

**MEGHALAYA WATER RESOURCES DEVELOPMENT AGENCY (MeWDA)  
MEGHALAYA, SHILLONG**

No.MeWDA/FLOOD/77/2017-18/2

Dated Shillong, the 17<sup>th</sup> May 2017

**REQUEST FOR PROPOSALS**

**Sub: Request for Proposal for the empanelment of consultants for Flood Control, Flood Protection and Anti-Erosion Works to be implemented by the Meghalaya Water Resources Development Agency (MeWDA), Meghalaya.**

The Meghalaya Water Resources Development Agency (MeWDA), issues Request for Proposal for empanelment of consultants for providing Consultancy Support for Flood Control, Flood Protection and Anti-Erosion Works to be implemented by the Meghalaya Water Resources Development Agency (MeWDA), Meghalaya.

2. Interested Consultants may submit their offer as per the RFP Document which can be obtained from the Office of the Chief Executive Officer, Meghalaya Water Resources Development Agency (MeWDA) on payment of INR Rs. 1000/- only up to 22<sup>nd</sup> June 2017 during office hours on any working day. The payment will be accepted in the form of Pay Order/ Demand Draft/ Bank Guarantee from scheduled bank drawn in favour of Chief Executive Officer, Meghalaya Water Resources Development Agency (MeWDA). The RFP document can also be downloaded from the MeWDA's office website [www.megwaterresources.gov.in](http://www.megwaterresources.gov.in) in which case, the tender fee of INR Rs. 1000/- (non-refundable) as stated above, must be submitted with the RFP offer through Demand Draft.

3. The RFP offers are to be submitted to the Chief Executive Officer, Meghalaya Water Resources Development Agency (MeWDA), Lower Cleve Colony Shillong- 793003. Last date for submission of RFP is 23<sup>rd</sup> June 2017 upto 1500 hours. The offers shall be opened on the same day at 1530 hours.

4. The Meghalaya Water Resources Development Agency (MeWDA) Shillong, reserves the right to accept or reject any/ all bids without assigning any reason whatsoever.

5. Further information regarding extension of date of opening, amendments, etc, if any, shall be posted on the MeWDA's office website [www.megwaterresources.gov.in](http://www.megwaterresources.gov.in).

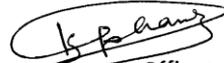
  
**Chief Executive Officer  
Meghalaya Water Resources Development Agency  
Meghalaya, Shillong**

Memo No.MeWDA/FLOOD/77/2017-18/2-A

Dated Shillong, the 17<sup>th</sup> May 2017

**Copy to:-**

1. P.S to the Chief Minister, Govt. of Meghalaya, for favour of information.
2. P.S to the Principal Secretary, Water Resources, for favour of information.
3. The Commissioner and Secretary to the Govt. of Meghalaya, Water Resources Department and Chairperson, Meghalaya Water Resources Development Agency (MeWDA) for favour of information.
4. Director of Information and Public Relation Govt. of Meghalaya for publishing in 2 (two) issues of widely circulated local newspaper. (English & Vernacular)
5. Superintendent of Govt. press for favour of printing in the Meghalaya Gazette.
6. State Informatics Officer for favour of uploading the Detailed Tender in the Department's website. (information had been sent through e-mail).
7. Superintendent Engineer (WR) Shillong/Tura Circle, Superintendent Engineer (F/C) for information and displaying in the office notice board.
8. All executive Engineers (WR &FC), for information and for displaying in the office notice board.
9. Office Notice Board.



Chief Executive Officer  
Meghalaya Water Resources Development Agency  
Meghalaya, Shillong

**MEGHALAYA WATER RESOURCES  
DEVELOPMENT AGENCY (MeWDA)**

**MEGHALAYA, SHILLONG**

**Request for Proposal**

**For the**

**Empanelment of Consultants**

**for**

**Flood Control, Flood Protection and Anti Erosion Works in Meghalaya.**

**Part-I**  
**Request for proposal for Empanelment of for Flood Control, Flood Protection and Anti-Erosion Works in Meghalaya.**

**1.0**

**Objectives:**

The state of Meghalaya in the North Eastern part of India receives high rainfall during the monsoon season. The topography of the state comprises mainly of hilly terrain with some plain regions in the areas bordering Assam in the North and Bangladesh in the South. During the rainy season, the surface runoff causes high flood flow of streams and rivers in which many areas in the hilly region are subjected to flash flood, causing extensive erosion of river banks and loss of valuable agriculture land while the plain regions are subjected to sheet flooding and inundation of both agriculture land and habitat areas. In view of this, the Government needs to address this problem which has affected the livelihood and socio economy conditions of the people, particularly in the rural areas. Therefore, the Meghalaya Water Resources Development Agency, intends to select consulting firms/organizations for providing consultancy services for Flood Control, Flood Protection and Anti Erosion works in Meghalaya as per the Terms of reference outlined in this RFP document.

The period of empanelment will be initially for 3 years from the date of empanelment which may be extended annually upon review of the performance of the consultant.

Request for quotations from the empanelled consultants on project to project basis will subsequently be sought for and the contract shall be awarded to the most cost effective bidder amongst the empanelled consultants for providing consultancy services for specific projects. The mode of quoting the bids will be specified project wise, in accordance with the need to categorise the different component of the consultancy services, such as DPR preparation, monitoring of implementation, post completion maintenance monitoring, etc.

The consulting organisation should have proven experience of providing consultancy services for similar type of projects or/ and of implementation of similar type of projects on their own. However, the consulting organisation, in the absence of any prior experience, should include key team members having proven experience of providing consultancy services for similar type of projects.

Consultant and/or its affiliates would not be eligible for participating in tender for implementation of this project.

## **Part-II - Terms of Reference:**

### **2.0 Scope of Work:**

The brief description of work is as follows:

### **2.1 Project Planning:**

( i.) The consultant would be required to

- (a) Visit the Flood affected and Flood Prone Areas to be indicated. The consultant is to conduct preliminary investigations, technical assessment for flood control and flood protection measures and submit recommendations in this regard for necessary interventions.
  - (b) Conduct detailed survey including collection of Hydrological data, Meteorological data, soil properties, river bed and bank profile required for computation of High Flood Discharge and Flood Design.
  - (c) Conduct study of river behaviour which will include river hydrology, fluvial geomorphology and fluvial process.
  - (d) Prepare Detailed Project Report (DPR) and to devise a project plan outlining tentative time frame for different stages of project implementation.
  - (e) Oversee the execution of works during construction and to provide suggestions to the Agency as and when necessary from time to time during implementation of the projects.
  - (f) Monitor the post commissioning maintenance for a period of one year.
- (ii) Deliverables expected from the consultant will be specified during the process of assigning the consultancy service to the consultant.

### **2.2 Procurements:**

All the actual works as well as supplies, based on the project proposal/ DPR is proposed to be sourced through open tender. Consultant needs to

- i. Work out the procurement schedule in line with Project schedule and finalize the timelines for the implementation of the project
- ii. Preparing tender document based on the approved project proposal/DPR and submit to the Meghalaya Water Resources Development Agency for necessary approval.

- iii. Assist the Agency in holding pre-bid conferences and technical negotiations, if required and to assist Chief Executive Officer (MeWDA) in preparing the answers to the pre-bid queries and prepare addenda/revisions to the tender documents.
- iv. Assist Chief Executive Officer (MeWDA), if required, in floating the tenders and in the opening and evaluation of bids, and submit recommendations clearly highlighting the pros and cons and the reasons for selection of any specific bidder, equipment or technology in a time bound manner.
- v. Assist the Chief Executive Officer (MeWDA) in drafting the contract to be signed with the successful bidder and technically review and certify that it is in conformity to the project requirements

### **2.3 Implementations and Execution:**

The consultant shall:

- (a) Oversee the implementation of the project and to certify that the type and quality of materials to be used for the projects conforms to the specifications provided in the DPR.
- (b) Establish procedures for checking compliance with design and specification, monitor standard of workmanship, construction method and right sequence in accordance with the procedure laid-down and adequacy of materials.
- (c) Assist the agency, if required, to coordinate with various statutory authorities for ensuring smooth implementation of the project.
- (d) On completion of the project, shall issue certification with report of satisfactory completion in all respect.

### **2.4 Maintenance:**

- i. While post completion maintenance is the responsibility of the Agency, the consultant would ensure that the warranty provisions are adhered to by the contractor for the specified period
- ii. The consultant shall monitor the project for a year after completion and submit a report on the maintenance of the project for a period of one year for post-monsoon and the following pre- monsoon season.

## **Part-III - Instructions to Bidders**

### **3.0 Instruction to Bidders:**

#### **3.1 Eligibility Requirements:**

- (i) The bidder shall be an Indian Firm / Company.
- (ii) The bidder should have adequate number of suitably qualified personnel with experience in offering consultancy services for similar projects and also Hydrologist/Engineers/GIS specialists with suitable domain knowledge and capacity for the implementation of such projects. The Consultant shall be capable of providing all necessary professional, technical, and expert services as required to complete all the elements of the Scope of Work.
- (iii) The bidder and its affiliates shall not be allowed to participate in tender(s) to be called for implementation of the project for which they would be providing the consultancy services.
- (iv) The bidder should not have been black listed by any Government entity.
- (v) The bidder shall have to present the service delivery capacity before an expert team constituted by Meghalaya Water Resources Development Agency.

#### **3.2 Amendment of RFP:**

At any time prior to the last date for submission Proposal, Meghalaya Water Resources Development Agency, Shillong, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultant, modify the RFP Document by an amendment. The bid shall remain valid for 180 days from the date of bid opening. However, in exceptional circumstances, the Agency may request the consent of the bidder for an extension to the period of bid validity.

#### **3.3 Procedure for Submission of bid:**

- i) Proposals shall be submitted in a sealed envelope to the Chief Executive Officer , Meghalaya Water Resources Development Agency, Agriculture Complex, Lower Cleve Colony, Shillong 793003, Meghalaya, India. Bidders or their duly authorized representative may attend the bid opening process.
- ii) Proposal should be a complete document bound as a volume. The document should be page numbered, duly signed with seal and appropriately flagged and contain the list of contents with page numbers. Any deficiency in documentation may result in rejection of the offer.
- iii) The following documents must also be submitted with the proposal:

- The bidder must sign each page of this RFP document, and submit the complete document without detaching any page.
- All documents related with Partnership Deed / Articles of Memorandum of Association or Proprietorship Deed as the case may be attached.
- Certificate of Incorporation of the firm .
- Power of Attorney/General Power of Attorney or proper authorisation to the person empowered by the firm to sign the documents on its behalf.
- List of professionals and key officials including the details of the key hydrologist, engineers, GIS specialist and other professionals to be deputed on the project with their Educational qualifications, experience, name, telephone No., e-mail ID etc must be provided (**format provided in Annexure III & IV**)
- Service Tax Registration number and attested copy of Registration Certificates.
- Details of past experience of having carried out similar works by the Consultant with supporting documents including the work completion reports.
- Any other information, documentary evidence in support of suitability of the offer.
- Duly filled and signed Statement of Applicant (Annexure II)
- Duly filled and signed Bid-Form conveying acceptance of all the terms and conditions of the RFP document (Annexure I)

#### **3.4 Authorized Signatory :**

The Consultant as used in the RFP shall mean the one who has signed the RFP document forms. The Consultant should be the duly Authorized Representative of the Consultancy Firm, for which a certificate of authority is to be submitted.

#### **3.5 Misrepresentation of facts:**

If at any stage of Tendering process or during the currency of the Contract, any suppression / falsification of such information is brought to the knowledge, the Meghalaya Water Resources Development Agency, Shillong, shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the bidder.

### **3.6 Right to accept proposal:**

The Meghalaya Water Resources Development Agency, Shillong, reserves the right to accept or reject any proposal and to annul the empanelment process and reject all proposals at any time prior to award of contract without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for such decision.

### **3.7 Confidentiality:**

- i. The Consultant recognizes that as a result of the receipt of this Request for Proposal and participation in this Request for Proposal process, the team will have access to and / or utilize information which is confidential and proprietary.
- ii. The Consultant agrees to hold all such Confidential Information in the highest trust and will not divulge, disclose, distribute, release, confirm or otherwise disseminate any such confidential Information other than that which is required in the presentation of its proposal, without the express written permission of the Meghalaya Water Resources Development Agency, Shillong.
- iii. The Consultant agrees to return all such confidential Information to the Chief Executive Officer, Meghalaya Water Resources Development Agency, Shillong upon the completion of its involvement in the Request for Proposal process.

### **3.8 Conflict of interest:**

Consultants must provide professional, objective, and impartial advice and at all times hold the, Meghalaya Water Resources Development Agency, Shillong interests paramount, strictly avoid conflicts with other assignments/jobs, downstream projects or their own corporate interests and act without any consideration for future work. The Consultant is also required to furnish a Statement of Non Conflict along with their proposal.

### **3.9 Evaluation of Proposals**

- i) Preliminary scrutiny of the proposal will be made to determine whether they are complete, required tender cost have been furnished, whether the documents have been properly signed, and are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.
- ii) Bids complying with all the requirements mentioned under Clause 3.1 and Clause 3.3 of the RFP document shall be treated as substantially responsive bids.
- iii) Proposals would be further evaluated for only those bidders who are qualified during the pre-qualification and they would be required to make a presentation before the

technical committee. The parameters and weightage to be used for technical evaluation will be based on Annexure V

- iv) All the bidders who secure a technical score of 60 or more as per Annexure -V will be declared as technically qualified for empanelment with Meghalaya Water Resources Development Agency. However the discretion for the number of consultants to be empanelled will lie with the Meghalaya Water Resources Development Agency.

**3.10 Award of contract:**

On acceptance of the proposal for awarding the contract, Meghalaya Water Resources Development Agency will notify the successful bidders that their proposals have been accepted and that they would be empanelled.

## **Part-IV – Other Conditions**

### **4.0 Other Conditions:**

#### **4.1 Consultant's Code of Conduct:**

##### **The Consultant**

- i) Shall ensure compliance to all state & central governmental norms on Statutory
  - ii) Compliances such as, Environmental Protection, Minimum Wages, Child Labour, Anti Bribery, Corruption, Health & Safety etc.
- ii) Shall follow all environmental, Health & Safety and other operational policies of the Government of India while executing the work under this agreement/ contract at the project site.
- iii) Shall not take any recourse to any unethical behaviour (implicit or explicit) with any employee of Meghalaya Water Resources Development Agency for the purpose of obtaining any order or information that may result in a favourable financial impact.
- iv) Shall not offer or accept bribe or use other means of obtaining undue or improper advantage. No Consultant, or its representatives or employees, shall offer to any employee of Meghalaya Water Resources Development Agency a kickback, favour, gratuity, or anything of value to obtain favourable treatment or for advancement of business.
- v) Shall not take any advantage of any family/social/ political connections in obtaining favour with regard to any order. Merit shall be the sole attribute for association with Meghalaya Water Resources Development Agency.
- vii) Shall desist from any unfair trade practices with your competitors which are also associated with the Meghalaya Water Resources Development Agency.
- viii) Shall protect/ not in-fringe with any intellectual property/ information/ technology which comes to knowledge during the course of your relationship/ business dealings with Meghalaya Water Resources Development Agency.

#### **4.2 Codes and Language to be used:**

All technical services to be rendered under the contract shall be executed in the manner set out in this contract and in accordance with the best trade/ engineering practices in accordance with the Bureau of India Standards, CWC guidelines, etc. Wherever the codes are not mentioned, best International Standards shall be followed with the approval of Meghalaya Water Resources Development Agency. Any deviation from standard shall need the approval in writing by the Meghalaya Water Resources Development Agency, and in such matters, Meghalaya Water Resources Development Agency shall be the sole authority. The English language shall be the language to be used in all correspondence, instructions, drawings, specifications, catalogues, brochures, pamphlets, documents and any other data to be given.

#### **4.3 Deployment of Manpower:**

Meghalaya Water Resources Development Agency shall be entitled by notice to object to any representative or person employed by the consultant in carrying out the assignment if he shall, in the opinion of Meghalaya Water Resources Development Agency, misconduct himself or herself or be incompetent or negligent, and the consultant shall remove such person from the works and appoint a suitable replacement

#### **4.4 Correspondence with Meghalaya Water Resources Development Agency:**

Any contractual notice, report, certificate or other communication to be given to the Meghalaya Water Resources Development Agency shall be served by sending the same by electronic mail/facsimile transmission (with a confirmation copy by couriers or by hand delivery only in case of major issues relating to the order, viz. Notices of Tests, arbitration, making a claim, termination etc.) to, or by leaving the same at, the addresses as may be specified for that purpose in writing to the Consultant and upon obtaining proper receipt of the same.

**PART- V: Tendering Forms**

**Annexure I**

**Letter of Technical Tender**

Date: .....

Invitation for Tender No.: .....

To:

Dear Sir,

I/We, the undersigned, have examined the Request for proposal for the Empanelment of Consultants with the Meghalaya Water Resources Development Agency and are in full conformity with the said RFP.

We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

We agree to abide by this Proposal, consisting of this letter, the TOR, Prequalification and Technical Proposal, the duly notarized written power of attorney, and all attachments, for a period of 180 days from the date fixed for submission of Proposals as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period

Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.

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

Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.

Signature.....

In the capacity of.....

Duly authorised to sign proposal for

And on behalf of.....

Date.....

Place.....

## STATEMENT OF APPLICANT

1	Name of the bidder	
2	Address of Head Office Telephone Fax No. E-mail Address	
3	Address for communication (if different)	
4	Legal Status	
5	Place & date of incorporation/establishment/ registration	
6	Applying as Individual Applicant or a Company	
7	Total Number of permanent Employees	
8	Main line of business and Specialization	a) Activity..... Since ..... year
		b) Activity..... Since ..... year
		c) Activity..... Since ..... year
9	Whether any part of the work is proposed to be sub contracted, if so, whether relevant details have been given in the offer	

(Name &amp; Signature of Authorized Representative)

Place:

Date:

**ORGANISATION & TEAM COMPOSITION FOR THE ASSIGNMENT**

Sl. No.	Name and Designation of Expert	Educational Qualification	Area of Expertise and years of experience	Task / position proposed to be Assigned

Note: As required the bidder has to use the above format and submit details as sought.

## CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF

[For each position of key professional separate form will be prepared]

- 1) Name of Staff :
- 2) Proposed Position :
- 3) Date of Birth :
- 4) Nationality :
- 5) Education : [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]
- 6) Membership of Professional Associations :
- 7) Other Training :
- 8) Countries of Work Experience : [List countries where staff has worked in the last ten years]
- 9) Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing] :
- 10) Employment Record : [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]

From [Year]: To [Year]:

Employer:

Positions held:

- 11) Detailed Tasks to be assigned [List all tasks to be performed under this Assignment]
- 12) Work Undertaken that Best illustrates Capability to Handle the Tasks to be assigned [Among the Assignments in which the staff has been involved, indicate the following information for those Assignments that best illustrate staff capability to handle the tasks.]

Name of Assignment or project :

Year:

Location:

Employer:

Main project features :

Positions held :

Activities performed :

**13) Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Signature of staff member]

Certified that I shall be available for the above assignment for the duration of the Consultancy Assignment.

Signature:

Name:

Proposed Designation:

## Criteria for evaluation of proposals

Item	Criteria	Sub criteria	Marks
1	No. of Flood Control related consultancy Services (10 marks)*	None	0
		Yes	10
2	Understanding of the assignment and Proposed methodology (evaluation of presentation) (30 marks)	Understanding of assignment	15
		Proposed methodology	15
3	Availability of resources and personnel required for offering consultancy services. (20 marks)*	Number of personnel	20
4	Qualifications and experience of Key bidder/ project leaders, hydrologist, engineers, GIS experts, etc (40 marks)*	Qualification	20
		Experience	20

(Note \* Marking will be evaluated based on comparison amongst bidders)