



GOVERNMENT OF MEGHALAYA
DIRECTORATE OF FOOD CIVIL SUPPLIES AND CONSUMER AFFAIRS
HORSE SHOE BUILDING, LOWER LACHUMIERE, SHILLONG – 793 001

REQUEST FOR EMPANELMENT


Dated: 16th February 2024

**“Empanelment of Agencies for Supply of Man Power Services
(Office Executives/Professionals)”**

Issued by: Food Civil Supplies and Consumer Affairs, Shillong.

NO.DSCA.TMD/05/2023/120: The Director, Food Civil Supplies and Consumer Affairs, Shillong invites proposal from reputed and experienced firms for supply of Experienced Man Power Services (Office Executives/Professionals) at Directorate of Food Civil Supplies and Consumer Affairs (FCSCA), Shillong. Interested firms/agencies may submit their proposals along with required support documents on or before 28.02.2024.

The detail Request for Empanelment of Agencies for Supply of Man Power Services (Office Executives/Professionals) may be downloaded from the website megfcsca.gov.in


Director
Food Civil Supplies and Consumer Affairs
Meghalaya, Shillong.


MEMO NO.DSCA.TMD/05/2023/109

- A -

Dated Shillong, the 16th February, 2024.

Copy to: -

1. The Director of Information & Public, Relation, Meghalaya, Shillong for causing wide publicity through local newspaper (one in English and one in Khasi). Bills in triplicate may be sent to the undersigned for necessary payment.
2. The Under Secretary to the Government of Meghalaya, Department of Food Civil Supplies & Consumer Affairs, Meghalaya, Shillong in reference to Letter NO.SUP.43/2022/Pt./102 dated the 16th February, 2024.
- ✓ 3. Smti. W. Rynjah, Senior Technical Director, NIC, Meghalaya, Shillong – 793001 with a request to upload the Request for Empanelment (enclosed) on the Department website.
4. Office Notice Board.


Director,
Food, Civil Supplies and Consumer Affairs
Meghalaya, Shillong
Food Civil Supplies and Consumer Affairs
Meghalaya, Shillong



GOVERNMENT OF MEGHALAYA
DIRECTORATE OF FOOD CIVIL SUPPLIES AND CONSUMER AFFAIRS
HORSE SHOE BUILDING, LOWER LACHUMIERE, SHILLONG – 793 001

NO.DSCA.TMD/05/2023/121

Dated: 16th February, 2024

REQUEST FOR EMPANELMENT
“Empanelment of Agencies for Supply of Man Power Services_(Office Executives/Professionals)”

All eligible firms are invited to submit the Request for Empanelment.

Details of Event

SI No	Particulars	Remarks
1	Contact details of the issuing department (Name, Designation, Mobile No., Email address for sending any kind of correspondence regarding this RFP and for submission of Bids)	Directorate of Food Civil Supplies and Consumer Affairs, Shillong. Horse Shoe Building Ground Floor, Lachumiere Shillong. Email: fcsca-meg@nic.in , pmu.fcs-meg@gov.in Contact No: 0364-2224108
2	Bid Document Availability including changes/amendments, if any to be issued	RFE may be downloaded from FCSCA website megfcsca.gov.in
3	Last date for requesting clarification	Within 5 days of issuing the RFE Upto 3:00 pm on All communications regarding points / queries requiring clarifications shall be given in writing.
4	Last date and time for Bid submission	28 th February 2024 upto 2:00 pm Authorized representatives of Bidders/Agency may be present during opening of the Bid documents. However, bid documents would be opened even in the absence of any or all of the Bidder representatives
5	Empanelment Fee	1000/-
6	Earnest Money Deposit	10000/-

Note: The competent authority may increase or decrease the quantity of the items at the time of placing supply order.

- The tender (in English language only) for the above item is to be submitted along with detailed specifications and operational conditions and limits.
- Tender documents may be downloaded from FCS&CA website: <http://megfcsca.gov.in/>
- All details, regarding the subject tender are available on the websites <http://megfcsca.gov.in/>
- Any change/modification in the tender enquiry will be intimated through the above websites only. Bidders are, therefore, requested to visit the websites regularly to keep themselves updated.

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1) ABOUT FOOD CIVIL SUPPLIES AND CONSUMERS AFFAIRS

The Food Civil Supplies and Consumer Affairs Department discharges the important responsibilities of Public Distribution, enforcement of markets discipline and promotion of consumer awareness and protection of their interest. The Department started functioning from the inception of the State of Meghalaya i.e. in 1971-72. Consequent to the implementation of Consumer protection Act 1986, the Department has been renamed as Department of Food, Civil Supplies and Consumer Affairs with effect from August 1994.


The primary function of the Civil Supplies and Consumer Affairs Department is to run the Public Distribution System efficiently and ensure availability of Foodgrains to everyone and to ensure that it is at price affordable for even the poorest in the State. The Department is also entrusted with the responsibility of ensuring availability of Essential Commodities in the Market at reasonable price and prevention of hoarding, black-marketing and artificial price hike. Since most of the Foodgrains in the State come from outside the State, the PDS is totally dependent on the Foodgrains supplied by the Govt. of India through FCI.

2) PURPOSE

This Request for Empanelment (RFE) is being invited to empaneled agencies for supply of Experienced Man Power Services (Office Executives/Professionals) at Directorate of Food Civil Supplies and Consumer Affairs (FCSCA), Shillong. Only the agencies listed through this process will be eligible to provide the services for an initial period of 1 year.

3) ELIGIBILITY CRITERIA: - The bidder must possess minimum eligibility criteria mentioned here under to participate in the tender

- a. Should possess minimum 2 years' experience in the relevant field of Manpower services.
- b. The agency must have an office establishment in Meghalaya.
- c. The manpower supplied should be able to speak local language and should also understand/communicate in English/Hindi.
- d. The Bidder must be a firm/organization registered under applicable Act in India.
- e. The Bidder must have an average minimum Rs. 40 lakhs during last 3 financial year(s). (Turnover amount of the last 3 financial year(s) should specifically mentioned in the document)
- f. Should have similar experience to any Government Organization/PSU. Evidence for having supplied of Manpower services to State/Central Government departments/Public Sectors/ Privates organizations/NGOs, educational institutions, among others undertaken in the last 2 years.
- g. The bidder must have GST Registration, PAN/TAN number, etc.
- h. For non-tribal, valid Trading License from KHADC/JHADC/GHADC is mandatory.
- i. Bids must be accompanied by supporting documents related to eligibility criterion of the bidders.
- j. Bidders should not be under debarment/blacklist period for breach of contract/fraud/corrupt practices by any Society/ Public Sector Undertaking / State or Central Government or their agencies/ departments on the date of submission of bid for this RFP.


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Meghalaya, Shillong

4) GENERAL INSTRUCTIONS

1. Food Civil Supplies and Consumer Affairs would like to invite Expression of Interest from Agencies for short listing eligible organizations / firms and empaneling them for one calendar year which may further be extended for another one year. This empanelment initiative will be useful to expedite the procurement process. Through this empanelment process, the agencies who fulfil the requisite eligibility criteria will be empaneled for supply of Man Power Services (Office Executives/Professionals)

2. **Name of Empanelment:** Agencies for supply of Man Power Services (Office Executives/Professionals) This empanelment document is for shortlisting qualified agencies and empaneling them for providing technical support for implementation of Information Technology Enabled Projects as also E-Governance and processing projects. The technical support agencies would be required to provide on case-to-case basis the necessary hardware and/or software and/or manpower to operate the same. The actual requirement may differ from project to project. Therefore, it is requested to check the Scope of Work also. The documents for Empanelment agencies for supply Man Power Services (Office Executives/Professionals) can be downloaded from www.megfcsca.gov.in.

3. **Empanelment Fee :** A non-refundable fee of Rs.1,000/- should be paid by means of Demand Draft/ Banker Cheque drawn in favor of Director Food Civil Supplies and Consumer Affairs, Payable at Shillong. FCSCA reserves the right to reject the application for empanelment in case non submission of empanelment fee in form of Demand Draft / Banker Cheque.

4. **Last Date of receipt of Empanelment documents:** The last date of receipt of documents is 28th February 2024 up to 2:00 pm. After this time, no documents will be accepted. The applications will be opened on the same day that is, 28th February 2024, 4 PM at the office of the Directorate of Food Civil Supplies and Consumer Affairs where the applications are received. All the agencies are invited for the Empanelment document opening. This is not a financial bid opening.

5. **Address of the submission of the documents:** Directorate of Food Civil Supplies and Consumer Affairs Horse Shoe Building Ground Floor Lachumiere.

6. **Calling for the bids:** These are not competitive bids. These are only empanelment applications. The suitability of the agencies will be ascertained and if found suitable, they will be empaneled based on their experience and their standing in the field. Once the agencies are empaneled, then, sealed bids would be called from them (the empaneled agencies) for providing Quotes for supply of Man Power Services (Office Executives/Professionals) from time to time and on project-to-project basis in the area deemed fit by FCSCA. When the bids would be called for, then, the details of the project would be provided to the empaneled agencies. If required, in case of specific projects, certain additional criteria to be specified, the same shall be provided during invitation of financial bids. The empaneled agencies would be required to competitively bid at that point of time to obtain the contract from FCSCA.

When bids are called for, the bid should be inclusive of all the applicable taxes, Cess and any other outgoing payable to any authority. The rates should be inclusive of any other present or future outgo (for the period of contract) by whatever name called. The Service Tax, ESIC, Provident Fund, GST, if applicable now, or if made applicable in future, would be on account of the agency. TDS as applicable will be deducted by FCSCA.

However, FCSCA reserves the right to release the assignment directly through an open tender process, if the rates quoted by the agencies are not competitive. Decision of FCSCA will be final in this regard.



Director,
Food, Civil Supplies and Consumer Affairs
Meghalaya, Shillong

7. **Authorized Signatory:** The documents can be forwarded by owner or owner's representative. Representative will have to enclose the Letter of Authority / the Power of Attorney along with this offer or when demanded by FCSCA, otherwise the offer will be considered null and void at any stage as per the decision of FCSCA
8. **Superscription:** The envelope containing the documents must be superscribed as "for Empanelment of Agencies for Supply of Man Power Services (Office Executives/Professionals)". If the envelope is not superscribed then there are chances of misplacement, therefore it is advised that the envelope be superscribed as above and deposited in the box kept for the purpose at the address given.
9. FCSCA takes no responsibility for documents received in torn, opened or mutilated conditions. Such documents may not be accepted at all and are liable for rejection.
10. Envelopes, which are not super scribed and which are not addressed properly, may not be considered.
11. **Agreement:** A suitable agreement would have to be entered into with FCSCA, after empanelment and being successful in the financial bids failing which the EMD/ the Bank Guarantee as given, may be forfeited or the work order would not be issued. If the terms and conditions of the agreement are not acceptable to the Vendor, then FCSCA reserves the right to reject the financial bid tenders or forfeit the EMD / revoke the Bank Guarantee. In the absence of any specific agreement, any offer made in response to this tender, when accepted by FCSCA, will constitute a contract between FCSCA and vendor / bidder.
12. **Bank Guarantee:** For successful bidder/s (after calling financial Bid) give a Bank guarantee of amount as may be decided by FCSCA will have to be given by the bidder at the time and date specified by FCSCA. The EMD would be returned thereafter.
13. **Taxes, Cess, Duty, VAT, Excise, Sales Tax, WCT, Service Tax and other taxes:** Details of the tax payable will be specified in Financial Bid from the empaneled agency only.
14. **Right of Rejection:** FCSCA reserves the right to reject all / any applications without assigning any reasons whatsoever at any stage.
15. **Right to place the orders to multiple agencies:** FCSCA reserves the right to place the orders to more than one agency after the financial bids and after the analysis of the bids. The decision of FCSCA will be final in the distribution.
16. **Eligibility:** A bidder participating in the empanelment process shall possess the following minimum pre-qualification/ eligibility criteria. Preference will be given to Local firms.
- Agencies/ firms should clearly indicate, giving explicit supporting documentary evidence, with respect to the above statement, in absence of which their proposals will be rejected summarily at the qualification stage itself.
17. **Blacklisting/Debarring:** The agency merely by filling the empanelment form confirms that the agency has not been blacklisted / debarred by any government department / agency, Reserve Bank of India, nationalized bank, or any Public Sector Unit or body. **The agency is advised not to fill in the empanelment form if they have been disqualified by any of the government agencies.**



Director,
Food, Civil Supplies and Consumer Affairs
Meghalaya, Shillong

18. False Information: In case if it is found that the agency has not given the correct information and flouted any condition or the agency does not have all the appropriate licenses and all the statutory permissions, whatsoever required, to carry out the activity as required in these assignments then FCSCA reserves the rights to cancel the order issued to them and award the assignment in the manner as deemed fit. This can be done at any stage.

19. Extension of empanelment: As stipulated by FCSCA, after the period of expiry, the arrangement can be extended on mutual consent for a further period of one year or upto the period till new empanelment comes in force. However this option can be exercised only by FCSCA.

20. Review of list of empaneled Firms: The list of empaneled Firms will be reviewed by FCSCA from time to time during the period of Empanelment with regard to –

- a. Adhering to time schedule for completion of job.
- b. Quality of service.
- c. Adherence to terms and conditions of Work Order.
- d. General Conduct of the firm.
- e. Quality of supplied Manpower for the different Projects.

21. Termination: FCSCA reserves the right not to empanel any or all applications without assigning any reasons as also to terminate the contract after the financial bid process without assigning any reasons. As also, Firms who default on above points (23a to 23e) may be removed from the empaneled list either for a limited period or on a permanent basis on case to- case basis in addition to imposing such liquidated damages / penalties and other actions as may be permissible under bid/tender conditions of the relevant work order / contract. As also FCSCA reserves the right to terminate this contract if it is established on the basis of price discovery that it would be beneficial for FCSCA to go in for a fresh empanelment / contract.

22. Confidentiality: The empaneled Agency after appointment shall maintain strict confidentiality of all the documents, information, data coming in possession of the Agency as a result of awarding the contract after financial bid process and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the Agency and not going to share the same to anyone.

23. Usage of data / documents / information : After appointment, the empaneled Agency shall ensure that the documents, data, information etc. if imparted by FCSCA or if come to the knowledge of the agency, are / is not used or permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by FCSCA in writing. The confidential information will be safeguarded and the Agency shall take all necessary actions to protect FCSCA's, its customers, and Government of India's interest against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law which shall entitle FCSCA to claim damages from the agency apart from taking action under the appropriate Law. This is an irrevocable condition and it will continue to be in force even if the agreement is terminated.

24. Breach of clause: In the event of any breach or threatened breach of any clause by the Agency and/or individual assigned by the Agency for the performance of the services, the Agency shall be liable to pay damages as may be quantified by FCSCA. Apart from the above, FCSCA shall have the right to proceed against the Agency and/or its assigned person/s under appropriate law.

25. Jurisdiction: All matters pertaining to this empanelment shall be subject to the jurisdiction of the courts in Meghalaya only.



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Meghalaya, Shillong

26. Corrections: All the corrections made anywhere in the empanelment form or the financial bid, whenever called, will have to be authenticated. The corrections without authentication are liable to be rejected. This is an important condition as the correction may have a bearing on the rate/amount quoted resulting in altering L1 or L2 position in the financial bids. Decision of FCSCA will be binding in this case. The bidder/Vendor/ Agency merely by filling in this empanelment form agrees to this delegation of power to FCSCA to decide in this matter.

27. Scope of Work: Agencies with appropriate expertise and experience for providing support services to FCSCA execution implementation and rollout of projects (IT-Enabled, E-Governance and processing projects). FCSCA proposes empanel multiple agencies and meeting eligibility criteria as mentioned below. The Agency would support FCSCA Execution, Implementation and Rollout of projects in one or more of the following:

- (A) e-Governance based Consultancy
- (B) Implementation of IT Projects
- (C) IT Infrastructure and Facility Management Services
- (D) Software Development Projects including web-based applications / portals / and other similar applications of IT in general.
- (F) any other

28. This Expression of Interest is for Empanelment of the agencies and does not guarantee placing of orders. In Normal circumstances, the order would be awarded to the lowest quote among the empaneled agencies through invitations of the financial bid as per the requirement of the FCSCA. However, in appropriate cases FCSCA reserves the right to reject even the lowest quote. FCSCA is at liberty to disqualify the empaneled firm / bidder even after once empaneled if it is found subsequently that the quality of service is not up to the mark as per the terms, conditions and requirements laid down / informed to the agency at the time of execution. If it is detected that some concealment / non- disclosure of material facts made by the agency in order to qualify, FCSCA reserves the right to disqualify subsequently. In the above eventuality, FCSCA is entitled to forfeit the earnest money of the disqualified party and also realize the expenses/loss incurred by FCSCA for re-tender/compensation at the discretion of the FCSCA.

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30. If the bidder/Agency is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be submitted for evaluation.

31. The Agency must stamp and initial all pages and sign all forms at the end. The Bidder's participation in the bid shall be deemed to imply unqualified acceptance of the Terms and Conditions. FCSCA reserves the right to call for further information / documents / break-up etc. to decide on the empanelment.



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Food, Civil Supplies and Consumer Affairs
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32. For the purposes of this Engagement, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies

Force Majeure shall not include:

- a) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
 - b) any event which a diligent party could reasonably have been expected both to take into account at the time of the conclusion of this engagement, and avoid or overcome in the carrying out of its obligations hereunder
- Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

5) REQUIREMENTS FOR MANPOWER TO BE DEPLOYED BY THE SUCCESSFUL MANPOWER SERVICES (OFFICE EXECUTIVES/PROFESSIONALS) IN FCSCA

1. The approximate present requirement and the minimum eligibility criteria for the personnel to be deployed will be as under: -

Sl.No	Manpower/Resource	Qualification/ Degree/Courses	Experience
1	Consultant	Graduate with MBA or equivalent from a recognized Institute	3 years of experience
2	Data Analyst	B.E/B.Tech/MCA/M.Tech or equivalent from a recognized Institute	3 years of experience
3	Programmers/Developers	B.E/B.Tech/MCA/IT or equivalent from a recognized Institute	2 years of experience
4	Office Assistant/Help Desk Staff	Graduate with computer course from a recognized Institute	2 years of experience

2. His / her antecedents should have been got verified by the agency from the local police authorities.

6) OPENING OF RFE DOCUMENTS: -

- (i) The Bid will be opened on 28th February 2024 at 3:00 PM in the office chamber of the Director, Food Civil Supplies and Consumer Affairs Govt. of Meghalaya Shillong-793001.
- (ii) The representative of the Agencies may attend the opening of documents along with letter of authority from the respective Bidder/bidder. Only one authorized representative from each participating vendor will be allowed to attend.

Director,
Food, Civil Supplies and Consumer Affairs
Meghalaya, Shillong

7) EVALUATION AND EMPANELMENT PROCEDURE

- i. This RFE is not an offer by FCSCA, but an invitation to receive responses from eligible interested agencies for empanelment of agencies for supply of Man Power Services (Office Executives/Professionals) for FCSCA. FCSCA will empanel limited agencies who fulfil the eligibility criteria. No contractual obligation whatsoever shall arise from this process
- ii. The evaluation shall be strictly based on the information and supporting documents provided by the agencies in the application submitted by them. It is the responsibility of the agencies to provide all supporting documents necessary to fulfil the mandatory eligibility criteria. In case, information required by FCSCA is not provided by the agency (ies), FCSCA may choose to proceed with evaluation based on information provided and shall not request the agency for further information. Hence, responsibility for providing information as required in this RFE lies solely with the agency.
- iii. Scrutiny of eligibility criteria mentioned in this RFE will be done by the Evaluation Committee to determine whether the documents have been properly signed and stamped, qualification criteria fulfilled and all relevant papers submitted are in order as per RFE. The Evaluation Committee can seek additional information from the agencies, if needed. The response to the RFE not conforming to requirements, financial turnover requirement, office location and past work record will be rejected clarification on their applications
- iv. First the Eligibility Proposal Documents will be reviewed/evaluated and only those bidders who qualify the minimum requirements specified in the RFE, will be eligible for further evaluation. All the supporting documents/documentary evidence must be attached as per specifications done in eligibility criteria
- v. The decision of FCSCA in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of evaluation with FCSCA and it may ask for meetings with the bidders or may issue in writing/email to seek clarifications or conformations on their proposals
- vi. FCSCA may select a single or multiple agency(ies) depending on the requirement. The allocation of work will be based on financial quote lowest rate (L1) as quoted by the agency (ies)
- vii. The selected agency shall not assign the project to any other agency, in whole or in part, to perform its obligation under the empanelment. The qualified agency shall carry out work and its obligations with due diligence, efficiency and economy, ensure in accordance with generally accepted norms, techniques and practices used in the industry. Non acceptance of the work order shall result in forfeiture of EMD and may also make the agency liable for being blacklisted by the FCSCA

8) EARNEST MONEY DEPOSIT (BID SECURITY)

Earnest money deposit of fixed amount of Rs.10000/- (Rupees Ten Thousand) only in the form of DD/Bank Guarantee/FDR valid for six months (validity may require further extension) from the date of submission of the tender of any National/Commercial Bank in favour of the **“Director, Food Civil Supplies and Consumer Affairs” payable at Shillong**, should be submitted along with the BID. Shortfall in amount of Earnest Money Deposit, if any, will result in rejection of the Tender. In case of Bank Guarantee/FDR submitted by the Bidder/Agency, it should be unconditional in all cases. EMD of the unsuccessful bidders will be refunded within 60 days of the award of contract on demand & EMD of the successful bidder would be released only after completion of the work at all the designated places.

The firms/agencies registered under MSME are exempted for submission of EMD subject to submission of proper documentary evidence and submission of the Bid Security Declaration Form (Annexure IV).



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9) CLARIFICATION AND AMENDMENTS ON RFP:

- i. Agencies requiring any clarification on RFE may notify the FCSCA in writing within 5 days of issuing the RFE.
- ii. The queries received (without identifying source of query) and response of the FCSCA thereof will be conveyed to the Bidders
- iii. The Department reserves the right to amend, rescind or reissue the RFE, at any time prior to the deadline for submission of documents. The Department, for any reason, whether, on its own initiative or in response to a clarification requested by a prospective Agencies, may modify the RFE, by amendment which will be made available to the Agencies by way of corrigendum/addendum. The interested parties/Agencies are advised to check the Department website regularly till the date of submission of document specified in the Detail of Events/email. Such amendments/clarifications, if any, issued by the Department will be binding on the participating Agencies. Department will not take any responsibility for any such omissions by the Agencies. The Department, at its own discretion, may extend the deadline for submission of documents in order to allow prospective Agencies a reasonable time to prepare the documents, for taking the amendment into account.
- iv. No request for change in terms and conditions, other than what has been mentioned in this RFE or any addenda/corrigenda or clarifications issued in connection thereto, will be entertained and queries in this regard, therefore will not be entertained.
- v. Queries received after the scheduled date and time will not be responded/acted upon.



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Food, Civil Supplies and Consumer Affairs
Meghalaya, Shillong

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Meghalaya, Shillong

ANNEXURE - I**INFORMATION ABOUT THE BIDDER****(TO BE SUBMITTED ALONG WITH THE TENDER)**

SI NO.	PARTICULARS	TO BE FILLED BY BIDDER
1.	Name of the Firm/Company/Agency	
2.	Year of Establishment	
3.	Postal Address Telephone numbers Fax e-mail Website Address (If Applicable)	
4.	Bank Account Detail for payment	Account No Account Type Name of Account Holder Address of Account Holder Name of Branch Address of Branch IFSC Code
5.	Any authorized branches of the Firm/Company, if so, give details.	
6.	Name of the proprietor/partner/ Managing Director etc.	
10.	Turnover for the last three years in Rs. (Year Wise)	
11.	List of Existing Clients (Govt./PSU/Major Client)	
12.	If already doing business with FCS&CA Give details	
(a)	Item	
(b)	Since when	
(c)	Work/Supply order No.	
13.	Has your firm ever been black Listed by the Govt. or any other authority? Please give details and reasons thereof	
13.	If black listed & revoked give details of the same.	
14	GST/PAN/TAN No. (copy to be enclosed)	

Declaration

I/We do hereby declare that the entries made in this quotation are true to the best of my/our knowledge and belief. I/We do also confirm that I/We have read and understood General conditions of Contract as contained in these tender documents and agree to abide by the same in all respect.

I/We undertake to communicate promptly to FCSCA all the subsequent changes in condition affecting the accuracy of the details given above. Further I/We undertake that in case the facts/information furnished, as above is/has been found false, the FCSCA may in its absolute discretion reject/cancel any assignment, if any, awarded/agreed to be awarded to me/us and in such case I/We shall not be entitled to claim any damages/whatsoever in regard to that assignment.

Signature of Proprietor/Director/ Managing
Director/Constituted authority.

Place:
Date:

Name:
Designation:



Director,
Food, Civil Supplies and Consumer Affairs
Meghalaya, Shillong

ANNEXURE - II

APPLICATION FORM
(To be submitted on the letter head of the bidder)

Director
Food Civil Supplies & Consumer Affairs
Shillong

Sir,

Sub: Empanelment of Agencies for Supply of Manpower Services (Office Executives/Professionals)

This is with reference to your application due on. We are interested in getting our Company /firm / Agencies / vendor empaneled in your organization for Supply of Man Power Services (Office Executives/Professionals). We are aware that the financial bids will be called only from the empaneled (short-listed) Company/firm / agencies.

We have read and understood the details as given in the information regarding the Scope of Work and Terms and Conditions for the selection of vendors for this work.

The conditions are acceptable to us. We have been given all the required information from FCSCA. We certify that we are eligible and qualified as per the said Terms.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If we are empaneled as per the decision of FCSCA, only then, we will be allowed to participate in the financial bids.

We understand FCSCA is not bound to accept any proposal they may receive and that the evaluation would be carried out based on the applicable eligibility criteria and the supported specific documents submitted by us. We understand that if empaneled, we would be called for financial bids on project-to-project basis in the area deemed fit by FCSCA.

We agree to abide by all the terms and conditions of the empanelment document.

Yours sincerely,

Authorized Signatory (In full and initials) :

Name and Title of Signatory :

Name of Agency :

Address:

Location: _____ Date: _____



Director,
Food, Civil Supplies and Consumer Affairs
Meghalaya, Shillong

ANNEXURE - III

DECLARATION BY BIDDER

I / We agree that we shall keep our price valid for a period of one year from the date of approval. I / We will abide by all the terms & conditions set forth in the tender documents No. /

I / We do hereby declare I / We have not been de-recognized / black listed by any State Govt. / Union Territory / Government of India / Government Organization / Govt. Health Institutions.

Signature of the bidder:

Date:

Name & Address of the Firm:



Director,
Food, Civil Supplies and Consumer Affairs
Meghalaya, Shillong

BID SECURITY DECLARATION FORM

ANNEXURE - IV

(On Company's Letterhead)

BID SECURITY DECLARATION FORM

(To be signed and submitted/uploaded along with Technical bid documents)

Dated:

To
The Director
Food Civil Supplies and Consumer Affairs
Government of Meghalaya.

Sub: Tender No. Opening on

Ref: Our Tender No., dated for the supply of

Sir,


We the undersigned on behalf of and under the authority of M/s..... (herein after referred to as bidder) hereby undertake to declare:

1. That we, the bidders understand that bids can be supported with a Bid Security Declaration, in lieu of submitting Earnest Money Deposit (EMD) specified in above referred tender and
2. That we, the bidder, understand that we shall be automatically be suspended from being eligible for bidding in any contract with Department of Food Civil Supplies and Consumer Affairs, Government of Meghalaya (herein after referred to as purchaser) for a period of 2 years/or for a period as decided by the competent authority, commencing from the closing date of bid submission, on breach, by the bidder, of any of the following obligation(s) under the bid conditions: -
 - i) *On withdrawal from the proposal or on enhancement of the quoted price subsequent to the bid opening and/or during the bid validity period or of its extended period, if any.*
 - ii) *On failing to accept and /or execute the contract after being the successful bidder in accordance with the terms and conditions (including timelines for execution of the Agreement) of the said tender/work order issued thereof or on failure to furnish the Performance Security in accordance with the terms and conditions (including timelines for furnishing Performance Security) of the said Tender/Purchase Order issued thereof.*
 - iii) *On indulging in any act that would jeopardize or unnecessarily delay the process of bid evaluation / finalization /execution of the proposed contract in accordance with timelines as specified by the purchaser.*
3. That we, the bidders understand that this declaration shall remain valid up to Bid validity of tender or it should be executed automatically in case of bid validity is extended.
4. That we, the bidders, understand that this declaration shall expire on our not being a successful bidder and on notice of award of the said contract to another bidder, whichever is earlier.

Authorized Signatory of the Company

Office Seal

Name: _____
Designation: _____
Place: _____
Date: _____


Director,
Food, Civil Supplies and Consumer Affairs
Meghalaya, Shillong