



North Eastern Council Secretariat Government of India

**Request for Proposal (RFP) for
Hiring of Consultant for North East Resource Centre (NERCEN)**

Tender Notice: EM-15/18/2024 dated 16 February 2026.

RFP Document

16 February 2026

Applicable only to NICSI Empanelled Firm under Management Category
Consultant

Contact Details:

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North Eastern Council, Nongrim Hills
Shillong, Meghalaya

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Disclaimer

The information contained in the Request for Proposal (RFP) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Government of India, NEC, is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by the North Eastern Council (herein after, NEC) to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon the interpretation of law.

The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein.

The North Eastern Council also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this RFP. NEC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of the RFP does not imply that NEC is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and NEC reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Applicant 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 NEC or any other costs incurred in connection with or relating to its Proposal.

All such costs and expenses will remain with the applicant and NEC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

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1. Introduction

This RFP is intended to all eligible firms under management category list of NISCI. The North Eastern Council hereby invited technical proposal from firms regarding “Hiring of Consultant for North East Resource Center” (NERCEN). The NEC shall select a Firm as per the procedure described in the Request for Proposal (RFP).

2. Brief Description of the Bidding Process

The Authority has adopted a single stage bidding process (collectively referred to as the “Bidding Process”) for selection of the Bidder for award of the Project. The bidders must only submit the technical proposal. The firm securing the highest technical marks shall be awarded the project.

3. Due Diligence by the Applicants

The Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal.

4. Availability of the RFP Document

The document can be downloaded from the website of the authority www.necouncil.gov.in or at e-tender website: <https://nec.ewizard.in> and CPP Portal <https://eprocure/gov.in/epublish/app>.

5. Validity of the Proposal

The proposal shall be valid for a period of not less than 90 days from the proposal’s due date, i.e. PDD.

6. Schedule for Bidding Process

The key dates related to the bidding process is as follows:

Description	Key Date & Time
Publication of the RFP document	16 February 2026
Last Date of Receiving the Prebid Queries	23 February 2026; 5:00 PM
Authority Response to Pre bid Queries	26 February 2026; 5:00 PM
Bid Due Date	09 March 2026; 5:00 PM
Opening of Technical Bid	10 March 2026; 11:00 AM
Date of Technical Presentation	13 March 2026; 11:00 AM
Announcement of Shortlisted Bidder	16 March 2026; 11:00 AM
Issue of Letter of Award	18 March 2026

7. Pre- Bid Queries

The interested bidders may send their pre bid queries via email on or before the date and time specified in the schedule of bidding process. The email id of the authority is emsector-nec@gov.in. Any queries received post last date will not be entertained by the authority.

8. Instructions to the Bidders

The Authority wishes to receive Bids under this RFP from eligible Bidders. No Bidder shall submit more than one Bid for the Project. The Bidders are expected to carry out their own surveys, investigations and other detailed examinations of the Project before submitting their Bids.

The Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation.

The client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to award of the Contract without thereby incurring any liability to the Consultants.

9. Number of Proposals

The interested bidder shall submit only one proposal for this project. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

10. Preparation of Proposals

The proposal as well as all related correspondence exchanged by the bidder shall be written in English language, unless specified otherwise. In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP.

Any Material deficiencies in providing the information requested may result in rejection of a proposal or proposal may be considered as deemed nonresponsive. The bidders are supposed to submit the proposal as per the technical forms enclosed as annexure to this RFP.

11. Earnest Money Deposit

The bidders are required to submit an EMD of **INR 10,00,000/-** (Ten Lakhs Only) in the form of demand draft/bankers cheque/Bank Guarantee in favor of Pay and Accounts Officer, North Eastern Council, payable at Shillong. The format of Bank Guarantee is appendix at Form 10 of technical proposal forms.

Any proposal not accompanied by EMD shall be declared as non-responsive. No interest shall be paid by the authority on the EMD amount. Further, the EMD of unsuccessful bidders shall be returned within one month of completion of bid process management for selection of the consultant.

12. Forfeiture of Earnest Money Deposit

The EMD shall be forfeited by the authority in the following events:

- If the proposal is withdrawn during the validity period or any extension agreed by the Consultant thereof.
- If the proposal is varied or modified in a manner not applicable to the Employer after opening of Proposal during the validity period or any extension thereof.

- If the consultant tries to influence the evaluation process.

13. Preparation and Submission of Bid

13.1 Language

The Bid and all related correspondence and documents in relation to the Bidding Process shall be in English language. Supporting documents and printed literature furnished by the Bidder with the Bid may be in any other language if they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Bidder. Supporting materials, which are not translated into English, may not be considered. For interpretation and evaluation of the Bid, the English language translation shall prevail.

13.2 Format and Signing of Bid

The Bidder shall provide all the information sought under this RFP. The Authority will evaluate only those Bids that are received in the required formats and complete in all respects. Incomplete and /or conditional Bids shall be liable to rejection.

The Bid shall be typed or written in indelible ink. It shall be duly signed in digital form by the authorized signatory of the Bidder. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid. The Bid shall contain page numbers.

13.3 Submission of Bids

The Bidder shall submit the Bid no later than the date and time specified as the Bid Due Date, duly signed in digital form by the authorized signatory of the Bidder, by uploading the complete and legible scanned/digital copies of the technical proposal in pdf/digital format (i.e. scanned copy of original signed documents and the supporting documents). The documents submitted in the Bid should be legible to read. Any document not legible shall not be considered for evaluation purposes.

The Bidder shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the document used for submission by the Bidder and the version uploaded by the Authority, the latter shall prevail.

The documents comprising the technical bid shall include:

- (i) Technical Bid in the prescribed format of technical forms as per section 2, alongwith Annexes and supporting documents.
- (ii) EMD in the form of a demand draft/Bankers Cheque/Bank Guarantee
- (iii) Power of Attorney for signing the Bid as per the format of technical form supported with charter document and/or board resolution in favour of executant.
- (iv) Copy of the certificate of incorporation or registration.

14. Late Bids

The Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, will not be entertained and will be returned unopened.

15. Award of Work

The bidder with the Highest Total Score would be selected and awarded the work. In the case of single bid, NEC reserves the right to award the work to single bidder. The selected bidder will report to NEC and commence work by **1st April 2026**.

The selected bidder will not be allowed to substitute any staff without the consent of the competent authority of North Eastern Council. If it is established that the staff were offered in the proposal without confirming their availability, the consultant will be disqualified, and the process will be continued with the remaining bidders.

If the process, for whatever reasons, fails to result in an acceptance with the selected bidder, the NEC shall terminate discussion with that bidder and may make the selection from amongst the remaining proposals.

Any effort by consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the consultants' proposal. The technical evaluation committee may reject all proposals without assigning any reasons at any stage of the tender process.

16. Tenure of the Assignment

The selection of the bidders shall be for a period of 2 years and may be extended as per requirement based on satisfactory work and mutually agreeable terms for a maximum of 1 year. The authority on its own discretion may increase the team size depending on the nature of the work and the requirement. The increment, if any, in the fee shall be as per the revision of NICS I empanelment rates.

17. Payment

The payment to the selected bidder by the authority will be made on quarterly basis on successful completion of assigned tasks. The selected bidder will be required to submit Quarterly Progress Report (QPR) to the NEC by last date of every quarter.

18. Travel Allowance (TA) and Dearness Allowance (DA)

The resource will be required to travel within the North Eastern Region and/or outside the region as need arises for project reviews, consultations, coordination activities etc

TA/DA for the Team Leader will be at par with Pay Level 12 and Management Consultant/ Consultant will be at par with Pay Level 10. All expenses related to travel of consultants for official duty within the state and outside the state shall be borne by NEC. Due approval for such tour programme be taken from the Competent authority in NEC.

19. Leaves Entitlement

All the leaves must be approved by client in advance, any member taking long leaves of more than a week must be communicated to authority minimum 2 weeks in advance. The consultants shall be entitled to 18 days of leave in a calendar year in accordance with NICSJ empanelment guidelines. Any leave availed beyond the permissible 18 days shall result in a proportionate daily deduction from the man-month rate.

20. Confidentiality

The information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the intimation of the award of Contract is given to NICSJ. The undue use by any Consultant of any information related to the process may result in the rejection of its proposal.

21. Clarification and Amendment of RFP Document

The bidders may request, if any clarification is required on any clause/condition of the RFP, the same may be sent by mail as per key dates. At any time before the submission of proposals, the authority may amend the RFP by issuing an addendum in writing or by announcing it through its website.

The addendum shall be binding on all the bidders. The bidders shall acknowledge receipt of all such amendments. To give the bidders reasonable time to take an amendment into account in their proposals, the authority may extend the deadline for the submission of proposal.

22. Fraud and Corrupt Practices

The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process and subsequent to the issue of the LOA. Notwithstanding anything to the contrary contained herein, or in the LOA, the Authority may reject a Bid, withdraw the LOA, as the case may be, without being liable in any manner whatsoever to the Bidder if it determines that the Bidder has directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

In such an event, the Authority shall be titled to forfeit and appropriate the EMD as damages, without prejudice to any other right or remedy that may be available to the authority under the Bidding Documents or otherwise.

- I. Without prejudice to the rights of the Authority under Clause 19, hereinabove and the rights and remedies which the Authority may have under the LOA, or otherwise, if a Bidder is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of the LOA, such Bidder shall not be eligible to participate in any

tender or RFP issued by the Authority during a period of 2(two) years from the date such Bidder is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Section, the following terms shall have the meaning herein after respectively assigned to them:

- (a) **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process)
- (b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- (c) **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- (d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- (e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

23. Miscellaneous

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the courts in the State in which the Authority has its headquarters shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.

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 Bidding Process and/or amend and/or supplement the Bidding 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) qualify or not to qualify any Bidder and/ or to consult with any Bidder in order to receive clarification or further information;
- (d) retain any information and/ or evidence submitted to the Authority by, on behalf of, and/ or in relation to any Bidder; and/ or
- (e) 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.

It shall be deemed that by submitting the Bid, 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 with the Bidding Process, and waives to the fullest extent permitted by applicable laws, any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

All documents and other information supplied by the Authority or submitted by an Applicant shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.

The Authority reserves the right to make inquiries with any of the clients listed by the Applicants regarding their previous experience record and others.

Section 2

Terms of Reference and Evaluation Criteria

24. Terms of Reference

A. Background

The North Eastern Council (NEC) was set up in 1972 as a Statutory Body under an NEC Act, 1971 of Parliament. As per the NEC (Amendment) Act, 2002, NEC is mandated to function as the Regional Planning Body for NER.

- While formulating the regional plans for the north-eastern area, the Council shall give priority to schemes and projects which will benefit two or more states.
- In case of Sikkim, the Council shall formulate specific projects and schemes for that state including the review of implementation of such projects and schemes.
- Review the implementation of projects and schemes included in the regional plan and recommend measures for effecting co-ordination among the Governments of the States concerned.
- Recommend to the Government of the State concerned or to the Central Government the undertaking of necessary surveys and Investigation of projects in any State represented in the Council.
- To review the measures taken by the States represented in the Council for maintenance of security and public order therein and recommend to the Governments of the States concerned.
- The Council shall have such power as may be delegated to it by the Central Government.

The North-East Resource Centre (NERCEN) has been officially established by the NEC, under the esteemed guidance of the Hon'ble Prime Minister of India, to adapt to the evolving global and domestic landscape and realize the comprehensive vision for transformation. NERCEN is envisioned as a body that will act as a catalyst for the development of India's North - East region by facilitating the creation of the right mix of opportunities, manpower, technology, sector-focused growth and providing a strategic policy vision for the region.

NERCEN works across different sectors such as agriculture and allied sector, education, rural development, healthcare, irrigation, tourism, sports, handloom & handicraft, science & technology, etc. across different functional streams such as policy formulation, project planning, capacity building, data analytics etc.

It is envisaged that NERCEN shall enable the imbibing of good governance and adoption of best practices for development across important sectors in the region. Since its inception, the NERCEN has been working on multiple fronts to accelerate the development in the North Eastern Region.

B. Scope of Work/ Objectives

The NERCEN has been designated to provide strategic advice to accelerate balanced, secure, and sustainable development across the North Eastern Region

(NER) by delivering high-impact, multi-state regional solutions and state-specific outcomes (including a dedicated focus on Sikkim), fully aligned with NEC's statutory role and goals of the Ministry of Development of North Eastern Region (MDoNER).

NERCEN is to function as the planning, executing arm, and knowledge center for NEC, while providing strategy, analytics, program design, and cross-government coordination to convert regional priorities into outcome-led programs. The experts are being sought to formulate strategy, executable action plans, develop implementable projects in NER, understand gaps, bring-in global thought leadership and measurable outcomes.

The prime scope of the NERCEN would be to support towards the NEC's key mandate to function as NER Regional Planning body for NER development through State Companion Plans, aligned with MDoNER outcome targets and budget cycles. To achieve the above-mentioned objectives following are streams where NERCEN (consultants) needs to work:

I. Strategic Support to North Eastern Council

- Prepare a comprehensive Regional plan and strategy cum action plan for social sector development such as Agriculture and Allied, Tourism, Industries, Health, Education, Rural development, Science and Technology, Human Resource Development and Employment, Transport and Communication, Irrigation, Flood Control and Water Management etc.
- Assess the sectors in line with the development agenda outlined by NITI Aayog, different line ministries and multilateral and bilateral agencies.
- Undertake feasibility studies in identified sectors as and when required.
- Explore financial assistance for overall development and devise new innovative financial models to attract Public Private Partnerships and CSR funds.
- Creating collaborative financing models to fund large-scale social infrastructure projects.
- Support NEC in different initiatives such as preparation of sectoral plans, strategy cum project reports for IMC/IMG or High-Level Task Force.
- Assess the different social infrastructure schemes of Government of India being implemented in NER and, identify major bottlenecks and propose way forward for effective implementation and monitoring.
- Ensure convergence between different interventions at NEC/MDoNER and State Government level for cohesive development.
- Provide procurement support to NEC by preparation of ToRs/EOI/RFP document as and when required.
- Assist in understanding performance of NE states on various different indices and highlight the area of improvement.
- Focus on Cross-Sectoral Integration of schemes/programs.
- Organise technical workshops/seminars in collaboration with industry body, state government, etc.
- Represent NEC at different platforms and support in regular review meetings, and status updates.

II. Support NEC in Developing Plans & Strategy on different subjects

- Formulate plans & strategy for various social sectors in the region by understanding national/international case studies.
- Provide strategic advice to different initiatives of MDoNER/NEC.
- Operate as strategy and analytics center for the eight (8) High-Level Task Force (HLTF) formed by MDoNER, by preparing sector strategy notes, convergence maps with Central/State schemes and delivery roadmaps with KPIs and milestones.
- Program design support in different sectors and development priorities with respect to developing Master Plan for NER development.
- Provide strategic analysis, project pipelines, and coordination support towards key objectives of Vision 2047 i.e., economic transformation, infrastructure and connectivity, sustainable growth, industrial development, social and cultural stability and digital integration.
- Collaborate with industry experts/private sector player/academic professionals to undertake research on latest trends.
- Assist NEC in achieving International & national collaboration for different sectors/strategies etc.

III. Support to State Government for Specific Requirement

- Assist the state government in identification of priority areas as per their strength and state offerings.
- Support MDoNER's initiative of Unlocking State-Specific USPs in the North East, through coordinated planning for the branding, market linkages, and attract private investment to position the NER as a unified but diverse region of premium.
- Preparation of model project documents for DPR preparation, modules for undertaking robust project execution, monitoring and procurement activities.
- Advocate the states about various developmental schemes of NEC/Government of India and support in getting projects sanctioned.
- Support state in formulation of policies, action plans, vision plans in line with emerging trends.

D. Deliverables

- The selected consultant will submit a detailed action plan within 45 days to NEC for approval highlighting key deliverables and timelines. Any change in the approval or work allocated to be well documented.
- Any other specific deliverables, that are due at specific periods as discussed and agreed.
- Monthly progress reports are to be submitted by 5th of every month to NEC for approval.
- Payment to the bidder shall be made on quarterly basis.

E. Proposed Team Member

To assist NEC with the activities listed above, five(5) member teamis proposed, the

team members are required to be stationed in Shillong at NEC Secretariat, and 1 team member to be stationed in New Delhi at Ministry of Development of North Eastern Region. The team composition is as follows:

- Team Leader: 1 Nos (Full time)
- Sectoral Management Consultant (Agriculture & Allied/ Education/ Rural/ Irrigation/ Health/ Industry/ Logistics): 4 Nos (Full time)

The education qualifications and requirements of team members are as follows:

Proposed Position	Educational Qualification & Years of Exp	Specific Requirement
Team Leader: 1 No. (Full time)	M.Tech/MBA/PGDM/M. Plan/Postgraduate degree in Economics/Social/Agri Business/Rural Development or equivalent with minimum 10 years of work experience with minimum 5 years in government consulting	<ul style="list-style-type: none"> ○ At least 5-7 assignments in public sector consulting/PMC/PMU/with proven experience of working in North Eastern States, should have sound understanding of NER. ○ Experience of working in strategic planning/Infrastructure and social sector is desirable along with understanding of SDGs. ○ Leadership quality and ability to interact with senior government officials and handling of large project teams.
Management Consultant (Agriculture & Allied/Education /Rural/Irrigation/ Health/ Industry/ Logistics) 4 Nos (Full time)	M. Tech/MBA / PGDM / Post Graduate degree in management/economics/ commerce/planning/architecture/Agri business/healthcare/ Entrepreneurship /social development or equivalent with minimum 6 years of experience in developing projects/social infrastructure with minimum 2-3 years in govt consulting.	<ul style="list-style-type: none"> ○ At least 3-4 assignments (infrastructure development/project development/project execution/program execution/feasibility assessment/Project reports) in public sector consulting in relevant domain, prior experience of working in NE region is desirable but not necessary. ○ Good presentation and report writing skills is mandatory.

The replacement of team members shall be considered by the authority only in cases out of the control of bidders such as health situation, personal exigencies or employee resignation from the firm. The firm will be required to provide replacement CV of having similar experience to authority within stipulated timeline. It may be noted that one team member might be stationed in New Delhi as well.

25. Evaluation Criteria

The RFP is only valid to NICS I empanelled companies under category tier 1 of management consulting firm. The bidders would be required to submit a technical proposal in accordance to the requirement of the RFP document. The firm securing highest technical marks shall be awarded the project.

Selection Criteria

a. Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of Scope of work, proposed methodology and Work Plan, and the experience of Key Personnel.

Only those Applicants whose Technical Proposals get a score of 75 (seventy five) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (S_T). The scoring criteria to be used for evaluation shall be as follows –

S. No.	Criteria	Marks
1	Bidder's Relevant Experience	30
2	Project Team	30
3	Approach & Methodology including Work Plan	20
4	Technical Presentation by the Applicant	20
	Total	100

Sub-Criteria 1 for Bidder's Relevant Experience

S. No.	Sub-Criteria 1	Marks to be given	Max Marks
1.	Experience of bidder in strategic assignments involving policy formulation/vision plans/ action plans/ Consulting assignments (DPR Preparation/Techno-economic Feasibility Assessment) in sectors such as Agriculture and Allied/Health/Irrigation/Rural/ Industry/ Logistics or another relevant social sector in North Eastern Region in last 7 years from Proposal Due Date.	1.5 mark per project	15
2.	Experience of working with Central Government on large scale PMU/PMC assignments in social sector. Proven experience of managing large scale	2.5 marks per project	15

	schemes/projects involving capital roll out/project monitoring in last 7 years from Proposal Due Date.		
		Sub-Total	30

The assignments with valid supporting documents including Work order/ Letter of Award/ Contract agreement/ Completion Certificate/ Client certificate clearly specifying the above-mentioned criteria shall be submitted for evaluation. The self-certification by authorized representative shall also be considered for evaluation. The bidders are not allowed to showcase same project in another category.

Sub-Criteria 2 for Evaluation of Team Members

S. No	Proposed Team Composition	Marks Allotted
1	Team Leader- 1 Nos	10
2	Management Consultant (Agriculture& allied/Education/Rural/Irrigation/Health): 4 Nos	20 Marks (5 marks per team member)
	Sub total	30

Section 3

Technical Proposal Forms

Form-1

Letter of Proposal
(On Applicant's letter head)

(Date and Location)

To,
Director
Evaluation and Monitoring
North East Council Secretariat
Nongrim Hills, Shillong
Meghalaya-793003

Sub: Proposal for Hiring of Consultants for North East Resource Center

Dear Sir/Madam,

We the undersigned....., hereby submit our technical proposal in accordance with your Request for Proposal dated XX/XX/XXX.

We have uploaded our proposal online which includes a technical Proposal and are hereby submitting requisite EMD.

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

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory
Name and Title of Signatory:
Name of Firm:
Office Address:

Form-2

Particulars of the Applicant

1.
 - a) Name¹:
 - b) Country of incorporation:
 - c) Address of the {corporate headquarters and its branch office(s)/ registered office}, if any, in India:
 - d) Date of incorporation and/ or commencement of business:
2. Brief description of the {Company} including details of its main lines of business
3. Details of individual(s) who will serve as the point of contact/ communication for the Authority:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
 - (g) Fax Number:
4. Particulars of the Authorized Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number:
 - (e) Fax Number:
 - (f) Name of Bidder

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized signatory)

Name and seal of Bidder

¹Relevant documents/ chartered documents/ certification related to incorporation and nature of the company must be attached.

Form-3

Statement of Legal Capacity

(To be forwarded on the letter head of the Applicant)

To,

Director
Evaluation and Monitoring
North East Council Secretariat
Nongrim Hills, Shillong
Meghalaya

Sub: *Proposal for Hiring of Consultants for North East Resource Center*

Dear Sir/Madam,

I/We hereby confirm that we, the Applicant, satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that (insert individual's name) will act as our Authorized Representative on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours Sincerely,

(Signature, name and designation of the authorized signatory)
For and on behalf of

Form-4

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 authorise Mr / Ms..... son/daughter/wife and 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 “**Authorised 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 and as the (name of RFP)-----, proposed to be developed by the (the “**Authority**”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid 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 Authority 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 Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised 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 Authorised 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.

Notarised

Accepted

.....

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

Notes:

- ◆ *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. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarised by a notary public.*

- ◆ *Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.*

Form-5

Proposed Methodology and Work Plan

The proposed methodology and work plan shall be described as follows:

1. **Understanding of TOR (not more than 2 pages)**

The Applicant shall clearly state its understanding of the TOR and also highlight its important aspects. The Applicant may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the Objectives laid down in the TOR.

2. **Approach & Methodology cum Work Plan (not more than 5 pages)**

The Applicant will submit its methodology for carrying out this assignment, outlining its approach for successful completion of Scope of Work as mentioned in the TOR.

The Applicant will submit a brief write up on its proposed team and organization of personnel explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. The Applicant should specify the sequence and locations of important activities and provide a quality assurance plan for carrying out the Consultancy Services.

Note: Marks will be deducted for writing lengthy and out-of-context responses.

Form-6

Abstract of Eligible Assignment of Bidder

S. No	Name of Eligible assignment/Project	Name of client	Reference Page No.
1			
2			
3			
4			

Form-7**Abstract of Eligible Assignment of Bidder**

1.	Name of Applicant:	
2.	Name of the Project:	
3.	Description of services performed by the Applicant Firm:	
4.	Name of client and Address: (indicate whether public or private)	
5.	Name and telephone no. of client's representative:	
6.	Estimated capital cost of the Project (in Rs crore or US\$ million):	
7.	Payment received by the Applicant (in Rs. crore):	
8.	Start date of the services (month/year):	
9.	Finish date of the services (month/year):	
10.	Brief description of the Project:	
<p>It is certified that the aforesaid information is true and correct to the best of my knowledge and belief.</p> <p>(Signature and name of Applicant)</p>		

Form-8

Particulars of Key Personnel

S.no	Proposed Position	Name	Educational Qualification	Length of Professional Experience	Name of Projects undertaken till date
(1)	(2)	(3)	(4)	(5)	(6)

Form-9

Curriculum Vitae (CV) of Key Personnel

1. Proposed Position:
2. Name of Personnel:
3. Date of Birth:
4. Nationality:
5. Educational Qualifications: Degree, Name of university, Year obtained
6. Employment Record:

(Starting with present position, list in reverse order every employment held.)

7. List of projects on which the Personnel has worked

Name of project:

Client:

Year:

Location:

Position held:

Project description:

Activities performed:

Add more lines as required

8. Certification:

- 1 I am willing to work on the Project, and I will be available for entire duration of the Project assignment as required.
- 2 I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

(Signature and name of the Key Personnel)

Place.....

(Signature and name of the authorized signatory of the Applicant)

Notes:

1. Use separate form for each Key Personnel
2. Each page of the CV shall be signed and dated by both the Personnel concerned and by the Authorized Representative of the Applicant firm along with the seal of the firm.

3. CV should not exceed more than 3 pages. Any CV extending more than 3 pages, the information mentioned on increased pages shall not be considered for evaluation.

Form-10
Format of Bank Guarantee for Earnest Money Deposit

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)
LETTER OF GUARANTEE

To,
The Pay &Accounts Office,
North Eastern Council Secretariat
Nongrim Hills, Shillong.
Meghalaya-793003

IN ACCORDANCE WITH YOUR BID No: dated.....for “ **Hiring of Consultant for North East Resource Center**”M/s. (hereinafter called the “Bidder”) having its Registered Office at, wish to participate in the said bid and hereby submits an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. (Rupees.....) valid up to (180 days from the date of issue of Bank Guarantee), is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on

- (1) the withdrawal or revision of the offer by the bidder within the validity period'
- (2) Non acceptance of the Letter of Indent / Purchase order by the Bidder when issued within the validity period
- (3) failure to execute the contract as per contractual terms and condition with in the contractual delivery period and
- (4) on the happening of any contingencies mentioned in the bid documents.

During the validity of this Bank Guarantee:

We,(Bank name) having its registered Office atguarantee and undertake to pay immediately on first demand by..... the amount of Rs..... (Rupees.....) without any reservation.

Any such demand made by the North Eastern Council, Shillong, shall be conclusive. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to(180 days from the date of issue of Bank Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction from the Bidder, on whose behalf the is Guarantee is issued.

Notwithstanding anything contained herein :

1. Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees.....).
2. This Bank Guarantee shall be valid up to(date).

3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee Only and only if you serve upon us a written claim or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at
(Address of local branch).

Yours truly,
Signature and seal of the guarantor:
Name of Bank:
Address:
Date: