, Karbook, Jatanbari	1	1
14	Bagafa SDMU	Office of the SDFO, Bagafa, Santirbazar	1	1
15	Sabroom SDMU	Office of the SDFO, Sabroom	1	1
16	Gandachhara SDMU	Office of the Wildlife Warden, Gomati Wildlife Sanctuary, Gandachhara	1	1
			Total	16

Note: Total 16 (Sixteen) Manpower required at 16 Locations (1 Documentation Assistant) under SCATFORM.