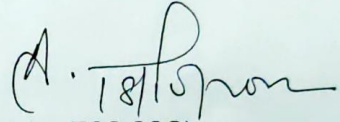


Government of Tripura
Directorate of Employment Services & Manpower Planning,
Labour (Employment) Department
No.F.1(6)-DESMP/ESTT/CC/2022/ 4023-30 Dated 19th October, 2022

Notice for submission of Expression of Interest

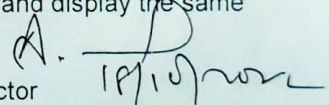
Director, Employment Services & Manpower Planning, Government of Tripura invites expression of interest from eligible Career Counselling Provider Agencies for empanelment to extend Career Counselling assistance to the Job-seekers as well as students in Schools located across the State Tripura. The last date of submission of bid is 09.11.2022 up to 3:30 P.M in all working days. Detailed terms & conditions is available in our website www.employment.tripura.gov.in. Interested bidders are requested to visit the aforesaid website or contact with the Store Section of this Directorate during office hours.



(A.Majumder, TCS SSG)
Director
Employment Services & Manpower
Planning, Tripura

Copy to:

- 1.) The Director, Information & Cultural Affairs Department, Tripura for kind information with request to publish the same in local dailies for information of the intending bidders.
- 2.) All Head of offices of DESMP, Tripura for information and display the same in their office Notice Board.



Director
Employment Services & Manpower
Planning, Tripura

Government of Tripura
Directorate of Employment Services & Manpower Planning,
Labour Department

No.F.4(15)-DESMP/CC/CE/2022?P-II/ 4023-30 Dated 19th October, 2022

**Expression of Interest for Empanelment of Career Counselling Provider Agency for
extending Career Counselling assistance to the Job-seekers/ Students**

- 1.) Director, Employment Services & Manpower Planning, Government of Tripura invites expression of interest from eligible Career Counselling Provider Agencies for empanelment to extend Career Counselling assistance to the Job-seekers as well as students in Schools belonging to class IX to XII, College Students of Science /Commerce/Arts Group located across the State 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 career counselling for more than five years. Documents in this regard should be attached with the bid.
 - (ii) Empaneled/ Employed pool of minimum 10 (Ten) Counsellors with their organization, each with 3 years of post-qualification experience in career counselling. The Counsellors /resource persons employed should possess desired qualification.(List of Counsellors with Experience and Qualification).
 - (iii) Set-up for providing Career Counselling services to any School /College in the State. (Write-up to be attached with the bid).
 - (iv) Availability of Counsellors at Multiple Locations to facilitate Face to face Counselling Services as well (Addresses of Counsellors)
 - (v) The service provider should have experience of providing Career Counselling Services to more than 200 Institutions collectively upto 31/03/2022. (Name of the Organization(s) and No. Counsellor)
 - (vi) The Agency must be recognized by Income Tax/ Goods and Service Tax Act.
 - (vii) 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 RFP. 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. If the agencies want to participate in the bid, they should provide No Objection Certificate from the Government or Central Department or Public Sector undertaking or a corporation in which they are in litigation.
 - (viii) Agencies must be registered legal entity like an Institution/Company/Joint venture/Co-operative Society/Proprietary firm/Limited Liability Partnership only eligible to participate in this bid. Incorporation of Agency Registration Certificate to be furnished.

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

- 3.) **Scope of Work:** As a part of our Career Counselling Programme at different Government Schools & Colleges of the State, the Directorate of Employment Services & Manpower Planning, Government of Tripura is desirous to empanel service provider(s) for one year for extending Career Counselling assistance to

the students in School belonging to class IX to XII, College Students of Science /Commerce/Arts Group located across the State Tripura.

The Directorate of Employment Services & Manpower Planning, Government of Tripura is envisaged to address specific concerns as "To find the right Career for the right student". For the purpose, assessment of students is required, providing the right information of career to the student concerned. Aptitude test may also require finding the right career for the students.

Service Required: The empaneled Career Counselling Service Provider to be make Programme in different Schools /Colleges of the State, the duration Programme may be 2(two) days, depending on the student's strength.

- ✓ Career Information including employment / skill / study / business to be provided through Counselling Session as well as hard copies
- ✓ Motivation for better Career
- ✓ Information on current employment-un-employment scenario in the Country.
- ✓ Scopes of Jobs in Abroad
- ✓ Regarding Competitive Exams and the way of cracking that
- ✓ Aptitude Test / Psychological Test
- ✓ How to use internet and Technology for Career Development
- ✓ How to think like a Job-provider rather than a Job-seeker
- ✓ Role of Parent, teacher and Society in the Career Development of the youth
- ✓ Motivate the minds of the youth to focus on entrepreneurship in various sectors

4. Rate may be quoted for separately for a (A) 2 days Programme of duration 8 hours comprising discussion, audio-visual session, interaction session, dissemination of hard copies of information and (B) Individual Aptitude Test per student in the following Format.

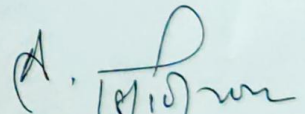
Sl	Event	Price (per 100 candidates)
1	(A) 2 days Programme comprising discussion, audio-visual session, interaction session, dissemination of hard copies of information	
2	(B) Individual Aptitude Test	
3	(C) Total /100 Candidates	

5. The role of the DESMP will be limited to empanelment of the service provider only. However, issues/ matters/ disputes, if any, pertaining to Counselling shall be resolved between Counselee and Service Provider. The ESMP Department will not be responsible for any such dispute etc which arises during the process.
6. Payment
 - i) The contracting agency shall submit the Programme wise bills in triplicate enclosing the certificates as mentioned in succeeding paras which shall be got duly certified by the officer in-charge to Authorized officer of the Department to the concerned District Employment Exchanges of Tripura.

- ii) District Employment Exchange shall pay within 15 days thereof after making recovery if any to contracting Agency.
- iii) 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 agency by the District Employment Exchange of Government of Tripura.
- iv) 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.

7. Empanelment of Successful Bidder

- a. The bidder who shall quote lowest rate of financial cost will be termed as L1 and is Prime Empanelled Agency for conduct of Career Counselling.
 - b. Other bidders who were technically qualified (L2, L3...so on) will be invited for negotiation / discussion and shall be proposed by DEMP to agree with the rate quoted by the L1 bidder.
 - c. Tender evaluation committee shall recommend the Bidder who had agreed with the proposal of conduct of Career Counselling at rate quoted by L1 for empanelment to extend Career Counselling assistance to the Job-seekers as well as students in Schools belonging to class IX to XII, College Students of Science /Commerce/Arts Group located across the State Tripura.
 - d. Letter of Intent (LoI) shall be sent successful bidder for empanelment. Once they accept, contact will be signed with DEMP and empanelment notification will be issued.
8. Interested Agencies may download the complete Request for Proposal (RFP) document from the website <https://employment.tripura.gov.in> from 18.10.2022.
9. The Interested Agencies may submit their proposals along with a non-refundable amount of Rs.1000/- (Rupees one thousands only) as cost of Tender document fee (Non-refundable) and an EMD of Rs.5,000/- (Rupees Five thousands only) to the Directorate of Employment Services & Manpower Planning, Office Lane, Agartala, Tripura by 9th November, 2022 upto 3.30 p.m. on all working days.



Director

Employment Services & Manpower Planning,
Tripura