

GOVERNMENT OF MEGHALAYA
PLANNING, INVESTMENT PROMOTION & SUSTAINABLE DEVELOPMENT DEPARTMENT

No.PLR.76/2023/7

Dated Shillong, the 14th August, 2023

Revised Request for Proposal (RFP) for Selection of Consulting Agency to Conduct Economic Analysis, Develop Sectoral Strategies & Establish Economic Analysis Wing

In continuation to this Department's RFP issued vide PLR.76/2023/1, 20/7/2023 and Reply to queries issued vide PLR.76/2023/4, 14/8/2023, the Revised RFP is hereby issued which incorporates all amendments indicated in the Reply.

The Revised Request For Proposal (RFP) document may be downloaded from the website <https://megplanning.gov.in>. Last date for submission of proposals is extended to 31st August, 2023, 17.00 hrs.

Sd/-
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Officer on Special Duty & Ex officio Joint Secretary
to the Govt. of Meghalaya,
Planning, Investment Promotion & Sustainable
Development Department

Revised RFP for Selection of Consulting Agency to Conduct Economic Analysis, Develop Sectoral Strategies & Establish Economic Analysis Wing

RFP No: PLR.76/2023/6

RFP Issue Date: 14-08-2023

**Planning, Investment Promotion & Sustainable Development Department
Government of Meghalaya
Secretariat Main Building, M.G. Road, Shillong – 793001
Meghalaya, India**

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1. Introduction

1.1 Background

Government of Meghalaya had set a vision that by the time diamond jubilee of the statehood in 2032 is celebrated, Meghalaya must be among the top 10 states in terms of per capita income and achievement of sustainable development goals. The realization of this vision hinges on the State being able to create opportunities for every citizens of the State to grow to the best of the potential. This means that every infant in the State has access to quality nutrition and parental care. That there is an enabling ecosystem where their cognitive development happens, and they can achieve their potential as adults to the fullest. It means that every child goes to a school where learning is a joy, and where the building blocks of them becoming innovators and achievers in society are built. It means that every young adult has access to the opportunities to realize their potential, whether it is in becoming an artist, a musician, a scientist or a sports person. It means that every mother has access to the best healthcare at every step, right from conception, to pre and postnatal stages. That even in the remotest of areas, the citizens are able to access quality and affordable healthcare. Where the elderly get the best social support and health facilities. It also means that there are roads and internet connectivity in every village and that there is uninterrupted and reliable electricity and water supply to every village so that enterprises and other facilities can be set up even in the rural areas. Where all the towns are smart towns powered by technology and sustainable systems, and they become hubs for businesses, education and health facilities. Where every farmer is able to get a fair price and market their produce to national and international markets without exploitation.

Further to this, the Government has set an ambitious Goal to achieve 10 Billion \$ GDP by 2028 as a natural step towards realization of the vision. In order to achieve the same, the Government has taken several steps in Farmers Welfare, Entrepreneurship, Digital Government, Education, Social Welfare, Road Connectivity and many others.

The Government believes that there is a need to understand, analyse and assess the actions taken in this direction. There is a further need to assess the gap in realization of the vision. For this purpose a reputed strategy consulting firms needs to be engaged. The task of the firm would be:

- Undertake Macroeconomic analysis of Meghalaya
- Perform comparative case Studies with recommendations for adoptions
- Derive sectoral strategies for focussed sectors
- Formulate a PPP Action Report
- And recommend the operating model for an economic analysis wing of Government of Meghalaya

For this purpose, Planning, Investment Promotion & Sustainable Development Department would be the nodal implementing agency. The department would engage services of relevant partners to perform the task.

Due Diligence by Bidders

1.2.1. Bidders may before submitting their Proposals, examine the requirements at their own expense and obtain and ascertain for themselves, at their responsibility and other information necessary for preparing their Proposals.

- 1.2.2. Bidders shall be deemed to have full knowledge of the requirements of the work. Department will not accept any responsibility or liability for any errors, omissions, inaccuracies, or errors of judgment concerning information or materials provided by Department in this RFP Document or otherwise, with respect to this Project. Although such information and materials are to the best of the Department's belief, however, their verification is the sole responsibility of Bidder.
- 1.2.3. Neither Department, nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information provided nor will have any liability to any bidder which may arise from or be incurred or suffered in connection with anything contained in this RFP and the award of the work or otherwise arising in any way from the selection process.

Accessing Bidding Documents and Participation

The complete Bid Document can be viewed/downloaded from the Department's portal <https://www.megplanning.gov.in/> by interested bidders from **20-07-2023**. For any help regarding downloading or submissions, Email ID: megplanning.procurement@gmail.com

The amendments/ clarifications to the Bid Documents by the Authority, if any, will be uploaded on the website.

- 1.1.1. Each Proposal shall indicate that it is a firm Proposal, and that the Proposal will remain valid for a period not less than One Eighty (180) days from the due date of the submission of the Proposal. Department reserves the right to reject any Proposal, which does not meet this Bid Validity Period requirement.
- 1.1.2. Department may request one or more extensions of the Bid Validity Period. To make such request, the Department shall give notice through email to the Bidder(s) at least three (3) days prior to expiration of the Bid Validity Period. If any Bidder does not agree to the extension, they may withdraw by giving notice in writing to the Department of its decision before the expiration of the Bid Validity Period. In case, the Department does not receive any written notice of withdrawal before the expiration of the Bid Validity Period, and the requested extension shall be deemed to have been accepted by the Bidder(s).
- 1.1.3. When an extension of the Bid Validity Period is made, Bidders shall not be permitted to change the terms and conditions of their Bids.
- 1.1.4. The Bid Validity Period of the Successful Bidder shall be automatically extended until the date on which the Agreement is signed and is in force.

Data Sheet

S No.	Activity	Tentative Date
1.	Bidding Entity	Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya (Hereafter referred as DEPARTMENT/Department)
2.	Date of Issue of RFP	Start Date: 20-07-2023 Closing Date: 31-08- 2023 till 17:00hrs IST
3.	Lastdateofsubmission of Pre-bid queries or clarifications	31-07-2023 , to 17:00 hrs. IST only at following email ID: megplanning.procurement@gmail.com. Bidder who will submit the Pre-bid queries through email shall get the Response from Department.
4.	Earnest Money Deposit (EMD)	INR 10,00,000 (Rupees TEN Lakh Only) in the form of demand draft or Bank Guarantee drawn in favour of 'Planning Investment Promotion and Sustainable Development Department", payable at Shillong. The Earnest Money Deposit (EMD) shall be submitted along with the 1st Inner Envelope of the Technical Proposal
5.	Contract Period	12 Months (from the date of signing of contract)
6.	Last Date of submission of Bids (Physical Mode only)	Proposal Submission: Hard Copy of Proposal Technical & Financial (separate envelope), shall be submitted to the Department by 17:00 hours on 31-08- 2023
7.	Technical Presentation	Technical Presentation would be scheduled for all eligible bidders through virtual platform only. Date shall be intimated through email. The schedule would be notified two days in advance.
8.	Financial Bid Opening	Financial bid opening Date & Time will be communicated to Technically qualified bidders ONLY.

Communications

All communications, including the submission of Proposal, should be addressed to:

The OSD & ex officio Joint Secretary
 Planning, Investment Promotion & Sustainable Development Department,
 Room 215, Meghalaya Main Secretariat, Shillong 793001, Meghalaya
 Email: megplanning.procurement@gmail.com

2. Instruction to Bidders

Scope of Proposal

- 2.1.1. Please refer section 8 for scope of work.
- 2.1.2. Bidders are advised that the selection of consultant firm shall be based on an evaluation by the Authority through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority's decisions are without any right of appeal whatsoever.
- 2.1.3. The Bidder shall submit its Proposal in the form and manner specified in this RFP. The Bid shall be submitted in two envelopes system (Technical Proposal and Financial Proposal) within the prescribed schedule. Upon selection, the Bidder shall be required to enter into an agreement with the Authority.
- 2.1.4. Consortium or sub-contracting is allowed for this RFP. The bidder should be either a company (single legal entity) or a consortium of companies or an unincorporated joint venture between member firms. In case of consortium or an unincorporated joint venture between member firms, the applicant consortium shall submit a valid agreement among the members

Pre-Qualification Criteria

SLN	Criteria	Supporting Documents
1.	The Bidder shall be a firm/ company/ partnership/ LLP/ proprietorship firm/institution registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India All subsidiary/holding/associate/ affiliates in India shall be treated as one entity.	<p>In case of a company, Registration Certificate issued by Registrar of Companies along with Memorandum of Association (MOA) be submitted. or in case of another statutory or registered body, certificate of incorporation or registration issued by concerned authority</p> <p>In case of a partnership firm, Partnership Deed and valid Registration Certificate issued by Registrar of Firms along with Power of Attorney in favour of one partner duly signed by all the partners of the firm authorizing him to represent all partners of the firm</p> <p>In case of Sole Proprietorship, Registration Certificate and complete residential and office address for communication, telephone numbers, emails, etc.</p> <p>Self-attested copy of Income Tax Registration Certificate / Permanent Account Number (PAN) Card issued by Income-Tax Department</p>

SLN	Criteria	Supporting Documents
2.	The bidder should submit the valid authorization details of the person(s) signing the bid document	Power of Attorney OR Certified copy of Board Resolution
3.	The bidder (prime bidder in case of consortium) should have an average annual turnover of INR 200 crores or more in financial years 2019-20, 2020-21 and 2021-22 as evidenced by the audited accounts of the company	Audited financial statements (reflecting the turnover), Certificate from Chartered Accountant (CA) clearly specifying the annual turnover for the specified years.
4.	The bidder should have an Average Positive net worth in financial years 2019-19, 2020-21 and 2021-22 - Audited Balance Sheet, as evidenced by the audited accounts of the company	Net worth certificate issued by Chartered Accountant.
5.	<p>Bidder's Experience in Economic Strategic Project</p> <p>Bidder should have executed at least 1 government project of similar nature in India or Internationally</p>	<p>1. Work Order along with project details – Please note department would have the right to disqualify a project under these criteria based on assessment of the concerned committee. Hence, bidders are requested to carefully present the project under the criteria</p> <p>2. Client Certificate for successful execution/ completion of the project</p>
6.	<p>The BIDDER should not have been blacklisted or Barred or any such cases pending for blacklisting / debarment in any court of law by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organization of Central or State Government as on Bid submission date.</p> <p>(In case of Consortium/sub-contracting all members must adhere to the clause)</p>	Self-declaration by the Bidder as per RFP Format at Annexure-6

Conflict of Interest

- 2.1.5. A Bidder shall not have a conflict of interest that may affect the Selection Process or the Services (the "Conflict of Interest"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority may claim as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.
- 2.1.6. The Authority requires that the bidder to provide professional, objective, and impartial advice and always hold the Authority's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The bidder shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.
- 2.1.7. A Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
- a. the Bidder or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of a Bidder, its Member or Associate (or any shareholder thereof having a shareholding of more than 5 per cent of the paid-up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Associate is less than 5% (five per cent) of the subscribed and paid-up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act, 1956. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows: (a) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "**Subject Person**") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (b) subject always to sub-clause (a) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (b) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
 - b. a constituent of such Bidder is also a constituent of another Bidder; or
 - c. such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate; or
 - d. such Bidder has the same legal representative for purposes of this Application as any other Bidder; or

- e. such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Bidder; or
- f. there is a conflict among this, and other assignments of the Bidder (including its personnel) and any subsidiaries or entities controlled by such Bidder or having common controlling shareholders. The duties of the bidder will depend on the circumstances of each case. While providing services to the Authority for this particular assignment, the bidder shall not take up any assignment that by its nature will result in conflict with the present assignment; or
- g. the Bidder, its Member or Associate (or any constituent thereof), and the bidder or Concessionaire, if any, for the Project, its contractor(s) (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Bidder, its Member or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be,) in the bidder or Concessionaire, if any, or its contractor(s) is less than 5% (five per cent) of the paid up and subscribed share capital of such Concessionaire or its contractor(s); provided further that this disqualification shall not apply to ownership by a bank, insurance company, pension fund or a Public Financial Institution referred to in Section 4A of the Companies Act, 1956. For the purposes of this sub-clause (g), indirect shareholding shall be computed in accordance with the provisions of sub-clause (a) above. For purposes of this RFP, Associate means, in relation to the Bidder, a person who controls, is controlled by or is under the common control with such Bidder (the "Associate"). As used in this definition, the expression "control" means, concerning a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

Number of Proposal

No Bidder shall submit more than one proposal for the work.

Cost of Proposal

The Bidders shall be responsible for all the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection Process.

Acknowledgement by Bidder

2.1.8. It shall be deemed that by submitting the Proposal, the Bidder has:

- made a complete and careful examination of the RFP;
- received all relevant information requested from the Authority;
- acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in RFP;

- satisfied itself about all matters, things, and information, including matters referred to in RFP hereinabove, necessary and required for submitting an informed Application and performance of all its obligations thereunder;
- acknowledged that it does not have a Conflict of Interest; and
- agreed to be bound by the undertaking provided by it under and in terms hereof.

2.1.9. The Authority shall not be liable for any omission, mistake, or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

Right to Reject any or all Proposals

2.1.10. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

2.1.11. Without prejudice to the generality of RFP, the Authority reserves the right to reject any Proposal if, at any time

- a. Material misrepresentation is made or discovered, or
- b. The Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.
- c. The Authority reserves the right to sought clarification on any part of the Technical Proposal and bidder need to respond within 1-day time for consideration whereas authority reserves full right to accept or reject the additional information submitted.

Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification/rejection occurs after the Proposals have been opened and the highest-ranking Bidder gets disqualified/rejected, then the Authority reserves the right to consider the next best Bidder or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

Force Majeure

2.1.12. The selected bidder shall not be liable for forfeiture of its performance bank guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract in suit of an event of Force Majeure

2.1.13. For purposes of this Clause, "Force Majeure" means an event beyond the control of the and not involving bidder's fault or negligence and not foreseeable. Such events may include but are not restricted to, acts of the Department in its sovereign capacity, wars or revolutions, fires, floods, pandemics, epidemics, quarantine restrictions, and freight embargoes

2.1.14. If a Force Majeure situation arises, the bidder shall promptly notify the Department in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the bidder shall continue to perform its obligations under the Contract as far as is

reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- 2.1.15. If an event of Force Majeure continues for a period of one hundred and eighty (180) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for goods/services already delivered or performed.

Dispute Resolution

- 2.1.16. In case any dispute or difference arises out of or in connection with or the carrying out of works (whether during the progress of the works or after their completion and whether before or after the termination, abandonment, or breach of contract) except as to any of the accepted matters, provided hereunder, the parties hereto, shall first endeavour to settle such disputes of differences amicably.
- 2.1.17. If both the parties fail to reach such amicable settlement, then either party (the Purchaser or Contractor) may (within 28 days of such failure) give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters which are in difference or differences of which such written notice has been given, and no other shall be referred to the arbitration of a single arbitrator, to be appointed by both the parties or in case of disagreement as to the appointment of a single arbitrator, to that of two arbitrators, one to be appointed by each party or in case of said arbitrators not agreeing then, to the umpire to be appointed by the arbitrators in writing before entering upon the references. Provisions of Indian Arbitration and conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such arbitration.
- 2.1.18. The venue of arbitration shall be Shillong, Meghalaya.
- 2.1.19. The arbitrator or arbitrators appointed under this Article shall have the power to extend the time to make the award with the consent of parties.
- 2.1.20. Pending reference to arbitration, the parties shall make all endeavour to complete the work in all respects and all disputes, if any will finally be settled in the arbitration.
- 2.1.21. Upon every or any such references to the arbitration, as provided herein the cost of and incidental to the reference and Award respectively shall be at the discretion of the Arbitrator, or the umpire.
- 2.1.22. The award of Arbitrator or Arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence. The Purchaser and the Contractor hereby also agree that arbitration under this clause shall be the condition precedent to any right of action under the contract except for as provided for in the Tender.

3. Preparation and Submission of Proposal

Language

The Proposal with all accompanying documents (the “**Documents**”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

Format and Signing of Proposal

- 3.1.1. The Bidder shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- 3.1.2. The Bidders need to submit the hard copy of the proposal for technical and financial evaluation with supporting documents. The Proposals must be properly signed by the authorized representative (the “Authorized Representative”).
- 3.1.3. A copy of the Power of Attorney in the form specified in Format-1 shall accompany the Proposal.
- 3.1.4. Bidders should note the Bid Submission Date/ Proposal Due Date, as specified in Tender Schedule, for submission of Bids. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only based on Documents received by the closing time of Bid submission Date. Bidders will ordinarily not be asked to provide additional material information or documents after the date of submission, and unsolicited material if submitted, will be summarily rejected. For the avoidance of doubt, the Authority reserves the right to seek clarifications under and in accordance with the provisions.

Technical Envelope No.1

- 3.1.5. The Bidder shall submit all the documents as per formats provided in the RFP document. While submitting the Technical Proposal, the Bidder shall ensure that:
 - a. All forms are submitted in the prescribed formats and signed by the prescribed signatories.
 - b. Power of Attorney, if applicable, is executed as per Applicable Laws;
 - c. CVs of all proposed resources have been included;
 - d. Proposed approach and methodology
 - e. Resources have been proposed only if they meet the Conditions of Eligibility laid down at the RFP;
 - f. No alternative proposal for any resource is being made, and only one CV is proposed for each position.
 - g. The CVs have been recently signed and dated by the respective resource and countersigned by the Bidder.

Bidders are advised to include checklist as per RFP as the first page in the technical proposal.

- 3.1.6. Failure to comply with the requirements spelt out shall make the Proposal liable to be rejected.
- 3.1.7. If an individual resource makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of the Authority for a period of 5 (five) years. The award of this Services to the Bidder may also be liable to cancellation in such an event.
- 3.1.8. The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- 3.1.9. The proposed team shall be composed of experts and specialists (the "Proposed Resources") in their respective areas of expertise and managerial/support staff such that they should be able to complete the Services within the specified time schedule. The Resources specified in Team shall be included in the proposed team of Resources. Other competent and experienced Resources in the relevant areas of expertise must be added as required for successful completion of this Service. The CV of each such Resource, if any, should also be submitted in the format as Appendix.
- 3.1.10. The Authority reserves the right to verify all statements, information, and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.
- 3.1.11. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made a material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the either by issue of the LOI or entering into of the Agreement, and if the Selected Bidder has already been issued the LOI or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Bidder or , as the case may be.
- 3.1.12. In such an event, the Authority may claim as mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost, and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

Financial Envelope No.2

- 3.1.13. The Bidder MUST submit the financial proposal as per format provided in the RFP document. The Bidder shall indicate the total cost of the project in Format of Financial Bid in both figures and words, in Indian Rupees. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail. The bidder must submit the financial proposal as per the format specified, any deviation from the format may lead to disqualification of the bidder.

3.1.14. While submitting the Financial Proposal, the Bidder shall ensure the following:

- Adherence to the format specified in the RFP.
- All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the resource (Expatriate and Resident, in the field, office etc.), accommodation, airfare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- The Financial Proposal shall consider all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

Submission of Proposal

3.1.15. The Bidders shall submit the Technical and Financial Proposal as prescribed format

3.1.16. On the prescribed date of bid submission, Bidder need to submit all the documents in physical form as per format provided in the RFP document.

3.1.17. The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate and only information that is directly relevant should be provided.

Proposal Due Date/ Bid Submission Date

3.6.1. Proposal should be submitted in the manner and form of tender as detailed in this RFP.

3.6.2. The Authority may, in its sole discretion, extend the Proposal Due Date by issuing a Corrigendum.

Late Proposals submissions

Only Proposals received as per tendering process will be entertained. Proposals received after the specified time mentioned in the schedule specified in section 1.4 will not be entertained.

Modification/ substitution/ withdrawal of Proposals

3.1.18. No alteration /modification to the submitted Proposal shall be allowed.

3.1.19. No Proposal shall be withdrawn by the Bidder on or after the Proposal Due Date. The withdrawal shall only be allowed as per RFP.

Miscellaneous

3.1.20. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Meghalaya shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.

3.1.21. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

- a. Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
 - b. Consult with any Bidder in order to receive clarification or further information;
 - c. Retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Bidder; and/or
 - d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- 3.1.22. It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- 3.1.23. All documents and other information supplied by the Authority or submitted by the Bidder shall remain or become the property of the Authority. The Authority will not return any submissions made hereunder. Bidders are required to treat all such documents and information as strictly confidential.
- 3.1.24. The Authority reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.
- 3.1.25. The aggregate liability of the Bidder under this RFP and in connection with the services shall be for direct damages and shall be limited to one-time the fees paid to the Bidder by the Authority.

4. Evaluation Process

Evaluation of Proposals

- 4.1.1. The Authority shall open the Proposals on the Proposal Due Date
- 4.1.2. Prior to evaluation of Proposals, the Authority will determine whether each proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:
 - a. the Technical Proposal is received in the form specified.;
 - b. it is accompanied by the Power of Attorney as specified in RFP;
 - c. it contains all the information (complete in all respects) as requested in the RFP;
 - d. it does not contain any condition or qualification.
 - e. It is accompanied by the EMD as specified in the Data Sheet.
- 4.1.3. The Authority reserves the right to reject any non-responsive Proposal, and no request for alteration, modification, substitution, or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 4.1.4. The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified and the criteria set out in this RFP
- 4.1.5. After the technical evaluation, the Authority shall prepare a list of short-listed Bidders. Shortlisted bidders shall be intimated for a technical presentation on the approach and methodology and other vital requirements. The shortlisted bidders shall be informed for opening of their Financial Proposals. A date and time will be notified to all Bidders for announcing the result of evaluation and Financial Envelope opening. Before opening of the Financial Proposals, the list of short-listed Bidders along with their Technical Score will be declared. The Authority will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of RFP.
- 4.1.6. Bidders are advised that Selection will be entirely at the discretion of the Authority. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given
- 4.1.7. Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors, or assigns, but shall be binding against the Bidder if the Work is subsequently awarded to it.

Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of or concerning the Selection Process. The Authority will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so

by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority

Intellectual Property Rights

Government of Meghalaya (DEPARTMENT) will own all rights, title, and interest in and to all data, reports, frameworks, specifications, designs, models, analyses, inventions, programs and other property or materials (collectively, the "Works") that "bidder" or, if an entity, employees, officers, managers, directors, or agents (collectively, "Personnel") develop in connection with the provision of the services including all copyright interests and intellectual property rights in the project. "Bidder" shall perform all such acts as may be reasonably necessary for the purpose of perfecting the assignment to us of all copyright and other intellectual property rights in the Works. "Bidder" hereby waives all moral rights in all jurisdictions.

"Bidder" acknowledges that during the performance of their services, they may gain access to certain methodologies, frameworks, know-how, products, processes, ideas, interpretations, models, documentation, manuals, software, discs, reports, research, working notes, papers, data, specifications, designs, analyses, inventions and/or similar items ("Materials") which are proprietary to DEPARTMENT or other third parties. "Bidder" agrees that this contract shall not operate to transfer any intellectual property rights or copyright interests in such Materials to them, and DEPARTMENT (or their Client and other third parties, as the case may be) shall continue to retain all intellectual property rights and copyright interests in such Materials.

"Bidder" shall not copy, reproduce, translate, adapt, vary, modify, disassemble, decompile, or reverse engineer or otherwise deal with or cause to reduce the value of the Materials except as expressly authorized by DEPARTMENT in writing.

(If the vendor uses any authoring tool over which it has proprietary rights, it must be conveyed to the DEPARTMENT, Government of Meghalaya in Advance)

Subject to the provisions under RFP, all documents and other information provided by the Authority or submitted by the Bidder to the Authority shall remain or become the property of the Authority. Bidders and the , as the case may be, are to treat all information as strictly confidential. The Authority will not return any proposal, or any information related to it. All information collected, analyzed, processed or in whatever manner provided by the bidder to the Authority in relation to the Work shall be the property of the Authority.

Clarifications

- 4.1.8. To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Bidder regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response to it shall be in writing.
- 4.1.9. If a Bidder does not provide clarifications sought under RFP above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Authority.

5. Evaluation of Bidder’s Proposal

Technical Proposal Evaluation

- 5.1.1. In the first stage, the Technical Proposal will be evaluated based on Bidder’s experience of similar projects, resource qualification & experience, and technical presentation on approach, methodology and work plan Only those Bidders whose Technical Proposals get a score of 70 marks or more out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score (ST).
- 5.1.2. The scoring criteria to be used for evaluation shall be as follows:

Criteria & Sub-criteria	Points
1) Previous Experience (Projects Handled)	25
a) Experience of working on sectoral strategies/vision/multi-sectoral for any State/Central Govt/PSUs	9
Each project 3 marks (maximum 3 projects)	
b) Experience of working with Central Government/State, Governments/ UTs and their related institutions in the last 10 years	16
Each project 4 marks (maximum 4 projects)	
2) Methodology	25
a) Understanding of the TOR, Adequacy of the proposed methodology and work plan in responding to the Terms of Reference	5
b) Technical Approach	10
c) Project Methodology and Work Plan	10
3) Resourcing	25
a) Team Leader (Experience + Qualification)	5.5
b) Sector Experts (13 experts as detailed in table below) – Each carry 1.5 marks	19.5
4) Technical Presentation	25
Total	100

Team Composition

	Resources	Qualification	Marks
1.	Team Leader (1)	<ul style="list-style-type: none"> • Minimum Qualification: Masters in Economics/MBA • Minimum years of experience: 12 years • Specialization in Finance and preparing macroeconomic forecasts • Should have worked on building a state level strategy and impact studies 	<ul style="list-style-type: none"> • CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		<ul style="list-style-type: none"> • MBA/Masters/Bachelors from top 50 NIRF ranked institute in respective category 	<ul style="list-style-type: none"> • 1.5 mark
		<ul style="list-style-type: none"> • Program Lead /Project Director Team Lead in Central Ministry Scheme 	1 mark per project (Maximum 2 project) Max Marks: 2
		<ul style="list-style-type: none"> • Program Lead /Project Director/Manager/Team Lead in State level project 	0.5 mark per project (Maximum 2 project) Max Marks: 1
		<ul style="list-style-type: none"> • Program Lead /Project Director/Manager/Team Lead in multi-sectoral project 	0.5 mark per project (Maximum 2 project) Max Marks: 1
2.	Tourism Sector Expert	<ul style="list-style-type: none"> • Minimum Qualification: MBA • Minimum years of experience: 12 years 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		<ul style="list-style-type: none"> • MBA/Bachelors from top 50 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> • Program Lead /Project Director/Manager/Team Lead in Central Ministry Tourism Scheme 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		<ul style="list-style-type: none"> • Project Lead in any State Govt. in of the following projects ONLY in tourism sector: PPP programs, transaction advisory, institutional strengthening, master planning, DPR formulations 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
3	Agri and Allied Sector Expert	<ul style="list-style-type: none"> • Minimum Qualification: MBA or Masters/Bachelors in related sector • Minimum years of experience: 12 years 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered

		<ul style="list-style-type: none"> Should have experience in working in Agribusiness domain Should have worked with FPOs and Industry Associations in the North-East 	
		<ul style="list-style-type: none"> MBA/Bachelors from top 50 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> Program Lead /Project Director/Manager/Team Lead in Central/Ministry Agriculture or allied sector scheme 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		<ul style="list-style-type: none"> Project Lead in any of the following projects ONLY in agri or allied sector in any State Govt.: FPO/FPC formations, Value Chain development, Market linkages, Cluster Development, Intervention planning, Food Processing.: 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
4	Healthcare Sector Expert	<ul style="list-style-type: none"> Minimum Qualification: MBBS/B.Pharm/BDS/BAMS or relevant medical course Minimum years of experience: 12 years 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		<ul style="list-style-type: none"> Degree from top 20 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> Program Lead /Project Director/Manager/Team Lead in Central Ministry Health sector scheme 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		<ul style="list-style-type: none"> Team lead in any of the following projects ONLY in health sector in any State Govt.: PPP/transaction advisory for health infra, scheme impact assessment, Healthcare strengthening, digital health, covid management 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
5	Mining Sector Expert	<ul style="list-style-type: none"> Minimum Qualification: Bachelors or master's in mining /mechanical/civil or relevant stream Minimum years of experience: 12 years 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		<ul style="list-style-type: none"> Masters/Bachelors from top 50 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> Project lead in any of the following projects ONLY in mining 	1 mark for 2 projects Max Marks: 1 Less than 2 projects would not fetch any marks.

		sector: Strategy/Vision of ministry/private entity	
6	Sports Sector Expert	<ul style="list-style-type: none"> • Minimum Qualification: Bachelors or master's in sports management/relevant stream • Minimum years of experience: 12 years • Should have experience with respect to a global event for a state OR youth engagement programs 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		<ul style="list-style-type: none"> • Masters/Bachelors from top 50 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> • Advisory experience to National level Sports bodies /Games/ Sports infrastructure planning programs OR National level youth engagement programs 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		<ul style="list-style-type: none"> • Team Lead experience in State level for Sports related projects or youth engagement initiatives 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
7.	Urban Transformation Sector Expert	<ul style="list-style-type: none"> • Minimum Qualification: Bachelors or master's in Civil/Urban Planning/ Architecture/MBA • Minimum years of experience: 12 years • Experience of working on Revenue mobilization and financial assessment, should involve an assessment of financial position of entities/towns 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		<ul style="list-style-type: none"> • Masters/Bachelors from top 50 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> • Advisory experience in Smart City Projects 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		<ul style="list-style-type: none"> • Team lead experience in ULB transformations (non-digital), Urban Planning/City Master Planning, Transport planning 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
8.	Climate Resilience Sector Expert	<ul style="list-style-type: none"> • Minimum Qualification: Bachelors or master's in Environment Management/ Social Sciences or relevant field • Minimum years of experience: 12 years 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered

		<ul style="list-style-type: none"> • Masters/Bachelors from top 50 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> • Advisory experience in any Environment impact assessment project funded by multi-lateral banks/funding agencies, Govt of India 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		<ul style="list-style-type: none"> • Team Lead experience in environment, Sustainable Forest Management, Disaster management, climate change, vulnerability assessment 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
9.	Industrial Hubs, Border Trade & Growth Centres Expert	<ul style="list-style-type: none"> • Minimum Qualification: Master's in Finance/ Marketing / Operations/Economics or other relevant field • Minimum years of experience: 12 years 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		<ul style="list-style-type: none"> • Masters/Bachelors from top 50 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> • Advisory experience in Investment promotion, trade promotions, ease of doing business projects at central level 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		<ul style="list-style-type: none"> • Team lead experience in implementation of state level trade promotion, economic growth initiatives 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
10.	Infrastructure Expert	<ul style="list-style-type: none"> • Minimum Qualification: Bachelors or master's in Civil/ Planning/ Architecture • Minimum years of experience: 12 years 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		<ul style="list-style-type: none"> • Masters/Bachelors from top 50 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> • Advisory experience in designing schemes, policies in transport, rural infrastructure, road, aviation, railways, water supply, Mobile connectivity 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		<ul style="list-style-type: none"> • Team lead experience State level implementation of large scale infrastructure projects, rural roads, aviation policy, water supply, Mobile connectivity, etc 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
11.	Energy Sector Expert	<ul style="list-style-type: none"> • Minimum Qualification: Bachelors or master's in Electrical, Electronics, Power, or relevant fields 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered

		<ul style="list-style-type: none"> • Minimum years of experience: 12 years 	
		<ul style="list-style-type: none"> • Masters/Bachelors from top 50 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> • Advisory experience in central schemes implemented by Ministry of: <ul style="list-style-type: none"> • Power • Petroleum & Natural Gas • New & Renewable Energy 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		<ul style="list-style-type: none"> • Team lead experience State level implementation of large scale transformation of power, renewable energy, thermal power GENCO/ TRANSCO/ DISCOMS 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
12.	Education Sector Expert	<ul style="list-style-type: none"> • Minimum Qualification: MBA • Minimum years of experience: 12 years 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		<ul style="list-style-type: none"> • Masters/Bachelors from top 50 NIRF ranked institute in respective category 	0.5 mark
		<ul style="list-style-type: none"> • Strategic advisory experience in National level education transformation programs 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		Implementation OR Strategic advisory experience in Education infrastructure enhancement, education policy, education program implementation	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
13	Governance and Efficiency Improvement Sector Expert	<ul style="list-style-type: none"> • Minimum Qualification: MBA • Minimum years of experience: 12 years 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		Masters/Bachelors from top 50 NIRF ranked institute in respective category	0.5 mark
		<ul style="list-style-type: none"> • Strategic advisory experience in Digital transformation, Human Resource Transformation, Operational Efficiency Improvement for National level institutions 	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		Implementation OR Strategic advisory experience in Digital transformation, Human Resource Transformation, Operational Efficiency Improvement for State level institutions	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.

14	Entrepreneurship and Skilling Sector Expert	<ul style="list-style-type: none"> • Minimum Qualification: MBA • Minimum years of experience: 12 years 	CV would not fetch any marks if minimum criteria of qualification and experience is not adhered
		Masters/Bachelors from top 50 NIRF ranked institute in respective category	0.5 mark
		Strategic/advisory experience in programs such as Start-up India, Central sector skilling programs, national level start-up enablement programs	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.
		Implementation OR Strategic advisory experience in State Start-up programs, Skill development initiatives, etc	0.5 marks for 2 projects Max Marks: 0.5 Less than 2 projects would not fetch any marks.

- NIRF ranking to be considered for 2023 year only
- For international courses FT ranking or equivalent would be considered. Top 100 FT ranking would suffice the marking criteria

Technical Evaluation Calculation

The highest technical scored by the bidder will be awarded 100 points. The technical scores of other Bidders will be calculated as:

$$T_n = (T_s / T_h) \times 100$$

Where

T_n = Normalized Technical score of the bidder under consideration

T_s = stands for the technical score of bidders under consideration

T_h = stands for Highest Technical Score

Shortlisting of Bidders

- 5.1.3. All the bidder having scored more than **70** shall be considered as short-listed bidder for financial evaluation in the second stage. However, if the number of such Pre-Qualified Bidders is less than two, the Authority may, in its sole discretion, Pre-Qualify the Bidder(s) whose technical score is less than 70 percent marks even if such Bidder(s) do(es) not qualify in terms of RFP; provided that in such an event, the total number of Pre-Qualified and short-listed Bidders shall not exceed two.

Technical Presentation

- 5.1.4. All shortlisted bidders would be invited for technical presentation within one week of technical evaluation. The presentation would be facilitated in digital channels through video conferencing. The date, time and details will be communicated two days prior to the schedule.

Evaluation of Financial Proposal

- 5.1.5. In the second stage, the financial evaluation will be carried out as per this RFP each Financial Proposal will be assigned a financial score.

- 5.1.6. For financial evaluation, the total cost indicated in the Financial Proposal will be considered. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- 5.1.7. The Authority will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the scope of work within the total quoted price shall be that of the Bidder. The lowest Financial Proposal (Fm) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

The lowest financial offer will be awarded 100 points. The Price scores of other Bidders will be calculated as:

$$F_n = (F_m/F_b) \times 100$$

Where

F_n = Normalized financial score of the bidder under consideration

F_b = Price quoted by the bidder under consideration

F_m = Lowest price quoted

As described in the section Technical Evaluation Calculation.

Final Evaluation Using QCBS (80:20)

- 5.1.8. Bid evaluation committee will evaluate and compare the bids determined to be substantially responsive. It is bid evaluation committee's intent to select the proposal that is most responsive to the project needs, and each proposal will be evaluated using the criteria and process outlined in this section.
- 5.1.9. Technical bids shall be examined by the bid evaluation committee with respect to compliance, completeness, and suitability of the proposal to the project and only the bids which are in compliance to the requirements mentioned in the RFP shall be considered as technically qualified.
- 5.1.10. Total bid evaluation: Only the commercial bids of those bidders qualified in the technical evaluation shall be opened. Commercial bids of the other bidders will not be opened.
- 5.1.11. The evaluation shall be strictly based on the information and supporting documents provided by the bidders. It is the responsibility of the bidders to provide all supporting documents as listed in forms necessary to fulfil the mandatory eligibility criteria.

The Bids received will be evaluated using the Quality cum Cost Based Solution (QCBS)

After the Technical evaluation, the evaluation committee will evaluate each of the Technically Qualified bidders' response based on technical and commercial parameters. The weightage of the technical and commercial parameters will be in the ratio of 80:20, respectively. For calculation of the combined Technical and Price Score of all bidders, the following formula will be used:

$$\text{Total Score} = T_n + F_n$$

Bidder scoring highest "Total Score" will be given the highest priority and will be selected.

- 5.1.12. In case of tie, the bidder securing higher Technical Score would be given preference. The Selected Bidder shall be the first ranked Bidder (having the highest combined score). The second-ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws or fails to comply with the requirements specified in the RFP.

6. Appointment

Award of Work

After selection, a Letter of Intent (the "LOI") shall be issued, in duplicate, by the Authority to the Selected Bidder and the Selected Bidders shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the Selected Bidder is not received by the stipulated date, the Authority may unless it consents to the extension of time for submission thereof, appropriate the Bid Security of such Bidder as mutually agreed genuine pre-estimated loss and damage suffered by the Authority on account of failure of the Selected Bidder to acknowledge the LOI, and the next highest ranking Bidder may be considered.

Performance Bank Guarantee

On selection, the successful bidder shall submit, a PBG of 5% of the contract value, on the day of signing the Contract. The PBG format would be provided to the successful bidder.

Execution of Agreement

After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Agreement within the period specified in LOA. The Selected Bidder shall not be entitled to seek any deviation in the Agreement

Deployment and Project Initiation

The Consultant shall commence the Services at the Project site within 10 (ten) days of the date of the issuance of LOI or such other date as may be mutually agreed. If the bidders fails to either sign the Agreement as specified in the RFP or start the assignment as specified herein, the Authority may award to the next ranked Bidder.

Bidder's General Responsibility

The following are the responsibilities of the : -

- To ensure project delivery and resource management.
- To prepare a project plan, manage key risks, resource management & logistics while maintaining service delivery.
- Risk identification and mitigation strategy.
- To design, implement and demonstrate system features to the key stakeholders
- Training of survey on the system features.
- To factor resource redundancy plan for better continuity and reliability of services.
- To create documentation for all the processes in line with quality standards.
- Overall responsibility for delivery of services as per the Scope
- Act as a primary interface to the Department for all matters that can affect the baseline, schedule, and cost of the project.
- Maintain project communications with stakeholders of the Department.
- Provide strategic and tactical recommendations in relation to technology-related issues and technology improvement.

- Code development and perform code review to meet development specifications and standards and evaluate existing applications to reprogram, update and add new features
- Contributing to team meetings,
- Identify and plan for new features

General Provisions

6.1.1. Non-Discriminatory and Transparent Bidding Proceedings

Department shall ensure that the rules for the Bid Process for the Project are applied in a non-discriminatory, transparent, and objective manner. Department shall not provide to any Bidder, information about the Project or the Bidding Process, which may have the effect of restricting competition

6.1.2. Prohibition against Collusion with another Bidder

Each Bidder shall submit a single bid. Each Bidder shall warrant by its Bid that the contents of its Bid have been arrived at independently. Any Bid which has been arrived at through consultation, collusion, or understanding with any other prospective Bidder for the purpose of restricting competition shall be deemed to be invalid. and the Bidder shall lose its EMD

6.1.3. Entity Barred from Bidding

Any entity which has been barred by the Central Government or any State Government or a statutory authority or a public sector undertaking, as the case may be, from participating in any Study and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

6.1.4. Ongoing Legal dispute with Government of Meghalaya:

Any entity which has an ongoing legal dispute with any departments/agencies/local bodies under the purview of Government of Meghalaya, and such dispute is under an arbitral or judicial authority shall not be eligible to submit a Proposal either by itself or through its Associate.

7. Fraud and Corrupt Practices

- 7.1.1. The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, the Authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre- estimated compensation and damages payable to the Authority for, inter alia, time, cost, and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal.
- 7.1.2. Without prejudice to the rights of the Authority under RFP hereinabove and the rights and remedies which the Authority may have under the LOI or the Agreement if a Bidder or , as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Bidder or shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date such Bidder or , as the case may be, is found by the Authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 7.1.3. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- a. “corrupt practice” means
 - (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for the avoidance of doubt, an offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or
 - (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement concerning the Project;
 - b. “**fraudulent practice**” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

- c. **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the selection Process;
- d. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e. **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

8. Terms of Reference

Vision: Top 10 in 10 years

Government of Meghalaya had set a vision that by the time diamond jubilee of the statehood in 2032 is celebrated, Meghalaya must be among the top 10 states in terms of per capita income and achievement of sustainable development goals. The realization of this vision hinges on the State being able to create opportunities for each one of the State to grow to the best of the potential. This means that every infant in the State has access to quality nutrition and parental care. That there is an enabling ecosystem where their cognitive development happens, and they can achieve their potential as adults to the fullest. It means that every child goes to a school where learning is a joy, and where the building blocks of them becoming innovators and achievers in society are built. It means that every young adult has access to the opportunities to realize their potential, whether it is in becoming an artist, a musician, a scientist or a sports person. It means that every mother has access to the best healthcare at every step, right from conception, to pre and postnatal stages. That even in the remotest of areas, the citizens are able to access quality and affordable healthcare. Where the elderly get the best social support and health facilities. It also means that there are roads and internet connectivity in every village and that there is uninterrupted and reliable electricity and water supply to every village so that enterprises and other facilities can be set up even in the rural areas. Where all the towns are smart towns powered by technology and sustainable systems, and they become hubs for businesses, education and health facilities. Where every farmer is able to get a fair price and market their produce to national and international markets without exploitation.

Further to this, the Government has set an ambitious Goal to achieve 10 Billion \$ GSDP by 2028 as a natural step towards realization of the vision. In order to achieve the same, the Government has taken several steps in Farmers Welfare, Entrepreneurship, Digital Government, Education, Social Welfare, Road Connectivity and many others.

The Government believes that there is a need to understand, analyse and assess the actions taken in this direction. There is a further need to assess the gap in realization of the vision. For this purpose a reputed strategy consulting firm needs to be engaged. The task of the firm would be:

- Undertake Macroeconomic analysis of Meghalaya
- Perform comparative case Studies with recommendations for adoptions
- Derive sectoral strategies for focussed sectors
- Formulate a PPP Action Report
- And recommend the operating model for an economic analysis wing of Government of Meghalaya

For this purpose, Planning, Investment Promotion & Sustainable Development Department would be the nodal implementing agency. The department would engage services of relevant partners to perform the task

Action Agenda

a) Meghalaya is one of India's seven north eastern states nestled in Garo, Khasi and Jaintia Hills. The state shares its border to the north and the east with the state of Assam and to the south and the west with Bangladesh. The state has a population of 33.2 lakhs constituted mostly of tribal communities. About 80% of Meghalaya's population lives in its 6,500 sparsely populated villages. The average number of households in a village is approximately 90 which is much lower than the national average of 250 households.

b) The gross state domestic product (GSDP) of Meghalaya at FY 2022-23 prices stands at INR 41,010 crores with a CAGR of 5.61% between 2015-16 and 2020-21. The primary sector contributes about one-third of the states GSDP with two-thirds of the population engaged in agriculture and allied activities.

c) However, there are several topographical, structural and economic challenges in taking Meghalaya's GSDP to maximal levels. For example, given Meghalaya's status as a 6th Schedule state, majority of its population is exempted from taxation. As a result, State's own revenue receipts account for only 20% of its total revenue receipts. Formal credit network is also limited in the state with a banking coverage ratio of 16.23 per 1000 square Km as against a national average of 45.62.

d) The Government of Meghalaya is making several concerted efforts to increase the GSDP of the state over the next 5 years and make it one of the top 10 performing states in India. To achieve this, the Government plants to increase the share of revenue from the state's own resources to 30% over the next 5 years.

e) The Government has pledged to upgrade and construct the best-in-class infrastructure at all the blocks and administrative units. The Government will fast-track discussions with militant groups within the ambit of the Constitution of India to reach workable solutions in order to establish long lasting peace. The Meghalaya Enterprise Architecture system which received commendation from the United Nations, will be expanded to cover governance up to the grassroots level for more robust and citizen-centric governance. The Government will set up 1,000 'Chief Minister's Facilitation Centres' to improve service delivery and bring governance to the doorstep of the residents. The Government will also establish a cadre of Village Community Facilitators (VCFs) in each of the 6,500+ villages for last-mile delivery of government services. The Government will set up a CM Helpline for quick grievance redressal for the residents of the State. The Government will ensure that all government employees undergo capacity-building programs to equip them in tackling exigencies of the digital age. In line with the Meghalaya Right to Public Service Delivery Act, the Government will further expand, strengthen and ensure the time-bound delivery of public services to the people.

f) As part of its efforts to be among the top ten states in India, the Government will endeavour to increase the GSDP of Meghalaya; make efforts to raise the State's per capita income and substantially increase the public expenditure over the next 5 years with an enhanced focus on social sectors. The Government will systematically increase the capital expenditure from the current levels of about 16% to 25% over the next 5 years; enhance additional resource mobilization of about Rs. 10,000 crores from external funding agencies for infrastructure development to improve connectivity, tourism, power and water harvesting and for natural resource management; attract investments from the private sector by operationalizing the State PPP policy through community participation and ensuring protection of their interests. The Government will work on measures to increase the share of revenue from Meghalaya's own resources to 30% over the next 5 years. With a focus on looking South as part of the Act East Policy, the Government will make efforts to further improve border infrastructure and connectivity to improve trade with Bangladesh by setting up more LCS, ICPs and border haats. To ensure balanced regional development, the Government will establish economic growth centres and logistics hubs in different districts of the State. The Government will put in place a new industrial policy regime which is attractive and investor friendly. The single window system will be revamped to improve Ease of Doing Business and to make it easier for enterprises to set up and operate in the State.

g) Given the centrality of the youth in achieving the developmental vision of the State, the Government will continue prioritizing their growth and creation of opportunities. To engage the youth, the YESS Meghalaya program will be expanded to cover every youth organization in the State and provided with a support of up to Rs. 1 lakh every year. The Government will create 5 lakh jobs and employment opportunities with special focus on the tourism, agro-processing and knowledge/digital sectors; make efforts to enhance employment opportunities in rural areas to prevent the distress migration; incentivize and attract companies in the IT/ITES/BPO/KPO/Digital sectors to set up businesses in Meghalaya; set up a corpus fund to support the youth engaged in the creative sectors of

music, film-making and fashion; continue to give high priority to entrepreneurship as a means of generating jobs and employment. The Government will set up a knowledge/tech city in New Shillong and in other parts of the State to further attract investments in the private sector. The Government will set up/upgrade support centres in major cities of the country where the youth migrate for education/jobs; set up a youth helpline to counsel, inform and educate the youth on career, education, government programs, substance abuse etc.

h) Having been recognized and awarded as the top-performing State in the National Startup Ranking Framework - 2021 the Government will continue to build on this ecosystem with a multifold increase in investments in the startup sector. The Government will introduce entrepreneurship concepts and modules at the school and college level entrepreneurs shall be provided support to network with other entrepreneurs and investors via national and international exchange programs/exposure trips. The current network of PRIME hubs will be expanded to 100 centres by 2028. These PRIME hubs will also be developed as skilling and career counselling centres.

i) The Government will create world-class sporting infrastructure, promote indigenous sports and create pathways for the youth to excel in sports. The Government will also create opportunities for the youth to achieve competitive excellence and improve their overall health and fitness. The Government will continue to take up new large infrastructure projects in every district headquarters; set up basic sports infrastructure at all block headquarters and prominent locations; set up world-class academies for football & other sporting disciplines. Under the STAR program for talent identification, the Government will identify 1,000 more sportspersons who will then undergo a rigorous training program to build the competitive edge and spirit to compete and to excel at national and international events. The Government will further enhance the sportsperson scholarships and awards to encourage sportspersons to further excel in the field of sports. Meghalaya will host prestigious national and international sporting events so that Meghalaya is recognized as an important sporting destination both in the region & in the country.

j) The Government will set up dedicated multi-sectoral skill parks at Shillong, Tura and in other parts of the State. The Government will upgrade skill development programs to train more people annually with a special focus on making them job-ready. The Government will also continue to train more youth on various aspects of soft skilling every year. The Government will promote skilling in employable and sustainable livelihood sectors such as tourism, agro-processing, and organic agriculture. The Government will also prioritize skill development in emerging sectors like IT, multimedia, robotics, AI and animation. The Government will initiate youth exposure trips and youth exchange programs and facilitate the establishment of professional, well-reputed coaching centres to prepare the state's youth for various competitive examinations.

k) The Government will augment its efforts towards increasing farmers' income; transform from a low-value-low-volume crop cycle to a high-value agri-horti hub; enhance the production of niche crops; reduce wastage in the agricultural sector and ensure optimal prices for farmer products. The successfully launched farmers FOCUS program will be expanded to cover all eligible households; similarly, the FOCUS+ program shall be continued. To expand market infrastructure, the existing network of Village Cooperative Societies and Collective Marketing Centres (CMCs) will be strengthened and expanded; CMCs will be developed as a one-stopshops for providing assistance to farmers; additional Custom Hiring Centres (CHCs) will be set up to further increase mechanization in agriculture. The Government will initiate the 'Chief Minister's - Farm to Plate' outlets in urban areas to facilitate the sale of fresh produce from rural areas at subsidized rates; veterinary clinics will be set up in all the blocks. The Government will establish more goods ropeways for farmers in deep gorges and valleys so as to reduce the burden in the transportation of their products. To create more markets for Meghalaya's farmers the government will continue with its focus on allied agricultural activities through mission-mode interventions. The Government will strengthen the products procurement

system to enhance the benefits of the farmers. The Government will encourage farming of high value cash crops with high export potential; explore markets with better price realization; set up agri-logistical hubs near the airports to facilitate exports of fresh agri-produce to wider markets. The Government will continue with the successful scheme of providing agri-response vehicles at 50 percent subsidy to farmers and farmers groups. The Government will work towards a gradual transition to increase organic agriculture in Meghalaya; introduce agr-insurance against crop damage; establish dedicated colleges for dairy technology, fisheries and veterinary to train the local youth and to provide employment.

l) The women of Meghalaya are the most critical stakeholders in the development. The government will continue to take steps to make them self-reliant, confident and progressive. To economically empower women, the Government has facilitated the phenomenal growth of the self-help group movement in the State; the Government will endeavour to create business opportunities for the SHGs in the cottage industries and channel government procurement and service deliveries through SHGs; the Government will implement mission mode programs to benefit women weavers and artisans working on eri, muga and other traditional textiles. The tremendous response and participation of women in the startup ecosystem in the State have positively impacted the PRIME program. To boost this program, women entrepreneurs shall receive additional support of 50% over and above the mandated grants/support. In the health sector, the institutional delivery in the State has increased from 46% in 2018 to 64% in 2022. The Government will make efforts to increase institutional deliveries to 90% over the next 5 years; the Government will also make every endeavour to bring down the infant and maternal child mortality rates to below the national average by 2028.

m) In continuation of the focus on improving road connectivity, the Government will increase the investments in the roads sector; improve and upgrade road connectivity for the seamless movement of people and goods among various economic, administrative and tourist centres; and significantly enhance the investments earmarked for periodic repair and maintenance of rural roads, major district roads and State highways. The Government will introduce the Chief Minister's Village Connectivity Scheme to ensure that the villages not covered under PMGSY are connected by all-weather motorable roads. The Government will replace all the timber bridges in the State with RCC/steel bridges; the Government will also construct suspension bridges across streams and rivers to facilitate seamless movement of people especially during the monsoon season.

n) In keeping with the commitment to improve air connectivity, the Government has operationalised the Umroi airport presently with direct air connectivity to 8 cities including Kolkata. The Government will operationalize the Baljek airport in Tura; and the Government will make efforts to either expand the existing airport or build a new larger airport to enable landing of larger aircraft carriers. The Government will operationalize heliports in the State across the major administrative and tourist centres to improve connectivity for tourists and health emergencies.

o) The Government will ensure that all villages have seamless mobile and internet networks and also ensure free WiFi in public spaces including major market areas, hospitals, educational institutions and tourist spaces across the State. The Government has built the Shillong IT Park which has led to the creation of employment opportunities for 1,500 persons. The Government will build the second phase of the IT Park and create more employment opportunities. The Government will promote the content creators who are involved in short films, music videos, and web series through a dedicated web and app-based Over The Top (OTT) platform.

p) The Government will endeavor to increase Meghalaya's power generation capacity to meet the growing demands of the domestic, agricultural and industrial sectors and will continue with the reforms in the power sector. The Government will ensure that the share of renewable sources of energy increases in the power mix. The Government will incentivize the usage of solar panels for domestic consumption.

q) The Government has been among the best-performing states in providing tapped water connection to rural households. The number of households with tapped water connectivity has increased from 4,500 to 2,80,000 over the last three years. The Government will ensure that all the rural households in the State have tap water connection. The Government will continue to follow a sustainable water management policy with community participation by protecting and regenerating catchment areas and natural water bodies, adopting water harvesting techniques and constructing conservation structures to meet the increasing demand for water.

r) The Government will strive to improve the coverage of quality healthcare infrastructure across the State with an improved focus on increasing insurance coverage and reduction in out-of-pocket expenditure. It will continue to improve, expand & build health care infrastructures across the State. The Government will set up 'Chief Minister's Affordable Drug Centres' to provide high-cost medicines at subsidized rates. The Government will continue to improve maternal and child health by making efforts to reduce teenage pregnancy, increase institutional deliveries and reduce the infant mortality rate. It will make early childhood development initiatives and curricular integral to every health and anganwadi centre. The Government will increase the number of health and wellness centres in rural areas; it will enable technology-based interventions from sub-centres to district hospitals ensuring a continuum of care. It will assure every household has access to Megha Health Insurance Scheme. In accordance with the Mental Health and Social Care Policy the Government will provide access to mental health care through a 24*7 helpline; develop a dedicated program to work on adolescent health; endeavour to make Meghalaya drugs free and initiate rehabilitation programs. The Government will take initiative to establish a state-of-the-art institution to support and improve the indigenous system of medicine and health care system.

s) The Government will endeavour to rationalize the overall system of education in the State and work towards resolving pending issues. It will continue with the initiative to improve infrastructure of all the 2,000 government schools; prioritize the quality of education and improve quality at all levels; enhance digital learning in schools across the State. The Government will continue to support students through technology driven interventions, revised, updated and contemporary curriculum and provide incentives for higher and professional studies.

t) The Government will leverage on Meghalaya's natural and cultural advantages and make tourism the engine of economic growth thereby creating employment for the youth. To boost infrastructure and support to tourism, the government will upgrade and create new tourist infrastructures in different regions thereby creating jobs and leading to balanced regional development; it will support the building of 5,000 homestays over the next 5 years by providing up to 70% subsidy. The Government will introduce sustainable means of tourist transportation including luxury vehicles, caravans, electric buses and others to promote sustainable tourism. To promote tourism, the government will brand Meghalaya globally by organizing world-class tourism festivals which combine the rich local culture and tradition with music, sports and arts; it will create new niche tourism products such as caving, cuisine-based, historical, heritage site, agro-tourism, film and music. The Government will create new tourism circuits to maximise the full potential of areas of tourist interest. The Government will increase funding support for promotion and preservation of local culture.

u) The Government will make efforts to improve the quality of livelihood for the residents of urban areas by addressing the issues of potable water, congestion, cleanliness, maintenance of roads and enhanced security. It will develop the New Shillong Township as a knowledge city and connect it to the city centre via a high-speed link. The Government will build a new administrative city and progressively move the administration towards New Shillong, thus creating opportunities for both Shillong & New Shillong to grow and thrive. In addition to newly operationalised bypasses to ease

traffic congestion, the Government will further build a network of bypasses to reduce the pressure on the existing internal roads of Shillong; it will ensure that road maintenance activities in urban areas are taken up on a regular basis. The Government will take up street lighting in all urban areas to ensure zero dark streets, improve safety and promote the pedestrian experience; the Government will develop and implement master traffic management plans for the cities of Shillong, Jowai and Tura as well as for other major towns; it will strive to find permanent spaces for hawkers. The Government will provide a larger fleet of buses including electric buses for safe and sustainable school and public transport to decongest all the urban centres; the Government will continue working with the local communities and expanding the community beautification programs to other urban centres; the Government will continue to make substantial investments in Tura, Jowai and other towns to transform them into smart towns. The Government will set up local theatres in district headquarters and major towns to promote local talent in street plays, dance, drama, music, theatre and film.

v) The Government will continue with its efforts towards the protection and conservation of natural resources along with Meghalaya’s cultural heritage. The Government will take steps to ensure that the livelihood of people engaged in the mining sector is protected; it will continue with the efforts towards ecological restoration of the mine-affected areas. The Government will expand efforts to conserve and improve the health and ecosystem of Meghalaya’s forests by increased spending over the next five years. It will continue with the initiatives of cleaning rivers and pay special attention to the more polluted ones in urban areas.

w) Achieving these objectives requires major steps to be taken by the state government to move forward. It needs some well thought out and long-term strategies on a sustained basis. For carrying out these tasks, the government intends to engage the services of a consulting firm who would develop in-depth understanding of the state’s economy, identify the policy priorities for addressing current shortcomings of the economy and develop sustainable growth strategies for some of the key sectors.

Focus Sectors

#	Sectors	Associated sectors
1	Infrastructure	Air connectivity, Road Connectivity, Mobile Connectivity, Housing, Water Supply
2	Governance and Efficiency Improvement	G2G Interventions, G2C Interventions, Policy interventions
3	Agri and Allied Sector	Sericulture and Weaving, Cooperative Movement, Horticulture & Food processing, Livestock & Fisheries
4	Industrial Hubs, Border Trade & Growth Centres Sector	Border trade, Industrial zones, Growth centres, Corridor trade, Private Investment / G2B Interventions, Public Investment

5	Energy Sector	Renewable Energy, Power transformations
6	Climate Resilience Sector	Natural Resource Management, Climate Resilience, Disaster Management
7	Healthcare	Health infra, Health system strengthening, etc.
8	Tourism	Tourism infra, promotion, PPP models, Transaction advisory, etc.
9	Education	All sections of education
10	Urban Transformation	Urban transformation, Sanitation, Beautifications, etc
11	Entrepreneurship and Skilling	Start-up and MSME enablement, Skill development
12	Mining	Scientific Mining
13	Sports	Youth and Citizen Engagement, Arts and Culture

Scope of Work

1. Macro-Economic Analysis

- Critical analysis of macroeconomic data on GSDP, measuring sector-wise trade, workforce participation, inflation, import and export in the State for FYs 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 from government and other credible institutional sources through primary as well as secondary research.
- Undertake a detailed study of Meghalaya Vision Document and identify economic targets
- Identify decadal historical trends and estimate 30 years macro-economic forecast for focus sectors: a) Agriculture & Allied, b) Urban Transformation c) Infrastructure, d) Tourism, e) Skilling & Livelihoods, e) Energy, g) Healthcare, h) Industrial Hubs, Border Trade & Growth Centres, i) Mining, j) Sports k) Climate Resilience, l) Education, m) Governance and Efficiency Improvement
- Conduct workshop with the Directorate of Economics & Statistics, Planning, Investment Promotion & Sustainable Development Department to present findings and gather feedback
- Finalize macroeconomic study with research findings and departmental inputs

Deliverable: Macroeconomic Study of Meghalaya

2. Benchmarking Economic Priorities

- Conduct national and international best practice research to identify a growth model & implementation framework with focus on priority sectors.

- Identify key levers & enablers of economic growth, and subsequently identify policy priorities and make corresponding recommendations for Meghalaya.
- Develop a structured approach by anchoring Meghalaya to at least 3 aspirational models of sectoral economic growth.
- Make presentation on the chosen models to the Planning, Investment Promotion & Sustainable Development Department at the secretary level.

Deliverable: 3 Comparative Case Studies with Recommendations

3. Developing Sectoral Strategies

- Prepare questionnaires for interview with representatives of each respondent groups listed in 4.2 and 4.3 and validate each questionnaire with the department of planning.
- Conduct state-level consultation workshops with relevant Ministers, concerned Administrative Heads of Departments, Mission Directors, Directorate leadership, Industry Partners and other relevant stakeholders.
- Conduct district-level consultation workshops with relevant district-level DCs, Cooperatives, top performing SHGs, Citizen Associations.
- Collate responses from each consultation and prepare qualitative database.
- Identify existing policy frameworks in each sector and make critical assessment (e.g., SWOT analysis) of suitability of each framework to contribute towards (or maximise) the sector's GSDP contribution.
- Based on the consultation data and critical assessment develop long-term growth strategy for each of the 10 priority sectors (listed in 1.3) which will include, but not be limited to - demand-supply statistics, degree of competition within the sector, existing credit mechanisms, capacity building, technology penetration and future prospects of industrialization.
- Collate findings of the sectoral studies and make technical and policy-level recommendations for each sector. Develop a presentation of findings and recommendations for the Department of Planning.

Deliverable: 13 Sectoral Strategies

4. Developing PPP and other Frameworks

- Conduct critical analysis of the state's existing PPP policy to identify gaps and make detailed recommendations for developing sectoral frameworks.
- Develop sectoral frameworks for addressing critical issues including - land acquisition, attracting private sectoral investment, attracting IFI/multilateral investment, & capacity development, etc.
- Develop action plan for relevant Sustainable Development Goal achievement for each of the sector.
- Conduct workshop with government and sectoral stakeholders to present findings and obtain feedback

Deliverable: PPP Action Report

5. Setting Up Economic Analysis Wing

- Review existing institutional structure of the department of planning with the objective of setting up Economic Analysis Wing within the Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya.
- Make suitable policy advocacy recommendations for setting up of the Economic Analysis Wing.

- Develop a governing structure for the Economic Analysis Wing with and define profiles of key personnel.
- Define responsibilities and mandates of the Economic Analysis Wing in details and propose action plan and timeline for establishment.
- Define human resource needs and clear procedure for onboarding of consultants through the PMU model.

Deliverable: Economic Analysis Wing Operating Strategy – KPIs, Organization Structure

Deliverables

#	Deliverable	Timeline (T= Date of signing LOI)
1.	Deliverable: Macroeconomic Study of Meghalaya	T1= T0+2 months
2.	Deliverable: 3 Comparative Case Studies with Recommendations	T2= T1+2 months
3.	Deliverable: 13 Sectoral Strategies	Each sectoral report to be delivered in every month Last sectoral report to be delivered by T3 = T1+12 months
4.	Deliverable: PPP Action Report	T4 = T2 + 4 months
5.	Deliverable: Economic Analysis Wing Operating Strategy	T5 = T1 + 11 months

Terms of Payment

	Condition	Payment
1.	Deliverable: Macroeconomic Study of Meghalaya	10%
2.	Deliverable: 3 Comparative Case Studies with Recommendations	10%
3.	Deliverable: 13 Sectoral Strategies	5% post approval of each sectoral reports (total = 65%)
4.	Deliverable: PPP Action Report	5%
5.	Deliverable: Economic Analysis Wing Operating Strategy	10%

9. Annexure 1 : Bid Cover Letter

Annexure- 1
Bid Covering Letter
(In the letterhead of the Bidder)

To

Subject: _____ Ref. No. RFP. No. _____ dated
_____ -

Dear Sir,

1. I/We, the undersigned, have carefully examined the contents of the document including amendments/ addendums (if any) thereof and undertake to fully comply and abide by the terms and conditions specified therein and hereby submit our application. Our application is unconditional and unqualified.
2. I/We undertake that, in competing for (and, if the award is made to us), for executing the above contract, we will strictly observe the laws against fraud and corruption in force in India.
3. I/We understand that:
 - a) this Bid/Proposal, if found incomplete in any respect and/ or if found with conditional compliance or not accompanied with the requisite application fee and/ or prescribed supporting document shall be summarily rejected.
 - b) if at any time, any averments made or information furnished as part of this application is found incorrect, then the application will be rejected
 - c) Department is not bound to accept any/ all Bid (s) it will receive.
 - d) I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to submit Proposals for RFP Name _____, without incurring any liability to the Bidders, in accordance with relevant clause of the RFP Document
 - e) We undertake that in case, due to any change in facts or circumstances during the Bidding Process, we become liable to be disqualified in terms of the provisions of disqualification, we shall intimate Department of the same immediately.
 - f) We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, we shall have any claim or right of whatsoever nature if the contract is not awarded to us or our Proposal is not opened.
 - g) We undertake that none of the hardware/software/other component being proposed by us infringes on any patent or intellectual property rights as per the applicable laws.
 - h) I/We have not been declared ineligible by Government of Meghalaya or any other state departments, Government of India or any other for indulging in corrupt or fraudulent practices. I/We also confirm that I/We have not been declared as non-performing or debarred by Government of Meghalaya or any other state departments, Government of India
 - i) I/We haven't been blacklisted by a Central/ State Government institution/ Public Sector Undertaking and there has been no litigation with any Government Department/ PSU on account of similar services.
4. I/We declare that our bid is valid for 180 days.

Signature

Name Designation/ Title of the Authorized Signatory.....

10. Annexure 2: General Information about the Bidder and Consortium Members

(To be submitted on the letterhead of the Bidder/Consortium)

[All individual firms and each member of a Consortium that are bidding must complete the information in this form].

Details of the Bidder (Company)		
1	Name of the Bidder	
2	Address of the Bidder	
3	Status of the Bidding Entity (Public Ltd/Pvt. Ltd/Partnership/Proprietorship/LLP)	
4	Details of Incorporation of the Company	
5	Details of Commencement of Business	
6	Permanent Account Number (PAN)	
7	GST Identification Number	
8	Name & Designation of the contact person to whom all references shall be made regarding this RFP	
9	Telephone No. (with STD Code): Mobile Number:	
10	E-Mail of the Bidder:	
11	E-Mail of the Authorized Representative:	
12	Website	

11. **Annexure 3: POA**

Power of Attorney/Letter of Authorization

Know all men by these presents, we, M/s (name of Firm/ Company and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr./ Msson/daughter/wife of..... and presently residing at , who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorized Signatory or Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our quotation for selection of agency [for Establishment and Operations of Chief Minister Helpline , proposed by Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya (referred as Department) including but not limited to signing and submission of all applications, proposals and other documents and writings, and providing information/ responses to the Department, representing us in all matters before the Department, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Department in all matters in connection with or relating to or arising out of our proposal for the said assignment and/or upon award thereof to us. AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Signatory or Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,
.....THE ABOVE-NAMED PRINCIPAL HAVE PURSUANT TO THE RESOLUTION DATED OF THE BOARD OF DIRECTORS IN THAT BEHALF CAUSED ITS COMMON SEAL, EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF , 2023

For
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized
Accepted
(Signature, name, designation and address of the Attorney)

12. **Annexure 4 – PBG Format**

PERFORMANCE BANK GUARANTEE FORMAT
(on Non-Judicial Stamp Paper of Rs.100.00)

This Deed of Guarantee executed at on this day of
BY , a Banking Company constituted under Office at Act having its Branch
(Hereinafter referred to as "**Bank**" which expression shall. unless repugnant to the context and meaning thereof, means and includes its successors and assigns)

IN FAVOUR OF

[ClientName, Address](Hereinafter referred to as "**Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya/Purchaser**" which expressions shall unless repugnant to the content and meaning thereof, means and includes its successors and assigns)

WHEREAS

1. **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** desirous to procure services of Consulting Agency for <RFP Name>(hereinafter referred to as "**said works**") and has requested

.....registered/established/constituted under/by.....Act having its Head Office at (hereinafter referred to as "**Contractor**" which expression shall. unless repugnant to the context and meaning thereof means and includes its successors and assigns) to submit its Bid to execute the said works.

2. The Contractor has submitted his Bid/tender to execute the said works for a total sum of Rs..... (Rupees only).

3. One of the conditions of the said tender is that the Contractor shall furnish to **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** a Performance Bank Guarantee (PGB) for an amount of 5 % of the total value order of contract Rs..... (Rupees..... only) in favour of **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** for the due and faithful performance of the contract in all respects as per the conditions as set forth in the Tender by the Contractor.

4. The Contractor has approached us for issuing a PGB in favour of Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya for an amount of Rs..... (Rupees only)

NOW THEREFORE THIS DEED OF GUARANTEE WITNESSETH THAT

1. In consideration of the premises and at the request of the contractor. We Bank both hereby irrevocably and unconditionally guarantee to pay to **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya**, forthwith on mere demand and without any demur, as may be claimed by **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** to be due from the contractor by way of loss or damage caused to or would be caused to or suffered by **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** by reason of failure to perform the said works as per the said contract.

2. Notwithstanding anything to the contrary, the decision of **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** as to whether computer hardware and software have failed to perform as per the contract and go

whether the contractor has failed to maintain the computer hardware and software as per the terms of the contract will be final and binding on the Bank and the Bank shall not be entitled to ask **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** to establish its claim or claims under this Guarantee but shall pay the same to **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** forthwith on mere demand without any demur, reservation, recourse, contest or protest and/or without any reference to the contractor. Any such demand made by **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** on the Bank shall be conclusive and binding notwithstanding any difference/dispute between **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** and the contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority

3. This Guarantee shall expire at the close of business hours on (this date should be the date of expiry of the warranty/contract plus 180 days) without prejudice to **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** claim or claims demanded from or otherwise notified to the Bank in writing on or before the said date i.e., (this date should be date of expiry of Guarantee. i.e. 6 months after end of warranty/contract period).
4. The Bank further undertakes not to revoke this Guarantee during its currency except with the previous consent of Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya in writing and this Guarantee shall continue to be enforceable till the aforesaid date of expiry or the last date of the extended period of expiry of Guarantee agreed upon by all the parties to this Guarantee, as the case may be, unless during the currency of this Guarantee all the dues of Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya under or by virtue of the said contract have been duly paid and its claims satisfied or discharged or Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya certifies that the terms and conditions of the said contract have been fully carried out by the contractor and accordingly discharges the Guarantee.
5. In order to give full effect to the Guarantee herein contained, **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** shall be entitled to act as if the Bank is **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** principal debtors in respect of all **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** claims against the contractor hereby Guaranteed by the Bank as aforesaid and the Bank hereby expressly waives all its rights of surety ship and other rights, if any, which are in any way inconsistent with the above or any other provisions of this Guarantee.
6. The Bank agrees with Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya that Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya shall have the fullest liberty without affecting in any manner the Bank's obligations under this Guarantee to extend the time of performance by the contractor from time to time or to postpone for any time or from time to time any of the rights or powers exercisable by Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya against the contractor and either to enforce or forbear to enforce any of the terms and conditions of the said contract, and the Bank shall not be released from its liability for the reasons of any such extensions being granted to the contractor for any forbearance, act or omission on the part of Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya or any other indulgence shown by Planning, Investment

Promotion & Sustainable Development Department, Government of Meghalaya or by any other matter or thing whatsoever which under the law relating to sureties would, but for this provision have the effect of so relieving the Bank.

7. The Guarantee shall not be affected by any change in the constitution of the contractor or the Bank nor shall it be affected by any change in the constitution of **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** by any amalgamation or absorption or with the contractor, Bank or **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya**, but will ensure for and be available to and enforceable by the absorbing or amalgamated company or concern.
8. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation or in substitution of any other guarantee or guarantees heretofore issued by the Bank (whether singly or jointly with other banks) on behalf of the contractor heretofore mentioned for the same contract referred to heretofore and also for the same purpose for which this guarantee is issued, and now existing uncanceled and we further mention that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees heretofore issued by us on behalf of the contractor heretofore mentioned for the same contract referred to heretofore and for the same purpose for which this guarantee is issued.
9. Notwithstanding anything to the contrary contained herein, the Bank further agrees to accept the notice of invocation as a valid claim from the beneficiary of this Guarantee, should such occasion arise, at any of its branches operating in India including the issuing branch on the day of such invocation and if such invocation is otherwise in order.
10. It shall not be necessary for **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** to exhaust its remedies against the Contractor before invoking this guarantee and the guarantee therein contained shall be enforceable against us notwithstanding any other security which **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** may have obtained from the Contractor at the time when this guarantee is invoked is outstanding and unrealized.
11. Any notice by way of demand or otherwise under this guarantee may be sent by special courier, fax or registered post accompanied by the copy of the guarantee.
12. Notwithstanding anything contained herein:-
 - a) Our liability under this Bank Guarantee shall not exceed and is restricted to Rs only
 - b) This Guarantee shall remain in force up to or up to the date extended by renewal of this guarantee.
 - c) Unless the demand/claim under this guarantee is served upon us in writing before or on or before the expiry of six months from the validity date extended by renewal of this guarantee. All the rights of **Planning, Investment Promotion & Sustainable Development Department, Government of Meghalaya** under this guarantee shall stand automatically forfeited and we shall be relieved and discharged from all liabilities mentioned hereinabove.

13. The Bank has power to issue this Guarantee under the statute/constitution and the undersigned has full power to sign this Guarantee on behalf of the Bank

Dated this..... Day of.....2023 at.....

For & on.....behalf of.....Bank

13. Annexure 6 -Non-Blacklisting Declaration

(In the letterhead of the Bidder)

To,
OSD & ex officio Joint Secretary
Planning, Investment Promotion & Sustainable Development Department
Room 215, Main Secretariat Building
Shillong, East Khasi Hills-793001
Meghalaya

Sub: Non-Blacklisting or not Barred declaration in connection with RFP No: **<Enter RFP No>**

Dear Sir,

This is to notify you that our Firm/ Company/ Organization < > intends to submit a proposal in response to invitation for RFP cited above. In accordance with the above we declare that:

- a) We are not involved in any major active litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b) We are not blacklisted or barred by any Central/ State Government/ of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

14. Annexure 7: Checklist

Bidder is required to fill the below mentioned form. Bidder is required to clearly highlight the page numbers as per the requirements asked the RFP Evaluation Criteria in their bid submission. The Bidder are advised to clearly specify the page numbers and highlighted clause(s) required for evaluation

Eligibility Checklist

SI No	Eligibility Criteria	Documentary Evidence	Page No From- To
1			
2			

Technical Evaluation Checklist

SI No	Criteria	Documentary Evidence	Page No From- To
1			
2			

15. Annexure 8: Financial Qualification of The Bidder

(Bidders, including each member of a Consortium, shall provide financial information to demonstrate that they meet the requirements stated in the RFP. Each Bidder or member of a Consortium shall complete this form. A copy of the audited balance sheets and profit and loss statement shall be attached.)

Name of Bidder and member of a Consortium (as Applicable):

SI No	Financial Year (FY)	Annual Turnover (INR Crore)	Net Worth of the Bidder (INR)
1			
2			
3			

16. **Annexure 9: Technical Qualification of The Bidder (Project Credentials)**

Project Name			
Client Name		Country	
Brief Description of Project		(Less than 50 words)	
Project Work Order Value			
Project Start Date		Project End Date	
Detailed Project Description		<Less than 200 Words>	

17. **Annexure 10: CVFormat**

Name of Expert	
Sector of Expertise	

Education:

Degree	Institute Name	NIRF Rank in 2023 and Category	Duration	Specialisation (if any)

Professional Experience - Central (please mention all experiences)

1	Ministry/Central Agency Name		Duration:
	Main Project Features (Max 50 words)		
	Key Activities undertaken (Max 100 words)		
	Implementing States		
2	Ministry/Central Agency Name		Duration:
	Main Project Features (Max 50 words)		
	Key Activities undertaken (Max 100 words)		
	Implementing States		

Professional Experience – State (please mention all experiences)

1	Ministry/ Agency Name		Duration:
	Main Project Features (Max 50 words)		
	Key Activities undertaken (Max 100 words)		
2	Ministry/ Agency Name		Duration:
	Main Project Features (Max 50 words)		
	Key Activities undertaken (Max 100 words)		

Certification

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Additionally, I also certify that I shall be available for the entire duration of the contract.

Signature of staff member

Date:

Day/Month/Year

18. Annexure 11: Financial Format

(Please share this in a separate sealed envelope. In case the envelope is not found sealed or below information included in technical proposal department reserves the right to disqualify the bidder)

	Deliverable	COST (Exclusive of TAX) in INR
1.	Deliverable: Macroeconomic Study of Meghalaya	
2.	Deliverable: 3 Comparative Case Studies with Recommendations	
3.	Deliverable: 13 Sectoral Strategies	
4.	Deliverable: PPP Action Report	
5.	Deliverable: Economic Analysis Wing Operating Strategy	
Total		

To: [insert complete name of the client Entity]

We, the undersigned, declare that:

1. We have examined and have no reservations to the RFP Document, including Addenda No ----- issued in accordance with Instructions to Bidders
2. We offer to provide in services in conformity with the RFP Document and in accordance with the other requirements as specified in the RFP, the following Services and services:
_____ [insert a brief description of the Services]
3. The total price (all inclusive of taxes) of our Bid, for rendering required services as specified is _____ Note: Indicate [amount in figures] [Amount of Indian Rupees in words].
4. Our Bid shall be valid for a period of [insert validity period as specified in days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. If our Bid is accepted, we commit to obtain a Performance Security in accordance with the Bidding Documents.
6. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
7. We understand that you are not bound to accept the bid or any other bid that you may receive.

Name: [insert complete name of person signing the bid]

In the capacity of [insert legal capacity of person signing the bid]

Signed: [insert signature of person whose name and capacity are shown above]

Duly authorized to sign the Bid for and on behalf of [insert complete name of the bidder]

Date: [insert date of signing]