National Academy of RUDSETI

Sponsors: SDME Trust & Canara Bank

Survey No. 30, Near Govt High School, Kumbalagodu, Bengaluru Urban Dt, Bengaluru - 560074, Ph: 9449045767, E Mail: info@rudsetacademy.org ;
Website: https://rudsetacademy.org

BUYER-ADDED ADDITIONAL TERMS AND CONDITIONS (ATC)

NAME OF THE WORK: Engaging Subject Matter Experts Agency for Developing Trainee Handbook and Trainer Guide For 15 Skill Sector Courses for National Academy of RUDSETI (NAR).

1	Work name	Engaging Subject Matter Experts Agency for developing Trainee handbook and trainer guide for 15 Skill Sector courses for the National Academy of RUDSETI.
2	Method of Selection	Quality and Cost Based Selection (QCBS) Method as per GeM
3	Last date for sending queries	Date: 10.11.2026, Time: 5.00 PM Queries may be sent by email to info@rudsetacademy.org and cc to: dg@rudsetacademy.org
4	Pre-Bid Meeting	Date: 12.11.2026 Time: 11.30 AM Venue: in person at NAR Head Quarters, Bengaluru or through Video Conferencing (VC)
5	Issue of responses to pre-bid queries, addendum/ corrigendum, if required	Date: 13.11.2026 BEFORE 5.00 PM
6	Earnest Money Deposit (EMD)	**Rs 90,000 (Rupees Ninety Thousand Only) favouring national Academy of RUDSETI payable at Bengaluru.**
7	Presentation by technically responsive Bidders to NAR Team	Will be intimated to the shortlisted agencies
8	Opening of Financial Bids of technically qualified Bidders	Will be intimated through the GeM Portal or email communication

This ATC document can also be downloaded from our
NAR Website: https://rudsetacademy.org

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Ph: 9449045767, E Mail: info@rudsetacademy.org ; **Website:** https://rudsetacademy.org

Date: 03/11/2026

NOTICE INVITING OFFERS (NIO)

ENGAGING SUBJECT MATTER EXPERTS AGENCY FOR DEVELOPING TRAINEE HANDBOOK AND TRAINER GUIDE FOR 15 SKILL SECTOR COURSES FOR NATIONAL ACADEMY OF RUDSETI (NAR), KUMBALAGODU, BENGALURU-560074.

National Academy of RUDSETI (NAR), Bengaluru, invites bids through the Government e-Marketplace (GeM) under the Two-Cover Bid System from eligible and experienced agencies for providing qualified Subject Matter Experts (SMEs) for the development of Trainee Handbooks and Trainer Guides for 15 Skill Sector Courses for the National Academy of RUDSETI (NAR), Kumbalagodu, Bengaluru – 560074.

The selected agency shall be responsible for providing suitable and qualified SMEs for the development of Trainee Handbooks and Trainer Guides for the identified 15 Skill Sector Courses, in accordance with the scope of work, course requirements, technical specifications, deliverables, timelines, eligibility criteria, and other terms and conditions specified in the GeM Bid Document and Additional Terms and Conditions (ATC).

Pre-Bid Meeting: The Pre-Bid Meeting shall be conducted on 12/11/2026 at 11:30 AM at National Academy of RUDSETI (NAR), Kumbalagodu, Bengaluru – 560074. Bidders may participate either in person or through Video Conferencing (VC). Bidders intending to participate through VC shall send a request for the VC link to info@rudsetacademy.org and cc to dg@rudsetacademy.org, at least one day prior to the pre-bid meeting. Pre-bid queries may also be submitted to the above email address within the stipulated time.

Pre-Bid Clarifications: No suggestions or queries shall be entertained after the conclusion of the Pre-Bid Meeting. Any amendments, corrigenda, modifications, pre-bid clarifications/replies or other communications relating to the Bid shall be uploaded on the NAR website. No separate communication shall be issued to individual bidders.

Earnest Money Deposit (EMD): An EMD of Rs.90,000/- (Rupees Ninety Thousand only) shall be submitted along with the Technical Bid in the form of a Demand Draft drawn on a Scheduled Commercial Bank, in favour of "NATIONAL ACADEMY OF RUDSETI", payable at Bengaluru. No interest shall be payable on the EMD. Bidders claiming exemption from EMD shall submit a valid MSME/Udyam Registration Certificate or other applicable EMD exemption certificate, as per the prevailing GeM/Government provisions, in lieu of the EMD.

Right of Acceptance/Rejection: NAR shall not be bound to accept the lowest-priced bid and reserves the right to accept or reject any or all bids, in whole or in part, without assigning any reason.

We look forward to your active participation.

Sd/-
DIRECTOR GENERAL, NAR

SECTION – I

TECHNICAL EVALUATION CRITERIA FOR ENGAGING SUBJECT MATTER EXPERTS' AGENCY FOR DEVELOPING TRAINEE HANDBOOK AND TRAINER GUIDE FOR 15 COURSES

The Technical Evaluation criteria, sub-criteria and Marks are specified below:

The minimum qualifying score in the Technical Evaluation shall be 80 out of 100 marks. In addition, the bidder shall meet the prescribed qualifying requirement under each of the technical evaluation criteria/sub-criteria.

Sl. No.	Criteria & sub-criteria and methodology for assigning marks	Maximum Marks	Minimum Qualifying Marks	Document evidence to be submitted by the Firm
A.1	**Turnover and Net Worth: The Firm/Company should have an annual turnover of a minimum of Rupees Fifty Lakhs in the last three financial years till 31/03/2026 (FY 2023-24, FY 2024-25, FY 2025-26) and the Firm/Company should have a positive net worth as on 31/03/2026**	**10**	**8**	**Audited Balance Sheet, Profit & Loss Statement with UDIN number or Turnover and Net Worth Certificate certified by a Chartered Accountant (CA) with UDIN number**
	I. Less than 50 Lakhs of Annual Average Turnover in the last 3 financial years - **Nil Marks** II. 50 to 70 Lakhs of Annual Average Turnover in the last 3 financial years with positive net worth as on 31/03/2026 – **8 Marks** III. Above 70 Lakhs to 90 Lakhs Annual Average Turnover in the last 3 financial years with positive net worth as on 31/03/2026 – **9 Marks** IV. Above 90 Lakhs Annual Average Turnover in the last 3 financial years with positive net worth as on 31/03/2026 - **10 Marks** **Relaxation for MSEs and Startup Firms:** I. Less than 30 Lakhs of Annual Average Turnover in the last 3 financial years - **Nil Marks** II. 30 to 50 Lakhs of Annual Average Turnover in the last 3 financial years with positive net worth as on 31/03/2026 – **8 Marks** **III.** Above 50 Lakhs to 70 Lakhs Annual Average Turnover in the last 3 financial years with positive net worth as on 31/03/2026 – **9 Marks** **IV.** Above 70 Lakhs Annual Average Turnover in the last 3 financial years with positive net worth as on 31/03/2026 - **10 Marks**			

A.2	**Experience of the firm in projects of developing a Trainee Handbook with Training Guide to Skill Sector courses** I. Less than 5 years of experience - Nil Marks II. 5 years to 8 years of experience – 8 Marks **III.** Above 8 Years to 10 years of experience – 9 Marks **IV.** Above 10 years of experience - 10 Marks **Relaxation for MSEs and Startup Firms:** I. Less than 3 years of experience - Nil Marks II. 3 years to 5 years of experience – 8 Marks **III.** Above 5 Years to 8 years of experience – 9 Marks Above 8 years of experience - 10 Marks	**10**	**8**	**The following documents are to be submitted by the bidders** a) Certificate of Incorporation / Registration Certificate of the firm b) Copy of Work Order / Purchase Order / Contract / Agreement with Work Completion Certificate / Satisfactory Performance Certificate issued by the client / self-certified by the competent authority of the firm for the relevant assignment c) At Least two (2) Trainee Handbooks and Trainer Guides of skill courses developed and published under any previous project/s by the bidder
A.3	**Methodology, Work Plan and Timeline proposed by the Firm (A PowerPoint presentation in this regard shall be presented by the authorized representative of the firm before the NAR Evaluation Committee - The presentation date will be communicated to the bidder)** Basic Demonstration – 10 Marks Good/Moderate Demonstration – 16 Marks Excellent Demonstration – 20 Marks	**20**	**16**	Proposed Methodology, Work Plan and Timeline document to be uploaded by the bidder
A.4	**Professional Qualification and Experience of SMEs:** The NAR Evaluation Committee shall assess the proposed SMEs based on their educational qualification, relevant experience, and number of assignments completed. The proposed SMEs will also be interviewed by the NAR Evaluation Committee, and marks shall be awarded accordingly. • Minimum qualification of SMEs shall be graduation in any stream from recognized universities in India.	**60**	**48**	The bidder shall submit a separate CV for each proposed SME, i.e., a total of fifteen (15) CVs for fifteen (15) Courses. Each CV shall clearly indicate the SME's educational qualifications, total professional

	• Each SME (course) gets a maximum mark of 4 (four). To qualify under this criterion, a minimum of 3 (three) marks out of maximum 4 marks for each SME (course) shall be scored. And collectively a minimum of 48 marks out of maximum 60 marks assigned for this criterion shall be scored. The marks will be assigned based on the following parameters. **a. Experience in developing Trainee Handbook and Trainer Guide for skill courses** **b. Number of assignments regarding developing Trainee Handbook and Trainer Guide for skill course development completed** **c. Evidence of published or approved work – shall submit the** Trainee Handbook/s and Trainer Guides developed by the SMEs in the previous projects/assignments with the details of the client			experience, relevant experience, and assignments completed and developed trainee Handbook/s and trainer Gude/s in previous project/s. The bidder shall also submit documentary evidence in support of all the parameters specified under the evaluation criteria for each proposed SME. The supporting documents shall clearly establish the qualifications, relevant experience, and assignments completed and developed trainee Handbook/s and trainer Gude/s in previous project/ in the respective CV.
Total		**100**	**80**	

NOTE: NON-SUBMISSION / INCOMPLETE SUBMISSION IN RESPECT OF THE ABOVE-MENTIONED DOCUMENTS MAY LEAD TO REJECTION OF BID

SECTION – II

DETAILS/TERMS OF REFERENCE (TOR) OF THE ASSIGNMENT/WORK

B.1 OBJECTIVE:

NATIONAL ACADEMY OF RUDSETI (NAR) proposes to engage the services of Subject Matter Experts (SME) Agency to develop comprehensive and high-quality Training & Learning Materials. The content will comprise both a Participant Handbook (Trainee Handbook) and a Facilitator Guide (Trainer Guide) aligned with the syllabus and model curriculum provided by the National Academy of RUDSETI (NAR) for the below-mentioned RSETI courses.

B.2 LIST OF COURSES:

Sl No	Sector	Name of the Course	NSQF level	Duration
1	Beauty and wellness	Essentials of Hygiene & Care Products Making	2.5	150
2	Food Processing	Essentials of Jaggery Making	2	120
3	Environmental Science	Nature Product Processor	2	210
4	Printing	Flex designing and Printing Technician	3	360
5	Handicrafts	Hand-Embellished cloth bag maker	2	210
6	Handicrafts and Carpet	Essentials of Creative Upcycling	2	150
7	Handicrafts and Carpet	Essential Techniques for Decorative Pottery Painting	2	120
8	Environmental Science	Essentials of Waste Management	2	150
9	Beauty and wellness	Essentials of Mehandi Designing	2	90
10	Automotive	Technician - Special Purpose Vehicles	3	330
11	Food Processing	Fox Nut (Makhana) – Food Processor	2	120
12	Manufacturing and Engineering	Jr. RO System Technician	3	270
13	Manufacturing and Engineering	Jr. Technician for Agri-Implements	2.5	240
14	Creative Arts	Essentials of floral art and design	2	120
15	Handicrafts and Carpet	Crochet products Maker	2.5	240

B.3 SCOPE OF WORKS (Common for all 15 courses):

- Both the Participant Handbook (Trainee Handbook) and the Facilitator Guide (Trainer Guide) should be developed for each course.
- Develop content based on the detailed Syllabus, Model Curriculum and Performance criteria (PCs) provided by the National Academy of RUDSETI (NAR) and ensure all Modules, Units, and Sessions directly align with the intended learning outcomes outlined.
- Provide clear, concise, and engaging resources for both Trainers and Trainees to ensure successful skill development/enhancement.
- Provide in-depth information for trainees that support the relevant skill topics with the support of images, graphic representation and illustrations.
- Images used in the TLM should be properly aligned and positioned to avoid unnecessary formatting issues and blank spaces. The size of the images may be adjusted appropriately, based on their relevance and importance to the content, to ensure a neat and visually balanced layout.
- Trainee Handbook content should be simple, considering the entry level qualification and skill level of the course/qualification.
- Consider Adult Learning Principles while developing the content as the entry age is 18 years.
- Ensure all information is accurate, up-to-date, and relevant to the skill sector/industry and job role.
- Outline the structure of the course content clearly, including modules, units, and sessions with logical flow. Improve readability with headings, subheadings, bullet points, and other formatting techniques.
- Use standard font and font sizes as suggested by the NAR.
- Use clear, concise, and professional language with a positive tone.
- Use inclusive language and cater to diverse learning styles.
- Include a variety of learning exercises, such as multiple-choice questions, fill-in-the-blank exercises, matching exercises, short-answer questions, and problem-solving activities. Provide the corresponding answer keys in the respective sessions of the Facilitator Guide (FG).
- In the Trainer/Facilitator Guide, provide facilitation guidelines along with the main topics/details on how to effectively deliver the training programme. Elaborate on complex topics, wherever trainers may require additional support, to enable consistent and effective delivery of the sessions.
- NAR may suggest improvements during the review process.
- The final document must be submitted in both its editable/open-file format and a print-ready PDF, ensuring 100% adherence to the template provided by NAR. The submitted documents should be free from any errors in grammar, spelling, and formatting.

B.4 DELIVERABLES AND TIMELINE:

The selected bidder/Subject Matter Experts shall adhere to the schedule strictly. The total duration of this project /assignment shall be three (3) months from the date of signing of the contract. The details of deliverables and timeline are as follows:

Sl. No.	Deliverables	Timeline
A	Technical Presentation (Sample Session Development): Selected Bidder/ SMEs shall be assigned one sample session for development of Participant Handbook (PH), Facilitator Guide (FG). The sample shall be based on the actual Syllabus/Curriculum provided by the National Academy of RUDSETI.	**7 days from the date of E mail letter to those bidders who have partially qualified in the Technical evaluation.**
B	Table of Contents for the entire TLMs, including all Module Names and Unit Names, along with the fully developed first module prepared in accordance with the prescribed TLM template and guidelines along with the introductory area of TLM based on model curriculum.	**10 Days from the date of work order**
C	First Draft of the completed TLMs along with a Plagiarism and AI content detection report generated through Turnitin, iThenticate or Copyleaks and a Content originality certificate.	**50 Days from the date of work order**
D	Revised TLM Incorporating Feedback provided by NAR.	**80 Days from the date of work order**
E	Final TLM along with No Objection Certificate	**90 Days from the date of work order**

1. **Final document should be submitted within 90 Days from the date of work order. The working file should be submitted for review every 15 days as part of the continuous follow-up process. The final deliverable training material must include a Declaration of Originality, formally attesting that the entire content of the Handbook is the original work of the author, and NOC should be provided to National Academy of RUDSETI.**
2. **The fee to be quoted by the bidder shall include the fee to all the 15 courses Subject Matter Experts and all charges/fees' & all incidental expenses incurred by the Agency and the various Subject Matter Experts for preparation of the Participant Handbook (PH), Facilitator Guide (FG) for all the 15 courses. The NATIONAL ACADEMY OF RUDSETI [NAR] shall not be liable to pay any extra over & above the quoted fee to the successful Bidder and their Subject Matter Experts (SMEs).**
3. **All content must be original, and the Agency and SMEs shall comply with copyright/ Plagiarism rules.**
4. **The content should not be copied, paraphrased, or adapted from any existing source online, in print, or from internal documents, and it must clear the parameters of**

copyright certification.

5. **The Agency and SMEs shall ensure content complies with all relevant laws and regulations and shall indemnify NAR/MoRD from any third party claims arising out during project as well as after the completion of the project .**
6. **Content must be factually accurate, reflect current regulations, industry standards, and best practices. Avoid bias, stereotypes, or offensive material.**
7. **In case the content relates to health, safety, or medical topics, Agency and SMEs shall ensure that the information provided is accurate and up-to-date, and shall follow the relevant regulations.**
8. **In case the content provides financial or legal advice, clearly state that it is for informational purposes only and recommend seeking professional advice for specific situations.**
9. **The Agency and SMEs shall adhere to ethical guidelines, ensuring accuracy, balanced perspectives, and avoiding misleading practices.**
10. **All content created under this project will be the exclusive property of NAR.**
11. **The Agency and its SMEs shall maintain the confidentiality of any sensitive information provided by NAR.**
12. **NAR reserves the right to request revisions to the content until it meets all the requirements.**
13. **NAR reserves the right to terminate the agreement at any stage of the project if the Agency and its SMEs fails to comply with the terms and conditions.**

B.5 VERIFICATION OF EMD SUBMISSION BY BIDDERS:

The bidder shall upload a self-attested copy of the Demand Draft (DD) towards Earnest Money Deposit (EMD), as prescribed in the bid document. The original Demand Draft shall be submitted within 7 days from the last date for submission of bids, failing which the bid shall be liable for rejection.

The original DD shall be submitted/sent to the following address:
The Director General
National Academy of RUDSETI
Administrative Block
Survey No. 30, Kumgalagodu
Bengaluru – 560074.

Note: In case the bidder claims exemption from submission of Earnest Money Deposit (EMD), a valid exemption certificate/document issued by NSIC or any other competent Government authority shall be uploaded/submitted along with the bid, failing which the bid is liable for rejection.

B.6 PERFORMANCE GUARANTEE

The successful bidder shall submit a non-interest-bearing Performance Guarantee equal to five percent (5%) of the total Contract value (including EMD, if any) within fifteen (15) days from the date of signing the Contract. This Performance Guarantee shall be in the form of a demand draft from any nationalized bank or from a scheduled bank drawn in favour of National Academy of RUDSETI, Bengaluru or by way of Bank Guarantee. The Performance Guarantee must remain valid for Twelve (12) months from its date of issuance.

SECTION – III

METHOD OF SELECTION AND WEIGHTAGE

C.1 The Bid shall be evaluated through the Quality and Cost Based Selection (QCBS) method in accordance with the applicable GeM provisions and the evaluation mechanism configured in the GeM system.

C.2 The minimum qualifying score/marks in the Technical Evaluation shall be 80 out of 100 marks. The evaluation shall be based on the following weightages:

Evaluation Component	Weightage
Technical Evaluation	70%
Financial Evaluation	30%
Total	100%

C.3 The combined evaluation and selection shall be carried out by the GeM system in accordance with the applicable QCBS methodology and prevailing GeM provisions.

SECTION – IV

OTHER TERMS AND CONDITIONS

D.1 The decision of NATIONAL ACADEMY OF RUDSETI [NAR] is final in all matters and the NATIONAL ACADEMY OF RUDSETI [NAR] will neither entertain any correspondence in this regard nor will be bound to furnish any explanation. The acceptance of an offer will rest with NATIONAL ACADEMY OF RUDSETI [NAR], which does not bind itself to accept the lowest offer, and the NATIONAL ACADEMY OF RUDSETI [NAR] reserves its right to accept/reject any or all the offers without assigning any reasons.

D.2 The successful agency/Bidder shall undertake the services by themselves and shall not sublet or assign or transfer or subcontract any part of the services. No personnel employed by the Bidder / Subject Matter Expert or associate personnel related to the work will be liable for any sort of compensation or employment from the NATIONAL ACADEMY OF RUDSETI [NAR].

D.3 The successful agency/Bidder shall execute the agreement on a non-judicial stamp paper of appropriate value within 7 days from the date of acceptance of offer. If the successful bidder fails to sign the agreement within 7 days, NATIONAL ACADEMY OF RUDSETI [NAR] is at liberty to forfeit the full value of EMD.

D.4 Earnest Money Deposit is exempted for the Applicants with Udyam registration (MSE)/ National Small Industries Corporation Ltd (NSIC) registration, with specific exemptions permitted by NSIC. Necessary proof shall be submitted along with the tender in the Technical bid.

D.5 Canvassing in favour of the offer is strictly prohibited and any form of canvassing may make the offer liable for rejection.

D.6 Bidder shall furnish the names & designations of close relatives who are working in NATIONAL ACADEMY OF RUDSETI [NAR], if any.

D.7 The offer shall remain open for acceptance for a period of 150 days from the date of opening. No offer can be modified or withdrawn by the bidder after submission of the Bid. If any bidder withdraws the offer before the said validity period or makes any modifications in the terms and conditions of the offer, NATIONAL ACADEMY OF RUDSETI [NAR] shall, without prejudice to any other right or remedy, be at liberty to forfeit the full value of the Earnest Money Deposit as aforesaid.

D.8 Amendment of Tender Document: At any time prior to deadline for submission of Tender, the NATIONAL ACADEMY OF RUDSETI [NAR], for any reason whether, at its own

initiative or in response to a clarification requested by prospective bidder may modify the tender document by amendment. Notification of modification will be made available on the NATIONAL ACADEMY OF RUDSETI [NAR]'s website (https://rudsetacademy.org) and will be binding on all bidders and no separate communication will be issued in this regard. In order to allow prospective tenderers reasonable time in which to take the amendment into account preparing their tender, the NATIONAL ACADEMY OF RUDSETI [NAR], at its discretion, may extend the deadline for reasonable period as decided by the NATIONAL ACADEMY OF RUDSETI [NAR] for the submission of bids.

D.9 If any of the meeting dates is declared as a holiday by the Government subsequent to publish of bid document on the GeM, the next working day will be deemed to be the meeting day.

D.10 Conditional offers will be rejected summarily without assigning any reasons. Offers which are incomplete in any respect are liable to be rejected.

D.11 During the course of technical bids evaluation, if found necessary, the NAR may seek supplementary details/clarifications and the same shall be submitted within the stipulated time. Non–submission of such details in time may render such bids for disqualification from further evaluations.

D.12 No costs incurred by the bidders in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed by the NAR.

D.13 Incomplete Bids without proper documentary proofs to establish their credentials will be liable for rejection.

D.14 The EMD of unsuccessful Bidders will be returned within 30 days after the award of work.

D.15 **LIQUADATED DAMAGES FOR NON-ADHERENCE TO THE TIME LINES**: If for reasons solely and directly attributable to the consultant, if the bidder exceeds any agreed delivery date (s) or period(s), **NAR shall levy Liquidated Damages (LD) for such delay @ 0.5% per week (7days) and part thereof, subject to a maximum of 5 % (Five percent) of the value of the delayed portion of the Purchase Order**.

D.16 **ARBITRATION:** Any dispute arising during the execution of the contract shall, as far as possible, be resolved amicably through mutual discussions before referring the matter to arbitration. In the event of any dispute, difference, claim or question arising out of or relating to the interpretation of any terms and conditions of the contract, work order, scope of work, execution of work, payment, performance, or otherwise in connection with the

contract, the same shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and amendments thereof. The arbitration shall be conducted by a Sole Arbitrator to be appointed by the Competent Authority of the NAR. The decision of the Arbitrator shall be final and binding on both the parties.

The venue/place of arbitration shall be Bengaluru, Karnataka. The courts situated at Bengaluru, Karnataka alone shall have exclusive jurisdiction in all matters arising out of or relating to this contract. The language of arbitration proceedings shall be English. Pending finalization of the arbitration proceedings and award, the bidder / Subject Matter Experts shall continue to perform and discharge its obligations under the contract without disruption. The cost of arbitration shall be borne by the parties equally.

D.17 **TERMINATION OF CONTRACT:** If it is found that the quality of Participant handbook(PH) & Facilitator Guide (FG) prepared by the agency and it's any Subject Matter Experts and/or the services rendered are unsatisfactory or that the Agency & it's any Subject Matter Experts has violated any terms and conditions of the contract and agreement, then in that event, the NAR will be entitled to terminate this contract at any time without assigning any reasons whatsoever and without giving any prior notice.

If at any stage during the period of the Contract any case involving moral turpitude is instituted in a Court of Law against the Bidder / Subject Matter Expert or his associates engaged for the subject consultancy services, the NAR reserves the exclusive and special right to terminate the contract, and the Bidder / Subject Matter Expert shall not be entitled to any compensation from the NAR whatsoever.

D.18 **FORCE MAJEURE CLAUSE:** Notwithstanding anything contained in the Contract, neither the Bidder nor the NAR shall be held responsible for total or partial non-execution of any of the contractual obligations, should the obligation become unreasonably onerous or impossible due to occurrence of a 'Force Majeure' conditions which directly affect the obligations to be performed by the NAR or the Bidder. Such events include war, military operations of any nature, blockages, revolutions, insurrections, riots, civil commotions, insurgency, sabotage, acts of public enemy, fires, explosion, epidemics, quarantine restrictions, floods, earthquake, or any other natural calamities, restrictions by Govt. authorities over which the Supplier or the acts on which the Purchaser has no control.

The party claiming to be affected by Force Majeure shall notify the other party in writing without delay, within two weeks on the intervention and on the cessation of such circumstance. Extension of time sought by the Bidder along with supporting evidence and so granted by the NAR for the supply/ work affected, if any, shall not be construed as waiver in respect of remaining deliveries. Notwithstanding above provisions, NAR shall reserve the

right to cancel the order/ Contract, wholly or partly, in order to meet the overall delivery schedule and make alternative arrangements including arrangements with third party for completion of deliveries and other schedules. NAR may takeover partly processed material content at a mutually agreed price.

D.19 **APPLICABLE LAWS AND JURISDICTION OF COURTS:** Indian laws both substantive and procedural, for the time being in force including modifications thereto, shall govern Contract. The competent Indian courts shall have sole jurisdiction over disputes between purchaser and the Supplier.

D.20 **INTELLECTUAL PROPERTY RIGHTS; LICENSES:** If any Patent design, trademark or any other intellectual property rights apply to the delivery or accompanying documentation, Purchaser shall be entitled to the legal use thereof free of charge by means of a non-exclusive, worldwide, perpetual license. All intellectual property rights that arise due to the execution of the delivery by the firm/bidder and by its associates/employees or third parties involved by the bidder for performance of the agreement belong to NAR.

D.21 **GIFTS:** Any bribe, commissions, gift or advantage given, promised or offered by or on behalf of the bidder/Bidder or his partner, agent or servant or anyone on his or on their behalf to any officer, servant, representative or agent of NATIONAL ACADEMY OF RUDSETI (NAR) or any person on his or their behalf in relation to the obtaining or to the execution of or any other contract with NATIONAL ACADEMY OF RUDSETI (NAR) Ltd., shall in addition to any criminal liability which the Bidder, may incur, subject the Bidder to the cancellation of this and all other contracts with NATIONAL ACADEMY OF RUDSETI (NAR) and also for payment of any loss or damage resulting from any such cancellation to like extent, the Bidder shall be liable for any loss which NATIONAL ACADEMY OF RUDSETI (NAR) may sustain on that account. Any question or dispute as to the commissions of any offence under the present clause shall be settled by NATIONAL ACADEMY OF RUDSETI (NAR) in such manner and on such evidence of information as they may think fit and sufficient and their decision shall be final and conclusive.

D.22 **JURISDICTION:** Courts at Bangalore alone shall have jurisdiction to decide any issue/dispute arising out of the Arbitration or this Service Order in exclusion of all other Courts.

D.23 **DRAWINGS AND DOCUMENTS:** The Handbook, Guide, subject documents, and any other technical information, materials, or deliverables developed or submitted by the Agency/Bidder under this assignment shall be the sole and exclusive property of NAR. The Agency/Bidder shall not reproduce, modify, adapt, publish, translate, distribute, communicate, disclose, or otherwise use or permit the use of such materials, in whole or in

part, for any purpose.

D.24 **NON-DISCLOSURE AND INFORMATION OBLIGATIONS:** The Agency/Bidder shall provide NAR with all information pertaining to the delivery in so far as it could be of importance to NAR. The Agency/Bidder shall not reveal confidential information to its own employees not involved with the tender / Contract & its execution and delivery or to third parties. The Bidder shall not be entitled to use the NAR's name in advertisements and other commercial publications without prior written permission from NAR.

Further to above, the agency/Bidder & it's SMEs shall not divulge/share any data/information collected through the survey/findings of the survey to any person /firm. The complete process/assignment shall be treated as confidential.

D.25 **DURING ARBITRATION:** "Supplies under this Contract, if reasonably possible, may continue by mutual agreement during the dispute / Arbitration proceedings".

D.26 **PROGRESS REPORT:** The bidder shall regularly inform the progress of work and in such form as may be called for by the NAR from time to time. The submission and acceptance of such reports shall not prejudice the rights of the NAR in any manner.

D.27 **ASSIGNMENT OF RIGHTS AND OBLIGATIONS; SUBCONTRACTING:** The Agency/ bidder is not permitted to subcontract the delivery or any part thereof to third parties or to assign the rights and obligations resulting from this agreement in whole or in part to third parties without prior written permission from NAR. Any permission or approval given by the NAR shall, however, not absolve the bidder of the responsibility of his obligations under the contract.

D.28 TECHNICAL AND FINANCIAL BID FORMATS: Bidders shall submit their Technical Bid and Financial Bid through the GeM Portal in accordance with the requirements specified in the Bid Document. The Technical Bid shall be submitted as per **Section V – Technical Bid Standard Formats**. The Financial Bid shall be quoted in the Financial Bid section provided on the GeM Portal. In addition, bidders shall upload a detailed **Financial Bid Break-up in the prescribed format given at Section VI** – Break-up of Financial Bid/Proposal Format. The rates/amounts quoted in the detailed Financial Bid Break-up shall be consistent with the corresponding financial bid submitted on the GeM Portal.

D.29 PRICE INFORMATION SHALL NOT BE INCLUDED IN THE TECHNICAL BID: The Technical Bid shall not contain any price, rate, financial quotation or other price-related information pertaining to this assignment. If any price or financial information is found to have been disclosed in the Technical Bid, the bid shall be liable for rejection as non-responsive.

SECTION – V: TECHNICAL BID STANDARD FORMATS

TECHNICAL BID FORMS TO BE SUBMITTED BY THE BIDDER

The following Technical Bid Forms (Tech Forms - I to IX), duly filled in and signed, along with all relevant supporting documentary evidence, shall be submitted by the bidder as part of the Technical Bid.

Tech Form -I: Organisation Profile/Information

1.	Name of the Company/Firm	
2.	Name and designation of the Authorized representative of the firm with email and Mobile No.:	
2.a	Address (Head Office/Registered Office with telephone, Fax number, website details	
2.b	Email address and Mobile/Telephone number for communications	
2.c	Office/Branch address at Bengaluru along with details of the local in-charge's name, mobile no.	
3.a	Status of the Firm (Whether Company/ Partnership / Proprietary)	
3.b	Name of the Proprietor/ Partners/ Directors (with professional qualifications, if any):	i. ii. iii. iv.
3.c	Year of establishment	
4.a	Whether registered with the Registrar of Companies/firm. If so, No. & Date (copy to be enclosed)	
4.b	Details of Registration under various other statutory acts (attach copies of all)	
5.	Registration with Tax Authorities	
5.a	PAN No.	
5.b	GSTIN No.	
6.	Furnish the particulars of the Power of Attorney holder or letter of authorization (if applicable) for signing the Bid document	

Seal and Signature of Authorised Signatory

Name:

Designation:

Tech Form -II: Format for Bid Authorization Letter

(To be printed on the Letterhead of the Firm/Company)

Date:

To
The Director General
National Academy of RUDSETI (NAR),
Kumbalagodu,
Bengaluru – 560074.

Subject: Authorization for Submission of Bid on GeM Portal

Reference: GeM Bid No. _____ dated _____

Sir/Madam,

We, **M/s _____**, having our registered office at _____, hereby authorize Mr./Ms. _____, Designation _____, to submit and participate in the above-mentioned bid on behalf of our Firm/Company on the Government e-Marketplace (GeM) Portal.

The authorized representative is empowered to:

1. Submit the bid and related documents on GeM Portal.
2. Sign and upload all bid documents, declarations, undertakings, and correspondence.
3. Attend meetings, clarifications, negotiations, and communicate with the Buyer on behalf of the Firm/Company.
4. We hereby confirm that all acts carried out by the above authorized representative in connection with the said bid shall be binding upon the Firm/Company.

The specimen signature of the authorised representative is furnished below:

Particulars	**Details**
Name of Authorized Representative	
Designation	
Mobile No.	
Email ID	
Specimen Signature	1. 2. 3.

Seal and Signature of Authorized Signatory

Name:

Designation:

Tech Form – III: EMD DETAILS

Demand Draft No: _____ Dt._____For Rs.90,000/- (Rupees Ninety Thousand only) issued by_____ being EMD amount.

Please submit the self-attested photocopy of the DD along with the technical bid, and the original DD shall be submitted to NAR within seven working days from the last date of submission of the bid.

Seal and Signature of Authorized Signatory

Name:

Designation:

Tech Form -IV: Financial Capacity of the Firm

Furnish the Turnover and Net worth details of the Company/firm in the following format, along with the requested documentary evidence in the bid document.

Sl. No.	Year	Turnover	Net Worth as on 31st March 2026
1	2023- 2024		
2	2024- 2025		
3	2025- 2026		

Seal and Signature of Authorized Signatory
Name:
Designation:

Tech Form -V: Experience of the Firm

Sl. No.	Name of Client / Organisation with Address, Concerned Office & Telephone No.	Nature of assignment/ Project	Contract Value (Rs)	Period of Service (From – To)	Whether Work was Left Incomplete / Terminated (If Yes, furnish reasons) & Other Remarks	Name & Designation of Contact Person of the client for Performance Verification	Contact Number / Email of the Contact Person of the client for Performance Verification
1							
2							
3							

Note: The following supporting documents are to be submitted by the bidders

a) Certificate of Incorporation / Registration Certificate of the firm

b) Copy of Work Order / Purchase Order / Contract / Agreement with Work Completion Certificate / Satisfactory Performance Certificate issued by the client / self-certified by the competent authority of the firm for the relevant assignment

c) At Least two (2) Trainee Handbooks and Trainer Guides of skill courses developed and published under any previous project/s by the bidder

d) Copies of the work order/agreement and satisfactory performance certificate issued by the client shall be enclosed in support of the above details.

e) The contact persons indicated above should be authorized officials who are in a position to certify the quality and completion of services and past performance of the bidder.

f) If the space provided above is insufficient, additional sheets in the same format may be enclosed.

Seal and Signature of Authorized Signatory
Name:
Designation:

Tech Form -VI: METHODOLOGY, WORK PLAN AND TIMELINE

The Bidder shall submit a brief Methodology, Work Plan and Timeline demonstrating its understanding of the assignment and proposed approach for successful completion of the work.

Sl. No.	Particulars	Details to be furnished by the Bidder
1.	Understanding & Methodology	Brief understanding of the ToR/Work details and proposed methodology/approach.
2.	Work Plan	Activity-wise work plan, including major tasks and deliverables.
3.	Timeline	Activity-wise schedule with key milestones and completion timelines.

PowerPoint Presentation: The Bidder shall also prepare a PowerPoint presentation covering the above aspects. The firm's authorised representative shall present the presentation before the NAR Evaluation Committee. The date, time and venue/mode of presentation shall be communicated separately by NAR to the bidders.

Tech Form – VII - FORMAT – CV OF PROPOSED SUBJECT MATTER EXPERT (SME)

The Bidder shall furnish the details of the proposed Subject Matter Experts (SMEs) in the format prescribed below. A separate CV shall be submitted for each course; accordingly, the Bidder shall submit a total of 15 individual SME CVs for the 15 courses.

CV OF PROPOSED SUBJECT MATTER EXPERT (SME)

1. Personal & Qualification Details

Particulars	**Details**
Name of SME	
Proposed Course	
Educational Qualification	
Total Professional Experience	___ Years
Area of Specialization	
Communication Details: Address, Mobile No. and Email	
KYC document	

2. Relevant Experience of SME

Sl. No.	Assignment/Project	Client/Organisation	Skill Course	Role of SME	Year	Documentary Evidence
1						
2						
3						
4						
5						

3. Trainee Handbooks / Trainer Guides Developed by SME

Sl. No.	Title of Handbook/Guide	Skill Course	Client	Year	Evidence Attached
1					
2					
3					

Note: Copies of relevant Trainee Handbooks/Trainer Guides and documentary evidence establishing the SME's qualification, relevant experience and assignments completed shall be submitted along with the CV.

4. Declaration

I certify that the information furnished above is true and correct and that the assignments and Trainee Handbooks & Trainer Guides mentioned herein were undertaken/developed by me.

Signature of SME: _____
Name: _____
Date: _____

5. Certification by Bidder

Certified that the above SME is proposed for the indicated course and that the information and supporting documents submitted are true and verifiable.

Authorised Signatory: _____
Name & Designation: _____
Firm Seal: _____

Tech Form -VIII- DECLARATION ON BLACKLISTING

Ref: Date:

To,
The Director General
National Academy of RUDSETI,
Administrative Block
Survey No.30, Kumbalagodu,
Benglauru – 560074.

In response to the GeM Bid No. _____ dated_____ as owner/ partner/ Director of_____ I/We hereby declare that our Firm is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time. We have not been blacklisted by any PSU, Government Ministry/Department or any other agency in the past. We also undertake that no employee of the National Academy of RUDSETI is in any way connected with or directly involved in the management or activities of our company.

Signature:

Name:

Designation:

Seal:

Tech Form – IX – DECLARATION – TECHNICAL BID

1. All the information furnished in the Technical Bid by me/us above is correct to the best of my knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexures.
3. I / We agree that the decision of the NATIONAL ACADEMY OF RUDSETI in the selection of Service Providers will be final and binding on me/us.
4. I/We have carefully read and understood all the instructions, terms, and conditions stipulated in the bid document. I/We hereby declare that the information furnished by us is true and correct to the best of our knowledge and belief. If any information furnished is found to be false, misleading, or incorrect at any stage, the contract shall be liable for cancellation/termination at the sole discretion of the NAR.

Place:
Date:

SIGNATURE OF AUTHORIZED SIGNATORY
NAME & DESIGNATION

Enclosures

1.
2.
3.
4.

SECTION – VI

BREAK-UP OF FINANCIAL BID/PROPOSAL FORMAT (Shall be part of the Financial Bid)

Sl. No.	Name of the Course	Duration	Development Charges: Trainee Handbook and Trainer Guide for the Course (INR)	GST @ (INR)	Total Amount (INR)
1	Essentials of Hygiene & Care Products Making	150			
2	Essentials of Jaggery Making	120			
3	Nature Product Processor	210			
4	Flex designing and Printing Technician	360			
5	Hand-Embellished cloth bag maker	210			
6	Essentials of Creative Upcycling	150			
7	Essential Techniques for Decorative Pottery Painting	120			
8	Essentials of Waste Management	150			
9	Essentials of Mehandi Designing	90			
10	Technician - Special Purpose Vehicles	330			
11	Fox Nut (Makhana) – Food Processor	120			
12	Jr. RO System Technician	270			
13	Jr. Technician for Agri-Implements	240			
14	Essentials of floral art and design	120			
15	Crochet products Maker	240			
16	**Other expenditures, if any (Type expenditures - details shall be furnished by the bidders)**				
Grand Total (Rupees _____)					

SECTION – VII:

CHECKLIST FOR SUBMISSION OF BID FORMATS

CHECKLIST FOR ENCLOSURES

(Bidder should fill in YES or NO without fail)

Sl. No.	Bid Enclosures	Yes or No
1.	Whether the Technical Bid contains the following:	
1.1	**Authorized Signatory:** Signed and stamped Letter of Authorization or Power of Attorney for signing the bid document.	
1.2	**EMD:** Whether the Earnest Money Deposit (EMD) amount as specified in the bid is submitted along with the Technical Bid	
1.2a	**Exemption for EMD:** In case of claiming exemption from EMD, valid document/ certificate for Exemption of EMD from NSIC/Similar Government authorities is submitted	
1.4	**Technical Bid:** Duly filled up all Tech Forms (Tech Form – I to IX) along with the documentary evidence is signed by the authorized signatory and submitted	
1.5	**Financial /Price Bid:** Duly filled BREAK-UP OF FINANCIAL BID/PROPOSAL FORMAT is signed by the authorised signatory and submitted	

This checklist should be enclosed along with the technical bid

Seal and Signature of Authorized Signatory

Name:

Designation: