

ONLINE-BID DOCUMENT
FOR
PROVIDING MANPOWER SERVICES
UNDER
SOCIAL WELFARE & SOCIAL EDUCATION DEPARTMENT
GOVERNMENT OF TRIPURA



Directorate of Social Welfare & Social Education

Malancha, Ujan Abhoynagar, Agartala, Tripura, Pin-799005

TENDER NOTICE

**ONLINE-BID DOCUMENT FOR PROVIDING MANPOWER SERVICES UNDER THE
DEPARTMENT OF SOCIAL WELFARE & SOCIAL EDUCATION,
GOVERNMENT OF TRIPURA**

Malancha, Ujan Abhoynagar, Agartala, Tripura, Government of Tripura

Phone: 0381-2326033 Website: <http://socialwelfare.tripura.gov.in>

No.F.20(114)-DSWE/ESTT/2019(L)/

Dated:

1. The Director, Social Welfare & Social Education Department, Government of Tripura invites technical and financial proposals from eligible Agencies for supplying manpower **on percentage basis** at locations in 56 ICDS Projects under Integrated Child Development Services (ICDS) Scheme (**see Annexure- F**) in Tripura.
2. Participating Agencies must fulfill the following pre-requisites:
 - i. The Bidder shall be a reputed agency with a track record of providing such manpower for more than three years.
 - ii. The agency should be registered since 5 year. Incorporation/ registration certificate should be furnished.
 - iii. The Agency must be recognized by Income Tax and Goods and Service Tax Act.
 - iv. The Agency should have minimum annual average turnover of Rs. 10(Ten) crore for the last three years, of which atleast Rs. 300.00 lakh from supply of man power. The agency should have earned positive net profit for at least one year during last three years of operation. The audited copy of the financial statements should be submitted.
 - v. The agency should not have been blacklisted by any State government, central government or any other public sector undertaking or a corporation as on the date of Online-Bid Document. The agencies that are in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government will not be eligible for this tendering process. An undertaking to this effect should be submitted.
 - vi. The Agency shall provide certificate for providing such manpower, from the related Organization/ Project authority.
 - vii. Preference will be given to the agencies which have working experience in North East India.
 - viii. Agencies under Indian Partnership Act, 1932 or Registered Companies under Companies Act 1956 / 2013, Sole proprietor or a registered partnership firm or a LLP, JV or Consortium (Lead bidder should have 51% share applied through affidavit) are only eligible to participate in this Online-Bid Document.
 - ix. The Agency must be registered under Contract Labour (Regulation & Abolition) Act 1972. Registration & License No. of the agency must be submitted along with the documents. The agency shall have registered with the appropriate authorities under EPF and ESI Act

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 Online-Bid Document for Providing Manpower Services under the Department of Social Welfare & Social Education, Government of Tripura from the website “<https://tripuratenders.gov.in> from 29.04.2020 at 3:00 PM. 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 and is required to pay Rs. 5000/- (Rupees Five Thousand Rupees only) as Tender Fee (non-refundable) and EMD/ Security Deposit (refundable, without any interest) of Rs. 10,00,000/- (Ten lakhs rupees only) as prescribed in the Online-Bid Document which is to be paid electronically using the Online Payment Facility provided in the Portal. No proposals will be accepted without the Bid Security.
5. Proposal received without Tender Fee & EMD/ Security Deposit is ineligible.
6. The last date for submitting the online bids is 06.07.2020 up to 3 PM.

Key information/ dates/ address:

S. No.	Description	Important Information
1.	Date of online publication	29.04.2020 at 3:00 PM
2.	Pre Bid Meeting	29.05.2020 at 11 am through voice/video conference
3.	Seeking clarification of Online-Bid Document	Up to 12.06.2020 at 3:00 PM by sending email to icds.dswe@gmail.com
4.	Written response	22.06.2020 at 3 pm
5.	Proposal due date	Up to 06.07.2020 up to 3:00 PM through online mode.
6.	Date of opening of Technical Bid	08.07.2020 at 3:00 PM
7.	Date of public opening of Financial bid	Will be intimated to the qualified bidders separately.
8.	Tender Fee	Rs. 5,000/- (Rupees Five Thousand Rupees only) (non-refundable) to be paid electronically using the Online Payment Facility provided in the Portal
9.	Amount of EMD	Rs. 10,00,000/- (Ten lakhs rupees only) (refundable) to be paid electronically using the Online Payment Facility provided in the Portal.
10	Bid Validity	180 days from the last date of submission of the bid

7. The tenders 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 authorised agency.
8. In case the bidder fails to commence the work specified in the bidding documents on 30th day or such time period as mentioned in letter of award after the date on which the Director, SW & SE issues written orders to commence the work, the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit whole of the earnest money absolutely
9. The tenure of services of staff will be for 01(one) year or 12 months which may be further extended on the basis of their satisfactory performance.
10. The Agency shall be ready to deploy additional Manpower (maximum 40% of Manpower as per BOQ) if required, for Supervisors (temporary) at any locations in 56 ICDS Projects under Integrated Child Development Services (ICDS) Scheme in Tripura.
11. All amendments, time extension, clarifications etc. will 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.

**Director
Social Welfare & Social Education
Tripura**

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DISCLAIMER

The information contained in this Request for Proposal (“RFP”) document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of **Directorate of Social Welfare & Social Education** (“SW & SE”) or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP is being issued by the SW & SE for Selection of agency for providing manpower services under Department of Social Welfare & Social Education, Government of Tripura. Interested Bidders are required to submit their bids to implement the Project.

This RFP document is not an agreement and is not an offer or invitation to any other party. The purpose of this RFP document is to provide the Bidders with information to assist the formulation of their Proposal submission. This RFP document does not purport to contain all the information each Bidder may require. While the RFP has been prepared in good faith with due care and caution, the SW & SE does not accept any liability or responsibility for the accuracy, reasonableness or completeness of the information, or for any errors, omissions or miss-statements, negligent or otherwise, relating to any feasibility / detailed project report or any other reference document mentioned, implied or referred herein or pertaining to the Project. This RFP document may not be appropriate for all persons and it is not possible for SW & SE and their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder. Certain Bidders may have a better knowledge of the proposed project than others. Each recipient must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein that may appear in this RFP and is advised to carry out its own investigation into the proposed project, the legislative and regulatory regimes which applies thereto and by and all matters pertinent to the proposed project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the Project.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The SW & SE accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

SW & SE and their employees and advisors make no representation or warranty and shall incur no liability under applicable law for any loss, expense or damage, accuracy, reliability or completeness of the RFP document, which

may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP, the award of the Project, the information and any other information supplied by or on behalf of SW & SE or their employees or otherwise arising in any way from the selection process for the Project.

No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which this RFP may be based. Liability therefore, if any, is hereby expressly disclaimed. The SW & SE may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP as per its requirements.

The SW & SE further reserves the right not to proceed with the Project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the Project further with any party submitting a bid. The SW & SE accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid/ Proposal. No reimbursement of cost of any type will be paid to persons, or entities, submitting a bid/Proposal. The SW & SE reserves the right to reject all or any of the Proposals submitted in response to this RFP at any stage without assigning any reasons whatsoever and the issue of this RFP does not imply that SW & SE is bound to select a Bidder as the supplier. The SW & SE shall not be liable for any costs or damages arising from the same. The SW & SE is also not bound to take any subsequent actions.

The SW & SE reserves the right not to proceed with this RFP or to change the process or procedure to be applied. It also reserves the right to decline to discuss the process further with any party submitting a proposal. No reimbursement of cost of any type shall be paid to persons, entities, submitting a proposal.

This RFP and the information contained herein are confidential and for use only by the person to whom it is issued. It may not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisor). If the recipient does not continue with the involvement in the project in accordance with RFP the information contained in the RFP shall not be divulged to any other party. The information contained in the RFP must be kept confidential. Mere submission of a responsive Bid does not ensure selection of the Bidder as supplier.

**Online-Bid Document for Providing Manpower Services under the Department
of Social Welfare & Social Education, Government of Tripura**

Letter of Invitation

1. The Director, Social Welfare & Social Education Department, Government of Tripura invites technical and financial proposals from eligible Agencies for supplying manpower **on percentage basis** at locations in 56 ICDS Projects under Integrated Child Development Services (ICDS) Scheme (see **Annexure- F**) in Tripura.

2. Project Background

2.1 Project Aims & Objectives: The Director, Social Welfare & Social Education Department, Government of Tripura requires eligible Agencies for supplying manpower at locations in 56 ICDS Projects under Integrated Child Development Services (ICDS) Scheme in Tripura to be implemented through Department of Social Welfare & Social Education, Government of Tripura made available through Government of India.

2.2 Integrated Child Development Services (ICDS) Scheme

Launched on 2nd October 1975, today, ICDS Scheme represents one of the world's largest and most unique programmes for early childhood development. ICDS is the foremost symbol of India's commitment to her children – India's response to the challenge of providing pre-school education on one hand and breaking the vicious cycle of malnutrition, morbidity, reduced learning capacity and mortality, on the other.

- **Objectives of ICDS:-** The Integrated Child Development Services (ICDS) Scheme was launched in 1975 with the following objectives:
 - i. to improve the nutritional and health status of children in the age-group 0-6 years;
 - ii. to lay the foundation for proper psychological, physical and social development of the child;
 - iii. to reduce the incidence of mortality, morbidity, malnutrition and school dropout;
 - iv. to achieve effective co-ordination of policy and implementation amongst the various departments to promote child development; and
 - v. to enhance the capability of the mother to look after the normal health and nutritional needs of the child through proper nutrition and health education.

- **The ICDS Team:-**

The ICDS team comprises the Anganwadi Workers, Anganwadi Helpers, Supervisor (ICDS), Child Development Project Officers (CDPOs) and District Programme Officers (DPOs).

- **Block Level:-**

At block level, Child Development Project Officer (CDPO) is the in-charge of an ICDS Project. In between CDPO and AWW, there exist Supervisor (ICDS) who is required to supervise the Anganwadi Centres as per Sector allocation of the ICDS Project.

3. Description of Work:

Sl . No.	Quantity in Number of Positions	Position	Fixed Remun- eration (Rs per person per month) *	Tent ative num ber of posit ions	Cost (Rs) per month	Total for 1 year (Rs)	Esti mate d Cost in Rs (incl uding all Taxe s & Other Char ges)	EM D (Rs)	Perfo man ce Bank Guar antee Rs (Onl y for succe ssful Bidd er)	Perio d of contr act
1	Total 165 Key Manpower required at locations all over the State under Integrated Child Development Services (ICDS) Scheme - (See Annex-F)	Supervisor (temporary)	27,300	165	4,504,500	54,054,000	Rs. 54,054,000 (Rupees Five Crore Fourty Lakhs Fifty Four Thousand Only)	Rs 10,00,000/- (Rs Ten lakh only)	5% of the contract amount	01 year or 12 months which may be further extended on the basis of their satisfactory performance
Total			27,300	165	4,504,500	54,054,000				

* Fixed Remuneration includes sum of payment to be made to the manpower + any other charges (EPF and ESI) to be paid to employee, but excludes agency charges and Goods and Service Tax (GST).

4. Scope of Work:

Integrated Child Development Services (ICDS) Scheme is implemented in 56 ICDS Projects all over the State of Tripura. The Director, Social Welfare & Social Education Department, Government of Tripura is seeking proposals from interested agencies dealing with the supplying of manpower for the office and field support for locations at locations in 56 ICDS Projects under Integrated Child Development Services (ICDS) Scheme in Tripura. Total 165 manpower/staff required at these locations in Tripura (see Annexure- F)

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 requisition.

(Note- For Criteria of selection & major duties and responsibility of candidates under the Schemes please see Annexure-E)

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

6. Agency shall be selected under Least Cost Selection (LCS) method and as per the procedure described in this Online-Bid Document.
7. The Online-Bid Document includes the following documents:
 - a. Letter of Invitation
 - b. Data Sheet and Instructions to Agencies, see Annexure-A
 - c. Instructions to Bidders
 - d. Technical Proposal, for Standard Forms, see Annexure-B
 - e. Financial Proposal, for Standard Form, see Annexure-C
 - f. Terms of Reference (ToR), see Annexure-D
 - g. Criteria of selection for required staff, see Annexure-E
 - h. Location Details [ICDS Projects of Tripura under Integrated Child Development Services (ICDS) Scheme], see Annexure F.
 - i. Declaration of Non Blacklisting, see Annexure G
 - j. No Deviation Certificate, see Annexure H
 - k. Total Responsibility Certificate, see Annexure I
8. Please note that while all the information and data regarding this Online-Bid Document 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.
9. Bidders are requested to upload scanned copies of following documents along with their proposals:-

Sl.No.	Pre-Qualification Condition	Whether Enclosed (Y/N)
(i)	Registration Certificate under Companies Act 1956 /2013 and Indian Partnership Act, 1932, Sole proprietor or a registered partnership firm or a LLP, JV or Consortium (Lead bidder should have 51% share applied through affidavit), Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1972	
(ii)	Self Attested Copy of the IT return filed for the Assessment Years 2016-17, 2017-18 ,2018-19 by the Agency (not by the individual), Certified copy of bank A/c for the last three years issued by the bank, Copy of the Turnover statement of last three years duly certified by CA	
(iii)	Self Attested Copies of EPF registration certificates, ESI Registration Certificates, Goods & Service Tax Registration Certificate, Registration certificate of offices at Agartala, PAN card of the Agency(not of the individual)	
(iv)	Self Attested Copies of contracts awarded by the Central Government/ State Government / PSUs / Bank / reputed private firms	
(v)	Undertaking/Certificate to the effect that it has not been blacklisted/no criminal cases pending against the entity by any Central or State PSU/ Body/ Institution / Corporation /Establishment	
(vi)	Completely Filled Proforma for Technical Bid, Declaration in the end of the document	
(vii)	Signed and stamped copy of this DNIT as a token of acceptance of all the terms and condition of the entire tender document [Take printout of the downloaded DNIT, put ink signature and stamp/seal on each page of the document, scan the document in PDF format and finally upload for submission]	

10. The manpower will have to be supplied by the agency within a period not exceeding 30 days of signing of the contract or such time period as mentioned in letter of award.

Director
Social Welfare & Social Education, Tripura

Instructions to Bidders

1. Introduction

The Agencies are invited to submit a Technical Proposal as specified in the Data Sheet (Annexure A).

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.

2. Eligibility Criteria

The bidders should satisfy the minimum eligibility defined in this document and those as specified in Annexure A. 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 or Government of any other State/UT in India shall be ineligible to provide consulting services under the project.

3. 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.

4. Clarifications of Online-Bid Document

Agency may request clarification of any of the Online-Bid Document up to a specified number of days before the submission date as indicated in the Data Sheet (Annexure A). 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 (Annexure A). 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 Online-Bid Document by issuing an addendum in writing, including by standard electronic means.

5. 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 in English shall prevail.

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.

6. Instructions for Submission of Proposal

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

Proposals must be received before the deadline specified in the Data Sheet (Annexure A) to tender. Proposals must be submitted online & requisite documents uploaded in the portal.

The amount of Tender Fee and EMD/ Bid Security are to be paid electronically using the Online Payment Facility provided in the Portal. For online payment of Tender Fee and EMD/ Bid Security please follow the following process-

- After initiating the Bid Submission Process from “My Tender” option, an “Online Payment” page will appear which will display the total Tender Fee & EMD amount.
- On submission of Tender Fee & EMD payment option, System will redirect to the SBI Bank MOPS window.
- SBI MOPS will have two options for Net Banking- “SBI & “Other Banks”. Bidder can choose any of the options as desired and can complete the Online Payment process.
- The EMD amount shall be refunded online to all the bidders including selected (L1, Selected) bidder in their respective Bank Account, after the Award of Contract(AoC) event is completed in the Tripura e-procurement Portal on receipt of Performance Bank Guarantee from the L1(selected) bidder.
- No interest will be paid to the bidders on EMD submitted.
- EMD of the bidder may be forfeited if in any case found to have made false Declaration or Claims.
- Bidders exempted under specific Government order / rules from submitting EMD have to furnish scan copy of the related Government order / rules in English language, along with the tender in support of their claim exemption.
- The EMD/ Bid Security may be forfeited:
 - a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid; or
 - b) In the case of a successful Bidder, if the Bidder fails;
 - i. To sign the Contract in accordance with the conditions mentioned in the document;
 - ii. To furnish Performance Guarantee in accordance with the conditions mentioned in the document.

7. Technical Proposal (see Annexure B)

The Technical Proposal shall contain the following:

- a. Covering Letter (Format 1);
- 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 4);
- 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. Registration Certificate under Companies Act 1956 /2013, Indian Partnership Act, 1932, Sole proprietor or a registered partnership firm or a LLP, JV or Consortium (Lead bidder should have 51% share applied through affidavit) with duly signed declaration for Consortium members in Company letter head and Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1972.
- h. Signed and stamped copy of this DNIT as a token of acceptance of all the terms and condition of the entire tender document (Take printout of the downloaded DNIT, put ink signature and stamp/seal on each page of the document, scan the document in PDF format and finally upload for submission).

8. Financial Proposal (See Annexure C):

The Department of Social Welfare & Social Education, Govt. of Tripura has worked out and fixed the rate for personnel to be deployed against the various positions which the Agency is required to pay on a monthly basis to each of the personnel deployed under the Department of Social Welfare & Social Education, Govt. of Tripura during the contract period.

Financial Bid Form (BoQ) must be downloaded from <https://tripuratenders.gov.in> as attached in BoQ excel file only, filled up and uploaded online at <https://tripuratenders.gov.in> under Financial Bid (BoQ).

The agency is required to quote the Agency charges per person per month (in INR) as per format 6(A)

BOQ acceptance certificate is also required to be uploaded online in the portal.

9. Submission Instructions

Agencies are expected to carefully review the contract provisions attached in the Online-Bid Document for preparation of their Proposals.

The Agency shall submit Proposals using the appropriate submission sheets provided in Annexure 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.

10. Proposal Validity

Proposals shall remain valid for the period specified in the Data Sheet (Annexure A) 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 validity of their Proposals. The request and the responses shall be made in writing. Agency may refuse the request. An Agency granting the request shall not be required or permitted to modify its Proposal.

11. Format and signing of Proposals

Scanned copies of the documents may be uploaded on the portal. Technical Proposal shall be uploaded on the portal.

Financial Proposal (BOQ) to be uploaded online as per **format 6A**.

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 Online-Bid Document, 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.

12. 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:

The evaluation of the bidders will be done as below:

Sl. No.	Evaluation Criteria	Document to be submitted	Weightage points
1	Number of years of Existence of the agency (the agency must have been registered/operational in India for a minimum of 5 years)	Documentary evidence of Registration as a legal entity/ Incorporation Certificate	Existence for a) 5 years =10marks b) 5-7 yrs= 15 marks c) 7 yrs and more = 20marks
2	Experience (Govt. Sector) Past Experience of supplying manpower to Govt of India or State Govt of India	Work Orders	a) 1 Project= 3marks b) 2 Project=6 marks c) 3 Projects=9

			marks d) 4 projects= 12 marks e) 5 & more projects= 20 marks
3	Experience (other than Govt. Sector) Past experience of supplying manpower to other than Govt of India and other than State Governments	Work Orders	a) 1 Project= 3marks b) 2 Project=6 marks c) 3 Projects=9 marks d) 4 projects= 12 marks e) 5 & more projects= 20 marks
4	Average audited annual turnover of last 3 financial years (Average annual turnover of Agency for the last three financial years should be equal to or greater than Rs. 10(Ten) crores for the last three years of which at least Rs. 300.00 lakh from supply of man power. The agency should have earned positive net profit for at least one year during last three years of operation.)	Certified copies of Audited Financial Statements of the organization/agency for over the last three Financial Years, (clearly specifying the annual turnover for the specified years)	a) 10-12 crore=5 marks b) 12-15 crore= 10 marks c)15-20 crore= 15 marks d) 20 crores and more= 20 marks
5	Experience of supplying manpower in North East India	Work Orders	10 (shall be evaluated based on number of projects handled)
6	Approach, Methodology and Work plan (not exceeding 5 pages)	To be uploaded as a relevant document	10

The eligibility criteria will be first evaluated as defined in Notice Inviting Online-Bid Document 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 Director, Social Welfare and Social Education Department, Government of Tripura 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 Online-Bid Document. 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.

Physical presence of bidders is not required during opening of Technical bid.

13. Opening of Financial Proposals

The Department of Social Welfare and Social Education will open the financial proposal of only qualified technical Proposal. The names of the Agencies and the total price shown in the Agencies Financial Proposal will be recorded by the Department. The price quoted by agencies shall be ranked as L1, L2, and L3 etc.

Physical presence of bidders is not required during opening of financial bid.

14. Evaluation of Financial Proposals

Financial proposals shall be downloaded publicly and the lowest priced bidder can be invited for contract negotiations regarding the modalities only, without substantially changing the offer. The Department of Social Welfare and Social Education reserves the right to award/ the assignment to the bidder quoting lowest price.

The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of the Director, Social Welfare and Social Education Department, Govt. of Tripura 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;

15. Award of Services

The Director, Social Welfare and Social Education Department, Govt. of Tripura will issue Letter of Intent (LoI) in favour of bidder who has offered lowest price. A Letter of Award (the “LOA”) shall be issued, in duplicate, by the Department of Social Welfare and Social Education 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.

16. Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within the period of 10 days from the date of issuance of LOA.

17. Property Data

All documents and other information provided by the Department of Social Welfare and Social Education, Govt. of Tripura or submitted by an Applicant to the Department shall remain or become the property of the Department of Social Welfare and Social Education, Govt. of Tripura. All information collected, analyzed,

processed or in whatever manner provided by the agency to the Department, in relation to the services provided shall be the property of the Department of Social Welfare and Social Education, Govt. of Tripura.

18. Settlement of Disputes

a) 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.

b) 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. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996. For all purposes, the Civil Court, Agartala, shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

The place of Arbitration shall be at Agartala only.

Annexure A: Data Sheet	
1.	Name of the Client: Director, Social Welfare & Social Education, Government of Tripura
2.	Method of selection: Least Cost Selection (LCS) method
3.	Technical and Financial Proposals both are to be uploaded online on the portal: Yes Title of Consultancy Service is: Supplying manpower at locations in 56 ICDS Projects under Integrated Child Development Services (ICDS) Scheme in Tripura. (see Annexure- F)
4.	Client Representative: The Programme Officer, Branch Officer (ICDS), Directorate of Social Welfare & Social Education, Government of Tripura.
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.	<p>Bidders Eligibility Criteria: Applicable</p> <ul style="list-style-type: none"> i. The agency should be registered since 5 years. Incorporation certificate should be furnished. ii. The Agency must be recognized by Income Tax and Goods and Service Tax Act. iii. The Agency should have minimum annual average turnover of Rs. 10 crore for the last three years of which atleast Rs. 300.00 lakh from supply of Man power. The agency should have earned positive net profit for at least one year during last three years of operation. The audited copy of the financial statements should be submitted. iv. The agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of Online-Bid Document. An undertaking to this effect should be submitted. v. The Agency shall provide certificate for providing such manpower, from the related Organisation/ Project. vi. Preference will be given to the agencies which have working experience in North East India vii. Agencies under Indian Partnership Act, 1932 or registered companies under Companies Act 1956/ 2013, Sole proprietor or a registered partnership firm or a LLP, JV or Consortium (Lead bidder should have 51% share applied through affidavit) with duly signed declaration for Consortium members in Company letter head are only eligible to participate in this Online-Bid Document. viii. The Agency must be registered under Contract Labour (Regulation & Abolition) Act 1972. Registration & License No. of the agency must be submitted along with the documents.
8.	A non-refundable Tender Fee should be provided with Technical Proposal: <u>Yes</u> . If Yes, the amount of the Tender Fee is Rs. 5000/ (Five thousand only) which is to be paid electronically using the Online Payment Facility provided in the Portal.

9.	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 Rs. 10,00,000/- (Rupees Ten Lakhs Only) which is to be paid electronically using the Online Payment Facility provided in the Portal.
10.	The amount of the EMD/ Bid Security is of Rs. 10,00,000/- (Rupees Ten Lakhs Only) for each Bid. The EMD amount shall be refunded online to all the bidders including selected (L1 Selected) bidder in their respective Bank Account, after the Award of Contract (AoC) event is completed in the Tripura e-procurement Portal on receipt of Performance Bank Guarantee from the L1(selected) bidder.
11.	A Performance Bond in the form of Bank Guarantee is to be submitted by the winning Bidder. Amount will be 5% of the contract value; this may be provided as 100% Bank Guarantee. Bank Guarantee will be issued by a Nationalized Bank having Branch at Agartala in favour of DDO, Directorate of Social Welfare and Social Education. The validity of Performance Bank Guarantee shall be one year (12 months). In case the contract is further extended, the Performance Guarantee will have to be accordingly renewed by the successful bidder. After submission of the Performance Guarantee by the successful bidder, the corresponding EMD shall be released. Performance Guarantee shall be released by Head of Office, Directorate of Social Welfare and Social Education, Govt. Of Tripura after successful completion of the contract. Performance Guarantee can be forfeited (partly/fully) in case, if ESI, EPF compliance is not met.
12.	Currency for Proposals is: Indian Rupee
13.	Address for communication: The Director, Department of Social Welfare & Social Education, Government of Tripura, Malancha, Ujan Abhoynagar, Agartala, Tripura West, Pin – 799005 Ph. No. 0381-232-6033 E-mail: – icds.dswe@gmail.com
14.	Expected date for opening of Financial Proposals publicly: [Will be intimated to the qualified bidders separately]
15.	Expected date for commencement of services: (Within 30 days of signing the agreement with the Director, Social Welfare & Social Education, Government of Tripura)
16.	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 Online-Bid Document.
17.	Last date of receipt of queries (request for clarification) – 12.06.2020 (3:00 PM.)
18.	Date and venue of Pre-Bid meeting: – 29.05.2020 at 11:00 AM through voice/video conference
19.	Date of replying the queries/clarification– 22.06.2020 (3:00 PM.)

Annexure B: Technical Proposal Submission Forms

Format 1: Covering Letter

[Location, Date]

To:

The Director,
Social Welfare & Social Education
Government of Tripura
Malancha, Ujan Abhoynagar
Agartala, Tripura West,
Pin – 799005

Dear Sir/Madam,

We, the undersigned, offer to provide the Services for [Insert title of assignment] in accordance with your Online-Bid Document dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal.

We hereby declare that we have read the Instructions to Bidders included in the Online-Bid Document, 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 (Annexure A).

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 Auditor regarding the Average annual turnover of the organization is Rs. 10 crore for the last 3 financial year ending of month 31st March 2019.

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 Rs. lakh, of which at least Rs. lakh had been from supply of man power, and a net profit of Rs.....lakh as per year-wise details noted below:

Financial Year ending 31st March	Total Turnover (In Rs Lakhs)	Earning from supply of manpower (Rs lakh)	Net profit earned (+/-) (Rs lakh)
2016-17:			
2017-18:			
2018-19*:			
Total			
Average Annual Turn over			

*In the event the financial statements for the year 2018-19 is 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 each 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,

The Director,
Social Welfare & Social Education
Government of Tripura
Malancha, Ujan Abhoynagar
Agartala, Tripura West,
Pin – 799005

Dear Sir/Madam,

Subject: Hiring of Agency for supplying manpower at locations in 56 ICDS Projects under Integrated Child Development Services (ICDS) Scheme in Tripura.

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 expiration of the validity period of the Proposal, i.e. 180 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 6A: Financial Proposal
Item Rate BOQ for Supervisors (temporary)

Format 6A: Financial Proposal
Item Rate BOQ

Sl. No.	Item	Unit	Quantity (Tentative)	Agency Charges per person per month (in INR) including GST/Taxes etc & excluding remuneration / EPF / ESI	Total Agency Charges per month (in INR)) including GST/Taxes etc & excluding remuneration / EPF / ESI
1.	Supervisor (Temporary)	Numbers	165		
Total in figures:					
Quoted rate in words:					

- Note-1)** The agency shall quote the amount above including GST/Taxes etc & excluding Remuneration / any other charges (EPF and ESI) to be paid to employee.
 2) All payments shall be released after statutory deductions as per existing norms
 3) Employers contribution of ESI and EPF should be paid by the agency and remittance to be provided to O/O Director Social Welfare monthly.

BOQ Acceptance Certificate to be uploaded online in the portal.

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 Awarded Agency/ Service Provider shall ensure that the individual manpower deployed in the department/ respective unit locations/ place of postings conforms to the technical specifications of age, educational qualification, experience and competencies prescribed or as indicated in **Annexure-E** of the Tender Document and that the certification has been done after conducting the requisite skill test by the contracting agency. The Department of Social Welfare & Social Education, Govt. of Tripura reserves the right to conduct independently the requisite skill test through a third party agency. However, in case the resources deputed by the contracting agency fail to qualify the requisite skill test, the cost of conducting such test shall be recoverable from the contracting agency.
3. The Awarded Agency/ Service Provider shall preserve the following documents in respect of the individual manpower who will be deployed by it in the department/ respective unit locations/ place of postings before the commencement of work and ensure their availability to the Department of Social Welfare & Social Education, Govt. of Tripura, in case, the need arises for the same:-
 - List of persons deployed;
 - Bio-data of the persons along with the certificates in respect of educational/ professional qualifications etc.
 - Attested copy of matriculation certificate containing date of birth;
 - Certificate of verification of antecedents of persons by local police authority.
 - Detailed proof of identity like Aadhaar number, driving license, bank account details, proof of residence and recent photograph of the personnel deployed by the agency in department/ respective unit locations/ place of postings. The verification of educational documents and verification of antecedents with local police authorities in respect of deployed manpower is to be done by the contracting agency.
4. The persons supplied by the Contracting Agency/Service Provider should not have any adverse Police records/criminal cases against them. Verification of the character/ credentials of the deployed manpower shall be the sole liability of the Service Provider.
5. The Service Provider shall ensure that the personnel deployed are medically fit after conducting proper medical tests and ensure availability of their proof of medical fitness certificates to the Department of Social Welfare & Social Education, Govt. of Tripura, in case, the need arises for the same or on receipt of such request made to them. The Agency shall withdraw such employees who are not found medically suitable by the Department of Social Welfare & Social Education, Govt. of Tripura during the contract of service immediately on receipt of such a request.

6. The service provider shall engage necessary number of persons as required for the Schemes by this Department 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/fixed remuneration every month. There is no Master and Servant or Employer and Employees relationship between the employees of the service provider and this department/ respective unit locations/ place of postings and further the said persons of the service provider shall not claim any employment, engagement or absorption in the department/ respective unit locations/ place of postings/ Government, in future.
7. 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.
8. The Department of Social Welfare & Social Education, Govt. of Tripura fully reserves the rights for placement /place of posting /transfer of the individual manpower shortlisted/ subsequent transfer after deployment in the department/ respective unit locations/ place of postings etc.
9. The deployed personnel shall not be changed by the agency in any circumstances unless there is a specific request for same from the Department of Social Welfare & Social Education, Govt. of Tripura in writing.
10. The Service Provider shall not assign, transfer, pledge or sub- contract the performance of service or any part of it to any other person or party without the prior consent of this Department, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one bidder.
11. The service provider's persons shall not claim any benefit/ compensation/ absorption/ regularization of service from/in this department/ respective unit locations/ place of postings/ Government, under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
12. The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative / organizational matters as all are confidential / secret in nature.
13. The service providers personnels 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/ respective unit locations/ place of postings/ Government. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
14. 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/ indiscipline 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/ respective unit locations/ place of postings/ Government because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from the Department of Social Welfare and Social Education, Government of Tripura.

15. The service provider shall ensure proper conduct of his persons deployed in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
16. The service provider shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The Department of Social Welfare & Social Education, Govt. of Tripura shall, in no way, be responsible for settlement of such issues whatsoever.
17. The Department of Social Welfare & Social Education, Govt. of Tripura shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
18. 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.
19. 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.
20. Working hours would be fixed as per ICDS Norms. Besides this, the Department of Social Welfare & Social Education, Govt. of Tripura also observes the holidays notified by the Government of Tripura from time to time. However, in exigencies of work they may be required to sit late and the personnel may be called on Sunday and other Gazetted holidays, if required.
21. That the Service Provider will be wholly and exclusively responsible for payment of wages / fixed remuneration 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 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.
22. The attendance will be maintained by the department, at the respective unit locations/ place of posting and copy of the same shall be sent to the Service Provider on the first working day of next month.
23. The Service Provider, based on attendance certified by the respective unit locations/

place of posting shall prepare the monthly wages bill and disburse the wages/fixed remuneration to the concerned staff in their authentic bank account on or before 7th of every month and a payment sheet along with documents for all statutory payments should be shared with the Department accordingly.

24. The Awarded Agency/ Service Provider shall submit the monthly bills in triplicate enclosing the certificates which shall be got duly certified by the officer in-charge and the same shall be paid after making recovery if any by the Department.
25. Payments to the service provider would be strictly on certification by the Department maintained at the respective unit locations/ place of posting with whom the outsourced personnel is attached that his/her service was satisfactory and as per his/her attendance shown in the bill preferred by the service provider.
26. The Tax Deduction at Source (T.D.S.) shall be made as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the Service Provider by the Directorate of Social Welfare & Social Education, Govt. of Tripura
27. No payment shall be made in advance to neither the Service Provider nor any loan from any bank or financial institution be recommended on the basis of work award.
28. No TA/DA shall be payable to the person deputed by the Service Provider 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.
29. No wage/remuneration will be paid to any staff for the days of absence from duty, except allowed 12(twelve) days casual leave in a year as entitled to the State Government employees.
 - a) Directorate of SW&SE, Govt of Tripura will provide the monthly attendance details of the deployed manpower to prepare a bill by the agency
 - b) On the basis of the bill, the agency shall pay the wages, ESI, EPF for each employee
 - c) After transferring the monthly wages, EPF and ESI to its deployed manpower, the agency shall submit the bill to the Directorate of SW&SE, Govt of Tripura every month with challans of depositing GST, EPF & ESI
 - d) Pay slip shall be provided to the deployed manpower and pay statement shall be submitted to Directorate of SW&SE, Govt of Tripura every month
 - e) The normal time to make payment by the Directorate of SW&SE, Govt of Tripura is 45 days to 60 days from the date of receipt of the bill
 - f) The agency shall be capable to pay monthly wages upto 3-4 months from his own resources in case of delay in payment by Directorate of SW&SE, Govt of Tripura due to unavoidable circumstances
 - g) The deployed manpower may be employee/ contractual employee of the agency but they cannot be employee of Directorate of SW&SE, Govt of Tripura
 - h) The agency shall be liable for any issues arising in relation to EPF, ESI and shall deal with it taking responsibility of the related procedures

30. A penalty would be charged in the following cases:
- Non-payment of remuneration to the personnel deployed in Department of SW & SE, Govt. of Tripura till 7th of the following months will invite a penalty of Rs. 1000/- per day per resource.
 - The delay in providing a substitute for the deployed manpower beyond five working days would attract a penalty @ Rs.1000 per day per resource on the service providing agency.

In addition to above deduction upto 10% of the performance security could also be considered by the Competent Authority on case to case basis.

31. 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.
32. 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.
33. That the Service Provider 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 fully indemnified against any such loss or damage.
34. The successful bidder will enter into an agreement with this Department for supply of suitable and qualified manpower as per requirement of this Department for the Schemes on these terms and conditions. The agreement will be valid for a period of 01(one) year or 12 months which may be further extended on the basis of their satisfactory performance. The service charges/rates quoted by the agency shall be fixed for a period of 12 months and no request for any change/modification shall be entertained before expiry of the period of 12 months.
35. 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 shall be forfeited by the Department.
36. 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.

37. The Department of Social Welfare & Social Education, Govt. of Tripura reserves the right to recover any dues payable by the contracting agency from any amount outstanding to the credit of the agency, including the pending bills and/or invoking Bank Guarantee, if any, under this contract or any other contract/order.
38. The successful bidder/ Service Provider will be bound by the details furnished by him/ her to the Department of Social Welfare & Social Education, Govt. of Tripura while submitting the bid or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
39. 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.
40. Corrupt or Fraudulent Practices:
- It is expected that the bidders who wish to bid for this project have highest standards of ethics.
 - The Department of Social Welfare & Social Education, Govt. of Tripura fully reserves the rights to reject the bid if it determines that the Bidder / Service Provider recommended for award has been engaged in corrupt or fraudulent practices while competing for this contract;
 - The Department of Social Welfare & Social Education, Govt. of Tripura fully reserves the rights to declare a Bidder / Service Provider ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the Bidder / Service Provider has been engaged in corrupt and fraudulent practices during the execution of contract.
 - The Department of Social Welfare & Social Education, Govt. of Tripura fully reserves the rights to blacklist the successful bidder if it at any time observes that the Bidder / Service Provider has been engaged in corrupt and fraudulent practices before or on or during the execution of contract. In that case, the Department of Social Welfare & Social Education, Govt. of Tripura reserves the right to impose penalty and forfeiture of EMD/Performance Bank Guarantee submitted by the bidder/service provider.
41. 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 issued by a Nationalized Bank having Branch at Agartala in favour of DDO, Directorate of Social Welfare and Social Education. The validity of Performance Bank Guarantee shall be one year (12 months).
42. Agencies must submit their proposals and is required to pay Rs. 5000/- (Rupees Five Thousand Rupees only) as Tender Fee (non-refundable) and EMD/ Security Deposit (refundable, without any interest) of Rs. 10,00,000/- (Ten lakhs rupees only) which is to be paid electronically using the Online Payment Facility provided in the Portal. No proposals will be accepted without the Bid Security.
43. Force Majeure:

Notwithstanding the provisions of tender, the Service Provider shall not be liable for forfeiture of its performance security, Penalties or termination for default, if and to the Tender document for a security services at the Department of Social Welfare & Social Education, Govt. of Tripura extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- a) For purpose of this clause, "Force majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable, either in its sovereign or contractual capacity. Such events may include but are not restricted to Acts of God, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes etc. Whether a "Force majeure" situation exists or not, shall be decided by Department of Social Welfare & Social Education, Govt. of Tripura and its decision shall be final and binding on the Service Provider and all other concerned.
- b) In the event that the Service Provider is not able to perform his obligations under this contract on account of force majeure, he will be relieved of his obligations during the force majeure period. In the event that such force majeure extends beyond 07 Days, Department of Social Welfare & Social Education, Govt. of Tripura has the right to terminate the contract in which case, the contractual guarantees and warranties shall be refunded to him.
- c) If a force majeure situation arises, the Service Provider shall notify Department of Social Welfare & Social Education, Govt. of Tripura in writing promptly, not later than 2 days from the date such situation arises. The Service Provider shall notify Department of Social Welfare & Social Education, Govt. of Tripura not later than 2 days of cessation of force majeure conditions. After examining the cases, Department of Social Welfare & Social Education, Govt. of Tripura shall decide and grant suitable additional time for the completion of the Work, if required.

ANNEXURE-E

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

Sl. No.	Position	Educational Qualifications	Experience Particulars	Desirable	Duties & Responsibilities
8	Integrated Child Development Services (ICDS) Scheme -All over the State of Tripura Key Staff:				
8.1.	Supervisor (temporary) Age limit :- 18-40 years. Upper age-limit is relaxable by 5 years in respect of ST/SC Candidates. (Remuneration:- Rs 27,300/- per month). (See Annexure-F)	Graduation Degree in any discipline from a Recognized University with at least 50% Marks.		<ul style="list-style-type: none"> • At least 1(one) years experience in the field of Women and Child Welfare or any other development schemes or similar works. • Knowledge of Bengali / Kok-borok. 	<ol style="list-style-type: none"> 1. A Supervisor will provide continuous job guidance to Anganwadi Workers to bridge the gap between training and job requirements; 2. He / She will visit each anganwadi at least once a month, liaise with LHV for a joint visit to one anganwadi once a week; 3. During his / her visit to anganwadi, he / she will perform the following tasks: <ol style="list-style-type: none"> (i) Guide Anganwadi Workers in conducting household surveys, updating the survey data on quarterly basis and preparing accurate lists of families and eligible beneficiaries; (ii) Check the enlisting of beneficiaries from low economic strata and severely malnourished, particularly children those below 3 years of age; (iii) Guide Anganwadi Workers in the assessment of correct ages of children, correct weighing of children and plotting their weights on the growth charts, especially in respect of severely malnourished; (iv) Help the Anganwadi Workers in identifying “at risks“ children and mothers and referring them to primary health centre of hospital; (v) Check the weights by actual weighment of severely malnourished children and guide the anganwadi workers in their rehabilitation; (vi) Guide the anganwadi workers in conducting pre-school activities by demonstrating techniques of story telling organizing play, identification of shades and colours etc; (vii) Demonstrate to Anganwadi Workers effective methods of providing health and nutrition education to mothers and help them to the same; (viii) Guide Anganwadi Workers in prevention and early detection of early childhood disabilities; (ix) Visits homes of severely malnourished children and “at risk“ mothers and guide Anganwadi workers and mothers about proper care in such cases; (x) Check the entries of deaths and births in the survey register and the immunization register; (xi) Check the records of Anganwadi Workers and guide them in proper maintenance of records; (xii) Organize help in cases of those Anganwadi Workers who are not educated enough to fill in the registers and records; (xiii) Check the arrangement for storage, preparation and distribution of food and stocks of supplies such as supplementary nutrition, medicines, material for pre-school education, registers and records etc. and report shortage to the CDPO. (xiv) Help Anganwadi Workers in organizing the strengthening Mahila Mandals which could support various activities of the Anganwadis;

					<p>(xv) Keep in touch with village leaders and local institutions such as Mahila Mandals, Panchayats, Primary schools and youth clubs and involve them in the ICDS Programme;</p> <p>(xvi) Find out the personal and work related problems of Anganwadi Workers, provide guidance to them to cope with these problems, and report gaps to CDPO;</p> <p>(xvii) Ascertain the number of visits by ANM to the Anganwadi during the period between the supervisor's previous visit and the current visit, and whether the ANMs visit was properly utilized by collecting children and mothers at the anganwadi for health check up, immunization and health education by the ANM as well as by joint visits to the homes of those children and mothers who were too sick to come to the anganwadi;</p> <p>(xviii) Check whether the weekly time table of activities at the anganwadi is being properly implemented; and</p> <p>(xix) Ascertain the number of unimmunized children and report it to the CDPO;</p> <p>4. The supervisors shall organise monthly meetings of Anganwadi Workers of his / her circle with the participation of concerned LHVs and ANMs. At this meeting, the work for the ensuing month should be planned, including preparation of weekly time-tables of activities at the anganwadi. One or two specific items should be selected for continuing education to anganwadi workers and ANMs at each monthly meeting (for example, growth monitoring, diarrhoea management, coping with any rampant diseases etc.)</p> <p>5. The supervisor shall maintain a diary in the prescribed form in which he / she will keep a record of the work done by his / her during his / her visit to the anganwadi and maintain the statistics of the anganwadi in his / her area relating to population, number of pregnant and nursing mothers, number of beneficiaries of different services, number of severely malnourished children etc,</p> <p>6. The supervisor will ensure timely submission of monthly progress reports by Anganwadi workers to the CDPOs and also check the accuracy of these reports.</p> <p>7. At the monthly meeting at project headquarters, the supervisor will assist the CDPO in the following matters:-</p> <ol style="list-style-type: none"> Payment of honoraria to Anganwadi workers and helpers in his / her circle; Alternative arrangements in case of Anganwadi workers and helpers who may go on leave in his / her circle; Finalization of the mutually convenient date for the monthly meeting in his / her circle in the following months; Informing the meeting about any special event of problem or achievement in his / her circle; and The issue of materials from the project office to the Anganwadi Workers. <p>8. He / She will carry out such other tasks as may be entrusted to him / her by the CDPO.</p>
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Annexure F :			
ICDS Project Level			
Number of Key Manpower required under Integrated Child Development Services (ICDS) Scheme at ICDS Projects of Tripura			
Sl No	Name of Post	Number of Post	Location of Deployment
1	2	3	5
1	Supervisor (temporary)	165 (SC-28 , ST-34 , UR-103)	All 56 ICDS Projects of Tripura.

Note: Total 165 (One Hundred Sixty Five) Manpower required at Locations, i.e., ICDS Projects of Tripura (Supervisor (ICDS)) under Integrated Child Development Services (ICDS) Scheme.

Annexure G: Declaration of Non-Blacklisting

(To be submitted on company letter head)

To,
The Director,
Social Welfare & Social Education
Government of Tripura
Malancha, Ujan Abhoynagar
Agartala, Tripura West,
Pin – 799005

Subject: Self Declaration of not been blacklisted in response to the RFP for Selection of manpower supplier on percentage basis at 56 ICDS Projects locations under Integrated Child Development Services (ICDS) Scheme in Tripura

Ref: RFP No. <<.....>> dated <<>>

Dear Sir/Madam,

We confirm that our company or firm, _____, is currently not blacklisted in any manner whatsoever by any of the State or UT or PSU and or Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as on <last date of bid submission>.

(Signature of the Lead Bidder)

Printed Name

Designation

Seal

Date:

Place:

Business Address:

Annexure H: No Deviation Certificate

(To be submitted on company letter head)

This is to certify that our offer is exactly in line with your tender enquiry/RFP (including amendments) no. _____ dated _____. This is to expressly certify that our offer contains no deviation with respect to Authority requirements, Scope of Work and other requirements for Selection of manpower supplier on percentage basis at 56 ICDS Projects locations under Integrated Child Development Services (ICDS) Scheme in Tripura

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Annexure I: Total Responsibility Certificate

(To be submitted on company letter head)

This is to certify that we undertake the total responsibility for the defect free operation of the proposed Manpower supply as per the requirement of the RFP for the duration mentioned in the RFP.

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date: