



RFP NO. SSCM/CE/TB-22/2022-23/Pt-I/01

October 2022

Request for Proposal for empanelment of agencies for supplying on rent, installation & maintenance of additional overlay services at different places for the North East Olympic Games 2022, Shillong, Meghalaya

DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of State Sports Council Meghalaya, Government of Meghalaya (hereby referred to as 'Authority') or any of its employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

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 State Sports Council 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.

Information provided in this RFP to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The State Sports Council Meghalaya, 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 Selection 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 appoint the 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 Selection Process.

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1. Data Sheet

S. No.	Activity	Description
General		
1	Assignment Name	Empanelment of agencies for supplying on rent, installation & maintenance of additional overlay services at different places for the North East Olympic Games 2022, Shillong, Meghalaya
2	Name of the Authority	State Sports Council Meghalaya
3	Nodal Officer Contact Details	Shri Bibatdor Syiem, Chief Engineer, State Sports Council Meghalaya
4	Selection Method	Empanelment of Agencies. All qualified applicants who agree to match the least cost for the specified kinds of works shall be empaneled by the Authority. Agencies may quote for both the packages mentioned under BoQ or either one of them. Agencies will be empaneled for Package 1 and Package 2 separately.
Proposal Preparation		
5	Language	Proposals shall be submitted in English language. All correspondence exchange for the assignment shall be in English language.
6	Technical Proposal	The Proposal shall comprise the following: 1st Inner Envelope with the Technical Proposal: <ul style="list-style-type: none"> Annexure - I: Tender Submission Letter Annexure – II: Bidder’s Authorization Certificate Annexure – III: Proforma for Affidavit Annexure – IV: Information on Bidder’s Organisation Annexure – V: Format for Financial Capacity Annexure – VI: Eligible projects undertaken by the Bidder Annexure – VII: Form of Bank Guarantee for Performance Security Annexure – VIII: Reference Image Proposal Processing Fee Earnest Money Deposit
7	Financial Proposal	2nd Inner Envelope with the Financial Proposal: <ul style="list-style-type: none"> Annexure – B1: Financial Proposal Annexure – B2: Financial Proposal – Bill of Quantities (BoQ)
8	Proposal Processing Fee	INR 10,000/- (Rupees Ten Thousand) (including GST) in the form of demand draft drawn in favour of ‘The Chief Engineer, SSCM, Shillong,

S. No.	Activity	Description
		Meghalaya', payable at Shillong. The Proposal Processing Fee shall be submitted along with the 1st Inner Envelope of the Technical Proposal
9	Earnest Money Deposit	INR 1,00,000 in the form of demand draft or Bank Guarantee drawn in favour of 'The Chief Engineer, SSCM, Shillong, Meghalaya', payable at Shillong. The Earnest Money Deposit shall be submitted along with the 1st Inner Envelope of the Technical Proposal
10	Validity of the proposal	60 Days
11	Clarification	Clarifications may be requested no later than the time and date given in S.No. 15 of this Data Sheet. The email id for requesting clarifications is: ce.sscm.shillong@gmail.com
Submission, Opening and Evaluation		
13	Submission	The Firm must submit: (a) Technical Proposal: one (1) original, one (1) copy digital (b) Financial Proposal: one (1) original The bidders shall not have the option of submitting their Proposals electronically.
14	Date of RFP publication	4 th October 2022
15	Last date for submission of queries	4:00 PM 8 th October 2022
16	Proposal Due Date	12:00 PM 14 th October 2022 at the Office of Chief Engineer, State Sports Council Meghalaya, Shillong, Nongthymmai, Lumsophoh Shillong-793014 And Softcopy of the Proposal to be sent to ce.sscm.shillong@gmail.com on same day after 12.00 PM
17	Technical Proposal opening	4:00 PM on 14 th of October 2022 at the Office of Chief Engineer, State Sports Council Meghalaya, Shillong, Nongthymmai, Lumsophoh Shillong-793014
18	Technical Presentation by bidders	11:00 AM on 15 th of October 2022 at Room No. 315, Main Secretariat Building, Govt. of Meghalaya
19	Financial Proposal Opening	The date of financial Proposal opening shall be informed to the qualified Bidders separately.
20	Duration of Empanelment	9 months

2. INSTRUCTIONS TO BIDDERS

1. This Request for Proposal (“RFP”) is being published to enable interested applicants (“Bidders”) to participate in the Selection Process (as defined later in this document) for a supplier who is competent and eligible for supplying on rent, installation & maintenance of overlay services at different places for the North East Olympic Games 2022, Shillong, Meghalaya.
2. The information contained in this RFP or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the SSCM or any of its employees, consultants or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is or may be provided.
3. The bidder shall bear all costs associated with the preparation and submission of bid and SSCM in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
4. All bidders are required to pay Tender Document Fee as per the details mentioned in data sheet. The fees are Non-Refundable and payable along with the Technical Proposal.
5. All bidders are required to pay Bid Security Fee as per the details mentioned in data sheet.
 - i. The Bid Security shall be returnable no later than 90 days from the Bid Validity Date except in the case of the Selected Bidder whose Bid Security shall be retained.
 - ii. The SSCM shall be entitled to forfeit the Bid Security as Damages inter alia in any of the events specified herein below. The Bidder, by submitting its Bid pursuant to this RFP, shall be deemed to have acknowledged and confirmed that the SSCM will suffer loss and damage on account of withdrawal of its Bid or for any other default by the Bidder during the period of Bid validity as specified in this RFP, no relaxation of any kind on Bid Security shall be given to any Bidder.
6. The bidder is expected to examine all instructions, forms, terms and conditions in the RFP document. Failure to furnish all information required by the RFP document or submission of a tender not substantially responsive to the RFP document in every respect will be at the bidder’s risk and may result in rejection of the bid.
7. The bidder shall not make or cause to be made by any alternation, erasure, or obliteration to the text of the RFP document.
8. Any proprietorship/private held company/LLP is allowed to submit its bid for the RFP. JV is not allowed.
9. **Preparation of Bids**
 - i. **Language:** Bids and all accompanying documents shall be in the English language. In case any accompanying materials are in other languages, an English

Translation shall accompany it. The English version shall prevail in matters of interpretation which is notarised by component SSCM.

- ii. **Form of Bid:** The form of a bid shall be completed in all respects and duly signed and stamped by an authorized representative of the Bidder. Relevant power of attorney for signing the bid should be attached.
- iii. **Currencies of Bid and Payment:** The bidder shall submit his financial bid in Indian National Rupee (₹ / Rs.), and payment under this contract will be made in Indian National Rupee (₹ / Rs.).

10. Clarifications by Bidders

- i. Bidders requiring any clarification on the RFP document may contact the SSCM office in writing by e-mail (in Word format) within such date as specified in the Schedule of Bidding Process set out in the Data Sheet.
- ii. SSCM shall endeavour to respond to the queries raised or clarifications sought by the Bidders. To be fair to all prospective bidders, the responses to queries shall be uploaded on the website www.mdba.gov.in. However, SSCM reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring SSCM to respond to any query or to provide any clarification.
- iii. At any time prior to the Bid Due Date, SSCM may, for any reason, whether at its own initiative or in response to clarifications requested by Bidder(s), modify the RFP document by way of issue of Addendum/Corrigendum/Clarifications. Any Addendum/ Corrigendum/ Clarifications thus issued shall be uploaded on the e-tender website.

11. Format and Signing of Bid

- i. The documents comprising the bid shall be typed, and all pages of the bid shall be signed by a person duly authorised to sign on behalf of the bidder.
- ii. The bid shall contain no alternations, omissions, or additions except those to comply with an instruction issued by SSCM or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed by the person signing the bid.
- iii. The proposal shall be properly bound, indexed, and serially numbered.

12. Submission of Bids

- i. Bidders are invited to submit a Technical Proposal and Financial Proposal, as specified in the Data Sheet for services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
- ii. In preparing the Technical Proposal, bidders are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- iii. The Technical Proposal shall provide the following information using the attached Standard Forms

- Annexure - I: Tender Submission Letter
 - Annexure – II: Bidder’s Authorization Certificate
 - Annexure – III: Proforma for Affidavit
 - Annexure – IV: Information on Bidder’s Organisation
 - Annexure – V: Format for Financial Capacity
 - Annexure – VI: Eligible projects undertaken by the Bidder
 - Annexure – VII: Form of Bank Guarantee for Performance Security
 - Proposal Processing Fee
 - Earnest Money Deposit
- iv. The Technical Proposal shall not include any financial information.
- v. In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Format:
- Annexure – B1: Financial Proposal
 - Annexure – B2: Financial Proposal – Bill of Quantities (BoQ)
- vi. The bidder will specify and compute all applicable taxes in the financial Proposal.
- vii. The Data Sheet indicates how long the proposals must remain valid after the submission date. The Authority will make its best effort to complete negotiations within this period. If the Authority wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.
- viii. The original proposal (Technical Proposal and Financial Proposal); 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 initialed by the persons or person who sign(s) the proposals.
- ix. An authorized representative of the firm initials all pages of the proposal. The representative’s authorization shall be confirmed by a written Power of Attorney accompanying the proposal.
- x. For each proposal, the bidder shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. Soft copies of the **technical proposal Only** should be emailed to ce.sscm.shillong@gmail.com. If there are any discrepancies between the original and the copies of the proposal, the original copy shall govern.
- xi. Bidders shall submit the sealed proposals in two sealed envelopes as detailed below. The name and address of the bidder should be mentioned on each envelope. The language of the Proposals as well as the supporting documents shall be in English.
- **Sealed Envelope I:** The cover of the envelope should clearly mention as “Envelope-I –Technical Proposal for “Empanelment of agencies for supply of for supplying on rent, installation & maintenance of additional overlay services at different places for the North East Olympic Games 2022, Shillong, Meghalaya”. It will contain the Technical Proposal (original and copies as per data sheet) in specified format (Schedule A, B, C, D, E, F, G, and H) and any other relevant documents, duly signed by authorized representative of bidder with company

seal, EMD and Non-refundable Proposal Processing Fee towards the cost of RFP document.

- **Sealed Envelope –II:** The cover of the envelope should clearly mention as “Envelope-II – Financial Proposal for “Empanelment of agencies for supplying on rent, installation & maintenance of additional overlay services at different places for the North East Olympic Games 2022, Shillong, Meghalaya” It should contain Financial Proposal (Schedule I) duly signed by authorized representative of bidder with company seal.
 - **Sealed Envelope – III:** The cover of the envelope should clearly mention as “for “Empanelment of agencies for supplying on rent, installation & maintenance of additional overlay services at different places for the North East Olympic Games 2022, Shillong, Meghalaya”. This outer envelope will include the Sealed Envelope – I and Sealed Envelope- II.
- xii. Tender complete in all respects may be submitted to the Authority through courier/ speed post/hand-delivery only such that they are delivered to the address mentioned in the Data Sheet on or before the time and date mentioned in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened. Tenders received by fax/mail will not be entertained.
- xiii. The Authority shall at its discretion, extend this deadline for submission of Proposals by amending the RFP, in which case all rights and obligations of the Authority and agency previously subject to the deadline will thereafter be subjected to the deadline as extended.

13. EMD and Performance Bank Guarantee

- i. INR 1 Lakh in the form of demand draft or Bank Guarantee drawn in favour of ‘The Chief Engineer, SSCM, Shillong, Meghalaya’, payable at Shillong. The Earnest Money Deposit shall be submitted along with the 1st Inner Envelope of the Technical Proposal
- ii. The selected Bidder shall furnish a Performance Guarantee at the time of contract signing amounting to 5 % of the Contract value in form of Bank Guarantee (BG), which should be valid for one year. The BG shall be returned or extended after the expiry of the project period as the case may be. The BG can be from any Nationalised or Scheduled bank payable in Shillong.

14. Test of Responsiveness

Prior to evaluation of the Proposals, Authority will 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 as desired in this RFP.
- c. Information is provided as per the formats specified in the RFP.
- d. It mentions the validity period as set out in Data Sheet.
- e. Bids are accompanied with Bid Processing Fee (non-refundable) and EMD as specified in the Date Sheet of this RFP.
- f. Authority reserves the right to reject any Proposal which is non-responsive and

no request for alteration, modification, substitution or withdrawal shall be entertained by Authority in respect of such Proposal.

15. Negotiations and Award of Work order

- i. Negotiations will be held at the address indicated in the Data Sheet. The aim shall be to reach agreement on all points and sign a contract.
- ii. After the contract has been successfully negotiated, the shortlisted agency will be issued a Work order by the Authority. If the negotiations do not reach any conclusions and if the first Preferred Agency withdraws his proposal, the Authority may then invite Second Best Bidder for the negotiations.
- iii. The other Bidders, which did not meet the Minimum Eligibility Conditions, not shortlisted for other stages of evaluation also the Bidders who were technically qualified but were not selected except the second-best Bidder, will be informed by the Authority that they were unsuccessful. The Bid Security of such Bidders will be refunded within 3 weeks after issue of Work Order to the successful Bidder.
- iv. No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any Bidder, who tries to influence the evaluation, will be liable to be rejected.

16. Term of the Contract

- i. The contract shall extend for a period of 6 months from the date of signing of the agreement/ contract.
- ii. The Authority shall review the performance of the Agency after completion of the ceremonies before issuing Completion Certificate.

17. Miscellaneous

- i. The Authority requires that bidders provide professional services and at all times hold the Authority's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other Authority s, or that may place them in a position of not being able to carry out the assignment in the best interest of the Authority.
- ii. To observe the highest standard of ethics during the selection and execution of the assignment, the terms set forth below shall be followed:
 - a. "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; and
 - b. "Fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the borrower and includes collusive practices 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.
- iii. 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

- iv. State Sports Council Meghalaya, Government of Meghalaya reserves the right to accept or reject any Proposal and to annul the process at any time without assigning any reason thereof and without thereby incurring any liability to the affected bidder or without informing the agency of the grounds for such action by the Government of Meghalaya.
- v. If in the view of authority, the performance of selected agency is not satisfactory, the selected agency has failed to safeguard the interest of the authority, the Authority may at its sole discretion, terminate the engagement of the selected agency. The authority, in doing so, shall intimate the firm in writing with its termination letter. The decision of the Authority in this matter shall be final and binding.
- vi. Any delay/ default in quality of goods/services by the agency in the performance of its obligation, shall attract penalty at the rate of 3% of the value of particular work per day to a maximum of 30% of the value of relevant portion of Work Order. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.
- vii. All disputes arising shall be subject to the jurisdiction of the appropriate court at Shillong, Meghalaya and will be governed by the laws of India.

3. ELIGIBILITY CRITERIA

Bidders must read carefully the conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

To be eligible for evaluation of its Proposal, the Bidder shall fulfill the following Minimum Eligibility Criteria:

Criteria	Requirements	Documentary Evidence
Legal Entity	For the purpose of this Invitation for RFP document, a Business Entity shall mean a proprietorship/company registered in India under the Companies Act, 1956 or 2013 /Partnership Firm registered under the Limited Liability Partnership Act of 2008 or Indian Partnership Act, 1932. The agency should have a track record of providing in Events for at least 5 years as on March 31, 2022.	Certificate of Registration/ Incorporation(s)
Financial Capacity	The bidder should have a minimum average annual turnover of ₹ 30 lakhs over any three of the previous five financial years upto year ending FY 2021-22.	Certificate from statutory auditor/audited financial statements for the three previous financial years.
Bidder Experience	<ul style="list-style-type: none"> • The Bidder should have experience of having supplied, installed, operated and maintained similar overlay services for a period of at least 4 years <ul style="list-style-type: none"> ○ within the last 7 years 	Completion Certificate issued by the event organizer with documentary evidence.
Local Experience	<ul style="list-style-type: none"> • The Bidder should have a registered office in the State of Meghalaya 	Certificate of Registration/ Incorporation(s) & undertaking

	<p>The Bidder should submit an undertaking stating:</p> <ul style="list-style-type: none">• There are no major legal cases pending against it• Not blacklisted by Government of India or any State Government or any other relevant SSCM or private organization• Does not have any direct / indirect holding in any other bidding company. There should be no cross ownership between any bidders	<p>Invoices for the purchase of material to be submitted in technical proposal.</p>
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4. EVALUATION CRITERIA:

The bidders are also required to submit the following documents to ascertain the technical compliance of the bidder. The proposals of only those bidders who are technically compliant with the below requirements will be considered.

Further, the SSCM reserves the right to seek clarifications or more details as may be deemed appropriate. The following must be complied with:

S. No	Criteria	Marks
1	The agency should have undertaken and completed similar works/events where management of overlay services are required in the past 7 years in Meghalaya No of Projects 1 – 2: 16 marks No of Projects 2 – 4: 30 marks Over 4 Projects: 40 marks	40
2	The agency should have an average turnover of at least INR 30 Lakhs per year in any 3 (three) consecutive financial years in last 5 years (FY 2021-22, 2020-2021, FY 2019-2020, FY 2018-2019, FY 2017-2018,) 30 Lakhs - 8 Marks 30- 40 Lakhs: 15 Marks over 40 Lakhs: 20 Marks	20
3	Technical presentation on:- Approach and Methology: 20 Marks Work Plan: 10 Marks Aesthetics of the set up: 10 marks	40
Total		100

Note:

- **Evaluation will be carried out based on the comparative assessment of the experiences claimed by the bidders (in order of relevance to the project). The most relevant projects will be considered for Evaluation.**
 - **For proof of experience, documentary evidence (Work Order/completion certificate from client) to be enclosed.**
- The minimum technical score (St) required for opening of Financial Proposals shall be 70.
 - After the evaluation of quality is completed, the Client shall notify the bidders that have secure the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals.
 - The Financial Proposals shall be opened publicly in the presence of the bidder's representatives who choose to attend. The name of the Firm, the technical scores, and the proposed prices shall be read and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
 - The minimum score for qualifying Technical Evaluation will be 70% and all Applicants with more than equal to 70% marks will be called the "Shortlisted Applicants". The Financial bids of only the Shortlisted Applicants will be opened. The least cost of providing the overlay services for each of the two packets will be declared during the opening of the Financial Bid. The top 3 highest scoring shortlisted applicants who agree to match the least cost for providing overlay services for each of the packets will be empanelled with the Authority as "Empanelled

Agency” for that particular package. The authority reserves the right to empanel more agencies in order of their technical score and willingness to match the least cost for providing overlay services for each of the packets. The empanelment shall be for a period of 1 year.

5. Terms of Reference

To celebrate the 50th year of statehood, the Government of Meghalaya in association with the Meghalaya State Olympic Association (MSOA) and the Northeast Olympic Association (NEOA) are slated to host the 2nd edition of the Northeast Olympic Games from the 10th of November till the 16th of November 2022 in Shillong, Meghalaya. The aim of organizing the Games is to encourage greater participation of youth in sporting activities in order to discover talent for higher level & international competitions at an early stage.

The first edition of the Northeast Olympic Games was organised in Manipur in 2018, owing to the outbreak of the pandemic the subsequent editions could be not hosted. The second edition is a revival of the Games which is expected to feature over 2500 athletes from the eight north eastern states of the country.

Top athletes of the participating states shall compete in 18 sporting disciplines which shall be conducted across 14 venues in Shillong:

S.No	Name of the Sport	Location of the venue
1	Football(1)	SAI Complex
2	Archery	SAI Complex
3	Athletics	SAI Complex
4	Karate-Do	SAI Complex
5	Wushu	NEHU Complex
6	Badminton	JN Sports Complex
7	Golf	Golf Link
8	Table Tennis	NEHU Complex
9	Wrestling	JN Sports Complex
10	Weightlifting	JN Sports Complex
11	Football(2)	JN Sports Complex
12	Judo	Laban
13	Swimming	Laban
14	Lawn Tennis	Shillong Club
15	Cycling	Malki Forest
16	Taekwondo	NEHU Complex
17	Shooting	Assam Regimental Centre
18	Boxing	Mawlai Mawroh
19	Basketball	NEIGRIMS

**Change in venues or disciplines (if any) will be communicated to the bidders immediately.*

5.1 Scope of Work

The successful bidder will ensure Delivery, Installation, Procurement and Maintenances of additional overlay services on a hiring / rental basis as per the specifications and the quantities mentioned in BOQ and terms & conditions mentioned in this RFP document.

The installation should be completed as per the period mentioned in schedule of events. In the event of any change in the period the successful bidder would be intimated in advance.

The Successful Bidder must also provide on-site supervisor/co-coordinators at each of the three stadiums to co-ordinate work flow with the SSCM. The Successful Bidder shall provide services of operating, managing, maintaining the overlay services during the entire duration of the events and the scope will include dismantling and removing the installed overlay services when the events complete.

All service personnel deployed by the service provider must be fully vaccinated and may be subjected to Covid 19 Testing as per the tournament protocols. The details of the protocols will be shared by the SSCM with the successful bidder.

The successful bidder will ensure utmost care is taken for installation of overlay services and no damage is done to the stadiums, damage if any will be rectified by the successful bidder at its own cost.

The list of items under **Packet-1** of the overlay services along with specifications, required quantity, units and number of days is given below:

S. No.	Item	Particulars	Specifications	Unit	Qty.	Days
1.	Wooden Platforms		19 mm 2 layered BWP with hardwood framing of minimum 4 inch.	Sqft	20,000	9
2.	Stage	4' Height	Stage of wooden platform with 4' wide x 6" high wooden risers on 2 sides. Stage size may vary as per the design.	Sqft	18,000	9
3.	Steps	1' / 1.5' / 2' / 2.5' / 4' Ht	Steps as per the stage and riser requirements	Nos.	30	9
4.	Victory Stand		Tiered victory stand dimensions: 1x1m of separate boxes total 3nos (1set) and ht should be as per IOA (Team Sports and Individual sports to be made as per dimensions)	Sets	18	5
5.	Podium		Podium for speech	Nos.	18	5
6.	Executive Table	5'X2'	Wooden Table	Nos.	104	9

7.	Table	4'X2'	Wooden Tables/ Plastic Tables with cloth & Frills	Nos.	176	9
8.	Benches for Players Seating	6' X 3' X 1.5'H	Wooden Benches for Players to sit (Dugouts, holding area, changing rooms, substitutes, etc)	Nos.	32	9
9.	Bleachers	4 Tier		Nos.	34	9

The list of items under **Packet-2** of the overlay services along with specifications, required quantity, units and number of days is given below:

S. No.	Item	Particulars	Specifications	Unit	Qty.	Days
1.	Camera Platform	12' L X 8' W X 25' H	Platform with Ladders as per the platform height and riser requirements	Nos.	51	9
2.	Photo Finish Platform	8' L X 8' W X 10' H		Nos.	36	9
3.	Executive chair		Wheeled Chair with Leatherette. Upholstery with Back Support and Side Arms	Nos.	189	9
4.	Metal Chair with cushion		Chair with Leatherette Upholstery with Back Support and Side Arms	Nos.	350	9
5.	Plastic chair		Plastic chair with arm support	Nos.	1336	9
6.	Player Dugouts		Moveable Dugouts Proper with 10 Seater fitted Chairs and Branding for Football, rugby, Handball & Hockey FOP and any other (Min 8*3 m, Weather Protection)	Nos.	9	9
7.	Sofa	2 seater	Seamless design of plush seating in quality leather	Nos.	81	9
8.	Sofa	1 seater	Seamless design of plush seating in quality leather	Nos.	48	9
9.	Coffee Tables	1.2 M X 0.6M X 0.4M	Wooden Polished Centre table	Nos.	38	9

10.	Massage tables	28" W X 72" L X 23" H	2" Thick Cushion of Multi-Layer Foam, Oil & Waterproof. Portable & Foldable	Nos.	20	9
11.	Almirah	52"H X 15"W X 26.5"D	Precision steel ball-bearings. High-side drawers accept letter size hanging file folders. Core-removable lock. Aluminium handles and label holders.	Nos.	13	9
12.	White Boards	4' X 2'	White Board With Stand	Nos.	33	9
13.	Cooler Box		50 Ltr Capacity Manufactured from USDA/ FDA/ EU approved food grade polyethylene. PU filled & UV stabilized. Used for storing chilled soft drinks, perishable items, snacks, pastries & frozen foods.	Nos.	36	9
14.	Fridge		Fridge should be branded and Capacity of 185 ltr	Nos.	18	9
15.	Fan		Standing/ Mobile Fans	Nos.	35	9
16.	AC	2 Ton	Standing / Mobile AC	Nos.		9
		4 Ton	Standing / Mobile AC	Nos.		9
17.	Extension cords		Copper Wire required at various points for extending the power requirement to desired locations.	Nos.	101	9
18.	Water Dispenser		3 Taps Top Load Water Dispenser (Hot/ Cold/ Normal Water) Floor Standing Tower - 500 Watt (Brands like Voltas/ Blue Star/ Usha or any other) Plug Points & Cabling from nearest electrical source/DG Set is to be ensured.	Nos.	189	9
19.	Water Jar (20 Litres)		20 Liters water Jars (to be refilled throughout the day)	Nos.	1825	9
20.	Bins	30 L	Plastic/Metal bins with garbage bags (Wet & dry bins to be labelled separately).	Nos.	119	9

21.	Bins	5 L	Plastic/Metal bins with garbage bags (Wet & dry bins to be labelled separately).	Nos.	235	9
22.	Ice		Ice made with RO water in small polybags of sizes ranging from 5kg to 10 kg. SAI will intimate the day-wise requirement of ice from as per the match schedule.	KG	347	9

****Any change in the supply location shall be notified to the empaneled agencies at the earliest.***

5.2 TERMS OF PAYMENT AND PAYMENT MILESTONES

The Selected Bidder(s) will need to submit an invoice in hard & soft copy to the SSCM. Upon verification of the invoice by the SSCM, the payment will be released as per the payment terms mentioned in this RFP document.

The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of the validity of the Bid and the contract. An invoice submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.

The SSCM reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated within specified time frames.

The payment to the selected bidders will be made as per the following payment schedule:

First Payment Milestone	20% Mobilization Advance against Bank Guarantee
Second Payment Milestone	40% on installation of the overlay services
Third Payment Milestone	40% on verification of successful successful installation, maintenances and management of the additional overlay services (verified by the SSCM staff periodically) till completion of the tournament. Payment will be made within 10 days of complete dismantling and removal of installed facilities.

Annexure-I

Tender Submission Letter

To,

State Sports Council
Meghalaya, Govt. of
Meghalaya,
Lumsophoh, NongThymmai, Shillong
Meghalaya 793 014

Sub: 'Request for Proposal for empanelment of agencies for supplying on rent, installation & maintenance of additional overlay services at different places for the North East Olympic Games 2022, Shillong, Meghalaya'

Ref: RFP No.

I/ We, the undersigned, offer to provide the above services to SSCM. We are hereby submitting our bid, in a sealed envelope.

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Bid, with the details as per the requirements of the tender, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of the tender document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) The bid is unconditional.
- (d) I/We undertake that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- (e) We shall make available to the SSCM any additional information it may find necessary or require to clarify, supplement or authenticate the Bid.
- (f) Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between SSCM and us subject to the modifications, as may be mutually agreed to, between SSCM and us.
- (g) We agree to keep this bid valid for acceptance for a period of one hundred eighty (180) days from the date of opening the bid.

We understand that the SSCM is not bound to accept any tender that the SSCM

receives. Yours faithfully,

Authorised Signatory
(with Name, Designation, Contact no. and Seal)
Note: On the Letterhead of the Bidder.

Annexure-II

Bidder's Authorization Certificate

To

State Sports Council
Meghalaya, Govt. of
Meghalaya,
Lumsophoh, NongThymmai, Shillong
Meghalaya 793 014

Sub: 'Request for Proposal for empanelment of agencies for supplying on rent, installation & maintenance of additional overlay services at different places for the North East Olympic Games 2022, Shillong, Meghalaya'

Ref: RFP No.

Dear

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorised to sign relevant documents on behalf of the company/ firm in dealing with tender No. _____ dated _____. He/ She is also authorised to attend meetings & submit you may require technical & commercial information / clarifications as in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Verified

Signature: - Seal of the Organisation: -

Date: -

Place: -

Note: Please attach the valid power of attorney in favour of the person signing this authorisation letter.

Annexure-III

Proforma for Affidavit
(on non-judicial stamp paper of Rs. 100/-)

I _____ Proprietor/Director/Partner of the firm M/s. do hereby solemnly affirm that our firm M/s. has never been blacklisted/debarred by any organization/office and there has not been any work cancelled against them for poor performance in the last ten years reckoned from the date of invitation of Bid.

.....
Name of the Bidder

.....
... Signature of the Authorised Signatory

.....
Name of the Authorised Signatory

Place: _____ Date: ____

Annexure-IV

Information on Bidder's Organisation

S.No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in	
4.	Year of Establishment	
5.	Valid GST Registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this	
8.	Telephone No. (with STD Code)	
9.	E-mail id of the Contact Person	
10.	Fax No. (with STD Code)	
11.	Website (if any)	

.....

Name of the Bidder

.....

... Signature of the Authorised Signatory

.....

Name of the Authorised Signatory

Place: _____ Date: ____

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

Annexure-V

Format for Financial Capacity

Financial Year	Annual Turnover
2017-18	
2018-19	
2019-20	
2020-21	
2021-22	

Note: All figures quoted above shall be substantiated by attaching the copy of Audited Annual Reports or a certificate from a Chartered Accountant.

Annexure-VI

Eligible projects undertaken by the Bidder

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

S.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">• Narrative Description of the Scope of work of the assignment• Description of Actual Services provided by your Staff Status of the assignment

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-VII

Form of Bank Guarantee for Performance Security

To

State Sports Council Meghalaya,
Govt. of Meghalaya,
Lumsophoh, NongThymmai, Shillong
Meghalaya 793 014

WHEREAS _____ [Name and address of the Service Provider] (hereinafter called "the Agency ") has undertaken, in pursuance of Contract No. _____ dated _____ to provide the services on terms and conditions set forth in this Contract _____ [Name of contract and brief description of works) (hereinafter called the "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Agency shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of _____ [amount of Guarantee] _____ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

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

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank.

This guarantee shall also be operatable at ourBranch at Shillong, Meghalaya from whom, confirmation regarding the issue of this guarantee or extension / renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there under claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation."

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rs. _____) and the guarantee shall remain valid till _____. Unless a claim or a demand in writing is made upon us on or before _____ all our liability under this guarantee shall cease.

Notwithstanding anything contained hereinabove."

- A. Our liability under this guarantee shall not exceed Rs. _____ (Rupees _____).
- B. This bank guarantee shall be valid up to _____.
- C. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us, a written claim or demand on or before _____.

Signature and Seal of the Guarantor _____

In the presence of

Name and

Designation

1. _____ (Name, Signature & Occupation)

Name of the Bank

Address

2. _____ (Name & Occupation)

Date:

Financial Proposal

Annexure – B1: Financial Proposal - Covering Letter

To,

The Chief Engineer
State Sports Council Meghalaya
Shillong, Nongthymmai, Lumsophoh Shillong-793014

Date:

Sub: “Empanelment of agencies for supplying on rent, installation & maintenance of additional overlay services at different places for the North East Olympic Games 2022, Shillong, Meghalaya”

Regarding Financial Proposal

Dear Sir,

We, _____ enclose herewith our Financial Proposal for selection of our firm as Agency for “Empanelment of agencies for supplying on rent, installation & maintenance of additional overlay services at different places for the North East Olympic Games 2022, Shillong, Meghalaya”

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 2022-23.

Yours faithfully,

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

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

Package-1

S. No	Item	Particulars	Specifications	Unit	Qty.	Days	Rate in INR	Amt. in INR
1.	Wooden Platforms		19 mm 2 layered BWP with hardwood framing of minimum 4 inch.	Sqft	20,000	9		
2.	Stage	4' Height	Stage of wooden platform with 4' wide x 6" high wooden risers on 2 sides. Stage size may vary as per the design.	Sqft	18,000	9		
3.	Steps	1' / 1.5' / 2' / 2.5' / 4' Ht	Steps as per the stage and riser requirements	Nos.	30	9		
4.	Victory Stand		Tiered victory stand dimensions: 1x1m of separate boxes total 3nos (1set) and ht should be as per IOA (Team Sports and Individual sports to be made as per dimensions)	Sets	18	5		
5.	Podium		Podium for speech	Nos.	18	5		
6.	Executive Table	5'X2'	Wooden Table	Nos.	104	9		
7.	Table	4'X2'	Wooden Tables/ Plastic Tables with cloth & Frills	Nos.	176	9		
8.	Benches for Players Seating	6' X 3' X 1.5'H	Wooden Benches for Players to sit (Dugouts, holding area, changing rooms, substitutes, etc)	Nos.	32	9		
9.	Bleachers	4 Tier		Nos.	34	9		
							Total	
							GST	
							Grand Total	

Package-2

S. No.	Item	Particulars	Specifications	Unit	Qty.	Days	Rate in INR	Amt. in INR
1.	Camera Platform	12' L X 8' W X 25' H	Platform with Ladders as per the platform height and riser requirements	Nos.	51	9		
2.	Photo Finish Platform	8' L X 8' W X 10' H		Nos.	36	9		
3.	Executive chair		Wheeled Chair with Leatherette. Upholstery with Back Support and Side Arms	Nos.	189	9		
4.	Metal Chair with cushion		Chair with Leatherette Upholstery with Back Support and Side Arms	Nos.	350	9		
5.	Plastic chair		Plastic chair with arm support	Nos.	1336	9		
6.	Player Dugouts		Moveable Dugouts Proper with 10 Seater fitted Chairs and Branding for Football, rugby, Handball & Hockey FOP and any other (Min 8*3 m, Weather Protection)	Nos.	9	9		
7.	Sofa	2 seater	Seamless design of plush seating in quality leather	Nos.	81	9		
8.	Sofa	1 seater	Seamless design of plush seating in quality leather	Nos.	48	9		
9.	Coffee Tables	1.2 M X 0.6M X 0.4M	Wooden Polished Centre table	Nos.	38	9		
10.	Massage tables	28" W X 72" L X 23" H	2" Thick Cushion of Multi-Layer Foam, Oil & Waterproof. Portable & Foldable	Nos.	20	9		

11.	Almirah	52"H X 15"W X 26.5"D	Precision steel ball-bearings. High-side drawers accept letter size hanging file folders. Core-removable lock. Aluminium handles and label holders.	Nos.	13	9		
12.	White Boards	4' X 2'	White Board With Stand	Nos.	33	9		
13.	Cooler Box		50 Ltr Capacity Manufactured from USDA/ FDA/ EU approved food grade polyethylene. PU filled & UV stabilized. Used for storing chilled soft drinks, perishable items, snacks, pastries & frozen foods.	Nos.	36	9		
14.	Fridge		Fridge should be branded and Capacity of 185 ltr	Nos.	18	9		
15.	Fan		Standing/ Mobile Fans	Nos.	35	9		
16.	AC	2 Ton	Standing / Mobile AC	Nos.		9		
		4 Ton	Standing / Mobile AC	Nos.		9		
17.	Extension cords		Copper Wire required at various points for extending the power requirement to desired locations.	Nos.	101	9		
18.	Water Dispenser		3 Taps Top Load Water Dispenser (Hot/ Cold/ Normal Water) Floor Standing Tower – 500 Watt (Brands like Voltas/ Blue Star/ Usha or any other) Plug Points & Cabling from nearest electrical source/DG Set is to be ensured.	Nos.	189	9		
19.	Water Jar (20 Litres)		20 Liters water Jars (to be refilled 31 throughout the day)	Nos.	1825	9		
20.	Bins	30 L	Plastic/Metal bins with garbage bags	Nos.	119	9		

			(Wet & dry bins to be labelled separately).					
21.	Bins	5 L	Plastic/Metal bins with garbage bags (Wet & dry bins to be labelled separately).	Nos.	235	9		
22.	Ice		Ice made with RO water in small polybags of sizes ranging from 5kg to 10 kg. SAI will intimate the day-wise requirement of ice from as per the match schedule.	KG	347	9		
							Total	
							GST	
							Grand Total	

- Bidders can give their quotes for both the packages or either one of them.
- All works should be carried out in consultation with designated officials of the State Sports Council Meghalaya and National Games Secretariat
- The Authority reserves the right to increase/decrease the quantities of the items detailed above to the tune of 30%.
- All quoted rates to be inclusive of all applicable taxes
- Cost should be inclusive of engaging and deploying the required workforce for the storage, installation and commissioning of the items specified
- Cost should be inclusive of logistics of movement of equipment, manpower and material
- 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.