



**North East Initiative Development Agency (NEIDA)**

**| NBCC Building | First Floor | Road Level**

**Bayavu Colony | Kohima 797001 | Nagaland**

**REQUEST FOR PROPOSAL (“RFP”)**

**FOR**

**Procurement and installation of machineries for  
Common Facility Centre at Phuvkiu, Kiphire: Nagaland**

**Issue Date: 24 / 09 / 2020**

**Submission Date: 16 / 10 / 2020**

**Notice Inviting Tender**

**North East Initiative Development Agency**

NBCC complex, first floor (road level)

Lower Bayavü Hill, Kohima, Nagaland 797001

**Date: 24/09/2020**

**FOR AND ON BEHALF OF NEIDA, THE EXECUTIVE DIRECTOR, INVITED BIDS FROM ELIGIBLE BIDDERS FOR PROVIDING SERVICES FOR PROCURING AND INSTALLATION OF MACHINERIES IN COMMON FACILITY CENTER (CFC) AT PHUVKIU VILLAGE, KIPHERI DISTRICT, NAGALAND**

Sl. No	Name of Work	Estimated Cost	Time schedule
1.	Procurement and installation of machineries in Common Facility Centre at Phuvkiu ,Kiphire :Nagaland	Rs. 39,80,000/-	5 months

Sl. No	Schedule	Due date
1.	Publishing Date	24/09/2020
2.	Written queries to be given by Bidders in the given format	4/10/2020
3.	Pre- Bid Meeting Date (Venue will be online or teleconference)	8/10/2020
4.	Online Bid Submission Date (Mail)	16/10/2020 (05:30 PM)
5.	Hard copy submission (all required documents)	16/10/2020 (05:30 PM)
6.	Bid opening	20/10/2020 (01:30 PM)

**Calendar Events**

Note: The above dates are indicative, the “Client” reserves the right to change the timelines at its own discretion.

## 1. Introduction

- 1.1. North East Initiative Development Agency (NEIDA) with the support from Indian Micro Enterprises Development Foundation aims to develop the packaging and marketing facility of farmers end product in Nagaland by introducing a industry standard CFC at Phuvkiu Village and building a sustainable ecosystem around it.
- 1.2. Indian Micro Enterprises Development Foundation (IMEDF) is promoting the development of a cluster for Agro Business Cluster at Kiphire district, Nagaland as a Nodal Agency under the SFRUTI scheme of the Ministry of Micro, Small and Medium (MoMSME) Enterprises. Under this programme IMEDF has appointed NEIDA as the implementing Agency and NABARD Consultancy Service (NABCONS) as the Technical Agency for the assignment. Through this scheme 500 artisans will be supported through intervention and processes as detailed under the SFRUTI Programme.
- 1.3. The objective is to accelerate growth in smallholder farmers and commercialization of small-scale agriculture and allied activities by generating sustainable incomes from farming as a business.
- 1.4. The Programme is being implemented by North East Initiative Development Agency, a society registered under Societies Registration Act, 1860, as amended vide Societies Registration (Nagaland Third Amendment) Act, 2008 (Act No. 1 of 2009) and having its office at NBCC complex, first floor (road level) Lower Bayavü Hill, Kohima, Nagaland 797001.
- 1.5. For setting up of Common Facility Centre at Phuvkiu village the village council has leased the said land to Saramati Beru Area Multi purpose Cooperative Society for a period of 70 years and may be extended with another fesh or (the 'Additional Terms') agreed between the parties.
- 1.6. The construction of CFC is in the process and once the construction is completed, the installaiton of machenaries will be initiated.

## 2. Request for Proposal for procurement and installation of machineries at CFC, Phuvkiu village, Kiphire: District

### 2.1. Scope of Bid

- 2.1.1. For the purpose of executing the procurement and installation of machineries works with respect to the CFC at Phuvkiu Village, the Client proposes to engage a contractor/supplier to undertake the Services as specified in this RFP and invites

Proposals from Applicants for the same. The Proposals submitted by the Applicants shall comply with all the requirements as stated in the RFP. Based on final evaluation, the successful Applicant will be selected and notified (hereinafter referred to as the “Contractor”/“Supplier”). The notification of award by the Client shall be followed by execution of the Contract Services Agreement (hereinafter referred to as the “Agreement”) by Client and acceptance by the Contractor/ Supplier, recording the terms and conditions for carrying out the Services. Client also reserves the right to modify, delete or add to the scope of such Services at any point in time, during the Bidding Process and thereafter during performance as per the terms of the RFP and/or Agreement. The draft term sheet with respect to the Agreement is provided in Annexure C.

- 2.1.2. Proposal for Services: The Bidders shall prepare and submit Proposals to Client in the manner mentioned in the procedure for submitting Proposals. Such Proposals shall be based on the Scope of Services outlined in Appendix A of this RFP.
- 2.1.3. Successful Bidder shall be required to complete the scope of services by the intended Completion Date specified in the RFP.
- 2.1.4. Timeline for completion: Completion Date for the scope of services shall be as follows:

S. No	Deliverable Details	Timelines
1.	Submission of details about the machineries. Project Estimates and Schedules.	2 weeks
2	Submission Of all the final procurement document of the machineries.	3 weeks
3	Procurement and installation of machineries.	6 weeks from LOI
4	Complete installation of all machineries with status report on functioning of the machineries.	2 Months

- 2.1.5. Client reserves the right to negotiate with all or any of the Applicants whose proposals are being evaluated, to determine the successful Applicant.

**2.2. Development Phasing**

The following facilities are proposed to be developed in a phased manner:

**2.2.1. Phase 1: Detailed estimates of machineries and services**

- (a) Estimate the following machineries along with the service charge need to be provided

Sl. No.	Item	Description	Capacity	No of machine
1	Pulses Packaging Machine (Unique Packaging Systems)	2100x1000x2200 mm, 3KVA AC Single/Three phase, 700 Kg	15-50 Pouches/Minute (5gms-2kgs)	1
2	Ginger/ Turmeric Dryer Machine	6-192 Tray Capacity	6-192 Tray Capacity, Max 200°C	2
3	Dry Chamber	Automatic, Semi-Automatic	6-192 Tray Capacity, Max 200°C	2
4	Ginger Peeler	Ginger/Turmeric Peeler-Corrosion Resistant, Automatic, Less than 4 KW. 100-500 Kgs/Hour	100-500 Kgs/Hour	2
5	Ginger Washing Machine	Top Loading, Fully Automatic, Semi-Automatic	100-1000 Kgs/Hour, Top Loading	2
6	Ginger Slicer	Stainless Steel. 400 Kg. 220V. 0.75 KW	400kg/hour	2
7	Automatic Turmeric/ Ginger Powder Machine	Galvanized, Stainless Steel. 220V, 50-60 Hz, Automatic		2
8	Bottle / Jar Honey Filling Machine	Automatic, Semi-Automatic ( Pickle, Honey, Shampoo, Lotion, Gel, Hair oil, Perfume, Beverages, Juice, Wine, Liquid Soap, Lubricant oil, Engine oil, Cleaning chemical Hazardous liquid ,Acid etc.)	1-12 nozzles, 3000-9000 output/hour	1
9	LUG Capping Machine	Low noise level, low power consumptions	1200 to 2400 BPH 1000-3000 bottles/hour	1
10	Microscope, test tubes, reagents, equipments and chemicals for testing	1-Digital Grain Moisture Meter-VT -4545-9 V DC Adaptor, operated through 230V, 50 Hz, AC main or 6(R-20) type dry cells. Size (L x B x H in cm): 30x18x19 cm (approx.) 2-/Acutek Honey refractometer 3- Moisture meter for Turmeric and Ginger	NA	4
11	50 KVA 3 Phase generator	Low noise level, low power consumptions	NA	1

**2.2.2. Phase 2: Procurement and Installation of all the mechaneries**

- (a) The above machineries to be procured and carry out the installation of machneries in the CFC

**2.2.3. Phase 3: Complete installation of the machineries**

- (a) All the required machineries mentioned in point 2.2.1 to be installed completely  
 (b) All the machineries installed in the CFC and tested: All the installed machineries installed should be functional

### **2.3. Project location:**

The project is located in Phuvkiu village, Pungro Block under Kiphire district. Phuvkiu village is one of the biggest village under Pungro block, the village is located 17 km from Pungro headquarter. The project site is located inside the village and it is near the old Government high school. From the village community hall it is 400 meters (approx) to the project site.

### **2.4. Site Connectivity**

The site identified by the Implementing Agency (NEIDA, Kohima) and Nodal Agency (IMEDF, New Delhi) – Phuvkiu village is at under Pungro Block. The site is easily accessible from the main city capital, Kohima. The site is located at a distance of 280 km from Kohima. The closet railway station is at Dimapur, at a distance of 360 kms from the Site location.

### **2.5. Participation in RFP:**

- 2.5.1. Online submission of Bid via mail is mandatory. Manual submission without online submission of bid will be considered as invalid.
- 2.5.2. The Submissions of the bids shall be done via postal mail/ Courier and the Bids shall be sent in sealed envelope to NEIDA head office at Kohima within the time mentioned in the Calendar of Events.

### **2.6. Eligibility Criteria:**

#### 2.6.1. General Qualification

- (a) The Bidder can either be a propriety or partnership firm, company or any other institution registered in India.
- (b) The Bidder should be sole applicant only. Application as a joint venture or consortium shall not be entertained.
- (c) Bidder should be a suppliers or vendor who can supply and install machineries

#### 2.6.2. Similar Work Experience

- (a) The Bidder shall have experience in intallation of macheneries, knowledge about processing units and different typ of machineries. Experience in the similier project in the hilly areas. Information about the organization along with names & details of various Technical & supporting personnel, Key personnel with their qualifications & experience to be furnished along with RFP, in suitable formats indicated subsequently in the document.
- (b) Experience of interior design and infratructure construction proijects in hilly region of North East India.

Similar Projects would mean Institutional, Auditorium, Warehouse etc.

2.6.3. Other Eligibility Criteria (Disqualifications):

- (a) Bidder should not be insolvent, in receivership, bankrupt or being wound up, not having its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be subject of legal proceedings for any of the foregoing reason;
- (b) Bidder and their directors, partners, proprietor and officers should not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter in to a procurement contract within a period of three years preceding the date of this RFP;
- (c) Bidder should not have been blacklisted or debarred or de-registered or otherwise disqualified pursuant to any debarment proceedings, by any Central or State Government, Local Government or Public Sector Undertaking or private sector in India and which is for the time being in force. Bidder should not have any interest in such debarred or blacklisted or deregistered/ banned firms;
- (d) Conflict of Interest among Bidders: The Bidder found to have a conflict of interest with other Bidder(s) shall be dis-qualified. The Bidder shall be considered to have a conflict of interest with one or more Bidders in this RFP process; if:
  - (i) they have common owner having not less than 20% interest in both the Bidder;
  - (ii) they have same legal representatives /agent for purpose of this RFP; or
  - (iii) they have relationship with each other directly or through common third parties, that's put them in a position to have access to information about or influence on the bid of another Bidder;
  - (iv) more than one application from a single Bidder in this RFP process;

2.6.4. Conflict Interest with the Client:

- (a) Conflict of Interest situation also exists in the event of conflicting assignment with the Client by the Bidder that may lead to improper use of information obtained in the course of such other assignment with intent to gain unfair advantage in the procurement process.
- (b) Bidder should make voluntary disclosure of any such conflict of interest situation which is likely to arise in future with other Bidder (s) or the Client (or its

associates) or otherwise, for assessment and mitigation measure by the Client, wherever possible.

- 2.6.5. Only Bidders who fulfill the Eligibility Criteria as per the RFP shall submit the Bid. Bids from any other Bidder shall be liable to be rejected.

## **2.7. Procedure for submitting Proposals:**

- 2.7.1. The Submissions of the bids shall be done via post/mail/ courier and the Bids shall be sent to NEIDA Kohima Office within the time mentioned in the Calendar of Events at the given address, North East Initiative Development Agency, NBCC complex, first floor (road level), Lower Bayavu, Kohima-797001: Nagaland.
- 2.7.2. All the Submissions shall be sent in sealed envelope only.
- 2.7.3. The proposal shall be submitted only as per the enclosed format(s) along with all the Annexures. The Bidder shall also submit the list of such projects where due to any disputes; litigation/arbitration was invoked and/ or the contract were abandoned/suspended by its client. Suppression of any information in this regard may lead to disqualification of the Bidder, if such information comes to the notice of the Client subsequently.
- 2.7.4. Incomplete applications will be summarily rejected and will not be considered for further evaluation and shortlisting.
- 2.7.5. Part 1 of the Proposal shall comprise the following:
- (a) A letter on the letterhead of the Bidder as per Appendix -B: Covering Letter, signed by the Authorised Signatory,
  - (b) Unconditional acceptance of terms and conditions of the Bidding Process, RFP
  - (c) Undertaking that all information provided is true and correct
  - (d) Completed form, and its required attachments in response to questions as provided in Annexure 1: RFP Questionnaire (also to be provided in XLS file as per format given);
  - (e) Eligibility Criteria: Submission of Completion Certificates as per Annexure 3.
  - (f) Annexure 7: Bid Undertaking for the Validity of the Bid.
  - (g) Annexure 8: Documents relating to authorised signatory
- 2.7.6. Part 2: Techno-Commercial Proposal
- (a) Part A of the Techno-Commercial proposal shall be the Technical Proposal, wherein the basic concept plan shall be proposed by the Applicant. The Technical Proposal shall also include the approach, methodology and work Plan (to match



the Scope of Services, including milestones & timelines) and name it as Annexure 5 to be provided in .pdf format. This shall demonstrate its:

- (i) Basic concept plan, approach and methodology to the Client
  - (ii) Estimated cost of machineries and services.
  - (iii) Understanding of Scope of Services and the Project;
  - (iv) Timelines and Deliverables
  - (v) Work methodology, tasks, timelines, technical skills, method and technology / systems that will be used to develop and document each of the major areas of the Scope of Services;
  - (vi) Resource and manpower mobilization plan;
- (b) Part B of the Techno-Commercial Proposal shall contain the Financial Proposal in the format as provided in Annexure 6. The financial proposal shall also be provided in format given.
- (i) The Applicant's financial proposal shall be as per the Scope of Services mentioned in Annexure A.
  - (ii) The Applicant in their Financial Proposal shall indicate separately GST, local tax, other taxes, levies, transaction charges, etc. wherever applicable.

2.7.7. The Submissions shall be divided in two parts.

- (a) Parts 1 shall be submitted in a sealed envelope named as Eligibility\_Name of the Bidder within the timeline mentioned in the calendar of events.
- (b) Part 2 shall be submitted in a separate a sealed envelope called as Techno-Commercial Proposal\_Name of the Bidder within the timeline mentioned in the calendar of events.

2.7.8. The language for all written communication shall be English and unless mentioned otherwise the currency shall be Indian Rupees.

## **2.8. One Bid per Bidder:**

2.8.1. Each bidder shall submit only one bid for the RFP. A bidder who submits more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

## **2.9. Clarification of Bidding Documents**

2.9.1. Bidder requiring any clarification with respect to the RFP shall write to the email id to [rutho@neida.org.in](mailto:rutho@neida.org.in) or call in 9378124909 before the due date for seeking clarification.

Responses will be shared to all Bidders via email, including a description of the enquiry but without identifying its source.

**2.10. Pre-Bid meeting:**

- 2.10.1. The Bidder or his/her official representative is invited to attend a teleconference pre-bid meeting which will take place as indicated in the Calendar of Events.
- 2.10.2. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 2.10.3. The Bidder may submit any questions in writing to the email id provided.
- 2.10.4. Clarifications to pre bid queries shall be issued to the Bidders and any modification of the Bidding Documents which may become necessary as a result of the pre-bid meeting shall be made by the client without undue delay.
- 2.10.5. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.

**2.11. Mode of Submission:**

- 2.11.1. The Bidder shall prepare and submit the Bid vial mail. The original of the following Bid Documents of hard copy shall be submitted. In event of discrepancy between the online and the hard copy submission, the original shall prevail.
  - (a) Annexure B: Covering Letter
  - (b) Annexure 5: Technical Proposal including approach, methodology and work plan
  - (c) Annexure 6: Financial Proposal (to be submitted only after intimation by the Client after evaluation of Eligibility Criteria)
  - (d) Annexure 7: Bid Undertaking (For validity of Bid along with Financial Proposal)
  - (e) Annexure 8: Documents relating to authorised signatory
- 2.11.2. The Original copy of bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the bid where entries or amendments have been made shall be initialed by person or persons signing the bid.
- 2.11.3. The Bid shall contain no alterations or additions, except those to comply with instructions issued by the client, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 2.11.4. The hard copy of bids should be addressed as under and submitted to the below-mentioned location

**Kind Attention:**

Executive Director  
 North East Initiative Development Agency (NEIDA),  
 NBCC complex, first floor (road level) Lower Bayavü Hill,  
 Kohima, Nagaland 797001.

**2.12. Deadline for Submission of Bids**

2.12.1. Bids shall be submitted by the Bidders within the due date mentioned for submission of Online Bids and hardcopy of Bids as mentioned in the Calendar of events.

2.12.2. The Client may extend the deadline for submission of Bids, in which case all rights and obligations of the Client and the Bidders previously subject to original deadline will then be subject to the new deadline.

**2.13. Late Bids**

2.13.1. Any Bid received late after the deadline prescribed in the calendar of events will not be considered.

**3. Selection Mechanism**

**3.1.** Bidders fulfilling the above Eligibility Criteria and found successful on Technical and Financial Bid and other terms and condition of this RFP, as stated by the Client, will be considered for appointment as the Contractor for the Project.

**3.2.** The selection is envisaged to be a two-stage process, as stated below. And the Techno-Commercial bids of only those Bidders shall be considered who qualify in the Eligibility.

**3.3.** Initial Check: Eligibility Criteria (Step I):

3.3.1. Initial filter based on Eligibility Criteria as per in Clause 3.4 shall be first assessed.

Sl. No.	Criteria	Yes	No
1.	Is the Bidder sole applicant?		
2.	Has the Bidder suffered from bankruptcy / insolvency or subject of any legal proceedings for these matters?		
3.	Has Bidder and their directors, partners, proprietor and officers have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter in to a procurement contract within a period of three years preceding the date of this RFP?		

4.	Has the Bidder been involved in frequent litigations in the last five years?		
5.	Has the Bidder abandoned any work in the last seven years or has it been blacklisted or have any of its contracts terminated for failure to perform?		
6.	Does the Bidder have an experience of installation of machineries, processing unit or other similar projects in hilly area?		
7.	Does the bidder have Experience of Projects in North East		
8.	Does the Applicant have any conflict of interest with other Bidders?		
9.	Does the Applicant have any conflict of interest with the Client?		

3.3.2. Only those Bidders found to fulfill the Initial Check will be considered for further evaluation.

3.3.3. Even though an applicant may satisfy the above requirements, the bidder would be liable for disqualification if the bidder has:

- (a) Made misleading or false representation or deliberately suppressed the information in the forms, statements, and enclosures required in the pre-qualification document.
- (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses, etc., should be defined.

**3.4. Techno commercial Evaluation (Step – II Part A)**

3.4.1. Evaluation of Technical Criteria. The Technical Criteria of Applicants shall be evaluated based on parameters provided in Annexure 3, 4 and 5. Applicants may be called for a presentation to discuss the Technical Proposal including methodology proposed to complete the Scope of Services, team, their experience, performance milestones and report timelines. Client reserves the right to skip this step at its discretion.

3.4.2. Financial Evaluation (Step – II Part B):

- (a) Evaluation of the financial criteria will be evaluated based on the parameters provided in Annexure 6.
- (b) Applicants should mention the Financial Proposal as per the format provided in Annexure 6.

#### **4. Other terms and Information**

- 4.1.** Government Regulations: The Applicant shall be responsible for obtaining and maintaining permits and also for complying with all the laws, orders, regulations, any statutory compliances or other instructions issued by all statutory authorities in India
- 4.2.** Each page and Annexure, of the Financial Bids, must be signed by the Authorised signatory of the Applicant. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- 4.3.** The Client reserves the right to accept or reject one or all applications without giving any explanation or re-evaluate some or all Bids, should any evaluated Bid be found to be non-responsive at a later stage.

**Annexure A: Scope of Services**

The Client proposes to appoint Contactor who is responsible for procuring and installation of all the machineries in the CFC at Phuvkiu Village, Kipheri ,District Nagaland. The Scope of Services of Contractor shall include all elements of services as mentioned in this Annexure.

**1. Part 1: Procurement and installation Development:**

The Contractor at different stages of the project will submit following deliverables to Client:

S. No	Deliverable Details	Timelines	No. of copies
1.	Submission of details about the machineries. Project Estimates and Schedules.	2 weeks from LOI	1 Hard copies + soft copy
2	Submission Of all the final procurement document of the machineries	4 weeks from LOI	1 Hard copies + soft copy
3	Submission of work progress during the installation of machineries	7 weeks from LOI	1 Hard copies + soft copy
4	Submission of work completion status on machineries installation work (all machineries should be functional)	Within 5 Months from LOI	1 Hard copies + soft copy

## Annexure B: Covering letter

### [On the letter head of the Bidder]

Kind Attention: [location, date]

Shri. Dharani Ratno

Executive Director

North East Initiative Development Agency (NEIDA),

NBCC complex, first floor (road level) Lower Bayavü Hill,

Kohima, Nagaland 797001.

Ph: +913702260197

Sub: Submission of Proposal for procurement and installation of machineries in the Common Facility Centre at Phuvkiu village, Kiphire, Nagaland

Sir/Ma'am,

1. Having read, carefully examined and understood the Request for Proposal issued NIEDA ("Client") and all annexure and other documents attached there to and all subsequent addenda and clarifications issued pursuant there to (collectively the "RFP"), we hereby offer to perform the Services (as defined in the RFP) in accordance with the Scope of Services and the terms and conditions set forth in the Agreement provided.
2. We hereby agree and confirm that our Proposal has been prepared strictly in conformance with the instructions in the RFP (including the forms set forth therein) and that we shall at all times act in good faith and abide by the terms and conditions of the RFP during the bidding process.
3. We have agreed that [\_\_\_\_\_] [Insert Authorised Signatory's name] will act as our representative and has been duly authorized to submit the Proposal and authenticate the same, make amendments thereto and undertake such other actions as set out in the authorization attached with this Proposal, which will be binding on us.

4. We have provided details, in accordance with the instructions and in the form required by the RFP and have attached the same as appendices to this Proposal. These documents form an integral part of this Proposal:

Annexure 1: RFP Questionnaire

Annexure 2: Eligibility Criteria

Annexure 3: Details of related projects

Annexure 4: Evaluation criteria

Annexure 5: Techno Commercial Proposal – Part A consisting of Technical Proposal including approach, methodology and work plan

Annexure 6: Techno Commercial Proposal – Part B consisting of Financial Proposal

Annexure 7: Bid Undertaking (For validity of Bid)

Annexure 8: Documents relating to authorised signatory

Yours Faithfully,

[Signature and Details of the Authorised Representative]



**Annexure 1: RFP Questionnaire**

1. BIDDER	
1.1. Full Name	
1.2. Legal Status (firm/company, etc)	
1.3. Jurisdiction of Incorporation	
1.4. Year of incorporation / registration	
1.5. Registration Number	
1.6. Registered Address	
1.7. In case of joint venture or consortium bid, above details of the Lead party shall be separately provided	
2. Mention the document authorising the Authorised Signatory (copy of document to be provided in Annexure 8)	
3. Tax Registration Details	
3.1. GST	
3.2. Income Tax	
4. Contact Person for this Proposal	
4.1. Name	
4.2. Address for Courier	
4.3. Office Phone	
4.4. Mobile Phone	
4.5. Fax	
4.6. E-mail Address	

**Annexure 2: Eligibility Criteria**

Criteria	Documents required
The Bidder shall have experience in procurement and installation services of machineries in similar projects in Hilly Areas.	Details in the format as per Annexure 3. Completion certificate from Client
Architectural planning and design services of institution Infrastructure / warehouses in any Area.	Details in the format as per Annexure 3. Completion certificate from Client
Experience of Planning and interior and exterior designing Services of Projects in North East.	Details in the format as per Annexure 3. Completion certificate from Client

**Annexure 3: Details of related projects**

1. Procurement of machineries and installation services for similar projects in hilly area

S no.	Name of Project	Name of the Client	Description of services provided	Value of project	Total Built up Area of the Project	Location	Reasons for why it is similar (Type of Project)
1							
2							
3							

2. Experience of project in North East

S no.	Name of Project	Name of the Client	Description of services provided	Value of project	Total Built up Area of the Project	Location
1						
2						

**Annexure 4: Evaluation criteria**

<p><b>1.</b></p>	<p><b>Machineries installation services for similar projects in hilly area</b></p> <p>[Applicant with maximum number of projects will get maximum marks, (20 marks for 1 to 3 projects), (30 marks for 4 to 6 project), (40 marks for 7 and above)</p> <p>Similar Projects would mean Institutional, Industrial Warehouse, Hotel, Theatres and Auditorium</p> <p>After installation services and warrantee</p>	<p><b>45 Marks</b></p>
<p><b>2.</b></p>	<p><b>Experience in Projects in Nagaland</b></p> <p>( 5 Marks for 1 to 3 project) ( 10 marks for 4 and above)</p>	<p><b>10 Marks</b></p>
<p><b>3.</b></p>	<p><b>Technical personnel</b></p> <p>Having mechanical engineer, expert personnel in machineries etc</p> <p>(10 marks for mechanical engineer, 20 marks for expert personnel in machineries and 30 marks for having both mechanical and expert personnel )</p>	<p><b>25 Marks</b></p>
<p><b>4.</b></p>	<p><b>Financial proposal for the project</b></p> <p>Having the least financial proposal will get 20 marks</p>	<p><b>20 Marks</b></p>
<p></p>	<p>Total</p>	<p><b>100 Marks</b></p>

#### **Annexure 5: Technical Proposal including approach, methodology and work plan**

Technical Proposal shall include Approach, Methodology and Work Plan: The Applicant shall include a detailed narrative on the approach, plans (to match the Scope of Services, including milestones & timelines). This shall demonstrate its:

- (a) Basic concept plan, approach and methodology to the Client
- (b) Estimated cost of the work.
- (c) Understanding of Scope of Services and the Project;
- (d) Timelines and Deliverables
- (e) Work methodology, tasks, timelines, technical skills, method and technology / systems that will be used to develop and document each of the major areas of the Scope of Services;
- (f) Organisation chart of the Applicant
- (g) Resource and manpower mobilization plan.

**Annexure 6: Financial Proposal**

Instructions to the bidder:

1. The Applicant shall provide the Financial Proposal in the following format. The Financial Proposal shall be provided for all the facilities and phases mentioned in the RFP.
2. Taxes including GST shall be given separately
3. Financial Proposal shall be provided in the below format:

			Rs
1	On submission of the detailed procurement plan, specifications, make, warranty & other related documents all complete & approved the same by the client	Lump sum	
2	Supply of all types of machinery at the site with all relevant documents as directed and specified by the client	Lump sum	
3	Fitting, Fixing, testing & commissioning all complete for all the types of machinery as directed and specified by the client.	Lump sum	
4	Total Excluding Taxes		
5	Taxes		
6	Total including Taxes based on above		

**Annexure 7: Bid Undertaking (For validity of Bid):**

[In the bidder's letterhead]

I, the undersigned do hereby undertake that our firm M/s

\_\_\_\_\_ agree to abide by this bid for a period of 150 days for the date fixed for receiving the same and it shall be binding on us and may be accepted at any time before the expiration of that period.

\_\_\_\_\_  
(Signed by an Authorised Officer of the firm)

Title of Officer

Name of Firm

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**Annexure 8: Documents relating to authorised signatory**

The Bidder shall provide the document authorising the signatory in Annexure 8.



**Annexure C: Draft Consultancy Services Agreement**

The Client reserves the right to modify, add or change the terms of this term sheet at its discretion

**1. Parties to the Agreement**

1.1. The Agreement shall be entered into between the Contractor/Supplier and NEIDA (“Client”)

**2. Commencement of Services:**

2.1. Contractor/Supplier shall commence services within one week of issue of Service Order

2.2. On a case to case basis, the Client may agree for allowing further mobilisation time for Contractor/Supplier to commence services

**3. Scope of Services:** As defined in Annexure A to the RFP. Performance of scope of Services shall be defined as Deliverables by the Contractor/Supplier.

**4. Completion of Services**

4.1. Timeline for completion of services shall be as follows:

S. No	Deliverable Details	Timelines	Document to submit
1.	Submission of details about the machineries. Project Estimates and Schedules.	2 weeks from LOI	1 Hard copies + soft copy
2	Submission Of all the final procurement document of the machineries	3 weeks from LOI	1 Hard copies + soft copy
3	Installation of machineries in the processing center.	5 weeks from LOI	1 Hard copies + soft copy
4	Complete installation of all machineries with status report on functioning of the machineries	Within 5 Months from LOI	1 Hard copies + soft copy

Timeline shall be adjusted appropriately for activities that can be carried out in parallel.

**5. Term**

6.1. Term of the Agreement shall be for a period of 5 months with ability

**6. Termination**

6.1 Either Party may terminate the Agreement by giving a one-month notice

6.2 Without prejudice to its any other rights or remedy against the Contractor in respect of any delay, abandonment, inferior quality of work or services, any claims for damages and / or other provisions, whether the date of completion has not elapsed, Client may terminate the Agreement by giving two (2) week notice in writing to the Contractors. Such termination by Client may happen in circumstances including but not limited to the following:

- a) If the Contractor having been given notice that the work is being performed inefficiently or quality checks are not being made or otherwise improper or unprofessional manner.
- b) If the Contractor persistently neglects its obligations under the contract and / or commits default in complying with any of the terms and conditions of the Agreement and does not remedy it or take effective steps to remedy within two (2) Weeks of issuing a notice by the Client

6.3 Upon termination of the Agreement for any reason whatsoever, the contractor shall deliver within two (2) weeks to the Client all, documents, approval papers, reports and all relevant documents prepared or received by the contractor under or pursuant to or as a result of this Agreement from any person connected with the Client or Programme.

**7. Fees**

7.1 Fees for Services shall be computed on the following basis

			Rs
1	On submission of the detailed procurement plan, specifications, make, warranty & other related documents all complete & approved the same by the client	Lump sum	
2	Supply of all types of machinery at the site with all relevant documents as directed and specified by the client	Lump sum	
3	Fitting, Fixing, testing & commissioning all complete for all the types of machinery as directed and specified by the client.	Lump sum	

**8. Payment Basis, Mechanism, and Penalties**

8.1 The payment for Service Order shall be computed based on the Fees mentioned in the above clause depending on the completion of stage of Services. Such payment shall be made as follows:

8.2 Payment schedule shall be in accordance with the submission stages.

Sl.No	Payment Break up	% of Fees
1	On submission of the detailed procurement plan, specifications, make, warranty & other related documents all complete & approved the same by the client	10%
2	Supply of all types of machinery at the site with all relevant documents as directed and specified by the client	20%
3	Fitting, Fixing, testing & commissioning all complete for all the types of machinery as directed and specified by the client.	70%
	Total	100%

8.3 All such payments shall be subject to deduction of applicable taxes, penalties and recoveries, if any.

8.4 Client shall not be responsible for providing any financial support except above-mentioned fee. Any other expenditure like traveling, staying, communication, boarding, lodging, transportation of goods equipment, etc. shall have to be borne by the Works Contractor

**10. Obligations of Client**

- a) Client shall pay the fees to the Contractor as per mutually agreed payment schedule.
- b) The Client will nominate an officer and / or its project management consultant for day to day coordination with the contractor.

**11. Assignment:**

- During this contractual period, no work related to the Project will be outsourced or assigned to any third party without the prior written consent of the Client.
- In case the Contractor/Supplier is unable to perform the work it may invoke the termination clause set-out herein below. In the event of such pre-mature termination by the Consultant, the Client reserves the right to withhold the payments and may also call upon the Consultant to refund the advance amount paid by the Client.