

**REQUEST FOR EXPRESSION OF INTEREST**

**FOR**

**PARTNERSHIP FOR SETTING UP OF DRIVING TRAINING  
CENTRE (DTC)**

**AT**

**KALYANPUR UNDER KHOWAI DISTRICT.**

**TRANSPORT DEPARTMENT, GOVERNMENT OF TRIPURA**

**PARIBAHAN BHAVAN, AGARTALA, WEST TRIPURA-799001**

**EMAIL :- [jtc.agt-tr@gov.in](mailto:jtc.agt-tr@gov.in)**

**LETTER OF INVITATION**  
**TRANSPORT DEPARTMENT, GOVERNMENT OF TRIPURA**  
**PARIBAHAN BHAVAN, AGARTALA, WEST TRIPURA-799001**  
**Reference No. F.11 (4)-Trans/ 2021, dt. 14/11/2023.**

Dear Sir/Madam

The Transport Department, Government of Tripura, is pleased to invite Expressions of Interest from interested agencies such as State Undertaking NGO/Trust/Co-Operative Society/Vehicle Manufacturer/ Firm etc. for a collaborative partnership in establishing a Driving Training Centre (DTC) at Kalyanpur under Khowai District, Tripura.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work can be downloaded from the website:- <https://transport.tripura.gov.in>.

Further details, if any, may be obtained from the Joint Transport Commissioner, Commissionerate of Transport, Paribahan Bhavan, Agartala, Tripura, West during working hours.

We recognize the critical role that such a center can play in advancing road safety, enhancing driving skills, and contributing to overall transportation standards in Tripura.

You may submit your responses in sealed envelopes in prescribed Format-1 to the **Joint Transport Commissioner, Commissionerate of Transport, Paribahan Bhavan, Agartala, Tripura (W)** before end date.

| <b>Sl. No.</b> | <b>Critical Dates</b>        | <b>Date</b> | <b>Time</b> |
|----------------|------------------------------|-------------|-------------|
| 1              | Publishing date              | 08-02-2024  | 11.00 Hours |
| 2              | Document Download Start Date | 08-02-2024  | 15.00 Hours |
| 3              | Bid Submission Start Date    | 12-02-2024  | 11.00 Hours |
| 4              | Bid Submission End Date      | 22-02-2024  | 17.00 Hours |
| 5              | Bid Opening Date             | 26-06-2024  | 11.00 Hours |

**Joint Transport Commissioner,**  
**Commissionerate of Transport,**  
**Paribahan Bhavan, Agartala, Tripura (W)**

## **Background:**

The Centrally Sponsored Scheme (CSS) for setting up of DTC as per scheme guidelines of TIER-III(DTCs),Driving Training Centre (DTC) can be set up and operate through partnership between State Government and Private Developer. A Driving Training Centre is a skill development facility comprising of physical infrastructure requiring Capital Expenditure (CAPEX) for creation and development of necessary infrastructure. The infrastructure will be in a form of land, building, driving testing tracks, vehicles, simulators, workshop, etc. The centre will require regular expenditure to carry its operations (OPEX) to manage its day-to-day operations and to provide for the manpower. The training programs will be compatible with the National Skill Qualification Framework (NSQF), notified by the Ministry of Skill Development and Entrepreneurship vide its Notification dated 27.12.2013.

## **Aims& Objective:**

The proposed DTC aims to be a center of excellence for driving training and education, catering to the needs of the local community and beyond. The center will focus on providing comprehensive and high-quality training programs for drivers of various vehicles, promoting responsible driving habits, and contributing to the overall improvement of road safety standards. Through this initiative, we aim to foster a culture of responsible driving, reduce road accidents, and elevate the overall competency of drivers in Tripura.

## **Scope of Work:**

The Scope of Work for this DTC (Driving Training Centre) outlines the specific tasks, responsibilities, and deliverables associated with the establishment and operation of the training center.

The primary objective of this Scope of Work is to define the tasks and responsibilities required for the successful establishment and operation of the Driving Training Centre.

### **4.1. Project Initiation:**

- a) Conduct a feasibility study to assess the need and demand for the DTC in the region.
- b) Develop a detailed project plan, including timelines, milestones, and resource requirements.
- c) Obtain necessary approvals from relevant government authorities.

- d) Land for the Driving Training Centre shall be arranged by the Applicant Agency, which may be acquired on free-hold basis or on long lease for a period of at least 10 years, with inbuilt provisions for further extension of the lease period. The land should be free from all encumbrances.
- e) The Centre under the scheme must follow Standard Operating Procedure (SOP) i.e. Prescribed curriculum, Aadhaar based biometric attendance, qualified instructors, e-payment, real time evaluation, contract with logistics/aggregators for placement, online evaluation process.
- f) Annual audit to verify the utilization of the centre should be made mandatory.

#### **4.2 Eligibility:**

- i) Any entity such as a State Undertaking/NGO/Trust/Cooperative Society/Vehicle manufacturer/firm etc. i.e. any legal entity registered under a State or Central Government Law (hereinafter referred to as 'Agency') will be eligible to apply under the scheme. The other details are as under:-
  - (a) If the applicant agency is an NGO, then it must be registered on DARPAN Portal of NITI Aayog. While submitting the proposal, the applicant agency shall quote a system generated Unique ID in their proposal. No member of the consortium will be the member of another consortium constituted for the same purpose.
  - (b) The agency must show the financial capacity to implement and operate the project as per the DPR to the satisfaction of the Ministry.
  - (c) The agency should be able to show/establish experience or interest in the initiative.
- ii) The agency can also submit the application as a consortium, however, the number of members in any such consortium shall not be more than three. The applicant has to show its financial capacity to manage adequate resources to set up the project as per the DPR to the satisfaction of the Ministry.

#### **4.3. Infrastructure Development:**

- a) Design and construct dedicated driving tracks suitable for various types of vehicles.
- b) The capital component of the proposal may include modern equipment such as innovative driving test system(IDTS) using Radio Frequency Identification (RFID) tags or video recording, simulators for both the classes of vehicles (LMV and HMV), computers and other modern aids/facilities to enhance practical training.
- c) Two LMV/HMV vehicles with dual control.
- d) Workshop along with exhibits.
- e) Toilets-separately for Men & Women

- f) Adequate staff resources in each category (Teaching staff, IT personnel, cleaning staff etc.)
- g) Any other, as may be required.

#### 4.4. Financial Assistance:

One-time assistance to the extent of 50% of the project cost, subject to a maximum of Rs.1.00 crore (all inclusive), shall be admissible for setting up the Driving Training Centre. The operational expenses (OPEX) of the Centre shall be met by the Centre through its internal accruals or funding from non-governmental sources.

Financial assistance under the Scheme shall be released in the following manner:

| S.N. | Instalment   | Condition  | Amount                           |
|------|--|--|----------------------------------|
| i    | 1 <sup>st</sup> Instalment as 'On account' payment | Against BG for the amount  | 40% of the eligible grant amount |
| ii   | 2 <sup>nd</sup> Instalment                         | On submission of UC of 40% of the Project Cost-duly certified by the Chartered Accountant    | 50% of the eligible grant amount |
| iii  | 3 <sup>rd</sup> Instalment                         | On submission of UC of completed project (100%) and commencement of operations of the Centre | 10% of the eligible grant amount |
|      | <b>Total</b>                                       |  | <b>100%</b>                      |

Expenditure Advance Transfer (EAT) module of PFMS shall be used for expenditures on the project under the scheme.

#### 4.5. Procedure for seeking assistance:

- h) The agency desirous of setting up the Driving Training Centre shall prepare the DPR and submit the application in the format provided in Annexure III(A) along with a copy of the DPR. The DPR should be vetted by the National Skill Development Council (NSDC) or any other Sector Skill Council in respect of the infrastructure provisions and also a financial Institution, if the project is proposed to be funded through any institutional loans;
- ii) The proposal for setting up of DTC shall be considered on the basis of recommendation of the concerned District Collector. The Agency shall submit the proposal, alongwith duly vetted DPR by NSDC or any other Sector Skill Council as per provisions in para 3.6(i), to the concerned District Collector.

- iii) The District Collector shall forward the proposal with his recommendation along with an undertaking duly signed by the designated authority of the State Government to accredit the Centre and exempt the successful trainees from the requirement of further testing for grant of license as per Annexure III(B). The proposal shall be forwarded to the PMU established in the Ministry of Road Transport & Highways for the purpose.
- iv) The proposal received from the agency shall be scrutinized by the PMU.
- v) A committee of MoRTH comprising of Director/deputy Secretary (Road Safety), Dy. Financial Advisor, representative of ASRTU and SE(Road Safety) shall review the proposals on a monthly basis. The appraised proposals shall be processed for release of grant, preferably within a month's time.

#### **4.6. Curriculum Development:**

- a) Collaborate with experts to design comprehensive training programs.
- b) Develop modules covering theoretical and practical aspects of driving, road safety, and vehicle maintenance.
- c) Ensure alignment with national and regional driving standards.

#### **4.7. Technology Integration:**

- a) Implement driving simulators for practical training.
- b) Utilize technology for record-keeping, progress tracking, and assessment.

#### **4.8. Training Staff Recruitment and Training:**

- a) Recruit qualified and experienced driving instructors.
- b) Provide necessary training to instructors on the use of technology and adherence to curriculum guidelines.

#### **4.7. Collaboration and Partnerships:**

- a) Establish collaborations with automobile manufacturers for training vehicles and technical support.
- b) Form partnerships with NGOs for community outreach and awareness programs.
- c) Coordinate with local authorities for support and compliance.

#### **4.8. Marketing and Outreach:**

- a) Develop a marketing strategy to promote the DTC and attract trainees.
- b) Conduct awareness campaigns in the local community.

#### **4.9. Monitoring and Evaluation:**

- a) Implement a system for continuous monitoring of training activities.
- b) Conduct regular evaluations of the effectiveness of training programs.

#### **4.10. Reporting:**

- a) Provide regular progress reports to stakeholders and relevant authorities.
- b) Highlight achievements, challenges, and proposed solutions.

#### **4.11. Compliance and Quality Assurance**

- a) Ensure compliance with all relevant regulations and standards.
- b) Implement a quality assurance program to maintain high training standards

#### **4.12. Sustainability Plan:**

- a) Develop a sustainability plan for the DTC's long-term operation.
- b) Explore avenues for revenue generation, including fee structures and potential partnerships.

#### **4.13. Handover and Training Transfer:**

- a) Develop a comprehensive handover plan for the DTC's operational phase.
- b) Provide training to relevant staff members for the seamless transition of responsibilities.

This generic scope of work can be tailored to the specific requirements and goals of DTC project. Adjustments should be made based on the local context, regulations, and the scale of the center.

#### **Validity of offer:**

The offer for EOI as per this document shall be valid for a period of three(3) months initially which may be extended further if required by Transport Department.

#### **Partnership Opportunities:**

The Transport Department is seeking partnerships with automobile manufacturers, non-governmental organizations (NGOs), and other stakeholders interested in collaborating to make the DTC project a success.

## **Qualification Criteria:**

Interested organizations must fulfill the minimum pre-qualification criteria set herewith. Each eligible agency must submit the documents as per format for expression of interest.

## **Submission of Expression of Interest (EOI):**

Interested entities shall submit their Expression of Interest in the prescribe Format -1 before last date and time, through e-mail: [jtc.agt-tr@gov.in](mailto:jtc.agt-tr@gov.in).

Interested entities would be also required to submit hard copy of proposal documents signed and stamped on all pages and would send to the below mentioned address during office hour :

Interested entities shall submit declaration as per Format-2

Joint Transport Commissioner,  
Paribahan Bhavan, Agartala,  
Tripura West.

8.3 The envelop should contain the heading of **“RESPONSE TO EOI FOR PARTNERSHIP FOR SETTING UP OF DRIVING TRAINING CENTER”**

Interested organizations are invited to submit an Expression of Interest (EOI) outlining their capabilities, proposed contributions, and a brief statement on how their expertise aligns with the goals of the DTC project.

## **Evaluation Process**

The proposal so received will be evaluated by the Committee constituted by Transport Department. One to one discussion will be carried out with each shortlisted proposer by the Committee. Broad terms and conditions will be finalized and a Memorandum of Understanding(MoU) will be entered the selected proposer.

The signing of MoU will entitle the entities for the project to be partners with Transport Department without any other formality for selection.

Any further details or clarifications needed will be given by the contact person specified herein.

## **Submission Deadline:**



Proposal in its complete form in all respects as specified in the EoI, must be submitted at the address specified herein earlier. In exceptional circumstances and at its discretion, Transport Department may extend the deadline for submission of proposal by issuing an amendment to be made available on the Transport Department Website, in which case all rights and obligations of Transport Department and the bidders previously subject to the original deadline will be subject to the deadline as extended.

**FORMAT-1  
FORMAT FOR EXPRESSION OF INTEREST**

(To be submitted in the letter head of the entity by a person authorized by the board of director or equivalent appropriate authority)

**To**  
**The Joint Transport Commissioner,**  
**Paribahan Bhavan, Agartala,**  
**Tripura West.**

Dear Sir/Madam

Reference: - **Expression of Interest for partnership for setting up of DTC at Kalyanpur, Khowai Tripura**

Sir,

We, the undersigned, hereby submitting below our Expression of Interest to be a partner for setting up DTC at Kalyanpur, Khowai District, which includes Technical Information.

| Sl. No. | Information Sought  | Details to be furnished  |                 |
|---------|---|--|-----------------|
| I       | Name of Organization  |  |                 |
| II      | Details of the Organization   | <ul style="list-style-type: none"> <li>• Address of the Registered Office:</li> <li>• Telephone:</li> <li>• Facsimile:</li> <li>• Website :</li> </ul> |                 |
| III     | Information about Organization  | <ul style="list-style-type: none"> <li>• Year of Establishment :</li> <li>• Status of the Organization (Public Ltd/Private Ltd):</li> </ul>            |                 |
| IV      | Main Areas of business  | <ul style="list-style-type: none"> <li>• Memorandum of Association</li> <li>• Article of Association</li> </ul>  |                 |
| V       | Name and Designation of the person authorized to make commitments to the o/o the Joint Transport Commissioner | <ul style="list-style-type: none"> <li>• Name :</li> <li>• Designation:</li> <li>• E-mail:</li> <li>• Contact Number:</li> </ul>                       |                 |
| VI      | Annual Turnover for the last three Financial Years  | Financial Year   | Annual Turnover |
|         |   | 2020-21  |                 |
|         |   | 2021-22  |                 |

|     |   |   |  |
|-----|---|---|--|
|     |   | 2022-23   |  |
| VII | Experience of assignments of similar nature | <ul style="list-style-type: none"> <li>• Work order:</li> <li>• MoU:</li> </ul> |  |

**Yours Sincerely,**

**(Authorized Signatory)**  
**[Name and Designation of the Authorized Signatory]**

**FOARMAT-2  
DECLARATION**

We hereby confirm that we are interested to be a partner with Transport Department, Government of Tripura, for setting up of DTC at Kalyanpur, Khowai Tripura.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature :

Name and Designation :

Date of Signature :

***Note: The declaration is to be furnished on the letter head of the organization.***