

## REQUEST FOR PROPOSAL (RFP)

For

**Development of three separate e Learning Modules/Online Course Contents on (i) Gender Sensitization, (ii) Creating Awareness on Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act, 2013) and (iii) a specialized course content for training of Internal Committee/Local Committee Members constituted under POSH Act to instill Gender Sensitivity among selected audiences and making work spaces more inclusive for women**



**-Tender Notice-**

**Development of three separate e Learning Modules/Online Course Contents on (i) Gender Sensitization, (ii) Creating Awareness on Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act, 2013) and (iii) a specialized course content for training of Internal Committee/Local Committee Members constituted under POSH Act to instill Gender Sensitivity among selected audiences and making work spaces more inclusive for women**

**Office of the Joint Secretary  
National Commission for Women Plot No 21, Jasola Institutional Area,  
New Delhi 110025  
E-mail: [jsncw-wcd@nic.in](mailto:jsncw-wcd@nic.in) Phone: 011-26944805  
Website: <http://ncw.nic.in>**

1. The National Commission for Women invites technical and financial proposals in two bid system from eligible Companies/ Registered Societies for **Development of e Learning Modules/Online Course Contents** on the following topics:-
  - i. Gender Sensitization training (Bilingual; English and Hindi) approx. – 40 to 45 mins
  - ii. POSH Act, 2013 - Awareness course (Bilingual; English and Hindi) approx.- 40 to 45 mins
  - iii. POSH Act, 2013 – Internal/Local Committee Training course (Bilingual; English and Hindi) approx. 6 to 6:15 hours.
  - iv. The content of module should use multimedia tools and can consist of Audio, Video Lectures, Presentation Slides/videos, Notes, Text, eBooks etc., resulting into end to end content development. It should not only be limited to digital short films & videos but also include concept, script, voice over, background music, speeches, graphics, animation, etc., which may be required to make the content suit the deliverables.
  
2. Participating companies must fulfill the following pre-requisites:
  - i. The Applicant shall be a Company/Registered Society of repute either (1) Public Limited Company OR (2) Private Limited Company OR (3) Partnership Firm OR (4) Registered Society and that such company/registered society should be in existence in India for at least last three years as on date of the bid. The applicant must have experience of similar work with Indian clients, whether Government, corporate or not-for-profit organizations and they should mention it in their proposal.
  - ii. The Company/Registered Society must also be registered under Income Tax/ Goods and Service Tax Act and other applicable tax laws, as the case may be.
  - iii. The Company/ Registered Society should not have been blacklisted by Central Government or any State Government or any other Public Sector Undertaking or a Corporation as on the date of RFP. The companies that are in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government will not be eligible for this tender process. An undertaking to this effect should be submitted as part of the RFP.
  - iv. Preference will be given to the Companies/ Registered Societies which have previous experience of creating educational/awareness material for promoting gender inclusive society.
  - v. The bidder shall have minimum average annual turnover of Rs 1.0 crore and specifically minimum average turnover of Rupees 15 lakhs from e learning and development consultation in the last three years.
  - vi. The bidder must include Copies of (A) Certificate of Incorporation/Registration, (B) GST number registration, (C) PAN Card, (D) Self-certified letter in the format provided in RFP

duly signed by authorized signatory of the applicant, (E) Certificate from Statutory Auditor/ Chartered Accountant clearly stating turnover and (F) CV along with scanned copies of education & experience certificates of at least 3 core team members of the applicant in subjects like gender related issues, animation/ film/ media/ graphics. Proposal without these documents will be treated as ineligible and shall be summarily rejected.

vii. The Government of India rules/policies regarding exemptions for Start-ups & MSMEs (Public Procurement Policy) will also be applicable for this RFP.

3. Interested companies may download the complete Request for Proposal (RFP) document from the website <http://eprocure.gov.in> or <http://ncw.nic.in>. The eligible applicants may submit their proposals online at website <http://eprocure.gov.in>. Hard copy of the proposal shall not be sent to the Commission.

4. **Table No–1 Key information/ dates/ address:**

<b>S. No</b>	<b>Description</b>	<b>Important Information</b>
I.	Date of online publication	15.01.2024 - 03:00 PM
II.	Starting of downloading of e-tender documents	15.01.2024 - 03:00 PM
III.	Last date of seeking clarification of RFP	Up to at 3:00 PM by sending email to <a href="mailto:jsncw-wcd@nic.in">jsncw-wcd@nic.in</a> , <a href="mailto:kanchankhattar.new@gov.in">kanchankhattar.new@gov.in</a> before 22.01.24
IV.	Pre-bid meeting	On 22.01.2024- 03:30 PM
V.	Proposal submission –Start date /time	On 22.01.2024 -04:00 PM onwards
VI.	Proposal submission –End date /time	On 15.02.2024- 03:00 PM
VII.	Date /Time of opening of Technical proposal	On 16.02.2024 at 04:00 PM
VIII	Date of public opening of Financial proposal	Will be intimated to the qualified applicants separately.

5. All amendments, time extension, clarifications etc. will be uploaded on the website <http://eprocure.gov.in> only and will not be published in newspaper. The bidder should

regularly visit the website <http://ncw.nic.in> or <http://eprocure.gov.in> to keep them updated.

6. The validity of the RFP will be One year from date of publication.
7. The applicant shall pay a non-refundable application fee of Rs. 1000/- in the form of Demand Draft drawn in favor of **"Pay & Account Officer, National Commission for Women"**, payable at New Delhi.



**Joint Secretary**  
**National Commission for Women,**  
**Plot No 21, Jasola Institutional Area,**  
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## REQUEST FOR PROPOSAL (RFP)

### FOR

**Development of three separate e Learning Modules/Online Course Contents on (i) Gender Sensitization, (ii) Creating Awareness on Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act, 2013) and (iii) A Specialized course content for training of Internal Committee/Local Committee Members constituted under POSH Act to instill Gender Sensitivity among selected audiences and making work spaces more inclusive space for women.**

#### **1. INTRODUCTION**

The Competent Authority, National Commission for Women invites technical and financial proposals in two bid system from eligible Company/Registered Society of repute either (1) Public Limited Company OR (2) Private Limited Company OR (3) Partnership Firm OR (4) Registered Society for Development of three separate e learning Modules/Online Course Contents on (i) Gender Sensitization, (ii) Creating Awareness on Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act, 2013) and (iii) A Specialized course content for training of Internal Committee/Local Committee Members constituted under POSH Act to instill Gender Sensitivity among masses and making work spaces more inclusive space for women. The RFP includes the following documents:

**1.1.** Letter of Invitation, see Annexure I

**1.2.** Technical Proposal, should include following documents:-

**1.2.1.** Certificate of Incorporation/Registration,

**1.2.2.** GST number registration,

**1.2.3.** PAN Card,

**1.2.4.** Self-certified letter in the format provided in RFP duly signed by authorized signatory of the applicant,

**1.2.5.** Certificate from Statutory Auditor/ Chartered Accountant clearly stating turnover and

**1.2.6.** CV along with scanned copies of education & experience certificates of at least 3 core team members of the applicant in subjects like gender related issues, animation/ film/ media/ graphics.

**1.2.7.** Presentation along with details of the similar projects undertaken earlier with their online links.

**1.3.** Financial Proposal, for Standard Forms, see Annexure-II

2. **VALIDITY OF APPLICATION:** The Application shall be valid for a period of 1 year from the last date of submission of applications. NCW retains the right that in exceptional circumstances at its own discretion it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

### 3. **BACKGROUND**

- 3.1. Gender discrimination is often the result of conscious and unconscious bias acquired through generations of conditioning. Gender sensitization training at all levels is critical to addressing bias and thus creating a positive and inclusive society as well as workplace atmosphere. The Gender Sensitization Awareness Programme would facilitate inculcating values of equality, inclusivity and diversity, which are essential for building a healthy society and thus creating a positive and inclusive atmosphere.
- 3.2. The development of online module on Gender Sensitization is conceptualized by NCW for creating awareness among masses to understand gender related terminology; the distinction between sex and gender, to reflect upon the ways in which gender and other gender related terminology are socially constructed and the important role that education can play in sensitizing the people to change their mindset.
- 3.3. Workplace sexual harassment not only creates an insecure and hostile working environment for women but also impedes their ability to deliver in today's competing world. The POSH Act, 2013 has been enacted with the objective of preventing and protecting women against workplace sexual harassment and to ensure effective redressal of complaints of sexual harassment.
- 3.4. While the statute aims at providing every woman (irrespective of her age or employment status) a safe, secure and dignified working environment, free from all forms of harassment, proper implementation of the provisions of the statute remains a challenge.
- 3.5. NCW aims to create an e-learning Module on Gender Sensitization & create awareness on POSH Act, 2013 with a concrete understanding about sexual harassment and enlighten the learners about the redressal procedures. This online course is to be created with the intention to reach out to wider target groups.
- 3.6. The content of module should use multimedia tools and can consist of, Audio, Video Lectures, Presentation Slides/videos, Notes, Text, eBooks etc., end to end content development It should not only be limited to digital short films & videos but also includes concept, script, voice over, background music, speeches, graphics, animation, etc., which may be required to make the content suit the deliverables.
- 3.7. For effective implementation of the POSH Act, 2013 it is essential that Members of Internal Committee/Local Committee Members constituted under POSH Act should learn their roles and responsibilities and this could be achieved through their regular

training programs. Conducting these trainings regularly by the employers remains a challenge due to various reasons including cost especially in small workplaces.

**3.8.** In order to ensure better implementation of the POSH Act, it is very crucial that good quality training is made available to all stakeholders free of cost. In order for the trainings to reach the remotest areas in the country, it is desirable to have e-modules which can be made available on-line. NCW is looking for good quality online courses (e-modules) that can be hosted on Government LMS and also on NCW portal for free access for everybody.

**3.9.** NCW aims to provide self e-learning Modules with easy language and animated scenarios for enabling small, medium and large companies across the country to create awareness among their employees as well as impart training to internal Committee and Local Committee/Local Committee Members on this critical compliance requirement for better accessibility and understanding.

**3.10.** These three e-learning modules should be in English and Hindi.

**3.11.** The following are the specifications for modules:-

**3.11.1.** The approach of instructional design of the course should be based on some research and psychological frameworks as well as theory of change based on adult learning theories.

**3.11.2.** The videos should contain high quality 2D and above animation original illustrations free from any copyright.

**3.11.3.** The videos should also contain dramatized case studies or other such high engagement content of high quality for better learning.

**3.11.4.** The course should have intermittent assessments (questionnaires etc.) for enabling redressal of any learning gaps.

**3.11.5.** The content should be of a high quality and engaging as well as extensively researched for accuracy.

**3.11.6.** The content should be relevant to Indian context and images and characters in the video should be of Indian look and feel.

**3.11.7.** The voiceover in the videos should have an Indian accent.

**3.11.8.** The modules should allow for interactive activities which can be used by trainers during the session.

**3.11.9.** The modules/course content will be the exclusive property of NCW and carry name and logo of NCW only

#### **4. ELIGIBILITY CONDITIONS AND EVALUATION OF TECHNICAL PROPOSALS**



**4.1. Pre-qualification Criteria-** The pre-qualification proposals of only those bidders who pass the pre-qualification criteria will be opened and passed on to the bid Evaluation Committee constituted by NCW for evaluation of the bids. The bidder will be assessed on the pre-qualification ('PQ') criteria as indicated below.

S.No	Basic Requirements	Eligibility Criteria	Document to be submitted
PQ1	Legal Entity	The bidder must be a Private Limited Company, Public Limited Company, Partnership Firm or Registered Society and should be in existence in India for at least the last three years as on date of Submission of the bid.	<ul style="list-style-type: none"> <li>• Copy of Certificate of Incorporation/ Registration</li> <li>• Copy of GST registration number Copy of PAN Card</li> </ul>
PQ2	Blacklisting	The bidder should not be debarred/ blacklisted by any Government/ PSU in India for failure to perform or deliver services as on date of submission of the bid.	<ul style="list-style-type: none"> <li>• A self-certified letter signed by the authorized signatory of the bidder.</li> </ul>
PQ3	Experience	The bidder must have experience of conducting similar work (that they should mention in their proposals) with Indian clients, whether Government, corporate or not-for-profit organizations.	<ul style="list-style-type: none"> <li>• Details of such projects along with links to be shared, duly attested by the bidder</li> <li>• Scanned copies of CV educational qualifications &amp; experience certificates of at least three core team members of the applicant in subjects like gender related issues, animation/ film/ media/ graphics etc.</li> </ul>
PQ4	Experience of creating e learning module and courses	The organization should have a proven track record of creating online courses and 2D and above content for Government and Private organizations in Hindi/English.	
PQ5	Average Annual turnover during last three years	The bidder shall have minimum average annual turnover of Rs 1.0 crore and specifically minimum average turnover of Rupees 15 lakhs from e learning and development consultation in the last three financial years.	<ul style="list-style-type: none"> <li>• Certificate from the Statutory Auditor / Chartered Accountant clearly stating turnover of previous 3 FYs.</li> </ul>

## 4.2. Technical Evaluation

Sr. No.	Criteria	Evaluation parameters	Max. Marks	Documents Required
<b>Relevant Experience (40 Marks)</b>				
TQ1	Bidder should have an experience of creating e- content and online courses in 2D and 3D in bilingual mode with other organizations	<ul style="list-style-type: none"> <li>• One previous similar project- max 5 marks</li> <li>• Two previous similar projects- max <b>10 marks</b></li> <li>• Three or more similar projects- max <b>15 marks</b></li> </ul> (Projects should be commissioned or bought by Govt. Department/Bodies etc. or Similar projects should be launched on paid learning platforms)	15	<ul style="list-style-type: none"> <li>• Share links of such content along with details regarding the project with number of subscribers.</li> <li>• A self-certified letter signed by the authorized signatory of the bidder.</li> <li>• Technical Proposal shall include a presentation, along with details of the projects prepared earlier.</li> </ul>
TQ2	Subject matter experts from the field of Legal, Psychology, Content development with more than 10 years of experience.	<ul style="list-style-type: none"> <li>• Scanned copies of CV along with education &amp; experience certificates of at least 3 core team members of the applicant in subjects like law, gender related issues, animation/ film/ media/ graphics etc.</li> </ul>	10	Credentials and references will be sought at NCW's request.

Sr. No.	Criteria	Evaluation parameters	Max. Marks	Documents Required
TQ3	Average annual turnover from e-learning and development consultation in the last three financial years.	<ul style="list-style-type: none"> <li>• Average turnover of Rupees 15 lakhs from e learning and development consultation in the last three financial years. - <b>5 marks</b></li> <li>• Average turnover between Rs. 15 to 20 lakhs from e learning and development consultation in the last three financial years – <b>10 marks</b></li> <li>• Average turnover more than 20 lakhs from e learning and development consultation in the last three financial years – <b>15 marks</b></li> </ul>	15	A certified copy of Average Turnover by the authorized signatory of the bidder.
<b>Presentation &amp; Demo (60 Marks) –To be conducted by bid evaluation committee</b>				
TQ4	Understanding of Gender and sexual harassment in the Indian context including Psychology and adult learning theories for change in mindsets	–	20	Index of the course to be submitted with proposal and demo of the content and online course to be shown on the day of the presentation.
TQ5	Quality of production of videos, Instructional design methodologies and assessments.	Evaluation Parameters on following factors:- <ol style="list-style-type: none"> <li>1. Course content</li> <li>2. Animated content</li> <li>3. Interview/Live content</li> <li>4. Questionnaire/Sample Test etc.</li> </ol>	40	The presentation should include details of the content to be included in the module including visual graphic to make the content user friendly. A sample of 3-4 videos on course content of min 30 sec duration should be included in

Sr. No.	Criteria	Evaluation parameters	Max. Marks	Documents Required
				the presentation
		<b>Total</b>	<b>100</b>	

**4.3. Deliverables, Payments, Milestones and Timeline:** - The output will have to be delivered by the Agency as per the time frame indicated as below table.

S.No.	Deliverables	Timeline	Payment
1.	Gender Sensitization course –in bilingual languages; English and Hindi with NCW logo and branding- 40 to 45 mins duration.	Within 30 days from award of work / signing of MOU	Payments will be on the approval of the e Module/ Course Content by NCW. No advance payment will be made by NCW.
2.	POSH Act, 2013 online Awareness course content in bilingual languages; English and Hindi with NCW logo and branding. Awareness course – 40 to 45 mins duration	30 days from award of the MOU	
3.	A specialized course content for training of Internal Committee/ Local Committee Members constituted under POSH Act in bilingual languages; English and Hindi with NCW logo and branding- 6 to 6.15 hours duration	60 days from award of work / signing of MOU	

#### 4.4. Checklist of Documents

- 4.4.1. Copy of GST registration number and Copy of PAN Card.
- 4.4.2. A self-certified letter signed by the authorized signatory of the bidder.
- 4.4.3. Copy of Certificate of Incorporation/ Registration.
- 4.4.4. CV along with scanned copies of education & experience certificates of at least 3 core team members of the applicant in subjects like gender related issues, animation/ film/ media/ graphics etc.
- 4.4.5. A certified copy of Annual Turnover by the authorized signatory of the bidder.
- 4.4.6. Index of course to be submitted with proposal and demo of the content and online course to be shown on the day of the presentation.
- 4.4.7. PPT to be made with sample 3-4 videos on course content of min 30 sec duration

- 4.4.8. Samples of such content to be provided in the proposal.
- 4.4.9. Certificate from the Statutory Auditor / Chartered Accountant clearly stating turnover of previous 3 FYs.
- 4.4.10. Samples of such content to be provided in the proposal. Share samples of such content along with number of viewers who have accessed those contents.

#### 4.5. Financial Bid evaluation

- 4.5.1. Financial bids are to be submitted as per Annexure II.
- 4.5.2. The financial proposal of only the technically qualified bidders who have scored 50 or above in the technical evaluation shall be considered for the financial evaluation.
- 4.5.3. Financial score of the bidder will be calculated based on the given formula:  
**Financial Score of the applicant = (Lowest quoted rate among all the applicants / rate quoted by the applicant) x 100**
- 4.5.4. The composite score for the applicant bidder will be calculated with the weightage in the **ratio Technical: Financial as 60:40**. That is **Composite score= (technical score x 0.6) + (financial score x 0.4)**. The bidder with the highest composite score will be considered for award of work.
- 4.5.5. In case, it is found that more than one bidder has highest composite score, the bidder with higher technical score will be considered for award of work. However, the decision of NCW in such cases shall be final and binding on all bidders.

#### Sample worked out

Proposals	Technical score	Financial proposal in lakh	Financial score	60:40
P1	90	50	80	86
P2	80	40	100	<b>88</b>
P3	85	45	89	86.6
P4	95	55	73	86.2

#### 4.6. Overall Evaluation Process

- 4.6.1. Bidders shall be evaluated as per the pre-qualification criteria mentioned in evaluation section of this document. The bidder who fulfils all the pre-qualification criteria will qualify for further Technical Evaluation.

4.6.2. Bidders with minimum technical score of 50 out of 100 in technical evaluation (TQ) will be eligible for financial evaluation.

4.6.3. The bid evaluation committee set up by the NCW reserves the right to accept or reject any or all bids without giving any reasons thereof; and

4.6.4. The bidder shall provide required supporting documents along with their technical bids with respect to the pre-qualification criteria mentioned in the evaluation section in the RFP.

4.6.5. The composite score for the bidder will be calculated as explained above in Para 4.5.4 above

#### 4.7. Award Criteria

Post the evaluation process indicated above, NCW will award the contract to the bidder who has been selected as L1 bidder, is one having the highest composite score as given in paragraph 4.5.5 above

#### 4.8. Cost of Tender Documents

A non-refundable cost of Rs. 1000/- (Rupees One Thousand Only) in the form of Demand Draft/ Pay Order in favor of **“PAO, National Commission for Women”** payable at New Delhi. The DD may be sent to National Commission for Women by post and scanned copy of DD may be attached with RFP.

#### 4.9. Earnest Money Deposit

Earnest Money Deposit shall be Rs. 3,00,000/- (Rs. Three lakh only) and shall be deposited in the form of Demand Draft / Banker Cheque in favor of **“PAO, National Commission for Women” payable at New Delhi**. Additionally 3% of the Bid amount may be deposited as 'EPBG' PAO, National Commission for Women” payable at New Delhi

#### 4.10. Agreement Extension

This Agreement shall come into effect on the date of issue of Work Order (hereinafter the 'Effective Date') and shall continue till a period of 6 months.

#### 4.11. Project Management

##### 4.11.1. Approvals and Required Consents

The parties shall cooperate to procure, maintain, and observe all relevant and customary regulatory and governmental licenses, clearances and applicable approvals (hereinafter the “Approval”) necessary for the bidder to provide the Services. The costs of such approvals and required consents shall be borne by the bidder.

NCW shall facilitate the bidder in obtaining the Required Consents wherever NCW intervention is relevant and necessary. The bidder shall, however, not be relieved of its obligations to provide the Services and to achieve the service levels even until the Required Consents/ Approvals are obtained if and to the extent that the bidder's obligations are dependent upon such Required Consents/ Approvals.

#### **4.12. Reporting Progress**

- 4.12.1.** Bidder shall allocate a project manager who would be a single-point contact ('SPOC') for NCW for monitoring day-to-day progress on the project. The SPOC would be required to interact regularly with NCW to address issues or provide updates on the project progress. To facilitate this interaction, a team from NCW would be constituted. The members of this team will have clearly defined roles. The bidder's project manager will interact with the respective members of NCW for the project.
- 4.12.2.** The bidder shall not change its project manager without consent from NCW. In the notified and approved absence of bidder's project manager, the bidder shall appoint an alternate resource on the project the role of the project manager.
- 4.12.3.** Besides the monitoring tool, fortnightly review meetings will be held with NCW to take stock of the progress made in the project and discuss any issues/ challenges being faced by the teams. All-important team members of the bidder involved during that stage of the project will be present for these review meetings. Apart from the proposed review meetings, NCW may schedule any other meetings from time to time. The selected bidder should ensure that the relevant team members are available for any such meetings scheduled by NCW. The bidder's project manager shall draw the minutes of these meetings to record key proceedings and decisions of these meetings.
- 4.12.4.** Regular status reports on the progress made; key activities and milestones planned in next few weeks; progress against planned milestones; issues and escalations if any etc. will be submitted to NCW by the bidder's project manager during the entire duration of contract.
- 4.12.5.** The bidder agrees that NCW may change the periodicity of such reports. Formats for such reporting will be discussed and agreed with NCW.
- 4.12.6.** In case the progress of project falls behind schedule or does not meet the desired requirements for reasons solely and entirely attributable to the bidder, the bidder shall deploy extra manpower, resources, infrastructure to make up the progress or to meet the requirements at no additional cost to NCW.

#### **4.13. Terms of Payment Schedule**



**4.13.1.** In consideration of the services and subject to the provisions of the agreement signed between the winning bidder and NCW (hereinafter referred to as 'the agreement'), the bidder shall be eligible to receive payments from NCW in accordance with the terms of payment schedule of the agreement.

**4.13.2.** Except as otherwise provided for herein or as agreed between the parties in writing, NCW shall not be required to make any payments in respect of the services other than those covered by the terms of payment schedule.

#### **4.14. Invoicing and Settlement**

The bidder will submit its invoices in accordance with the following principles:

**4.14.1.** Generally, and unless otherwise agreed in writing between the parties or expressly set out in this document, the bidder shall raise an invoice for successful delivery of services on a milestone basis as per the payment schedule defined in terms of payment schedule in the agreement.

**4.14.2.** invoice shall be submitted along with the necessary approval / signoff / acceptance / certification provided by the concerned parties for the respective deliverables linked with the transactions, failing which NCW reserves the right to reject the invoices.

**4.14.3.** Along with the invoice, the bidder is required to submit the deliverables linked with the payment in softcopy, as applicable failing which NCW reserves the right to reject the invoices.

**4.14.4.** Any invoice presented in accordance with this schedule shall be in a format agreed with NCW

**4.14.5.** Invoices shall be accurate and all adjustments (if any) to payments to be made to the bidder shall be applied to the next payment invoice of the bidder.

**4.14.6.** Payment for invoices shall be made preferably within 30 days of the receipt of correct and valid invoice by NCW, which must be after completion of the said activities, and after obtaining the signoff from NCW for the required deliverables.

#### **4.15. Additional Costs**

**4.15.1.** NCW shall make payments to the bidder at the times and in the manner set out in the terms of payment schedule subject always to the fulfilment by the bidder of the obligations herein.



**4.15.2.** No invoice for extra work / charge order on account of change order will be submitted by the bidder unless the said extra work / change order has been authorized / approved by NCW in writing.

**4.15.3.** NCW shall make payments after withholding tax deductible at source as appropriate.

**4.15.4.** The successful bidder shall be entirely responsible for all the taxes (excluding the Goods & Services Tax), stamp duties, license fees and other such levies imposed etc.

**4.16. Currency of Payment**

Payment shall be made in Indian Rupees only.

**4.17. Deliverables and Timelines**

All deliverables will be deemed to have been completed only after signature of authorized personnel from NCW. The tasks that are provided in the agreement are to be performed by the bidder in such a manner that it will not affect the project schedule.

**4.18. Contract Amendments**

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by both the parties i.e. the bidder and NCW.

**4.19. Verification And Disqualification**

The NCW reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFP and the Applicant shall, when so required by the NCW, make available all such information, evidence and documents as may be necessary for such verification. CW reserves the right to reject any Proposal if at any time, a material misrepresentation is made or uncovered, or the Applicant does not provide, within the time specified by the NCW, the supplemental information sought by the NCW for evaluation of the Proposal.

**4.20. Award of Services**

The Competent Authority of NCW will issue Letter of Intent (LoI) in favor of applicant who has scored highest composite score. A Letter of Award (LoA) shall be issued, in duplicate, by the competent Authority of NCW to the selected applicant/agency and the selected company/society shall, within 7 (seven) days of receipt of the LoA, sign and return the duplicate copy of LoA in acknowledgement thereof.

#### **4.21. Execution of Agreement**

After acknowledgement of the LoA as aforesaid by the selected Agency, it shall execute the Agreement within the period of 7 days from the date of issuance of LoA.

#### **4.22. Intellectual Property Rights (IP) Clause**

NCW reserves the IPR rights of the project. All information collected, analyzed, processed or in whatever manner provided by the agency in relation to the services provided shall be the property of NCW. If the Agency wants to use the data collected consent/ prior permission of NCW must be taken.

#### **4.23. Disclaimer**

NCW shall not be responsible for late receipt of application for any reason whatsoever.

The applications received late will not be considered and will be returned unopened to source.

#### **4.24. Force Majeure**

The selected Agency shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Client in its sovereign capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the supplier shall promptly notify the NW in writing of such conditions and the cause there of. Unless otherwise directed by the Office of NCW in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

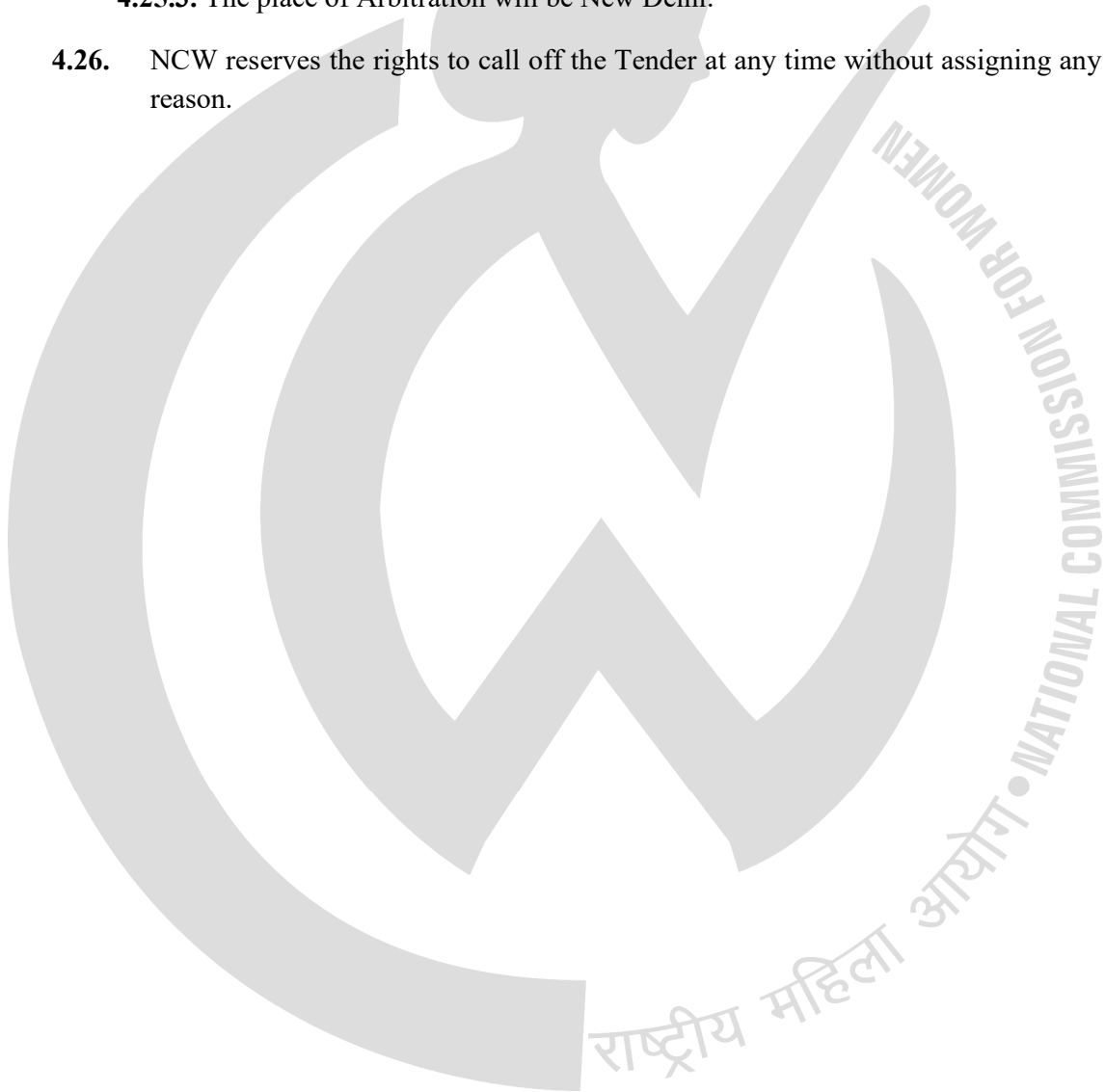
#### **4.25. Settlement Of Disputes**

**4.25.1. Amicable Settlement:** The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

**4.25.2. Dispute Settlement:** Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996. For all purposes, the Civil Court, Delhi, shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.

**4.25.3.** The place of Arbitration will be New Delhi.

**4.26.** NCW reserves the rights to call off the Tender at any time without assigning any reason.



## Annexure I: Technical Proposal Submission Forms

Format 1: Covering Letter

[Location, Date]

To:

Joint Secretary

National Commission for Women,

Plot No 21, Jasola Institutional Area, New Delhi

Dear Sir,

We, the undersigned, are interested in Development of three separate e-Modules/Online Course Contents on Gender Sensitization, Creating Awareness on Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act, 2013) and thirdly a specialized course content for training of Internal Committee/ Local Committee Members constituted under POSH Act to instill Gender Sensitivity among selected audiences and making work spaces more inclusive space for women in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal.

We hereby declare that we have read the RFP and abide by the same. [In case of any declaration, reference to concerned document attached must be made]. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate Services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**Format: Curriculum Vitae (CV) of Resource Persons/ Experts**

[Separate CV for each Resource Person/ Expert (3 persons at least)]

No specific format is required. Bidder can choose their own format for CV.

Position .....



## Annexure II: Financial Proposal

To,

Joint Secretary  
National Commission for Women,  
Plot No 21, Jasola Institutional Area, New Delhi

Dear Sir,

**Subject: Hiring of Company/Registered Society for Development of three separate e Learning Modules/Online Course Contents on Gender Sensitization, Creating Awareness on Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act, 2013) and thirdly a specialized course content for training of Internal Committee/ Local Committee Members constituted under POSH Act to instill Gender Sensitivity among selected audiences and making work spaces more inclusive space for women**

I/We applicant herewith upload the Financial Proposal for selection of my/our Company/Registered Society as applicant for the subject mentioned above.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 1 year from the last date notified for submission of the proposal.

Yours faithfully,

Signature:

Full Name:

Designation:

Address:

Tel.: Nos. (O)

(R)

(M)

E-mail: Fax

**Format: Financial Proposal**

<b>S. No.</b>	<b>Item</b>	<b>Rate Quoted per minute (in INR) all inclusive, but excluding GST</b>	<b>Total (in INR) all-inclusive but excluding GST.</b>
1	Gender Sensitization course in bilingual languages; English and Hindi with NCW logo and branding – 40 to 45 mins duration		
2	POSH Act, 2013 online Awareness course content in bilingual languages; English and Hindi with NCW logo and branding. Awareness course – 40 to 45 mins duration		
3	A specialized course content for training of Internal Committee/ Local Committee Members constituted under POSH Act in bilingual languages; English and Hindi with NCW logo and branding-- 6 to 6.15 hours duration		

**Note: Do not include the financial proposal in the Technical Bid.**