

Request For Proposal(RFP)

Request For Proposal (RFP) is invited from the Company/Firm/Entrepreneur/society/cooperative to manage/ run the upcoming “**Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, West Tripura District**”by signing an Agreement/ MOU for 4(four) years..

**Mission Director, Tripura Bamboo Mission,
Directorate of Industries and Commerce,
KhejurBagan, Kunjaban, Agartala, West Tripura-Pin-799006.
e-mail id: tripurabamboo@gmail.com**

TENDER NUMBER: 01/TBM/2026-27

Tripura Bamboo Mission
ShilpaUdyogBhavan, Khejurbagan,
Agartala, Tripura (West), 799006

Website: www.tbm.org.in, e-mail id: tripurabamboo@gmail.com

NOTICE INVITING REQUEST FOR PROPOSAL

SECTION-I

“Request For Proposal” through Electronic modes is hereby invited by the Tripura Bamboo Mission (TBM) from the Company/ Firm/ Entrepreneurs/ Society/ Cooperative to manage/ run the upcoming **Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, West Tripura District** by signing an Agreement/ MOU for 4(four) years (4thCall).

(a)	e-Tender No	01/TBM/2026-27
(b)	Name of work	To manage/ run the upcoming “Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, R. K. Nagar, West Tripura District
(c)	Locations details	Industrial Estate, Bodhjunnagar, West Tripura
(d)	Location wise number of total ARC to be leased out	Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, West Tripura District - 1(one) No. ARC
(e)	Details of Website where e-Tender Paper is available	https://www.tripuratenders.gov.in
(f)	E-tender Publishing date and time	16/04/2026 at 5:00 P.M
(g)	e-Tender Cost	NIL
(h)	Estimated cost of assets at the ARC	Rs. 4,64,00,000/- (Rupees Four crore Sixty Four lakh) only
(i)	Earnest Money Deposit (EMD)	Rs.4,00,000/- (Rupees Four lakhs only). EMD must be paid electronically using the Online Payment Facility provided in the Portal. Its nonpayment will lead to disqualification of the bidder.
(j)	Date of Pre Bid Consultative Meeting with place of meeting	Pre Bid meeting will be held on 27/04/2026 at 3:30 P.M at Conference Hall, ShilpaUdyogBhavan, Khejurbagan, Agartala, Tripura (West)or through online mode: https://meet.google.com/hsf-gdiu-dtc
(k)	Receipt/Opening of Electronic Bids	Electronic Bid will be received up to 5:30 P.M on 08/05/2026 in the website https://www.tripuratenders.gov.in .The Bid will be opened by authorized officers on 08/05/2026 at 05:30 PM , if possible.
(l)	Place of opening of e-tender	Conference Hall, ShilpaUdyogBhavan, Khejurbagan, Agartala, Tripura (West)
(m)	Lease period.	4(four) years and may be extended for another 4(four) years based on performance

2. To participate in the e-tendering process the Bidder has to register with the NIC portal i.e. <https://tripuratenders.gov.in>. Interested bidders may download the e-tender paper from website and upload the complete electronic tender papers on the website <https://tripuratenders.gov.in> after Pre-Bid consultative meeting. The firms desirous of applying for undertaking this work of supply should meet all criteria as per e-tender enquiry.

3. Bidders should upload e-tender form and their bids, duly signed relevant papers etc. as detailed in the e-tender document on the website <https://tripuratenders.gov.in> before closing date & time.

4. In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the purchaser on the day of opening, the e-tenders will be opened on the next working day at the same time.

Mission Director,
Tripura Bamboo Mission

SECTION-II

Tripura Bamboo Mission (TBM), (A society registered under Society Registration Act, 1860 , under Department of Industries & Commerce, Government of Tripura) ShilpaUdyog Bhawan, Khejurbagan, Agartala-799006 would enter into an agreement/ MOU for 4(four) years and may be extended for another 4(four) years based on performance with the Company/Firm/Entrepreneurs/ society/cooperative to manage/ run the upcoming **“Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, West Tripura District”**.

In this regard, Tripura Bamboo Mission invites “Request For Proposal” from the Company/Firm/Entrepreneurs/ society/cooperative to manage/ run the upcoming **“Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, West Tripura District”**.

Online bids are invited from qualified bidders, as per eligibility criteria laid in **Annexure-1** of this RFP. All documents as mentioned in **Annexure-1 to 5 and Annexure A to D** must be uploaded during e-bidding. Bidders who will not fulfill eligibility criteria will be declared as informal. Bidders who will be qualified as per eligibility criteria are eligible for providing uploading paper. Uploading should cover all points as per **Annexure-1**. And Financial bid in proper format as per **Annexure-2** should be uploaded separately to identify the **highest quote of lease rent** provider. The RFP is for to manage/ run the upcoming **“Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, West Tripura District”** by Company/Firm/Entrepreneurs/ society/cooperative. The Bidders shall submit their bid documents only at <https://tripuratenders.gov.in> as per the dates mentioned below.

Fact Sheet

Sl. No.	Key Information	Details
1.	Name of Assignment	“Request For Proposal(RFP)” from the Company/Firm/Entrepreneurs/ society/cooperative to manage/ run the upcoming “Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, West Tripura District” .
2.	Method of Selection	The method of selection is absolutely based on the highest quoted amount of monthly lease rent in the proper format of Financial bid after fulfilling the required criteria mentioned in Technical Bid. Bidders who will be qualified as per eligibility criteria will be eligible for evaluation of financial bid (highest quoted amount of monthly lease rent) submitted by the bidder.
3.	Website for Availability of RFP document	Download from https://tripuratenders.gov.in

Sl. No.	Key Information	Details
4.	Bid Processing Fee / Cost of Tender Fee	NIL
5.	Bid Security/ Earnest Money Deposit (EMD)	Rs.4,00,000/- (Rupees Four lakhs only) over the online payment facility provided in the portal using Net banking.
6.	Refundable security deposit	Rs. 12,50,000/- (Rupees Twelve Lakh Fifty Thousand only) to be deposited to TBM and will be refunded at the time of surrender of ARC after adjusting any damage of asset.
7.	Bid validity	Bid must remain valid up to 180 days after date of opening of the bids and is extendable upon request by authority or mutually agreed by both bidders and e-tendering authority
8.	Currency	Currency in which the Bidders will receive payment is INR only.
9.	Tender Inviting Authority	Mission Director, Tripura Bamboo Mission
10.	Name and Address for Correspondence	Mission Director, Tripura Bamboo Mission, Directorate of Industries and Commerce, Shilpa Udyog Bhawan, Khejur Bagan, P.O :Kunjaban , Agartala, West Tripura, 799006.
11.	Mode of Tender Submission	Online mode only.
12.	E-tendering	<ul style="list-style-type: none"> The bid document shall be available in the prescribed form through e-procurement application https://tripuratenders.gov.in To participate in the bid, the bidder shall have a valid Class 2/ Class 3 Digital Signature certificate (DSC), obtained from either of the certifying authorities, enlisted by Controller of Certifying Authorities (CCA) at http://cca.gov.in The Bidder shall enrol himself/herself in the e-procurement website: https://tripuratenders.gov.in and obtain User ID and Password for bidding.
13.	Cost of the Assets at ARC (approximately)	<ul style="list-style-type: none"> Rs. 4,64,00,000/- (Rupees Four crore Sixty Four lakh)

Sl. No.	Key Information	Details
		only
14.	Minimum Bid amount/ Reserve price of lease rent :	Not below Rs. 60,000/- (Rupees Sixty thousand) only per month.

SCHEDULE OF DATES OF RFP

SL NO.	ACTIVITY	DEADLINE
1	Date of publishing the Bid	16 th April, 2026 at 05.00 PM
2	Last date of receipt of queries on RFP	27 th April, 2026 at 11.00 AM
3	Pre-Bid Meeting Date& Venue	27 th April, 2026 at 03.30 PM at Conference Hall, Directorate of Industries and Commerce, KhejurBagan, Agartala, West Tripura or through online mode: https://meet.google.com/hsf-gdiu-dtc
4	Last date for submission of e-Bid	08 th May 2026 up to 05.30 PM
5	Date of opening of Bid	08 th May, 2026 at 05.30 PM (if possible).

DOCUMENTS TO BE UPLOADED INCLUDING
ALL DOCUMENTS AS MENTIONED IN ANNEXURE-1 TO 5 AND
ANNEXURE - A to D

- 1) Following valid and attested documents to be uploaded only in the specific folder of e-tender portal (language of all uploaded documents / certificates should be in English).

SI No of My Documents List	Category Name	Sub Category Name / Documents to be uploaded	Remarks
1	General Enterprise document(s) & License(s)	i. Registration of the Firm/ Enterprise/ Society etc. ii. MoA/AoA/Bylaw/Partnership Deed of the Firm/ Enterprise/ Society etc. iii. Registration of under MSME (for existing Agarbatti related business) iv. Trade License/ NOC issued from local Municipality/ Authority (for existing Agarbatti related business).	Required documents to be uploaded in the specific folders of e-tender portal only.
2	Agarbatti Business related Experience & Capability	i. CA certified balance sheet and P&L statement for last 1 (One) years only for Agarbatti related business of the enterprise. ii. Detail of existing brands with image(s), trademark (if any), Sales Area (States), Sales volume achieved (SKU wise quantity as well as value) in last 1 years. iii. Detail of key resource persons (in existing Agarbatti business) with their brief profile, experience, contact details & consent. iv. 4 years Business Plan for running the upcoming Agarbatti Resource Center (ARC) at Bodhjunnagar Industrial Estate to support & buy-back production from 250 nos Automatic Agarbatti Machines along with other allied machineries and convert into value added product (scented Agarbatti). The 250 Automatic Agarbatti Machines will	Required documents to be uploaded in the specific folders of e-tender portal only.

SI No of My Documents List	Category Name	Sub Category Name / Documents to be uploaded	Remarks
		be operated through SHG's/Groups/ Cooperatives covering the nearby GPs/VCs/Blocks of Bodhjunnagar Area. The business plan should consider proposed cost for Lease rent to be paid to TBM (without revealing it particularly) & depict viability in the operation & maintenance of the ARC.	
3	RFP Documents	i. Downloaded RFP along with corrigendum (if issued any) [after digital signature (not attested)]	Required documents to be uploaded in the specific folders of e-tender portal only.
4	Misc. Document	i. Solvency Certificate/ Credit worthiness certificate from bank for an amount not less than Rs. 12.50 lakhs (Rupees Twelve Lakh Fifty Thousand Only). ii. Technical/Marketing collaboration/ Agreement with any national level brand for targeting the upcoming ARC. iii. Address proof of Company/Firm/ Entrepreneurs/ society/cooperative in Tripura.	Required documents to be uploaded in the specific folders of e-tender portal only.
5	Tax related document(s)	i. GST registration certificate (incl. Tripura, if available) ii. Income Tax Return of the enterprise for last 1 financial years.	Required documents to be uploaded in the specific folders of e-tender portal only.

INSTRUCTION TO BIDDER

- 1) Interested eligible bidders should register in the website <https://tripuratenders.gov.in> for participation in the e-tender.
- 2) To participate in e-tender, the bidder shall have a valid Class 2 / 3 Digital Signature certificate (DSC).
- 3) Bidder should take print out from the e-tender portal, details of all folders, where documents to be uploaded.
- 4) Bidder shall download and carefully read all terms & conditions and other contents of the DNIT / RFP. Downloaded DNIT / RFP has to be uploaded back and digitally signed as a part of technical bid, as a proof of acceptance of all terms condition in the DNIT.
- 5) Valid and **attested copies of all relevant documents** as mentioned above has to be digitally signed and uploaded in technical bid part.
- 6) Bidder should take print out of all **Annexure**, filled up, put ink signature with Stamp, and upload the scanned copy of the sheet in the Technical Bid, after digital signature.
- 7) At any stage of tender (scrutiny of tender, preparation of comparative statement/during signing of agreement etc.) if required, bidders will have to produce original copy of the uploaded documents for verification.
- 8) After opening of bid / issuance of work order/LoI (Letter of Intent), if necessary, successful bidder may be asked to submit all documents which were uploaded against relevant DNIT.
- 9) Tendering authority reserves the right to cancel the uploaded tender at any time before closing date of tender and to re-upload the tender document without assigning any reason. Bidders are instructed to take action with newly uploaded document if any.

Mandatory and Essential Instructions to be Followed for Bid Submission.

1. The bidders are not required to submit or send any hard copy of the technical bid documents.
2. As the bids are to be submitted at <https://tripuratenders.gov.in> hence, the bidders are strongly advised to submit their bid well in time and use due diligence and get their digital signature as per requirement of e-tender website procured in advance, if need be.
3. No request or ground related to the above mentioned e-tender website shall be accepted by the TBM for extension of last date of submission of bids or considering the offline submitted bid documents.
4. The bids submitted on <https://tripuratenders.gov.in> shall only be considered.

5. The bids submitted without above mentioned e-tender website and/or by any other method and/or beyond last date and time of submission as mentioned in this RFP or any corrigendum issued, if any, shall not be considered what so ever may be the ground.
6. The Tripura Bamboo Mission (TBM) reserves the right to withdraw this RFP and cancel this bid at any stage without assigning any reason.
7. The TBM may extend any date mentioned in above summery dates or issue any corrigendum as it may deem fit.
8. It shall be duty of the bidders to amend their bids suitably, if already submitted, in case of corrigendum issued, if any.
9. For amount of processing fee/ Tender document fee and EMD may make reference to clauses of this RFP.
10. The processing fee/ Tender document fee is non-refundable.

1 Background, General Scope under RFP and Deliverables

1.1 Background

- i) The project titled “Strategic Interventions for Revitalization & Value Chain Development of Agarbatti Sector in Tripura” 2nd Phase is being implemented by Tripura Bamboo Mission (TBM), Department of Industries & Commerce, Government of Tripura.
- ii) In the 2nd phase of project implementation, one Agarbatti Resource Centre (ARC) is being set up at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, R. K. Nagar, Agartala; the said ARC comprises of infrastructure (like building, plant & machineries and amenities) for carrying out/ managing production/ marketing/supply chain management/ value addition of Raw & Perfumed Agarbatti products.
- iii) 250 (two) hundred automatic raw agarbatti making machines (Hung Tuan brand) with required accessories are also being set up in nearby villages (within approximately 5-7 km distance from the ARC) and these machines will be operated by SHG members (mostly women).
- iv) The ARC will be linked with all the raw agarbatti making units (as mentioned above) and will provide critical & timely support of raw material supply, buy-back/ lifting of raw agarbatti and any other technical, logistics & managerial support required for smooth functioning of the raw agarbatti making units & ensure regular income to the SHG members operating/ working on the machines.
- v) The ARC will be run by an experienced & competent enterprise who will ensure providing required technical, logistics, managerial & financial resources for production of raw agarbattis in the villages (from 250 raw agarbatti machines) and ensure further value addition & marketing of agarbatti products within & outside State through its own network/ channel of marketing. The ARC will have required plant & machinery, facilities for Agarbatti Masala production, Perfumed Agarbatti making & Supply Chain Management.

1.2 Selection of Agency for Operation & Management of the ARC

The infrastructure of the said Agarbatti Resource Centre (ARC) will be handed over initially for a period of 4 (four) years by signing a formal “Memorandum of Agreement” between the agency selected through the RFP and TBM.

1.3 Scope of work for the Selected Agency

- i) The selected Agency has to make the ARC operational with its own investment towards working capital, maintenance of the machines and supporting/ managing the workforce. If required, the agency can deploy additional machines, tools etc. for optimizing the operation without damaging/ altering existing machine layout. If required, the agency can construct additional civil infrastructure on mutual consensus basis and the said cost may be reimbursed to agency subject submission of original bills, vouchers and inspection by competent Authority/Engineer.
- ii) The agency has to ensure uninterrupted operation of the said ARC in its optimum capacity.
- iii) The agency has to ensure efficient operation of Raw Agarbatti Machines by the SHG members (in the villages) by providing/ ensuring timely supply of raw materials, timely buy-back/ lifting of raw agarbatti, providing required technical, logistics & managerial support.
- iv) Procurement of raw materials on its own source & expenses.

- v) Engagement of work force as per the market rate as employee or as contract worker for operation and maintenance.
- vi) Arranging working capital for day to day operation and management of ARC and supporting the 250 Raw Agarbatti making units.
- vii) Replace and repair the machines, its spare part etc. at its own cost.
- viii) Arrange & pay all the utility, tax, fee, insurance etc. if applicable/ required for effective & hassle free operation of ARC& business done by the agency through the ARC.
- ix) Follow all the statutory obligations related to set up & operation of the unit including safety and security measures.
- x) Pay the Security deposit/utilization charge/ royalty fee (as per RFP) for the ARC to TBM as per schedule/ instances/ timeline of the memorandum of agreement to be signed with TBM.
- xi) To maintain a real time database/ MIS of transaction (material & financial) with the Raw Agarbatti makers/ SHG/ SHG members and ensure no delay in payment to them upon receipt of the accepted quality goods.
- xii) To declare an open rate/ conversion charge for Raw Agarbatti making and maintain transparency/ impartiality while dealing with the SHG members engaged in Raw Agarbatti making.
- xiii) To provide a weekly report of production& earning by the individual SHG members.
- xiv) To maintain the asset list & provide monthly report on functionality repair/ maintenance undertaken on the assets/ plant & machineries.

1.4 **Extension of Lease Period**

Reviewing the performance of agency for past 4 (four) years on the following lease period may further be extended for 4(four) years period.

- i) Whether the incumbent leasee has carried out uninterrupted production cycle throughout the lease periods and generated sufficient employment as per industry norms.
- ii) Whether the incumbent leasee has cleared the quarterly royalty or lease rent payable to TBM on regular basis throughout the lease periods.
- iii) Whether the incumbent leasee has insured machineries, building and other accessories of TBM to secure and protect against Fire/theft/cyclone or any other natural calamities throughout the lease periods?
- iv) Whether the incumbent leasee has paid/cleared all charges like electricity, water, GST, IT or other statutory fees on regular basis throughout the lease periods?

1.5 **Other Terms & Conditions**

- i) TBM shall handover the entire infrastructure of the said ARC, Bodhjunnagar I.E. with all available existing infrastructures with movable and immovable properties to the selected agency without any financial implication for its smooth operation on condition.
- ii) The selected agency shall be bound to supply any information to TBMs & when required related to the operation, maintenance & management of the ARC.
- iii) The selected agency shall not engage any Third party or sister concern for managing/running the unit(s), they shall not utilize the infrastructure and equipment available at TBM for any other purpose without written consent of from the competent authority of TBM.
- iv) The agency shall not take up permanent construction at sheds of TBM except with prior approval of TBM.
- v) The selected agency(lessee) shall insure machineries, building and other accessories of TBM to secure and protection against Fire/ theft/ cyclone or any other natural calamities for the entire **4(four) years period**. The insurance policy should be in favour of Tripura Bamboo Mission(lessor) and the cost of the same to be borne by the agency(lessee).
- vi) All charges like, electricity, water, GST, IT, fees of pollution control Board, Labour Dept, Factories and Boiler Dept. are to be borne by the lease (agency). In a nutshell, all attracted charges, taxes, duties in connection with operationalizing of the ARC and production of raw & finished agarbatti product are to be mandatorily borne by the agency(lessee)

2 Clash of Interest

The bidders/ applicant shall ensure that there is no clash of **monthly lease rent** amount payment with TBM, its previous and ongoing projects and business interests. Lease rent payment will be **monthly** and 1st month of lease rent will be paid at the 1st week of the month of handover of ARC and the subsequent royalty will be paid at the 1st week of the month each subsequent quarter. However, the monthly lease rent may be payable only after a period of **45 days** from date of handing over of ARC.

3 Request for Proposal (RFP) - Essential Aspects

3.1 Who can Bid as bidder against this Bid

- i) The Company/Firm/ Entrepreneurs/ society/cooperative to run / manage **“Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, West Tripura District”** shall have sufficient financial and other resources.

- II) The credentials of the Company/Firm/ Entrepreneurs/ society/cooperative shall be supported by documents like Registration of SSI/MSME/Firm/society/cooperative registration.
- III) The Company/Firm/ Entrepreneur/ society/cooperative is to provide details of existing organizational setup with profile of the key-personnel of the Company/Firm.
- IV) The Company/ Firm/ Entrepreneur/ society/cooperative of the unit shall be in operation/ business at least for last 3(three) years.
- V) The details of assets/ machineries of “**Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjungnagar Industrial Estate, West Tripura District**” are enlisted in **Annexure – I** along with Book Value which are installed and to be made operational for commercial production of bamboo round stick.
- VI) The unit/units of “**Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjungnagar Industrial Estate, West Tripura District**” will be leased out to the bidder based on highest quoted amount of monthly lease rent for use of the infrastructure of such unit as per format as in Annexure-2 to be submitted online in the e-portal.
- VII) The Company/ Firm/ Entrepreneur/ society/ cooperative shall submit a Conceptual Business Plan considering the infrastructure of the ARC unit & the 250 raw agarbatti units to be linked to the ARC.
- VIII) In the Business Plan, the lease rent for using infrastructure for each year is also to be considered (but not explicitly declared in Technical bid) for considering awarding of assignment for running/managing the “**Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjungnagar Industrial Estate, West Tripura District**”.
- IX) The period of management of the unit would be leased out to the selected Company/Firm/ Entrepreneur/ society/cooperative for 4(four) years based on **highest offer of paying monthly lease rent against ARC with installed machineries.**
- X) The interested bidders must be qualified in terms of the eligibility criteria in **part A** of the **Annexure-1** of this RFP.

Part –II

- i) The selected Company/Firm/ Entrepreneur/ society/cooperative shall be required to sign an agreement/MOU with the Tripura Bamboo Mission. The agreement will be registered at the expenses of the intending selected Company/Firm/ Entrepreneur/ society/cooperative.

- ii) The selected Company/Firm/ Entrepreneur/ society/cooperative will be also required to deposit **Rs. 12.50 Lakhs (Rupees Twelve Lakhs Fifty Thousand only)** as refundable security deposit to be deposited to Tripura Bamboo Mission for the period for 4(four) years 6(six) months before signing of agreement/MOU and will be refunded to the lessee at the time of surrender of ARC after adjusting any damage of asset..
- iii) Tripura Bamboo Mission reserves the right to impose any other condition/term as deemed fit and proper at any stage before signing of MOU/ agreement and these shall be binding up on the Company/Firm/ Entrepreneur/ society/cooperative.
- iv) Tripura Bamboo Mission shall have the right to reject any/all expression of interest without assigning any reason.
- v) Any party (TBM or lessee) will have the right to terminate the contract giving 3(three) months advance notice to either party.
- vi) A Cluster Development Executive (CDE) may be engaged by TBM as single point of contact (SPOC) between ARC & raw batti producers for 1(one) year. Beyond that, cost of CDE has to be incurred by ARC (selected bidder/agency).
- vii) TBM shall take initiative for distribution of finished Agarbatti through PDS in Tripura.

Distribution of RFP Document i.e. Tender Documents

- i) A complete set of the RFP i.e. Tender Document shall be available on the website <https://tripuratenders.gov.in> as per the summary key dates given of this RFP document.
- ii) The time schedule for issue, pre bid meeting, closing, opening of bids etc. of the RFP i.e. tender document shall be as per summary key dates as mentioned in the tender document earlier.
- iii) The bidder shall bear the risk of delay in getting knowledge about the issuance of the Tender Documents for any reasons whatsoever.

3.2 Cost of Bid Preparation Process

The bidder shall bear all the cost associated with the preparation, submission of bid, any travelling expenses and their participation in the Process. The TBM shall in no case be responsible or liable for any such costs. TBM will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Process.

3.3 Instruction for the Bidder

- i) The bidders are expected to examine all instructions, forms, project requirements and other information in the RFP i.e. Tender documents.

ii) Failure to furnish all information required by the Tender documents or submission of a bid not substantially responsive to the Tender documents in every respect will be at the Bidder's risk and may result in rejection of its Bid.

iii) In case of violation of above, the EMD money of both applications may be forfeited and bids of all such applications may be treated as disqualified.

3.4 The Bid Processing Fee/ Document Fee

The processing fee/document fee shall be non-refundable onetime fee of Rs. 5000/- (Rupees Five thousand only), is to be submitted by all applicant bidder through online payment gateway link provided in the e-tender portal during bidding process of the tender.

3.5 Termination / Revision of RFP

i) Notwithstanding anything contained in this document, TBM, reserves the right to cancel/terminate the proposal process without assigning any reason whatsoever, at any time prior to signing of the agreement.

ii) Further, TBM reserves its right to revise or amend this document any time for any reason by issuance of addendum/ corrigendum.

iii) TBM shall have no liability for this cancellation / termination / revision what so ever.

4 Bidding Process

4.1 Important Dates

The date for issuance of RFP, pre bid meeting, closing of bid submission, opening of bids, are as indicated above in Summary of Key Dates of this RFP document.

4.2 Pre Bid Meeting

i) To understand the broad scope of the project a Pre Bid Meeting is planned which is to be held as per summary of key date as mentioned of this RFP.

ii) Interested applicants/bidder can participate in that and resolve their queries, doubts about the scope or program as whole, if any.

iii) No separate invitation will be sent and changes in date, if any, shall be notified on the e-tender website itself only.

iv) Please note that the dates and times are final, however, the TBM reserves the right to change the same at any point of time. The bidders would, however be intimated of the changes on the same e-tender website and by no other means as and when it happens.

v) Any changes in the bid document after pre bid meeting as decided by the TBM shall also be formed as a part of the bid document which will be ultimately part of the MoU.

4.3 Bid Documents Submission and Signing

1. Complete bid proposals must be submitted to <https://tripuratenders.gov.in> on or before the specified Date & Time.
2. The bid, consisting of the documents listed in the instructions should have legible scanned document while uploaded and shall be digitally signed by the Bidder or a person or persons duly authorized by the Bidder.
3. All the documents being uploaded in a single file shall be serially page-numbered. Only detailed complete bids in the form indicated above uploaded prior to the closing time and date of the bids shall be taken as valid.
4. The bid shall be summarily rejected if Earnest Money Deposit is not submitted through net banking on online.
5. In case it is found at any time during or subsequent to the Process or anytime during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Applicant or that the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith. If any Agreement/ Contract signed, that shall be liable to be terminated by a communication in writing by TBM to the Applicant, without TBM being liable in any manner whatsoever to the Applicant.
6. TBM reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFP.
7. Failure of TBM to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of TBM there under.
8. The bid documents should be properly indexed and paginated as per format in this RFP document.
9. The documents comprising the bid should be legible and no part of the bid documents is blackened or hidden.
10. The failure of the bidders to comply above instruction shall make bid unresponsive and shall be summarily rejected.
11. The bid documents should address all the requirements specified in this RFP documents and should contain but not be limited to the sections specified in the RFP.
12. Any other information that is to be submitted during the course of bid process

4.4 Documents Comprising the Bidder's Bid and Format

The bid shall be in two cover constituting of the required documents as mentioned under “documents to be uploaded” 1st cover for **Technical Bid** and 2nd cover for **Financial Bid**. If any of the above applicable paper (in respect of eligibility criteria) is not attached with any tender, tendering authority reserves the right to declare the incomplete tender as informal. No document can be submitted after the time of closer of the bid. If DNIT / RFP is not uploaded, bid will be straight way informal. Besides this, the department reserves the right to seek any additional information/document in any stage from the bidder after opening of the tender. If EMD/Tender fee is not submitted through online before closing of tender then the tender will be rejected. Tendering authority will not be liable for any network error.

4.5 Language of Bid

The Bid and all correspondence and documents related to the Bid exchanged by the Bidder shall be written in English language only. Supporting documents and printed literature furnished by the Bidder may, however, be in another language provided that they are accompanied by an accurate translation of the relevant passages in English language.

4.6 Correspondence with the Applicant

TBM reserves the right to not entertain any correspondence with any Applicant in relation to acceptance or rejection of their or any Bid

4.7 Preliminary Process to be Confidential

- i) Information relating to the examination, clarification and comparison of the bids and recommendations for the award of the project shall not be disclosed to bidders or any other persons not officially concerned with such process until the award of empanelment to the successful bidders has been announced.
- ii) TBM will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence.
- iii) TBM may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or TBM

5 Earnest Money Deposit (EMD)

i) The bid should be submitted along with EMD of **Rs. 4.00 lakhs** (Rupees Four lakhs only). Bids without EMD will be summarily rejected. The EMD shall be deposited through on line payment gateway link provided in the e-tendering portal during bidding process of the tender.

ii) Earnest Money of those bidders who are disqualified after technical evaluation will automatically be returned to the respective bidder's bank account as used during on line payment, once the technical evaluation is completed in the e-Tender portal.

Earnest Money of all bidders including H1 will automatically be returned to their bank account once process of "Award of Contract" (AOC) is completed.

In case of highest rate quoting bidder i.e. H1, the bidder is to deposit a Rs. 12.50 lakhs (e-Transfer in the Bank Account of TBM) and to be deposited within 7 (seven) days from the date of letter communicating to deposit security amount (i.e. issue of LOI) in favour of the Mission Director, Tripura Bamboo Mission (TBM).

Prayer for converting previous year's earnest money/ security money, if any, to earnest money/ security money for the bid under reference shall not be entertained under any circumstance and bid will be treated as invalid.

iii) An AOC will be issued to the Successful Bidder (s) as qualified. However, if any successful bidder (s) is/ are unable to deposit the security money (Rs. 12.50 lakhs) within 15 days and to sign of agreement within 30 (thirty) days from the award of the contract, the award will be treated as withdrawn. TBM reserves the right to award the contract to the next Highest bidder(s) as per merit order, who will also be required to sign the contract as per the terms and conditions of this document and so on so forth.

6 Sub-Contracting / Franchising

Sub-Contracting, Sub-letting or Franchising is strictly NOT permitted for any applicant at any stage of application or selection or operations.

Late Bids, Modification, Withdrawal, Clarification etc.

6.1 Late Bids – As it is e-tender so question of late bid does not arises.

6.2 Modification, Substitution & Withdrawal of Bids

As per online system.

6.3 Withdrawals of Proposal

The Bidders/Applicants cannot withdraw their bid proposals after closing date of bid submission. Information supplied subsequent to the bid submission due date shall not be considered, unless the same has been expressly sought by TBM.

6.4 Clarification on Bids

- i) TBM on its own motion or if so asked, if deemed necessary, may issue interpretations and clarifications to all/any applicants. All clarifications and interpretations issued by TBM shall be deemed to be part of the RFP.
- ii) Verbal clarifications and information given by TBM or its employees or representatives shall not in any way or manner be binding on TBM.
- iii) If at any time during the evaluation process TBM requires any clarification, it reserves the right to seek such information from any or all of the applicants and the applicants will be obliged to provide the same with supporting documents in the specified time frame.

7 Bid Evaluation and Award of Merit List

7.1 General Guidelines for Opening of Bids

Bid is to be submitted in two cover, 1st (Technical Bid) and 2nd cover (Financial Bid) as indicated in the Tender document.

7.2 Technical Bid

The Technical Bid will be opened first on or after the date and time specified in the RFP document (if possible).

The Venue of these events is given as below:

Venue: Conference hall of the Directorate of Industries & Commerce, Shilpa Udyog Bhawan, Khejurbagan, Agartala, West Tripura – 799006.

If the specified date of bid opening is declared a holiday for TBM the bids shall be opened at the appointed time and location on the next working day/specified date.

- 7.3 **The Documents submitted** by the bidder will be evaluated and the bidders who have meet all the eligibility criteria will be decided as qualified in technical bid.

7.4 Opening of Financial Bids

Financial Bids will be opened in the presence of the Bidder or the bidder's representative those who have qualified for the technical bids if present on the specified date, time and venue mentioned in this document through the website <https://tripuratenders.gov.in>. If the bidders or his representative is present at the event, he/ she shall sign an attendance register to acknowledge his/ her presence for the same.

7.5 Screening of Bid Applications

1. Prior to evaluation of Proposals, TBM shall determine whether each Proposal is responsive to the requirements of the RFP. A bid proposal shall be considered responsive only if
 - a) it is received as per terms and conditions of the whole of the RFP document;
 - b) it is accompanied by the Processing Fee/EMD etc.;
 - c) it does not contain any condition or qualification; and
 - d) it is not non-responsive in terms of this RFP.
2. Technical Evaluation Committee will be formed by the TBM to evaluate the tender and also make recommendation and assessment of the bid.
3. TBM reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by TBM in respect of such application.

7.6 Correction of Errors

Prior to the detailed evaluation, TBM will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. No Correction in the bid shall be entertained after submission of the bid.

TBM may, at its discretion, waive any minor infirmity or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder. If a bid is not substantially responsive, it will be rejected by TBM and may not subsequently be made responsive by the bidder by correction of the nonconformity.

Evaluation Procedure for Eligibility Criteria Document Opening and Evaluation:

- i) Bid shall be evaluated using 'Technical Bid Evaluation Criteria'. The list of evaluation criteria is given in **Annexure 1**.
- ii) The bidders who will fulfill eligibility criteria shall be qualified for technical bid.
- iii) Financial bids of only those bidders who have qualified technically will be opened.
- iv) The bidder whose financial bid is highest in terms of highest quote of monthly lease rent for TBM will be the H1 bidder.

7.7 Acceptance or Rejection of Bids

TBM reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected. In that case the EMD shall be refunded and no other costs.

8 Financial Bid

The bidders are required to make financial bid in Annexure-2 format BOQ under this RFP and the BOQ.xls in excel sheet to be uploaded in the e-portal .The bidder whose bid is highest in Price for royalty amount for the ARC among all the Bidders shall be treated as H1 bidder. Minimum reserve price of royalty/ lease rent is **Rs. 60,000/-** (Rupees Sixty Thousand only).

Signing of Contract

- i) As soon as TBM notifies the successful bidders it will also issue AOC to successful bidders who in turn shall submit a non-judicial stamp paper of Rs. 100/- for execution of the contract. If the bidder fails within the stipulated period, EMD will be forfeited.
- ii) Failure of the successful H1 bidder to accept the contract within time period of 15 days from the date of the award letter, shall constitute sufficient grounds for the annulment of the award.

9 Deposit of security money:

1. On receipt of notification of award of contract from TBM, the successful H₁ bidder is to deposit security deposit of **Rs. 12.50 Lakhs (Rupees Twelve Lakh Fifty Thousand only)** to TBM (Bank details will be intimated the selected bidder) and it is to be deposited within the stipulated period/15(fifteen) days from the date of letter communicating to deposit the amount.
2. The refundable security deposit shall be kept with TBM for 4(four) years 6(six) months from date of signing of Agreement.
3. In case the lease period get extended for further 4(four) years post completion of initial four years, the agency shall have to keep the security deposit with TBM to cover such enlarged time of completion of lease period.
4. After completion of lease period, the TBM shall return the security deposit amount without any interest if not forfeited for violation of any provision (s) of this RFP. Interest accrued would be enjoyed by TBM
5. In the event of contract being terminated or rescinded under the provision of any of the Clause/Condition of the agreement, the security deposit shall stand forfeited in full and shall be absolutely at the disposal of the TBM. The bidder shall not seek any interest or appreciation of the amount deposited with TBM.

10 Corrupt, Fraudulent, Un-Ethical Practices and due Diligence

“Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of TBM official in the process of contract execution. “Fraudulent Practice” means a misrepresentation of facts in order to influence a Tendering process or the execution of a contract detrimental to the interests of TBM and includes collusive practice among Bidders (prior to or after bid submission) designed to establish non-competitive levels and to deprive TBM of the benefits of free and open competition. “Unethical Practice” means any activity on the part of bidder, which tries to circumvent Tender process in any way. Unsolicited offering of discounts, etc. after

opening of first bid will be treated as unethical practice. TBM will reject a bid for award and also may debar the bidder for future Tenders in TBM if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

10.1 Contacts during Proposal Evaluation

Proposals shall be deemed to be under consideration immediately after they are opened and until such time TBM makes official intimation of award/ rejection to the Applicants. While the Proposals are under consideration, Applicants and/ or their representatives or other interested parties are advised to refrain from contacting, by any means, TBM and/ or their employees/ representatives on matters related to the Proposals under consideration.

10.2 Verification of Information

It shall be deemed that by submitting a Bid, the Applicant has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from TBM;
- c) satisfied itself about all matters, things and information necessary for submitting an informed Proposal and for execution of work in accordance with the RFP and for performance of all of its obligations there under.

11 Resolution of Disputes by Arbitrations and Jurisdiction of Hon'ble Court

- i) TBM and the Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute or controversy arising between them under or in connection with the contract.
- ii) If not resolved by mutual discussions between the parties or in the event of any doubt, dispute or differences arising under the tender agreement or in connection therewith except as to matters the decision on which is specifically under the terms and conditions of this tender; the same shall be referred to the arbitration appointed in mutual consent between the TBM and the bidder.
- iii) The award of the Arbitrator shall be final and binding on the parties, besettled by binding arbitration in accordance with the Arbitration and Conciliation Act, 1996. Arbitration shall be conducted in Agartala in English language only.
- iv) Any matter arising out of the above contract or for the procedure for the appointment of the agency shall be governed by the Laws of Union of India.
- v) Only Courts at Agartala (with exclusion of all other Courts) shall have the jurisdiction to decide or adjudicate on any matter or dispute which may arise. The parties agree to submit themselves to the jurisdiction of such court.

11.1 Overriding Authority for Clause Conflict

In case of any conflict arising out between two clauses, workability of any technical specification, operation of the terms and conditions of this RFP as a whole; as a first dispute resolution alternative; the TBM shall be the sole over riding authority to decide on such matter for smooth operations of the mandate of this RFP. The bidders shall be given the opportunity to represent their case before deciding anything likely to affect their cost.

12 Notices

Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, email, cable or facsimile to the other party's address, and confirmed in writing by the other party. A notice shall be effective when delivered or tendered to other party whichever is earlier.

13 Use of Documents and Information

The Bidder shall not, without prior written consent from TBM, disclose/ share/ use the any document, contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of TBM in connection there with, to any person other than a person employed by the Bidder in the performance of the contract. The Bidder shall not, without priorwritten consent of TBM, make use of any document or information made available for the project, except for purposes of performing the Contract. All project related document (including this Tender document) issued by TBM, other than the contract itself, shall remain the property of TBM and shall be returned (in all copies) to TBM on completion of the Bidder's performance under the contract if so required by TBM.

14 Currency of the Bid

The currency of the Bid wherever mentioned should be in Indian Rupees (INR) only.

15 Period of Bid Validity

- i) The bid shall be valid for 180 days after date of opening of the bids.
- ii) If any bidder withdraws his tender before the 'said' period or makes any modifications in the terms and conditions of the tender which are not acceptable to TBM, then the department shall, without prejudice to any other right or liberty, be at liberty to forfeit the entire said Earnest Money Deposit absolutely.
- iii) The validity of Proposals may be extended by mutual consent of TBM and the Applicants/bidder.

16 Compliance of Labour Laws for the Manpower Employed at ARC.

It shall be entirely the responsibility of the successful bidder(s) to make compliance of the various Law including Labor Laws for the manpower working under the agency. The agency(successful bidders)shall make the relevant statutory payment to ESI/EFP etc. as applicable. The TBM shall not be responsible for such lapse on the part of agency, if any.

17 Disclaimer

- i) The TBM is inviting proposal for the scope of work mentioned herein through this RFP. The information contained in this RFP or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the TBM or any of its employees or its advisors, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- ii) This RFP is not an agreement and is neither an offer nor invitation by TBM to the prospective applicant/bidder or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and thus obtain independent advice from appropriate sources.
- iii) The TBM may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the TBM is bound to select an Applicant or to empanel the selected Applicant.
- iv) The TBM accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. Interested parties are expected to make their own inquiries and research for gathering the insights, knowledge and information that may be required for submitting a proposal.
- v) The TBM reserves the right not to proceed with the RFP and bidding process or invite afresh with or without amendments at any stage without assigning any reasons thereof, or to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline, to discuss the proposal further with any party submitting a proposal in response to this RFP. Information provided at stage is merely indicative.

Annexure-I**Detail List of Infrastructure at Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjungnagar IE, West district, Tripura**

<i>Sl.</i>	<i>Item/ Components of the ARC</i>	<i>Qty</i>	<i>Approx. Value</i>
1	Land & Building		
1.1	Land & Building (work shed, covered area, office area, toilet block etc.)	2 Acre area	Rs. 22,00,000
2	Agarbatti Masala Production Unit	250	Rs. 4,44,00,000
2.1	Vibrator Siever	3	
2.2	Premix Blender	1	
2.3	Rotary Siever	1	
2.4	Ribbon Blender	3	
2.5	Incense Dryer machine	9	

<i>Sl.</i>	<i>Item/ Components of the ARC</i>	<i>Qty</i>	<i>Approx. Value</i>
2.6	Sorting Table	10	
2.7	Bundling/Strapping machine	2	
2.8	CFC Packing/Sealing machine	1	
2.9	Plastic Crates/Trays	100	
2.10	Weighing machine	5	
2.11	Weighing machine	2	
2.12	Instrument & tool set for Quality Testing / Lab set-up	1	
2.13	Instrument & tool set for basic repair, maintenance For Agarbatti making machines	1	
2.14	Impact Pulverizer with auto-feeder, storage cyclone and dust collector	1	
2.15	Storage Rack	4	
2.16	SS Trolleys for carrying chemicals 100kg Capacity	4	
2.17	Instrument & Miscellaneous Tool set for basic repair, maintenance of Pulverizer	1	
2.18	Dipping Machine	1	
2.19	Counting and Pouching Machine	2	
2.20	Belt Conveyor	2	
2.21	Laser Batch Coding machine with feeder & conveyor	1	
2.22	Pneumatic Air Compressor	1	
2.23	Band Sealer Machine	3	
2.24	CFC Packing Machine	1	
2.26	Air Compressor Machine	1	
2.26	All necessary water pipeline connected to water source	QS	
2.27	All necessary electrical installation with transformer, earthing, panel board etc.	QS	
2.29	Charcoal making machine 100kg capacity		
2.30	Chipper cum pulvarizar		
2.31	All necessary fire safety equipment.		
2.32	CCTV Camara covering all work area		
	Grand Total (ARC)		Rs. 4,66,00,000

18 Annexure-II

18.1 Annexure-1 – Technical Criteria

18.1.1 Part A: - Eligibility Criteria

The bidder shall have to qualify against each of below mentioned eligibility criteria of **Part A**.

Sl.No	Eligibility Criterion	Document (s) Required
1	The bidder has to provide valid details of existing enterprise/ organization which deals in/ has experience in Agarbatti business.	<ul style="list-style-type: none"> i. Registration of the Firm/ Enterprise/ Society etc. ii. MoA/AoA/Bylaw/Partnership Deed of the Firm/ Enterprise/ Society etc. iii. Registration of under MSME (for existing Agarbatti related business). iv. Trade License/ NOC issued from local

		Municipality/ Authority (for existing Agarbatti related business).
2	The bidder has to provide proof of their experience & capability in Agarbatti related business.	<p>i. CA certified balance sheet and P&L statement for last 1 (One) year only for Agarbatti related business of the enterprise.</p> <p>ii. Detail of existing brands with image(s), trademark (if any), Sales Area (States), Sales volume achieved (SKU wise quantity as well as value) in last 1 years.</p> <p>iii. Detail of key resource persons (in existing Agarbatti business) with their brief profile, experience, contact details & consent.</p> <p>iv. 4 years Business Plan for running the upcoming Agarbatti Resource Center (ARC) at Bodhjunnagar Industrial Estate to support & buy-back production from 250nos Automatic Agarbatti Machines along with other allied machineries and convert into value added product (scented Agarbatti). The 250 Automatic Agarbatti Machines will be operated through SHG's/Groups/ Cooperatives covering the nearby GPs/VCs/Blocks of Bodhjunnagar Area. The business plan should consider proposed cost for Lease rent to be paid to TBM (without revealing it particularly) & depict viability in the operation & maintenance of the ARC. Proof of Technical/ Marketing collaboration/ Agreement with any national level brand targeting the upcoming ARC.</p>
3	The bidder shall provide Solvency certificate/Credit Worthiness Certificate from Bank for an amount not less than Rs.12.50 lakhs (Rupees Twelve Lakh Fifty Thousand).	Solvency certificate/ Credit Worthiness Certificate from bidder's Bank of minimum Rs. 12.50 lakhs
4	Turnover of the bidder:	As per Annexure-3 Format in organization's letter head supported by CA certified documents.
5	The bidders should not have been black listed / debarred in the last five years by any Government entity in India by Central / any State/ UT	Notarized affidavit of declaration by the Bidder as per format prescribed at Annexure 4.

	Government Department / PSU/ Board/ Corporation for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	
6	Declaration for Total Responsibility certificate	Duly signed declaration in Company Letter Head (Annexure-5).

Note:-Bidders who will be qualified as per eligibility criteria mentioned for Technical bid are eligible for opening of Financial bid.

18.2 Annexure-2: Format for Financial Price Bid

Validate Print Help **Item Wise BoQ**

Tender Inviting Authority: Mission Director, Tripura Bamboo Mission

Name of Work: Expression on Interest is invited from the Company/Firm/Entrepreneurs/ society/ cooperative to manage/ run the upcoming "Agarbatti Resource Centre (ARC) at Bamboo Park, Bodhjungnagar Industrial Estate, R. K. Nagar, West Tripura District

Contract No: 02/TBM/2025-26

Name of the Bidder/ Bidding Firm / Company :	
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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)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	QUARTERLY ROYALTY RATE INCLUDING ALL TAXES In Figures To be entered by the Bidder in Rs. P	TOTAL QUARTERLY ROYALTY RATE With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	13	54	55
1	Manage/Run the upcoming ARC at Bamboo Park, Bodhjungnagar, R.K Nagar, Agartala, West Tripura	item1	1.00	Nos		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only	

18.3 Annexure-3: Turnover of the bidder:

(To be submitted in the following format on the letter-head of chartered accountant and must be duly signed and stamped.)

TO WHOMSOEVER IT MAY CONCERN

On the basis of audited / un-audited financial statements, we hereby certify that (Name of Agency) having registered office at _____ (Office address) has an average annual turnover of Rupees _____ from business in the last financial years (i.e. 2025-26). The year-wise break-up of annual turnover is as under:

Sl.No	Financial Year	Annual Turnover (In Rupees)
1	2025-26	

(Name of Chartered Accountant):

Signature

Name

Registration No.

Contact No.

Seal:

Date:

Place:

Note: Financial statements for the last financial ie. 2025-26 should be submitted by the bidder.

18.4 Annexure4 – Declaration for Non Blacklisting

(To be submitted in the following format on a Non Judicial Stamp Paper of INR 100) Format for Self-Declaration certifying that the Entity/Promoter/s of Entity are not blacklisted

Declaration

I/We M/s _____ (Name of the Proposer), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s director/s are not barred by Government of Tripura / any other entity of Government of Tripura or blacklisted by any State Government or central government/department/Local Government/Municipal body/Public Agency in India or from abroad either individually or as member of a Consortium as on the (Proposal submission Date).

We further confirm that we are aware that our application for the captioned bid would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP/RFP at any stage of the Bidding Process or thereafter during the agreement period.

Dated this _____ Day of _____ 2026.

Name of the Proposer

Signature of the Authorized person

Name of the Authorized Person

18.5 Annexure 5: Total Responsibility Certificate

<To be submitted on Lead Bidder's letterhead>

This is to certify that we undertake the total responsibility for the defect free operation of the Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjungnagar I.E. Agartala as per the requirement of the RFP for the duration mentioned in the RFP.

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

Annexure-A**DECLARATION**

I do hereby declare that I have personally gone through the relevant Draft Notice Inviting Tender and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied, I have quoted the rate of items. This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other stern action against me as per term condition of the tender. I do affirm that all the term conditions of DNIT are unconditionally accepted by me. I have no objection if any extra term condition, mutually accepted by me and tendering authority is incorporated into the agreement.

AND

I do hereby also declare that I am not blacklisted by any department / agency of central or state regarding quality compromise or any other reason in connection with similar work and there is no ongoing litigation with any department / agency of central / state Government as on closing date of tender. If subsequently it is revealed after opening of the tender that my declaration is false, my tender /concerned agreement will be cancelled, deposited earnest / security money will be forfeited and other penalty to be decided by the tendering authority will be imposed.

(Signature of bidder)

(Full name & Seal)

Full name and designation of person signing the sheet:-

***(Bidder should take a printout of this page and put full ink signature with stamp and upload scanned copy with technical bid after digital signing).**

Annexure-B

BIDDER'S SHEET

Bidders are requested to provide wanted information in this sheet. All the points are not required for all bidders. They should select their relevant points and fill up accordingly. Other points, not related may please be marked as Not Applicable.

Sl.	Details of information required	Bidder's column
1.	Name and detailed mailing address of the Bidder (Firm / agency) who has participated in the tender along with contact person name, phone no, mobile no, email ID, website etc..	
2	PAN of Bidder:-	
3.	GSTN of Bidder	
4.	Name of bidder/authorized person who have digitally signed the tender paper:- Mobile, Phone, email ID:-	
5.	Any other information	

Annexure-C

Bid Submission Letter

(To be submitted strictly in the following format on the letter-head and must be duly signed and stamped.)

Date:

To
The Mission Director,
Tripura Bamboo Mission,
Department of Industries & Commerce,
Kunjaban, Agartala.

Sub: Bid to manage/ run the upcoming **“Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, R. K. Nagar, West Tripura District”**

Sir / Madam,

Having examined the RFP i.e. Tender Document, as downloaded from <https://tripuratenders.gov.in>, is hereby acknowledged, we, the undersigned, offer to bid to manage/ run the upcoming **“Agarbatti Resource Centre (ARC) at Erstwhile NK Cement premises, Bodhjunnagar Industrial Estate, R. K. Nagar, West Tripura District”** in full conformity with the said Tender Documents.

We declare that we have studied the Tender Documents and are making this bid including all incidental terms and conditions and other services specified in the Tender Documents. We have read the provisions mentioned in the Tender Documents and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in the bid shall not be given effect to.

We agree to abide by this bid, consisting of this letter, the technical specifications, the Price Schedules as mentioned. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

Dated this _____ day of _____, _____(year)

Signed:

In the capacity of [insert Title of Position]

Duly authorized to sign this bid and on behalf of [insert Name of Bidder]

Annexure-D**Check List to be filled - up by the Bidders during Submission of Tender**

Sl. NO	Particulars	Comments of Bidder
1	All the pages of the sealed tender form digitally signed by the bidder after going through and acknowledged, accepted & uploaded or not.	
2.	EMD and Tender fee in proper shape submitted using net-banking facility with the tender or not.	
3.	Whether the Declaration of Bidder's sheet are filled up & uploaded properly.	
4.	The name of the person to contact/ the person who digitally signed the tender has been written clearly indicating detailed address, telephone No, Fax No. & Mobile No. and the detailed address of bidder etc. filled up or not	
5	Whether documents (as per page no. 6) all Annexure are uploaded properly or not.	
6	Whether price bid is uploaded properly or not.	
7	Whether Annexure-1 (Technical Documents) uploaded or not.	
8	Whether DNIT /RFP uploaded or not.	
9	Whether GST registration certificate / PAN card/ uploaded or not.	
10	Whether payment term according to the tender is accepted.	
11	Whether all terms & conditions of the tender are accepted.	
12	Whether the validity period of tender is accepted.	
13	Whether the bidder exempted to pay GST if so, whether necessary certificate/ documents attached.	
14	Whether the bidder defaulter in the department or any other department in Tripura or any other organization in the country and any Court case pending with the department.	