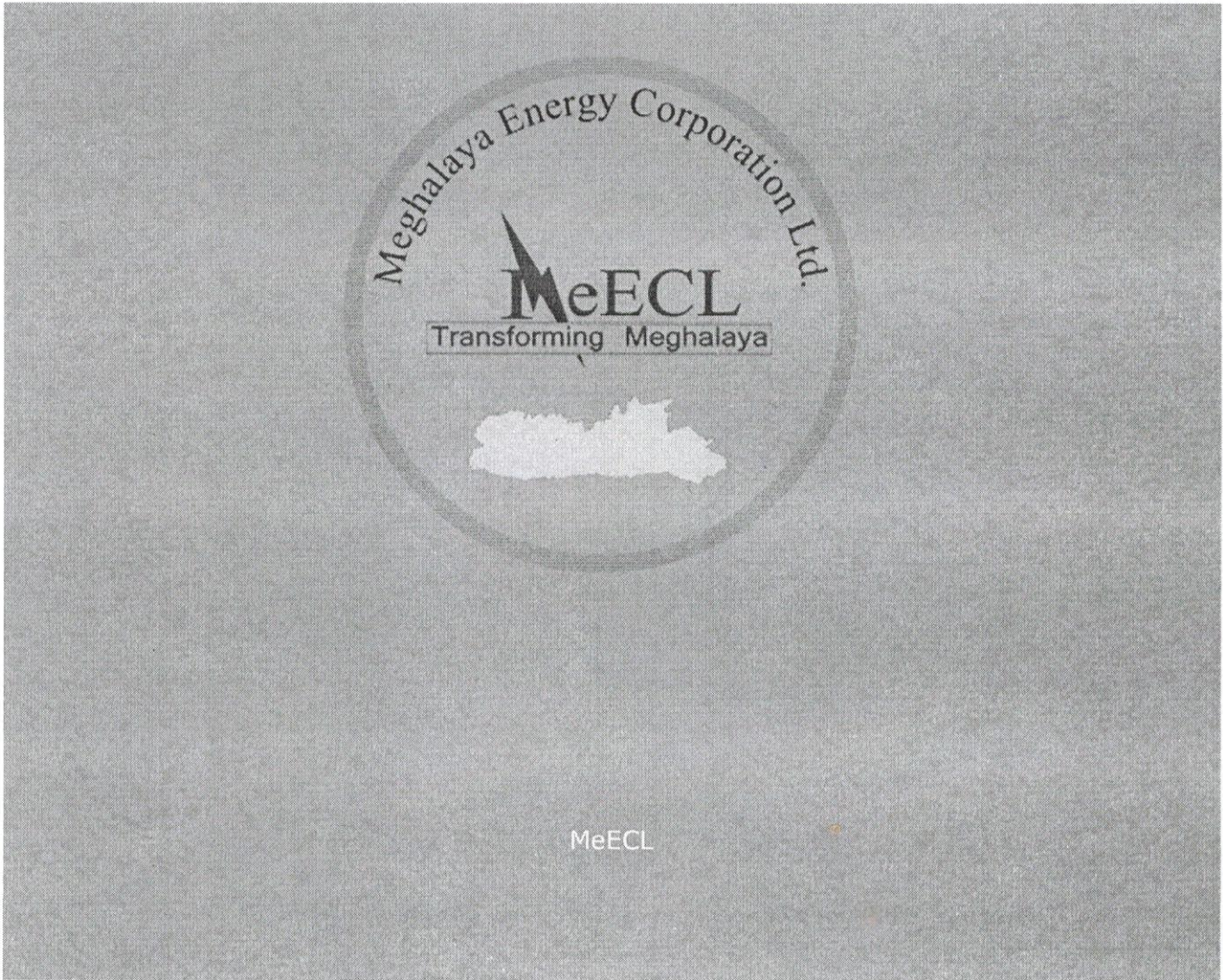


DIRECTOR CORPORATE AFFAIRS
26 FEB 2025



MeECL

Meghalaya Energy Corporation Limited

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Richard



Meghalaya Energy Corporation Limited

Request for Proposal (RFP)

Document

**For Empanelment of Manpower Agency for Providing
Technical/Administrative Manpower for Meghalaya
Energy Corporation Limited and its subsidiary company**

Sealed proposal in two part bid submission affixing a court stamp of Rs. 25 (Twenty-Five Only) are invited by the Meghalaya Energy Corporation Limited vide this tender to empanel eligible manpower service provider to provide manpower for carrying out the technical/administrative works for Meghalaya Energy Corporation Limited and its subsidiary companies for an initial period of 12 months.



Director Corporate Affairs
Meghalaya Energy Corporation Limited

Meghalaya Energy Corporation Limited

Definitions

In this bid document (including all the appendices), unless the context otherwise requires, the terms given below shall have the following meanings assigned to them:

- 1.1 "Addendum" shall mean any other document issued to the bidders in addition to the bid document by the MeECL in this context of the bidding process.
- 1.2 "Agency/Service Provider/Contractor" shall mean the successful bidder who has received the Letter of Award and signed the agreement with the MeECL to execute the Contract.
- 1.3 "Award of Contract" shall mean the issue of the Letter of Award.
- 1.4 "Bid/Tender" shall mean the proposal/document that the bidder submits in the requested and specified form as mentioned in bid documents.
- 1.5 "Bidder" shall mean the firm/party who quotes the offer against a tender or enquiry.
- 1.6 "Bid documents" shall mean all the documents issued to the bidder to procure works/services.
- 1.7 "BG" shall mean Bank Guarantee.
- 1.8 "Business" shall mean administrative or technical work relating to distribution/transmission/generation business.
- 1.9 "Commencement period" Shall mean the period of 20 days" from the date of signing of Contract.
- 1.10 "Companies Act" Shall mean The Companies Act, 2013 (as amended or replaced from time to time).
- 1.11 "Contract" means the Contract Agreement entered into between the MeECL and the Agency, together with the Contract Documents referred to therein; all such documents shall constitute the Contract and the term Contract shall in all such documents be construed accordingly.
- 1.12 "Contract value" shall mean the Original contract value, as adjusted after giving effect of (i) price escalation (as per the statutory provisions), and



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- (ii) changes in statutory taxes which is to be compensated by MeECL as per the contractual provisions (if any).
- 1.13 "Effective date of contract" shall mean the day after expiry of 60 days" from the date of signing of Contract.
- 1.14 "EMD" shall mean Earnest Money Deposit.
- 1.15 "Controlling Officer" shall be the officer under whose office the Manpower is deployed.
- 1.16 "Instruction" shall mean any drawings and/or instruction in writing, details, directions and explanations issued by the MeECL from time to time during the Contract Period.
- 1.17 "Month" shall mean calendar month.
- 1.18 "Notice in Writing" or "Written Notice" shall mean a notice, in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last known private or business address or registered office of the addresses and shall be deemed to have been received when in ordinary course of post, it would have been delivered.
- 1.19 "Service Recipient" shall mean the Meghalaya Energy Corporation Limited, Meghalaya Power Distribution Corporation Limited, Meghalaya Power Generation Corporation Limited or Meghalaya Transmission Corporation Limited.
- 1.20 "Services" shall mean all the services which the successful bidder is required to provide under the scope of work to the Service Recipient under the Contract.
- 1.21 "Successful bidder" shall mean the bidder who has received the letter of empanelment from the Service Recipient to execute the contract.
- 1.22 "Work Order" means written order signed by the Service Recipient after the successful bidder has acknowledged the LOA. This along with LOA, Specification (RFP) Document and the bidder's response to RFP shall constitute Part of the Contract.
- 1.23 "Work" shall mean services to be provided by the Agency under the "Work Order" or Contract"



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1.24 "WC" means Workmen Compensation Policy as per the "The Workmen Compensation Act, 1923" which is now superseded by "The Employee's Compensation Act, 2010"

Timelines for the Bid

Particular/Activity	Date
Availability of Tender Document on the Website of the Meghalaya Energy Corporation Limited.	26/02/2025
Submission of Pre-Bid Queries/ Clarification	12/03/2025
Pre-Bid Meeting	17/03/2025
Last Date of Submission of Bids	24/03/2025 – 3:00 PM
Opening of Technical Bid	24/03/2025 – 5:00 PM
Opening of Financial Bid	01/04/2025
Issuance of Letter of Award	08/04/2025
Signing of Contract	12/04/2025



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Instructions to the Bidder

1. Background

Meghalaya Energy Corporation Limited is having three subsidiaries viz., Meghalaya Power Distribution Corporation Limited, Meghalaya Power Transmission Corporation Limited and Meghalaya Power Generation Corporation Limited which are involved in the business of power distribution, transmission and generation respectively. Need has been felt to empanel the manpower service provider for providing manpower for various administrative/technical works for the MeECL and its three subsidiaries. Accordingly, Meghalaya Energy Corporation Limited is floating this tender to invite quotation from the reputed manpower providing agencies to provide manpower for the aforesaid purpose on a need basis.

2. Scope of Work

The contractor shall be required to provide following categories of manpower as and when required by MeECL and its three subsidiary Companies.

Name of Post	Category	Qualification
Electrician	Skilled	Minimum qualification of HSSLC with ITI Certificate having experience of minimum 3 years. The Age limit shall be not less than 21 years as of 01.01.2025 up to 37 years as of 31.12.2025. In addition, the candidate will have to obtain a valid License from the Senior Electrical Inspector, Electrical Licensing Board Meghalaya.
Lineman	Skilled	Minimum qualification of Class VIII Standard and above having experience of minimum 3 years. The Age limit shall be not less than 21 years as of 01.01.2025 up to 37 years as of 31.12.2025. In addition, the candidate will have to obtain a valid permit from the Senior Electrical Inspector, Electrical Licensing Board Meghalaya.



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Name of Post	Category	Qualification
Multi-Tasking Assistant (D.E.O, LDA-cum-Typist)	Skilled	Minimum qualification Graduate with adequate computer knowledge and having work experience of at least 1 year. The Age limit shall be not less than 21 years as of 01.01.2025 up to 37 years as of 31.12.2025.
Multi-Tasking Assistant (Meter Readers)	Skilled	Minimum Qualification of SSLC or above. The Age limit shall be not less than 21 years as of 01.01.2025 up to 37 years as of 31.12.2025 and having experience of 3 years as meter reader.
Multi-Tasking Assistant (Drivers)	Skilled	Minimum qualification of HSSLC having valid LMV driving license and driving experience of at least three years. The Age limit shall be not less than 21 years as of 01.01.2025 up to 37 years as of 31.12.2025.
Multi-Tasking Attendant (Peon, Cleaner, Chowkidar etc.)	Unskilled	SSLC or below The Age limit shall be not less than 21 years as of 01.01.2025 up to 37 years as of 31.12.2025.

3. Eligibility Criteria

- 3.1.** The Bidder must be registered under Companies Act 2013 in India/ Partnership Firm Registered Under Indian Partnership Act 1932 or Limited Liability Partnership Firm registered under Limited Liability Partnership Act 2008. Only sole bidders shall be allowed to participate. No consortium bid would be accepted under this tender. The bidder should submit the incorporation certificate along with the proposal.
- 3.2.** The bidder should have a minimum average annual turnover of Rs. 50 Lakh during the last 3 financial years i.e., 2021-22, 2022-23 and 2023-24. The bidder should submit a certificate from the Chartered Accountant in this regards duly supported with the Audited Annual Accounts for the aforesaid 3 financial years along with the technical bid.
- 3.3.** The bidders having a registered office in Meghalaya would be preferred. In case the bidder is having the office in Meghalaya, it should have the necessary Trading License from the concerned Autonomous District Council in Meghalaya for non-tribal firms.



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- 3.4.** Service provider will give highest preference to the locals of the State of Meghalaya. Only in case the required criteria are not met by the local candidates, recruitment can be done from outside the state. In such case the service provider will obtain written approval from the Service Receiver.
- 3.5.** The Bidder should be mandatorily registered under GST Act, EPF Act, ESIC Act, Contract Labour (Regulation and Abolition) Act 1970, etc. The bidder shall submit the documentary evidence of the mandatory registrations mentioned above along with the Technical Bid.
- 3.6.** The bidder should have executed minimum 5 similar contracts in the last 3 years with minimum duration of individual contract being not less than 1 year. The bidder should submit the completion certificate/ copies of work order for the completed contracts along with the technical bid.
- 3.7.** The bidder should have executed at least one contract of similar nature of annual value of more than equal to Rs. 15 lakhs in any one of the last 5 years.
- 3.8.** The bidder should not be blacklisted/ debarred either by the client or any government or semi-government organization, PSU, Urban Local bodies. The bidder shall submit an undertaking/ declaration that they have not been blacklisted by any such entity on a Non-Judicial stamp paper of Rs. 100 duly notarized by appropriate authority.
- 3.9.** The proposal submitted by the parties which satisfy the above eligibility criteria shall be considered for further evaluation.

4. Earnest Money Deposit

- 4.1.** The Bidder should submit Earnest Money deposit of Rs. 1,00,000/- (One Lakh Only) along with the Technical Bid through demand draft from Nationalized bank in favor of Meghalaya Energy Corporation Limited payable at Shillong, Meghalaya.



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5. Submission of Proposal

- 5.1.** Eligible bidders may submit their bids/ proposal with Earnest Money Deposit and documents as set forth in the RFP to the following address:

Office of Director Corporate Affairs
Meghalaya Power Distribution Corporation Limited,
Lumjingshai, Short Round Road,
Shillong -793001

- 5.2.** The proposal must be submitted in two parts:

Part A- Technical Bid

- 5.3.** The technical bid should contain the following:

- a. Covering Letter
- b. Earnest Money Deposit.
- c. Incorporation Certificate.
- d. Eligibility Criteria related documents as detailed in the Section 3- Eligibility Criteria.
- e. Undertaking for Blacklisting on Non-Judicial Stamp Paper of Rs. 100 notarized.
- f. Power of Attorney in the name of the person signing the bid duly notarized by appropriate authority.
- g. Undertaking for bid validity upto 180 days from the date of submission.
- h. Undertaking for no-deviation from criteria under RfP.

Part B- Financial Bid

The financial bid must be submitted as per **Format A** annexed to the RfP.

- 5.4.** The bidder should ensure that there is no alteration in the bid like overwriting, erasing, cutting etc.
- 5.5.** The interested parties must attend the pre-bid meeting as per the scheduled date and time through virtual or physical mode. During the pre-bid meeting, the bidder shall make a presentation demonstrating their capability and past



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experience. The time slot for the presentation shall be restricted to 15 minutes per bidder.

6. Non-Responsive Bids

6.1. In case the bidder does not responds to the queries/ clarifications, if any from the Meghalaya Power Distribution Corporation Limited, the bid shall be

considered non-responsive and in such case the bid shall not be considered for further evaluation and the EMD shall be forfeited.

7. Evaluation Criteria

7.1. Technical Evaluation: In the first stage, the technical proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria.

Sl.No.	Components for Techno-Commercial Evaluation	Score (Max.)	Document's Required	Remark
1.	Overall experience in providing Manpower across all Sectors including public Sector.	30	Work order(s) or completion Certificate	More than 2 Years up to 5 Years: 5 Marks More than 5 Years up to 10 Years: 15 Marks. More than 10 Years: 30 Marks
2.	Experience in providing of Manpower in Central/State PSU(s) Government Department (s)/ Transmission/ Distribution/ Generation Company in similar Field.	30	Work order(s) with Completion Certificate	Nos of Executed Contracts up to 5 but not less than 3: 10 Marks Nos of Executed Contracts more than 5 up to 10: 20 Marks Nos of Executed Contracts more than 10: 30 Marks
3.	Value Single Contract executed of Rs. 15 Lakhs in last 5 years	10	Work order(s) or completion Certificate	Nos of such Executed Contracts at least 1: 5 Marks Nos of such Executed Contracts more than 1 up to 5: 7 Marks Nos of such Executed Contracts more than 5: 10 Marks



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Sl.No.	Components for Techno-Commercial Evaluation	Score (Max.)	Document's Required	Remark
3.	Average Turnover (from manpower providing services) of Last 3 Years.	15	Certificate by a Chartered Accountant and supported with Audited Accounts	Average Turnover up to 50 Lakhs: 5 Marks Average Turnover more than 50 Lakhs up to 1 Crore - 10 Marks Average Turnover more than 1 Cr.- 15 Marks
5.	Approach and Methodology	15	A&M Presentation	
	Total	100		

7.2. The minimum eligibility criteria for further evaluation would be minimum 60 marks in the Technical Evaluation. The bidders whose technical score is less than 60 will not be considered for further evaluation.

7.3. Financial Evaluation: The financial evaluation of the proposal submitted in the format provided in the RfP shall be evaluated in terms of the service charges expressed in percentage shall be considered. The bidders quoting the lowest percentage would be considered as the L1 bidder.

7.4. In case there are two bidders quoting the same percentage are L1, the bidder having the highest technical score would be considered as the L1 bidder.



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8. Terms and Conditions of the Contract.

8.1. General

- 8.1.1. The period of Contract under the scope of work shall be up to 24 months from the date of placement of LOI/LOA which can further be extended in two tranches of one year each on mutual consent between both the parties on same rates, terms and conditions, as specified in bid documents, Based on the performance of the contractor. However, the Discom may terminate the contract by giving 60 days' notice without assigning any reason.
- 8.1.2. The Selected Bidder shall submit the Performance Bank Guarantee of Rs. 5,00,00/- (Rupees Five Lakhs Only) within 10 days of the signing of the contract.
- 8.1.3. The selected bidder shall, within 15 days of the receipt of the directions from the Meghalaya Energy Corporation Limited, shall depute the required manpower at the desired location.
- 8.1.4. The manpower shall strictly adhere to the working hours as per the shift and shall mark regular attendance while entering the office and leaving the office. The same shall be verified by the Controlling Officer on a monthly basis.
- 8.1.5. The selected bidder is required to pay wages to its deployed personnel on or before the 7th of every month. The wages must be at least equal to the minimum wages applicable to skilled personnel, as determined by the Labour Commissioner, Government of Meghalaya, under the Minimum Wages Act, 1948, or its latest amendments. The payment shall be made exclusively through bank transfer to the accounts of the deployed personnel. Any wage revisions notified by the Government of Meghalaya from time to time shall be binding on the contractor from the effective date specified in the notification.
- 8.1.6. The Selected shall discharge its liability for the deployed Labour in respect of Employees Provident Fund under The Employee" Provident Funds and Miscellaneous Provision Act, 1952



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- 8.1.7. The Selected Bidder shall discharge/bear its liability for the deployed Labour in respect of Employees State Insurance corporation (ESIC) under the Employee's State Insurance Act, 1948, and in case where ESIC is not applicable in a particular area then the contractor will get insured the deployed Labour under Workmen Compensation Insurance Policy from any of the PSU" s.
- 8.1.8. The Selected Bidder shall be liable to give work off/holidays to the deployed manpower as per the Contract Labour (Rules and Abolition) AAct, 1970 or latest amendments thereof and shall also be liable to provide the substitute manpower for such periods.
- 8.1.9. The contractor shall ensure that each deployed laborer is provided with a photo identity card, which must be presented upon request by the officer-in-charge

8.2. Billing and Payment

- 8.2.1. The bidder shall raise the bill by 7th of every month in arrears along with the attendance sheet. The bill shall be submitted to the concerned Controlling Officer along with all the required documents.
- 8.2.2. The Controlling Officer shall verify the bill and shall approve the same and send it to the accounts section/ branch for the payment along with the performance report of the manpower deputed by the manpower clearly specifying the work performed as satisfactory or below expectation.
- 8.2.3. The payment shall be made within 45 days of the presentation of bill complete in all respect.
- 8.2.4. In case it is found that the manpower deputed by the bidder was not present on certain days and no replacement was provided against the same, the payment shall be deducted on a pro-rata basis.
- 8.2.5. Further, in case, the performance report from the Controlling Officer is not satisfactory or below expectations, a 5% deduction will be applied to the monthly bill for the first instance. For each subsequent unsatisfactory or below-expectation report, the deduction will increase by 1% per month.



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8.3. Penalty

8.3.1. The penalty of the 5% of the contract value shall be imposed in case the bidder is not able to provide the requisite manpower within the stipulated timelines as stated at 8.1.3.

8.4. Termination

8.4.1. In case the bidder's performance is not upto the mark or there have been multiple defaults in terms of the timelines, resource deployment, or providing substitute of the manpower deployed in case of absence, the contract shall be terminated. Further, in case of termination, the cost of the work incurred in getting the work done from other contractor shall be recovered from the bidder.

8.5. Changes in Manpower Requirement

8.5.1. The contractor shall deploy the required manpower as per the notification of the Controlling Officer of the respective Circle/Division. The Service Recipient retains the right to modify the manpower requirement—either increasing or decreasing it—based on operational needs during the contract period. The contractor must adhere to these changes without objection. Any adjustments shall remain within the specified variation limit of -50% to +100% as stated in the contract specifications.

9. Amendment to the Bid Document

9.1 At any time prior to the deadline for submission of the bid or extended date, if deemed necessary, the MeECL reserves the right to add/modify/delete any portion of bid document by issue of an amendment/addendum, which will be sent to all such bidders, who have indicated their intention to bid. The MeECL will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise by the bidder. The MeECL shall assume that the information contained therein will have been taken into account by the bidder in its bid.

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- 9.2 The amendment(s) to bid documents shall be binding on all bidders.
- 9.3 In a scenario where the interested bidder has already submitted its bid post which the MeECL issues an addendum/amendment to this bid document then such bidders shall be allowed to submit addendum to the already submitted bid



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Format A- Pro-Forma for Submission of Financial Bid

S No.	Category	Rate per Day	EPF@13% of Ceiling Limit	ESI @3.25% of Total Charges	Service Charges (%)
1.	Skilled Manpower	As per the Notification from Labour Department of Meghalaya Under Minimum Wages Act 1948 and as amended from time to time.	As per Regulatory Provisions under EPF Act	As per Regulatory Provisions Under ESIC Act	To be quoted by Bidder as percentage of total Charges.

Handwritten signature



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Format B- Format for Submission of the Details of Employees

S No.	Name of Employee	Date of Birth	Qualification	Experience	Place of Origin

The Bidder shall submit the details of all the employees in the format above along with the supporting documents as under:

1. Degree/ Mark sheets as a proof for the required qualification.
2. Any document issued by the Government Authority clearly specifying the date of birth like Birth Certificate, Admit Card, PAN Card, Adhaar Card, Driving license etc.
3. Details of experience along with the documentary evidence of the same.
4. Adhaar Card for the place of origin.

Handwritten signature