



REQUEST FOR PROPOSALS (RFP)

HIRING AN AGENCY FOR CIVIL, CONSTRUCTION AND SITE INFRASTRUCTURE WORKS FOR ESTABLISHING COMMUNITY-LED ECO-TOURISM AND HOMESTAY IN GARO HILLS, MEGHALAYA

DATE OF SOLICITATION: SEPTEMBER 23, 2026

RFP No. PCI/RFP/2026-27/018

ABOUT PROJECT CONCERN INTERNATIONAL INDIA (PCI INDIA)

Project Concern International (PCI) India, a registered society under the Society Registrations Act, has been working in India since 1998. With the vision of building a happy, healthy, safe, and sustainable world for all, PCI deploys community mobilization strategies to co-create and scale sustainable solutions to complex social issues and improve development outcomes. Currently, we have presence in more than 17 states, directly reaching out to millions through our interventions focused on health, nutrition, women economic empowerment, gender, adolescents, social protection, and emergency response.

Please visit our website to learn more about our values, mission, vision and our work in India.

The following table brings out the dates for the main events of the bidding process for this RFP. The Bidder should note that PCI reserves the right to change these dates without assigning any reason at any stage of the bidding process.

Important information and dates

Information	Details
Name of the Assignment	HIRING AN AGENCY FOR CIVIL, CONSTRUCTION AND SITE INFRASTRUCTURE WORKS FOR ESTABLISHING COMMUNITY-LED ECO-TOURISM AND HOMESTAY IN GARO HILLS, MEGHALAYA
Date of Publishing RFP	23 September 2026
Seek Clarifications/Queries if Any	28 September 2026
Reply to Queries	30 September 2026
Last Date for Submission of bids	06 October 2026
Proposals to be submitted at	procdelhi@pciglobal.in
Receipt of Proposals	Technical and Financial proposals should be submitted as separate attachments and be submitted in a single email. <i>Financial Proposal MUST BE PASSWORD PROTECTED. Please do not include any price information/password to access the Proposal in Technical Proposal.</i>

RFP TITLE:**HIRING AN AGENCY FOR CIVIL, CONSTRUCTION AND SITE INFRASTRUCTURE WORKS FOR ESTABLISHING COMMUNITY-LED ECO-TOURISM AND HOMESTAY IN GARO HILLS, MEGHALAYA****RFP NO.:**

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NOTE:

(a) The agencies registered under the Societies/Trust/Foreign Contribution (Regulation) Act, 2010, are not required to submit applications. Proposals from these agencies may not be considered.

All queries from the bidders relating to this RFP must be submitted in writing to the email ID mentioned in the table above. Please do mention the RFP Number in the subject line. Any query received after the due date shall not be entertained. The queries can be submitted in the following format, or you may also use your own template to raise your queries.

BIDDER'S REQUEST FOR CLARIFICATION			
Name of Organization submitting request		Name & position of the person submitting the request	Complete address of the organization, phone & email of the contact person
			Address:
			Tel:
			E-mail:
Sr.	Bidding document reference(s) (section number/page)	Content of RFP requiring clarification	Points of clarification
1.			
2.			

All queries should be sent through email only to the e-mail ID mentioned above. The procurement Team at PCI shall try to provide a complete, accurate, and timely response to queries from all the bidders. All responses given by the team will be distributed to all the bidders through email.

Please note that issuance of this RFP does not constitute an award/commitment on the part of PCI, nor does it commit PCI to pay for costs incurred in the preparation and submission of an application. In addition, the final award cannot be made until funds have been fully appropriated, allocated, and committed by PCI's donors. While it is anticipated that these procedures will be successfully completed, potential applicants/bidders are hereby notified of these requirements and conditions for the award. Applications are submitted at the risk of the applicant/bidder; should circumstances prevent the award of a contract, all preparation and submission costs are at the applicant's expense.

Yours faithfully,

Procurement Team

PCI India

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RFP INSTRUCTIONS

1. INTERPRETATION OF THE CLAUSES IN THE PROPOSAL DOCUMENT / CONTRACT DOCUMENT

In case of any ambiguity in the interpretation of any of the clauses in the Proposal Document or the Contract Document, the interpretation of PCI shall be final and binding on all parties.

2. LANGUAGE OF PROPOSAL

The proposal and documents shall be in English, and it should include applicant organization name, date, RFP number, and page number as a header or footer throughout the document.

3. SUPPLEMENTARY INFORMATION / CORRIGENDUM / AMENDMENT TO THE RFP

- a. If PCI deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of the provisions of this RFP, it may issue supplements/corrigendum to this RFP.

Any such supplement shall be deemed to be incorporated by reference to this RFP.

- b. At any time prior to the deadline (or as extended by PCI) for submission of bids, PCI, for any reason, whether at its own initiative or in response to clarifications requested by prospective bidders may modify the RFP document by issuing amendment(s). All bidders will be notified of such amendment(s), and these will be binding on all the bidders.
- c. To allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, PCI, at its discretion, may extend the deadline for the submission of bids.

4. DECISION TAKEN

- a. The decision taken by PCI in the process of Proposal evaluation will be final and binding on all the bidders. The finalization of the Proposals will be done by a committee constituted by PCI for this purpose.

5. AWARD OF WORK

PCI reserves the right to shortlist deserving individuals and agencies and invite further discussion to ensure quality and cost-based selection (QCBS). PCI holds the right to award the contract to several bidders based on assessed capacity, innovation idea suggested, and other quality/ cost factors instead of a single contract holder. Hence individuals and agencies are expected to respond to the RFQ only if they agree to work in a multi-contract holder environment, fulfil the scope of work suggested, and meet the requirements as detailed.

6. TAXES AND DUTIES

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties, and levies as applicable up to the completion of the job. Any increase in the rates will not be allowed. Base cost and rate of taxes charged should be clearly mentioned.

7. BINDING CLAUSE

All decisions taken by the PCI Procurement Committee regarding the processing of the Proposals and award of the contract shall be final and binding on all concerned parties.

8. VALIDITY OF BIDS

The proposal/bid should be valid for a period of 90 days from the date of Proposal submission to

the PCI.

9. DISQUALIFICATION

The proposal is liable to be disqualified in the following cases or in case the bidder fails to meet the bidding requirements as indicated in this RFP:

- a. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as a non-conforming proposal.
- b. During the validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
- c. The bidder qualifies the proposal with his own conditions.
- d. Proposal is received in incomplete form.
- e. Proposal is received after due date and time.
- f. Proposal is not accompanied by all the requisite documents.
- g. If the bidder provides a quotation only for a part of the project
- h. Information submitted in the technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any
- i. **Commercial/financial proposal is included in the technical proposal**
- j. Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- k. In case any one bidder submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/bidders are withdrawn upon notice immediately.
- l. If the response to the pre-qualification criteria, technical proposal, and the entire documentation submitted along with that contain any information on price, pricing policy, pricing mechanism, or any information indicative of the commercial aspects of the bid.

10. PCI'S RIGHT TO TERMINATE THE RFP PROCESS

- a. PCI reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposals at any time prior to award of contract, without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for PCI's action. PCI makes no commitment, expressed or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by PCI. The bidder's participation in this process may result in PCI selecting the bidder to engage in further discussions and negotiations toward the execution of a contract. The commencement of such negotiations does not, however, signify a commitment by PCI to execute a contract or to continue negotiations. PCI may terminate negotiations at any time without assigning any reason.
- c. Failure on the part of the selected agency to execute the Contract within the defined period may, unless mutually agreed between the parties, result in an award of the same work to another agency at the risk and cost of the Agency.

****END OF RFP INSTRUCTIONS****

APPLICATION EVALUATION CRITERIA

Pre-Qualification Criteria: This covers circumstances where PCI India must exclude a Bidder from participating further in the procurement based on a pass/fail assessment of the pre-qualification response on the specific pre-qualification criteria mentioned in the table below. No further evaluation is carried out if the bidder has not met any of the Pre-Qualification Criteria Responses.

Only bidders who meet the pre-qualification criteria mentioned below will be considered for the next stage of evaluations. The Bidder must submit the Registration Certificate, extracts from the audited Balance Sheet and Profit and loss Account, a Certificate from the Chartered Accountant, and other relevant supporting documents as evidence for the pre-qualification criteria.

S. No	Basic Requirements	Specific Requirements	Documents Required
1	Registration	The Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity in India, under any one of the following categories: • A Limited Liability Partnership (“LLP”) registered under the LLP Act, 2008; • an Indian Company (“Company”) registered under the Companies Act, 1956/ 2013; • a “Partnership Firm” registered under the Indian Partnership Act, 1932; • a “Sole Proprietorship” firm, registered as such under the Applicable Laws of India. The applicant should have a minimum of 3 years of existence at the time of bid submission.	Registration documents of the Bidder as a company/firm or any legal entity along with: i. Incorporation Certificate of the company ii. PAN Card of the registered legal entity iii. GST certificate of the registered legal entity iv. Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm v. MSME Certificate (if applicable) vi. Any other supporting document, as may be Required
2	Turnover	The applicant must have an average annual turnover exceeding Rs 2 Crore based on the last three audited financial years (FY 2023–24 to FY 2025–26).	Audited Financial Statements or CA Certificate certifying the turnover with CA’s Registration Number/ Seal /certified ITR return

3	Tax Registration	The company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration
4	Blacklisting	The Bidder should not be blacklisted by Corporates, Philanthropic Organizations/Governments/or any other Procuring Agency.	Bidders must sign and return a self-declaration ¹ (as stated in Appendix D).

A technical review committee comprising representatives from PCI will review and score applications based on the following criteria. The highest scoring applicants will be short-listed.

Proposals for this Assignment will be assessed in accordance with **Quality and Cost-based selection (QCBS)** system and will involve both technical and commercial evaluation with the following weightage:

Technical Evaluation	70%
Financial Evaluation	30%

Financial proposal of only those firms receiving minimum of 70% in technical evaluation will be opened and evaluated. The Financial proposals of those firms who don't qualify in technical evaluation will not be considered for further process. The Financial Proposal must be protected. Please do not include any price information/password to access the Proposal in Technical Proposal.

SI No	Component	Marks	Weightage
Technical Bid			
	Organizational Capacity		
1.1	Organizational capacity statement demonstrates relevant experience and organizational capacity in civil construction, rural infrastructure development, site readiness and development of homestay, community, or eco-tourism infrastructure, with preference for experience in community-led and livelihood-oriented projects.	15	70%
Relevant Experience			
2.1	List of key team members who will perform the work, including their roles, relevant experience, and qualifications.	15	
2.2	Experience in civil/construction works, rural infrastructure, eco-tourism/homestay projects or similar assignments in the Northeastern Region of India shall be preferred, particularly demonstrated experience in executing projects in collaboration with academic institutions and/or Government institutions. To provide number and value of relevant completed projects; client references and demonstrated performance.	20	
Approach and Methodologies			

¹ The Bidders hereby certify that the information as given in the Self Declaration is true and accurate. If the information contained in the Self-Declaration is found false, then PCI India has the option of blacklisting the Bidder(s). Bidders also acknowledge that PCI India reserves the right to request supporting documents at any time to prove the information provided above.

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3.1	Work plan with timelines and Proposed methodology for construction, site readiness, quality insurance, installation, commissioning, and handover.	20	
Financial Bid			
Budget and Pricing			
4.1	Financial Proposal- Please include a detailed and itemized pricing for the work annexure wise each in consideration of the below • Machinery and equipment (as per specifications). • Civil/electrical/site readiness costs (if applicable). • Installation and commissioning charges. • Transportation, insurance, and taxes. Also, include a breakout of the level of effort, daily rate(s), and any other necessary and applicable direct cost to be considered with the proposal.	30	30%

Considering the technical and financial scorings, the Contract will be awarded to the Selected Bidder with the Most Advantageous Proposal.

Note: As a part of evaluation of proposals submitted by the applicants, PCI may seek further information or a presentation from the organizations for evaluation purposes. PCI may call for such information/ presentation at short notice.

****END OF APPLICATION EVALUATION CRITERIA****

"APPENDIX-A"- TERMS OF REFERENCE*Terms of Reference / Request for Proposal***1. Project Title**

Women Rise Together - Community-Led Eco-Tourism and Homestay Development in Garo Hills, Meghalaya.

2. Background & Context

Garo Hills in Meghalaya has a scenic landscape and rich cultural heritage that attract growing tourist interest. Structured visitor services, quality homestays, and trained local hosts and guides are still limited, and much of this tourism potential remains intact. Eco-tourism offers a way to turn this potential into dignified, community-owned livelihoods while protecting the local environment and culture. Well-run homestays, guided nature and river experiences, local food services, and cultural activities can create steady income for women-led self-help groups and youth, reduce out-migration, and keep tourism low-impact. The "Women Rise Together" initiative therefore aims to establish eco-tourism clusters and women-led homestays in selected villages of Garo Hills, with the dual purpose of creating dignified women-led livelihoods and developing sustainable eco-infrastructure.

3. Project Details

Particular	Details
Geographical Focus	South Garo Hills, Meghalaya
Intervention	Area/ Village
Community Homestay	New Bombera
Community Homestay	Hatiasiaand
Community Homestay	Rambligittim
Community Kitchen	Mahadeo (
Community Kitchen	Hatsia
Community Kitchen	RangtangSORA
Community Kitchen	Ailatuli
Community Kitchen	Sonawa
Community Kitchen	Siju

4. Objective

The selected agency will undertake the civil/construction and associated site-readiness works required for

establishment and operationalization of the eco-tourism clusters and women-led homestay units, in accordance with approved layouts, technical specifications, quality standards and site conditions.

- Prepare sites and complete civil, electrical, plumbing, water and utility infrastructure for the training centre, homestay and community tourist ease points.
- Construct and complete the identified structures and associated external works.
- Ensure quality, safety, workmanship and compliance with applicable standards.
- Complete testing, rectification, documentation and handover of the completed works.

5. Scope of Work

Category	Key Activities
Site Survey & Readiness	Undertake site verification, measurements and site-condition assessment; validate layouts with the implementing organisation before commencement.
Civil & Structural Works	Site clearing, earthwork, foundations, masonry, RCC works, roofing, flooring, plastering, doors/windows, painting and finishing as per approved specifications.
Electrical Works	Electrical wiring, distribution, switches, lighting points, fans, earthing/grounding and associated electrical readiness as per approved design.
Plumbing & Sanitation	Water supply lines, plumbing, sanitary works, drainage, soak pits and associated utility connections.
Water & Utility Infrastructure	Water access infrastructure, rainwater harvesting and related civil/utility works as specified.
External & Site Development	Verandas, pathways, seating bases, landscaping, fencing and other external works included in the approved BoQ.
Testing, Completion & Handover	Joint inspections, testing, rectification, preparation of as-built drawings and handover documentation.

6. Technical Specifications & Bill of Quantities

The bidder shall quote against the item-wise specifications and quantities provided in Annexure . All quantities are subject to site verification and approved drawings. Any deviation shall require prior written approval from the implementing organisation.

7. Expected Deliverables

- Site Survey & Site Readiness Report.
- Completed civil and structural works for the identified facilities.
- Completed electrical, plumbing, water and utility works as per approved specifications.
- Joint inspection and testing records, including rectification of identified defects.
- As-built drawings/layouts and completion documentation.
- Final Civil Works Completion & Handover Certificate.

8. Monitoring & Quality Assurance

- Monthly progress reporting against the approved work plan.
- Joint site inspections with the implementing organisation.
- Submission of material/test certificates and other quality documentation wherever applicable.
- Rectification of defects/non-conformities identified during inspection.
- Final acceptance only after satisfactory completion and verification.

9. Annexure 1 – Civil, Construction & Site Infrastructure BoQ

All dimensions marked “indicative” may be adjusted to suit the actual site, available space and functional requirements, subject to approval.

Sl. No.	BOQ Item / Work Component	Dimensions / Size	Technical Specifications / Materials	Current Qty.	Unit
SKILL DEVELOPMENT & TRAINING INFRASTRUCTURE					
1	Training Shed / Community Classroom	Approx. 300 sq.ft.; indicative 15 ft × 20 ft; raised platform 2–3 ft above ground; clear internal height min. 8 ft	Elevated/semi-permanent bamboo/wood structure with treated bamboo/seasoned timber posts, beams, joists and bracing. Split bamboo/bamboo mat walling with ventilation openings and insect mesh. Treated bamboo/wood flooring. GI/colour-coated sheet roofing with min. 2 ft overhang. Minimum 1 door approx. 3 ft × 7 ft and 2–3 ventilated windows/openings. Portable solar LED lighting. Includes foundations, anchoring, roofing, flooring, walling, lighting, labour, transportation and finishing.	1	Lump Sum
ECO-FRIENDLY COMMUNITY-RUN HOMESTAY UNIT					
2	Site Clearing & Earthwork	homestay footprint approx. 1,500 sq.ft. (~ 30 ft × 50 ft)	Clearing of vegetation/debris, site leveling and dressing. Manual/mechanical excavation for foundations. Filling with approved earth/murram in layers, watering and compaction. Minimum 150 mm compacted filling below floor/paved areas wherever required. Disposal of surplus excavated material. Includes all labour, machinery and incidental works.	1	Lump Sum
3	Foundation & Elevated Platform	Homestay built-up area approx. 1,500 sq.ft (~30 ft × 50 ft).; elevated floor level 2–3 ft above ground where applicable; typical structural post spacing max. 8 ft c/c	PCC base, RCC footings/stilt pads and random rubble/stone masonry. Footing dimensions and reinforcement as per structural design. Treated bamboo/seasoned timber posts, beams, joists and diagonal bracing. Treated bamboo/wood flooring over structural framework with polished/protective finish. Includes anchoring, anti-termite/moisture treatment and all associated works.	1	Lump Sum
4	Brick Masonry / Walling	Approx. 80 cu.m.; external walls 9 in., internal partitions 4.5 in.	Good-quality locally available burnt clay bricks/approved equivalent in cement mortar 1:6. Includes wall junctions, corners, openings, sill areas, lintel bearing and scaffolding.	1	Lump Sum
5	RCC Work – Columns, Beams, Lintels & Roof Slab	Approx. 40 cu.m. RCC; typical slab thickness 100–125 mm, subject to structural design	Minimum M20 grade concrete. RCC columns, beams, lintels and roof slab with TMT reinforcement, binding wire, cover blocks, centering, shuttering, staging, vibration and curing. Lintel depth typically 150–200 mm or as per structural design.	1	Lump Sum

6	Roofing & Thermal Insulation	Approx. 1,200 sq.ft. roof area; minimum 2 ft overhang where applicable	Tata Bluescope/JSW or approved equivalent GI/colour-coated steel roofing sheets of suitable gauge. Proper slope, ridge caps, flashing, fasteners and sealants. Under-deck foam/approved thermal insulation. Complete weatherproofing and rainwater protection.	1	Lump Sum
7	Flooring	Approx. 1,500 sq.ft. (~30 ft × 50 ft) ; tile size 600 × 600 mm	Grade 1 vitrified/ceramic tiles in living/bedroom areas. Anti-skid tiles in bathroom and kitchen. Kajaria/Somany/Johnson or approved equivalent. Includes tile adhesive/mortar, skirting, cutting, grouting and finishing. Wet areas to have appropriate floor slope towards drains.	1	Lump Sum
8	Plastering, Putty & Surface Finish	Approx. 3,000 sq.ft. wall surface; plaster thickness 12–15 mm	Internal and external cement plaster with proper curing. Internal Birla/JK or equivalent cement-based putty. External weather-resistant coating. Includes scaffolding, surface preparation, sanding and finishing.	1	Lump Sum
9	Doors & Windows	6 doors + 6 windows; doors approx. 3 ft × 7 ft; windows approx. 4 ft × 4 ft each	Seasoned teak/Sal hardwood or approved equivalent doors with frames, hinges, locks, handles and bolts. Aluminium/uPVC windows with suitable glazing and mosquito mesh. Saint-Gobain or equivalent approved glass. Proper weather sealing and finishing.	1	Lump Sum
10	Veranda + Sitting Area	Approx. 200 sq.ft., indicative 10 ft × 20 ft; railing height 3–3.5 ft	Treated bamboo/seasoned wood raised deck with structural framework and railing. Seating benches approx. 5–6 ft long × 18–20 in. deep, suitable for 3–4 persons each. Weather protection/shade provision where required. Includes foundations, treatment and finishing.	1	Lump Sum
11	Electrical Works	Complete electrical installation for approx. 1,500 sq.ft. homestay	Copper wiring through suitable conduits. Minimum indicative provision: 8–10 LED light points, 4–6 ceiling fan points, 5A/15A sockets, kitchen appliance points and geyser point. Distribution board with MCB/RCCB and earthing. Finolex/Anchor Roma/Syska or approved equivalent. Provision for solar integration.	1	Lump Sum
12	Plumbing & Sanitary Works	1 toilet + 1 bath + 1 kitchen; toilet approx. 2.5–3 ft × 4–5 ft; bath approx. 4 ft × 6 ft	Complete CPVC/PVC water supply and waste plumbing. WC, wash basin, taps, shower, floor traps, bottle traps, waste outlets and geyser provision. Jaquar/Hindware or approved Grade 1 equivalent fixtures. Includes valves, fittings, testing and commissioning.	1	Lump Sum

13	Painting & Finishing	Approx. 3,000 sq.ft. wall surface plus doors/windows/woodwork	Primer + minimum two finishing coats. Interior acrylic emulsion/washable paint. Exterior Asian Paints/Berger weather coat or approved equivalent. Bamboo/wood to receive anti-termite, anti-fungal and weather-protection treatment. Includes sanding, putty, touch-ups and final cleaning.	1	Lump Sum
ECO-FIXTURES & GREEN ADDITIONS					
14	Twin-Pit Composting Toilet Setup	Overall superstructure approx. 4 ft × 6 ft; height 7–8 ft; twin pits each approx. 3 ft × 3 ft × 4–5 ft deep, subject to site/user load	Twin alternating dry composting pits with urine diversion. Brick-lined pits with RCC/PCC top cover and removable access lids. Treated bamboo/wood superstructure, bamboo/appropriate walling and GI/tin roofing with 1.5–2 ft overhang. Washable anti-skid flooring. Ventilation pipe min. 100 mm dia. with insect mesh extending above roof. Complete urine diversion, access and sanitation fittings.	1	Set
COMMON AREA & RECEPTION SETUP					
15	Outdoor Sit-Out Civil Works	Paved patio approx. 150 sq.ft., indicative 10 ft × 15 ft; seating for 10–12 persons; shade approx. 10 ft × 12 ft	Semi-circular bamboo/wood/concrete seating benches. Bench height 17–18 in., depth 18–20 in. Paver-block patio with central planter approx. 3–4 ft diameter. Cane/bamboo shade structure with minimum 7 ft clear height and integrated solar LED lighting. Includes foundations, paving, seating, shade and landscaping.	1	Set
COMMUNITY-OPERATED TOURIST EASE POINT					
16	Eco-Friendly Kitchen Block	Approx. 400 sq.ft., indicative 20 ft × 20 ft; elevated floor 2–3 ft; clear height min. 8 ft	Raised/semi-permanent bamboo/wood structure. Foundation: 9 RCC/stone stilt supports; indicative pad size 1 ft × 1 ft × 6–9 in., subject to structural design. Floor: Bamboo mat board/waterproof ply over treated wooden joists. Walling: Treated split bamboo with GI mesh lining. Roof: Corrugated GI/galvalume sheet with thermal underlay and 2 ft overhang. Ventilation: Ridge vents/high-wall openings. Windows: 3 Nos., approx. 3 ft × 3 ft each, bamboo frame with mesh. Door: 1 No., approx. 3 ft × 7 ft. Kitchen counter: approx. 2 ft deep × 2.5–3 ft high, with sink/wash provision. Rodent-proofing, water, drainage and electrical/lighting provisions included.	5	Set

17	Toilet & Sanitation Block	Total approx. 80–100 sq.ft., indicative 10 ft × 10 ft; approx. 40–50 sq.ft. per section; accessibility ramp 4 ft wide	Separate male/female toilet sections with minimum 1 WC/stall each. RCC foundation, cement block/brick walls, weather-resistant plaster and paint. Minimum clear height 8 ft. Anti-skid flooring. Western WC with flush cistern, CPVC plumbing, wash basin, 2 ft × 3 ft mirror, hooks and accessories. Bio-toilet with decomposer tank OR twin leach pits, subject to site conditions. Indicative leach pit 3 ft dia. × 5 ft deep. Ventilation openings with MS grills. Solar LED light per stall + entry light. 4 ft wide ramp, preferably max. gradient 1:12, with handrail. Drainage to soak pit.	5	Set
18	Tourist Resting & Seating Zone	Approx. 300–400 sq.ft. per location; (~20ft *20ft) minimum 6 benches; pergola approx. 12 ft × 15 ft; pathway minimum 4 ft wide	6 covered seating benches, each approx. 5–6 ft long × 1.5–2 ft deep, seating 3–4 persons. Treated bamboo/wood pergola with minimum 7 ft clear height. Bamboo fencing 3–4 ft high. Native landscaping/flower beds. Anti-skid pathway using pavers/local stone. Includes site preparation, foundations, landscaping and finishing.	5	Set
19	Water Supply & Greywater Management	Water storage tank approx. 1,000–2,000 L per location; soak pit approx. 4 ft dia. × 5 ft deep; kitchen composter min. 2 ft × 2 ft × 2 ft	Borewell/submersible pump where technically feasible and permissible. Water filtration system suitable for source quality. HDPE/PVC/CPVC piping, storage tank, valves and fittings. Greywater drainage from kitchen/wash areas to soak pit/recharge/filtration system. Soak pit with brick honeycomb masonry and filter media. Kitchen waste composter and segregated wet/dry waste bins. Drainage channels, inspection chambers and complete testing/commissioning.	5	Set

SUPPLY

Sl. No.	BOQ Item / Work Component	Dimensions / Capacity / Size	Technical Specifications / Materials	Current Qty.	Unit
FURNITURE & FIXTURES FOR TRAINING HALL					
1	Training Hall Chairs – Stackable, Eco-Design	Indicative seat height 17–18 in.; overall approx. 18–22 in. W × 20–24 in. D × 30–34 in. H	Stackable chairs made from recycled plastic, bamboo composite or other approved eco-friendly material. Ergonomic backrest and seat, sturdy frame, suitable for repeated community training use. Chairs shall be lightweight enough for easy handling while maintaining structural stability. Smooth, rounded edges and easy-to-clean surface.	20	Nos.
2	Training Tables – Foldable Eco-Friendly Tables	6 ft L × approx. 2 ft W × 2.5–2.5 ft H; seating capacity 3–4 persons/table	Foldable training tables with bamboo/wood tabletop and sturdy steel/bamboo frame. Tabletop shall be smooth, level and suitable for writing/training activities. Foldable/knock-down construction for efficient storage. Locking mechanism to prevent accidental folding during use. Durable, termite/moisture-resistant treatment for bamboo/wood components.	4	Nos.
3	Trainer's Table & Chair Set	Table approx. 4–5 ft L × 2–2.5 ft W × 2.5–2.5 ft H; chair standard ergonomic size	One trainer's desk/table and one cushioned chair. Table with durable wooden/bamboo or approved equivalent top and stable frame. Chair with back support and cushioning suitable for extended training sessions. Includes all hardware, assembly and finishing.	1	Set
4	Whiteboard with Markers	3 ft × 4 ft magnetic writing surface	Magnetic whiteboard with durable, easy-to-clean writing surface, suitable for marker use. Includes compatible marker set, duster/eraser and wall-mounting hardware. Board shall have a rigid frame and secure mounting arrangement.	1	Set
5	Storage Cabinet / Utility Rack	Indicative 5 ft H × 3–4 ft W × 1.5–2 ft D	Lockable wooden/bamboo storage cabinet or utility rack for training kits, stationery, documents and equipment. Minimum 3–4 storage shelves/compartments. Hinged/lockable shutters with durable hardware. Natural/eco-friendly finish and termite/moisture treatment.	1	Nos.

DISPLAY BOARDS & INSTRUCTIONAL WALL PANELS					
6	Display Boards + Instructional Wall Panels	Display panels approx. 3 ft × 4 ft each; final number based on available wall area	Flex-printed/laminated instructional panels covering rescue SOPs, river maps, safety icons, biodiversity and relevant local tourism/environment information. Combination of wall-mounted and standing display formats. Waterproof/UV-resistant laminated finish suitable for humid/rural conditions. Includes mounting frames, fixing hardware and installation.	1	Lump Sum
SAFETY TRAINING KIT					
7	Safety Training Kit	CPR dummy: adult training size; rescue equipment sized for adult use	Complete training kit comprising: 1 adult-size CPR dummy with chest-compression feedback; float/rescue demonstration kit including life rings, throw ropes and rescue tubes; first-aid training kit including basic splints, bandages, eyewash and safety gloves. Equipment shall be suitable for repeated practical training and community-level demonstrations.	1	Lump Sum
FURNITURE & FIXTURES FOR COMMUNITY HOMESTAY UNIT					
8	Double Bed with Mattress	Bed: 6.5 ft × 5 ft standard double-bed size; mattress 6 in. thick	Bed frame using locally sourced treated bamboo or seasoned hardwood. Stable structural frame with bamboo/wood headboard. 6-inch spring or coir mattress, Sleepwell/Durfi or approved equivalent. Washable mattress protector. Mattress and frame shall be suitable for regular guest use. Includes assembly and finishing.	1	Set
9	Wardrobe & Dresser	5 ft H × 2.5 ft W × 1.5 ft D	Tribal-style wooden frame with bamboo-panel doors. Integrated mirror, open shelf and drawer. Natural wood oil polish/eco-safe protective treatment. Locking provision and durable hinges/handles. Smooth, splinter-free surfaces and termite-resistant treatment.	1	Set
10	Curtains & Décor Package	8 curtain sets; sizes to suit installed windows	Handwoven curtains featuring local/tribal motifs, using natural dyes where feasible. Includes curtains for living and bedroom windows. Wall décor comprising framed bamboo artwork, cultural photographs/prints and handmade wall hangings. Local jute/cotton floor mats and ethnic cushion covers. All décor to be locally appropriate and durable.	8	Sets
11	Bathroom Fixtures Package	Mirror: 18 in. × 24 in.; geyser 10–15 L	Anti-fog wall-mounted mirror. Stainless-steel free-standing towel rack. Tempered-glass wall shelf with toothbrush holder. 10–15 L ISI-marked instant geyser, Racold/Bajaj/V-Guard or approved equivalent. Includes mounting	1	Set

			hardware, fittings and installation.		
ECO-FIXTURES & GREEN ADDITIONS					
12	Rooftop Solar Unit	1.5 kW solar PV system; battery 48 V, 100 Ah	Monocrystalline solar PV panels with total capacity 1.5 kW. Inverter: 1.5 kVA off-grid inverter with integrated/compatible charge controller. Battery: Lithium-ion, 48 V, 100 Ah. Mounting: Hot-dipped galvanized MS mounting structure suitable for sloped roof. Includes DC cables, connectors, junction/combiner box as required, lightning arrester, earthing/grounding kit, protection devices, installation, testing and commissioning.	1	Lump Sum
13	Rainwater Harvesting Tank & Recharge System	Tank capacity 1,000 L; recharge pit 3 ft × 3 ft × 4 ft; rainwater pipe 4 in. dia.	1,000-L HDPE food-grade overhead/storage tank. Recharge pit of approx. 3 ft × 3 ft × 4 ft with graded gravel, charcoal and sand filtration layers. 4-inch PVC rainwater collection pipes connected from GI roof gutters. Inline mesh filter and first-flush diverter. Includes gutters, downpipes, tank connections, overflow, valves, supports and installation.	1	Lump Sum
COMMON AREA & RECEPTION SETUP					
14	Reception Desk + Tribal Brochure Display	Reception counter approx. 6 ft L × 2–2.5 ft D × 3 ft H	Reception counter constructed with bamboo frame and durable wooden top. Side brochure/display shelf for tribal tourism literature. Provision for digital helpdesk/tablet holder, including space for solar-powered tablet charging where required. Smooth, durable, easy-to-maintain finish.	1	Lump Sum
15	Tribal Culture Corner + Visitor Register Station	Display panels approx. 3 ft × 4 ft each; shelf approx. 3–4 ft L × 1 ft D	Laminated wall-mounted panels depicting Khasi, Garo and other relevant local tribal traditions, attire, festivals and cultural practices. QR codes linking to self-guided tours/videos. Community-curated shelf for local art/artefacts. Visitor registration stand with touchscreen tablet/digital entry pad provision, where applicable. Includes frames, mounting, display fixtures and installation.	1	Lump Sum
BRANDING & DESIGNING					

16	Homestay Branding Kit	Nameplate indicative 2–3 ft W × 1–1.5 ft H; banners sized to site requirements	Custom homestay nameplates, fabric banners, cultural-motif signage and branded host uniforms comprising T-shirts and aprons. Signage to use durable weather-resistant materials suitable for outdoor installation. Includes artwork/design adaptation, printing, finishing and installation where required.	10	Lump Sum
17	Website Design & Hosting	Responsive website; optimized for desktop/mobile	Website featuring individual profiles for each homestay, integrated booking/contact form, photo gallery, activities, blog and local guide information. Includes domain registration and hosting for one year, basic SEO-ready structure, mobile responsiveness, content upload and initial testing.	1	Lump Sum
18	Photography & Video Profiling	1 professional photo package + 60-sec video per homestay	Professional photography and 60-second video profile for each homestay. Content to include property, surrounding landscape, local activities, cultural highlights and guest experience. Drone shots of Dawki where legally permissible and technically feasible. Includes basic editing, colour correction, titles and delivery in web/social-media-ready formats.	10	Sets
19	OTA Registration & Listing Management	10 homestay listings	Setup and listing management on relevant online travel platforms such as Airbnb, Booking.com, MakeMyTrip or approved equivalent platforms. Includes listing creation, descriptions, photo upload, basic pricing setup, amenity details and local-language support where required.	10	Sets
20	Social Media Setup & IEC Design	2 social media accounts + 5 branded posts + IEC collateral	Creation/setup of Facebook and Instagram pages. Development of 5 branded posts. QR-code-enabled brochures and maps for offline-to-online linkage. Includes basic visual identity adaptation, copy/layout, digital-ready files and print-ready artwork.	1	Set

COMMUNITY-OPERATED TOURIST EASE POINT

21	Eco-Friendly Kitchen Equipment Setup	Commercial/community-use equipment; capacities as specified below	- Multi-burner commercial gas stove: 8 burners, stainless-steel body, cast-iron trivets, LPG/PNG dual-compatible, heavy-duty knobs, 2 Nos. - Industrial mixer grinder: 7–10 L, stainless-steel jars in 3+ sizes, ≥1.5 HP motor, overload protection and commercial-grade couplings, 1 No. - Commercial wet grinder: 10–15 L, granite stone drum, 1.5 HP motor, food-grade stainless-steel frame, 1 No. - Multi-functional food processor: 3–5 L bowl, chopper/slicer/grater/kneader attachments, ≥1.5 HP motor with thermal cut-out, 1 No. - Idli steamer/pressure cooker: 15–20 L, 3–4 trays, capacity for 50+ idlis, heat-insulated handles, 2 Nos. Electric convection oven: 32 L, timer, temperature control, auto shut-off, 1,200–1,500 W, digital display, 1 No. - Refrigerator: Double-door, 500–700 L, energy-efficient, stabilizer-free operation, adjustable glass shelves, 1 No. Cold storage unit: Optional, modular 500 L chest model, hard insulation, adjustable cooling to ≤–18°C, lockable lid, 1 No. - Stainless-steel storage containers: Set of 20+, 5–30 L range, food-grade, rust-proof and stackable, 1 Set. <i>Includes delivery, installation, testing and demonstration wherever applicable.</i>	5	Sets
22	Food Serving Tables & Storage	4 service counters + 8 food tables with benches per set; dimensions to suit kitchen/dining layout	- Four service counters with integrated storage. - Eight dining/food tables with corresponding benches. - Eco-designed covered dining area/shed suitable for community/tourist use. Tables and benches to use treated bamboo, seasoned wood, steel or approved combination. Surfaces shall be smooth, washable and suitable for food-service environments. Includes structural supports, seating, storage, shade/cover and installation.	5	Sets

23	Solar Power Setup	2 kW rooftop solar system per location; 3 solar streetlights per location	2 kW rooftop solar PV system with battery backup and inverter. Solar-powered lighting for kitchen/toilet facilities. Three solar streetlights with integrated PV panel, battery, LED fixture, pole and mounting arrangement. Includes wiring, mounting structures, protection, earthing, installation, testing and commissioning. System shall be appropriately sized for intended loads.	5	Sets
24	Branding & IEC Display	Signboards/panels sized according to site; indicative wall panels 3 ft × 4 ft	- Signage in English and Khasi/local dialect as appropriate. QR codes for hygiene guidelines and tourist information. - Wall murals/IEC panels depicting local cuisine, culture and safety practices. Outdoor signage shall be weather-resistant and UV-resistant. Includes design, artwork, printing, fabrication, mounting and installation.	5	Sets

10. General Technical & Contract Conditions

- All works shall be executed as per approved drawings, site conditions and applicable codes/standards.
- Materials shall be new and of approved quality unless otherwise specified.
- The bidder shall verify site conditions and dimensions before quoting.
- Any substitutions or deviations from specified materials/technical parameters shall require prior written approval.
- The bidder shall maintain site safety and comply with applicable statutory requirements.
- Warranty/defect liability for civil works shall be as specified in the final RFP/contract and shall be clearly stated in the bidder's proposal.
- The bidder should have experience and established convergence with Government departments/agencies like Meghalaya Basin Management Agency (MBMA) and/or the Forest Department, preferably including experience in obtaining/working with No Objection Certificates (NOCs), as applicable to the scope of work.
- Experience in the Northeastern Region of India shall be preferred, particularly demonstrated experience in executing projects in collaboration with academic institutions and/or Government institutions.
- The bidder should have demonstrated experience in working with cooperatives, including planning, implementation, capacity building, infrastructure development, or other relevant assignments involving cooperative societies/organizations.
- The bidder shall provide relevant documentary evidence of the above experience, including work orders, completion certificates, client references, NOCs, or other supporting documents, wherever applicable.

****END OF APPENDIX A****

"APPENDIX-B"- TECHNICAL PROPOSAL TEMPLATE

I. ORGANIZATIONAL PROFILE

Organization

Name: Contact:

Title:

Address:

Telephone/Fax:

Email:

Website:

Incorporation/Registration Number:

1. Description of major projects implemented by your organization in the recent past (not more than three projects):

Project 1

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

Project 2

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

Project 3

Client Name	
Title:	(text here)
Goal/Objective:	(text here)
Location:	(text here)
Time Period:	(text here)
Funder:	(text here)
Amount:	(text here)

II. Technical Proposal should include documents related:

- All documents listed in Pre-qualification criteria.
- Company profile, registration and relevant credentials.
- Experience in civil/construction, rural infrastructure, hospitality/homestay or similar works.
- Details of relevant completed projects and client references.
- Understanding of the scope and proposed methodology.
- Site mobilisation and implementation plan with timelines.
- Quality assurance, safety and risk-mitigation plan.
- Details and CVs of qualified technical personnel proposed for the assignment.
- Workplan with timelines for site preparation, machinery delivery, installation, commissioning, and handover.
- Risk mitigation measures.
- After-Sales Support & Warranty Plan: Details of warranty period, after-sales service, and availability of spare parts.
- Valid license, possessing approvals, certifications and complaint to regulatory standards for carrying out such assignments.
- Any other requirement specifically mentioned in SoW/ToR.

III. ADDITIONAL INFORMATION

As appropriate, provide any additional information that demonstrates your capacity to manage similar assignments.

(text here)

IV. AUTHORIZATION

Signature of authorized signatory

Printed Name

Title

Date

****END OF APPENDIX B****

"APPENDIX-C' - FINANCIAL PROPOSAL TEMPLATE

I. Costs:

S.no.	Description of work	Unit	Unit Cost	Total
1.				
2.				
Total Value				
GST@xx				
Grand Total				

II. Financial Proposal should include:

- Detailed and Itemized pricing as per the BoQ (please see: *Terms of Reference*) wise considering the below requirements.
- Material, labour, equipment and installation costs, as applicable.
- Transportation/logistics, insurance and taxes.
- Any other clearly identified cost required for completion of the works.
- Proposed milestone-linked payment schedule.

III. Proposed Payment Schedule

- Linked to milestones (e.g., delivery, installation, commissioning, handover).
- Other Terms and Conditions of service provider.

IV. FINANCIAL INFORMATION

Please share the last three years' audited turnover.

FY 2023 – 2024 _____
FY 2024 – 2025 _____
FY 2025 – 2026 _____

V. AUTHORIZATION

Signature of authorized signatory

Printed Name

Title

Date

****END OF APPENDIX C****

RFP TITLE:

**HIRING AN AGENCY FOR CIVIL, CONSTRUCTION AND SITE INFRASTRUCTURE WORKS FOR ESTABLISHING
COMMUNITY-LED ECO-TOURISM AND HOMESTAY IN GARO HILLS, MEGHALAYA**

RFP NO.:

PCI/RFP/2025-26/0018

"APPENDIX-D" - DECLARATION REGARDING BLACKLISTING/DEBARRING

I / We Proprietor/ Partner(s)/ Director(s) of M/S. _____ hereby declare
that the firm/company namely M/S _____ has not been
blacklisted or debarred in the past by PCI or any other organization from taking part in bids.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. _____ hereby declare
that the firm/company namely M/S _____ was blacklisted or
debarred by PCI or other organization from taking part in bids for a period of _____ years
w.e.f _____

The period is over on _____ and now the firm/company is entitled to take part in bids.

In case the above information found false I/We are fully aware that the proposal/ contract will be
rejected/cancelled by PCI. In addition to the above PCI will not be responsible to pay the bills for any
completed / partially completed work.

Signature :

Name:

Capacity in which as signed: Name

& address of the firm:

Seal of the firm/institution should be Affixed.

Date:

Signature of Bidder with seal.

*****END OF APPENDIX D****