



SELCO Foundation – Call for Vendors
SELCO Foundation – Procurement Officer
690, 15th Cross Rd, Jeewan Griha Colony, 2nd Phase,
J P Nagar, Bengaluru, Karnataka 560078

procurement@selcofoundation.org

TENDER DOCUMENT

SELCO Foundation Hereby Invites Bids for **Partnership to transform 100 PHCs into Climate-Smart, Model Primary Health Centers across vulnerable regions across India**

The detailed tender document can be downloaded from 04-08-2025.

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

Bids, as per the terms and conditions herein should be submitted through the online form

(E tender)

<https://forms.gle/Xr1Pd95bZ4AT8V5h6>

by 5 pm on or before **18-08-2025**.

Chief Executive Officer

SELCO Foundation



SELCO FOUNDATION

TENDER NOTIFICATION

For

**Partnership to transform 100 PHCs into Climate-Smart, Model Primary Health Centers
across vulnerable regions across India**

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: 09/2025-26

This tender by SELCO Foundation is to **Partnership to transform 100 PHCs into Climate-Smart, Model Primary Health Centers across vulnerable regions across India**

NOTE:

SELCO Foundation has the right to award the work under this tender to single or multiple vendors provided that the applicant Bidder meets the criteria based on the suitability of the proposed methodology, relevant background and expertise along with the quote submitted towards this tender.

Though adequate care has been taken while preparing this Notice Inviting Tender (NIT) document, the Bidders are requested to satisfy themselves as to the completeness of this document in all aspects. Intimation of any discrepancy shall be given to the email address mentioned above immediately. If no intimation is received from any Bidder within seven (7) days from the date of this NIT, it shall be considered that the NIT is complete in all aspects and has been received by the Bidder.

SELCO Foundation reserves the right to cancel/ withdraw this NIT 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 NIT.

While this NIT 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 NIT.

SELCO FOUNDATION
#690 15th Cross J P Nagar 2nd Phase
Bangalore - 560078
Telephone: 080-26493145
e-mail: procurement@selcofoundation.org

TENDER No: 09/2025-26

Dated 04-08-2025

NOTICE INVITING TENDER

Chief Executive Officer of SELCO Foundation, Karnataka State, India hereby invites bids for the Partnership to transform 100 PHCs into Climate-Smart, Model Primary Health Centers across vulnerable regions across India.

1	Tender Ref No.	09/2025-26
2	Last date & time for the bid submission	18-08-2025, 5:00 PM
3	Opening date of Technical and Financial bid	19-08-2025, 11:00 AM
4	Venue of Opening of tenders	SELCO Foundation, Bangalore

Interested and eligible bidders may furnish the Technical & Commercial Bids for **Partnership to transform 100 PHCs into Climate-Smart, Model Primary Health Centers across vulnerable regions across India** through the online form (E-tender)

Google form link: <https://forms.gle/Xr1Pd95bZ4AT8V5h6>

Any further information or clarification may be obtained 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.

INSTRUCTION TO BIDDERS

Background

Climate change presents significant and escalating risks to healthcare infrastructure and service delivery in India, particularly affecting energy reliability, water and sanitation systems, and the overall resilience of healthcare facilities. Primary Health Centres (PHCs) form the backbone of India's public health system, especially in rural and climate-vulnerable regions such as the Northeast Region (NER), Karnataka, Maharashtra, and Odisha. However, many PHCs currently face critical challenges, including intermittent energy supply, inadequate infrastructure, limited access to innovative medical technologies, and gaps in delivering patient-centered care. These vulnerabilities are intensified by increasing climate variability and extreme weather events—such as floods, cyclones, and heatwaves—that threaten the continuity, safety, and quality of healthcare services.

These systemic challenges have a direct impact on health outcomes. India's Infant Mortality Rate (IMR) remains at 26 per 1,000 live births (SRS 2023), and the Maternal Mortality Ratio (MMR) stands at 97 per 100,000 live births (SRS 2020), with even higher rates in several climate-vulnerable and underserved regions. Persistent gaps in infrastructure, energy, and quality of care at PHCs contribute to preventable maternal and child deaths, undermining progress toward national and global health targets.

Given this context, there is an urgent imperative to transform PHCs into climate-smart model health centres. These centres must be designed to withstand environmental stresses while ensuring uninterrupted, high-quality, respectful, and equitable healthcare delivery. This transformation aligns with global and national frameworks emphasizing climate resilience, sustainability, and health system strengthening, and is essential for improving maternal and child health outcomes in India's most vulnerable communities.

Realizing the vision of universal access to quality healthcare necessitates establishing model health centres that exemplify robust, equitable, and comprehensive health systems. These centres will prioritize marginalized and vulnerable communities and embed principles of sustainability, climate resilience, social justice, community engagement, and cross-sectoral collaboration. By integrating energy-efficient technologies, resilient infrastructure upgrades, and patient-centric care—especially respectful maternity services—these centres will serve as beacons of sustainable healthcare in resource-constrained and climate-sensitive settings.

This comprehensive approach with primary focus on mother and child health through positive labor room and ensuring the inclusion of quality health services without out-of-pocket expenditure (OOPE). By focusing on these key areas, the initiative aims to yield improved health outcomes and deliver profound benefits, particularly for marginalized and vulnerable communities.

Summary

To strengthen delivery of healthcare for over 170 million people by reliably and sustainably powering 25,000 public health facilities in remote, rural, climate and socio-economically vulnerable regions across 12 states in India by 2026.

Healthcare today, without considering the potential services to the un-catered populations in the world, is the 5th most polluting industry. The proposed program can help improve the quality of health services in a decentralized manner, while also making it a less carbon-intensive sector. This program can prove to be the low hanging fruit for achieving SDG13 and SDG3 via SDG7. We believe that provision of 100% renewable energy and green building infrastructure for healthcare facilities, will democratize the much-needed health services in the remote regions within India and account for future pandemic preparedness.

The Goal: To transform 100 Primary Health Centres into climate-smart, energy-efficient model health centres that deliver resilient, patient-centered, and respectful maternity care—focused on enhancing maternal and child health outcomes—in climate-vulnerable regions.

Objectives :

- a) Upgrade health centre infrastructure to enhance safety, operational efficiency, and holistic patient wellbeing, with a special emphasis on creating positive labor room experiences.
- b) Deploy energy-efficient and innovative medical equipment suited to local needs and typologies.
- c) Capacity Building of Healthcare staff through reinforcement of SOP's and promotion of respectful maternity care practices.
- d) Establish operational frameworks for maintenance, sustainability, and vendor management and for diverse geographies, climates, and community needs across all targeted districts and states.

- e) Conduct ongoing research and innovation to adapt and improve interventions based on emerging trends and diverse geographic and climatic contexts.
- f) Develop evidence-based knowledge products that serve as replicable benchmarks and engage stakeholders through targeted communication strategies

States Identified for Intervention: (Subject to approvals)

- Phase 1: Karnataka, Maharashtra, Meghalaya, Mizoram, Manipur
- Phase 2: Nagaland, Assam, Odisha, Arunachal Pradesh, Sikkim

Intervention Strategies in every State:

- a) Showcase Centres: Three centres in urban settings designated to showcase best practices.
- b) Showcase Plus Strategic Partnerships: Three rural centres partnered with local champions including government and NGOs.
- c) Impact centres: Three centres located in tribal, remote, vulnerable and disaster-prone areas to demonstrate resilience and impact.

5. Scope of Work

A. Planning and Partnership:

- Support the design of the program by contributing to process documentation and defining health centre selection criteria based on typologies.
- Develop and finalize the PITCH documents (based on type of leverage) outlining program objectives and approach.
- Identify and explore potential new partnerships to enhance program reach and effectiveness.
- Collaborate with existing partners to ensure coordinated efforts and alignment with program goals.
- Facilitate mobilization of diverse resources, and strategic collaborations to support program sustainability and scalability across targeted regions.

B. Operational Support

Comprehensive site assessments to be undertaken to evaluate infrastructure, energy, Information, Communication technology (ICT) capabilities, workforce skills, and

communication channels to develop tailored intervention plans. The process includes providing support for procurement, assisting in vendor selection, and facilitating the installation and commissioning of Decentralized Renewable Energy (DRE) systems in non DRE healthcare facilities, infrastructure upgrades, and medical equipment, followed by supporting the formal asset handover process. Healthcare staff will be trained on equipment use, maintenance, Standard Operating Procedures (SOPs), and respectful maternity care, with ongoing technical support to ensure smooth operations and sustainable outcomes.

B.1. Assessing need through Focus Group Discussion (FGD) and expert consultations:

Engage experts to align design with healthcare priorities and define essential services for a climate-smart, patient-centered model health centre delivering comprehensive primary care.

B.2. Site analysis and Concept Development: Develop detailed concept templates for 100 health centres across 10 states, focusing on energy efficiency, universal accessibility, and space optimization for patient centric care. Ensure designs provide thermally comfortable environments, incorporate essential facilities and equipment per national and global standards and promote optimal flow, functionality, and sustainability.

The Site assessment report for all 100 centres - to include detailed proposal, budget and timeline, detailed implementation steps, Gantt chart, monitoring and supervision components.

Infrastructure upgrades with specific focus on Labour rooms: The infrastructure upgrades should specifically focus on the labour room, aiming to create a positive birthing experience for mothers. This includes ensuring a clinically and psychologically safe environment that supports the birth of a healthy baby, with continuous practical and emotional support from birth companions and compassionate, skilled clinical staff.

Site Assessment:

- Conduct a thorough assessment of the existing labour room's layout (Measure drawing), condition, and functional gaps.
- Map critical infrastructure, structural issues, infection control risks, ventilation, lighting, and privacy concerns.
- Identify physical and systemic barriers that may affect access or dignity, especially for women with disabilities or those from vulnerable backgrounds.

Design Intervention Plan

- Propose non-structural spatial improvements to enhance comfort, dignity, and workflow with mood boards/references.

- Incorporate design elements that support respectful, inclusive, and dignified maternity care—including needs of women with physical disabilities.
- Ensure alignment with NHM/IPHS/LAQSHYA standards and WHO guidelines for respectful maternity care.
- Integrate features that promote a calm, clean, and culturally sensitive birthing environment.

Functional Upgrades

- Optimize zoning within the room (delivery area, newborn care, hand hygiene, waste zones)
- Improve lighting (natural and artificial), ventilation, and thermal comfort with minimal disruption.
- Suggest additions such as curtains, movable partitions, or wall-mounted organizers for privacy and efficiency, anti-slip flooring, grab bars, and ramps (where needed).

Aesthetic and Psychological Enhancements

- Apply soothing and culturally appropriate wall colors, positive imagery, and birthing affirmations to reduce anxiety and support emotional well-being.
- Use local design elements to make the environment more welcoming and community connected.
- Select finishes that are both easy to clean and psychologically uplifting.

Energy efficiency and climate resilience

- Prioritize the use of passive design principles to reduce reliance on artificial lighting and cooling.
- Enhance the building's relationship with its local climate through responsive design, material choices, and spatial planning.
- Strengthen the building envelope to act as a thermal barrier, reducing heat gain or loss.
- Enable the building to breathe by improving natural ventilation pathways and supporting air exchange.
- Leverage natural light as a primary resource, balancing visual comfort with heat control.
- Promote modular and adaptive spaces that can perform across different climate conditions and seasons.

- Integrate nature-based solutions like vegetation and landscape buffers to cool surroundings and reduce climate impact.
- Use resource-efficient systems and materials that reduce energy consumption over time. Ensure flexibility in design to allow future adaptation to changing climate conditions or use patterns.
- Design for thermal zoning, where spaces are planned according to their heat sensitivity and use patterns.
- Encourage behavioural comfort strategies by enabling user control over light, ventilation, and privacy.

Utilities and Equipment Review

- Verify functionality of critical utilities: lighting, power, oxygen, handwashing stations.
- Suggest repositioning or replacement of delivery tables, examination beds, and neonatal corners if needed.
- Include inclusive equipment options such as adjustable-height furniture or signage in local languages and symbols.

Implementation Support

- Provide detailed drawings – Plan/sections/details/electrical/plumbing, specifications, and a bill of quantities (BoQ) for the proposed upgrades.
- Recommend vendors or materials where possible and suggest a phased implementation strategy.

Training and Orientation

- Provide an orientation note or visual guide to help staff adapt to new layouts or equipment.

Toolkit for Replication

- Develop a concise replication toolkit including:
- Design templates and layout examples
- Material and product recommendations
- Do's and don'ts for low-disruption upgrades
- Checklists for site readiness and implementation
- Photo documentation and before-after reference visuals

- Estimated cost ranges for Basic, Optimum, and Ideal upgrades

B.3. Assessment and Mitigation Planning

- Perform a comprehensive risk assessment covering construction, operational, environmental, and health safety risks.
- Develop a risk mitigation and contingency plan to address potential challenges such as supply chain disruptions, environmental related delays, or community disapprovals.
- Additionally, a troubleshooting protocol will be in place for unforeseen circumstances, such as natural calamities, floods, or adverse events, which will outline rapid response measures, resource mobilization, and communication channels to minimize disruptions and ensure continuity of services.

B. 4. Design and develop training and communication modules

- Design training modules for the new interventions through model health centres for easy adoption by the staff and administrators, including a module for Handover Workshop to ensure sustained O&M.
- Design easy communication for patients for better experience by understanding the touchpoints which are direct reflection of model health centre additions

B.5. Operationalize the finalized solution stack in 100 intervention sites:

- As per the proposal developed, manage project – end to end as per the implementation steps identified to transform the identified sites into model health centres as per the concept finalized.
- Document challenges faced during implementation and mitigation measures.
- Continuous engagement with community members, patients, and frontline health workers throughout the design and implementation phases (Co-design Workshop) to ensure the solutions are contextually appropriate, culturally sensitive, and user-friendly based on the feedback and foster ownership among end-users.

B.6. Stakeholder Review and Feedback: Review the established Model Health Centres with stakeholders to gather feedback and make necessary adjustments based on their input.

C. Continued deep-dives and Innovations:

- Support in identifying and prioritizing problem statements

- Facilitate reviewing existing literature and continuously research emerging technologies, best practices, and health facility models.
- Benchmark innovative health tech at subnational, national, and international levels.
- Collaborate with innovators to design, prototype, and implement context-specific solutions addressing maternal and child health challenges in climate-vulnerable areas.
- Pilot innovations with local stakeholders and iterate based on feedback.

D. Evidence Building and Uptake:

- Systematically collect and analyse data on service utilization, patient outcomes, and equipment use post-deployment at each health centre. Utilize digital tools and routine records to ensure accurate, timely, and actionable insights.
- Leverage these findings to demonstrate impact, inform program improvements, and support stakeholder engagement.
- Develop robust evidence and key indicators (as per NQAS/IPHS) for major stakeholders by co-creating and publishing a variety of knowledge products and communication materials tailored to specific audiences. These efforts will be systematically planned and executed according to a publication calendar to effectively showcase the broader conceptual implementation of the program.
- Create diverse knowledge products tailored to key audiences:
 - Individual Champs & Communities: Engaging videos, fact sheets, infographics, Q&As, case studies.
 - Healthcare Providers: Clinical fact sheets, expert commentaries, case studies, guideline Q&As, LinkedIn content, outreach toolkits to support clinical practice and adoption.
 - Policy Makers & Organizations: Policy commentaries, impact stories, seminars/webinars, infographics, LinkedIn posts, project-level toolkits.
- Plan and execute dissemination events, webinars, and stakeholder engagement activities to promote learning and evidence uptake.
- Produce a comprehensive final project report including evaluation findings and future recommendations.

6. Roles and Responsibilities of the enterprise/agencies:

A. Planning and Partnership:

- **Program Design Support:** Contribute to process documentation and assist in defining health center selection criteria based on typologies to ensure targeted and effective interventions. With Gantt chart.

- **Pitch Document Development:** Lead the development and finalization of the PITCH document, clearly outlining program objectives, strategies, and implementation approaches by type of stakeholder and leverage.
- **Partnership Development:** Identify and cultivate new strategic partnerships to expand program reach and enhance effectiveness, while maintaining strong collaboration with existing partners to ensure alignment and coordinated efforts.
- **Resource Mobilization:** Facilitate the mobilization of diverse resources and foster strategic collaborations that support the program's sustainability and scalability across all targeted regions.

B. Operational Support

- **Site Assessments and Intervention Planning:** Conduct comprehensive assessments covering infrastructure, energy, ICT capabilities, medical technologies, workforce skills, and communication channels. Develop customized intervention plans tailored to each health center's typology and local priorities.
- **Procurement and Installation:** Support in Managing procurement, vendor selection, and oversee installation and commissioning of Decentralized Renewable Energy (DRE) systems, infrastructure upgrades, and medical equipment, followed by formal asset handover to ensure accountability.
- **Capacity Building:** Deliver training to healthcare staff on equipment operation, maintenance, Standard Operating Procedures (SOPs), and respectful maternity care, complemented by ongoing technical support to ensure smooth operational transitions and sustainability.
- **Implementation and Project Management**
 - Oversee end-to-end project management to operationalize the finalized solutions at 100 intervention sites, ensuring adherence to proposed timelines and quality standards.
 - Document implementation challenges and mitigation measures systematically.
 - Maintain continuous engagement with community members, patients, and frontline health workers through co-design workshops to ensure culturally sensitive, context-appropriate, and user-friendly solutions that foster ownership.
- **Stakeholder Review and Feedback:** Facilitate regular review sessions with stakeholders to gather feedback on the model health centers and implement necessary adjustments for continuous improvement.

C. Innovation and Continuous Improvement

- Support in identifying and prioritize key problem statements impacting maternal and child health in climate-vulnerable areas.

- Support in Conduction of ongoing research, benchmarking, and collaboration with innovators to pilot and refine context-specific HealthTech solutions.
- Iterate innovations based on stakeholder feedback to enhance program impact.

D. Evidence Building and Knowledge Dissemination

- Lead systematic collection and analysis of post-deployment service and outcome data, ensuring accuracy and timeliness to inform improvements and support stakeholder engagement.
- Develop and co-create evidence-based knowledge products tailored to diverse audiences, including communities, healthcare providers, and policymakers.
- Support in Planning and executing dissemination activities such as webinars, seminars, and stakeholder engagement events to promote learning and uptake.
- Produce a comprehensive final project report detailing evaluation findings and future recommendations.

Roles and Responsibilities Matrix's: (Not Limited)

Deliverables	Roles of Stakeholders			
	SF	Agency / Enterprises	Govt.	Local Stakeholder
Program Design	Support	Lead	Support	Support
Onboarding of ecosystem partners	Lead	Lead	Support	Support
Stakeholder mapping and engagement	Support	Lead	Support	Support
Comprehensive Site Assessment Reports	Support	Lead	Support	Support
Intervention Plans & Line-Item Proposals	Support	Lead	Support	Support
Procurement process	Lead	Support	Support	Support
Deployment of Solution	Support	Lead	Support	Support
Capacity Building	Support	Lead	Support	Support
Knowledge Products	Support	Lead	Support	Support
Dissemination Events & Webinars	Lead	Support	Support	Support
Final Project Report	Support	Lead	Support	Support

7. Duration of Engagement

The engagement period for the project will be for 18 Months, starting from the date of contract signing.

8. Deliverables & Timelines:

Sl. No	Timeline (in Quarters)	Deliverables	Outputs
01A	Q1	Program Design with timelines, Pitch Documents (based on type of leverage), Implementation process and operational timeline. <i>Finalize the program framework, including process documentation and health center selection typology. The pitch document to outline program objectives and approach, rationale for selection of centers against identified typology</i>	3 Pitch Document (Govt., NGO's, CSR), Program design & implementation plan with Gantt Chart
01B	Q1	Mobilize and support end-to-end onboarding of identified partners/ resources across the Intervention States for programme sustainability and scalability	List of interested partners (Govt/NGO's/CSR), MoU's with finalized partners.
04A	Q1	Stakeholder mapping and engagement plan	Comprehensive stakeholder map, publication calendar and dissemination plan
02A	Q2 – 10 Centers Q3 to Q5 (30 centers in each quarter)	Comprehensive Site Assessment Reports (10 Centers) Conduct detailed assessments covering infrastructure, energy needs, MedTech needs, workforce skills, and communication requirements for all selected centers.	Site Assessment Report Solution Stack - Line-Item Proposal with at least three vendors and detailed scope of work
02B		Intervention Plans & Line-Item Proposals <i>Develop customized intervention plans and detailed line-item proposals based on typology and local stakeholder priorities for each health center.</i> <i>Note: Post online/offline presentation, 1 revision to be considered.</i>	Implementation plan and Intervention completion - in 10 Centers (Q2)

02C		Facilitate Procurement process: identification and selection of vendors and finalize scope of work for materials and services required for the interventions.	
02D		Deployment of Solution stack: <i>Oversee and complete deployment, installation, and commissioning of infrastructure upgrades, and energy-efficient medical equipment followed by training and experience designs across all 100 centers</i>	Site Assessment Report Solution Stack - Line-Item Proposal with at least three vendors and detailed scope of work Implementation plan and Intervention completion - in 30 Centers at each quarter. (Q3-Q5)
03A		Training Modules & Capacity Building Sessions <i>Develop and deliver training sessions for healthcare staff on SOPs, respectful maternity care, equipment operation, and maintenance.</i>	
04B	Q6	Knowledge Products based on Stakeholder type <i>Produce and disseminate 5 videos, 10 infographics, 10 case studies, 11 policy briefs(for each state and central), and toolkits tailored according to stakeholder type and engagement plan as per the SOP's agreed upon</i>	5 videos, 10 Infographics, 10 case studies, 11 policy briefs.
04C	Q6	Dissemination Events & Webinars <i>Support in Organizing stakeholder engagement events including seminars and webinars to share learnings and promote evidence uptake.</i>	3 Events (Webinar/Workshop)
04D	Q6	Final project report <i>Submit a comprehensive final report detailing project outcomes, process evaluation, lessons learned, and recommendations for future initiatives.</i>	Final Project Report Completion activities in any remaining center's (if any)

Estimated comprehensive timeline: 18 months from signing the contract

Note:

Q1: 1st -3rd Month (From date of signing to 90 days)

Q2: 4th -6th Month (90th day to 180 days)

Q3: 7th -9th Month (180th day to 270 days)

Q4: 10th -12th Month (270th day to 360days)

Q5: 13th -15th Month (360th day to 450 days)

Q6: 16th –18th Month (450th day to 540 days)

***Note:** Piloting can be finalized based on the approvals from the authorities. And orientation and discussion sessions to be held with the Core team of SELCO Foundation at every stage of the process.

Eligibility Criteria:

- a) Enterprises or agency that has experience in health care design with all necessary services.
- b) Enterprises or agency that has overall 5years of experience in designing and implementation.
- c) Enterprises or agency that has worked on context suitable and cost-effective designs.

Selection Criteria:

The proposal will be evaluated based on the following general areas:

- a) Demonstrated expertise in the comprehensive design and implementation of model health centers.
- b) A multidisciplinary team with strong technical proficiency in medical technology, healthcare facility design (built environment) with particular emphasis on maternal and newborn care.
- c) Proven experience operating in diverse settings, including rural, tribal, and urban underserved communities.
- d) Extensive domain knowledge supported by an interdisciplinary team.
- e) Experience of working with different stakeholders like NGO's, Consultancy Firms, Construction firms etc.
- f) Established track record in developing patient-centered model health centers and improving labor room experiences in resource-limited environments.
- g) Thorough understanding of the mission and core values of organizations such as the SELCO Foundation.
- h) Team members possess relevant qualifications and experience, including prior collaborations with non-governmental organizations and government bodies.
- i) Financial proposals will be evaluated based on the proposed methodology, work plan, relevant experience, technical expertise, cost-effectiveness, and payment terms.

Cost of bidding

The bidder shall bear all costs associated with the bid preparation and submission. SELCO

Foundation will not be liable for these costs, regardless of the conduct or outcome of the bidding process.

The bidder must sign all the pages of the documents as a token of acceptance of all terms and conditions in case applying offline.

Detailed breakup of cost/quote should be provided for each category with details of HR, Timelines, travel, etc.

Commercial Terms

Format and Signing of Bid

The bidder shall give a set of signed and scanned copies of all the documents through the Google Form link provided in Annexure 1.

Pre- Bid Meeting:

A pre-bid meeting can be arranged either via online mode or physical meetings at SELCO office. The organizations should send a questionnaire prior to meeting and attend the Prebid meeting compulsorily when informed by SELCO.

Deadline for Submission of bids

Bids must be received by SELCO Foundation not later than the time and date specified in the invitation for Bids (Section I). The SELCO Foundation 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 SELCO Foundation 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 separately at the discretion of SELCO Foundation. The purchase committee may contact the bidders to seek clarifications on the proposed methodology and understanding of the scope of work submitted along with the technical bid. The financial bids 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 SELCO Foundation, at its discretion, may consider appropriate will be recorded by the Purchase Committee of SELCO Foundation. No bid shall be rejected at bid opening, except for late bids, which will be rejected.

Proposal evaluation scores

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 the competent

authority of SELCO Foundation. Eligible/ Interested firms are requested to submit their applications towards the tender with all supporting documents listed through the Google form link Provided.

Clarification of Bids

During evaluation of bids, SELCO Foundation 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.

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

Preliminary Examination

The SELCO Foundation will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has 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 SELCO Foundation 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 thereby 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.

Terms of Contract

Amongst other things, the relation between the SELCO Foundation and selected Bidder (collectively “Parties”) will be governed by the following terms which will be incorporated in a formal Agreement. The contractual relationship shall commence on the date it is signed by all Parties and shall remain valid for 18 months unless changed and agreed by either party in writing.

- a. Prices:** Prices provided by the Bidder, and accepted by the Foundation shall be considered as final and firm and will not be subject to escalation due to any variations in

the prices of materials, labour and/or any other reasons which may occur while the order is being carried out (except any increase in costs due to a change in applicable taxes). The Project Costs shall be inclusive of all statutory duties & taxes applicable if any, such as GST, transport and accommodation, payable for the services rendered by Bidder.

b. Project Timelines:

- i. In the event of timelines not being met, or the bidder is not able to make the deliverables on time, the bidder shall explain the delay in writing to the SELCO Foundation and obtain written permission from the SELCO Foundation for such delay. In case of such explanation is not given and written permission is not sought by the bidder, and where the SELCO Foundation refuses to give permission for extension of timeline for any reason, the same shall be construed as “delay” in adhering to the timeline.
- ii. Any delay beyond a period of 10 days is subject to a penalty. The bidder shall be liable to pay a penalty equivalent to 2% and upto 10% of the fee payable. SELCO Foundation shall deduct this amount from the fee payable to the bidder.
- iii. A repeated delay of over 10 days in more than two (2) instances, is treated as non-adherence of the Agreement and the Foundation can terminate the relationship on the ground of repeated delay in deliverables.

c. Payment Terms:

Advance payment	10% advance payment.
First payment installment	5% upon submission of all quarterly deliverables
Second payment installment	10% upon submission of all quarterly deliverables
Third payment installment	25% upon submission of all quarterly deliverables
Fourth payment installment	15% upon submission of all quarterly deliverables
Fifth payment installment	15% upon submission of all quarterly deliverables
Sixth payment installment	20% upon submission of all deliverables

Note: For every tranche payment bidder has to provide Tax-invoice.

d. Sub-contracting:

If the bidder requires the services of subcontractors to perform any obligations under the Agreement, the Bidder shall obtain prior written approval of the SELCO Foundation. **Details of Subcontractor's, capacity, experience to be provided.** Any rejection or non-performance of the subcontractor shall not, in and of itself, entitle the Bidder to claim

any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Agreement, and the Bidder shall be solely responsible for all services, obligations and deliverables performed by its subcontractors.

e. Indemnification:

The bidder shall indemnify and hold SELCO Foundation and its Trustees and representative officers, employees, agents harmless from and against any and all claims, demands, actions, losses, liabilities, charges, damages, costs and expenses (including but not limited to reasonable attorney's fees) arising out of or resulting from (1) any claims arising in connection with activities undertaken by the Bidder in connection with the project or (2) Bidder's gross negligence or wilful misconduct or breach of any undertaking, covenant, representation or warranty contained in this agreement and/ or the actual infringement of any patent, trademark, copyrights, trade secret or any other intellectual property right of the third party.

f. Confidential Information, Patent, Copyright and other Proprietary Right

- i. All material arising in relation to this Agreement shall be co-branded and shall contain the logo or the name of both Parties unless otherwise stated by the Party in writing. All such material and intellectual property can be used by any third party (s) provided that such parties acknowledge SELCO Foundation's moral rights in writing in relation to such works.
- ii. All photographs, reports, estimates, recommendations, documents, and all other data compiled by or received by the Bidder in performance of the Agreement or otherwise shall be made available for use or inspection by the SELCO Foundation at reasonable times and in reasonable places and shall be delivered only to the SELCO Foundation's authorized officials on demand in writing.
- iii. The Bidder will treat all information given to him/her as information with proprietary value and will not disclose the same to competitors or any outsiders. The Bidder shall treat all proprietary information provided by SELCO Foundation with the same level as it uses to protect its own proprietary information, but not less than reasonable care. The Bidder will not at any time, except under legal process, divulge any trade or business secret relating to the SELCO Foundation or any customer or agent of the SELCO Foundation, which may become known to him by virtue of his position under this Agreement.
- iv. Reports or other data that are developed specifically for the performance of the Agreement shall be delivered by the Bidders along with the reports and data to the Foundation as per the milestones stated above. Dissemination of the reports and any information related to performance of Agreement or developed as part of

Agreement, shall only be done upon informing SELCO Foundation of such use in writing. The SELCO Foundation reserves the right to publish any deliverables/output of the impact study. The Bidder shall not publish on its own the outputs, process, outcomes or impacts of this project without informing SELCO Foundation in writing. All deliverables will have the logos of SELCO Foundation and the Bidder on the cover pages or shall contain acknowledgement of SELCO Foundation's moral rights in relation to such work, unless otherwise stated by the Party.

g. Publicity, use of name & Logo of the Foundation

The Bidder shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with the SELCO Foundation, nor shall the Bidder, in any manner whatsoever use the name, emblem, logo or official seal of the SELCO Foundation in connection with its business or otherwise without informing SELCO Foundation in writing of such activities prior to such use.

h. Observance of Law:

- I. The Bidder will comply with all applicable laws, rules, regulations and statutory requirements and amendments thereof during the term of this Contract.
- II. The Bidder represents and warrants that at the Execution Date the Bidder is not engaged in any unethical business practices or any practice which is against the integrity or sovereignty of India. Bidder also represents and warrants that on the Execution Date there is no pending litigation or any other charge, whether civil or criminal, against Bidder that will significantly impair the ability of the Bidder to perform its obligations under this Contract. The Foundation reserves the right to perform a background check at its discretion and the Foundation hereby waives any liability that may arise out of misrepresentation by the Bidder. Bidder also agrees to indemnify the Foundation for any liability that may arise out of such misrepresentation.
- III. The Bidder will, its parent entities, partners or subcontractors nor any of its subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the Child Labour (Prohibition and Regulation) Act of 1986, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.
- IV. The Bidder will not engage in any activity that will result in forced or compulsory labor under applicable laws including the Bonded Labour System (Abolition) Act, 1976,
- V. Bidder will act in accordance with applicable laws and regulations and will not violate the rights of labourers as stated in The Factories Act, 1948 and similar legislations.
- VI. Working hours, wages and benefits shall be provided by the Bidder to its staff and employees in accordance with applicable laws including the Minimum Wages Act, 1948.
- VII. Bidder represents and warrants to the Foundation that, as on the date of signing of this Purchase Order, it is neither blacklisted/ debarred nor it is under a declaration of

ineligibility by Central / State or Semi-Government Organization/Department or Institutions and Public Sector Undertakings in India and abroad. Bidder further undertakes to duly inform the Foundation in the event it is blacklisted subsequent to execution of this Purchase Order.

- VIII. Compliance with Anti-bribery Laws: Bidder and each of its directors, officers, employees, agents or other (collectively referred to as “Bidder”) represent and warrant that it shall not either directly or on behalf of the Foundation give, offer, promise to offer, or authorize the offer, directly or indirectly (proxy bribing), anything of value (such as money, shares, goods or service, gifts or entertainment) to government officials, government customers, potential government customers or foreign government officials including officials of any public international organizations or officials of any political party either in India or abroad (“Officials”) with an Intent to influence any act or decision in his or her official capacity Induce the Official to do or omit to do any act in violation of his or her lawful duty to obtain any improper advantage, or Induce to use such Official 's influence improperly to affect or influence an act or decision.
- IX. The Bidder shall not provide any offering, promising, giving or receive, solicit or accept a financial or other advantage, or any other thing of value, with the intention of influencing or rewarding the behavior of a person in a position of trust to perform a public, commercial or legal function to obtain or retain a commercial advantage.
- X. Bidder understands and acknowledges that any non- adherence to the warranty as stated herein above will be violation of the provisions of the Indian Prevention of Corruption Act,1988 and other applicable laws and legislations (“Anti-bribery Laws”).
- XI. In addition, Bidder agrees to promptly report to the Foundation of any incident of breach or potential breach of this section.
- XII. Compliance with Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013 (PoSH): The Service Provider shall agree to adhere to the mandates prescribed under the Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013, which requires all workplaces to have a Policy and Internal Committee to address complaints of sexual harassment that women may face at the workplace.

i. Non-solicitation

Neither Party shall during the term of this Agreement and for a period of Eighteen (18) months thereafter, either directly or indirectly, through any third party (s) recruit, solicit discuss employment with, hire or induce any individual to leave the employment of the other Party, unless the prior written consent is obtained from the other Party.

j. Termination:

The Parties will terminate the Agreement by giving a notice in writing to the other party stating their intention to terminate the same on the expiration of thirty (30) days from the date of such notice. In addition, SELCO Foundation may also terminate the Agreement in the event of any fraud, misconduct or neglect of duties on the part of the Bidder. Upon

termination of the Agreement and payment of the said fees due up to such termination, and payment of all disbursements and out-of-pocket expenses incurred up to the date thereof (provided the same have been incurred after obtaining prior approval), the Bidder shall deliver all deeds, documents and paper in its possession relating to the business of the SELCO Foundation or relating to the Project or as the SELCO Foundation shall direct, and shall continue to afford him all reasonable assistance for concluding pending matters at the date of such termination without making any charge thereof.

k. Force Majeure:

- i. *Force majeure* as used in the Agreement will mean any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Bidder.
- ii. In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Agreement. The affected Party shall also notify the other Party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Agreement. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in condition or occurrence, the affected Party shall also submit a statement to the other Party of estimated expenditures that will likely be incurred for the duration of the change in condition or the event of *force majeure*.
- iii. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting *force majeure* shall take such action as it reasonably considers to be appropriate or necessary in the circumstances, including the granting to the affected Party of a reasonable extension of time in which to perform any obligations under the Agreement.
- iv. If the Bidder is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Agreement, the Foundation shall have the right to suspend or terminate the Agreement on the same terms and conditions as are provided for in this Agreement.
- v. Both the SELCO Foundation and the Bidder fully and freely intend to create an independent Contractor relationship under the Agreement. Nothing in the Agreement shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties.

I. Settlement of disputes:

- i. The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the Agreement or the breach, termination, or invalidity thereof.
- ii. Any dispute, controversy, or claim between the Parties arising out of the Agreement or the breach, termination, or invalidity thereof, unless settled amicably, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, the matter shall be referred by either Party to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The Language of Arbitration shall be English, and the venue of the arbitration shall be at Bangalore. Likewise, the jurisdiction will vest with courts in Bangalore.

Note: - These terms of contract outline the formal relation between the Parties. However, SELCO Foundation is not bound to incorporate all the above-mentioned terms in the final Agreement to be executed between the Parties.

ANNEXURE 1: STATUTORY AND FINANCIAL DETAILS OF BIDDERS TO BE SUBMITTED

All documents are to be stamped, signed, and submitted on the organization's letterhead.

1	Name of the Organization	
2	Year of starting the organization & registration number (registration certificate or any other relevant document to be enclosed)	
3	Name and designation of the authorized signatory for agreement	
4	Address of the bidder (along with phone no.& pin code)	
5	Legal status of bidder (Proprietorship / Partnership / Pvt Ltd / Limited / others)	
6	GSTIN Number	
7	PAN No.	
8	Copy of Income Tax (IT) returns for the last two (2) financial years	
9	Audited financial statements for the last two (2) financial years (Certified copy of Chartered Accountant report in P&L account to be enclosed)	
10	GST registration and GST returns (GSTR9) filled in the last two (2) financial years	
11	Letter of declaration to confirm that the bidder has not been blacklisted by any entity or institution	
12	Documents to prove a business of 50 Lakhs in the last financial year.	

ANNEXURE 2: TECHNICAL DETAILS OF BIDDERS TO BE SUBMITTED

All documents are to be stamped, signed, and submitted on the organization's letterhead.

1	Project Understanding & Technical Approach - Overview of the project, defined solution scope, and a detailed Project Execution Plan.
2	Resource Deployment Plan - Resource allocation plan for the project, including proposed profiles and key roles for execution.
3	Experience similar or equivalent to above project - Samples, case studies, or references from previous work
4	Subcontractors: If applicable should be provided with details of Vendors Profile, Experience, Past Projects and Customer Reference.

ANNEXURE 3: PRICE SCHEDULE

All documents are to be stamped, signed, and submitted on the organization's letterhead. To be submitted in the financial bid.

The rate quoted to SELCO FOUNDATION should be including budgets (with break-ups and explanation), timelines, milestones and all taxes levied by the State & Central Govt.

Bidders are to submit Detailed Breakup, monthly Resource Deployment Plan, Approval cost, travel cost and any other costs in line with Quote being submitted.

(Below Format is only for reference purpose only)

S. N	Resource	Count	Number of Months	Cost	Total Cost
	Experience	Number	Months	Per Month	Total Cost
	Approvals	Count	Duration	Cost Per approval	Total (Breakup to be provided)
	Travel	Count	Duration in Days		Breakup of Travel planned to be provided justifying total cost quoted

Grand Total in words: Rupees _____

ANNEXURE 4: TERMS & CONDITIONS DECLARATION

If our tender is accepted, we hereby undertake to abide as per the stipulated Terms and Conditions, to provide services narrated in Annexure 1.

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.....2025

Signature

(Name and Address of the Bidder with seal)

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