

**Empanelment of IT Solutions Provider for
Hosting, Maintenance, Updating, Content
Creation for the Website and Social Media
Management for 24 months**

DIRECTORATE OF FOOD PROCESSING
Government of Meghalaya
Cleve Colony
Shillong – 793003
www.dofpmeghalaya.com



Details

The Directorate Of Food Processing invites Agencies to submit their proposal for **Empanelment of IT Solutions Provider for Hosting, Maintenance, Updating and Content Creation for the Website and Social Media Management for 24 months.**

It is important to note that the Directorate Of Food Processing will empanel only ONE shortlisted agency post selection by the Selection Committee based on the past experience and cost proposed.

1. Date of Issue of EOI – 6th March 2023
2. Initially the offer for EOI shall be valid for eighteen (18) days. This may be extended further if required by DOFP
3. EOI Proposal Submission Mode - Submission through physical mode/courier/post at / to -

The Officer on Special Duty,
Directorate Of Food Processing,
Cleve Colony, Shillong-793003,
East Khasi Hills District, Meghalaya

4. Last Date of Submission – 20th March 2023
5. Contact Details – 9436171683 or dofpmeghalaya@gmail.com

EXECUTIVE SUMMARY

The Government of Meghalaya created the **Directorate Of Food Processing** under the Department of Agriculture in May 2018 to look into the various activities relating to Food Processing in the State. Among its various listed objectives, those that form an appropriate background to understanding the purpose of this document include:

- 1) To **develop entrepreneurship** in the State
- 2) The Directorate aims at **creating academic opportunities** for the youth
- 3) The Directorate makes all possible efforts to **expand the market** for the processed products

These objectives are largely supported by technology since they need wide reach and information dissemination between the youth and food processing sectors across the globe. This is where technology plays an important role and the Directorate website and Social Media handles have been the medium used to propagate information thus far.

INTENT

This EOI is to empanel an **IT Solutions Provider for Hosting, Maintenance, Updating and Content Creation for the Website and Social Media Management**.

The validity of the empanelment is for 24 months from the date of appointment.

TERMS OF REFERENCE

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

QUALIFICATION CRITERIA

1. The Bidder shall be Agencies/ Firm/ Company/ Partnership/ Limited Liability Partnership (LLP) /Proprietorship/ Govt. Undertaking registered under the Indian Companies Act, 1956/ Indian Partnership Act, 1932 (whichever is applicable). All subsidiary/ holding/associate/ affiliates in India shall be treated as one entity
2. The Bidder must have its main registered office in Meghalaya
3. The Bidder must have experience in the same field as the project requirement in the last 2 years

4. The agency needs to have delivered 3 (three) similar assignments in Content Creation & Operation of Social Media Channels. Work order may be submitted
5. The Data Centre DC/DR where the websites will be hosted should be within India and Tier III with ISO 27001 certification and should follow all the ISO process. Self-declaration may be submitted along with address of the DC and DR Sites
6. Valid Trading License for Non-Tribal issued by the concerned Autonomus District Council.
7. ST/SC Certificate (if applicable).
8. The Bidder shall have a minimum Average Annual Turnover of INR. 20 lakhs (Rupees twenty lakhs) in the past two financial years preceding the EOI submission date from similar activities as sought in this EOI which is certified by a Chartered Accountant
9. The Bidder should not have been blacklisted or Barred by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organization of Central or State Government as on Bid submission date

CRITERIA AND SELECTION METHOD

1. The screening of all EOIs received shall be as per eligibility conditions mentioned in this document and based on verification of certificates / attachments submitted
2. A Selection Committee has been constituted to evaluate all EOIs based on their past experience of handling similar projects and the firm's financial proposal. The Selection Committee's decision will be final
3. Firms will be shortlisted based on the following scores: -
 - i. Past experience in similar projects : 50%
 - ii. Cost quoted for execution: 50%
4. Empanelled agency will be awarded work based on their capabilities and specialisation
5. The selected **Agency** will be issued Work Order based on an agreed upon price proposal
6. Prior to completion of the 24 months, the selected Agency should do a proper hand over to the Directorate of Food Processing.
7. Once again, the Selection Committee's decision will be final

INSTRUCTIONS

The Expression of Interest (EOI) is to be submitted in the manner prescribed below: -

The Agency shall submit an envelope clearly labelled: “Empanelment of **Solutions Provider for Hosting, Maintenance, Updating and Content Creation for the Website and Social Media Management for DOFP, Government of Meghalaya**” and containing:

1. Applicant Cover Letter – Format 1
2. Applicant’s Records – Format 2
3. Applicant’s Financial Strength – Format 3
4. Applicant’s experience in similar projects – Format 4
4. Monthly cost for the for Hosting, Maintenance, Updating and Content Creation for the Website and Social Media Management
5. All supporting documentations as specified in Format 2 of this document
6. A self – declaration on a non-judicial stamp paper – Format 5

The signature of the applicant, along with his/her stamp must be present on every printed page of the submitted EOI

Format 1 – Cover Letter

[Date]

To,

The Officer on Special Duty,
Directorate Of Food Processing,
Cleve Colony,
Shillong-793003,
Meghalaya

Subject: EOI for Empanelment of IT Solutions Provider for Hosting, Maintenance, Updating and Content Creation for the Website and Social Media Management for DOFP, Government of Meghalaya

Sir/Madam,

With reference to your EOI Document dated _____. We have examined the published documents and understood their contents. We hereby submit our Proposal for Empanelment of IT Solutions Provider for Hosting, Maintenance, Updating and Content Creation for the Website and Social Media Management. Our correspondence details with regard to this EOI are:

1. Name of the Contact Person
2. Address of the Contact Person
3. Name, designation and contact, address of the person to whom, all references shall be made, regarding this EOI
4. Mobile number of the Contact Person
5. Email ID of the Contact Person

We certify that all information provided in the proposal and those attached are true and correct and that nothing has been omitted which renders such information misleading. All documents accompanying this proposal are true copies of their respective originals. We shall make available any additional information that may be deemed necessary or required for supplementing or authenticating the EOI. We understand that submitting this proposal does not mean a Work Order and agree and undertake to abide by the terms and conditions as set in the EOI document.

Yours faithfully,

(On Behalf of Company Name)

(Signature, name and designation of the authorized signatory)

Format 2 – Bidder’s Record

1. Legal Name of the Agency
2. Registered Office Address
3. Agency is blacklisted by Government
4. Agency registered under Act
5. Registration Number and Date of Registration
6. Working Experience in total
7. Similar Experience in _____Years (Format 4 with Work Orders / Completion Certificates as Proof)
8. Annual Turnover Certificate for three years (FY 2019-20, FY 2020-21) - Format 3 with Turnover CA Certificate as Proof to be attached

Format 3 – Financial Strength

S. No	Financial Year	Whether profitable Yes/No	Annual Net Profit (INR)	Overall Annual Turnover (INR)
1.	2019-2020			
2.	2020-2021			
3.	2021-2022			

Format 4 – Experience in Similar Projects

Sl. No.	Project Name and Client Name	Project Details	Contract Dates (Start Date – End Date)	Contract values (INR)
1.				
2.				
3.				

(Add more records if needed)

Format 5 – Cost Proposal

Sl. No.	Activity	Cost per month
1.	Hosting & Maintenance	
2.	Content Creation & Updation	
3.	Social Media Management	

(Add more records if needed)

Format 6 – Self-Declaration

Self - Declaration Form

I / We the undersigned do hereby declare that I / we have never been blacklisted and / or there was no debarring actions against us for any default or misdeed by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any other Autonomous organization of Central or State Government as on EOI submission date.

In the event of any such information pertaining to the aforesaid matter found at any given point of time prior or during the course of the timeline of work my Empanelment and / or Work Order may be immediately terminated / cancelled without any notice and action as deemed suitable may be taken.

Date:

Yours faithfully,

Place:

Annexure 1

The IT Solutions Provider shall be responsible for effective management of DOFP website (www.dofpmeghalaya.org) and multiple Social Media handles, should it be selected.

The **Scope of work** will broadly include -

Hosting and maintenance of website

Regular content creation, usually guided by the Directorate

Though a website design / template change will not be included in the cost proposed, there may be a requirement for a change at a mutually agreed additional cost. However, it is required that the IT Solutions Provider has the experience and expertise to do so

The website requires MIS handling and hence, it is advised that the Agencies applying refer to the website

Boosting of advertisements etc. will be required and can be charged additionally

Innovative content and imagery is needed for posting on Social Media and it may be noted that no extra costs will be borne by the Directorate for this

Bills will be presented by the selected Agency every month and cleared by the Directorate accordingly

Monthly activity reports are required to be submitted by the Solutions Provider

The Agencies may propose additional activities as mentioned below -

Important to note that these are the broadly listed scope of work. However, the IT Solutions Provider can also propose suggestions for additional value-added activities and can base their concept and cost on the same.