

## **Expression of Interest for**

**“Selection of Agency for Conducting Study on Development of a Bamboo-based Economy in  
Meghalaya: A Socio-Economic Study”**

**Meghalaya Basin Management Agency  
Shillong**

**June, 2021**

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## Section 1

### 1. Invitation for Expression of Interest

Meghalaya Basin Management Agency  
C/o Meghalaya State Housing Financing Co-operative Society Ltd.  
Nongrim Hills, Shillong-793003

- Meghalaya Basin Management Agency (MBMA) invites sealed Expression of Interest (EOI) from eligible firms/ company / LLP /sole proprietorship/ partnership/not-for-profit society or trust, an educational or research institution (“Consultants”) to indicate their interest in providing their for Conducting Study on Development of a Bamboo-based Economy in Meghalaya: A Socio-Economic Study’
- The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website [www.mbda.gov.in](http://www.mbda.gov.in).
- Further details, if any, may be obtained by sending an email to [prime.rural.mbma@gmail.com](mailto:prime.rural.mbma@gmail.com)
- This is a Two envelope process comprising of Technical and Financial Proposal.

Bids are to be submitted in two sealed envelopes with the following caption **“Selection of Agency for Conducting Study on Development of a Bamboo-based Economy in Meghalaya: A Socio-Economic Study”**

- Important Dates

Sl. No	Item	Dates
1	Date of EOI Publication	25th June 2021
2	Start Date of Bid Document Download	26th June 2021
3	Last Date of Bid Submission	15 <sup>th</sup> July 2021
4	Technical Bid Opening Date	16 <sup>th</sup> July 2021

Sd/-

Chief Executive Officer  
Meghalaya Basin Management Agency  
C/o Meghalaya State Housing Financing Co-operative Society Ltd.  
Nongrim Hills, Shillong-793003

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## 2. Background

The National Bamboo Mission (NBM) envisages holistic growth of the bamboo sector by adopting area based and regionally differentiated strategy to increase the area under bamboo cultivation and to strengthen marketing of bamboo products.

The Agriculture Department, Government of Meghalaya (GoM) is the nodal agency for the NBM in the state while the Meghalaya State Watershed & Wasteland Development Agency (MSSWDA) under the Soil and Water Conservation Department (SWCD) is the state implementing agency for the NBM.

With a view to finetune the states strategy in implementing the Mission, there is a need to do a comprehensive study on the Bamboo value chain in the state.

The GoM, through its not-for-profit company, Meghalaya Basin Management Agency (MBMA), on behalf of MSSWDA is inviting Expressions of Interest (EOI) from eligible entities for undertaken the assignment titled **“Selection of Agency for Conducting Study on Development of a Bamboo-based Economy in Meghalaya: A Socio-Economic Study”**

### 3. Scope of Work/Deliverables:-

3.1 Implement a Baseline Survey of existing data and indicators in the Bamboo sector in Meghalaya, such as area under Bamboo plantation, production, consumption, trade (both domestic and international), direct and indirect employment, among others. Further, implement a Baseline Survey on existing sustainable practices, models, post-harvest management and indigenous technologies used by Bamboo farmers/ artisans/ communities, including bamboo-based constructions. Where documented data is unavailable, suitable alternatives for data collection may be employed. The Baseline Survey shall contribute in defining realistic targets during strategy implementation.

3.2 Undertake a Value Chain Mapping on the Bamboo sector, concomitant opportunities and bottlenecks. Assess the resource status, processing status, backward and forward market linkages and technology adoption in the entire value chain. The value chain mapping shall feed into an integrated development approach in the efficient utilization of bamboo resources in the region.

3.3 Undertake extensive stakeholder consultation through field visits, survey questionnaires, interviews, focus group discussions and case studies. Appropriate methodology needs to be developed to collate and present the data collected.

3.4 Identify shortcomings and bottlenecks in the implementation of existing policies in the state that affect the bamboo sector in particular. Recommend policy measures to strengthen institutional capacity and coordinating mechanisms.

3.5 Suggest a roadmap for implementing “Bamboo Vision 2040” under the guidelines of the National Bamboo Mission. The roadmap must include a broad-based strategy for scientific management of bamboo plantations, R&D, skill development, attracting private sector investment for encouraging value addition, capacity and institution building.

## Section 2

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#### 4. Instructions to Bidders

<b>A. General</b>	
<b>ITC Clause Reference</b>	
<b>1 (c)</b>	<i>Law of India</i>
<b>2.1</b>	<b>Name of the Division:</b> <u>Meghalaya Basin Management Agency</u> <b>Method of selection:</b> <u>Quality and Cost Based Selection (QCBS) with Quality 80% and Cost 20%</u>
<b>2.2</b>	<b>Financial Proposal to be submitted together with Technical Proposal:</b> Yes  <b>The name of the assignment is:</b> <b>Selection of Agency for Conducting Study on Development of a Bamboo-based Economy in Meghalaya: A Socio-Economic Study'</b>
<b>2.3</b>	<b>A pre-proposal conference will be held:</b> NO
<b>2.4</b>	<b>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b> <i>Not Applicable</i>
<b>4.1</b>	<i>Not Applicable</i>
<b>B. Preparation of Proposals</b>	
<b>9.1</b>	<b>This RFP has been issued in the English Language.</b>  <b>Proposals shall be submitted in English language.</b>  <b>All correspondence exchange shall be in English language.</b>
<b>10.1</b>	<b>The Proposal shall comprise the following:</b>  <b><u>For FULL TECHNICAL PROPOSAL (FTP):</u></b> <b>1<sup>st</sup> Inner Envelope with the Technical Proposal:</b> (1) Power of Attorney to sign the Proposal (2) TECH-1 (3) TECH-2 (4) TECH-3

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	<p>(5) TECH-4 (6) TECH-5 (7) TECH-6</p> <p>AND</p> <p><b>2d Inner Envelope with the Financial Proposal (if applicable):</b> (1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4 (5) Statement of Undertaking (if required under Data Sheet 10.2 below)</p> <p>Both the FTP and Financial Proposal will be kept in a Sealed Envelope clearly marked <u>“Submission of EOI for Selection of Agency for Conducting Study on Development of a Bamboo-based Economy in Meghalaya: A Socio-Economic Study”</u></p>
<b>10.2</b>	<b>Statement of Undertaking is required</b> Yes
<b>11.1</b>	<b>Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible</b> Yes
<b>12.1</b>	<b>Proposals must remain valid for 120</b> calendar days after the proposal submission deadline (i.e., until: <b>[insert the date]</b> ).
<b>12.12</b>	<b>Period of 7 months.</b>
<b>13.1</b>	<b>Clarifications may be requested no later than 5 days prior to the submission deadline.</b>  The contact information for requesting clarifications is: prime.rural.mbma@gmail.com <hr/>
<b>14.1.1</b>	<b>Shortlisted Consultants may associate with</b>

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	<p><b>(a) non-shortlisted consultant(s):</b> No</p> <p><b>(b) other shortlisted Consultants:</b> No</p>
<p><b>14.1.2</b> (do not use for Fixed Budget method)</p>	<p><i>Not Applicable</i></p>
<p><b>14.1.3</b> for time-based contracts only</p>	<p>For the evaluation and comparison of Proposals only: if a Proposal includes less than the required minimum time-input, the missing time-input (expressed in person-month) is calculated as follows:</p> <p>The missing time-input is multiplied by the highest remuneration rate for a Key Expert in the Consultant's Proposal and added to the total remuneration amount. Proposals that quoted higher than the required minimum of time-input will not be adjusted. ]</p>
<p><b>14.1.4 and 27.2</b> use for Fixed Budget method</p>	<p><i>Not Applicable</i></p>
<p><b>15.2</b></p>	<p>The format of the Technical Proposal to be submitted is: FTP</p> <p>Submission of the Technical Proposal in a wrong format may lead to the Proposal being deemed non-responsive to the RFP requirements.</p>
<p><b>16.1</b></p>	<p><i>The reimbursable may include the following:</i></p> <ol style="list-style-type: none"><li><i>(1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services;. The ceilings will be as per MBDA travel Norms.</i></li><li><i>(2) cost of travel by the most appropriate means of transport and the most direct practicable route;</i></li><li><i>(3) cost of office accommodation, including overheads and back-stop support;</i></li><li><i>(4) communications costs;</i></li></ol>

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	<p>(5) <i>cost of purchase or rent or freight of any equipment required to be provided by the Consultants;</i></p> <p>(6) <i>cost of reports production (including printing) and delivering to the Client;</i></p> <p>(7) <i>other allowances where applicable and provisional or fixed sums (if any)]</i></p> <p>(8) <i>[insert relevant type of expenses, if/as applicable]</i></p>
16.2	<b>A price adjustment provision applies to remuneration rates:</b> Yes;
16.3	<b>“Information on the Consultant’s tax obligations can be found at <a href="http://www.incometaxindia.gov.in">www.incometaxindia.gov.in</a>, <a href="http://www.servicetax.gov.in">www.servicetax.gov.in</a>”</b>
16.4	<b>The Financial Proposal shall be stated in the following currencies: Indian National Rupee (INR)</b>
<b>C. Submission, Opening and Evaluation</b>	
17.1	<b>The Consultants <i>shall NOT</i> have the option of submitting their Proposals electronically.</b>
17.4	<p>17.4.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the <b>Data Sheet</b>, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.4.2 An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>17.4.3 A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative.</p> <p>17.4.4 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p>



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	<p>17.4.5 The signed Proposal shall be marked “ORIGINAL”, and its copies marked “COPY” as appropriate. The number of copies is indicated in the <b>Data Sheet</b>. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.4.6 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “<b>TECHNICAL PROPOSAL</b>”, “[Name of the Assignment]”, reference number, name and address of the Consultant, and with a warning “<b>DO NOT OPEN UNTIL[INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].</b>”</p> <p>17.4.7 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “<b>FINANCIAL PROPOSAL</b>” followed by the name of the assignment, reference number, name and address of the Consultant, and with a warning “<b>DO NOT OPEN WITH THE TECHNICAL PROPOSAL.</b>”</p> <p>17.4.8 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “<b>DO NOT OPEN BEFORE</b>[insert the time and date of the submission deadline indicated in the Data Sheet]”.</p> <p>17.4.9 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>The Proposal or its modifications must be sent to the address indicated in the <b>Data Sheet</b> and received by the Client no later than the deadline indicated in the <b>Data Sheet</b>, or any extension to this deadline. Any Proposal or its modification received by the Client after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
<p>17.7 and 17.9</p>	<p><b>The Proposals must be submitted no later than:</b> <b>Date:</b>15<sup>th</sup> July 2021 <b>Time:</b>1700 Hrs.</p> <hr/> <p><b>The Proposal submission address is:</b> The Chief Executive Officer</p>

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	<p>Meghalaya Basin Management Agency C/o Meghalaya State Housing Financing &amp; Cooperative Society Behind Bethany Hospital Upper Nongrim Hills Shillong – 793003 Meghalaya, India Phone – 0364-2522921/2522992 E-mail: <a href="mailto:prime.rural.mbma@gmail.com">prime.rural.mbma@gmail.com</a></p>																										
<b>19.1</b>	<p><b>The opening shall take place at:</b> “same as the Proposal submission address</p> <p><b>Date:</b> same as the submission deadline indicated in 17.7. <b>Time:</b>1430 Hrs.</p>																										
<b>19.2</b>	<p><b>In addition, the following information will be read aloud at the opening of the Technical Proposals: Name of the Consultant along with any Sub-consultant.</b></p>																										
<b>21.1</b> (for FTP)	<p>Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:</p> <table><thead><tr><th></th><th style="text-align: right;"><u>Points</u></th></tr></thead><tbody><tr><td>(i) <b>Specific experience of the Consultant (as a firm) relevant to the Assignment:</b></td><td style="text-align: right;"><b>[10]</b></td></tr><tr><td>(ii) <b>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):(25)</b></td><td></td></tr><tr><td>    a. Technical Approach and Methodology</td><td style="text-align: right;">[10]</td></tr><tr><td>    b. Work Plan</td><td style="text-align: right;">[10]</td></tr><tr><td>    c. Organisation &amp; Staffing</td><td style="text-align: right;">[05]</td></tr><tr><td colspan="2"><i>{Notes to Consultant: the Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts}</i></td></tr><tr><td>(iii) <b>Key Experts’ qualifications and competence for the Assignment:</b></td><td></td></tr><tr><td colspan="2"><i>{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}</i></td></tr><tr><td colspan="2"><i>For eg,</i></td></tr><tr><td>    a) Position K-1: [Project Manager/Team Leader]</td><td style="text-align: right;">[15]</td></tr><tr><td>    b) Position K-2: [Domain Expert - Livestock]</td><td style="text-align: right;">[10]</td></tr><tr><td>    c) Position K-3 [Domain Expert – Horticulture]</td><td style="text-align: right;">[10]</td></tr></tbody></table>		<u>Points</u>	(i) <b>Specific experience of the Consultant (as a firm) relevant to the Assignment:</b>	<b>[10]</b>	(ii) <b>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):(25)</b>		a. Technical Approach and Methodology	[10]	b. Work Plan	[10]	c. Organisation & Staffing	[05]	<i>{Notes to Consultant: the Client will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts}</i>		(iii) <b>Key Experts’ qualifications and competence for the Assignment:</b>		<i>{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}</i>		<i>For eg,</i>		a) Position K-1: [Project Manager/Team Leader]	[15]	b) Position K-2: [Domain Expert - Livestock]	[10]	c) Position K-3 [Domain Expert – Horticulture]	[10]
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	<p>d) <i>Position K-4 [Domain Expert –Non-Farm]</i> [10] e) <i>Position K-5 [Domain Expert – Apiculture]</i> [10] f) <i>Position K-6 [Manager Operations]</i> [10]</p> <p style="text-align: right;"><b>Total points for criterion (iii):</b> [65]</p> <p>The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <p>1) General qualifications (general education, training): [20 %] 2) Adequacy for the Assignment (experience in the sector/similar assignments): [70%] 3) <i>Experience in the North East Region: [10%]</i></p> <p style="text-align: right;">Total Weight: 100%</p> <p><b>Total points for the three criteria: 100</b></p> <p>.....</p> <p><b>The minimum technical score (St) required to pass is: 75</b></p>
25.1	<p>For the purpose of the evaluation, the Client will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract’s invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Client’s country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Client on behalf of the Consultant.</p>
26.1	<p><b>The single currency for the conversion of all prices expressed in various currencies into a single one is. INR</b></p>
27.1 (QCBS only)	<p><b>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</b></p>

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	<p><b>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</b></p> <p>Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p><b>The weights given to the Technical (T) and Financial (P) Proposals are:</b> T = <u>.80</u> and P = .20</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.</p>
	<b>D. Negotiations and Award</b>
<b>28.1</b>	<b>Expected date and address for contract negotiations:</b> <b>Date:</b> August 2021
<b>30.2</b>	<b>Expected date for the commencement of the Services:</b> <b>Date</b> September 2021, Meghalaya

## 5. Terms of Reference

The detailed terms of reference are enclosed at Annexure A. All bidders are advised to peruse the Terms of Reference carefully and ensure that they have understood the requirements of the assignment in detail. MBMA will not be responsible if any bidder has not understood the requirements and thereby rendering their submission ineligible for consideration.

## 6. Eligibility Criteria

SI No	Item	Supporting Document(s)
1	The Consultant must be a firm/ company / LLP /sole proprietorship/ partnership/not-for-profit society or trust, an educational or research institution and must be registered with the appropriate authority in India for the past 10 years.	Incorporation Certificate/ Registration Certificate

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2	The Consultant should have minimum average annual turnover of <b>Rs. 25 Lakhs</b> [depending upon project value] from similar activities for the last 3 financial years viz. 2017-18, 2018-19, 2019- 20	Audited Annual Reports
3	The agency must be registered under Income Tax, PAN, GST and/or any other statutory authority required for this purpose;	PAN, GST or details of other statutory authority. In case of GST exemption, please furnish certificates
4	The agency should not have been blacklisted by any Government Agency/Public Sector Undertaking/autonomous bodies.	Undertaking on letter head
5	Does not have any pending criminal/ FCRA cases against it in court	Undertaking on letter head
6	The organization/consultant should not have any political or religious affiliations.	Undertaking on letter head

## 7. Evaluation Criteria and Method of Evaluation

a. A firm will be selected under Quality and Cost Based Selection (QCBS) procedures and in a Full Technical Proposal (FTP) and Financial format as described in this RFP. Refer to clause 27.1 of Instructions to Bidders

## 8. Response

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

## 9. 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 MBMA, detailing the conflict in writing as an attachment to this Bid.
- ii. MBMA will be the final arbiter in cases of potential conflicts of interest. Failure to notify MBMA 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.

[Type here]

## **10. Conditions under which EOI Issued**

The EOI is not an offer and is issued with no commitment. MBMA reserves the right to withdraw EOI and or vary any part thereof at any stage. MBMA further reserves the right to disqualify any bidder, should it be so necessary at any stage.

## ANNEXURE A

### Terms of Reference

#### 1. Background & Objectives

- 1.1. The Govt. of Meghalaya wants to conduct a study through the MBMA with regard to 'Development of a Bamboo-based Economy in Meghalaya: A Socio-Economic Study' ("the Study"). The proposed study will feed into the Master Plan for the overall development of the Bamboo Sector in the state under the title, 'Bamboo Vision 2040'.
- 1.2. MSWWDA, Director SWCD as Mission Director and Agriculture Department as the Nodal Department, is implementing the National Bamboo Mission in the state of Meghalaya.
- 1.3. As the implementing agency, SWCD hereby invites Expression of Interest (EOI) and online proposal from interested and eligible reputed organizations/ institutions to carry out the task of conducting a study on the 'Development of a Bamboo-based Economy in Meghalaya: A Socio-Economic Study'.

#### 2. Scope of Work

- 2.1. The agency/organization/institution shall submit a comprehensive research proposal explaining the methodology and approach.
- 2.2. Implement a Baseline Survey of existing data and indicators in the Bamboo sector in Meghalaya, such as area under Bamboo plantation, production, consumption, trade (both domestic and international), direct and indirect employment, among others. Further, implement a Baseline Survey on existing sustainable practices, models, post-harvest management and indigenous technologies used by Bamboo farmers/ artisans/ communities, including bamboo-based constructions. Where documented data is unavailable, suitable alternatives for data collection may be employed. The Baseline Survey shall contribute in defining realistic targets during strategy implementation.
- 2.3. Undertake a Value Chain Mapping on the Bamboo sector, concomitant opportunities and bottlenecks. Assess the resource status, processing status, backward and forward market linkages and technology adoption in the entire value chain. The value chain mapping shall feed into an integrated development approach in the efficient utilization of bamboo resources in the region.
- 2.4. Undertake extensive stakeholder consultation through field visits, survey questionnaires, interviews, focus group discussions and case studies. Appropriate methodology needs to be developed to collate and present the data collected.

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- 2.5. The report shall identify shortcomings and bottlenecks in the implementation of existing policies in the state that affect the bamboo sector in particular. Recommend policy measures to strengthen institutional capacity and coordinating mechanisms.
- 2.6. Suggest a roadmap for implementing “Bamboo Vision 2040” under the guidelines of the National Bamboo Mission. The roadmap must include a broad-based strategy for scientific management of bamboo plantations, R&D, skill development, attracting private sector investment for encouraging value addition, capacity and institution building.

### 3. Period of Engagement & Stages of Deliverables

The Study shall be completed within a period of 7 months from the date of signing of the memorandum of understanding for award of study. Selected agency shall submit a physical copy and a soft copy of report to this Department.

*Note: In view of to the ongoing Covid-19 situation in the country, there will be a grace period of 1 month in final submission of the report- in case, travel restrictions, closure of government or public institutions or a general lockdown is imposed.*

The stages of deliverables are given below:

Baseline Survey & Inception Report	: Within 1 month of signing of Contract
Mid-term Report	: Within 3 months of signing of Contract
Draft Final Report & Presentation	: Within 6 months of signing of Contract
Final Report	: Within 7 months of signing of Contract

The Presentation at the end of 6 months will be done through a stakeholder meeting where the proposed strategy and roadmap for “Bamboo Vision 2040” will be discussed. The Final Report will reflect the deliberations and inputs from this meeting along with any additional tasks that were proposed.

### 4. Location of Work

Location of work includes the following places;

- State Capital of Meghalaya and all the District Headquarters.
- Bamboo clusters across the various districts of Meghalaya.



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- Other locations of Northeast India as well as the country relevant to the performance of the Assignment/ tasks.

## **5. Payment Terms**

1. 20% mobilisation advance shall be paid in advance
2. The remaining amount shall be paid in 4 equal installments upon submission of the 4 deliverables as stated at Section 3 subject to them being accepted by MBMA
3. All travel related expenses within Meghalaya for the purpose of the study shall be arranged for / reimbursed by MBMA.
4. The Agency recognizes that payments are linked to, and dependent on the successful completion of Services, within timelines discussed after on boarding the Agency and submission of all relevant deliverables sought under this Agreement.

[Type here]

**SECTION 3**  
**STANDARD FORMS**

Form TECH-1

**TECHNICAL PROPOSAL SUBMISSION FORM**

---

{Location, Date}

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposals dated *[Insert Date]* and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP: “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope”.*

*{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.*

*{OR*

*If the Consultant’s Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant. }*

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1. We also enclose a Proposal Securing Declaration as per ITC clause 12.10 and will comply by the same.
- (c) We have no conflict of interest in accordance with ITC 3.
- (d) We meet the eligibility requirements as stated in ITC 6.
- (e) We, along with any of our sub-consultants, subcontractors, suppliers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or

[Type here]

individual that is subject to, a temporary suspension or a debarment imposed by a central government/ministries and or any state/s of India.

- (f) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force as per Prevention of Corruption Act, 1988.
- (g) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- (h) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant (company's name or JV's name): \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

[Type here]

## Form TECH-2(FOR FULL TECHNICAL PROPOSAL ONLY)

### GENERAL INFORMATION

SI No	Particulars	Details ( Supporting Documents wherever required)
1	Name of the consultant	
2	Date of Incorporation	
3	Registered Address	
4	Concerned persons name and designation	
5	Contact : Mobile no and Email id	
6	Annual Turnover In FY 2017-18,18-19,19-20	
7	No of Full time employees	

### CONSULTANT'S ORGANIZATION AND EXPERIENCE

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Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

#### A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

#### B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last *three* years.
2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

[Type here]

<b>Duration</b>	<b>Assignment name/ &amp; brief description of main deliverables/outputs</b>	<b>Name of Client &amp; Country of Assignment</b>	<b>Approx. Contract value (in INR)/ Amount paid to your firm</b>	<b>Role on the Assignment</b>
{ e.g., Jan.2010– Apr.2013 }	{ e.g., “design master plan for rationalization of .....; }	{ e.g., Ministry of ....., country }	{ e.g.,5 million.... }	{ e.g., Lead partner in a JV A&B&C }
{ e.g., Jan-May 2015 }	{ e.g., “Support to state government.....” : drafted regulation on..... }	{ e.g.,department of....., country }	{ e.g.,.5 million }	{ e.g., sole Consultant }

### Form TECH-3 (FOR FULL TECHNICAL PROPOSAL)

#### COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT

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Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the Client, including: administrative support, office space, local transportation, equipment, data, etc.

#### A - On the Terms of Reference

{improvements to the Terms of Reference, if any }

#### B - On Counterpart Staff and Facilities

{comments on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any }

[Type here]

## Form TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)

### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

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Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in FTP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing }

- a) **Technical Approach and Methodology.**{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}
- b) **Work Plan.**{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) **Organization and Staffing.**{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

Form TECH-5(FOR FTP)

**WORK SCHEDULE AND PLANNING FOR DELIVERABLES**

N°	Deliverables <sup>1</sup> (D-..)	Months											TOTAL	
		1	2	3	4	5	6	7	8	9	....	n		
<b>D-1</b>	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5) .....													
	6) delivery of final report to Client}													
<b>D-2</b>	{e.g., Deliverable #2:.....}													
<b>n</b>														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
- 3 Include a legend, if necessary, to help read the chart.

Form TECH-6(FOR FTP)

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3	.....	D-...			Home	Field	Total
<b>KEY EXPERTS</b>															
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]	[2 month]	[1.0]	[1.0]									
			[Field]	[0.5 m]	[2.5]	[0]									
K-2															
K-3															
n															
											<b>Subtotal</b>				
<b>NON-KEY EXPERTS</b>															
N-1			[Home]												
			[Field]												
N-2															
n															
											<b>Subtotal</b>				
											<b>Total</b>				

1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.



- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 “Home” means work in the office in the expert’s state of residence. “Field” work means work carried out in the Client’s state or country outside the expert’s state or country of residence.

F  put  
P  put

**FORM TECH-6  
(CONTINUED)**

**CURRICULUM VITAE (CV)**

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

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**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact infor for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

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**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

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**Adequacy for the Assignment:**

Detailed Tasks Assigned on Consultant’s Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

**Expert’s contact information:** (e-mail....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{ day/month/year }

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Name of Expert	Signature	Date
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{ day/month/year }

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Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date
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## Section 4. Financial Proposal - Standard Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration,

FIN-4 Reimbursable Expenses

**FORM FIN-1**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

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{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, [Insert “including” or “excluding”] of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}

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**FORM FIN-2 SUMMARY OF COSTS**


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Item	Cost
	(In Indian Rupees)
<b>Cost of the Financial Proposal</b>	
Including:	
(1) Remuneration	
(2) Reimbursable	
<b>Total Cost of the Financial Proposal:</b> {Should match the amount in Form FIN-1}	
<b>Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded</b>	
(i) {insert type of tax e.g., VAT or sales tax}	
(ii) {insert type of tax}	
<u>Total Estimate for Indirect Local Tax:</u>	

**Footnote: Payments will be made in the currency expressed above (Reference to ITC 16.4).**

### FORM FIN-3 BREAKDOWN OF REMUNERATION

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract’s ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

No.	Name	Position (as in TECH-6)	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-6)	INR
<b>Key Experts</b>					
K-1			[Home]		
			[Field]		
K-2					
<b>Non-Key Experts</b>					
N-1			[Home]		
N-2			[Field]		



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	Total Costs				

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### FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

N°	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	INR
	{e.g., Per diem allowances**}	{Day}			
	{e.g., International flights}	{Ticket}			
	{e.g., In/out airport transportation}	{Trip}			
	{e.g., Communication costs between Insert place and Insert place}				
	{ e.g., reproduction of reports}				
	{e.g., Office rent}				
	.....				
	{Training of the Client’s personnel – if required in TOR}				
Total Costs					

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Client can set up a ceiling.

**Section 5:**

Form of Proposal-Securing Declaration

*[The Consultant shall fill in this Form in accordance with the instructions indicated.]*

Date: *[date (as day, month and year)]*  
RFP No.: *[number of RFP process]*

To: *[complete name of Client]*

We, the undersigned, declare that:

We understand that, according to your conditions, proposals must be supported by a Proposal-Securing Declaration.

We accept that we will automatically be suspended from being eligible for participating in any contract with the client for the period of time of *[number of months or years]* starting on *[date]*, if we are in breach of our obligation(s) under the RFP conditions, because we:

- (a) have withdrawn our Proposal during the period of Proposal validity specified in the Form Tech - 1; or
- (b) having been notified of the acceptance of our proposal by the client during the period of proposal validity, (i) fail or refuse to sign the Contract; in accordance with the ITC.

We understand this Proposal Securing Declaration shall expire if we are not the successful consultant, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our proposal.

Name of the Consultant\* \_\_\_\_\_

Name of the person duly authorized to sign the Proposal on behalf of the Consultant\*\* \_\_\_\_\_

Title of the person signing the Proposal \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\*: In the case of the proposal submitted by joint venture specify the name of the Joint Venture as Consultant

\*\* : Person signing the Proposal shall have the power of attorney given by the consultant’s firm attached to the Proposal

*[Note: In case of a Joint Venture, the Proposal-Securing Declaration must be in the name of all members to the Joint Venture that submits the Proposal.]*

Section 6. NOT USED

**Declaration**

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to Selection of Community Anchors under PRIME program by Meghalaya Basin Management Agency (MBMA)

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

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

## **Newspaper advertisement**

### **MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)**

Expression of Interest (EOI)

Meghalaya Basin Management Agency (MBMA) invites expressions of interest from eligible NGOs/Trusts/ Societies/ Cooperatives (“Consultants”) to indicate their interest in providing the Services, etc. for the following assignment:

#### **‘Selection of Agency for Conducting Study on Development of a Bamboo-based Economy in Meghalaya: A Socio-Economic Study’**

Last date for Submission of the Proposal: **on or before 15<sup>th</sup> July 2021 by 5:00 PM.**

Details are available at **[www.mbda.gov.in](http://www.mbda.gov.in)**

The responses must be submitted in a sealed envelopes to:

The Chief Executive Officer, Meghalaya Basin Management Agency, C/o Meghalaya State Housing Financing & Cooperative Society Ltd., Upper Nongrim Hills, Shillong- 793003. Phone: 0364-2522921/2522992.

All interested parties to keep themselves updated on any addendums or ToR updates through this website mentioned above. No further newspaper advertisements will be published.