

**OFFICE OF THE EXECUTIVE COMMITTEE
KHASI HILLS AUTONOMOUS DISTRICT COUNCIL
SHILLONG.**

No.DC.XXXVII/Genl/H/167/2023/2

Dated Shillong the 21st September, 2023.

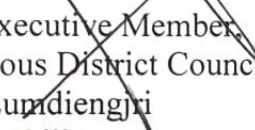
INVITATION FOR EXPRESSION OF INTEREST

Khasi Hills Autonomous District Council (KHADC) invites sealed Expression of Interest (EOI) only from Local agencies with technical expertise and knowledge for promotion, operation and creation of Healing and Wellness Centre using Khasi Traditional Herbal medicines with market linkage for growth and development of the wellness centre. The EOI document containing the details of qualification criteria, submission requirement, brief objective and scope of work and evaluation criteria etc. can be downloaded from the website www.khadc.nic.in.

Further details, if any, may be obtained from the Chief Executive Member, Khasi Hills Autonomous District Council, Shillong during working hours.

Last date of submission of EOI is 30th September, 2023 upto 1200 PM. Sealed envelope marked to the captioned address containing EOI and refundable fee of Rs 10000.00 in favour of the “Chief Executive Member, Khasi Hills Autonomous District Council” may be submitted to the office of the undersigned.

Applicants meeting the qualification criteria may be invited for presentation/proposal before the Selection Committee of KHADC. Bid documents will be subsequently issued to the short listed applicant only.


Chief Executive Member,
Khasi Hills Autonomous District Council (KHADC)
Lundiengri
Shillong.

**OFFICE OF THE EXECUTIVE COMMITTEE
KHASI HILLS AUTONOMOUS DISTRICT COUNCIL
SHILLONG**

EXPRESSION OF INTEREST DOCUMENT

1. Background:

The States in the North Eastern Region were reconstituted by the North Eastern Areas (Reorganisation) Act 1971 and State of Meghalaya was formed comprising of (a) the territories which immediately before that day were comprised in the autonomous State of Meghalaya and (b) so much of the territories comprised within the cantonment and municipality of Shillong, as did not form part of that autonomous State. The table appended to paragraph 20 was divided into three parts. Part II of the table covered the tribal areas of the State of Meghalaya as under:

1. United Khasi-Jaintia Hills District
2. Jowai District
3. Garo Hills District

The Governor of Meghalaya altered the names of 'the United Khasi-Jaintia Hills District' as 'the Khasi Hills District'; and the name of 'the Jowai District' as 'the Jaintia Hills District' by notification dated 14-6-1973 issued under paragraph 1 (3)(ff) of the Sixth Schedule.

It is pertinent to note that Part XXI of the Constitution does not contain any special provision with regard to the State of Meghalaya unlike other States in the North East. However, paragraph 12A was inserted by the Assam Reorganisation (Meghalaya) Act, 1969 with the formation of autonomous State of Meghalaya within the State of Assam making special provisions with respect to application of laws in Meghalaya. As per sub paragraph 1(a) if the laws made by the District Council under paragraph 3(1)(b) (the management of any forest not being reserved forest) and under paragraph 3(1)(c) (the use of any canal or water course for the purpose of agriculture) is repugnant to any law made by the Assam Legislature "with respect to any project declared by the legislature of that State to be of State importance" then the law made by the District Council to the extent of repugnant shall be void. Sub paragraph 1(b) provided for supremacy of the law made by the Meghalaya Legislature over the laws made by the District Council in matters specified in paragraph 3(1)(b) (the management of any forest not being reserved forest), paragraph 3(1)(c) (the use of any canal or water course for the purpose of agriculture) and paragraph 3(1) (f) (any other matter relating to village and town administration, including village and town police and public health and sanitation). Sub paragraph (2) and (3) empowered the legislature of Meghalaya to make laws on any subject covered by paragraph (3) if so requested by two or more District Council or Regional Councils in Meghalaya. Under sub paragraph (4), the Governor was given power, with respect to any Act of the Legislature of Assam, and the President was given power, with respect to any Act of Parliament, to issue notification, directing that the any Act will not apply to Meghalaya or shall apply with such exception or modification, as may be specified in the notification, with prospective or retrospective effect.

Paragraph 12A after being substituted by the North Eastern Areas (Reorganisation) Act, 1971 provides that if any law or regulation made by the District or Regional Council under paragraph 3, 8 or 10 is repugnant to the law made by the Meghalaya Legislature, then the law or regulation made by the District or Regional Council, to the extent of repugnancy be void and the law made by the State Legislature shall prevail. With respect to

Acts of Parliament, the power of President to issue notification directing that the any Act will not apply to Meghalaya was retained.

2. About the project:

3. Aims & Objectives:

The objective of "EOI for technical experts for Promotion, Operation, and Creation of Healing and Wellness centre using Khasi Traditional Herbal Medicines with market linkage for growth and development of the sector" is to ensure preservation, proper documentation and long term sustainable development of the traditional heritage of Khasi herbal medicine and treatment.

4. EOI Processing Fees

A refundable processing fee for Rs. 10,000/- (Ten Thousand Rupees only) in the form of a Demand draft or Pay Order drawn in favour of "Chief Executive Member, KHADC" Payable at Shillong has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

5. Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to KHADC at the address specified herein earlier.

6. Validity of Offer:

The offer for EOI as per this document shall be valid for a period of seven (7) days initially which may be extended further if required by KHADC.

7. Terms of reference

The detailed terms of reference are enclosed at Annexure-I.

1. Instruction to Implementing Agencies.
2. The Expression of Interest is to be submitted in the manner prescribed below

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in a pen drive:

- a. Applicant's Expression of Interest as per Format-1
- b. Organizational Contact Details as per Format-2
- c. Experience of the organization as per Format-3
- d. List of three (03) experts/consultants on payroll as per Format-4
- e. Financial Strength of the company as per Format-5
- f. Additional information as per Format-6
- g. Declaration as per Format-7
- h. PIA organization must be local and have its registered offices in the State of Meghalaya.

3. EOI Documents have been hosted on the website www.khadc.nic.in and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI document in every respect will be the Bidder's risk and may result in rejection of the proposal.

8. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl No.	Pre-qualification Criteria	Supporting Compliance Documents	
1.	The applicant shall be a local firm/Company/Partnership Firm registered under the Indian Companies Act, 1956/ The Partnership Act, 1932 and who have their registered office in Meghalaya	Copy of Certificate of incorporation/Partnership Deed, if any	10
2.	The firm should be in the business of providing similar Training/project implementing services/ Service providers for any other state departments for at least 05 years as on 31.03.2023	MoU	20
3.	The Bidder should have a gross turnover of atleast Rupees 3 Crore of the last 3 consecutive Financial Years (FY 2020 -21, 2021-22 & 2022-23) from only training Services rendered in the state.	Audited P/L statement and Balance sheet	20
4.	The Bidder shall have experience of providing: Two turn key projects/ services to Central Govt. / State Govt. / PSUs/ Govt. bodies in India costing not less than Rs. 1 crore each L or Two similar completed services costing not less than Rs.2 crore each or One similar completed services costing not less than Rs. 1 crore Lakh	Copy of Work Order / Contact	15
5.	The firm should have at least 20 employees on its pay roll.	Resume	10
6.	The firm should not be blacklisted by any Central Govt./State Govt./PSU/Govt. Bodies	Certificate signed by the Authorized signatory	5
7.	Relevant Research work and data on the herbs and healers with contact details. (Atleast 100 nos)	Details of documents to be submitted	20
		TOTAL	100

9. Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing interalia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c. KHADC will take up reference and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from KHADC.
- d. Short listed agencies will be issued Bid Documents

10. Response:

1. Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the Service projected in the enquiry may also be submitted along with the offer

11. Application is sealed cover super scribed, as "EOI for technical experts for Promotion, Operation and Creation of Healing and Wellness centre using Khasi Traditional Herbal Medicines with market linkage growth and development of the sector"

12. Conflict of Interest:

1. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform KHADC, detailing the conflict in writing as an attachment to this Bid.
2. KHADC will be the final arbiter in cases of potential conflicts of interest. Failure to notify KHADC of any potential conflict of interest will invalidate any verbal or written agreement.
3. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. A person involved in a Bid process must declare actual and potential conflicts of interest.

13. Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment; KHADC reserves the right to withdraw EOI and or any part thereof at any stage. KHADC further reserves the right to disqualify any bidder, should it be so necessary at any stage.

14. Last date of Submission of EOI:

The last date of submission of EOI is 12.10.2023 (12:00 hrs).

15. Format for submission:

FORMAT-1

To

**The Chief Executive Member,
Khasi Hills Autonomous District Council,
Shillong**

Sub: Submission of Expression of Interest to undertake Promotion, Operation, and Creation of Healing and Wellness centre using Khasi Traditional Herbal Medicines with market linkage for growth and development of the sector".

Dear,

In response to the Invitation for Expression of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed task as instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format -3)
3. List of experts / consultants on payroll at least 3 (Format - 4)
4. Financial strength of the organization (Format - 5)
5. Additional Information (Format-6)
6. Declaration (Format-7)

Yours sincerely

**Signature of Applicant
(Full name of Applicant)
Stamp.....
Date:**

FORMAT-2

Sl No.	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm / Company / Partnership firm registration under the Indian Companies Act, 1956 / the Partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt. / PSU/ Govt. Bodies / Autonomous ? If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of Offices in 1) Shillong 2) Any any office within the state	
7.	Contact Person with Telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Registration certificate
4. Undertaking in respect of 4 above.

Signature of applicant

Full name of applicant

Stamp & Date

FORMAT-3

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects related to Brand Building related					
Sl No.	Items	No. of Assignments during last 3 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/Organization (Enclosed completion certificate)	
1.	Experience assignments similar nature				
2.	Experience in carrying out similar assignments in Government				
3.	Experience in carrying out similar assignments in Public Sector				
<p>Decision of Evaluating Committee in ascertaining "Similar nature" and "Similar assignment" will be final.</p> <p style="text-align: right;">Signature of applicant Full name of applicant Stamp & Date</p>					

FORMAT -4

List of experts/consultants on payroll (at least 3)

Sl No.	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of applicant

Full name of applicant

Stamp & Date

FORMAT -5

Financial Strength of the Organization					
Sl No.	Financial Year	Whether Profitable Yes/No	Annual net Profit (in lakhs of Rs)	Overall annual Turnover (in lakhs of Rs)	Annual turnover from only Consultancy services rendered in India (in lakhs of Rs)
1.					
2.					
3.					
Note: Please enclose auditor's certificate in support of your claim					

FORMAT-6

Additional Information														
List all enclosures related to the previous sections.														
1	<table border="1"><thead><tr><th>Sl No.</th><th>Description</th><th>No. of pages</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	Sl No.	Description	No. of pages										
Sl No.	Description	No. of pages												
2	Additional information to support the eligibility as per Section 7 (Not more than 2 page)													
Signature of the applicant Full name of applicant Stamp & Date														

FORMAT-7**Declaration**

We hereby confirm that we are interested in competing for the Services to undertake the task related to "Promotion, Operation, and Creation of Healing and Wellness centre using Khasi Traditional Herbal Medicines with market linkage for growth and development of the sector" relevant to the aims and objectives of the KHADC.

All the information provided herewith is genuine and accurate

Authorized Person's Signature

Name and Designation

Date of Signature

Note: The declaration is to be furnished on the letterhead of the organization.