



**REQUEST FOR PROPOSAL – Empanelment of Agencies for Catering Services  
for the 6<sup>th</sup> Meghalaya Games, 2025**

**OFFICE OF DEPUTY COMMISSIONER, WEST JAINTIA HILLS  
GOVERNMENT OF MEGHALAYA**

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This RFP is not an agreement and is neither an offer nor invitation by the authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the authority, Government of Meghalaya, its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate, or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

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The authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this process.

The authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this RFP.

The authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the authority is bound to select a bidder or to empanel a selected bidder, as the case may be, for the assignment and the authority reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the authority, or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation for submission of the proposal, regardless of the conduct or outcome of the process.

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## 1. Data Sheet

S.No.	Activity	Description
<b>General</b>		
1	Assignment Name	Empanelment of Agencies for Catering Services for the 6 <sup>th</sup> Meghalaya Games, 2025
2	Authority Name	Office of the Deputy Commissioner, West Jaintia Hills
3	Nodal Officer Contact Details	Shri. B.S. Sohliya, Deputy Commissioner, West Jaintia Hills e-mail: <a href="mailto:dc-wjh-meg@nic.in">dc-wjh-meg@nic.in</a> Address: Office of the Deputy Commissioner, West Jaintia Hills, Jowai.
4	Selection Method	Least Cost Selection (LCS)
<b>Proposal Preparation</b>		
5	Language	All Proposals shall be submitted in English. All related correspondence shall be in English.
6	Technical Proposal	1 <sup>st</sup> Inner Envelope with the Technical Proposal: <ul style="list-style-type: none"> <li>• Annexure – A1: Letter of Technical Proposal</li> <li>• Annexure – A2: Format for Power of Attorney</li> <li>• Annexure – A3: Particulars of the Bidder</li> <li>• Annexure – A4: Financial Capacity of the Bidder</li> <li>• Annexure – A5: Eligible projects undertaken by the Bidder</li> <li>• Attested Copies of Eligibility Documents</li> <li>• Tender Document Payment</li> <li>• Earnest Money Deposit</li> </ul>
7	Financial Proposal	2 <sup>nd</sup> Inner Envelope with the Financial Proposal: <ul style="list-style-type: none"> <li>• Annexure – B1: Financial Proposal Cover Letter</li> <li>• Annexure – B2: Financial Proposal (Bill of Quantities – BoQ)</li> </ul>
8	Tender Document Payment	Rs. 5,000/- (Rupees Five Thousand Only), drawn in the form of a demand draft in favour of "Deputy Commissioner, West Jaintia Hills" payable at Jowai. The payment shall be submitted along with the 1st inner envelope of the technical proposal

S.No.	Activity	Description
9	Earnest Money Deposit (EMD)	Rs. 2,00,000/- (Rupees Two Lakhs Only), drawn in the form of a demand draft in favour of "Deputy Commissioner, West Jaintia Hills" payable at Jowai. The EMD shall be submitted along with the 1st inner envelope of the technical proposal
10	Validity of the Proposal	90 Days
<b>Submission, Opening, and Evaluation</b>		
11	Date of RFP Publication	11 <sup>th</sup> December, 2024
12	Submission	The Bidder must submit in one sealed envelope which should contain the following: (a) Sealed envelope of technical proposal: One (1) original, one (1) copy (b) Sealed envelope of financial proposal: One (1) original To the address of the nodal officer  <b>The Offline Submissions must be submitted in full before the Proposal due date.</b>
13	Clarifications	Clarifications may be requested in writing by email only.  All Clarifications must be requested on mail to: <a href="mailto:dc-wjh-meg@nic.in">dc-wjh-meg@nic.in</a>  Last Date for Submission of Queries: 16 <sup>th</sup> December 2024, 9:00 pm
14	Date and Details of Pre-Bid Meeting	17 <sup>th</sup> December 2024, 3:00 pm Conducted in a Hybrid Model  Online Link and Venue (with any changes) to be shared at least 24 hours before the meeting on 17 <sup>th</sup> December 2024
15	Proposal Due Date	19 <sup>th</sup> December 2024, 1:00 pm
16	Opening of Technical Proposal	19 <sup>th</sup> December 2024, 3:00 pm, unless shared beforehand
17	Opening of Financial Proposal	20 <sup>th</sup> December 2024, 2:00 pm, unless shared beforehand
18	Time Period of Service	6 Months
19	Subcontracting	Permitted; up to 25% of the Contract Value

## 2. Terms of Reference

The Meghalaya Games is the State's landmark multi-sport event, held every year. The Games are a platform for athletes in the State to prove themselves in their respective sports and aspire for excellence in all that they do. Moreover, the Games are also an opportunity to unite Meghalaya under the banner of sports and a commitment to be better every day.

The 6<sup>th</sup> Edition of the Meghalaya Games will be held in Jowai, between the 20<sup>th</sup> and 25<sup>th</sup> of January 2025. The Games will feature 25+5 Sporting Disciplines (Competitive & Demonstrative) across 25 Venues. Athletes from all Districts shall be participating in the event.

### Venues - (Tentative)

S.No.	Competition Venue	Sports
1	Tre Tangliang ground, Ialong Village	Archery
2	Mission Compound Sports Cultural Hall	Arm-Wrestling
3	Wahiajer Stadium	Athletics
4	Kiang-Nangbah Indoor Sports Hall	Badminton, Sports Climbing & Mountaineering
		Roll-ball (Demonstration Sport)
5	Thomas Jones Synod College	Basketball
6	Chutwakhu Indoor Sports Hall	Boxing
7	Salaroh Cycling Track	Cycling (All Categories)
8	Kiang Nangbah Football Stadium	Football
9	Assam Rifles Golf Course (Shillong)	Golf
10	Kiang-Nangbah Govt. College Indoor Hall	Gymnastics
11	Wahiajer Darbar Shnong Indoor Sports Hall	Judo
12	Dulong SSA Upper Primary School Indoor Hall	Karate-Do
13	Lad Mukhla Playground, Mukhla Village	Kho-Kho
14	Khliehtyrshi Darbar Hall	Muay Thai
15	Madan Rynghaw (Trep-pale Playground)	Shooting (Long Range)
16	Jrisalein Playground, Chutwakhu	Softball
17	Crinoline Swimming Complex (Shillong)	Swimming
18	Ladthadlaboh Secondary School Indoor Hall	Table-Tennis
19	Sein Raij Indoor Sports Hall, Trep Pale	Taekwondo
20	North-East Adventist University	Lawn-Tennis
21	Ka Biar Ka Blai, Mission Compound Playground (Pohskur)	Volleyball
22	Trep Pale Durbar Chnong Hall	Weightlifting
23	Khimusniang Indoor Sports Hall	Wrestling
24	Jowai Presbyterian UP School Indoor Hall	Wushu
25	Dulong SSA Upper Primary School	Traditional Sports

### Accommodation Venues

S.No	Accommodation Venues
A.North Cluster	
1	Kiang Nongbah College
2	Kiang Nongbah Boys Hostel

3	Kiang Nongbah Girls Hostel
4	Jowai Polytechnic College
5	Jowai Polytechnic Boys Hostel
6	Jowai Polytechnic Boy Common Room
7	Jowai Polytechnic Girls Hostel
8	Jowai Polytechnic Girls Common Room
9	Jowai Polytechnic Auditorium
10	Police public sec school mihmyntdu
11	Lumjingshai sec school salini colony mihmyntdu
12	Tome memorial Higher Secondary School mooralong Jowai
13	Jowai Public school mooralong jowai
B. South Cluster	
14	Government Boys School
15	Government Girls School
16	Kiang Nongbah HSS
17	KJP synod Higher Secondary School Jowai
C. Central Cluster	
18	Thomas Jones Synod College
19	MDC Hostel
D. Wahiajer Cluster	
20	Wahiajer

Swimming and Golf to be held in Shillong (Crinoline Swimming Pool and Assam Rifles respectively).

## 2.1 Scope of Work

The appointed agencies shall be responsible for the end-to-end management of catering services for the Meghalaya Games 2025 in Jowai. This shall include, but not be limited to:

### 1. General Principles to be followed:

- i. The appointed agencies must ensure obtaining all the necessary licenses from the Food and Drug Administration, Directorate of Health Services or any other competent authorities/ local bodies as may be required and shall submit them to committee head/competent authority.
- ii. The appointed agencies shall prepare meals using ingredients of the highest quality and as per norms laid down by the competent authority.
- iii. The appointed agencies shall deliver the meals at the venues from the respective main cluster kitchens through refrigerated trucks and the agencies shall be fully responsible for supply of food in good condition and always fit for human consumption. The agencies shall also ensure that the food provided is hot and kept for serving in chaffing dishes wherever applicable.
- iv. The appointed agencies shall provide packed meals to athletes in cases of emergencies as directed by the authority.
- v. **The agencies shall only provide meals to the participants that present coupons. The coupons shall be produced and distributed to all participants by the authority.**
- vi. The appointed agencies must make their own accommodation, catering, transport, staff and material, equipment, etc. required for the execution of the work.
- vii. The appointed agencies shall be responsible to deliver stock and replenish beverages and food items at the required service lounges, non-competition venues and workforce break areas.
- viii. The appointed agencies shall avoid usage of plastic as far as possible.
- ix. The appointed agencies shall be responsible for setting up of required kitchens for preparation of meals at their own cost. All the requirements of storage, refrigerators, visi-cooler, ice boxes, coffee machines, dispensers, gas bank, office space, furniture for kitchen, etc. must be setup under kitchen overlays (including setting up of shamianas, pagodas, electricity connection, water

- supply, drainage, air conditioning, furniture (tables, tablecloths and chairs), etc. for kitchen)
- x. The authority shall provide the appointed agencies only with a catering compound/venue for bringing in and storing of cooked meals. Any equipment/ setup required (including tables, chairs, serving counters etc.), is to be arranged by the appointed agencies at their own cost. The appointed agencies shall always maintain hygiene at the catering compound/venue at their own cost. The space must be handed over to the authority after the Games cleared from all waste and garbage.
  - xi. Final menu to be displayed at each venue and hostels during every meal.
  - xii. The officials appointed by the authority shall conduct inspection at the kitchen, stores and any other aspect connected with the delivery of the services to ascertain the quality of services.
  - xiii. It will be the responsibility of the appointed agencies to forecast the catering numbers for next day and calculate the catering numbers and confirm the number and venue with the sub-committee head or State liaison officers team.
  - xiv. Provision of early morning and late-night meals/food in case of late arrivals or delay in match schedule.
  - xv. The appointed agencies shall chalk out a menu for the following categories:
    - Athletes, Support Staff
    - TO's, Competition Managers, Other Officials,
    - VIPs & Media
    - Workforce which includes:
      - Management Team
      - Police & Traffic Police
      - Volunteers
  - xvi. Punctuality is to be ensured in providing food / beverage as per the schedule, as delay in providing food can affect the games schedule. Timings of meals are mentioned below: -

Meal	Timing	Remarks
Breakfast	7:00 – 11:00	Meals to be made available ready at the cluster dining halls for the athletes and officials (indicated in the document: “Venue Clusters”)
Lunch	12:00 – 15:00	The participants of the following sports to be provided lunch at their respective competition venues: <ol style="list-style-type: none"> <li>a. Archery,</li> <li>b. Athletics,</li> <li>c. Judo,</li> <li>d. Cycling,</li> <li>e. Kho-Kho and</li> <li>f. Lawn Tennis.</li> </ol> The rest of the participants shall be provided lunch at their respective cluster dining halls
Evening snacks	16:00 – 18:00	To be provided at the competition and accommodation venues. <i>The figures and segregations of the number of participants at the competition and accommodation venues to be provided by the catering committee head.</i>
Dinner	19:00 – 22.00	To be provided at the cluster dining halls

- Tentative time; can be changed according to the game schedule.

- xvii. Service staff for VVIPs / VIPs / athletes lounge should preferably be able to speak a native language, English & Hindi at least to a reasonable level so as to comprehend the request of guests.
- xviii. All the catering staff must have experience of handling food and the food needs to be served hot.
- xix. The service staff are required to be well dressed in uniforms and to be very polite and obedient always while dealing with athletes / officials / management team and any other stakeholder.
- xx. The service staff preparing, handling and serving food shall always use hand gloves and head gears.
- xxi. The appointed agencies shall make arrangement for clean tablecloths to be provided at each of the dining hanger, lounges and spaces, where food shall be served. These are to be changed daily.
- xxii. The appointed agencies shall nominate a point of contact (POC) for coordination and resolution of issues at each cluster/venue/location. This list of PoCs shall be provided to the catering committee prior to the games.
- xxiii. The appointed agencies shall be fully responsible for maintaining high standards of food at site being always served.
- xxiv. The appointed agencies shall provide a complete staff report from check-in and check-out for each day of service.
- xxv. The appointed agencies shall provide the exact number and details of all the staff member for the purpose of accreditation which shall be provided by the authority.
- xxvi. The appointed agencies shall be responsible for the collection and distribution of the accreditation cards for all its staff/personnel.
- xxvii. Each staff shall present their accreditation cards as and when required for inspection by the competent authority. The staff shall wear the accreditation card on him/her all the times when on duty at different venues.
- xxviii. The appointed agencies shall take all precautionary measures to ensure safety of its employed staff and the authority will not be responsible in case of eventuality.
- xxix. The appointed agencies shall serve meals in the BPA (Bisphenol-A) free food boxes when requested for delivery of food, provide cutleries which are of highest-grade quality and plastic free, recyclable and easily disposable.
- xxx. The appointed agencies shall take utmost responsibility in-terms of segregating the wet waste & solid waste which shall be given to the clean and waste agency responsible for further disposal. This process shall be repeated by after every meal.
- xxxi. There must be sufficient amount of crockery and cutlery for each of the Buffet meals.
- xxxii. Only whole fruits to be served.
- xxxiii. Sunflower oil for cooking should be used.
- xxxiv. No Trans-fatty oils should be used while preparing food nor will they be added to any of the food item.
- xxxv. Alcoholic beverages shall be strictly prohibited.
- xxxvi. Use of single use plastic is banned at the event venues.
- xxxvii. Proper allocation of handwash area should be made by the appointed agencies
- xxxviii. Final payment to the agencies shall be made post collections and review of the collected coupons.

## 2. Water and Ice

- i. The appointed agencies shall be responsible for providing ice (cubes and blocks) for athletes (competition and training days) and ice packs for medical purposes. The requirement shall be provided to the agencies 1 day in advance.
- ii. The appointed agencies shall be required to provide ice boxes during training and competition

- days. The numbers for which will be informed at a later stage.
- iii. The appointed agencies shall be required to re-fill the water dispensers and to provide disposable cups as per the requirement at the service lounges, competition venues, non-competition venues and workforce break areas at all the outlined venues.
- iv. The appointed agencies are required to provide drinking water to the technical officials/guests during the launch, opening and closing ceremony.

### 3. Lounges & Services

- i. Agencies to cater for running tea/coffee, juices, cookies & snacks to the following lounges for a minimum of 10 hours.
  - a. Technical Officials Lounge
  - b. Games Secretariat
  - c. Athlete competition area (FOP) area for all sports
  - d. Media Lounge in all Venues
  - e. VIP Lounge in all Venues
  - f. Athlete Lounge in all Venues
  - g. Medical Staff in all Venues
- ii. Water canister to be provided at the accommodation venues, lounges & athlete competition areas (FOP) with unlimited water supply.
- iii. 250ml Water bottle to be provided at all VIP lounge, Media lounge and medical lounge (Unlimited Water Supply). The estimated numbers of the 250 ml water bottles shall be provided by the authority.
- iv. Appointed agencies shall be responsible for supplying and maintaining water, tea, and coffee dispensing machines at the Games Offices. They must also provide dedicated staff to deliver cookies and snacks upon request, as well as ensure the cleanliness and hygiene of the facilities at all times.

### 4. Safety and Quality Checks

#### Personal Hygiene: -

- i. The appointed agencies shall ensure that the staff deployed are free from any infection or communicable diseases and arrange their regular health check-ups before the initial deployment. The staff should trim their nails regularly and wear head gears & gloves at the workplace. Smoking, eating or chewing of tobacco / gutka etc., spitting is strictly prohibited.
- ii. The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of co-branded uniform shall be provided by the appointed agencies.
- iii. The staff of the appointed agencies shall use masks, gloves and head caps.
- iv. Utmost cleanliness and hygiene should be maintained at all times in entire premises and at the respective competition venues, where meals are served. The disposal/ management of the garbage/ food waste generated at the premises, i.e. hostel/ hotel or sporting venue, shall be the responsibility of the appointed agencies and they shall work in close coordination with other agencies in this regard.
- v. Cleaning of tables/dining and catering areas shall be done by the appointed agencies.
- vi. The appointed agencies shall carry out pest control and fumigation of kitchen and dining hall at all venues.

#### Quality Maintenance: -

- vii. The eatables served by the appointed agencies to the guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. dishes containing any foreign ingredient shall not be served.
- viii. Non-vegetarian dishes shall be made from fresh and good quality meat and shall be purchased from standard authorized shops. The pieces of non-vegetarian items shall not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed and marinated properly before cooking.

- ix. All the vegetarian and non-vegetarian dishes shall be cooked separately.
- x. All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The appointed agencies shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used before the expiry/ best before date.
- xi. The menu shall be vetted by qualified nutritionist / food expert appointed by the competent authority.
- xii. The appointed agencies shall maintain hygienic conditions in cooking/ pantry area and dining/serving areas. The housekeeping staff for the dining areas shall be deployed by the appointed agencies.
- xiii. The appointed agencies shall clean and sanitize water cans, water dispensers and tea/coffee vending machines at the end of every operational day
- xiv. The appointed agencies shall be responsible for cleaning and sanitization of refrigerator/visi cooler and ice boxes.

**Inspection:**

- xv. Department of Food & Civil supply or the competent authority shall carry out inspection of food items and services for their quality as per prevailing rules and regulations and shall abide by all laws applicable.
- xvi. The appointed agencies shall also ensure pest control and fumigation of kitchen and dining Hall at all venues.
- xvii. In case of dispute regarding the services, quality or the quantity of the food items, snacks, tea etc. the decision of the authority will be final and binding.

**5. Reporting**

The following reports are to be provided by the appointed agencies:

i. **Daily Status Report:**

The appointed agencies must submit a report to the authority everyday by 10am for the next day's management and deployment plan also inclusive of an update on the status and progress of the catering service timeline, including:

- a. Labor, staffing and rosters.
- b. Equipment Deployment

**Note: The Authority should also get a daily report of the 20ltr Water Cans and 250ml water bottles deployed and used the previous day.**

- c. Incidents, of the previous day, if any recommendations
- d. The appointed agencies must have the daily supply sheet of catering services at each of the venues verified by an official appointed by the authority.

ii. **Final Reports:**

The appointed agencies must submit a final report to the competent authority on completion of the project.

The report must include:

- a. Labor, staffing and rosters
- b. Equipment
- c. Collated sheet of all daily supply sheets duly verified by authority.

**Indicative Menu:**

S.No.	Meal	Menu (Indicative)
1	Breakfast	Bread, Eggs, Butter, Jam, Fruit, Milk Tea/Red Tea
2	Lunch	Rice, Dal, One Vegetarian Dish, One Non-Vegetarian Dish, Salad, Pickle (Variety for each day is required)
3	Tea/Snacks	Milk Tea, Red Tea, Biscuits/cookies (For Athletes/Officials)

4	Dinner	Rice, Dal, One Vegetarian Dish, One Non-Vegetarian Dish, Salad, Pickle (Variety for each day is required)
5	Snack Boxes (for VIPs)	Sandwich, Cutlets/Samosa, Sweet, Tea/Coffee

### Indicative Quantities:

Dates	14.01.25	15.01.25	16.01.25	17.01.25	18.01.25	19.01.25	20.01.25
Category	(Arrival)						
Participants	400	400	400	400	1000	3300	3300
Officials+CM	100	100	100	100	200	450	450
Staff	50	50	50	50	200	200	200
Volunteers	100	100	100	100	200	1100	1100
Security	50	50	50	50	250	250	250
Other workforce	100	100	100	100	100	100	100
VIP and Media	10	10	10	10	50	300	300
Transport Staff	20	20	20	20	50	200	200
Medical	20	20	20	20	20	100	100
<b>Daily Head Count</b>	850	850	850	850	2070	6000	6000

Dates	21.01.25	22.01.25	23.01.25	24.01.25	25.01.25	26.01.25
Category						
Participants	3300	3300	3300	2500	2200	2000
Officials+CM	450	450	450	300	300	200
Staff	200	200	200	200	200	200
Volunteers	1100	1100	1100	900	900	900
Security	250	250	250	250	250	250
Other workforce	100	100	100	100	100	100
VIP and Media	300	300	300	200	200	200
Transport Staff	200	200	200	180	180	180
Medical	100	100	100	100	100	100
<b>Daily Head Count</b>	6000	6000	6000	4730	4430	4130

**Note: Numbers are subject to change based on the Competition Schedule. The final numbers shall be provided by the Authority.**

### Venue Clusters:

Clusters	Dining Hall	Competition Venues	Accommodation Venues	Dinning Area	No. of Participants
North Cluster	Kiang Nangbah College	12	13	1	2000
Central Cluster	Thomas Jones Synod College	0	2	1	600
South Cluster	Government Boys School	11	4	1	2200

Wahiajer	TBC	2	1	1	1200
<b>Total</b>		<b>25</b>	<b>20</b>	<b>4</b>	<b>6000</b>

- The scope of work mentioned above is not exhaustive, and the appointed agencies may be requested to perform other tasks related to catering services.
- **The authority reserves the right to increase/decrease the quantities in the BoQ by 30% or remove line items at its discretion without impacting the rates quoted by the bidder.**
- The authority will be responsible for making the venue available and provide access/permissions where needed. Further, the authority will appoint a nodal officer(s) to liaise with the appointed agencies for the event/activation.

## 2.2 Payment Rates and Schedule

S.No	Payment Phases	Fee Payable	Percentage of Fee
1	Phase 1	Payment of 50% of the contract value shall be made on the approval of the catering plan by the competent authority. This payment shall be adjusted against invoices/bills raised by the appointed agencies.	50%
2	Phase 2	Final payment shall be made post complete clearance of venues including any retrofitting, repairs in case of damages, submission of final reports of service.	50%

Note: All payments will be made/adjusted as per actual bills raised. Final payments will only be made on verification of all documentation/bills validated by the Authority or their nomination.

It is the responsibility of the appointed agencies to ensure that all documentation, validation of work is completed before submission of bills.

## 3. Eligibility and Evaluation

### 3.1 Minimum Eligibility Criteria

S.No	Criteria	Required Documentation
1	The Agency must be in existing for at least a period of three years and have a registered office in Meghalaya.	Documents like ROC registration, MoA of Company, AoA of Company, PAN, GST registration, etc. relating to business entity should be furnished
2	In the last 5 (Five) years, the agency should have solely undertaken and completed at least 2 (two) similar works for the State/Central government, PSUs, or any other government Agency.  The contract value for the projects provided should be INR 25 Lakhs or above.	Work Order and Completion certificate from the client
3	Financial Capacity: The agency should have an average annual turnover of at least INR 50 Lakhs per year in the last 2 financial years (2022-23; 2023-24)	Certificate from Statutory Auditor/ Registered Chartered Accountant
4	The Bidder should not have been barred by the Central Government, any State Government, a statutory authority, or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the	Self-Attested Undertaking/Declaration

S.No	Criteria	Required Documentation
	date of the Proposal.	

**Note: “Similar work” or “Similar Project” is defined throughout the document as catering work for large scale events over at least two days. Should the work experience be a part of a larger assignment, it may be considered provided there is mention of the work specifically. In such a case, only the value of the relevant work will be considered.**

Only eligible bidders shall be taken up for the Technical and Financial Evaluation.

### 3.2 Evaluation Protocol

For the purpose of this tender process, a tender evaluation committee shall be constituted by the Authority to evaluate all aspects of the tender process and declare the selected agencies. A proposal shall be rejected outright under the following conditions:

- 1) Incomplete/incorrect Documentation
- 2) Failure to respond to supplemental information required for the evaluation of proposals
- 3) Discovery of any misinformation/misrepresentation by the bidder at any point in time before or after the awarding of contract.
- 4) A second bid from the same firm is discovered.

### 3.3 Technical Evaluation

S.No.	Criteria	Marking	Total Marks
1	Number of Similar Events conducted in the last 5 Years for State/Central Government, PSUs, or any Government Agency with a project value of Rs. 25 Lakhs or above	2-4 Projects: 10 marks 5-7 Projects: 20 marks 8+ Projects: 30 marks	30
2	Average Annual Turnover in the last 2 Financial years	Rs. 50 Lakhs – Less than Rs. 1 Crore: 5 Marks Rs. 1 Crore and above: 10 Marks	10
3	Number of Similar works conducted in Meghalaya	1-2 Projects: 5 marks 3+ Projects: 10 marks	10
4	Technical Presentation to be evaluated based on the following parameters	a) Understanding of Task: 10 marks b) Food sampling: 20 Marks c) Deployment Plan and Mobilization capacity of the bidder based on scope of work: 20 Marks	50
<b>Total</b>			<b>100</b>

Bidders must score a minimum of 75 Marks to be eligible to qualify for the Financial Evaluation.

### 3.5 Financial Bid Opening

Only Technically Qualified bidders shall have their Financial Bids opened. The least cost of each line item shall be declared during the opening of the Financial Bid. All the qualified bidders who agree to match the least cost of each line item for the provision of catering services will be empanelled with the Authority as an “Empanelled Agency”.

The clusters mentioned in clause 2.1 shall be divided as best as possible at the discretion of the authority.

**Further, the Authority reserves the right to reject any financial bids that are deemed unreasonable in line with the scope of work provided in Clause 2.1.**

## 4. Instruction to Bidders

### 4.1 Number of Proposals and Respondents

- a) No Bidder shall submit more than one (1) Proposal, in response to this RFP.
- b) The RFP is non-transferable, and Proposals shall be submitted only by the respective Bidders to whom the RFP has been issued by Authority.
- c) A Bidder applying individually shall not be entitled to submit another Proposal.

### 4.2 Proposal Preparation Cost

- a) The bidders shall bear all costs associated with the preparation and submission of the proposal. The authority will not be responsible and liable for any costs, regardless of the conduct or outcome of the proposal/process, including after award of work.
- b) Bidders are encouraged to submit their respective proposals after visiting the office of the authority and ascertaining for themselves the availability of documents and other data with the authority, applicable laws and regulations or any other matter considered relevant by them.
- c) All papers submitted with the proposal are neither returnable nor claimable.

### 4.3 Right to Accept/Reject any or all Proposals

Notwithstanding anything contained in this RFP, Authority reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.

### 4.4 Clarifications sought by the Bidder

- a) Bidders are expected to familiarise themselves with the document, the assignment expected of them, and their qualifications before application.
- b) Any clarifications may be sought by submitting queries to the email ID provided in the Data Sheet with the subject: "Queries/Request for Additional Information regarding Empanelment of Agencies for Catering Services for the Meghalaya Games 2025, Jowai, Meghalaya"
- c) The Authority shall endeavour to respond to all questions deemed relevant by the Authority authorities.
- d) The Authority reserves the right to not respond to any queries or provide any clarifications at its sole discretion. Nothing in this clause (or in this document) shall be construed as obliging the Authority to respond to any queries/clarifications.

### 4.5 Clarifications sought by the Authority

To assist in the process of evaluation of the proposals, the Authority (or the Tender Evaluation Committee), at its sole discretion, may ask any bidder for clarification on their proposal. All communication shall be in writing through the email listed in the Data Sheet, and the email of the bidder through which the proposal was submitted. No change in the substance of the proposal would be permitted by way of such clarifications.

### 4.6 Amendments to the RFP

- a) At any time, prior to the date of the submission of proposals, the Authority may, at its discretion, deem it relevant to modify this document (whether at its own initiative or in response to a

- clarification requested by a prospective bidder). The amended document and/or the corrigendum shall be uploaded by the Authority on their official channels.
- b) In order to afford prospective bidders reasonable time to take into consideration these amendments, the Authority may, at its discretion, choose to extend the deadline for the submission of proposals.
  - c) Should an amended document/corrigendum be released after the submission of the proposal by a bidder, the bidder may submit a request to withdraw their original proposal and re-submit a fresh Bid. This request may be accepted/rejected at the discretion of the Authority based on if the amendment provides future bidders an undue advantage.

#### 4.7 Preparation and Submission of Proposals

- a) The Proposal and all related correspondence and documents shall be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.
- b) The currency for the purpose of the Proposal shall be in Indian National Rupee (INR).
- c) The Proposal Documentation will include:
  - i) Outer Envelope labelled “Empanelment of Agencies for Catering Services for the Meghalaya Games 2025, Jowai, Meghalaya: Submitted by – *(Name of Bidder)*”
  - ii) 1st Inner Envelope with the Technical Proposal (labelled “Technical Proposal”):
    - Annexure – A1: Letter of Technical Proposal
    - Annexure – A2: Format for Power of Attorney
    - Annexure – A3: Particulars of the Bidder
    - Annexure – A4: Financial Capacity of the Bidder
    - Annexure – A5: Eligible projects undertaken by the Bidder
    - Attested Copies of Eligibility Documents
    - Tender Document Payment
    - Earnest Money Deposit

One Original and One Copy the documents shall be made and labelled accordingly in the envelope.
  - iii) 2<sup>nd</sup> Inner Envelope with the Financial Proposal (labelled “Financial Proposal”):
    - Annexure – B1: Financial Proposal Covering Letter
    - Annexure – B2: Financial Proposal – Bill of Quantities (BoQ)
- d) The Bidder will specify and compute all taxes in the Financial Proposal
- e) The original proposals (technical and financial) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.
- f) An authorised representative of the firm shall initial all pages of the proposal. The representative’s authorisation shall be confirmed through a written Power of Attorney (as per the Annexures)
- g) Any proposal received after the closing time for submission of proposals shall be rejected and returned unopened.

#### 4.8 Proposal Validity Period and Extension

- a) Proposals shall remain valid for a period of 90 Days from the Proposal Due Date ("Proposal Validity Period") and the Authority may solicit the Bidder's consent for extension of the period of validity, if required. The Authority reserves the right to reject any Proposal, which does not meet this requirement.
- b) In exceptional circumstances, prior to expiry of the original Proposal Validity Period, the Authority may request Bidders to extend the validity period for a specified additional period. Bidders, who may not extend the validity period, will be deemed to have withdrawn their Proposal at the expiry of validity period.

#### 4.9 EMD and Performance Bank Guarantee

- a) The Earnest Money Deposit (EMD) of INR 2 Lakhs will be in the form of a demand draft or Bank Guarantee shall be drawn in favour of "Deputy Commissioner, West Jaintia Hills, Government of Meghalaya" payable at Jowai. This will be included in the 1<sup>st</sup> Inner envelope along with the technical proposal.
- b) The agencies shall furnish a Performance Bank Guarantee on the acceptance of the work order, amounting to 3% of the contract value in the form of a bank guarantee, which should be valid for the period of One Year from the date of the Work Order.

#### 4.10 Test of Responsiveness

Prior to the evaluation of the proposals, the authority shall determine whether each proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:

- a) It is received or deemed to be received by the due date and time including any extension thereof pursuant to the Data Sheet.
- b) It contains all information in a format as desired in this document.
- c) It mentions clearly the validity of the proposal as set in the Data Sheet.
- d) The Bid is accompanied with the non-refundable Bid Processing Fee and the EMD as outlined in this Document.

The authority reserves the right to reject any proposal which is non-responsive. No request to alter, modify, or withdraw the bid shall be entertained by the Authority.

#### 4.11 Appointment and Activation

- a) The agencies shall be issued a work order, with reference to the terms and conditions mentioned in this document.
- b) The authority shall inform the unsuccessful bidders and refund the EMD within 3 weeks after the awarding of work orders is complete.
- c) The authority reserves the right to negotiate with the agencies on price before awarding of work order if the Tender Evaluation committee deems the L1 rates to be higher than the market value.
- d) It is the sole responsibility of the agencies to ensure that relevant requirements/permissions/licenses (such as labour licenses) to operate in Meghalaya are complied with. Proof of all compliances (or proof of applications for compliance) must be furnished within 10 Days from the Financial Opening date, failing which the work order shall be awarded to the next lowest bidder.

#### 4.12 Term of Service

- a) The Term of Service shall extend for a period of 6 months from the date of the work order.

- b) The authority shall issue a Completion Certificate after all work is completed and payments are made. The performance of the agencies will also be reviewed before issue of the certificate.

#### 4.13 Miscellaneous

- a) The authority requires the bidders to provide professional services at all times and hold the authority's interest paramount. The agencies will ensure that there is no conflict between the work set out in this tender and any prior/future obligations to other clients. Any such conflicts must be brought to the attention of the authority. The authority reserves the right to resolve the conflict as deemed fit.
- b) Sub-contracting is permitted for the works mentioned in the Scope of Work up to 25% of the contract value.
- c) To observe the highest standard of ethics during the selection and execution of the assignment, the terms set forth below shall be followed:
  - i. "Corrupt Practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.
  - ii. "Fraudulent Practice" among bidders (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.

The authority shall reject proposals for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question.

- d) The authority reserves the right to accept/reject any proposal and/or to annul the entire tender process at any time without assigning any reason thereof and without incurring any liability, financial or otherwise.
- e) No information on the evaluation proposal will be disclosed to any other person other than those directly concerned with the process. The proposal of any bidder who tries to influence the evaluation will be liable to be rejected.
- f) Should the performance of the agencies be not satisfactory, or the agencies fail to safeguard the interest of the Authority, the Authority shall at its sole discretion, may terminate the agreement/work order of the agencies, and withhold the performance security. The decision of the Authority will be final and binding in this matter.
- g) **Any delay/default in performance as per the scope of work (including bad quality goods/service) by the agencies shall attract a penalty up to 10% of the total Work Order, in a progression/lumpsum as defined by the authority. Should there be more than 2 instances where a penalty has been levied on a particular agency, the agency may be blacklisted for a period of two years.**
- h) All disputes arising regarding this tender and its processes shall be subject to the jurisdiction of the appropriate court at Shillong, Meghalaya and governed by the laws of India.

## 5. Annexures

### Annexure - A1: Letter of Technical Proposal

To,

Deputy Commissioner,  
West Jaintia Hills

Sub: "Proposal for empanelment of Catering Agencies for the Meghalaya Games 2025, Jowai, Meghalaya"

Dear Sir,

1. With reference to the RFP dated \_\_\_\_\_ for the above captioned project, and clarification issued by Office of the Deputy Commissioner, West Jaintia Hills, Government of Meghalaya thereof, We \_\_\_\_\_, having examined all relevant documents and understood their contents, hereby submit our proposal for selection as Empanelment of Agencies for Catering for the Meghalaya Games 2025, Jowai, Meghalaya. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices are true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. We shall make available to your office any additional information it may deem necessary or require for supplementing or authenticating the Proposal
5. We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part

We declare that:

- a. We have examined and have no reservations to the RFP Documents, including any Addendums issued by the Government of Meghalaya.
  - b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the Government of Meghalaya or any other public sector enterprise or any government, Central or State; and
  - c. We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. We understand that you may cancel the entire Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
  8. The undersigned is authorized to sign the documents being submitted through this RFP. (A copy of Power of Attorney is enclosed)

9. In the event our firm is selected as the Agency for this project we shall comply with all rules put out under this RFP and any contract/work order assigned to us by the Authority.
10. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
11. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

Annexure – A2:Format for Power of Attorney

Know all men by these presents, we, ..... (Name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr/Ms .....presently residing at ....., who is presently employed with us and holding the position of .....as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for “Empanelment of Agencies for Catering Services for the Meghalaya Games 2025, Jowai, Meghalaya” released by the Office of the Deputy Commissioner, West Jaintia Hills, Government of Meghalaya, including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the authority, representing us in all matters before the authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the government of Meghalaya in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the government of Meghalaya

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20\*\* For .....

(Signature, name, designation and address)

Witnesses:

- 1.
2.

Notarized Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

- 1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

## Annexure – A3: Particularsof theBidder

### General Information about the Firm:

- a) Name of Company or Firm:
- b) Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c) Country of Incorporation:
- d) Registration address:
- e) Year of incorporation:
- f) Year of commencement of business:
- g) Principle place of business:
- h) Brief description of the Company including details of its main lines of business

### **Name, designation, address and phone numbers of authorized signatory of the Bidders**

- i) Name:
- j) Designation:
- k) Company:
- l) Address:
- m) Phone No.:
- n) Fax No.:
- o) E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of .....

## Annexure – A4: Financial Capacity of the Applicant

Sl No	Financial Year	Annual Turnover (In INR)
1		
2		

### **Certificate from the Statutory Auditor**

This is to certify that ..... (name of the bidder) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the firm from professional fees in the above said two consecutive years is INR\_\_\_\_\_. (In words)

**Name of the audit firm:**

**Seal of the audit Firm**

**Date:**

(Signature, name and designation of the authorized signatory)

*Note: In case the bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.*

## Annexure – A5: Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project completed in the last 5 years for which your firm was legally contracted by the Client stated as a single entity.

Sl No	Description
i.	Assignment Name
ii.	Name, fax, email of the client Representative:
iii.	Time when the assignment was carried out
iv.	Start Date
v.	End Date
vi.	Location of the Event
vii.	Contract Value
viii.	<ul style="list-style-type: none"><li>• Narrative Description of the scope of work of the assignment</li><li>• Description of Actual Services provided by your staff Status of the assignment</li></ul>

### IMPORTANT:

1. Use separate sheet for each Eligible Project.
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/ copy of work order/ copy of agreement etc. with contract value mentioned. The submitted testimonial MUST contain detail description of work (Scope of Work and TOR) carried out by the Bidder.

Annexure – B1:Financial Proposal - Covering Letter

Date:

To,  
Deputy Commissioner,  
West Jaintia Hills  
Government of Meghalaya

Subject: Financial Proposal for “Empanelment of Agencies for Catering for the Meghalaya Games 2025, Jowai, Meghalaya”

Sir,

We, \_\_\_\_\_ enclose herewith our Financial Proposal for selection of our firm as Agency to carry out “Empanelment of Agencies for Catering Services for the Meghalaya Games 2025, Jowai, Meghalaya” released by your office.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

We agree that this offer shall remain valid for financial year 2024-25.

Yours Faithfully,  
(Signature, name and designation of the authorized signatory)  
(Name and seal of the Bidder)

Annexure – B2:Financial Proposal –Bill of Quantities (BoQ)

S.No.	Particulars	Quantity (Per Day)	No. of Days	Unit Rate	Total Rate (in INR)	Total Rate (in words)
1	Breakfast	6000	11			
2	Lunch	6000	11			
3	Tea/Snacks	6000	11			
4	Dinner	6000	11			
5	Water (20 L Cannisters plus paper glasses)	900	11			
6	Water (250 ml bottles)	500	11			
Total						
GST						
Grand Total						

- All work should be carried out in consultation with designated committees/officials of the office of the Deputy Commissioner, West Jaintia Hills.
- The numbers indicated herewith are tentative and may be scaled-up or scaled-down by 30% without any change to the proposed rates.
- The bidders are advised to conduct physical visits to the venues for proper assessment of cost of items.

Notes:

- No conditions should be attached to the price proposal.
- The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- The Agency must quote individual rate for each item in scope.