

REQUEST FOR PROPOSALS (RFP)
FOR
SELECTION OF EVENT MANAGEMENT AGENCIES / COMPANIES FOR
ORGANIZING THE FRANCHISE OPENING OF BRANDS & BUSINESS OPPORTUNITY
WORKSHOP IN AGARTALA, TRIPURA

No.F.5(226)/TSDM/2025
Dated: 10th September,2025

TRIPURA SKILL DEVELOPMENT MISSION
DIRECTORATE OF SKILL DEVELOPMENT
DEPARTMENT OF INDUSTRIES & COMMERCE
GOVERNMENT OF TRIPURA
ITI ROAD, INDRANAGAR, AGARTALA-799006,
PHONE: 0381-2355518, EMAIL: skilltripura@gmail.com

No.F.5(226)/TSDM/2025

Dated: 10/09/2025

NAME OF WORK: SELECTION OF EVENT MANAGEMENT AGENCIES/COMPANIES FOR ORGANIZING THE FRANCHISE OPENING OF BRANDS & BUSINESS OPPORTUNITY WORKSHOP UNDER THE DIRECTORATE OF SKILL DEVELOPMENT, GOVERNMENT OF TRIPURA

SL No.	SECTION	Particulars	PAGE No.
1.	Section - I	Press Notice, NIT, List of Dates,	3-6
2.	Section - II	General Terms & Condition	7-9
3	Section - III	Terms of Reference (ToR)	10-12
4.	Section - IV	Technical Evaluation	13-15
5.	Section-V	Instructions to bidders	16
6.	Section - VI	Annexure	17-24

Government of Tripura
Directorate of Skill Development

NOTICE INVITING e-TENDER (NIeT)
SECTION -I

No.F.5(226)/TSDM/2025

Dated: 10/09/2025

The Directorate of Skill Development, Government of Tripura, invites electronic bids under the single bid e-procurement system through the website <http://tripuratenders.gov.in> from interested and qualified Event Management Organizations/Companies for organizing a **Franchise Awareness & Business Opportunity Workshop** in Agartala, Tripura.

The selected agency will be responsible for the conceptualization, planning, organization, and execution of the workshop, which aims to promote entrepreneurship by connecting established franchise brands with aspiring local entrepreneurs. This initiative is part of a broader effort to position Tripura as a promising investment destination for franchise expansion and to catalyze entrepreneurship development in the region.

1. Background

Directorate of Skill Development, Government of Tripura, intends to organize a **Franchise Awareness & Business Opportunity Workshop** to promote entrepreneurship, skilling, and livelihood opportunities. The workshop will bring together reputed national franchise brands, aspiring entrepreneurs, MSMEs, startups, investors, and key stakeholders. The aim is to create awareness about franchise models, business investment opportunities, and institutional support mechanisms—positioning Tripura as an emerging hub for franchise and business growth.

2. Project Objectives

The primary objective of the **Franchise Awareness & Business Opportunity Workshop** is to bridge the **knowledge and opportunity gap** among aspiring entrepreneurs in Tripura—particularly those interested in owning a franchise of reputed national brands but lacking awareness of the required procedures, legalities, and business models.

Many individuals in Tripura, including those who have received technical or vocational skill training under DSD, continue to face challenges in accessing structured guidance on acquiring and successfully operating a franchise.

The workshop therefore seeks to:

- Provide structured guidance on franchise acquisition, business models, and operational procedures.
- Facilitate direct interaction between franchise brands, MSMEs, startups, investors, and aspiring entrepreneurs.
- Create awareness of institutional support mechanisms and investment opportunities.
- Position Tripura as an **emerging hub for franchise-led entrepreneurship and business growth**.

3. Expected Outcomes

The **Franchise Awareness & Business Opportunity Workshop** is expected to yield the following outcomes:

- **Entrepreneurial Awareness:** Improved understanding of franchise business models among aspiring entrepreneurs, including DSD-trained beneficiaries.
- **Stakeholder Participation:** Engagement of local MSMEs, startups, investors, and skilled youth.
- **Lead Generation:** Creation of qualified business leads for participating franchise brands.
- **Partnership Development:** Facilitation of Letters of Intent (LoIs) or MoUs between brands and local entrepreneurs.
- **Financial Linkages:** Access to banks and financial institutions for business loans and advisory support.
- **Policy Advocacy:** Insights and feedback to support future government initiatives in franchise promotion.
- **Brand Promotion:** Positioning Tripura as an attractive destination for franchise investment in Northeast India.

4. Priority Sectors

The workshop will focus on the following high-potential sectors:

- **Food & Beverage:** McDonald's, Burger King, KFC, Pizza Hut, Subway, Café Coffee Day, Domino's, Haldiram, Biryani by Kilo. Etc.
- **Retail & Footwear:** BATA, Liberty, Khadim's, Paragon, Relaxo, Metro Brands, etc.
- **Consumer Durables & Electronics:** Voltas, IFB, Symphony, Godrej, LG, SONY, Samsung, Bajaj Electronics, etc.
- **Mobility & Logistics:** OLA, Ather Energy, HERO Electric, Delhivery, DTDC, Blue Dart, etc.
- **Healthcare & Pharmacy:** Apollo Pharmacy, MedPlus, DavaIndia, PharmEasy, Sanjivani Pharmacy, etc.
- **Education & Skill Development:** Byju's, Unacademy, FIITJEE, Aakash Institute, etc.
- **Textile & Apparel:** Zudio, Fabindia, BIBA, Peter England, Siyarams, Soch, Aurelia, Indian Terrain, Diesel, Raymond, Manyavar, MAX Fashion, Jockey, Soch, Levi's. etc.

Sl. No.	Name of Work	Estimated Cost	Completion Period	EMD & Bid Fee	Document Download & Bid Submission End Date & Time	Bid Opening Date	Place of Bidding
1	Selection of Event Management Agencies/companies for organizing the Franchise opening of Brands & Business Opportunity Workshop under the Directorate of Skill Development, Government of Tripura	Rs.24,00000 (Rupees Twenty-Four Lakhs) only (3 Lakhs per Brands)	90 days	EMD: Rs.72,0000/- (Rupees Seventy-Two Thousand) only. Tender Fee: Rs. 1,500/- (Rs. One Thousand Five Hundred only)	10 th September, 2025 at 5.00 PM	10 th October, 2025 at 5.00 PM	E-Procurement Portal, Government of Tripura at https://tripura.tenders.gov.in

All the information of the above stated bid is available in <https://tripuratenders.gov.in>. Eligible bidders shall participate in tendering only in online mode, through website <https://tripuratenders.gov.in>. Bidders are allowed to bid 24x7 until the time of bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bid to attempt bidding, after the scheduled date and time of Bid Submission. **Submission of Bids in hard copies is also required.** Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal. Bids shall be opened online by respective designated Bid openers of the Department and the same shall be accessible by intending Bidders through website <https://tripuratenders.gov.in>.

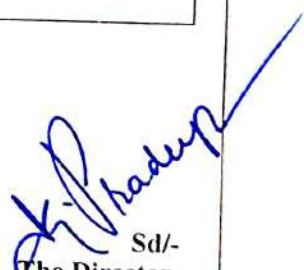


Sd/-
Director, Skill Development
Govt. of Tripura

Critical Dates and Time/ Information

Sl. No.	Information	Details
1.	Work Name	Selection of Event Management Agencies/companies for organizing the Franchise opening of Brands & Business Opportunity Workshop under the Directorate of Skill Development, Government of Tripura
2.	E TENDER reference No. and Date	No.F.5(226)/TSDM/2025 Dated: 10/ 09/2025
3.	Tender Fee	INR 1,500/- (Rs. One Thousand Five Hundred only)
4.	Earnest Money Deposit (EMD)	INR Rs.72,000 /- (Rupees Seventy-two Thousand) only
5.	Bid Validity Period	90 Days from the Date of Opening the Bid
6.	Pre-bid Meeting	26 th September,2025 12.30 PM through online mode VC Link: https://meet.google.com/rwu-unhh-rmn
7.	Last date for submission of written queries for clarifications over email	22 nd September, 2025 4.00 PM through online mode Email: skilltripura@gmail.com
8.	Date & Time of sharing responses to clarifications over email	24 th September,2025 5.00 PM through online mode, if possible, Email: skilltripura@gmail.com
9.	Bid Submission Start Date	10 th September,2025 at 5.00 PM
10.	Document Downloading End Date	9 th October,2025 at 5.00 PM
11.	Bid Submission End Date	9 th October,2025 at 5.00 PM
12.	Bid Opening Date	10 th October,2025 at 5.00 PM
13.	Contact Person for queries	Director, Directorate of Skill Development, Tripura; Email: skilltripura@gmail.com
15.	Mode of Submission of Tender	Only through Online Mode https://tripuratenders.gov.in
16.	Inviting Officer	Director, Directorate of Skill Development, Govt. of Tripura

Notes: All the above-mentioned time are as per clock time of e-procurement website
<https://tripuratenders.gov.in>


Sd/-
The Director,
Skill Development
ITI Road, Indranagar, Agartala, 799006, Tripura (West Tripura)
Phone: 0381 2355518, Email: skilltripura@gmail.com

Section - II

GENERAL TERMS & CONDITION:

1. Bid documents consisting of qualification information and eligibility criteria of bidders, specifications and the set of terms and conditions of the contract to be complied by the bidder, is publicly visible in the website <https://tripuratenders.gov.in> free of cost between **Document download Start date** and **Bid Submission End date**.
2. Bids will be opened online through website <https://tripuratenders.gov.in> on **22nd September, 2025** at **5:00 PM in the office of the Director, Skill Development, ITI Road, Indranagar, Agartala, 799006, West Tripura**. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue, if possible.
3. **Earnest Money Deposit (EMD) & Tender Fee:**
 - 3.1. **EMD (Refundable): Rs.72,000 /-** (Rupees Seventy-Two Thousand) only.
 - 3.2. **Tender Fee (Non-refundable): INR 1,500/-** (Rs. One Thousand Five Hundred only)
 - 3.3. **Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal.**
 - 3.4. The EMD amount shall be refunded to all the bidders in their respective Bank Account, after the Award of Contract (AoC) event is completed in the Tripura e Procurement Portal, on receipt of Performance Bank Guarantee from the selected bidders.
 - 3.5. No interest will be paid to the bidders on EMD submitted.
 - 3.6. EMD of the bidder may be forfeited if in any case found to have made false Declaration or Claims.
 - 3.7. **Bid Inviting Authority may forfeit the EMD amount and Cancel the Bid, if the selected bidders does not start the work as stipulated, after being awarded the Contract.**

4. Signing:

If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence before the contract is executed.

BID OPENING AND EVALUATION

5. Bid Opening

The bid will be opened online by the Bid openers **on behalf of the Director, Skill Development, Govt. of Tripura** at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

6. Bid Evaluation

All the statement, documents, certificates etc., submitted/uploaded by the bidder will be verified by the Bid Evaluation Committee. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. Bids will be evaluated against the specified parameters / criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

Details of 'Bid Evaluation Committee' shall be uploaded in the e-procurement portal <https://tripuratenders.gov.in> and all the bidders can access the same.

Bid Inviting Authority may cancel the bid at any stage without any prior notice.

AWARD OF CONTRACT

7. Award Criteria

The Director of Skill Development, Govt. of Tripura will award or recommend to the Competent bid accepting authority for award of the contract to the Bidder who is found Technically Qualified as per the Bid conditions **as final by the State Project Approval Committee.**

The bid accepting authority reserves the right to accept or reject any Bid or all bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the reasons for such action.

8. Notification of Award of Contract.

The Bidder whose Bid has been accepted will be notified of the award of contract by any authorized official, prior to expiration of the Bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter.

9. Corrupt or Fraudulent Practices

The Department require that the bidders/ suppliers / Bidders under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Department:

- a. Define for the purposes of the provision, the terms set forth below as follows:
 1. "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a government official in procurement process or in contract execution: and
 2. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish in Bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.
- b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c. Will blacklist / or debar a firm, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.
- d. Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.

10. Period of the Assignment

The tenure of assignment / contract would be for a period of 3 months (90 Days) from the date of signing of agreement. If performance of the agency is found be dissatisfactory, DSD reserves the right to cancel the work order immediately without providing any necessary explanation.

Bidders are advised to study all instructions, forms, terms, requirements and other information in the Bid Documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications. The response to this Bid Document should be full and complete in all respects. Failure to furnish all information required by the Bid Documents or submission of a proposal not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of its Proposal.

11. Bid Submission Format and Documents Comprising of Proposals

The entire proposal shall be strictly as per the format specified in this E TENDER. Proposals with deviation from this format shall be rejected. Details of the format can be found in Annexure of this document. Please note that this is no deviation bid and any deviation or conditional response will lead to disqualification of the bidder from entire tender process.

Bidders shall furnish the required information on their technical and financial proposals in specified

formats only. Any deviations in format may make the tender liable for rejection. Disclosure of Financial information of the proposal in Technical Envelope shall be sufficient grounds for rejection of the proposal.

12. Termination under this Contract

DSD may terminate the agreement by any time by providing written notice to the Agencies in the following ways

- i. Termination by Default for failing to perform obligations under the Contractor
- ii. If the quality is not up to the specification or in the event of non-adherence to time schedule.
- iii. Termination for Convenience in whole or in part thereof, at anytime
- iv. Termination for Insolvency if the Agencies become bankrupt or otherwise insolvent.

In all the cases above termination shall be executed by giving written notice to the Agencies. No consequential damages shall be payable to the Agencies in the event of such termination.

13. Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Agartala only.

SECTION-III

TERMS OF REFERENCE (TOR)

The selected Event Management Agency shall be responsible for the end-to-end planning, coordination, execution, and post-event follow-up of the **Franchise Opening of Brands & Business Opportunity Workshop**. The scope of work will include, but not be limited to, the following:

a) Pre-Event Planning and Coordination

- Engage and coordinate with reputed franchise brands and companies to ensure participation (minimum 8 confirmed brands).
- Organize a **two-day workshop/engagement for each participating brand**, allowing them to present their business model, investment requirements, operational processes, and interact in detail with potential entrepreneurs.
- Develop the event concept, theme, and branding strategy in consultation with the Directorate of Skill Development (DSD).
- Prepare a detailed event schedule, including keynote sessions, panel discussions, brand showcases, and B2B networking.

b) Planning of Event Schedule

The selected agency shall prepare a **two-day workshop agenda** for each participating brand, covering the full duration of the program from **9:30 AM to 5:00 PM**. Each brand must ensure the participation of **at least two authorized representatives** to present their business model, address queries, and engage in B2B discussions. The workshop will provide a balance of formal sessions, brand showcases, and interactive networking opportunities.

Day 1		Day 2	
Time	Activities	Time	Activities
09:30 – 10:00 AM	Registration & Welcome Tea	09:30 – 10:00 AM	Recap of Day 1 & Registration for New Participants
10:00 – 10:30 AM	Inaugural Session with Keynote Address	10:00 – 12:30 PM	B2B Networking Sessions – One-to-one discussions between franchise representatives (min. 2 per brand) and aspiring entrepreneurs
10:30 – 01:00 PM	Brand Presentations (with at least 2 representatives per brand) – Business models, investment requirements, legal procedures, operational processes	12:30 – 01:30 PM	Lunch Break
01:00 – 02:00 PM	Lunch Break	01:30 – 03:30 PM	Thematic Workshop: Franchise Operations, Financing Options, and Institutional Support Mechanisms (with participation from banks/financial institutions)
02:00 – 03:30 PM	Panel Discussion with Franchise Experts, Consultants & Industry Leaders	03:30 – 04:30 PM	Success Stories & Experience Sharing by Existing Franchise Owners
03:30 – 04:30 PM	Brand-specific Q&A and Open Interaction with Participants	04:30 – 05:00 PM	Closing Session: Feedback Collection & Vote of Thanks
04:30 – 05:00 PM	Summary Remarks & Networking Tea	—	—

c) **Marketing and Outreach**

- Design and implement a multi-channel promotional campaign (print, digital, outdoor, social media, radio).
- Mobilize aspiring entrepreneurs, MSMEs, startups, and investors through targeted outreach.
- Collaborate with trade associations, chambers of commerce, and business councils to enhance participation.
- Ensure media engagement and coverage to project Tripura as an emerging hub for franchise investment.

d) **Event Infrastructure and Logistics**

- Secure a suitable venue in Agartala with a minimum capacity of 200 participants.
- Ensure complete compliance with safety, fire, and accessibility norms.
- Provide stage setup, sound, lighting, LED/projection screens, high-speed internet, and branding elements.
- Arrange registration counters, delegate kits, ID badges, and event literature.

e) **Hospitality and Protocol Management**

- Manage invitations, protocol, and ceremonial arrangements for VIPs, dignitaries, and speakers.
- Arrange travel and accommodation for key brand representatives and speakers.
- Provide quality catering services, including networking lunch and refreshments.

f) **Knowledge Content & Session Curation**

- Prepare a **Workshop Handbook** containing brand profiles, investment details, and franchise processes.
- Curate sessions in consultation with DSD and participating brands.
- Facilitate expert talks, brand showcases, and B2B interactions.

g) **Post-Event Activities**

- Submit a comprehensive event completion report, including attendance, key outcomes, and media coverage.
- Collect and analyze **participant feedback** to evaluate impact and improve future events.
- Provide a database of participants, franchise leads, and inquiries.
- Facilitate post-event support and follow-up with potential entrepreneurs and franchise brands.

3. Performance Standards

- Minimum of **8 national/international franchise brands** must participate.
- All deliverables (infrastructure, branding, hospitality, digital/print promotion) must meet professional benchmarks.
- Compliance with safety regulations and government norms is mandatory.

4. Deliverables and Timelines

Activity	Timeline
Finalization of event concept, branding plan, and confirmation of franchise/brand participation	Within 15 days of issuance of Work Order

Completion of venue arrangements, publicity campaigns, and logistical setup	2 days prior to the scheduled workshop
Submission of report, photographs, media coverage, and feedback for each brand workshop	Within 2 days after completion of respective brand workshop
Overall completion of activities under the Work Order	Within 90 days from the date of Work Order issuance

5. Payment Terms

- **10%** on signing of contract and submission of performance security.
- **20%** on confirmation of franchise participation and interim progress report.
- **70%** on successful completion of event and acceptance of final report.

6. Monitoring and Reporting

- Weekly progress updates prior to the event.
- Final event completion report within 15 days.
- Oversight and monitoring by DSD officials.

7. Confidentiality & Intellectual Property

- All event-related materials, branding, reports, and knowledge content shall remain the property of DSD.
- The agency must maintain confidentiality and shall not use event data for commercial purposes without prior approval.

8. Penalties and Termination

- Deductions or penalties may apply for delays, non-performance, or non-compliance.
- The Directorate reserves the right to terminate the contract in case of unsatisfactory performance or breach of terms.

9. Governing Framework

- The contract shall be governed by the laws of India and subject to the jurisdiction of Agartala, Tripura.
- All decisions of DSD regarding interpretation of TOR conditions shall be final and binding.

SECTION –IV

TECHNICAL EVALUATION

The evaluation committee appointed by the State Govt. shall evaluate the proposals on the basis of their responsiveness to the scope of work applying the evaluation criteria. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it fails to achieve the minimum technical score of 60 out of 100 from the technical section. Details of Technical score determination is at Clause No: 2, the results of Technical Evaluation will be uploaded online in the portal. Decision of the Committee will be final in this regard

1. **Eligibility Criteria:** Bidders must fulfill the following minimum eligibility conditions to be considered for empanelment/selection by the **Directorate of Skill Development, Government of Tripura**:

a. Legal Status

- The bidder must be a **legally registered entity** in India (Company/LLP/Firm/Society/Trust/Proprietorship) with valid registration certificates.
- Must possess a **valid GST registration** and **Permanent Account Number (PAN)**.
- Copies of incorporation/registration, GST, and PAN certificates must be submitted.

b. Relevant Experience

- Minimum **5 years of experience in professional event management services**.
- Experience in organizing **large-scale government events, exhibitions, skill fairs, livelihood/business summits, or franchise/business promotion events** with **at least 200 participants**.
- At least **3 completed assignments with Central/State Government Departments/PSUs** in the last 5 years.
- Documentary proof in the form of work orders, completion/acknowledgement certificates, client testimonials, or media coverage must be submitted.

c. Financial Capability

- Minimum **average annual turnover of ₹30 lakh** during the last three financial years (FY 2021-22, 2022-23, 2023-24).
- The firm must have a **positive net worth** in the last audited financial year.
- Bidders must submit **audited financial statements** and **Income Tax Returns** for the last three years.

d. Infrastructure & Manpower

- The bidder must have a **permanent office setup in India** with adequate professional staff strength. Preference will be given to agencies having a local presence in Tripura.
- Must demonstrate **in-house capabilities** for event design, technical support (sound, light, stage setup, printing, branding, digital media), and logistics management; or provide valid agreements with reliable vendors.
- Must have the ability to provide **end-to-end project management**, including concept development, venue management, branding, publicity, coordination with stakeholders, and reporting.

e. Team Composition

- a) Dedicated project management team with clearly defined roles and responsibilities.

- b) CVs of key professionals to be submitted, highlighting relevant qualifications and event management expertise.

2. Proposal Evaluation Criteria

Proposals will be evaluated on a point-based system with the following key evaluation parameters:

Sl.	Evaluation Parameter	Criteria	Maximum marks
1	Experience in Organizing Events – Workshops, Seminars, Exhibitions, Business Summits (particularly under Govt.-funded schemes, with supporting Work Orders/MoUs & Completion Certificates).	2–3 years = 7 marks 4–5 years = 10 marks	10
2	Franchise/Startup Ecosystem Experience – Prior experience in conducting franchise awareness programs or start-up ecosystem events under Govt./CSR-funded initiatives (with supporting proofs).	1–3 events = 4 marks More than 3 events = 5 marks	5
3	Valid Coordination with Franchise Brands – Documentary proof of tie-ups/coordination with reputed national/international franchise brands.	1–4 brands = 10 marks 4–7 brands = 20 marks 7–8 brands = 25 marks Above 8 brands = 30 marks	30
4	Event Resource Team – Relevant experience of proposed event coordinators, facilitators, and resource persons in handling franchise/business workshops, networking events, or start-up mentoring programs.	1–3 members = 5 marks 4–7 members = 8 marks Above 7 members = 10 marks	10
5	Workshop/Session Plan – Quality, relevance, and practicality of the proposed agenda and methodology.	Based on evaluation of submitted plan	10
6	Annual Turnover (Last 3 Financial Years)	₹20–25 lakhs = 5 marks ₹25–30 lakhs = 10 marks Above ₹30 lakhs = 15 marks	15
7	Post-Workshop Support & Market Linkages – Strategy for mentorship, franchise handholding, credit facilitation, market/vendor tie-ups, and participant progress tracking.	Based on RFP	15
8	Documentation & Compliance – Proper submission of PAF (Annexure I), along with all required legal/statutory compliance documents and supporting proofs (PAN, TAN, GST, etc.).	Based on compliance	5
Total			100

3. Submission Requirements

The Bidders must submit a structured proposal that includes the following:

- **Annexure I – Project Application Form (PAF):** Organization details, experience, proposed workshop/event locations.
- **Annexure II – List of Proposed Workshops/Events:** Theme, venue, expected participants, duration.
- **Annexure III – Self-Declaration of Eligibility:** Confirmation of compliance and non-blacklisting.

- **Annexure IV – Cover Letter:** On official letterhead, signed by authorized representative.
- **Annexure V – Self-Declaration of Authenticity:** Confirmation that all information and documents are true and verifiable.
- **Annexure VI – Affidavit of Responsibility:** Undertaking accountability for proposal compliance.
- **Detailed Workshop/Session Plan:** Agenda, content flow, methodology, resource persons.
- **Publicity & Mobilization Plan:** Outreach strategy, IEC materials, participant engagement.
- **Entrepreneurship/Franchise Integration Plan:** Awareness on franchise opportunities and government schemes.
- **Supporting Documents:** Registration certificate, PAN/GST, statutory compliances, event experience, resource persons, franchise partners (if any)

4. Document Checklist:

The bidders must attach the following documents in support of their proposal:

- Legal Registration Certificate of the**
Company/LLP/Firm/Society/Trust/Proprietorship/Department/Autonomous Body).
- PAN, GST** and other applicable statutory registration certificates.
- Work Orders / Office Orders / MoUs** from previous relevant projects, along with **Completion Certificates**.
- CVs and documents of the key professionals.**
- Infrastructure Readiness Documents** for the proposed workshop location.
- Detailed Event Session Plans** – Hour-wise event session plan.
- Any other supporting documents** substantiating claims made in the PAF (Annexure I).

1. Contacting the e-tender Inviting Authority

Any effort by a bidder to influence the e-Bid Inviting Authority in bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid

e. Additional Notes

- Incomplete or unsigned applications will be rejected.
- Misrepresentation or submission of fraudulent documentation will lead to blacklisting.
- Directorate of Skill Development reserves the right to accept or reject any proposal at its sole discretion, without assigning any reasons.
- Directorate of Skill Development reserves the right to select any agency for implementation of the skill development training at its sole discretion, without assigning any reasons.
- Only shortlisted Training Providers will be contacted for further evaluation, including presentation or physical centre inspection, if required.

Authorized Signatory
(With seal, Name, Designation, and Date)

INSTRUCTIONS TO BIDDERS:

1. General

- 1.1 To participate in the bid, the bidder shall have a valid 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>**
- 1.2 The Bidder shall enrol himself/herself in the e-procurement portal <https://tripuratenders.gov.in> and obtain User ID and Password for bidding.
- 1.3 On publication of the bid, bidder shall download the DNIT and all the work items from website as mentioned in the DNIT and minutely go through the instructions/ terms conditions/critical dates/eligibility criteria of the DNIT.
- 1.4 The Bidders shall have to scan all the required documents mentioned in this DNIT into PDF format of 100 dpi resolution, for uploading as part of Bid.
- 1.5 Bidders shall furnish a declaration (Annexure-VI) as a part of bid that they are not been blacklisted by any department in Tripura. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.
- 1.6 If any of the certificates/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D. will be forfeited.
- 1.7 Bidders are allowed to bid 24x7 until the time of Bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time.
- 1.8 All the documents shall be submitted online at <https://tripuratenders.gov.in> only. Physical submission of any document (hard copy) will not be entertained and will be liable for the rejection.

2. Firms Eligible to Bid:

2.1 The Firms who:

- a. Are not blacklisted or debarred or suspended by the Government for Whatever the reason, prohibiting them not to continue in the contracting business.
- b. Have complied with the eligibility criteria specified in this E TENDER.
- c. Bidders also have to comply the General Terms & Condition as mentioned in this E TENDER

3. Pre-Qualification data of the Bidders

- 3.1 The bidder should satisfy the pre-qualification criteria as fixed under this NIT (Notice Inviting Tender) and in case any bidder is not found satisfying any of such criteria as fixed, his/her bid will be summarily rejected. The bidder shall furnish all the Technical and Financial particulars in the PDF of 100 dpi resolution.
- 3.2 Even though the bidders meet all the qualifying criteria, they are liable to be **disqualified/ debarred / suspended/ blacklisted** if they have:
 - a) Furnished false/ fabricated particulars in the forms, statements and / annexure submitted in proof of the qualification requirements and/or
 - b) Record of poor progress such as abandoning the work/ supply, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc. and/or
 - c) Even while execution of the supply, if found that the supply was awarded to the Bidder based on false/ fake certificates of experience, the Bidder will be blacklisted and necessary action will be taken as per rules.
- 3.3 Any definite attempt of profiteering by any bidder will render himself liable to be debarred permanently from bidding or for such period as the bid accepting authority may decide. The bidder overall rate should be based on the controlled prices for the materials, if any, fixed by the Government.

SECTION -VII**Annexure-I****Project Application Form (PAF)****[Under Mukhya Mantri Dakshata Unnyayan Prakalpa (MMDUP) Scheme]****PART I: Organization Details**

1. **Name of the Agency :**
2. **Registered Office Address:**
(Full address with PIN, Contact Number, Email, and Fax)
3. **Year of Incorporation:**
4. **Legal Status of the Organization:**
(Please tick one)

☐ Company☐ Firm☐ Society☐ Trust☐ Proprietorship☐ Government Institute

5. **Registration/ Incorporation Number:**

PART II: Contact Information

6. **Details of CEO/MD/Head of Organization:**
(Name, Designation, Phone, Email)
7. **Details of Single Point of Contact (SPOC):**
(Name, Designation, Phone, Email)

PART III: Experience in Event Management:

8. **Total Years of Experience in management of events/exhibitions/skill fairs/business summits:**

Details of Major Events Organized in Last 3 Years:

Financial Year	Event Type	Client/ Partner	No. of Participants	Location	Value of Project	Remarks
2021-2022						
2022-2023						
2023-2024						

PART IV: Details of events /workshops organized till date:

10. Number of Events/Workshops Organized in Tripura/India:
11. Event Details (Attach separate sheet in the following format):

Sl. No	Event Name	Client/ Partner	Venue & Location	Date(s) of Event	No. of Participants	Type of Event (Workshop / Exhibition / Summit / Fair)	Outcome / Impact

PART V: Venue & Infrastructure Details

12. Proposed Venue Name and Address:

13. Expected No. of Franchise Brands Participating:

14. Proposed Publicity & Mobilization Strategy: (Media plan, social media, banners, local mobilization)

15. Proposed Franchise Sectors & Business Categories (with details):

16. Expected No. of Entrepreneurs / Participants:

PART VI: Event Resource Information:

Franchise Sector	Expected No. of Brands	Potential Investor Participation	Availability of Resource Persons	Expected Outcomes

PART VII: Details of Resource Persons:

S. No.	Name	Designation & Organization	Area of Expertise	Past Experience (Years))	Remarks
1					
2					

PART VIII: Declarations:

We certify that the details furnished above are true and correct to the best of our knowledge and confirm that there is no duplication with any other government event/scheme under execution.

Authorized Signatory

Name of the SPOC:

Organization Name

Designation:

Date:

Seal:

1. Details of Franchise Workshop which proposal submitted: -

Sl.No	Franchise Sector / Business Category	Proposed Franchise Brand(s)	Target No. of Potential Entrepreneurs / Leads	Proposed Workshop Venue (Location in Tripura)	Remarks
1					
2					
3					

Authorized Signatory

Name of the SPOC:

Organization Name

Designation:

Date:

Seal:

Self-Declaration of Compliance with Eligibility Criteria
[To be submitted on the official letterhead of the Event management agency]

To
The Director,
Directorate of Skill Development,
Department of Industries and Commerce,
Government of Tripura,
ITI Road, Indranagar,
Agartala – 799006, Tripura (W).

Subject: Self-Declaration of Compliance with Eligibility Criteria for Submission of Proposal under MMDUP – Franchise Workshop/Event Component.

Respected Sir,

With reference to the Request for Proposal (RFP) for organizing **Franchise Workshop/Entrepreneurship Event** under the **Mukhya Mantri Dakhyata Unnayan Prkalpa (MMDUP)** scheme, we, the undersigned, do hereby declare and affirm the following on behalf of our organization:

1. Legal Entity

We are a legally registered entity under applicable laws in India, operating as a:

- Company.
- Firm.
- Society.
- Trust.
- Proprietorship.
- Government Institute.

We have attached valid registration certificates along with the proposal.

2. Event/Workshop Management Experience

We have been actively engaged in organizing business summits, entrepreneurship fairs, investment promotion events, or franchise workshops for the last three (3) financial years or more. Relevant work orders and project documents are enclosed.

3. Track Record of Successful Events

We confirm that our past events have successfully mobilized significant participation from entrepreneurs, investors, or franchise brands. Supporting documentation including event reports, photographs, and client testimonials are enclosed.

4. Venue & Infrastructure Capacity

We have the capacity to organize events at venues that are suitably equipped with seating, stage setup, AV facilities, and branding arrangements as per the requirements of DSD. Venue tie-up letters/agreements are attached

5. **Resource Persons & Experts:**

All proposed speakers, moderators, and resource persons are domain experts with proven experience in entrepreneurship, business development, or franchise facilitation. Their profiles are enclosed.

6. **Legal Compliance:**

Our organization is in full compliance with statutory requirements including PAN, GST, ESIC, EPFO (if applicable), and we are not blacklisted or debarred by any government agency.

7. **Non-Duplication:**

We confirm that there is no duplication of effort with any ongoing projects of other ministries/departments for the proposed workshop.

8. **Authenticity and Commitment:**

All information and documents submitted in the proposal are true, authentic, and verifiable. We understand that any false or misleading information may result in disqualification or cancellation of empanelment at any stage.

9. **Event Deliverables:**

We hereby undertake that the specified number of **franchise brands and entrepreneurs/participants** shall be mobilized and the event will be executed in accordance with the detailed plan submitted in our proposal. A comprehensive post-event report will be submitted to DSD within the stipulated timeline.

We hereby undertake full responsibility for the implementation and outcomes of the proposed Franchise Workshop/Event, if selected.

Authorized Signatory

Name: _____

Designation: _____

Organization Name: _____

Seal: _____

Place: _____

Date: _____

[On the Letterhead of the Training Provider]

To
The Director,
Directorate of Skill Development,
Department of Industries and Commerce,
Government of Tripura,
ITI Road, Indranagar,
Agartala – 799006, Tripura (W).

Subject: Submission of Proposal for Organizing Franchise Workshop/Event under Mukhya Mantri Dakhyata Unnayan Prakalpa (MMDUP) Scheme

Respected Sir,

We, at [Name of the Agency], hereby submit our proposal in response to the Request for Proposal (RFP) issued by the Directorate of Skill Development (DSD), Government of Tripura, for the organization of **Franchise Workshop/Entrepreneurship Event** under the Mukhya Mantri Dakshata Unnayan Prakalpa (MMDUP) scheme.

We humbly submit that our organization fully complies with all the eligibility conditions outlined in the RFP. The necessary supporting documents have been duly attached with this proposal as per the prescribed formats and annexures. We have proposed **franchise sectors and business categories** that are in alignment with the entrepreneurial ecosystem and local market opportunities of Tripura. All relevant **venue, infrastructure, and resource person details** have been provided accordingly.

We sincerely request you to consider our application and kindly provide us the opportunity to contribute to the state's **entrepreneurship and self-employment mission** by allowing us to organize the proposed Franchise Workshop/Event in collaboration with DSD.

We remain committed to ensuring the highest standards in event planning, mobilization of entrepreneurs, facilitation of franchise brands, and post-event follow-up for handholding and incubation support. We assure you that the project will be executed in full compliance with the guidelines and within the specified timelines, if awarded.

Thanking you,

Yours sincerely,
[Name of the Authorized Signatory]
Designation: _____
Organization: _____
Mobile: _____
Email: _____
[Signature with official seal]

[To be furnished in the Letter-head of the Organization]

Self –Declaration: -

We, the undersigned, do hereby solemnly affirm and declare that all information, data, and documents submitted as part of our proposal for conducting **franchise workshops/events**—including but not limited to details regarding organizational experience, proposed workshop/event plan, infrastructure/logistical arrangements, statutory registrations, and all other claims—are genuine, valid, and accurate to the best of our knowledge and belief.

We further acknowledge that the submission of any falsified, forged, manipulated, or misleading information or documentation, whether discovered during the proposal evaluation stage or at any point during or after the execution of the workshop/event, shall constitute a breach of trust and violation of the terms of this RFP. In such cases, we fully understand and accept that the Directorate of Skill Development (DSD), Government of Tripura, reserves the absolute right to summarily reject our proposal, cancel the planned workshop/event, and permanently blacklist our organization from participating in any present or future skill development initiatives, without the requirement of issuing any prior notice or providing justification.

We undertake full responsibility for the authenticity and verifiability of all submitted materials related to the proposed franchise workshops/events and agree to cooperate fully in any verification, inspection, or audit process initiated by the DSD or any competent authority.

Thanking you,

Yours sincerely,

[Name of the Authorized Signatory]

Designation: _____

Organization: _____

Mobile: _____

Email: _____

[Signature with official seal]

(Self-Certified Letter: To be printed on a company letterhead)

AFFIDAVIT

I/we

.....

...,

have gone through carefully all the Bid conditions and understood all the clauses, specifications of e-bid items, instruction of the NIT.

I / We/M/s _____ (name of firm/company) having
PAN No. _____

_____, Service Tax No. _____ certificate issued by _____ having office at _____ and do hereby declare and solemnly affirm that I / We / M/s have not been debarred/Black-listed, nor mine/our tenders orders have ever been cancelled by any State/UT/Central Government/Corporation or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of supply order by any State / UT / Central Government or by any autonomous body / authority and the individual/firm/company have been regularly paying income tax/service tax and is legally competent to engage in contracts and that I/we/M/s accept all the terms & conditions as prescribed with bid.

I / we solemnly declare that I / we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

Yours faithfully

(Signature of the
applicant) (Name)
Date-----

Place.....

(Company Stamp / Seal)