No F.13(47)-RD(TRLM)/2018/4972-73
GOVERNMENT OF TRIPURA
TRIPURA RURAL LIVELIHOOD MISSION
RURAL DEVELOPMENT DEPARTMENT
Dated, Agartala the 3/10/2019

Detailed Notice Inviting e-Tender (DNIT) from Event Management for CxO Meet and One Job Fair at Agartala under Tripura Rural Livelihood Mission, Rural Development Department.
## INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I</td>
<td>Bid Data Sheet</td>
<td>1</td>
</tr>
<tr>
<td>Section II</td>
<td>Notice Inviting e-Tender</td>
<td>2</td>
</tr>
<tr>
<td>Section III</td>
<td>Scope of Work,</td>
<td>3</td>
</tr>
<tr>
<td>Section IV</td>
<td>Information to Bidders</td>
<td>4-13</td>
</tr>
<tr>
<td>Section V</td>
<td>General Conditions of the Contract</td>
<td>13-15</td>
</tr>
<tr>
<td>Section VI</td>
<td>Instruction to Bidder</td>
<td>16-19</td>
</tr>
</tbody>
</table>

## Annexure

I. Proforma for submitting Bidder’s information                                      | P | 19 |
II. Proforma for Self-declaration and undertaking by the bidder                      | P | 20 |
III. Description of Bill of Quantity Template                                         | P | 21 |
IV. Performance Certificate Format                                                   | P | 22 |
V. Model Bank Guarantee format for performance security                               | P | 23 |
VI. Proforma for Letter of Authorization for attending Pre-Bid meeting                | P | 24 |
VII. Proforma for Turnover Certificate                                               | P | 25 |
Section 1
BID DATA SHEET

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>e-Tender Inviting Authority</td>
<td>CEO,TRLM</td>
</tr>
<tr>
<td>2</td>
<td>Name of the Work</td>
<td>Event Management for CxO Meet and One Job Fair at Agartala under Tripura Rural Livelihood Mission</td>
</tr>
<tr>
<td>3</td>
<td>e-Tender Reference ID</td>
<td>No F.13(47)-RD(TRLM)/2018/2</td>
</tr>
<tr>
<td>4</td>
<td>*Date of publishing of e-Tender</td>
<td>05/10/2019</td>
</tr>
<tr>
<td>5</td>
<td>*Period of downloading of Bidding Documents at <a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Seek clarification start date</td>
<td>05/10/2019</td>
</tr>
<tr>
<td>7</td>
<td>Seek clarification end date</td>
<td>13/11/2019</td>
</tr>
<tr>
<td>8</td>
<td>Date of Pre-bid meeting</td>
<td>14/11/2019</td>
</tr>
<tr>
<td>9</td>
<td>*Start Date of submission of e-Tender (both Qualification Criteria &amp; financial)</td>
<td>06/10/2019</td>
</tr>
<tr>
<td>10</td>
<td>*Last Date of submission of e-Tender (both Qualification Criteria&amp; financial)</td>
<td>20/11/2019</td>
</tr>
<tr>
<td>11</td>
<td>Tender Fee</td>
<td>₹ 1500/-</td>
</tr>
<tr>
<td>12</td>
<td>Earnest Money Deposit (EMD)</td>
<td>2% of total cost</td>
</tr>
<tr>
<td>13</td>
<td>*Time and Date of Opening of Bid(s)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Time and Date of Opening of Financial Bid(s)</td>
<td>22/11/2019. Any changes will intimate through newspaper and upload in the website.</td>
</tr>
<tr>
<td>15</td>
<td>Place of Pre-bid demonstration/ Opening of Qualification Criteria and Financial Proposal</td>
<td>Tripura Rural Livelihood Mission, State Mission Management Unit, Bholanandapalli, Opp. Of EPF Office, Kunjaban-799006</td>
</tr>
<tr>
<td>16</td>
<td>Bid Validity</td>
<td>120 days from the date of publishing of the tender</td>
</tr>
<tr>
<td>17</td>
<td>Contract Period</td>
<td>120 days from the date of Award of Contract (AoC)</td>
</tr>
</tbody>
</table>

NB:
(i) *All the above mentioned time are as per clock time of e-procurement portal https://tripuratenders.gov.in

(ii) The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended.
Notice for Extension of e-Tender submission date

F.No.13 (47)-RD (TRLM)/2018/2/

Dated:....../11/2019

The date for e-tender issued vide No.13 (47)-RD (TRLM)/2018/4972-73 dated; 03/10/2019 has been extended till **20th November, 2019 upto 5 PM** from the bonafied Event Management Agencies for CxO Meet and One Job Fair at Agartala under Tripura Rural Development Department, Government of Tripura. The bidders who have submitted the bid along with the EMD, need not to submit the bid again.

Sd/-
Addl. CEO, TRLM
Government of Tripura
1. SCOPE OF WORK:

TRLM intends to select capable Event Management Firms/Companies who shall be responsible for organizing and managing CxO Meets & One Job fair at Agartala from conception to completion stage. The scope of activities would include and not limited to the following:

- Conceptualization of the Event
- Complete Solution to the various aspects of the event such as obtaining various permissions/approvals from TRLM.
- Facilitating Corporates / Employers/ Training Partners/ Candidates depending upon the nature of Event.
- Designing & layout of the Stalls, Branding of Pavilion & VIP lounge, Designing & Developing Theme Areas, Complete Branding of the Exhibition, etc.
- Assessment of requirement of various logistics and arranging the same.
- Hospitality, Protocol & Transportation & liaison support for delegator.
- Travel arrangements for delegates as per requirement of the event.
- Booking & Accommodation arrangements for Delegates/Employer.
- Fooding & Refreshment Arrangement for Delegates/Employers & candidates.
- Hiring and arranging required equipment for the respective event.
- Complete Branding of the Event.
- Audio-Video recording arrangements of whole programme including Cultural Programs during the CXO meet.
- Photography and videography of the events
- Event’s kits for delegates/participants of various events and Mementos for selected personalities and other dignitaries.
- Construction of stalls, VIP Lounge, Gates, etc.
- Designing, Printing & dispatching of invitations to addresses as provided by TRLM.
- Maintaining Public Relations
- Designing creative advertising and promotional activities in consultation with designated media team of TRLM.
- Mass Promotion and publicity of the event through various medium like SMS, WhatsApp, etc.

1.1. The above-mentioned activities are not exhaustive. Depending upon circumstances additions/modifications in the activities to be carried out will be decided by TRLM and the selected agency has to deliver the same. And all the cost will be paid by department on approval.
Section IV
INFORMATION TO BIDDERS

1. Availability of Tender Documents:
   1.1. The tender documents will be available in the website https://tripuratenders.gov.in for download from 06-10-2019, 10.00 AM to 20-11-2019, 5.00 PM
   1.2. All future modification/Corrigendum shall be made available only in the https://tripuratenders.gov.in portal, so bidders are requested to get the updated information themselves from the e-Tender web portal.
   1.3. The interested bidders are requested to download and to go through the instructions/terms conditions/critical dates/eligibility criteria mentioned in the DNIT minutely. Downloaded DNIT has to be uploaded back of the document as a part of Pre-Qualification Criteria and as a proof of acceptance of all terms condition in the DNIT.

2. Qualification Criteria
Bidders shall meet the following qualification criteria. Bidders failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. TRLM shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Eligibility Criteria</th>
<th>Supporting Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The applicant shall be a single entity/ consortium registered as a Company under the Companies Act 2013 or Companies Act, 1956, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860 &amp; Should have been in existence in India for the last five years.</td>
<td>Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association / Partnership Deed.</td>
</tr>
<tr>
<td>2.</td>
<td>The agency must be registered in India with appropriate tax and other administrative authorities.</td>
<td>GST Registration Certificate &amp; PAN Card.</td>
</tr>
<tr>
<td>3.</td>
<td>The organization should have had an average annual business turnover of at least Rs. 1.5 crores in the last 3 financial years, 2016-17, 2017-18, 2018-19.</td>
<td>Copy of Company’s Audited/ Certified Balance sheet &amp; copy of Turnover Certificate from the reputed Chartered Accountant.</td>
</tr>
</tbody>
</table>
3. Pre-Bid Meeting and Seeking Clarification:

3.1. A prospective bidder requiring any clarification of the Bid Documents shall submit query to the e-Tender Inviting Authority (e-TIA) online (email at ceotrlm@gmail.com/ addlceotrlm@gmail.com) before Seek clarification end date as mentioned in Section I (Bid Data Sheet) as per following format:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name and number of section /annexure / Pg. No. of tender</th>
<th>Query</th>
<th>Description of requested change</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

3.2. The e-Tender Inviting Authority will hold a pre bid meeting with the prospective bidders, if required. Dates and place of the Pre-Bid Meeting have been mentioned in Section I (Bid Data Sheet). Queries received from the
prospective bidders over email will be addressed during the meeting. Maximum of one representative from an Agency will be permitted to attend Pre Bid meeting. The authorized representatives of bidders, who intend to attend the Pre-Bid meeting are to bring with them letter of authority as per proforma given at Annexure-VI from the corresponding bidder.

3.3. Any clarification issued by e-Tender Inviting Authority in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to an amendment of relevant clauses of bid document which would be notified through a corrigendum.

4. Amendment of Tender Document:
The e-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. All such future Addendum/Corrigendum, if issued, shall be made available only in the https://tripuratenders.gov.in portal. Registered Bidders shall be notified of the related Corrigendum(s) by e-mail. However, Tender Inviting Authority shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the website frequently to check whether there is any related Corrigendum(s) or not.

To give prospective bidders reasonable time to take an addendum into account in preparing bid, the e-Tender Inviting Authority , if felt necessary, may extend the last date of submission of the bid.

5. Bid Validity Period:
5.1 The bid for the work shall remain valid for acceptance for a period 120 (One Hundred and Twenty) days from the publishing date of this e-Tender.

5.2 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.

5.3 In exceptional circumstances, prior to expiry of the original time limit, the e-TIA may request the bidders to extend the period of validity for a specified additional period. Such request to the bidders shall be made in writing. A bidder may refuse the request without forfeiting his EMD. A bidder agreeing to the request will not be permitted to modify his bid.
6. 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.

7. Schedule of Submission of Bid:
7.1. Online submission of bids will commence on 06-10-2019, 10.00 AM and remain open 20-11-2019 upto 5.00 PM. Bids must be submitted within the Bid Submission start and end date and time specified in DNIT.

7.2. Bidders are allowed to bid 24x7 until the time of Bid Closing.

7.3. TRLM 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 Treasuries, Finance Department, Government of Tripura and Bidders will remain same as previously.

7.4. The e-Procurement application https://tripuratenders.gov.in will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in DNIT.

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

9. Contract Period:
The contract is to commence from the date of Award of Contract to the Service Provider and shall continue for 120 days from the date of AoC, unless it is curtailed or terminated by TRLM.

10. Tender Fee and Earnest Money Deposit (EMD):
10.1. The participating bidder has to pay an amount of Rs1500/- as Tender Fee. Tender Fee that will be paid is Non-Refundable

10.2. The participating bidder has to pay a refundable amount of as Earnest Money Deposit (EMD).

10.3. Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. For online payment of Tender Fee and EMD, 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 TF & EMD amount.

On submission of TF & EMD payment option, System will redirect to the SBI Bank MOPS window.

SBI MOPS will have two option for Net Banking- "SBI" & "Other Banks". Bidder can choose any of the options as desired and can complete the Online Payment process.

10.4. The EMD amount shall be refunded to all the bidders including L1 (Selected) bidder in their respective Bank Account, after the Award of Contract (AoC) event is completed in the Tripura eProcurement Portal on receipt of Performance Bank Guarantee from the L1 (selected bidder).

10.5. No interest will be paid to the bidders on EMD submitted.

10.6. EMD of the bidder may be forfeited if in case it is found that bidder has made false Declaration or Claims.

10.7. If the agency/organization fails to carry out/ implement the work after Award of Contract.

10.8. Bidders exempted under specific Government order/ rules from submitting EMD have to furnish Scanned copy of the related Governments order/rules in English language, along with the tender in support of their claim exemption

11. Rates/ Prices:

11.1. The rates quoted shall remain firm during the period of contract.

11.2. The rates shall be quoted by the bidder entirely in Indian Rupees.

11.3. The prices quoted should be inclusive of all taxes.

11.4. If a firm quotes NIL value, the bid shall be treated as unresponsive and will not be considered.

11.5. The E-Tender Inviting Authority reserves the rights to reject those bid(s) which are abruptly high /low.

12. Conflict of Interest:

A bidder shall not have conflict of interest with anything.
13. Mode of Submission of Bid:

13.1. The interested bidders may submit their online copy of the bid at https://tripuratenders.gov.in on or before last date of submission of Bid documents. The bidder(s) may note that ONLINE BIDS will ONLY be accepted. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.

13.2. The Bidder shall follow all the instructions given at Section-VII (Instruction to Bidders) for submission of on-line bid.

13.3. The Bidder shall examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all informations 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.

14. Bid Opening:

14.1. The Bid(s) will be opened online in the portal on the date, time and venue mentioned at Section-I (Bid Data Sheet).

14.2. 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 e-tenders will be opened on the next working day at the same time.

14.3. Due to any technical issue/unavailability of internet connectivity the date and time of opening of online Qualification Criteria may be differed until availability of connectivity/ resolving the technical issue.

14.4. Summary of Bid opening shall be uploaded in the Tripura Tender Portal.

14.5. Financial Bids of those vendors who fulfil Qualification Criteria shall be opened online. The date for which will be communicated to the vendors through system generated Email/ SMS. Bidder should also check the Tripura Tender portal (https://tripuratenders.gov.in) on regular basis for any update.

14.6. In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.
15. Evaluation of Bid:

15.1. Bids will be evaluated by the Tender Evaluation Committee to be formed for the purpose by the Tripura Rural Livelihood Mission, Rural Development Department, Government of Tripura.

15.2. The Tender Evaluation Committee shall evaluate the Qualification Criteria as per the response to the DNIT and supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, the bid shall not be considered for evaluation and will be summarily rejected.

15.3. Incomplete and conditional tenders will not be entertained.

15.4. The Tender Evaluation Committee may call upon any bidders for clarification on the statements and supporting documents/documentary evidence relating to the Qualification Criteria. The bidder has to furnish the clarification called for in writing within the stipulated time as fixed by the Tender Evaluation Committee. And in case of failure to do so the bidder may be considered disqualified.

15.5. The offer of the qualified bidders(s) shall be selected for opening of Financial Bid online only. The date of opening of Financial Bid(s) will be communicated to the concerned vendors through system generated e-mail/SMS.

15.6. The Automatic generated computerized Comparative Statement (BOQ Comparative Chart) to be displayed in the Financial Bid Opening Summary page of the E-Tender portal will not be final. The Bid Evaluation Committee will prepare an ‘Evaluation Statement’ considering all parameters as per conditions given in the bid document. This ‘Evaluation Statement’, will be uploaded along with the details of Evaluation Committee in the e-procurement portal subsequently for information to the bidders.

15.7. The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations and the decision of the Committee in the matter of evaluation of the bids shall be final and abiding.

15.8. The Tender Evaluation Committee reserves the right to relax any terms and condition in the Govt. interest, with the approval of competent authority.
15.9. In case of any ambiguity, the decision taken by Bid Accepting Authority on bids shall be final.

15.10. Decision of Tender Evaluation Committee (TEC) shall not be final regarding Award of Contract. Award of Contract can only be issued based on approval of recommendation of appropriate Purchase Committee by the Competent Authority (CA).

16. Performance Security:

16.1. Successful bidder has to furnish “Performance Bank Guarantee” as per Performance Security for an amount equal to 5% of the total contract value, issued by a Nationalized Bank having Branch at Agartala in the format provided in Annexure-V in favour of Tripura Rural Livelihood Mission Society, Rural Development Department. The successful bidder will be notified in writing to deposit said “Performance Bank Guarantee” within 15 days of issue of the letter. The validity of Performance Guarantee shall be at least 12 months from the date of issue of Award of Contract. Any request for time extension by a bidder will not be accepted.

16.2. On receipt of the “Performance Bank Guarantee” from the selected Bidder, Tripura Rural Livelihood Mission, Rural Development Department shall scrutinize the received instrument for its authenticity and validity for the Amount and Period.

16.3. 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 Performance Bank Guarantee, part/whole (as per decision of Tripura Rural Livelihood Mission, Rural Development Department, Government of Tripura), will be forfeited from the guarantor.

16.4. The Performance Security will be released as per banking protocol on completion of the successful execution of the task.

17. Award of Contract:

17.1. Tripura Rural Livelihood Mission will award the contract to the bidder, based on approval of CA, who is found eligible as per Qualification Criteria & Financially Qualified as per the bid conditions and whose Offer Rate is lowest.
17.2. The bidder whose bid has been accepted will be notified in writing to deposit “Performance Bank Guarantee” within 15 days of issue of the letter.

17.3. The bidder should appear before the tender inviting authority within 15 days after issuing of letter with all the original copies of all the submitted documents and “Performance Bank Guarantee” obtained from a Nationalized / Scheduled Bank and sign an agreement in the form prescribed by the Tripura Rural Livelihood Mission (TRLM) for the due fulfilment of the contract.

17.4. Failure to attend the Tripura Rural Livelihood Mission on the date fixed, in the written intimation, to enter into the required agreement shall entail forfeiture of the Earnest Money deposited.

17.5. 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.

18. Corrupt or Fraudulent Practices:

The Government requires that the bidders / Service Provider under Government financed contracts, observe the highest standard of ethics during the procurement and 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 Service Provider/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.

19. Address for Communication:
All the communications with respect to the tender shall be addressed to: The Chief Executive Officer, Tripura Rural Livelihood Mission, State Mission Management Unit, Bholanandapalli, Opp. Of EPF Office, Kunjaban-799006.

20. Right to Accept any Bid and to Reject any or all Bids:
Tripura Rural Livelihood Mission, Rural Development Department, 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.

Section V
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 Company/Firm/Agency/Individual Service Provider.

2. Terms of Payment:
2.1. No claim for interest in case of delayed payment will be entertained by the Tripura Rural Livelihood Mission, Rural Development Department, Government of Tripura.

2.2. No advance payment shall be made including payments of handling charges/service charges/GST charges etc. under any circumstances to the bidder.

2.3. All remittance charges will be borne by the bidder.

2.4. In case the bidder fails to execute the contract, Tripura Rural Livelihood Mission shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
2.5. 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.

2.6. The bill in triplicate may be sent to Tripura Rural Livelihood Mission, Rural Development Department, Government of Tripura for settlement after submitting the final security audit certificate for all the applications after each quarterly assessment.

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 Service Provider/ Bidder as per the respective law in force at the time of execution of contract. Tripura Rural Livelihood Mission, Rural Development Department, 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 e-Tender Inviting Authority may make the award to any other bidder at the discretion of e-Tender Inviting Authority or call for new bids.

4.2. The contracting agency will be bound by the details furnished to Tripura Rural Livelihood Mission, Rural Development Department, 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 Service Provider 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 Tripura Rural Livelihood Mission, Rural Development Department, 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 e-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 e-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.

6. Force Majeure:

6.1. The agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract if it is the result of an event of Force Majeure.

6.2. For purposes 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. Such events may include, but are not limited to, acts of the e-Tender Inviting Authority either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, strikes, earthquakes and freight embargoes.

6.3. If a Force Majeure situation arises, the agency shall promptly notify the e-Tender Inviting Authority in writing of such conditions and the cause thereof. Unless otherwise directed by the e-Tender Inviting Authority in writing, the agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
INSTRUCTION TO BIDDERS

1. Instruction to Bidders:

1.1. Possession of valid Digital Signature Certificate (DSC) and enrolment/ registration of the contractors/ bidders/ agencies on the e-procurement/ e-tender portal (https://tripuratenders.gov.in) is a prerequisite for e-tendering. For detailed instruction for online registration and submissions of bid through e-procurement module, the bidders are requested to visit the website https://tripuratenders.gov.in [(i) https://tripuratenders.gov.in/nicgep/app?page=HelpForContractors&service=page and (ii) https://tripuratenders.gov.in/nicgep/app?page=BiddersManualKit&service=page ]

1.2. Bidder shall download and carefully read all terms conditions and other contents of the DNIT. Downloaded DNIT has to be uploaded back as a part of Qualification Criteria bid and as a proof of acceptance of all terms condition in the DNIT. Bidders to note that the very act of using DSC for uploading their offers 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 e-tender.

1.3. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the e-tender document. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the e-tenders. Bid documents should be scanned with 100 dpi with black and white option.

1.4. Bidder shall take printout of the bidding document (Annexure-I, II, III). He / She shall fill the necessary information & put signature with stamp/seal, and then scan them into PDF (PDF should be scanned with 100 dpi). Finally those documents should be uploaded (with digital signing) in Qualification Criteria (Cover-I).

1.5. 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.

1.6. Do not quote any rate in the BOQ screenshot (Annexure – III) / anywhere in DNIT. Bidder has to download the BOQ excel sheet from Tripura Tender Portal and quote the rate along with other necessary information as sought and upload the same in the Financial cover only.
1.7. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the e-tender.

1.8. No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.

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

1.10. The time settings fixed in the server side & displayed at the top of the e-tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

1.11. Each bidder shall submit only one bid for the work. A bidder who submits more than one bid (may obtaining different user ID) will cause disqualification of all the bids submitted by the bidder.

1.12. Resubmission/ Re-uploading of bid is allowed before the date and time of closing of the bid.

2. Documents to be Submitted Online:

2.1. e- Tenders are to be submitted in two folders, one in ‘Qualification Criteria (Cover-I)’ & the other is ‘Financial Proposal (Cover-II)’ before the prescribed date & time. Booth Qualification Criteria Proposal and Financial Proposal will be submitted concurrently.

2.2. Following Documents to uploaded in the ‘Qualification Criteria (Cover-I)’ folder (Legible scan copy in PDF format (to be scanned in 100 dpi resolution)):

i. Scanned copy of Incorporation / Registration Certificate / authorized letter issued by the Head of the Organization and Scanned copy of valid empanelment certificate from Cert-In in a single file.

ii. Scanned copy of work Completion Certificates (as per Annexure-IV) / Sanction Orders of the Government Departments/Government Organizations in a single pdf file.

iii. Signed and scanned copy of the turnover declaration certificate as per Annexure VII.

iv. Signed and Stamped Copy of this DNIT as token of acceptance of all the terms & condition of the entire tender document.
v. Scanned copy of PAN Card and GST registration letter and copies of Income Tax Return of last three years in a single file.

vi. Power of Attorney in the name of authorized signatory.

vii. Scanned copy of the filled Bidder’s Information Sheet as per proforma given in Declaration as per Annexure-I, Undertaking as per Annexure-II and Description of Bill of Quantity Template given in Annexure-III in a single pdf file. [Bidder shall take printout of Annexure-I, Annexure-II and Annexure-III and shall fill the necessary information & put ink signature with stamp/seal, and then scan them into a single PDF file. Finally those documents should be uploaded]

**Note:** If any of the above mentioned documents is not applicable for a particular Bidder than he / she shall prepare a PDF Document containing the remark as ‘NOT APPLICABLE’ WITH NAME OF THE BIDDER & ADDRESS and upload the same in the relevant Folder.

22.3 ‘Financial Proposal (Cover-II)’ should be submitted as per the Bill of Quantity (BOQ) MS-Excel File.

Bidder has to download the BOQ excel sheet from Tripura Tender Portal and quote the rate along with other necessary information as sought and upload the same in the Financial cover. Please follow the below process to do so –

a. The bidders are requested to first download the BOQ file corresponding to this tender from the https://tripuratenders.gov.in and save it without changing the name of the file.

b. To quote the price, bidders are requested to open the downloaded BOQ file and enable macros on it.

c. After that they will get an area to quote their price and name of the Farm/Organization and save it **without changing the name of the BOQ file** *(bidders cannot allow to alter the name of BOQ file)* and upload the same after digital signing.

d. Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and bids uploaded with Tampered BOQs will be summarily rejected.

e. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the tender.
### BIDDER'S INFORMATION SHEET

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Name of the Bidder/Farm/Organization:</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Full address of Bidder's organization:</td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Telephone no:</td>
<td>E-mail address:</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>TIN / PAN No.:</td>
<td></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>GSTN:</td>
<td></td>
</tr>
</tbody>
</table>

#### Legal Status of Bidder:
- Proprietary firm/Ltd. company/ partnership firm/ Government Organization(Central / State / PSUs)

#### Particulars of Registration with Government Body
- Organization/Place of registration:
- Registration No.:   

#### Contact Person:
- Name: 
- Mobile No: 

#### List of Clients, Govt. as well as reputed private organizations

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

---

Date:  
Place:  
Name:  
Seal:  

(Signature of the bidder)

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Page 19
To
The CEO, TRLM
Rural Development Department, Government of Tripura
Bholanandapalli, Opp. Of EPF office
P.O. Kunjaban, Agartala, PIN-799006

Sub: Self-declaration in respect of submission of bid “Event Management for CxO Meet and Job Fairs under Tripura Rural Livelihood Mission, Rural Development Department”.

Ref: No e-Tender No. No F.13(47)-RD(TRLM)/2018/2.

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)

Date: Name:
Place: Seal:
Tender Inviting Authority: Tripura Rural Livelihood Mission, Rural Development Department.

Name of Work: CxO Meet and Job Mela

Contract No. F.No. 13(47)-Rd(TRLM)/2018/2

Name of the Bidder/Bidding Firm:

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**PRICE SCHEDULE**

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder name and Values only)

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TEXT</th>
<th>NUMBER</th>
<th>TEXT</th>
<th>TEXT</th>
<th>NUMBER</th>
<th>TEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sl.No.</td>
<td>Item Description</td>
<td>Quantity</td>
<td>Units</td>
<td>Quoted Currency in INR/Other Currency</td>
<td>OFFERED RATE INCLUSIVE OF ALL TAXES (To be entered by the Bidder IN FIGURES) Rs. P</td>
<td>TOTAL AMOUNT WITH TAXES Rs. P</td>
</tr>
<tr>
<td>1</td>
<td>Event management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.01</td>
<td>CxO Meet and Job Mela</td>
<td>1</td>
<td>Nos</td>
<td>INR</td>
<td>0</td>
<td>INR Zero Only</td>
</tr>
</tbody>
</table>

Total in Figures

<table>
<thead>
<tr>
<th>Quoted Rate in Words</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>INR Zero Only</td>
<td></td>
</tr>
</tbody>
</table>

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Date: Name: Place: Seal:

(Signature of the bidder)
PERFORMANCE CERTIFICATE FORMAT

(On Office Letter Head with complete address, email, contact telephone number & fax number)

Ref. No.......................... Date:...............  

TO WHOM IT MAY CONCERN

This is to certify that, M/s ................................................... (Bidders name with complete address) has executed the work/supply order issued by ................... (Work/Supply Order Issuing Authority) vide no..................... dated.............. (Work/Supply Order No. and date) for .............................................................. (Name of the Work/ Supply Order) amounting Rs............ (in figures) (Rupees......................... in words) successfully within the stipulated time frame.

This is also certified that payment(s) to M/s ................................................... (Bidders name with complete address) has been made after successful execution of the aforesaid work amounting Rs........................................ vide ................... ................... ................. (mode of payment with date) respectively.

(Any other Remarks by the Order Issuing Authority.)

(Signature of the client)

Date:.............................................. Name:..............................................

Place:.............................................. Seal:..............................................
PERFORMANCE SECURITY BOND FORM

(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)

To
The Chief Executive Officer
Tripura Rural Livelihood Mission
Rural Development Department, Government of Tripura
Bholanandapalli, Opp. Of EPF Office
P.O. Kunjaban, Agartala, PIN-799006

WHEREAS (name and address of the agency) (hereinafter called “the agency”) has undertaken, in pursuance of contract no. ............................................. dated ................................to provide services as Authorized Agent (description services) (herein after called “the contract”)

AND WHEREAS it has been stipulated by you in the said contract that the Service Provider shall furnish you with a bank guarantee by a Nationalized Public Sector Scheduled Commercial Bank recognized by you for the sums specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the agency, up to a total of ...................................................(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ......... ............ day of .......... 2019

Name of Bank: ..................................................

Branch : ..................................................

Address : ..................................................

Phone No.: ..................................................

(Signature of the authorized officer of the Bank)

Name, Designation & Code No: ..................................................

Date: ..................................................

Seal: ..................................................
LETTER OF AUTHORIZATION FOR ATTENDING PRE-BID MEETING

Subject: Authorization for attending Pre bid meeting on ------------------(date) in the e-tender no.

Following persons are hereby authorized to attend the Pre bid meeting for the e-tender mentioned above on behalf of ---------------(Bidder) in order of preference given below.

<table>
<thead>
<tr>
<th>Order of Preference</th>
<th>Name</th>
<th>Specimen signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alternate Representative

Signatures of bidder or

Officer authorized to sign the bid documents on behalf of the bidder.

**Note:**
Maximum of one representative will be permitted to attend Pre bid meeting. Alternate representative will be permitted when regular representative are not able to attend.
TURNOVER CERTIFICATE

In reference to NIT No. _______ dated _______ of CEO, TRLM, R D Department, Government of Tripura, I/We hereby confirm and certify that during the financial years FY-2016-17 (i.e. for the year ended 31st March, 2017), FY-2017-18 (i.e. for the year ended 31st March, 2018) and FY-2018-19 (i.e. for the year ended 31st March, 2019), the Turnover/Gross Receipt of my/our firm/company M/s ______________________________, Office Address: _______________________________ of M/s _______________________________ (Full Name and address of the Company/Firm) as per Income Tax Return from Security Audit services are as follows-

1. Turnover/Gross receipts from Security Audit services for the FY: 2016-17 Rs. _______________________________ (Rupees _______________________________) only.

2. Turnover/Gross receipts from Security Audit services for the FY: 2017-18 Rs. _______________________________ (Rupees _______________________________) only.

3. Turnover/Gross receipts from Security Audit services for the FY: 2018-19 Rs. _______________________________ (Rupees _______________________________) only.

I/ We also confirm that turnover/ Gross Receipt of the firm/ company M/S _______________________________,
Address: _______________________________ during FY: 2016-17, 2017-18 and 2018-19 is not less than average annual turnover of Rs. 20 lakhs from Security Audit services.

I/We hereby unconditionally undertake that if the information furnished above by me/us are found false or tampered the e-Tender Inviting Authority shall without prejudice to any other right or remedy be at liberty to reject this e-tender/bid including the forfeiture of the full Earnest Money Deposit (EMD).

Place: _______________ Yours faithfully

(Signature of the Bidder with Official Seal)

Date: ___________