

TERMS AND CONDITIONS

1. Eligibility Criteria:

- a) The Bidder must be a Reputed, Resourceful and Experienced Company/ Firm registered in India and shall operate in conformity with the provisions of laws in India
- b) The Bidder must possess GST Registration Certificate, PAN card and Company Registration Certificate
- c) The Average Annual Turnover of bidder shall not be less than Rs. 30 Lakhs (Rupees Thirty Lakh only) for last three financial years, ending March 2023
- d) The Bidder must have a minimum of 5 years of experience in conducting geotechnical investigations.
- e) Must have completed at least three similar projects in the last three years. References and project details should be provided.
- f) The Bidder should have a team of qualified geotechnical engineers and supporting staff with relevant experience.
- g) The Bidder must possess the necessary equipment and tools for conducting the geotechnical investigation.
- h) The Bidder must not have been blacklisted by any Government, Government Agency or Public Sector Undertaking. A certificate shall be attached in this respect.

2. Submission Requirements:

- a) All documents relating to the RFQ shall be in English language.
- b) Each page of the Bid Document shall be initialled by the Authorized Representative / Signatory.
- c) The **Technical Bid (Envelope-A)** submitted by the Bidders shall comprise of the following:
 - i. Detailed technical proposal outlining the methodology, timeline, and team composition.
 - ii. Copies of relevant licenses, certifications, and company registration documents.
 - iii. Work Completion Certificates of listed jobs from Auditor/Client clearly stating that completed similar projects during the period for which experience is being claimed.
 - iv. Client certificates or testimonials of past project completions

- v. Qualifications and experience of key site management and technical personnel proposed for the Contract.
 - vi. Audited Balance Sheet for 3 (three) years ending financial year 2022-23 are to be enclosed.
 - vii. Statutory Auditor Certificate establishing that the Bidder has achieved the total turnover which is being claimed
 - viii. Covering Letter as per Annexure-1
 - ix. Letter of Commitment as per Annexure-2
 - x. All Annexures duly filled in, signed, and stamped by authorized person
- d) The **Financial Bid (Envelope-B)** submitted by the Bidders shall contain:
- i. The schedule of rates and quantities duly filled in the prescribed standard quotation format.
 - ii. Rates quoted shall be valid for 180 calendar days from the date of Bid Opening.
 - iii. The prospective Bidder shall include all duties, taxes, other levies or any other charges payable by the Agency under the Contract or for any other cause in the quoted financial bid.
 - iv. The prices, cost stated in the RFP shall be in Indian Currency [INR] only.

3. Submission Details:

- a) Proposals must be submitted in a sealed envelope marked "Quotation for Geotechnical Investigation – New Shillong Township".
- b) Address for submission:

Room No.17, Horse Shoe Building,
Lower Lachumiere, Shillong,
Meghalaya - 793001
- c) The last date for submission is 10-July-2024, 1:00 PM. Late submissions will not be considered.

4. Bid Opening: All bids shall be opened on 10-July-2024 at 1:10 PM

5. Evaluation Criteria:

Proposals will be evaluated based on the Bidder's experience, technical capability, methodology, and financial quotation. The evaluation of the bid shall be carried out by the Committee as detailed below:

- a) **Stage 1:** Technical documents will be initially scrutinized based on the Minimum Eligibility Criteria. Bidder not fulfilling any of the eligibility criteria shall be rejected.
- b) **Stage 2:** The Bidders who will fulfil minimum eligibility criteria will be further evaluated based on documents submitted as per the marking criteria at Appendix 1.
 - i. The Bidders who score a minimum of 70 or above shall be deemed to be qualified for participation in financial bid process.
 - ii. The Commission will notify successful Bidders who have secured the minimum qualifying marks indicating the date and time for opening of the Financial Bids.
- c) **Stage 3:** Financial Bids of qualifying Bidders only will be opened. The Bidder quoting the lowest price (L1) will be selected.

6. General Conditions:

- a) The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Commission.
- b) The bids determined to be substantially responsive shall be checked for any arithmetic errors and wherever there is a discrepancy between the amounts quoted in figures and in words, the amount presented in words shall be considered.
- c) The Commission reserves the right to reject any or all the Bids submitted in response to this RFP Document at any stage without assigning any reasons whatsoever.
- d) The Commission reserves the right to amend or cancel this bid at its sole discretion, without prior notice or obligation to any party.

7. Selected Bidder

- a) The selected bidder must adhere to all relevant local and national regulations.
- b) The selected bidder must obtain Labour Licenses for all team members if they are from outside the State.
- c) The selected bidder shall obtain necessary permits and approvals from relevant authorities
- d) The selected bidder must ensure all safety and environmental protocols are followed during the investigation.
- e) Any disputes arising out of this contract will be subject to the jurisdiction of the courts in Meghalaya.

APPENDIX 1

TECHNICAL BID EVALUATION

SN	Description of Parameters	Maximum Score	Maximum Total Score
1.	No. of years of existence		10 marks
	5 years	5 marks	
	For each additional year 1 mark	5 marks	
2.	Bidders Average Annual Turnover in the last three financial years, ending March 2023		20 marks
	INR. 30 Lakhs	10 marks	
	For every additional INR.10 Lakhs – 5 marks	10 marks	
3.	Technical Experience Bidder has successfully completed Geotechnical investigations including the drilling and sampling of the soil and volume estimation. It also includes the sampling of soil/waste/surface water/groundwater and analysis by standard method.		25 marks
	3 successful projects	15 marks	
	For each additional project- 5 marks	10 marks	
4.	Approach & Methodology		20 marks
	Understanding of the Objectives	5 marks	
	Detailed plan outlining the investigation process	5 marks	
	Quality control and assurance measures	5 marks	
	Compliance with health and safety regulations	5 marks	
5	Project Management and Team Structure		15 marks
	Organizational structure of the project team	5 marks	
	Roles and responsibilities of team members	5 marks	
	Project timeline and milestones	5 marks	
6	Availability of Equipment (List of Equipment to be enclosed)	10 marks	10 marks

The Bidders who score a minimum of 70 or above shall be deemed to be qualified for participation in financial bid process. Financial Bids of qualifying Bidders only will be opened. The Bidder quoting the lowest price (L1) will be selected.