

MEGHALAYA INFRASTRUCTURE DEVELOPMENT & FINANCE CORPORATION  
LIMITED (MIDFC)



MIDFC/RFP/2021/92/1374

# **RFP for Selection of Service Provider for Meghalaya Youth Engagement and Training**

December 2021

**Meghalaya Infrastructure Development Finance Corporation Ltd.**

**House No. L/A-56, Lower  
Nongrim Hills, Shillong  
East Khasi Hills**

**Meghalaya-793003**

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# 1. Introduction

## 1.1. Background

Government of Meghalaya envisions to be among the top 10 states in the country in 10 years in terms of per capita income and achievement of Sustainable Development Goals. In the endeavor, Government of Meghalaya has identified six strategic pillars namely Human Capital Development, Primary Sector, Infrastructure, Entrepreneurship, Environment and Governance. To realize the vision, the Government has planned and taken up several interventions across all these pillars.

As part of Human Development, the Government has identified that holistic development of youth is key towards overall development of the state in the near and long term. Meghalaya's population is estimated to be around 37 Lakhs of which over 70 percent are under the age of 35 years. These set of individuals needs focused interventions. There is a need for synergized efforts in the concerned, implementation, and evaluation of youth programmes so that young people can have a future by choice, not by chance.

In this context, Department of Sports and Youth Affairs, Government of Meghalaya has drafted and notified Meghalaya Youth Policy 2021. The policy has laid down a framework for holistic development of the youth through interventions across nine thrust areas. Out of which, Thrust Area No.4 – Skill Development, Employment, Entrepreneurship recommends implementing a skill development program, and Thrust Area #7: Leadership, Inclusion & Engagement. As per the policy recommendations every youth would be supported to take up nurture one skill or talent. A program would be implemented through which large scale and systematic skilling of youth, both in life skills and in skills for jobs would be provided by selected service providers.

For this purpose, Government of Meghalaya intends to understand the talents and aspirations of a large section of youth. The Government plans to implement a targeted soft skill and life skill development program in all the districts and blocks of Meghalaya to a selected set of youth. For this purpose, Government of Meghalaya is keen to procure the services of an agency. This tender details the eligibility, selection methodology and payment terms for the aforesaid purpose.

## 1.2. Due Diligence by Bidders

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

## 1.3. Accessing Bidding Documents and Participation

The complete Bid Document can be viewed/ downloaded from the tendering portal of <http://www.mbd.gov.in> by interested bidders from 23/12/2021. For any help regarding downloading or submissions, Bidders may contact via [midfcmegh@gmail.com](mailto:midfcmegh@gmail.com) or 8837023352/7641040388.

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

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

#### 1.4. Tender Schedule

| S No. | Activity   | Tentative Date  |
|-------|--|---|
| 1     | Date of Issue of RFP   | Start Date: 23/12/2021<br>Closing Date: 13/01/2022 till 15:00hrs IST  |
| 2     | Last date of submission of Pre-bid queries or clarifications | 31/12/2021, to 15:00 hrs. IST only at following email ID: <a href="mailto:midfcmegh@gmail.com">midfcmegh@gmail.com</a> Bidder who will submit the Pre-bid queries through email shall get the Response from MIDFC. In case pre-bid conference is held, the same will be notified to bidders well in advance and also publish in the website.  |
| 3     | Last Date of submission of Bids                              | <p>Online Technical Proposal Submission: scanned copy of Technical Proposal, shall be submitted in the PDF files through email on <a href="mailto:midfcmegh@gmail.com">midfcmegh@gmail.com</a> by 15:00 hours on 13/01/2022</p> <p><b>(Note: Bidder shall not submit Financial Proposal through Email)</b></p> <p>Hard copy of Technical Proposal along with presentation and Financial Proposal as per RFP document shall be submitted on the following address by 15:00 hours on 13/01/2022:</p> <p>Subject: Response to RFP No MIDFC/RFP/2021/92/1374<br/>Selection of Selection of Selection of Service Provider for Meghalaya Youth Engagement and Training</p> <p>Chief Operations Officer (COO), Meghalaya Infrastructure Development Finance Corporation (M.I.D.F.C),<br/>House No. L/A-56,<br/>Lower Nongrim Hills<br/>Shillong, East Khasi Hills-793003,<br/>Meghalaya</p> <p><b>OR</b><br/>Sh. Rajeev Arora,<br/>Executive Director<br/>Meghalaya Infrastructure</p> |

|   |                        |  |
|---|------------------------|--|
|   |                        | Development Finance Corporation<br>(M.I.D.F.C),Meghalaya<br>House, Near Priya<br>Cinema hall, Kusum<br>Pahari, Capt Ribhu<br>Saxena Marg, Vasant<br>Vihar, Delhi-110057            |
| 5 | Technical Presentation | Technical Presentation would be scheduled for all eligible bidders on 14/01/2022 onwards through virtual platform only.<br><br>The schedule would be notified two days in advance. |

### 1.5. Communications

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

Chief Operations officer (COO),  
Meghalaya Infrastructure Development Finance Corporation (M.I.D.F.C),  
House No. L/A-56, Lower Nongrim Hills Shillong, East Khasi Hills-793003,  
Meghalaya  
Email: midfcmegh@gmail.com

## 2. Instruction to Bidders

### 2.1. Scope of Proposal

- 2.1.1. Please refer section 8 for scope of work.
- 2.1.2. Bidders are advised that the selection of consultant firm shall be based on an evaluation by the Authority through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority's decisions are without any right of appeal whatsoever.
- 2.1.3. The Bidder shall submit its Proposal in the form and manner specified in this RFP. The Bid shall be submitted in two envelopes system (Technical Proposal and Financial Proposal) within the prescribed schedule. Upon selection, the Bidder shall be required to enter into an agreement with the Authority.

### 2.2. Pre-Qualification Criteria

| SLN | Criteria  | Supporting Documents   |
|-----|---|--|
| 1.  | The Bidder shall be a firm/ company/ partnership/ proprietorship firm/institution registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India All subsidiary/holding/associate/ affiliates in India shall be treated as one entity.<br><br>(In case of consortium, lead member must adhere to the clause) | <ol style="list-style-type: none"> <li>1. Certificate of Incorporation from Registrar of Companies (RoC) along with the entire chain of Certificate of Incorporation documents and Partnership deed (if applicable)</li> <li>2. Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company</li> <li>3. Certification on commencement of business (if applicable)</li> </ol> |
| 2.  | The bidder should have an average annual turnover of INR 50 Lakhs or more in last three financial years from advisory/ consulting services and must have been a profit-making organization for last 3 financial years ending 31.03.2021<br><br>(In case of consortium, lead member must adhere to the clause)   | <ol style="list-style-type: none"> <li>1. Balance sheet and Profit &amp; Loss Statement for each year and Certificate from the statutory auditor /Chartered Accountant</li> </ol>  |
| 3.  | The bidder must have executed at least 3 (THREE) projects imparting skill development training to more than 1000 youths in the last 5 years   | <ol style="list-style-type: none"> <li>1. Work Order along with project details as per format 12</li> </ol>  |

|    |   |   |
|----|---|---|
|    | (In case of consortium, any member must adhere to the clause)   |   |
| 4. | The BIDDER <b>should not have been blacklisted or Barred</b> by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organization of Central or State Government as on Bid submission date.<br><br>(In case of consortium, all members must adhere to the clause) | Self-declaration by the Bidder as per RFP Format - 11 |

### 2.3. Conflict of Interest

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



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

#### **2.4. Number of Proposal**

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

#### **2.5. Cost of Proposal**

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

#### **2.6. Acknowledgement by Bidder**

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

- a. Made a complete and careful examination of the RFP;
- b. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in RFP;
- c. Satisfied itself about all matters, things and information, including matters referred to in RFP hereinabove, necessary and required for submitting an informed Application and performance of all its obligations thereunder;
- d. Acknowledged that it does not have a Conflict of Interest; and
- e. Agreed to be bound by the undertaking provided by it under and in terms hereof.

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

## **2.7. Right to Reject any or all Proposals**

- 27.1. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- 27.2. Without prejudice to the generality of RFP, the Authority reserves the right to reject any Proposal if: at any time
- a. Material misrepresentation is made or discovered, or
  - b. The Bidder does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.
  - c. The Authority reserves the right to sought clarification on any part of the Technical Proposal and bidder need to respond within 1-day time for consideration whereas authority reserves full right to accept or reject the additional information submitted.

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

## **2.8. Force Majeure**

- 28.1. The selected bidder shall not be to liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is there suit of an event of Force Majeure
- 28.2. For purposes of this Clause, "Force Majeure" means an event beyond the control of the and not involving bidder's fault or negligence and not foreseeable. Such events may include but are not restricted to, acts of the Department in its sovereign capacity, wars or revolutions, fires, floods, pandemics, epidemics, quarantine restrictions, and freight embargoes
- 28.3. If a Force Majeure situation arises, the bidder shall promptly notify the Concerned Department in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 28.4. If an event of Force Majeure continues for a period of one hundred and eighty (180) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for goods/services already delivered or performed.

## **2.9. Dispute Resolution**

- 29.1. In case any dispute or difference arises out of or in connection with or the carrying out of works (whether during the progress of the works or after their completion and whether before or after the termination, abandonment or breach of contract) except as to any of the accepted matters, provided hereunder, the parties hereto, shall first endeavour to settle such disputes of differences amicably.
- 29.2. If both the parties fail to reach such amicable settlement, then either party (the Purchaser or Contractor) may (within 28 days of such failure) give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters which are indifference or differences of which such written notice

has been given, and no other shall be referred to the arbitration of a single arbitrator, to be appointed by both the parties or in case of disagreement as to the appointment of a single arbitrator, to that of two arbitrators, one to be appointed by each party or in case of said arbitrators not agreeing then, to the umpire to be appointed by the arbitrators in writing before entering upon the references. Provisions of Indian Arbitration and conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such arbitration.

- 29.3. The venue of arbitration shall be Shillong, Meghalaya.
- 29.4. The arbitrator or arbitrators appointed under this Article shall have the power to extend the time to make the award with the consent of parties.
- 29.5. Pending reference to arbitration, the parties shall make all endeavour to complete the work in all respects and all disputes, if any will finally be settled in the arbitration.
- 29.6. Upon every or any such references to the arbitration, as provided herein the cost of and incidental to the reference and Award respectively shall be at the discretion of the Arbitrator, or the umpire.
- 29.7. The award of Arbitrator or Arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence. The Purchaser and the Contractor hereby also agree that arbitration under this clause shall be the condition precedent to any right of action under the contract except for as provided for in the Tender.

## **3. Preparation and Submission of Proposal**

### **3.1. Language**

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

### **3.2. Format and Signing of Proposal**

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

### **3.3. Technical Envelope**

- 3.3.1. The Bidder shall submit all the documents as per formats provided in the RFP document. While submitting the Technical Proposal, the Bidder shall ensure that all forms are submitted in the prescribed formats (refer section 10) and signed by the prescribed signatories.

**Bidders are advised to include checklist as per RFP (refer section 10.1) as the first page in the technical proposal.**

- 3.3.2. Failure to comply with the requirements spelt out shall make the Proposal liable to be rejected.
- 3.3.3. If an individual resource makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of the Authority for a period of 5 (five) years. The award of this Services to the Bidder may also be liable to cancellation in such an event.
- 3.3.4. The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- 3.3.5. The proposed team shall be composed of experts and specialists (the “Proposed Resources”) in their respective areas of expertise and managerial/support staff such that the agency should be able to complete the Services within the specified time schedule. The Resources specified in Team shall be included in the proposed team of Resources. Other competent and experienced Resources in the relevant areas of expertise must be added as required for successful completion of this Service. The CV of each such Resource, if any, should also be submitted in the format as Appendix.

- 3.36. The Authority reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.
- 3.37. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made a material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Agency either by issue of the LOI or entering into of the Agreement, and if the Selected Bidder has already been issued the LOI or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Bidder or Agency, as the case may be.
- 3.38. In such an event, the Authority may claim as mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

#### **3.4. Submission of Proposal**

- 3.4.1. The Bidders shall submit the Technical Proposal as prescribed format
- 3.4.2. On the prescribed date of bid submission, Bidder need to submit all the documents in physical form as per format provided in the RFP document.
- 3.4.3. The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate and only information that is directly relevant should be provided.

#### **3.5. Proposal Due Date/ Bid Submission Date**

- 3.6.1. Proposal should be submitted in the manner and form of tender as detailed in this RFP.
- 3.6.2. The Authority may, in its sole discretion, extend the Proposal Due Date by issuing a Corrigendum.

#### **3.6. Late Proposals submissions**

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

#### **3.7. Modification/ substitution/ withdrawal of Proposals**

- 3.7.1. No alteration /modification to the submitted Proposal shall be allowed.
- 3.7.2. No Proposal shall be withdrawn by the Bidder on or after the Proposal Due Date. The withdrawal shall only be allowed as per RFP.

#### **3.8. Miscellaneous**

- 3.8.1. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Shillong shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 3.8.2. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- a. Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
  - b. Consult with any Bidder in order to receive clarification or further information;
  - c. Retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Bidder; and/or

- d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- 3.8.3. It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- 3.8.4. All documents and other information supplied by the Authority or submitted by the Bidder shall remain or become the property of the Authority. The Authority will not return any submissions made hereunder. Bidders are required to treat all such documents and information as strictly confidential.
- 3.8.5. The Authority reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

## **4. Evaluation Process**

### **4.1. Evaluation of Proposals**

- 4.1.1. The Authority shall open the Proposals on the Proposal Due Date
- 4.1.2. Prior to evaluation of Proposals, the Authority will determine whether each proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if:
  - a. the Technical Proposal is received in the form specified.
  - b. it contains all the information (complete in all respects) as requested in the RFP;
  - c. it does not contain any condition or qualification.
- 4.1.3. The Authority reserves the right to reject any non-responsive Proposal, and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 4.1.4. The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified and the criteria set out in this RFP
- 4.1.5. After the technical evaluation, the Authority shall prepare a list of short-listed Bidders. Shortlisted bidders shall be intimated for a technical presentation on the approach and methodology and other vital requirements. The shortlisted bidders shall be informed for opening of their Financial Proposals. A date and time will be notified to all Bidders for announcing the result of evaluation and Financial Envelope-C1 opening. Before opening of the Financial Proposals, the list of short-listed Bidders along with their Technical Score will be declared. The Authority will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of RFP.
- 4.1.6. Bidders are advised that Selection will be entirely at the discretion of the Authority. Bidders will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given
- 4.1.7. Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Bidder if the Work is subsequently awarded to it.

### **4.2. Confidentiality**

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

### **4.3. Intellectual Property Rights**

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

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

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

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

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

#### **4.4. Clarifications**

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



## 5. Evaluation of Bidder's Proposal

### 5.1. Technical Proposal Evaluation

5.1.1. In the first stage, the Technical Proposal will be evaluated based on Bidder's experience of similar projects, resource qualification & experience, and technical presentation on approach, methodology and work plan. Only those Bidders whose Technical Proposals get a score of **50 marks or more out of 100** shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score (ST).

5.1.2. The scoring criteria to be used for evaluation shall be as follows:

| S. No.   | Requirements  | Max Marks |
|----------|---|-----------|
| <b>A</b> | <b>Bidder's similar experience</b>  | <b>20</b> |
| I        | The Bidder's experience in implementation of projects related to training or skill development of youths (10 marks) <ul style="list-style-type: none"> <li>• <math>\geq 3</math> projects (10 marks)</li> <li>• <math>\geq 2</math> projects (5 marks)</li> </ul>   | 10        |
| II       | Previous experience in implementing career counselling, soft skills, life skills coaching for youth mobilization assignments with any government (state/central) <ul style="list-style-type: none"> <li>• All of the above components (10 marks)</li> <li>• Any two of the above components (5 marks)</li> </ul>  | 10        |
| <b>B</b> | <b>Resource Qualifications</b>  | <b>40</b> |
| I        | <b>Master Trainer (2 CVs)</b><br><b>Educational Qualification</b> <ul style="list-style-type: none"> <li>• B.Ed or Post graduate degree or diploma in related field = 5 mark</li> <li>• Graduate in related field = 3 marks</li> </ul> <b>Work Experience</b> <ul style="list-style-type: none"> <li>• <math>&gt;10</math> years work ex = 5 marks</li> <li>• 5-10 years work ex = 3 marks</li> </ul> | 10X2= 20  |
| II       | <b>Trainers (4 CVs)</b><br><b>Educational Qualification</b> <ul style="list-style-type: none"> <li>• Graduate in related field = 2 marks</li> </ul> <b>Work Experience</b> <ul style="list-style-type: none"> <li>• <math>\geq 5</math> years work ex = 3 marks</li> <li>• 3-5 years work ex = 1 mark</li> </ul>  | 5X4=20    |

| S. No.               | Requirements   | Max Marks  |
|----------------------|--|------------|
| <b>C</b>             | <b>Presentation</b>  | <b>40</b>  |
| I                    | <ul style="list-style-type: none"> <li>• Previous documentation and case studies demonstrating value delivered</li> <li>• Demonstration of approach taken and ability to resolve challenges</li> </ul> | 20         |
| <b>Total (A+B+C)</b> |  | <b>100</b> |

## 5.2. Technical Evaluation Calculation

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

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

Where

T<sub>n</sub> = Normalized Technical score of the bidder under consideration

T<sub>s</sub> = stands for the technical score of bidders under consideration

T<sub>h</sub> = stands for Highest Technical Score

## 5.3. Shortlisting of Bidders

- 5.3.1. All the bidder having scored more than 50 shall be considered as short-listed bidder for financial evaluation in the second stage.

## 5.4. Technical Presentation

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

## 5.5. Evaluation of Financial Proposal

- 5.5.1. In the second stage, the financial evaluation will be carried out as per this RFP each Financial Proposal will be assigned a financial score.
- 5.5.2. For financial evaluation, the total cost indicated in the Financial Proposal will be considered. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- 5.5.3. The Authority will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflect the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the scope of work within the total quoted price shall be that of the SI. The lowest Financial Proposal (F<sub>m</sub>) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

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

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

Where

F<sub>n</sub> = Normalized financial score of the bidder under consideration

Fb = Price quoted by the bidder under consideration  
Fm = Lowest price quoted

As described in the section Technical Evaluation Calculation.

## 5.6. Final Evaluation Using QCBS

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

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

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

**Total Score =  $T_n + F_n$ , with weightage of  $T_n$  &  $F_n$  as defined above**

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

- 5.6.5. In case of tie, the bidder securing higher Technical Score would be given preference. The Selected Bidder shall be the first ranked Bidder (having the highest combined score).

## **6. Appointment of Consulting Agency**

### **6.1. Award of Work**

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

### **6.2. Performance Bank Guarantee**

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

### **6.3. Execution of Agreement**

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

### **6.4. Deployment and Project Initiation**

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

### **6.5. Bidder's General Responsibility**

The following are the responsibilities of the agency: -

- To ensure project delivery and resource management.
- To prepare a project plan, manage key risks, resource management & logistics while maintaining service delivery.
- Risk identification and mitigation strategy.
- Report department on a regular basis on the project progress
- Coordinate with all necessary institutions for the purpose of the project
- Arrange logistics, refreshments, lunch, dinners for all applicable sessions
- Support PR activities by maintaining social media channels, supporting other social media channels of the department

### **6.6. General Provisions**

#### **6.6.1. Non-Discriminatory and Transparent Bidding Proceedings**

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

#### **6.6.2. Prohibition against Collusion with another Bidder**

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

6.6.3. Entity Barred from Bidding

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

6.6.4. Ongoing Legal dispute with Government of Meghalaya:

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

## 7. Fraud and Corrupt Practices

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

## 8. Scope of Work

### 8.1. General

Government of Meghalaya envisions to be among the top 10 states in the country in 10 years in terms of per capita income and achievement of Sustainable Development Goals. In the endeavor, Government of Meghalaya has identified six strategic pillars namely Human Capital Development, Primary Sector, Infrastructure, Entrepreneurship, Environment and Governance. To realize the vision, the Government has planned and taken up several interventions across all these pillars.

As part of Human Development, the Government has identified that holistic development of youth is key towards overall development of the state in the near and long term. Meghalaya's population is estimated to be around 37 Lakhs of which over 70 percent are under the age of 35 years. These set of individuals needs focused interventions. There is a need for synergized efforts in the Concerned, implementation, and evaluation of youth programmes so that young people can have a future by choice, not by chance.

The Government believes that the development of a society is a function of the many ways in which youth are nurtured. Young people in the State are a major human resource for development and could be key agents for social change, economic development and technological innovation. Thus, making it imperative to prepare young people as future leaders, guardians, advocates, entrepreneurs, and custodians of the State by addressing their needs and aspirations. In recognizing this, the Government proposes to conceptualize and implement several targeted interventions focused on various critical facets that affect the youth, thus ensuring that all young people get opportunities to grow in an enabling environment, develop and prosper as fully engaged, responsive and productive citizens.

In this context, Department of Sports and Youth Affairs, Government of Meghalaya has drafted and notified Meghalaya Youth Policy 2021. The policy has laid down a framework for holistic development of the youth through interventions across nine thrust areas. Out of which, Thrust Area No.4 – Skill Development, Employment, Entrepreneurship recommends implementing a skill development program, and Thrust Area #7: Leadership, Inclusion & Engagement. As per the policy recommendations every youth would be supported to take up nurture one skill or talent. A program would be implemented through which large scale and systematic skilling of youth, both in life skills and in skills for jobs would be provided by selected service providers.

For this purpose, Government of Meghalaya plans to implement a foundational skill development program that would engage the youth of the state and provide a detailed assessment of skill gaps and employment demand. This foundational skill development program would be further scaled up to include advanced and specific set of skill development programs to a focused set of youth who would be most benefited from the program.

The program would have following primary components:

- **Youth Baseline Survey:** Survey of youth in the age group of 16-22, across all schools and colleges.
- **Selection of 10,000 youth:** Selection of youth from the baseline survey for skill development training program
- **Skill Development Training:** Soft skills and life skills training of youth through Youth Camps to be organized at selected blocks across districts through a network of Campuses and Community Centers. Basic Public Speaking skills training to enhance the confidence and communication skills of youth. This would be implemented in a period of 6 months.
- **Youth summits:** Organize youth summits to select top talents across at least 10 domains across districts and one summit across state.

## 8.2. Youth Baseline Survey

The agency would need to coordinate with head of institutions of all campuses for this survey. The survey would be held in MyMeG survey platform. Following are the high-level activities

- Prepare survey questions and response options
- Coordinate with MyMeG team for publication of surveys in the platform
- Coordinate with institutions for survey completion
- Report status of completion for everyday till completion of survey
- Provide list of institutions selected for incentive to department

### Objective

- The objective of the survey is to understand the aspirational aspect of the students, their talents and inclination

**Duration:** 2 months

## 8.3. Soft Skills and Life Skills Training

- Number of youths proposed to be engaged through the plan- 10,000
- The set of youth must be chosen proportionally from the 12 districts and from a wide set of campuses, demography and sex
- Age group – 16 – 22 years of age
- Duration of the phase- 6 months
- Duration of each contact session – Minimum 20 hours per student to be spread in more than 8 sessions for each student

### Objective

- The objective of these sessions must be to enable youth to understand their talent and roadmap to nurture their talent
- They must be able to select a aspirational career path for themselves and also have an alternative plan
- Youth must be able to excel in basic public speaking
- Identify and select a livelihood opportunity
- Aware about existing livelihood opportunities provided by Government of Meghalaya
- Trained in critical thinking, emotional well-being and other similar skills

Logistics Requisite:

- Refreshments for every student for every session. The refreshments package must include good quality snacks, beverages and sweets
- One time stationary to every student, that includes branded (MyMeG) writing pads, branded pens and pencils, pocket diaries, branded (MyMeG) carrying bag and other items as per decision of concerned authority.

## 8.4. Talent demonstration summits

- Number of youths proposed to be engaged through the plan- 10,000
- The set of youth must be chosen equally from the 12 districts and from a wide set of campuses, demography and sex
- Age group – 16 – 22 years of age
- Duration of the phase- 3 months
- Duration of each contact session – At least 10 skilled/talented youth must be chosen from each district in at least 10 domains.

### Objective



- Conduct several sessions across the state to filter talented youths in multiple domains
- Select top 10 talents in multiple domains from each district
- Conduct state level talent demonstration to select top talent for each domain

#### Logistics

- Cash award of Rs.5000/- to 20 students from each district
- Trophy and certificate to 20 students from each district
- Lunch/Dinner for all students attending the summit
- Branded souvenirs to all students attending the summit

Other activities that are included are listed below:

1. Maintain website, reports and social media related to the program, support existing social media and dashboards of the Government of Meghalaya for publication related to the program
2. Coordinate with MyMeG program stakeholders for social media posts and branding
3. Coordinate with department as and when required
4. Documentation and reporting of program along with insights related to the youth
5. Coordination and arrangement of campuses for sessions
6. Provide necessary study materials in the form of physically printed documents to students
7. Arrange all logistics related to the events

#### 8.5. Implementation Timelines

The implementation timelines are as described below:

Please note that 'T' is the date of acceptance of LOI

| Phase                                | Timelines for Deliverable   |                   |
|--------------------------------------|-----------------------------|-------------------|
| Phase                                | Final Deliverable           | Duration          |
| Youth Baseline Survey                | Survey Report               | T1 = T+ 2 months  |
| Soft Skills and Life Skills Training | Training competition report | T2= T1 + 6 Months |
| Talent demonstration summits         | State level summit          | T3= T2+ 3 Months  |

#### 8.6. Payments

Payment shall be made against the invoices duly certified by the Department, Government of Meghalaya officials and verifying the data. All taxes deductible at source, if any, at the time of release of payment, shall be deducted at source as per the current rate while making any payments. Before making any payment, deduction of penalties (as specified in section 9, if applicable). Payment shall be released as per the following schedule.

| Sl. No. | Payment Milestone                                       | Payment Amount |
|---------|---|----------------|
| 1       | Upon submission of detailed work plan and time schedule | 5%             |

| Sl. No. | Payment Milestone  | Payment Amount |
|---------|--|----------------|
| 2       | Upon completion of Baseline Survey and identification of target group for Skill Training                                       | 5%             |
| 3       | Upon preparation of Skill Training modules, deployment of Trainers, roll out of training & completion of 50% of training hours | 20%            |
| 4       | Upon completion of balance 50% of training hours   | 30%            |
| 5       | Upon completion of district level Talent demonstration summits   | 30%            |
| 6       | Upon completion of State Level Talent demonstration summit   | 10%            |

### 8.7. Project Budget

Department has earmarked a budget of Rs. 9.5 Crore (Nine Crore and Fifty Lakhs), inclusive of all taxes, as cost for services.

## 9. Service Level Agreement (SLA)

For service level failure and penalty, delays would be considered if only it is attributable to selected vendor/agency.

- Completion of baseline survey beyond the period of 2 months would be treated as service level failure. Each week delay beyond timeline would be charged as Rs.25,000/- as penalty per week delay
- Initiation of training sessions beyond 3 months from date of work order issuance would be treated as service level failure. Each week delay beyond timeline would be charged as Rs.25,000/- as penalty per week delay
- Non completion of training beyond defined timeline would be treated as service level failure. Each week delay beyond timeline would be charged as Rs.25,000/- as penalty per week delay
- More than 4 weeks delay in completion timeline of training program beyond defined timeline would be treated as service level failure. Each week delay beyond timeline would be charged as Rs.50,000/- as penalty per week delay (from defined timeline)

Non completion of district youth summits beyond defined timeline would be treated as service level failure. Each week delay beyond timeline would be charged as Rs.25,000/- as penalty per week delay



Witness Signature:

Witness Name:

Witness Address:

**CERTIFICATE AS TO AUTHORISED SIGNATORIES**

I,....., the Company Secretary of .....,  
certify that ..... who signed the above  
Bid is authorized to do so and bind the company by authority of its board/ governing body.

Also, the representative of our company as mentioned below at 1 is authorized to perform all the  
bid activities including the Technical and Financial bids.

1.

Date:  
Signature:

(Company Seal)

(Name)

## 9.2. Format-2 Format of Pre-Qualification Criteria

Please provide reference of supporting documents in 4<sup>th</sup> column

| SLN | Criteria   | Supporting Documents  | Page No of supporting documents in proposal |
|-----|--|---|---|
| 1.  | <p>The Bidder shall be a firm/ company/ partnership/ proprietorship firm/institution registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India All subsidiary/holding/associate/ affiliates in India shall be treated as one entity.</p> <p>(In case of consortium, lead member must adhere to the clause)</p> | <p>4. Certificate of Incorporation from Registrar of Companies (RoC) along with the entire chain of Certificate of Incorporation documents and Partnership deed (if applicable)</p> <p>5. Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company</p> <p>1. Certification on commencement of business (if applicable)</p> |   |
| 2.  | <p>The bidder should have an average annual turnover of INR 50 Lakhs or more in last three financial years from advisory/ consulting services and must have been a profit-making organization for last 3 financial years ending 31.03.2021</p> <p>(In case of consortium, lead member must adhere to the clause)</p>   | <p>1. Balance sheet and Profit &amp; Loss Statement for each year and Certificate from the statutory auditor /Chartered Accountant</p>  |   |
| 3.  | <p>The bidder must have executed at least 3 (THREE) projects imparting skill development training to more than 1000 youths in the last 5 years</p> <p>(In case of consortium, any member must adhere to the clause)</p>  | <p>1. Work Order along with project details as per format 12</p>  |   |
| 4.  | <p>The BIDDER <b>should not have been blacklisted or Barred</b> by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other</p>   | <p>Self-declaration by the Bidder as per RFP Format - 11</p>  |   |

| SLN | Criteria  | Supporting Documents | Page No of supporting documents in proposal |
|-----|---|----------------------|---|
|     | Autonomous organization of Central or State Government as on Bid submission date.<br><br>(In case of consortium, all members must adhere to the clause) |                      |   |

Authorized person's signature with seal

Name and Designation

Date of Signature:

**9.3. Format-3 Format of Financial Bid**

Details of financial bid for the RFP (Selection of Service Provider for Meghalaya Youth Engagement and Training).

Please note price quoted in Column C and specified in words would be considered for Financial Evaluation. Please refer clause 8.7 Project Budget as specified in this RFP.

|                                   |  |
|-----------------------------------|--|
| A- Total Cost of Services in INR  |  |
| B- Total Taxes in INR             |  |
| C- Total Cost in INR              |  |
| D- Total Cost (as per C) in words |  |

We agree to the following:

1. The above cost includes all cost of travel, logistics, accommodation, and any other cost. No additional cost would be charged to the department
2. The above cost also includes refreshments, award trophies, cash award for students as specified in the scope of work.
3. We understand the budget specified in the RFP; our bid is subjected to rejection in case there is deviation from budget.
4. We also understand that MIDFC may seek written clarifications from the us, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bid document. If , after evaluating the price analyses, MIDFC determines that the bidder has substantially failed to demonstrate the capability to deliver the contract at the offered price, the MIDFC may reject the proposal

Authorized person’s signature  
with seal

Name and Designation Date of  
Signature:



**9.4. Format-5 Self Certification for undertaking total responsibility by Bidder**

(This is to be submitted before Agreement)

....., a company registered under the Indian Companies Act, 1956 having its registered office at .....and place of business at..... Certifies that:

A. We have been selected as the successful bidder to undertake the **Selection of Service Provider for Meghalaya Youth Engagement and Training**;

B. Department intends to issue work order to our company to undertake the project “**Service Provider for Meghalaya Youth Engagement and Training**” on the terms and conditions mentioned in the tender document.

C. We, in pursuance of its proposal, undertake the project “Meghalaya Youth Engagement and Training” and undertakes the total responsibility for the defect free completion of the project ““Meghalaya Youth Engagement and Training”, without any conditional statement.

D. The editable softcopy of all the documentation / Architecture {text, figures, tables, models, EA catalogues / matrices / diagrams etc.} of this project shall be submitted to Concerned Department and shall be the exclusive property of Concerned Department.

Dated this      Day of 2021

(Signature)      (In the capacity of)

(Name)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder Witness Signature:

Witness Name:

Witness Address:

**9.5. Format-6 Organizational Contact Details**

| Sl. No. | Organizational Contact Details  |  |
|---------|---|--|
| 1       | Name of Organization  |  |
| 2       | Main areas of business  |  |
| 3       | Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932     |  |
| 4       | Whether the firm has been blacklisted by any Central Government / State Government/PSU/ Government Bodies. If yes, details thereof. |  |
| 5       | Address of registered office with telephone no. & fax   |  |
| 6       | Address of offices in Other State/UT's  |  |
| 7       | Contact Person with telephone no. & e-mail ID   |  |

**Enclose:**

1. Copy of Certificate of Incorporation
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Sincerely Yours,

Signature of the applicant (authorized signatory)

Date:

[Full name of applicant] Designation in firm

Firm Stamp.....

**9.6. Format-7 CV of Proposed Team Members**

The Curriculum vitae of the proposed team shall be provided in the following format:

|           |   |                          |                      |                             |
|-----------|---|--------------------------|----------------------|-----------------------------|
| 1         | Proposed Position   |                          |                      |                             |
| 2         | Name of the Resource  |                          |                      |                             |
| 3         | Number of Years with current organization                                 |                          |                      |                             |
| 4         | Total Years of Experience   |                          |                      |                             |
| 5         | Educational / Professional Certification Details (Graduation and onwards) |                          |                      |                             |
| <b>SN</b> | <b>Degree / Certification Obtained</b>                                    | <b>Name of Institute</b> | <b>Year of award</b> | <b>Aggregate Percentage</b> |
|           |   |                          |                      |                             |
|           |   |                          |                      |                             |
| 6         | Employment Details  |                          |                      |                             |
| <b>SN</b> | <b>Name of Organization</b>   | <b>From (MM/YYYY)</b>    | <b>To (MM/YYYY)</b>  | <b>Designation</b>          |
|           |   |                          |                      |                             |
|           |   |                          |                      |                             |
|           |   |                          |                      |                             |
| 7         | Professional Experience relevant to current project                       |                          |                      |                             |
| <b>SN</b> | <b>From (MM/YYYY)</b>   | <b>To (MM/YYYY)</b>      | <b>Project Brief</b> |                             |
|           |   |                          |                      |                             |
|           |   |                          |                      |                             |
|           |   |                          |                      |                             |

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

Sincerely Yours,

Signature of the applicant (authorized signatory)

[Full name of applicant] Designation in firm

Firm stamp.....

Date:

**9.7. Format-8 Financial Strength of the Organization**

| S. No | Financial Year | Whether profitable Yes/No | Annual net profit (in Lakh INR) | Overall annual turnover (in Lakh INR) |
|-------|----------------|---------------------------|---------------------------------|---------------------------------------|
| 1     | 2017-18        |                           |                                 |                                       |
| 2     | 2018-19        |                           |                                 |                                       |
| 3     | 2019-20        |                           |                                 |                                       |

Note: Please enclose statement certified by Chartered Accountant or any authorized signatory of the company in support of your claim.

Sincerely Yours,

Signature of the applicant (authorized signatory)

[Full name of applicant] Designation in firm

Firm Stamp.....

Date:

## 9.8. Format-9 Declaration

### Declaration

I/We hereby confirm that we are interested in competing for the project “Meghalaya Youth Engagement and Training” and undertake the related tasks.

All the information provided herewith is genuine and accurate. For any false declaration, I/We hereby undertake to bear sole responsibility and shall face any Administrative/ Financial & Legal actions, or all actions and my/our bid is liable to be cancelled for the same.

Authorized          Person's  
Signature.

Name and Designation:

Date of Signature:

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

### 9.9. Format-10 Pre- Bid Queries

(To be submitted by the Bidder and to be e-mailed to [midfcmegh@gmail.com](mailto:midfcmegh@gmail.com) (in doc format)

1. Bidders requiring any clarification on the RFP may send their queries to the Authority on or before the date mentioned in RFP, through email only with subject line as follows:  
**“Pre-Bid queries - <Bidder’s Name>”** and in the WORD format as given below.
2. The reply to the pre-bid queries and any addendum/corrigendum shall be uploaded on the website.
3. Last date of submission of pre-bid queries is **31.12.2021**. MIDFC may conduct pre-bid conference, if needed. The date and time will be notified to all the bidders two days in advance and also notified in the website.
4. The Format of the pre-bid queries

**Sub: Request for Proposal (RFP) RFP for Selection of Service Provider for Meghalaya Youth Engagement and Training.**

| Sr. No. | Section # | Sub Section # | Original Clause in RFP | Change Query | Requested/ |
|---------|-----------|---------------|------------------------|--------------|------------|
| 1       |           |               |                        |              |            |
| 2       |           |               |                        |              |            |
| 3       |           |               |                        |              |            |

1. Name and complete official address of prospective Bidder Name of the Bidder’s Contact Person:
2. Email:
3. Mobile No.:
4. Telephone:
5. Signature:
6. Name of the Authorized signatory:
7. Company seal:

Date and Stamped

**Note:** Bidder who will submit the Prebid clarification through email shall get the intimation from Concerned Department to attend the pre-bid online.

**9.10. Format-11 Non-Blacklisting Declaration**

To,

Chief Operations officer (COO),  
Meghalaya Infrastructure Development Finance Corporation (M.I.D.F.C),  
House No. L/A-56, Lower Nongrim Hills Shillong, East Khasi Hills-793003,  
Meghalaya

**Sub: Non-Blacklisting or not Barred declaration in connection with RFP No: <MIDFC/RFP/2021/92/1374> dated 23.12.2021 for Project “RFP for Selection of Service Provider for Meghalaya Youth Engagement and Training”.**

Dear Sir,

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

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

Authorized Person's Signature.

Name and Designation:

Date of Signature:

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

**9.11. Format-12 Project Credentials**

| Sl. No. | Project Name / Details | Client name | Contract Dates | Contract values (in Lakh INR) | Number of Students Trained |
|---------|------------------------|-------------|----------------|-------------------------------|----------------------------|
| 1       |                        |             |                |                               |                            |
| 2       |                        |             |                |                               |                            |
| 3       |                        |             |                |                               |                            |
| 4       |                        |             |                |                               |                            |
| 5       |                        |             |                |                               |                            |
| 6       |                        |             |                |                               |                            |
| 7       |                        |             |                |                               |                            |
| 8       |                        |             |                |                               |                            |
| 9       |                        |             |                |                               |                            |
| 10      |                        |             |                |                               |                            |

Please supplement all projects with following documents:

- Work order (clearly indicating value)
- Proof of Go-live/ Project completion certificates from client.

Sincerely Yours,

Signature of the applicant (authorized signatory)

[Full name of applicant] Designation in firm

Firm Stamp.....

**Date:**