



NATIONAL CENTRE FOR FINANCIAL EDUCATION

Request for Proposal (RFP)

from agencies for eLearning LMS and Content
Development

Tender No. NCFE/2018-19/01



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1. KEY INFORMATION AND DATES

#	Particulars	Information/Dates
1	Tender Inviting Authority	National Centre for Financial Education 4 th Floor, NISM Bhavan, Plot No. 82, Sector - 17, Vashi, Navi Mumbai - 400 703 Phone: 022 6826 5105/06
2	Job Requirement	Appointment of an Agency for NCFE eLearning LMS and Content Development
3	Issue date of the RFP	8 th February 2019
4	Last date for receiving queries	18 th February 2019
5	Pre-Bid meeting and issue of clarifications	21 st February 2019
6	Last date for submission of Bids	14 th March 2019
7	Opening of Technical Bids	15 th March 2019
8	Technical Presentation	20 th March 2019
9	Opening of Financial Bids	22 nd March 2019

Note: *In case any of the dates are changed to facilitate the tendering process; the new dates will be informed to the concerned parties.*

2. ABOUT US

National Centre for Financial Education (NCFE) is a Section 8 (Not for Profit) Company promoted by Reserve Bank of India (RBI), Securities and Exchange Board of India (SEBI), Insurance Regulatory and Development Authority of India (IRDAI), and Pension Fund Regulatory and Development Authority (PFRDA) to promote Financial Education across India for all sections of the population.

VISION: A financially aware and empowered India.

MISSION: To undertake massive Financial Education campaign to help people manage money more effectively to achieve financial wellbeing by accessing appropriate financial products and services through regulated entities with fair and transparent machinery for consumer protection and grievance redressal.

For more visit www.ncfe.org.in



3. INVITATION OF PROPOSALS

- Proposals are invited from Agencies, meeting Minimum Qualification Criteria as detailed in this document, to provide “Services” for NCFE’s eLearning LMS and Content Development.
- For any queries, you may contact the Asst. Manager, National Centre for Financial Education, at email id pragya@ncfe.org.in or at phone no. 022 6826 5118.
- This Request for Proposal (RFP) is in three parts (1) Minimum Qualification Criteria (2) Technical Bid (3) Financial Bid.
- The NCFE reserves the right to reject any or all the proposals or part thereof without assigning any reason thereof and to call for any further details or information from any of the agencies.

4. GENERAL INSTRUCTIONS TO THE BIDDER

- The bids completed in all respects as specified in this RFP shall be submitted to Sr. Manager, National Centre for Financial Education, 4th Floor, NISM Bhavan, Plot No 82, Sector 17, Vashi, Navi Mumbai 400 703.
- Last date for submission of bids is on or before 17:00 hours, 14th March 2019.
- **Language:** The proposal prepared by the bidder, as well as all correspondence and documents relating to the campaign exchanged by the agency and NCFE and supporting documents and printed literature shall be written in English.
- **Currency:** Relevant price information and the rates should be quoted in Indian National Rupees (INR) only.
- Proposals shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the agency. Any such corrections must be authenticated by the persons or person who sign(s) the proposal.
- Every page of the proposal shall be signed by the bidder through a person duly authorized by the agency.
- The bidder shall submit its proposal in three parts (1) Minimum Qualification Criteria (2) Technical Bid (3) Financial Bid.



- EMD demand draft should be submitted within the Part 1 – Minimum Qualification Criteria envelope.
- The three parts should be in separately sealed envelopes, each super-scribed with the name of the project i.e., NCFE's eLearning LMS and Content Development – as well as “Minimum Qualification Criteria”, “Technical Bid” and “Financial Bid” as the case may be. All the above three envelopes should be put together in one large envelope. All the envelopes should indicate on the cover the name and address of the bidder.
- Technical bids of only those bidders who are meeting the minimum qualification criteria and submitted the EMD shall be opened.
- Proposals received after the above stated time and date will not be considered and liable for rejection.
- Proposal should be complete in all respects including all the parts, relevant documents as specified in this proposal. Incomplete proposals will be rejected.
- All correspondence in all matters dealing with this RFP shall be in email provided by the bidder.
- Bidder shall bear all costs associated with the preparation, submission of technical bid including technical inputs for assessment by evaluation committee and financial bid. NCFE will, in no case, be held responsible or liable for these costs, regardless of the outcome of the bidding process.
- This RFP does not confer any right to agency on the services rendered/to be rendered unless selected and agreement is executed between the bidder and NCFE.
- NCFE shall have the right to avail services from other bidders in case of default/termination by the selected bidder to enter into contract with NCFE or fails to perform the work assigned as per the terms and conditions of the agreement.
- Bidder shall exercise its due care in execution of assignment and take all responsibility for/of including the supervision thereof and all other things whether of a temporary or permanent nature required in and for such execution.
- Bidder shall be deemed to have satisfied itself of this tender before entering into the Terms and Conditions as to the correctness and sufficiency of the rates and prices.



- Bidder shall comply with all the laws involved in the performance under this RFP and subsequent agreement.
- Bidder would comply with all applicable laws as they relate to its performance under this RFP.
- Bidder shall make appropriate disclosure to NCFE on its possible source or potential areas of conflict of duties and interest while providing services under the agreement which would impair its ability to render fair, objective and unbiased services.
- Information provided under this RFP and subsequent agreement is confidential and Bidder, at any time, shall not divulge said information either directly or indirectly to any person(s), firm or company, business entity, or other organization whatsoever.
- NCFE reserves right to increase proposed quantity at its discretion without assigning any reasons. Decision of the NCFE in this regard is final and binding on all. In case of increase in the proposed units, rates for the additional units may be decided with mutual agreement between the NCFE and the bidder.
- NCFE reserves the right to reject any or all proposal(s) without assigning any reasons.
- **Performance Guarantee:** The bidder shall furnish a Performance Guarantee for 5% of the total value of the agreement in the form of a Demand Draft or a Bank Guarantee from a Scheduled Bank towards performance of its obligations.

The entire performance guarantee will be forfeited, if the bidder fails to comply any or all provisions of this RFP including delivery of units as per the specifications, time schedule agreed between the parties.

- **Liquidated Damages:** If any of the services performed by the bidder fail to deliver the units within the time schedule accepted between the parties, there shall be liquidated damage of 1% of the agreement value per week. However, the total amount of the liquidated damages shall not be exceeding 5% of the total value of the agreement. The liquidated damages shall be recovered from the bidder either from the final payments or from the performance guarantee. Besides, all the payments already made by NCFE for such units shall also be recovered. NCFE shall also have the right to terminate the contract and get such unexecuted part/full of agreement from any other bidders and adjust the expenses incurred out of Performance Guarantee available for such payments.



- **Force Majeure:** Neither the bidder nor NCFE shall be considered in default in performance of their obligations if such performance is prevented or delayed by events such as war, hostilities revolution, riots, civil commotion, strikes, lockout, conflagrations, epidemics, accidents, fire, storms, floods, droughts, earthquakes or ordinances or any act of God or for any other cause beyond the reasonable control of the party affected or prevented or delayed. However, a notice is required to be given within 30 calendar days from the happening of the event with complete details, to the other party to the agreement, if it is not possible to serve a notice, within the shortest possible period without delay.
- **Legal Jurisdiction:** All legal disputes between the parties shall be subject to the jurisdiction of the competent Courts of Mumbai only.
- This RFP is neither an agreement nor an offer and is only an invitation by NCFE to the bidders for submission of bids. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. NCFE makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. NCFE may at its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

5. OBJECTIVE

NCFE intends to develop an eLearning system for NCFE to be used for its online training needs under various financial literacy programs. For implementation of the eLearning project, NCFE proposes to outsource the LMS (Moodle) design and content development work. The materials for content development would be provided by NCFE in .txt, .pdf or .ppt formats either in hard or soft copy or both. The contents will have to be SCORM compliant for latest version as at the time of developing for integration with the LMS (Moodle) being offered.

In line with the above objective, NCFE desires to select an agency for providing LMS (Moodle) design and content development services.

6. SCOPE OF WORK

An essential element of the scope of this project will be LMS (Moodle) design and content development to be used by NCFE for providing training to trainers as well as educate end users under its various programs on financial literacy. Accordingly, it is proposed that the bidder shall:



- Design and develop LMS (Moodle), customized for NCFE and develop 20 SCORM compliant e-learning modules of 15 minutes each (i.e. 5 hours of eLearning content), on the content that would be provided by NCFE. The LMS (Moodle) design and content will be developed in collaboration with NCFE team. NCFE will have ownership and all Intellectual Property Rights on all deliverables.
- Provide support for deployment of the eLearning courses on the LMS (Moodle).
- Be open to offer additional modules at proportionate cost as described in this document later and to maintain the deliverables for software updation on AMC basis.
- Provide support for any shortcomings that may arise on account of lapses/deviations/defects in development of the same observed during the period of 12 months after delivery, without any cost to NCFE.

7. SPECIFICATIONS

The following specifies the operations and functions that the LMS must be able to perform.

7.1 LMS with following latest features:

- Learner's details (such as Name, Number, Email, Address) should be visible in the system.
- Multilingual capability as per Unicode standard
- Web access to LMS
- LMS should be secure
- Latest version of LMS should be provided
- LMS should enable Competency based learning
- Development of mobile learning app in LMS and enable m-learning for the learners.
- LMS should be compliant with standards such as SCORM 1.2, Learning Tools Interoperability (latest version)
- Interactive features such as discussion forums to be present in the system
- Universal Search: Allows maximum flexibility in navigating through all types of learning content available in the system: programmes, reference materials, competencies

7.2 Training programme functionality:



- Collect training needs by learners by self-enroll or enroll by reporting authority/administrator. Self-enroll should be possible by selecting training programme name or by selecting the training programme scheduled in the training calendar, subject to approval by the administrator.
- Online analysis of training needs received to get information on number of enrolled learners for each training programme
- Online scheduling of Training Calendar by Administrator/ trainer. Training Calendar must include and display minimum (name of training programme, date, co-ordinator name).
- Notification and reminders via SMS/ Email to learner before the scheduled training programme
- The format of Learning programme content to be available in form of presentation, images pdf, videos, flash content, animation (includes feature of version management) etc.
- Facility of linking of reference digital material to training programme (Reference material can be videos, audios, pdfs, additional presentations or digital material available in NCFE's website)
- Dashboards for administrators to view all training related statistics in text and graphical manner in detail. With filters and different views, the administrators can be given the option of customizing the data presented as per their needs.
- Dashboards for learners for summarizing the progress of the learner through multiple programmes, showcasing cumulative progress as per the entire learning curriculum, as well as presenting a learning calendar to plan for trainings as per individual schedule. With filters and different views, the learners can be given the option of customizing the data presented as per their needs.
- Conducting following tasks online after every training programme
 - ✓ Pre-test (test before attending the programme)
 - ✓ Post-test (test after attending the programme)
 - ✓ Intermediate tests to check progress in between the training programmes
 - ✓ Feedback (This is related to content, reference reading material, pre-test and post-test questions, access to programme)



- ✓ Certificate generation and sending through email to the learner
- Format of questions in Pre-test, Post-test, intermediate tests must be available in
 - ✓ Multiple Choice Questions (MCQ)
 - ✓ Fill in the blanks
 - ✓ True or False
 - ✓ Theoretical type
- Automatic validating of Pre-test and Post –test; display of answers after attempt by learners.
- Automatic feedback analysis in LMS and to be viewed/ accessed in the form of graphical representation such as pie charts, column charts, line charts.
- Reports generation and tracking
 - ✓ Programme activity wise tracking,
 - ✓ Programme completion report,
 - ✓ Monthly as well as yearly report of programmes completed and number of learners attended each programme.
 - ✓ Reports may be generated with respect to factors (such as designation wise, year wise, month wise, employee number, programme wise) with different permutations and combinations.

7.3 Administrator/ Trainer Specifications: Features that must be available for the administrator/ trainer

- Access the LMS online at anytime
- Simple login from home page
- Create learning programmes in the LMS
- Enroll learners, upload batches of learners and permit learners to self-register/ access the learning programme
- Select and independently assign training programmes, additional resources, assessments and training schedules



- Use of an automated email service to manage module registration, de-registration, reminders.
- Self-generate a variety of reports, preview reports before exporting, and filter reports based on user groups or programmes, and print reports in PDF or Excel formats.
- Usage of Multiple learner communication features such as SMS messaging, email.
- Formatting of Dashboard template as per requirement while retaining the original one.

7.4 Learner Specifications: Features that must be available for the learner i.e. employee undergoing training

- Access the LMS online at anytime
- Simple login from home page
- Able to view their progress in the dashboard
- Self-Register for the training programmes
- Participate in self-paced or instructor led training assigned by Administrator/ trainer.
- Direct access to straightforward and easy to navigate programme
- Access to a comprehensive individual training report
- Download reports to desktop

7.5 Installation and Commissioning

LMS should be configured /customized as per the requirement of NCFE. Installation, commissioning, and training to NCFE should be within 3 months from the date of Purchase/Work order.

7.6 On-site support and LMS availability

- LMS should be under warranty for 1(One) Year from the date of Implementation.
- Software bug fixing/training to NCFE staff, upgrade of LMS and new development as per NCFE requirement for at least 1(One) Year from the date of Implementation.
- Support should be available from Onsite/offsite.
- In case of LMS downtime or any other issue with the system, it should get resolved within 24 hours.



- Daily backup feature – The LMS solution should provide configurable feature of Backup, restore of database, and file systems application to restore the system. Backup shall be done on Disks (NAS/DAS Solution) provided by NCFE.

7.7 Testing of the LMS

Entire scope of the LMS has to be ready at vendor's end. The final onsite acceptance testing of the LMS is to be done on-site at NCFE premises as per the functional and technical specifications.

7.8 Documentation

- The documentation for following procedures must be provided in hard copy and soft format (two sets)
- Daily and scheduled/ unscheduled operations by Administrator (i.e. NCFE)
- Backup Procedure and restore Procedure
- Start-up and Shutdown Procedure
- LMS development update and editing coding should be provided as necessary

7.9 Training

Training for five NCFE personnel for two days to be provided on:

- Operation and Maintenance of System
- Editing/ Addition of any template/ dashboard in the LMS
- Linking of reference digital material with Library Management System
- Changes in the format of Pre-test, Post –test, Intermediate test feedback questions etc.
- Any other feature needed for smooth functioning of the eLearning platform.

- 7.10** For eLearning content development, NCFE will prefer that the desired 20 modules have all three levels of interactivity, as indicated below. NCFE will obtain costs on per hour basis of content development for all three levels of interactivity, separately. Depending on the level of interactivity used, as per the requirement of the subject, and the percentage of all three level of interactivity in the total duration (i.e. 5 hours) of the contents developed, NCFE will arrive at a total cost.



Level 1	Level 2	Level 3
Knowledge provided in linear format	Use of scenarios as analogies and basic animations	Case study, simulations and game based learning
Simple slides/2-d graphics, and standard GUI	2-d graphics, animation and option of audio narrative	Advanced simulations, audio and video
Engagement achieved through point and click only	Engagement achieved through point and click, drag/drop, etc.	Highly interactive and engaging like game based eLearning
NCFE is considering 5 hours of eLearning content in 20 modules of 15 minutes each involving a mix of all three levels of interactivity.		

8. DELIVERABLES

The final deliverables as per the specifications by NCFE to be submitted by the bidder shall include the followings:

- Customized LMS (Moodle) as per NCFE's requirement along with the document detailing the same
- 5 hours of eLearning content including survey, module assessment, final test, etc.
- Deployment of LMS on NCFE server in Mumbai along with the document detailing process of deployment

NCFE shall have all the rights to the deliverables mentioned above to use at any later stage in any format and through any medium as desired. Changes may or may not be made to the final product. Bidders shall obtain all Intellectual Property Rights, for any elements used in the development of deliverables, for perpetuity and on umbrella basis.

9. TIME SCHEDULE

The following timeline will start from the date of issue of the Work Order (WO) or Letter of Intent (LOI) by the NCFE. The time schedule will be strictly followed and interested bidders are expected to adhere to the same.

Phase	Activities	Timelines
1	LMS Beta	20 days from the issue of WO/LOI
2	LMS Final	45 days from the issue of WO/LOI



3	LMS Deployment on NCFE server	60 days from the issue of WO/LOI
4	Storyboard	30 days from the issue of WO/LOI
5	Course Beta	45 days from the issue of WO/LOI
6	Course Final	75 days from the issue of WO/LOI
7	Final Delivery and project signoff	90 days from the issue of WO/LOI

10. PAYMENT SCHEDULE

Payments will be made in two stages as per the following schedule. There will be no advance payment.

Stage	Deliverables	Payment term	Documents
1	On deployment of the customized LMS (Moodle) on NCFE server at Mumbai to the satisfaction of NCFE and delivery of the LMS Customization and Deployment documents	Equal to the value of the work delivered as per the financial bid document	Pro-forma invoice
2	On delivery of all 5 hours of content, deployed on NCFE's LMS, tested and verified by NCFE and final sign-off from competent authority	Balance payment of the total project cost after deducting the payments already made	Invoice

11. MINIMUM QUALIFICATION CRITERIA

#	Qualification Criteria	Documents to be enclosed
1	The turnover of the bidder should be a minimum of INR 1 crore during each of the last 3 Financial Years (FYs) i.e. FY 2015-16, 2016-17 and 2017-18	Certification by Statutory Auditor



2	The Net worth of the bidder should be positive during each of the last 3 Financial Years (FYs) i.e. FY 2015-16, 2016-17 and 2017-18	Certification by Statutory Auditor
3	The bidder should have been in existence in India since April 1, 2015	Incorporation certificate
4	The bidder should not have earned more than 50% of its total income from top three clients during FY 2017-18	Certification by Statutory Auditor
5	Ability to design, develop and deploy LMS (Moodle) and develop financial literacy content	Self-certification on agency letterhead
6	Details of cases in which the bidder is found guilty/ penalized by any court during last three Financial Years i.e. FY 2015-16, 2016-17 and 2017-18	Details of cases are to be provided on letter head signed by authorized signatory. If the bidder is not involved/found guilty in any of such cases, self-certification on letter head stating the same shall be furnished
7	Details of the bidder	As per Annexure – I

NCFE reserves the right to verify any of the above criteria independently or seek any further information.

12.EARNEST MONEY DEPOSIT (EMD)

EMD shall be in the form of a Demand Draft from a scheduled bank for INR 50,000/- (Fifty thousand rupees only) drawn in favour of ‘National Centre for Financial Education’ payable at Mumbai. No interest shall be payable by NCFE on the sum deposited as EMD. EMD will be returned to the unsuccessful bidders not later than execution of the agreement with the successful bidder. EMD will be returned to the successful bidder on signing of the agreement and on receipt of performance guarantee.

The entire EMD of the selected bidder will be forfeited, if the bidder fails to enter into agreement with NCFE.



13.TECHNICAL BID

Technical bid shall contain the followings:

- Covering letter as per the prescribed format in [Annexure – II](#)
- List of key staffs to be associated with this project in various capabilities and their details as per [Annexure – III](#)
- Your understanding of the project and approach to provide NCFE the best solution.
- Samples of any previous work completed.

14.FINANCIAL BID

Financial bid shall be duly filled as per the prescribed format in [Annexure – IV](#)

15.RFP SUBMISSION DETAILS

The bidder shall submit all three bids (Minimum Qualification Criteria, Technical Bid and Financial Bid) in separate sealed envelopes super-scribing:

- Envelope 1: Minimum Qualification Criteria for NCFE's LMS Design and Content Development. This envelope should also have the EMD demand draft.
- Envelope 2: Technical bid for NCFE's LMS Design and Content Development.
- Envelope 3: Financial bid for NCFE's LMS Design and Content Development.
- The above three separate sealed sub-envelopes should be put together in another sealed master envelope super-scribing "NCFE's LMS Design and Content Development".

16.SELECTION PROCEDURE

NCFE will form a committee for making technical and commercial evaluation. This committee will supervise all activities relating to opening of bids, evaluation of technical bids, and final selection of the bidder for NCFE's LMS (Moodle) design, Content development and deployment on NCFE server, on various terms and conditions.

The process of evaluation is detailed below:

- Minimum Qualification Criteria and EMD shall be evaluated by NCFE on the date which would be informed separately. Proposals which do not contain the EMD shall be summarily rejected. The decision of NCFE in this regard shall be final and binding on all.
- Technical bid of eligible bidders shall be evaluated by NCFE on the date which would be informed separately. Eligible bidder shall be advised to make a presentation on their credentials, experience in similar campaigns, understanding of the project and proposed



solution, before NCFE's evaluation committee. The agencies shall circulate a brief note on the proposed solution(s) to the members of the committee before presentation.

- The technical evaluation will be broadly based on the following criteria:

#	Evaluation Criteria	Maximum Marks
1	On the basis of submitted technical bid	30
2	Technical presentation/demo	30
3	Experience in similar campaigns	20
4	Unique strength/ innovative solution, if any	20
	Total	100

Based on the above evaluation criteria, bidders securing 75 or more marks will be called “Qualified Bidders”.

- NCFE will consider to open the financial bids of these “Qualified Bidders” only. After evaluating correctness of bid, the bidder with lowest quote (L1) shall be selected. In case of a tie (L1 being same for more than one bidder), the bidder with higher technical score will be selected.

17. AWARD OF CONTRACT

NCFE will issue Work Order (WO) or Letter of Intent (LOI) to the selected bidder. The issue date of WO or LOI shall be deemed as the date of commencement of the project. The selected bidder shall complete the projected as per the time schedule mentioned in this RFP.



ANNEXURE – I

Details of the Bidder (on letterhead)

#	Particulars	Details
1	Name of the bidder	
2	Address of the registered office	
3	Address of the bidder's office in Mumbai	
4	Key management personnel	
5	Turnover for last three financial years	2015-16: 2016-17: 2017-18:
6	Net profit for last three financial years	2015-16: 2016-17: 2017-18:
7	Details of similar assignments handled by the bidder (LMS design for training purposes and financial content development).	At least 3 Copies of Work order/ Certificate of Completion and Client details including Name, Contactable person, Phone number and email ID
8	Details of any National/International awards won	
9	PAN (Copy to be attached)	
10	GSTIN (Copy of certificate to be attached)	

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours faithfully,

Signature and Seal of Bidder

Name:

Date:

Signed in the capacity of.....
duly authorized to sign tenders for and on behalf of.....



ANNEXURE – II

Covering Letter (on letterhead)

Sr. Manager

National Centre for Financial Education
4th Floor, NISM Bhavan,
Plot No 82, Sector 17, Vashi
Navi Mumbai 400 703

Sir,

Sub: Proposal for NCFE's eLearning LMS and Content Development

Having examined your RFP dated 8th February 2019, I/We....., offer to undertake the assignment in full conformity with the RFP. We have read the provisions of RFP and confirm that these are acceptable to us.

We agree to abide by the terms and conditions of this proposal, consisting of this letter, the Technical and Financial bids and all annexures. The proposal shall be valid for a period of 120 days from the last date of submission of bids and it shall remain binding upon us and may be accepted by NCFE at any time before the expiration of that period.

We understand that this proposal is not binding on NCFE unless selected and agreement is executed between us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand that NCFE reserves the right to reject any or all the bids in response to the EOI without assigning any reasons whatsoever.

Yours faithfully,

Signature and Seal of Bidder

Name:

Date:

Signed in the capacity of.....
duly authorized to sign tenders for and on behalf of.....



ANNEXURE – III

Brief about key staffs (on letterhead)

Brief about key team members proposed to work in the NCFE project:

Name	
Qualification	
Job Skills	
Work profile	
Work experience	
Projects successfully completed	

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification. The aforesaid team members shall attend all review meetings for their respective assignments. Changes in the team, if any, has to be informed to NCFE at least 10 days in advance. With any changes in the team member, NCFE has the right to review the agreement with the bidder.

Yours faithfully,

Signature and Seal of Bidder

Name:

Date:

Signed in the capacity of.....

duly authorized to sign tenders for and on behalf of.....



ANNEXURE – IV

Financial Bid (on letterhead)

Sr. Manager

National Centre for Financial Education
4th Floor, NISM Bhavan,
Plot No 82, Sector 17, Vashi,
Navi Mumbai 400 703

Sir,

Sub: Proposal for NCFE's eLearning LMS and Content Development

We, M/s..... the undersigned, offer to execute the assignment, in accordance with your RFP dated 8th February 2019. We enclose the Financial Bid to deliver as per Section 7 and 8 (specifications and deliverables) of this RFP and all other documents issued to us as an addendum to this RFP. We also undertake to give additional modules with same technical prescription at the same proportionate cost on per hour basis as mentioned in this RFP.

The total cost of the project is the sum of Rupees (in words.....), inclusive of taxes. The break up is as follows:

#	Particulars	Cost
1	LMS (Moodle) design, development and deployment including 1 year (post-delivery) technical support	(A)
2	Cost of developing 20 modules (5 hours' duration) as per the contents shared by NCFE including delivery, installation, customization, hosting on NCFE server plus 1 year (post-delivery) of technical support NCFE is considering 5 hours of content which will have 1 hour of level 1, 2 hours of level 2 and 2 hours of level 3 interactivity. Per hour cost for level 1 interactivity (B1): Per hour cost for level 2 interactivity (B2): Per hour cost for level 2 interactivity (B3):	(B)= 1*B1+2*B2+2*B3



3	Total cost (which will be considered for financial evaluation)	(A)+(B)
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Amounts quoted above are inclusive of all taxes. Any change in the tax rates after date of submission of the bids will be reimbursed at actuals.

Our Financial Bid shall be binding upon us for period of 120 days from the last date of submission of bids.

We understand that NCFE is not bound to accept any proposal it receives. NCFE also reserves the right to reject any or all the proposals submitted without assigning any reasons.

Yours faithfully,

Signature and Seal of Bidder

Name:

Date:

Signed in the capacity of.....
duly authorized to sign tenders for and on behalf of.....



Tender No. NCFE/2018-19/01

ANNEXURE – V

Format for pre-bid queries (to submit in MS Excel via email)

Tender Number				
Name of the bidder				
#	Page No.	Section Name	Point as stated in RFP document	Comments



ANNEXURE – VI

Checklist of items

#	Particulars	(Yes/ No)
1	Details of the bidder with supporting documents (Envelope 1)	
2	Minimum Qualification Criteria with supporting documents (Envelope 1)	
3	EMD demand draft (Envelope 1)	
4	Covering letter (Envelope 2)	
5	RFP document along with addendums issued, if any (Envelope 2)	
6	Brief about key staffs (envelope 2)	
7	Project plan and samples, if any (Envelope 2)	
8	Financial bid in prescribed format (Envelope 3)	