



**MEGHALAYA INFRASTRUCTURE DEVELOPMENT & FINANCE CORPORATION
LTD**

**REQUEST FOR PROPOSAL (RFP)
for
Selection of Agency
for**

**Development of a Digital Platform for Supporting Investment
Ecosystem in Meghalaya Including Hosting, Maintenance, Support and
Content Management for the State of Meghalaya (*setting up of online
Meghalaya State Investment Promotion Board (MSIPB)*)**

GOVERNMENT OF MEGHALAYA

**Meghalaya Infrastructure Development &
Finance Corporation Ltd. (MIDFC)**

RFP No. MIDFC/MSIPB-WEB/95/2022/05

August 2022

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1. Important Dates

Sr. No.	Items	Description
1	RFP Document Download Start / Close Date & Time	Start Date: 17 th August, 2022 at 11:00 hrs IST Closing Date: 20 th September 2022 till 15:00 hrs IST
2	Last Date for submission of Pre-bid Queries	30 th August 2022 till 14:00 hrs IST only at following email ID: midfcmegh@gmail.com ;
3	Date and Venue for Pre-bid conference	30 th August 2022 at 14:30 hrs. at MIDFC Office, House no. L.A-56, Lower Nongrim Hills, Shillong East Khasi Hills, Meghalaya – 793003 or through Video Conferencing Google Meet joining info Video call link: https://meet.google.com/rzq-vsua-tga
4	Last date and time for submission of bids (Technical & Financial both) (Bid Due Date) in Hard copy	20 th September 2022 till 15:00 hrs IST at the office of The Chief Operations Officer (MIDFC) House No. L/A-56, Lower Nongrim Hills, Shillong East Khasi Hills Meghalaya-793003.
5	Date and Time for presentation on Concept Note and Approach & Methodology	Will be notified through email

2. Fact Sheet

Details	Topic
Selection method	QCBS (80:20)
Tender Document Fee	Rs. 10,000/- (Rupees Ten thousand only) in the form of a Demand Draft in favour of the Meghalaya Infrastructure Development and Finance Corporation (MIDFC) Ltd. <i>Please note that only bidders who have paid the Tender Document Fee shall be allowed to attend the Pre-Bid Conference.</i>
Earnest Money Deposit	Rs. 3,00,000/- (Rupees Three lakhs only) in the form of a Demand Draft in favour of the Meghalaya Infrastructure Development and Finance Corporation (MIDFC) Ltd. This will be returned to the bidders after the completion of the bidding process and the declaration of the successful bidder.
PBG	Performance Bank Guarantee (PBG) of 10% of the contract value to be submitted by the successful bidder in the form of Bank Guarantee on or before the date of signing of the Agreement with MIDFC.
Contact details	<i>All queries should be received through email as per timeline mentioned in 'Important Dates'. The contact details are:</i> Meghalaya Infrastructure Development And Finance Corporation (MIDFC) Ltd, Shillong, Meghalaya <i>Email: midfcmegh@gmail.com</i>

3. Background

3.1 Objective of the project

Meghalaya Government intends to engage a professional and competent Software Company from India to develop an Integrated Single Point Investment Sourcing, Investment Management and Knowledge Dissemination Digital Platform for simultaneous use by prospective investors / users, concerned state departments / agencies and other stake holders for enhancing the Ease of Doing Business in the state of Meghalaya by setting up online Meghalaya State Investment Promotion Board (MSIPB).

The Meghalaya Infrastructure Development and Finance Corporation (**the Authority**); on behalf of Government of Meghalaya seeks responses to this RFP from bidders whose services can be availed of by various Stake Holders, Line departments, State Government Undertakings in Meghalaya.

The proposed electronic platform would be a clutter-free, single point interface where prospective investors / users can View investment opportunities across sectors and geographies in Meghalaya, Access relevant information on state policies, laws, rules, notifications, etc, Register / onboard themselves, Submit Applications in response to the available business opportunities showcased, and Carry out related activities on a dynamic / real time basis.

The selected agency shall design, create, host, operate and maintain for 2 years.

The architecture / framework shall support processing of applications by the state department , allow electronic flow of information / documents amongst the stakeholders based on predefined parameters, integrate processing of investments amongst various concerned state departments and shall also get connected to social media like LinkedIn, Facebook, twitter, etc besides being robust and highly scalable

4. Instruction to Bidders

4.1 General Instructions to Bidders

- A. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements.
- B. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Authority on the basis of this RFP.
- C. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Authority. Any notification of preferred Bidder status by the Authority shall not give rise to any enforceable rights by the Bidder. The Authority may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Authority.
- D. This RFP supersedes and overrides any previous public documentation & communications, and Bidders should place no reliance on such communications.
- E. A Bidder can be a single firm or a consortium of two or more firms in which case a Consortium or Teaming Agreement needs to be signed by the parties before the submission of bids. Bids

by a Consortium shall be signed by the Prime Bidder or the Lead Partner of the Consortium.
Credentials of consortium members shall collectively be considered for eligibility

4.2 Compliant Proposals

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
 - i. Follow the format of this RFP and respond to each element in the order as set out in this RFP
 - ii. Comply with all requirements as set out within this RFP.

4.3 Queries & Clarifications

Submission of Queries / Pre-bid Conference, if required:

- a. Authority shall accept queries with respect to the RFP as per the date, time, and venue mentioned at the beginning of this RFP.
- b. The Bidders will have to ensure that their queries should reach the point of contact (Nodal Officer) as per details at the beginning of this RFP.
- c. The queries should necessarily be submitted in the following format:

Sl No	RFP Document Ref. (Section & Page No)	Content of RFP requiring clarification (s)	Points of clarification

- d. Authority shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Authority

4.4 Responses to Pre-Bid Queries and Issue of Corrigendum

- a. Authority will endeavour to provide timely response to all queries. However, Authority makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Authority undertake to answer all the queries that have been posed by the Bidders.
- b. At any time prior to the last date for receipt of bids, Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.

- c. The addendum/ corrigendum (if any) based on the queries from all Bidders will be uploaded on www.mbda.gov.in.
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.
- e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, the Authority may, at its discretion, extend the last date for the receipt of Proposals.

4.5 Right to Terminate the Process

- a. Authority may terminate the RFP process at any time and without assigning any reason. Authority makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by the Authority. The Bidder's participation in this process may result in the Authority selecting the Bidder to engage towards execution of the subsequent contract.

4.6 Performance Bank Guarantee (PBG)

On selection, the Bidder shall submit, a PBG of 10% of contract value, on or before the day of signing the Contract.

4.7 Submission of Proposals

Bidders should submit their responses in an outer sealed envelope marked as “**Response to RFP for Selection of Agency for Development of a Digital Platform for Supporting Investment Ecosystem in Meghalaya Including Hosting, Maintenance, Support and Content Management for the State of Meghalaya- Setting up of online MSIPB platform**” with the name and address of the Bidder mentioned in it. This outer envelope should contain two sealed envelopes marked as “Technical Proposal” and “Price Bid” again with the name and address of the Bidder mentioned on them. All the pages of the Proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder’s Proposal.

4.8 Bidder’s authorised signatory

A Proposal should be accompanied by an appropriate board resolution or power of attorney in the name of an authorised signatory of the Bidder stating that he is authorised to execute documents and to undertake any activity associated with the Bidder’s Proposal. A copy of the same should be submitted along with the bid. Every page of the bid document should be signed in original by the authorised signatory of the bidder along-with the official stamp.

4.9 Preparation of Proposal & Costs

The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of proposal, in providing

any additional information required by Authority to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. Authority will in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.10 Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of Proposal evaluation, the English translation shall govern.

4.11 Venue & Deadline for Submission of Proposals

The proposals in sealed envelopes shall be submitted at:

The Chief Operations Officer,
Meghalaya Infrastructure Development and Finance Corporation (MIDFC)
House No. L/A-56, Lower Nongrim Hills
Shillong 793003
East Khasi Hills,
Meghalaya

Any proposal submitted after the mentioned deadline will not be accepted and hence shall be automatically rejected. Authority shall not be responsible for any delay in the submission of the documents.

4.12 Proposals submitted after designated time of submission

- a) Bids submitted after the due date will not be accepted
- b) The Authority shall not be responsible for any delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c) The Authority reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

4.13 Evaluation process

- a. The Authority will constitute a committee to evaluate the responses of the Bidders (Purchase Committee).
- b. The Purchase Committee constituted by the Authority shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability of a Bidder to submit requisite supporting documents / documentary evidence within a reasonable time provided to it, may lead to the Bidder's Proposal being declared non-responsive.

- c. The decision of the Purchase Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Purchase Committee.
- d. The Purchase Committee may ask for meetings with the Bidders to seek clarifications on their proposals.
- e. The Purchase Committee reserves the right to reject any or all Proposals on the basis of any deviations contained in them.
- f. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

4.14 Proposal opening

The Proposals submitted up to the date and time mentioned at beginning of this RFP will be opened by the officer authorized by the Authority, in the presence of the Bidder's representatives who may be present at the time of Bid opening.

The representatives of the Bidders are advised to carry an identity card or a letter of authority from the Bidding entity to identify their bonafides for attending the opening of the Proposal.

4.15 Proposal validity

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of the Proposal.

4.16 Project duration

The duration of the project is expected to be initially for 2 years, which may be extended based on the performance of the Agency and feedback from concerned stakeholders, however, the terms and conditions shall remain the same.

4.17 Jurisdiction of Courts

The courts of India at Shillong, Meghalaya will have exclusive jurisdiction to determine any proceeding in relation to this Request for Proposal (RFP).

5. Criteria for evaluation

5.1 Technical Evaluation

The Technical evaluation will be based on the QCBS system. Bidders who score a minimum of 70% in the technical evaluation will only be considered for the financial evaluation.

Sr	Evaluation Criterion	Criteria for marks	Supporting documents	Max marks
1	Prior experience in executing similar projects in India.	3 marks per project, subject to max of 3 projects, i.e. max 9 marks	Copy of Work order /completion certificate from client/ Agreement	9
2	Prior experience in solution design / Product design for online application in last 5 financial years.	2 mark for each web-based application, subject to max of 4, i.e. max 8 marks	Copy of Work order /completion certificate from client/ Agreement	8
3	Web-based transactional application design / development / maintenance etc. performed in last 5 financial years	1 mark for each web-based application, subject to max of 5 applications, i.e. max 5 marks	URL / Copy of Work order /completion certificate from client/ Agreement	5
4	Experience in hosting and supporting Cloud based / remote hosting transactional application for clients geographically located elsewhere	1 marks for each web-based application developed, subject to max of 4 applications, i.e. max 4 marks	Copy of Work order /completion certificate from client/ Agreement	4
5	Average Annual Sales Turnover generated from services related to similar assignments in the last 3 Financial Years of the consortium	4 marks to the bidder having the maximum Average Annual Sales Turnover. Marks will be allotted on proportionate basis for the remaining bidders.	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the CA	4
	Sub total			30

Proposed manpower				
1	Project Manager (Minimum: BE / B Tech / MCA with MBA with 7 years of similar project experience)	Experience: >7 years: 5 marks, between 5 – 7 years: 3 marks 3-5 years:1 mark	Copies of qualifications and supporting documents with professional certifications related to experience	5
2	Remaining Technical Manpower as mentioned by the bidder in its proposal	Bidder providing the most suitable team (positions and team member's CV) will be given the highest marks, rest of the firms will be evaluated in comparison to the same	Copies of qualifications and supporting documents with professional certifications related to experience	10
Sub total				15
Proposed solution				
1	(i) Approach and methodology: 5 marks (ii) Solution architecture: 5 marks (iii) Application design & development with customization: 5 marks (iv) Application hosting & support: 5 marks		Bidder's detailed description on each of the items mentioned in this row	20
2	(i) Work Plan: 5 marks (ii) Resource deployment plan: 5 marks (iii) Risk mitigation plan: 2 marks (iv) Capacity Building / Training plan: 2		Bidder's detailed description on each of the items mentioned in this row	15

	marks			
3	Presentation & Live demonstration of the proposed existing or customized application / solution			20
	Sub total			55
	TOTAL MARKS			100

Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Pre-Qualification Criteria and score at least 70% in the (given) defined scoring mechanism, would be considered technically qualified. Price Bids of such technically qualified Bidders alone shall further be opened.

5.2 Price Bid Evaluation

- a. The Price Bids of technically qualified Bidders only will be opened on the prescribed date in the presence of Bidder's representatives who wish to attend.
- b. The Quality and Cost Based Selection (QCBS) procedure will be followed for the Bid Evaluation. If a Bidder quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered for further evaluation. Also if a bidder quotes extremely low; the bid will not be considered by the Authority for further evaluation.
- c. In deciding the final selection of the Bidder, the technical quality of the proposal will be given a weightage of 80% on the basis of criteria for evaluation. The price bids of only those Consultants who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 20%.

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

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

Where

F_n = Normalized financial score of the bidder under consideration

F_b = Price quoted by the bidder under consideration

F_m = Lowest price quoted

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

$$T_n = (T_s / T_h) \times 100$$

Where

Tn = Normalized Technical score of the bidder under consideration

Ts = stands for the technical score of bidder under consideration

Th= stands for Highest Technical Score

- d. Only fixed price financial bids indicating a total price for all the deliverables and services specified in this bid document will be considered.
- e. The bid price will include all taxes and levies and shall be in Indian Rupees and mentioned separately.
- f. Any conditional bid would be rejected
- g. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

5.3 Combined and Final Evaluation

- a. The technical and financial scores secured by each Bidder will be added using weightage of 80% and 20% respectively to compute a Composite Bid Score.
- b. The Bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for the award of the Project. The overall score will be calculated as follows: -

$$Bn = (0.80) Tn + (0.20) Fn$$

[In case of 80% weightage to the technical score] Where

Bn = overall score of Bidder

Tn = Normalized Technical score of the Bidder (out of a maximum of 100 marks)

Fn = Normalized financial score of the Bidder

- c. In the event the bid composite bid scores are 'tied', the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for the award of the Project.

6. Award of Contract

6.1 Award Criteria

The Authority will award the Contract to the successful Bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

6.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

The Authority reserves the right to accept or reject any proposal, and to annul the tendering process Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Authority action.

6.3 Notification of Award

Prior to the expiration of the validity period, Authority will notify the successful Bidder in writing or by fax or email, that its proposal has been accepted (Letter of Intent). In case the tendering process / public procurement process has not been completed within the stipulated period, the Authority, may request the Bidders to extend the validity period of their Proposal. The decision to extend the validity period of a Bidder's Proposal shall be the Bidder's sole prerogative.

6.4 Performance guarantee

On receipt of a letter of intent from the Authority, the successful Bidder will furnish a bank guarantee, by way of performance security, equivalent to 10 per cent of the total contract value, on or before the signing of the subsequent contract, typically within 7 days from notification of award, unless specified to the contrary (Performance Guarantee). In case the successful Bidder fails to submit Performance Guarantee within the time stipulated, the Authority may at its sole discretion cancel the letter of intent, in addition to any other right available to it under this RFP.

The Performance Guarantee furnished by the successful Bidder shall be in the manner prescribed in this RFP. The successful Bidder shall ensure, the Performance Guarantee is valid at all times during the Term of the subsequent contract (including any renewal) and for a period of 60 days beyond all contractual obligations, including warranty terms.

The Authority may invoke the Performance Guarantee in the event of a material breach by the successful Bidder leading to termination for material breach.

6.5 Signing of contract

Subsequent to receipt of valid Performance Guarantee from the successful Bidder, the parties shall enter into a contract, incorporating all clauses, pre-bid clarifications and the Proposal of the Bidder, between the Authority and the successful Bidder.

6.6 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Authority may award the contract to the next best value Bidder or call for new proposals from the interested Bidders.

In such a case, the Authority shall invoke the PBG of the most responsive Bidder.

7. Scope of Work

Objective

The objective of this project is Development of an Integrated Single Point Investment Sourcing, Investment Management and Knowledge Dissemination Electronic Platform for simultaneous use by prospective investors / users, concerned state departments / agencies and other stake holders.

The proposed electronic platform would be a clutter-free, single point interface where prospective investors / users can View investment opportunities across sectors and geographies in Meghalaya, Access relevant information on state policies, laws, rules, notifications, etc, Register / onboard themselves, Submit Applications in response to the available business opportunities showcased, and Carry out related activities on a dynamic / real time basis.

The architecture / framework shall support processing of applications by the state department , allow electronic flow of information / documents amongst the stakeholders based on predefined parameters, integrate processing of investments amongst various concerned state departments and shall also get connected to social media like LinkedIn, Facebook, twitter, etc besides being robust and highly scalable.

For the above purpose, MSIPB intends to outsource to a Vendor the entire end-to-end work of Web based Application Design & Development, Hosting, Maintenance & Support including Content Management for a period of 2 years.

• Functions of the Digital Platform

The Electronic Platform will perform the following functions:

- i. Display pipeline of business opportunities in Meghalaya to prospective investors.
- ii. Enable Investor/User registrations following standard procedures through suitable and appropriate verification process.
- iii. Applying for new business opportunities by investors that are displayed on the electronic platform across departments / sectors in the state.
- iv. Processing of applications by state departments.
- v. Redressal of Queries / Grievances.
- vi. Realtime Status Check of Pipeline of investments in Meghalaya.
- vii. Quick connects for value added services for investors / users.
- viii. Knowledge board for prospective investors and other stakeholders.
- ix. Review and monitoring of progress of projects at application and implementation stages.

• Key Sections of the Digital Platform

Key sections of the Electronic Platform are as under:

- i. **About us** – Information about Meghalaya
- ii. **Why Meghalaya** – State strengths
- iii. **Focus Sectors** – Sectoral snapshots along with identified opportunities
- iv. **State departments and undertakings** – Quick connects
- v. **Investor board** – All investor services
- vi. **Downloads** - For information dissemination
- vii. **Tenders** – Latest database on tenders across departments
- viii. **Social Media** – State/ sectoral updates

ix. **Need Help** – Queries and redressals

x. **Logins** -

- **Admin Login** : To review data provided by all the Stakeholders, etc
- **State Department login**: Uploading business opportunities, policies, rules, notifications, application processing, queries and redressals, sanctions, etc
- **Investors login**: To view and apply for business opportunities, queries and redressals, download approvals, meet conditions precedents, etc

i. **Dashboard** - Dynamic web portal for real time Status board (Investment Opportunities, Project Pipeline, Status of Approvals across departments, Investment Processing efficiency, etc across sectors and geographies).

ii. **Email Notification**-Once the data gets uploaded by the SIPB/state department/agency/Investor, an auto generated email notification will be sent to Admin along with a confirmation mail to the SIPB/state department/agency/ users, etc.

iii. **Weblinks** - Redirection to relevant state department's/agencies websites or other related websites wherever required and feasible.

Scope:

The Scope of Work of the Vendor for the project will include, but not limited to the following:

7.1 Baseline 'as-is' analysis of the present investment handling process

The Vendor shall carryout a baseline 'as-is' analysis to understand the present process of sanctioning / handling of investments being followed by the concerned state departments in Meghalaya, which shall be used for designing a framework for the proposed platform.

7.2 Online Portal Designing and Development:

Broad Scope of Work is as follows:

- i. Web based application design & development of the Platform bringing various stake holders on to the portal as discussed above.
- ii. The portal design must be cross-browser and cross-Operating System (OS) compatible up to the most recent browser / OS versions. Support for three platforms: Desktop/Tablet or Notebook and Mobile form factors will be required.
- iii. Designing, development, operation and maintenance of MIDFC website
- iv. 2 years maintenance of the portal with rectification of errors, addition, or up-gradation of the portal/contents.

- v. The Vendor should execute the project in compliance with the guidelines of the regulatory institutions like – Indian Computer Emergency Response Team (CERT-In), Guidelines for Indian Government Websites (GIGW-web.guidelines.gov.in), RBI, & Ministry of IT, etc.

Key considerations in designing the online MSIPB platform:

A. The MSIPB Platform should have the following salient features:

- Convenient Interface over mobile phones, tablets, desktops irrespective of their sizes and technology as prevalent in modern times to ensure accessibility across device & geography.
- Compatibility with various latest internet browsers (Internet Explorer, Chrome, Firefox, Opera, Apple Safari etc.)
- WCAG Compatible
- Bilingual: English / Hindi
- Integration with social media
- Provision for Chat
- Content Management
- Database: MySQL
- Technology: AJAX/JAVA/Dot Net/Any appropriate technology accepted in the modern times with sufficient security features.

B. MIDFC will not provide / procure any software / licenses. It will be the responsibility of the Vendor to obtain / procure the same, if required. Only licensed software should be used. MSIPB will not pay any additional amount for such software / licenses, other than the prices mentioned in the Commercial Bid.

C. Other Considerations: The electronic platform should have the following capabilities:

- Capability to provide for uploading and publishing of online forms/ documents.
- Capability where the users (investors and state officials) could input answer to questions in Remarks/NA format or could enter a data (in whole number, integer, or percentages etc.) wherever applicable.
- Capability to upload and download data, supporting documents such as scanned files, MS Word/Pages/Docs, Presentations/Keynotes, PDFs etc. to be enabled in the website for Investors, Admin and State Governments. Capabilities to download select files/data tables (as approved by the Authority) to be made for public.
- Capability to assign status update of various processes based on the information provided by state/ users (approved/ cleared/ submitted etc) after the information is approved by the concerned state officer.
- Flexibility to change parameters/indicators, reduce/increase parameters/indicators.
- Capability to save the questionnaires/data input tables for allowing users to enter the data at a later point in time to edit/complete it.

- Capability to source and manage feedback from the investor or other stakeholders who view the website contents.
- Capability to support announcements on events, calendars, advertisements, notices, new initiatives etc. to be supported in the dashboard cum website.
- Analytical capability to update the information on real time basis based on inputs as and when required.

7.3 MSIPB Portal Hosting:

- i. MIDFC intends to host the portal on cloud, using the latest “cloud computing” technologies. Cloud services should be provided though data centre hosted in India as per GoI / regulatory guidelines.
- ii. The cloud will provide secured on-demand access to the resources with minimal management and the services will be managed by the service provider.
- iii. The IT infrastructure shall comprise of Application Server, Data Base Server and Request for Proposal for development of electronic platform for supporting Investment ecosystem including hosting, maintenance, support and content management, Storage Server with compatible configuration and dedicated IP, SSL (V3), Virtual firewall, Web Application layer Firewall (WAF) etc.
- iv. Servers should be hosted in climate-controlled Data Centre with premium UPS power backup, stand-by power generator and fire suppression system.
- v. To provide necessary secured access to the web portal to carryout changes / modifications and copy / upload files as and when required.
- vi. Surveillance cameras and bio-metric/key card-controlled access to Data centre.
- vii. Routine weekly backup for website files and database.
- viii. 24/7 uptime monitoring with 99.5% uptime and availability of Service Level Agreement (SLA) on a monthly basis. To provide uptime / downtime report on monthly basis.
- ix. Anti-virus software protection. Firewall (WAF & Portal level) & intrusion prevention systems to prevent unauthorized access.
- x. Portal Statistics: The vendor should provide downloadable on-line usage statistics for the portal.
- xi. Control Panel: To support all server admin activities (monitoring, managing, changing of system parameters etc.) of the hosted server from a central admin console.
- xii. Web Portal Analytical Tool: To provide analytical reports on portal traffic / usage viz. no. of hits per day/week/month, cumulative hits, top viewed pages, etc. and to assess and improve effectiveness of the portal.

- xiii. The web portal servers should be having necessary protection from hacking, different kinds of attacks/vulnerabilities. Suitable IT security measures/solutions like firewalls, Intrusion Detection System (IDS), Intrusion Prevention System (IPS) should be available for protection of servers.
- xiv. MIDFC will not provide / procure any software / licenses. It is the responsibility of the vendor to obtain / procure the same, if required. Only licensed software should be used. MSIPB will not pay any additional amount for such software / licenses, other than the prices mentioned in the Commercial Bid.

7.4 Portal Maintenance:

- i. Maintenance of Webserver for respective site where the website will be hosted for 2 years.
- ii. All the maintenance hosting & development activities should be carried out so as to protect and ensure that the portal remains:
 - Web Content Accessibility Guidelines (WCAG) Level II compliant
 - Internet Protocol Version (IPV) 4 and IPV 6 compliant
 - Responsive portal: Convenient Interface over mobile phones, tablets, desktops etc.
- iii. Accessibility and WCAG Level II compliance may be verified by using online verification tool.
- iv. Up-loading / Removing / Moving of web pages / links etc. – modification of contents, design etc. Graphics, animation, advertisements.
- v. Maintenance / additions / updation in Contents (static & dynamic) and Graphics etc, of web portal. All the Updations / Modifications / Deletion should be carried out within 3 hours of reporting the same.
- vi. Designing, hosting, removal of new flash / banners / links / web pages as required. Generally used format (PDF, JPEG, FLASH etc.) will be used for advertisement.
- vii. Single point of contact (SPOC) will be suggested from MSIPB for approval of the changes at web portal. Details of authorized SPOC will be shared with the selected vendor. Bug fixing, ensuring smooth access by browser from / through relevant modes.
- viii. Administration of backend database including uploading of data.
- ix. Vendor should be able to troubleshoot any unforeseen problems with the portal at a short notice.
- x. Vendor to adopt industrial standard methodology for Change Management and Content Change tracking for web portals. This methodology to include workflow from MSIPB to the vendor and vice versa.
- xi. Audit of Web portal is conducted on annual basis. Selected vendor will be required to undertake compliance of the observation of the auditor as and when advised.
- xii. AMC support will commence from the date of acceptance.

7.5 Platform Security

- i. Vendor will ensure that all the modules being developed for the portal are error free and are hack proof.
- ii. The modules being developed for the web portal should be going through a mandatory Quality Control and QA testing.

8. Deliverables, Timelines and payment milestones

8.1 Deliverables & Timelines

Sr	Project Activities/ Deliverables/ Milestones	Timeline (in Weeks) T = Start Date communicated by MIDFC
1	Submission of solution design and requirement specification document	T1 = T + 4 weeks
2	Development/ Customisation of software & User Acceptance Test	T2 = T + 9 weeks
3	Security Certification	T3 = T + 11 weeks
4	Commissioning of application on cloud at agency's/ third party data centre located within India & Go-live	T4 = T + 14 weeks
5	Operations and Maintenance	T5 = T4 + 2 years (i.e. 2 years from the date of Go-live)

8.2 Deliverables & Timelines

Sr	Project Activities/ Deliverables/ Milestones	Amount Payable
1	On acceptance of solution design and requirement specification document by MIDFC	10% of the One Time Cost of the module
2	On completion of Development/ Customisation of software & User Acceptance Test sign off by MIDFC	30% of the One Time Cost of the module
3	On completion of Security Certification	20% of the One Time Cost of the module
4	On commissioning of the application on cloud at agency's/ third party data centre located within India & Go-live	30% of the One Time Cost of the module
5	On successful operations of the applications for three months from Go-live	10% of the One Time Cost of the module
6	Quarterly Operations and Maintenance starting from the date of Go-Live	1/8 of the 2-year Recurring Cost of the module paid per quarter

9. Service Level Agreements (SLA)

9.1 Project Activities

Sr	Project Activities/ Milestones	Timeline (in Weeks) T = Start Date communicated by MIDFC	Penalty to be deducted from contractor's Bills in case of breach
1	Submission of solution design and requirement specification document	T1 = T + 4 weeks	(i) 0.5% of the One Time Cost of the Module per week of the delay will be deducted from contractor's bill (ii) Delay beyond 3 months will be considered as breach of contract will be deducted from contractor's bill
2	Development/ Customisation of software & User Acceptance Test	T2 = T + 9 weeks	
3	Security Certification	T3 = T + 11 weeks	
4	Commissioning of application on cloud at agency's/ third party data centre located within India & Go-live	T4 = T + 14 weeks	

9.2 Availability

1. Reports containing uptime and availability of centrally hosted applications needs to be submitted by the Agency to the MIDFC on a quarterly basis.
2. Report of Application performance in terms of query and MIS report generation time needs to be submitted by the Agency to the MIDFC on a quarterly basis.
3. Reports of all issues lodged and resolved by the Agency needs to be submitted quarterly to the MIDFC.
4. The Agency has to finalize and obtain and get approval of the format of the Reports from MIDFC before starting the O&M phase.
5. Once the Quarterly Report are reviewed and accepted by MIDFC, the Agency may submit the Quarterly invoices to the Department for the O&M phase. MIDFC may take the services of competent auditors to verify the reports and the Agency should allow the authorised auditors to access the hosted application/ Digital Platform for such purposes.
6. The applicable SLAs based on Availability of services shall be as follows:

RFP for Selection of Agency for Development of a Digital Platform for Supporting Investment Ecosystem in Meghalaya Including Hosting, Maintenance, Support and Content Management for the State of Meghalaya (setting up of online Meghalaya State Investment Promotion Board (MSIPB))

S. No.	Item	Expected Performance	Penalty to be deducted from contractor's Bills in case of breach
1	Service level for IT infrastructure: Central Hosted Application availability, server availability, storage availability (including Operating system and database running on it)	99.749% uptime	<p>(i) For each 0.5% slab lower, a penalty of 1% of the Quarterly Recurring Charges for the Module shall be applicable for each component.</p> <p>(ii) For each component, for uptime between 99.249% to <99.749, penalty of 1% of the Quarterly Recurring Charges for the Module shall be applicable</p> <p>(iii) For each component, for uptime between 98.749% to <99.249, penalty of 2% of the Quarterly Recurring Charges for the Module shall be applicable, and so on.</p> <p>(iv) If the uptime goes below 98.749%, an additional penalty of 1% of the Quarterly Recurring Charges for the Module will be charged on QGR for each slab for 1% downtime.</p>

10. Guidance Note on Conflict of Interest

1. Agency's should be deemed to be in a conflict-of-interest situation if it can be reasonably concluded that their position in a business or their personal interest could improperly influence their judgment in the exercise of their duties. The process for selection of Agency's should avoid both actual and perceived conflict of interest.
2. Conflict of interest may arise between the Authority and Agency or between Agency's and present or future Developer. Some of the situations that would involve conflict of interest are identified below:
 - (a) Authority and Agency's:
 - (i) Potential Agency should not be privy to information from the Authority which is not available to others; or
 - (ii) potential Agency should not have defined the project when earlier working for the Authority; or
 - (iii) potential Agency should not have recently worked for the Authority overseeing the project.
 - (b) Agency's and Developer:
 - (i) No Agency should have an ownership interest or a continuing business interest or an on-going relationship with a potential Developer save and except relationships restricted to project-specific and short-term assignments; or
 - (ii) no Agency should be involved in owning or operating entities resulting from the project; or
 - (iii) no Agency should bid for works arising from the project.
3. The participation of companies that may be involved as investors or consumers and officials of the Authority who have current or recent connections to the companies involved, therefore, needs to be avoided.
4. The normal way to identify conflicts of interest is through self-declaration by Agency's. Where a conflict exists, which has not been declared, competing companies are likely to bring this to the notice of the Authority. All conflicts must be declared as and when the Agency become aware of them.
5. Another approach towards avoiding a conflict of interest is through the use of "Chinese walls" to avoid the flow of commercially sensitive information from one part of the Agency's company to another. This could help overcome the problem of availability of limited numbers of experts for the project. However, in reality effective operation of "Chinese walls" may be a difficult

proposition. As a general rule, larger companies will be more capable of adopting Chinese walls approach than smaller companies. Although, “Chinese walls” have been relatively common for many years, they are an increasingly discredited means of avoiding conflicts of interest and should be considered with caution. As a rule, “Chinese walls” should be considered as unacceptable and may be accepted only in exceptional cases upon full disclosure by a Agency coupled with provision of safeguards to the satisfaction of the Authority.

6. Another way to avoid conflicts of interest is through the appropriate grouping of tasks. For example, conflicts may arise if Agency drawing up the terms of reference or the proposed documentation are also eligible for the consequent assignment or project.
7. Another form of conflict of interest called “scope–creep” arises when Agency advocate either an unnecessary broadening of the terms of reference or make recommendations which are not in the best interests of the Authority but which will generate further work for the Agency. Some forms of contractual arrangements are more likely to lead to scope-creep. For example, lump-sum contracts provide fewer incentives for this, while time and material contracts provide built in incentives for Agency to extend the length of their assignment.
8. Every project contains potential conflicts of interest. Agency should not only avoid any conflict of interest, they should report any present/ potential conflict of interest to the Authority at the earliest. Officials of the Authority involved in development of a project shall be responsible for identifying and resolving any conflicts of interest. It should be ensured that safeguards are in place to preserve fair and open competition and measures should be taken to eliminate any conflict of interest arising at any stage in the process.

Appendix 1: Technical Proposal

Technical Envelop No.1.(T1)

Form –1 : Letter of Proposal

(On Firm's Letter Head)

Date:

Place:

To,

Chief Operations Officer (MIDFC) House No. L/A-56, Lower Nongrim Hills,
Shillong East Khasi Hills, 793003
Meghalaya, India

Sub: Request for Proposal (RFP) for Selection of agency for Development of a Digital Platform for Supporting Investment Ecosystem in Meghalaya Including Hosting, Maintenance, Support and Content Management for the State of Meghalaya (setting up of online Meghalaya State Investment Promotion Board (MSIPB)).

Dear Sir,

1. With reference to your RFP Document of the captioned subject, I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for Providing Services. 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. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we or any of our associate 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 Applicant, 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.
7. I/We declare that:
 - a. I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;

- b. I/We do not have any conflict of interest in accordance with RFP Document;
 - c. I/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, as defined in the RFP document, in respect of any tender or request document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
 - d. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Part 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/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 Applicants in accordance with the RFP document.
9. I/We declare that we/any member of the team, are/is not a Member of a/any other bidder applying for Selection as an Agency.
10. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the work for the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.
13. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority [and/ or the Government of India] in connection with the selection of Agency or in connection with the Selection Process itself in respect of the above-mentioned Project.
14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the work for the Project is not awarded to me/us or our proposal is not opened or rejected.
15. I/We agree to keep this offer valid for 120 (One Twenty Days) days from the Proposal Due Date specified in the RFP.

16. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents.
17. In the event of my/our Firm being selected as the Agency, I/we agree to enter into an Agreement in accordance with the form at Schedule–2 of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
18. I/We have studied RFP and all other documents carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Project.
19. The Bid is submitted in two envelopes system within prescribed schedule, the Technical Proposal & Financial Proposal shall constitute the Application which shall be binding on us.
20. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant / Lead Member)

	<p>Name, Designation, Address and Phone Numbers of Authorized Signatory of the</p> <ul style="list-style-type: none">(a) Bidder:(b) Name :(c) Designation :(d) Company :(e) Address :(f) Phone No. / Fax No. :(g) E-Mail Address:
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Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant / Lead Member)

Form – 3 A: Power of Attorney for Signing of the Bid by Bidder

Know all men by these presents, We, (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of 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 “Attorney”) 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 bid for Selection of an agency for Development of a Digital Platform for Supporting Investment Ecosystem in Meghalaya Including Hosting, Maintenance, Support and Content Management for the State of Meghalaya including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders’ and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority. AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things 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.

IN WITNESS WHEREOF WE,, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2022.

For.....

(Signature, name, designation and address) Witnesses:

- 1
- 2

Accepted Notarized

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

RFP for Selection of Agency for Development of a Digital Platform for Supporting Investment Ecosystem in Meghalaya Including Hosting, Maintenance, Support and Content Management for the State of Meghalaya (setting up of online Meghalaya State Investment Promotion Board (MSIPB))

Form – 4: Financial Capacity of the Bidder

S. No	Financial Year #	Annual Revenue (in Rs.)
1.	2018-19	
2.	2019-20	
3.	2020-21	
Net worth as on __/03/2021 is Rs. _____		
Certificate from the Statutory Auditor[§]		
<p>This is to certify that the above financial position extracted from the audited financial statement of M/s -----(Name of Bidder) for the last three completed accounting years up to 2020-21 are correct.</p> <p>Name of the audit firm: Seal of the audit firm Date:</p> <p>(Signature, name and designation of the authorized signatory)</p>		

**Form – 5 : Documents with completion certificates for proof as per the requirements of the
Technical Capacity**

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APPENDIX-1

Form – 6 : Particulars of Key Personnel

(Refer clause 2.2.2D)

Sr. No.	Key Personnel	Name of Key Personnel	Educational Qualification	Length of Professional Experience	Present Employment		No. of Eligible Assignments*
					Name of Firm	Responsibilities	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Project Manager						
2	Web App Developer						
3	Technical Associate						

** Attach CVs of Key Personnel, which will be evaluated*

**(Signature,
name and designation of the authorized signatory)**

Form 6 A: Form for Curriculum Vitae (C.V) for Proposed Key Personnel or Other Professional Personnel

1. Proposed Position:

2. Name of Personnel:

3. Date of Birth:

4. Nationality:

5. Educational Qualification:

(Summarize college/university and other specialized education of Personnel, giving degrees obtained).

6. Employment Record:

(Starting with present position, list in reversed order, and every employment held. List all positions held by staff member since graduation, giving dates, names of employing organization, title of positions held and location of assignments. Experience period of specific assignment must be clearly mentioned).

7. Relevant Project Experience

Furnish list of relevant project experience which describe the suitability and eligibility of the Personnel for this Work with brief description of role, responsibility and duration of the services performed; brief description of the project.

8. Summary of the CV

(Furnish a summary of the above CV. The information in the summary shall be precise and accurate. The information in the summary will have bearing on the evaluation of the CV).

A) Education:

- a) Field of Graduation and year
- b) Field of Post Graduation and year
- c) Field of PhD and Year

B) Professional Experience as below:

- i) Total professional experience: _____ Yrs.
- ii) Positions held:
 - a) _____ Yrs.
 - b) _____ Yrs.
- iii) Essential Work Experience: _____ Yrs.

9. Details of the current assignment and the time duration for which services are required for the current assignment.

Certification:

i) I am willing to work on the project and I will be available for entire duration of the project assignment as required.

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ii) I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself my qualification and my experience.

Place.....

(Signature and name of the Key Personnel)

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

Form – 7: Proposed Methodology & Work Plan.

The descriptive part of submission under this will be detailed precisely under the following topics.

1) Understanding of TOR.

The Bidder will submit his understanding of the TOR specified in the RFP in a brief manner underlying the crucial and important aspects of it. The Bidder may supplement various requirements of the TOR if he considers this would bring more clarity and improvements over the existing requirements and assist in achieving the various tasks laid down in the TOR.

2) Methodology and Work Plan

The Bidder will submit its methodology for carrying out this assignment, outlining its approach toward achieving the Objectives laid down in the TOR. The Bidder 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 Bidder should specify the sequence and locations of important activities, and provide a quality assurance plan for carrying out the Services.

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

Signature of Authorized Signatory

Name of the Firm

Form – 8: Envelope 1 - Index

Sr. No.	Details	Page Numbers
1	Envelope 1 – Index	1
2	Form 1: Letter of Proposal	2
3	Form 2: Particulars of the Bidder	3
4	Form – 3 Power of Attorney for Signing of the Bid	
5	Form – 4: Financial Capacity of the Bidder	
6	Form-5 Work Experience	
7	Form – 6: Particulars of Key Personnel	
8	Form 6A: Form for Curriculum Vitae (C.V) for Proposed Key Personnel or Other Professional Personnel	
9	Form –7: Proposed Methodology & Work Plan.	

Part -9: Appendix – 2: FINANCIAL PROPOSAL

Financial Proposal Envelope No.2

APPENDIX-2

Form – 1 : Covering Letter

(On Firm's Letter Head)

(Date and Reference)

To,

**Chief Operations Officer (MIDFC) House No. L/A-56,
Lower Nongrim Hills,
Shillong East Hills- 793003
Meghalaya, India**

Sub: Request for Proposal (RFP) for Selection of agency for Development of a Digital Platform for Supporting Investment Ecosystem in Meghalaya Including Hosting, Maintenance, Support and Content Management for the State of Meghalaya (setting up of online Meghalaya State Investment Promotion Board (MSIPB)).

Dear Sir,

I/We _____ Bidder/Bidder firms herewith enclose the Financial Proposal for selection of my/our firm as an Agency for above captioned work.

I/We agree that this offer shall remain valid for a period of 120 (One hundred and twenty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

Address _____

(Authorized Representative)

NOTE: The Financial Proposal is to be filled strictly as per the forms given in RFP.

Form – 2 : Summary of Financial Proposal

Sr	Item	Item Cost (INR)	Total (INR)
Tourist Pre-registration and approval flow			
1	One Time Cost		
	a. Preparation of Solution design and requirement specification		a + b + c + d + e
	b. Software License Cost for COTS		
	c. Development/ Customisation cost		
	d. Training Cost		
	e. Any other cost (please specify)		
Recurring cost for 2 years			
3	ii. Recurring Cost for two years		
	a. Hosting Charges		a + b + c + d
	b. Manpower for operations		
	c. Maintenance (including software patches, license update, upgrades, etc.)		
	d. Any other cost (please specify)		
GRAND TOTAL			

The above rates should be inclusive of all taxes, duties, levies, etc. but exclusive of GST which shall be payable at the rate prevailing at the time of submission of Invoices.

Man month Rate:

The Bidder is also required to provide the Man month Rates for the manpower it intends to deploy in the project. These man month rates should not be more than twice of the monthly 'cost to company' paid by the bidder to each of the manpower proposed (undertaking from the human resource dept of the bidder on this is required). ***(Note: These rates are not for financial evaluation purposes, however, failing to exhaustively provide the man month rates may lead to disqualification. The rates are to be used in the unlikely event when change management is necessary):***

Sl No	Category of Manpower (to be exhaustively listed by bidder)	Man month Rate (INR)
1.	Project Manager	
2.	Web App Developer	
3.	Technical Associate	

The above rates should be inclusive of all taxes, duties, levies, etc. but exclusive of GST which shall be payable at the rate prevailing at the time of submission of Invoices.

Signature of Authorized Signatory
Name, Address, Seal of the Firm