

**E-File No. PLN/SCSTE/07057/2025/NF/01**

**Dated. Shillong, the 21<sup>st</sup> April, 2025**

**Document on Expression of Interest for  
Commissioning and Operation of STEM Educational  
Hubs in Science Centers and STEM Educational  
Labs in Schools**

**Date of Issue of RFP: 21<sup>st</sup> April, 2025**

**Request For Proposal**

**The State Council of Science Technology & Environment  
(SCSTE),  
Meghalaya**

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## **1. Project Information**

### **1.1. Background**

The State Council of Science Technology & Environment (SCSTE), Meghalaya, is dedicated to harnessing science and technology for comprehensive state development. Functioning as a registered entity, its core mission involves the identification, formulation, execution, coordination, and follow-up of science and technology programs and schemes in Meghalaya. By aligning with this mandate, the council strives to address diverse aspects of state development through the strategic application of scientific and technological advancements. SCSTE plays a pivotal role in ensuring the effective utilization of these tools for the overall progress of Meghalaya.

### **1.2. Project Proposal**

For this purpose, The State Council of Science Technology & Environment (SCSTE), Meghalaya, intends to initiate and deploy 2 STEM Educational Hubs in 2 Science centers at NEHU and Tura respectively and STEM Hubs in 12 identified schools in Meghalaya. The bidder must have experience in and provide the following:

#### **a. Curriculum**

- b. The curriculum should support students from Grade 1 to 10 in key STEM subject areas, including Science, Mathematics, and Tinkering (Robotics, Electronics, Product Designing, and 3D Printing), as well as Coding (Artificial Intelligence, Block-Based Programming, Mobile App Development, Website Design, and Computer Science Unplugged). Tailored to meet diverse educational needs across various grade levels, it seamlessly integrates foundational concepts with advanced topics, ensuring holistic development in alignment with the objectives of NEP 2020. At least 2000 hours of unique course content should be available digitally for teachers to access and be trained on on different subject topics enumerated above.

#### **c. STEM Experiential Learning Activities and DIY Activity Workbooks**

STEM experiential learning activities and DIY workbooks equip students with future-ready skills. Hands-on projects foster critical thinking, creativity, and problem-solving abilities.

#### **d. STEM Kits**

STEM DIY kits make learning interactive and engaging by allowing students to build quick models and explore concepts hands-on. These kits encourage creativity, problem-solving, and a deeper understanding of science through fun, activity-based learning.

#### **e. Robotics Kits**

Learning robotics equips students with essential 21st-century skills, preparing them for future careers in technology and engineering. It enhances problem-solving, logical thinking, and teamwork through hands-on experimentation. By working with robotics kits, students develop creativity and a deeper understanding of real-world applications of science and technology.

**f. Indigenous AI integrated Robotic kit**

The introduction of indigenous AI-integrated robotic kits will enable students in Meghalaya to engage with cutting-edge technology, promoting technical literacy and innovation from an early age. This resource aligns with the state's goal of nurturing future-ready innovators capable of contributing to India's technological advancements.

**g. Indigenous IoT kits**

Equipping students with indigenous IoT kits fosters experiential learning opportunities, enabling them to design and implement innovative IoT projects. For Meghalaya's youth, these tools serve as a gateway to understanding interconnected systems, preparing them for careers in emerging technologies and smart solutions.

**h. Have kits for SDG aligned projects**

The program must include Sustainable Development Goals (SDG) projects specifically tailored for high school students, enabling them to engage with and contribute to impactful, real-world global challenges.

**i. Content and Learning Management System for Curriculum**

A Content and Learning Management System (CMS and LMS) for Curriculum enables educators to design, deliver, and track engaging learning experiences tailored to students' needs. By integrating digital resources and assessments, it ensures a comprehensive approach to education while fostering skill development and academic growth.

**j. AI enabled self learning practice platform for personalised learning based on level and skill**

Personalised self driven student learning should be enabled on a platform available 24 hrs a day 7 days a week on STEM topics including interactive nudge answers to guide students in a personalised manner towards correct answer. The platform must have gamification points and levels based on correct /wrong answers.

**k. Auto graded platform for Assessments**

Assessments play a crucial role in measuring learning outcomes and ensuring skill development aligns with future career needs. NEP 2020 emphasizes competency-based assessments that focus on conceptual understanding, critical thinking, and application of knowledge rather than rote learning. By integrating regular and formative assessments, students gain deeper insights into their strengths and areas for improvement, fostering a more holistic and future-ready learning approach.

**l. Digital platform for Profile Building**

Students in Meghalaya need a digital platform for profile building to showcase their skills, achievements, and learning experiences. With limited access to career guidance and networking opportunities, such a platform will help bridge the gap by connecting them with scholarships, internships, and higher education prospects. It will empower students with digital literacy, ensuring they are prepared for future career opportunities.

**m. CV Making on Platform**

The CV-making platform empowers student users to tailored resumes that effectively highlight their skills and experiences, enhancing their employability and career opportunities. By offering intuitive tools and templates, the platform ensures students of Meghalaya can efficiently craft CVs that meet industry standards and stand out to potential employers.

n. **Support of State and National Open Competitions**

Providing support to students in Meghalaya for State and National Open Competitions will enhance their skills, boost confidence, and expose them to diverse competitive environments. This initiative will empower local talent, bridge educational gaps, and create opportunities for recognition and growth on larger platforms.

o. **Blog writing and Digital Diary for Students**

Blog writing and digital diaries can help students in Meghalaya express their thoughts creatively, improve communication skills, and document their cultural heritage digitally. These tools also foster critical thinking, self-reflection, and provide a platform to share their unique stories with a global audience, promoting cultural exchange and awareness.

p. **Career Awareness Talks by National and International Experts**

Engaging students of Meghalaya through career talks by national and international experts will broaden their horizons, inspiring them to explore diverse professional pathways aligned with global trends. This initiative supports the state's vision of equipping its youth with knowledge about futuristic job markets while fostering ambition and informed decision-making.

q. **Teacher Training**

Comprehensive teacher training programs will empower educators in Meghalaya to deliver high-quality instruction, integrating modern pedagogies and STEM methodologies into classrooms. By enhancing teaching capabilities, this effort ensures that students receive an education that is both relevant and will make students ready with 21st century skills.

r. **Experience running STEM programs in Science Hubs and STEM Hubs in Schools and Community Centers**

For the Innovation hubs to be set up in science centers and schools, proven expertise of at least 7 years in operating STEM programs across science hubs, schools, and community centers is required. These initiatives cultivate hands-on learning environments where young minds can develop critical skills like problem-solving, creativity, and innovation so a bidder must have prior experience in all of these..

s. **Serviced Municipal Schools, Partially aided schools and Private Schools, Science Centers across at least 2 States**, with at least an 18 hour or longer workshop or course. Bidder must have experience in at least 75 cumulative schools over the past 7 years, wherein each school can be counted uniquely once every year.

t. **Certification by International STEM bodies, ISO certification**

Certifications from internationally recognized bodies and maintaining ISO standards that highlights commitment to delivering quality education. For students and teachers in Meghalaya, these credentials validate their skills on a global platform.

u. **Won awards for Experiential Learning**

Recognized with awards for excellence in experiential STEM learning that reflect a dedication to fostering practical knowledge and skill-building.

v. **Delivered mentorship sessions to national and international students**

Experience in STEM mentorship and session delivery to at least 10 international students

**w. Offering online and offline classes to students. Done at least 100,000 contact hours with students**

The STEM education hub program must include provisions for both online and offline classes to ensure flexible and accessible learning opportunities for students. Additionally, the program should demonstrate a proven track record of having successfully completed at least 100,000 contact hours with students, highlighting its capacity to deliver impactful and consistent educational engagement.

## **2. Instructions to Bidders**

### **2.1. Due Diligence by Bidders**

- 2.1.1. Bidders may before submitting their Proposals, examine the requirements at their own expense and obtain and ascertain for themselves, at their responsibility and other information necessary for preparing their Proposals.
- 2.1.2. Bidders shall be deemed to have full knowledge of the requirements of the work. The State Council of Science Technology & Environment (SCSTE), Meghalaya, will not accept any responsibility or liability for any errors, omissions, inaccuracies, or errors of judgment concerning information or materials provided in this RFP Document or otherwise, with respect to this Project.
- 2.1.3. Neither Department, nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information provided nor will have any liability to any bidder which may arise from or be incurred or suffered in connection with anything contained in this RFP and the award of the work or otherwise arising in any way from the selection process.

## 2.2. Accessing Bidding Documents

- 2.2.1. The complete Bid Document can be viewed/ downloaded from the tendering portal of <https://scste.org/> by interested bidders from 21<sup>st</sup> April 2025

For any help regarding downloading or submissions, Bidders may email. The amendments/ clarifications to the Bid Documents by the Authority, if any, will be uploaded on the website.

- 2.2.2. Each Proposal shall indicate that it is a firm Proposal, and that the Proposal will remain valid for a period Ninety (90) days from the due date of the submission of the Proposal. The State Council of Science Technology & Environment (SCSTE), Meghalaya reserves the right to reject any Proposal, which does not meet this Bid Validity Period requirement. Further extension beyond the period of 90 days will be made effective if desired by the Department.
- 2.2.3. The State Council of Science Technology & Environment (SCSTE), Meghalaya may request one or more extensions of the Bid Validity Period. To make such a request, The State Council of Science Technology & Environment (SCSTE), Meghalaya shall give notice through email to the Bidder(s) at least three (3) days prior to expiration of the Bid Validity Period. If any Bidder does not agree to the extension, they may withdraw by giving notice in writing to The State Council of Science Technology & Environment (SCSTE), Meghalaya of its decision before the expiration of the Bid Validity Period. In case, The State Council of Science Technology & Environment (SCSTE), Meghalaya does not receive any written notice of withdrawal before the expiration of the Bid Validity Period, and the requested extension shall be deemed to have been accepted by the Bidder(s).
- 2.2.4. When an extension of the Bid Validity Period is made, Bidders shall not be permitted to change the terms and conditions of their Bids.
- 2.2.5. The Bid Validity Period of the Successful Bidder shall be automatically extended until the date on which the Agreement is signed and is in force.

## 2.3. Tender Schedule

Sl.	Activity	Date
1	Date of Advertisement	21 <sup>st</sup> April, 2025
2	Last date of submission of Pre-bid queries or Clarifications	Queries may be submitted up to 1 <sup>st</sup> May 2025 by 15:00 hrs IST at the following email ID: stcouncil-megh@meghalaya.gov.in  Bidders who submit Pre-bid queries through email shall receive email responses from The State Council of Science Technology & Environment (SCSTE), Meghalaya

Sl.	Activity	Date
3	Date of Pre-bid Conference	2 <sup>nd</sup> May, 2025; meeting will be held online and timing will be communicated through email to interested bidders.
4	Last Date of submission of Bids	Hard copy of Technical Proposal and Financial Proposal as per RFP document shall be submitted at the following address by 15:00 hours on 21 <sup>st</sup> May 2025:  Selection of Service Provider for STEM Education Hubs in Science Centers and STEM Education Hubs in Schools  by Member Secretary, State Council of Science, Technology and Environment, Meghalaya
5	Bid Opening	To be notified
5	Bid Processing Fees	<b>Rs.1,000/-</b> (Rupees One Thousand only) paid through D.D. (Payable at Shillong) in favour of “State Council of Science, Technology and Environment, Meghalaya” to be submitted with EMD.
6	EMD/Bid Security through DD to be submitted with Proposal	<b>Rs. 25,000/-</b> (Rupees Five Thousand only) paid through the D.D. (Payable at Shillong) through a nationalised bank. Note: the D.D shall be drawn from any Nationalised/Scheduled Bank in favour of the “State Council of Science, Technology and Environment, Meghalaya”

#### 2.4. Communication

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

**Member Secretary,**

State Council of Science, Technology and Environment, Meghalaya

Email: stcouncil-megh@meghalaya.gov.in

#### 2.5. Bidding Process

- 2.5.1. Bidders are advised that the selection of the agency shall be based on an evaluation by the Authority through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the



Authority's decisions are without any right of appeal whatsoever.

- 2.5.2. The Bidder shall submit its Proposal in the form and manner specified in this RFP. The Bid shall be submitted in two envelopes system (Technical Proposal and Financial Proposal) within the prescribed schedule. Upon selection, the Bidder shall be required to enter into an agreement with the Authority.

2.6. Eligible Bidder:

Sl.	Criteria	Supporting Documents
1	The Bidder shall be a firm/ company/ partnership/ proprietorship firm/institution registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India All subsidiary/ holding/associate/ affiliates in India shall be treated as one entity. (No consortium is allowed)	Incorporation certificate
2	The bidder should have recorded an average annual turnover of INR 80 Lakhs or more on average over at least last eight financial years.	Balance sheet and Profit & Loss Statement for each year and Certificate from the statutory auditor /Chartered Accountant for last eight years
3	The bidder should have profitability in at least 2 of the last eight years.	Balance sheet and Profit & Loss Statement for the last two years and Certificate from the statutory auditor /Chartered Accountant for last two years
4	The bidder must have commissioned at least 5 STEM Hubs including Robotic, STEM and IoT kits in schools cumulatively in at least 3 states.	MOU/Agreement/Work Order/Invoice/ along with project details
5	The bidder must have done an Impact Assessment and Monitoring and Evaluation (M&E) conducted by a local facilitating organization.	Impact Report

6	The bidder must have commissioned at least 2 (two) Innovation and Design Thinking hubs in at least 2 states at the college level	Email acknowledgement/PO/Proforma Invoice/MOU/Agreement/Work Order/Invoice/ along with project details in Meghalaya
7	The BIDDER must have a LMS with at least 2000 hours of unique content in STEM and inclusive of each of the following topics across grades: Robotics, Electronics, AI, Coding, DIY STEM with simulation.	LMS Platform access to prove criteria and attestation document of Bidder
8	The BIDDER should not have been blacklisted or Barred by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organization of Central or State Government as on Bid submission date.	Self-declaration by the Bidder
9	The BIDDER must provide details of staff strength including the no.of employees, their role and designation & qualifications to demonstrate their capacity to execute the project efficiently.	Organizational Chart/ CV of Officials/Declaration of staff assigned for the project.

## 2.7. Conflict of Interest

- 2.7.1. A Bidder shall not have a conflict of interest that may affect the Selection Process or the Services (the "Conflict of Interest"). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority may claim as mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.
- 2.7.2. The Authority requires that the bidder provide professional, objective, and impartial advice and always hold the Authority's interest's paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The bidder shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.
- 2.7.3. A Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
  - a. the Bidder or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of a Bidder, its Member or Associate (or any shareholder thereof having a shareholding of more than 5 per cent of the paid-up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Associate is less than 5% (five per cent) of the subscribed and paid-up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in section 4A of the Companies Act, 1956. For the purposes of this Clause, indirect shareholding held through one or more intermediate persons shall be computed as follows: (a) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and (b) subject always to sub-clause (a) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause  
(b) if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
  - b. a constituent of such Bidder is also a constituent of another Bidder; or
  - c. such Bidder or its Associate receives or has received any direct or indirect

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

## 2.8. Number of Proposals

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

## 2.9. Cost of Proposal

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

## 2.10. Acknowledgement by Bidder

2.10.1. It shall be deemed that by submitting the Proposal, the Bidder has:

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

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

## 2.11. Right to Reject any or all Proposals

2.11.1. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

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

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

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

2.11.4. In the event that the Authority disqualifies any bidder under 2.11.2 above, it shall not be required to disclose the reason for such disqualification

2.11.5. Any attempts or efforts by a Bidder to influence the processing or evaluation of

Proposals or decision-making process the Council or any officer, agent or advisor thereof, may result in the rejection of such Bidder's Proposal. In the event of rejection of Proposal in pursuance of this provision, the Bid Security of the concerned bidder shall be forfeited by the Authority at its sole discretion and the Bidder shall not be entitled to lodge any claims in this regard.

#### 2.12. Force Majeure

- 2.12.1. The selected bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 2.12.2. For purposes of this Clause, "Force Majeure" means an event beyond the control of and not involving bidder's fault or negligence and was not foreseeable. Such events may include but are not restricted to, acts of the Department in its sovereign capacity, wars or revolutions, civil unrest, bandhs or curfews, fires, floods, pandemics, epidemics, quarantine restrictions, and freight embargoes.
- 2.12.3. If a Force Majeure situation arises, the bidder shall promptly notify the SCSTE, Meghalaya in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 2.12.4. If an event of Force Majeure continues for a period of one hundred and eighty (180) days or more, the parties may, by mutual agreement, terminate the Contract without either party incurring any further liabilities towards the other with respect to the Contract, other than to effect payment for goods/services already delivered or performed.

#### 2.13. Dispute Resolution

- 2.13.1. In case any dispute or difference arises out of or in connection with or the carrying out of works (whether during the progress of the works or after their completion and whether before or after the termination, abandonment or breach of contract) except as to any of the accepted matters, provided hereunder, the parties hereto, shall first endeavour to settle such disputes of differences amicably.
- 2.13.2. If both the parties fail to reach such an amicable settlement, then either party (the Authority or Bidder) may (within 28 days of such failure) give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters which are in difference or differences of which such written notice has been given, and no other shall be referred to the arbitration of a single arbitrator, to be appointed by both the parties or in case of disagreement as to the appointment of a single arbitrator, to that of two arbitrators, one to be appointed by each party or in case of said arbitrators not agreeing then, to the umpire to be appointed by the arbitrators in writing before entering upon the references. Provisions of Indian Arbitration and conciliation Act, 1996 or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such arbitration.

- 2.13.3. The venue of arbitration shall be Shillong, Meghalaya.
- 2.13.4. The arbitrator or arbitrators appointed under this Article shall have the power to extend the time to make the award with the consent of parties.
- 2.13.5. Pending reference to arbitration, the parties shall make all endeavours to complete the work in all respects and all disputes, if any will finally be settled in the arbitration.
- 2.13.6. Upon every or any such references to the arbitration, as provided herein the cost of and incidental to the reference and Award respectively shall be at the discretion of the Arbitrator, or the umpire.
- 2.13.7. The award of Arbitrator or Arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Bidder shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence. The Authority and the Bidder hereby also agree that arbitration under this clause shall be the condition precedent to any right of action under the contract except for as provided for in the Tender.

### **3. DISCLAIMER**

- 3.1. This Request for Proposal document (“RFP”) does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for this Project. Each Bidder should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- 3.2. Neither the RFP nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful Bidder will be required to acknowledge in the Contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.
- 3.3. While the RFP has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by the Client, its employees or advisors or agents as to or in relation to the accuracy or completeness of the RFP or any other oral or written information made available to any Bidder or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- 3.4. This RFP includes certain statements, estimates and projections with respect to the anticipated future performance of the Project. Such statements, estimates and projections reflect various assumptions concerning anticipated results, which assumptions may or may not prove to be correct. Neither the Client nor its employees or consultants make any representation or warranty with respect to the accuracy of such statements, estimates and projections and actual performance of the Project nor any opportunity, which may be materially different from that set forth in such statements, estimates and projections.
- 3.5. Neither the Client nor their employees or consultants shall be liable to any Bidder or any other person under any law including the law of contract, distort, the principles of

restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this RFP document, or any matter that may be deemed to form part of this RFP document, or the award of the contract, or any other information supplied by or on behalf of the Client or their employees or consultants or otherwise arising in any way from the selection process for the award of the contract for the Project.

- 3.6. No extension of time will be granted under any circumstances to any Bidder for submission of its bid on the grounds that the Bidder did not obtain a complete set of the RFP.
- 3.7. The Client is not bound to accept any or all the Proposals. The Client reserves the right to reject any or all the Proposals without assigning any reasons. No Bidder shall have any cause for action or claim against The Client or its officers, employees, successors or assignees for rejection of his bid.
- 3.8. Failure to provide information that is essential to evaluate the Bidder's qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Bidder.

#### **4. Scope of Work**

- 4.1. The State Council of Science Technology & Environment (SCSTE), Meghalaya, desires to implement 2 STEM Educational Hubs in 2 Science centers at NEHU and Tura respectively and STEM Hubs in 12 identified schools in Meghalaya through a competent agency to be selected through a fair, open and competitive process.
- 4.2. The State Council of Science Technology & Environment (SCSTE) believes Meghalaya has the potential to lead North East India in taking meaningful strides towards implementing the National Education Policy 2020 in letter and in spirit. STEM programmes for students would serve as a model framework for educational initiatives across the region and the country.
- 4.3. The scope of this project would be focused on the following key objectives and will be driven as a pilot programme for 3 years and evolved thereafter in the subsequent years:
  - 4.3.1. Setup and Commissioning of STEM Hubs
  - 4.3.2. Train personnel to run STEM Hubs
  - 4.3.3. Provide AI integrated self driven learning digital platform
  - 4.3.4. Provide online digital LMS and content and curriculum management system
  - 4.3.5. Provide assessments and automated grading online
  - 4.3.6. Provide digital platform for students to upload projects independently to develop their own STEM portfolio
  - 4.3.7. Provide digital platform for reflection
  - 4.3.8. Provide digital platform to tag teammates and mentors who will have visibility to uploaded work
  - 4.3.9. Provide digital platform with privacy of uploaded work through authenticated access to students
  - 4.3.10. Provide sponsor a comprehensive dashboard for monitoring work at summary and



individual level

- 4.3.11. Provide digital platform to run competitions
- 4.3.12. Provide digital platform with information of at least 20+ unique career paths in detail with videos, introductory material, reference content, books, periodicals, videos, notable personalities, associations and communities
- 4.3.13. Provide a digital platform which hosts talks by industry experts and career conversations by practitioners in different fields from different states and countries so as to increase exposure to students of Meghalaya to developments around the country and world.
- 4.3.14. Provide access to digital content of at least 2000 hours of unique content across Science, Math, Robotics, Electronics, AI, Biotechnology
- 4.3.15. Provide teachers an automated grading system for assessments conducted digitally
- 4.3.16. Provide sponsors or institute sponsor an executive management dashboard to monitor student projects across school or science centers
- 4.3.17. Provide a competition dashboard
- 4.3.18. Curriculum and Sessions should foster curiosity and enthusiasm for Science, Technology, Engineering and Mathematics through experiential learning.
- 4.3.19. Deployment of Training:
  - a. The proposed total number of students for the training programme for initially 5 schools and the 2 science centers is 3500.
  - b. The programmes will be conducted by the agency's own staff for Science centers and by the school's teachers who have been trained by agency master trainers.
- 4.3.20. Selection of Schools and Science Centers: The set of Science centers and schools selected for the training programme will be selected by the State Council of Science Technology & Environment (SCSTE), Meghalaya solely.
- 4.3.21. Target Group: Students of classes III to X. Selection will rest with the State Council of Science Technology & Environment (SCSTE), Meghalaya solely.
- 4.3.22. Mode of training: All training programmes are to be held in person, and on ground with batch sizes not exceeding 50 students.
- 4.3.23. Duration: Each programme must be a minimum of 20 hours per student to be spread over more than 8 sessions for each student within a period of 6 months.
- 4.3.24. Human Resources: Recruitment and capacity building and deployment of trainers, media personnel, Monitoring and Evaluation executives, across the state.

- 4.3.25. Progress Reports: Reports on the progress of the training programme to be submitted on a monthly/ quarterly basis.
- 4.3.26. Beneficiaries Documents: Collection of student documents and necessary data management.
- 4.3.27. Stationery: Arrangement of stationery and materials to be used during the training period.
- 4.3.28. Photography and videography: Suitably equipped media professionals to be deployed for photography and videography to capture and record the journey of the training programme of each campus and a monthly/ quarterly report to be submitted along with the progress report.
- 4.3.29. Completion Programmes: At the end of every training course there must be a batch closing programme where students will receive certificates of participation. Invitation to be sent to respective stakeholders for the same.
- 4.3.30. Certification: Each student will be required to receive a certificate of participation after successful completion of the training.
- 4.3.31. Digitization of records: All documents to be stored in hard copies and the same to be scanned and stored as soft copies for up to 3 years from the date of completion.
- 4.3.32. Testimonials: Media personnel to be deployed for conducting interviews during the training to record the effectiveness of the programme.
- 4.3.33. Evaluation and analysis: Self-assessments to be conducted at the beginning and at the end of the programme to assess the learning growth of participants. Overall findings to be compiled, documented, and presented to necessary stakeholders.

#### 4.4. Project Duration:

- 4.4.1. Up to 36 months.
- 4.4.2. State Council of Science Technology & Environment (SCSTE), Meghalaya will regularly monitor the deployment strategy to ensure smooth functioning across processes, and to course correct if unforeseen bottlenecks appear.
- 4.4.3. State Council of Science Technology & Environment (SCSTE), Meghalaya intends to conduct an annual STEM Training Programme over the next five years so as to reach a larger base of beneficiaries from across the State.
- 4.4.4. Bidder will enter into a Memorandum of Understanding (MoU) / Agreement outlining a five-year commitment for this exercise. However, a MOU/Agreement/MOU/Agreement/Work Order/Invoice/ will be issued specifically for 3 years , and subsequent MOU/Agreement/MOU/Agreement/Work Order/Invoice/Invoices for the following years will be issued with revised scope based on performance assessment.
- 4.4.5. The decision on these revisions will be based on factors deemed relevant by the State Council of Science Technology & Environment (SCSTE), Meghalaya at that point of time.

## **5. Preparation of Proposal**

### **5.1. Language**

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

### **5.2. Bid Security**

The Proposal shall be accompanied by a Bid Security in Indian Rupees for an amount specified in the Tender Schedule. The bid security shall be in the form of a Demand Draft from a nationalized or scheduled bank with a branch in Shillong drawn in favour of “State Council of Science Technology & Environment (SCSTE)”, payable at Shillong. Any proposal not accompanied by the Bid Security shall be summarily rejected.

- 5.2.1. The Bid Security shall be kept valid through the Proposal Validity Period. Upon any extension of the Proposal Validity Period, the validity of the Proposal Security shall be extended by the Bidder(s) by the corresponding period through issue of a fresh Demand Draft of the required amount maintaining the same terms and conditions. Any extension of the validity of the Bid Security shall be provided to the State Council of Science Technology & Environment (SCSTE), Meghalaya, a minimum of seven calendar days prior to the expiry of the validity of the Bid Security being extended. State Council of Science Technology & Environment (SCSTE), Meghalaya reserves the right to reject the proposal submitted by any Bidder(s) who fail to extend the validity of the Bid Security in line with provisions of this Clause.
- 5.2.2. Bid Security of unsuccessful bidder(s) shall be returned by the State Council of Science Technology & Environment (SCSTE), Meghalaya within a period of thirty (30) days from the date of execution of the Agreement with the Selected Bidder.
- 5.2.3. The Bid Security of the Selected Bidder shall be released on receipt of Performance Security from it in accordance with the provision of Agreement.
- 5.2.4. In addition to the above, the State Council of Science Technology & Environment (SCSTE), Meghalaya will promptly release all Bid Securities in the event that the State Council of Science Technology & Environment (SCSTE), Meghalaya decides to terminate the bidding process for any reason whatsoever.
- 5.2.5. The Bid Security shall be forfeited by the bidder in the following cases:
  - a. The bidder withdraws its proposal after Proposal Due Date and during Proposal Validity Period, including any period of extension.
  - b. In the case of a Selected Bidder, if it fails to sign the Agreement or furnish the required Performance Security to State Council of Science Technology & Environment (SCSTE), Meghalaya within the time specified in the Notice of Award.
  - c. In case the proposal of the bidder is determined as being non-responsive due

to its being “conditional” or “qualified” or for any other reason, in the opinion of State Council of Science Technology & Environment (SCSTE), Meghalaya.

- d. Attempt to influence any official of State Council of Science Technology & Environment (SCSTE), Meghalaya.
- e. Withdrawal or modification of the bid after the proposal due date.

### 5.3. Proposal Validity Period

The Proposal shall remain valid for a period not less than 120 days from the Proposal Due Date. State Council of Science Technology & Environment (SCSTE), Meghalaya reserves the right to reject any Proposal which does not meet this requirement

#### 5.3.1. Extension of Proposal Validity Period

- a. The State Council of Science Technology & Environment (SCSTE), Meghalaya may request for one or more extensions of the Proposal Validity Period for a total period up to 150 days from the Proposal Due Date. Such request to the bidder(s) shall be made in writing at least seven (07) days prior to expiration of the proposal validity period. If any bidder does not agree to the extension, it may withdraw its Proposal without inviting action of forfeiture of its Bid Security by giving notice in writing to the State Council of Science Technology & Environment (SCSTE), Meghalaya of its decision prior to the expiration of the Proposal Validity Period. In case the State Council of Science Technology & Environment (SCSTE), Meghalaya does not receive any written notice of withdrawal prior to expiration of the proposal validity period, the requested extension shall be deemed to be accepted by the Bidders.
- b. The Proposal Validity Period of the Selected Bidder shall be automatically extended till the date on which the Agreement is signed and is in force.
- c. When an extension of the Proposal Validity Period is requested, bidder(s) shall not be permitted to change the terms and conditions of their Proposal(s).

### 5.4. Pre-Bid Conference

- 5.4.1. A Pre-Bid Conference shall be held in order to clarify and discuss any provisions or requirements related to the Project, this RFP document or any other related issue with interested bidders.
- 5.4.2. Attendance of Bidders at the Pre-Bid Conference is not mandatory. However, subsequent to the meeting, The State Council of Science Technology & Environment (SCSTE), Meghalaya may not respond to the questions or inquiries from any party who has not attended the pre-bid meeting, at its own

discretion.

- 5.4.3. All questions to be raised at the Pre-Bid Conference should be submitted to the State Council of Science Technology & Environment (SCSTE), Meghalaya in writing or electronic mail at least two working days before the date of the Pre-bid meeting and a soft copy of the same shall be e-mailed at the address listed in Clause 2.4 of this document. Inquiries/observations/comments received after the aforesaid time limit will not be addressed during the Pre-Bid Conference.
- 5.4.4. State Council of Science Technology & Environment (SCSTE), Meghalaya at its discretion may respond to queries submitted by the conference attendees after the date of the Pre-bid meeting. Such response will be sent in email to the concerned bidders and such response will qualify as an “addendum”.
- 5.4.5. No query from any prospective bidder shall be entertained after the pre-bid conference even in the event of the proposal due date being extended by State Council of Science Technology & Environment (SCSTE), Meghalaya

#### 5.5. Format and Signing of Proposal

- 5.5.1. The Bidder shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- 5.5.2. The Bidders need to submit the hard copy of the proposal for technical and financial evaluation with supporting documents. The Proposals must be properly signed by the authorized representative (the “Authorized Representative”).
- 5.5.3. The bidders are required to submit their proposals/bids in accordance with the guidelines set forth in this RFP document. In order to enable consistency among Proposals/Bids and to facilitate smooth evaluation by State Council of Science Technology & Environment (SCSTE), Meghalaya, the formats in which the bidders will provide information/data comprising Proposals/Bids is given in this RFP document. The Council reserves the right to evaluate only those proposals that are received in the required format, complete in all respects and in line with the instructions contained in this RFP.
- 5.5.4. The proposal shall be signed and stamped on each page initialed by a person or persons duly authorized to sign on behalf of bidder holding Power of Attorney as per the format provided in Format 10.2 of this RFP document.
- 5.5.5. If the Proposal consists of more than one volume, Bidder shall clearly number volumes constituting the Proposal and provide an indexed table of contents for each volume.
- 5.5.6. The bidders shall submit a copy of the RFP document signed/initialed and stamped each page of it to convey its acceptance.
- 5.5.7. Bidders should note the Bid Submission Date/ Proposal Due Date, as specified in Tender Schedule, for submission of Bids. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and

that evaluation will be carried out only based on Documents received by the closing time of Bid submission Date. Bidders will ordinarily not be asked to provide additional material information or documents after the date of submission, and unsolicited material if submitted, will be summarily rejected. For the avoidance of doubt, the Authority reserves the right to seek clarifications under and in accordance with the provisions.

## **6. Submission of Proposals**

### **6.1. Sealing and Marking of Proposal**

- 6.1.1. The Proposal including Technical Proposal, Bid Security and Financial Bid shall be submitted in a separate sealed envelope. The envelope containing the Proposals shall have written on the top as the case may be:

**Envelope ‘A’: “Technical Proposal for Selection of Service Provider for STEM Educational Hubs in Science Centers and Schools”**

**Envelope ‘B’: “Bid Security for Selection of Service Provider for STEM Educational Hubs in Science Centers and Schools”**

The Financial Proposal to be submitted shall also be in separate sealed envelope mentioning:

**Envelope ‘C’: “Financial Bid for Selection of Service Provider for STEM Educational Hubs in Science Centers and Schools”**

The aforementioned three Envelopes A, B and C shall be sealed in an outer envelope and marked as follows:

**“Proposal for Selection of Service Provider for for STEM Educational Hubs in Science Centers and Schools”**

- 6.1.2. Each of the Three Envelopes shall indicate the complete name, address, telephone numbers (with country and city code) and electronic mail address of the Bidder.
- 6.1.3. Each Envelope containing the Proposal shall be addressed to

**Member Secretary, State Council of Science Technology & Environment (SCSTE), Meghalaya,**

**Email:**

- 6.1.4. Each Bidder shall submit 2 (Two) copies (original + copy) of the Technical proposal. There shall be a single copy of the Financial Proposal. The proposal copies will be marked as “Original” and “Copy”.
- 6.1.5. All envelopes including inner and outer envelope shall indicate the name and address of the Bidder to enable the Proposal to be returned unopened in case it is declared late or otherwise not accompanied by the other Proposal documents.

State Council of Science Technology & Environment (SCSTE), Meghalaya, reserves the right to reject any Proposal which is not sealed and marked as instructed above and will assume no responsibility for the misplacement or premature opening of the Proposal.

## 6.2. Technical Envelope

- 6.2.1. The Bidder shall submit all the documents as per formats provided in the RFP document. While submitting the Technical Proposal, the Bidder shall ensure that all forms are submitted in the prescribed formats and signed by the prescribed signatories.
- 6.2.2. Failure to comply with the requirements spelt out shall make the Proposal liable to be rejected.
- 6.2.3. If an individual resource makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be liable to be debarred for any future assignment of the Authority for a period of 5 (five) years. The award of this Services to the Bidder may also be liable to cancellation in such an event.
- 6.2.4. The Technical Proposal shall not include any financial information relating to the Financial Proposal.
- 6.2.5. The proposed team shall be composed of experts and specialists (the “Project Team”) in their respective areas of expertise and managerial/support staff such that the agency should be able to complete the Services within the specified time schedule. The Resources specified in the team shall be included in the proposed team of Resources. Other competent and experienced Resources in the relevant areas of expertise must be added as required for successful completion of this Service. The CV of each such Resource, if any, should also be submitted in the stipulated Format 10.7 provided in the annexures of this document.
- 6.2.6. The Authority reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.
- 6.2.7. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made a material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Agency either by issue of the LOA or entering into of the Agreement, and if the Selected Bidder has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Authority without the Authority being liable in any manner whatsoever to the Bidder or Agency, as the case may be.

- 6.2.8. In such an event, the Authority may claim as mutually agreed pre-estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

### 6.3. Submission of Proposal

- 6.3.1. The Bidders shall submit the Technical Proposal as per prescribed format.
- 6.3.2. On the prescribed date of bid submission, Bidders need to submit all the documents in physical form as per format provided in the RFP document.
- 6.3.3. The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate paper and only information that is directly relevant should be provided.

### 6.4. Proposal Due Date/ Bid Submission Date

- 6.4.1. Proposal should be submitted in the manner and form as detailed in this RFP document on Proposal Due Date as stated in the Tender Schedule in paragraph 2.3.
- 6.4.2. The Authority may, in its sole discretion, extend the Proposal Due Date by issuing a Corrigendum.

### 6.5. Late Proposals submissions

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

### 6.6. Modification/ substitution/ withdrawal of Proposals

- 6.6.1. No alteration /modification to the submitted Proposal shall be allowed.
- 6.6.2. No Proposal shall be withdrawn by the Bidder on or after the Proposal Due Date. The withdrawal shall only be allowed as per RFP.
- 6.6.3. A Bidder may modify, substitute or withdraw its Proposal after submission, provided that written notice of the modification; substitution or withdrawal is received by the State Council of Science Technology & Environment (SCSTE), Meghalaya, by the Proposal Due Date. No Proposal shall be modified, substituted or withdrawn by the Bidder after the Proposal Due Date.
- 6.6.4. Any Bidder may withdraw its Proposal on or prior to the Proposal Due Date without inviting action for forfeiture of its Bid Security. Withdrawal or modification by the Bidder of its Proposal after Proposal Due Date shall entitle the State Council of Science Technology & Environment (SCSTE), Meghalaya to forfeit the Bid Security.
- 6.6.5. The modification, substitution, or withdrawal notice shall be sealed, marked and delivered in accordance with Clause 6.1, with the envelope being additionally marked “MODIFICATION”, “SUBSTITUTION” OR “WITHDRAWAL” as appropriate.

### 6.7. Miscellaneous



- 6.7.1. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Shillong shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 6.7.2. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
  - a. Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
  - b. Consult with any Bidder in order to receive clarification or further information;
  - c. Retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Bidder; and/or
  - d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- 6.7.3. It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- 6.7.4. All documents and other information supplied by the Authority or submitted by the Bidder shall remain or become the property of the Authority unless otherwise specified under copyrights reserved by the Bidders. The Authority will not return any submissions made hereunder. Bidders are required to treat all such documents and information as strictly confidential.
- 6.7.5. The Authority reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

## **7. Proposal Opening and Evaluation Process**

### **7.1. Proposal Opening**

- 7.1.1. State Council of Science Technology & Environment (SCSTE), Meghalaya will open the proposals, including withdrawals, modifications made pursuant to Clause 6.6 in the presence of the Bidder's designated representatives who choose to attend, at the time, date and location stipulated in the Schedule of Bidding Process.
- 7.1.2. The names of the bidders who have "withdrawn" shall be read out first. The proposals of such bidders who have withdrawn their proposals in accordance with Clause 6.6 shall not be opened.
- 7.1.3. Subsequently, all envelopes marked "Modifications" shall be opened and submissions therein read out in appropriate detail.

- 7.1.4. State Council of Science Technology & Environment (SCSTE), Meghalaya, would subsequently examine responsiveness of Proposals in accordance with the criteria set out in Clause 7.2.2.
- 7.1.5. In the event of a single bid submission, State Council of Science Technology & Environment (SCSTE), Meghalaya, reserves the right to accept or reject the bidding process and the decision of Secretary, State Council of Science Technology & Environment (SCSTE), Meghalaya, shall be final in this regard.
- 7.1.6. In the case of the State Council of Science Technology & Environment (SCSTE), Meghalaya accepting a single bid, the Envelope “C” containing financial proposal will be opened subject to the single proposal being found to be eligible.

## 7.2. Evaluation of Proposals

- 7.2.1. The Authority shall open the Proposals on the Proposal Due Date.
- 7.2.2. Prior to evaluation of Proposals, the Authority will determine whether each proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive only if the Proposal:
  - a. is received by the Proposal Due Date including any extension thereof;
  - b. is signed sealed and marked as stipulated and is accompanied by Bid Processing Fee and Bid Security as specified in the Tender Schedule;
  - c. Contains all the information as requested in this RFP;
  - d. Contains information in the formats as those specified in this RFP;
  - e. the Technical Proposal is received in the form specified;
  - f. contains all the information (complete in all respects) as requested in the RFP;
  - g. it does not contain any condition or qualification.
- 7.2.3. The Authority reserves the right to reject any non-responsive Proposal, and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 7.2.4. The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified and the criteria set out in this RFP.
- 7.2.5. After the technical evaluation, the Authority shall prepare a list of short-listed Bidders. The shortlisted bidders shall be informed for opening of their Financial Proposals. A date and time will be notified to all Bidders for announcing the result of evaluation and Financial Envelope opening. Before opening of the Financial Proposals, the list of short-listed Bidders along with their Technical Score will be declared. The Authority will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of RFP.
- 7.2.6. Bidders are advised that Selection will be entirely at the discretion of the Authority. Bidders will be deemed to have understood and agreed that no

explanation or justification on any aspect of the Selection Process or Selection will be given.

### 7.3. Confidentiality

- 7.3.1. Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of or concerning the Selection Process. The Authority will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority.
- 7.3.2. State Council of Science Technology & Environment (SCSTE), Meghalaya shall have the right to make available the proposal related information provided by the Bidder(s) to its advisors/consultants for the purpose of availing their assistance in evaluating the Proposals. Each bidder shall have the right to make available this RFP document and related documents/information to its advisors/consultants and to the concerned financial institutions for the purpose of preparation of its proposal and for achieving Financial Closure. State Council of Science Technology & Environment (SCSTE), Meghalaya and the bidder shall ensure that their advisors/consultants and/or financial institutions treat this RFP document and the related information as confidential.
- 7.3.3. Any information relating to examination, clarification, evaluation and comparison of Proposals and recommendations for the selection of the Selected Bidder shall not be disclosed to any Bidder or any other person not officially concerned with such process.

### 7.4. Intellectual Property Rights

- 7.4.1. State Council of Science Technology & Environment (SCSTE), Meghalaya will own all rights, title and interest in and to all data, reports, frameworks, specifications, designs, models, analyses, inventions, programs and other property or materials (collectively, the "Works") that "bidder" or, if an entity, employees, officers, managers, directors or agents (collectively, "Personnel") develop in connection with the provision of the services excluding all copyright interests and intellectual property rights previously held by the bidder and utilized in the project or already available in public domain.
- 7.4.2. "Bidder" acknowledges that during the performance of their services, they may gain access to certain methodologies, frameworks, know-how, products, processes, ideas, interpretations, models, documentation, manuals, software, discs, reports, research, working notes, papers, data, specifications, designs, analyses, inventions and/or similar items ("Materials") which are proprietary to SCSTE, Meghalaya or other third parties. "Bidder" agrees that this contract shall not operate to transfer any intellectual

property rights or copyright interests in such Materials to them, and State Council of Science Technology & Environment (SCSTE), Meghalaya, or their Client and other third parties, as the case may be) shall continue to retain all intellectual property rights and copyright interests in such Materials.

- 7.4.3. “Bidder” shall not copy, reproduce, translate, adapt, vary, modify, disassemble, decompile or reverse engineer or otherwise deal with or cause to reduce the value of the Materials except as expressly authorized by State Council of Science Technology & Environment (SCSTE), Meghalaya, in writing. (If the vendor uses any authoring tool/ framework/ curriculum/ modules/ software over which it has proprietary rights, it must be conveyed to the State Council of Science Technology & Environment (SCSTE), Meghalaya)
- 7.4.4. Subject to the provisions under RFP, all documents and other information provided by the Authority or submitted by the Bidder to the Authority shall remain or become the property of the Authority. Bidders and the Agency, as the case may be, are to treat all information as strictly confidential. The Authority will not return any proposal, or any information related to it. All information collected, analysed, processed or in whatever manner provided by the agency to the Authority in relation to the Work shall be the property of the Authority.

#### 7.5. Clarifications

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

### **8. Evaluation of Bidder’s Proposal**

- 8.1. State Council of Science Technology & Environment (SCSTE), Meghalaya will evaluate and compare only the Proposals determined to be substantially responsive. The Proposal will be evaluated for substantive compliance or responsiveness.
- 8.2. Only those firms who meet the eligibility criteria and are found to be substantially responsive to the requirements as specified in this document, will be nominated as qualified bidders for the purpose of opening of financial proposals and their evaluation.
- 8.3. State Council of Science Technology & Environment (SCSTE), Meghalaya will carry out a detailed evaluation of the Proposals previously determined to be substantially responsive to determine whether the firm is eligible to participate in the bidding process in accordance with the requirements set forth in the Proposal Documents. In order to reach such a determination, State Council of Science Technology & Environment (SCSTE), Meghalaya will examine and compare the technical

aspects of the Proposal on the basis of the information supplied by the Bidders.

8.4. The evaluation of Technical Proposal will be on a marked basis. The assessment will be based on Criteria as given in Clause 8.6 of this document.

8.5. An Evaluation Committee shall be formed by the State Council of Science Technology & Environment (SCSTE), Meghalaya to evaluate the proposals received from the bidders. The decision of the Evaluation Committee shall be final in all respects.

#### 8.6. Technical Proposal Evaluation

8.6.1. In the first stage, the Technical Proposal will be evaluated based on Bidder's experience of similar projects, resource qualification & experience. Only those Bidders whose Technical Proposals get a score of 50 marks or more out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score (ST).

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

### 9.

S. No	CRITERIA	MAX SCORE
A.	Bid Processing Fee Earnest Money	5
B.	ISO Certification valid and held	5
C	Bidder should have been established at least 9 years prior to RFP publishing date with registered, functioning office in any state of India	5
D	Certificate from a practicing CA certifying the audited average turnover during the last three financial years ending 31st March 2024 Rs 0 crore to Rs 40 lakh (3 marks) Rs 40 lakh to Rs 80 lakh (5 marks) Above Rs. 80 lakhs (10 marks)	10
E	Technical Evaluation (Distribution below)	<b>75</b>
E1	The BIDDER must have a LMS with content of at least 30 unique sessions on – Robotics/ Science/ Math/ Robotics/Coding	15
E2	The BIDDER must have a LMS with content of at least 30 sessions using 3D CAD design using software and documented processes for 3D Printing maintenance and operation at school handling hundreds of students.	10

E3	The BIDDER must have a LMS with at least 300 session hours of content on Coding - Block based coding Coding - Mobile app coding Coding games AI ethics AI Unplugged AI fundamentals Java Python Data visualization	10
E4	The BIDDER must have content curriculum of at least 20 hours for sessions on Basic and Advanced Electronics and Arduino Sensors/IOT sensors	10
E5	Presentation outlining the project implementation plans , value addition and innovative solutions	20
E6	Assessment of team strength and technical capability	10

### 9.1. Technical Evaluation Calculation

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

$T_n = \text{SUM} \{(T_s / T_h)\} / 100$ , where

$T_n$  = Normalized Technical score of the bidder under consideration with weightage average based on maximum points indicated in column Max Score in table above

$T_s$  = stands for the technical score of individual bidder under consideration for criteria

$T_h$  = stands for Highest Technical Score for criteria

### 9.2. Shortlisting of Bidders

- 9.2.1. All the bidder having scored more than 50 shall be considered as short-listed bidder for financial evaluation in the second stage.

### 9.3. Evaluation of Financial Proposal

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

- 9.3.2. For financial evaluation, the total cost indicated in the Financial Proposal will be considered. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- 9.3.3. Only the financial bids of those bidders qualified in the technical evaluation shall be opened. Financial bids of the other bidders will not be opened.
- 9.3.4. The Authority will determine whether the Financial Proposals are complete and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflect the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the scope of work within the total quoted price shall be that of the SI. The lowest Financial Proposal (Fm) will be given a financial score of 100 points. The financial scores of other proposals will be computed as per clause below.

#### 9.4. Financial Evaluation calculation

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

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

$F_n$  = Normalized financial score of the bidder under consideration

$F_b$  = Price quoted by the bidder under consideration

$F_m$  = Lowest price quoted

#### 9.5. Final Evaluation Using QCBS

- 9.5.1. Bid evaluation committee will evaluate and compare the bids determined to be substantially responsive. It is the bid evaluation committee's intent to select the proposal that is most responsive to the project needs, and each proposal will be evaluated using the criteria and process outlined in this section.
- 9.5.2. Technical bids shall be examined by the bid evaluation committee with respect to compliance, completeness and suitability of the proposal to the project and only the bids which are in compliance to the requirements mentioned in the RFP shall be considered as technically qualified.
- 9.5.3. Total bid evaluation: Only the financial bids of those bidders qualified in the technical evaluation shall be opened. Financial bids of the other bidders will not be opened.
- 9.5.4. The evaluation shall be strictly based on the information and supporting documents provided by the bidders. It is the responsibility of the bidders to provide all supporting documents as listed in forms necessary to fulfil the mandatory eligibility criteria.
- 9.5.5. The Bids received will be evaluated using the Quality cum Cost Based Solution (QCBS)
- 9.5.6. After the Technical evaluation, the evaluation committee will evaluate each of the Technically Qualified bidders' responses based on technical and commercial parameters. The weightage of the technical and commercial parameters will be in



the ratio of 80:20, respectively. For calculation of the combined Technical and Price Score of all bidders, the following formula will be used:

Total Score =  $T_n + F_n$ , with weightage of  $T_n$  &  $F_n$  as defined above

- 9.5.7. Bidder scoring highest “Total Score” will be given the highest priority and will be selected.
- 9.5.8. In case of tie, the bidder securing higher Technical Score as described in the section Technical Evaluation Calculation would be given preference.
- 9.5.9. The Selected Bidder shall be the first ranked Bidder (having the highest combined score).

Example:

Technical proposal		Financial proposal		Combined Score		
Score	Weighted Score = (Score/Max. Score)*100	Bid Amount	Weighted Score = (Mini. Amount/Amount)*100	Technical	Financial	Total
-1	-2	-3	-4	-5	-6	-7
				(2)*80%	(4)*20%	=(5)+(6)
60	75	8	100	60	20.00	80.00
70	87.5	9	88.89	70	17.78	87.78
80	100	10	80	80	16.00	96.00

## 10. Appointment of Service Provider and Award of Works

### 10.1. Award of Work

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

### 10.2. Performance Bank Guarantee

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

### 10.3. Execution of Agreement

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

### 10.4. Deployment and Project Initiation

The Agency shall commence the Services under the Project within 10 (ten) days of the date

of the issuance of LOA or such other date as may be mutually agreed. If the bidder fails to either sign the Agreement as specified in the RFP or start the assignment as specified herein, the Authority may award the work to the next ranked Bidder.

#### 10.5. Bidder's General Responsibility

The following are the responsibilities of the agency:

- a. To ensure project delivery and resource management. To prepare a project plan, manage key risks, resource management & logistics while maintaining service delivery.
- b. Risk identification and mitigation strategy.
- c. Report department on a regular basis on the project progress
- d. Coordinate with all necessary departments/ offices for the purpose of the project

#### 10.6. General Provisions

##### 10.6.1. Non-Discriminatory and Transparent Bidding Proceedings

State Council of Science Technology & Environment (SCSTE), Meghalaya shall ensure that the rules for the Bid Process for the Project are applied in a non-discriminatory, transparent and objective manner. State Council of Science Technology & Environment (SCSTE), Meghalaya shall not provide to any Bidder, information about the Project or the Bidding Process, which may have the effect of restricting competition.

##### 10.6.2. Prohibition against Collusion with another Bidder

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

##### 10.6.3. Entity Barred from Bidding

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

##### 10.6.4. Ongoing Legal dispute with Government of Meghalaya

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

#### 10.7. Payments

Payment shall be made against the invoices duly certified by the Department, Government of Meghalaya officials and verifying the data. All taxes deductible at source, if any, at the time of release of payment, shall be deducted at source as per the current rate while making any payments. Payment shall be released as per the following schedule.

Sl.	Payment Milestone	Payment
1	Mobilization Advances upon submission of detailed work plan and Campus Selection Plan in collaboration with State Council of Science Technology & Environment (SCSTE), Meghalaya on phase manner.	30%
2	Upon submission of Skill Training modules / courseware and subsequent commencement of Training on phase manner.	20%
3	Upon completion of 50% of training hours and associated Campus Completion Programmes on phase manner.	35%
4	Upon completion of 100% of training hours including submission of documentation, reports, impact study & audio-video archives of STEM Programmes on phase manner.	15%

## 11. Format for Submission

### 11.1. Bid Cover Letter

To,

**Member Secretary,**

State Council of Science Technology & Environment (SCSTE), Meghalaya  
Shillong, Meghalaya

Dear Sir,

**Ref: Request for Proposal “RFP for Selection of Service Provider for STEM Educational Hubs in 2 Science Centers and 12 Schools”**

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to meet such requirements and provide the professional services as required and outlined in the RFP for the “RFP for Selection of Service Provider for STEM Hubs and STEM Labs” for the State Council of Science Technology & Environment (SCSTE), Meghalaya (DESL).

We undertake, if our proposal is accepted, to adhere to the implementation plan (Project schedule for providing the services as outlined in the RFP or such adjusted plan as may subsequently be mutually agreed between us and SCSTE, Meghalaya).

We accept without condition, all of the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of 90 days from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and SCSTE, Meghalaya.

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

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

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

Dated this \_\_\_\_ Day of

2025 (Signature)

(Name)

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

(Name and Address of Company)

Seal/Stamp of bidder

Witness Signature

Witness Name:

Witness Address:

**11.2. Certificate as to Authorized Signatories**

I, ....., the Company Secretary/  
Authorised Representative/ Proprietor of  
certify that , who signed the above Bid is authorized to  
do so and bind the company / agency by authority of its board/ governing body.

Also, the representative of our company as mentioned below at 1 is authorized to perform all  
the bid activities including the Technical and Financial bids.

1.

Date:

Signature:

Name:

Company Seal:

### 11.3. Pre-qualification Criteria

SL.	Criteria	Supporting Documents	Page No of supporting documents in proposal
1.	<p>The Bidder shall be a firm/ company/ partnership/ proprietorship firm/institution registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India All subsidiary/holding/associate/ affiliates in India shall be treated as one entity.</p> <p>(Consortium not allowed)</p>	<ul style="list-style-type: none"> <li>▪ Certificate of Incorporation from Registrar of Companies (RoC) along with the entire chain of Certificate of Incorporation documents and Partnership deed (if applicable)</li> <li>▪ Relevant sections of Memorandum of Association of the company or filings to the stock exchanges to indicate the nature of business of the company</li> <li>▪ Certification on commencement of business (if applicable)</li> <li>▪ Valid GST Certificate and PAN in case of proprietor</li> </ul>	
2.	<p>The bidder should have recorded an average annual turnover of INR 80 lakhs or more and must have been a profit-making organization in at least 2 of the past seven financial years.</p>	<ul style="list-style-type: none"> <li>▪ Balance sheet and Profit &amp; Loss Statement for each year and Certificate from the statutory auditor /Chartered Accountant</li> </ul>	
3.	<p>The bidder must have executed at least year long curriculum and STEM Labs in 2 Schools in Meghalaya for over 12 months</p>	<ul style="list-style-type: none"> <li>▪ MOU/Agreement/MO U/Agreement/Work Order/Invoice/Invoice along with project details</li> </ul>	
4.	<p>The BIDDER should not have been blacklisted or Barred by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organization of Central or State Government as on Bid submission date.</p> <p>(Consortium not allowed)</p>	<ul style="list-style-type: none"> <li>▪ Self-declaration by the Bidder</li> </ul>	

#### 11.4. Financial Bid

Details of financial bid for the RFP

Please note the price quoted in Column C and specified in words would be considered for Financial Evaluation.

A- Total Cost of Services in INR	
B- Total Taxes in INR	
C- Total Cost in INR	
D- Total Cost (as per C) in words	

We agree to the following:

- The above cost includes all costs of travel, logistics, accommodation, and any other cost. No additional cost would be charged to the department.
- We understand the budget specified in the RFP; our bid is subjected to rejection in case there is deviation from budget.
- We also understand that the State Council of Science Technology & Environment (SCSTE), Meghalaya may seek written clarifications from us, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bid document. If, after evaluating the price analyses, State Council of Science Technology & Environment (SCSTE), Meghalaya determines that the bidder has substantially failed to demonstrate the capability to deliver the contract at the offered price, the State Council of Science Technology & Environment (SCSTE), Meghalaya may reject the proposal.

Date:

Signature:

Name:

Company Seal:



**11.5. Self-certification for undertaking total responsibility by Bidder**

**(this must be submitted before Agreement)**

....., a company / firm / agency registered under  
..... having its registered office at  
..... and place of business at  
..., certifies that:

- a. We have been selected as the successful bidder to undertake the STEM Hubs and STEM Labs Programmes in Science Centers and Schools respectively by the State Council of Science Technology & Environment (SCSTE), Meghalaya , Government of Meghalaya.
- b. The department intends to issue a MOU/Agreement//Work Order/Invoice to our company to undertake the project on the terms and conditions mentioned in the tender document.
- c. We, in pursuance of its proposal, undertake the project and undertake total responsibility for the defect free completion of the project without any conditional statement.
- d. The editable softcopy of all the documentation (text, figures, tables, models, catalogues / matrices / diagrams / data / analysis etc.) of this project shall be submitted to the SCSTE), Meghalaya.

Date:

Signature:

Name:

Company Seal:

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

Name and Address of Company:

Seal/ Stamp of bidder:

Witness Signature:

Witness Name:

Witness Address:

#### 11.6. Organizational Contact Details

Sl. No.	Organizational Contact Details	
1	Name of Organization	
2	Main areas of business	
3	Type of Organization- Proprietorship / Firm / Company / partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4	Whether the firm has been blacklisted by any Central Government/ State Government/PSU/ Government Bodies.  If yes, details thereof.	
5	Address of registered office with telephone no. & fax	
6	Address of offices in Other State/UT's	
7	Contact Person with telephone no. & e-mail ID	

Enclosed:

- a. Copy of Certificate of Incorporation/ Copy of Article of Association in respect of 3 above/ Valid GST Certificate & PAN.
- b. Undertaking in respect of 4 above.

Date:

Signature:

Name:

Company Seal:

#### 11.7. CV of Proposed Team Members

1	Proposed Position	
2	Name of the Resource	
3	Number of Years with current organization (Proof may be attached in form of Contracts/ Agreements / Affidavits / Appointment Letters)	
4	Total Years of Experience	
5	Educational qualification(s)	
6	Key highlights of relevant work experience	

To the best of my knowledge and belief, the CVs attached correctly describe the work experience of team member. I understand that any wilful misstatement described herein may lead to disqualification or dismissal, if engaged.

Date:

Signature:

Name:

Company Seal:

**11.8. Financial Strength of the Organization**

S. Year No	Financial	Whether profitable Yes/No	Annual net profit (in Lakh INR)	Overall annual turnover (in Lakh INR)
1	2017-18			
2	2018-19			
3	2019-20			
4	2020-21			
5	2021-22			
6	2022-23			
7	2023-24			

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

Date:

Signature:

Name:

Company Seal:

## 11.9. Declaration

### **DECLARATION**

I/We hereby confirm that we are interested in competing for the project and to undertake the related tasks.

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

Date:

Signature:

Name:

Company Seal:

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

**11.10. Pre-bid Queries (To be submitted by the Bidder and to be e-mailed to  
Email: ???(in doc format)**

Bidders requiring any clarification on the RFP may send their queries to the Authority on or before the date mentioned in RFP, through email only with subject line as follows:

- a. "Pre-Bid queries - <Bidder's Name>" and in the WORD format as given below.
- b. The reply to the pre-bid queries and any addendum/corrigendum shall be uploaded on the website.
- c. Last date of submission of pre-bid queries is \_\_\_\_\_. State Council of Science Technology & Environment (SCSTE), Meghalaya may conduct a pre-bid conference, if needed. The date and time will be notified to all the bidders two days in advance and also notified on the website.
- d. The Format of the pre-bid queries

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

Date:

Signature:

Name:

Mobile:

Email:

**Note:** Bidder who will submit the Prebid clarification through email shall get the intimation from SCSTE, Meghalaya to attend the pre-bid online.

#### 11.11. Non-blacklisting Declaration

To,

**Member Secretary**

State Council of Science Technology & Environment (SCSTE), Meghalaya  
Shillong, Meghalaya

**Sub:** Non-Blacklisting or not Barred declaration in connection with RFP No: <\_\_\_\_\_>  
dated .....for the Project.

Dear Sir,

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

We are not involved in any major active litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

We are not blacklisted or barred by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world.

Date:

Signature:

Name:

Company Seal:

**Note:** The declaration is to be furnished on the letter head of the organization

### 11.12. Project Credentials

Sl.	Project Name/ Details	Client name	Beneficiary Count
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Note:**

- Enclose MOU/Agreement/Work Order/Invoice/Invoices clearly indicating value.
- Relevant project details, reports, news items and documentation related to previous assignments may also be enclosed to help the Evaluation Committee determine competence and capabilities of the organization.

Date:

Signature:

Name:

Company Seal:

**No.**

**Dated:**



## ANNEXURE-E

**Name and address of the Tenderer:**

### CHECKLIST

<b><u>Sl.No</u></b>	<b>Particulars</b>	<b>Yes/No/NA</b>
1	Have you enclosed EMD of required amount?	
2	Have you enclosed Tender purchase amount?	
3	Have you submitted undertaking as per 10.5 - Self-certification for undertaking total responsibility by Bidder?	
4	Have you submitted bidders contact details?	
5	Have you submitted copy of PAN Card?	
6	Have you accepted terms and conditions of the tender document in the Bid Cover Letter?	
7	Have you sign all pages of Bid Document?	
8	Have you submitted price list of items quoted in RFP?	
9	Have you filled in check list "Annexure E"?	
10	Have you fully accepted delivery period as per bid document?	
11	Have you submitted balance sheets, IT return copies of past 7 years	
12	Have you submitted samples of the products quoted?	
13	Have you submitted bidders CA certificate, IT return copies (if applicable), experience certificates, work/ supply orders (with commercials blacked out)	

