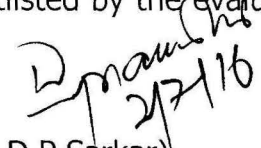


## **EXPRESSION OF INTEREST FOR ENGAGEMENT OF AGENCY**

Government of Tripura,  
Department of Agriculture,  
Directorate of Agriculture

EOI No.F.15(159)-AGRI(Plan)/2015-16/Part/,2329 DATED, 02-07-2016.

On behalf of the Governor of Tripura, EXPRESSION OF INTEREST for engagement of Agency for "**PREPARATION OF AGRICULTURAL DEVELOPMENT POLICY FOR TRIPURA STATE**" in sealed cover are invited from the registered agency/company/firm who have their registered office in India. The firm/company should have an experience in preparation of at least 2(two) such plans for the Agriculture & allied sectors and also for monitoring and evaluation studies under any State/ Central Govt. schemes during last 3 to 5 years. Detail terms and conditions will be available on payment of Rs. 1000/- (non-refundable) in the form of Demand Draft/D-at-call, in favour of Asstt. Director (DDO), Directorate of Agriculture, Govt. of Tripura on any Nationalized Bank/Scheduled Bank recognized by RBI having branch/branches at Agartala), from the Planning section of the Directorate of Agriculture during office hours on all working days from 11-00 to 15-00 HRS **up to 27-07-2016** on production of attested copies of valid registration certificate and audited certificates of average annual turnover of not less than Rs. 2.00 (Two) crore during the last three financial years and EOI will be received by the undersigned up to 15-00 HRS on 29-07-2016 and date of opening of EOI is on 29-07-2016 at 16-00 HRS (if possible). The same may also be downloaded from the Website **www.tenders.gov.in** and **www.agri.tripura.gov.in** in but in that case, cost of EOI documents i.e Rs. 1000/- (non-refundable) should be submitted along with the EOI through Demand Draft/D-at-call in favour of Asstt. Director (DDO), Directorate of Agriculture, Govt. of Tripura issued by any Nationalized/Scheduled Bank recognized by the RBI having Branch/Branches at Agartala. **The Firm/bidder has to submit the EOI in Two Bid System i.e Technical & Financial Bid separately.** The shortlisted firms/bidders according to score card shall have to make a presentation on the methodology that will be followed regarding preparation of **AGRICULTURAL DEVELOPMENT POLICY FOR TRIPURA STATE** before a committee to be notified by the authority. Financial Bids will be opened only in respect of those firms/bidders who will be shortlisted by the evaluation committee after presentation by the firms/bidders.

  
(Dr. D.P.Sarkar)  
Director of Agriculture  
Tripura.

## INVITATION FOR PROPOSALS (IFP)

The Department of Agriculture, Government of Tripura invites the proposals for engagement of **"PREPARATION OF AGRICULTURAL DEVELOPMENT POLICY FOR TRIPURA STATE"**.

1. The detailed documents of " **EXPRESSION OF INTEREST** " (EoI) are available in the office of the undersigned at the cost of Rs. 1000/- (Rupees One Thousand) only (Non-refundable) in the shape of Demand Draft in favour of Asstt. Director (DDO), Directorate of Agriculture, Tripura from 11-00 HRS to 15-00 HRS on working days **up to 27-07-2016** on production of attested copies of valid registration certificate and audited certificates of average turnover of Rs. 2.00 (Two) crore during the last three financial years each.
2. The IFP documents are also available on the website [www.tenders.gov.in](http://www.tenders.gov.in) and [www.agri.tripura.gov.in](http://www.agri.tripura.gov.in) for download. In case of documents are downloaded, a Demand Draft worth of Rs. 1000/- (Rupees One Thousand) only (Non-refundable) in the shape of Demand Draft in favour of Asstt. Director (DDO), Directorate of Agriculture, Tripura shall have to be deposited along with the filled in documents/ E.O.I.
3. Proposals will be received **up to 15-00 HRS on 29<sup>th</sup> July, 2016** by hand dropping or by post. Proposal received after the schedule time i.e. up to 15-00 HRS on 29<sup>th</sup> July, 2016 either by hand dropping or by post will be treated as cancelled/invalid one. The Department will not be liable for any kind of postal delay for any reason.
4. If 29<sup>th</sup> July, 2016 becomes Govt. holiday for any reason the last date for receiving such proposal will be up to 15-00 HRS of next working day.
5. Director of Agriculture, Government of Tripura reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.
6. Time, Date and Place for opening of Proposals: 16-00 HRS, on 29<sup>th</sup> July, 2016 at  
Directorate of Agriculture,  
Department of Agriculture  
Government of Tripura,  
Krishi Bhawan, Agartala – 799001

7. Address for Communication:

Director of Agriculture,  
Department of Agriculture  
Government of Tripura,  
Krishi Bhawan, Agartala – 799001

DETAILS OF  
"PREPARATION OF AGRICULTURAL DEVELOPMENT POLICY FOR TRIPURA STATE".

**1. Background:**

Tripura is one of the eight states in the north eastern part of India. The state has a total area of 10,492 sq.km with 84 % international border with Bangladesh. The economy of the state is basically agrarian. Tripura, is by and large, a hilly terrain with small hills and hillocks criss-crossing the valleys. Out of 10.49 lakh hectares of land , 2.55 lakh is under net cropped area and 4.74 lakh hectares is under gross cropped area.

**2. Objective:**

The objective of the work is to prepare a development policy document for Agriculture & Allied activities keeping the vision up to 2030 A.D. Expression of Interest is invited from the interested agency to prepare a policy document on Agriculture & Allied Sectors for Tripura.

**3. The Coverage & Methodology :**

The agency shall plan & undertake activities to achieve the objectives outlined above, with special attention in respect of the following:-

- a) The agency shall undertake visits / surveys / discussions / consultations etc to have specific information for formulation of the policy document.
- b) The Agency shall provide sector wise separate chapters in the report in respect of Agri. & Allied Sectors.
- c) The draft report shall be presented to the Department of Agriculture and no portion of it shall be leaked to any other agency/Department.
- d) The Department of Agriculture, Government of Tripura may issue required letters authorizing the agency to contact various Government agencies to procure/collect desired information.
- e) The Agency shall submit the draft report in 10(Ten) copies for study/review and shall submit 50(Fifty) copies of the finalized report to the Deptt. of Agriculture, Government of Tripura after the approval.

**4. The issues on which the agency shall have to make a detailed study to develop a policy document are illustrated below.**

- Policies related to Land
- Policy related to gainful utilization of RoFR land
- Policy related to utilization of Seasonal fallow land
- Policy related to Sustainable Agriculture
- Food and Nutritional Security
- Agricultural Input related policies
- Transfer of Technology related policies
- Water related policies
- Soil related policies
- Climate & environment related policies
- Policies to address farmers in distress (Poverty Alleviation )
- Policies related to ICT application
- Policies related to Agricultural Markets and Marketing
- Policies related to Farm Mechanization
- Policies related to Income Assurance and Crop Insurance
- Agricultural Credit Policies
- Policies for Crop Husbandry
- Policies related to Risk Management
- Policies related to Horticulture(Fruit/ Vegetable/ Flowers/Micro Irrigation/ Post harvest management)
- Watershed Development ( Soil/Water Conservation and utilization )
- Livelihood and microenterprise activities
- Animal Resource Development ( Milk/Meat /Egg Production)
- Establishment of functional linkages with relevant line Departments and Technology Dissemination to the farming community.
- Establishment of Agricultural University with focus on Education, Research and Extension covering the arena of Agri and Allied Activities in the State of Tripura.

**5. For preparing the Agriculture Development Policy, the agency shall have also to be kept the following issues in view.**

- Utilization of land available in Tripura as per the land capability classification along with its probable land use strategy.
- Approach to achieve self sufficiency in production of field crops, vegetables , fruits, meat, milk, egg production in order to have an objective to accomplish the food and nutritional security in Tripura.

- Farming System approach on watershed basis to accommodate allied activities such as animal husbandry, fisheries and forestry to have a holistic ways of land utilization.
- Soil fertility maintenance along with eco- friendly soil erosion control methods to avoid silt deposition in rivers and tributaries and soil fertility enhancement through fertilizers , manures , bio-fertilizers and tree leaf etc.
- Agro-forestry with the introduction of short rotation tree species along with fodder trees in RoFR land as well as in upland undulating with steep slopes.
- Use of eco – friendly pesticides in crops with more emphasis on Integrated Pest Modules.
- Disease surveillance and monitoring with remedial measures both in Animal and fish diseases to avoid loss incurred by the farmers with adequate insurance back up.
- Strengthening research base in Agri and allied activities through establishment of Agricultural University and workable linkage between State / Central Institutes.
- Crop diversification with enhancement in water availability/irrigation/Fertigation models in fruit crops/ Sprinkler/Drip irrigation.
- Restriction imposed on free grazing of animals.
- Research/Demonstration to increase the productivity of animals /poultry birds for affordable supply of animal based products.
- Research /Demonstration for enhancement in Fish Production with introduction of Fisheries Health Card.
- Eco-tourism linked with Agriculture/ Forestry in selected area.
- Contract farming in certain crops/animal production/ornamental or small fish production with an approach to harness export potential in domestic as well as International Market.
- Reduction in drudgery through farm mechanization at enhanced rate.
- Gender issues for proper attention in Agriculture.
- Climate monitoring and risk management in Agri and allied sectors with proper and effective ICT allocation.
- Scope of additional credit facilities to the farmer.
- Creation of cold storage and market conveniences for the producers.
- Organization of FPOs to facilitate the sale of the Agri Products at Profitable margin.

- 6. Time Schedule :** The agency shall be required to submit 1<sup>st</sup> draft report within 90(Ninety) days after award of the work and 2<sup>nd</sup> draft report if required shall have to be submitted after 15 days from the date when it is asked for. The final report shall have to be submitted within 10(ten) days after finalization/approval of the 2<sup>nd</sup> draft report by the competent authority of Deptt. of Agriculture, Government of Tripura.
- 7. Conflict of Interest:** Department of Agriculture, Government of Tripura , Agartala requires that the Agency should provide professional, objective, and impartial advice and at all times hold the Govt.'s interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.
- 8. Right to accept Proposal:** Department reserves the right to accept or reject any Proposal, and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision.
- 9. Clarifications and amendments of EoI Document:** During pre qualification and technical evaluation of the Proposals, Department may, at its discretion, ask Respondents for clarifications on their proposal. The Respondents are required to respond within the time frame prescribed by Department. At any time prior to deadline for submission of proposal, Department may for any reason, modify the IFP. The prospective Respondents having received the IFP shall be notified of the amendments through website and such amendments shall be binding on them.

**10. Payment Terms :**

- a) Up to 10% advance after submission of 1<sup>st</sup> draft report, 25% after the submission of 2<sup>nd</sup> draft report and rest 65% after the submission and acceptance of final report.
- b) The Agency shall furnish a bank guarantee which shall not be less than the amount of advance payment. The validity of this bank guarantee should be for the entire tenure of the assignment.
- c) The Agency shall have to undertake revised survey etc. and submit the revised draft if the information furnished is not found satisfactory to meet the objective of the study.
- d) The amount paid shall be recovered with penal interest if found that the report does not provide all the required information or the report is not based on actual assessment.

**11. Agreement :** The Agency shall have to sign an agreement with the Deptt. of Agriculture, Government of Tripura with regard to meeting of objectives, terms of reference and conditions of the Department. This agreement shall be registered and registration fee is to be borne by the Agency.

**12. Eligibility Criteria for the Agency :**

- a) This invitation is open to any registered Agency/company/ firm who have their registered offices in India. The firm/company should have had an experience in preparation of at least 2(two) such

Plans relating to Agriculture & allied sectors and monitoring and evaluation studies of Government programmes/policies relating to agriculture and allied sectors during the last 3 to 5 years.

- b) Government-owned and semi-government enterprises may participate, only if they are legally and financially autonomous and operate under commercial law in the Country.
- c) The parent company of any subsidiary company, which is seeking qualification on the financial strength of its parent, would have to give a written undertaking that it would bear all financial or contractual liabilities of the subsidiary with regards to this invitation.
- d) The parent company of any subsidiary company, which is seeking qualification on the technical strength of its parent, would have to give a written undertaking that its technical capabilities/resources would be available to the subsidiary company as and when required by Department.
- e) If the Respondent had any relationship in the past or has existing relationship to any Department of Government of Tripura, the certificate of satisfactory performance from the concerned authority of that Department should be provided by the Respondent to Department. Otherwise a self declaration certificate should be submitted by the Bidder that presently not any relationship exists between any Department of Government of Tripura and the Respondent.
- f) The firm/company should have had an average turnover of Rs. 2.00 (Two) crore during the last 3 financial years each as revealed by audited accounts.
- g) The Agency should have in-house experts with required skill sets in Policy formulation, Skill gap analysis, project evaluation, and reporting etc. in Agri. & Allied sectors.
- i) **Earnest Money:** The firm/agency/respondent(s) will have to submit earnest money for Rs. 2.50 lakhs (Two lakhs and Fifty Thousand) only along with the technical bid in the form of Demand Draft in favour of Asstt. Director (DDO), Directorate of Agriculture, Agartala drawn on any Nationalized Bank having branch at Agartala. The earnest money of the successful firm/agency/respondent(s), which would be awarded the work, will be kept with the Department up to the period of 60 days after the acceptance of final Document and for the rest, the earnest money will be returned within 30 days of awarding the contract. The earnest money of the successful firm/agency/respondent will liable to be forfeited to the Govt. account if the firm/Agency/respondent fails to submit the Security deposit as bank guaranty
- ii) The earnest money of the successful bidders, who refuse to undertake the contract after final selection, shall also be forfeited to the Govt. account.

**13. Disqualifications:** Department may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Respondent, if the Respondent has:

- a. Submitted the Proposal documents after the response deadline;
- b. Failed to give security deposit along with the Technical Bid.
- c. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- d. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;

- e. Submitted a proposal that is not accompanied by required documentation or is non-response,
- f. Failed to provide clarifications related thereto, when sought;
- g. Submitted more than one Proposal
- h. Declared ineligible by the Government of India/State/UT Government for corrupt and fraud practices or blacklisted.
- i. Submitted a proposal with price adjustment/variation provision

#### **14. Authentication of Originality :**

The Agency should submit notary attested copies of relevant documents along with technical bid.

#### **15. Mid Term Appraisal :**

The Agency shall identify a minimum of three different stages for entire programme and shall be required to report about the progress of works at each stage.

#### **16. Submission of Proposal :**

The interested organization may send offers for preparation of Policy document for Agri & Allied Sectors in Tripura to the Agriculture Department, Government of Tripura in sealed cover.

- a) The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical bid for preparation of Policy document for Agri & Allied Sectors in Tripura for the state of Tripura.**"
- b) and the original and all copies of the Financial Proposal in a separate sealed envelope clearly marked "**Financial bid for preparation of Policy document for Agri & Allied Sectors in Tripura** and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**"
- c) Both envelopes shall be placed into an bigger envelope and sealed. This bigger envelope shall bear the submission address and other information and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE COMMITTEE**" and shall be submitted with a forwarding letter to the **Director of Agriculture, Govt.. of Tripura, Agartala** and may be submitted either in person or by courier/speed post so as to reach to the Krishi Bhawan, Tripura, Agartala before 15-00 HRS on 29<sup>th</sup> July, 2016.

**17.** The completed technical and financial proposals must be delivered at the submission address on or before the time and date stated. Any proposal received after the closing time for submission of proposals shall be considered as invalid one.

#### **18. Documents to be submitted with the bids:**

- a) Proven documents of experience of the Firm as per the eligibility criteria.



- b) Last 3 years audited balance sheet/audited statement of accounts supported by IT Return.
- c) Authenticated copy of certificates of incorporation/registration of the organization
- d) Authenticated copy of Service tax registration certificate.
- e) Service Tax clearance certificate
- f) Manpower qualification and experience certificate.
- g) Photo copy of PAN Card
- h) Declaration in respect of not black listed by any of the State Govt. or Central Govt.
- i) Cost of EOI documents i.e Rs. 1000/- (non-refundable) in the shape of Demand Draft.
- j) Earnest Money Rs. 2.50 Lakhs in the shape of Demand Draft.

**19.** The technical bid should cover the methodology to be adopted by the agency, statistical design and sampling technique, the expertise/ professionals, sought to be engaged, their qualification/expertise etc. Only the technical bid will be opened in the first instance and short-listed. **The short-listed agency will be required to make a presentation before a committee (Evaluation Committee)** to be constituted by the Deptt. for this purpose. Any proposal received in any other form shall be automatically rejected.

**20.** A fresh list of firms/bidders based on the assessment made by the Evaluation Committee after the presentation will be drawn up. Financial bids will be opened only in respect of those firms/bidders who have been short-listed and graded by the Evaluation Committee on the basis of presentation.

**21.** The Deptt. of Agriculture, Government of Tripura shall reserve the right to accept or reject any or all the EOI without assigning any reason(s) whatsoever.

**22. Amendment to EOI:** At any time prior to the last date of receipt of bids, the State Government may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the EoI document by an amendment. In order to provide prospective bidder reasonable time in which to take the amendment into account in preparing their bids, the State Government may at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the invitation to EoI

**23.** Meaning or interpretation of the objective of the study, terms of reference, conditions and agreement shall be decided by the Deptt. of Agriculture, Government of Tripura.

**24.** No conditional Expression of Interest (EOI) will be accepted under any circumstances.

**25. Disclaimer**

The Authority shall not be responsible for any late receipt of bids/proposals for any reason whatsoever. The bids/proposals received late will not be considered and will be returned unopened to the applicants. The Authority reserves the right-

- a) To reject any/all application without assigning any reasons thereof.
- b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the State Government and the objective of the scheme without assigning any reasons thereof.

**26.** In case of, disputes if any, the decision of the Secretary, Department of Agriculture, Tripura shall be final and binding upon all concerned and jurisdiction of all legal matter, if any will be within the limits of courts at Agartala.

**27.** No interest can be claimed in case of delay in making payment beyond the stipulated period.

**28.** No taxes levies/duties etc. shall be added over and above the cost quoted in financial bid. Any such charges, taxes, levies etc. incidental for any reason to the project shall be at the cost of Agency.

**29.** Technical Bid of interested firm shall be evaluated based on Score Card as per Annexure-I.

**30.** Financial Bid should be filled up as per Annexure-II and Annexure-III.

**31.** Important Instructions to bidders have been given in Annexure-IV

**32.** Preview of Tender and Time Schedule in Annexure-V

**Annexure –I**

**Score card for Evaluation of Technical Bid of Interested Firm for preparation of Agriculture Development Policy for Tripura.**

Sl. No.	Criteria	Sub-criteria	Max. Marks	Total Max. marks	
1	General Information and Geographical information	i) Date of Establishment of the bidding firm (Minimum 5 years mandatory)	5 years	1	4
			> 5 years	2	
		ii) Office of the bidding firm at Agartala	If yes	2	
			If No	0	
2	Purpose/Mandate of the Agency	i) Related to Policy formulation, evaluation of projects/schemes in respect of Agriculture & Allied Sectors.	3	3	
		ii) Not related to above fields	0		
3	Experience of the Agency in relevant field	i) Experience in preparation of different Policy Book/ evaluation /study under different Central Sector/Centrally Sponsored Schemes	2	8	
		ii) Relevant Experience in need assessments of farming Building using PRA techniques in different Central Sector/Centrally Sponsored Schemes/Projects of Agri. & Allied Sectors	2		
		iii) Relevant experience in research & preparation of different Policy Book in the different Central Sector/Centrally Sponsored Schemes	2		
		iv) Relevant Experience of monitoring, evaluation, learning and documentation in Agri. & Allied Sectors activities.	2		
4	Experience of conducting Monitoring/ Evaluation Studies (Evaluation of at least one watershed	i) No. of Central Sector/ Centrally Sponsored Schemes evaluated in any State of India	upto 3	4	
			> 3	8	

Sl. No.	Criteria	Sub-criteria	Max. Marks	Total Max. marks	
	development project using Remote sensing & GIS techniques is mandatory)	ii) Baseline Survey studies in any different Central Sector/Centrally Sponsored Schemes /project in any State of India	upto 3	2	22
			> 3	4	
		iii)Evaluation of EAPs (Entrepreneurship Awareness Programmes)	upto 5	2	
			> 5	3	
		iv)Monitoring/Evaluation & preparation of different Policy Book of different Central Sector/ Centrally Sponsored Schemes of Ministry of Agriculture & Farmers Welfare	upto 2	2	
			>2	4	
		v)Monitoring/evaluation of different Central Sector/ Centrally Sponsored Schemes in any State of India (1 mark for one batch of projects)	Upto 3	3	
5	Human Resource (Details to be provided)	i) Permanent staff (in Management/ Administration/Finance/Technical)- If 10 persons and above are permanent		5	5
		ii) If 5 to 9 persons are permanent (in Management/ Administration/ Finance /Technical)		3	
		iii) If below 5 persons are permanent ( in Management/ Administration/ Finance/Technical)		0	
6.	Professional Expertise (CVs to be enclosed, whether employed on part time or regular basis is to be	i) Agriculture Science (minimum PG with specialization in Agriculture)		5	23
		ii) Veterinary Science (minimum PG or equivalent qualification with field experience)		5	
		iii) Natural Resource Management (minimum PG or equivalent qualification with field experience)		4	

Sl. No.	Criteria	Sub-criteria	Max. Marks	Total Max. marks
	indicated clearly)  (0.5 mark for part time, 1 mark for regular, per person)	iv) Social Science/Social Economics (minimum PG in relevant field or equivalent qualification with field experience preferably in livelihood)	3	
		v) Statistics (minimum PG in Statistics/Economics/Mathematics or equivalent qualification)	4	
		vi) Documentation (minimum PG in Agriculture Sciences with experience in Communication and Documentation)	2	
7	Facilities/Infrastructure available	1. Office space at Agartala (minimum 3000 square ft.)	3	7
		2. Computer and Printer/Plotter available for work	2	
		3. In-house Training Facilities to accommodate minimum 25 people	2	
8	Quality of performance/ Recognition	a) International recognition for M&E from Government Organizations (0.5marks for each project)	2	5
		b) National recognition for M&E from Government Organizations (0.5 marks for each project)	2	
		c) State-level recognition for M&E from Government Organizations (0.5 marks for each project)	1	
9	Financial position of Agency (Minimum Annual turnover of two crore rupees every year for the past three years mandatory. Audited Statement of Accounts for all the three years is also mandatory)	a) Average turnover of > 5 crores /year	5	5
		b) Average turnover of >3crores up to 5	4	
		c) Average turnover of 2 crores up to 3	3	
		d)Average turnover of less than 2 crores/year (bidder will be disqualified)	0	
10	Networking/Linkages with other relevant national/regional/ international agencies	i) Regional institutions/agencies	1	3
		ii) National institutions/agencies	1	
		iii) International institutions/agencies	1	

Sl. No.	Criteria	Sub-criteria	Max. Marks	Total Max. marks
11	Process Presentation as envisaged by Agency		15	15
<b>TOTAL</b>				<b>100</b>

- Note :
1. Details and Documentary evidence to be furnished.
  2. Information furnished in the bid document will be subject to Physical verification by Deptt. of Agriculture.
  3. Agencies securing less than 65 marks will not be considered.

**Annexure-II**

**Financial Bid Format**

**Name and Address of the organization:**

Sl. No.	State (comprising of all districts)	Preparation of Policy Book on Agriculture & Allied Sectors	Financial Bid ( inclusive of all taxes) (Rs. in figure)	Financial Bid (in Rs. in words)
(1)	(2)	(3)	(4)	(5)
<b>TOTAL</b>				

Date:

Signature:

Place:

Name of the  
Signatory:  
Designation :

(Organization/Company  
Seal)

**Annexure-III**

**Component-wise Details of Financial bid for  
preparation of Policy Book (Rs. in lakhs.)**

<b>No</b>	<b>Components</b>	<b>Amount (Rs. In lakhs)</b>
1	Manpower	
2	Workshop/PRA Exercise/Survey for preparation of Policy document on Agri. & Allied Sectors in Tripura.	
3	Documentation	
4	Travel	
5	Miscellaneous/Contingencies/ others	
	<b>Sub Total</b>	
6	Taxes as applicable	
	<b>Grand Total *</b>	

Note: \*Grand Total should match with the Total Financial Bid value in Annexure- II

Date:

Signature:

Place:

Name of the  
Signatory:  
Designation

:  
(Organization/Company Seal)



## Annexure IV

### Important Instructions to the Bidders

- iii) The agencies should fulfill the following conditions and furnish necessary supporting documents for fulfillment of eligibility criteria.
- iv) The bidder should have been functional for minimum of five (5) years–Mandatory.
- v) The bidder should have experience in the field of Monitoring and evaluation of preparation of different Policy document of Government funded programmes in respect of Agri. & Allied Sectors anywhere in India.– **Mandatory**.
- vi) The bidder should have minimum average annual financial turnover of Rs. 2,00,00,000/= (Rupees Two crores) every year during the last three years. Audited Statement of Accounts have to be compulsorily submitted - **Mandatory**.
- vii) The bidder should submit CVs of three key technical professionals who are going to be involved in the work, if selected. - Mandatory.
- viii) The bidder shall have the firm registered with concerned statutory Department and copy of the registration certificate along with the documentary proof should be enclosed. (Liable for rejection if registration certificate is not up to date) - Mandatory.
- ix) The bidder should have PAN and TIN numbers with Income tax department, copies of the same should be enclosed. - Mandatory.
- x) It is mandatory for the bidder to have service tax/professional tax registration certificates. - Mandatory.
- xi) Copies of upto date Service Tax paid Certificate and Professional Tax paid Certificate be enclosed – Mandatory.
- xii) The bidder should submit the documents of IT returns and audited reports for the last three (3) years – Mandatory.
- xiii) The bidder should have technical manpower well versed in reading, writing and speaking Bengali so that interaction with people living in the Tripura state and also the Department is facilitated.
- xiv) Agencies cancelled by any Government Department or Public Sector Undertaking in the last five years due to non-satisfactory performance or black listed are not eligible to apply.
- xv) Department of Agriculture, Govt. of Tripura holds the right to terminate the agreement if any agency gets black listed subsequently or if it comes to be known about the same after signing the agreement.
- xvi) The bidder, who is short listed during the verification of Technical Bid Documents shall have to make presentation on the process of preparation of policy document as envisaged by the agency, which will carry weightage in selection process. - **Mandatory**.
- xvii) The bidders shall submit **Technical Bid and Financial Bid separately** in sealed covers superscribed as "**Technical Bid**" and "**Financial Bid**" clearly on the top of the each sealed covers. Both Technical Bid and Financial Bid should contain in a separate sealed cover labeled with **expression of**

**interest for preparation of Agriculture Policy Document in Tripura State.** After detailed scrutiny of all the Technical Bid, valid tender shall be considered for opening of the Financial Bid.

- xviii) Bids/ tenders will be received up to 15-00 HRS on 29<sup>th</sup> July, 2016 and will be opened on the same day at 16-00 HRS, if possible, wherein the bidders or their authorized representatives may also remain present. In case of any change of date of opening, will be notified accordingly.
- xix) The rate shall have to be quoted clearly in the enclosed schedule for quoting rate both in figure and words, otherwise bids shall not be considered as valid. Overwriting or correction through any fluid or any measures will not be considered as valid bids.
- xx) The rate shall be quoted inclusive of all taxes.
- xxi) All requisite documents as mentioned in Annexure – I (technical bid) should be notary attested.
- xxii) Each page of the Bid documents shall be signed by the bidders with his usual signature and seal with their quotations. If any erase with fluid or overwriting found in the bid documents by any bidders shall be treated as invalid and rejected.
- xxiii) Rate quoted by the bidders is final for the period of contract, no subsequent escalation of price will be acceptable by the Deptt. of Agriculture for any reason.
- xxiv) Earnest money of an amount of Rs. 2.50 Lakhs (Two lakhs Fifty Thousand) only shall be deposited from any scheduled Bank of India guaranteed by the Reserve Bank of India in the shape of Demand Draft payable at any branch at Agartala in favour of the "Asstt. Director of Agriculture (DDO)". Tender/bid without Security deposit shall be summarily rejected.
- xxv) The earnest money of the successful bidders, who refuse to undertake the contract after final selection, shall be forfeited to the Govt. account.
- xxvi) It is mandatory for the selected Agency to provide Bank Guarantee for 1 (one) years (from Nationalized Banks) within 20 days of awarding of contract, as Performance Security or Further Security Deposit (FSD), which should not be in fixed deposit mode. Bank Guarantee will be for an amount equivalent to 10% of the contract value for the period of agreement. Bank guarantee period should be valid up to completion of preparation of Policy document works.
- xxvii) The earnest money of the successful bidder shall be forfeited to the Government if security money is not deposited in time.
- xxviii) Earnest money of the successful bidder will be released after having claim from the bidder addressed to the Director, Deptt. of Agriculture, Govt. of Tripura after the stipulated time schedule.
- xxix) The bidders require to send bid by post or by hand, dropping in the dropping centre on 29<sup>th</sup> July, 2016 up to 15-00 HRS. No bid will be accepted beyond this schedule date and time for any reason. For any kind of postal delay/ transportation delay or any cause of delay, of dropping the bid at the dropping centre, the tender issuing authority will not be responsible.
- xxx) All the EoIs shall be prepared and submitted in accordance with the instructions provided.
- xxxi) The EoI shall be deemed to have carefully examined the terms and conditions before submitting the EoI.

- xxxii) The Financial Bids will be opened only for those bidders who qualify in the Technical Bid.
- xxxiii) All mandatory fields have to be filled with relevant information. If the information provided is not in conformity with the mandatory field, then the agency is automatically be deemed as "not eligible".
- xxxiv) Selected agencies shall have to enter into an "Agreement" for a period of One year with the Director, Agriculture / Secretary, Agriculture, as the case may be.
- xxxv) The Terms of Reference may be revised with mutual consent at the time of signing.
- xxxvi) Provisions of RTI shall be applicable to all the agencies.
- xxxvii) The Director, Agriculture of the state reserves the right to accept / reject any application or cancel the tender process without assigning any reason what so ever.
- xxxviii) Any changes in the schedule will be updated only on Website, no paper advertisement will be given (website – [www.tenders.gov.in](http://www.tenders.gov.in) and [www.agri.tripura.gov.in](http://www.agri.tripura.gov.in)).
- xxxix) The selected agency, should not sub-contract assigned task to another party and be able to complete the task on its own as required by the Department.
- xl) The work volume as assessed may vary as per the actual need of the task under any unavoidable circumstances for which these shouldn't be extra claim for payment.
- xli) In case single agency has applied, it doesn't mean that it gets automatically selected.
- xl ii) If minimum required number of bids are not received, then Agriculture Department hold the right to recall the tender, if necessary.
- xl iii) Meaning or interpretation of the objective of the study, terms of reference, condition and agreement shall be as decided by Secretary, Dept. of Agriculture, Govt. of Tripura.
- xl iv) In case of disputes, if any, the decision on the matter of dispute by the Secretary, Deptt. of Agriculture, Govt. of Tripura shall be final & binding. It is also provided that the courts at Agartala in Tripura State only will have the jurisdiction to decide the dispute between the Agriculture Deptt, Tripura and other party in respect of the matter arising out of the contract.
- xl v) No interest can be claimed in case of delay in making payment beyond the stipulated period of time, which may be due to paucity of fund flow or any other circumstances.
- xl vi) No conditional EoI will be accepted.
- xl vii) The Bidder / Tenderer shall have to sign and put seal in all the Tender Papers / Documents that shall be submitted for the EoI as well as in support of the EoI.

I. **Preview of Tender and Time Schedule**

EoI reference No. and Date of issue	EOI No.F.15(159)-AGRI(Plan)/2015-16/Part/, 2329 DATED, 02-07-2016.
Issue of Advertisement inviting EOI	<b>Preparation of Policy document for Agriculture &amp; Allied Sectors of Tripura</b>
Last Date of collection of bid documents from the office or can be downloaded from the website <a href="http://www.tenders.gov.in">www.tenders.gov.in</a> and <a href="http://www.agri.tripura.gov.in">www.agri.tripura.gov.in</a>	27-07-2016
Last date and time for queries/clarifications in respect of EoI	22-07-2016
Last Date of dropping bid in dropping centre/receiving centre at Directorate of Agriculture, Krishi Bhawan, Agartala.	Up to 15-00 HRS on 29 <sup>th</sup> July, 2016.
Time and date of opening of the Technical Bid	At 16-00 HRS on 29 <sup>th</sup> July, 2016 (if possible) in the Directorate of Agriculture, Dept. of Agriculture, Govt. of Tripura, Krishi Bhawan, Agartala. In case of any changes, will be notified accordingly.
Tentative Time and date of Process Presentation by bidders	Will be notified in due course.
Tentative Time and date of opening of the Financial Bid	Will be notified in due course.
Address for any clarification	Director of Agriculture, Dept. of Agriculture, Govt. of Tripura, Krishi Bhawan, Agartala, West Tripura – 799001. Tripura.

**Caution** : It is the personal responsibility of the agency to re-confirm that all the relevant documents are signed, duly authenticated before dropping / sent by post properly. No complaints will be entertained by the Agriculture Department for incomplete dropping / sending of the documents subsequently.

*D. P. Sarkar*  
21/7/16

(Dr. D.P. Sarkar) ✓  
Director of Agriculture,  
Tripura.