

Advt for providing admin support for Bamboo Plantation

Tender for Supply of Logistic, technical manpower and other related services

Tripura Bamboo Mission invites close tender for supply of various logistic supports, technical man power and other related services for bamboo plantation in the prescribed format from suitable agencies/suppliers.

Detail document can be downloaded from www.tripurabamboo.com and last date for submission of proposal is 16th March 2016.

Tripura Bamboo Mission
Mission Director
Dasgupta Villa, 1st Floor, North Side of Governor's house,
PO-Kunjaban, Agartala-799006,

To be uploaded in the TBM website

TENDER

FOR

SUPPLY OF

Various logistic supports, technical man power and other related services for bamboo plantation for

Tripura Bamboo Mission, Agartala

TRIPURA BAMBOO MISSION

(Department of Industries & Commerce, Government of Tripura)

1st Floor, Dasgupta Villa, near Governor House

Kunjaban, Agartala-799 006, Tripura

Phone: (0381)-2300419; Email: tripurabamboo@gmail.com; Web:

www.tripurabamboo.com

| | |
|---|--|
| Tender No. | TBM/TENDERS/2015-16/4 |
| Particulars of the work | Supply of various logistic support, technical man power and other related services for bamboo plantation to Tripura Bamboo Mission, Agartala |
| Period of work | 12 (six) months from the award supply order |
| Date and Time of submission of tender | 16 th March 2016 till 5:00 pm |
| Date and Time of opening of Technical Bid | 16th March 2016 till 6:00 pm |
| Place of opening of tender | TRIPURA BAMBOO MISSION, 1 st Floor, Dasgupta Villa, near Governor House, Kunjaban, Agartala-799006, Tripura |

PART 1

Tender No.: TBM/TENDERS/2015-16/4 dated 10th March 2016

Sealed Tenders are invited from reputed agencies/vendors for supply of various logistic supports, technical man power and other related services to TBM for bamboo plantation, supported by MGNREGA

| Sl. No. | Requirement | Specification | Quantity |
|----------------|---|--|-----------------|
| 1 | Technical person for supervision of Bamboo Plantation | Graduate with minimum of 3 years of experience in bamboo plantation supervision having exposure to MGNREGA modalities | 3 |
| 2 | Accounts, MIS and admin person for bamboo plantation | Graduate with experience of 3 years of experience on managing the MGNREGA MIS, | 2 |
| 3 | Village level Bans Bandhu | 10 th pass with experience of 2-3 years on bamboo plantation, having own bamboo garden etc | 6 |
| 4 | Passenger Vehicle | LCV , LCV (H) | Need based |
| 5 | Other administrative support for implementing the program at the block level. | Stationery items for office use, Pantry items, Refreshment for community mobilization at village level, Organizing meeting at para level, village level, panchayat level etc, Mobilization of community/farmers etc, vehicle movement and travel logistic, | On demand |
| 6 | | | |
| | | | |

*The quantity may change depending on the requirement

Interested agencies may provide their credentials on the following points while submission of tender documents

TENDER NO.: TBM/TENDERS/2015-16/4 dated 10th March 2016

1. Experience of supplying such materials to any Govt agencies/ corporations / other agencies **with proof**. The total value of supplied in last one year shall be Rs 10.00 lakhs or above.
2. Copy of Registration certificate of the firm/agency with trade license etc.
4. The average annual turnover of the firm/agency must be Rs 10.00 lakhs.

| Sl No | Particulars | Max point |
|-------|--------------------------------------|-----------|
| 1 | Experience of materials (five years) | 20 |
| 2 | Relevant certificate of the firm | 20 |
| 3 | Turnover of the agency | 10 |

The authorized dealers/ registered firms must submit their offer in sealed envelope for each & every item mentioned in this tender. The tender documents covering specifications, terms & conditions etc. can be downloaded from Tripura Bamboo Mission's website link <http://www.tripurabamboo.com/download/Tenders.aspx>.

Sealed tenders super scribing with the Tender No. and “**Supply of various logistic support, technical manpower and other related services as to TRIPURA BAMBOO MISSION**” shall be sent by post or by hand to the **Mission Director, TRIPURA BAMBOO MISSION, 1st Floor, Dasgupta Villa, near Governor House, Kunjaban, Agartala-799 006, Tripura** so as to reach him **on or before 5 pm on 16th March, 2016**. The technical committee reserves right to reject any or all the tenders without assigning any reason thereof.

Authorized Representative
TRIPURA BAMBOO MISSION (Project Office)
Kunjaban, Agartala, Tripura, India
Ph.: (0381)-2300419, Email: tripurabamboo@gmail.com

1. Covering Letter

<<to be printed on letterhead of the Bidders>>

To
The Mission Director
TRIPURA BAMBOO MISSION
Dasgupta Villa, near Governor House
Kunjaban, Agartala-799006

Subject: Offer in response of Tender Notification No. TBM/TENDERS/2015-16/4

Sir,

We, hereby, submit our offer in full compliance with terms & conditions of the attached tender.

(Signature of Bidders with Seal)

2. Technical Detail

Submitted to Tripura bamboo Mission (Envelope - I)

| Sl No | Particular | |
|-------|---|--|
| 1 | Name of the firm/agency | |
| 2 | Status of the organization with details of address with phone & FAX number | |
| 3 | Contact Person: | |
| 4 | Detail of ownership structure and directors /key management | |
| 5 | Location of ware house with detail address | |
| 6 | Past experience on supply of such materials to any Govt. office / organization with proof (To be attached separately) | |
| 7 | Detail of PAN, TAN, TIN, VAT etc | |

Date:

Name of Authorized Signatory

Signature

3. Financial Proposal

<<To be provided in Bidders Letterhead>>

Name of the firm/agency:

Complete address:

Administrative support service for HDB plantation

| Sl. No. | Required Admin service | Specification | Quantity |
|----------------|--|---|-----------------|
| 1 | Technical Manpower | Technical person for supervision of Bamboo Plantation on need based at the village level | 3-5 |
| 2 | Stationery items for office use, field work, advt and publicity | Papers, books, documentations, computer, printer, necessary accessories etc | Need based |
| 3 | Pantry items, Refreshment for community mobilization, monitoring meeting etc at village level, | Snacks and tea, meal during the various meetings both veg and non-veg. water and cold drinks etc including transportation cleaning, service etc | Need based |
| 4 | Necessary support in organizing meeting at para level, village level, panchayat level etc, | Communicating with the village committee, panchayat pradhan and village chairman, organizing Focus group discussion, village survey etc | Need based |
| 5 | Mobilization of community/farmers etc, | Identifying the right beneficiaries, collection of documents related to DI proof, land document, bank account etc | Need based |
| 6 | Vehicle movement and travel logistic | LCV for movement of the field team, MGNREGA monitoring committee. Technical supervision committee etc | Need based |

Date:

Name of Authorized Signatory

Signature

4. INSTRUCTION TO BIDDERS

Terms and Conditions:

1. The last date for submission of the documents is 16th March, 2016, 5.00 P.M.
2. The bidder has to fill up the form attached herewith and send to TBM office by courier or by post.
3. Mere application/quotation doesn't guarantee the eligibility of the agency. Supply order is subjected to evaluation by the expert committee
4. The application dose not ensure any orders
5. Tripura Bamboo Mission, reserves the right to accept or reject any or all the application without assigning any reason thereof.
6. No communication shall be entertained over telephone, FAX, e-mail or in person.
7. Any legal dispute, if arises, will be settled in Agartala, Tripura jurisdiction only.
8. Any application submitted will be taken as absolute without any precondition.
9. The final price may be fixed based on the mutual discussion
10. The vender shall provide the required admin support at the field and at the state level as and when required,
11. This bid is valid for one year and can be further extended depending on performance.
12. The tender prepared by the Bidders and all correspondence and documents relating to the bid exchanged by the Bidders and TRIPURA BAMBOO MISSION shall be written in the English provided that any printed literature furnished by the Bidders may be written in English language.
13. The Tender prepared by the Bidders shall comprise the following components.
 - (a) Covering letter as provided in tender document, Documentary evidence establishing that the bidder is eligible to Tender.
 - (b) Technical detail
 - (c) Financial proposal
14. The price quoted should include all taxes and duties, custom duty, excise duty, service tax, sales tax, C.S.T., local taxes, Trade Tax/VAT, Income Tax, Surcharge on income tax etc. if any. The bidders shall be entirely responsible for all taxes, duties, license fees, etc. All taxes payable as per Government income tax & service tax norms will be payable by the bidders. If any new tax/duty is levied during the contract period the same will be borne by the firm exclusively.