



Terms of Reference (TOR) for Design of a Modular Retail and Service based Mobile Cart (Phase 1 – Design Consultancy)

Title	Terms of Reference (TOR) for Design of a Modular Retail and Service based Mobile Cart (Phase 1 – Design Consultancy)
Timeline	3 Months
Expected area of expertise	The consultant/agency should possess demonstrated expertise in: • Product/industrial design for mobility, retail, or street-vending cart systems. • Modular design development with add-on / variant strategies for multiple end-user categories. • 3D visualization / rendering for stakeholder and authority-facing presentations. • Preparation of BOQs, preliminary cost estimates, and fabricator mapping/coordination.
Apply Link	https://forms.gle/WBWwwJmo5tC15arg8 (Contact Procurement for Form Link)
Last Date for Apply	4th September 2026, 5 PM

About SELCO Foundation:

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to bridge environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organization strives to create equitable societies, where services are accessed by all communities. The interventions of SELCO lead to a sustainable delivery model of essential services like livelihoods, education, and health till the last mile. (Read more about SELCO here: <http://www.selcofoundation.org/>)

1. About the Programme:

SELCO Foundation is working towards enabling sustainable, dignified livelihoods for street vendors through the introduction of energy-efficient Retail and Service based mobile carts. As part of this effort, SELCO has requested a design consultancy to develop one modular Retail and Service mobile cart design catering to eatery / tea / coffee / fresh food, pani puri, packed snacks, and sugarcane / fruit juice vendors.

The engagement is structured as Phase 1 — a design consultancy stage covering design development, 3D views, a preliminary BOQ / cost estimate, and fabricator mapping. Pilot production of five carts will be taken forward under a separate production contract (Phase 2) after Phase 1 is complete.

2. Objective:

The objective of this engagement is to develop one standardized modular Retail and Service mobile cart system, based on a single primary skeleton with four add-ons for the identified vendor categories, and to prepare the design-development, visualisation, costing, and fabricator-mapping material required for SELCO's review and for Phase 2 pilot production planning with the manufacturers.

3. Scope of Work

The selected consultant / agency shall provide end-to-end design consultancy for the modular Retail and Service mobile cart through the following components:

Component	Objective	Key Activities	Expected Outputs
Research & Requirement Mapping	Establish a grounded understanding of end-user needs and operational context for the modular mobile cart system.	1. Review needs assessment material and end-user profiles shared by SELCO. 2. Conduct project briefing and operational mapping for the identified vendor groups — eatery / tea / coffee / fresh food, pani puri, packed snacks, sugarcane / fruit juice.	• Project Briefing Note • End-user Requirement Summary
Concept & Design Development	Develop one standardized modular Retail and Service cart system with add-ons tailored to the four identified vendor categories.	3. Develop one primary modular Retail and Service cart skeleton. 4. Develop add-on strategies for the four user-specific requirements, covering display, storage, counter use, service, food / juice handling, and technology integration. 5. Prepare design-development presentation material for SELCO's feedback and comments, incorporating two formal review cycles.	• Modular Retail and Service Cart Concept • Primary Cart Design with Add-on Strategy — modular design development with 1 common base cart and 4 interchangeable add-on modules for different businesses like Tea & Coffee, Fresh Food, Pani Puri & Juice Cart • Design-Development Review Drawings

3D Visualizati on, BOQ & Fabricator Mapping	Prepare visual and cost documentation to enable stakeholder review and Phase 2 pilot production planning.	6. Produce 3D views / renders of the primary cart and the four add-on variations. 7. Prepare an itemized, vendor-neutral basic BOQ with preliminary cost estimation for pilot production, structured so costs can be competitively benchmarked across fabricators. 8. Conduct local Bengaluru fabricator mapping for Phase 2 production. 9. Consolidate the final Phase 1 review package with a Phase 2 production recommendation for five pilot models.	• 3D Views / Renders (shared with SELCO) • Itemized, Vendor-neutral Basic BOQ & Preliminary Cost Estimate • Local Fabricator Mapping Report • Final Consolidated Phase 1 Review Package
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4. Roles and Responsibilities

Responsibilities of SELCO Foundation

- Share the needs-assessment material, end-user profiles, and base mobile cart dimensions required to commence the assignment.
- Facilitate the mobile base cart / platform, to be provided by SELCO or its appointed supplier, for design integration.
- Coordinate stakeholder introductions and provide access to relevant vendor groups for requirement validation, where needed.
- Review and provide feedback and comments during the two formal design-development review cycles.
- Review and approve key deliverables, designs, 3D views, BOQ, and documentation.
- Provide technical guidance and periodic feedback throughout the engagement.
- Facilitate coordination with local fabricators and ecosystem partners for Phase 2 planning, wherever required.
- Monitor overall project progress and support issue resolution.

Responsibilities of the Consultant / Agency

- Review the needs-assessment material and end-user profiles shared by SELCO.
- Conduct project briefing and operational mapping for the identified vendor groups.
- Develop one primary modular Retail and Service cart skeleton.
- Develop add-on strategies for the four user-specific requirements across the identified vendor categories.
- Prepare design-development presentation material for SELCO's feedback and comments, including two formal review cycles.
- Produce 3D views / renders of the primary cart and the four add-on variations.
- Prepare an itemized, vendor-neutral basic BOQ with preliminary cost estimation for pilot production.
- Conduct local Bengaluru fabricator mapping for Phase 2 production.
- Consolidate the final Phase 1 review package, including a Phase 2 production recommendation for five pilot models.

recommendation for five pilot carts.

- Submit all reports, 3D views, renders, and deliverables within the agreed timelines.
- Coordinate regularly with SELCO Foundation and incorporate feedback during implementation.

5. Deliverables to be Provided (Milestone-wise)

Proposed duration: 3 Months from formal appointment, receipt of the first milestone payment, and receipt of SELCO's needs-assessment material and end-user profiles.

<i>Period</i>	<i>Workstream / Description</i>	<i>Deliverables & Output</i>
<i>Two Weeks</i>	Research review, project briefing, and end-user requirement mapping.	Deliverables: Project Briefing Note; End-user Requirement Summary. Output: Document (concept and design models brief).
<i>Two Weeks</i>	Modular skeleton concept and add-on strategy — 1 common base cart with 4 interchangeable add-on modules for Tea & Coffee, Fresh Food, Pani Puri & Juice Cart.	Deliverables: Modular Cart Concept, Add-on Strategy; Skeleton design models — 5 variants. Output: Draft 2D CAD Models, High-quality Renders.
<i>Two Weeks</i>	Design development and 3D visualization.	Deliverables: Design-Development Review Drawings; 3D Views / Renders of 5 variants. Output: Draft designs of 3D models & drawings; Approved 3D CAD Files / Renders / Videos.
<i>Two Weeks</i>	Itemized BOQ, preliminary cost estimate, and fabrication direction.	Deliverables: Itemized, Basic BOQ & Cost Estimate; Fabricator Mapping Report. Output: Document (BOQ & cost estimation and fabricator mapping report).
<i>Four Weeks</i>	<i>Final revisions and consolidated Phase 1 review package.</i>	<i>Deliverables: Final Consolidated Phase 1 Review Package; Phase 2 Production Recommendation.</i> <i>Output: Final Design Package (editable files + PDF); Final 3D CAD Files / Renders / Videos;</i>

		<i>Fabrication Guidelines / Manual / Vendor list.</i>
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6. Revisions and Additions

- Includes 2 formal review cycles during Phase 1.
- Minor revisions within the agreed direction are included during the active timeline.
- Major redesign, additional end-user categories, detailed technical packages, or production services will be quoted separately.

7. Selection Criteria:

The agency will be selected based on the following weighted criteria:

<i>Evaluation Component</i>	<i>Criteria Focus</i>	<i>Weighting</i>	<i>Required Evidence</i>
<i>1. Technical Approach & Methodology</i>	Understanding the assignment, proposed methodology, implementation approach, work plan, and innovation in delivering modular mobile cart design, 3D visualisation, and fabrication costing.	30%	Technical proposal, methodology, work plan, implementation framework
<i>2. Relevant Experience & Past Performance</i>	Experience relevant to modular mobile cart design, 3D visualisation, and fabrication costing for mobility, retail cart, or product design projects.	30%	Company profile, portfolio, case studies, client references, previous assignments
<i>3. Team Composition & Technical Expertise</i>	Qualifications and experience of the proposed team.	20%	CVs of key personnel, team structure, roles and responsibilities

4. Financial Proposal & Value for Money	Cost competitiveness, resource allocation, and overall value for money in relation to the proposed scope of work and deliverables.	20%	Detailed financial proposal with component-wise cost break-up
TOTAL		100%	

Note: The weighting above is indicative and may be adjusted by SELCO to suit the specific requirements of the assignment.

8. Submission Requirements:

Interested collaborators (individuals, teams, or agencies) are requested to submit the following before the deadline:

1. **Organizational / Individual Profile: Overview of your team / experience.**
2. **Proposed Approach: A brief document outlining your understanding of the assignment and your proposed strategy to execute the scope of work.**
3. **Relevant Portfolio: Examples of previous relevant work in product / cart / mobility design.**
4. **Financial Proposal: Detailed quotation for the execution of the entire scope of work, component-wise.**

Please ensure your application directly addresses your capability to own the end-to-end execution of the scope of work. Agencies are asked to account for flexibility in terms of time allocation or the number of deliverables for the required scope of work, which is possible within the given duration.

Note: Applicants are required to submit applications through the apply link. Each application should detail the plan, methodology, and deliverables specific to the requirements mentioned in the scope of work.

9. Intellectual Property & Deliverable Sharing

The detailed design, engineering drawings, and fabrication-level documentation developed during Phase 1 remain the intellectual property of the consultant / agency. Under Phase 1, SELCO Foundation will receive the 3D views / renders, the itemized BOQ, and the consolidated Phase 1 review package for the purpose of stakeholder review and Phase 2 production planning.

Full detailed design and fabrication files are not part of the Phase 1 deliverables. Any transfer, licensing, or use of the detailed design for production will be governed by the terms of the separate Phase 2 production contract.

Where the detailed design remains the consultant's property, SELCO and the consultant will agree, as part of Phase 2, on the design-usage or licensing terms required to enable production and any competitive cost validation.

10. Phase 2 Procurement Pathway

The itemized, vendor-neutral BOQ delivered in Phase 1 is intended to enable SELCO to benchmark hard-production (fabrication) costs across fabricators before finalizing Phase 2 procurement.

Should SELCO choose to proceed with the Phase 1 consultant for pilot production, this will be undertaken through a separate Phase 2 contract with independently negotiated production costs, referencing the Phase 1 BOQ as a baseline.

11. Payment Terms:

Payment will be milestone-based, linked to the deliverables outlined in the section above, in accordance with the terms agreed upon between the consultant / agency and SELCO Foundation. The first milestone payment will be released on formal appointment, initiating the 3-month timeline. Please provide your proposal and quotation with a milestone-wise cost split, wherever possible.

12. Application Process

Interested collaborators who meet the expertise requirements outlined above and are interested in collaborating with SELCO Foundation are requested to submit their application through the Apply Link provided at the start of this document, along with the required information. Agency / Consultant are requested to upload their technical proposals and financial quotations directly into the application form.

13. To apply

Interested consultants / organisations, with relevant experience in product, cart, or mobility design (please include samples and/or references of previous similar work as proof of experience) and based out of India, are requested to reach out with a detailed proposal outlining the methodology and process they will undertake for this project, including budgets (with break-ups and explanation), timelines and milestones, and submit the same through the Apply Link provided above, on or before the **4th September 2026, 5 PM**. Link: <https://forms.gle/WBWwwJmo5tC15arg8>

Any further queries please write to procurement@selcofoundation.org with a subject line: “Design of a Modular Retail and Service Mobile Cart – Phase 1 Design Consultancy” (Name of Project)

procurement@selcofoundation.org

Financial Proposal Template: Component-wise Budget Breakdown

Collaborators are requested to use this template to provide a transparent, component-wise breakdown of the costs associated with this engagement.

14. Component-wise Cost Break-up

<i>Component</i>	<i>Key Deliverables</i>	<i>Estimated Timeline</i>	<i>Proposed Cost (INR)</i>
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<i>Research & Requirement Mapping</i>	Project Briefing Note; End-user Requirement Summary	Two Weeks	[Collaborator Input]
<i>Concept & Design Development</i>	Modular Cart Concept & Add-on Strategy; Design-Development Review Drawings	Four Weeks	[Collaborator Input]
<i>3D Visualization, BOQ & Fabricator Mapping</i>	3D Views / Renders; Itemized BOQ & Cost Estimate; Fabricator Mapping Report	Four Weeks	[Collaborator Input]
<i>Final Consolidation</i>	Final Consolidated Phase 1 Review Package; Phase 2 Production Recommendation	Included within above	[Collaborator Input]
<i>TOTAL PROPOSED CONTRACT VALUE</i>		<i>3 Months</i>	[Collaborator Input]

Note: If there is travel required, kindly mentioned tentative budget along with number of days of travel.

Refer Terms and Condition:

1. Sub-contracting:

In the event that the Consultant requires the services of subcontractors to perform any obligations under the Contract, the Consultant shall obtain the prior written approval of the Foundation. Any rejection or non-performance of the subcontractor shall not, in and of itself, entitle the Consultant to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Consultant shall be solely responsible for all services, obligations and deliverables performed by its subcontractors

2. Quality Assurance

The data submitted to Selco Foundation should be accurate, complete, reliable and relevant. Consulting agency shall establish additional layers for data cleaning and submission.

3. Financials & Reporting

TDS will be deducted on the fixed amount as per Income Tax Act and Rate of Percentage. In accordance with the Central Board of Direct Taxes circular No. 7 of 2022 dated 30th March, 2022 in relation to the clarifications with respect to Section 114AAA of the Income-tax Rules, 1962, failure to link Aadhar number to the PAN card and/or failure by any person, who falls within the income tax bracket or

otherwise, to file tax returns in relation to payment of TDS for any service (in accordance with Section 206AB and 206AA) and/or an inoperative PAN card will result in a 20% tax deduction.

4. Indemnification

Both parties shall indemnify and hold its Trustees, Directors 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 both parties in connection with the project or (2) Consultant'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.

5. Patent, Copyright and other Proprietary Rights

- i. Except as is otherwise expressly provided in writing in the Contract, the Foundation shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Consultant has developed for the Foundation under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the Foundation.
- ii. Subject to the foregoing provisions, all documents, reports, recommendations, documents, and all other data compiled by or received by the Consultant under the Contract shall be the property of the Foundation, shall be made available for use or inspection by the Foundation at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to the Foundation's authorized officials on completion of work under the Contract
- iii. The Consultant 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 Consultant will not at any time, except under legal process, divulge any trade or business secret relating to the Foundation or any customer or agent of the Foundation, which may become known to him by virtue of his position as consultant, save in so far as such disclosure shall be necessary in the interest and for the benefit of the said Foundation and will be true and faithful to the Foundation in all dealings and transactions whatsoever relating to the said Foundation.
- iv. Reports or other data that are developed specifically for the performance of this Contract shall be the property of the Foundation and the Consultant shall deliver reports and data to the Foundation as per the milestones. Dissemination of the reports and any information from the said contracts shall be done with written approval from the Foundation.

6. Publicity, use of name & Logo of the Foundation:

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

7. Observance of Law: Compliance with Laws and Regulations: The Consultant will comply with all applicable laws, rules, regulations and statutory requirements and amendments thereof, in the manufacture and distribution of products and supplies and in providing services to the SELCO and during the term of this Agreement.

Child Labor: The Consultant 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.

Forced Labor: The Consultant 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,

Abuse of Labor: Consultant 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.

Working Hours, Overtime, Wages and Other Benefits-Working hours, wages and benefits shall be provided by the Consultant to its staff and employees in accordance with applicable laws including the Minimum Wages Act, 1948.

Declaration of blacklisting: Consultant represents and warrants to SELCO 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. The Consultant further undertakes to duly inform SELCO in the event it is blacklisted subsequent to execution of this Purchase Order.

Compliance with Anti-bribery Laws: Consultant and each of its directors, officers, employees, agents or other (collectively referred to as "Consultant") represent and warrant that it shall not either directly or on behalf of SELCO 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.

The Consultant 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 behaviour of a person in a position of trust to perform a public, commercial or legal function to obtain or retain a commercial advantage.

The Consultant 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").

In addition, Consultant agrees to promptly report to SELCO Foundation of any incident of breach or potential breach of this section.

Compliance with Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013 (PoSH): The Consultant 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.

8. Termination:

Either party may terminate this contract by giving a notice in writing to the other party stating their intention to terminate the same on the expiration of Seven (7) days from the date of such notice. In addition, the Foundation may also terminate this contract forthwith in the event of any fraud, misconduct or neglect of duties on the part of the Consultant. Any notice to be given hereunder shall be sufficiently given to the Consultant if forwarded by registered post or by Courier Service to the last known postal address of the Consultant and shall be sufficiently given to the Foundation if similarly forwarded to the registered office. Upon the termination of this contract 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 Consultant shall deliver all deeds, documents and paper in his possession relating to the business of the Foundation or as the 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.

9. Force Majeure:

- i. *Force majeure* as used herein means 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 Consultant
- 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 Contract. 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 Contract. 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 Contract.

- iv. If the Consultant is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, the Foundation shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in this Contract.
- v. Both the Foundation and the Consultant fully and freely intend to create an independent Contractor relationship under this Contract. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. Both parties agree that the consultant has the right to sole and exclusive control over the manner and means employed in performing their activities under this Contract.

10. Settlement of disputes:

- i. The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the Contract or the breach, termination, or invalidity thereof.

Any dispute, controversy, or claim between the Parties arising out of the Contract 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 venue of the arbitration shall be at Bangalore. Likewise, the jurisdiction will vest with courts in Bangalore.