



Government of Tripura
Directorate of Employment Services & Manpower Planning
Tripura, Agartala

Name of Work:

“Sealed Tender for opening of non-residential coaching center for competitive examinations”

Issued by :

Director

Employment Services & Manpower Planning, Tripura

Address: Office Lane, Agartala-799001

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Phone No: 0381-2324327

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Section-I

Critical Dates:

Name of Tender: Sealed Tender for opening of non-residential coaching center for competitive examinations

1	Tender No. File No.	No.F. 3(156)-DESMP/SSC-IBPS/2016/
2	Date of publishing of Tender	Date: 25 /10/2019
3	Document Download	Date: From 25 /10/2019 to 14/11/2019
4	Tender Document fee	Rs. 100/-(Rupees one hundred) only
5	EMD	Rs. 1500/-(Rupees one thousand five hundred) only
6	BID Submission start date	Date: 25 /10 /2019
7	BID Submission end date	Date:14/11/2019, Time: 05.00 p.m
8	Time & Date of opening Technical & financial Bid/Bids:	Date: 15 /11 /2019, Time: 02.00 p.m
9	Place of opening Bids	Directorate of Employment Services & Manpower Planning, Office Lane, Agartala, Tripura
10	Bid validity	90(ninety) days from the date of publishing of the tender
11	Officer Inviting Bids	Director, Employment Services & Manpower Planning, Agartala, Tripura.
12	Contract person/ Ph No/ email / name & designation	Sri P.S. Dutta, Asstt. Director (Emp), Ph- 8794549322, e-mail- asstdirdesmp.agt-tr@gov.in

NB:

- (i) The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended.

Section II


Government of Tripura
Directorate of Employment Services & Manpower Planning,
www.employment.tripura.gov.nic.in:Phone No: (0381)-2324327

No.F.3(156)-DESMP/SSC-IBPS/2016

Date: 25/10/2019

NOTICE INVITING TENDER

The Director, Employment Services & Manpower Planning, Tripura, Office Lane, Agartala-799001 invites sealed tender for opening of non-residential coaching centers for 3(three) months at Agartala, Dharmanagar and Udaipur for the aspirant unemployed for preparation to appear next PSBs Common Written Examination (CWE) Clerk VIII conducted by IBPS from the resourceful, experienced, reliable, bonafied Coaching Centers / Firms. Intending bidders may download the tender document from our website www.employment.tripura.gov.in. The last date of submission of bid is 14.11.2019

 25/10/19
(B. Debarma)

Director

Employment Services & Manpower Planning
Government of Tripura

SCOPE OF WORK AND TERMS AND CONDITIONS

The Director, Employment Services & Manpower Planning, Tripura, Office Lane, Agartala-799001 invites sealed tender for opening of non-residential coaching centers at Agartala, Dharmanagar and Udaipur for the aspirant unemployed youths for preparation to appear next PSBs Common Written Examination (CWE) Clerk VIII conducted by IBPS from the resourceful, experienced, reliable, bonafied Coaching Centers / Firms.

- 1.) The coaching would be held for Preliminary Examination of the PSBs-Common Written Examination(CWE) Clerk-VIII conducted by IBPS.
- 2.) Subject will be taught (i) English language (ii) Numerical Ability (iii) Reasoning Ability as per syllabus of the preliminary examination of PSBs-Common Written Examination(CWE) Clerk-VIII conducted by Institute of Banking Personnel Selection (IBPS).
- 3.) **Study materials:** Study materials have to be supplied to the each participant free of cost by the bidder. A reference copy of the study materials which is to be supplied to the candidates must be submitted to this Directorate for record.
- 4.) A screening test in every month has to be taken by the Institute and progress report has to be submitted to the Director. A weekly feedback has also to be submitted to the Director for proper evaluation of the coaching classes. This office will also collect feedback from the participants.
- 5.) The Institute should have at least 5(five) years experience about providing Training / Coaching of TPSC/SSC/Banking Examinations.
- 6.) In each Centre 100(one hundred) students would be trained in 4(four) batches @25 students / batch. If number of eligible students applied / selected are found less than 100, then, that much students will be trained. The Centre would not be opened in any case; if it is found that the number of eligible candidate is less than twenty five.
- 7.) All the faculty members should have at least 3(three) years experience in the field of coaching. List of faculty members to be submitted separately for each Centre along with Experience Certificate with detailed academic qualifications of faculty members.
- 8.) Duration of coaching classes: A 3(three) months training for the selected candidates will be provided, @1hr. per class / 4 class per day / 2 session per week / 3 months of total class [In hours=96 hours in total]
- 9.) Accommodation including all physical infrastructures for the coaching center has to be arranged by the Bidder.
- 10.)The Bidder should have to submit class plan and coaching classes have to be designed in between 07 a.m to 04 p.m.
- 11.)A bidder may submit bid only for one center or two centers or all the centers.

INFORMATION TO BIDDERS

1. Availability of Tender Documents:

- 1.1. The tender documents will be available in the website <https://employment.tripura.gov.in> for download from 25-10-2019 to 14-11-2019. The intending bidders may also collect the same from the Directorate of Employment Services & Manpower Planning, Tripura
- 1.2. All future modification/Corrigendum, if any shall be made available in the <https://employment.tripura.gov.in> portal.
- 1.3. The interested bidders are requested to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the DNIT minutely.

2. Eligibility Criteria:

The bidder must have the following Eligibility Criteria and enclose the mentioned documentary proof in Technical Bid, failing which the bid shall not be considered for evaluation and will be summarily rejected.

Sl. No.	Criterion	Supporting Documents to be Submitted
1.	Up to date valid Trade License & Firm Registration Certificate	Copy of valid Trade License & Firm registration certificate issued by the competent authority
2.	Should not hold any sanction/black-listing by any PSU/State or Central Government organization persisting on the last due date of receipt of tender.	Self-declaration Certificate as per Annexure – II . Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.
3.	Bidder should have a valid PAN.	Copy of PAN Card.
4.	Bidder should have a valid GSTN.	Copy of GST Registration letter/certificate.
5.	Bidder should accept all the terms and conditions as per DNIT.	Copy of signed and sealed tender document.
6.	The bidder must have filed its Income Tax Returns for the last 3(three) Financial Years.	Copy of Income Tax Returns for the last 3(three) Financial Years.
7.	Work Experience with proof	Copy of Sanction Orders of the Government Departments/Government Organizations
8.	Detailed Class Plan	Signed copy of detailed class plan.
9	List of faculty members & experience certificate	Signed copy of list of faculty members with experience certificate.

3. Amendment of Tender Document:

The Tender Inviting Authority shall reserve all the rights to make changes in the terms and condition or add new clauses in the tender notice by issuing Addendum/Corrigendum notice.

4. Bid Validity Period:

- 4.1 The bid for the work shall remain valid for acceptance for a period 90 (ninety) days from

the publishing date of Tender.

4.2 During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon or arising out of any alleged misunderstanding of misconceptions or mistake or for any reason will be entertained.

5. Bid Language:

Bid and all accompanying documents to be submitted by the bidder shall be in English only. In case the Bidder intends to upload a document which is not in English but in any of the other scheduled language in the country, the Bidder shall also submit a Notarized version of the English Translation.

6. Schedule of Submission of Bid:

- 6.1. Submission of bids will commence on 25-10-2019 and will continue upto 14-11-2019 at 5.00 PM during office working days. Bids must be submitted within the Bid Submission start and end date specified in DNIT.
- 6.2. Directorate of Employment Services and Manpower Planning, Labour Department, Government of Tripura reserves the right to extend the date and time of receipt of Bids by issuing Corrigendum in which case all rights and obligation of the Directorate of Employment Services and Manpower Planning, Labour Department, Government of Tripura and Bidders will remain same as previously.

7. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of the bid. The Tender Inviting Authority, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

8. Contract Period:

The contract is to commence from the date of Award of Contract to the Service Provider and shall continue upto 31.03.2020 from the date of AoC, unless it is curtailed or terminated by Directorate of Employment Services and Manpower Planning, Labour Department, Government of Tripura.

9. TENDER FEE & EARNEST MONEY DEPOSIT:

- 9.1. The participating bidders have to pay an amount of Rs. 100/- as Tender Fee in the form of Demand Draft of any Nationalized Bank in favour of the " Director, Employment Services & Manpower Planning, Government of Tripura". The Tender Fee that will be paid is Non-Refundable.
- 9.2. All tenders shall have to accompany EMD (refundable) for an amount of Rs. 1500/- (Rupees one thousand five hundred) only in the form of Demand Draft of any Nationalized Bank in favour of the " Director, Employment Services & Manpower Planning, Government of Tripura". EMD of the unsuccessful bidders will be returned within 45 days after the award of contracts to successful bidders.
- 9.3. EMD of the bidder may be forfeited if in any case found to have made in false Declaration or Claims.
- 9.4. Bidders exempted under specific Government order/ rules from submitting EMD have

to furnish a copy of the related Governments order/rules in English language, along with the tender in support of their claim exemption

10. Rates/ Prices:

- 10.1. The rates quoted shall remain firm during the period of contract.
- 10.2. The rates shall be quoted by the bidder entirely in Indian Rupees.
- 10.3. The prices quoted should be inclusive of all taxes (as per prevailing tax rates).

11. Conflict of Interest:

A bidder shall not have conflict of interest with other bidders. The bidder found to have a conflict of interest shall be disqualified.

12. Mode of Submission of Bid:

- 12.1. The interested bidders may submit their bid at the Directorate of Employment Services & Manpower Planning, Tripura on or before last date of submission of Bid documents. The Bid may be sent by hand or by post within the stipulated date. Any delay of submission of bid will not be entertained.
- 12.2. The Bidder shall examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

13. Bid Opening:

- 13.1. The Technical Bid(s) will be opened in the Directorate of Employment Services & Manpower Planning, Office Lane, Agartala on 15.11.2019 at 2.00 p.m.
- 13.2. In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the bid inviting authority on the day of opening, the tenders will be opened on the next working day at the same time.
- 13.3. Once the Technical Bid(s) accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened in the Directorate of Employment Services & Manpower Planning, Office Lane, Agartala.
- 13.4. In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.

14. Performance Security:

- 14.1. Successful bidder has to furnish Bank Guarantee as per Performance Security for an amount equal to 5% of the total contract value, drawn on any Nationalized Bank/Scheduled Bank having branch at Agartala with a validity of 90 days in favour of Director, Employment Services & Manpower Planning within 15 (fifteen) days from the issue of Award of Contract. Any request for time extension by a bidder will not be accepted.

- 14.2. The Tender Inviting Authority shall discharge its EMD upon submission of Performance Security and on receipt of a formal request letter from the bidder asking for such release.
- 14.3. In the event of breach /violation or contravention of any terms and conditions contained herein by the agency i.e., if the Firm fails to execute the contract, the security Deposit, part/whole (as per decision of Directorate of Employment Services & Manpower Planning, Government of Tripura), will be forfeited from the guarantor.

15. Award of Contract:

- 15.1. The Director, Employment Services & Manpower Planning, Tripura will award or recommend to the Competent bid accepting authority for award of the contract to the bidder who is found Technically & Financially Qualified as per the bid conditions and whose Offer Rate is lowest.
- 15.2. The bidder whose bid has been accepted will be notified the award of contract by any authorized official, prior to expiration of the bid validity period through registered letter.
- 15.3. The bidder should appear before the tender inviting authority within 15 days after the bidder has been awarded with all the original copies of all the submitted documents and performance security obtained from a Nationalized / Scheduled Bank having Branch at Agartala with required validity period and sign an agreement in the form prescribed by the Directorate for the due fulfillment of the contract.
- 15.4. Failure to attend the Directorate of Employment Services & Manpower Planning on the date fixed, in the written intimation, to enter into the required agreement shall entail forfeiture of the Earnest Money deposited.
- 15.5. The written agreement to be entered into between the bidder and the Government shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the bidder and then by the proper officer authorized to enter into contract on behalf of the Government.

16. Corrupt or Fraudulent Practices:

The Government requires that the bidders under Government financed contracts observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, the Government

- (a) define for the purposes of the provision, the terms set forth below as follows:
- (i) "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution: and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among bidders (prior to or after bid submission) designed to establish in bid prices at artificial non-competitive levels and to deprive the Government of the

benefits of free and open competition.

- (b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) will blacklist / or debar an individual supplier/firm/organization, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.

17. Address for Communication:

All the communications with respect to the tender shall be addressed to: **The Director, Employment Services & Manpower Planning, Office Lane, P.O-Agartala, PIN-799001.**

18. Right to Accept any Bid and to Reject any or all Bids:

Director of Employment Services & Manpower Planning, Government of Tripura reserves the right to accept or reject any Bid or all Bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.

GENERAL CONDITIONS OF THE CONTRACT

1. General Term & Conditions

The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Firm/Agency/Individual.

2. Terms of Payment:

- 2.1. No advance payment in any case would be made. Payment would be made after the successful completion of the entire 3(three) months coaching classes, subject to the condition of certification / approval by the evaluation team of the Directorate of Employment Services & Manpower Planning. If in any case, number of candidates enrolled in any centre found less than 100 then the payment will be made accordingly / proportionately.
- 2.2. No claim for interest in case of delayed payment will be entertained by the Directorate of Employment Services & Manpower Planning, Government of Tripura.
- 2.3. Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional /optional.
- 2.4. The bill in triplicate may be sent to Directorate of Employment Services & Manpower Planning, Government of Tripura.
- 2.5. Bidders exempted under specific Government order/ rules from submitting EMD have to furnish Scan copy of the related Governments order/rules in English language, along with the tender in support of their claim exemption

3. Tax deduction at source:

- 3.1. All Central/State Govt. /Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Bidder as per the respective law in force at the time of execution of contract. Directorate of Employment Services & Manpower Planning, Government of Tripura shall deduct at source taxes/duties under any other law/statute as may be applicable at the time of making payments.
- 3.2. If any rates of Tax are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Bidder or its employees in connection with performance of the Contract, an adjustment as per the terms of this DNIT shall be applicable and Contract Price shall be made to take into account any such change in such manner as prescribed herein the DNIT.

4. Annulment of Contract:

- 4.1. Failure of the successful bidder to comply with the requirement noted at **Section-III (Scope of Work)** or for violation of any other Clause of the e-tender document shall constitute sufficient ground for the annulment of the award in part or full and forfeiture of

the Performance Security in which event the Tender Inviting Authority may make the award to any other bidder at the discretion of Tender Inviting Authority or call for new bids.

- 4.2. The contracting agency will be bound by the details furnished to Directorate of Employment Services & Manpower Planning, Government of Tripura, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Supplier liable for legal action besides termination of contract.
- 4.3. In case the firm fails to complete the task within stipulated time period, a suitable amount of penalty decided by Directorate of Employment Services & Manpower Planning, Government of Tripura will be deducted from the performance security and action will be taken against the firm to recover suitable penalty.
- 4.4. In the event of breach /violation or contravention of any terms and conditions contained herein by the agency, the agency will be blacklisted in addition to termination of contract.
- 4.5. The Tender Inviting Authority reserves the right to blacklist a bidder at his discretion for a suitable period in case he fails to honour his bid without sufficient grounds.

5. Arbitration:

- 5.1. The resultant contract will be interpreted under Indian Laws. Any legal disputes arising out of this are subject to jurisdiction of Agartala only.
- 5.2. Disputes or differences between the Tender Inviting Authority and the agency, if any, arising under the contract, shall be referred to the arbitration of sole-arbitrator to be appointed by the mutual consent of both the parties. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Agartala and decision on the arbitrator shall be final and binding upon the parties hereto.

INSTRUCTION TO BIDDERS

1. Instruction to Bidders:

- 1.1. Bidder shall download and carefully read all terms conditions and other contents of the DNIT. Bidder can also collect the tender document from the Directorate of Employment Services & Manpower Planning, Tripura. DNIT has to be submitted back after signing (ink signed) each page as a part of technical bid and as a proof of acceptance of all terms condition in the DNIT. Bidders to note that the very act of submission of DNIT shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender..
- 1.2. Bidder shall fill the necessary information in Annexure-I & II & put signature with stamp/seal, and then submit with the **Technical Proposal (Cover-I)**. If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their EMD will be forfeited.
- 1.3. Bidder has to quote the rate as per instruction and submit the same in the separate sealed Financial cover only.
- 1.4. The bidders are cautioned that submission of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the tender.
- 1.5. The bidder shall bear all the costs associated with the preparation and submission of the bid.
- 1.6. Each bidder shall submit only one bid for the work.

2. Documents to be Submitted with the bid:

- 2.1. Sealed tenders are to be submitted in two folders, one in '**Technical Proposal (Cover-I)**' & the other is '**Financial Proposal (Cover-II)**' before the prescribed date & time. Both Technical Proposal and Financial Proposal will be submitted concurrently.
- 2.2. **Following Documents to uploaded in the 'Technical Proposal (Cover-I)' folder:**
 - i. Self attested copy of Trade License & Firm Registration Certificate.
 - ii. Self attested copy of work experience with proof.
 - iii. Signed and Stamped Copy of this DNIT as token of acceptance of all the terms & condition of the entire tender document.
 - iv. Self attested copy of PAN Card and GST registration letter.
 - v. Copies of Income Tax Return of last three years.
 - vi. Copy of Detailed Class Plan.

- vii. Copy of list of faculty members with experience certificate.
- viii. Copy of the filled Bidder's Information Sheet as per proforma given in Declaration as per **Annexure-I**, Undertaking as per **Annexure-II** in a single pdf file. [Bidder shall fill the necessary information & put ink signature with stamp/seal, and finally those documents should be submitted]
- ix. Demand Draft (Both EMD and Tender fee)

2.3 'Financial Proposal (Cover-II)' should be submitted as per the following format in a separate sealed financial bid cover.

FORMAT

Tender Inviting Authority: Director, Employment Services & Manpower Planning, Agartala

Name of Work: Tender for opening of non-residential coaching center

Name of the Bidder/ Bidding Firm / Coaching Center with Address : _____

Sl. No.	Item Description	Total hours(@ 1hour per class/4 class per day/two session per week/3 months)	Units	Total cost per student/ 1 hour	GST Amount in INR Rs. P	TOTAL AMOUNT Without Taxes col (7) = (3) x (5) in Rs. P	TOTAL AMOUNT With Taxes col (8) = sum (6) to (7) in Rs. P
1	2	3	4	5	6	7	8
1	Coaching Center						
1.01	Opening of non-residential Coaching Center at Agartala	96.00	hours				
1.02	Opening of non-residential Coaching Center at Udaipur	96.00	hours				
1.03	Opening of non-residential Coaching Center at Dharmanagar	96.00	hours				
Total in figures							
Quoted rate in words							

BIDDER'S INFORMATION SHEET

1	Name of the Bidder/Farm/Organization:	
2	Full address of Bidder's organization :	
3.	Telephone no :	
	E-mail address :	
3.	TIN / PAN No. :	
5	GSTN :	
6	<u>Details of EMD</u> Amount:	
	Bank:	
	Branch:	
	DD Number :	
7	<u>Legal Status of Bidder:</u> Proprietary firm/Ltd. company/ partnership firm/ Government Organization(Central / State / PSUs)	
8	<u>Particulars of Registration with Government</u> <u>Body</u> Organization/Place of registration:	
	Registration No. :	
9	<u>Contact Person:</u> Name:	
	Mobile No:	
10	List of Clients, Govt. as well as reputed private organizations	

I do hereby certify that the above mentioned particulars are true and correct.

(Signature of the bidder)

Date:

Name:

Place:

Seal:

DECLARATION AND UNDERTAKING BY THE BIDDER

To
The Director
Employment Services & Manpower Planning
Office Lane, Agartala-799001

Subject: Self-declaration in respect of submission of bid for opening of non-residential coaching centers at Agartala / Dharmanagar / Udaipur.

Ref: No e-Tender No. No F.3(156)/DESMP/SSC-IBPS/2016/

Dear Sir,

I / We hereby agree to abide by all terms and conditions laid down in tender document referenced above.

2. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

3. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that my/our firm/agency/company doesn't have any existing litigation, never blacklisted, and terminated by any client in India.

4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last 2(two) years.

(Signature of the bidder)

Name:

Seal

Date:

Place: