



SELCO Foundation – Call for Vendors

GAMIFICATION OF SELCO FOUNDATION'S INCLUSIVE ECOSYSTEM APPROACH

SELCO Foundation – Procurement Officer

690, 15th Cross Rd, Jeewan Griha Colony, 2nd Phase,

SELCO Foundation hereby invites bids for Gamification of SELCO Foundation's Inclusive Ecosystem Approach during the period 2022-23.

The Tender Estimated value is Approximately ₹ 20,00,000/- (Rupees Twenty Lakhs Only)

The link for the tender is:

<https://selcofoundation.org/tender/>

which can be downloaded from 23-04-2022. Bids, as per the terms and conditions should be submitted to the undersigned, at the above-mentioned address by 4pm on or before 02-05-2022.

Chief Executive Officer – SELCO Foundation



SELCO FOUNDATION

TENDER NOTIFICATION

FOR

GAMIFICATION OF SELCO FOUNDATION'S INCLUSIVE ECOSYSTEM APPROACH

TENDER DOCUMENT

Address for Communication

SELCO Foundation

#690, 15th Cross Rd, J P Nagar – 2nd Phase

Bangalore, Karnataka – 560078

Telephone: 080-26493145

e-mail: procurement@selcofoundation.org

DISCLAIMER

NIT No: 02/2022-23

This tender by SELCO Foundation is for selection of vendors for **GAMIFICATION OF SELCO FOUNDATION'S INCLUSIVE ECOSYSTEM APPROACH**

NOTE:

SELCO Foundation has the right to award the work under this tender to single or multiple vendors based on the applicant enterprise meeting the criteria, suitability of the assessment and evaluation approach and lowest quote ascertained through this tender.

Though adequate care has been taken while preparing the Notice Inviting Tender (NIT) document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven (7) days from the date of notification of Request for Solution (RfS)/ Issue of the RfS documents, it shall be considered that the RfS document is complete in all respects and has been received by the Bidder.

SELCO Foundation reserves the right to cancel/ withdraw this invitation for bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision

SELCO Foundation reserves the right to modify, amend or supplement this document.

While this RfS has been prepared in good faith, neither SELCO Foundation nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RfS, even if any loss or damage is caused by any act or omission on their part.

CONTENTS OF BID DOCUMENT

Section No.	Description	Page No.
Section 1	Bid Invitation	05
Section 2	Instruction to Bidders	06-09
Section 3	Scope and Deliverables	10-11

List of Documents to be Submitted in First Cover (In technical bid)

Table	Description	Page No.
Table 1	Details of the organisation	12
Table 2	Check list of documents to be submitted in first cover	13

List of Documents to be Submitted in Second Cover (In financial bid)

Table	Description	Page No.
Table 1	Price Schedule	14-15

SELCO FOUNDATION

#690 15th Cross J P Nagar 2nd Phase

Bangalore - 560078

Telephone: 080-26493145

e-mail: procurement@selcofoundation.org

TENDER No: 02/2022-2023

Dated 23-04-2022

NOTICE INVITATION TENDER

Chief Executive Officer of SELCO Foundation, Karnataka State, India hereby invites bids for **GAMIFICATION OF SELCO FOUNDATION'S INCLUSIVE ECOSYSTEM APPROACH**

1.	Tender Ref No.	02/2022-2023
2.	Last date & time for the bid submission	02-05-2022, 4.00 PM
3.	Opening date of first cover (technical bid) & second cover (financial bid)	04-05-2022, 4.00 PM
4.	Venue of acceptance and opening of tenders.	SELCO Foundation, Bangalore

Interested and eligible bidders may furnish the Technical & Commercial Bids for GAMIFICATION OF SELCO FOUNDATION'S INCLUSIVE ECOSYSTEM APPROACH to the below mentioned address:

SELCO Foundation - Tender Ref No - 02/2022-2023

#690 15th Cross J P Nagar 2nd Phase

Bangalore - 560078

Telephone: 080-26493145

e-mail: procurement@selcofoundation.org

Any further information or clarification may obtain either in person or through phone during office hours from the office of the SELCO Foundation Ph: 080-2649 3145 or through the email – procurement@selcofoundation.org

sd/-
Chief Executive Officer
SELCO Foundation

INSTRUCTION TO BIDDERS

Scope of the Work

The broad scope for GAMIFICATION OF SELCO FOUNDATION'S INCLUSIVE ECOSYSTEM APPROACH

Eligibility Criteria for Participating in the Bidding

The bidding organizations require a cumulative annual turnover of 50 Lakhs over the last two financial years, and must have employed as on 31.12.2021 at least 05 person's full time. As proof of this, the bidder must submit the turnover certificate certified by Chartered Accountant.

Subcontracting the works under this tender will not be permitted.

Should have Audited IT return for last 2 financial years.

Should have PAN card for the Organization.

Should have GST certificate of the Organization.

The bidder must be a company (registered under Indian Companies Act 1956) or a Partnership Firm (registered under Indian Partnership Act 1932) or a Sole Proprietorship Firm.

Net Worth of the bidder in the last Financial Year (2021-22) should be **Positive**.

"Net Worth" as per section 2 (57) of the Companies Act, 2013 means the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.

The bidder should have at least one or more cumulative experience of executing contracts of said nature. As proof of such experience, the bidder must submit the work completion certificates in the format below in favour of each work order issued. If the work order is from any private firm, then it is mandatory to submit TDS certificate which mentions the bidder's name, along with completion certificate issued by private firm.

SL. No.	Name of the Organization/ Beneficiary	Reference of Work Order/Supply Order issued	Type of Solution provided or Nature of service provided	Date of project completion	Reference of Work Completion Certificate

The following expertise is required from the bidder, and evidence for the same must be submitted as part of the proposal:

1. Previous experience in designing games for communication of complex development sector issues
2. Demonstrate previous experience in systems thinking
3. Demonstrate previous experience in navigating through multiple stakeholders, understand perspectives, incentives and decision making
4. Demonstrated expertise in executing similar projects that combine capacity building on navigating complex issues, through simulations or gamification
5. Demonstrate experience in capacity building, training, holding workshops is preferred
6. Presence of the Company in Bengaluru is preferred

The proposals submitted by the Bidder firm will be evaluated and examined by an expert in-house committee through a scoring process.

The final selection will rest with competent authority of SELCO Foundation. Eligible/ Interested firms are requested to submit their Expression of Interest (EOI) with all supporting documents listed as per **Annexure 3**

Cost of bidding:

The bidder shall bear all costs associated with the preparation and submission of Bid to the Chief Executive Officer, SELCO Foundation herein after referred to as “the Purchaser” will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Intellectual Property Rights: All outcomes under this tender will be the sole property of SELCO Foundation. The outcomes will be handed over to SELCO Foundation in its fullness.

The bidder will need to ensure that it transfers all the source codes of the digital game to SELCO Foundation and will ensure all possible support on doing so within the timeline of the project.

The bidder will ensure providing all relevant technical and facilitator manuals related to the same for smooth functioning of the game in future.

Technical proposal shall contain:

Particulars of the Firm as per Annexure - 2

Checklist of Documents to be submitted in First Envelope as per Annexure - 3

The bidder has to sign all the pages of the documents as token of acceptance of all terms and conditions.

Financial bid shall contain:

The rate quoted for **GAMIFICATION OF SELCO FOUNDATION'S INCLUSIVE ECOSYSTEM APPROACH**. It should include all taxes levied by the State & Central Govt., travel costs for physical meetings, printing, designing of any reports, external party costs etc if any.

Structure of the proposal

- Proposal is to be submitted in 2 phases.
 - Phase 1 would be 3 months long, and it would primarily focus towards defining the problem statement further and research/ workshops/ consultations with SELCO Foundation teams to build out the concept of the game.
 - Phase 2 would go into development of the game and would include research for game development, minimum 2 rounds of game prototyping with at least 3-4 workshops for gathering feedback, finalisation of the game, as well as manual and facilitator modules for game play.
- The proposal should contain a very brief company profile followed by a detailed approach and methodology.
- The proposal should also contain the project timeline highlighting milestones and deliverables.
- Elaborate the roles and responsibilities of the different team members and backstop arrangement available for suggested human resource in the proposal.
- The entire proposal including approach and methodology proposed, CVs etc., needs to be in English.

Price schedule:

The Bidder shall complete the price schedule as per **Annexure 4 - PRICE SCHEDULE** furnished in the Bidding Documents, indicating the total cost towards for **GAMIFICATION OF SELCO FOUNDATION'S INCLUSIVE ECOSYSTEM APPROACH** as per scope and deliverables mentioned in **Annexure- 1- SCOPE AND DELIVERABLES**. SELCO Foundation will not pay any extra charges over and above rate quoted by the Bidder.

Fixed price:

Prices quoted by the Bidder are firm final and binding and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as nonresponsive and rejected. The quotation will remain valid till 31st March 2023 from the date of opening the second envelope (financial bid). A Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

Format and Signing of Bid:

The Bidder ***shall give a set of hard copies of all the documents*** in the sealed cover. The Bids could be submitted by hand or post/courier to the below mentioned address:

Procurement Officer - Tender Ref No - 02/2022-2023,

SELCO Foundation,

#690, 15th Cross, 2nd Phase, JP Nagar, Bengaluru- 560078.

Deadline for Submission of Bids:

Bids must be received by the Purchaser not later than the time and date specified in the invitation for Bids (Section I). The Purchaser may, at its discretion, extend this deadline for submission of bid by amending the bid Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Tender Opening and Evaluation:

The Technical & Financial bids will be opened on same day itself or later separately. The Purchase committee may contact the bidders to seek clarifications on the proposed methodology and understanding of scope of works submitted along with the technical bid. The financial bids (Second Cover), of only technically qualified bidders will be opened. The Bidders Names, Bid Modifications, or Withdrawals, bid prices, Discounts and the presence or absence of the requisite details as the Purchaser, at its discretion, may consider appropriate will be recorded by the Purchase Committee of SECLC Foundation. No Bid shall be rejected at bid opening, except for late bids, which will be rejected.

Proposal evaluation scores:

1. Technical Evaluation:

- **The extent to which the proposal meets the requirements** Substantial experience in Systems Thinking, Development Sector and Game design approaches for capacity building, policy advocacy and program design – **30 marks**
- **The extent to which the entity presents the required level of expertise and knowledge** to fulfil the requirements both at team member and company level (clear description of the project team; relevant previous experience of team members; relevant previous experience of in similar projects, etc). – **30 marks**
- **Geographical location** in Bangalore, in order to facilitate close collaboration with the SELCO Foundation team – **20 marks**

2. Financial Evaluation:

- Total Proposed Budget – **20 marks**

Clarification of Bids:

During evaluation of Bids, the purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substances of the Bid shall be sought, offered or permitted.

SF may invite shortlisted organizations to present their technical presentation and approach to a committee which will help SF in making final selection.

Preliminary Examination:

The purchaser will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the lowest of the two shall prevail and the bid shall stand corrected to that effect. The purchaser may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any bidder.

Acceptance or rejection of bids:

Chief Executive Officer, SELCO Foundation reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without there by incurring any liability or any obligation to inform the affected bidder or bidders of the grounds for the said action.

Any Bid with incomplete information is liable for rejection.

Annexure 1: Scope and Deliverables

Systems thinking is a holistic approach to analysis that focuses on the way that a system's constituent parts interrelate and how systems work over time and within the context of larger systems.

SELCO Foundation has been following an ecosystem based approach in order to understand the root cause of a development problem, and also to design programs which over a period of time are able to solve the problem in a systematic and sustainable manner.

Through the proposed project, SELCO Foundation is seeking consultants or agencies to devise practical capacity building modules through game play and facilitation modules. The proposed game would be aimed towards translating the ecosystem approach (as illustrated in the evaluation report here), step by step, in a digestible format, in order to improve the long term thinking capacity of practitioners on the field.

Objectives of the Project/ Game Design:

- Improve program design which facilitates ecosystem building and sustainability
- Present tangible and practical examples through game play, scenario building and simulations on how projects can go towards impacting a larger ecosystem change
- Understand the perspectives (incentives, constraints, structures) of different stakeholders involved in the ecosystem in order to be able to improve collaboration with them for ecosystem building

DELIVERABLES:

- A digital game demonstrating the use of SELCO's ecosystem approach for program design and sustained impact on the ground
- At least 3 rounds of game prototyping, allowing for feedback loops and iterations
- Game manual/ training modules on how to play the game, and guidelines for the facilitator

REQUIRED EXPERTISE:

It is suggested that the team proposed for this project brings in the following expertise:

1. Visual Designer

- Experience in developing visuals artefacts for capacity building tools in the public policy domain
- Ability to work with large amounts of qualitative and quantitative data
- Ability to work across subject matters within the public domain

2. Game Designer

- Atleast 10 Years experience in game development in the public policy domain
- Qualification: M.Tech in Information Technology or similar
- Ability to work with large amounts of qualitative and quantitative data for game design and development

3.Qualitative Researcher

- At least 5 years of experience in undertaking qualitative research in the public policy domain
- Experience in designing and development of serious games

4.Facilitator

- At least 10 years' experience in designing and facilitating stakeholder activities and workshops for the purpose of game development
- Experience in facilitating game sessions in the public policy domain

5.Research Programmer

- At Least 10 years' experience in developing games and simulations within the public policy domain
- Experience in development of new prototypes, implementation of existing tools and deployment of games and simulations
- Strong fundamental knowledge in Python/Java and also mature frameworks

ANNEXURE 2:

DETAILS OF THE ORGANISATION

1	Name of the Organisation	
2	Year of starting the organization & registration number (photocopy of registration certificate or any other relevant document to be enclosed)	
3	Name of the authorized signatory for agreement with Designation	
4	Address of the Service Provider/bidder (along with phone no.& pin code)	
5	Legal Status of Service provider/Bidder	Proprietorship / Partnership/ Pvt Ltd / Limited/others
5	GSTIN PAN No. of Income Tax Dept. (Photocopy of Income Tax (IT)) returns for the last 02 Financial Year to be enclosed	
6	Audit reports for the last 02 year (Certified copy of Chartered Account' report in P&L account to be enclosed)	
7	Particulars of total strength of staff available in the organization	

Signature of the bidder and address with seal

Date:

**ANNEXURE 3:
DOCUMENT CHECKLIST**

Sl.No.	Description	Whether the Document is enclosed or not	Page No. From and to
1	Details of Organization as per Annexure 2	YES/NO	
2	Copies showing the legal status, places of registration and principal place of business of the firm	YES/NO	
3	Copies of audited financial statements for the last 2 financial years	YES/NO	
4	Copies of GST registration and GST returns filled in the last 02 financial years	YES/NO	
5	Copies of income tax registration and income tax returns filled in the last 02 financial years.	YES/NO	
6	Letter of declaration to confirm that the bidder has not been black listed by any entity or institution	YES/NO	
7	Proposal outlining the approach and methodology, key activities, timelines, and budget (for phase 1 & phase 2)	YES/NO	
8	Organizational profile and past experience relevant to this project	YES/NO	
9	CVs of project personnel who would be involved in this project	YES/NO	

I abide by all the above terms & conditions.

PLACE:

DATE:

SIGNATURE OF THE BIDDER and with office seal

If our tender is accepted, we here by undertake to abide as per the stipulated Terms and Conditions, to provide services narrated in the Annexure 1 – scope and deliverables

We agree to abide by this tender for and if the award is made to us, in executing the above contract we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of corruption act 1988”.

We understand that you are not bound to determine the price based on the lowest offer that you may receive.

We accept that all disputes between parties will be adjudicated by a competent court in Bangalore, India.

I, _____ (Name of signatory) on behalf of the bidder _____ (Name of the bidder), hereby certify that

I have noted the scope and deliverables mentioned and the prices quoted above are as per the details specified and in compliance with Annexure 1.

Dated this..... day of.....2022

Signature

(Name and Address of the Bidder with seal)

(In the capacity of..... Duly authorized to sign the Tender for and on behalf of _____)