

EXPRESSION OF INTEREST

For

**Selection of Agency/Hotels/Guest House for Providing Accommodation and Food/Food
Supplier/ Food catering for the Office of PRIME Hub, Shillong**

UNDER

MEGHALAYA BASIN MANAGEMENT AGENCY

CONTENTS

1. Invitation of Expression of Interest
2. Background
3. Venue and deadline for submission of Interest/Proposal
4. Terms and Conditions
5. Qualification
6. Evaluation Criteria and Method of Evaluation
7. Response
8. Conflict of Interest
9. Condition under which EOI is issued
10. Last Date for Submission of EOI

SECTION 1

1. INVITATION FOR EXPRESSION OF INTEREST

PRIME Start Up Hub, Shillong
C/o - J.N. Sports Complex, Shillong - 793001.
Meghalaya Basin Management Agency

- PRIME HUB, Shillong Invites sealed Expression Of Interest (EOI) from eligible Firms/Agency/Proprietors/Partnership to indicate their Interest in providing Accommodation/Rooms and Food, Rental of Hall/Conference Hall/ Training Hall and Food Service/ Food Catering for empanelment with the Office of PRIME HUB, Shillong for future event and programme that may happen from time to time, in its Office at PRIME Hub, J.N. Sports Complex, Shillong - 793001. Firms are expected to be mentioned clearly with rates Per Head for both food and accommodation, rental and supply of food catering and the percentage of discount by the Firms.
- EOI Document containing the details of qualification criteria, submission date and requirements, services and evaluation criteria etc. can be downloaded from the website www.mbda.gov.in.
- Further details if any may be obtained by sending email to the following E-mail address: prime.urbanshillong.mbma@gmail.com

2. Background: MBMA in collaboration with MIE (Meghalaya Institute of Entrepreneurship) and IIMCIP (IIM Calcutta Innovation Park) is implementing the PRIME (Promotion and Incubation of Market Driven Enterprises) program focusing on building and developing the entrepreneurship and startup ecosystem of Meghalaya.

- Developing and fostering an inclusive entrepreneurship and startup ecosystem in Meghalaya with incubation, access to knowledge, credit, mentoring, facilities, market, etc. for the most promising entrepreneurs of the State.
- Leverage entrepreneurship as a way to create widespread job opportunities, reduce youth unemployment, increase household incomes and sustainably leverage the resources, talent and economic strengths of the State.
- **Coverage**
Across all Blocks and Districts of the State.

3. Venue and Deadline for Submission: Proposal of any interested Firms for empanelment with the office of PRIME Hub, Shillong for providing Accommodation and Food, Rental of Conference Hall and Training Hall, Food Service/Food Catering, etc. to be clearly mentioned with the rates on lot wise as below:

3 (a) Name and address of the Hotels/Guest House shall be mentioned clearly for future communication.

3 (b) **Accommodation:** Rates of rooms per/head and sharing (i) Single (ii) Double (iii) Triple with types of bed (Twin/Queen/Kingsize Bed), etc. rates are to be clearly mentioned.

3 (c) **Rooms/Food Service:** Rates of foods per/head (i) Lunch (ii) Dinner (iii) Breakfast in which food items like Indian Dish/ Local/Chinese, etc. rates are to be clearly mentioned.

3 (d) **Rental of hall/conference hall:** Rental rates of Conference Hall as per size/ area of the hall may clearly mentioned.

3 (e) **Rental of Training Hall:** Rental Rates of the Training Hall as per the size / area including tools set up of the training may clearly mentioned.

3 (f) **Food Catering:** Rates for food catering per/head (i) Lunch (ii) Dinner (ii) Breakfast in which Menu in Indian Dishes/Chinese/Local and others which includes Thali/general Thali, etc.

Sealed envelope of the above details shall be reached to the office of PRIME, HUB Shillong in the following address;

To

The Executive Director
Meghalaya Basin Management Agency
PRIME Hub, J.N. Sports Complex, Polo, Shillong-793001

4. Terms and Conditions

- The Authority of PRIME HUB reserves the right to withdraw the agreement at any stage if such action is in the best interest of the management.
- Opening of Sealed envelope shall be on the same day of the last date of submission of (EOI) in which it will be opened by the members of the Technical and Financial Evaluation Committee in the presence of participated firms.
- The period of contract will be on continuous agreement of which if so required for changes of the terms and conditions, the consensus rates/tariff shall be informed officially by writing or email to prime.urbanshillong.mbma@gmail.com. If provision for validity after review of the price escalation shall be considered upto a maximum limit of 5% per annum to absorb the increase in the input costs. The increase in Rates/ Tariff will be decided mutually. The activation of escalation clause must be requested by the hotel/guest house/resort, etc. However, the rates if approved shall remain fixed for at least three years of contract.
- The office Of PRIME HUB reserves the right to accept/reject any offer of (EOI) in part or full, without assigning any reason whatsoever.
- An inspection of Rooms/Hall and Facilities, etc. shall be conducted by the Committee after the evaluation of financial offers which shall be finalised from the Financial comparative statement on Cost Standard and quality based, thereafter the committee will recommend the names of Hotels/Guest House/ Resort, Firms suitable for empanelment and awarding of contract.
- The Contract for empanelment with the Office of PRIME Hub, J.N. Sports Complex Polo, Shillong for providing Accommodation and food shall be selected for more than 10 firms located in Shillong in an area within 10 Kilo Meter from the office.
- If any amendment of the terms and conditions it will upload its response together with any amendment to this document, on www.mbda.gov.in for information of all Firms should check on the website, for any amendments to the terms and conditions and for Award of Contract.
- Physical visit of hotel premises (if required) to check the services, amenities and credentials of the hotel by the Committee constituted for this purpose for recommending the names of suitable hotels.

5. Qualification:

Eligibility: A Firm (a) shall not participate in more than one Proposal; (b) shall not have conflict of interest (c) shall not have been blacklisted or suspended by State Government.

- (i) Firms shall be able to give valid certificate of GST Registration Number and PAN Card, other documents like address proof or contact details for future reference.
- (ii) Self- declaration to the effect the Firm is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.

- (iii) Business activities are not suspended or debarred from any reason by the declaration to the effect the Firm is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.

6. Evaluation Criteria and Method of Evaluation: A firm will be selected under Quality and Cost Based Selection (QCBS) procedures. Financial and Technical aspects shall be evaluated and grants the recommendation for selection of Firms as described at 3. Above.

7. Response Bidders must ensure that their Bid response is submitted as per the formats attached with this document.

8. Conflict of Interest:

i) Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform PRIME HUB, Shillong, detailing the conflict in writing as an attachment to this Bid.

ii) PRIME HUB, Shillong will be the final arbiter in cases of potential conflicts of interest. Failure to notify PRIME Hub, Shillong of any potential conflict of interest will invalidate any verbal or written agreement.

iii) A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

9. Conditions under which EOI Issued: The EOI is not an offer and is issued with no commitment. PRIME HUB reserves the right to withdraw EOI and or vary any part thereof at any stage. It further reserves the right to disqualify any bidder, should it be so necessary at any stage.

10. Last date for submission of (EOI) for Empanelment with the Office of PRIME Hub, Shillong latest by 24th June, 2022 at 4:00 PM and the Opening of Sealed envelope (EOI) will be on the same day at 4:30 PM.

Name : Shri. Jagdish Chelani, IAS
Address : PRIME Hub, J.N. Sports Complex, Shillong
Meghalaya Basin Management Agency
Shillong – 793001

FIRMS FORMAT

Sl. No.	Particulars	Description in Details	Remarks
3 (a)	Name of the Hotels/Guest House		
3 (b)	No. of Rooms:-		
	(Single/Double Occupancy)		
3 (c)	Food: Lunch/Dinner/Breakfast		
3 (d)	Rental of hall/Conference Hall		
3 (e)	Rental of Training Hall		
3 (f)	Food Catering / Lunch / Dinner / Breakfast		
	Complete Contact Details of Authorized person		
	Name		
	Complete Postal Address		
	Telephone No.		
	Mobile No.		
	Email id		
	Website if any		
	PAN No		
	GST Registration No		
	Year of registration /establishment		
Facilities			
a	Standard toiletries		
b	Daily House Keeping of Rooms		
c	24 Hrs Rooms Service		
d	24 Hrs Power Back Up		
e	Free Wifi		
f	24 Hrs Water and Clean Bath Rooms		

Please enclose Brouchers of your Hotel/Guest House/Food Service /Food Catering, etc.

Date:

Signature and Seal

Signature of Authorized signatory