



MEGHALAYAN AGE LTD.

Request for Empanelment (RFE)
of
Consulting Organizations
for
**Providing Consultancy Services to Departments/ Boards/
Corporations under Government of Meghalaya**

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1. Invitation for Empanelment

- 1.1. Various initiatives of Government of Meghalaya have been driven by various policies & programs of Government of Meghalaya. A wide range of sectors including Technology, Community development, Social Sector, Environment, Agriculture, Tourism, Soil & Water Conservation and others are being transformed through these schemes and programs.
- 1.2. Government agencies are striving to maintain a streamlined process in delivering electronic services to their citizens, businesses and community, as they widen their scope of work. However, the limitation of competently qualified technical resources has become a challenge to meet with delivery of high-quality solutions in a time-bound fashion. It is duly recognized that success of a project not only lies in its execution but starts right at the stage of planning. The State Government has decided to empanel organizations who can provide consulting services in various sectors.
- 1.3. Meghalayan Age Limited (MAL) is a State Government Company and invites proposals from eligible companies/ agencies for empanelment to provide Consultancy Services to various Departments/ Boards/ Corporations of State. Empanelment shall be carried out as per the procedure laid down in this document and a list of qualified companies/ agencies (along with their services and commercial terms) shall be published after seeking necessary approvals in this regard. Any Departments/ Boards/ Corporations of the State desirous of seeking their services shall be able to readily engage such empanelled companies/agencies without going through an extended procurement cycle as is generally adopted. However, such Departments/ Boards/ Corporations shall be free to adopt further evaluation to determine the suitability of these empanelled companies/ agencies based on their requirements.
- 1.4. The validity of empanelment will be for a period of three years, extendable by one more year to enable meeting organizational needs for unfinished or extended engagement needs. MAL/ Planning Department shall not provide any minimum guarantees of business to the empanelled companies/ agencies and reserves the right to terminate the empanelment at any time owing to deficiency of service, sub- standard quality of manpower deployed, insolvency/ performance of selected company(s)/ agency(s), adoption of unethical practices and/or other situations involving material breach. MAL/ Planning Department, also reserves the right to terminate in whole or part this empanelment without assigning reasons, including modifications, extent that it is feasible and permitted within the spirit of this requirement.

2. Scope of services in relation to an engagement

The broad scope of services to be provided by the selected companies/ agencies is listed below. Such services are merely indicative of the expertise and capacity that can be offered by the empanelled company/ agency.

The Department/ Board/ Corporation (henceforth known as “Department” for the purpose of this document) shall determine scope of work at the time of placement of order for a specific engagement. Such services shall be need based and/or project driven and could be as follows: -

- a) Relate to specific type/ skill of resource(s) either as an individual contributor or a turnkey assignment where a team of individuals with multiple skill sets would be required; in either of these cases, the services would be generally linked to deliverable(s) and engagement outcome(s).
- b) Relate to one or more stages of the project life cycle
- c) Relate to one or more projects at State level/ Department level
- d) While doing so, the hiring Department shall have the flexibility to engage with one or more empanelled agencies concurrently for the same engagement and for such length(s) of time as long as scope of service(s) and/or deliverable(s)/outcome(s) is clearly defined, as long as there is no conflict of interest.

Typical service requirements would be in areas including but not limited to Project Conceptualization, DPR & RFP Preparation, Bid process management, Strategic Plan Preparation, Project/ Program Monitoring and other support services. An attempt has been made to comprehensively list out below a broad range of phase-specific services in the foreseeable future that could be availed by the Departments.

2.1. Planning and Design Stages

- a) Vision, Strategy, Sectorial Studies, Sectorial Reports
- b) Impact Assessment
- c) Design of Schemes, Programmes and Projects
- d) Preparation of Detailed Project Reports (DPR)
- e) Project Conceptualization
- f) Process Improvements and Re-engineering
- g) Requirements Management
- h) Enterprise Architecture
- i) Project Strategy and Service Level (SLA) Design
- j) Project Cost Estimation and Structuring
- k) PPP structuring
- l) Preparation of RFPs and tender documents
- m) Bid Process Management

- n) Development of Proof-of-concept
- o) Feasibility Analysis Studies and Reports
- p) Transportation Studies

2.2. Implementation and Management Phases Services

- a) Program and Project Management
- b) Capacity development including setting up of Project Management Units
- c) Monitoring and Evaluation
- d) Program/Project monitoring, including PMU, coordination, etc.
- e) SLA monitoring and performance evaluation
- f) Training and Change Management
- g) Conduct Specialized Training Programs
- h) Transition Management
- i) Project Evaluation and Appraisal
- j) Conduct Independent Verification of Programs and Projects
- k) Quality assurance planning and implementation
- l) Conduct Third Party Audit of IT infrastructure
- m) Technical Documentation and Promotional Materials
- n) Specific Implementation Support Tasks
- o) Any domain (industry type) specific specialist service

The Companies/ Agencies are free to provide services of their choice and state clearly the offered services in their bid proposal. It may be noted that it is not mandatory for the bidder to offer all services for the purpose of this empanelment.

3. Instructions for Empanelment

In order to be considered for empanelment, Companies/ Agencies should submit their offers (hereinafter called bids) conforming to the following instructions:

- i. Considering the size/ capacity of the interested organization and their ability to support either a specific service or a wide range of requirements, the minimum turnover of the company/ agency during the last 3 audited financial years (either 2019-20, 2020-21, 2021-22 or 2018-19, 2019-20, 2020-21) should be more than 50 crores.
- ii. In addition to the above, the companies/ agencies should have a positive net worth.
- iii. Interested companies/ agencies can submit their application along with Non-refundable payment towards Application Processing Fee of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/ Pay Order issued by one of the Nationalized /Scheduled Commercial Banks in India in favor of the “**Meghalayan Age Limited**” payable at Shillong only along with application.
- iv. All necessary supporting documents as mentioned in the proposal should be submitted along with the Application.
- v. The Application Form should be complete in all respects. The details provided by the Company/ Agency in the Forms, should be complete, valid, current and active.
- vi. Incomplete offers will be rejected without giving any reason.
- vii. The empanelment of companies shall follow a three-stage process:
 - Stage-1 Prequalification: The Company/ Agency should meet the prequalification criteria as set out in Section 4.1.
 - Stage-2 Technical evaluation: Technical bids of only those Companies/Agencies qualifying in Stage-1 shall be taken up for technical evaluation as per the Technical bid evaluation criteria set out in Section 4.2.
 - Stage-3 Commercial evaluation: Commercial bids of only those Companies/Agencies qualifying in Stage 2 shall be opened as per the Commercial bid evaluation criteria set out in Section 4.3.

viii. Other Instructions

- a. Interested bidders can download RFE document from <http://www.themeghalayanage.com>
- b. During prequalification and technical evaluation of bids, MAL/ Planning Department, may at its discretion, seek clarifications from the bidders on their bids and the bidders are required to respond within the time frame prescribed by MAL.
- c. At any time prior to the prescribed last date for receipt of offers, MAL/ Planning Department reserves the right to modify the RFE. The amendments and modifications to the RFE shall be notified on <http://www.themeghalayanage.com> which shall be binding on the bidders. Bidders are advised to frequently visit above website for updates.

- d. Bids from a consortium of companies/agencies are not allowed. However, during technical stage (Stage 2) depending upon the type of work the same may be allowed with the empanelled firm as lead agency in the bid
- e. The bids prepared by the bidders and all correspondence and documents relating to the bids exchanged between the MAL and the bidders shall be in English language.
- f. All pages of the bid should be initialed and stamped by the Authorized Representative of the bidder. Where an assigned Authorized Representative has signed the bid, a Certificate of Authority should be submitted in the form of Power of Attorney/Board Resolution. Letter of Authority on Company Letter would also be considered.
- g. Commercials in any form or by any reason before the opening the Bids should not be revealed, failing which such bids are liable to be rejected.
- h. The cost related to the empanelment shall be borne by the bidder. The cost includes the submission of bids as per RFE as well as future requirements to submit bids to Department.

ix. Performance Bank Guarantee

On award of work by any department/ agency, the empanelled agency should submit performance bank guarantee of 5% of the value of awarded work.

x. Bid Documents

The bids prepared by the Company/ Agency shall comprise and confirm to the following Standard forms:

Prequalification Proposal

- a. Pre-Qual Form-1 (Prequalification Proposal Submission Form)
- b. Pre-Qual Form-2 (Compliance to Pre-Qualification)
- c. Pre-Qual Form-3 (Bidders" Organization and Experience)

Technical Proposal

- a. Tech Form-1 (Technical bid submission form)
- b. Tech Form-2 (Overall experience and organizational strength)
- c. Tech Form-3 (Qualification & Competence of Professional Staff)

Commercial Proposal

- a. Commercial Form-1 (Commercial Bid Submission Form)
- b. Commercial Form-2 (Summary of Costs of Resources-Consultancy)

4. Evaluation Criteria

4.1. Pre-Qualification Criteria

No.	Pre-qualification Criteria	Supporting Documents to be furnished
1	The Company/Agency should be registered in India under the Companies Act 1956 / Limited Liability Partnership Act 2008 with their registered office in India for the last five years as on date of submitting its application	Certificate of Incorporation/ Partnership Deed/Registration Certificate.
2	The Company/ Agency should be operating in the field of providing Consultancy Services involving consultancy services for government projects from the last three financial years with any clients in North-East India	Work Order justifying the criteria
3	Turnover of at least 50 Crores and positive Net Worth for the last 3 Financial Years (2019-20, 2020-21, 2021- 22) or (2018-19, 2019-20, 2020-21)	Audited Annual Financial Statements and Annual Report or Certified statement from the Current Statutory Auditors of the Company / Agency.
4	Minimum turnover of Rs. 10 Crores per year for the last 3 Financial Years (2019-20, 2020-21, 2021- 22) or (2018-19, 2019-20, 2020-21) from Consultancy/ Advisory practice on projects.	Audited Annual Financial Statements and Annual Report or Certified statement from the current Statutory Auditors of the Company/Agency.
5	The bidder should have completed at least three (3) engagements in their services offerings in a large Enterprise or Government during the last 3 Years, with minimum value of each project Rs.1 Crore	<ul style="list-style-type: none"> • Work Order, Completion Certificate/ Phase Completion/ Client Certificate and citations. • In the event of a multi-stage, multi-service engagement, a completed phase supported by a client certificate or documentation / payment realization shall also be considered equivalent.
6	The Company/ Agency should have minimum Full Time Technical Resources (Technical staff means only those relevant to services mentioned in RFE) on their own payroll as on date of submission of bid as	Certificate and list of professionals from the current authorized signatory/ HR of the Company/ Agency. Self-declaration with supporting document can be

No.	Pre-qualification Criteria	Supporting Documents to be furnished															
	<p>follows:</p> <table border="1"> <thead> <tr> <th>#</th> <th>Resources with Experience</th> <th>Resources on Role</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Large Program Manager (>= 15 Years)</td> <td>10</td> </tr> <tr> <td>2.</td> <td>Project Manager (>= 10 Years and < 15 Years)</td> <td>15</td> </tr> <tr> <td>3.</td> <td>Sr. Consultant (>= 5 Years and < 10 years)</td> <td>20</td> </tr> <tr> <td>4.</td> <td>Consultant (>= 2 Years and < 5 Years)</td> <td>30</td> </tr> </tbody> </table>	#	Resources with Experience	Resources on Role	1.	Large Program Manager (>= 15 Years)	10	2.	Project Manager (>= 10 Years and < 15 Years)	15	3.	Sr. Consultant (>= 5 Years and < 10 years)	20	4.	Consultant (>= 2 Years and < 5 Years)	30	accepted.
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7	The Company/Agency should submit payment towards the non-refundable Application Processing Fee of Rs. 10,000/-	The Payment for Application Processing Fee can be made by eligible bidders through Demand Draft/Pay Order issued by one of the Nationalized / Scheduled Commercial Banks in India in favor of the “Meghalayan Age Limited” payable at Shillong.															
8	The Company/ Agency should not have been blacklisted as on the last date of submission of offer by Central Ministry or State Government in India under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ ineffective performance.	Certificate from the authorized signatory on company letter head.															

4.2. Technical Evaluation

The interested company/agency is free to choose the services for which they desire to seek empanelment. Their past experience shall be assessed in respect of such services.

Accordingly, the technical bids of all the bidders who qualify the Prequalification criteria shall be evaluated. The Selection Committee shall evaluate the technical bid with reference to the information provided in the Forms Tech Form 1 to Tech Form 4 and their supporting documents.

The criteria for technical evaluation are as follows:

#	Evaluation Criteria	(Score in points)
1	Experience in Providing Consultancy Services – Bidder should demonstrate their past experience in delivering similar consultancy/ advisory services for Central Government or State Government in a minimum of three (3) engagements relevant to their services offerings during the past five years. (5 marks per	30

#	Evaluation Criteria	(Score in points)																														
	engagement) Proof of successful completion of engagements / realization of payments pertaining to the consultancy (Work Order/ Completion Certificate/ Phase Completion/ Client Certificate and citations) should be furnished.																															
2	<p>Average Turnover from Consultancy</p> <p>Average Turnover from e-Governance/Consultancy Projects in India in last three years (Max Marks 20)</p> <table border="1"> <thead> <tr> <th>Turnover in Crores</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>>= 50 and < 75</td> <td>10</td> </tr> <tr> <td>>= 75 and <100</td> <td>14</td> </tr> <tr> <td>>= 100</td> <td>20</td> </tr> </tbody> </table>	Turnover in Crores	Score	>= 50 and < 75	10	>= 75 and <100	14	>= 100	20	20																						
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Minimum 70% marks in technical evaluation will be required for empanelment.

4.3. Commercial Bid Evaluation

The Committee shall evaluate the Commercial bids with reference to the information provided in COM FORM 2 for consulting firms. The Commercial bids of all the bidders who qualify the technical evaluation by attaining the minimum qualifying score (70 % points as mentioned above) shall only be opened by the Committee. The committee would take an average of all rates in “Total Resource Cost for Consultancy” (as per COM FORM 2) and perform price discovery for each position. The **average rates** discovered for the various resources (as per COM FORM 2) shall be accepted as the tender rates for Consultancy. In order to create a panel, the other technically qualified bidders shall have to match the tender rate for Consultancy. **All the technically qualified bidders who match the tender rates for Consultancy shall be declared as qualified for empanelment as consultants.**

Upon completion of the RFE process, MAL will submit the recommendations to State Government for approval and further necessary action. After approval from State Government, the names of the Companies/ Agencies will be published on Website along with email notification to each empanelled consultant.

NOTE: The consulting companies/ agencies are advised to take due diligence while submitting their commercial bids. No out-of-pocket expenses over the finalized rates would be provided.

4.4. Earnest Money Deposit

EMD is not applicable in this RFE whereas as per Section 3 Clause (ix), PBG would be applicable at the time of award of work.

5. Process of Award of Work by a Department

The engagement of any empanelled agency and award of work will be as per the decision of the concerned Department/ Board/ Corporation.

Department will take approval from the competent authority as per procedure before allotment of project to Company/ Agency.

Department will invite technical proposal/ presentation from the empanelled Companies/ Agencies for providing consultancy services, on the basis of scope of work which will be circulated by the department along with clearly defined selection criteria, milestones, payment terms & conditions, SLAs etc.

The evaluation mechanism will typically fall into one of the following two categories:-

- a. In cases where individual(s) are required for a specified duration, the Department shall invite resumes of suitably qualified and experienced technical resources who would be evaluated by a committee formed for this purpose. The most eligible candidate(s) would be selected. Such individuals could be selected from more than one agency. The payment would be on a “person month” basis as per the Rate Chart Table and shall be linked to a work plan, deliverable, meeting productivity / operational requirement and/or service level(s).
- b. In the case of a team, a brief technical proposal or presentation shall be invited by the concerned Department. The approach, methodology, team composition based on individuals proposed and effort estimate (including the basis of computation and reasonableness) shall be rated by a committee constituted for this purpose. Company/Agency obtaining the maximum score shall be awarded the work.

Work awarded under clause b above could be either on a “fixed price”, or, “person month basis” depending on the assignment. In either case the engagement shall be carried out as per a formal work plan and payments linked to successful completion of deliverables and milestones that are typical of such engagements.

Payments shall be made on the basis of an invoice as per the payment milestones applicable to the engagement.

GST shall be payable as applicable over and above the prices specified in the rate chart table.

Work would be carried out in Shillong. No out-of-pocket expenses shall be provided and the same shall be the responsibility of the company/agency. Each consultant placed shall need to be provided with a laptop computer along with internet connectivity and the expenses towards the same shall be the responsibility of the Company/ Agency. Expenses relating to tours will be borne by the concerned Department on actual.

Department will take a Performance Bank Guarantee (PBG) of value up to 5% of total engagement value from the selected Company/Agency which shall be returned back after successful completion of work awarded.

The ownership of all deliverables and artifacts resulting from such engagements including any intellectual property shall vest solely with the concerned Department/ Government of Meghalaya.

6. General Terms and Conditions

The Rate Chart Table of the various resources (as finalized in this RFE) of the Companies/ Agencies that are empanelled shall remain valid during the period of empanelment.

Change of name of the company/ agency: During the period of empanelment, if the name of the company/ agency has undergone a change due to acquisition, amalgamation etc., the company / agency shall inform MAL/ Planning Department within one month. In such cases, all the obligations under the contract with the MAL should be passed on for compliance to the successor company.

The companies/agencies participating in advisory services shall not be allowed to participate in other project or departmental activities wherever there is a conflict of interest.

The services and deliverables by the selected Company/ Agency must ensure compliance to relevant e-Governance Policy Accessibility guidelines and all other relevant e-Governance standards and guidelines published by Govt. of India or Govt. of Meghalaya as may be applicable from time to time.

Regarding documents submitted:

- a. The documents forming the Contract are to be taken as mutually explanatory of one another. If an ambiguity or discrepancy is found in the documents, the Corporation/ Planning Department shall issue any necessary instructions and the priority of the documents shall be in accordance with the order as listed in the Appendix.
- b. If in case, any document, information & / or certificate submitted is found to be incorrect / false / fabricated, the Corporation/ Planning Department at its discretion may disqualify / reject / terminate the bid/ contract.

Regarding Performance bank guarantee:

- a. The Corporation/ Planning Department reserves the right of forfeiture of the performance guarantee in the event of the Company/ Agency failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract.
- b. Performance guarantee shall be returned after successful completion/ testing/ commissioning and handing over the project to the client up to the entire satisfaction of the purchaser.
- c. In case the successful bidder fails to submit the performance guarantee of the requisite amount within the stipulated period or extended period, letter of award automatically will stand withdrawn.

Breach of any of the conditions of this tender document, work order, arrangement, contract with Government of Meghalaya may attract a proceeding to declare a agency/ company ineligible for a certain period or certain number of consecutive tender calls at the option of MAL/ Planning Department.

Force Majeure: For the purpose of this clause, “Force Majeure” shall mean an event that is unforeseeable, beyond the control of the parties and not involving the parties’ fault or negligence. Such events may include acts of the Government either in its sovereign or in its contractual capacity, war, civil war, insurrection, riots, revolutions, fire, floods, epidemics, quarantine, restrictions,

freight, embargoes, radioactivity and earthquakes. The empanelled agency shall not be liable if the delay in the discharge of its obligations under this agreement is the result of an event of Force Majeure as defined above.

If a Force Majeure situation arises the empanelled Company/Agency shall promptly notify to the concerned department in writing of such conditions and the cause thereof. Unless otherwise directed by the concerned department in writing, the empanelled Company/Agency shall continue to perform its obligations under this Agreement, as far as it is reasonably practical and shall seek all reasonable means of performance not prevented by the Force Majeure event.

7. Key Events

#	Key Activities	Date
1	Download of RFE	23 rd August 2022
2	Last date and time for submission of bid	6 th September 2022 up to 5 P.M.
3	Date & time of opening of pre-qualification bids	7 th September 2022 at 11:30 A.M.

Scanned copy of Technical Proposal shall also to be submitted in the PDF files through email on contact@themeghalayanage.com by due date and time.

8. Address for Communication & Proposal Submission

Chief Administrative Officer (CAO),

Meghalayan Age Ltd., Shalom Building, 1st floor,

Lower Lachumiere, Shillong Meghalaya-793001

Email: contact@themeghalayanage.com

9. FORMS

9.1. Pre-Qual Form-1: Pre-Qualification Proposal Submission Form

(To be submitted on the letter head of the bidder)

To

Chief Administrative Officer (CAO),
Meghalayan Age Ltd.,
Shalom Building, 1st floor, Lower Lachumiere,
Shillong, Meghalaya-793001

Subject: Submission of Pre-qualification Proposal for empanelment for providing Consultancy services to Departments/Boards/Corporations of Government of Meghalaya

Dear Sir,

We, the undersigned, offer to provide Consultancy Services to Departments/ Boards/ Corporations that are implementing the e-Governance/ strategic initiatives across various sectors in accordance with your Request for Empanelment dated____. We are hereby submitting our Proposal which includes this Pre-Qualification Proposal, a technical bid and the Commercial bid sealed in separate envelopes inclusive of the services that would be provided by us as part of this empanelment.

We hereby declare that all the information and statements made in this Pre-Qualification Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the RFE document. We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

(Affix the Official Seal of the Bidding Company)

9.2. Pre-Qualification Form-2: Compliance to Pre-Qualification

(To be submitted on the letter head of the bidder)

To

Chief Administrative Officer (CAO),
 Meghalayan Age Ltd.,
 Shalom Building, 1st floor, Lower Lachumiere,
 Shillong, Meghalaya-793001

Subject: Tender with reference number _____ dated _____

Dear Sir,

1. Having examined the Tender document, I/We [name of the bidder (s)], the undersigned, herewith submit our response to your Tender Notification dated _____ for empanelment of companies for providing consultancy services _____ in full conformity with the said tender document no _____.
2. I/We have read the provisions of the Tender document and confirm that these are acceptable to us. Hence, we are hereby submitting our Bid.
3. I/We agree to abide by this Tender, consisting of this letter, financial bid and all attachments, for a period of 120 days from the closing date fixed for submission of bid as stipulated in the Tender document.
4. I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption, in force in India.
5. I/We understand that MAL/ Planning Department is not bound to accept/ annul any bid received in response to this Tender.
6. In case, I/We are engaged by MAL/ Planning Department as consultant for projects, I/We shall provide all assistance/cooperation required by MAL/ Planning Department.
7. In case, I/We are engaged as a vendor, we agree to abide by all the terms & conditions of the Contract and Guidelines issued by MAL/ Planning Department from time to time.
8. I/ We have submitted requisite fee and PBG as per procedure laid in the Tender. All other required documents (details given in summary table below) as per the stated Qualification Criteria.

#	Required Details	Remarks
1	Legal Name of Entity	
2	Type of Business	<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership

#	Required Details	Remarks
		<input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Other
3	Company Identification No. (CIN)	
4	Business Address: City: District: State: PIN Code: Telephone Nos: Contact email:	
5	Registered Address of the Company: Address: City District State PIN Code Contact Person: Telephone Nos.: Contact email: Company Website URL	
6	PAN No. of bidder TAN No. of bidder GST of bidder	

9. Our Entity's Financial Details is given as under:

#	Required Details	Remarks
1	Turnover of the company for last three years (2019-20, 2020-21, 2021-22) or (2018-19, 2019-20, 2020-21)	
2	Net worth of the company for last three years (2019-20, 2020-21, 2021-22) or (2018-19, 2019-20, 2020-21)	

10. Our entity's Legal Details:

#	Required Details	Remarks
1	Whether in the past five years prior to the date of this application, has this entity or any principal of the entity has been deemed to be in default on any contract, or been forcefully terminated from any contract of any Organization? If yes, state the names of the entity, relationship to firm and the circumstances.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Whether an undertaking (Affidavit) submitted that the bidder has not been blacklisted/ debarred by any central/ state	<input type="checkbox"/> Yes <input type="checkbox"/> No

#	Required Details	Remarks
	Government department/ organization	
3	Whether an undertaking submitted to the effect that there has been no litigation with any Government department/ organization on account of similar services	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Whether the entity has undergone legal proceedings in the past three years. If yes, Submit details	<input type="checkbox"/> Yes <input type="checkbox"/> No

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

(Affix the Official Seal of the Bidding Company)

9.3. Pre-Qual Form-3: Bidders' Organization & Experience

#	Particulars	Response																				
1	Name of the bidder																					
2	Mailing address in India																					
3	Telephone / fax number																					
4	E-mail address																					
5	Name and designation of the Authorized Representative of the bidder																					
6	Year of establishment and constitution of organization																					
7	<table border="1"> <thead> <tr> <th>No.</th> <th>Pre-qualification Criteria</th> <th>Supporting Documents to be furnished</th> <th>Compliance (Yes/ No)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The Company/Agency should be registered in India under the Companies Act 1956 / Limited Liability Partnership Act 2008 with their registered office in India for the last five years as on date of submitting its application</td> <td>Certificate of Incorporation/ Partnership Deed/Registration Certificate.</td> <td></td> </tr> <tr> <td>2</td> <td>The Company/ Agency should be operating in the field of providing Consultancy Services in the last three financial years.</td> <td>Attested copy of the Memorandum and Articles of Association. Certificate from statutory auditors can be accepted.</td> <td></td> </tr> <tr> <td>3</td> <td>Turnover of at least 50 Crores and positive Net Worth for the last 3 Financial Years (2019-20, 2020-21, 2021- 22) or (2018-19, 2019-20, 2020-21)</td> <td>Audited Annual Financial Statements and Annual Report or Certified statement from the Current Statutory Auditors of the Company / Agency.</td> <td></td> </tr> <tr> <td>4</td> <td>Minimum turnover of Rs. 10 Crores per year for the last 3 Financial Years (2019-20, 2020-21, 2021- 22) or (2018-19, 2019-20, 2020-21) from Consultancy/ Advisory practice on projects.</td> <td>Audited Annual Financial Statements and Annual Report or Certified statement from the current Statutory Auditors of the Company/Agency.</td> <td></td> </tr> </tbody> </table>	No.	Pre-qualification Criteria	Supporting Documents to be furnished	Compliance (Yes/ No)	1	The Company/Agency should be registered in India under the Companies Act 1956 / Limited Liability Partnership Act 2008 with their registered office in India for the last five years as on date of submitting its application	Certificate of Incorporation/ Partnership Deed/Registration Certificate.		2	The Company/ Agency should be operating in the field of providing Consultancy Services in the last three financial years.	Attested copy of the Memorandum and Articles of Association. Certificate from statutory auditors can be accepted.		3	Turnover of at least 50 Crores and positive Net Worth for the last 3 Financial Years (2019-20, 2020-21, 2021- 22) or (2018-19, 2019-20, 2020-21)	Audited Annual Financial Statements and Annual Report or Certified statement from the Current Statutory Auditors of the Company / Agency.		4	Minimum turnover of Rs. 10 Crores per year for the last 3 Financial Years (2019-20, 2020-21, 2021- 22) or (2018-19, 2019-20, 2020-21) from Consultancy/ Advisory practice on projects.	Audited Annual Financial Statements and Annual Report or Certified statement from the current Statutory Auditors of the Company/Agency.		
	No.	Pre-qualification Criteria	Supporting Documents to be furnished	Compliance (Yes/ No)																		
	1	The Company/Agency should be registered in India under the Companies Act 1956 / Limited Liability Partnership Act 2008 with their registered office in India for the last five years as on date of submitting its application	Certificate of Incorporation/ Partnership Deed/Registration Certificate.																			
	2	The Company/ Agency should be operating in the field of providing Consultancy Services in the last three financial years.	Attested copy of the Memorandum and Articles of Association. Certificate from statutory auditors can be accepted.																			
	3	Turnover of at least 50 Crores and positive Net Worth for the last 3 Financial Years (2019-20, 2020-21, 2021- 22) or (2018-19, 2019-20, 2020-21)	Audited Annual Financial Statements and Annual Report or Certified statement from the Current Statutory Auditors of the Company / Agency.																			
4	Minimum turnover of Rs. 10 Crores per year for the last 3 Financial Years (2019-20, 2020-21, 2021- 22) or (2018-19, 2019-20, 2020-21) from Consultancy/ Advisory practice on projects.	Audited Annual Financial Statements and Annual Report or Certified statement from the current Statutory Auditors of the Company/Agency.																				

#	Particulars	Response															
5	The bidder should have completed at least three (3) engagements in their services offerings in a large Enterprise or Government during the last 3 Years, with minimum value of each project Rs.1 Crore	<ul style="list-style-type: none"> Work Order, Completion Certificate/ Phase Completion/ Client Certificate and citations. In the event of a multi-stage, multi-service engagement, a completed phase supported by a client certificate or documentation / payment realization shall also be considered equivalent. 															
6	<p>The Company/Agency should have minimum Full Time Technical Resources (Technical staff means only those relevant to services mentioned in RFE) on their own payroll as on date of submission of bid as follows:</p> <table border="1"> <thead> <tr> <th>#</th> <th>Resources with Experience</th> <th>Resources on Role</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Large Program Manager (\geq 15 Years)</td> <td>10</td> </tr> <tr> <td>2.</td> <td>Project Manager (\geq 10 Years and $<$ 15 Years)</td> <td>15</td> </tr> <tr> <td>3.</td> <td>Sr. Consultant (\geq 5 Years and $<$ 10 years)</td> <td>20</td> </tr> <tr> <td>4.</td> <td>Consultant (\geq 2 Years and $<$ 5 Years)</td> <td>30</td> </tr> </tbody> </table>	#	Resources with Experience	Resources on Role	1.	Large Program Manager (\geq 15 Years)	10	2.	Project Manager (\geq 10 Years and $<$ 15 Years)	15	3.	Sr. Consultant (\geq 5 Years and $<$ 10 years)	20	4.	Consultant (\geq 2 Years and $<$ 5 Years)	30	Certificate and list of professionals from the current authorized signatory/ HR of the Company/ Agency. Self-declaration with supporting document can be accepted.
#	Resources with Experience	Resources on Role															
1.	Large Program Manager (\geq 15 Years)	10															
2.	Project Manager (\geq 10 Years and $<$ 15 Years)	15															
3.	Sr. Consultant (\geq 5 Years and $<$ 10 years)	20															
4.	Consultant (\geq 2 Years and $<$ 5 Years)	30															
7	The Company/Agency should submit payment towards the non-refundable Application Processing Fee of Rs. 10,000/-	The Payment for Application Processing Fee can be made by eligible bidders through Demand Draft/Pay Order issued by															

#	Particulars	Response
		one of the Nationalized /Scheduled Commercial Banks in India in favor of the “ Meghalayan Age Limited ” payable at Shillong.
8	The Company/Agency should not have been blacklisted as on the last date of submission of offer by Central Ministry or State Government in India under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ ineffective performance.	Certificate from the authorized signatory on company letter head.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

(Affix the Official Seal of the Bidding Company)

9.4. Tech Form-1: Technical Bid Submission Form

(To be submitted on the letter head of the bidder)

To

Chief Administrative Officer (CAO),
Meghalayan Age Ltd.,
Shalom Building, 1st floor, Lower Lachumiere,
Shillong, Meghalaya-793001

Subject: Submission of Technical Proposal for empanelment for providing Consultancy services to Departments/ Boards/ Corporations of Government of Meghalaya.

Dear Sir,

We, the undersigned, offer to provide Consultancy Services to State Government Departments that are implementing the various e-Governance/ strategic initiatives across various sectors in accordance with your Request for Empanelment dated _____. We are hereby submitting our Proposal, which includes this Technical bid and the Commercial bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the RFE document. We would hold the terms of our bid valid till our empanelment, as stipulated in the RFE document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

(Affix the Official Seal of the Bidding Company)

9.5. Tech Form-2: Bidders' Overall Experience & Organizational Strength

#	Name of Assignment	Client Name and Description (Government Department/ Private)	Services delivered, key resources	Project Value, dates/ duration and current status	Supporting documentation
1					
2					
3					
4					
5					

NOTE: For each project specified above, please provide separate information (not exceeding two pages) on all relevant points to support evaluation.

9.6. Tech Form-3: Qualification & Competence of Professional Staff

#	Resource Category	Prescribed Qualification	Minimum period of relevant experience	Number of full-Time resource persons fulfilling the prescribed qualification	Number of full-Time resource persons fulfilling the prescribed experience
1	Large Program Manager (≥ 15 Years)	BE/ B-Tech/ Post Graduate with 60% marks AND/OR MBA.	15 Years		
2	Project Manager (≥ 10 Years and < 15 Years)	-do-	10 Years		
3	Sr. Consultant (≥ 5 Years and < 10 years)	-do-	6 Years		
4	Consultant (≥ 2 Years and < 5 Years)	-do-	3 Years		

Note:

- 1) For people with experience of 15 years or higher, relaxation in educational qualifications shall be considered as long as they meet relevant experience requirements.
- 2) Please attach 2 resumes for each of the above 4 categories to further illustrate the competency and experience.
- 3) It is further required that the companies/ agencies provide same or similar resources when work is awarded by the Departments/ Boards/ Corporations.

9.7. Commercial Form-1: Commercial Bid Submission Form

(To be submitted on the letter head of the bidder)

To

Chief Administrative Officer (CAO),
Meghalayan Age Ltd.,
Shalom Building, 1st floor, Lower Lachumiere,
Shillong, Meghalaya-793001

Subject: Submission of Commercial Proposal for empanelment for providing Consultancy services to Departments/ Boards/ Corporations of Government of Meghalaya

Dear Sir,

We, the undersigned, offer to provide Consultancy Services to State Government Departments that are implementing the various e-Governance/ strategic initiatives across various sectors in accordance with your Request for Empanelment dated _____. We are hereby submitting our Commercial bid sealed in a separate envelope.

Our Commercial bid shall be binding upon us for the bid validity period of 180 days, from the last date of bid submission, as stipulated in the RFE document.

We hereby declare that all the information and statements made in this Commercial bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We agree to abide by all the terms and conditions of the RFE document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

(Affix the Official Seal of the Bidding Company)

9.8. Commercial Form-2: Summary of Costs of Resources - Consultancy

#	Resource Category with Experience	Minimum Experience in no. of Years	Man-Month Rate in Rupees (INR) without Tax
1	Large Program Manager (≥ 15 Years)	15 Years	
2	Project Manager (≥ 10 Years and < 15 Years)	10 Years	
3	Sr. Consultant (≥ 5 Years and < 10 years)	6 Years	
4	Consultant (≥ 2 Years and < 5 Years)	3 Years	

Notes:

- 1) For consideration of their bids, bidders shall have to quote for all the above Resource categories.
- 2) For any of the resource categories, bids quoting zero, abnormally high or low rates as compared to the generally prevalent rates in the industry shall be rejected.
- 3) The consulting companies/ agencies are advised to take due diligence while submitting their commercial bids. The rate provided above should include all expenses. No further out of pocket expenses over the finalized rates would be provided.
- 4) Experience criteria shall be as specified in Tech Form 3.
- 5) Department/ Departmental committee shall have the sole prerogative to interview and select the candidates during award of work. Any candidate not found to be performing to meet job requirements shall be replaced by the company/ agency free of cost with an alternative individual meeting the qualification and experience requirement and the agency shall ensure a minimum overlap period of two (2) weeks between such resources at their cost. The company/ agency shall be provided 30 days' time for such replacement.
- 6) All candidates shall have the relevant experience in the area of their expertise as specified by the Department and possess necessary consulting, oral/ written communication and inter-personal skills.