

NO.F.7(10)/RR&DM/DM/2019(HAM RADIO)
DIRECTORATE OF RELIEF, REHABILITATION AND DISASTER MANAGEMENT
GOVERNMENT OF TRIPURA

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

**PROPOSAL FOR ESTABLISHING AMATEUR RADIO EMERGENCY SERVICES (ARES)
NETWORK IN TRIPURA**

Revenue Department, Government of Tripura, invites Expression of Interest (EOI) from reputed and specialized Amateur Radio service providers / Agencies, etc. having requisite expertise experience in providing Training and to establish Amateur Radio Emergency Services Network in Tripura. The format and other details for the EOI is available at website www.tdma.tripura.gov.in.

The "Expression of Interest" along with relevant documents in sealed envelopes subscribing "Expression of Interest for Amateur Radio Emergency Services (ARES) Network" must reach at Directorate of Relief, Rehabilitation and Disaster Management, SEOC complex (NCC police station road), New Capital Complex, Agartala, West Tripura-799010, Tel. No.-0381-2415723, Email: rrdmtripura.agt@gmail.com within 15 days from the date of publication in the newspapers. Those agencies who have already applied need not to apply again.

I:- Project Title: TRIPURA STATE-AMATEUR RADIO EMERGENCY SERVICES (ARES) NETWORK

II:- Background: Revenue Department, Government of Tripura intends to engage a specialized agency having experience to setup Amateur Radio Communication Network and also experience to conduct training on ASOC (Amateur Station Operator's Certificate) examination to establish Amateur Radio Emergency Services (ARES) in Tripura (preferably in State Emergency Operation Centre (SEOC) & 8 District Emergency Operation Centres (DEOCs)). The contract will be valid for 1 (one) year.

III:- Location of Work/Service: In SEOC & 8 DEOCs: The agency is required to conduct:

- (i) Amateur Radio Training Program
- (ii) Establishing an Amateur Radio Centre
- (iii) Amateur Radio Emergency Service Network.

IV:- Duration of empanelment: 1 (one) year extendable by 1 (one) year considering the need and approval.

V:- Method of empanelment:

- Revenue Department, Government of Tripura like to empanel reputed and specialized Amateur Radio service providers / Agencies, etc. having requisite expertise experience in providing training on Amateur Radio (ASOC EXAMINATION), arrange ASOC examination conducted by Ministry of Communication, Government of India in Tripura and also have experience on handling & establishing Amateur Radio Network. Revenue Department, Government of Tripura will follow a diligent process for selection of partner (s) for empanelment in order to implement Amateur Radio Emergency Services Network in Tripura.
- The validity of the empanelment shall be initially for a period of 1 (one) year, which may be extended by one more year with mutual agreement with the first right of refusal by Revenue Department, Govt. of Tripura. This is at the sole discretion of the Revenue Department, Govt. of Tripura. There shall be no binding upon the firms or the Management of Revenue Department, Govt. of Tripura.

- It may be noted that a financial proposal is to submit in a separate sealed enclosure.

VI:- Scope of Work:

Tripura State Amateur Radio Emergency Services (ARES) shall establish amateur radio club centres at State, District and Local level as part of a scalable network plan, with a group of licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes. The government may passively regulate certain ARES club centre through formal understandings. In a typical emergency situation, an ARES group will first activate and implement predetermined plans to assist local governments.

A typical pre-disaster plan and arrangement for disaster communication includes: (1) identification of agencies who will need Amateur Radio communication services; (2) discussion with these agencies to learn the nature of the information which they will need to communicate, and the people [with whom] they will need to communicate; and (3) specification, development and testing of pertinent services. A formal written description of the communication is required for completeness, conciseness, and easier copy for operators to understand.

ARES club centre may elect/nominate/appoint an emergency coordinator(s), who runs that local ARES organization for training and re-training of its members and the interaction between ARES volunteers and local agency officials. Membership in Tripura State ARES organisation is open to every licensed amateur, where there exists a sincere desire by the individual to join. The stated goal of ARES members is to use their skills to help the local governmental agencies provide the information that needs to be passed, while at the same time showing their talents as trained communicators who know how to pass information quickly and efficiently.

Proposed ARES Club Centres: The following are the locations identified for establishing amateur radio stations with HF and VHF/UHF communication capabilities with digital/analog modes as part of the amateur radio emergencies service network of Tripura state.

S.No	Department	Location	No. of Stations
1	Revenue	SOEC	1
2	Revenue	District EOC	8

A total of 9 locations have been identified for setting up of amateur radio centers/stations based on the requirement for effective and efficient disaster management.

VII:- Time Table: The achievements of the project implementation for the period of 12 months can be monitored in two phases of 8 months and 4 months.

During the first 8 months

- A) Conducting awareness programs, seminars and lectures in identified 8 locations.
- B) Training / ASOC Exam / Obtaining license for successful candidates.
- C) Preparation for procurement of equipment

During the Next 4 months

- A) Procurement and Installation of Amateur radio equipment and field training exercises to obtain necessary propagation parameters for design and development of network model.
- B) Final implementation of the network model and conducting mock exercise to train the user community on the operational mechanism of the system at fixed/ mobile location, Evaluation of reports.

VIII:- Major Milestones

- 1) Conducting awareness program to line departments and general people at large.
- 2) Conducting Training program for ASOC exam
- 3) Conduct ASOC Exam in coordination with Ministry of Communications, Govt. of India.

- 4) The amateur station operator license is issued by WPC wing, DoT, Ministry of Communications, Govt. of India to the candidate successful in the above examination.
- 5) A club station is formed at each of the location with the licensed amateur radio operators available as its participating members.
- 6) Procuring the equipment for each of the location, installation, testing, knowledge transfer and handing over

IX:- Quantity of Work:

The agency is required to conduct:

- (i) Amateur Radio Training Program (270 personnel i.e. @30 officials per location)
- (ii) Establishing an Amateur Radio Centre
- (iii) Amateur Radio Emergency Service Network.

X-Equipment Requirement:

Equipment	Quantity
HF STATION	
HF/VHF/UHF Multi band Multi Mode Communication trans receiver (Digital / analogue)	09
Power supply with battery charger for HF/VHF/UHF equipment with inverter	09
HF Wire Antenna (with 30 M coax cable)	09
2 Nos. of 12 Volts Batteries with one float charger	09
VHF/UHF BASE STATION	
VHF/UHF Base Station (DMR/Digital/Analogue)	09
Power Supply with Battery Charger for VHF/UHF Base Station with inverter	09
Antenna Systems for VHF/UHF (with 30 M coax cable)	09
Walkie Talkie:	
VHF/UHF Walkie Talkies & standard accessories (DMR/Digital/Analogue)	90
Repeater:	
VHF Repeater Station (Digital/Analogue)	03
Repeater Power Supply	03
VHF Repeater Antenna (with 30 M Coax cable)	03
Solar UPS and inverter	03
Accessories:	
Sound card interface (Digital Modes)	09
Data Terminal (Laptop) with software	09
Tools / Measuring instruments / Flex Boxes / Log books / spares & Publications on Amateur Radio	09
Installation & Testing:	
Cost of Installation at each centre (9 centres + 3 repeaters)	

Note: In case of damage / malfunctioning of the above equipment, the same will be repaired / replaced by the party at their own cost. Also any consumable required for the above equipment shall be arranged by the party at their own cost.

XI:-Payment Terms:

- i. Bills will be raised by the agency after conducting of Amateur Radio Training Program. Frequency of raising the bills can be mutually agreed at a later stage.
- ii. Payments are subject to completion of work as per Revenue Department, Govt. of Tripura satisfaction and necessary submission of Documents.
- iii. Details of Document required to be submitted along with every invoice/bill is as below:
 - Registered CA audited utilization certificate (on the letter head of the CA) and detailed break-up of the funds received from Revenue Department, Govt. of Tripura.
- iv. The agency shall be liable to bear GST and all applicable taxes as per the prevailing rates.
- v. Revenue Department is not liable to make any advance payments.

XII:-Jurisdiction & Dispute Resolution:

- a. Any Disputes/Claim arising out of this Memorandum of Understanding are subject to Arbitration and sole Jurisdiction of Court of Tripura at Agartala.
- b. In case of any dispute or differences arising out of this Memorandum of Understanding, each party may as soon as practicable give to other party notice in writing of the existence of such questions or disputes specifying its nature and the point of issue. If the parties cannot resolve the matters by mutually acceptable solutions within 30(Thirty) business days, the said dispute or difference shall be referred to and settled by arbitration under the provisions of the Arbitration & Conciliation Act, 1996 or any re-enactments or modifications thereof.
- c. The sole Arbitrator to be appointed by the Revenue Department, Govt. of Tripura shall enter upon the reference immediately and within 60 working days from its constitution pass the final award. The time of 60 days contemplated may be extended by mutual consent of both the parties in writing.
- d. The venue of the Arbitration shall be at Agartala or any other place in Tripura mutually agreed upon and the arbitration shall be carried out in English language only.
- e. The arbitration decision shall be final, irrevocable and binding on all parties. The decision shall also determine the expenses of the arbitration and the Party shall bear them or the proportion of such expenses to be borne by each party.

XIII:-Qualifying Conditions

a. Pre-Conditions to Selection

- (i) The participants will be evaluated first on the basis of fulfillment of mandatory conditions (marked as M in the table below) as per the Qualifying Criteria. Responses submitted by the participant which do not fulfill all the mandatory conditions as per qualifying criteria, will be rejected.
- (ii) All proposals/ documents received shall be evaluated for acceptability.
- (iii) Short listed agencies shall be invited to present the proposed work plan for undertaking the services along with financial offer as per the scope of work mentioned above at Civil Secretariat, New Capital Complex in Agartala, Tripura.
- (iv) Revenue Department, Govt. of Tripura shall have the rights to select a firm or reject on the basis of the above selection criteria and shall be the sole discretion of Revenue Department.

b. Agency Profile (Mandatory):

1. It is mandatory for the Agency to have their physical presence in North East India.
2. It is mandatory that the agency shall have implemented similar project on Amateur Radio Services Network for either a Public Sector Undertakings/GOI Enterprises (Central or State) or a Public Limited Company in India.

c. Other Qualifying Criteria

Sl. No.	Qualifying Criteria	Maximum marks	Mandatory conditions (M)	Marks to be allotted
I	Total annual turnover in last three years (2017-18, 2016-17 & 2015-16) (Ref Annexure 1)	50	M	
a.	Total annual turnover of the agency above Rs 50 lakh			50
b.	Total annual turnover of the agency above Rs 25 Lakh			25
c.	Total annual turnover of the agency above Rs 12.5 Lakh			12.5
II	Past experience: Numbers of projects conducted related to Amateur Radio Services in India (Note: value of each completed contract/MoU/work order till the date of EOI should be minimum 12.5 lakhs for either a public sector undertakings/GOI enterprises (central or state) or a public limited company in India. Completion Certificate/last certificate of payment/any relevant document certified by the client is mandatory for certifying the value of work. (Ref Annexure 2)	50	M	
a.	No. of Amateur Radio MOU / Contract/ Work order – 1 no.			30
b.	No. of Amateur Radio MOUs / Contracts / Work order – 2 nos.			40
c.	No. of Amateur Radio MOUs / Contracts / Work order – More than 2 nos.			50
	TOTAL	100		
	QUALIFYING MARKS	60		

Note: A party must obtain the mandatory marks (total mandatory marks: 60) in each of the above categories. In case a party fails to score against any one of the above points, party shall be summarily rejected.

Annexure 1: Average Annual turnover (last three preceding years):

Sl. No.	Financial Year	Turnover (Rs. In lakh)	Audited statement of accounts certified by registered chartered accountant enclosed (Yes/No)
1	2017-18		
2	2016-17		
3	2015-16		

Please Note: It is mandatory to Attach audited statement of accounts certified by registered chartered accountant. Non Submission of the same will result in rejection of the entire EOI submitted by the agency.

Annexure 2: Past Experience

S No	Project Start Date	Organization worked with	Brief Description of Project	Date of Project Completion	Value of the Work Completed	Relevant Documentary proof like copy of MoU/Contract/Work order/ Completion Certificated enclosed (Yes/No)

Please Note: It is mandatory to enclose relevant documentary proof as highlighted above. Non-submission of the same will result in rejection of the entire EOI submitted by the agency.

XIV:-General Conditions of the EOI

- (i) Consortium is allowed with OEM (original equipment manufacturer) of Amateur Radio Equipment/Authorised distributor/ channel partner/ dealer having valid DPL (dealer possession license) from Ministry of Communication, Government of India and having authorized service centre at Agartala, Tripura.
- (ii) For Eligibility criteria, documentary evidence is to be submitted after being duly self-attested, serially numbered and enclosed with the EOI. If the documentary proof is not enclosed for any criteria, the EOI is liable to be rejected. The decisions of Revenue Department, Govt. of Tripura shall be final in all cases.
- (iii) Nature of documentary evidence should be clearly mentioned. (Like MoU Copy/Contract Copy/ Work Order Copy, etc.)
- (iv) Revenue Department, Govt. of Tripura shall have the right to postpone, modify or cancel the aforesaid process at any stage at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon its decision.
- (v) Revenue Department, Govt. of Tripura reserves the right to reject any or all applications without assigning reason thereof. Conditional, erroneous and incomplete EOIs shall be rejected out rightly.
- (vi) The evaluations of the proposals would be done by a Committee of Govt. of Tripura which may seek clarifications from bidders if felt necessary and the bidders shall clarify such aspects.

XV:-EOI Submission Format

- a. Forwarding letter on Organization's letter head duly signed by the authorized signatory
- b. Documents Illustrating
 - Organizational Profile with relevant Experience and capacity to undertake the task
 - Relevant Experience details
 - List of Amateur Radio Services Network (documentary proof like MoU/Contract/Work Order/letter of completion, etc)
 - List of Amateur Radio Services Network undertaken for the Central / State Government /PSUs (documentary proof such as MoU/Contract/Work Order/letter of completion, etc)
 - Annexures
 - CV of manpower to be engaged
 - Certificate of incorporation/registration
 - Pan No./ ITRs
 - GST Registration No.
 - Organizational Structure
 - Audit Statements for last three Financial Years
 - List of Key Staff

XVI:-Note:

- All the sealed envelopes shall indicate the name and address of the participant to enable Revenue Department, Govt. of Tripura to return the same unopened to the participants in case it is received later than the specified time period.
- Revenue Department, Govt. of Tripura shall not be responsible for any delay in transit when offers are sent through post. Offers received after the due date and time or unsealed will be summarily rejected and/or returned unopened to the participant.
- Revenue Department, Govt. of Tripura shall intimate each of the short listed parties and specify the due date for making their presentations and submission of financial offer. No formal communication will be made to the parties who do not qualify.

XVII:-Mandatory Enclosures:**1. Name and Location:**

Sl. No.	Description	
1	Name of the Registered Company / Registered Consultancy Firm / Registered Non-Government Organization / Registered Non-Profit Organization / Reputed registered trust or societies /Academic Institution	
2	Year of Establishment	
3	Head office address	
4	Parent State of the organization	
5	Name of the Chairperson/ CEO/Managing Director and telephone number	
6	Name of the Director and telephone number	
7	Office Phone number(s)	
8	Fax	
9	Email	
10	Web	
11	Government Registration Number of the organization (Attach Proof)	
12	Other Registration, if any (with details)	
13	Income Tax clearance certificate for last three years	
14	TaxCertificates of 80G/35AC under Income Tax Act if applicable	
15	GST Registration No.	
16	Service Tax/TAN no./ PAN No. or any other applicable taxes	

(Attach relevant documents)**2. Details of Regional Offices/ Field Units:**

Sl. No.	Location of Regional Offices and Address	
1		
2		
3		

3. Refer Annexure 1: Average Annual turnover (last three preceding years)**4. Refer Annexure 2: Past Experience.**