

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya



Government of Meghalaya
Department of Commerce and Industries

**Request for Proposal for Hiring of Business Service
Provider for Digital Marketing & Label and Packaging
under MeghaRise Project of RAMP in Meghalaya**

“RFP No. M/Dind/MSME.8/2024/177”

Issued by:

Directorate of Commerce and Industries

**LD/015, Lower Nongrim Hills,
Shillong, East Khasi Hills, Meghalaya – 793003**

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

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Tender schedule

Sl. No.	Particulars	Details
1	RFP No.	M/Dind/MSME.8/2024/177
2	RFP Name	Request for Proposal for Hiring of Business Service Provider for Digital Marketing & Label and Packaging under MeghaRise Project of RAMP in Meghalaya
3	RFP release and download	https://megindustry.gov.in/
4	RFP floating date	4th April 2025
5	RFP submission	25th April 2025 by 3:30 PM
6	Pre-Bid query to be mailed by	15th April 2025
7	Last date and time for submitting through hard copy and mail response to RFP to the Department	25th April 2025 by 3:30 PM Mail to: industries-meg@gov.in
7	Queries may be mailed to	meghalaya.ramp.scheme@gmail.com
8	Office address for submission of hard copy of the response to RFP	Directorate of Commerce and Industries Plot no. LD/015, Lower Nongrim Hills, Shillong, East Khasi Hills, Meghalaya - 793003
9	Reply of queries to be uploaded by the Department	To be mailed to concerned firms participating in the bid
10	Date of Technical presentation	Shall be informed in advance to the shortlisted bidders
11	Address of Tendering authority	Directorate of Commerce and Industries Plot no. LD/015, Lower Nongrim Hills, Shillong, East Khasi Hills, Meghalaya - 793003
12	Assignment duration	Upto 31 st March 2027
13	Security deposit as performance Bank Guarantee.	5% (Five percent) of the total value of the contract in the form of Bank Guarantee. Preferred: Any nationalised bank.
14	Bid validity	120 days
15	Selection process	QCBS with quality to cost ratio 70:30
16	Bid Security/Earnest Money Deposit (Refundable)	Agency shall submit an EMD of Rs.4 Lakh in favour of Director of Commerce & Industries, Shillong, Meghalaya (if applying for 2 components of the RFP). Agency shall submit an EMD of Rs.2 Lakh in favour of Director of Commerce & Industries, Shillong, Meghalaya (if applying for one component of the RFP). The EMD may be forfeited in following cases – If an Agency withdraws its bid or increases its quoted prices during the period of bid validity or its extended period, if any, or in the case of a successful Agency, if it fails within the specified time limit to accept Letter of Intent or sign the Agreement. – format as per Annexures Form 7

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1. Overview

Raising and Accelerating MSME Performance (**RAMP**) supports the overall Covid Resilience and Recovery Program of MoMSME and aims to address multiple challenges like improving access to credit, strengthening institutions and governance at the Centre and State, improving Centre State linkages and partnerships, addressing issues of delayed payments, and greening and gender delivery of MSMEs. It encompasses various aspects ranging from financial support to institutional strengthening, market access, and sustainability.

Meghalaya state's MSME landscape is diverse, spanning manufacturing to services. Recognizing MSMEs' critical role, Meghalaya has adopted measures including a development policy, cluster development, and ease of doing business reforms. Such initiatives are supported by financial incentives like credit facilitation, subsidies, and the Meghalaya Procurement Preference Policy, which aligns with national efforts like the Ministry of MSME's Competitiveness Programme and the World Bank backed RAMP.

Meghalaya's Strategic Investment Plan (SIP), prepared under The Ramp initiative, lays out a blueprint for transformation entirely based on stakeholder engagement, diagnostic studies, and benchmarking exercises, aiming to build a resilient, efficient MSME ecosystem, entailing digitizing processes, enhancing market access, improving finance generation, and capacity building for over 50,000 individuals and 3,500 MSMEs.

The process involved meticulous budget finalization to ensure the financial feasibility and impact of the proposed interventions. This methodological journey was shown in a presentation to the State RAMP committee for inputs, ensuring the plan's robustness and completeness.

The entire approach was grounded in observed evidence, inclusivity, and collaboration, ultimately receiving approval from the State RAMP Committee. This marked the conclusion of an exhaustive process. The Strategic Investment Plan (SIP) was prepared in alignment with suggestions and observations from the Strategic Investment Plan Evaluation Committee (SIPEC) and subsequently submitted to the Ministry of Micro, Small and Medium Enterprises (MoMSME).

Accordingly, the MoMSME approved the following projects/ interventions for the State of Meghalaya:

1. Capacity Building Project
2. Innovation & Research Centre
3. MeghaRise
4. State Level MSME Portal
5. Project to improve Access to Market
6. Digital Marketing Project
7. TReDS Project
8. Project for DCIC Strengthening
9. Greening of MSMEs

Analytical Summary of Strategic project heads prepared under SIP:

1. Capacity Building Project:

The Capacity Building Project, with an impressive target of over 40,000 beneficiaries over 12 districts of Meghalaya, will serve as the cornerstone for enhancing the skillset and competencies of a broad segment of the workforce. It will lay the groundwork for a more dynamic and versatile business environment.

The proposed capacity building interventions under the strategic development plan for Meghalaya are multifaceted and comprehensive, designed to address the diverse needs of the state's MSME sector and bolster economic growth. The Initiatives includes Awareness Workshops and Masterclasses, covering foundational knowledge in key areas such as MSME

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schemes, marketing, pricing, and technology, along with vital certifications like FSSAI, BIS, ISI, and others. These sessions, organized per district, shall be instrumental in ensuring MSMEs are well-versed in regulatory standards and market dynamics, a crucial step in enhancing competitiveness and compliance.

Besides the above, the inclusion of executive courses from prestigious institutions like NIFT, IHM, and IIHT indicates a push towards high level expertise, enabling businesses to scale up and innovate. These courses will likely incubate future industry leaders and entrepreneurs, positioning Meghalaya's MSME sector for breakthrough growth.

Structured internships across varied sectors, including film making and textile designing, represent an investment in practical learning and industry exposure. This experiential learning approach is vital in bridging the gap between education and the realities of the business environment.

Furthermore, Management Development Programme (MMDP) aims to nurture management and leadership skills, which are crucial for MSMEs to navigate the complexities of the business landscape effectively.

2. Innovation & Research Centre:

The Innovation & Research Centre, is anticipated to become a crucible of creativity and development, encouraging a culture of innovation that will permeate through various sectors of the economy. It is prepared to be one of the Strategic Investment in MSME Infrastructure in Meghalaya. Meghalaya's innovative infrastructure and development initiative for MSMEs is a visionary project that stands to inject a new dynamism into the local economy. The state is having envisioned gearing up to create a Centre of Excellence that will arm its MSMEs with the advanced tools and resources essential for spearheading innovation and competitive edge in the marketplace.

3. MeghaRise:

MeghaRise, a unified Brand name, will be instrumental in nurturing 2,400 entrepreneurs, catalysing the growth of innovative startups and scaling small businesses into more significant ventures. The initiative is a comprehensive strategy aimed at fostering the growth and development of Self Help Groups (SHGs) and artisans by integrating them into a unified market ecosystem. MeghaRise is structured to provide multifaceted support, from conceptual branding to market entry.

MeghaRise is a strategic endeavour to harness the state's organic product potential, utilizing materials like bamboo, wood, and broom grass to produce eco-friendly and sustainable goods. This initiative targets the development of organic soaps, toiletries, self-care items, travel cases, and various food products like honey pouches and locally produced chocolates.

It is not just an initiative but a movement towards sustainable development, aiming to uplift Self Help Groups (SHGs) by integrating them into the broader B2B and B2C markets under a unified brand name. The project is conceived to provide a platform for artisans and SHGs to create environmentally friendly products that can be seamlessly introduced into the market, especially in hospitality venues like hotels, guest houses, and homestays across the state of Meghalaya.

4. State Level MSME Portal:

The State Level MSME Portal's creation will undoubtedly serve as a digital connection for MSMEs, providing easy access to information, services, and support. In line with strategic digital initiatives, Meghalaya is undertaking the comprehensive development of a **State Level MSME Portal**.

The portal's design is premised on the growing need for digital solutions to enhance the efficiency and reach of government schemes. Its viability is anchored in the ability to provide a user-friendly interface for MSMEs and an effective monitoring tool for the government. The integration with existing government databases and the focus on streamlining processes underscore its potential for success.

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The portal stands to tackle the significant challenge of information asymmetry identified through a diagnostic study, which highlighted MSMEs' unawareness of the aid they could leverage. Furthermore, the lack of a consolidated database for MSMEs has been inhibiting efficient governmental planning and assistance delivery.

Under this intervention/ project of RAMP Program, the Department of Commerce and Industries, is aiming to provide a centralised State Level MSME portal for the state of Meghalaya.

5. Project to improve Access to Market:

Project to Improve Access to Market, slated to benefit over 4000 MSMEs, will play a pivotal role in bridging the gap between local products and global markets, enhancing the visibility and reach of Meghalayan businesses. "Project to Improve Access to Market" is a significant initiative, to reinforce the market outreach for MSMEs. This comprehensive project is aimed at increasing the visibility, market penetration, and overall competitiveness of MSMEs in the state of Meghalaya. The initiative will also facilitate FSSAI certification for honey products, ensuring compliance with health and safety standards and boosting consumer confidence in the quality of local products.

6. Digital Marketing Project:

The Digital Marketing Project, while not quantified in terms of direct beneficiaries, will equip the overall MSMEs of Meghalaya with the necessary tools and strategies to compete in the digital marketplace.

The Digital Marketing Project for MSMEs is a forward-thinking initiative that aligns with Meghalaya's goal of adopting a digitally inclusive and economically vibrant MSME sector. The comprehensive financial outlay demonstrates a clear strategy to harness digital channels for business expansion. By bridging the gap between traditional commerce and digital platforms, the project is expected to unlock new opportunities for MSMEs, driving innovation, enhancing customer engagement, and ultimately contributing to sustainable economic growth in Meghalaya.

7. TReDS Project:

The TReDS Project is expected to benefit 1,000 MSMEs, streamlining financial transactions. The TReDS Project represents a strategic effort to strengthen the financial capabilities of MSMEs in Meghalaya. This initiative is critical for enhancing liquidity and ensuring timely payments, enabling MSMEs to harness the benefits of a streamlined digital transaction system. Facilitation workshop will be organised for onboarding of State PSUs, Govt. Departments on TReDS.

8. Project for DCIC Strengthening:

This initiative is meticulously designed to enhance the effectiveness of DCICs in serving as the key player for MSME development across districts. The DCIC Strengthening Project stands as a testament to the state's commitment to nurturing MSMEs through infrastructural improvements, knowledge dissemination, and capacity building. By addressing both the immediate and long-term needs of the MSME sector, the project lays a robust foundation for sustainable industrial growth and economic self-sufficiency in Meghalaya.

9. Greening of MSMEs:

The Greening of MSMEs initiative, targeting over 10,000 beneficiaries, will usher in an era of sustainable practices, aligning the sector with global environmental standards. The 'Greening of MSMEs' initiative is an ambitious program aimed at promoting environmental sustainability within the MSME sector in Meghalaya. The project is strategically designed to raise awareness and incentivize the adoption of green technologies and practices.

The 'Greening of MSMEs' initiative is a well-conceived program that aligns with global sustainability goals and addresses local needs for environmental stewardship within the business community. By investing in knowledge dissemination and incentivizing change

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makers, particularly women led enterprises, the initiative promises to drive a green revolution in the state's MSME sector. It stands as a model for sustainable development, poised to create a ripple effect that extends beyond individual businesses to the wider economy and community.

1.1. Understanding MeghaRise

The MeghaRise one such initiative, introduced by the Commerce and Industries, Govt. of Meghalaya in Meghalaya as part of the RAMP program, is dedicated to the advancement of the state's wood artisans and Self-help Groups (SHGs) and certifying products under a common brand name of state's- "MeghaRise". Its primary focus is on the production and promotion of organic products sourced from bamboo, wood and handicraft clusters and food clusters producing within the state. These products include items such as locally made organic soaps, toiletries, self-care items and eco-friendly travel cases made of wood or bamboo, bamboo cutleries set (Wood Scooped Wooden cutleries), Areca nut Leaf Plate, bamboo and cane bins, Bamboo bottles, broom grass products and other portable food products such as organic or infused honey pouches, locally produced chocolates etc. The project's core purpose is to assist artisans and SHGs in creating sustainable, environmentally friendly products and to facilitate the integration of these products into the B2B or B2C markets under state's brand name. It aims to establish connections and provide access to markets, particularly within the state's hotels, guest houses, Circuit Houses and homestays.

The initiative implemented in Meghalaya is geared towards empowering artisans and Self-Help Groups (SHGs), and traditional artisans using locally available raw materials through an all-encompassing support system. This system includes expert mentoring, business services, technical assistance through integrated services, and facilitating product sales by connecting buyers with sellers. Additionally, the program streamlines access to suitable funding sources with the goal of promoting economic growth in the region in a sustainable manner. By fostering entrepreneurship, this initiative anticipates the creation of employment opportunities and an overall improvement in the livelihoods of entrepreneurs and stakeholders in Meghalaya, ultimately benefiting the local economy.

A diagnostic assessment in the state showed that only 4% of respondents are part of Self-Help Groups (SHGs) or cluster organizations, while 91% are not involved in any such groups. The goal is to integrate and organize artisans into SHGs to achieve economic development. Strengthening business capabilities and entering new markets are key factors that empower these newly formed SHGs and local artisans, helping them to grow and thrive.

By focusing on innovation, skill development, financial management, and strategic planning, local artisans can become more resilient. At the same time, thorough market research, effective networking, and the use of government support and trade agreements can help them access new markets. In the global economy's growing demand for organic products, these strategies are crucial for sustainable growth and success, benefiting SHGs, artisans, and all stakeholders involved.

1.2. MeghaRise-Proposed Project Design Concept

- To set up 2 Self Help Groups (SHGs) every district, one SHG for Handicrafts, black pottery & others and for making toiletries and other products out of bamboo, wood or cane and one SHG for food products or any MSME products of the state of Meghalaya.
- Encourage the production and consumption of sustainable and eco-friendly personal care items, aligning with growing consumer demand for natural alternatives.
- The products to be branded under the name of 'MeghaRise.'
- To liaison between the SHGs and Hotels of the state and other North-eastern State to capitalizing on the tourism industry's increasing preference for eco-friendly amenities and provide the toiletries, Self-care items, handicrafts made and sourced from Bamboo or other available organic objects and organic food items.

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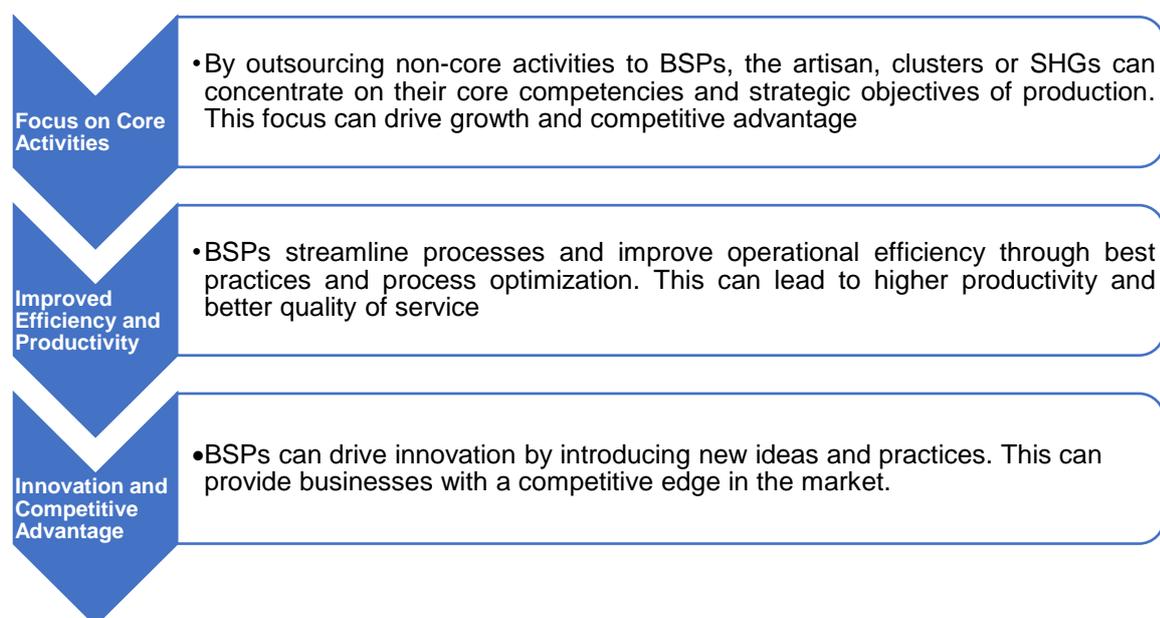
- Pilot cost will be incurred for distribution of products under the Trademark of MeghaRise to Hotels, Guest Houses, Circuit houses & homestays.
- Implement a Direct-to-Consumer (D2C) model for local and regional sales, while also leveraging popular e-commerce platforms to access a wider customer base.

This RFP is to set up a Business Service providers hired/empanelled by the Government of Meghalaya to carry out the tasks required under implementation of MeghaRise Project under RAMP. **The scope of work for BSP is outlined in detail in point no. 2 on the following pages.**

1.3. Requirement of BSP for MeghaRise

As the project's core purpose is to assist artisans, clusters and SHGs in creating sustainable, environmentally friendly products and to facilitate the integration of these products into the B2B or B2C markets under state's brand name, the BSPs will play the crucial role in supporting businesses by providing essential services, driving efficiency, and enabling growth.

Here are some key reasons why the BSP will be essential:



Under MeghaRise Project, the Business Service Providers will support in 3 core aspects- Digital marketing and Labelling & Packaging, (both explained further in scope of work) & Logistics. The BSPs will offer their specialized knowledge and expertise in the above-mentioned areas to help businesses operate more efficiently and effectively. **These RFP is published to hire BSP to support for first and second core aspects.**

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2. Scope of Work:

The RFP has two components, namely- i. Digital Marketing, and ii. Label & Packaging. The detailed scope of work for each component is outlined below. **Bidders may choose to bid for one or multiple components.**

2.1. Digital Marketing

Specific objectives of the digital marketing initiative:

- The Department of Commerce & Industries wishes to undertake online advertising and social media marketing such that the target audience is suitably reached.
- To undertake an appropriate branding exercise and create awareness about various products of MeghaRise. The BSP should enhance the brand image of the products under MeghaRise in the market to reflect what the Brand stands for and create brand recall in the industry.
- The BSP will be responsible for helping to plan and execute media strategies for marketing campaign launches, analysing campaign data and optimizing advertising for maximum impact, managing and guiding media plans in partnership with Department officials.
- The BSP will be responsible to prepare the creative/ contents for advertising and event campaigns to showcase the strengths and unique features of the Brand.
- The BSP will be responsible to Propose and execute Digital Marketing plans on behalf of the Department for various products under the brand-MeghaRise on different platforms like Face book, Google, YouTube, Instagram and LinkedIn etc.
- The BSP should have access to (or demonstrate an ability to procure) information and browsing patterns of the customers in the target segment.
- Building capacity and providing trainings of MSMEs to leverage the e-commerce platforms.
- Facilitate onboarding onto e-commerce platforms. Facilitate signing of MoU(s) between Department of Commerce and Industry and e-commerce platforms of Flipkart Samarth, Amazon Karigar and Walmart Vrddhi, to build capacity of the MSMEs on e-commerce and subsequently onboard them.
- The BSP should facilitate the smooth incorporation of new product categories under the trademark registration for each product under MeghaRise Project.
- All materials developed for the purpose of the campaign will be handed over to Department at the end of the campaign (on a USB Flash drive).

The selected BSP shall be responsible for the above-mentioned activities including below deliverables. The promotional activities must be carried out digitally through (but not limited to) the following activities:

- Keyword-based search advertising (Google search/Display Ads).
- Search Engine Optimization.
- Online advertising, plan for social media marketing. Social Media Advertising on Facebook, LinkedIn, YouTube and Twitter.
- Social Media posts for different products with an objective to generate & convert leads.
- Targeted Email campaigns -Email copy, creative, third-party database.
- Lead generation and management system or software for tracking conversion.
- Targeted SMS Campaign, Ad copy, Third party database.
- Carrying out analytics to prioritize admission leads
- Specific websites and platforms need to be identified,
- The strategy to be pursued on each of these platforms need to be delineated

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- The strategy to be pursued over the duration of the campaign (timeline) needs to be delineated
- Identify specific parameters (i.e., key performing indicators) that will be tracked and measured during the duration of the campaign
- Reference details for expected Outcome.
- Local storytelling campaigns by using digital platforms and employing digital marketing BSP to design the campaign.
- Collaborate with local influencers and vloggers to promote MSME products and stories.
- The BSP will provide access to all the campaign data in real time.

2.2. Label & Packaging

The BSP will be responsible for creating visually appealing, informative, and regulatory-compliant packaging and labels for a government-owned product line.

I. Research & Concept Development:

- Understanding brand guidelines, cultural aesthetics, and government directives.
- Competitor analysis and industry-standard compliance.

II. Label & Packaging Design:

- Multiple design concepts and mock-ups for selection.
- Finalisation of colour schemes, typography, and layouts.
- High-quality, print-ready designs in AI, PDF, and PNG formats.

III. Regulatory Compliance:

- Ensuring adherence to FSSAI, BIS, AGMARK, and other government packaging norms.
- Incorporating necessary elements: barcodes, nutritional facts, safety guidelines, government logos, QR codes, etc.

IV. Final Delivery & Adaptations:

- Providing digital files and assistance with printer coordination.
- Minor revisions and adaptations if required.
- **Note:** - From time to time within the project duration, the Department of Commerce and Industries, Meghalaya, may request the inclusion of additional tasks without any additional payment.

***Bidders have the flexibility to submit their proposals for one or all components of the RFP— Digital Marketing, and Label & Packaging.**

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3. Evaluation and Selection Process

The evaluation of the 2 components of the project shall be done separately component wise. Each component will go through the evaluation process in 3 stages:

1. Stage-1: Pre-Qualification
2. Stage-2: Technical Evaluation
3. Stage-3: Financial Evaluation

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode with the weightage of 70% and 30% for technical and financial proposals, respectively.

*Financial bids of only those bidders who meet the technical criteria would be opened.

3.1 Pre-Qualification Criteria

S. No.	Basic Requirement	Specific Qualification Criteria	Document/ Information to be Submitted
1	Bidder Company Profile	The Bidder shall be a firm/ company/ partnership/ LLP/ State Government of Meghalaya undertaking/ PSU /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 The bidder should submit the valid authorization details of the person(s) signing the bid document.	<ul style="list-style-type: none"> • Certificate of Registration/ Incorporation under Companies Act 1956. • Partnership deed (if applicable). • Power of Attorney/Certified copy of Board Resolution/authorization letter. • For proprietary firm, it should be signed by proprietor. • Consortium is permitted. • Maximum of 2 members allowed in a consortium.
2	Tax Registration	The company shall hold valid GST and PAN certifications.	<ul style="list-style-type: none"> • PAN Card • GST Certificate
3	Annual Turnover	The bidder should have an average turnover of ₹15 lacs on last 3 financial years for qualifying in the technical bid.	<ul style="list-style-type: none"> • Copy of the audited balance sheet for the last 3 Financial Years. • CA Certificate.
4	Blacklisting	The bidder/members of consortium should not have been blacklisted or barred of any such cases pending for blacklisting by any State Government, Central Government or any other Public Sector Undertaking as on Bid submission date.	Self-declaration by the Bidder/members of consortium on stating that the bidder/member of consortium is not blacklisted.
5	Bidder Work Experience	The bidder should provide a list of similar projects (atleast one) managed in the last three years. Bidders should submit relevant experience specific to the components they are bidding for.	Copy of Work Order/ Agreement/ Client letter/ certificate for completed projects.

* Bidders must sign, seal and submit all supporting documents for each of the above criteria. Bidders fulfilling the above criteria will be eligible for Technical evaluation round.

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3.2 Technical Qualification Criteria

SL.	Eligibility criterion	The award of marks will be as under		Maximum Marks
		Experience/Range	Marks	
1	Annual Turnover	More than ₹15 lacs	20	20
		₹15 lacs	15	
2	Bidder Work Experience	More than 5 years	10	10
		3-5 years	8	
		3 years	5	
3	Similar Projects Work Experience The bidder should provide a list of similar projects	More than 5 years	10	10
		3-5 years	8	
		3 years	5	
4	Technical Presentation	Understanding of the Scope	60	60
		Approach and Methodology		
		Project Management, Timelines		
		Manpower Deployment Plan		
		Risk and Mitigation Plan		
TOTAL				100

Minimum Technical score of 70 out of 100 is required to qualify for the opening of the financial bid. Only bids meeting this minimum score will be considered 'Qualified' and eligible for the financial bid opening.

$$\text{Technical Score} = (\text{Technical Score of the Bidder} / \text{Technical Score of the Highest Scoring Bidder}) \times 100$$

3.3 Financial Evaluation

- The Lowest Project Cost submitted by a bidder will be designated as 'L1' and given a score of 100. The scores of the other bidders will be calculated based on the formula below:

$$\text{Financial Score} = 100 \times (\text{L1 Bidder cost} \div \text{Bidder's Project Cost})$$

3.4 Final Score

- The Final Score for all bidders will be calculated based on the formula below:

$$\text{Final Score} = (0.7 \times \text{Technical Score}) + (0.3 \times \text{Financial Score})$$

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Note: The bidder with the highest final score will be called for contract negotiations and signing. In case of a tie in the final scores, the bidder with the highest technical will be treated as best bid.

4 Payment Terms

The Department of Commerce & Industries will disburse payments quarterly from the sanctioned budget, distributed over a two-year period, contingent upon the quarterly performance reports submitted by the engaged Business Service Provider (BSP) to the Directorate, in accordance with the scope of work outlined in the Request for Proposal (RFP).

The bidder will outline their quarterly plans and execution timeline in their Technical Presentation, covering all aspects of the project's Scope of Work. Based on these proposed plans, the department, in consultation with stakeholders, will finalize the quarterly targets in collaboration with the selected bidder.

Payment will be processed based on the report submitted by the selected bidder to the Directorate, detailing their targets and achievements. Reference format below.

The targets and strategies will/may be revised half-yearly after analysis of campaign data and plans.

Quarter No	Sub Head	Job Particulars	Achievements

5 Terms and Conditions

- Bidders have the flexibility to submit their proposals for one, or all two components of the RFP— Digital Marketing, and Label & Packaging but separately.
- Bidder have to provide the financial bid for each component in separate envelopes for which they are bidding.
- Essential technical requirement: The company /BSP must have all statutory registrations like PAN, TAN, Service Tax, PF, GST, ESIC, and Establishment registration etc., as applicable from time to time, with respect to this RFP.
- Bid validity: Bid submitted by the bidder shall remain valid for a period of 120 days from the date of submission of offer. The Bidder shall not be entitled during this period to revoke or vary the content of the Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as “REJECTED”.
- Agency shall submit an EMD of Rs.4 Lakh in favour of Director of Commerce & Industries, Shillong, Meghalaya (if applying for 2 components of the RFP). Agency shall submit an EMD of Rs.2 Lakh in favour of Director of Commerce & Industries, Shillong, Meghalaya (if applying for one component of the RFP).
- The EMD may be forfeited in following cases – If an Agency withdraws its bid or increases its quoted prices during the period of bid validity or its extended period, if any, or in the case of a successful Agency, if it fails within the specified time limit to accept Letter of Intent or sign the Agreement. – format as per Annexures Form 7

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- In the case of a consortium, each partner must comply with the terms and conditions and pre-qualified criteria outlined in the RFP.
- Every consortium member shall provide consent to the Lead Consortium Member and make itself aware of all the proceedings of the bidding process.
- The Lead Consortium Member shall be liable for the execution of the entire obligation in accordance with the terms and conditions mentioned in the RFP.
- In case of Consortium in meeting the requirement of eligibility criteria- the experience of each of the members of consortium shall be added together to arrive the combined eligibility of the consortium to determine the bidders compliance.
- In case of Consortium in meeting the requirement of Financial criteria stipulated in the RFP- the financial capacity of each of the member of consortium shall be added together to arrive the combined eligibility of the consortium to determine the bidders compliance.
- Submission of Bid: Technical Bid shall be submitted at the office of the Director, Directorate of Commerce and Industries, Govt. of Meghalaya Lower Nongrim Hills, Goraline, Shillong-791003, Meghalaya
- Amendment of RFP Document (Corrigendum): At any time prior to the deadline for submission of bids, Directorate of Commerce & Industries may, for any reason, modify the RFP document and the corrigendum will be published on website of the Corporation.
- Prices, Taxes and Duties: The Bidder should quote firm prices/ rates taking into account of all the Taxes, Duties, Levies, Personal Tax, Corporate Tax and all other expenditure required to be incurred by him/her for providing required services etc. during the contract period as indicated above and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. The quoted prices for all the items shall be inclusive of all applicable taxes.
- Assignment & Sub-Contract: The BSP shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of Directorate of Commerce & Industries.
- Taxes, Labour laws and other regulations: The selected BSP shall accept and bear full and exclusive liability for the payment of any and all existing and future taxes of the Central or State Government or of any other authority with respect to the contract or any course pursuant thereto or anything done, or service rendered pursuant thereto. The selected BSP shall fully comply with all applicable laws, rules and regulations relating to P.F. Act, ESIC Act, Bonus Act, Minimum Wages Act, Agreement Labour Act, Workmen's compensation Act, C.L. (R & A) Act, Migrant Labour Act, Essential Commodities. Act and/or such other Acts or Laws, regulations passed by the Central, States, Municipal and local governmental BSP or authority.
- Confidentiality and Disclaimer: All information supplied by the Directorate of Commerce & Industries in connection with this RFP must be treated as confidential and, for the avoidance of doubt, all parts of the RFP are to be treated confidentially by the Bidders.
- Except as otherwise permitted by this Agreement, neither of the parties may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary.
- For any query related to this RFP, the bidder must mail to meghalaya.ramp.scheme@gmail.com within one (1) week of release of this RFP to the DCI in the format given in form 8 of annexure of this RFP document.
- Last date of submission of the hard copy of the response to the RFP by the empanelled bidders **shall be within 21 days i.e. 25th April 2025.**
- Selected BSP should coordinate with Commerce & Industries Department, Government of Meghalaya at all times while implementing the project.

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

- GST is 18% of the amount against invoice, where Tax Deduction at Source (TDS) @ 2% will be deducted by the department, and the remaining 16% of the GST is to be filed by the firm.
- 10% income tax on the amount against invoice. In cases where 10% income tax is to be paid by the firm, they must issue a certificate in this regard.
- The DCI shall not entertain any increase in bid value during the project duration.

6 Other Terms & Conditions

- The proposal should be submitted via email (industries-meg@gov.in) and hard copy of the proposal no later than **25th April 2025 by 3 PM**.
- Sealed envelope containing the response to the RFP may be submitted in mail and address provided in the tender schedule section.
- **Contract Agreement:** The successful Bidder shall be required to execute a Contract Agreement with Directorate of Commerce & Industries on the nonjudicial stamp paper of Rs. 100/- (Rupees One Hundred Only). The cost of stamp paper shall be borne by successful Bidder. Directorate of Commerce & Industries reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.
- **Project Initiation and Timeline:** Resource allocation and project activities must commence within one month from the date of issuance of the purchase order/work order. The project commencement date will be mutually agreed upon and formally signed off by both the Directorate and the selected bidder.
- **Liquidated Damages:** In the event of failure to provide service beyond the specified date, liquidated damages @ 1% per month or part thereof in respect of the total loss value of the contract will be deducted, subject to a maximum of 10%; alternately the order may be cancelled, and the remaining service will be given to any other suitable BSP.
- **Support:** The Bidder/Company/firm has to give full support throughout the project duration, which may be further extended (Subject to extension from MoMSME) after the Labels & Packaging/Digital Marketing project of MeghaRise goes live thereafter continue to extend maintenance service if desired, on payment as per mutually agreed terms/as quoted.
- **Force majeure:** If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations here under by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
- **Interpretation/Arbitration:** In the event of any difference in the interpretation/Arbitration of any of the clauses of the service contract and / or the documents, the clarification given by the competent authority of Directorate of Commerce & Industries shall be final and binding on the Parties.
- **Exit Clause:** Directorate of Commerce & Industries can terminate the assignment at any time i.e. during the work period without giving any notice or citing any reasons.
- **Settlement of Disputes:** Any dispute or difference whatsoever arising between the parties out of or relating to the interpretation, application, meaning, scope of operation or effect of the service contract or the validity or the breach thereof, shall be settled via negotiation.
- Any dispute whatsoever shall be subject to the jurisdiction of Shillong, Meghalaya Courts only.

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7 Notification of Award

- Notification to Bidder: Prior to the expiry of the Bid validity period, Department of Commerce & Industries will notify the successful Bidder in writing or by fax or email, to be confirmed in writing by Letter of Intent (LOI), that its proposal has been accepted. The notification of award will constitute the formation of the Agreement.
- Signing of Agreement: The selected Bidder shall enter into agreement with Department of Commerce & Industries by signing a contract, incorporating all the terms and conditions, deliverables, responsibilities, payment schedules, project schedule etc.
- Discharge of Bid Security: Prior to signing of the Agreement, DCI shall promptly request the Selected Bidder to provide Performance Guarantee pursuant to this RFP document. On receipt of the Performance Guarantee, the Bid security of all successful and unsuccessful Bidders will be released.

8 General Other Information

8.1 Information

- Directorate of Commerce and Industries may accept or reject any or all the bids in part or in full without assigning any reason and is not bound to accept the lowest bid. Directorate at its discretion may change the upgrade or drop the criteria or part thereof at any time before awarding the contract.
- A bid submitted with false information will not only be rejected but the BSP will also be debarred from participation in future processes.
- Bidders are required to sign and submit all the pages of this RFP document and all other required supporting documents.
- For any query pertaining to this bid document, correspondence is addressed to Directorate of Commerce and Industries.

8.2 Time Period of Service

- The project will be up to 31st March 2027.

8.3 Language of Bids

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature being in a language other than English, a certified translation should accompany the documents as a part of the RFP document. All proposals and accompanying documentation will become the property of Directorate of Commerce and Industries (DCI) and will not be returned.

8.4 Modifications and Withdrawal of Bids

No proposal may be modified/withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the bidder on the proposal form. In case the bidder wishes to withdraw the Bid after the date of opening of the bids he/she may do so.

8.5 Right to accept any Bid and to reject any or all Bids

DCI reserves the right to accept or reject any proposal, and to terminate the tendering process and reject all proposals at any time prior to award of work, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for action so taken. In case of single bid, DCI reserves the right to award the work to a single bidder.

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

8.6 Expenses for the Agreement

The incidental expenses of execution of Agreement/Contract shall be borne by the successful Bidder.

8.7 Performance Bank Guarantee

Performance Bank Guarantee shall be equal to 5% of the Project Order exclusive of taxes (as shall be issued to the successful Bidder); value valid for the 2 year from the date of Project Order with a claim period of 12 (twelve) months from the date of expiry of the validity period of the Performance. Performance Bank Guarantee (PBG) as per statutory provisions in force. Successful Bidder will submit Performance. Performance Bank Guarantee as per the format attached vide Annexure-A1.3 hereto, within 14 days of receipt of the notification of award or Purchase Order.

8.8 Rejection on grounds of malpractices

- Bidders may specifically note that while evaluating the proposals, if it comes to DCI knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the Bidders so involved are liable to be disqualified for this Contract as well as for a further period of one (1) year from participation in any of the tenders floated by the DCI.
- DCI will reject a proposal for award if it determines that the Bidder recommended for award, or any of its personnel, or its agents or, Vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.

For the purposes of this provision, the terms are set forth as follows:

- “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- “Obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to DCI in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

8.9 Limitation of Liability

The Client shall not recover from the bidder, in contract or tort, under statute or otherwise, any amount with respect to loss of profit, data or goodwill, or any other consequential, incidental, indirect, disciplinary, or special damages in connection with claims arising out of this Agreement or otherwise relating to the Services, whether the likelihood of such loss or damage was contemplated. The Client shall not recover from the bidder, in contract or tort, under statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this Agreement or otherwise relating to the Services.

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

8.10 Confidentiality

Except as otherwise permitted by this Agreement, neither of the parties may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of this Agreement, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under this Agreement, or (e) must be disclosed under applicable law, legal process or professional regulations. These obligations shall be valid for a period of 6 months from the date of termination of this Agreement.

8.11 Indemnity

The Selected Bidder shall execute and furnish to the DCI, a Deed of Indemnity in favour of DCI in a form and manner acceptable to the Department, indemnifying Department from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the Contract period out of:

- i. Negligence or wrongful act or omission by the Selected Bidder or it's team or any BSP/ Third Party in connection with or incidental to this Contract; or
- ii. Any breach of any of the terms the Selected Bidder's Proposal as agreed, the RFP and this Contract by the Selected Bidder, its Team or any BSP/ Third Party.

8.12 Penalty and Liquidated Damages

The selected bidder in case of failing to complete the assignment satisfactorily shall be liable to pay a penalty limited to the contract value and liquidated damages upto 10% of the contracted value.

8.13 Compliance with ESG Regulations:

- i. **Environmental Compliance:** Selected Business Service Provider (BSP) must adhere to all applicable environmental regulations and standards, including measures to minimize environmental impact, implement sustainable practices, and ensure proper waste management, initiatives to reduce carbon footprints and resource utilization.
- ii. **Social Responsibility:** Selected Business Service Provider (BSPs) must comply with all relevant labour laws and human rights standards, ensuring fair wages, safe working conditions, no child or forced labour, and adopting an inclusive and diverse workforce.
- iii. **Governance Practices:** Selected Business Service Provider are required to maintain high standards of governance, which include transparency in operations, adherence to ethical practices, robust risk management processes, and compliance with all legal and regulatory requirements.

8.14 Compliance with Audit Regulations:

- i. **Transparency and Accountability:** Selected Business Service Provider must maintain transparent financial records and provide full access to auditors for review. This includes detailed documentation of expenditures, receipts, and financial statements to ensure compliance with audit requirements and to promote accountability.
- ii. **Regular Audits:** Selected Business Service Provider are required to undergo regular audits conducted by independent and qualified auditors. These audits should be in line with internationally recognized standards and must be scheduled at intervals specified by the World Bank guidelines to ensure ongoing compliance.

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

- iii. Reporting and Disclosure: Selected Business Service Provider must submit periodic financial reports and disclose any discrepancies or irregularities promptly. These reports should be comprehensive, including all financial activities related to the project.
- iv. Compliance with Legal and Regulatory Requirements: Selected Business Service Provider must comply with all relevant local and international laws and regulations regarding financial management and audits. This includes adherence to World Bank guidelines and standards to ensure that all financial activities are conducted legally and ethically.

Sd/-

Director of Commerce & Industries

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

9 ANNEXURES

Form 1: Bid Main Cover Letter

To,

The Director,
Directorate of Commerce and Industries
Plot No. LD/015, Lower Nongrim Hills,
Shillong, East Khasi Hills, Meghalaya - 793003

Sub: "Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya."

Dear Sir/Madam,

1. This is with reference to your RFP notice dated.....I/We have examined the RFP document and understood its contents. I/We hereby submit my/our Bid for "Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya" for Department of Commerce and Industries, Government of Meghalaya.
2. The Bid is unconditional for the said RFP.
3. It is acknowledged that the Authority will be relying on the information provided in the RFP and the documents accompanying such RFP for qualification of the bidders for the above subject items and we certify that all the information provided in the RFP are true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the bid are true copies of their respective originals.
4. This statement is made for the express purpose of the above-mentioned subject.
5. I/We shall make available to the authority any additional information it may find necessary or require supplementing or authenticate the Qualification statement.
6. I/We acknowledge the right of the Authority to reject our bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
 - A. I/We have examined RFP document and have no reservations to the RFP document.
 - B. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any agreement entered into with the authority or any other public sector enterprise or any Government, Central, State or local.
 - C. I/We confirm that our company/firm/consortium members, _____, have not been debarred/blacklisted for any reason/period by any Central/State Govt. Department/PSU etc. is currently not blacklisted or barred in any manner as on < last date of bid submission>
8. It is understood that the Department of Commerce and Industries, Government of Meghalaya may cancel the bidding Process of RFP at any time without incurring any liability to the department.
9. It is here certified that the company/firm/consortium members have not been debarred/blacklisted for any reason/period by any Central/State Govt. Department/PSU etc. If so particulars of the same may be furnished. Concealments of facts shall not only lead to cancellation of the order but may also warrant legal action. The government may reject bids of firms which has been blacklisted at any time.

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

10. It is hereby affirmed that we are in compliance of/shall comply with the statutory requirement of the Government of Meghalaya.
11. I/We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or whosoever otherwise arising to challenge or question any decision taken by the authority in connection with the selection of bidders, selection of the bidder, or in connection with the selection/bidding process itself, in respect of the above-mentioned items and the terms implementation thereof.
12. I/We agree to undertake to abide by all the terms and conditions of the RFP document.
13. I/We agree to undertake to be liable for all the obligations of the bidder under the agreement. In witness thereof, we submit this application under and in accordance with the terms of the RFP Document.

Yours faithfully,

Signature of Authorized (Full Name and designation of the BSP)

Date of submission:

Official Seal

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

Form 2: General Information about the Bidder

Details of the Bidder/Prime Bidder (Company/BSP)		
1	Name of the bidder	
2	Address of the bidder	
3	Legal status of the bidder	
4	Details of incorporation of the bidder	
5	Details of Commencement of Business of the bidder	
6	Valid Goods & Services Tax (GST) registration no. of the bidder	
7	Permanent Account Number (PAN) of the bidder	
8	Name & Designation of the contact person to whom all references shall be made regarding this RFP	
9	Telephone No. (with STD Code)	
10	E-Mail of the contact person	
11	Website	

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

Form 3: Organization Project Experience

Bidders to use this format for demonstrating, their related experience, in carrying out, similar assignments. Use separate formats for individual experience.

Reference Page Numbers in the Bid	From Page:	To Page:
Assignment Name:		
Name of the Client:		
Approx. Value of the Contract:		
Total number of staff-months of the Assignment:	Location & Address:	
Start Date (Month/Year):	Duration of Assignment (months):	
Completion Date (Month/Year):		
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative description of Project:		

Note: For each experience, bidder has to attach the supporting work orders / agreements / Lols / completion certificates.

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

Form 4: Profiles of the proposed core team members & experts to be deployed for the project

Using the format provided below, please provide profile of the proposed core team including the profile of key personnel proposed to be engaged.

Photo	Name			
	Position:			
	Date of birth			
	Education:			
Employment Record	From	To	Company	Position Held
Brief Profile				
Countries of work experience				
Languages	Language	Read	Write	Speak
Work Undertaken that Best Illustrates Capability to Handle the Task				
Assigned Nature of				
Work: Year:				
Location:				
Company:				
Position				
Held: Main				
features:				
Activities Performed:				
Certification				
I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.				
Additionally, I also certify that I shall be available for the entire duration of the contract.				
Signature of staff member				
Day/Month/Year				

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Form 5: Description of the approach and methodology for the project

Bidder to provide the detailed approach and methodology for extending services as per the Scope of Work mentioned under the RFP.

Form 6: Detailed Work plan for performing the assignment

Bidder to provide detailed activity and resource schedule for the entire work plan for the project.

In case bidders wish to provide any additional documentation, brochures etc. of above, they may do so by attaching the same as clearly referenced supplemental information.

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

Form 7: Performance Bank Guarantee Format/EMD

PERFORMANCE SECURITY:

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email Id.>

Whereas, <<name of the supplier and address>> (hereinafter called "the Bidder") has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <<name of the assignment>> to Purchaser (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <bank name> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of INR<Insert Value> (Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of INR <Insert Value> (Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed INR <Insert Value> (Rupees <Insert Value in Words> only).
- II. This bank guarantee shall be valid up to <Insert Expiry Date>
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

Form 8: Pre-Bid Query Format

(In Organization Letter head)

S. No.	RFP Section	Sub Section	Clause in RFP	Query

- i. Name and complete official address of prospective Bidder Name of the Bidder's Contact Person:
- ii. Email:
- iii. Mobile No.:
- iv. Telephone:
- v. Signature:
- vi. Name of the Authorized signatory:
- vii. Company seal:
- viii. Date and Stamped:

Sd/-
Director of Commerce & Industries

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

Form 9: Financial Bid Proposal Format

(To be submitted in a separate sealed envelope)

Along with the given format below, the bidder must also submit a comprehensive breakdown of the pricing framework, encompassing all elements of pricing, per-unit expenses, allocation of resources, projected overhead costs, professional fees, and any additional presumptions utilized to determine the final, comprehensive price quotation.

Note: Please attach relevant documents like Power of Attorney, Certificate of Incorporation, GST IN, PAN and Other.

S. No.	Description	Cost (excluding taxes)	Cost (including taxes)
	One-time cost for Digital Marketing/ Label and Packaging Designs under the MeghaRise Project in Meghalaya (This will include all project related cost including maintenance fees after the project goes live)		

Please mention the following in preparing your bid:

Signature (of Consultant's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name or Consortium's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address}

Date

Place

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

Form 10: Annual Turnover

(Details of average annual turnover certified by CA)

Requirements: The Average Annual Turnover to be provided in the following format for the last 3 Audited Financial Years.

Financial Information			
Financial Year			
Annual Turnover (in INR)			
Average annual Turnover			
Note: Overall Annual turnover should be supported by Audited Balance Sheet and certified by Statutory Auditors			

Request for Proposal for Hiring of Business Service Provider for MeghaRise Project in Meghalaya

Form 11: Undertaking for non blacklisting

(To be submitted on company letter head/ for consortium, each member has to submit in their own letterhead)

Declaration for Lead Bidder

Place

Date

To,

.....

Subject: Self Declaration of not been blacklisted in response to the "Request for Proposal for **Hiring of Business Service Provider for MeghaRise Project** under RAMP Scheme"

Ref: RFP No. <<.>> dated <<....>>

Dear Sir,

We confirm that our company/firm/consortium members, _____, have not been debarred/blacklisted for any reason/period by any Central/State Govt. Department/PSU etc. is currently not blacklisted or barred in any manner as on < last date of bid submission>

(Signature of the Lead Bidder)

Printed Name

Designation

Seal

Date:

Place:

Business Address