

GOVERNMENT OF MANIPUR
DIRECTORATE OF TRIBAL AFFAIRS & HILLS

NOTIFICATION
Imphal, the 4th May, 2026

No. 1/2373/TGH/2026-TA&H: Sealed tenders are hereby invited under a Two-Bid System (Technical & Financial) from eligible and experienced Tribal Agencies/Organizations for the work: “Operation & Management of Tribal Girls’ Hostel, Old Lambulane, Imphal”. The work shall be executed on a self-sustaining basis without any financial liability to the Government of Manipur.

1. Availability of Tender Document

The detailed Request for Proposal (RFP) document may be obtained from the office of the Directorate of Tribal Affairs & Hills during working hours or download from the office website: www.dtahills.mn.gov.in

2. Important Dates & Timelines:

Activity	Date & Time
Publication of Tender	04-05-2026
Start of Document Download	04-05-2026
Last Date for Submission of Queries	10-05-2026 (5:00 PM)
Last Date & Time for Submission of Bids	20-05-2026 (3:00 PM)
Opening of Technical Bids	20-05-2026 (3:30 PM)
Opening of Financial Bids	To be intimated to technically qualified bidders

3. Submission of Bids:

The tender shall be submitted in sealed covers as under:

- a) Envelope–1: Technical Bid
- b) Envelope–2: Financial Bid

Both envelopes shall be enclosed in a single outer envelope clearly superscribed:

“Tender for Operation & Management of Tribal Girls’ Hostel, Old Lambulane, Imphal”

4. Eligibility Criteria :

Interested agencies must:

- a) Be a registered NGO / Society / Trust / SHG
- b) Have minimum 3 years’ relevant experience
- c) Possess sound financial capacity
- d) Not be blacklisted by any Government authority

5. Tender Fee & EMD:

- a) Tender Fee: ₹1,000/- (Non-refundable)
- b) Earnest Money Deposit (EMD): ₹6,000/-

6. *Important Instructions:*

- a) Bids received after the deadline shall not be accepted
- b) Financial Bids shall be opened only for technically qualified bidders
- c) The Department reserves the right to accept or reject any or all tenders without assigning any reason
- d) Corrigendum/addendum, if any, shall be notified only through the official website

7. Place of Submission: Directorate of Tribal Affairs & Hills, Government of Manipur, Imphal



(Rangnamei Rang Peter)
Director
Tribal Affairs & Hills,
Manipur

Copy to:

1. PPS to Hon'ble Deputy Chief Minister (TA & Hills), Manipur
2. APS to Additional Chief Secretary (TA & Hills), Government of Manipur
3. Director, IPR – for wide publicity
4. Editor, *The Sangai Express* – for publication on two consecutive days
5. Notice Board
6. Guard File

**GOVERNMENT OF MANIPUR
DIRECTORATE OF TRIBAL AFFAIRS & HILLS**

REQUEST FOR PROPOSAL (RFP)

**Selection of Managing Agency for Operation and Management of Tribal Girls' Hostel, Old
Lambulane, Imphal**

1. *SHORT TITLE, INVITATION AND LEGAL FRAMEWORK:*

1.1 This Request for Proposal (RFP) is issued by the Directorate of Tribal Affairs & Hills, Government of Manipur (hereinafter referred to as "the Department") for selection of a Managing Agency for operation and management of the Tribal Girls' Hostel at Old Lambulane, Imphal.

1.2 Sealed proposals are invited under a Two-Bid System comprising Technical and Financial Bids from eligible agencies.

1.3 The selection process shall be conducted in accordance with the provisions of General Financial Rules 2017, ensuring transparency, competition, fairness, and accountability.

2. *BACKGROUND AND OBJECTIVES*

2.1 The hostel has been established to provide safe, secure, and affordable accommodation for tribal girl students pursuing education.

2.2 The objective of this RFP is to ensure efficient, transparent, and sustainable management of the hostel with emphasis on safety, hygiene, discipline, and welfare.

2.3 The engagement aims to bring professional management practices without imposing financial burden on the Government.

3. *DEFINITIONS*

3.1 "Department" means Directorate of Tribal Affairs & Hills, Government of Manipur.

3.2 "Bidder" means any eligible agency submitting a proposal.

3.3 "Managing Agency" means the selected bidder awarded the contract.

3.4 "Contract" means the agreement executed between the Department and the Managing Agency.

4. *SCOPE OF WORK:*

4.1 The Managing Agency shall undertake complete operation and management of the hostel.

4.2 Administrative responsibilities shall include admission management, record keeping, discipline, and compliance with hostel rules.

4.3 Operational responsibilities shall include provision of mess services, ensuring nutritious food, maintaining hygiene and sanitation, and housekeeping.

4.4 Infrastructure responsibilities shall include minor repairs, upkeep, and maintenance of Government property without altering structural elements.

4.5 Utility management shall include electricity, water, sanitation, and cooking fuel.

4.6 Safety and welfare responsibilities shall include round-the-clock supervision, deployment of a qualified female warden, grievance redressal, and adherence to safety norms.

4.7 The Managing Agency shall deploy required manpower and comply with all applicable labour laws and statutory provisions.

5. NATURE OF CONTRACT

5.1 This is a service/management contract and does not confer any ownership, leasehold, or tenancy rights.

5.2 All assets shall remain the property of the Government.

6. ELIGIBILITY CRITERIA

6.1 The Bidder shall be a legally registered NGO, Society, Trust, SHG, or similar entity.

6.2 The Bidder shall have a minimum of three years' experience in hostel/institutional management or similar services.

6.3 The Bidder shall possess sound financial capacity and positive net worth.

6.4 The Bidder shall not be blacklisted or debarred by any Government authority.

6.5 The Bidder shall possess valid PAN and GST registrations where applicable.

7. FINANCIAL MODEL

7.1 The project shall operate on a self-sustaining basis.

7.2 The Managing Agency shall recover operational expenses through hostel fees and mess charges collected from students.

7.3 No financial assistance shall be provided by the Government.

7.4 The Managing Agency shall ensure affordability, transparency, and non-exploitative pricing.

7.5 Any fee shall be subject to approval by the Department.

8. BID SECURITY (EMD)

8.1 The Bidder shall furnish an Earnest Money Deposit of ₹6,000/-.

8.2 The EMD shall be forfeited in case of withdrawal of bid, submission of false information, or non-compliance.

8.3 Tender Fee: ₹ 1,000/- (Non-refundable) and Earnest Money Deposit (EMD): ₹ 6,000/- through online transfer to **DIRECTORATE OF TRIBAL AFFAIRS & HILLS, MANIPUR, A/C No. 32108018443, IFSC Code: SBIN0004562 (Imphal Secretariat Branch)**.

9. PERFORMANCE SECURITY

9.1 The selected Bidder shall furnish Performance Security of ₹3,00,000/- or equivalent to three months' operational cost, whichever is higher.

9.2 The Performance Security shall remain valid for the contract period and shall be liable to forfeiture in case of breach.

10. SUBMISSION OF PROPOSALS

10.1 Proposals shall be submitted in two sealed envelopes marked "Technical Bid" and "Financial Bid".

10.2 Both envelopes shall be enclosed in a single outer envelope.

10.3 The Technical Bid shall include organizational details, experience, financial capacity, staffing plan, and management approach.

10.4 The Financial Bid shall include fee structure and sustainability analysis.

10.5 Late or incomplete bids shall be rejected.

11. EVALUATION METHODOLOGY

11.1 Technical Evaluation (100 Marks)

Criteria	Marks
Experience	30
Management Plan	25
Safety & Welfare	20
Staffing Plan	15
Financial Strength	10

Minimum qualifying: 60 Marks

11.2 Financial Evaluation (100 Marks)

Criteria	Marks
Affordability	40
Sustainability	20
Justification	20
Transparency	10
Value Addition	10

11.3 Final Selection (QCBS)

- a). Technical Score: 80%
- b). Financial Score: 20%

The bidder with the highest combined score shall be selected.

12. AWARD OF CONTRACT

12.1 The selected bidder shall be issued a Letter of Award.

12.2 The bidder shall execute an agreement within the stipulated period.

13. CONTRACT PERIOD

13.1 Initial period: One year.

13.2 Extendable up to five years based on performance.

14. OBLIGATIONS OF MANAGING AGENCY

14.1 Ensure proper functioning of hostel operations.

14.2 Maintain records, accounts, and reports.

14.3 Comply with statutory requirements.

14.4 Allow inspection by the Department.

15. MONITORING AND REPORTING

- 15.1 Monthly reports shall be submitted.
- 15.2 Department shall conduct inspections.
- 15.3 Performance shall be reviewed periodically.

16. TERMINATION

- 16.1 The Department may terminate the contract for breach, non-performance, safety violations, or financial irregularities.
- 16.2 The Managing Agency shall hand over the premises upon termination.

17. INDEMNITY

- 17.1 The Managing Agency shall indemnify the Government against all claims, damages, and liabilities.

18. DISPUTE RESOLUTION

- 18.1 Disputes shall be resolved amicably.
- 18.2 Failing resolution, jurisdiction shall lie with courts in Manipur.

19. GENERAL CONDITIONS

- 19.1 The Department reserves the right to accept or reject any proposal.
- 19.2 Submission implies acceptance of all terms.
- 19.3 Corrigendum shall be issued through official website.

20. GOVERNING LAW

- 20.1 This RFP shall be governed by General Financial Rules 2017 and applicable laws of India.

21. ANNEXURES (FORMING PART OF RFP)

- Annexure–A: Bid Submission Form
- Annexure–B: Organization Details
- Annexure–C: Experience Format
- Annexure–D: Financial Capacity
- Annexure–E: Affordability Certificate
- Annexure–F: Financial Compliance Certificate
- Annexure–G: Audit & Accounting Format
- Annexure–H: Declaration Affidavit
- Annexure–I: Model Agreement



Director
Tribal Affairs & Hills, Manipur

REQUEST FOR PROPOSAL (RFP)

Selection of Managing Agency for Operation & Management of Tribal Girls' Hostel, Old Lambulane, Imphal

1. NOTICE INVITING PROPOSAL:

Particular	Details
Tender Ref No.	1/2373/TGH/2026-TA&H
Name of Work	Operation & Management of Tribal Girls' Hostel
Tender Type	Open Tender
Bid System	Two-Bid (Technical & Financial)
Contract Type	Service Contract
Contract Period	1 Year (extendable up to 5 years)
Tender Fee	₹1,000/-
EMD	₹6,000/-
Performance Security	₹3,00,000/-

2. IMPORTANT DATES

Activity	Date & Time
Publication	04-05-2026
Last Date of Query	10-05-2026
Submission Deadline	20-05-2026 (3:00 PM)
Technical Opening	20-05-2026 (3:30 PM)

3. ELIGIBILITY CRITERIA

Sl	Requirement	Details
1	Legal Status	NGO/Society/Trust/SHG
2	Experience	Minimum 3 years
3	Financial Capacity	Positive Net Worth
4	Compliance	PAN/GST
5	Blacklisting	Not allowed

/

4. SCOPE OF WORK

Sl	Component	Description
1	Administration	Admission, records, discipline
2	Mess Services	Food, nutrition, hygiene
3	Maintenance	Cleaning, minor repairs
4	Utilities	Electricity, water, LPG
5	Safety	Warden, security, grievance
6	Staffing	Required manpower

5. BID SUBMISSION FORMAT

5.1 Cover-1: Technical Bid

- a) Organization Details
- b) Registration Documents
- c) Experience Proof
- d) Financial Statements
- e) Staffing Plan
- f) Management Plan
- g) Declaration

5.2 Cover-2: Financial Bid

- a) Fee Structure
- b) Cost Model
- c) Sustainability Analysis

6. FINANCIAL BID FORMAT

Form-F1: Fee Structure

Sl	Component	Amount (₹)
1	Admission Fee	
2	Hostel Fee	
3	Mess Charges	
4	Maintenance	
5	Utilities	
Total		

Form-F2: Staff Cost

Sl	Position	No	Salary	Total
1	Warden (Female)	1		
2	Cook			
3	Helper			
4	Security			
Total				

7. EVALUATION CRITERIA

7.1 Technical Evaluation (100 Marks)

Criteria	Marks
Experience	30
Management Plan	25
Safety	20
Staffing	15
Financial Strength	10

Minimum Qualifying: 60 Marks

7.2 Financial Evaluation (100 Marks)

Criteria	Marks
Affordability	40
Sustainability	20
Justification	20
Transparency	10
Value Addition	10

7.3 Final Score (QCBS)

Component	Weightage
Technical	80%
Financial	20%

1. EMD & PERFORMANCE SECURITY

Particular	Amount
EMD	₹6,000/-
Performance Security	₹3,00,000/-

8. TERMS & CONDITIONS

- a) No Government funding
- b) No ownership rights
- c) No subletting
- d) Compliance mandatory

9. CONTRACT PERIOD

Initial	Extendable
1 Year	Up to 5 Years

10. TERMINATION CONDITIONS

Reason
Poor Performance
Safety Violation
Financial Irregularity

11. MONITORING

- a) Monthly Reports
- b) Inspections
- c) Performance Review

12. ANNEXURES

Annexure	Description
A	Bid Form
B	Organization Details
C	Experience
D	Financial Capacity
E	Affordability Certificate
F	Financial Compliance
G	Audit Format
H	Declaration
I	Agreement



Director
Tribal Affairs & Hills, Manipur

ANNEXURES (A–J)
(Forming Part of RFP Document)

ANNEXURE–A: BID SUBMISSION FORM
(To be submitted on Letterhead)

To
The Director
Tribal Affairs & Hills
Manipur

Subject: Submission of Bid for Operation & Management of Tribal Girls' Hostel, Old Lambulane,
Imphal

Sir,

I/We hereby submit our bid in response to the RFP and confirm that:

- a) We have carefully examined the RFP document and agree to all terms and conditions.
- b) We fulfill all eligibility criteria.
- c) We have submitted Technical and Financial Bids separately.
- d) The information provided is true and correct.

We understand that any misrepresentation may lead to disqualification.

Signature: _____

Name: _____

Designation: _____

Organization: _____

Date: _____

(Seal)

ANNEXURE-B: ORGANIZATION DETAILS

Particular	Details
Name of Organization	
Address	
Registration No.	
Year of Establishment	
PAN	
GST	
Contact Person	
Phone / Email	

ANNEXURE-C: EXPERIENCE FORMAT

Sl	Project Name	Client	Value	Year	Details
1					
2					

Attach supporting documents.

ANNEXURE-D: FINANCIAL CAPACITY

Year	Turnover (₹)	Net Worth (₹)
Year 1		
Year 2		
Year 3		

Certified by Chartered Accountant.

ANNEXURE-E: AFFORDABILITY CERTIFICATE
(On Letterhead)

We certify that:

- Fees proposed are affordable for tribal students
- No exploitative pricing shall be adopted
- No hidden charges shall be imposed

We agree to comply with social welfare objectives.

Signature & Seal

ANNEXURE–F: FINANCIAL COMPLIANCE CERTIFICATE

We certify that:

- a) Financial model is sustainable
- b) No hidden charges exist
- c) Fees are reasonable
- d) No dependency on Government funds

We accept liability for any deviation.

Signature & Seal

ANNEXURE–G: AUDIT & ACCOUNTING FORMAT

Monthly Statement

Particular	Amount (₹)
Income	
Expenditure	
Net	

Requirements

- a) Maintain accounts
- b) Annual audit mandatory
- c) Records open for inspection

ANNEXURE–H: DECLARATION AFFIDAVIT
(To be executed on Non-Judicial Stamp Paper and Notarized)

AFFIDAVIT

I/We, _____, S/o / D/o _____,
Authorized Signatory of M/s _____, having registered
office at _____, do hereby solemnly
affirm and declare as under:

1. Non-Blacklisting Status

That our organization has not been blacklisted, debarred, or suspended by any Central Government, State Government, Public Sector Undertaking, or statutory authority in India.

2. Legal Status

That there are no pending legal proceedings, disputes, or restrictions which would adversely affect our eligibility or capability to undertake the project.

3. Authenticity of Information

That all information, documents, and details submitted in the bid are true, correct, and complete to the best of our knowledge and belief.

4. Undertaking

We undertake that in case any information is found to be false or misleading:

- a) Our bid shall be liable for rejection
- b) Contract, if awarded, shall be terminated
- c) Performance Security may be forfeited
- d) Legal action may be initiated

DECLARATION

I/We hereby declare that the above statements are true and correct and nothing material has been concealed.

DEPONENT

Signature: _____

Name: _____

Designation: _____

Organization: _____

VERIFICATION

Verified at _____ on this ___ day of _____ 2026 that the contents of this affidavit are true and correct.

Signature: _____

NOTARY
(Signature & Seal)

ANNEXURE–I: AGREEMENT FORMAT
(To be executed on Non-Judicial Stamp Paper)

AGREEMENT FOR OPERATION & MANAGEMENT OF TRIBAL GIRLS’ HOSTEL

This Agreement is made on this _____ day of _____ 2026 at Imphal.

BETWEEN

The Government of Manipur, acting through the Director, Directorate of Tribal Affairs & Hills, having its office at Imphal (hereinafter referred to as the “Department”, which expression shall include its successors and assigns),

AND

M/s _____, a registered _____ having its registered office at _____ (hereinafter referred to as the “Managing Agency”, which expression shall include its successors and permitted assigns).

1. PURPOSE

The Department has established a Tribal Girls’ Hostel at Old Lambulane, Imphal for providing accommodation to tribal girl students and intends to engage the Managing Agency for its operation and management on a self-sustaining basis.

2. NATURE OF AGREEMENT

- 2.1 This Agreement is purely a service/management contract.
- 2.2 Ownership of land, building, and infrastructure shall remain with the Government.
- 2.3 No leasehold, tenancy, or ownership rights shall accrue to the Managing Agency.

3. CONTRACT PERIOD

- 3.1 The Agreement shall remain valid for one (1) year from the date of execution.
- 3.2 It may be extended up to five (5) years based on satisfactory performance and approval of the Department.

4. SCOPE OF WORK

The Managing Agency shall:

- 4.1 Manage admissions, records, and administration.
- 4.2 Provide food, sanitation, and maintenance services.
- 4.3 Ensure safety, discipline, and welfare of students.
- 4.4 Maintain utilities including electricity, water, and fuel.
- 4.5 Deploy qualified staff including a female warden (mandatory).

5. FINANCIAL MODEL

- 5.1 The project shall be operated on a self-sustaining basis.
- 5.2 No financial assistance shall be provided by the Government.
- 5.3 Revenue shall be generated through approved hostel fees and mess charges.
- 5.4 No unauthorized or hidden charges shall be levied.

6. PERFORMANCE SECURITY

The Managing Agency shall furnish Performance Security as per tender conditions, which shall be liable for forfeiture in case of breach.

6.1 The Managing Agency hereby agrees to deposit with the Department a Security Deposit equivalent to three (03) months' approved maintenance/operational charges as a condition precedent to commencement of the Agreement.

6.2 The Security Deposit shall serve as a financial safeguard to ensure uninterrupted functioning of the hostel and shall be liable to be appropriated, in whole or in part, in the event of default, non-performance, abandonment, breach of contractual obligations, or premature termination of this Agreement, to meet operational expenses and liabilities until alternative management arrangements are made by the Department.

6.3 The Security Deposit shall be furnished in the form of a Demand Draft or Bank Guarantee in favour of the Director, Tribal Affairs & Hills, Manipur, valid for the entire duration of this Agreement and any extension thereof.

6.4 Upon expiry or termination of this Agreement and after settlement of all dues, claims, damages, or liabilities, if any, the Security Deposit shall be refunded to the Managing Agency without interest within a period of 60 days. The Department shall have the right to adjust any outstanding amount from the Security Deposit prior to such refund.

7. OBLIGATIONS OF MANAGING AGENCY

The Managing Agency shall:

- a) Ensure efficient hostel management
- b) Maintain records and accounts
- c) Submit periodic reports
- d) Allow inspection by the Department
- e) Comply with all applicable laws

8. MONITORING & INSPECTION

The Department shall have the right to inspect the hostel and records at any time and evaluate performance periodically.

9. PROHIBITIONS

The Managing Agency shall not:

- a) Sublet or transfer the contract
- b) Use premises for unauthorized purposes
- c) Charge unauthorized fees

10. TERMINATION

The Department may terminate the Agreement for:

- a) Poor performance
- b) Safety violations
- c) Financial irregularities
- d) Breach of terms

Upon termination, the Managing Agency shall hand over the premises without any claim.

11. INDEMNITY

The Managing Agency shall indemnify the Government against all claims, damages, losses, or liabilities arising out of its operations.

12. DISPUTE RESOLUTION

12.1 Any dispute arising out of this Agreement shall be resolved amicably.

12.2 Failing which, the decision of the **Department of Tribal Affairs & Hills, Manipur** shall be final and binding.

12.3 Jurisdiction shall lie within the State of Manipur.

13. GOVERNING LAW

This Agreement shall be governed by applicable laws of India and provisions of General Financial Rules 2017. This Agreement does not create any financial obligation on the Government. Any instructions issued from time to time shall be binding.

IN WITNESS WHEREOF

The parties have signed this Agreement on the date first mentioned above.

For And on Behalf of Government of Manipur

Signature: _____

Name: _____

Designation: Director, TA & Hills

Seal

For And on Behalf of Managing Agency

Signature: _____

Name: _____

Designation: _____

Seal

WITNESSES

1. _____

2. _____