



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

[procurement@selcofoundation.org](mailto:procurement@selcofoundation.org)

### **TENDER DOCUMENT**

SELCO Foundation Hereby Invites Bids to **Document case studies of systems practice and also design capacity building modules for systems practice.**

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

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

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

(E tender)

<https://forms.gle/RjzHmnhXj52mhdU8>

by 5 pm on or before **22-08-2025.**

**Chief Executive Officer**

**SELCO Foundation**



**SELCO FOUNDATION**

**TENDER NOTIFICATION**

For

**Document case studies of systems practice and also design capacity building modules for systems practice.**

**TENDER DOCUMENT**

Address for Communication:

SELCO Foundation

#690, 15<sup>th</sup> Cross Rd, J P Nagar – 2<sup>nd</sup> Phase

Bangalore, Karnataka – 560078

Telephone: 080-26493145

e-mail: [procurement@selcofoundation.org](mailto:procurement@selcofoundation.org)

## **DISCLAIMER**

NIT No: 10/2025-26

This tender by SELCO Foundation is for the Bidders to **Document case studies of systems practice and also design capacity building modules for systems practice**

### **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](mailto:procurement@selcofoundation.org)

TENDER No: 10/2025-26

Dated 08-08-2025

**NOTICE INVITING TENDER**

**Chief Executive Officer of SELCO Foundation, Karnataka State, India hereby invites bids for the Bidder to Document case studies of systems practice and also design capacity building modules for systems practice.**

1	Tender Ref No.	10/2025-26
2	Last date & time for the bid submission	22-08-2025, 5:00 PM
3	Opening date of Technical and Financial bid	25-08-2025, 11:00 AM
4	Venue of Opening of tenders	SELCO Foundation, Bangalore

Interested and eligible bidders may furnish the Technical & Commercial Bids for This tender by SELCO Foundation is for Bidder to **Document case studies of systems practice and also design capacity building modules for systems practice** through the online form (E-tender)

Google form link: <https://forms.gle/RjzHmnhXj52mhdP8>

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](mailto:procurement@selcofoundation.org).

## INSTRUCTION TO BIDDERS

### Background

SELCO Foundation is establishing a program to amplify systems practice in the development sector through knowledge creation, capacity building and nurturing communities of practice. Through this TOR, SELCO Foundation is seeking a bidder to Document case studies of systems practice and also design capacity building modules for systems practice.

### About Selco Foundation

SELCO Foundation is an open-source, not-for-profit organization that engages in field-based R&D and ecosystem building for the deployment of clean energy solutions that alleviate poverty by improving access to sustainable energy to underserved communities in tribal, rural, and urban poor areas. The organization works in collaboration with practitioners in the social sector, energy entrepreneurs, NGOs from various developmental sectors, and educational institutions to link the benefits of sustainable energy to poverty eradication. The organization works across verticals such as energy access, health, and livelihoods with practitioners in the social sector, energy entrepreneurs, and partners from various developmental sectors. You can find more information about the SELCO Foundation on our [organization's website](#).

### 1. Scope of Work

The scope of work detailed below lays out 3 components, which are interconnected but with specific objectives, that have been detailed below:

**1.1 Fellowship Curriculum and Session Design:** SELCO Foundation is launching a fellowship for second line leadership, program leads, team leads or individuals with about 5-10 years' experience in mid-management positions to expose them to build on their systems practice capabilities and work with them (with a group of mentors) to develop their ideas into implementable programs.

**The role of the contracted bidder under this program would be to:**

- Design four, one-week long sessions, which will bring together 20 fellows (maximum) in an in-person residence program to:
  - Deep-dive on specific topics
  - Exposure through workshops, speakers and peer-learning
- Design two learning sessions in a month, of 2-hour duration each, continuation from the in-person learning sessions to ensure the fellow understanding key concepts are able to put those key concepts to practice.

**Deliverables:**

- A design of the curriculum and lesson plan - By week 2 of contract
- A quarterly detailed workplan to be submitted 3-4 weeks prior to the beginning of the quarter. This workplan should include details on the sessions, agenda, resources needed etc. Additionally, it is to be noted that the contracted bidder should account for at least 2 rounds of reviews of the quarterly workplan with SELCO Foundation.
- Detailed agenda and handouts, toolkits for the fellows for each session- a week prior to each session
- Anchoring the learning objectives of the session, documenting the learnings emerging from the session
- Documentation of the session - at least 7 days post the session.

The human resource or the trainers, as well as the content for the sessions, may be co-designed with SELCO and its partner network- i.e., not all session content would need to be designed by the contracted bidder.

**1.2 Case Studies for Systems Practice:** SELCO Foundation is looking for an bidder to develop 5 case studies to bring out the strategies/ approaches, benefits and impacts of systems practice for development sector organizations. SELCO, along with its network of partners recognise that documenting systems practice is a challenge, and needs frameworks to be able to surface and document Organization's approaches, systems observations and strategies which they use to shift systems towards end user agency.

**Deliverables:**

The case studies should be done in a creative manner, which showcases the insights from the practitioners' and communities' view. It should use analogies, comparisons, develop what if scenarios to peak imagination.

**The deliverables would include:**

- A long-form document (along with field documentation, interview recordings, photographs and videos, or any other documentation methods used during the research on the case studies)
- Summarized deck
- Short video explaining systems practice through the case
- Develop a framework or toolkit that can be made open to public and used for case study development of systems practice

**The bidder would need to:**

- The case studies will be shortlisted together with SELCO Foundation
- Develop a study plan. Please see table towards the end for the suggested timeline
- The bidder should allow for 2 rounds of reviews with SELCO Foundation post the first draft submission.

**1.3 Capacity Building for Systems Design and Practice:** SELCO Foundation is working with a number of grassroots CSOs to share its experience in ecosystem building and innovating on climate responsive solutions. The contracted bidder would be expected to engage in events hosted by SELCO Foundation for the grassroots NGOs to conduct 2–4-hour sessions to introduce design thinking or systems practice in these events.

The bidder should account for a 1-day engagement (4 events in a year), and would need to travel for this engagement. The bidder should account for time from 1-2 personnel from their side to host this session. The agenda and profile of participants will be shared by SELCO Foundation. The bidder will be expected to:

- Design the session
- Conduct the session and anchor the learning objectives for the session
- Prepare session briefing packs.

## 2. Deliverables & Reporting if applied as a whole project:

	Phase 1				Phase 2			Phase 3				
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Curriculum and Session Design</b>												
<b>Curriculum and Lesson Plan</b>												
<b>Quarterly Detailed Plan</b>		1			1			1			1	
<b>Week long in-residence sessions (4)</b>		1			1			1			1	
<b>Learning Sessions (18)</b>		1	2	2	1	2	2	1	2	2	1	2
<b>Case Studies for Systems Practice</b>												
<b>Case Study Selection</b>	6				4					2		
<b>Study Plan (Details on methodology)</b>	1											
<b>First Draft of Document, Deck and Video Script</b>				4			4			2		

Final version of document, deck and video							4		4			2
Draft of case study framework									1			
Final framework or toolkit												1
Capacity Building for Systems Design and Practice												
Introductory Sessions for Grassroot Practitioners			1			1			1			1

**Note:**

- Can be Applied as a whole
- Can be Applied based on Key Deliverables. E.g. “Fellowship Curriculum and Session Design” “Case Studies for Systems Practice” “Capacity Building for Systems Design and Practice”

**3. Timeline: 12 months from the date of signing the contract.**

**Cost of bidding**

The bidder shall bear all costs associated with the bid preparation and submission to the Chief Executive Officer. 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.

**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 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.

#### **Eligibility Criteria:**

<b>S No</b>	<b>Eligibility Criteria Requirements</b>	<b>Supporting documents required</b>
1	Bidding Organization should be operating for the last 02 years with similar background.	Project Reports with URLs
2	Bidding Organization or Bidder must be a company (incorporated under Indian Companies Act, 1956/2013)	Certificate of Incorporation
3	The Bidder should be profitable in last two financial years.	Last two financial years Audited Financial Statements
4	The bidder should not have been blacklisted by any Government or PSU enterprise in India as on the date of the RFP	Self-Declaration certified by authorized signatory of the bidder
5	Bidders should have a valid PAN card for the Organization	PAN
6	Bidder Should have a GST certificate of the Organization	GST Certificate

#### **Selection Criteria:**

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

- Bidder will be evaluated based on prior work experience/ portfolio
- Bidder to understand the core value and mission of the organization, SELCO Foundation
- Bidder to have a qualified team with relevant experience
- Bidder to have prior knowledge of working with NGOs
- The financial proposal will be evaluated based on approach & work plan, prior work experience, expertise, cost, and proposed payment terms.

**Note:** SELCO Foundation has the right to award the works under this tender to single or multiple Organizations and in multiple phases based on the best technical evaluation and financial proposal ascertained through this tender.

## **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 12 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. Refer Annexure 2 for Price Schedule.

**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:**

**Will be based on deliverables and project being finalized. To be discussed and agreed upon.**

**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. 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 willful 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. Intellectual Property Rights

All materials developed during the engagement, including but not limited to:

- Products and Processes
- Inventions
- Documents and other materials

shall be the exclusive property of SELCO Foundation and SELCO Foundation reserves the right to use, modify, and distribute these materials as needed. The bidders shall execute all required documents (if any) to transfer such materials to SELCO Foundation

- ii. 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.
- iii. 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.
- iv. 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.
- v. 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 two (1) year 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 with immediate effect in the event of any fraud or 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 the date of 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 filled in the last two (2) financial years	
11	Letter of declaration to confirm that the bidder has not been blacklisted by any bidder or institution	
12	Sample Reports of the Project	



## ANNEXURE 2: 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 monthly Resource Deployment Plan and the costs as per the table below: **(this is for reference purpose only)**

S No	Resource	Allocation	Person months	Total Months	Cost	Total Cost
1						
2						

**Grand Total in words: Rupees** \_\_\_\_\_

### **ANNEXURE 3: 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\_\_\_\_\_)