

**Tender Document for the engaging the agency providing  
Financial Literacy to students of Delhi Skill and Entrepreneurship  
University**

This tender document provides information regarding the Scope of Work, Technical requirements and other related information to the bidder. Bidders are expected to examine all instructions, forms, terms, project requirements and other information in the tender documents. Failure to furnish all information required by the tender document or submission of a proposal not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

**1. Scope of the Work**

- The agencies would provide the following services to enhance Financial Literacy (FL) amongst the students of Delhi NCR as per the following scope of work, deliverables and other terms outlined below.
- To organize online digital learning classes/ lectures and face to face/online training programs on the aspects of Financial literacy through basic concepts like Introduction to FL, Budgeting, Needs & Wants, Income & Expenses, Savings & Investments, Asset & Liability, Good debt & bad debt and basic of financial fraud.
- To integrate the online lecture delivery with LMS of the university
- To develop a curriculum and training material for a 0.5 credit course (10-12 hours) on financial literacy. The course can be further extended basis university decision
- To incorporate the concept of peer learning and group discussion in course design
- To have both self-learning & live lectures components
- To incorporate case studies & continuous assessment in course design
- To create a cadre of trainers with capacities to impart training on Financial Literacy to the specified students of Delhi NCR.
- To train the teachers/trainers to standardize the delivery, propose and implement a suitable delivery and evaluation mechanism.
- To create curated e-books & case studies for different aspects of the curriculum
- To have certain sessions campus wise/ batchwise as advised by DSEU based on options proposed by agency. At least 6,500 students across 14 campuses to be trained with knowledge about basic concepts of financial literacy . (number are tentative)
- After the completion of the course, students should be able to have a basic idea of the meaning of financial literacy, they should be able to create their own investment plans to manage their money and should have a knowledge of potential financial frauds.

## 2. Bidding Data Sheet

S.No.	Particulars	Details
a)	Tender Id	2021_DSEU_212767
b)	Location of the Project	New Delhi
c)	Fee of Tender/Tender Processing Fee	NIL
d)	Earnest Security Money (EMD)	Exempted
e)	Performance Security Deposit	Exempted
f)	Tender Publishing Date	15-12-2021 0900 Hrs
g)	Tender Downloading Date	15-12-2021 0930 Hrs
h)	Clarification Seek Starting Date	15-12-2021 0930 Hrs
i)	Clarification Seek Last Date	17-12-2021 1530 Hrs
j)	Query @ email	<a href="mailto:registrar@dseu.ac.in">registrar@dseu.ac.in</a>
k)	Last Date of Bid Submission	22-12-2021 1700 Hrs
l)	Bid opening date	23-12-2021 1100 Hrs
m)	Duration of work	06 Months
n)	Method of Evaluation	Quality cum Cost-Based Selection (QCBS)

## 3. Instruction to Bidders to submit the Bid

The complete tender document can be downloaded from the e-procurements portal of the Delhi government and university website. The bid submitted online on portal shall be considered for evaluation and awarded if selected. To bid the offer, firms shall be registered on the e-procurement portal of Delhi government.

The bid has two covers 1. Technical/Pre-qualification and 2. Financial Bid. Bidder shall have to upload the required document as per the respective covers separately. All the documents shall be uploaded in pdf format only. The financial bid will be accepted in the Excel format and uploaded in the same format and file downloaded from the tender page on portal.

The University reserves the right to issue addendum/corrigendum/modification or to

accept or reject any or all proposal(s) or to cancel the whole of this tender at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the University for the same.

The bidder shall upload the authorization of the person signing the bidding document. Only one bid from a firm will be accepted.

#### **4. Bidder Pre-Qualification**

The Firm/bidder should be registered and should have valid license of Incorporation, bidder shall upload self-attested copy of the license with the bid. Bidder should also upload the GST registration proof and PAN of the proprietor/company.

The firm shall have experience of at least 03 years' in delivering online lectures/short term courses. Firm shall upload the certificate of appreciation or feedback collected from the participants of the any three events organized in online mode

The firm should have a minimum 2 years of experience in the field of financial literacy and should have trained at least 1000 students. The bidder must have experience for number of years as indicated above (prior to the bid opening) of providing similar type of services to any Central/State Govt Organization/PSU/Public Listed Company. Copies of relevant contracts/orders to be uploaded along with bid in support of having provided services during each of the financial year.

The firm key resource person should have experience of 20 years in education with at least 5 years in financial literacy, including development of study material and experience of online training. The firm shall upload the CV (shall contain link of LinkedIn profile) of resource person.

The firm/bidder should have at least 1 social tie up/partnership for mass scale training. Bidder/firm shall upload the valid certificate of partnership.

The firm/bidder should have a system for continuous assessment and evaluation and should have implemented it for at least 1 year. Firm shall upload the certificate of appreciation or feedback from at least 2 clients.

#### **5. Evaluation of the Bids**

The bids are evaluated by the Quality-cum- Cost Based Selection Method (QCBS). The technical and financial bids are evaluated as given hereunder

Technical Bid Weightage	Financial Bid Weightage
70%	30%

The bid that obtains the highest Total Score (TS) value will be rated as the successful bidder.

As stated above, the Evaluation Methodology proposed to be adopted by DSEU will be Quality cum Cost Based System (QCBS) method of evaluation where Technical Bid Score will

get a weightage of 70% (denoted by T) and Commercial Bid Score a weightage of 30% (denoted by C).

Description of variables used:

- a. ST is the Technical Score for each Bid as calculated out of 100%
- b. SF is Total Commercial Score (normalized) for each Bid

Bids will be ranked according to their combined Technical Score ST and Financial Score SF using the weights (T = the weight given to the Technical Bid; C = the weight given to the Commercial Bid; T + C = 100%):

Total Score (TS) for each Bid shall be computed as follows:  $TS = ST \times T\% + SF \times C\%$

Minimum score to pass in technical evaluation is 70%. The firm achieving the highest Total Score (TS) will be invited for award of work after Preliminary Examination of Proposals and acceptance of terms and condition of the Tender document/Delhi Skill and Entrepreneurship University.

Best Evaluated Bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.

## **6. Criteria of Technical Bid**

Expertise and experience of the agency in education sector and ability to work with local language. Experience in between 1-5 Years Experience in between 5-10 Years Experience Greater than 10	Maximum Marks :30  15 20 30
Methodology appropriateness Evaluation will include curriculum design, methodology of delivery, details of assessment etc.	Maximum Marks 25
Qualification and experience of key personnel. Experience in between 20-22 Years CA/CFP/CFA Practical experience of financial industry for more than 10 years	Maximum Marks: 15 15  10
Timeliness of the implementation plan Evaluation will include details about plan for rolling out to 6500 students	Maximum Marks: 30

## **7. Working Arrangements:**

- a) No space for office shall be given to the service provider in any premises of the University.
- b) The service provider shall set up responsive mechanism of the query received via email/calls.
- c) The university will provide the relevant information if any required for the

execution of the tasks under this project.

- d) The University is not responsible for providing any kind of working items/IT equipment to the service provider, the service provider should arrange them at their own.
- e) DSEU shall manage the creation and management of batches as per the agreed delivery format/ batch sizes. (not exceeding 120 students)

## **8. Methodology**

The following methodology may be followed but not limited to:

- a. Deliver through their own Trainers/ part time professionals
- b. Keep a practical angle to the entire Project, so that the learnings are applicable and useful for the students.
- c. Use Batches created by DSEU to deliver the content-based on agreed batch formats/ sizes
- d. Students may be provided with practical assignments wherever possible.

## **9. Earnest Money Deposit**

In Compliance of Office Memorandum No. F.9/4/2020-PPD Dated the 12<sup>th</sup> November 2020 issued by Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India, EMD is exempted for this tender but a declaration shall be submitted/upload as per annexure-1 on company letter head.

## **10. Performance Bank Guarantee**

In Compliance of Office Memorandum No. F.9/4/2020-PPD Dated the 12<sup>th</sup> November 2020 issued by Procurement Policy Division, Department of Expenditure, Ministry of Finance, Government of India, Vendor shall submit 3 % of the tender award value within 15 days of award of bid.

## **11. Term and Condition**

- a) The term —CONTRACT shall mean and include the Notice Inviting Tender (NIT), the Instructions to tenderer, the Tender, Letter of Intent accepting the tender in part or full, Special & General Terms & Conditions, directions and comments conveyed in writing, the Purchase Order or Work Order, and its subsequent variations, if any, or any other authorized contract documents and those general and special conditions that may be added subsequently.
- b) The term “service provider” shall mean the person(s) firm, or company with whom a CONTRACT has been entered into and shall be deemed to include their representatives, heirs, executors and administrators, successors and permitted assignees of such person(s), firm or company.
- c) The term “Tenderer” shall mean the person(s), firm or company, who offers a tender or quotation duly signed in response to this Notice Inviting Tenders (NIT) issued by University and shall include their representatives, heirs, executors and administrators, successors and permitted assignees of such person(s) firm or company.
- d) The number of students mentioned is indicative and actual number will be mutually

agreed to by University and Service Provider. However, University reserves the right to order part quantity at its sole discretion.

- e) All tender documents shall be in English language. All other information shall also be supplied by the service provider in English language. All quoted prices shall be indicated by provider both in figures and words and where there is difference between quoted in figures and quoted in words, the prices quoted in words shall prevail. Tenders should be duly signed on all pages by the proprietor of the service provider or by legally authorized representative, in longhand along with the firm's/ company's seal. No oral, telephonic or telegraphic tenders or modifications in the tenders shall be considered under any circumstances.
- f) University reserves the right to accept at their sole and unfettered discretion any tender for whole or part quantities or reject any or all tenders without assigning any reason thereof. No claims for compensation or otherwise whatsoever will be considered by university from the tenderer.
- g) If a tenderer resorts to any frivolous, malicious or baseless complaints/ allegations with an intent to hamper or delay the tendering process or resorts to canvassing/ rigging/ influencing the tendering process, University reserves the right to debar such tenderer from participation in the present/ future tenders up to a period of 2 years.
- h) The tenderers shall not be entitled to claim any cost, charges or incidentals for or in connection with the preparation and submission of the tenders.
- i) University reserves the right to split the tender in whole or in part at its sole discretion without assigning any reason and can place the Purchase Order(s) on more than one service provider.
- j) University reserves the right to reject the tender on receipt and/or on evaluation, if the past performance of the tenderer has not been found satisfactory.
- k) Tenderer shall quote rate in Rs. (INR) only.
- l) All entries in the tender documents should be in Ink/Typed. Corrections, if any, should be attested by full signature of tenderer. Every page of tender documents shall be signed by the tenderer or his authorized representative.
- m) Purchaser reserves the right to issue any corrigendum to the tender even up to five days prior to the due date of opening of the tender. Tenderers are also advised to check the website for the purpose of submitting their e-bids or revising their e-bids, whether any such corrigendum to the tender has been issued or not.
- n) The firms submitting the e-bid should indicate the details of the digital signatures, name, user id etc. of their authorized representative signing the tender or any other documents connected therewith.
- o) The e-bids shall be kept valid for acceptance for a minimum period of 90 days from the date of opening of the tender. In case the tenderer stipulates validity period of less than 90 days, the offer may be treated as unresponsive and is liable to be ignored. If necessary, the purchaser may obtain clarification on the offers on matters other than having financial implications by requesting for such information from any of the tenderers as considered necessary. Tenderer will, however, not be permitted to revise rates and any other terms and condition of offer which alter substance of the offers after the tenders have been opened.
- p) All tenderers are advised to indicate their Banker's name and account number in their

offers. This information is needed for the purpose of payment against the contract through cheques, being issued with indication of bank account number. etc. to safeguard against misappropriation of cheque.

- q) Conditional bids or the bids not accepting the terms and conditions will be rejected.
- r) No tenderer/firm/company should have been blacklisted /debarred from participating or executing contract with any of PSU or Public Agency or Institution, during the last 3 year for the reason whatsoever.
- s) Selected agency shall not assign or sublet contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of empanelment and forfeiture of Security Deposit.
- t) The faculty/resource provided by the outsourced Institute (successful bidder) should possess requisite skill and experience.
- u) The agency shall indemnify Delhi Skill and Entrepreneurship University against all third-party claims of infringement of patent, trademark or licenses arising from use of the software or any part thereof in product delivered under this contract.
- v) The empaneled agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Delhi Skill and Entrepreneurship University to concerned tax collection authorities from time to time as per the extant rules and regulations on the matter.
- w) DSEU will retain the absolute copyright and all such related rights including and not limited to rights for adaptations/ translation, reproduction, alteration and archiving without any restriction of time period to all such creative/content and their inputs which might be produced by the agency for executing a work and such creatives could be used in any such future campaigns that the University may consider appropriate.
- x) Performance of the Contract is governed by the terms and conditions of the Contract made at the time of awarding scope of work, however, at times dispute may arise about any interpretation of any term or condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, then following clause of Contract shall become applicable.
- y) Any dispute, difference or question arising out of this agreement shall be settled amicably between the parties, failing which the same shall be referred to a sole arbitrator to be nominated by the Govt. of NCT of Delhi for arbitration under the Arbitration Conciliation Act 1996, and the place of arbitration shall be Delhi.
- z) Under these terms and conditions University may, by written notice terminate the Agency in the following ways –
  - a) Termination by Default for failing to perform obligations under the Contract or if the quality is not up to the specification/scope of work or in the event of non-adherence to time schedule.
  - b) Termination for Convenience in whole or in part thereof, at any time.
  - c) Termination for Insolvency if the Agency becomes bankrupt or otherwise insolvent.

- d) University reserves the right to terminate any agency at any point of time, in case the overall training feedback for 4 batches conducted by the agency falls below 70%.
- aa) University shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the empaneled Company/ Firm/ Agency during their performing the functions/ duties or for payment towards any compensation.
- ab) Bills chargeable to the University shall be paid after every month of services rendered, if found in order. Payment will be released on a monthly basis within a month after receipt of the bill subject to satisfactory provisions of services to the following conditions: -
- i. Bills should be submitted along with certificate from the designated officer of the Sector/Course/Program concerned about successful completion of the program.
  - ii. Income tax or any other applicable taxes shall be deducted at source at the time of payment to the agency in accordance with the provisions of the relevant Acts as applicable.



**Bid Declaration format  
(on firm/Company Letterhead)**

Date : \_\_\_\_\_

Tender : \_\_\_\_\_

To

The Registrar  
Delhi Skill and Entrepreneurship University  
DSEU Dwarka Campus  
Sector-9 Delhi -110077

**Subject: Bid Security Declaration**

Sir,

I/We the undersigned declare that:

- 1) I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
- 2) I/We accept that I/We may be disqualified / debarred from bidding against Delhi Skill and Entrepreneurship University tenders for a period of one year from the date of notification if I/We are in a breach of any obligation under the bid conditions, because I/We
  - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
  - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security within the timeline, in accordance with the instructions to Bidders & as per tender terms & conditions.
- 3) I/We understand this Bid Securing Declaration shall cease to be valid on the Thirty First day from following,
  - a) if I am/we are not the successful Bidder, the receipt of your notification of the name of the successful Bidder; or
  - b) the expiration of the validity of my/our Bid or any extension thereof.

Date and Place

Signature and Name of Authorised Signatory  
(Insert legal capacity of person signing the Bid Security Declaration)

## Form of Agreement

THIS AGREEMENT is made on the \_\_\_\_ day \_\_\_\_\_(Month) \_\_\_\_\_(Year) Between the President of India through the \_\_\_\_\_(Name and address of the University) hereinafter called "the University", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND \_\_\_\_\_(Name and address of the contractor) through Shri \_\_\_\_\_, the authorized representative (hereinafter called "the service provider") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Financial Literacy to the students of \_\_\_\_\_(Name of the University) for providing adequate information about the information about the financial technologies growth.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a. Letter of acceptance of award of contract;
  - b. Terms and Conditions;
  - c. Notice inviting Tender;
  - d. Bill of Quantities;
  - e. Scope of work;
  - f. Addendums, if any; g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the University to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the employer to execute and the literacy services w.e.f \_\_\_\_\_ as per the provisions of this Agreement and the tender documents.
4. The University hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. \_\_\_\_\_ ( \_\_\_\_\_ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

<p>For and on behalf of the Contractor Signature of the authorized official</p> <p>Name of the official Stamp/Seal of the Contractor</p> <p>By the said _____ Name on behalf of the Contractor in the presence of: Witness _____ Name _____ Address _____ Telephone No: _____</p>	<p>For and on behalf of the President of India Signature of the authorized Officer</p> <p>Name of the Officer Stamp/Seal of the Employer</p> <p>By the said _____ Name on behalf of the employer in the presence of: Witness _____ Name _____ Address _____ Telephone No: _____</p>
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*<On the Letterhead of the Company/Firm>*

Date

To,  
The Registrar,  
Delhi Skill and Entrepreneurship University  
DSEU Dwaraka Campus,  
Sector-9 Dwarka  
New Delhi-110077

Subject: Offering bid against the Tender ID <.....>

Sir,

We would to extend your offer against the tender id cited in the subject. We have downloaded all the relevant documents from the Delhi state government e-procurement portal and understood.

By offering our services We/I undertake that

- 1) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- 2) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
- 3) I/We shall provide trained trainers.
- 4) I/We do hereby undertake that quality of knowledge shall be ensured by our Agency, as well as any other point considered by our Agency.

The details and information for technical evaluation has been attached here with.

With thanks and Regards

Name of Person  
Seal/Stamp of the Firm

## Application form and Technical Bid Checklist

Tender No : \_\_\_\_\_

S.No.	Particulars	
1	Name of the Firm/Company	
2.	Legal Entity of the Company/Firm	
3.	Address of the Firm	
4.	Name of Proprietor/CEO	
5.	Contact Details of the Proprietor	Telephone Email
6.	Name of Authorized Person	
7	Contact Details of the Authorized Person	Telephone/Mobile Email
8.	Firm/Company GST and PAN Number	PAN GST
9	Turnover in the previous three financial year	
10.	Work Order/Experience	
11	Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations (Attached list if required)	
12	Details of Business Licenses	
13	Accreditation – Skill Council or other accreditation.	
14	Curriculum CV of the Lead Resource	
15	Details and Curriculum CV of the Other Staff Members	
16	Methodology its appropriateness and time plans for implementation	

Name and Signature of Authorized Person with Seal

### Commercial Bid

Firm/Company may offer their financial bid in the following format in the BOQ downloaded with tender. The Commercial received in any other manner summarily rejected. The Unit price includes the services charges of all type to incur for all types of expenditure. Firm/Company shall not demand expenditure more than quoted at any stage of the project.

S.No	Nature of Work	No. of Students	Unit Price(for entirecourse)	GST		Total Price
				%	Amount	
1	Financial Literacy of DSEU Students	6500*				

\*Numbers are tentative and can be increased or decreased at the time of the award of tender.

Our Commercial Bid shall be binding upon us.

- 1) The Commercial Bid has been signed by the Authorized Signatory.
- 2) We understand and hereby accept that DSEU will evaluate our Bid on the basis of Total Contract Value quoted by us.
- 3) It is hereby confirmed that I/We are entitled to act on behalf of our corporation /company / firm /organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Name and Signature of Authorized Person  
Seal and Stamp