

Request for Proposal

Hiring of Internet Service Provider for Internet Leased Line on Fiber



Project Management Unit (PMU), Tripura JICA
Project (SCATFORM) , Prakriti Bhawan, Gandhigram,
West Tripura 799012.

Tender Notice

1. Tripura JICA Project (SCATFORM) invites proposals for **"Hiring of Internet Service Provider for Internet Leased Line on Fiber"**
2. The content of this RFP enlists the requirements of the Tripura JICA Project (SCATFORM). It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the technical and financial terms and bidding process and explain the contractual terms that the Tripura JICA Project (SCATFORM) wish to specify at this stage.
3. The Documents to be submitted:

Form 1	Covering letter with the Proposal in response to RFP Notice
Form 2	Relevant Project Experience
Form 3	Details of the responding organization
Annexure - A	Financial Proposal Format

4. The Technical and Financial Proposals may be submitted at the following address on or before 14th March, 2025 by 1 PM via post or hand to:

"The Chief Executive Officer and Project Director, Tripura SCATFORM Project, Prakriti Bhawan, Salbagan, Hatipara, Agartala, 799012"

Tender Summary

S.No	Item	Details
1	Project Scope	Hiring of Internet Service Provider for Internet Leased Line on Fiber
2	Time for Completion	1 Weeks
3	Payment	Payment shall be made within 20 days of submission of proper invoice, post successful installation and testing.
4	Bid Validity	1 Months
5	Earnest Money Deposit	1% of approved tender amount
6	Last Date of Submission of Bid	14 th March, 2025

1. INTRODUCTION

Tripura JICA Project (SCATFORM)

Tripura is located in the mountainous area in the north east of India bordering Bangladesh on three sides. The state has 3.67 million people (2011) and high population increase (1.5% per year from 2001 to 2011). Industrial growth in the state is not so high compared with some of the other Indian states due to limited transportation facilities and lack of better road, rail and air connectivity with other parts of India. However, abundant forest resources (which cover 60% of the state, 2015), plentiful rainfall and fertile soil are suitable for afforestation; thus, forestry is a major source of income of the state along with agriculture. The proportion of the workforce in agriculture and forest sector as well as residents' dependence on forests is high. To monitor & maintain the assets of the Forests Internet facility is the top most priority of the department. Tripura Forest Department is already connected via SWAN project of NIC with 10 Mbps dedicated line for Forest Department. SCATFORM project which is under Forest Department has placed a Web Server for its internal monitoring which require highly dedicated lease line to meetup with the Internet requirement.

2. SCOPE OF WORK

Tripura JICA Project (SCATFORM) seeks proposals from qualified communication service providers for Internet Service Provider (ISP) to implement Internet leased line on fiber connectivity as per below mentioned specifications:

- a. Requirement of 200 Mbps Bandwidth Internet Leased Line on Fiber
- b. Bandwidth with 1:1 uplink & downlink ratio
- c. 6 No's of static IP Pools
- d. Service availability of >98%
- e. Average Network packet loss <=0.5%
- f. Provider to ensure Inclusion of active, passive components, network infrastructure for the service delivery
- g. Consistency in required bandwidth
- h. Final output shall be in the means of ethernet drop
- i. Maintenance services 24*7*365.

3. Pre-Qualification Criteria

S. No.	Basic Requirements	Specific Requirements	Documents Required
1	Legal Entity	The bidder should be a registered firm duly registered under Indian Companies Act, 1956/2013 or a partnership firm under the Indian Partnership Act, 1932 or a Limited Liability Partnership under the LLP Act, 2000 The Business should have been in existence for minimum 5 years for similar services.	Copy of Certificates of incorporation in case of a Company Copy of valid Registration Certificates in case of LLP Solvency Certificate from a Practicing Chartered Accountant in case of a Proprietor-ship Firm
2	Turnover	Average Annual Turnover of the Bidder during the last Three financial years, i.e., FY 2019-20, FY 2020-21, 2021-22 (as per the last published audited balance sheets), should be more than 50 Lacs	Audited Financial Statements or CA Certificate with CA's Registration Number/ Seal certifying the turnover
3	Technical Capability & Experience	Bidders should have at least 3 work orders/projects in Ministries/ Departments/ Private Organizations and financial capacity for execution of Internet Leased Line on Fiber issued in the last three years	Work Order / Work Completion Certificates from the client.
5	Tax Registration	The company shall hold valid GST and PAN certification.	Copies of relevant certificates
6	Blacklisting	The bidder shall not have been blacklisted by any central or state government ISP, PSU etc.	Undertaking in this regard to be submitted.

2. LOCATION

Project Management Unit (PMU), Tripura JICA Project (SCATFORM) , Prakriti Bhawan, Gandhigram, West Tripura 799012.

3. PRESENTATION

As a part of Evaluation of proposals submitted by the applicants, Tripura JICA Project (SCATFORM) holds the right to seek further information or a presentation from the Organizations for evaluation purposes. Tripura JICA Project (SCATFORM) may call for such information/presentation at a short notice.

4. TIMELINE

One year Contract (extendable per year)

5. AMENDMENTS TO RFP

At any time prior to the last date for receipt of applications, TRIPURA JICA Project (SCATFORM) may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, TRIPURA JICA Project (SCATFORM) may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP.

6. REJECTION OF APPLICATION

The application is liable to be rejected if:

- a. Not in prescribed forms and not containing all required details.
- b. Not properly sealed and signed as per requirements.
- c. Received after the expiry of due date and time.
- d. Missing of any supporting document(s) with the Proposal.

7. DISCLAIMER

- a. The TRIPURA JICA PROJECT (SCATFORM) shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
- b. The TRIPURA JICA PROJECT (SCATFORM) reserves the right
 - i. To reject any/all applications without assigning any reasons thereof.
 - ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the TRIPURA JICA PROJECT (SCATFORM) without assigning any reasons thereof.
 - iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise

8. NO SUBLETTING ASSIGNMENT

There must be no further subcontracting without prior written consent of TRIPURA JICA PROJECT (SCATFORM).

9. MAINTENANCE OF CONFIDENTIALITY

The ISP must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The ISP must not, without the prior written consent of TRIPURA JICA PROJECT (SCATFORM), disclose any confidential information of TRIPURA JICA PROJECT (SCATFORM) or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, TRIPURA JICA PROJECT (SCATFORM) may impose such conditions as it thinks fit, and the ISP must comply with these conditions. Confidentiality clause shall survive for a longer period of one year after the termination of contract or contract expiry period.

10. TERMINATION OF CONTRACT

a. Termination for Default

TRIPURA JICA PROJECT (SCATFORM) reserves the right to terminate / short close the contract, without prejudice to any other remedy for breach of contract, by giving one month notice if the ISP fails to perform any obligation(s) under the contract and if ISP, does not cure their failure within a period of 04 days (or such longer period as TRIPURA JICA PROJECT (SCATFORM) may authorize in writing) after receipt of the default notice from TRIPURA JICA PROJECT (SCATFORM).

b. Termination for Insolvency

TRIPURA JICA PROJECT (SCATFORM) may at any time terminate the contract by giving written notice without compensation to the ISP, if the ISP becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to TRIPURA JICA PROJECT (SCATFORM).

c. Termination for Convenience

TRIPURA JICA PROJECT (SCATFORM) may by written notice sent to ISP, terminate the contract, in whole or part, at any time for its convenience. However, the payment shall be released to the extent to which performance of work executed as determined by ISP till the date upon which such termination becomes effective.

11. FORCE MAJEURE

Neither party shall be held responsible for non-fulfilment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months the parties shall then mutually decide about the future course of action.

12. SETTLEMENT OF DISPUTES

All disputes and differences in relation to the RFP, the contract or the interpretation of any of these terms or implementation there or arising out of or concerned directly or indirectly with the contract shall be referred to the arbitration or a single arbitrator to be appointed by the Chief Executive officer & Project Director, Tripura SCATFROM Project and in his absence, the highest Executive officer shall make such appointment. The venue of arbitration shall be at Agartala only. The court of law at the Agartala alone will have jurisdiction in the matter of any disputes what-so-ever.

13. DOCUMENT SUBMISSION

The following set of documents needs to be submitted to qualify for the evaluation process. These documents are:

- i. Form 1: Covering letter with the Proposal in response to RFP Notice
- ii. Form 2: Relevant Project Experience
- iii. Form 3: Details of the responding organization
- iv. Annexure A: Financial Proposal in the provided format
- v. Any other detail that the bidder may like to provide.

Interested parties may send the technical and financial proposals in two separately sealed envelopes inside a larger sealed envelope super-scribing "Hiring of Internet Service Provider for Internet Leased Line on Fiber" to Chief Executive Officer & Project Director, Project Management Unit (PMU), Tripura JICA Project (SCATFORM) , Prakriti Bhawan, Gandhigram, West Tripura 799012, latest by 14th March, 2025, 1 PM.

Note:

1. All vendors shall mark the below title in bold on all submissions and their company name with address clearly mentioned at the bottom right corner of the cover. Proposal Submission for RFP: Hiring of Internet Service Provider for Internet Leased Line on Fiber
2. Also mention on top of the sealed envelope, the nature of the document "Technical Proposal" or "Financial Proposal".

For further queries, you may please contact the below:

For any other queries: Procurement Team

E-mail id:

To : tripurajica@gmail.com
CC : scatformmne@gmail.com
scatforgis@gmail.com
sppmmne1@gmail.com

Form 1: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date}

To,
Chief Executive Officer & Project
Director, Project Management Unit
(PMU), Tripura JICA Project
(SCATFORM) , Prakriti Bhawan,
Gandhigram, West Tripura 799012

Subject: Submission of proposal in response to the RFP for **Hiring of Internet Service Provider for Internet Leased Line on Fiber**

Dear Sir,

Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated <dd/mm/yy> for <RFP NAME>

- a. We attach our technical response and our financial quotation, the technical response and the financial response in a separate sealed cover as required by the RFP both of which together constitutes our proposal, in full conformity with the said RFP.
- b. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
- c. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
- d. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and TRIPURA JICA PROJECT (SCATFORM) or its appointed representatives.
- e. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this Proposal response for a maximum period of TWO MONTHS from the date fixed for Proposal opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this Proposal response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and TRIPURA JICA PROJECT (SCATFORM).
- f. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
- g. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the TRIPURA JICA PROJECT (SCATFORM) as to any material fact. We agree that TRIPURA JICA PROJECT (SCATFORM) is not bound to accept the lowest or any Proposal response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the Proposal response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2025

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Vendor

Form 2: Relevant Project Experience

S. No.	Name of the Project/ Engagement	Client name	Duration (Period)	Value

Form 3: Details of responding organization

Section No.	S. No.	Particular	Details
I	COMPANY PROFILE:		
	1.	Name of the Organization * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	Address for Billing Office & Address *	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	
	4.	Name of Contact Person (Finance & Accounts) *	
		Contact no.	
		Mobile no.	
		E mail ID *	

II	STATUTORY DETAILS:		
	1.	GST Details: -	
		Whether Registered Assessee (Yes or No)	
		If Yes: -	
		GSTIN Number # *	
		Type of Assessee	

	2.	MSME	
		Whether Registered under MSME (Yes or No) *	
		If Yes: -	
		MSME Registration No. and validity date # *	
	3.	Permanent Income Tax No. (PAN) # *	
	4.	<u>NATURE OF ENTITY:</u> * PROPRIETOR/PARTNERSHIP/ LPP/ PRIVATE LIMITED /PUBLIC LIMITED/GOVERNMENT	
	5.	WHETHER FUNCTIONING IN A SPECIAL ECONOMIC ZONE. (SEZ) (YES/ NO) *	

III	BANK DETAILS: -	
	Name of Bank	
	Address of Bank	
	Bank Account No.	
	IFSC Code	
	SWIFT CODE (If party's billing address is outside India)	

Declaration by Director/ Proprietor/ Partner:

I/We declare that the information furnished above are correct to the best of my/our knowledge / belief. I/We undertake to inform you of any change in above particulars at the earliest.

Date:

Place:

Signature

Name & Designation

Annexure A: Financial Proposal Format

(To be submitted by the Vendor as per the format given below in a separate sealed cover)

S. No.	Description	Amount	Taxes	Total Cost
1.	200 MBPS Bandwidth Internet Leased Line on Fiber (inclusive of installation charge)			
2.	6 No's of static IP Pools			

A detailed explanation of the pricing structure including all price components, unit costs, resource loading, estimates of overheads and any other assumptions made in arriving at the final all-inclusive price quote should be provided.

Please mention the following in preparing your bid:

- i. Dated this [date / month / year]
- ii. Authorized Signatory (in full and initials)
- iii. Name and title of signatory
- iv. Duly authorized to sign this proposal for and on behalf of [Name of Vendor]
- v. Name of the Firm
- vi. Address of the Firm

Sd/-

(Pravin Agrawal, IFS)
Chief Executive Officer & Project Director
Tripura JICA Project (SCATFORM)

Copy To:

1. The PS to the PCCF &HoFF (Tripura), for kind information of the PCCF &HoFF(Tripura).
2. The Director, NCE, Tripura for kind information.
3. The Director (AFA/LCD/M&E/SFM), Tripura JICA Project (SCATFORM) for information.
4. The DDO (JICA), Tripura JICA Project (SCATFORM) for information.
5. Office Notice Board, PMU Tripura JICA Project (SCATFORM).
6. I/C GIS Lab, Office of the PCCF & HoFF, Tripura for uploading to the departmental website, Tripura Forest Department (<https://forest.tripura.gov.in>)
7. MIS Officer, Tripura JICA Project (SCATFORM) for uploading to the Tripura JICA website (jica.tripura.gov.in)

(Dr. Wangdup Bhutiya, IFS)
Director Administration & Finance
Tripura JICA Project (SCATFORM)