

**NATIONAL GAMES SECRETARIAT  
GOVERNMENT OF MEGHALAYA**

**REQUEST FOR PROPOSAL (RFP)**

**for**

**Empanelment of agencies for providing Catering Services for multiple  
constituent groups across the venues of the 2<sup>nd</sup> Northeast Olympic Games  
2022, Shillong, Meghalaya**

**RFP. No. GS/TENDER/1/2022/9**

**Date: 20/09/2022**

**JOINT CEO**

National Games Secretariat  
Government of Meghalaya

J.N.S Complex. Polo Grounds, Shillong - 793001

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The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the assignment and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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## 1. Data Sheet

S.No	Activity	Description
<b>General</b>		
1	Assignment Name	Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya
2	Name of the Client	National Games Secretariat , Government of Meghalaya
3	Nodal Officer Contact Details	Shri Shivansh Awasthi, IAS, Joint CEO, National Games Secretariat
4	Selection Method	Empanelment of Agencies. All Technically qualified applicants who agree to match the least cost for the specified kinds of works shall be empanelled by the Authority.
<b>Proposal Preparation</b>		
5	Language	Proposals shall be submitted in English language. All correspondence exchange for the assignment shall be in English language.
6	Technical Proposal	The Proposal shall comprise the following: 1st Inner Envelope with the Technical Proposal: <ul style="list-style-type: none"> <li>• Annexure - A1: Letter of Technical Proposal</li> <li>• Annexure – A2: Format for Power of Attorney</li> <li>• Annexure – A3: Particulars of the Bidder</li> <li>• Annexure – A4: Financial Capacity of the Applicant</li> <li>• Annexure – A5: Eligible projects undertaken by the Bidder</li> <li>• Proposal Processing Fee</li> <li>• Earnest Money Deposit</li> </ul>
7	Financial Proposal	2nd Inner Envelope with the Financial Proposal: <ul style="list-style-type: none"> <li>• Annexure – B1: Financial Proposal</li> <li>• Annexure – B2: Financial Proposal – Bill of Quantities (BoQ)</li> </ul>
8	Proposal Processing Fee	INR 10,000/- (Rupees Ten Thousand) (including GST) in the form of demand draft drawn in favour of 'Director of Sports & Youth Affairs, Govt. of Meghalaya', payable at Shillong. The Proposal Processing Fee shall be submitted along with the 1st Inner Envelope of the Technical Proposal
9	Earnest Money Deposit	INR 1,00,000 (One lakh) in the form of demand draft or Bank Guarantee drawn in favour of 'Director of Sports & Youth Affairs, Govt. of Meghalaya', payable at Shillong. The Earnest

S.No	Activity	Description
		Money Deposit shall be submitted along with the 1st Inner Envelope of the Technical Proposal
10	Validity of the proposal	60 Days
11	Clarification	Clarifications may be requested within 1 week of floating of the RFP. The email id for requesting clarifications is: <a href="mailto:humanresources@themeghalayanage.com">humanresources@themeghalayanage.com</a>
<b>Submission, Opening and Evaluation</b>		
13	Submission	The Firm must submit: (a) Technical Proposal: one (1) original, (1) copy (1) copy Digital (b) Financial Proposal: one (1) original  The bidders shall not have the option of submitting their Proposals electronically.
14	Date of RFP publication	20 <sup>th</sup> September 2022
15	Last date for submission of queries	12:00 PM 26 <sup>th</sup> September 2022
16	Proposal Due Date	4:00 PM on 10 <sup>th</sup> of October 2022 at the National Games Secretariat, Government of Meghalaya, J.N.S Complex. Polo Grounds, Shillong – 793001  And Softcopy of the Proposal to be sent to <a href="mailto:humanresources@themeghalayanage.com">humanresources@themeghalayanage.com</a>
17	Technical Proposal opening	4:00 PM on 11 <sup>th</sup> of October 2022 at the National Games Secretariat, Government of Meghalaya, J.N.S Complex. Polo Grounds, Shillong – 793001
18	Financial Proposal Opening	The date of financial Proposal opening shall be informed to the qualified Bidders separately.
19	Time period for the assignment	4 Months

## 2. Terms of Reference

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

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

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

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

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

The National Games Secretariat, Government of Meghalaya is seeking to empanel competent agencies (Herein referred as “Agencies”) for providing catering services for various constituent groups for the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya

## 2.1 Scope of Work

The broad scope of work of the catering agencies shall include:

- Plan, direct, control and deliver catering services for all customer groups:
  - Participating Teams and Team Officials
  - Referees/Judges/Tournament Officials
  - VIP's/Dignitaries
  - Media
  - Workforce/Stadium Management/OC Representatives
  - Volunteers
- Days of catering service requirements:

S.No	Constituent Groups	Service Days	Service Requirements
1	Participating Teams and Team Officials	9 <sup>th</sup> – 16 <sup>th</sup> November 2022	1. Breakfast, Lunch and Dinner at accommodation venues (Buffet Meals and Food Boxes) 2. Refreshments and snacks at competition venues
2	Referees/Judges/Tournament Officials	10 <sup>th</sup> – 16 <sup>th</sup> November 2022	1. Refreshments and snacks at competition venues
3	VIP's/Dignitaries	10 <sup>th</sup> – 16 <sup>th</sup> November 2022	1. Refreshments and high tea at the VIP Lounges across the competition venues
4	Media	10 <sup>th</sup> – 16 <sup>th</sup> November 2022	1. Refreshments and high tea at the Media lounges across the competition venues 2. Breakfast, lunch and Dinner at Main Media Centre (food boxes) 3. Refreshments and high tea at the Main Media Centre
5	Workforce/Stadium Management/OC Representatives	9 <sup>th</sup> – 16 <sup>th</sup> November 2022	1. Lunch and Dinner (food boxes) across all competition venues
6	Volunteers	10 <sup>th</sup> – 16 <sup>th</sup> November 2022	1. Lunch and Dinner (food boxes) across all competition venues

- The agencies shall be responsible for the provision of catering services that are consistent with customer and client expectations whilst working within agreed budgets; work in partnership with the Organising Committee and contribute to the overall success of the Games
- The food items should be hygienically prepared with good quality masalas and Ghee/Oil, fit for human consumption.
- The agencies need to specify the number of catering staff at each venue for the service in lounges and as well as Back of House, etc.
- No children below the restricted age group as per the guidelines issued by the competent authorities shall be employed by the agencies.
- The agencies should be committed to save energy, protect Environment and Health and Safety of personnel involved in providing the services.
- The agencies also need to specify the method of maintaining food on-site, suitable to maintain the existing structures and manage standards as required.
- The agencies shall have to make arrangements for their own transport, staff and material, equipment, required for the execution of the work. The empanelled agencies

shall transport consumable food items in the refrigerated trucks from their base kitchen to the venues.

- A periodic daily check will be conducted by the competent authorities for evaluation purpose, to the location where the execution of the assigned work is going on and to inspect the food preparation.
- The agencies shall also be responsible for providing ice for Sport, Medical and Catering purposes. The requirement will be provided to the caterer 48 hours in advance.
- The food is required to be prepared using ingredients of high quality under hygienic conditions duly complying with the norms laid down under Prevention of Food Adulteration Act and other statutory requirements prescribed by law complying all the rules under HACCP.
- The agencies should obtain all the necessary licenses from competent authorities/ local bodies as may be required.
- The agencies shall prepare meals using ingredients of the highest quality and as per norms laid down under the Prevention of Food Adulteration Act 1954, as per the FDA (Food and Drug Administration), FSSAI, FAO.
- The agencies shall deliver the meals at the venues from the respective main cluster kitchens through refrigerated trucks.
- The authority shall provide the agencies with temporary infrastructure with the requisite furniture fittings and equipment for the purpose of food preparation areas and dining areas for the athletes and team officials at certain locations to be decided by the authority. The catering specific equipment, machinery, storage & cold storage, gas bank etc. shall be the responsibility of the respective agencies
- The agencies shall also ensure that the food provided is hot and kept for serving in Chaffing dishes wherever applicable.
- The agencies shall avoid usage of plastic as much as possible.
- The food is required to be in Meal Boxes for workforce in food grade using the highest quality of eco-friendly disposables maintaining correct temperature and highest hygiene standards.
- The agencies are required to ensure that the food supplied is in good condition, fit for consumption during the time period fixed for the supply.
- The agencies are required to supply and distribute food at the specified venues and at the time to be specified in advance by the authority.
- The agencies are required to bring the food to the specified venues in his own transport and use service staff in clean and proper uniforms. The staff involved in the preparation and handling of the food will be required to obtain necessary certificates from the appropriate health authorities stating that they are free from any infectious and contagious bacteria.
- The agencies shall maintain hygiene at the Catering Compound at all times at their own cost. The space has to be handed over to the Authority after the Games cleared from all waste and garbage
- The agencies can make no structural changes at the venues without prior permission of the authority
- The agencies shall have to undertake the legal responsibility for any medical condition of any who has had a food poisoning episode as a result of the consumption of food prepared by the agencies.



- The agencies shall be responsible for appointing an overall supervisor exclusively in charge of implementing the services, who will be the first point of contact with the deputed officers of the authority
- The agencies must provide a dedicated team available for the duration of the contract on a 24hr basis with the capability to supply information, confirm/modify/cancel any arrangements as instructed by authorised representatives of the authority
- The agencies must provide the authority with a complete plan for staffing and provide supporting information to demonstrate how those numbers were arrived at.
- The agencies must complete the accreditation process for all of their staff and management before a stipulated time as specified by the authority
- The agencies would need to arrange a day for food testing by the authority and make all necessary changes as requested.
- The agencies must submit the following for approval samples to the authority: Menus, Uniforms, Crockery, Glassware, Chaffing Dishes, Meal Boxes, Coupon system, etc.
- The agencies need to submit the entire maintenance, stocking and waste disposable plan.
- The agencies must issue a daily staff report with information of the numbers and operation hours of their staff
- The agencies must provide a daily report with Challans/Receipt signed of the food delivered to the respective areas.
- The agencies must provide all supporting documentation substantiating any additional charges.
- The food boxes must comply with all existent hygienic conditions and to maintain the correct temperature for the food. The boxes should be made of an eco-friendly material that is easier to dispose of
- Each workforce member shall be entitled to one lunch box and one dinner box per day
- The agencies need to submit a quote per person/box according to the menu stated. The rates are to be inclusive of all taxes and other charges.
- All the catering staff stationed in the lounges across the venues must have experience of handling food, customer service and fluent in speaking English language.
- The service staff is to be instructed to be well dressed in well dressed in Uniforms to be very polite and obedient in dealing with Athletes / Officials / Staff at all times.
- The service staff preparing, handling and serving food should be wearing hand gloves and head gears at all times.
- The agencies shall make arrangement for clean tablecloths to be provided at each of the lounges and spaces, where food shall be served. These are to be changed on a daily basis.
- The agencies shall take utmost responsibility in-terms of segregating the wet waste & solid waste. The agencies shall then hand over the segregated wet and solid waste to the concerned authority in charge of waste collection and management at the venue level
- Utmost cleanliness and hygiene will be maintained at all times in entire premises and at the respective competition venues, where meals are served. The disposal/ management of the garbage/ food waste generated at the premises, i.e. hotels or venues, shall be the responsibility of the agencies. The agencies shall work in close coordination with other agencies in this regard.

- There should be sufficient amount of crockery and cutlery for each of the Buffet meals.
- Alcoholic beverages shall be strictly prohibited.
- Use of single use plastic is banned at the event venues.
- The agencies shall be responsible for providing Ice (Cubes and Blocks) for Sport (Competition and Training Days) and Ice Packs for Medical purposes. The requirement will be provided to the caterer 24 hours in advance
- The agencies are required to provide Ice Boxes during Training and Competition Days. The numbers for which will be informed at a later stage by the authority.
- Field of Play (FOP) across all competition venues will have water being served in 500 ml pet bottles which will be kept in Ice Boxes.
- The agencies to cater running tea/coffee, juices, cookies & snacks to the following lounges for a minimum of 10 hours.
  - Technical Officials Lounge
  - FOP area for all sports
  - Media Lounge in all Venues
  - VIP Lounge in all Venues
- 500 ml water bottles to be provided in all the lounges & FOP areas
- The agencies must submit a report to the Authority by 10 am each day detailing the next day's management and deployment plan that provides an update on the status and progress of the catering service timeline, including:
  - Labor, staffing and rosters
  - Equipment Deployment
  - Incidents, of the previous day, if any
  - Recommendations
- The agencies must submit a report to the Authority on completion of the project that provides an update on the overall status and progress of the catering service timeline, including:
  - Labor, staffing and rosters
  - Equipment Deployment
  - Incidents, of the previous day, if any
  - Recommendations
- The agencies shall ensure that staff deployed are free from any infection or communicable diseases and arrange their regular health check-ups before the initial deployment. The staff should trim their nails regularly and wear head gears & gloves at the workplace. Smoking, eating or chewing of tobacco / gutka etc., spitting is strictly prohibited.
- Use of Face masks, Gloves and head caps is mandatory.
- The agencies shall also be responsible to maintain cleanliness in the dining areas which includes clearing of plates, cleaning of table tops and cleaning of the floor. The agencies shall provide adequate manpower of the same.
- The agencies shall be responsible for end-to-end housekeeping of both kitchen areas as well as dining areas.
- The eatables served by the agencies to the stakeholders shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc.
- Non-vegetarian dishes shall be made from fresh and good quality meat and shall be purchased from standard authorized shops. The pieces of non-vegetarian items shall

not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed and marinated properly before cooking.

- All the vegetarian and non-vegetarian dishes shall be cooked separately.
- All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The agencies shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used before the expiry/ best before date.
- Extra care and precautions shall be taken by the agencies in terms of hygiene in the wake of COVID-19 pandemic.
- The tentative pax for the various stakeholder groups are:

S.No	Competition Venues	Athletes and Team Officials	Workforce and Volunteers	Referees and Judges	VIP's/Dignitaries	Media
<b>Cluster 1</b>						
<b>Accommodation Venues</b>						
1	IHM Guest House, Shillong	70	2	0	0	0
2	Blue Mount Hotel, Shillong	80	2	0	0	0
3	Sujon Guest House, Shillong	30	2	0	0	0
4	Grace Guest House, Mawpat Shillong	20	2	0	0	0
5	Pyng'z Lodge, Shillong	30	2	0	0	0
6	IIM Campus, Shillong	20	2	0	0	0
7	Balaji Guest House, Shillong	50	2	0	0	0
8	White Rabbit Guest House, Shillong	30	2	0	0	0
9	Eastwood Guest House, Shillong	40	2	0	0	0
10	Directorate of Educational Research and Training Campus	40	2	0	0	0
11	Pastoral Centre, Shillong	120	2	0	0	0
12	Apsara Guest House, Shillong	50	2	0	0	0
13	JKR Residency, Shillong	30	2	0	0	0
14	El Nosa Guest House, Shillong	20	2	0	0	0
15	MIIT Holy Cross, Shillong	30	2	0	0	0
16	New Shillong Guest House, Shillong	60	2	0	0	0
17	Shillong Guest House	40	2	0	0	0
18	Hotel High winds, Shillong	30	2	0	0	0
19	Greenview Guesthouse, Shillong	20	2	0	0	0
20	Bonnie Guest House, Shillong	20	2	0	0	0
21	Shillong Club Residential, Shillong	50	2	0	0	0
22	Golfers Nest, Shillong	20	2	0	0	0
23	Saw Aiom Guest House	20	2	0	0	0
24	Golf View Residency	30	2	0	0	0
<b>Total</b>		<b>950</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Competition Venues</b>						
1	NEIGRIMS (Basketball)	250	30	20	20	20
2	Malki Forest (Cycling)	300	30	20	20	20
3	Laban Sports Complex (Judo)	150	30	20	20	20

S.No	Competition Venues	Athletes and Team Officials	Workforce and Volunteers	Referees and Judges	VIP's/Dignitaries	Media
4	Assam Regimental Centre (Shooting)	150	30	20	20	20
5	Shillong Club (Lawn Tennis)	50	30	20	20	20
6	Shillong Golf Course (Golf)	50	30	20	20	20
<b>Total</b>		<b>950</b>	<b>180</b>	<b>120</b>	<b>120</b>	<b>120</b>
<b>Cluster 2</b>						
<b>Accommodation Venues</b>						
1	JNS Hostel	280	2	0	0	0
2	Rympei Ki Paidbah	70	2	0	0	0
3	Aurobindo Cultural Centre	60	2	0	0	0
4	TOILs Mawroh, Shillong	70	2	0	0	0
5	CFC (Colks), Shillong	70	2	0	0	0
<b>Total</b>		<b>550</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Competition Venues</b>						
7	JNS Sports Complex(Badminton, Wrestling, Weightlifting, Football)	350	120	75	30	50
8	Mawlai Mawroh (Boxing)	200	50	30	30	30
9	Main Media Centre	0	25	0	0	50
<b>Total</b>		<b>550</b>	<b>195</b>	<b>105</b>	<b>60</b>	<b>130</b>
<b>Cluster 3</b>						
<b>Accommodation Venues</b>						
1	Convocation Shed, NEHU , Shillong (Overlays)	800	5	0	0	0
2	Cultural Centre, NEHU , Shillong (Overlays)	800	5	0	0	0
<b>Total</b>		<b>1600</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Competition Venues</b>						
1	Crinoline Swimming Pool Complex (Swimming)	250	30	25	20	50
2	SAI Complex NEHU (Archery, Athletics, Karate)	750	75	75	50	50
3	NEHU Indoor Stadium(Table Tennis, Wushu, Taekwondo)	600	75	75	50	50
<b>Total</b>		<b>1600</b>	<b>180</b>	<b>175</b>	<b>120</b>	<b>150</b>
<b>Grand Totals</b>		<b>3100</b>	<b>623</b>	<b>400</b>	<b>300</b>	<b>400</b>

**Note: The numbers indicated herewith are tentative and may be scaled-up or scaled-down. The final requirements shall be derived upon in consultation with the empanelled agencies & other stakeholders, basis venue specific on ground requirement.**

- The agencies shall be responsible for the provision of tea / coffee vending machines along with disposable cups, water dispensers, refrigerators at all Workforce break areas, Media Lounge, VIP Lounges, Athletes & Team Official's Lounge, Medical & Doping office, Venue Management Office etc:

S.No	Locations	Refrigerators	Tea/Coffee Vending Machines	Water Dispensers
1	Venue Management Office	0	10	10
2	Organising Committee Office	0	10	10
3	VIP Lounge	10	10	10
4	Competition Management Office	10	10	10

5	Team Change Rooms	20	20	20
6	Referees/Officials/Judges Lounge	10	10	10
7	Athletes Lounge	0	10	10
8	Media Lounge	10	10	10
9	Security Control Room	0	10	10
10	Medical Room	10	10	10
11	Workforce Break Area	0	10	10
12	Security Break Area	0	10	10
13	Temporary Accommodation Venue 1	20	20	40
14	Temporary Accommodation Venue 2	20	20	40
15	National Games Secretariat	0	10	20
<b>Total</b>		<b>110</b>	<b>180</b>	<b>230</b>

- The agencies shall clean and sanitize Water Cans, Water Dispensers and Tea/Coffee vending machines at the end of every operational day. The agencies shall be responsible for cleaning and sanitization of refrigerator/ visi cooler and ice boxes etc.
- The agencies shall be responsible to deliver, stock, and replenish the water requirements, beverages & food items in the display fridges at various lounges, workforce break area and offices in the venue on a regular basis.
- Menus for the various constituent groups as under:

S.No	Constituent Stakeholder Group	Breakfast	Lunch	Dinner	High Tea/Snacks	Refreshments
1	Participating Teams and Team Officials	Tea (red/Milk), Milk, Fresh Fruit Juice. Bread (Butter/jam) Egg (boiled, scrambled) Cornflakes, Oats/ porridge Fruits (Banana, any seasonal fruits). Dry fruits (Almonds, Cashew, nuts)	Rice / Roti (unrefined) Dal (Any type) Mix Vegetable (stew or fried) Chicken or fish Salads , Papad Dahi/ curd	Selection of Veg Soup and Non-Veg Soup Rice/ Roti (unrefined) Dal (Any type) Mix Veg (stewed or fried) Chicken, fish or Egg Salads , Papad Chutney (avoid giving pickle) Dahi/ curd Sweets (rasgulla or gulab jamun)	Tea (red/milk), Fresh fruit juice Veg. Sandwich or Veg. Cutlet or Veg. Pakora or Rice cake. (With biscuits) Energy bar/ granola bars, multi grain biscuits Boiled Eggs Seasonal Fruits	Seasonal fruits Tea (red/Milk), Milk, Fresh Fruit Juice.
2	Referees/Judges/Tournament Officials	-	-	-	Tea (red/milk), Fresh fruit juice Veg. Sandwich or Veg. Cutlet or Veg. Pakora or Rice cake. (With biscuits) Energy bar/ granola bars, multi grain biscuits Boiled Eggs Seasonal Fruits	Seasonal fruits Tea (red/Milk), Milk, Fresh Fruit Juice.

S.No	Constituent Stakeholder Group	Breakfast	Lunch	Dinner	High Tea/Snacks	Refreshments
3	VIP's/Dignitaries	-	-	-	Chicken Sandwich Cheese Sandwich French Fries Assorted Muffins Spring Rolls (Veg and Non-Veg) Indian Sweet Tea (red/milk),Coffee and Fresh fruit juice	-
4	Media	-	-	-	Chicken Sandwich Cheese Sandwich French Fries Assorted Muffins Spring Rolls (Veg and Non-Veg) Indian Sweet Tea (red/milk),Coffee and Fresh fruit juice	Seasonal fruits Tea (red/Milk), Milk, Fresh Fruit Juice.
5	Workforce/Staff Management/OC Representatives/Volunteers	Tea (red/Milk), Milk, Fresh Fruit Juice. Bread (Butter/jam) Egg (boiled, scrambled) Cornflakes, Oats/porridge Fruits (Banana, any seasonal fruits). Dry fruits (Almonds, Cashew, nuts)	Rice / Roti (unrefined) Dal (Any type) Mix Vegetable (stew or fried) Chicken or fish Salads , Papad Dahi/ curd	Selection of Veg Soup and Non-Veg Soup Rice/ Roti (unrefined) Dal (Any type) Mix Veg (stewed or fried) Chicken, fish or Egg Salads , Papad Chutney (avoid giving pickle) Dahi/ curd Sweets (rasgulla or gulabjamun)	Tea (red/milk), Fresh fruit juice Veg. Sandwich or Veg. Cutlet or Veg. Pakora or Rice cake. (With biscuits) Energy bar/ granola bars, multi grain biscuits Boiled Eggs Seasonal Fruits	Seasonal fruits Tea (red/Milk), Milk, Fresh Fruit Juice.

## 2.2 Payment Schedule

The agency will be paid based on the following payment schedule:

S.No	Payment Phases	Fee Payable	Percentage of Fee
1	Phase 1	Advance for procurement of equipment and consumables against BG.	30%
2	Phase 2	Successful Bump in and setup across all venues	20%
3	Phase 3	Commencement of Games	30%
4	Phase 4	After successful completion of the games, submission of reports	20%

The authority will require 15 working days for release of payment for each milestone and raising of invoice.

The Agency has to ensure that any additional work done by the agency has to be approved by the client, otherwise it will not be considered for payments.

All billed items are to be signed off by the officers deputed by the client regarding quantity, quality, and successful completion as per agreed timelines. These need to be backed up by relevant evidence (Photographs, Videos, Lists signed off by Competent Authority).

### 3. Eligibility and Evaluation Criteria

#### 3.1 Minimum Eligibility Criteria:

S.No	Criteria	Required Documentation
1	<p>The Bidder must be in existence for at least a period of three years and should have a registered office in Shillong, Meghalaya at the time of submission of bid</p> <p>Bidder should have Income Tax PAN, TIN/Sales Tax, Service Tax Registration, certificate from Commercial Taxes Department, Valid Catering license like FSSAI (Food Safety and Standards Authority of India)</p> <p>A Bidder may be a single entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement to form a Consortium.</p> <p>In case of Consortium, both the member firms shall be a registered company OR firm in India registered under the relevant provisions/ Acts in India for the last three years as on the date of the issue of this RFP.</p>	<p>Documents like ROC registration, MoA of Company, AoA of Company, PAN, GST registration, etc. relating to business entity should be furnished</p> <p>FSSAI Registration Certificate</p>
2	<p>In the last 5 (Five) years, the agency should have solely undertaken and completed at least 2 (two) similar projects for municipal/ state/ central government/, PSUs or any other government departments for a minimum number of 1000 pax. The contract value for the project should be at least INR 10 Lakhs</p>	<p>Work Order/completion certificate from client</p>
3	<p>The Bidder must have a minimum number of 30 Personnel that are duly authorized, instructed, and capable of delivering the services, as well as having the necessary Implementation and equipment to provide the services to the highest hygiene level</p>	<p>CV's of Personnel and Self-Attested Undertaking/Declaration</p>
4	<p>Financial Capacity: The agency should have an average turnover of at least INR 25 lakhs (Rupees Twenty-Five Lakhs) per year in any 3 consecutive financial years in last 5 financial years ending 2022 (FY 2021-22, 2020-2021, FY 2019-2020, FY 2018-2019, FY 2017-18)</p>	<p>Certificate from Statutory Auditor/ Registered Chartered Accountant</p>
5	<p>The Bidder should not have been barred by the Central Government, any State Government, a statutory</p>	<p>Self-Attested Undertaking/Declaration</p>

S.No	Criteria	Required Documentation
	authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal.	

***Only Eligible Bidders will be taken up for Technical and Financial Evaluation.***

‘Similar Projects’: Catering projects for various events for municipal/ state/ central government/, PSUs or any other government departments for a minimum number of 1000 pax. The contract value for the project should be at least INR 10 Lakhs

### **3.2 Conditions for Consortium and Subcontracting**

Consortium and Subcontracting is permitted in this RFP. Consortium is allowed from the eligible entities to increase the technical eligibility and qualification of the proposal and make larger pools of experts available. The association may be formalized in form of a Joint Venture or any other suitable mechanism. The arrangement should clearly indicate the Lead Partner. The financial eligibility has to be met by Lead Partner individually. For the purpose of technical eligibility, the experience of the partners will be pooled together. However, subsidiary is not allowed to claim experience & turnover of its holding/ parent company or sister subsidiary company. A firm can only submit one proposal either individually or as a consortium. If a firm participates in more than one proposal individually or as a partner, then all such proposals will be rejected. A firm shall submit only one proposal, either individually or consortium partner. In case of Consortium, additional Annexures in the format of Annexure A6, A7, A8 also need to be enclosed.

### **3.3 Evaluation**

The minimum score for qualifying Technical Evaluation will be 60% and all Applicants with more than equal to 60% marks will be called the “Shortlisted Applicants”. The Financial bids of only the Shortlisted Applicants will be opened. The least cost of providing catering services for each of the constituted groups will be declared during the opening of the Financial Bid. All the Shortlisted Applicants who agree to match the least cost for providing catering services for each of the constituted groups will be empanelled with the Authority as “Empanelled Agency”.

Further the actual allotment of works to the Empanelled Bidders would be made for a cluster of venues. The allotment would be subject to the technical score attained by each of the empanelled bidders. The authority shall ensure that each of the empanelled agencies are assigned clusters for the provision of catering services for all the constituent groups of the games. Work orders for providing cluster specific catering services shall be issued to the empanelled agencies by the authority.

The empanelment shall be for a term of 6 months from the date of receipt of letter of empanelment.



## Financial

Financial proposals shall be opened for only the eligible and qualified offers (Financial bids of other un-responsive and technically non-qualified Bidders shall be returned un-opened).

### 3.4 Technical Evaluation and Financial Bid Opening

The Technical Evaluation of the proposals shall be based on following parameters:

S.No	Criteria	Marks
1	The agency should have undertaken similar projects in the past 5 years in Meghalaya for a minimum number of 1000 Pax <b>No of Projects 2 – 5: 8 marks</b> <b>No of Projects 5 – 10: 15 marks</b> <b>Over 10 Projects: 20 marks</b>	20
2	Experience in providing catering services to multiple locations in sports events in Meghalaya for over 1000 pax in the past 7 years <b>No of Projects 1 – 2: 5 marks</b> <b>No of Projects 3 – 5: 10 marks</b> <b>No of Projects 5 – 8 :15 marks</b> <b>Over 8 Projects: 20 Marks</b>	20
3	The agency should have an average turnover of at least INR 25 lakhs (Rupees Twenty-Five Lakhs) per year in any 3 (three) consecutive financial years in last 5 years (FY 2021-22, 2020-2021, FY 2019-2020, FY 2018-2019, FY 2017-2018,) <b>25 lakhs-30 lakhs - 8 Marks</b> <b>over 30 lakhs- 50 lakhs: 15 Marks</b> <b>over 50 lakhs and above: 20 Marks</b>	20
4	Technical Presentation: <b>Approach and Methology : 20 Marks</b> <b>Manpower Deployment Plan : 10 Marks</b> <b>Waste Management Plan : 10 Marks</b>	40
<b>Total</b>		<b>100</b>

#### Note:

- **'Similar Projects'**: Catering projects for various events for municipal/ state/ central government/, PSUs or any other government departments for a minimum number of 1000 pax. The contract value for the project should be at least INR 10 Lakhs
  - **Evaluation will be carried out based on the comparative assessment of the experiences claimed by the bidders (in order of relevance to the project). The most relevant projects will be considered for Evaluation.**
  - **For proof of experience, documentary evidence (Work Order/completion certificate from client) to be enclosed.**
- I. The minimum technical score (St) required for opening of Financial Proposals shall be 60.
  - II. After the evaluation of quality is completed, the Client shall notify the bidders that have secure the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals.
  - III. The Financial Proposals shall be opened publicly in the presence of the bidder's representatives who choose to attend. The name of the Firm, the technical scores, and the proposed prices shall be read and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
  - IV. The financial proposals will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc.

- V. All the Shortlisted Applicants who agree to match the least cost for providing catering services for each of the constituted groups will be empanelled with the Authority as “Empanelled Agency”.

## **4. Instruction to Bidders**

### **4.1 Number of Proposals and respondents**

- a. No Bidder shall submit more than one (1) Proposal, in response to this RFP.
- b. The RFP is non-transferable, and Proposals shall be submitted only by the respective Bidders to whom the RFP has been issued by Authority.
- c. A Bidder applying individually shall not be entitled to submit another Proposal

### **4.2 Proposal Preparation Cost**

- a. The Bidders shall bear all costs associated with the preparation and submission of the Proposal. The authority will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.
- b. Bidders are encouraged to submit their respective Proposals after visiting the office of the Client and ascertaining for themselves the availability of documents and other data with the Client, Applicable Laws and regulations or any other matter considered relevant by them.
- c. All papers submitted with the Proposal are neither returnable nor claimable.

### **4.3 Right to accept and reject any or all the Proposals**

- a. Notwithstanding anything contained in this RFP, Authority reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.

Authority reserves the right to reject any Proposal if:

- a. At any time, a material misrepresentation is made or discovered, or
- b. The Bidder/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals, or
- c. The Bidder does not adhere to the formats provided in the Annexure A to the RFP while furnishing the required information/details.

### **4.4 Clarifications sought by the Bidder**

- a. Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Authority and the Project site, sending written queries to the Authority, and attending a Pre-Proposal Conference.
- b. Bidders requiring any clarification on the RFP may send their queries to the Client by email at the mail-id provided in communications details in the Data Sheet with subject clearly written the following identification: “Queries/Request for Additional Information concerning Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya

- c. The Client shall endeavour to respond to the queries. The Client reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause shall be construed as obliging the Client to respond to any question or to provide any clarification.

#### **4.5 Clarifications sought by the Authority**

To assist in the process of evaluation of Proposals, Authority may, at its sole discretion, ask any Bidder for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.

#### **4.6 Amendments to the RFP**

- a. At any time, prior to the date of submission of Proposals, the client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP. The amended RFP and/or the corrigendum shall be uploaded by the client on the department website: <https://megsports.gov.in/>
- b. In order to afford prospective Bidders reasonable time to take these amendments into account in preparing their Proposals, the client may, at its discretion, extend the deadline for the submission of Proposals.

#### **4.7 Preparation and Submission of Proposals**

- a. The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.
- b. The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

#### **4.8 Proposal Validity Period and Extension**

- a. Proposals shall remain valid for a period of 60 Days from the Proposal Due Date ("Proposal Validity Period") and Authority may solicit the Bidder's consent for extension of the period of validity, if required. Authority reserves the right to reject any Proposal, which does not meet this requirement.
- b. In exceptional circumstances, prior to expiry of the original Proposal Validity Period, Authority may request Bidders to extend the validity period for specified additional period. Bidders, who may not extend the validity period, will deem to have withdrawn their Proposal at the expiry of validity period.

#### **4.9 Submission of Proposals**

- a. Bidders are invited to submit a Technical Proposal and Financial Proposal, as specified in the Data Sheet for services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.

- b. In preparing the Technical Proposal, bidders are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- c. The Technical Proposal shall provide the following information using the attached Standard Forms
- Annexure - A1: Letter of Technical Proposal
  - Annexure – A2: Format for Power of Attorney
  - Annexure – A3: Particulars of the Bidder
  - Annexure – A4: Financial Capacity of the Applicant
  - Annexure – A5: Eligible projects undertaken by the Bidder (All the projects cited needs to be submitted by supporting credentials (work orders / completion certificates) from clients)
  - Proposal Processing Fee
  - Earnest Money Deposit
- d. The Technical Proposal shall not include any financial information.
- e. In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Format:
- Annexure – B1: Financial Proposal
  - Annexure – B2: Financial Proposal – Bill of Quantities (BoQ)
- f. The bidder will specify and compute all applicable taxes in the financial Proposal.
- g. The Data Sheet indicates how long the proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.
- h. The original proposal (Technical Proposal and Financial Proposal); shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.
- i. An authorized representative of the firm initials all pages of the proposal. The representative's authorization shall be confirmed by a written Power of Attorney accompanying the proposal.
- j. For each proposal, the bidder shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. Soft copies of the **technical proposal Only** should be emailed to [humanresources@themeghalayanage.com](mailto:humanresources@themeghalayanage.com) . If there are any discrepancies between the original and the copies of the proposal, the original copy shall govern.
- k. Bidders shall submit the sealed proposals in two sealed envelopes as detailed below. The name and address of the bidder should be mentioned on each envelope. The language of the Proposals as well as the supporting documents shall be in English.
- **Sealed Envelope I:** The cover of the envelope should clearly mention as "Envelope-I–Technical Proposal for "Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic

Games 2022, Shillong, Meghalaya". It will contain the Technical Proposal (original and copies as per data sheet) in specified format (Schedule A, B, C, D, E, F, G, and H) and any other relevant documents, duly signed by authorized representative of bidder with company seal, EMD and Non-refundable Proposal Processing Fee towards the cost of RFP document.

- **Sealed Envelope –II:** The cover of the envelope should clearly mention as "Envelope-II – Financial Proposal for "Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya" It should contain Financial Proposal (Schedule I) duly signed by authorized representative of bidder with company seal.
  - **Sealed Envelope – III:** The cover of the envelope should clearly mention as "for "Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya". This outer envelope will include the Sealed Envelope – I and Sealed Envelope- II.
- I. Tender complete in all respects may be submitted to the client through courier/ speed post/hand-delivery only such that they are delivered to the address mentioned in the Data Sheet on or before the time and date mentioned in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened. Tenders received by fax/mail will not be entertained.
  - m. The client shall at its discretion, extend this deadline for submission of Proposals by amending the RFP, in which case all rights and obligations of the client and agency previously subject to the deadline will thereafter be subjected to the deadline as extended.

#### **4.10 EMD and Performance Bank Guarantee**

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

#### **4.11 Test of Responsiveness**

Prior to evaluation of the Proposals, Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:

- a. It is received or deemed to be received by the due date and time including any extension thereof pursuant to the Data Sheet.
- b. It contains all information as desired in this RFP.
- c. Information is provided as per the formats specified in the RFP.
- d. It mentions the validity period as set out in Data Sheet.

- e. Bids are accompanied with Bid Processing Fee (non-refundable) and EMD as specified in the Date Sheet of this RFP.
- f. Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Authority in respect of such Proposal.

#### **4.12 Negotiations and Award of Work order**

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

#### **4.13 Term of the Contract**

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

#### **4.14 Miscellaneous**

- a. The client requires that bidders provide professional services and at all times hold the Client's interest's paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Bidders shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- b. To observe the highest standard of ethics during the selection and execution of the assignment, the terms set forth below shall be followed:
  - i. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
  - ii. "Fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the borrower and includes collusive practices among bidders (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.

- c. The client shall reject proposals for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question
- d. National Games Secretariat, Government of Meghalaya reserves the right to accept or reject any Proposal and to annul the process at any time without assigning any reason thereof and without thereby incurring any liability to the affected bidder or without informing the agency of the grounds for such action by the Government of Meghalaya.
- e. If in the view of authority, the performance of selected agency is not satisfactory, the selected agency has failed to safeguard the interest of the authority, the client may at its sole discretion, terminate the engagement of the selected agency. The authority, in doing so, shall intimate the firm in writing with its termination letter. The decision of the client in this matter shall be final and binding.
- f. Any delay/ default in quality of goods/services by the agency in the performance of its obligation, shall attract penalty at the rate of 3% of the value of particular work per day to a maximum of 30% of the value of relevant portion of Work Order. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.
- g. All disputes arising shall be subject to the jurisdiction of the appropriate court at Shillong, Meghalaya and will be governed by the laws of India.

## **Annexure- Formats Technical Proposal**

### **Annexure - A1: Letter of Technical Proposal**

To,

Date:

JOINT CEO,  
National Games Secretariat  
Government of Meghalaya  
J.N.S Complex. Polo Grounds, Shillong – 793001

**Sub:** “Proposal for “Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya”

#### **Regarding Technical Proposal**

Dear Sir,

1. With reference to the RFP dated \_\_\_\_\_ for the above captioned project, and clarification issued by National Games Secretariat, Government of Meghalaya thereof, We \_\_\_\_\_, having examined all relevant documents and understood their contents, hereby submit our Proposal for “Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya” The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. We shall make available to the Government of Meghalaya any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. We acknowledge the right of the Government of Meghalaya, to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- a. We have examined and have no reservations to the RFP Documents, including any Addendums issued by the Government of Meghalaya;



b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the Government of Meghalaya or any other public sector enterprise or any government, Central or State; and

c. We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.

8. If our Firm is qualified, we shall make our technical presentation to the Government of Meghalaya on the date specified upon intimation received from the Government of Meghalaya.

9. The undersigned is authorized to sign the documents being submitted through this RFP. (A copy of Power of Attorney may be enclosed)

10. In the event our firm is selected as the Agency for this project we shall enter into a contract with the Government of Meghalaya.

11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,

(Signature, name and designation of the authorized signatory/authorized signatory of Lead Member in case of Consortium) (Name and seal of the Bidder)

**Annexure – A2: Format for Power of Attorney**

Know all men by these presents, we, ..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr/Ms.....son/daughter/wifeand presently residing at ....., who is presently employed with us and holding the position of .....as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for “Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya” including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the authority, representing us in all matters before the authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the government of Meghalaya in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the government of Meghalaya

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ..... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20\*\* For .....

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

**Notarized Accepted**

.....

(Signature, name, designation and address of the Attorney)

Notes:

- 1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

2.Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

3.For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued

## **Annexure – A3: Particulars of the Bidder**

### **General Information about the Firm:**

- a) Name of Company or Firm:
- b) Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c) Country of incorporation:
- d) Registered address:
- e) Year of Incorporation:
- f) Year of commencement of business:
- g) Principal place of business:
- h) Brief description of the Company including details of its main lines of business

### **Name, designation, address and phone numbers of authorized signatory of the Bidder:**

- i) Name:
- ii) Designation:
- iii) Company:
- iv) Address:
- v) Phone No.:
- vi) Fax No.:
- vii) E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of .....\_\_\_\_\_

## Annexure – A4: Financial Capacity of the Applicant

Sl. No.	Financial Year	Annual Turnover (In INR)
1		
2		
3		

### Certificate from the Statutory Auditor

This is to certify that .....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the above said three consecutive years is INR\_\_\_\_\_. (In words)

**Name of the audit firm:**

**Seal of the audit firm**

**Date:**

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

## **Annexure – A5: Eligible projects undertaken by the Bidder**

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

<b>S.No</b>	<b>Description</b>
<b>i.</b>	Assignment Name
<b>ii.</b>	Name, fax, email of the Client Representative:
<b>iii.</b>	Time when the assignment was carried out
<b>iv.</b>	Start Date
<b>v.</b>	End Date
<b>vi.</b>	Location of the Event
<b>vii.</b>	Contract Value
<b>viii.</b>	<ul style="list-style-type: none"><li>• Narrative Description of the Scope of work of the assignment</li><li>• No. of pax</li><li>• Description of Actual Services provided by your Staff Status of the assignment</li></ul>

### **IMPORTANT:**

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc. with contract value mentioned. **The submitted testimonial MUST contain detail description of work (Scope of Work and TOR) carried out by the Bidder.**

## **Annexure – A6: Conditions for Consortium**

In case the Bidder is a Consortium, it shall comply with the following additional requirements:

- i. The Bidder may be a Proprietorship firm /partnership firm/ Company as single entity or a group of entities (the “Consortium”), joining together to implement the Project. However, no Bidder applying individually or as a member of a Consortium, as the case may be, can be member of another Bidder. The term Bidder used herein would apply to both a single entity and a Consortium.
- ii. A Bidder may be a single entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement to form a Consortium. A Consortium shall be eligible for consideration.
- iii. Number of members in a consortium shall not exceed 3 (three);
- iv. In the format of Annexure A3 (Particulars of the Bidder) above, the Proposal should contain the information required for each member of the Consortium;
- v. Members of the Consortium shall nominate one member as the lead member (the “Lead Member”). The nomination(s) shall be supported by a Power of Attorney, as per the format annexed, signed by all the other members of the Consortium;
- vi. The Proposal should include a brief description of the roles and responsibilities of individual members, particularly with reference to financial and technical obligations;
- vii. An individual Bidder cannot at the same time be member of a Consortium applying for qualification.
- viii. Further, a member of a particular Bidder Consortium cannot be member of any other Bidder Consortium applying for qualification.
- ix. Members of the Consortium shall enter into a binding Joint Bidding Agreement, substantially in the form specified in annexure (the “Jt. Bidding Agreement”), for the purpose of submitting a Bid. The Jt. Bidding Agreement, to be submitted along with the Proposal.
- x. In case of a Consortium, the combined financial and technical capability of the Members should satisfy the above conditions of eligibility.
- xi. A Bidder bidding individually or as a member of a Consortium shall not be entitled to submit another bid either individually or as a member of any Consortium, as the case may be.
- xii. Change in the composition of a Consortium will not be permitted by the Authority during the Bidding process.

## **Annexure – A7: Power of Attorney for Lead Member of Consortium**

Whereas the National Games Secretariat Government of Meghalaya (“the Authority”) has invited Proposals from interested parties for “Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya” (the “Project”).

Whereas, ....., ....., .....and ..... (collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposal (RFP) and other connected documents in respect of the Project, and Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s Proposal for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, ..... having our registered office at ....., M/s. .... having our registered office at ....., M/s. .... having our registered office at ....., and ..... having our registered office at ....., (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorize M/S ..... having its registered office at ....., being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”). We hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the concession/contract, during the execution of the Project and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its Proposal for the Project, including but not limited to signing and submission of all Proposals and other documents and writings, participate in bidding process and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the Proposal of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s Proposal for the Project and/ or upon award thereof till the Concession Agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS



..... DAY OF ..... 2.....

For .....

(Signature) .....

(Name & Title) For .....

(Signature) .....

(Name & Title)

Witnesses:

1.

2.

.....

(Executants)

(To be executed by all the Members of the Consortium)

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

2. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued

## **Annexure – A8: Joint Bidding Agreement**

(To be executed on Stamp paper of appropriate value)

THIS JOINT BIDDING AGREEMENT is entered into on this the ..... day of ..... 20...

### **AMONGST**

- i. {..... Limited, a company incorporated under the Companies Act, 1956/2013} and having its registered office at ..... (hereinafter referred to as the “First Part” which expression shall, unless repugnant to the context include its successors and permitted assigns)

**AND**

- ii. {..... Limited, a company incorporated under the Companies Act, 1956/2013} and having its registered office at ..... (hereinafter referred to as the “Second Part” which expression shall, unless repugnant to the context include its successors and permitted assigns)

**AND**

- iii. {..... Limited, a company incorporated under the Companies Act, 1956/2013} and having its registered office at..... (hereinafter referred to as the “Third Part” which expression shall, unless repugnant to the context include its successors and permitted assigns)

The above-mentioned parties of the FIRST, SECOND and THIRD PART are collectively referred to as the “Parties” and each is individually referred to as a “Party”

### **WHEREAS,**

(A)[ National Games Secretariat, Government of Meghalaya having its office at \_\_\_\_\_ (hereinafter referred to as the “Authority” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) has invited Proposals (the Proposals”) by its Request for Proposal No. .... dated ..... (the “RFP”) for “Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya”

(B)The Parties are interested in jointly bidding for the Project as members of a Consortium and in accordance with the terms and conditions of the RFP document and other bid documents in respect of the Project, and

(C)It is a necessary condition under the RFP document that the members of the Consortium shall enter into a Joint Bidding Agreement and furnish a copy thereof with the Proposal.

**NOW IT IS HEREBY AGREED as follows:**

**i. Definitions and Interpretations**

In this Agreement, the capitalized terms shall, unless the context otherwise requires, have the meaning ascribed thereto under the RFP.

**ii. Consortium**

2.1 The Parties do hereby irrevocably constitute a consortium (the “**Consortium**”) for the purposes of jointly participating in the Bidding Process for the Project.

2.2 The Parties hereby undertake to participate in the Bidding Process only through this Consortium and not individually and/or through any other consortium constituted for this Project, either directly or indirectly or through any of their Associates.

**iii. Role of the Parties**

The Parties hereby undertake to perform the roles and responsibilities as described below:

(a) Party of the First Part shall be the Lead member of the Consortium and shall have the power of attorney from all Parties for conducting all business for and on behalf of the Consortium during the Bidding

(b) Party of the Second Part shall be {the Technical Member of the Consortium;}

{{c) Party of the Third Part shall be the other Member of the Consortium}}

(Please Specify Role of each Party such as Lead Member, financial Member etc. for the Project)

**iv. Joint and Several Liability**

The Parties do hereby undertake to be jointly and severally responsible for all obligations and liabilities relating to the Project and in accordance with the terms of the RFP and the Agreement, till such time as the Project Completion is achieved under and in accordance with the Agreement.

**v. Representation of the Parties**

Each Party represents to the other Parties as of the date of this Agreement that:

(a) Such Party is duly organized, validly existing and in good standing under the laws of its incorporation and has all requisite power and Corporation to enter into this Agreement.

(b) The execution, delivery and performance by such Party of this Agreement has been authorized by all necessary and appropriate corporate or governmental action and a copy of the extract of the charter documents and board resolution/ power of attorney in favour of the person executing this Agreement for the delegation of power and Corporation to execute this Agreement on behalf of the Consortium Member is annexed to this Agreement, and will not, to the best of its knowledge:

(i) require any consent or approval not already obtained.

(ii) violate any Applicable Law presently in effect and having applicability to it;

(iii) violate the memorandum and articles of association, by-laws or other applicable organizational documents thereof;

(iv) violate any clearance, permit, Development Right, grant, license or other governmental authorization, approval, judgment, order or decree or any mortgage agreement, indenture or any other instrument to which such Party is a party or by which such Party or any of its properties or assets are bound or that is otherwise applicable to such Party; or

(v) create or impose any liens, mortgages, pledges, claims, security interests, charges or Encumbrances or obligations to create a lien, charge, pledge, security interest, encumbrances or mortgage in or on the property of such Party, except for encumbrances that would not, individually or in the aggregate, have a material adverse effect on the financial condition or prospects or business of such Party so as to

prevent such Party from fulfilling its obligations under this Agreement;

(c) this Agreement is the legal and binding obligation of such Party, enforceable in accordance with its terms against it; and

(d) there is no litigation pending or, to the best of such Party's knowledge, threatened to which it or any of its Affiliates is a party that presently affects, or which would have a material adverse effect on the financial condition or prospects or business of such Party in the fulfilment of its obligations under this Agreement.

**vi. Termination**

This Agreement shall be effective from the date hereof and shall continue in full force and effect until the Completion of the Project is achieved under and in accordance with the Agreement, in case the Project is awarded to the Consortium. However, in case the Consortium is either not prequalified for the Project or does not get selected for award of the Project, the Agreement will stand terminated in case the Bidder is not pre-qualified or upon return of the Bid Security by the Corporation to the Bidder, as the case may be.

**vii. Miscellaneous**

7.1 This Joint Bidding Agreement shall be governed by laws of India.

7.2 The Parties acknowledge and accept that this Agreement shall not be amended by the Parties without the prior written consent of the Authority.

IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN.

SIGNED, SEALED AND DELIVERED

SIGNED, SEALED AND DELIVERED

For and on behalf of LEAD MEMBER by:

SECOND PART

(Signature)

(Signature)

(Name)

(Name)

(Designation)

(Designation)

(Address)

(Address)

SIGNED, SEALED AND DELIVERED

For and on behalf of

THIRD PART

(Signature)

(Name)

(Designation)

(Address)

1.

2.

**Notes:**

1. The mode of the execution of the Joint Bidding Agreement should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
2. Each Joint Bidding Agreement should attach a copy of the extract of the charter documents and documents such as resolution / power of attorney in favor of the person executing this Agreement for the delegation of power and Authority to execute this Agreement on behalf of the Consortium Member

# Financial Proposal

## Annexure – B1: Financial Proposal - Covering Letter

To,

JOINT CEO,  
National Games Secretariat  
Government of Meghalaya  
J.N.S Complex. Polo Grounds, Shillong – 793001

Date:

**Sub:** “Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya”

### Regarding Financial Proposal

Dear Sir,

We, \_\_\_\_\_ enclose herewith our Financial Proposal for selection of our firm as Agency to carry out **for “Empanelment of agencies for providing catering services for multiple constituent groups across the venues of the 2nd Northeast Olympic Games 2022, Shillong, Meghalaya”**

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

We agree that this offer shall remain valid for financial year 2022-23.

Yours faithfully,

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



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

S.No	Items	Quantity	No of Days	Unit Rate	Total
<b>Constituent Group 1 - Participating athletes and Team Officials (A)</b>					
1	Breakfast	3000	7		
2	Lunch	3000	7		
3	Dinner	3000	7		
4	High Tea/Snacks	3000	7		
5	Refreshments	3000	7		
<b>Total</b>					
<b>Constituent Group 2 - Referees/Judges/Tournament Officials (B)</b>					
1	High Tea/Snacks	400	6		
2	Refreshments	400	6		
<b>Total</b>					
<b>Constituent Group 3 - VIP's/Dignitaries (C)</b>					
1	High Tea/Snacks	300	6		
<b>Total</b>					
<b>Constituent Group 4 - Media (D)</b>					
1	High Tea/Snacks	400	6		
2	Refreshments	400	6		
<b>Total</b>					
<b>Constituent Group 5 - Workforce/Stadium Management/OC Representatives/Volunteers (E)</b>					
1	Breakfast	600	6		
2	Lunch	600	6		
3	Dinner	600	6		
4	High Tea/Snacks	600	6		
5	Refreshments	600	6		
<b>Total</b>					
<b>Refrigerators, Tea/Coffee Vending Machines, Water Dispensers, 500 ML water bottles, disposable cups (F)</b>					
1	Refrigerators	110	6		
2	Tea/Coffee Vending Machines	180	6		
3	Water Dispensers	230	6		
4	500 ML Water Bottles	8000	6		
<b>Total</b>					
<b>Others (G)</b>					
1	Housekeeping services	-	6	Lumpsum	
2	Ice (1 KG packets)	TBC	6		
<b>Total (A+B+C+D+E+F+G)</b>					
<b>Applicable Taxes</b>					
<b>Grand Total</b>					

- All works should be carried out in consultation with designated officials of the National Games Secretariat

- The Authority reserves the right to increase/decrease the quantities of the items detailed above to the tune of 30%.
- All quoted rates to be inclusive of all applicable taxes
- Cost should be inclusive of engaging and deploying the required workforce for the storage, management and distribution of the items specified
- Cost should be inclusive of logistics of movement of equipment, manpower and material
- Cost should be inclusive of consumables for tea/coffee vending machines

**Notes:**

- No conditions should be attached to the price proposal.
- The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.