

EXPRESSION OF INTEREST

For

**Selection of Agency/Hotels/Guest House/Homestay available with food
for Providing Accommodation and Stay (Part A)**

**Selection of Food Agency /FoodSupplier/ Food catering/Restaurant for Packed Food &
Buffet Food (Part B)**

**Selection of Agency /Firms/ Proprietors/Hotel/Guest House for Booking of Hall/
Training Hall/ Auditorium Hall/ Cluster Hall/dining hall for the event, Program, and
workshop (Part C)**

**Selection of Agency /Firms/ Proprietors/for Booking of flight Tickets/ Train
Tickets/Logistics/Transportation for travels within the state/ national/ International
(Part D)**

UNDER

MEGHALAYA BASIN MANAGEMENT AGENCY

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SECTION 1

1. INVITATION FOR EXPRESSION OF INTEREST for the Empanelment with the office of PRIME HUB, Meghalaya Shillong under MBMA

- PRIME HUB, Under the Meghalaya Basin Management Agency is Inviting sealed expressions of Interest (EOI) from eligible Firms/Agency/Proprietors/for empanelment with PRIME HUB under MBMA

Part A: Selection of Agency/Proprietors/Firms/Hotels/Guest House/Homestay for providing Accommodation or Stay with food in which the rate for food as per (Part B) detailed in section 2.

Any interested Agency/Firms/ proprietors are expected to mention clearly whether you can accept these Rates highlighted below;

Lodging (Tariff for Accommodation and Stay per/night)					
Sl. No	Category	Within the State Plus GST	Outside the State within Nort East Plus GST	Outside the state in Kolkata/ New Delhi/ Mumbai/Chennai/ Bengaluru/Hyderabad Plus GST	Outside North East Plus GST
1	Resource person	4500	4500	5000	5000
2	PRIME Grade I	2500	2500	3500	3000
3	PRIME Grade II	2500	2500	3000	2500
4	PRIME Grade III	2500	2500	2500	2500
5	PRIME Grade IV	1500	1500	2000	2000
6	Entrepreneurs	1500	1500	2000	2000

Section 2

1. INVITATION FOR EXPRESSION OF INTEREST for the Empanelment with the office of PRIME HUB, Meghalaya Shillong under MBMA

PRIME HUB, Under the Meghalaya Basin Management Agency, is Inviting sealed expressions of Interest (EOI) from eligible Firms/Agency/Proprietors/ for empanelment with PRIME HUB under MBMA

PART B: Selection of Food Agency /FoodSupplier/ Food catering/Restaurant for Packed Food without service & Buffet Food with service

Packed Food inclusive GST							Buffet Food inclusive GST			
SI No	Category	Rate	Standard	VIP	VVIP	GST	Standard with Service	VIP	VVIP	GST
1	Breakfast	100	150	180	180	5%	150	200	250	18%
2	Veg Lunch	150	180	300	350	5%	180	350	400	18%
3	Non-Veg Lunch	250	300	450	550	5%	350	500	650	18%
4	High Tea	150	150	180	190	5%	150	200	200	18%

In order to ease the arrangement, the category of guests may be informed accordingly and officially through email or proper official letters.

Section 3

1. INVITATION FOR EXPRESSION OF INTEREST for the Empanelment with the office of PRIME HUB, Meghalaya Shillong under MBMA

PRIME HUB, Under the Meghalaya Basin Management Agency, is Inviting sealed expressions of Interest (EOI) from eligible Firms/Agency/Proprietors/ for empanelment with PRIME HUB under MBMA

Part C: Selection of Agency /Firms/ Proprietors/Hotel/Guest House for Booking of Hall/ Training Hall/ Auditorium Hall/ Cluster Hall/dining hall for the event, Program, and workshop

Booking and Reservation of Hall

Sl. No	Event/Program/ Workshop	Hall	Capacity/ No of Participants	Rates (In Main City Shillong) plus GST	Capacity/ No of participants	Rates (8Kms away from Shillong City)	Capacity/ No of Participants	Rates (10 to 15Kms away from Shillong)	Rates (Outdoor beyond 15kms from Shillong)
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Rates above shall not be finalized until it can be negotiated after the mutual inspection of the hall and depending on the quality and standard of the Hall

						inclusive of GST		g City) inclusive of GST	City) Inclusive GST
1	Ordinary/VIP/VVIP	Auditorium	400-500 Peoples	75000	500-1000	75000	500-1000	50000	30000
		Dining	400-500 Peoples	50000	500-1000	50000	500-1000	25000	15000
		Cluster Hall	100- 200 peoples	25000	100-200	20000	100-200	15000	10000
		Training Hall	30-50 people	20000	30- 50	15000	30- 50	10000	5000

Section 4

1. INVITATION FOR EXPRESSION OF INTEREST for the Empanelment with the office of PRIME HUB, Meghalaya Shillong Under MBMA

PRIME HUB, Under the Meghalaya Basin Management Agency, is Inviting sealed expressions of Interest (EOI) from eligible Firms/Agency/Proprietors/ for empanelment with PRIME HUB under MBMA

- **Part D: Selection of (Flight ticket booking/Train Ticket booking/logistics/Transportation as detailed in section 4**

- **Airfare /Train rates** are subject to the time of booking, the Pre-booking rate is lower than the immediate booking. However, there should not be a big difference from the past travel by air in the same year. Commission rate 250/per head and GST shall be added only on the commission.

Transportation

- **COURIER CHARGES** DEPEND ON THE Weight of the PRODUCTS, AIRLINES, AND SECTOR (SERVICES CHARGE by the Agency. However, there should not be a big difference from the past logistics by air/road in the same year

Type of vehicle	Distance	Rate
COMPACT SUV	LOCAL DUTY WITHIN SHILLONG	3000
	SHILLONG –GUWAHATI AIRPORT	3500
	GUWAHATI AIPORT – SHILLONG	3500
	SHILLONG TO SHILLONG AIPORT	2500
	SHILLONG AIRPORT TO SHILLONG	2500
	SHILLONG TO NONGSTOIN (TO AND FRO)	4000
	SHILLONG TO JOWAI (TO AND FRO)	4000
	SHILLONG TO TURA	14000
	TURA TO SHILLONG	14000
INNOVA	LOCAL DUTY WITHIN SHILLONG	5500
	SHILLONG –GUWAHATI AIRPORT	6500
	GUWAHATI AIPORT – SHILLONG	6500
	SHILLONG TO SHILLONG AIPORT	5000
	SHILLONG AIRPORT TO SHILLONG	5000
	SHILLONG TO NONGSTOIN (TO AND FRO)	5500
	SHILLONG TO JOWAI (TO AND FRO)	5500
	SHILLONG TO TURA	16000
	9. TURA TO SHILLONG	16000
TRAVELER (NON-AC):	LOCAL DUTY WITHIN SHILLONG -	8000
	2. SHILLONG –GUWAHATI AIRPORT -	9500
	3. GUWAHATI AIPORT – SHILLONG -	9500
	4. SHILLONG TO SHILLONG AIPORT -	7500
	5. SHILLONG AIRPORT TO SHILLONG -	7500
	6. SHILLONG TO NONGSTOIN (TO AND FRO) -	8500
	7. SHILLONG TO JOWAI (TO AND FRO) -	8500
	8. SHILLONG TO TURA -	25000
	9. TURA TO SHILLONG -	25000
	10. TURA TO GUWAHATI -	19000
	11. GUWAHATI TO TURA -	19000

The above transportation rate should be based on the above table or should not be a big difference for any additional distance travel

2. **Background:** MBMA in collaboration with MIE (Meghalaya Institute of Entrepreneurship) and IIMCIP (IIM Calcutta Innovation Park) is implementing the PRIME (Promotion and Incubation of Market Driven Enterprises) program focusing on building and developing the entrepreneurship and startup ecosystem of Meghalaya.

- Developing and fostering an inclusive entrepreneurship and startup ecosystem in Meghalaya with incubation, access to knowledge, credit, mentoring, facilities, market, etc. for the most promising entrepreneurs of the State.

- Leverage entrepreneurship as a way to create widespread job opportunities, reduce youth unemployment, increase household incomes, and sustainably leverage the resources, talent, and economic strengths of the State.

- **Coverage**

Across all Blocks and Districts of the State.

3. **Venue and Deadline for Submission:** Proposal of any interested Firms for empanelment with the office of PRIME Hub, Shillong shall submit their proposal for **PART A, Part B, Part C, and Part D** separately to be mentioned with the rates on lot wise as below:

3 (a) The name and address of the Agency/Proprietor/Firm or Hotels/Guest House/ Homestay shall be mentioned for future communication.

3 (b) **Part A:** Any interested Agency/Proprietors/Firms/Hotels/Guest House/Homestay for providing Accommodation or Stay with food in which the rate for food as per (Part B) detailed in section 2. Whether you accept these Rates highlighted Accommodation/ stay in Section 1 above.

3 (c) **PART B:** Food Agency /FoodSupplier/ Food Catering/Restaurant or any Firm who has all legal documents to supply food, Packed Food without service & Buffet Food with service. Whether you accept the rate in Section 2 above.

3 (d) **Part C:** Agency /Firms/ Proprietors/Hotel/Guest House for Booking of Hall/ Training Hall/ Auditorium Hall/ Cluster Hall/dining hall for the event, Program, and workshop. Whether you accept the rate mentioned in Section 3 above.

3 (e) **Part D:** Any interested Agency /Firms/ Proprietors/for Booking of flight Tickets/ Train Tickets/Logistics/Transportation for travels within the state/ national/ International as detailed in Section 4.

For more details, you can log in to the website www.mbda.gov.in and also write to prime.urbanshillong.mbma@gmail.com. For any queries.

A sealed envelope of the above details shall be sent to the office of PRIME, HUB Shillong at the following address;

PRIME Start-Up Hub, Shillong
C/o - J.N. Sports Complex, Shillong - 793001.
Meghalaya Basin Management Agency

To

The Chief Executive Officer
Meghalaya Basin Management Agency
PRIME Hub, J.N. Sports Complex, Polo, Shillong-793001

4. Terms and Conditions

- The Authority of PRIME HUB reserves the right to withdraw the agreement at any stage if such action is in the best interest of the management.
- Opening of the sealed envelope shall be on the same day as the last date of submission of (EOI), which will be opened by the members of the Technical and Financial Evaluation Committee in the presence or without the presence of participating firms.
- The period of the contract will be on a continuous agreement for 5 years which if so required for changes of the terms and conditions, the consensus rates/tariff shall be informed officially by writing or email to prime.urbanshillong.mbma@gmail.com. If provision for validity after review of the price escalation shall be considered up to a maximum limit of 2% per annum to absorb the increase in the input costs. The increase in Rates/Tariffs will be decided mutually. The activation of the escalation clause must be requested by the Agency Firm/ Proprietor or hotel/guest house/resort, etc. However, the rates shall remain fixed for at least five years of the empanelment contract.
- The office Of PRIME HUB reserves the right to accept/reject any offer of (EOI) in part or full, without assigning any reason whatsoever.
- An inspection of Rooms/Hall and Facilities, etc. shall be conducted by the Committee after the evaluation of financial offers which shall be finalized from the Financial comparative statement on Cost Standard and quality based, thereafter the committee will recommend the names of Agency/ Proprietor/ Firm or Hotels/Guest House/ Resort, suitable for empanelment and awarding of the contract.
- The Contract for empanelment with the Office of PRIME Hub, J.N. Sports Complex Polo, Shillong for providing **PART A, PART B, PART C, and Part D** above at sections 1, 2, 3, 4 shall be selected for more than 10 firms located in Shillong and other district of Meghalaya. in the respective District like Tura, Nongpoh and Jowai etc. The firm/ Agency /Proprietor shall submit a separate proposal if they can only operate a business in one particular District by mentioning the name of the district if you accept the terms and conditions and the respective rates above.
- If any amendment of the terms and conditions it will upload its response together with any amendment to this document, on www.mbda.gov.in for information on all Firms should check on the website, for any amendments to the terms and conditions and for Award of Contract.
- Physical visit of hotel premises (if required) to check the services, amenities, and credentials of the hotel by the Committee constituted for this purpose for recommending the names of

5. Qualification:

Eligibility: A Firm (a) Can participate in more than one Proposal mentioning **PART A, B, C, D**; (b) shall not have a conflict of interest (c) shall not have been blacklisted or suspended by State Government.

- a. Firms shall be able to give valid certificates of GST Registration Number and PAN Card, other documents like address proof or contact details for future reference.
- b. Self-declaration to the effect that the Firm is not insolvent, in receivership, bankrupt, or being wound up or subject to legal proceedings for any of these circumstances.
- c. Business activities are not suspended or debarred for any reason by the declaration to the effect that the Firm is not insolvent, in receivership, bankrupt, or being wound up or subject to legal proceedings for any of these circumstances.

6. Evaluation Criteria and Method of Evaluation: A firm will be selected under Quality and Cost Based Selection (QCBS) procedures. Financial and Technical aspects shall be evaluated and the recommendation for the selection of Firms as described in 3. Above.

7. Response Agency/Firm/Hotel/Guest House/ Home Stay must ensure that their response is submitted as per the formats attached to this document.

8. Conflict of Interest:

- i) Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the agency/ firm to inform PRIME HUB, Shillong, detailing the conflict in writing as an attachment to
- ii) PRIME HUB, Shillong will be the final arbiter in cases of potential conflicts of interest. Failure to notify PRIME Hub, Shillong of any potential conflict of interest will invalidate any verbal or written agreement.
- iii) A Conflict of Interest is where a person involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

9. Conditions under which EOI Issued: The EOI is not an offer and is issued with no commitment. PRIME HUB reserves the right to withdraw EOI and or vary any part thereof at any stage. It further reserves the right to disqualify any bidder, should it be so necessary at any stage.

10. Last date for submission of (the EOI) for Empanelment with the Office of PRIME Hub, Shillong, at the latest by **16th December 2024** at 4:00 PM and the Opening of the Sealed envelope (EOI) will be on the same day at 4:30 PM.

Name : CEO, MBMA

Address: PRIME Hub, J.N. Sports Complex, Shillong
Meghalaya Basin Management Agency
Shillong – 793001

FIRMS FORMAT

Sl. No.	Particulars	Description in Details	Remarks
3 (a)	Name of the Firm/Agency/Proprietor with full address		
3 (b)	Part A: -		
	Accommodation with food: Please attach all legal documents		
3 (c)	Part B: Packed food/ Buffet Lunch/Dinner/Breakfast Hi-Tea please attach all legal documents and the FSSAI license		
3 (d)	Part C: Rental of hall/ConferenceHall, Auditorium Hall, Cluster Hall, and dining hall please attach all legal documents		
3 (e)	Part D: Logistics, Transportation and Airfare, Train tickets, please pinned with all legal documents		
	Complete the Contact Details of the Authorized person		
	Complete Postal Address		
	Telephone No.		
	Mobile No.		
	Email id		
	Website if any		
	PAN No		
	GST Registration No		
	Year of registration /Establishment		
Facilities / Room/Hall/			
	Standard toiletries		
	Daily House Keeping of Rooms		
	24 Hrs Rooms Service		

	24 Hrs Power Back Up		
	Free Wifi		
	24 Hrs Water and Clean Bathrooms		

Please enclose the Brochure and visiting cards of your business

Date:

Signature and Seal

Signature of Authorized Signatory