FOUNDATION FOR SCIENCE INNOVATION & DEVELOPMENT (FSID)
INNOVATION CENTRE, INDIAN INSTITUTE OF SCIENCE (IISc),
NEAR MARAMMA CIRCLE GATE
BENGALURU - 560012

Telephone: 080 - 2346 0622

Website: https://www.fsid-iisc.in/
E-mail: procurement.support@fsid-iisc.in

REQUEST FOR PROPOSAL (RFP)

FOR

SELECTION OF A CURRICULUM DESIGN AND TRAINING AGENCY FOR INNOVATION, ENTREPRENEURSHIP AND LIVELIHOOD TRAINING UNDER PROJECT RISE

(Rural Innovation and Sustainable Entrepreneurship - SC/ST Innovation & Entrepreneurship Hub, IISc Challakere / Chitradurga District)

RFP No. FSID/INT/31/26-27

Request For Bid

This is a Request for Proposal (RFP) for appointment of an eligible agency for curriculum design and delivery of innovation, entrepreneurship and livelihood training under Project RISE.

Sl. No.	Section	Particulars	Details
1	Section 1	Bid Schedule	
2	Section 2	Eligibility Criteria	As specified by Bid Inviting Authority
3	Section 3	Terms and Conditions	As specified by Bid Inviting Authority
4	Section 4	Specifications / Terms of Reference	Curriculum design, entrepreneurship training, beneficiary surveys/screening, follow-up, advanced sector-specific programmes, Training of Trainers (ToT), reporting, content handover and related services
5	Section 5	Technical Details / Bid Document	Annexure 1: Bidder details Annexure 2: Declaration regarding experience of bidder Annexure 3: Declaration regarding clean track record Annexure 4: Declaration of acceptance of Bid Annexure 5: Details of proposed team / trainers and services Annexure 6: Milestone / training batch inspection and acceptance certificate Annexure 7: Make in India declaration Annexure 8: NEFT mandate form Annexure 9: New vendor registration details Annexure 10: Disclosure of conflict of interest Annexure 11: Documents to be submitted Annexure 12: Financial Bid Annexure 13: Key personnel / trainer profile summary Annexure 14: Confidentiality, IP and data protection undertaking Annexure 15: Technical compliance matrix Annexure 16: Technical evaluation matrix Annexure 17: Project governance, implementation plan and risk register Annexure 18: Training content / copyright / third-party material declaration Annexure 19: Deliverable / training batch review and acceptance checklist
6	Section 6	Commercial Details	Commercial Bid with unit-rate / deliverable-wise pricing and evaluated financial bid
7	Section 7	Checklist	Checklist for offline two-packet bid submission

Section 1- Bid Schedule

Sl. No.	Particulars	Details
1	RFP No	FSID/INT/31/26-27
2	RFP Date	10-11-2026
3	Item Description	Appointment of agency for curriculum design and delivery of innovation, entrepreneurship and livelihood training under Project RISE
4	Consignee / Project Location	Project RISE / FSID - IISc Challakere Campus and designated locations across Chitradurga District, Karnataka
5	Bid Type	Offline two packet system: (i) Technical Bid (ii) Financial Bid
6	Place / Mode of submission	O/o Head Commercial, Commercial Department, FSID, Innovation Centre, IISc, Near Maramma Circle Gate, Bengaluru - 560012. Bids shall be submitted in physical hard copy only. Technical Bid and Financial Bid shall be submitted in separate sealed packets and both packets shall be placed in one outer sealed cover.
7	Last Date & Time for submission of Bid	19-11-2026 up to 4 PM
8	Pre-bid Meeting / Clarification	The Pre-Bid Meeting shall be conducted online on 16-11-2026 from 11:00 AM to 12:00 PM Service Providers seeking any clarification regarding the RFP / Scope of Work are requested to submit their queries by email on or before 15-11-2026, 4:00 PM. The queries should clearly indicate the relevant RFP clause / section and the clarification sought. The online meeting link shall be shared with the Service Providers who submit their clarification requests within the stipulated timeline. FSID may, at its discretion, issue consolidated clarifications / responses arising out of the Pre-Bid Meeting, which shall form part of the RFP.
9	Bid Security / EMD	Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft issued in favour of "Foundation for Science Innovation and Development" payable at Bangalore
10	Bid Validity	120 days from the date of opening of Financial Bid
11	Contract Period	Twenty-four (24) months from the date of issue of Purchase Order / commencement date, with an option for FSID to extend by up to twelve (12) months subject to project requirement, funding, satisfactory performance and approval.
12	Method of Selection	Quality and Cost Based Selection (QCBS): Technical Score 70% and Financial Score 30%. Financial Bid of only technically qualified bidders shall be opened.
13	Technical Qualifying Score	Minimum 70 marks out of 100 and minimum 15 marks out of 25 in Presentation / Demonstration, unless modified by FSID before issue.
14	Place and Date of Presentation	Foundation for Science Innovation and Development, Innovation Centre, Indian Institute of Science, Bangalore – 560012 on 20-11-2026 at 3 PM.
15	For further clarification, please contact	Commercial Department, Foundation for Science Innovation & Development (FSID), Innovation Centre, IISc Bengaluru. Email ID - procurement.support@fsid-iisc.in. Contact No. 080-23460622.

Section 2 - Eligibility Criteria

Prequalification criteria:

1. The Bidder shall be a private entity (Company / LLP / Partnership firm / Society / Trust / Section 8 entity registered under an applicable Act in India) legally competent to undertake the assignment.
2. The Bidder shall have valid PAN, GSTIN and other statutory registrations applicable to the services proposed.
3. The Bidder shall submit proof of legal existence, registered office, authorized signatory and authorization / power of attorney for the person signing and submitting the bid.
4. The Bidder shall have minimum three (3) years of experience in entrepreneurship development, enterprise development, livelihood promotion, capacity building, incubation, innovation training, business-skills training, Training of Trainers (ToT), rural entrepreneurship or equivalent services.
5. The Bidder shall have successfully executed at least three (3) similar assignments during the last five (5) years involving entrepreneurship / livelihood / enterprise development training, curriculum design, beneficiary capacity building, ToT, incubation-linked training or equivalent services. Documentary evidence shall be submitted.
6. At least one similar completed or substantially completed assignment should preferably involve Government / public-funded programs, SC/ST / rural livelihood / community development, academia / research institutions, innovation / incubation ecosystems, MSME / startup development or large-scale beneficiary training. (Desirable)
7. The Bidder shall submit work orders / purchase orders / agreements together with completion certificates / performance certificates / client certificates / payment evidence establishing the claimed experience.
8. The Bidder shall demonstrate capability to design and deliver bilingual training content in Kannada and English and to deploy trainers who can effectively communicate in Kannada with community beneficiaries.
9. **The Bidder shall submit CVs / profile summaries of the proposed core team and trainers, clearly indicating the role / responsibility proposed for each person, qualifications, relevant experience, subject expertise, Kannada communication ability and availability. The Bidder may propose its own team structure aligned to its proposed implementation approach.**
10. **The proposed team / trainers shall collectively demonstrate adequate expertise to cover the subjects and activities specified in the Scope of Work, including business planning, finance, marketing, innovation, livelihood opportunities and Training of Trainers (ToT).**
11. FSID reserves the right to conduct technical presentation, trainer demonstration, interview of key personnel, reference checks and any other technical assessment before financial bid opening.
12. The Bidder shall not substitute accepted key personnel / trainers without prior written approval of FSID. Any replacement shall have qualifications and relevant experience equal to or better than the replaced resource.
13. The Bidder shall be financially stable and shall submit audited financial statements for the last three consecutive financial years. Minimum average annual turnover shall be as specified by FSID before issue of this RFP.
14. The Bidder shall submit a certificate from a Chartered Accountant showing annual average turnover for the last three financial years with UDIN wherever applicable, together with supporting financial statements / returns as required.
15. The Bidder shall not be insolvent, in receivership, bankrupt or being wound up; shall not have its affairs administered by a court or judicial officer; and shall not have business activities suspended.
16. The Bidder, including its affiliates, subsidiaries and approved subcontractors for any part of the contract, shall not stand declared ineligible, blacklisted, banned, suspended or debarred by FSID, IISc, Government of India, any State Government, PSU, autonomous body or procuring organization.
17. The Bidder must not have changed its name or created a new allied entity consequent to having been declared ineligible / blacklisted / banned / debarred.
18. The Bidder shall disclose any material litigation, contract termination for default or service-related dispute during the last three years that may affect its ability to perform the assignment.
19. The Bidder shall submit a declaration confirming absence of conflict of interest with FSID and other bidders and disclose any actual, potential or perceived conflict.

20. False or misleading declaration regarding eligibility, past experience, team credentials, statutory compliance, conflict of interest or financial capacity may lead to rejection, cancellation of contract, forfeiture of securities and further action.

21. The quoted rates shall be complete and inclusive of professional fees, curriculum development, trainer fees, coordination, surveys, assessments, reporting, documentation, recording / data management obligations, overheads, insurance and all incidentals except logistics expressly stated in Section 4 as provided directly by FSID or any item expressly approved as reimbursable.

22. The Bidder shall sign and submit the declaration for acceptance of terms and conditions as per Annexure 4.

23. Consortium / Joint Venture is not permitted. Subcontracting of core curriculum design, basic training delivery and ToT is not permitted without prior written approval. Engagement of approved specialist domain experts for advanced sector-specific programmes shall not dilute the Bidder's responsibility.

24. The Bidder shall provide self-attested ID proof, address proof, PAN and a recent photograph of the authorized representative, as applicable.

25. Certificate of incorporation / registration, constitutional documents and relevant registrations shall be submitted.

26. The Bidder shall ensure that all curricula, presentations, handbooks, exercises, videos, templates, case examples, images, datasets and third-party materials used in the project are original, appropriately licensed or lawfully usable for the rights granted to FSID.

27. The Bidder shall comply with FSID confidentiality, beneficiary data protection, recording / consent, publication, safeguarding and information-security instructions issued during the engagement.

28. As beneficiaries may include Class 12 students and other young participants, the bidder and trainers shall comply with applicable safeguarding / child-protection requirements and FSID instructions. No trainer shall independently contact, photograph, record or publish identifiable beneficiary information except through approved project processes.

Section 3 - Terms and Conditions

A) Submission of Bid

- All documentation in the bid shall be in English. Training-content samples may additionally be in Kannada. Where a supporting document is in another language, an English translation shall be provided.
- The bid shall be submitted offline in hard copy at the address and by the due date specified in the Bid Schedule. The outer sealed cover shall be superscribed with the RFP number, RFP title and due date.
- Technical Bid (Packet-I) shall contain all eligibility documents, technical proposal, bidder credentials, statutory registrations, similar experience, proposed curriculum / methodology, work plan, team / trainer CVs, undertakings, compliance matrix, EMD / bid security evidence and all other documents except prices.
- Financial Bid (Packet-II) shall contain only the commercial bid / price schedule in the prescribed format, including unit rates, taxes and evaluated bid price. No financial information shall appear anywhere in the Technical Bid.
- Packet-I and Packet-II shall be placed in separate sealed envelopes and both envelopes shall be placed in one outer sealed envelope. If the Financial Bid is found enclosed with the Technical Bid or commercial values are disclosed in the Technical Bid, the bid may be rejected.
- If price is not quoted as per the commercial format or mandatory components are left unquoted, the bid is liable to be rejected.
- Prices shall remain firm during the original contract period except statutory tax changes expressly admissible under the contract. No escalation on account of manpower, travel, material preparation, inflation, exchange rate or any other commercial reason shall be admissible unless specifically stated by FSID.
- Incomplete, conditional, unsigned or improperly sealed bids may be rejected. Corrections / overwriting shall be authenticated by the authorized signatory.
- FSID reserves the right to accept or reject any bid and to annul the bidding process prior to award without liability to bidders.

B) Cancellation of Bid

- Notwithstanding anything contained in this RFP, the Purchase Committee / competent authority may accept or reject any bid or all bids without assigning reasons, subject to applicable procurement requirements.
- FSID may accept a bid in full or in part, seek clarification, cancel the process, reissue the RFP or modify the scope before award.
- Any bid containing forged, false, misleading, incomplete or materially inconsistent information shall be liable for rejection and further action including forfeiture of EMD / bid security, where applicable.

C) Validity of the Offer

- The offer shall remain valid for 120 days from the date of opening of the Financial Bid unless otherwise stated in the Bid Schedule.
- FSID may seek extension of bid validity without allowing modification of the original bid.
- A bid valid for a shorter period may be treated as non-responsive.

D) Evaluation of Offer - QCBS

- The Technical Bid will be opened and evaluated by FSID / nominated committee. Financial Bid shall remain sealed until completion of technical evaluation.
- Only bidders meeting the eligibility criteria, mandatory technical requirements and minimum technical qualifying score shall be considered for opening of Financial Bid.
- FSID may seek clarifications, additional evidence, reference checks, interviews of proposed personnel, trainer demonstration and technical presentation. Clarification shall not be used to cure a material deficiency or alter the substance / price of the bid.
- Technical evaluation shall be out of 100 marks. Minimum qualifying score shall be 70/100 with a separate minimum of 15/25 in the presentation / demonstration component.
- Financial Score = (Lowest Evaluated Financial Bid / Evaluated Financial Bid under consideration) x 100.
- Final QCBS Score = (Technical Score x 0.70) + (Financial Score x 0.30). The bidder obtaining the highest Final QCBS Score shall be ranked H-1 / Rank-1 for award, subject to approval and

acceptance of RFP terms.

- In case of tie in Final QCBS Score, the bidder with higher Technical Score shall rank higher. If technical score is also tied, FSID may use higher relevant turnover / experience or another transparent method approved by competent authority.
- Prequalification / technical qualification shall not create any right to award. FSID may reject a bid at any stage if material non-compliance, false information or conflict is discovered.
- Participation in any pre-RFP market consultation / scope-input exercise shall not confer any preference, advantage or right in the bidding process. Information forming part of the final RFP shall apply equally to all bidders.

E) Pre-requisites and Inputs from FSID

- The bidder shall state with its technical proposal all inputs / dependencies required from FSID for commencement and execution, including project information, beneficiary mobilization, training schedule, venues, technology list, laboratory / prototyping access, approvals and designated coordinators.
- FSID / Project RISE team shall provide reasonably available project information, beneficiary mobilization support, venues, approvals and the logistics specifically stated in Section 4.
- The bidder shall not make later claims for additional cost due to ordinary project dependencies that could reasonably have been identified during bid preparation, except approved scope changes.

F) Review, Revision and Acceptance

- Curricula, session plans, assessment tools, survey formats, advanced programme designs, ToT materials and reporting formats shall be submitted for FSID review before use, wherever specified.
- FSID may provide consolidated feedback and require reasonable revisions necessary to meet the approved scope without additional cost.
- Absence of feedback or lapse of time shall not be deemed acceptance. Acceptance shall be through written approval / acceptance certificate / authorized communication.
- Payment shall be linked only to accepted deliverables / completed training batches / approved call-off activities as specified in the contract.

G) Specifications / Terms of Reference

- The work shall be executed strictly in accordance with Section 4 - Specifications / Terms of Reference and written instructions issued by FSID / Project RISE team. Where a matter is not expressly covered, good professional practice, applicable law and written FSID directions shall apply.

H) Performance Security

- The Successful Bidder shall furnish a Performance Bank Guarantee (PBG) equivalent to 5% (five percent) of the total Contract Price, within 14 (fourteen) days from the date of acceptance of the award / issuance of Purchase Order / execution of the Contract, whichever is earlier.
- The Performance Bank Guarantee shall be submitted in the prescribed format issued by FSID and shall be furnished through a Scheduled Commercial Bank acceptable to FSID.
- The PBG shall remain valid throughout the Contract Period, including any extension thereof, and for a further period of 60 (sixty) days beyond completion of all contractual obligations, including final handover, rectification of deficiencies and completion of all support / handover obligations under the Contract.
- No interest shall be payable by FSID on the Performance Bank Guarantee.
- In the event of breach of contract, failure to perform the services in accordance with the agreed Scope of Work, failure to meet contractual obligations, non-rectification of deficiencies, recoverable Liquidated Damages / penalties, risk-and-cost procurement, confidentiality / data breach, or any other contractual default attributable to the Service Provider, FSID shall have the right to invoke and/or appropriate the PBG, in whole or in part, without prejudice to any other rights or remedies available to FSID under the Contract or applicable law.
- In case the Contract Period is extended for any reason, the Service Provider shall, at its own cost, extend the validity of the PBG correspondingly and submit the extended Bank Guarantee to FSID sufficiently before expiry of the existing PBG.
- The PBG shall be released only after satisfactory completion of all contractual obligations and settlement of all dues, recoveries and claims, if any, subject to certification by FSID.

I) Training Content, Approval and Publication Protocol

- No curriculum, training material, manual, presentation, video, beneficiary story, photograph, survey result, project data or other output shall be publicly released or used outside the assignment without prior written approval of FSID.
- All participant-facing material shall use accurate, simple and culturally appropriate language and shall comply with FSID-approved messaging / attribution.
- The Service Provider shall maintain version history of curricula, modules, presentations, survey tools, assessments and reports.

J) Intellectual Property, Copyright and Licences

- All training materials, curricula, presentations, manuals, trainer guides, participant material, assessment tools, surveys, reports and other course content developed specifically under the project shall be handed over to FSID-IISc.
- FSID-IISc shall have perpetual, unrestricted and royalty-free rights to use, reproduce, modify, translate, distribute and deliver such project-specific content independently or through third parties without additional payment, permission or claim from the Service Provider.
- The Service Provider shall identify all pre-existing or third-party materials and ensure that any such material is lawfully licensed for the intended FSID use. Restrictive third-party content shall not be incorporated without prior FSID approval.
- The Service Provider shall indemnify FSID against third-party intellectual-property claims attributable to unauthorized use by the Service Provider.

K) Contract Period, Extension and Completion

- The original contract period shall be 24 months from the date of issue of Purchase Order / commencement date.
- FSID may extend the engagement by up to 12 months subject to continuing requirement, funding, satisfactory performance and competent-authority approval, on mutually agreed / existing rates as permitted by the contract.
- Completion shall mean acceptance of all assigned deliverables, training reports, beneficiary records, videos, ToT / handover package, source files and closure of contractual obligations.

Whenever there is any conflict between the additional Project RISE-specific clauses and a general clause, the provision specifically applicable to the Project RISE services shall prevail, subject to written clarification by FSID.

1. General Instructions to Bidders

- The bidder shall examine the complete RFP, annexures, clarifications and corrigenda. Submission of bid shall be deemed acceptance of the RFP except deviations expressly permitted and accepted by FSID.
- All costs of bid preparation, travel for presentation / demo, clarifications and negotiations shall be borne by the bidder.
- For this RFP, Purchaser means FSID; Bidder means entity submitting a bid; Successful Bidder / Service Provider means entity awarded the contract; Services means all curriculum design, training, surveys, follow-up, advanced-programme support, ToT, reporting, content handover and related obligations.

2. Documents to be Submitted

- Bidders shall submit all mandatory documents listed in Annexure 11. Non-submission of mandatory documents may render the bid non-responsive.
- Technical Bid shall include company profile, legal/statutory documents, financial capability, experience proofs, client references, technical approach, proposed curriculum outline, trainer CVs, work plan, risk register, confidentiality / IP undertaking and technical compliance matrix.
- Financial Bid shall include only the prescribed commercial schedule with unit rates / lump-sum components, taxes and evaluated financial bid amount.

3. Amendment to Bid Documents

- FSID may modify the RFP before the bid deadline through amendment / corrigendum communicated through the same channel used to invite bids or other official mode.
- Any amendment shall form part of the RFP and be binding. FSID may extend the bid deadline where required.

4. Bidder Queries and Pre-bid Clarifications

- Queries shall be submitted to the contact stated in the Bid Schedule within the prescribed time and should identify clause/page/reference and specific clarification sought.
- Clarifications issued by FSID shall form part of the RFP. FSID may circulate common clarifications to all invited / prospective bidders where appropriate.

5. Scrutiny of Bids

- FSID will examine completeness, signatures, seals, EMD / security, mandatory documents and material responsiveness.
- A substantially responsive bid is one that conforms to the RFP without material deviation, reservation or omission.
- Material deviations include non-submission of EMD where applicable, financial information in Technical Bid, inability to deliver Kannada training, refusal of IP / confidentiality terms, insufficient trainer capability, non-acceptance of in-person field training, or conditional commercial terms contrary to the RFP.
- FSID may waive minor informalities that do not affect substance or bidder ranking.

6. Technical Evaluation and Presentation

- Technical evaluation shall assess relevant experience, methodology, curriculum approach, beneficiary survey / screening, advanced-programme approach, ToT and handover, monitoring / reporting, project plan, trainer profiles and presentation / demonstration.
- FSID may require the proposed lead trainers to personally attend the presentation / demonstration. Substitution of the presenters with personnel not proposed in the bid may affect scoring.
- Presentation / demonstration shall include the 30-minute motivational training session described in Section 4 and discussion of the bidder's implementation plan.

7. Declaration of Successful Bidder and Award

- The successful bidder shall be declared after completion of QCBS evaluation and approval by competent authority.
- The successful bidder shall accept the Purchase Order / contract, furnish Performance Security and mobilize the approved team within the timeline prescribed by FSID.
- Failure to accept award, furnish security or mobilize may result in cancellation and action against EMD / bid security as applicable.

8. Terms of Payment

- No advance payment shall be made unless expressly approved in writing by competent authority.
- Payment shall be released only against actual approved / completed deliverables, batches, sessions or programmes at the accepted unit rates specified in Annexure 12, subject to written acceptance by FSID and statutory deductions.
- Invoices shall reference the PO / work assignment / batch / deliverable and include attendance, acceptance certificate, reports and other evidence required by FSID.
- Payment shall normally be processed within 30 days of receipt of complete and correct invoice together with written acceptance, subject to funding / statutory procedures.

9. Liquidated Damages / Delay and Service Failure

- Time shall be of the essence for all scheduled activities, deliverables, reports and contractual obligations.
- For delay attributable to the Service Provider beyond the approved timeline, Liquidated Damages (LD) shall be levied at 0.5% of the value of the delayed / affected deliverable or milestone for each week of delay or part thereof, subject to a maximum of 10% of the accepted Contract Value.
- FSID may recover LD from pending payments, Performance Bank Guarantee or any other amount due to the Service Provider.
- Levy of LD shall not relieve the Service Provider from completing the delayed obligations.
- LD shall not apply to delays attributable to FSID, approved rescheduling / scope changes, beneficiary mobilisation issues or Force Majeure, subject to written approval of extension.
- Persistent delay or non-performance may also result in invocation of PBG, risk-and-cost action and/or termination of the Contract.

10. General Terms and Conditions

- The Service Provider shall execute the assignment with due professional skill, care, diligence, economy and ethical standards.
- All personnel deployed shall be qualified, competent and suitable for interaction with the target beneficiary groups.
- The Service Provider shall comply with applicable labour, tax, privacy, child-safeguarding and other laws, and indemnify FSID for non-compliance attributable to the Service Provider.
- FSID name, IISc name, Project RISE information, beneficiary data, photographs or testimonials shall not be used for publicity / portfolio without prior written approval.

11. Representations and Warranties

- The Bidder represents that it is duly registered and has authority to execute and perform the contract.
- The Bidder warrants that it has adequate professional capability, trainer network, financial capacity and operational resources.
- The Bidder warrants that all credentials, trainer CVs, client references and documents submitted are true, complete and not misleading.

12. Indemnification and Liability

- The Service Provider shall indemnify and hold harmless FSID / IISc and their officers from claims, losses, penalties, costs and liabilities arising from breach, negligence, statutory non-compliance, IP infringement, confidentiality / data breach or acts/omissions of Service Provider personnel.
- Nothing shall limit liability for fraud, wilful misconduct, gross negligence, confidentiality breach, beneficiary data misuse or IP infringement.

13. Termination

- FSID may terminate the contract for material breach, persistent delay, poor training quality, repeated non-compliance, unauthorized substitution, misrepresentation, confidentiality / data breach, safeguarding violation, insolvency or failure to cure breach within notice period.
- FSID may terminate for convenience by written notice as stated in the PO / contract. Payment shall be restricted to accepted services actually performed up to effective termination.
- Upon termination, the Service Provider shall hand over all project content, beneficiary records, videos, data and work-in-progress and cooperate in transition.

14. Force Majeure

- Neither party shall be liable for failure to perform to the extent caused by events beyond reasonable control, provided prompt written notice and reasonable mitigation.
- Force Majeure shall not excuse confidentiality / data-protection obligations or payment for already accepted services.
- FSID may reschedule training affected by such events and may terminate where prolonged disruption defeats project objectives.

15. Dispute Settlement and Applicable Law

- Parties shall first attempt amicable resolution through consultation.
- Unresolved disputes may be referred to arbitration under the Arbitration and Conciliation Act, 1996 and amendments. Seat / venue shall be Bengaluru and language English.
- Courts at Bengaluru shall have exclusive jurisdiction and Indian law shall apply.

16. Reserved Rights of FSID

- FSID may withdraw, modify, cancel, reissue, amend, split or annul the RFP / scope at any stage in accordance with applicable procurement requirements.
- FSID may verify bidder information with clients / authorities and may increase or decrease actual call-off quantities based on beneficiary mobilisation, project requirement and funding, subject to the contract.

17. Corrupt or Fraudulent Practices

- Bidders shall observe the highest ethical standards. Corrupt, fraudulent, collusive, coercive, obstructive or undesirable practices may result in rejection / termination / debarment and other action.

- False trainer CVs, fabricated client credentials, manipulated beneficiary records or attendance, false video / assessment evidence or misrepresentation of training delivery shall be treated as serious breach.

18. Confidentiality, Data Protection and Beneficiary Records

- All beneficiary data, SC/ST records, survey responses, contact information, assessment results, photographs and video footage shall be treated as confidential project data and processed only for authorized Project RISE purposes.
- Access shall be restricted to authorized personnel. The Service Provider shall use secure storage / transfer methods, prevent unauthorized copying / disclosure and return / delete project data at FSID direction.
- Video recording and photography shall be undertaken only as per FSID instructions and applicable consent / safeguarding requirements. Footage shall not be publicly uploaded or used for marketing without written approval.

19. Intellectual Property Ownership and Knowledge Transfer

- All project-specific curricula, manuals, presentations, exercises, assessments, survey formats, reports and training assets shall be handed over in editable/source and final usable formats.
- FSID-IISc shall have the perpetual royalty-free rights specified in Section 3(J) and Section 4.
- The Service Provider shall cooperate in complete knowledge transfer to FSID and local trainers and shall not withhold editable/source materials due to contract expiry or termination.

20. Key Personnel, Domain Experts and Subcontracting

- Proposed key personnel / lead trainers form an important basis of technical evaluation and shall remain available for the assignment.
- Substitution requires prior FSID approval and equal or superior replacement. FSID may require replacement of personnel whose performance, conduct or suitability is unsatisfactory.
- Domain experts for advanced programmes may be engaged only after prior written FSID approval and under the commercial treatment specified in the final PO / call-off.

21. Audit, Records and Funding-Agency Review

- The Service Provider shall maintain verifiable records of attendance, beneficiary eligibility information as instructed by FSID, session plans, trainer deployment, assessments, surveys, feedback, videos, invoices, expert engagement and deliverable approvals.
- Such records shall be made available to FSID, its auditors, funding-agency / Government reviewers and authorized representatives as applicable to the Project RISE grant.
- Any falsification, duplication or manipulation of beneficiary / training records shall constitute material breach.

Section 4 - Specifications / Terms of Reference

Curriculum Design and Training Agency

Curriculum design and training for Innovation and entrepreneurship

1. Background

FSID, promoted by IISc, is establishing an SC/ST Innovation and Entrepreneurship Hub at the IISc Challakere campus under Project RISE (Rural Innovation and Sustainable Entrepreneurship), with the vision of developing Chitradurga as a model district for SC/ST entrepreneurship and sustainable livelihoods.

Over three years, the project aims to train and empower SC/ST individuals, with a strong focus on enabling trained participants to establish their own startups and enterprises. Through structured entrepreneurship training, advanced workshops, mentorship, incubation and technical support, the project targets the creation of 40 startups, 40 rural enterprises and up to 10 community-based livelihood projects, primarily emerging from the trained beneficiaries.

2. Participants (Batch Size Max 30 Nos)

The programme is only for SC/ST individuals in Chitradurga district, in two groups:

- Students and youth: Class 12, UG/PG, ITI and diploma students, and unemployed youth. Training is held on based on availability of students on any day (may include Saturday or Sunday)
- Communities: farmers, SHG members, Anganwadi workers, low-income families and small business owners. Training is held at times convenient to them.

Proposed Implementation Approach:



3. Scope of work

1. **Basic course.** Design and deliver a course in Kannada and English, with a common core and modules for each group. It covers motivation and risk-taking, entrepreneurship and business planning, basics of finance (costing, savings, credit and cash flow) and marketing, innovation and incubation, livelihood projects with community involvement, sustainability, Chitradurga's raw materials, agriculture and opportunities, relevant technologies and businesses, and government schemes and credit. Include local examples, group activities and simple practical exercises. The agency shall propose the course duration, session plan and learning outcomes for FSID's approval.

   During the basic training course, FSID will also share a list of potential technologies with participants to help them explore opportunities, generate business ideas, and express their interest in adopting or developing suitable technologies for entrepreneurship and livelihood activities.

2. **Survey and screening.** During the basic course, survey every participant's interests, skills, experience and available resources using a simple format agreed with FSID. Screen participants for the next level of expert training based on their interest, readiness and proposed business or livelihood idea. Submit a demand analysis report immediately after completing each cohort, summarising participant interests, ideas, support needs and recommended expert courses.

3. **Follow-up Session After the Basic Course + 2nd Survey:** The trainer shall conduct a follow-up session within 20–30 days of completing the basic course to review participants' progress, address queries, encourage them to present business or livelihood ideas, and

identify interested participants for advanced, expert-led training. Update the participant survey and record progress, challenges and support required.

4. Advanced Sector-Specific Training Programmes

Based on beneficiary surveys, local resources, market opportunities and the objective of developing Chitradurga as a model district, the Service Provider shall identify, recommend and develop advanced sector-specific training programmes in areas such as food processing, millet-based products, wool processing, product design and other locally relevant business and livelihood opportunities. Each proposed programme shall clearly define its objectives, target beneficiaries, curriculum, duration, practical activities and expected outcomes, covering aspects such as product development, quality standards, costing, packaging, branding and marketing, wherever applicable.

At the advanced stage, FSID-IISc will provide access to laboratory facilities and prototyping support, wherever required, to help participants develop, test and refine their business ideas, products or technologies.

The Service Provider shall also identify suitable domain experts, facilitate their engagement and support the delivery of the first batch of each approved programme. Prior written approval from FSID–IISc shall be mandatory before initiating curriculum development, engaging experts or incurring any associated expenditure. All programmes must align with Project RISE objectives of promoting innovation, entrepreneurship, enterprise creation and sustainable livelihoods.

FSID–IISc reserves the right to independently design, develop and deliver training programmes through its own faculty, experts, institutional partners or any other resources or agencies engaged at its discretion. Such programmes shall not be counted towards the Service Provider's contractual deliverables or performance targets.

5. **Training of trainers and handover.** Identify the total number of local Trainers required to continue the sessions, train and assess them, certify those who meet criteria agreed with FSID, and hand over delivery to them within 2 years, with a complete handover pack including session plans, training materials and assessment formats. Include supervised practice before final handover.

6. **Delivery and reporting.** Maintain attendance and SC/ST beneficiary records, video-record all training sessions, conduct pre- and post-training assessments, collect participant feedback and carry out beneficiary surveys. Submit a consolidated report after each training batch, covering topics delivered, attendance, assessment results, survey findings, feedback and recommended follow-up actions, along with the complete video footage of all training sessions.

7. The Service Provider shall hand over all training materials, curricula, presentations, manuals and other course content developed under the project to FSID–IISc. FSID–IISc shall have perpetual, unrestricted and royalty-free rights to use, reproduce, modify, distribute and deliver such content independently or through third parties, without any additional payment, permission or claim from the Service Provider.

4. Trainers

• All training sessions must be conducted in person at designated locations across Chitradurga district, at dates and times convenient to the participants. Virtual or online training will not be permitted. Trainers must be willing to travel accordingly, with logistical support provided by FSID-IISc as specified in Section 5

• Submit profiles of all proposed trainers, including qualifications, relevant experience, subject expertise and Kannada communication ability. Identify which trainer will cover each subject area. FSID’s committee will evaluate them against criteria FSID will share, and may ask for a demo session.

• Trainers must teach in Kannada (and English for student groups if required), use simple

language suited to the participants, and train participants at their convenience, which may include early morning or late evening.

5. Logistical Support Provided to Trainers by FSID

• Central Coordination: IISc Challakere campus will serve as the central coordination point for training activities, including arrangements for trainers' accommodation and meals (breakfast, lunch and dinner).

• Training Arrangements: FSID's field coordinator will arrange training venues, mobilise participants, and confirm the training dates, timings and locations.

• Travel, Accommodation and Meals: FSID will arrange trainers' transportation from IISc Challakere or IISc Bengaluru, whichever is closer to the training venue. Accommodation and meals will be provided at IISc Challakere campus for training programmes conducted in nearby locations.

6. Duration of Engagement

24 months from the date of issue of PO with an option to extend by up to 12 months.

7. What the proposal must include:

1. Outline how the Service Provider proposes to support FSID-IISc in achieving Project RISE's objective of developing 40 startups and 40 enterprises from trained SC/ST individuals in Chitradurga district, including strategies to convert training outcomes into sustainable businesses.
2. Provide the organisation's profile, relevant experience in entrepreneurship development, and Training of Trainers (ToT), along with details of similar assignments and client references.
3. Describe the proposed basic course structure, teaching methods, practical exercises, participant surveys and screening, post-training follow-up, identification of advanced training needs, and knowledge transfer to local trainers.
4. 30-minute motivational session, tailored to two beneficiary groups:
    - o 15 minutes: SC/ST individuals from PU/college students, educated youth and unemployed graduates.
    - o 15 minutes: SC/ST community members, including farmers, artisans and small business owners.

    The session should demonstrate the trainer's communication skills, practical examples, audience engagement and ability to motivate participants towards entrepreneurship. You may include small video clipping as well.
5. Provide details of the proposed trainers, their qualifications, experience and subject-wise responsibilities covering essential entrepreneurial skills such as business planning, finance, marketing, innovation and livelihood opportunities.
6. Implementation Plan and Timeline: Submit a work plan with key activities, deliverables, milestones and timelines. The Service Provider may also recommend additional measures to improve training effectiveness and achieve the project's intended outcomes.
7. Service Providers are encouraged to propose innovative approaches, strategies and additional interventions that they believe will help achieve the project's target of establishing 40 startups and 40 enterprises from trained SC/ST participants.

Section 5 - Bid Document

The Bidder should furnish all requirements of the RFP Notice along with all annexures in this section and submit by the last date and time of submission to:

The Head Commercial,
Foundation for Science Innovation & Development (FSID),
Innovation Centre, Indian Institute of Science,
Near Maramma Circle Gate,
Bengaluru - 560012

Annexure-1: Details of the Bidder

Sl. No.	Items	Details
1.	Name of the Bidder	
2.	Nature of Bidder (attach attested copy of Certificate of Incorporation / Partnership Deed / registration)	
3.	Registration No. / Trade License (attach copy)	
4.	Registered Office Address	
5.	Address for communication	
6.	Contact person - Name and Designation	
7.	Telephone No.	
8.	Email ID	
9.	Website	
10.	PAN No. (attach copy)	
11.	GST No. (attach copy)	
12.	MSME details, if any	
13.	Authorized signatory details	

Signature of the Bidder
Name:
Designation, Seal:
Date:

Annexure-2: Declaration regarding experience

To,
The Head Commercial,
Foundation for Science Innovation & Development (FSID),
Innovation Centre, Indian Institute of Science,
Near Maramma Circle Gate,
Bengaluru - 560012
Ref: RFP No:

Subject: Declaration regarding experience for Project RISE curriculum design and training services

Sir,

I/We have carefully gone through the Terms & Conditions contained in the above referred RFP. I/We hereby declare that my/our organization has ____ years of experience in entrepreneurship development / livelihood promotion / capacity building / curriculum design / innovation training / incubation-linked training / Training of Trainers or similar services. Documentary evidence such as work orders, agreements, completion certificates, performance certificates and client references for similar nature of work is enclosed.

Yours faithfully,
(Signature of the Bidder)
Printed Name:
Designation, Seal:
Date:

Annexure-3: Declaration regarding clean track record

To,
The Head Commercial,
Foundation for Science Innovation & Development (FSID),
Innovation Centre, Indian Institute of Science,
Near Maramma Circle Gate,
Bengaluru - 560012
Ref: RFP No:

Subject: Declaration regarding clean track record

Sir,

I/We have carefully gone through the Terms & Conditions contained in the above referred RFP. I/We hereby declare that my/our organization is not currently debarred / blacklisted / banned / suspended by any Government / Semi-Government organization / public sector entity / autonomous institution in India or abroad. I/We further certify that I am a competent officer in my/our organization to make this declaration.

Or, I/We declare the following:

Sl. No.	Country / Organization	Blacklisted / debarred by	Reason	Since when and for how long

NOTE: In case the organization was blacklisted / debarred previously, please provide details regarding the period, reason(s) and present status.

Yours faithfully,
(Signature of the Bidder)
Name:
Designation, Seal:
Date:

Annexure-4: Declaration for acceptance of terms and conditions

To,
The Head Commercial,
Foundation for Science Innovation & Development (FSID),
Innovation Centre, Indian Institute of Science,
Near Maramma Circle Gate,
Bengaluru - 560012
Ref: RFP No:

Subject: Declaration for acceptance of RFP terms and conditions

Sir,

I/We have carefully gone through the Terms & Conditions as mentioned in the above referred RFP for Project RISE curriculum design and training services. I/We declare that all provisions of this RFP document, including offline two-packet submission, QCBS evaluation, training / reporting obligations, beneficiary data protection, confidentiality, IP ownership, trainer deployment, payment, LD, safeguarding and statutory compliance provisions, are acceptable to my/our organization, except any deviation expressly stated in the permitted deviation format and accepted by FSID in writing.

I/We further certify that I am an authorized signatory and am competent to make this declaration.

Yours faithfully,
(Signature of the Bidder)
Name:
Designation, Seal:
Date:

Annexure-5: Details of Proposed Team / Trainers and Services

The bidder shall provide role-wise details of all proposed personnel. Profiles / CVs shall be attached in Annexure 13 format and must correspond to the names proposed below.

Proposed Role / Responsibility	Proposed Name(s)	Years of Relevant Experience	Qualification	Kannada Ability / Key Skills	Availability / Remarks

The Bidder may propose its own team structure and add rows as required. The proposed personnel shall collectively cover the Scope of Work. The Bidder shall attach a team availability undertaking confirming that the proposed core team / trainers shall be available for the engagement and shall not be substituted without prior written approval of FSID.

Annexure-6: Milestone / Training Batch Inspection and Acceptance Certificate

Certified that the following milestone / training activity has been received, reviewed and accepted in accordance with the RFP, Purchase Order / call-off and specifications:

Sl.	Particulars	Details
1)	Contract / PO No. and Date	
2)	Name and Address of Purchaser / Project	
3)	Service Provider Name and Address	
4)	Milestone / Batch Identifier	
5)	Training Location / Cohort / Programme	
6)	Description of deliverables / session(s)	
7)	Scheduled date / due date	
8)	Actual completion / submission date	
9)	Attendance / beneficiary records submitted	Yes / No
10)	Assessment / survey / feedback records submitted	Yes / No
11)	Video / supporting evidence submitted	Yes / No / NA
12)	Defects / observations, if any	
13)	Acceptance status	Accepted / Accepted with observations / Rejected
14)	Payment amount / percentage applicable	
15)	Remarks, if any	

(Signatures of Inspection & Acceptance Committee / Project Review Members)
Counter signed by Commercial Head / Authorised Officer
Date:
Place:
(Seal)

Annexure-7: Format for MII declaration (to be printed on letter head)

Self-Certification under Preference to Make in India Order Certificate

1. In line with the applicable Public Procurement (Preference to Make in India) Order and amendments, we hereby certify that M/s _____ is a local supplier and the offered services have local content of _____% as defined in the applicable order for services against RFP/Bid No. _____ Dated _____.
2. Details of location at which local value addition will be made are as follows:
   _____
3. We understand that false declaration may constitute breach of the applicable code of integrity and attract action under applicable procurement rules / law.

Thanking You,
(Signature, name and designation of authorized signatory)
(Name and seal of Bidder)

Annexure-8: NEFT Mandate Form

From: M/s. _____ Date: _____

To

Foundation for Science Innovation & Development (FSID)

Sub: NEFT PAYMENTS

We refer to the NEFT being set up by FSID. For remittance of our payments using RBI NEFT / RTGS scheme, our payments may be made to the account undernoted.

Particulars	**Details**
Name of City	
Bank Code No.	
Bank Name	
Branch Address	
Branch Telephone / Fax No.	
Bidder / Supplier Account No.	
Type of Account	
IFSC Code for NEFT	
IFSC Code for RTGS	
Bidder / Supplier Name as per Account	
Telephone No. of Supplier	
Bidder / Supplier E-mail ID	

[Signature with date, name and designation]

For and on behalf of Messrs. _____

Confirmed by Bank

Enclosed: Copy of crossed / cancelled cheque

Annexure-9: New Vendor Registration Details

No.	Particulars	Details to be filled	Mandatory information
1.	Company / Organization name		
2.	Address	City/State: Pin code: Country:	
3.	Head Office address		
4.	Branches (if any)		
5.	Contact details	Contact person: Email ID: Telephone:	
6.	Registration Certificate as per relevant authority		Photocopy
7.	PAN number		Photocopy
8.	Tax Authority Number (TAN) - if applicable		Photocopy
9.	GST number		Photocopy
10.	Registered as MSME	YES / NO. If YES, details:	Photocopy + Declaration
11.	Relationship with FSID introducer	YES / NO. If YES, details:	
12.	Existing client reference	Contact person: Email ID: Telephone:	
13.	Accreditations from recognized agencies	Agency name: Validity date:	Photocopy
14.	Name of Bank		Cancelled cheque
15.	Address of Bank		
16.	Beneficiary name		
17.	Account number		
18.	Account type		
19.	IFSC Code		

Annexure-10: Disclosure of Conflict of Interest

I/We hereby declare that I/We do not have any conflict of interest with other bidders as per the conditions stipulated in the RFP Document. I/We further declare that no employee, official or consultant directly or indirectly associated with FSID has any undisclosed involvement, ownership, financial interest or influence in our organization, our bid or any activity related to this procurement. Any actual, potential or perceived conflict shall be promptly disclosed.

I/We understand and agree that if any material conflict of interest is found at any stage, the bid may be cancelled and any bid security / Performance Security may be dealt with as per RFP terms.

(Authorized Signatory)
Stamp

Annexure-11: Documents to be Submitted

Sl. No.	Document	Status
1	Bidder details as per Annexure 1 with organization profile	Mandatory
2	Certificate of incorporation / registration / partnership deed / legal-existence proof	Mandatory
3	PAN, GST, MSME and other statutory documents	Mandatory where applicable
4	Audited financial statements for last three financial years	Mandatory
5	CA certificate for average annual turnover with UDIN where applicable	Mandatory
6	Experience declaration and supporting work orders / agreements / completion / performance certificates	Mandatory
7	Relevant project / training credentials and client references	Mandatory
8	Declaration regarding clean track record / non-blacklisting	Mandatory
9	Acceptance of RFP terms and conditions	Mandatory
10	Conflict of interest declaration	Mandatory
11	EMD / Bid Security / proof as prescribed	Mandatory / as applicable
12	Power of attorney / authorization for signatory	Mandatory
13	Profiles / CVs of proposed key team members and trainers in Annexure 13 format	Mandatory
14	Detailed technical approach, proposed Basic Course, survey / screening approach, advanced programme and ToT methodology	Mandatory
15	24-month implementation plan / timeline and trainer deployment plan	Mandatory
16	30-minute presentation / motivational-session deck (may be submitted when called by FSID)	Mandatory for presentation stage
17	Team availability and substitution undertaking	Mandatory
18	Confidentiality, IP and data protection undertaking	Mandatory
19	Technical compliance matrix	Mandatory
20	Project governance / risk register	Mandatory
21	Training-content / copyright / third-party-material declaration	Mandatory
22	Copy of RFP document duly signed and sealed on each page	Mandatory
23	Financial Bid in separate sealed Packet-II	Mandatory

Annexure-12: Financial Bid

The Bidder shall quote item-wise unit rates for the services specified below. The rates shall remain firm during the original Contract Period and shall include all professional fees, curriculum development, trainer / facilitator fees, surveys, assessments, reporting, documentation, coordination, overheads and incidentals required for complete performance, except the logistics expressly stated in the Scope of Work as being provided by FSID.

For QCBS financial evaluation, a Standard Evaluation Basket of one (1) unit of each commercial component A to G shall be used only to derive a comparable Evaluated Financial Bid. The evaluation quantity does not constitute a minimum or guaranteed quantity. Actual quantities may vary depending on beneficiary participation, Project RISE requirements and written assignments issued by FSID.

Commercial Component	Unit	Quoted Unit Rate excluding GST (INR)
A. Development and FSID approval of the Basic Course curriculum package in Kannada and English, including proposed session plan, learning outcomes, training / participant materials, assessment tools and survey formats.	Lump Sum	
B. Delivery of the complete Basic Course for one cohort / batch (maximum 30 participants), including first survey / screening, pre- and post-training assessments, attendance, participant feedback, video recording, demand analysis and batch report as required under the Scope of Work.	Per Cohort / Batch	
C. Follow-up session after the Basic Course, including second survey / progress update and identification of participants for advanced training.	Per Cohort / Session	
D. Development of one approved advanced sector-specific training programme / curriculum in accordance with the Scope of Work.	Per Programme	
E. Delivery / facilitation of the first batch of one approved advanced sector-specific programme, including approved domain-expert coordination and reporting.	Per Batch	
F. Training of Trainers (ToT), including supervised practice, assessment / certification process and handover support.	Per ToT Batch / Package	
G. Final consolidated knowledge-transfer / handover package, including training materials, curricula, presentations, manuals and other course content required under the Scope of Work.	Lump Sum	

Subtotal Evaluated Financial Bid (sum of A to G, excluding GST): INR _____

Applicable GST Rate: _____ % | GST Amount: INR _____

Total Evaluated Financial Bid for QCBS (including GST): INR _____

Payment Schedule / Trigger

Item	Payment Basis	Payment Trigger
A	One-time	On FSID approval of the complete Basic Course curriculum package.
B	Per accepted cohort / batch	On completion of the Basic Course for the batch and acceptance of attendance, assessments, survey / screening, video and batch / demand-analysis report.
C	Per accepted follow-up session	On completion of the follow-up session / second survey and acceptance of the corresponding records.
D	Per approved programme	On FSID approval of the complete advanced sector-specific curriculum / programme package.
E	Per accepted advanced-training batch	On completion of the approved advanced programme batch and acceptance of training records / report.
F	Per accepted ToT batch / package	On completion and acceptance of the ToT activity, supervised practice / assessment and applicable handover records.
G	One-time at contract closure	On final acceptance of the complete knowledge-transfer / handover package and closure of observations.

Commercial Notes:

• Actual payment shall be based on the actual number of accepted batches / sessions / programmes / packages completed at the accepted unit rates. No minimum quantity is

guaranteed merely by inclusion in the Standard Evaluation Basket.

• The bidder shall quote the complete price for one Basic Course cohort based on the course duration and approach proposed in its Technical Bid. No separate charge shall be payable merely because the bidder proposes a greater number of sessions / days within that Basic Course.

• Where FSID-IISc directly engages its own faculty, experts, institutional partners or another agency for an advanced programme, no payment shall be due to the Service Provider for the activity unless a specific support / facilitation assignment is issued to it in writing.

• No advance payment shall be made. GST shall be paid as applicable against a valid tax invoice, subject to statutory deductions, recoveries and LD / other contractual adjustments, if any.

Annexure-13: Key Personnel / Trainer Profile Summary

A separate profile in this format shall be submitted for each proposed key team member / trainer. Additional pages may be attached, but the summary fields below are mandatory.

Sl. No.	Field	Details
1	Name of proposed team member	
2	Proposed role	
3	Current employer / engagement status	
4	Availability / notice period	
5	Total years of experience	
6	Relevant years of experience for proposed role	
7	Educational qualification	
8	Certifications / training, if any	
9	Languages and Kannada proficiency	
10	Core subject / training skills	
11	Relevant entrepreneurship / livelihood / ToT project experience	
12	Experience with SC/ST / rural / community / Government / institution programmes	
13	Training batch sizes / beneficiary groups handled	
14	Current location and travel readiness for Chitradurga district	
15	Reference details, if any	
16	Declaration of availability for engagement period	

Declaration by bidder: We certify that the above information is true and the proposed personnel has consented to be proposed for this engagement. We understand that false information may lead to rejection, cancellation of award and further action as per RFP.

Annexure-14: Confidentiality, IP and Data Protection Undertaking

To,
The Head Commercial,
Foundation for Science Innovation & Development (FSID),
Innovation Centre, Indian Institute of Science,
Near Maramma Circle Gate,
Bengaluru - 560012
Subject: Confidentiality, intellectual property and data protection undertaking for Project RISE curriculum design and training services

- We acknowledge that the assignment involves confidential project information, beneficiary details, SC/ST records, survey responses, training videos / photographs, project technologies, unpublished reports, curriculum drafts and FSID / Project RISE documents.
- We undertake that our organization and all personnel deployed shall maintain strict confidentiality and shall not disclose, copy, transmit, publish or use project information for any purpose other than authorized project work.
- We undertake that all project-specific training materials, curricula, presentations, manuals, assessment tools, survey formats, reports and other course content developed under the assignment shall be handed over to FSID-IISc with the rights stated in the RFP.
- We undertake not to include restrictive third-party materials without disclosure and prior FSID approval and shall maintain evidence of lawful licences / permissions.
- We undertake to comply with FSID data handling, recording / consent, safeguarding, approval and information-security instructions and applicable data-protection laws.
- We undertake not to use Project RISE / FSID / IISc name, logo, beneficiary stories, photographs, videos or project details for publicity / portfolio without prior written approval.
- We agree that confidentiality, IP and data-protection obligations shall survive expiry or termination of the engagement.

Yours faithfully,
(Signature of the Bidder)
Name:
Designation, Seal:
Date:

Annexure-15: Technical Compliance Matrix

The bidder shall submit a point-by-point compliance response against the following requirements. Each item shall be marked Complied / Partially Complied / Not Complied with remarks / evidence.

Sl. No.	Requirement	Bidder Compliance / Remarks / Evidence
1	Understanding of Project RISE objectives and target beneficiary groups	
2	Capability to design bilingual Kannada / English Basic Course	
3	Coverage of entrepreneurship, business planning, finance, marketing, innovation, livelihood, sustainability, local resources and Government schemes / credit	
4	Participant survey and screening methodology	
5	Follow-up session and second-survey methodology within 20-30 days	
6	Advanced sector-specific programme identification and curriculum development approach	
7	Domain-expert identification / engagement approach	
8	Training of Trainers, supervised practice and handover approach	
9	Pre / post assessments, attendance, feedback and beneficiary tracking	
10	Video documentation and batch-reporting approach	
11	Kannada-capable trainer deployment and subject-wise trainer allocation	
12	In-person training at locations / timings convenient to participants	
13	Beneficiary data protection, safeguarding, confidentiality and recording controls	
14	IP / content handover and third-party-material compliance	
15	24-month implementation plan and governance / risk-management approach	
16	Acceptance of QCBS presentation / motivational demonstration	
17	Acceptance of unit-rate / per-batch / per-session commercial model and no unapproved extra claims	
18	Acceptance of FSID logistics arrangements as stated in Section 4	

Annexure-16: Technical Evaluation Matrix

Sl. No.	Evaluation Parameter	Max Marks
1	Eligibility compliance and completeness of mandatory bid documents	5
2	Relevant organizational experience in entrepreneurship / livelihood / capacity-building / innovation training / ToT	15
3	Quality and relevance of similar assignments, especially Government / public-funded / rural / SC-ST / innovation / academic programmes	10
4	Understanding of Project RISE and quality of proposed curriculum, training methodology, surveys / screening, follow-up and advanced-programme approach	20
5	Proposed team / trainer CVs, subject-role fit, Kannada capability, relevant experience and availability	15
6	Implementation plan, monitoring / assessment / reporting, ToT / handover, governance and risk management	10
7	Presentation / trainer demonstration / interaction	25
	Total Technical Score	100

Presentation / Demonstration - 25 marks (indicative sub-criteria):

Sub-criterion	Presentation Parameter	Marks
A	15-minute motivational session for students / youth - clarity, relevance, engagement and practical examples	8
B	15-minute motivational session for community beneficiaries - simplicity, Kannada communication, local relevance and engagement	8
C	Understanding of FSID / Project RISE and implementation plan / pathway from basic training to advanced training / enterprise outcomes	4
D	Innovation, response to committee questions and ability of proposed lead team to execute	5

Minimum qualifying technical score: 70 out of 100, including minimum 15 out of 25 in Presentation / Demonstration. Financial Bid of only technically qualified bidders shall be opened. QCBS weightage: Technical 70%, Financial 30%.

Financial Score = (Lowest Evaluated Financial Bid / Evaluated Financial Bid under consideration) x 100. Final QCBS Score = (Technical Score x 0.70) + (Financial Score x 0.30). Highest Final QCBS Score shall be ranked H-1 / Rank-1.

Annexure-17: Project Governance, Implementation Plan and Risk Register Format

The bidder shall submit a detailed implementation plan with the Technical Bid and maintain an updated plan during execution. The plan shall demonstrate how curriculum design, training, surveys, follow-up, advanced programmes and ToT / handover will be managed across the 24-month engagement.

Sl. No.	Plan Component	Expected Coverage
1	Mobilisation / Inception plan	Kick-off, stakeholder workshops, review of existing material, curriculum design process, approval workflow and field coordination.
2	Basic Course plan	Proposed duration, session structure, trainer allocation, materials, practical exercises, assessment and survey process.
3	Cohort / scheduling plan	Approach for participant-convenient schedules, weekend / evening sessions and multiple Chitradurga locations.
4	Survey / screening / follow-up plan	First survey, demand analysis, 20-30 day follow-up, second survey and advanced-training candidate tracking.
5	Advanced-programme plan	Sector identification, curriculum design, domain-expert selection, FSID approval, first-batch facilitation and reporting.
6	ToT / knowledge-transfer plan	Local trainer identification, ToT, supervised practice, assessment / certification recommendation and handover within two years.
7	Monitoring / reporting plan	Attendance, beneficiary records, pre/post assessments, feedback, video, batch reports, action tracker and programme reviews.
8	Responsibility matrix	Mapping of bidder personnel / trainers / experts to activities and escalation structure.
9	Risk management plan	Beneficiary availability, trainer substitution, field logistics, quality, data/privacy, schedule, expert availability and mitigation.
10	Quality assurance plan	Curriculum review, trainer preparation, factual validation, assessment quality, record reconciliation and acceptance.
11	Handover / exit plan	Editable curricula, manuals, videos, reports, beneficiary / survey data, ToT pack and outstanding-action closure.

Risk Register Format:

Risk ID	Risk Description	Impact	Probability	Owner	Mitigation	Status

Annexure-18: Training Content, Copyright and Third-party Material Declaration

The bidder shall submit the following declaration on its letterhead. This declaration is in addition to Annexure 14.

- We shall use original content or lawfully licensed / authorized third-party material in Project RISE training materials.
- We shall disclose all pre-existing curricula, books, videos, case studies, images, templates, software, datasets or third-party components proposed for use.
- We shall not incorporate third-party material with licence terms that prevent FSID from exercising the usage / modification / delivery rights stated in the RFP without prior written approval.
- We shall maintain documentary evidence of permissions / licences and provide the same to FSID upon request.
- We shall not publicly upload, publish or commercially exploit Project RISE-developed training content, beneficiary videos, surveys or data without FSID approval.
- We acknowledge that breach of copyright, licence, confidentiality, beneficiary data or IP obligations may result in termination, forfeiture of security, indemnity claims and other remedies.

Signature of authorized signatory:
Name:
Designation:
Company Seal:
Date:

Annexure-19: Deliverable / Training Batch Review and Acceptance Checklist

Stage	Checklist Item	Status / Remarks
Onboarding	Kick-off / inception completed and required project inputs identified	
Curriculum	Basic curriculum, session plan, materials, assessments and survey formats approved	
Before Batch	Training date / location / beneficiary group / trainer confirmed	
During Batch	Attendance and beneficiary records completed	
During Batch	Approved session plan delivered and practical activities conducted	
During Batch	Pre / post assessment and first survey completed	
During Batch	Video recording / documentation completed as instructed	
After Batch	Demand analysis and batch report submitted	
Follow-up	Follow-up session conducted within 20-30 days and second survey updated	
Advanced	Advanced programme / expert plan approved before expenditure / delivery	
ToT	Local trainers assessed; supervised practice / handover records completed	
Data / IP	Training content, beneficiary data, videos and source files handled as per RFP	
Final Handover	Editable / source materials, reports, videos, assessments and ToT pack handed over	
Closure	Open observations resolved and final acceptance obtained	

Section 6 - Commercial Bid

The Commercial Bid shall be furnished in Packet-II strictly in the format prescribed in Annexure 12. The Bidder shall quote item-wise unit rates for the commercial components corresponding to the Scope of Work. Rates shall be complete and inclusive of professional fees, trainer / facilitator fees, curriculum development, surveys, assessments, reporting, documentation, overheads, insurance and all other incidentals required for execution, except logistics expressly stated as being provided directly by FSID.

- Applicable GST / statutory taxes shall be clearly indicated.
- Any alteration / cutting / overwriting in rates shall be authenticated by the authorized signatory.
- If there is a discrepancy between unit price and total price, unit price shall prevail and total shall be corrected accordingly.
- If there is an error in addition / subtraction of subtotals, the subtotals shall prevail and total shall be corrected.
- If the bidder does not accept arithmetical correction communicated by FSID, the bid may be rejected.
- If any mandatory commercial component / unit rate in Annexure 12 is not quoted, the bid may be treated as non-responsive.
- For QCBS, the Evaluated Financial Bid shall be calculated using the Standard Evaluation Basket specified in Annexure 12. Actual payment shall be based on actual accepted quantities / activities at the accepted unit rates; the evaluation basket does not constitute a guaranteed volume.
- No unapproved third-party cost / expert fee / travel / lodging / material charge shall be payable.
- In case of tie in QCBS Final Score, the bidder with higher Technical Score shall rank higher.

Section 7 - Checklist

- Bid submitted offline in physical hard copy before due date and time.
- Outer envelope duly superscribed with RFP No., RFP description and due date.
- Technical Bid (Packet-I) and Financial Bid (Packet-II) submitted in separate sealed packets.
- No commercial price disclosed in Technical Bid.
- Bid document duly signed by authorized signatory and sealed / initialled as required.
- Annexure 1: Bidder details.
- Annexure 2: Declaration regarding experience.
- Annexure 3: Declaration regarding non-blacklisting / clean track record.
- Annexure 4: Declaration for acceptance of terms and conditions.
- Annexure 5: Details of proposed team / trainers and services.
- Annexure 6: Milestone / training batch acceptance certificate format acknowledged.
- Annexure 7: Make in India declaration, if applicable.
- Annexure 8: NEFT mandate form.
- Annexure 9: New vendor registration details.
- Annexure 10: Disclosure of conflict of interest.
- Annexure 11: Documents to be submitted.
- Annexure 12: Financial Bid / Unit Rate Schedule and payment triggers - enclosed only in Packet-II.
- Annexure 13: Key personnel / trainer profile summaries and CVs.
- Annexure 14: Confidentiality, IP and data protection undertaking.
- Annexure 15: Technical compliance matrix.
- Annexure 16: Technical evaluation matrix acknowledged.
- Annexure 17: Project governance / implementation plan / risk register.
- Annexure 18: Training content / copyright / third-party material declaration.
- Annexure 19: Deliverable / training batch review and acceptance checklist.
- All technical / financial capability documents mentioned in RFP enclosed.
- EMD / Bid Security enclosed / submitted as prescribed.
- Copy of all corrigenda / clarifications, if any, acknowledged and enclosed.
- Bidder has reviewed all highlighted placeholders / review items in the issued final RFP (final issued RFP shall not contain unresolved placeholders).

Your bid must be submitted as prescribed in the Bid Schedule, superscribing / referencing the RFP No., RFP description and due date.