



**Indian Institute of Technology Kanpur  
Kanpur-208016**

**Call for Expression of Interest For  
Empanelment of Ed-Tech Service  
Partner**

**26 March 2021**

**EOI No.: CCE/IITK/2021/01**

## **1. DESCRIPTION OF THE REQUIRED SERVICES**

The Indian Institute of Technology Kanpur (IITK) has taken the initiative to launch a series of online academic courses and programs for the working professional. To help the Institute on the logistics, Expression of Interest (EOI) is invited from firms that have relevant expertise and experience in the required areas.

## **2. MODEL OF ENGAGEMENT**

### **Part A: Pre-admissions, Marketing and Student Engagement:**

The partner will be responsible for marketing, sales, support in student selection and enrollment. The partner will be responsible for design of program collateral including website, brochures, advertisement etc. specific to each program in consultation with the Institute. The partner will engage with prospects, provide necessary information corresponding to the program, facilitate the selection process and enable enrollment of eligible students into the program. The partner will also be responsible for running an email, phone & chatbot help desk to handle all communications and queries related to the program from the prospects.

### **Part B: Digital Platform for curriculum delivery and assessments:**

The digital platform should support Synchronous Learning, Asynchronous Learning and Assessments. Instructors and their teaching associates should be able to deliver lectures synchronously via interactive online sessions that can be attended by students across the country. Students should also be able to access the technology platform asynchronously enabling them to learn 24x7 using pre-recorded content from the comfort and safety of their home. The platform should also support conduct of quizzes and final exams using manual and/or auto-proctoring with full academic rigor.

The Institute requests you to send your Expression of Interest for either Part A or Part B or both given above. Eligibility criteria along with specific details of services required and various functional and non-functional requirements are given below.

### 3. TENDERING AND SELECTION PROCESS

To empanel vendors for the Ed-Tech Service, we have two-phases of tendering process. In the first phase, we invite vendors to indicate their Expression of Interest (EOI). Vendors should submit their past experiences and technical capabilities. An empowered committee will select a set of suitable vendors for the next phase based on their technical solution, experiences, and financial stability as submitted in EOI documents.

The selected set of vendors would then be invited to participate in technical and financial bids for the next phase. We will provide our detailed requirements to this set of vendors. Final selection among these vendors will be based on their technical solution, demonstration, presentation and financial bid.

The EOI process will have the following detailed steps and tentative timeline.

Activity	Date of completion
Release of EOI	March 26 <sup>th</sup> , 2021
Queries and doubt clarifications	Upto April 5 <sup>th</sup> , 2021 (4.00 PM)
Submission of EOI response	April, 09 <sup>th</sup> 2021 (upto 4.00 PM)

IITK reserves the right to make any changes deemed suitable in the above process depending on the need. While IITK will attempt to follow the above timeline, it reserves the rights to change the dates if required; the changed schedule, if any, will be posted on the website.

The vendors are requested to send their detailed EOI response to email address [CCE@IITK.AC.IN](mailto:CCE@IITK.AC.IN) with subject as **EOI-Ed-TECH SERVICES** by **09<sup>th</sup> April 2021 (upto 04:00 PM)**.

**Office of the Centre for Continuing Education,  
Room No. 207, Outreach Building,  
Indian Institute of Technology Kanpur  
Kalyanpur, Kanpur- 208016  
Email: [cce@iitk.ac.in](mailto:cce@iitk.ac.in)  
Contact # 0512-259-7384, 0512-259-6822**

#### **4. ELIGIBILITY CRITERIA FOR EOI**

1. The firm must be registered under Goods and Services Act in India.
2. The firm should be having a proprietary e-platform for hosting and running online courses with AI capability and should have been delivering third party courses through the same.
3. The firm should be willing to white label the platform and customize to IITK requirements.
4. The firm must have demonstrated competence in supporting institutions in online education and corporate outreach. The Institute reserves the right to exempt this under special circumstances in case of startup's with innovative technological superiority.
5. The firm should have engaged in the education/technology business for at least 3 years. Any significant experience with large scale national technology infrastructure or national mission affiliation is a plus.
6. The firm should have worked with Institutes of National Importance (INI) like IITs, IIMs or equivalent for a minimum of 2 years.
7. The firm should have active engagements in similar types of services with an Institute of National Importance as on the date of proposal submission. Prior experience of working with IIT Kanpur will be a plus.
8. The vendor should have a support office in India.
9. In the second stage limited tender inquiry will be floated. Only qualified bidders of EOI shall be eligible to submit their bids.

The vendors should satisfy all the above criteria.

## 5. **SELECTION CRITERIA FOR PRE-BID**

The pre-bid selection of the firm/company would be based on;

- 1) Demonstrated Technical competence and sustained capability to move ahead of the technology curve in this space.
- 2) Solutions compatibility with our existing systems & processes.
- 3) Experience with large scale national technology infrastructure or national mission in post-graduate institutions/universities comparable to Indian Institutes to Technology (IITs) in stature, system requirements, etc., in India or abroad.
- 4) Experience in Education/ Technology with extensive links in the Corporate as most of the offerings are targeted towards this segment.
- 5) Track record of the company.
- 6) Financial and operational stability of the company.

Throughout the entire vendor selection process, the following will apply:

- 1) Even though a vendor/service provider may satisfy the specified requirements, bids/applications shall be liable to disqualification if:
  - a. Misleading or false representations have been made or information deliberately suppressed in the forms and enclosures required in the pre-qualification document.
  - b. The party has a record of poor performance such as abandoning work, not completing the contract, etc.
- 2) IITK reserves the right to accept or reject any EOI/bid at any stage and to annul the entire vendor selection process, as well as reject all EOI/bids at any time, without assigning any reason or incurring any liability to the applicants.
- 3) Any effort, on the part of the vendor/service provider or his agent, to influence or to pressurize IITK shall result in rejection of the application. Canvassing of any kind is strictly prohibited.

While the above criteria are indicative, IITK may choose to change criteria if needed based on additional information obtained from the vendors or

otherwise. IITK also reserves the right to restrict the short-listing of firms to any number deemed suitable by it.

Through the above process, a set of vendors will be selected for the next tendering phase where we request for technical and financial bids.

## **6. CONTACT FROM IIT KANPUR**

The following will be the contact for the vendors for this EOI;

**Office of the Centre for Continuing Education,  
Room No. 207, Outreach Building,  
Indian Institute of Technology Kanpur  
Kalyanpur, Kanpur- 208016  
Email: [cce@iitk.ac.in](mailto:cce@iitk.ac.in)  
Contact # 0512-259-7384, 0512-259-6822**

## **DETAILED INFORMATION AND INSTRUCTIONS FOR BIDDERS**

### **1. DEFINITIONS**

In this document the following words and expressions have the meaning hereby assigned to them.

- a) Bidder: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.
- b) "IITK" means Indian Institute of Technology Kanpur.
- c) "Year" means "Financial Year" unless stated otherwise.

### **2. APPLICATION PROCESS**

- a) If the bidder is an individual, the application must be signed above the full typed name and current address of the bidder.
- b) If the bidder is a proprietary firm, the application must be signed by the proprietor above his/her full typed name and the full name of the firm with its current address.
- c) If the bidder is a firm in partnership, the application must be signed by all the partners of the firm above their full typed names and current addresses, or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney must accompany the application. In both the cases, however, a certified copy of the partnership deed and current addresses of all the partners of the firm must accompany the application.
- d) If the bidder is a limited company or a corporation, the application must be signed by a duly authorized person holding power of attorney for signing the application; in this case, a copy of the power of attorney must be provided. The bidder must also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

### **3. INSTRUCTIONS**

- a) All information called for, in the enclosed forms, must be furnished. If for any reason, information is furnished on a separate sheet, it must be mentioned in the relevant column of the forms. For Forms A to F, even

if no information is to be provided in a column, a “nil” or “no such case” entry must be made in that column. If any particulars/queries are not applicable in case of the bidder, it must be stated as “not applicable”. The bidders are cautioned that by not providing complete information called for in the application forms, or not giving it in clear terms, or making any change in the prescribed forms, or deliberately suppressing the information may result in the bidder being summarily disqualified.

- b) Any information attached in must be endorsed with the seal and signature of the bidder(s) along with the date of submission.
- c) Overwriting should be avoided. Corrections, if any, must be made by neatly crossing out, initialing, dating, and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if added by the bidder, must also be numbered by the bidder.
- d) The entire EOI must be in one PDF file.
- e) References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the bidder must be signed by the authorized person or equivalent.
- f) The bidder may furnish any additional information, which the bidder thinks is necessary to establish its capabilities to successfully complete the envisaged work. The bidder is, however, advised to not furnish superfluous information. No information shall be entertained after submission of EOI document unless IITK calls for it.

Any information furnished by the bidder found to be incorrect, either immediately or at a later date, shall render the bidder liable to be debarred from participation in this work as well as in future works.

#### **4. FINANCIAL INFORMATION**

Bidder must furnish the annual financial statements for the last five years in Form A.

#### **5. EXPERIENCE IN WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS**

- a) Bidder must furnish the following:



- i. List of all works of similar class successfully completed during the last five years (Form B).
  - ii. List of all the projects under execution & awarded (Form C).
- b) Particulars of completed works and performance of the bidder duly authenticated/certified by an authorized officer or equivalent should be furnished separately for each work completed or in progress (Form D).

**6. ORGANIZATIONAL INFORMATION (Forms 'E' and 'F')**

Bidder is required to submit the following information in respect of its organization (Form E):

- a) Name and postal address including email, telephone, fax & telex numbers etc.
- b) Copies of original documents defining the legal status, place of registration and principal places of business.
- c) Names and title of Directors and Officers who shall be concerned with the work, with designation of individuals authorized to act for the organization.
- d) Information on any litigation in which the bidder was involved during the last five years, including any current litigation.
- e) Authorization for employer to seek detailed references.
- f) Number of technical and administrative employees in parent company and/or subsidiary company and how these employees will be involved in this work (Form F).
- g) Check list

## **7. FORMAT OF RESPONSE**

- a) Each proposal must start from a fresh page and each page must be numbered.
- b) The proposal must be written in font size of 11pt on separate A4 single spaced pages.
- c) Each page must be signed and endorsed with the seal and signature of the bidder(s) along with the date of submission.

*Applicant must furnish annual financial statements for the last five years in Form A.*

F O R M 'A' FINANCIAL INFORMATION

I. Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attached).

Particulars	Financial Year					
	15-16	16-17	17-18	18-19	19-20	20-21 (Unaudited)
(i) Gross Annual turnover (In Lakhs)						
(ii) Profit/Loss						

a) Current Income Tax Clearance Certificate/Profit & Loss account

Signature of Chartered Accountant with seal

Signature of Applicant(s)

F O R M 'B'

DETAILS OF SERVICES OF SIMILAR NATURE OF ASSIGNMENT  
COMPLETED DURING THE LAST FIVE YEARS ENDING 31.03.2021

SIMILAR NATURE OF ASSIGNMENT COMPLETED 1		
Sr. No.	Description	Project Detail
1.	Name of work/project and Location	
2.	Mention the project objectives, details of solution implemented and benefits accrued to the customer organization	
3.	Name & Address of Employer/organization	
4.	Cost of work in Rs.	
5.	Complexity of the task (modules, etc.)	
6.	Date of commencement as per contract	
7.	Stipulated date of Completion	
8.	Actual date of completion	
9.	Litigation/arbitration pending/in progress with details*	
10.	Name and address/email and telephone number of officer to whom reference may be made.	
11.	Remarks	

\* Indicate gross amount claimed and amount awarded by the Arbitrator

\* For each work separate sheet be prepared as per proforma given in form B.

Signature of Applicant(s) with date & seal

F O R M 'C'		
ASSIGNMENT / PROJECTS UNDER EXECUTION OR AWARDED		
Sr. No.	Description	Project Detail
1.	Name of work/project and Location	
2.	Mention the project objectives, details of solution being implemented and benefits likely to accrue to the customer organization	
3.	Name & Address of Employer/organization	
4.	Cost of work in Rs.	
5.	Complexity of the task	
6.	Date of commencement as per contract	
7.	Stipulated date of Completion	
8.	Up to date percentage progress of work	
9.	Slow progress if any and reasons thereof	
10.	Name and address/email and telephone number of officers to whom reference may be made.	
11.	Remarks	

\* For each work separate sheet, be prepared as per proforma given in form C

Signature of Applicant(s) with date & seal

F O R M D-1

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM 'B' & 'C'

- 1) Name of work/Project & Location
- 2) Agreement No.
- 3) Estimated Cost
- 4) Tendered Cost
- 5) Date of start
- 6) Date of completion
  - i. Stipulated date of completion
  - ii. Actual date of completion
- 7) Amount of compensation levied for delayed completion, if any.
- 8) Performance Report
  1. Quality of work Very Good/Good/Fair/Poor
  2. Financial soundness Very Good/Good/Fair/Poor
  3. Technical Proficiency Very Good/Good/Fair/Poor
  4. Resourcefulness Very Good/Good/Fair/Poor
  5. General Behavior Very Good/Good/Fair/Poor

Date:

Authorized Signature

Note: - Certificate for each project completed/under execution shall be obtained as per "FORM D" and given in separate sheets. At this location, images of these certificates can be scanned and pasted in the softcopy of this document.

PROFORMA 'D2'

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED  
FOR THE WORK

S. No	Designation	Strength	Allotted for this project	Name	Qualification	Professional Experience and details of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

Signature of Bidders

Form 'D 3'

PROFORMA ON ISO CERTIFICATION, IF ANY

1. Year of Certification
2. Name and Address of Certifying Agency
3. Name of Management Representative
4. Validity of Certificate

Note: Attested copy of certificate (attested by Government Officer or Notary Public) to be enclosed.

SIGNATURE OF BIDDER WITH SEAL



F O R M 'E'  
STRUCTURE & ORGANIZATION

1.	Name & Address of the applicant:		
2.	Telephone No. Telex No. Fax No.		
3.	Legal status of the applicant (attach copies of original document defining the legal status)  i. An individual ii. A proprietary firm iii. A firm in partnership		
4.	Particulars of registration with various Government bodies (attach attested photocopy)	Organization/ Place of registration	Registration No.
5.	Name and Titles of Director & Officers with designation to be concerned with this work:		
6.	Designation of individuals authorized to act for the organization		
7.	Was the applicant ever required to suspend assignment for a period of more than six months continuously after you commenced the assignment? If so, give the name of the project and reasons of suspension of work.		
8.	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.		

9.	Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details.	
10.	Has the applicant or any firm's partner in case of partnership firm, ever been convicted by a court of law? If so, give details	
11.	Any other information considered necessary but not included above.	

Signature of Applicant(s) with date & seal

F O R M 'F'

DETAILS OF PROPOSED ASSOCIATE SERVICE

Sl. No.	Proposed Associate For	Name & Address of Associate Proposed	Years of Experience	Years of Associate with The Prime Firms
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

## CHECKLIST

Checklist – General		
1.	Your proposal for implementation of our Ed-Tech Services requirements	<input type="checkbox"/>
2.	Form A-F in given format	<input type="checkbox"/>
3.	Document is in .pdf only	<input type="checkbox"/>
4.	If any other information (not called for in Form A-F) is furnished, it is in A4 size sheets, endorsed with seal and signature of the bidder along with date of submission on every page	<input type="checkbox"/>
5.	All corrections are neatly crossed out, rewritten, initialed and dated	<input type="checkbox"/>
6.	Pages of the documents are numbered	<input type="checkbox"/>
7.	References, information & certificates from clients are signed by authorized person or equivalent. (if available)	<input type="checkbox"/>