

# **Tender for Selection of Agency for Scholarship Management and Fund-raising Support**

NIT No. EVF/2026/02 Dated: 27.03.2026



**EDCIL Vidyanjali Foundation**

**Address:**

**EDCIL House, Plot No. 18A, Sector 16A,  
Noida-201301 (U.P.) India**

**Registered Office:**

**EdCIL (India) Limited  
Amba Deep Building,  
7th Floor, 14 K.G Marg,  
New Delhi-110001**

This document is serially numbered from page number 01 to 41.

## DISCLAIMER

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the EdCIL Vidyanjali Foundation (EVF) or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an Agreement and is neither an offer nor invitation by EdCIL Vidyanjali Foundation (EVF) to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers (BIDs) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by EVF in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the EVF, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The EVF accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

EVF, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this BID Stage.

EVF also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. EVF may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that EVF is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and EVF reserves the right to reject all or any of the Bidders or BIDs without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its BID including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by EVF, site visits, investigations, studies or any other costs incurred in connection with or relating to its BID. All such costs and expenses will remain with the Bidder and EVF shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the BID, regardless of the conduct or outcome of the Bidding Process.

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**SECTION-1**  
**EdCIL Vidyanjali Foundation**  
(A Wholly Owned Subsidiary [WOS] of  
EdCIL (India) Limited)

**NOTICE INVITING TENDER**  
(e-Tendering mode)

**NIT No.: EVF/2026/02**

**Dated 27.03.2026**

1. *EdCIL Vidyanjali Foundation* (EVF) is a not-for-profit organization established in April 2023 as a Section-8 Company and a Wholly Owned Subsidiary (WOS) of EdCIL (India) Limited, a Central Public Sector Enterprise under the Ministry of Education, Government of India. The Foundation has been set up with one of the primary objective of supporting meritorious students from economically disadvantaged backgrounds by facilitating access to higher education through scholarships under EVF. Aligned with the vision of the National Education Policy (NEP) 2020, the Foundation seeks to bridge socio-economic gaps in education by mobilizing CSR funds and philanthropic contributions from corporate, institutions, etc. Through its focused efforts, EVF aims to enhance the Gross Enrolment Ratio (GER) in higher education and contribute meaningfully towards building an inclusive and equitable academic ecosystem.
2. EVF intends to invite bids/proposals for “**Open Two packet E-tender QCBS based Selection of Agency for Scholarship Management and Fund-raising Support**”.
3. The purpose of this tender document is to provide interested parties with the relevant information/invite regarding the RFP which may be useful in submitting their bids. The applicants are advised to study this tender document carefully before submitting their bids & Financial Quote.
4. The intended experienced agencies/firms are invited to submit online bids. The prospective bidders are required to submit their bids with most competitive techno-commercial offer. The tender document is available on EdCIL (India) Limited website ([www.edcilindia.co.in](http://www.edcilindia.co.in)), E-Tender Wizard (<http://www.tenderwizard.com>) and CPP portal.
5. The broad details are highlighted below:

Name of work	<b>Open Two packet E-tender QCBS based Selection of Agency for Scholarship Management and Fund-raising Support.</b>
Earnest Money Deposit	<b>Rs. 5,00,000/- (Rs. Five Lakh Only)</b> in the form of Demand Draft in favour of ‘EdCIL Vidyanjali Foundation’, payable at Noida; <b>OR</b> Bank Guarantee (BG) as per format of BG given at Form-9 from the listed Scheduled Commercial Banks (Form-11). BG Should remain valid for a period of 180 days from the last date of submission of the bid. <b>OR</b> Direct Bank Transfer as per Cl. 5.3 <b>Bidders registered with MSME are exempted from submission of EMD.</b>
Performance Bank Guarantee (PBG)	In case of successful bidder, the EMD shall be retained as <b>Performance Security/Performance Bank Guarantee (PBG)</b> in its original form in case of DD & Direct Bank transfer. In case of EMD in the form of BG, the extension to be provided for 90 days beyond the project completion/extension granted, if any, whichever is later.
Tender Type	QCBS in the Ratio of 70:30 <b>Open Two packet E-tender</b>
Tender Category (Services/works)	Service

Date of Issue/Publishing	27.03.2026
Document Download/ Start Date	27.03.2026
Pre-Bid Meeting for queries	a. The queries may be sought by the prospective bidders through email in the prescribed format till 04.04.2026 upto 6:00PM only at : <a href="mailto:edvidf@edcil.co.in">edvidf@edcil.co.in</a> , b. Meeting will be Conducted on 07.04. 26 at 14:30 Hrs Online & Offline.
Last Date and Time for receipts of Bids	16.04.2026 at 12:00 PM
Date and Time of Opening of Technical Bids& Financial Bids	Technical Bid: 17.04.2026 at 2:30 PM Financial Bid: Will be intimated later.
Presentation by the Bidders to the Evaluation Committee	24.04.2026 at 02:30 PM for all the eligible bidders.
No. of Covers	02(Two packet)
Bid Validity days	180 days, from last date of submission of bid
Duration of Work	Two years (extendable to 2 more years on annual basis as per project requirement as well as Performance of the successful bidder)
Address for Communication	Head Operations (EdCIL Vidyanjali Foundation) EdCIL(India) Limited, 18 A, Sector-16A, Noida-U.P.-201 301, Ph. No.: 0120-4310840
Contact No.	0120-2512001 to 2512006, 0120-4156001,002,4154003
Email Address	<a href="mailto:cgm.infracivil@edcil.co.in">cgm.infracivil@edcil.co.in</a> , <a href="mailto:edvidf@edcil.co.in">edvidf@edcil.co.in</a> <a href="mailto:mnandeesh@edcil.co.in">mnandeesh@edcil.co.in</a>

6. Tender document shall be downloaded from electronic tender portal link available at EdCIL Tender web page and details mentioned elsewhere in the tender document. Aspiring bidders who have not got registered in e-procurement should get themselves register before participating in e-tendering process. Interested bidders are advised to go through instructions provided at “Instructions to Bidders for e-tendering.”
7. No manual bids shall be accepted. Bids shall only be submitted in the E-Tendering mode. Consortium/Joint Venture is NOT allowed.
8. EVF reserves the right to reject any or all offers without assigning any reason.
9. Bidders are advised to visit the EdCIL’s Web site for getting themselves updated for information on this tender. Corrigendum, addendum and replies to pre-bid queries may be issued on the changes required. The Corrigendum/addendum are the part of tender documents and Bidders are supposed to upload the same, duly signed as per the guidelines given in the tender document. Bidders are advised to visit EdCIL’s e-tender web page regularly to update themselves for any notifications for this tender.
10. The EVF account may be audited by CAG or other statutory bodies. Therefore, necessary clarifications and documentation wherever required shall be the responsibility of the successful bidder.
11. As on date EVF does not have the FCRA authorization to receive the foreign funding.

**12. EVF reserves its right to select one or more agencies at an agreed percentage and allot the working zones/ areas/ fields for the purpose of maximise the scholarship coverage.**

**Head Operations,  
EdCIL Vidyanjali Foundation,  
18 A, Sector-16A, Noida-201 301  
Tel: +91120-4156001,0120-4154003,  
0120-2512004,05,06.**

## SECTION- 2

### OFFLINE AND ONLINE BID SUBMISSION DOCUMENTS

#### 2.1 Off-line Submissions

The Bidder is requested to submit the hardcopy of the below mentioned documents in a Sealed Envelope and the proposed services in the bid to the under mentioned address before the start of Public Online Tender Opening Event.

To,  
Head Operations,  
EdCIL Vidyanjali Foundation  
EdCIL House, Plot No. 18A, Sector 16A,  
Noida-201301 (U.P.) India

The envelope shall bear the project name, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).

- **Original copy of the EMD** in the format as applicable/ in the form of Demand Draft/BG or Scanned copy of NEFT or RTGS payment receipt (UTR number).
- **Original copy of Bidder's Power of Attorney.**

**Note:** The Bidder should also upload the scanned copies of all the above-mentioned original documents during Online Bid-Submission. Documents submitted in online mode should be uploaded using DSC of person authorized as per Authorization letter/Board Resolution for signing bid documents.

#### 2.2 On-line Submissions

The Online bids (complete in all respect) must be uploaded online in **Two Envelopes** as explained below:

##### **Envelope-1: Technical Bid**

- **All the Forms**

##### **Envelope-2: Financial bid**

**Note:**

No information related to financial proposal should be provided in the technical proposal. If any information related to financial proposal is included in the technical proposal the applicant shall be disqualified, and his proposal will not be considered.

### SECTION-3 TERM OF REFERENCE & DEFINITIONS

Bidder	“Bidder” shall mean the successful agency/ bidder, firm or corporation to whom the Purchase Order is issued.
Authorized Signatory	The bidder’s representative (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney from the Competent authority of the respective Bidding firm.
Bid/Tender	"Bid" means the response to this document presented in Two packet, Technical Cum Commercial Bid, which are supplied with necessary documents and forms as given in Annexure, complete in all respect adhering to the instructions and spirit of this document.
Bidder/Tenderer	“Bidder” means any manufacturer/ individual/ proprietor/ partnership firm/ agency/ company/ responding to Request for Proposal and who makes a Bid.
Contract	“The Contract” means the agreement entered into between EVF and the selected bidder(s) in terms of clauses mentioned
Day	“Day” means a normal working day with or without extra hours to work on the designated site of the project/ work.
EMD	Earnest Money Deposit
DD	Demand Draft
EVF	EdCIL Vidyanjali Foundation
EdCIL	EdCIL (India) Limited, Noida (A Govt. of India Enterprise)
TC	Tender Committee
BG	Bank Guarantee
Security Deposit (SD)	Amount of the Order Value deposited by the Bidder and retained till the successful completion of the project (as long as the bidder fulfils the contractual agreement).
Services	“Services” means the services to be delivered by the successful bidder and as required to run the project successfully as per the Contract.
TENDER	“ <b>TENDER</b> ” means the Request for Proposals
Order	“Order” shall mean the Purchase/ Work Order and its attachments and exhibits.
Consignee	“Consignee” shall mean Authorized Representative of EdCIL Vidyanjali Foundation / Authorized representative of Client.
GST	Services and Services Tax
EPF	Employee Provident Fund
ESI	Employees State Insurance
MSME	Micro, Small and Medium Enterprises
NSIC	National Small Industry Corporation
GOI	Government of India
SSA	Samagra Shiksha Abhiyan

**SECTION-4****INSTRUCTIONS FOR E-TENDERING****4.1 Instructions for Online Bid Submission:**

1. E-tendering is new technology for conducting public procurement in a transparent and secured manner. As per Government of India's directives, EdCIL (India) Limited has adopted E-tendering.
2. For conducting electronic tendering, EdCIL (India) Limited has decided to use Electronic tender portal link available with detailed information one-tendering process. This portal built using Electronic tender's software is referred to as EdCIL <http://www.tenderwizard.com/EdCIL>.
3. The bidders are required to submit soft copies of their bids electronically on <http://www.tenderwizard.com/EdCIL> e-tendering website, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Tender Wizard E-Tendering Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Tender Wizard E-Tendering Portal.
4. Thescopeofworktobetenderedisavailableinthecompletebiddocumentswhichcanbe viewed /downloaded from Tender Wizard E-Tendering Portal of <http://www.tenderwizard.com/EdCIL>.BothTechnicalBidandFinancialBidwillbesubmittedconcurrentlyduly digitally signedinthewebsite<http://www.tenderwizard.com/EdCIL>. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
5. All Corrigendum/Amendment/Corrections, if any, will be published on the website <http://www.tenderwizard.com/EdCILas> well as on EdCIL's website.
6. It is mandatory for all the applicants to have class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying agency (Bidders can see the list of licensed Certifying Agencies from the link [www.cca.gov.in](http://www.cca.gov.in))to participate in e-Procurement of EdCIL.
7. Itismandatoryforthebidderstogettheirfirm/companyregisteredwiththe-procurement portal of EdCIL ,i.e. [www.tenderwizard.com/EdCIL](http://www.tenderwizard.com/EdCIL) to have user ID & password by submitting a non-refundable annual registration charge as follows:

	Registration charges for 1 year	Rs.2000/-
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(exclusive of taxes ,levies, etc.)which can be paid online using the e-payment gateway to KEONICS through the portal address mentioned above. The registrations obtained by the prospective bidder shall be valid for one year from the date of its issue and shall be subsequently renewed.

- a. Participant shall safely keep their User ID and password, which will be issued by the service provider i.e. KEONICS Ltd. upon registration, and which is necessary for e-tendering.

- b. Bidders are advised to change the password immediately on receipt of activation mail.
  - c. Bidders shall not disclose their User ID as well as password and other material information relating to the e-tendering to anyone and safeguard its secrecy.
8. Submit your tender well in advance by relevant documents along with copy of EMD of tender submission deadline on Tender Wizard E-Tendering Portal [http://www.tenderwizard.com/ EdCIL](http://www.tenderwizard.com/EdCIL), as there could be last minute problems due to internet timeout, breakdown, etc.
  9. Tenders should be submitted only through Tender Wizard E-Tendering Portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
  10. Vendors are requested to contact at Tender wizard Helpdesk for any information regarding E-tendering / training.

<b>EdCIL / Tender Wizard E-Tendering Portal Helpdesk</b>
Customer Support: <a href="tel:080-49352000">080-49352000</a> (Multiple Telephone lines) Emergency Mobile Numbers: <a href="tel:9686115318">9686115318</a> / <a href="tel:8800496478">8800496478</a> / <a href="tel:8800445981">8800445981</a> (Please contact in case of emergency during non-working hours.)
<b>To Tender Wizard</b> <a href="mailto:harishkumar.kb@etenderwizard.com">harishkumar.kb@etenderwizard.com</a> <a href="mailto:ambasa@etenderwizard.com">ambasa@etenderwizard.com</a> <a href="mailto:arijeet@etenderwizard.com">arijeet@etenderwizard.com</a> <a href="mailto:twhelpdesk963@gmail.com">twhelpdesk963@gmail.com</a> <a href="mailto:sandeep.g@etenderwizard.com">sandeep.g@etenderwizard.com</a> & cc to: <a href="mailto:edvidf@edcil.co.in">edvidf@edcil.co.in</a> & <a href="mailto:mmandeesh@edcil.co.in">mmandeesh@edcil.co.in</a>

#### 4.2 Preparation Of Bids

- a. Bidders should take into account any corrigendum/addendum published on the portal before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents must be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF format.
- d. Bid documents may be scanned with 100dpi with black and white option.

#### 4.3 Submission Of Bids

- a. Bidders should log into the site well in advance for bid submission and complete all formalities of registration (at least two days in advance of the closing date) so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be sole responsible for any delay in uploading of bid within the stipulated time.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- c. Bidder has to pay EMD as applicable through demand draft/BG as per tender condition in favour of “EdCIL Vidyanjali Foundation” payable at Noida and enter details of the instruments. Original copies of demand draft/BG for EMD are required to be submitted.
- d. A standard Financial Bid form has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the financial bid format is found to be modified by the bidder, the bid will be rejected.
- e. The server time will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- f. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

#### 4.4 Assistance To Bidders

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority. For any other tender related queries bidders are requested to contact on below given numbers/email.

<b>EdCIL / Tender Wizard E-Tendering Portal Helpdesk</b>
Customer Support: <a href="tel:080-49352000">080-49352000</a> (Multiple Telephone lines) Emergency Mobile Numbers: <a href="tel:9686115318">9686115318</a> / <a href="tel:8800496478">8800496478</a> / <a href="tel:8800445981">8800445981</a> (Please contact in case of emergency during non-working hours.)
<b>To Tender Wizard</b> <a href="mailto:harishkumar.kb@etenderwizard.com">harishkumar.kb@etenderwizard.com</a> <a href="mailto:ambasa@etenderwizard.com">ambasa@etenderwizard.com</a> <a href="mailto:arijeet@etenderwizard.com">arijeet@etenderwizard.com</a> <a href="mailto:twhelpdesk963@gmail.com">twhelpdesk963@gmail.com</a> <a href="mailto:sandeep.g@etenderwizard.com">sandeep.g@etenderwizard.com</a> & cc to: <a href="mailto:edvidf@edcil.co.in">edvidf@edcil.co.in</a> & <a href="mailto:mmandeesh@edcil.co.in">mmandeesh@edcil.co.in</a>

#### 4.5 Minimum Requirements at Bidder's End

- a. Computer System having configuration with minimum Windows 7 or above, and Broadband connectivity
- b. Digital Certificate(s)

## SECTION-5

### INSTRUCTIONS TO BIDDERS

#### 5.1 Due date

The bid has to be submitted ONLINE before the due date & time as mentioned in the NIT or any other notification issued.

#### 5.2 Preparation of Bids

The offer/ bid shall be submitted in Two packet system (i.e.) Technical and Financial bid. All the bid documents must be signed (by the authorised signatory and possessing the power of attorney in his/her favour) and stamped. The technical bid shall consist of all technical details along with commercial terms and conditions. Financial bid shall indicate item wise rate for the items mentioned in the technical bid in the given PDF format. **No information related to financial proposal should be provided in the technical bid. If any information related to financial proposal is included in the technical bid the applicant shall be disqualified, and the bid/proposal will not be considered.**

#### 5.3 Earnest Money Deposit (EMD)

The bidder must submit the EMD of **Rs. 5,00,000/- (Rupees Five Lakh only)** in form of **Demand Draft/ Direct Bank Transfer/Bank Guarantee** as mentioned below:

- **In case of Demand Draft**, The Bidder should submit EMD through Demand Draft drawn in favour of "EdCIL Vidyanjali Foundation" payable at Noida from any Scheduled Commercial Bank as per Form-11.
- In case of EMD through Direct Bank Transfer, NEFT/RTGS to the bank details for the transfer of funds is as below:

**Bank Name** - HDFC Bank,  
**A/c No.**- 50200079204180  
**Branch** - Sector-44, Noida-201301  
**IFSC Code**-HDFC0001898

The scanned copy of NEFT or RTGS payment receipt (UTR number) to be submitted with the technical bid.

- **In case of BG**, EMD to be submitted as per format of BG given at Form-9 from Scheduled Commercial Banks (Form-11). The BG should be valid till 180 days after the bid validity date.

**Note:**

- The Bid submitted without EMD would be considered as UNRESPONSIVE and shall not be considered for evaluation.
- Bidders registered with MSME and having valid registration certificate issued by NSIC/MSME are exempted for submission of EMD in this RFP. However, the bidder is required to submit the valid registration certificate along with the online bid submission.

- **The EMD/Bid Security may be forfeited if:**
  - i. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid form or
  - ii. Fails or refuses to execute the Contract; or
  - iii. The successful bidder fails to submit performance bank guarantee (PBG) within the prescribed time, the EMD shall be adjusted against the interest amount on delay of submission of PBG.
  
- **Refund of EMD:**
  - i. The EMD will be returned to unsuccessful bidder only after the bidding process is finalized.
  - ii. In case of successful bidder, the EMD shall be retained as **Performance Security/Performance Bank Guarantee (PBG)** in its original form in case of DD & Direct Bank transfer. In case of EMD in the form of BG, the extension to be provided till 3 months beyond the project completion/extension granted, if any, whichever is later.

#### 5.4 Pre-bid Queries

The queries may be submitted by the prospective bidders through email in the prescribed format till 04.04.2026 upto 6:00PM only. EVF will respond to the queries raised on the tender document, received not later than the dates prescribed in Invitation for Bids / Key events and dates. The clarifications will be uploaded on the EdCIL's website. The clarification shall be asked as per the given format only.

Sl.	Page No. of the RFP Document	Section No. of the RFP Document	Proposed Change	Reason of Proposed Change

#### 5.5 Power of Attorney

The bidder is required to submit the Power of Attorney in the prescribed format at Form-8 in favour of the person authorized to sign the bid.

#### 5.6 Acceptance/ Rejection of bids

EVF reserves the right to reject any or all offers without assigning any reason. EVF based on the requirement without assigning any reason to the Bidder/s may split work/Scope/Bid offer in stages or in parts according to the need of work or for ease of execution of work. EVF reserves right to take decision according to requirement and no claim on whatsoever ground shall be entertained from the bidder/s. Final decision of EVF shall be binding on the bidder.

### 5.7 Eligibility Criteria:

Sl.	Basic Requirement	Eligibility Criteria	Supporting Document to be submitted along with the technical bid
1	<b>Legal Entity</b>	The bidder must be a Company (Ltd. or Pvt. Ltd.)/Partnership Firms/LLP registered with Statutory Authorities <b>in India</b> . Consortium/Joint Venture is <b>NOT</b> allowed.	(a) Certificate of Registration / Incorporation under the respective Acts/Authorities in India. (b) The respective Memorandum of Association / Partnership Deed.
2	<b>Years of Operations</b>	Bidder should be an established IT Services company and should have been engaged in IT Services projects for a period of at least 5 years as on Bid submission date.	(a) Copy of Certificates of incorporation (b) Copy of MOA and AOA
3	<b>Tax Registration</b>	The bidder should have a registered number of i. GST ii. PAN number	(a) GST Registration Certificate (b) PAN Card.
4	<b>Annual Turnover</b>	Average annual turnover should be at least Rs.50 Crore during last three financial years i.e. for the FY 2022-23, 2023-24, 2024-25 as per financial statements.	CA Certificate with CA's Registration Number (Valid UDIN) / Seal.
5	<b>Net Worth Certificate</b>	The Net worth of the bidder should be Positive during last 5 years;	CA Certificate for last five years 2020-21 to 2024-25 with CA's Registration Number (Valid UDIN)/ Seal
6	<b>Project Experience-1</b>	The bidder should have at least 3 years continuous similar work experience (FY 2022-23, 2023-24, 2024-25) <u>in the field of scholarship processing for at least 10 clients</u> , out of which, minimum One client should be from Central/State/Govt. Autonomous bodies/ Public Sector Undertakings.	Work Order/Agreement with Client /Completion Certificate issued by Client
7	<b>Project Experience-2</b>	The Bidder should have total <u>engagements/corpus-managed amounting cumulatively to Rs. 20 Crore pertaining to End-to-End Scholarship Processing</u> in the last 3 financial years FY 2022-23, FY 2023-24 and FY 2024-25.	Work Order/Agreement with Client /Completion Certificate issued by Client

8	<b>Project Experience-3</b>	The bidder should have done enrolment/registration of <u>at least twenty thousand (20,000 nos.) students</u> in the last three financial years (FY 2022-23, FY 2023-24 and FY 2024-25).	Self-Certificate by Authorized Signatory, specifying the number of students enrolled/registered along with the dashboard report.
9	<b>Quality Certifications</b>	The bidder should have the following valid certificates as on date of bidding from the following: 1. ISO/IEC 27001 2. ISO/IEC 20000-1	Copy of valid as on date certificates
10	<b>Blacklisting</b>	The bidder firm should not have been blacklisted/ debarred by any Central Government/ State Government/ PSU/ Government Bodies/ Autonomous Bodies/ Private Sector in last 5 years from the date of NIT. Further, the bidder should not be blacklisted/debarred on the bid submission date. Further, the bidder under legal dispute raised by any of the Govt. department or under enquiry setup by any of the Govt. department against the bidder, on the date of bid submission are liable to be disqualified.	Letter of undertaking in the prescribed format as given at Form-4. False certification and / or non-disclosure will lead to forfeiture of the EMD and disqualification from the evaluation process and blacklisting. In case the work is awarded, EVF reserves the right to foreclose the contract with the successful bidder and may go for legal action with all liabilities on the part of bidder.

**Note:** The bidder's firm who are fulfilling the given Eligibility Criteria will only be eligible for further evaluation process mentioned below. Documents must be provided in support of the Eligibility Criteria, otherwise bids will be summarily rejected.

## 5.8 Evaluation Criteria

### 5.8.1 Evaluation of Technical Proposal

- a. Bidders are advised to submit the technical bid online. The Evaluation Committee intends to evaluate the Technical Proposals by applying the evaluation criteria as detailed below. Each responsive Proposal shall be given a technical score under Quality & Cost Based Selection (QCBS) criteria.
- b. The eligible bidder (as per clause no.5.7) will be evaluated for technical criteria. The technical evaluation criteria have been given in Table below. Under technical evaluation the bidders are required to make detailed presentation to the Evaluation Committee in a Power Point Format (PPT) (duration of presentation is 30 minutes) for evaluation purposes. The presentation shall be made by all the bidders on a scheduled date and time as mentioned in the NIT and elsewhere in the tender.
- c. The Technical Proposals of the eligible bidders shall be analysed and evaluated, and the Technical Proposal Marks (TPM) shall be assigned to the proposal of each Bidder. Details of technical evaluation parameters are as shown below:

Sl.	Criteria	Criteria Details	Parameters and Marks	Max Marks
1	Financial: Turnover	<p>Average annual turnover should be at least Rs 50 Cr during last three financial years i.e. for FY 2022-23, 2023-24 and 2024-25 as per financial statements.</p> <p><b>Supporting Document Required:</b> CA Certificate with Audited Financial Statements for the last 3 financial years (2022-23, 2023-24 and 2024-25)</p>	<p>(i) Rs.50 Cr.- &lt; Rs. 60 Cr.= 2 marks (ii) ≥ Rs. 60 Cr.- &lt; Rs. 80 Cr.= 3 marks (iii) ≥ Rs. 80 Cr.=5 Marks</p>	5
2	Project Experience -1	<p>The Bidder should have at least 3 years continuous experience (2022-23, 2023-24 and 2024-25) in the field of scholarship processing for at least 10 nos. clients.</p> <p><b>Supporting Document Required:</b> Work Order/agreement/ Completion Certificate</p>	<p><b>No. of Clients:</b></p> <p>(i) 10-15 nos. clients = 5 marks (ii) 16-25nos. clients = 10 marks (iii) More than 25nos. clients = 15 marks</p>	15
3	Project Experience - 2	<p>The Bidder should have total engagements/corpus-managed amounting cumulatively to Rs. 20 Crore in the last 3 financial years 2022-23, 2023-24 and 2024-25-24 from the clients mentioned in Project Experience-1 clause above, in India pertaining to End-to-End Scholarship Processing.</p> <p><b>Supporting Document Required:</b> Work Order/agreement/Completion Certificate</p>	<p><b>Corpus-managed:</b></p> <p>(i) Rs. 20 Cr.- Rs. 50 Cr. = 5 Marks; (ii) ≥ Rs. 50 Cr.- Rs. 70 Cr. = 10 Marks (iii) ≥ Rs. 70 Crores = 15 Marks</p>	15
4	Project Experience -3	<p>The bidder should have done enrolment/registration of at least <b>20,000 nos. students</b> in the last three financial years (2022-23, 2023-24 and 2024-25) on the portal for scholarship.</p> <p><b>Supporting Document Required:</b> Self-Certificate by Authorized Signatory, specifying the number of students enrolled/registered along with the dashboard report.</p>	<p><b>No of Students enrolled/registered:</b></p> <p>(i) 20K*- 50K: 5 Marks (ii) ≥50K- 1 lakh: 7 Marks (iii) ≥1 lakh: 10 Marks * K=1000 Nos.</p>	10

5	No. of Scholarships awarded	The bidder should have released the scholarships to the number of students, cumulative in last 3 years (2022-23, 2023-24 and 2024-25)  <b>Supporting Document Required:</b> Utilization Certificates / Certificate by Chartered Accountant	(i) Upto 2500 nos. students: 5Marks (ii) 2501-5000 nos. students: 10 Marks (iii) ≥ 5000 nos. students: 20 Marks	20
6	Manpower on Company's Payroll	Bidder must have at least 30 employees on its payroll as on Bid submission date  <b>Supporting Document Required:</b> Signed undertaking from Bidder's HR Head	(i) 30- 50 Nos. employees: 2 Marks (ii) 51-100 Nos. employees: 3 Marks (iii) ≥ 101 Nos. employees : 5 Marks	05
7	Bidder's Presentation	Presentation will be assessed on the basis of Project Approach, Implementation Strategy, Support Plan etc.  <b>Supporting Document Required:</b>  Presentation to be submitted along with the Bid.		30
<b>Total</b>				<b>100</b>

The Evaluation Committee shall evaluate and rank each Technical Proposal on the basis of the Proposal's responsiveness to the scope using the evaluation criteria and score system specified above. Each Technical Proposal shall receive a technical score as:

$$\text{Technical Proposal Marks (TPM)} = 100 \times \frac{\text{Technical Proposal under consideration}}{\text{Highest Technical bid}}$$

**The Proposal shall be rejected if it does not achieve the minimum technical marks of 65 (Sixty-Five) out of maximum of 100 (one hundred) marks.**

### 5.8.2 Evaluation of Financial Proposals:

Financial Proposals of the technically qualified Bidders as evaluated according to the above-mentioned evaluation matrix (i.e. the Bidders scoring more than 70 marks) shall be opened online and evaluated based on the given formula:

$$\text{Financial Proposal Marks (FPM)} = 100 \times \frac{\text{Lowest Financial Bid}}{\text{Financial Bid under consideration}}$$

The lowest evaluated Financial Proposal will receive a maximum of 100 marks.

### 5.8.3 Final Evaluation:

The final evaluation will be made on the basis of the following:

- Weightage for the Technical Proposal: 0.7
- Weightage for the Financial Proposal: 0.3

Combined Technical and Financial score, **(HPM) = TPM x 0.7 + FPM x 0.3**

### 5.9 Award of Work

The Bidder with the highest aggregate score (HPM) on the merit of evaluation shall be on boarded as successful bidder.

Notwithstanding anything stated above, the Consignee/ EVF reserves the right to assess bidder's capability and capacity to perform the contract, should circumstances warrant such an assessment in the overall interest of the work by EVF/Client.

### 5.10 Performance Security:

In case of successful bidder, the EMD shall be retained as **Performance Security/Performance Bank Guarantee (PBG)** in its original form in case of DD & Direct Bank transfer. In case of EMD in the form of BG, the extension to be provided till 90 months beyond the project completion/extension granted, if any, whichever is later. This Performance Bank Guarantee should be retained throughout the currency of the contract and should be extended by the bidder from time to time, as required by EVF.

This guarantee shall be valid for a period of **90 days beyond the project Completion period**. Notwithstanding anything stated above, the Consignee/ EVF reserves the right to assess bidder's capability and capacity to perform the contract, should circumstances warrant such an assessment in the overall interest of the work by EVF/Client.

### 5.11 Force Majeure:

The bidder should not be liable for forfeiture of its security, liquidated damages or termination for default, if and to the extent that, it's delay in or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events shall include, but are not limited to, acts of the Consignee either in its sovereign or contractual capacity, wars or revolutions, fires, freight embargoes, quarantine restrictions, Act of God like floods, epidemics etc.

If a Force Majeure situation arises, the Bidder should promptly notify the Consignee in writing of such conditions and the cause thereof. Unless otherwise directed by the Consignee in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and should seek all reasonable alternative means not prevented by the Force Majeure event.

**5.12 Notices:** For the purpose of all notices, the following should be the address :

**The Head Operations,  
EdCIL Vidyanjali Foundation,  
EdCIL House,  
18 A, Sector-16A,  
Noida-201 301  
Tel: 91-120-2512001 to 2512006**

**5.13 Arbitration:** Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the India International Arbitration Centre (“IIAC”) in accordance with the India International Arbitration Centre (Conduct of Arbitration) Regulations (“IIAC Regulations”) for the time being in force, which regulations are deemed to be incorporated by reference in this clause.

- The place/seat of the arbitration shall be New Delhi, India.
- The Tribunal shall consist of one arbitrator.
- The law governing the arbitration agreement shall be Indian Law.
- The language of the arbitration shall be English.
- The governing law of the Contract shall be Indian Law.
- Arbitration cost to be borne by the Supplier.

#### **5.14 Governing Language**

The contract should be written in English language. English language version of the Contract should govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, should be written in the same language.

#### **5.15 Applicable Law**

The Contract should be interpreted in accordance with the laws of the Union of India and all disputes should be subject to place of jurisdiction.

#### **5.16 Termination for Default**

The Consignee should, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder, terminate the Contract in whole or part:

- I. If the Bidder fails to deliver any or all of the Services within the period(s) specified in the order, or within any extension thereof granted by the Consignee; or
- II. If the Bidder fails to perform any other obligation(s) under the Contract.
- III. For the purpose of this Clause:
  - **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
  - **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid rates at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”
  - In the event the Consignee terminates the Contract in whole or in part, the Consignee should procure, upon such terms and in such manner, as it deems appropriate, Services

or Services similar to those undelivered, and the Bidder should be liable to the Consignee for any excess costs for such similar Services or Services. However, the Bidder should continue the selection of the Contract to the extent not terminated.

**5.17 Disputes and Jurisdiction:** Any legal disputes arising out of any breach of contract pertaining to this tender should be settled in the court of competent jurisdiction located within New Delhi.

**5.18 Rates in Figures and Words:**

Rates Quoted by the Bidder in tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the bidder in figures and in words tally but the amount is not worked out correctly, the rates quoted by the Bidder will unless otherwise proved be taken as correct and not the amount. In event no rate has been quoted for any item(s), leaving space both in figure(s), word(s) and amount blank, it will be presumed that the Bidder has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

In the case of any tender where unit rate of any item/items appear unrealistic, such tender / item(s) will be considered as unbalanced and in case the tender is unable to provide satisfactory explanation such a tender/ item(s) is liable to be disqualified and rejected.

**5.19 Acknowledgement:** It is hereby acknowledged that bidders have gone through all the conditions mentioned above and bidders agree to abide by them.

## SECTION-6 Scope of Work

### 1. VISION FOR VIDYANJALI SCHOLARSHIP PROGRAM

#### **Background**

The Ministry of Education, Government of India, has launched the 'Vidyanjali Programme' to support meritorious and deserving students in pursuing higher education. To operationalize this initiative in a focused and sustainable manner, a Not-for-Profit Company – EdCIL Vidyanjali Foundation (EVF) – has been established under Section-8 of the Companies Act, 1956.

EVF functions as a wholly-owned subsidiary of EdCIL (India) Limited, implementing the 'Vidyanjali Scholarship Programme' in collaboration with corporates under their Corporate Social Responsibility (CSR) initiatives. The programme aims to mobilize corporate participation and build a strong partnership between the Government and the corporate sector to expand access to higher education.

Initially, EVF is in the process of granting CSR-funded scholarships to meritorious students who have secured admission to higher education institutions. The eligibility criteria and scholarship parameters are defined by the respective corporate partners contributing CSR funds.

#### **Transition from Secondary to Higher Education**

According to UDISE+ 2023–24 data, there are 24.8 crore students enrolled across all schools in India. Of these, approximately 1.55 crore students appeared for the Class 12 board examinations across 59 education boards in 2023 — around 87% from State/Regional Boards and 13% from Central Boards such as CBSE.

#### **Enrolment in Jawahar Navodaya Vidyalayas (JNVs):**

As of the academic year 2022–23, JNVs had a total enrolment of 2,93,588 students, including 33,812 students in Class 12 across eight regions in 650 functional JNVs.

Further, as of March 31, 2024, there are approximately 36,349 students enrolled in Jawahar Navodaya Vidyalayas (JNVs) across the North-East region (Shillong Region), and three functional JNVs in the Andaman and Nicobar Islands and two functional JNVs in Daman and Diu.

#### **Enrolment in Eklavya Model Residential Schools (EMRSs):**

As of August 2025, there are 1.38 lakh students enrolled in 405 functional EMRSs nationwide, with more than 25,000 students estimated in Class 12.

According to the All India Survey on Higher Education (AISHE) 2020-21, of the approx. 4.13 crore students enrolled in higher education in 2020-21, 14.2 % were from SC, 5.8 % from ST, and 35.8 % from OBC categories, reflecting a Gross Enrolment Ratio (GER) of 28.4% — less than one-third of the eligible youth population. From 2017-18 to 2021-22 the number of students from marginalised communities (SC/ST/OBC) increased from 52.8 lakh to 66.22 lakh.

This indicates that a significant number of students discontinue their education after completing school, primarily due to financial constraints such as tuition fees, accommodation, and learning materials.

India currently has over 1,300 universities, 52,000 colleges, and 12,000 standalone institutions catering to these 4.33 crore students. However, disparities in access and affordability persist:

- The average annual cost of undergraduate education ranges from Rs.50,000 to Rs.3 lakh in public institutions and may exceed ₹10 lakh in private universities.
- 65% of India's population resides in rural areas, where students often lack financial means to afford tuition, hostel, and material expenses.

Scholarships, therefore, serve as a critical enabler to ensure the transition of students from school to higher education, particularly for those from marginalized and economically weaker backgrounds.

### **Current Landscape of Scholarships in Higher Education**

India offers a wide range of Central and State-level scholarship schemes. Some of the key programmes include:

- **Central Sector Scheme of Scholarship:**  
Provides up to 82,000 new scholarships annually for graduate and postgraduate students in various disciplines, with 50% reserved for girls.
- **Ishan Uday Scholarship:**  
Awards 10,000 new scholarships each year to students from the North-Eastern Region pursuing undergraduate studies.
- **National Scholarship for Post Graduate Studies:**  
Offers 10,000 scholarships per year for postgraduate education within India.
- **Chief Minister Higher Education Scholarship Scheme (Rajasthan):**  
Supports up to 1,00,000 students annually with a family income below ₹2.5 lakh, provided they are not beneficiaries of other scholarships.

In addition, numerous scholarships are provided by private foundations, trusts, and corporates under CSR initiatives.

### **Need for Enhanced Scholarship Support**

Despite the above efforts, data indicates that only less than 1% of students receive scholarships annually to pursue higher or postgraduate education. Assuming an minimum annual scholarship value of Rs.50,000, and considering priority groups such as girls, tribal students, meritorious, and economically weaker sections (approximately 10% of the total eligible pool), the unmet demand for scholarships is estimated to be over Rs.18,000 crore. For comparison, India's total CSR spending in FY 2023–24 reached a record Rs.34,909 crore, with education sector initiatives receiving over Rs. 14,000 crore — accounting for more than 40% of total CSR expenditure.

In view of the significant gap between demand and availability of scholarships, EdCIL Vidyanjali Foundation (EVF) aims to onboard agencies for fundraising through corporate partnerships including private. The objective is to mobilize greater CSR contributions and reduce dropout rates between school and higher education, ensuring that financial limitations do not hinder meritorious students from realizing their academic aspirations.

## **2. NEED FOR SCHOLARSHIP PORTAL FOR MOBILIZATION OF FUND**

The scope/ deliverables for the same have been elaborated hereunder:

- i. Scholarship Portal:** To provide a IT based transparent, monitorable and customisable scholarship portal based on EVF requirements where the students, funders/sponsors and EVF can register/login.

The Scholarship portal should be able to handle the following:

**a. Customization of Platform as per EVF need:**

- Creation of the webpage of EVF in the existing scholarship portal of bidder,
- Customization, as required, based on the EVF requirements.
- Customization of registration process through APAAR ID and Digi Locker. EVF will facilitate the Liaisoning with the National coordinators of APAAR and Digi Locker.

**b. Registration of Students on the Scholarship Platform**

The platform should have the facility for registration of students (PAN India), Funders and EVF, visiting the Scholarship Platform. EVF and Funders should be able to create Scholarship programs.

**c. Scholarship Scheme Creation and publishing by the Sponsor**

Creation of scholarship schemes as per various Funder's criteria, publishing of the scheme on the portal, so that the students may apply as per applicability and fulfilment of eligibility criteria of the scholarship schemes.

**d. Receiving Applications and Screening**

Application shortlisting will be done through portal (through enlisted categories) at bidder's end. Shortlisted applications will be forwarded/visible to the funder/ EVF for finalization of candidates for grant of scholarships.

**e. Helpdesk Support**

Helpdesk support dedicated for students with respect to application form completion and grievance redressal should be there working on all days 8AM to 8PM.

- f. Management of scholarships application and processes:** The overall management of the portal will be done at bidder's end. The bidder will deploy the necessary resources to manage the activities at their end.

**g. Disbursal**

On confirmation by the Funder to EVF, the scholarship amount will be transferred in the students account through EVF Finance.

**h. Analytics and Report Generation along with the dashboards**

Whenever required, the successful bidder will generate the analytics, reports etc. in the downloaded format such as excel etc. Monitoring of Student's results and attendance will also be captured after grant of scholarship.

**Note:** After completion of the contract the successful bidder shall handover all the records/information/data in soft and hard copies to the EVF. The costing towards operations of portal, its management, security, licensing and cloud costing etc. will be borne by the successful bidder and shall be part of their financial bid offer.

**3. MONITORING AND FEED-BACK MECHANISM**

A robust monitoring and feedback mechanism will be established to ensure transparency, accountability, and efficiency in the grant of scholarships through the Scholarship Portal. The

system will enable tracking of applications, documents and utilization by the beneficiary. A dashboards and periodic analytical reports should identify delays, discrepancies, and bottlenecks at various stages.

Provision for feedback from students and funders should also be integrated into the portal.

#### 4. ANALYTICAL ASPECTS OF SCHOLARSHIP PORTAL

There should be a provision in the portal for virtual counselling/ interviews of the beneficiary students PRIOR and AFTER getting the scholarship.

#### 5. FUNDRAISING/ MOBILISING FUNDING SUPPORT:

To identify the prospective funders/sponsors and Liaisoning with them for signing of MoU to receive the fund (CSR / Philanthropy) for the purpose of grant of scholarship to the students based on the Sponsor's criteria.

##### Expected Fundraising from the Successful Bidder:

Year	Minimum Expected Funds in the duration
2026-27 (From the date of release of work order – 1 year March,27)	100 lakh
2027-28 (2 <sup>nd</sup> Year )	200 lakh

**Note:** The minimum expected fund raising will be directly linked to the performance of the successful bidder for the renewal of the contract as per the condition given in the NIT.

#### 6. Payment Terms

Sl.	Payment Terms
1	The payment shall be made to the successful bidder/ Agency only after receipt of funds to the respective accounts of EVF and disbursal of Scholarship to students against invoice from the selected bidder.
2	EVF shall not pay any advance/mobilization funds in any form/source to selected firm/organization on selection/inception for undertaking the activities.
3	The contract will be for a period for 24 months and will be assessed for renewal at the end of 24 months based on the Minimum expected fundraising as given in the table above.
4	EVF reserves the right to review mid-term performance on new funding and disbursements. In case of unsatisfactory performance, contract may be foreclosed without any financial liability on EVF and EVF reserves its right to forfeit the PBG against the shortfall in performance.

## SECTION-7

### FORMS AND TEMPLATE FOR BID RESPONSE

#### (A) TECHNICAL PROPOSAL FORMS

FORM1:	LETTER OF BID SUBMISSION
FORM2:	DECLARATION SHEET
FORM3:	LETTER OF UNDERTAKING
FORM4:	UNDERTAKING FOR BLACKLISTING
FORM5:	BIDDER'S AVERAGE ANNUAL TURN OVER
FORM6:	BIDDER'S NET WORTH CERTIFICATE
FORM7:	DETAILS OF RELEVANT PROJECTS COMPLETED BY BIDDER
FORM8:	POWER OF ATTORNEY FOR AUTHORISED SIGNATORY
FORM9:	BANK GUARANTEE FORMAT
FORM10:	FORMAT OF CONTRACT AGREEMENT
FORM 11:	LIST OF AUTHORIZED BANKS FOR BG

#### (B) FINANCIAL PROPOSAL FORMS

FORM 12:	FINANCIAL COVERING LETTER
FORM13:	PRICE BID FORMAT (PRICES TO BE FILLED IN EXCEL SHEET)

**FORM 1 : LETTER OF BID SUBMISSION****To,****Head Operations,  
EdCIL Vidyanjali Foundation,  
EDCIL House, 18A, Sector- 16A,  
NOIDA- 201 301 (U.P)****SUBJECT-“Open Two packet e-tender for Selection of Agency for Scholarship Management and Fund-raising Support”.*****-Submission of Bid -***

Sir,

Having examined the details given in Notice Inviting Bid &amp; Bid Document for the above work, I/we hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed form \_\_\_\_\_ and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/We submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following works:

<b>S. No.</b>	<b>Name of Work</b>	<b>Certificate From</b>

4. Earnest Money Deposit amounting to Rs. ----- in the form of ..... No. -----  
- dated ----- issued by ----- Bank is submitted.

Enclosures:

Date of Submission :

**FORM2:DECLARATION SHEET**  
**<< Bidder's Organization Letter Head >>**

We, \_\_\_\_\_ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

The rates quoted in the financial bids are subsidized due to academic discount given to EdCIL Vidyanjali Foundation.

We, further specifically certify that our organization has not been Blacklisted/ De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer/ Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
(In case of on-line payment of EMD) 9 UTR No. (For EMD)	
10 MSME Details i.Registration No.	
ii.Gender	
ii.SC/ST	
11 Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

**(Signature of the Bidder)**

Name: \_\_\_\_\_

Seal of the Company \_\_\_\_\_

**FORM3: LETTER OF UNDERTAKING  
(ON THE LETTER HEAD OF THE BIDDER)**

**To**  
**Head Operations (EVF)**  
**EdCIL House, 18 A, Sector-16 A,**  
**NOIDA – 201301 (U.P.), India**

**SUBJECT-“Open Two packet e-tender for Selection of Agency for Scholarship Management and Fund-raising Support.**

Sir,

This bears reference to NIT No. **EVF/2026/02 Dated** 27.03.2026. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid Document.

We hereby certify that no terms and conditions have been stipulated by us in the technical and financial Bid.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent EVF from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on \_\_\_/\_\_\_/\_\_\_ at (place) \_\_\_\_\_ and we accept that if anything out of the information provided by us is found wrong, our bid/ work order shall be liable for rejection.

Thanking you,

Yours faithfully,

Name of the Bidder\_\_\_\_\_

Authorized Signatory\_\_\_\_\_

Seal of the Organization\_\_\_\_\_

Date:

Place:

#### FORM4: UNDERTAKING FOR BLACKLISTING

This is to confirm that we M/s \_\_\_\_\_ (give full address) have not been declared **blacklisted/debarred** neither **failed to perform on any Agreement, nor have been expelled from any project /Agreement nor any Agreement terminated** for breach by the us (Agency) in any of the any Central Govt. Department, Ministry ,Central PSUs, State PSUs, Autonomous bodies of the Central/ State Govt. etc.

Further, it is to confirm that we M/s \_\_\_\_\_ does not have any legal dispute raised by any of the Govt. department or under enquiry setup by any of the Govt. department against our firm, on the date of bid submission.

If the above information found false at any stage after the placement of Work Order / Agreement, EdCIL Vidyanjali Foundation, 18-A, Sector 16-A, Noida will have full right to cancel the Contact and forfeit the EMD or any Guarantee. All the direct and indirect cost related to the cancellation of the order will be borne by us besides any legal action by EVF which shall be deemed fit at that point of time.

Authorized Signatory

**Note:** *The undertaking regarding the non-blacklisting of firm is to be submitted on a non-judicial stamp paper of Rs. 100/- (Rupees Hundred only).*

**FORM5: BIDDER'S AVERAGE ANNUAL TURN OVER**

Sl. No.	Financial Year	Annual Turn over
1.	2022-23	
2.	2023-24	
3.	2024-25	
	<b><u>Average</u> of past three F.Y.</b>	

**Note:** Certificate from Statutory Auditor/ Chartered Accountant certifying balance sheet for all three years to be attached.

**Signature of Bidder**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

**FORM 6: BIDDER'S NET WORTH CERTIFICATE**

Sl. No.	Financial Year	NET WORTH
1	2020-21	
2	2021-22	
3	2022-23	
4	2023-24	
5	2024-25	

**Note:** Certificate from Statutory Auditor/ Chartered Accountant certifying positive Net worth.

**Signature of Bidder**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

**FORM 7: DETAILS OF RELEVANT PROJECTS COMPLETED BY BIDDER**

<b>Project</b>	<b>Name of the organization</b>	<b>Year of Completion</b>	<b>Total Value</b>	<b>Name of Client's Contact Person and other details</b>

**Signature of Bidder**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_

**FORM 8: POWER OF ATTORNEY FOR AUTHORISED SIGNATORY**

Know all men by these presents, we..... (name of firm and address of the registered office ) do hereby constitute, nominate appoint and authorize Mr./Ms.....son/daughter/wife of and presently residing at....., who is presently employed with /retained by us and holding position of.....as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things are as necessary or required in connection with or incidental to submission of our proposal for and selection as the <project title> for the <name of the client>.....project, proposed to be developed by the ..... (the “client”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre bid and other conferences and providing information /responses to the client, representing us in all matters before the Client, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the client in all matter in connection with or relating to or arising out of our Proposal for the said project /or upon award thereof to us till the entering into of the Agreement with the client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawful done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this power and Attorney and that all acts, and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

[IN WITNESS WHEREOF WE.....THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 202\_.

For ..... (Name and registered address of client)

(Signature, name, designation, and address)

Witness:

1. (Signature, name and address)

2. (Signature, name and address)

Notarized Accepted

.....  
(Signature, name, designation, and address of the attorney)

Notes:

1. The mode of the execution of the power of Attorney shall be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under seal affixed in accordance with the required procedure.

2. Wherever required, the applicant should be submitted for verification the extract of the charter documents and other documents such as a resolution/Power of Attorney in favor of the person executing this Power of Attorney for delegation of power hereunder on behalf of the applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power and Attorney is being issued. However, the Power of Attorney provided by the applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy it carries a conforming Apostille certificate.

**FORM-9: BANK GUARANTEE FORMAT**

Name of the Bank: \_\_\_\_\_

To

**EdCIL Vidyanjali Foundation, Noida**

In consideration of the Chairman and Managing Director, **EdCIL Vidyanjali Foundation** acting through \_\_\_\_\_ (Designation & address of Contract Signing Authority), (hereinafter called "**EVF**") having agreed under the terms and conditions of agreement/ Contract Acceptance letter No. \_\_\_\_\_ dated \_\_\_\_\_ Made between \_\_\_\_\_ (Designation & address of contract signing Authority) and \_\_\_\_\_ (here in after called "the said Agency" for the work \_\_\_\_\_ (here in after called "the said agreement") having agreed for submission of a irrevocable Bank Guarantee Bond for ₹ \_\_\_\_\_ ( ₹ \_\_\_\_\_ only) as a security Guarantee from the Agency for compliance of his obligations in accordance with the terms & conditions in the said agreement.

1. We \_\_\_\_\_ (Indicate the name of the Bank) hereinafter referred to as the Bank, undertake to pay to the **EdCIL Vidyanjali Foundation** an amount not exceeding ₹ \_\_\_\_\_ ( ₹ \_\_\_\_\_ only) on demand by the **EdCIL Vidyanjali Foundation**.

2. We \_\_\_\_\_ (Indicate the name of the bank, further agree that ( and promise) to pay the amounts due and payable under this guarantee without any demur merely on a demand from the **EdCIL Vidyanjali Foundation** through the Head Operations, **EdCIL Vidyanjali Foundation** or \_\_\_\_\_ (Designation & Address of contract signing authority), stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the **EdCIL Vidyanjali Foundations** by reason of any breach by the said Agency of any of the terms of conditions contained in the said agreement or by reason of the Agency failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹ \_\_\_\_\_ ( ₹ \_\_\_\_\_ Only).

3. (A) We \_\_\_\_\_ (indicate the name of Bank ) further undertake to pay to the **EdCIL Vidyanjali Foundation** any money so demanded notwithstanding any dispute or dispute raised by the Agency in any suite or proceeding pending before any court or Tribunal relating to liability under this present being absolute and unequivocal.

a. The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment there under and the Agency shall have no claim against us for making such payment.

4. We \_\_\_\_\_ (Indicate the name of bank) to further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the period of the said agreement and that it shall continue to be enforceable till all the dues of the **EdCIL Vidyanjali Foundation** under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged by \_\_\_\_\_

(Designation & Address of contract signing authority) on behalf of the **EdCIL Vidyanjali Foundation** certify that the terms and conditions of the said agreement have been fully and properly carried out by the said Agency and accordingly discharges this guarantee.

5 (a) Notwithstanding anything to the contrary contained herein the liability of the bank under this guarantee will remain in force and effect until such time as this guarantee is discharged in writing by the **EdCIL Vidyanjali Foundation** or until (date of validity/ extended validity) whichever is earlier and no claim shall be valid under this guarantee unless notice in writing thereof is given by the



**FORM-10: FORMAT OF CONTRACT AGREEMENT**

THIS AGREEMENT made on the ..... day of ..... 2026 between EdCIL Vidyanjali Foundation (EVF), Noida (hereinafter "the Client") on the one part and M/s \_\_\_\_\_ (Name & address of Successful Bidder) (Hereinafter called the "Technical Partner") of the other part:

WHEREAS the services are desirous to Support to EdCIL Vidyanjali Foundation for utilization and management of Scholarship Portal Services Including Fundraising Support (Brief Description of Goods and Services) and has accepted a bid by the Technical Partner for the services as \_\_\_\_\_ (Hereinafter called "the Contract Rate")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz.,
  - a. The Rate Schedule submitted by the Bidder;
  - b. The Scope of Work;
  - c. The Terms & Conditions;
  - d. The EVF's Notification of Award/ Work Order
3. In consideration of the payments to be made by the EVF to the Successful bidder as hereinafter mentioned, the Successful bidder hereby covenants with the EVF to provide the goods and services and to remedy defects herein in conformity in all respects with the provisions of the Contract.
4. The Client hereby covenants to pay the Technical Partner in consideration of the provision of the services, the Contact rates or such other sum as shall become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. **TOTAL VALUE:**
6. **DELIVERABLES:**

IN WITNESS where of the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

**Signed, Sealed – On behalf of EdCIL Vidyanjali Foundation**

**Signed, Sealed – On behalf of Technical Partner**

**FORM11: LIST OF AUTHORIZED BANKS FOR BG**

Following banks are permissible for accepting Bank Guarantees:

**I- SCHEDULED PUBLIC SECTOR BANKS**

<b>Sr. No</b>	<b>Name of the Bank</b>
1	Bank of Baroda
2	Bank of India
3	Bank of Maharashtra
4	Canara Bank
5	Central Bank of India
6	Indian Bank
7	Indian Overseas Bank
8	Punjab & Sind Bank
9	Punjab National Bank
10	State Bank of India
11	UCO Bank
12	Union Bank of India

**II- SCHEDULED PRIVATE SECTOR BANKS**

<b>Sr. No</b>	<b>Name of the Bank</b>
1	HDFC Bank Ltd
2	ICICI Bank Ltd
3	Axis Bank Ltd
4	Kotak Mahindra Bank Ltd
5	IndusInd Bank Ltd

**FINANCIAL BID**  
**Instructions to Bidders**

1. Financial Bid shall be submitted with full price details.
2. Financial Bid shall contain only the prices duly filled in as per the format given in Schedule of Rates provided in the tender document.
3. The Bidder should quote for all the items listed in this document. In case, the Bidder/s does not quote for all the items, the Bid shall be treated as incomplete and shall be rejected summarily.
4. The rate shall be inclusive of all charges including transportation, lodging, travel, manpower, insurance or any other taxes etc. if applicable and nothing shall be paid extra. All expenses for the given scope of work shall be borne by the successful bidder.
5. The bid shall be evaluated on total value of all items as shown in Excel sheet and the rate must be valid for any location in India.
6. Price bid has to be filled online on EdCIL's E-tendering Portal. In case, the financial bid documents are not complete in all respect the same should be treated as incomplete at financial bid stage and shall be considered non-responsive.

**FORM 12: FINANCIAL BID COVERING LETTER**

**Financial Proposal Submission Form**

**To:**  
**Head Operations,**  
**EdCIL Vidyanjali Foundation.**  
**EdCIL House, 18 A, Sector 16 A,**  
**NOIDA 201301**  
**Uttar Pradesh**

**Subject: Open Two packet e-tender for Selection of Agency for Scholarship Management and Fund-raising Support;**

Sir/Madam,

We, the undersigned, offer to provide the subject services in accordance with your detailed terms of reference dated \_\_\_\_\_ subsequent corrigendum (if any). Our attached financial proposal is uploaded online.

**1. PRICE AND VALIDITY**

- a) All the rates mentioned in our bid are in accordance with the terms as specified in the detailed terms of reference documents. All the rates and other terms and conditions of this Bid are valid for the entire duration of the contract.
- b) We hereby confirm that we understand that all the applicable taxes shall be including in the prices mentioned in the Financial Bid.

**2. QUALIFYING DATA**

We confirm having submitted the information as required by the detailed terms of reference document. We are not submitting any assumptions or conditions with our financial proposal as it is all inclusive proposal. EVF reserves the right to reject our proposal in case of any discrepancy or conditions found with our proposal.

**3. BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the detailed terms of reference document. Our bid prices are mentioned in the submitted Financial Bid.

Our Financial Bid shall be binding upon us subject up to expiration of the validity period of the Proposal. We understand you are not bound to accept any proposal you receive. We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

Thanking you,

(Authorized Signatory of Bidder)

Signature:  
Name:  
Designation:  
Address:  
Seal:  
Date:

**PRICE BID FORMAT  
(PRICES TO BE FILLED IN EXCEL SHEET)**

**Summary Sheet**

<b>Name of Work</b>	<b>Open Two packet e-tender for Selection of Agency for Scholarship Management and Fund-raising Support</b>
<b>NIT No</b>	EVF/2026/02 Dated:27.03.2026
<b>Name of Bidder</b>	

<b>Sl.</b>	<b>Specifications</b>	<b>Quoted percentage of Fund raised (inclusive of GST)</b>
1	Overall Percentage for fundraising through Corporate CSR and Philanthropy along with the execution of the scholarship activities through portal as defined in the scope of work.	
	<b>Quoted Percentage (In Words)</b>	

**Note:**

- I. Discount or any other offers affecting the package price must be mentioned here only and shall not be considered if mentioned at any other place of the bid.
- II. Bids shall be evaluated based on total amount with taxes.
- III. The bidder quoting for the above items then the bidder must comply with all the specifications as prescribed in the RFP.
- IV. The EVF account may be audited by CAG or other statutory bodies. Therefore, necessary clarifications and documentation wherever required shall be the responsibility of the successful bidder.
- V. As on date EVF does not have the FCRA authorization to receive the foreign funding.
- VI. **EVF reserves its right to select one or more agencies at an agreed percentage and allot the working zones/ areas/ fields for the purpose of maximise the scholarship coverage.**
- VII. EVF reserves the right to utilize the portal of the successful bidder for the EVF's existing scholarships. No extra charges for its utilization shall be paid to the successful bidder.