



MEGHALAYA STATE SKILL DEVELOPMENT SOCIETY (MSSDS)

Government of Meghalaya

Corrigendum cum Request For Proposal (RFP)

State Implementing Partner

for

One Skill One Talent (OSOT) Programme in Meghalaya

(TWO-BID ENVELOPE PROCESS)

Purchaser/Client : *Meghalaya State Skill Development Society (MSSDS)*

Contract title : *Procurement of a State Implementing Partner for OSOT Programme*

EOI Ref No : **MSSDS/368/OSOT/SIP/RFP/2021.**

Activity	Schedule
Publishing of corrigendum	5:00 PM, 01 July 2021 https://mssds.nic.in
Publishing of the original RFP on the portal	5:00 PM, 27 June 2021 https://mssds.nic.in
Last Date of submission of proposals	4:00 PM, 17 July 2021
Last Date for pre-bid queries citing the RFP Ref No as subject	4:00 PM, 07 July 2021 ceomssds21@gmail.com
Address for communication and submission of bids (Both the technical and financial proposals be submitted in two separate envelopes)	Executive Director (ED), MSSDS 3rd Floor, Grove Site Building, Keating Road , Shillong 793001.

*Financial Proposals of only those bids will be opened that meet the minimum technical score. The Date of opening of financial proposals will be intimated to the technically qualified bidders.

NOTE: Opening of technical proposals shall be conducted virtually (online); Interested applicants (bidders who submit the proposals) shall email for the meeting link on or before the last date for submission of the bids as mentioned in the table above.

Table of Contents

1.	Introduction	4
	Background	4
	Due Diligence by Bidders	4
	Accessing Bidding Documents and Participation	5
	Communications	5
2.	Instruction to Bidders	6
	Scope of Proposal	6
	Pre-Qualification Criteria	6
	Conflict of Interest	8
	Number of Proposal	10
	Cost of Proposal	10
	Acknowledgement by Bidder	10
	Right to Reject any or all Proposals	11
	Force Majeure	11
	Dispute Resolution	12
3.	Preparation and Submission of Proposal	13
	Language	13
	Format and Signing of Proposal	13
	Technical Envelope No.1	14
	Financial Envelope No.2	15
	Submission of Proposal	16
	Proposal Due Date/ Bid Submission Date	16
	Late Proposals submissions	16
	Modification/ substitution/ withdrawal of Proposals	16
	Miscellaneous	16
4.	Evaluation Process	18
	Evaluation of Proposals	18
	Confidentiality	18
	Intellectual Property Rights	19
	Clarifications	20
5.	Evaluation of Bidder's Proposal	21
	Technical Proposal Evaluation	21
	Technical Evaluation Calculation	23
	Shortlisting of Bidders	23
	Technical Presentation	24
	Evaluation of Financial Proposal	24

Final Evaluation Using QCBS	24
6. Appointment of Consulting Agency	26
Award of Work.....	26
Performance Bank Guarantee (PBG)	26
Execution of Agreement.....	26
Deployment and Project Initiation	26
Bidder's General Responsibility	26
General Provisions.....	27
7. Fraud and Corrupt Practices	28
8. Objectives and Scope of Work	29
Objectives of the Assignment.....	29
Scope of Work.....	31
Implementation Timelines	33
Resource Deployment Requirement.....	34
Payments	37
9. Service Level Agreement (SLA)	37
10. Annexures	39
Format for Submission	39
1. Checklist	39
2. Format-1 Bid Cover Letter.....	40
3. Format-2 Format of Pre-Qualification Criteria	42
4. Format-3 Format of Financial Bid.....	45
5. Format-4 Format of PBG.....	47
6. Format-5 Self Certification for undertaking total responsibility by Bidder.....	48
7. Format-6 Organisational Contact Details	48
8. Format-7 CV of Proposed Team Members	50
9. Format-8 Financial Strength of the Organization	51
10. Format-9 Declaration	52
11. Format-10 Pre- Bid Queries.....	53
12. Format-11 Non-Blacklisting Declaration.....	54
13. Format-12 Project Credentials	55

1. Introduction

Background

The One Skill, One Talent is a flagship initiative of MSSDS, Government of Meghalaya that builds on the State's existing youth development plan through a series of multi-layered interventions to cultivate growth mindsets, well-being, talent development and career awareness. The programme aims in helping young adults to recognise personal strengths and potential early on through personal development experiences, youth camps, talent recognition workshops and forward linkage opportunities.

A supportive eco-system of youth mentors, talent providers and domain experts will be aligned with the joint efforts of the selected schools, facilitating agencies and community mobilisation stakeholders to ensure that youth across the State are provided with the opportunity of participating in the One Skill, One Talent experience.

The interventions designed will attempt:

1. To build aspirations and growth mindset through expanding ambition, persistence and determination.
2. To amplify the importance of talent and the pursuit of passion.
3. To identify and empower a statewide network of domain experts, mentors and life coaches.
4. To provide a formal platform to out of school youth who don't have access to vocational education.
5. To lay the foundation for career development through skilling experiences to build awareness.
6. To identify and nurture talent to achieve excellence and career fulfilment.

The current RFP is related to engaging a State Implementing Partner by MSSDS. This team would work with the local partners, Government officials and other stakeholders to execute the project most efficiently.

Due Diligence by Bidders

- 1.2.1. Before submitting their Proposals, Bidders may examine the requirements at their own expense and obtain and ascertain for themselves, at their responsibility and other information necessary for preparing their Proposals.
- 1.2.2. Bidders shall be deemed to have full knowledge of the requirements of the Work. MSSDS will not accept any responsibility or liability for any errors, omissions, inaccuracies, or errors of judgment concerning information or materials provided by MSSDS in this RFP document or otherwise with respect to this Project. Although such information and materials are to the best of the MSSDS's belief, their verification is the sole responsibility of Bidder.

- 1.2.3. Neither MSSDS, nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information provided nor will have any liability to any bidder which may arise from or be incurred or suffered in connection with anything contained in this RFP and the award of the Work or otherwise arising in any way from the selection process.

Accessing Bidding Documents and Participation

The complete Bid Document can be viewed/ downloaded from the tendering portal of <https://mssds.nic.in> by interested bidders from **27 June 2021**. For any help regarding downloading or submissions, bidders may e-mail at ceomssds21@gmail.com.

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

- 1.1.1. Each proposal shall indicate that it is a firm Proposal and that the Bid will remain valid for a period not less than ninety (90) days from the due date of the submission of the proposal. MSSDS reserves the right to reject any Proposal, which does not meet this Bid Validity Period requirement.
- 1.1.2. MSSDS may request one or more extensions of the Bid Validity Period. To make such a request, the MSSDS shall give notice through e-mail to the Bidder(s) at least three (3) days prior to the expiration of the Bid Validity Period. Suppose any Bidder does not agree to the extension. In that case, they may withdraw by giving notice in writing to the MSSDS of its decision before the expiration of the Bid Validity Period. In case, the MSSDS does not receive any written information of withdrawal before the expiry of the Bid Validity Period, and the requested extension shall be deemed to have been accepted by the Bidder(s).
- 1.1.3. When an extension of the Bid Validity Period is made, Bidders shall not be permitted to change the terms and conditions of their Bids.
- 1.1.4. The Bid Validity Period of the Successful Bidder shall be automatically extended until the Date on which the Agreement is signed and is in force.

Communications

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

Executive Director (ED),
MSSDS
3rd Floor, Grove Site Building, Keating Road , Shillong 793001.
E-mail: ceomssds21@gmail.com

2. Instruction to Bidders

Scope of Proposal

- 2.1.1. Please refer to section 8 for components of the programme, scope of Work and objectives of the assignment.
- 2.1.2. Bidders are advised that the selection of State of Implementing Partner shall be based on an evaluation by the authority through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the authority's decisions are without any right of appeal whatsoever.
- 2.1.3. The Bidder shall submit its proposal in the form and manner specified in this RFP. The Bid shall be submitted in two envelopes system (Technical Proposal and Financial Proposal) within the prescribed schedule. Upon selection, the Bidder shall be required to enter into an agreement with the authority.
- 2.1.4. Consortium or sub-contracting is allowed for this RFP. The bidder should be either a company (single legal entity) or a consortium of companies. In case of consortium, the applicant consortium shall submit a valid agreement among the members

Pre-Qualification Criteria

SLN	Criteria	Supporting Documents
1.	<p>The Bidder shall be a firm/ company/ partnership/ LLP/ proprietorship firm/institution registered under the Indian Companies Act, 1956 / the partnership Act, 1932/ Societies Registration Act, 1860/ LLP Act 2008 and who have their registered offices in India All subsidiary/holding/associate/ affiliates in India shall be treated as one entity.</p> <p>(In case of Consortium/sub-contracting, all members must adhere to the clause)</p>	<p><u>For companies:</u></p> <ol style="list-style-type: none">1. Certificate of Incorporation from the Registrar of Companies (RoC) along with the entire chain of Certificate of Incorporation documents.2.Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company3.Certification on commencement of business. <p><u>For Proprietorships:</u></p> <ol style="list-style-type: none">1. Valid GST certificate2. Valid PAN card <p><u>For Partnerships:</u></p> <ol style="list-style-type: none">1. Registered partnership deed.2. Valid GST certificate

SLN	Criteria	Supporting Documents
		3. Valid PAN card <u>For Societies:</u> 1. Society registration certificate 2. Valid PAN card
2.	<p>The bidder should have an average annual turnover of Rs 50 Lac or more in the last three financial years from similar services to the scope of work and must have been a profit-making organization (in the case of company/partnership/ proprietorship) for the last 3 financial years ending 31.03.2020</p> <p>(In case of Consortium/sub-contracting, the lead member must adhere to the clause)</p>	<p>Audited financial statement for the three years OR Certificate from Chartered Accountant (CA) clearly specifying the annual turnover for the specified years.</p>
3.	<p>The agency should have successfully completed at least 2 Skills Development/Youth mobilization related assignments on record with a State Government with a minimum of 1,000 trainees in the last 3-5 years.</p> <p>(In case of Consortium/Sub-contracting, either of the party shall be subject to adhere to the clause)</p>	<p>Work Order along with project details as per Format in the Annexure</p>
4.	<p>The BIDDER should not have been blacklisted or Barred or any such cases pending for blacklisting / debarment in any court of law by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organisation of</p>	<p>Self-declaration by the Bidder as per Format in the Annexure</p>

SLN	Criteria	Supporting Documents
	Central or State Government as on Bid submission date. (In case of Consortium/sub-contracting all members must adhere to the clause)	
5.	EMD of the amount of Rs 1 Lakh (ONE Lakh) through. Demand Draft/Pay Order issued by one of the Nationalised/Scheduled Commercial Banks in India in favour of the Meghalaya State Skill Development Society – MSSDS, Shillong. In case of online transaction, the amount shall be transferred to the following account: Meghalaya State Skill Development Society Acc: 912010007355827 IFSC: UTIB0000270 Axis Bank, Shillong Branch	Demand Draft/Pay Order/Online Payment of Rs 1 Lakh

Note:

1. As per Public Procurement Policy for Micro, Small and Medium Enterprises (MSMEs) Order, 2012, Tender sets free of cost and exemption from payment of earnest money to registered MSMEs.
2. In case of Online payment of EMD, the bidders must enclose the proof of transaction highlighting the UTR Number after transfer of money.

Conflict of Interest

2.1.5. A Bidder shall not have a conflict of interest that may affect the Selection Process or the Services (the "Conflict of Interest"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the authority may claim as mutually agreed genuine pre-estimated compensation and damages payable to the authority for, inter alia, the time, cost and effort of the authority including consideration of such Bidder's

Proposal, without prejudice to any other right or remedy that may be available to the authority hereunder or otherwise.

2.1.6. The authority requires that the bidder to provide professional, objective, and impartial advice and always hold the authority's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future Work. The bidder shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the authority.

2.1.7. A Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

- a. the Bidder or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of a Bidder, its Member or Associate (or any shareholder thereof having a shareholding of more than 5 per cent of the paid-up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Associate is less than 5% (five per cent) of the subscribed and paid-up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act, 1956. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows: (a) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "**Subject Person**") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (b) subject always to sub-clause (a) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (b) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
- b. a constituent of such Bidder is also a constituent of another Bidder; or
- c. such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate; or
- d. such Bidder has the same legal representative for purposes of this Application as any other Bidder; or
- e. such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Bidder; or

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

Number of Proposal

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

Cost of Proposal

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

Acknowledgement by Bidder

2.1.8. It shall be deemed that by submitting the proposal, the Bidder has:

- a. made a complete and careful examination of the RFP document;
- b. received all relevant information requested from MSSDS;

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

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

Right to Reject any or all Proposals

2.1.10. Not with standing anything contained in this RFP, the authority reserves the right to accept or reject any proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

2.1.11. Without prejudice to the generality of RFP, the authority reserves the right to reject any Proposal if: at any time

- a. Material misrepresentation is made or discovered, or
- b. The Bidder does not provide, within the time specified by the authority, the supplemental information sought by the authority for evaluation of the proposal.
- c. The authority reserves the right to sought clarification on any part of the Technical Proposal and bidder need to respond within 1-day time for consideration whereas authority reserves full right to accept or reject the additional information submitted.

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

Force Majeure

2.1.12. The selected bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract except for an event of Force Majeure

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

Dispute Resolution

- 2.1.16. In case any dispute or difference arises out of or in connection with or the carrying out of works (whether during the progress of the works or after their completion and whether before or after the termination, abandonment, or breach of contract) except as to any of the accepted matters, provided hereunder, the parties hereto, shall first endeavour to settle such disputes of differences amicably.
- 2.1.17. If both the parties fail to reach such amicable settlement, then either party (the Purchaser or Contractor) may (within 28 days of such failure) give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters which are indifference or differences of which such written notice has been given, and no other shall be referred to the arbitration of a single arbitrator, to be appointed by both the parties or in case of disagreement as to the appointment of a single arbitrator, to that of two arbitrators, one to be appointed by each party or in case of said arbitrators not agreeing then, to the umpire to be appointed by the arbitrators in writing before entering upon the references. Provisions of Indian Arbitration and conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such arbitration.
- 2.1.18. The venue of arbitration shall be Shillong, Meghalaya.
- 2.1.19. The arbitrator or arbitrators appointed under this Article shall have the power to extend the time to make the award with the consent of the parties.
- 2.1.20. Pending reference to arbitration, the parties shall make all endeavour to complete the Work in all respects and all disputes, if any will finally be settled in the arbitration.

2.1.21. Upon every or any such references to the arbitration, as provided herein the cost of and incidental to the reference and award respectively shall be at the discretion of the Arbitrator, or the umpire.

2.1.22. The award of Arbitrator or Arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Contractor shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence. The Purchaser and the Contractor hereby also agree that arbitration under this clause shall be the condition precedent to any right of action under the contract except for as provided for in the Tender.

3. Preparation and Submission of Proposal

Language

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

Format and Signing of Proposal

3.1.1. The Bidder shall provide all the information sought under this RFP. The authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.

3.1.2. The Bidders need to submit the hard copy of the proposal for technical and financial evaluation with supporting documents. The Proposals must be properly signed by the authorised representative (the "Authorized Representative").

3.1.3. A copy of the Power of Attorney in the form specified in Format-1 shall accompany the proposal.

3.1.4. Bidders should note the Bid Submission Date/ Proposal Due Date, as specified in Tender Schedule, for submission of Bids. Except as specifically provided in this RFP, no supplementary material will be entertained by the authority, and that evaluation will be carried out only based on Documents received by the closing time of Bid submission Date. Bidders will ordinarily not be asked to provide additional material information or documents after the Date of submission, and unsolicited material if submitted, will be summarily rejected. For the avoidance of doubt, the authority reserves the right to seek clarifications under and in accordance with the provisions.

Technical Envelope No.1

- 3.1.5. The Bidder shall submit all the documents as per formats provided in the RFP document. While submitting the Technical Proposal, the Bidder shall ensure that:
- a. All forms are submitted in the prescribed formats and signed by the prescribed signatories;
 - b. Power of Attorney, if applicable, is executed as per Applicable Laws;
 - c. CVs of all proposed resources have been included;
 - d. Proposed approach and methodology
 - e. Resources have been proposed only if they meet the Conditions of Eligibility laid down at the RFP;
 - f. No alternative proposal for any resource is being made, and only one CV is proposed for each position.
 - g. The CVs have been recently signed and dated by the respective resource and countersigned by the Bidder.

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

- 3.1.6. Failure to comply with the requirements spelt out shall make the proposal liable to be rejected.
- 3.1.7. If an individual resource makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of the authority for a period of 5 (five) years. The award of these Services to the Bidder may also be liable to cancellation in such an event.
- 3.1.8. The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- 3.1.9. The proposed team shall be composed of experts and specialists (the "Proposed Resources") in their respective areas of expertise and managerial/support staff such that the agency should be able to complete the Services within the specified time schedule. The Resources specified in team shall be included in the proposed team of Resources. Other competent and experienced Resources in the relevant areas of expertise must be added as required for the successful completion of this Service. The CV of each such Resource, if any, should also be submitted in the format as Appendix.
- 3.1.10. The authority reserves the right to verify all statements, information, and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by the authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the authority thereunder.

- 3.1.11. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made a material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Agency either by issue of the LOA or entering into of the Agreement, and if the Selected Bidder has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the authority without the authority being liable in any manner whatsoever to the Bidder or Agency, as the case may be.
- 3.1.12. In such an event, the authority may claim as mutually agreed pre-estimated compensation and damages payable to the authority for, inter alia, time, cost, and effort of the authority, without prejudice to any other right or remedy that may be available to the authority.

Financial Envelope No.2

- 3.1.13. The Bidder MUST submit the financial proposal as per format provided in the RFP document. The Bidder shall indicate the total cost of the Project in Format of Financial Bid in both figures and words, in Indian Rupees. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail. The bidder must submit the financial proposal as per the format specified, any deviation from the format may lead to disqualification of the bidder.
- 3.1.14. While submitting the Financial Proposal, the Bidder shall ensure the following:
- a. Adherence to the format specified in the RFP.
 - b. All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the resource (Expatriate and Resident, in the field, office etc.), accommodation, airfare, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
 - c. The Financial Proposal shall consider all expenses and tax liabilities. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
 - d. Costs shall be expressed in INR.
- 3.1.15. Additionally, the bidder must note that MSSDS reserves the right to increase the resources to the existing list. **MSSDS would notify the bidder**

one-month in advance to enable the bidder to deploy or withdraw resources. The financials shall be amended accordingly.

Submission of Proposal

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

Proposal Due Date/ Bid Submission Date

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

Late Proposals submissions

Only Proposals received as per tendering process will be entertained. Proposals received after the specified time mentioned in the schedule specified in section 1.4 will not be entertained.

Modification/ substitution/ withdrawal of Proposals

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

Miscellaneous

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

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

4. Evaluation Process

Evaluation of Proposals

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

Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the authority in relation to matters arising out of or concerning the Selection Process. The

authority will treat all information, submitted as part of the proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the authority

Intellectual Property Rights

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

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

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

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

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

Clarifications

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

5. Evaluation of Bidder's Proposal

Only Pre-qualified bids shall be considered for the evaluation of technical proposal.

Technical Proposal Evaluation

5.1.1. In the first stage, the Technical Proposal will be evaluated based on Bidder's experience of similar projects, resource qualification & experience, and technical presentation on approach, methodology and work plan Only those Bidders whose Technical Proposals get a score of 60 marks or more out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score.

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

S. No.	Requirements	Max Marks	
A	Bidder's similar experience	30	
I	Minimum 5 years relevant experience in imparting training for the youth and students in school (Proof of Registration / Incorporation)	5-10 yrs	5
		10+ yrs	10
II	Previous experience in implementing career counselling, skill and entrepreneur development, youth mobilisation assignments with any government (state/central) (Documentaries, Agreements, Referrals etc.)	Up to 500 trainees	3
		500-1,000 trainees	5
		1,000+ trainees	10
III	Previous Engagements of similar nature (Soft Skills / Life Skills) on record undertaken for Meghalaya Government in the last 3 years. (Documentaries, Agreements, Referrals etc.)	Upto 1,000 trainees	3
		1,000-3,000 trainees	5
		3000+ trainees	10
B	Approach and Methodology	20	
I	Bidder's proposed approach and methodology for the Project	20	

S. No.	Requirements	Max Marks
C	Resource's qualifications and Experience	30
I	<p align="center">Project Team Lead (1 no's)</p> <p align="center"><u>Educational Qualification</u></p> <ul style="list-style-type: none"> MA/M.Ed/MSc/MBA/MSW (or equivalent Post graduate Diploma in Education, Skills Development, Social Work) = 1 mark <p align="center"><u>Work Experience</u></p> <ul style="list-style-type: none"> Excellent track record in developing and deploying capacity building training interventions for personal development, communication skills, life /soft skills and grooming for careers with youth and children for any State Government. Each project = 1 mark not exceeding a total maximum of 2 marks. <p align="center"><u>Years' Experience in the similar field</u></p> <ul style="list-style-type: none"> >15 year work ex = 5 marks 10-15 year work ex = 3 marks 	8
II	<p align="center">Instructors/Trainers on full time employment with the Agency</p> <p align="center"><u>Educational Qualification</u></p> <ul style="list-style-type: none"> BA/B.Ed/BSc/BBA/BSW (or equivalent Diploma in Education or Skills Development) <p align="center"><u>Experienced faculty/trainers in the agency</u></p> <ul style="list-style-type: none"> Minimum of 5 trainers = 3 marks <ul style="list-style-type: none"> 6-10 trainers = 7 marks 11 or more trainers = 10 marks 	10
III	<p align="center">Project Coordinator (3 no's)</p> <p align="center">(Each Coordinator for training interventions; monitoring and evaluation; partnerships and mobilization)</p> <p><i>All three coordinators must fulfill the required criteria in order to be considered for marking. In case of any coordinator not meeting the required eligibility criteria the bidder shall be</i></p>	8

S. No.	Requirements	Max Marks
	<p><i>awarded minimum marks for this section as mentioned below:</i></p> <p style="text-align: center;"><u>Educational Qualification</u></p> <ul style="list-style-type: none"> MA/MBA/MSc/MSW/MCom (or equivalent Post graduate Diploma in Management, Social Work) <p style="text-align: center;"><u>Years' Experiences in the similar field</u></p> <ul style="list-style-type: none"> 3+ years = 8 marks Minimum of 3 years = 4 marks 	
IV	<p>Indigenous / Local Training Organisations with over 50% tribal employees</p> <p>(Employee Data Sheet with necessary details to be submitted both individual or consortium)</p>	4
D	Technical Presentation	20
I	<p style="text-align: center;"><u>Presentation on following</u></p> <ul style="list-style-type: none"> Approach and Methodology for State Implementing Partner = 20 marks 	20
Total (A+B+C+D)		100

Technical Evaluation Calculation

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

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

Where

T_n = Normalized Technical score of the bidder under consideration

T_s = stands for the technical score of bidders under consideration

T_h = stands for Highest Technical Score

Shortlisting of Bidders

- 5.1.3. All the bidder having scored 60 or above shall be considered as short-listed bidder for financial evaluation in the second stage. However, if the number of such Pre-Qualified Bidders is less than two, the authority may, in its sole discretion, Pre-Qualify the Bidder(s) whose technical score is less than 60 percent marks even if such Bidder(s) do(es) not qualify in terms of RFP;

provided that in such an event, the total number of Pre-Qualified and short-listed Bidders shall not exceed two.

Technical Presentation

5.1.4. All shortlisted bidders would be invited for technical presentation within one week of technical evaluation (given under normal conditions and the Covid-19 restrictions at workplace). The presentation would be facilitated in digital channels through video conferencing. The Date, time and details will be communicated two days prior to the schedule.

Evaluation of Financial Proposal

5.1.5. In the second stage, the financial evaluation will be carried out as per this RFP each Financial Proposal will be assigned a financial score.

5.1.6. For financial evaluation, the total cost indicated in the Financial Proposal will be considered. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.

5.1.7. 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 SI. The lowest Financial Proposal (Fm) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

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

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

Where

F_n = Normalised financial score of the bidder under consideration

F_b = Price quoted by the bidder under consideration

F_m = Lowest price quoted

As described in the section Technical Evaluation Calculation.

Final Evaluation Using QCBS

5.1.8. Bid evaluation committee will evaluate and compare the bids determined to be substantially responsive. It is bid evaluation committee's intent to select the proposal that is most responsive to the project needs, and each proposal will be evaluated using the criteria and process outlined in this section.

5.1.9. Technical bids shall be examined by the bid evaluation committee with respect to compliance, completeness, and suitability of the proposal to the Project and only the bids which are in compliance to the requirements mentioned in the RFP shall be considered as technically qualified.

5.1.10. Total bid evaluation: Only the commercial bids of those bidders qualified in the technical evaluation shall be opened. Commercial bids of the other bidders will not be opened.

5.1.11. The evaluation shall be strictly based on the information and supporting documents provided by the bidders. It is the responsibility of the bidders to provide all supporting documents as listed in forms necessary to fulfil the mandatory eligibility criteria.

The Bids received will be evaluated using the “Quality cum Cost Based Solution (QCBS)”.

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

Total Score = Tn + Fn

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

5.1.12. 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 RFP.

6. Appointment of Consulting Agency

Award of Work

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

Performance Bank Guarantee (PBG)

On selection, the successful bidder shall submit, a PBG of **3%** of the **entire contract value**, on the day of signing the Contract. The PBG format would be provided to the successful bidder.

Execution of Agreement

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

Deployment and Project Initiation

The Agency shall commence the Services in Shillong within 14 (fourteen days) from the Date of the issuance of Letter of Award or such other Date as may be mutually agreed. If the bidders fails to either sign the Agreement as specified in the RFP or start the assignment as specified herein, the authority may award to the next ranked Bidder.

Bidder's General Responsibility

The following are the responsibilities of the agency: -

1. To ensure project delivery and resource management.
2. To prepare a project plan, manage key risks, resource management & logistics while maintaining service delivery.
3. To create documentation for all the processes in line with quality standards.
4. Overall responsibility for delivery of services as per the Scope of Work.
5. Act as a primary interface to MSSDS, Government of Meghalaya for all matters that can affect the baseline, schedule, and cost of the project to the extent of the implementation of this project based on the timelines given or awarded.
6. Maintain project communications with stakeholders of the MSSDS, Government of Meghalaya till the date of expiration of LOA.
7. Contribute to the team meetings.
8. Identify and plan for new interventions.
9. Consult and develop PR/social media campaigns and strategies for OSOT.

General Provisions

6.1.1. Non-Discriminatory and Transparent Bidding Proceedings

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

6.1.2. Prohibition against Collusion with another Bidder

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

6.1.3. Entity Barred from Bidding

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

6.1.4. Ongoing Legal dispute with Government of Meghalaya:

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

7. Fraud and Corrupt Practices

- 7.1.1. The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the authority shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the authority shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre- estimated compensation and damages payable to the authority for, inter alia, time, cost, and effort of the authority, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.
- 7.1.2. Without prejudice to the rights of the Authority under RFP hereinabove and the rights and remedies which the authority may have under the LOA or the Agreement if a Bidder or Agency, as the case may be, is found by the authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Bidder or Agency shall not be eligible to participate in any tender or RFP issued by the authority during a period of 2 (two) years from the Date such Bidder or Agency, as the case may be, is found by the authority to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 7.1.3. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- a. "corrupt practice" means
 - (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for the avoidance of doubt, an offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the Date such official resigns or retires from or otherwise ceases to be in the service of the authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or

(ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement concerning the Project;

- b. "**fraudulent practice**" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c. "**coercive practice**" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d. "**undesirable practice**" means (i) establishing contact with any person connected with or employed or engaged by the authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- e. "**restrictive practice**" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

8. Objectives and Scope of Work

Objectives of the Assignment

The purpose of this Bid is to identify a **State Implementing Partner** that will support the government in achieving key programme outcomes. The agency will be expected to strategise, consult and liaise with government and key stakeholders, and deploy time bound interventions ensuring that the following objectives are met:

1. Design and Ratification of an overall road-map for the deployment of the following interventions across phases:
 - a. Mobilisation and Enrolments for participants via State Youth Portal/Offline registration
 - b. Aspiration Building Interventions and Youth Camps
 - c. Foundation modules
 - d. Career counselling and Entrepreneurial experience
 - e. Talent Honing Platforms
 - f. Forward Linkage Opportunities
 - g. Impact and Quality Assessments
2. Aspiration and Confidence Building of youth through short-term bootcamps to be organised at select blocks across districts through a network of approved Campuses and Community Centers.
3. Foundational training programmes for Soft Skills and basic Public Speaking to enhance the confidence and communication skills of youth so as to build up their capacities to compete on a national or international level.

4. Career Guidance modules designed to help youth recognise personal interests and passions and enrol for an associated skill and talent mentorship opportunity through a network of empanelled skills agencies and community mentors.
5. Support MSSDS in the development of empanelment for Skilling agencies, mentors and talent coaches across the State.
6. Designing a suitable youth engagement and talent recognition platform.
7. Creation of a database of youth listing their talents, aspirations and potential individually for each location for further forward linkage
8. Formulation of a forward linkage strategy for promising youth that graduate from the mentorship phase of the programme.

Components of the OSOT programme:

Selected bidder is expected to implement the following three components during Phase – 1 (One-year duration).

Aspiration Development -

1. Local infrastructure will be identified at block level and developed as Skill Centers (preferably schools).
2. Organising a youth camp - designed to instill confidence, unlock aspiration and open eyes to opportunity (delivered by Youth Mentors)
3. Participants undergo a short session on OSOT, its objectives and other relevant information.
4. Registration of Youth on MY (Meghalaya Youth) portal. Provision of offline registration to be developed for ease of registration process in places with poor internet connectivity.

Skill and Talent Development -

1. Foundation: An immersive 21 hours module divided into multiple sessions which will comprise of life skills and counselling workshops, communication and skills (with public speaking and speech making), a session each on ethics and mental health shall be organized.
2. Skill Module: 15 hours module on inculcating a chosen skill out of a comprehensive indicative list of skills such as farming, weaving, fisheries, digital design, livestock, language learning, apiculture, environment, handicrafts and tourism shall be conducted.
3. Talent Module: 15 hours session on building/encouraging a chosen talent shall be organised from an indicative list of talents such as sports, music, fine arts/painting, dance and other local native art forms.

Leadership development –

1. Growth Module: Selected participants will undergo 18 hours of training comprising of sessions on imparting basic IT skills and financial/accounting, focus on practical training, developing entrepreneurial thinking, smartphone literacy- lingos and how to use mobile applications.

Forward Linkage:

- Promising participants will be selected for the leadership development module and finally for forward linkage (after completion of the OSOT core modules and a careful assessment)
- These participants will be mapped to different Govt. depts, music/dance academies and existing sports associations for the next level of talent development or maybe encouraged to enrol themselves in different skilling schemes like PMKVY and DDU-GKY depending on the participant interest for a specific job role.
- Top 25% of the participants after the Growth module would participate in a State level Youth Camp.
- The finalists maybe empanelled as Youth Mentors/Skill and Talent providers in the next phase of OSOT.

Goals of OSOT

One Skill One Talent programme aims to achieve the elements but are not limited to the following:

- An universal outreach programme for the youth in Meghalaya.
- Creating a sustainable youth skills and talents movement.
- Facilitate the youth with a platform to showcase their respective skills and talents.
- OSOT will be able to inspire the youth, give them hope and help them to make an informed career decision.
- Long term handholding of the participants by the Youth Mentors.

Scope of Work

The scope for State Implementing Partner shall include:

The agency empanelled for the execution of this initiative shall ensure the following responsibilities and activities are undertaken:

1. To design and develop suitable curriculum, content and training pedagogy for respective age groups (15 years - 24 years) covering:
 - a. Life Skills & Well-being
 - b. Growth Mindsets
 - c. Values and Decision Making
 - d. English Speaking Skills
 - e. Body Language
 - f. Professionalism and Leadership

2. To mobilize, enroll and train at least 11,000 (in a year) youth across the State's Districts through a demonstrated network of supporting partners, schools, college campuses:
 - a. East Khasi Hills
 - b. West Khasi Hills
 - c. South West Khasi Hills
 - d. West Jaintia Hills
 - e. East Jaintia Hills
 - f. Ri Bhoi
 - g. West Garo Hills
 - h. East Garo Hills
 - i. North Garo Hills
 - j. South Garo Hills
 - k. South West Garo Hills
3. To execute the programmes through a combination of the following interventions:
 - a. Aspiration and Confidence Building youth Camps in select blocks and campuses across Districts during weekends.
 - b. Immersive 18-hour Foundation Programmes in Well Being, Personal Development, Life Skills and Public Speaking.
 - c. Foundational Career Guidance sessions to help participants identify a passion or an interest and enrol in a pre-defined skill mentorship opportunity and talent coaching programme and Hand-holding support.
4. Support MSSDS to identify and partner with suitable Schools and Colleges in the selected blocks of the Districts.
5. To provide facilitators and instructors adequately trained and equipped with the skills needed to conduct the programmes listed in the districts.
6. To put in place an effective and efficient administrative team to monitor, supervise and continuously evaluate the quality of training, attendance and programme outcomes across phases.
7. To create suitable youth engagement interventions that recognise and celebrate talent and potential amongst the participants.
8. To consult with MSSDS over the actual mentorship and coaching process for the skills and talent development phase and provide timely advice where needed to the Nodal department.
9. To identify career aspirations and indigenous talent where possible and to suggest appropriate routes for further studies and/or suggest linkage to existing job-oriented skills training programmes with government.
10. Manage the programme end to end and act as SPOC for the OSOT programme.
11. Coordinate with MSSDS to derive a framework and implement the training module.

12. Support MSSDS in OSOT procurement-related activities.
13. Support MSSDS in implementing regulatory changes (if any).
14. Support MSSDS in emplanelling and monitoring Training Partner/agencies for OSOT.
15. To document beneficiaries, record project milestones and provide printed reports and assessments thereof to MSSDS.

Implementation Timelines

The duration of the Project is projected to be 2 years. However, the deliverables are mentioned for One year which maybe subject for renewal/extension for year Two.

The implementation timelines for the scope of Work are as described below:

Please note that '**D**' is the Date of issue of "Letter of Award" by MSSDS, Government of Meghalaya and '**M**' is the month in a year.

Timelines for Deliverable		
S.No	Deliverable	Expected Timelines for Completion
1	Identification of campuses/centres	D+1 st M
2	Support MSSDS for the identification of Youth mentors (YM) and Training Providers (TPs)	D+2 nd M
3	Facilitating MSSDS in organising Ideas exchange workshop for YM and TP	D+3 rd M
4	Development of modules and curriculum in consultation with MSSDS	D+3 rd M - 4 th M
5	Facilitating MSSDS in organising Training of Trainers workshop for youth mentors and training providers	D+4 th M
6	Mobilisation of participants	D+3 rd M - 4 th M
7	Organise Youth Camps in the identified blocks	D+5 th M
8	Enrolment of participants, Registration of youth on Meghalaya Youth (MY) portal	D+5 th - 6 th M
9	Delivery of Foundation Module	D+7 th M
10	Mapping of participants with Skill Providers (SPs)/(TPs)	D+7 th – 8 th M
11	Self- evaluation and self-monitoring of the module delivery for Skill development and submission of the report to MSSDS	D+8 th M - 10 th M
12	Self-evaluation and self-monitoring of the module delivery for Talent development and submission of the report to MSSDS (format shall be provided by MSSDS)	D+8 th M - 10 th M
13	Assessment of participants for Forward linkage (format shall be provided by MSSDS)	D+11 th M

Timelines for Deliverable		
S.No	Deliverable	Expected Timelines for Completion
14	Delivery of Growth and Leadership module to the selected participants	D+11 th M
15	Facilitate MSSDS in ensuring Forward linkage for the selected participants	D+12 th M
16	Provide Hand Holding to all the trainees of the OSOT programme	D+12 th M
17	Final self-evaluation and self-monitoring report submission to MSSDS (format shall be provided by MSSDS)	D+3 rd M - 12 th M (weekly)
*Note: Expected Timeline of D+M would mean that the task is required to be complete at the end of st/nd/rd/th month from the date of issuance of LOA. However, a selected bidder can suggest changes in the deliverables.		

Resource Deployment Requirement

- 8.1.1. Agency must provide proposed resources for all the key roles, as mentioned in the technical evaluation criteria. The proposed resources must be part of the project team and must be deployed in Shillong for the time period specified.
- 8.1.2. Agency shall coordinate with the VTA provider for digital platform and online training-related activities and notify MSSDS regarding the necessary coordination requirements.
- 8.1.3. The resources proposed must not be changed unless replaced with equivalent or higher qualification and experience with due approval from MSSDS, Government of Meghalaya prior to replacement.
- 8.1.4. Agency shall ensure that all the resources deployed to undergo suitable training in relation to security aspects of the project, and maintain the confidentiality of data

Please note the below resource deployment requirements:

S.No	Resource Position	Responsibilities	Deployment Location	Deployment Duration
I	Project Team Lead (1 no's)	<ul style="list-style-type: none"> Provide strategic guidance to the Project Govern and manage project resource deployment Lead key meetings with MSSDS and other key stakeholders 	As per requirement envisaged by the agency	12 months

S.No	Resource Position	Responsibilities	Deployment Location	Deployment Duration
		<ul style="list-style-type: none"> • Provide strategic direction to the OSOT programme • Report to MSSDS on matters relating to key risks, issues, and challenges • To put in place an effective and efficient administrative team to monitor, supervise and continuously evaluate the quality of training, attendance and programme outcomes across phases. • Design and evaluate procurements related to the Project in coordination with MSSDS. • Design and develop a PR/social media campaign for OSOT. 		
II	<p style="text-align: center;">Project Coordinator (3 no's)</p> <p style="text-align: center;">(Each Coordinator for training interventions; monitoring and evaluation; partnerships and mobilization)</p>	<ul style="list-style-type: none"> • Review day-to-day tasks and manage resources • Key coordinator between Training Partners/Trainers and the trainees/beneficiaries. • Support MSSDS to identify and partner with suitable Schools and Colleges in the selected blocks of the Districts. • To mobilise, enroll and train at least 11,000 youth across the State's Districts through a demonstrated network of supporting partners, schools, college campuses. 	Full-time/Field and Office	12 Months

S.No	Resource Position	Responsibilities	Deployment Location	Deployment Duration
		<ul style="list-style-type: none"> • Coordinate with stakeholders for implementation of OSOT. • Plan tasks and submit report to MSSDS. • Submit plan related to events, youth outreach programs and interactions. • Support MSSDS in Project related procurements. 		
III	<p style="text-align: center;">Instructor/ Trainer</p> <p style="text-align: center;">(as per requirement)</p>	<ul style="list-style-type: none"> • To design and develop suitable curriculum, content and training pedagogy for respective age groups. • Foundational Career Guidance sessions. • Coordinate with MSSDS in developing foundation programmes. • Monitor enrollment tasks assigned to agency • Draft and submit monthly survey progress report • Provide key insights to knowledge experts on OSOT implementation. • To create suitable youth engagement interventions that recognise and celebrate talent and potential amongst the participants. • Present any research and interventions or findings to MSSDS and agency. 	Full-time/Field	12 months

S.No	Resource Position	Responsibilities	Deployment Location	Deployment Duration
		<ul style="list-style-type: none"> Coordinate with knowledge experts and research teams. 		

Payments

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

Components	Indication	Payment schedule
Cost of resources and mobilization expenses (Please specify details including logistics for block level Youth Camps) Drafting of modules and curriculum	Submission of a detailed plan of action	25% of the total quoted value (as an advance)
Training of participants	Submission of participant data, invoices, progress report of 50% of the total allotted target.	25%
Forward Linkage event	Submission of the list of participants eligible for Forward Linkage and organising a State Level Youth Camp	25%
End of project (Phase 1)	Submission of completion of training of the entire allotted target and project completion report	25%

9. Service Level Agreement (SLA)

- The team must follow MSSDS, Government of Meghalaya's working hours, working days and holidays. The team / resources deployed should be

available for any discussion / query / meeting (virtual or in-person) for the entire engagement period.

2. A delay of more than 10 working days in deployment of a resource after agreed resource deployment date may be treated as service failure level 1. Thereafter, each delay of ten working days would be treated as service failure level 1.
 3. In case any of the consultants deployed does not meet the standards of the engagement, (which includes efficiency, cooperation, discipline and performance), Department may ask for a replacement. The resource should be replaced within 15 days of intimation, with an equivalent or better qualified resource, subject to approval through suitable interaction, if necessary. Time for handing-over and hand-holding should be ensured by the consulting organisation during the changeover. In such a case, no penalty for replacement / exit will be applicable. Failure to replace within 30 days would be treated as service failure level 2.
 4. The Project Manager of the Consulting team will provide monthly Progress Reports to MSSDS. Anticipated issues/risks should be mentioned clearly. Non-submission (on the due Date) of the report will be treated as service failure level 1.
 5. Department may serve a notice of one month for discontinuation of the Work, on account of failure of the agency's part in terms of delivering services at the required quality. All dues would be cleared by the department prior to the exit of the consultants.
7. Below are the penalties for each service levels

Service Levels	Penalty
Service Level 1	Rs. 20,000/-
Service Level 2	Rs. 50,000/-

More than 10 Service Level 1 failure may lead to termination of contract. In such cases, post deduction all penalties and payment of dues, MSSDS may terminate the contract.

10. Annexures

Format for Submission

1. Checklist

S.No	Item	Inclusion Status	Reference Page No. in proposal
Technical Proposal			
1	Bid Cover Letter	Y/N	
2	Organisation Contact Details	Y/N	
3	Pre-Qualification Criteria Checklist	Y/N	
4	Approach and Methodology	Y/N	
5	CV of Proposed Resources	Y/N	
6	Project Credential in prescribed format along with required documents	Y/N	
7	Declaration	Y/N	
8	Undertaking	Y/N	
9	Performance Bank Guarantee	Y/N	
10	Non-blacklisted Declaration	Y/N	
11	Original RFP document duly signed on all pages	Y/N	
Financial Proposal			
1	Financial Proposal	Y/N	

2. Format-1 Bid Cover Letter

[Date]

To,

**Executive Director (ED),
MSSDS
3rd Floor, Grove Site Building, Keating Road,
Shillong 793001.**

Dear Sir/Madam,

Ref: Request for Proposal "RFP for Selection of State Implementing Partner for One Skill One Talent Programme."

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to meet such requirements and provide the professional services as required and outlined in the RFP for the **"RFP for Selection of State Implementing Partner for One Skill One Talent Programme"** for MSSDS, Government of Meghalaya.

We undertake, if our proposal is accepted, to adhere to the implementation plan (Project schedule for providing the **"Services for State Implementing Partner for One Skill One Talent Programme"** as outlined in RFP or such adjusted plan as may subsequently be mutually agreed between us and MSSDS.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of six months from the Date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and MSSDS.

We confirm that the information submitted with this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to MSSDS is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead MSSDS as to any material fact.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/organisation and empowered to sign this document as well as such other documents, which may be required in this connection.

3. Format-2 Format of Pre-Qualification Criteria

SLN	Criteria	Supporting Documents	Submitted (Y/N)
1.	<p>The Bidder shall be a firm/ company/ partnership/ LLP/ proprietorship firm/institution registered under the Indian Companies Act, 1956 / the partnership Act, 1932/ Societies Registration Act, 1860/ LLP Act 2008 and who have their registered offices in India All subsidiary/holding/associate/ affiliates in India shall be treated as one entity.</p> <p>(In case of Consortium/sub-contracting, all members must adhere to the clause)</p>	<p><u>For companies:</u></p> <ol style="list-style-type: none"> 1. Certificate of Incorporation from the Registrar of Companies (RoC) along with the entire chain of Certificate of Incorporation documents. 2. Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company 3. Certification on commencement of business. <p><u>For Proprietorships:</u></p> <ol style="list-style-type: none"> 1. Valid GST certificate 2. Valid PAN card <p><u>For Partnerships:</u></p> <ol style="list-style-type: none"> 1. Registered partnership deed. 2. Valid GST certificate 3. Valid PAN card <p><u>For Societies:</u></p> <ol style="list-style-type: none"> 1. Society registration certificate 2. Valid PAN card 	
2.	<p>The bidder should have an average annual turnover of Rs 50 Lac or more in the last three financial years from similar services to the scope of work and must have been a profit-making organization (in the case of company/partnership/</p>	<p>Audited financial statement for the three years OR Certificate from Chartered Accountant (CA) clearly specifying the annual turnover for the specified years.</p>	

SLN	Criteria	Supporting Documents	Submitted (Y/N)
	<p>proprietorship) for the last 3 financial years ending 31.03.2020</p> <p>(In case of Consortium/sub-contracting, the lead member must adhere to the clause)</p>		
3.	<p>The agency should have successfully completed at least 2 Skills Development/Youth mobilization related assignments on record with a State Government with a minimum of 1,000 trainees in the last 3-5 years.</p> <p>(In case of Consortium/Sub-contracting, either of the party shall be subject to adhere to the clause)</p>	<p>Work Order along with project details as per Format in the Annexure</p>	
4.	<p>The BIDDER should not have been blacklisted or Barred or any such cases pending for blacklisting / debarment in any court of law by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organisation of Central or State Government as on Bid submission date.</p> <p>(In case of Consortium/sub-contracting all members must adhere to the clause)</p>	<p>Self-declaration by the Bidder as per Format in the Annexure</p>	
5.	<p>EMD of the amount of Rs 1 Lakh (ONE Lakh) through Demand Draft/Pay Order issued by one of the Nationalised/Scheduled Commercial Banks in India in favour of the Meghalaya State</p>	<p>Demand Draft/Pay Order/Online Payment of Rs 1 Lakh</p>	

SLN	Criteria	Supporting Documents	Submitted (Y/N)
	<p>Skill Development Society – MSSDS, Shillong.</p> <p>In case of online transaction, the amount shall be transferred to the following account:</p> <p>Meghalaya State Skill Development Society Acc: 912010007355827 IFSC: UTIB0000270 Axis Bank, Shillong Branch</p>		

Authorised person's signature
with seal

Name and Designation

Date of Signature:

4. Format-3 Format of Financial Bid

To,

**Executive Director (ED),
MSSDS
3rd Floor, Grove Site Building, Keating Road , Shillong 793001.**

Dear Sir/Madam,

Ref: Request for Proposal "RFP for Selection of State Implementing Partner for One Skill One Talent Programme."

We, the undersigned, offer to provide **State Implementing Partner for One Skill One Talent Programme** in accordance with your Request for Proposal dated <> and our proposal. Our attached Financial Bid is for the amount of <>. This amount is inclusive of all the taxes. Details of taxes are provided in the commercial format.

PRICE AND VALIDITY

All the rates mentioned in our Bid are in accordance with the terms as specified in the RFP documents. All the rates and other terms and conditions of this Bid are valid for the entire duration of the contract. We hereby confirm that we have mentioned all applicable taxes in this commercial proposal. Taxes shall be paid as applicable at the time of payment. We understand that the actual payment would be made as per the existing direct tax rates during the time of payment.

MAN-MONTH EFFORT AND RATES

We have indicated in the relevant forms enclosed the unit rates for man-month for the purpose of on account of payment. We understand that department may extend additional resources or reduce the resource estimated through notification one-month prior to the deployment or withdrawal.

RFP PRICING

We further confirm that the prices stated in our Bid are in accordance with your Instruction to Bidders included in RFP document.

Components	Cost in Lakh (INR)/year
Mobilization expenses	
Cost of resources (Please specify details including logistics)	
Drafting of modules and curriculum	
Consultation fee (Including PR and social media)	
Any other costs (please specify in detail)	
Taxes as applicable	
Grand Total	

Note: Please specify a detailed break-down as required.

Authorised _____ person's
signature with seal

Name and Designation
Date of Signature:

5. Format-4 Format of PBG
PERFORMANCE BANK GUARANTEE

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in the RFP document

Our Financial Bid shall be binding upon us subject up to expiration of the validity period of the proposal, i.e., [Date]. We understand you are not bound to accept any Proposal you receive. We hereby declare that our Bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge and belief.

Authorised signatory with
seal

Name and Designation
Date of Signature:

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

(This is to be submitted before Agreement)

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

A. We have been selected as the successful bidder to undertake the **State Implementing Partner for One Skill One Talent Programme;**

B. MSSDS, Government of Meghalaya intends to issue work order to our company to undertake the project **State Implementing Partner for One Skill One Talent Programme** on the terms and conditions mentioned in the tender document.

C. We, in pursuance of its proposal, undertake the project State Implementing Partner for One Skill One Talent Programme and undertakes the total responsibility for the defect free completion of the project "**State Implementing Partner for One Skill One Talent Programme**" without any conditional statement.

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

Dated this Day of 2021

(Signature) (In the capacity of)

(Name)

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

(Name and Address of Company)Seal/Stamp of bidder Witness Signature:

Witness Name:

Witness Address:

7. Format-6 Organisational Contact Details

Sl. No.	Organisational Contact Details
1	Name of Organization
2	Main areas of business

3	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4	Consortium Member/Sub-contracting Member Firm Name: Part of Work undertaken:	
5	Whether the firm/consortium member firms have been blacklisted by any Central Government / State Government/PSU/ Government Bodies. If yes, details thereof.	
6	Address of registered office with telephone no. & fax	
7	Address of offices in Other State/UT's	
8	Contact Person with telephone no. & e-mail ID	

Enclose:

1. Copy of Certificate of Incorporation
2. Copy of Article of Association in respect of 3 above.
3. Valid agreement among the members

Sincerely Yours,

Signature of the applicant (authorised signatory)

Date:

[Full name of applicant] Designation in firm Firm Stamp.....

8. Format-7 CV of Proposed Team Members

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

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

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

Sincerely Yours,

Signature of the applicant
(authorised signatory)

[Full name of applicant] Designation
in firm

Firm stamp.....

Date:

9. Format-8 Financial Strength of the Organization

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

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

Sincerely Yours,

Signature of the applicant

(authorised signatory)

[Full name of applicant]

Designation in firm

Firm Stamp.....

Date:

10. Format-9 Declaration

Declaration

I/We hereby confirm that we are interested in competing for the selection of **State Implementing Partner for One Skill One Talent Programme** and undertake the related tasks.

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

Authorized Person's Signature.

Name and Designation:

Date of Signature:

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

11. Format-10 Pre- Bid Queries

(To be submitted by the Bidder and to be e-mailed to ceomssds21@gmail.com in .doc format)

1. Bidders requiring any clarification on the RFP may send their queries to the authority on or before the Date mentioned in RFP, through e-mail only with subject line as follows:

"Pre-Bid queries - < Bidder's Name>" and in the WORD format as given below.

2. The reply to the pre-bid queries and any addendum/corrigendum shall be uploaded on the website.
3. The Format of the pre-bid queries

Sub: Request for Proposals (RFP) State Implementing Partner for One Skill One Talent Programme.

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

1. Name and complete official address of prospective Bidder Name of the Bidder's Contact Person:
2. E-mail:
3. Mobile No.:
4. Telephone:
5. Signature:
6. Name of the Authorised signatory:
7. Company seal:

Date and Stamped

Note: Please note no pre-bid meeting would be held.

12. Format-11 Non-Blacklisting Declaration

To,

**Executive Director (ED),
MSSDS
3rd Floor, Grove Site Building, Keating Road , Shillong 793001.**

**Sub: Non-Blacklisting or not Barred declaration in connection with RFP
No: MSSDS/368/OSOT/SIP/RFP/2021 dated 27 June 2021 for selection of
Request for Proposals (RFP) State Implementing Partner for One Skill One
Talent Programme at MSSDS, Government of Meghalaya.**

Dear Sir/Madam,

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

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

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organisation (s) (In case of consortium/sub-contracting all members must provide the same)

13. Format-12 Project Credentials

Below format is to be provided for each project credentials, please do not combine multiple credentials to one

Name of the firm:	
Assignment Name:	Approximate value of the contract:
Country:	Duration of Assignment:
Name of Client:	Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:
Start Date (month/year): Completion Date (month/year):	No. of person-months of the assignment:
Name of joint venture partner or sub-consultants, if any:	No. of months of Professional Staff Provided by the bidder under the contract:
Brief Description of Project:	
Description of Actual Services Provided by the bidder:	
Number of trainees in attendance at the career counselling, skill and entrepreneur development, youth mobilization assignments (if any)	
Number of trainees in attendance at the Soft Skills / Life Skills trainings (if any)	

Please supplement all projects with following documents:

- Work order (clearly indicating value)

Sincerely Yours,

Signature of the applicant (authorised signatory)

[Full name of applicant] Designation infirm

Firm Stamp.....

Date: