

Expression of Interest (EoI)
For the study on Drugs Users in the State of Meghalaya

Office of the Inspector General of Police
Criminal Investigation Department (CID)
Meghalaya, Shillong

**Office of the Inspector General of Police
Criminal Investigation Department (CID)
Meghalaya, Shillong**

Letter of Invitation

No. M/CID/NDPS/SSS/36/2020/361

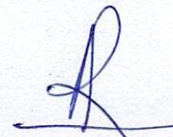
Dated: the 25th January, 2024

The Office of the Inspector General of Police, CID, Meghalaya, Shillong invites Expression of Interest (EoI) from well-established reputed firms/ agencies/ organizations/ institutes, etc for the Consultancy service for carrying out "Study/Survey on the Drugs Users in the State of Meghalaya".

The EoI document containing details of eligibility criteria, submission requirement, brief objectives and scope of work, pre-qualification criteria and method of evaluation of the EoI, etc. is enclosed. The EoI document is also available on the website at <http://www.meghpolice.gov.in/>

You may submit your responses in sealed envelopes duly affixed court fee stamp of Rs.100/- (Rupees One Hundred) only (non-refundable) in prescribed format to the undersigned on or before 1600 Hrs of 26th February, 2024. Application(s) received after the last date would not be considered and the same will not be opened. Unopened applications will be returned back if the firms/ agencies/ organizations / institutes send a written request. A single response for the choice/ preferred study(ies) shall be submitted.

The Office of the Inspector General of Police, CID, Meghalaya Shillong reserves the right to accept or reject any or all application without assigning any reason thereof.


25/01/24

Spl. Superintendent of Police, CID
Meghalaya, Shillong - 793001
Spl. Superintendent of Police, CID
Meghalaya, Shillong

**Office of the Inspector General of Police
Criminal Investigation Department (CID)
Meghalaya, Shillong**

No. M/CID/NDPS/SSS/36/2020/ 361

Dated: the 25th January, 2024

Subject: Invitation for Expression of Interest (EoI) from well-established reputed firms/ agencies/ organizations/ institutes, etc., for the "Study/Survey on the Drugs Users in the State of Meghalaya".

The Office of the Inspector General of Police, CID, Meghalaya, Shillong invites Expression of Interest (EoI) from well-established reputed firms/ agencies/ organizations/ institutes, etc., for carrying out the **"Study/Survey on the Drugs Users in the State of Meghalaya"**.

Complete EOI should reach the Office of the Inspector General of Police Criminal Investigation Department (CID) Meghalaya, Shillong- 793001 on or before 1600 Hrs of the 26th February, 2024, 2024. Shortlisted organizations/ institutions/ agencies will then be invited through a Request for Proposal (RFP) for technical and financial bids (separate bids for each identified areas under different sectors) and then for a detailed presentation before the Competent Authority. Selection will be based on the Combined Quality-cum-Cost Based System(CQcCBS).

1. Introduction

Rising reported cases on drugs use / abuse among adult and children in Meghalaya. The criminal justice looks at drug abuse as a purely criminal activity whatever the definition of drug abuse may be, the subsequent result is the same; it causes social and health problems, unsafe sexual contacts, violence, deaths, accidents, suicides, physical dependence and psychological addiction.

2. Vision

It has been recognized that the State has a vast pool of human resources with unique potentials. It shall be of immense pleasure/ happiness if they are properly nurtured, channelized and developed. It is necessary to devise plans and programmes devised by ideal knowledge and suitable skills, to see that human virtues and excellence are not hampered by drug abuse.

This study stresses that stake holders identify appropriate agencies/ institutions and machineries at different levels and of different capacities/ responsibilities dealing with the means, methods and strategies relating to identification of substance abuse and its related issues with their appropriate steps, development of human potentials, virtues and values, and in addition corrective

and rehabilitating measures be devised, supported by recreational and vocational modes.

3. Mission

A proper study in this regard will help us to identify the loopholes in the society and provide effective and immediate counselling, treatment and rehabilitation to drug user caught in a cycle of crime. This will be a step towards having a drug free Meghalaya. The proposed study/survey on Drugs Users in Meghalaya, is being taken up by the Office of the Director General of Police, Meghalaya, with funds provided by the Directorate of Economics and Statistics (DES), Government of Meghalaya under the Central Sector Scheme "Support for Statistical Strengthening (SSS)" of the Ministry of Statistics and Programme Implementation (MoSPI), Government of India. Further, awareness programme may be more targeted and effective based on the findings of the study. Through the study we hope to educate the citizens in terms of creating awareness programmes relating to Drug Users.

4. Objective and purpose of the EoI:

With the objective to prevent and decrease the number of drug users in the state and to improve the system of investigation of cases, ensure effective rehab and counselling of detected drug users and intends to have targeted awareness programmes, to identify institution(s) to carry out studies. This is planned to be achieved by floating the EoI and then issuing the RFP to the shortlisted firm before selecting the Consultant(s). The purpose of this EoI is to provide interested "bidders" with the necessary information to enable them to prepare and submit their responses.

5. Scope of work:

The following studies are proposed to be carried out:-

(i) Study on Drugs Users in Meghalaya and survey -

- Conduct a detailed study on the status.
- Identify the areas (Rural/Urban) where Drugs Users are on the rise, district wise;
- Find out the Percentage of unreported cases verses Reported;
- Find out the reasons why cases are not reported;
- Preventive measures and method to reduce drug users;
- To find out the reasons of delay in detection of drug users.
- Proposal for better rehabilitation scheme based on evaluation of current provisions in the state for rehabilitation and treatment of drug users.

6. Deliverables:

Broadly, the selected firms/ agencies/ organizations/ institutes would be expected to furnish the (i) detailed methodology and framework of the study; (ii) data available and data collected and analysis; (iii) write-up on the findings of the studies and recommendations; (iv) draft report; and (iv) final report (in sufficient quantity to be specified in the RFP) in soft copy and hard copy in the form of a book.

7. Cost of the Study:

Cost would depend on the technical and financial bids to be submitted by the qualified applicants and as per allotted budget of MOSPI under the "Support for Statistical Strengthening (SSS)" scheme. The technical and financial bids shall be evaluated by a Committee constituted for the purpose by adopting Combined Quality cum Cost Based System (CQCCBS). The costs associated with the preparation and submission of the response to the EoI and RFP shall be borne by the bidder.

8. Submission requirement:

The Expression of Interest is to be submitted in the manner prescribed below:

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD (recordable):-

1. Applicant's Expression of Interest (Format-1)
2. Organizational Contact Details (Format-2)
3. Experience in consultancy for preparation of Reports (Format-3)
4. List of experts/consultants for conducting studies/ consultancies on payroll of the organization/ firm/ agency (Format-4)
5. Financial strength of the organization/ firm/ agency/ institute for the last three years (Format-5)
6. Additional information (Format-6)
7. Declaration (Format-7)

It may be noted that a detailed technical or financial proposal is not required at this stage.

9. General:

Only shortlisted agencies will be issued Request for Proposal (RFP) document with an invitation to submit Technical and Financial Bids in separate sealed envelope.

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The Criminal Investigation Department, Government of Meghalaya reserves the right to accept or reject any or all application without assigning any reason thereof. It also reserves the right to cancel/re-tender this empanelment process, if the necessity so arises. It also reserves the right to seek further information/details.

Institutions/organisations, if found to have indulged in any corrupt or fraudulent practices, will have their EoI document summarily rejected.

In case of any dispute, the matter would be decided through discussion to resolve the matter(s) and in some unavoidable circumstances the party can approach the Court at Shillong having competent jurisdiction.

Participating organizations/firms/ agencies/ institutes shall not start any work of consultancy without the formal order issued for the same from the State Government.

Last date of submission on or before 1600 hrs. (time) on 26/02/2024 (date) to the following address. Application(s) received after the last date would not be considered and the same will not be opened. Unopened applications will be returned back if the Organisations / Firms/ Institutes send a written request.

Date till which the EoI should be valid is 30 (Thirty) days from the date of opening of EOI..... 25th Jan, 2024 to 26th Feb, 2024

The envelope containing the EoI should indicate **"EoI for the Study/Survey on the Drugs Users in the State of Meghalaya"**

Address for correspondence:
Inspector General of Police, CID
Meghalaya, Shillong.

PRE-QUALIFICATION CRITERIA

Following will be the minimum pre-qualification criteria. Each eligible organization/ firm/ agency should possess all the following minimum pre-qualification criteria. Responses not meeting any of the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl. No	Pre-qualification Criteria	Supporting compliance document to be submitted by the organization/ firm/ agency
1.	The firm shall be a Government institution or agency/ organization or firm/company/ partnership firm registered under the Companies Act, 2013/ the Indian Partnership Act, 1932 and who have their registered office in India.	Copy of Certificate of Incorporation and Partnership Deed or other such relevant documents.
2.	The firm should be in the business of carrying out studies/ consultancy services for at least 5 studies as on January, 2021.	Certificate by authorized person of the bidder's organization
3.	The organisation/ firm /agency should have an average annual turnover of Rupees Twenty Lakh in the three consecutive Financial Years (2018-19, 2019-20 and 2020-21) from total services rendered in India.	Format-5 of EoI forms for submission has to be certified & validated by the Chartered Accountant (CA) of the bidder's organization. CA certified document should be with name of CA, registration number, signature with seal.
4.	The organisation/ firm /agency should have valid VAT and PAN /TAN/TIN registration certificate	Copies of the relevant documents.
5.	The organization/ firm/ agency should have at least 5 (five) full-time consultants/ experts on its pay rolls	Certificate by Statutory Auditor or Company Secretary or any authorized person of the bidder's organization.
6.	The organization/ firm/ agency shall have experience in executing similar assignments for the Central Government/ State Governments/ PSUs/Government bodies in India	Copies of the work order(s) alongwith attestation that they are true copies.
7.	The firm should not have been blacklisted by any Central Governments/State Government/PSUs/Government Bodies.	Undertaking signed by the authorized signatory of the organization/ firm/ agency.

FORMATS FOR SUBMISSION

FORMAT-1

APPLICANT'S EXPRESSION OF INTEREST

Dated: the,2024

To,

**Inspector General of police, CID
Meghalaya
Shillong – 793001**

Subject: Invitation for Expression of Interest (EoI) from well-established reputed firms/ agencies/ organizations/ institutes etc., forthe "Study/Survey on the Drugs Users in the State of Meghalaya".

Dear ...,

In response to the invitation for Expression of Interest (EoI)'s No., dated.....for the above purpose, we express interest to carry out the above proposed task for the following studies:

- (i)
- (ii)

As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in consultancy for preparation of Reports (Format-3)
3. List of experts/consultants for conducting studies/ consultancies on payroll of the organization/ firm/ agency (Format-4)
4. Financial strength of the organization/ firm/ agency/ institute for the last three years (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Enclo: as above

Yours faithfully,

Signature of the applicant
[Full name of applicant]
Stamp/ Seal.....
Date:.....

Note: This page is to be furnished on the letter head of the organization.

FORMAT-2
Organizational Details

Sl. No.	Particulars	Details
1	Name of Organization (URL of the website of the organizations may also be mentioned, if any)	
2	Year of establishment/ registered	
3	Main areas of business/ activity	
4	Name of the Head of the organization and other functionaries (including Board Members)	
5	Type of Organization Firm/company/partnership firm registered under the Companies Act, 2013/ the Indian Partnership Act, 1932 (State the Act under which established, registered and registration date)	
6	Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/ Govt. Bodies/Autonomous Organisations? If yes, details thereof	
7	Address of registered office with telephone no., fax and email	
8	Address of office located in the North Eastern States, if any	
9	Contact Person with telephone no., fax no. & email ID	
10	Area of operation (Pan India/ Regional/ State)	
11	Indicate if empanelled with any Government Departments/ Agencies	
12	Name, designation and contact details of the authorized nodal person who would be the leader of the team for the proposed study(ies)	

Enclosures:

1. Copy of Certificate of Incorporation/ Registration
2. Copy of Article of Association in respect of Sl. No 5 above.
3. Undertaking in respect of Sl. No. 6 above.
4. Certificate/ Letter of empanelment issued by the Government agency in respect of Sl. No. 11 above.

Signature of the applicant:

Stamp/ Seal:

Date:

FORMAT-3

Experience in consultancy for preparation of Reports

Overview of the past experience of the Organization/ Institution/ Agency in carrying out studies/ preparation of reports, etc:

Sl. No.	Item	Number of assignments during last 3 years	Name of such studies/ consultancies	Order Value (in Lakhs of Rs.) of each assignment (Enclose copy of each work order)	Mention the name of Client/ Organization (Enclose completion certificates)
1	Studies/ Consultancies carried out				
2	Experience in carrying out Studies/ Consultancies for the Central Govt Ministries and State Govt Departments and schemes				
3	Experience in carrying out Studies/ Consultancies for institutions other than Government				
4	Whether Studies/ Consultancies for similar study as proposed in the EOI has ever been carried out (if so, a copy of the report may be furnished)				

Signature of the applicant
Stamp/ Seal:
Date:

FORMAT-4

List of experts/consultants for conducting studies/ consultancies on payroll of the organization/ firm/ agency

Sl. No	Name	Designation	Educational Qualification	Papers published, if any	Relevant Experience	Sectors	Years of experience as a consultant/ expert
1.							
2.							
3.							

Note: The list should include only those experts/ consultants who are directly associated with the preparation of consultancy studies/ reports mentioned in Format -3.

Signature of the applicant

Stamp/ Seal:

Date:

FORMAT-5

Financial strength of the organization/ firm/ agency/ institute for the last three years

Sl. No.	Financial Year-wise	Whether profitable (Yes/No)	Overall Annual Turnover (in Rs. lakh)	Annual Turnover from conducting of studies/ consultancies conducted in India (in Rs. lakh)
1.	As per qualification criteria			

Note: Please enclose auditor's certificate in support of your claim.

Signature of the
applicant:
Stamp/ Seal:
Date:

FORMAT-6

Additional Information

1. List all enclosures related to the previous sections.

Sl. No	Description	No. of pages

2. Additional information to support the eligibility of the organization/ firm/ agency. (Not more than 2 pages).

Signature of the applicant:

Stamp/ Seal:

Date:

FORMAT-7

Declaration

We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document furnished by us.

We also understand that Government of Meghalaya shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us, if so required.

We hereby confirm that we are interested in competing for carrying out the selected study(ies) on "Consultancy services for carrying out studies to improve the Estimation of State Domestic Product".

All the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: This declaration is to be furnished on the letter head of the organization and should be sealed and signed by an authorized signatory of the organisation.


M/CID/NDPS/SSS/36/2020/361

Dated: the 25th Jan., 2024

**Office of the Inspector General of Police
Criminal Investigation Department (CID)
NOTICE FOR EXPRESSION OF INTEREST**

The Office of the Inspector General of Police Criminal Investigation Department (CID) invites Expression of Interest (EoI) from well-established reputed firms/agencies/ organizations/ institutes etc., for the "**Study/Survey on the Drugs Users in the State of Meghalaya**". The detailed EoI document is available at <http://www.megpolice.gov.in/>. Interested parties may submit application in sealed envelope duly affixed court fee stamp of Rs.100/- (Rupees One Hundred) only in prescribed format to the undersigned on or before of 26th February, 2024.

Dated: the 25th January, 2024
Shillong.


25/01/24
Spl. Superintendent of Police, CID
Meghalaya, Shillong
Spl. Superintendent of Police, CID
Meghalaya, Shillong - 793001

FORMATS FOR SUBMISSION

FORMAT-1

APPLICANT'S EXPRESSION OF INTEREST

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Meghalaya, Shillong

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11. Additional information (Format-6)
12. Declaration (Format-7)

Enclo: as above

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Signature of the applicant
[Full name of applicant]
Stamp/ Seal.....
Date:.....

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5	Type of Organization Firm/company/partnership firm registered under the Companies Act, 2013/the Indian Partnership Act, 1932 (State the Act under which established, registered and registration date)	
6	Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/ Govt. Bodies/Autonomous Organisations? If yes, details thereof	
7	Address of registered office with telephone no., fax and email	
8	Address of office located in the North Eastern States, if any	
9	Contact Person with telephone no., fax no. & email ID	
10	Area of operation (Pan India/ Regional/ State)	
11	Indicate if empanelled with any Government Departments/ Agencies	
12	Name, designation and contact details of the authorized nodal person who would be the leader of the team for the proposed study(ies)	

Enclosures:

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2.							
3.							

Note: The list should include only those experts/ consultants who are directly associated with the preparation of consultancy studies/ reports mentioned in Format -3.

Signature of the applicant

Stamp/ Seal:

Date:

FORMAT-5

Financial strength of the organization/ firm/ agency/ institute for the last three years

Sl. No.	Financial Year	Whether profitable (Yes/No)	Overall Annual Turnover (in Rs. lakh)	Annual Turnover from conducting of studies/ consultancies conducted in India (in Rs. lakh)
1.	2018-19			
2.	2019-20			
3.	2020-21			

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant:

Stamp/ Seal:

Date:

FORMAT-6

Additional Information

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4. Additional information to support the eligibility of the organization/ firm/ agency. (Not more than 2 pages).

Signature of the applicant:

Stamp/ Seal:

Date:

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FORMAT-7

Declaration

We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document furnished by us.

We also understand that Government of Meghalaya shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us, if so required.

We hereby confirm that we are interested in competing for carrying out the selected study(ies) on "Study/Survey on the Drugs Users in the State of Meghalaya".

All the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

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