

**GOVERNMENT OF MEGHALAYA  
MEGHALAYA STATE SKILLS DEVELOPMENT SOCIETY**

No. MSSDS/394/EOI-Gen/2022/140

Dated: Shillong, the 18<sup>th</sup> June, 2022

**DETAILED REQUEST FOR EXPRESSION OF INTEREST  
ENGAGEMENT OF ERP EDUCATION PARTNER  
FOR STUDENTS OF MEGHALAYA**

**SCHEDULE OF EOI PROCESS**

<b>Event Description</b>	<b>Scheduled Date</b>
Date of Publishing EOI	17 <sup>th</sup> June, 2022
Pre-Bid Conference	27 <sup>th</sup> June, 2022 at 2:30 PM in Virtual Mode @ meet.google.com/kcu-ddpy-vnu
Date of Submission of EOI	4 <sup>th</sup> July, 2022; 3:00 PM
Opening of Technical Proposal	4 <sup>th</sup> July, 2022; 3:30 PM
Last date for Scrutiny	July, 2022
Opening of Financial Proposal	July, 2022
Date of release of the result	July, 2022

Any amendments to the above schedule are subject to the decision of the Chief Executive Officer, Meghalaya State Skills Development Society, Labour Department, Government of Meghalaya

**3rd Floor, Grove Site Building, Keating Road, Shillong, Meghalaya - 793001**

**Ph. No. - (0364) 250 2243, Website: <https://mssds.nic.in> E-Mail: [skills-meg@nic.in](mailto:skills-meg@nic.in)**

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## **A. BACKGROUND**

Today in this disruptive world, technology is deep rooted in everything that we do. The pace at which technology is evolving is extremely fast. For example, what in yesteryears technology used to evolve in a decade, is now seen to evolve in less than a year. Keeping that in the mind, this project aims to empower students of the State by assisting them towards enhancing their skills and capabilities to work around the conventional way of learning and adopting technology in order to face the Digital Disruption to deliver value across the stakeholders. One of the areas under Digital Skilling is Enterprise Resource Planning (ERP) platforms which has a high demand in many organizations including Government offices. This will not only make them employable in industries, services and business sectors but also in the government sector. It has the built-in resilience to adapt itself to the market dynamics on a continuous basis so that the target groups are not deprived of the professional acumen demanded by the changing / emerging market needs and opportunities for employment at domestic as well as international levels. The project has been made more comprehensive keeping in view the emerging trends of employment in the era of economic reforms, liberalization, digitalization and globalization.

An amount of Rs.2.5 Crore (Rupees Two Crore Fifty Lakhs only) has been earmarked for the same under the State Plan Fund.

## **B. AIMS & OBJECTIVES**

The objectives of the scheme are to assist students through special coaching in ERP Platform in module of their interest.

The Education Partner will be selected to impart the above coaching to the interested eligible youths/ students from the State of Meghalaya.

## **C. SCOPE OF WORK:**

The Agency shall be responsible for the following.

1. Providing ERP Education approved licenses for the college students in Meghalaya for training in ERP Platform.
2. Impart Digital Skilling in ERP Platform in the domain course directory of OEM by a reputed partner.
3. Engage trainer of high-quality having industry and academia experience for Training of Trainers (ToT) and Instructor led Training (ILT)
4. Facilitate standard ERP courses and provide course duration details of at least 200 hours as specified by OEM.
5. Design, develop, and implement Continuous Progressive Assessments (CPAs), with one assessment after every 50 hours of learning.
6. Provide digital Joint Course Completion Certificate to successful students, enabling them to pursue Global Certification by the OEM.

Note: MSSDS would not be responsible for making a minimum number of candidates available. The minimum batch size will vary based on the training location. The selected

bidder may start the batch as deem feasible. The selected bidder will also be responsible for completing all trainings with the agreed timelines as per Contract. The maximum Trainer: Trainee ratio permissible is 1:30.

#### D. PAYMENT TERMS

S.No	Indicative Milestones to be Achieved	T = Time line (in Calendar Days)	Payment Schedule
1	Signing of Contract <sup>1</sup>	T <sub>0</sub>	
2	Submission of draft Inception Report including: Project mobilization Plan, Training centre location and infrastructure Placement of resources, Activity implementation schedule, Training plan, M&E plan, Curriculum and Course Modules.	T <sub>1</sub> = T <sub>0</sub> + 15	30%
3	Commencement of training and release of 1 <sup>st</sup> log-in for the total training target	Within 15 days of the submission of training commencement reports and log-in details for the total target.	30%
4	Completion of training for the total training target	Within 15 days of the submission of training completion reports	10%
5	Completion of at least two job interviews for total training target	Within 15 days of the submission of Interview reports	10%
6	Placement of 100% of guaranteed placement target youth post training	Within 15 days of the submission of Placement reports	10%
7	The Final Tracking Reports / Project Completion Reports	15 days before the Contract Completion Period	10%

#### E. COUNTERPART SUPPORT

The following shall be made available by MSSDS to the Education Partner

1. Venue for conducting screening test
2. Liaison with colleges in the State for conducting the training.

#### F. ELIGIBILITY CRITERIA:

Following will be the minimum pre-qualification criteria. Each eligible interested Institutions/private parties/organizations/ societies/ companies/trusts should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification

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<sup>1</sup>10% as mobilization advance if required on submission of advance bank guarantee

criteria will be rejected and will not be evaluated. The process will comprise of screening and selection based on the supporting documents submitted as mentioned in the below table:

<b>SN</b>	<b>Pre-Qualification Criteria</b>	<b>Supporting Document</b>
1	The applicant shall be a Trust/ Company/ Firm/ Society registered in any State/UT's of country with a minimum 15 (Fifteen) years of business experience as on 31 <sup>st</sup> March, 2021.	Self-attested copy of Certificate of Incorporation/ Registration
2	Applicant should be operating in India for a minimum of 10 (Ten) years.	PAN Card Copy
3	Applicant should have annual revenue of more than INR.50 crore for each of last 3 years.	1. Audited Profit and Loss Statement and Balance sheets. 2. Statutory Auditor Certificate
4	Applicant should be the OEM or OEM approved Partner, with a minimum association period of two years.	Self-attested copy of Partnership initiation
5	Applicant should have experience of working with at least 5 Universities / Institutes recognized by Statutory body for ERP site license-based training for Students.	Work Orders / MoUs / Completion Certificates
6	Applicant should have experience in running at least 10 ERP training Centers across country.	Addresses of Centers
7	Applicant should have worked in Government agencies for vocational / skilling / higher education in past.	Previous training or office existence proof
8	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies.	CA certified document with name of CA registration number, signature and stamp.
9	Conflict of Interest.	Bidder should submit undertaking that no-conflict of interest shall arise in case of selection of agency for execution of scope of work
<b><i>“The above-mentioned clauses are indicative. Post sanction of contract / empanelment additional clauses may be added as deemed necessary by MSSDS”.</i></b>		

## **G. INSTRUCTIONS TO APPLICANTS**

Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected.

The EOI document along with all supporting documents and certificates shall be submitted in a single sealed cover with double envelope (one envelope super scribed Technical Proposal and second envelope superscribed as Financial Proposal), which shall be superscribed as **“EXPRESSION OF INTEREST FOR ENGAGEMENT OF AGENCY FOR DIGITAL SKILLING OF STUDENTS IN MEGHALAYA”**.

The EOIs need to be submitted as per the formats enclosed.

1. Applicant’s Expression of Interest as per Format-1.
2. Organizational Contact Details & Application form as per Format-2.

3. Experience of the organization in ERP Training as per Format-3.
4. Details of association with Government/ PSU/ Private Organizations for skill development/ Vocational programs/higher education during the last 5 financial years in Format-4.
5. List of ERP Training Centres and number of trainees trained as per Format-5.
6. Proposed Training Model as per Format-6
7. Financial strength of the company as per Format-7.
8. Additional information as per Format-8.
9. Declaration as per Format-9.
10. Financial Proposal as per Format-10, Format 11 and Format-12
11. Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

The applicants are expected to examine all instructions, forms, terms and other details in the REOI document carefully. Failure to furnish complete information as mentioned in the REOI document or submission of a proposal not substantially responsive to the REOI documents in every respect will be at the Applicant's risk and may result in rejection of the proposal.

1. Applicants must:
  - a. Include all documentation specified in this document.
  - b. Follow the format, specified in this document and respond to each element in the order as set out in this document.
  - c. Comply with all requirements as set out in this document.
2. The EOI shall be signed in original and stamped on each page.
3. Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained.
4. The Proposals submitted by telex/telegram/fax etc. shall not be considered. No correspondence will be entertained on this matter.
5. MSSDS will not be responsible for any delay or non-receipt or non-delivery of the Expression of Interests. No further correspondence on this topic will be entertained.
6. MSSDS has the right to modify and amend any of the stipulated conditions / criterion depending upon project priorities and exigencies.
7. While preparing the EOI, the applicant is expected to examine this document in detail. Material deficiencies in providing the information requested in the document may result in rejection of the EOI.
8. The applicants shall bear all costs associated with the preparation and submission of their EOIs and MSSDS shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
9. MSSDS is not bound to accept any EOI and reserves the right to annul the selection process at any time prior to the selection.

10. If the envelopes and packages with the EOI are not sealed and marked as required, MSSDS shall assume no responsibility for the misplacement, loss or premature opening of the EOI.
11. The EOI or its modifications must be sent to the address indicated of the MSSDS in this EOI and must be received by MSSDS no later than the deadline indicated there in or any extension to this deadline. Any EOI or its modification received by MSSDS after the deadline shall be declared late and rejected.
12. Applicants must ensure that their response is submitted as per the formats attached with this document. Comments, if any, on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

## **H. VENUE & DEADLINE FOR SUBMISSION OF PROPOSAL**

Interested and Eligible Institutions can submit their EOIs in its complete form in all respects as specified in the REOI to The Chief Executive Officer, MSSDS, Meghalaya at the address specified herein earlier on or before July 4, 2022 by 3:00 PM.

## **I. GENERAL TERMS & CONDITIONS**

1. More than one agency could get empanelled as the Education Partner
2. The selected Education Partner/s will have to deposit a Bank Guarantee of 5% of the total project cost in favour of the “Meghalaya State Skill Development Society” within 15 days from the date of issue of the Work Order as Security Deposit which will be released on successful performance and satisfactory completion of the contract.
3. The selected Education Partner/s will have to execute a Legal Agreement / MoU with the Executive Director, MSSDS. A copy of such the MoU will be given to the selected Education Partner on receipt of the Security Deposit.
4. The rates quoted by the applicant must remain valid upto 90 days from the date of submission of the EOI. In case of delay in Award of Contract, the selected Education Partner/s may be requested to extend validity period, if mutually agreed upon.
5. Notwithstanding the above, the Client reserves the right to accept or reject any of Proposals at any stage without assigning any reasons thereof and / or cancel the process and reject all proposals at any time prior to the award of Contract.
6. The contract shall be initially for a period of 1 (One) year from the date of signing of contract.
7. The contract may be renewed further after the initial period of 1 year subject to satisfactory performance of the Partner and with the mutual consent of both parties.
8. This Request for EOI shall be interpreted, enforced and otherwise governed by the Laws of India, without reference to its conflict of law principles and the Courts at Shillong, Meghalaya, India, shall have the exclusive jurisdiction in respect of matters arising in relation to this Request for EOI.

## **J. EVALUATION CRITERIA AND METHOD OF EVALUATION:**

### **1. General Criteria**

- (a) Screening of EOIs shall be carried by a Committee constituted by MSSDS out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- (b) The committee shall adopt QCBS method for evaluation and examine the information supplied by the applicants as well as evaluate the same as per the eligibility criteria specified in this EOI. The Committee will also evaluate the Financial Proposal for the Project submitted by the bidder. For the overall evaluation combine score of technical and financial evaluation shall be taken into the consideration in the ratio of 70:30 (weightage).
- (c) EOI will be evaluated for shortlisting inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and training proposal to the selection committee whose decision will be final.
- (d) The proposals of only qualified parties as per the pre-qualification criteria shall be evaluated.
- (e) The office of the Executive Director, MSSDS will take up references and reserves the right to pay due attention to the Applicant's performance elsewhere and any past experience.
- (f) The qualifying score in the technical evaluation is 75 out of the total score of 100. If adequate nos. of firms do not qualify, then, MSSDS, Shillong may reduce the qualifying score, however, it shall not be less than 60.
- (g) Financial Proposal will be opened for the applicants those qualified in the technical evaluation only.
- (h) The evaluation shall be strictly based on the information and supporting documents provided by the applicants. It is the responsibility of the applicants to provide all supporting documents as listed in forms necessary to fulfil the mandatory eligibility criteria.



## 2. Technical Proposal Evaluation:

(a) The scoring criteria to be used for evaluation shall be as follows:

SN	Criteria	Maximum Marks
1.	Years of business experience: a) Between 15 to 20 years: 2 marks b) Above 20 years: 3 marks c) Above 25 years: 5 marks	5
2.	Years of experience in imparting skill development/ Vocational programs/higher education for any Government/ PSU/ Private Sector Organization: a) Between 3 to 5 years: 2 marks b) Above 5 years: 3 marks c) Above 10 years: 5 marks	5
3.	Nos. of Government/ PSU/ Private Organizations for skill development/ Vocational programs/higher education during the last 5 financial years a) Between 3 to 5 nos.: 2 marks b) Between 6 to 10 nos.: 3 marks c) Above 10 nos.: 5 marks	5
4.	Association with recognized universities/institutes for ERP license-based training for students a) Between 5 to 7 nos.: 2 marks b) Between 7 to 10 nos.: 3 marks c) Above 10 nos.: 5 marks	5
5.	Number of Students trained (overall) ▪ For every 2000 students 1 marks upto 10 marks maximum	10
6.	Number of Students trained in ERP Modules as mentioned in Eol ▪ For every 500 students 2 marks up to 10 marks maximum	10

7.	<b>Training Model Proposed</b>	40
	a) Number of Modules offered (5 marks) <ul style="list-style-type: none"> <li>▪ 5 modules: 3 marks</li> <li>▪ Above 5 modules: 5 marks</li> </ul>	
	b) Total number of hours (5 marks) <ul style="list-style-type: none"> <li>▪ 200 hours – 3 marks</li> <li>▪ Above 200 hours – 5 marks</li> </ul>	
	c) Percentage Hours of Instructor-led training (5 marks) <ul style="list-style-type: none"> <li>▪ 30% ILT: 1 marks</li> <li>▪ 40% ILT: 3 marks</li> <li>▪ 50% ILT: 5 marks</li> </ul>	
	d) Certification (5 marks) <ul style="list-style-type: none"> <li>▪ National Certification: 3 marks</li> <li>▪ Global Certification: 5 marks</li> </ul>	
	e) Placement tie-ups (5 marks) <ul style="list-style-type: none"> <li>▪ 5 – 9 Fortune 500 companies – 2 marks</li> <li>▪ 10 – 14 Fortune 500 companies – 3 marks</li> <li>▪ 15 – 20 Fortune 500 companies – 4 marks</li> <li>▪ Above 20 Fortune 500 companies – 5 marks</li> </ul>	
	f) Guaranteed Placement percentage (5 marks) <ul style="list-style-type: none"> <li>▪ 40% - 2 marks</li> <li>▪ 50% - 3 marks</li> <li>▪ 60% - 4 marks</li> <li>▪ 70% - 5 marks</li> </ul>	
	g) Guaranteed Minimum Salary Package (5 marks) <ul style="list-style-type: none"> <li>▪ INR. 20 – 25 k per month – 3 marks</li> <li>▪ INR. 25 – 30 k per month – 4 marks</li> <li>▪ Above 30 k per month – 5 marks</li> </ul>	
	h) Minimum number of Trainees required for price quoted (5 marks) <ul style="list-style-type: none"> <li>▪ 2000 trainees – 2 marks</li> <li>▪ 1500 trainees – 3 marks</li> <li>▪ 1000 trainees – 4 marks</li> <li>▪ 500 trainees – 5 marks</li> </ul>	
8.	Average annual turnover (last 3 financial years i.e. 2018-19, 2019-20 & 2020-21): <ul style="list-style-type: none"> <li>a) Between Rs.50 Crores to Rs.100 Crores: 5 marks</li> <li>b) For every 50 Crores above Rs.100 Crores: 2 mark for each up to maximum of 20 marks</li> </ul>	20
<b>Total</b>		<b>100</b>

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

$$\mathbf{T_n = (T_s / T_h) \times 100}$$

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

### 3. Financial Proposal Evaluation

- (a) For financial evaluation, the total cost indicated in the Financial Proposal will be considered to arrive at the per trainee/ cost. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- (b) 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 reflecting 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 Education.
- (c) The lowest Financial Proposal (F<sub>m</sub>) per trainee 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:

$$\mathbf{F_n = (F_m / F_b) \times 100}$$

Where

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

F<sub>b</sub> = Price quoted by the bidder under consideration

F<sub>m</sub> = Lowest price quoted

### 4. Quality Cum Cost Based Selection (QCBS)

- (a) After the Technical evaluation, the evaluation committee will evaluate each of the Technically Qualified bidders' response based on technical and commercial parameters.
- (b) The weightage of the technical and commercial parameters will be in the ratio of 70:30, respectively.
- (c) For calculation of the combined Technical and Price Score of all bidders, the following formula will be used:

$$\mathbf{Total\ Score = T_n + F_n}$$

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

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). The second-ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws or fails to comply with the requirements specified in the EOI.

**K. CONDITION UNDER WHICH EOI IS ISSUED:**

**EOI Opening Date & Time:** July 4, 2022 at 4:00 PM

1. All information contained in this EOI subsequently provided are in good faith.
2. This EOI is not an agreement or an offer by MSSDS to the prospective applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation and submission of their applications pursuant to this EOI.
3. This EOI includes statements, which reflect various assumptions and assessments arrived at by MSSDS in relation to the selection of education partner. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require.
4. MSSDS accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this EOI.
5. MSSDS may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI, without assigning any reason or providing any notice and without accepting any liability for the same.
6. The issue of this EOI does not imply that MSSDS is bound to select an applicant or to appoint the selected applicant, as the case may be. MSSDS reserves the right to cancel this request for EOI and/ or invite afresh with or without amendments to this request for EOI, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is merely indicative.

**FORMAT – 1**  
**APPLICANT’S EXPRESSION OF INTEREST**

To,

The Chief Executive Officer  
Meghalaya State Skills Development Society  
Meghalaya, Shillong

Sub: Submission of Expression of Interest for empanelment of Education Partner

Ref: No. MSSDS/394/EOI-Gen/2022/140, dated 18<sup>th</sup> June, 2022

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on 18<sup>th</sup> June, 2022 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents in separately sealed envelope:

1. Organizational Contact Details & Application form as per Format-2.
2. Experience of the organization in ERP Training as per Format-3.
3. Details of association with Government/ PSU/ Private Organizations for skill development/ Vocational programs/higher education during the last 5 financial years in Format-4.
4. List of ERP Training Centres and number of trainees trained as per Format-5.
5. Proposed Training Model as per Format-6
6. Financial strength of the company as per Format-7.
7. Additional information as per Format-8.
8. Declaration as per Format-9.
9. Financial Proposal as per Format-10
10. Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Date:

Stamp.....

Encl: As above

Note: This is to be furnished on the letter head of the organization

## FORMAT-2: APPLICATION FORM TO BE SUBMITTED

(To be filled in by an authorized representative of the applicant organization)

### PART – I

1. Name, address, telephone No. Fax No. /e-mail ID of the head office of the organization/institution
2. Address and telephone no. of the functional centre for which the application is being submitted
3. Nature of the organization/institution (e.g. not for profit, or commercial or registered society or trust etc.)
4. Main area of business
5. Date of establishment
6. Whether registered under the Societies Registration Act, 1860 or any relevant Act of the State Govt./Union Territory Administration or under any State Law relating to registration of literary, scientific and charitable societies or as a public trust or as a charitable company, if so:
  - a) Give name of the act under which registered
  - b) Registration no. and date of registration (Please attach an attested photocopy thereof)
  - c) Period up to which valid
7. GST registration no.
8. Permanent Account Number (PAN)
9. Details of Contact Person
  - a) Name & Designation
  - b) Telephone No. (with STD Code)
  - c) Mobile No.
  - d) Email ID
10. Website

Signature of the applicant

Full name of the applicant

Stamp:

Date

### FORMAT-3: EXPERIENCE IN SIMILAR FIELD

Project References, Details of assignments with Government/ PSU/ Private Organizations for skill development/ Vocational programs/higher education during the last 5 financial years.

<b>SN</b>	<b>Name of the Assignment</b>	<b>Number of Assignments during last 5 years</b>	<b>Order Value of each assignment (in INR - Lakhs)</b>	<b>Number of persons trained</b>	<b>Name of Client / Organization</b>

(More rows may be added)

**FORMAT-4: ASSOCIATION WITH RECOGNIZED UNIVERSITIES/INSTITUTES  
FOR ERP LICENSE-BASED TRAINING FOR STUDENTS**

<b>SN</b>	<b>Name of the University / Institute</b>	<b>Address of the University / Institute</b>	<b>Date of Affiliation</b>	<b>Number of persons trained</b>

(More rows may be added)



**FORMAT-5: LIST OF ERP TRAINING CENTRES AND NUMBER OF TRAINEES TRAINED**

<b>SN</b>	<b>Name of Centre</b>	<b>Address of the Centre</b>	<b>Date of Establishment</b>	<b>Number of persons trained</b>

(More rows may be added)

## **FORMAT 6: TRAININGS PROPOSED**

1. Details of Modules Offered
2. Total Number of training hours
3. Total hours of Instructor-led training
4. Details of Certification
5. List of organizations for placement tie-ups (include supporting documents)
6. Guaranteed Placement percentage
7. Minimum Salary Package
8. Minimum trainees required for price quoted

**FORMAT 7: FINANCIAL STRENGTH OF THE ORGANIZATION**

<b>SN</b>	<b>Financial Year</b>	<b>Whether profitable Yes/No</b>	<b>Annual net profit (in INR - Crores)</b>	<b>Overall annual turnover (in INR - Crores)</b>	<b>Annual turnover from only ERP trainings rendered in India (in INR -Crores)</b>
1	2018-19				
2	2019-20				
3	2020-21				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

## **FORMAT 8: ADDITIONAL INFORMATION**

1. List all enclosures related to the previous sections.
2. Additional information to support the eligibility (Not more than 4 pages).

Signature of the applicant

Full name of applicant

Stamp & Date

## FORMAT 9 - DECLARATION

(The Declaration Letter is to be submitted by Company Secretary/Authorized Representative and Signatory on Company's Letterhead with his/her dated Sign and Seal)

To,

The Chief Executive Officer  
Meghalaya State Skills Development Society,  
Shillong  
Meghalaya

In reference to the EOI No \_\_\_\_\_ dated ....., as a representative(s) of ..... (name of the applicant's organization), I/We hereby declare that our organization ..... is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding till the time of submission of response to this EOI by any State/Central Govt. or PSU due to unsatisfactory performance, beach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

**FORMAT 10 – FINANCIAL PROPOSAL**

To:

The Chief Executive Officer (CEO)  
Meghalaya State Skill Development Society  
3<sup>rd</sup> Floor, Grove Site Building, Keating Road  
Shillong, Meghalaya – 793001

Dear Sir:

We, the undersigned, offer to provide the services for **Training of** [insert number of trainees] **Meghalaya Youth in ERP training** in accordance with your Request for Expression of Interest dated 18<sup>th</sup> June, 2022 and our Technical Proposal.

Our Financial Proposal is for the amount of Rupees {Insert amount(s) in words and figures}, [*Insert “including” or “excluding”*] of all indirect local taxes. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

We remain,

Yours sincerely,

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

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

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

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

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

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

## FORMAT 11 – SUMMARY OF COSTS

<b>Item</b>	<b>Cost</b>			
	{ Delete columns which are not used. }			
	In INR Rupees			
<b>Competitive Components</b>				
Remuneration, Key Experts				
Reimbursable Expenses				
<b>Sub-Total</b>				
<b>Total Cost of the Financial Proposal <sup>2</sup></b>				
<b>Indirect Local Tax Estimates <sup>3</sup></b>				
(i) {insert type of tax e.g., GST}				
(ii) {insert type of tax}				
<b>Total Estimate for Indirect Local</b>				
<b><u>Total Cost inclusive of Tax</u></b>				

<sup>2</sup> Should match the amount in Form FORMAT 10.

<sup>3</sup> To be discussed and finalized at the negotiations if the Contract is awarded.

### FORMAT 12 – BREAKDOWN FINANCIAL PROPOSAL

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

Type of Expense	Quantity	Unit	Currency	Unit Price	Total
<b>Total: Reimbursable Expenses</b>					