

**Request for Proposal
of Agencies to prepare E-Learning Modules under the
Sustainable Cities Integrated Approach Pilot (SCIAP)
Project**



National Institute of Urban Affairs

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1st Floor, Core 4B, India Habitat Centre,
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The NIUA (in consultation with the concerned Committee and Director) may, in their absolute discretion, but without being under any obligation to do so, update, amend, or, supplement the information in this document or cancel this process

Letter of Invitation

New Delhi

27th April 2023

Dear Mr. / Ms.:

1. The National Institute of Urban Affairs (NIUA) (hereinafter called “Client”) now invites proposals from agencies to provide the following Services: to prepare E-Learning Modules under the Sustainable Cities Integrated Approach Pilot (SCIAP) project. More details on the Services are provided in the Terms of Reference (TOR).
2. This Request for Proposal includes the following documents:
 - i. This Letter of Invitation;
 - ii. Terms of Reference
 1. Package - I
 2. Package - II;
 - iii. Evaluation Criteria;
 - iv. The Form of Submission of the Proposal
 1. Technical Proposal (Tech Forms);
 - v. Standard Form of Contract.
3. Two Agencies with the highest technical score shall be selected by the Client to work on two packages (Package – I and Package – II). A separate Contract Agreement will be signed with each agency for these Packages. The Bidders are requested to provide their best Technical Proposals. The agency shall be selected under the selection method based on Fixed Budget Selection (FBS). Additional details are provided in Section III: Evaluation and Qualification of this RFP Document.
4. The amount is fixed at Rs.3,00,000 per hour (inclusive of all taxes). This is inclusive of all costs for creating the digital module i.e. Syncing of the script and PPT with all the animations, graphic design, recording of the video at the studio and the instructor's voice, etc.
5. The RFP shall be published on the NIUA website and is free of cost for download. Bid Security / Earnest Money Deposit (EMD) is not required for the submission of the proposal. It is not permissible to transfer this invitation to any other firm.
6. Your proposal shall comprise your Proposal Submission Form, a Technical Proposal, and must be received at the following address via physical copy to **National Institute of Urban Affairs, Core 4B, 1st Floor, India Habitat Centre, New Delhi-110003** by **18th May 2023, 17:00 hr IST**.
7. Any queries in relation to the RFP are to be sent prior to **8th May 2023, 17:00 hr IST** at the email ID procurement@niua.org and the responses will be available online by **10th May 2023**.

8. To substantiate their credentials and to respond to any queries, the Agencies may be asked to make a presentation of their Technical Proposal, during the technical evaluation stage.
9. The issue of the RFP does not imply that the NIUA is bound to empanel agencies, and it reserves the right without assigning any reason to
 - reject any or all of the bids, or
 - cancel the tender process; or
 - abandon the procurement process; or
 - issue another RFP for identical or similar work

Yours sincerely,

Director

National Institute of Urban Affairs

Terms of Reference

1. About The Organization (NIUA- National Institute of Urban Affairs)

The National Institute of Urban Affairs (NIUA) is India's leading national think tank on urban planning and development. As a hub for the generation and dissemination of cutting-edge research in the urban sector, NIUA seeks to provide innovative solutions to address the challenges of a fast-urbanizing India and pave the way for more inclusive and sustainable cities of the future.

2. About the Project (SCIAP- Sustainable Cities Integrated Approach Pilot in India)

The Sustainable Cities Integrated Approach Pilot (SCIAP) in India is one of the projects funded under the Global Environment Facility's (GEF's) Sustainable Cities Programme in the GEF 6 cycle. The participating cities include Bhopal, Jaipur, Mysuru, and Vijayawada-Guntur. The project aims to integrate sustainability strategies into urban planning and management to create a favourable environment for investment in infrastructure and service delivery, thus building the resilience of pilot cities.

The three main project components comprise: -

- i. Sustainable Urban Planning and Management- Handled by UN-Habitat
- ii. Investment Projects and Technology Demonstration and Partnerships, and- Handled by UNIDO
- iii. Knowledge Management Platforms- Handled by NIUA

3. About the Assignment

The National Institute of Urban Affairs (NIUA) is closely working with the United Nations Industrial Development Organization (UNIDO) and the Ministry of Housing and Urban Affairs (MoHUA) to prepare digital modules (e-learning modules) on Solid waste management, Wastewater management, and Urban water management. These digital modules have to be integrated into the National Urban Learning Platform (NULP) and Integrated Government Online Training (iGOT) portal.

iGOT is a learning platform aimed at promoting capacity development among civil services. It is an online, blended learning portal that will create a culture of continuous learning among government officials. Superior content will drive the success and adoption of the platform. Hence the course content sourced internally, externally, or in many cases developed specifically for the platform, will be critical for its success.

The digital modules will be developed with the dual purpose of informing and promoting the subject matter to decision-makers, both current and in the future. These e-learning platforms are widely known and accessed at different levels of government (national, state, and city). The digital module must have a feature to receive e-certification post-completion of training modules.

The agency will need to prepare approximately 08 e-learning modules and split them into several units, based on the topics of the aforementioned three sectors. An agency will first be assigned a single unit to deliver. Based on NIUA's approval of the satisfactory work carried out by the agency, the agency will be granted the rest of the units under the modules to be delivered.

The number of modules and units are presently in the planning stage. Depending on the needs of the assignment, the number of modules or units may be lowered or increased. The total duration of all modules across three themes is projected to be 3:30-4:30 hours.

The assignment is divided into 2 packages i.e. Package 1 is of theme Solid Waste Management consisting of 5 modules under which there are 10 units of 151 minutes/ 2hr 30 minutes (tentative). On the other hand, Package-2 is of theme Urban water & Used water management consisting of 3 modules under which there are 6 units of 1 hour (tentative).

The package given to the content creator agency is solely the decision of NIUA depending upon the quality of the sample video submitted by the agency, and the presentation given to the NIUA.

4. Objective

Given the nature of the project, NIUA is looking to onboard **two** e-learning content development agencies to design and develop e-learning modules for NIUA in the aforementioned fields. NIUA intends to design and develop various e-learning modules based on identified topics that will be deployed on the NULP and iGOT platforms. As the developed digital modules will be disseminated to a worldwide audience, they must meet International standards.

5. Scope of work

Following is the scope of work defined under this assignment:

- a) To provide content development services to create digital modules (e-learning modules) for each of the following three categories: solid waste management, used water management, and urban water management (The number of modules and units under the three sectors might vary during the time of creating modules).
- b) The total duration for each unit inside a digital module will be roughly 10-12 minutes or less.
- c) To provide subtitles (English/Hindi), music, in-person studio recording, visuals, and graphics/animations as per the need of the modules.
- d) It is the agency's primary obligation to merge the script and ppt in form of animations/graphics and to incorporate animations, graphics, and the instructor's audio and video recording into the e-learning module.
- e) All logistics, equipment, technological devices, and studio recording chores will be under the scope of the agency. It is the agency's responsibility to book and coordinate the studio recording (Having its own's recording studio would be an added advantage) in Delhi /NCR.
- f) Work with the NIUA team to sync the script and ppt and the instructor's audio and video recording.

- g) All the legal rights/ copyright of the graphics, and animations used in creating the digital module should be taken care of by the agency.
- h) The agency must have the necessary software to provide this service.
- i) Suggest suitable ways to create the content, including but not limited to, animate and visualize, customize, and create content in a manner best suited to the target audience of NIUA's courses, which are government officials across all three levels of government in India. The final decision will lie with NIUA on the mode of animation/visualization/customization to be used.
- j) There will be a minimum of 3 iterations of content videos to provide for any corrections/updates and provide the final content in multiple formats including mp4 and Shareable Content Object Reference Model (SCORM) 1.2 formats.
- k) The agency must have compatibility based on the requirements or the parameters of the iGOT platform for uploading e-learning modules over the iGOT platform. The agency must be aware of all the guidelines, frameworks, and manuals of the iGOT platform.
- l) The agency needs to submit the execution work plan (as part of the Technical Proposal) in form of a Gantt Chart as well as the deliverable dates of each progressing stage of the e-learning units under modules in the form of a table.
- m) The agency must be able to function under strict deadlines.

6. Content Development on the iGOT Karmayogi platform

1. Based on extensive research all content on iGOT KY follows a well-defined framework named: WTDE-T

W- Watch: Micro-learning (A visual way to learn)

T- Think: Reflection Quiz (Promote higher-order thinking, 3-5 questions with diagnostic feedback)

D- Do: Interactive Scenario (3-5 Scenario based questions or simulation-based interactivities to test applicants)

E- Explore: Additional Links (For self-directed learning)

T- Graded Assessment (Pre and Post assessment)

Kind of resources that can be on-boarded on the platform:

- PDF (Static Content)
- MP4 (Videos)
- MP3 (Audio Files)
- HTML5 (SCORM Content)
- Links to external websites
- Assessments on the platform
- Maximum size of file that may be uploaded is 400 MB
- All content needs to be mandatorily tagged to a competency.

2. There are some non-negotiables for any content to be on-boarded on the platform (Gate Criteria)

- **Inappropriate Language-** Content does not contain hate speech, abuse, violence, and profanity.
- **Sexual Content-** There is no sexual content, nudity, or vulgarity in the course being developed.
- **Defamation & Sentiments-** There is no defamation of any institution or individual as part of the course & is appropriate for all users on the platform and does not hurt the sentiments of any caste, religion, or gender.
- **Factual Correctness-** Content has ensured that all maps, borders, and historical figures have been appropriately & accurately represented.
- **Plagiarism-** All content providers need to provide a certificate of originality of the content being developed so that there is no issue of plagiarism and copyright.

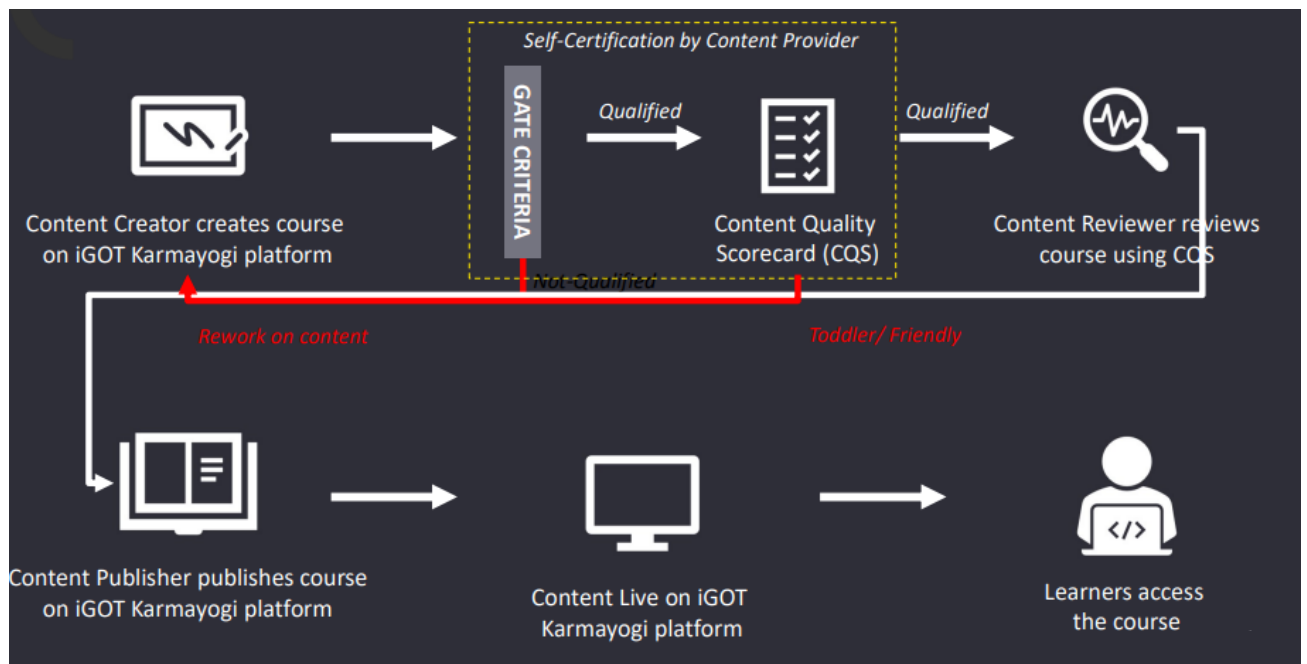
3. Once a course clears gate criteria, all courses will be evaluated through a content framework

- **Instructional Method-** Determine how effectively the stated competencies and skills are required.
- **Assessment Design-** Good assessment design includes testing target competencies and skills readiness.
- **Competency and Skills-** The course helps learners achieve the stated competency and skill acquisition goals.
- **Diversity and Inclusion-** The course is accessible to users with disability. Also, it caters to diversity (gender, race, caste, etc.)
- **Learner Engagement-** These include techniques (such as real-life examples) to deepen learner engagement with the learning material.
- **Learner Support-** Resources included with the course to extend learning and enhance the asynchronous learning experience.

Categories	Weightage	Minimum Score
Instructional Method	25%	50%
Assessment Design	20%	50%
Competency and Skills	20%	50%
Diversity and Inclusion	15%	60%
Learner Engagement	15%	50%
Learner Support	5%	50%

Course scoring 70% and above will only be eligible to be on boarded on the platform.

4. All the steps are well defined & automated on iGOT KY



7. Deliverables and Timelines

PACKAGE -1

PACKAGE 1- SOLID WASTE MANAGEMENT TIMELINE (TENTATIVE)							
TIME (Months)	PACKAGE DELIVERABLES			Note- NIUA requires 2-3 days for submitting suggestions/ Feedback under each stage progress (Story Board- Gold package) of the e-learning unit.			
			Contract Sign	Story Board	Mock-up	Alpha Version	Beta Version
JUNE – SEPTEMBER 2023	MODULE- C&D WASTE MANAGEMENT	Unit Name - Construction and Demolition waste management (Split into 2 parts of 20 min- 10 minutes each)	ASSUMING BY THE END WEEK OF MAY 2023	JUNE 2023			
		Part -1					
		Part -2					
		Total Time of Module		JUNE 2023			
	MODULE - SUSTAINABLE SOLID WASTE MANAGEMENT	Unit Name - Integrating waste pickers for sustainable solid waste management		JULY 2023			
		Unit Name- Management of legacy waste (Split into 2 parts of 20 minutes- 10 minutes each)					
		Part -1		JUNE 2023			
		Part -2					
		Total Time of Module		JUNE – JULY 2023			
	MODULE - DRY WASTE MANAGEMENT	Unit Name - Circular economy in dry waste management		AUGUST 2023			
		Unit Name - Plastic waste management					
		Part -1		JUNE 2023			
		Part -2					
		Unit Name - E-waste management		JULY 2023			
		Total Time of Module		JUNE- AUGUST 2023			
	MODULE - WET WASTE MANAGEMENT	Unit Name - Wet waste treatment technologies		AUGUST 2023			
		Total Time of Module					

	MODULE - PLANNING FOR SWM	Unit Name - Overview of SWM and its value change		JULY 2023
		Unit name- IEC and Communication Tools		
		Unit Name- City-wide Strategy and Planning for SWM		
		Total Time of Module		JULY 2023

PACKAGE -2

PACKAGE 1- URBAN WATER & USED WATER MANAGEMENT TIMELINE (TENTATIVE)						
TIME (Months)	PACKAGE DELIVERABLES		Contract Sign	Note- NIUA requires 2-3 days for submitting suggestions/ Feedback under each stage progress (Story Board- Gold package) of the e-learning unit.		
				Story Board	Mock-up	Alpha Version Beta Version Gold Package
AUGUST- SEPTEMBER 2023	MODULE- DRINKING WATER SECURITY IN URBAN AREAS	Unit Name- 24X7 water supply to citizens (Split into 2 parts of 30 min- 10 minutes each)	ASSUMING BY THE END WEEK OF MAY 2023	AUGUST 2023		
		Part- 1				
		Part -2		AUGUST 2023		
		Total time of Module		AUGUST 2023		
	MODULE- UNDERSTANDING URBAN USED WATER MANAGEMENT	Unit Name- Programs and Policies		AUGUST 2023		
		Unit Name- Sanitation System Components		SEPTEMBER 2023		
		Unit Name- Treatment Systems and Technologies				
		Unit Name- Challenges in Operation and Maintenance				
		Total time of Module		AUGUST – SEPTEMBER 2023		
	MODULE- DPR PREPARATION	Unit Name- Project Planning		AUGUST 2023		
		Total time of Module 3		AUGUST 2023		

8. Payment Schedule and Conditions
PACKAGE -1

MODULE PACKAGE 1- SOLID WASTE MANAGEMENT (TENTATIVE) & PAYMENT SCHEDULE				
THEME	Module Name	Unit Name	Duration (In Min)	Cost (INR)
SOLID WASTE MANAGEMENT	MODULE- PLANNING FOR SWM	Overview of SWM and its value change	10 Minutes	₹ 1,50,000.0
		IEC and Communication Tools	10 Minutes	
		City-wide Strategy and Planning for SWM	10 Minutes	
		Total Time of Module	30 Minutes	
	MODULE- WET WASTE MANAGEMENT	Wet waste treatment technologies	15 Minutes	₹ 75,000.0
		Total Time of Module	15 Minutes	
	MODULE- DRY WASTE MANAGEMENT	Circular economy in dry waste management	12 Minutes	₹ 180,000.0
		Plastic waste management	12 Minutes	
		E-waste management	12 Minutes	
		Total Time of Module	36 Minutes	
	MODULE- C&D WASTE MANAGEMENT	Construction and Demolition waste management (Split into 3 parts of 30 min- 10 minutes each)	30 Minutes	₹ 1,50,000.0
		Part -1	10 Minutes	
		Part -2	10 Minutes	
		Part -3	10 Minutes	
		Total Time of Module	30 Minutes	
	MODULE- Sustainable Solid Waste Management	Integrating waste pickers for sustainable solid waste management	10 Minutes	₹ 2,00,000.0
		Management of legacy waste	30 Minutes	
		Swachh Bharat Abhiyan & Make in India, the contribution of waste pickers in our cities (Split into 3 parts of 30 min- 10 minutes each)		
		Part -1		
		Part -2	10 Minutes	
		Part -3	10 Minutes	
		Total Time of Module	40 Minutes	
PACKAGE- 1		Total Module Time- SWM	151 Min/ 2hr 30 Minutes	₹ 7,55,000.0

PACKAGE -2

PACKAGE 2- URBAN WATER & USED WATER MANAGEMENT & PAYMENT SCHEDULE (TENTATIVE)				
THEME	Module Name	Unit Name	Duration (In Min)	Cost (In INR)
URBAN WATER MANAGEMENT	MODULE- Drinking water security in Urban areas	24X7 water supply to citizens (Split into 2 parts of 30 min- 10 minutes each)	20 Minutes	
		Part- 1	10 Minutes	
		Part -2	10 Minutes	
		Total time of Module	20 Minutes	₹ 1,00,000.0
USED WATER MANAGEMENT	MODULE- UNDERSTANDING URBAN USED WATER MANAGEMENT	Programs and Policies	4 Minutes	
		Sanitation System Components	8 Minutes	
		Treatment Systems and Technologies	5 Minutes	
		Challenges in Operation and Maintenance	4 Minutes	
		Total time of Module	21 minutes	₹ 1,05,000.0
	MODULE- DPR Preparation	Project Planning	12 Minutes	
		Total time of Module	12 minutes	₹ 60,000.0
PACKAGE-2		Total Module Time- Urban Water and Used Water Management	53 minutes- 1 Hr	₹ 2,65,000.0- 3,00,000.0

Note: The cost has been calculated on a per-hour basis. It will be booked at actuals.

The payment against each deliverable of the assignment will be paid to the agency after the satisfactory completion of all tasks and deliverables and the final submission of each e-learning module.

Release of payment will be made within 30 days of receiving the invoice along with relevant supporting documents.

9. Roles and Responsibility of NIUA

- Provide the content of the modules like the script in a Word file, and presentation of the units.
- Provide a breakup of training modules being digitalized into units, with an estimated time limit for each unit of the module.
- The NIUA team will also be coordinating with the agency for syncing the script with the audio video of the instructor recording, animations, graphics, and sub-titles

Evaluation and Qualification Criteria

1. ELIGIBILITY CRITERIA

- i. Should be a company registered under the provisions of the Indian Companies Act, 2013 / Companies Act, 1956 or a partnership firm registered under the Indian Partnership Act, 1936 or the Limited Liability Partnerships Act or NGO /Sole Proprietorship firm / Society. **Joint Venture / Consortium is not allowed.** Copy of certificate of incorporation along with name change if any, copy of PAN Card and copy of GST Registration Certificate is required.
- ii. On the last date of submission of the Proposal, the Agency should not be blacklisted by the Central Government/State Governments/Union Territories/PSUs in India for unsatisfactory past performance, corrupt, fraudulent, or any other unethical business practices. The form for self-certified undertaking is attached in Tech Forms.
- iii. Bidder should have an Average Annual Turn Over of the last 3 financial years (2019-20, 2020-21, 2021-22) of Rs.25 lakh
CA Certificate with a Balance sheet for the Last Three Years is required
- iv. The agency should have an office/branch in Delhi / NCR.

If the above Eligibility Criteria are not satisfied, then Technical Proposal will not be further evaluated.

2. HIRING PROCESS

Technical Score: The proposals will be assigned a Technical Score based on the following criteria:

TECHNICAL EVALUATION CRITERIA

S. No.	CRITERIA	MAXIMUM SCORE
1	CRITERIA 1: Detailed Working Concept	05
A	Understating of Terms of Reference	05
2	CRITERIA 2: Project Cost and Work Experience	40
A	The agency must have experience dealing with government agencies and/or multinational corporations in the last five years. Similar / Relevant projects functionalities/services developed (Experience in similar assignments – Completed). Similar Assignments mean – Expertise in producing digital modules,	20

S. No.	CRITERIA	MAXIMUM SCORE								
	<p>digital instructional courses, animation, documentaries, and other content.</p> <p>A minimum 1 assignment of the project cost more than Rs.10 lakhs is required.</p> <p>The marks will be awarded as under:</p> <table><tr><th>No. of assignments and project cost</th><th>Marks</th></tr><tr><td>1 assignment with a cost of more than Rs.10 lakhs</td><td>10</td></tr><tr><td>2 assignments with a cost of more than Rs.10 lakhs each</td><td>15</td></tr><tr><td>3 assignments or more with a cost of more than Rs.10 lakhs each</td><td>20</td></tr></table> <p>Supporting Documents required – Copy of Contract/ Work Order and Completion Certificates from the Client</p> <p>OR</p> <p>Copy of Contract / Work Order and Self-Certificate of Completion by the Authorized Signatory on the Letter Head of the Company with relevant information like name of the assignment, date of start, date of completion, contract amount and total payment, etc.</p>	No. of assignments and project cost	Marks	1 assignment with a cost of more than Rs.10 lakhs	10	2 assignments with a cost of more than Rs.10 lakhs each	15	3 assignments or more with a cost of more than Rs.10 lakhs each	20	
No. of assignments and project cost	Marks									
1 assignment with a cost of more than Rs.10 lakhs	10									
2 assignments with a cost of more than Rs.10 lakhs each	15									
3 assignments or more with a cost of more than Rs.10 lakhs each	20									
B	<p>The agency must have created digital educational modules or courses for government agencies and/or multinational corporations in the last five years.</p> <p>The marks will be awarded as under:</p> <table><tr><th>No. of modules or courses</th><th>Marks</th></tr><tr><td>1-5 module</td><td>10</td></tr><tr><td>6-10 modules</td><td>15</td></tr><tr><td>11 modules or more</td><td>20</td></tr></table>	No. of modules or courses	Marks	1-5 module	10	6-10 modules	15	11 modules or more	20	20
No. of modules or courses	Marks									
1-5 module	10									
6-10 modules	15									
11 modules or more	20									

S. No.	CRITERIA	MAXIMUM SCORE
	Supporting Documents required – Copy of Contract/ Work Order and Completion Certificates from the Client OR Copy of Contract / Work Order and Self-Certificate of Completion by the Authorized Signatory on the Letter Head of the Company with relevant information like name of the assignment, date of start, date of completion, contract amount and total payment etc.	
3	CRITERIA 3: Team/Agencies Profile	15
A	Position 01: Video Editor	05
B	Position 02: Graphic Designer	05
C	Position 03: Illustrator/Visualizer/Animator	05
4	CRITERIA 4: Presentation to Client	40
A	Presentation on Technical capabilities of the Agency	20
B	Two Sample Videos relevant to the required themes	20
	TOTAL TECHNICAL PROPOSAL SCORE	100

Two Agencies with the highest technical score shall be selected by the Client for work on two packages (Package – I and Package – II). A separate Contract Agreement will be signed with each agency for these Packages.

The Bidders are requested to provide their best Technical Proposals. The minimum qualifying technical score will be 70 out of 100. Non-compliant or inadequate technical proposals (i.e. scored below a minimum technical score of 70) will be rejected. The Agency shall be selected under the selection method based on **Fixed Budget Selection (FBS)**. The amount is fixed at Rs.3,00,000 per hour (inclusive of all taxes).

Form Tech -1: Technical Proposal Submission Form

(on the letterhead of the company specifying his name and address)

Location_____

Date_____

To:

The Director,

National Institute of Urban Affairs

Core 4B, 01st Floor, India Habitat Centre

Lodhi Road, New Delhi – 110003

Dear Sir,

We, the undersigned, offer to provide the Services **to prepare E-Learning Modules under the Sustainable Cities Integrated Approach Pilot (SCIAP)** project in accordance with your Request for Proposal dated [XXXX] and our Proposal. We are hereby submitting our Technical Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to the rejection of our Proposal by the Client;
- b) Our Proposal shall be valid and remain binding upon us for the period of 60 days;
- c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We acknowledge and agree that the Client reserves the right to annul the selection process and reject all Proposals at any time prior to the Contract award, without thereby incurring any liability to us.

We remain,

Yours sincerely,

Name of the Agency:_____

Signature of the Agency's head: _____

Address: _____

Form TECH-2: Power of Attorney

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms..... son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the “authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for XXXXXX, proposed to be developed by the (the “Client”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Client in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarised

Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarized by a notary public.
- Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, Bidders from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalized by the Indian Embassy if it carries a conforming Apostille certificate.

Form Tech – 3 Technical Proposal

The Technical Proposal submitted by the Agency should have the following details to substantiate credentials and marking Technical Score –

- a) Bidder's Profile
- b) Understating of the TOR
- c) Similar / Relevant projects functionalities/services developed (Experience in similar assignments – Completed) – Minimum one assignment. The agency must have prior experience dealing with government agencies and/or multinational corporations in the last five years.
- d) The agency must have created digital educational modules or courses for government agencies and/or multinational corporations in the last five years.
- e) Composition and quality of the proposed team - Profile of the team and track record in handling similar assignments

Form Tech – 4 Declaration Regarding Blacklisting/ Non-Blacklisting from Taking Part in Govt. Tender

(On non – judicial stamp paper of INR 100/- or such equivalent document duly attested by notary public)

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 any other Government organization from taking part in Government tenders.

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 any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- . The period is over on -----and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled.

Dated this Day of, 2023....

Yours sincerely,

Name of the Agency:_____

Signature of the Agency's head: _____

Address: _____

Form Tech – 5 Bidder Information Form

a	Name of Bidder with full address	:	
b	Tel. No.	:	
c	Fax No.	:	
d	Email	:	
e	Year of Incorporation.	:	Proof of registration of the Bidder to be submitted
f	Name and address of the person holding the Power of Attorney.	:	
g	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
h	Name of Bankers with full address.	:	
i	Regional presence (Direct office)		The location details to be provided
j	GST Registration Number	:	Copy to be submitted.
k	Are you presently debarred / Blacklisted by any Central/ State Government Department / Union Territory (If Yes, please furnished details)	:	
l	Name and details (Tel / Mobile / Email) of contact persons	:	

Form TECH–6: Work Experience

Similar / Relevant projects functionalities/services developed (Experience in similar assignments – Completed). The agency must have prior experience dealing with government agencies and/or multinational corporations in last five years.

The format for submission of previous SIMILAR assignments is given below:

Duration	Brief description of Previous Assignments	Brief description of main components / outputs	Name of Client and location of Assignment	Approx. Contract value (in INR)/ Amount paid to your firm
<i>{e.g., Jan.2009– Apr.2010}</i>	<i>{e.g., Development and/or design of Program management platform/tool, etc}</i>		<i>{e.g., Ministry of, country}</i>	

Form TECH-7:

Average Annual Turnover

Average Annual Turnover of the Agency by Statutory Auditor

Bidder	------(Name of Bidder)				
FY	2019-20	2020-21	2021-2022	Total	Average
Annual Turnover					
<p>Certificate from the Statutory Auditor</p> <p>This is to certify that..... (Name of the Bidder) has received the payments shown above against the respective years.</p> <p>Name of the audit firm:</p> <p>Seal of the audit firm:</p> <p>Date:</p> <p>UDIN :</p> <p>(Signature, name, and designation of the authorized signatory)</p>					

* The Bidder should provide the Financial Capability based on its own financial statements. The Financial Capability of the Bidder's parent company or its subsidiary or any associate company will not be considered for computation of the Financial Capability of the Bidder.

* Bidder should fill in details as per the row titled Annual Turnover. In case the Bidder is a Joint Venture / Consortium, for the purpose of evaluation on financial parameters, the financial parameters of all the members shall be furnished in separate sheets for consideration.

Kindly provide supporting balance sheets / P&L statements

**Form TECH-8:
Curriculum Vitae (CV)**
(Indicative format)

Position Title and No.:	<i>[e.g., K-1, Team Leader]</i>
Name of Expert:	<i>[insert full name]</i>
Date of Birth:	<i>[day/month/year]</i>
Country of Citizenship/Residence:	<i>[insert country]</i>

Education: *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained.]*

Employment record relevant to the Services: *[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the Services does not need to be included.]*

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Services
<i>[e.g., May 2015 – present]</i>	<i>[e.g. Ministry of _____, advisor/agency to _____ For references: phone _____/ email _____, Mr. Bbbbbb, deputy minister]</i>		

Membership in Professional Associations and Publications: _____

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Services:

Detailed Tasks Assigned to Agency's Team of Experts	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

Expert's contact information: *[email: _____, phone: _____]*

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the Services in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

		<i>[day/month/year]</i>
Name of Expert	Signature	Date

		<i>[day/month/year]</i>
Name of authorized Representative of the Agency <i>[the same who signs the Proposal]</i>	Signature	Date

Standard Contract

THIS CONTRACT (“Contract”) is entered into this XX May 2023, by and between National Institute of Urban Affairs (“the Client”) having its principal place of business at 1st Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi - 110 003,

and *[insert Agency’s name]* (“the Agency”) having its principal office located at *[insert Agency’s address]*; Telephone/ Mobile no: _____, Email: _____.

BACKGROUND

The Client requires the Agency to perform the Services described in Annex A as part of the implementation of the Project.

WHEREAS, the Client wishes to have the Agency performing the Services hereinafter referred to, and

WHEREAS, the Agency is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services	The Agency shall perform the Services and submit the E-Learning Module specified in Annex A , “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
2. Contract Period	The Agency shall perform the Services during the period commencing <i>[insert start date]</i> and ending on <i>[insert completion date]</i> or any other period as may be subsequently agreed by the parties in writing.
3. Amendment	Any amendment to this agreement shall be in writing and by mutual consent through an exchange of correspondence between the NIUA and the selected agency.
4. Payment	<p>A. <u>Ceiling</u></p> <p>For Services rendered pursuant to Annex A, the Client shall pay the Agency an amount not to exceed a ceiling of <i>[insert ceiling amount]</i>. This amount has been established based on the understanding that it includes all of the Agency’s costs and profits as well as any tax obligation that may be imposed on the Agency.</p>

	<p>B. <u>Payment modalities</u></p> <p>The payment schedule and conditions are specified in Annex C.</p> <p>Payments shall be made within 30 days following submission of original invoices in duplicate to the Coordinator designated in article 5 on the following bank account:</p> <p>Bank account number:</p> <p>Bank account's name:</p>
<p>5. Contract Administration</p>	<p>A. <u>Coordinator</u></p> <p>The Client designates Mr. , Designation, Department, National Institute of Urban Affairs (NIUA) as Client's Coordinator; the Coordinator shall be responsible for the coordination of the Services under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.</p> <p>B. <u>E-Learning Module</u></p> <p>The E-Learning module specified in Annex A, "Terms of Reference and Scope of Services" shall be submitted as part of the Services, and will constitute the basis for payments to be made under article 4.</p>
<p>6. Performance Standard</p>	<p>The Agency undertakes to perform the Services in compliance with the highest ethical and professional standards.</p>
<p>7. Confidentiality</p>	<p>The Agency shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.</p>
<p>8. Ownership of Material</p>	<p>Any study, report or other output such as audio and video recording, animations, graphics, scripts or else, prepared by the Agency for the Client under the Contract shall belong to and remain the property of the Client. The Agency may retain a copy of such documents and software.</p>
<p>9. Unfair Competitive Advantage and</p>	<p>The Agency had (or any of its Affiliates) been engaged by the Client to provide goods, works, or services for a project, shall be disqualified from providing consulting services resulting from or directly related to</p>

Conflicting Activities	those goods, works, or services. Conversely, an Agency (or any of its Affiliates) hired to provide consulting services for the preparation or implementation of a project shall be disqualified from subsequently providing goods or works or services resulting from or directly related to the consulting services for such preparation or implementation.
10. Insurance	The Agency will be responsible for subscribing to an appropriate insurance coverage.
11. Assignment	The Agency shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
12. Law Governing Contract and Language	The Contract shall be governed by the laws of India, and the language of the Contract shall be the English language.
13. Termination	The contract may be terminated by the Client if the Agency fails to perform the Services or fails to submit satisfactory reports as specified in Annex A . The termination shall be preceded by a 15 day's notice. At the cost and liability of the Agency.
14. Dispute Resolution	Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended. Any arbitration proceedings shall, unless otherwise agreed by the Parties, be held at New Delhi in INDIA.
15. Agency's Status	If the Agency has the status of an independent Agency, the Agency shall not be deemed to be an employee of the Government of the Country of the Client or an employee of the Client by virtue of the Contract. The Agency shall have no right to payments, allowances, compensation, pension or reimbursements of any kind, except as explicitly specified in the Contract.

FOR THE CLIENT

FOR THE AGENCY

Signed by: Hitesh Vaidya

Signed by _____

Title: Director, NIUA

Title: _____

ANNEX A - Terms of Reference and Scope of the Services

ANNEX B - Technical Proposal

ANNEX C - Payment Schedule and Modalities