



DELHI TECHNOLOGICAL UNIVERSITY
(Estd. By Govt. of Delhi vide Act No. 6 of 2009)
(Formerly Delhi College of Engineering)
Shahbad Daultapur, Main Bawana Road, Delhi-110042
Tel : +91-11-27296337, Fax : +91-11-27871023

F.No. DTU/DDE/2025-26/007

Dated: 11.06.2025

**EXPRESSION OF INTEREST FOR ENGAGEMENT AS SERVICE PROVIDERS FOR
EXECUTIVE EDUCATION PROGRAMMES/FDPS/ AND OTHER EDUCATION PROGRAMS
OF DTU IN ONLINE/HYBRID MODE**

EOI	:	11.06.2025 at 01:00 P.M.
Pre Bid Meeting	:	16.06.2025 at 11:30 AM
Closing date for proposal (EOI	:	23.06.2025 at 2:30 P.M
Opening date for proposal (EOI	:	23.06.2025 at 3:00 P.M

(Dean Digital Education)
Contact no:9868108678



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I. Introduction

Delhi Technological University (earlier Delhi College of Engineering -DCE) was established in 1941 as the Delhi Polytechnic, and was established as a University by the Act of the Legislative Assembly of the Govt of GNCTD, in 2009. It has been known over the last eight decades, as a leading institution in Engineering and technology, primarily but has a long and illustrious history in imparting education as a premier institution in other streams such as IT, Management, Design and even in Architecture. Alumni from DCE/DTU have played a major role in many spheres such as public administration, corporate leadership and indeed shaping the economy through technological and business endeavors, from computing to fintech.

At present it has 16 Departments in various disciplines of technology ranging from Computer Science, IT, Biotech, Mechanical and Electrical, to Design, Management and Humanities. It is engaging in various initiatives especially in reaching out to society at large, not only in terms of more inclusive education, but finding solutions to societal problems through technology and management expertise, through its new Center which is focused on policy and community development. As part of these new initiatives for helping build capacity, and contribute to the development of the society and the economy, DTU is now expanding its footprint in the executive education space, and in line with the NEP 2020, in the digital education space. It is planning to launch programs in the Executive Education/FDP/Certification Programs in F2F/Online/Hybrid Mode, in short-, medium-, and long-term durations.

II. Concept brief for the Agency Providing Services for EEP/F2F/Education Programs

- 1) The Board of Management of DTU has recently approved the EEP framework, proposing to engage in corporate training and executive education programs in our strength areas, to enhance the overall EEP and Executive engagement and help in capacity building across various domains to strengthen industry, public sector undertakings, and other organizations. This will be done through different types of programs identified in the EEP framework, mentioned briefly below, across hybrid, offline and online mode, in modular, regular, weekly or other part-time programs manner, across long term, Faculty Development short duration or medium-term duration, for certification, diploma or degree programs.
 - (a) Executive Education Programs are being offered online, offline (on-campus or on Site), and hybrid formats.
 - (b) Customized programs designed for a company/organisation or consortium of companies; or Open programs, accessible to all executives on an individual basis
 - (c) EEPs of different durations:
 - i. Short-duration Programs (SDPs)
 - ii. Long-duration Programs (LDPs)
 - iii. Open-enrolment Executive Development Programs (O-EEPs)
 - iv. Faculty Development Programs (I-FDPs)
 - v. Long-Duration Certificate Programs (LD-CFPs)
 - vi. Short-duration Certificate Programs (SD-CFPs)



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- vii. Degree/Diploma/Certificate programs with Feature of accumulating Credit in Academic Bank of Credit; for ultimately gaining Degree as per UGC norms and policies.
 - viii. Online/Hybrid Programs for Faculty/Students of Other Institutions, or students of own institution when partnering with external HEIs/Corporates etc. These programs will also be considered under the ambit of the proposed agency selection and operations.
- (d) The programs are function/domain focused or a judicious blend of them, encompassing areas such as Programming Languages, Business Analytics, Modelling and Simulation, Optimization and Decision Sciences, Economics & Business Environment, Finance & Accounting, AI and Information Systems in Business, Digital Transformation, Functional Domain Analytics, Management Communication, Marketing, Organization Behavior and Human Resource Management, Production & Operations Management, Public Policy, Strategy & Entrepreneurship. The actual programs launched would be based upon stakeholder needs and its contribution in skilling, education and capacity building as required by industry, policy or society.
- (e) The Institute is planning to expand its footprint in the EEP space in a big way. It is towards this end that the Institute is looking forward to tying up with competent service providers who have robust business, financial, and technical strengths and who have proven experience in marketing and end-to-end management of the programs of the kind described above.
- 2) To compete in this dynamic and crowded space, most IIMs/IITs have taken the help of Edu-Tech firms for marketing their programs, and enhanced their reach, presence, delivery and revenue to a great extent.
- 3) Need for Such Agencies: These Ed Tech firms specialize in offering services that enable the HEI to focus on their core strength of academic programs: content and delivery, as far as executive education programs are concerned. The task of recruiting participants, reaching out and marketing programs, admitting students, holding sessions in controlled environments that they manage, holding of exams, managing technology, handling student logistics, software support for various tracking and managing academic delivery, taking feedback as a third party, etc. They also provide the Learning Management System (LMS) a mandatory component of facilities to be provided to online certificate/degree students as stipulated by the UGC. They become the mainstay even in designing the program for a given type of audience as they are aware of needs of executives for various types of programs, based on industry hiring needs. They ultimately provide much needed access to markets and resources and have become a critical part of the ecosystem for leading IITs and IIMs in delivering executive education.

There is, therefore, a strong need to tie up or arrange in some suitable way the services of such firm/s for any HEI planning to operate a scale in this space, including both offline and online executive education.

Modus Operandi: Most Central Institutions have adopted specific means to arrange for ed-tech services of such agencies and follow a set modus operandi that is highly suited and permissible to the Government systems of purchase and engagement of private parties. Under the same



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vision DTU would like to engage the services of (empaneled) EEP support Services agency/agencies to promote its executive education programmes. The services would include submitting and executing EEP program designs and operations as required by DTU, in Marketing, Admissions, Student Enrolment, Participant Management, Platform Support (LMS), Examination Conduction and Final Valediction of the programme and assist and facilitate the Institute as and when required right from beginning to successful completion of the programme. The following section provides an overview of the process proposed for selection and engagement with such as Ed Tech agency to provide services required for successful scaling in the executive education space for DTU.

III. General Instructions To The Bidders

- (a) DTU reserves the right to amend or cancel this Invitation for Tender (in whole or in part) and/or invite tenders afresh with or without amendments, without incurring any liability for such action, and without assigning any reason. Information provided at this stage is indicative, and DTU reserves the right to amend/add details in the tender document under due notification to the Bidders on its website only as corrigendum.
- (b) Bids received after the last date and time as mentioned herein shall be rejected. DTU is not responsible for any delays in the submission of the Bids.
- (c) Bidders are advised to frequently check the said section of the website for updates (if any)

IV. Scope of Work

The objective of this Tender is to engage competent service providers who can fulfil the end-to-end service requirements of online Executive/Certificate programs as enumerated below. These are indicative and not exhaustive. The successful Bidders [to whom the Contract(s) is/are awarded] hereinafter called the “Engaged Agency/ices” or “EA”, will be responsible, *inter alia*, for the following:

- (a) Responsibility: It is made clear upfront that the rights and privileges of designing and developing a program shall vest entirely with the Institute only, and the responsibility and obligations of the EA would be to facilitate the delivery of the programs, by providing support in the form of marketing, outreach and advertising and learning management system and program management services. Program management services include but is not limited to initial shortlisting of applicants based on Institute’s criteria, conducting qualifying examination, collection of fees and remittance to DTU on agreed terms, technology support (both hardware and software) for online education, distribution of books and materials conduct of online/offline examinations, providing support staff for online programs during the sessions, collecting pre and post reading materials from instructors, sending reminders for the sessions ,creating links for the classes in advance etc.
- (b) Marketing and End-to-End Program Management Marketing and end-to-end Program Management of the programs in online, offline and/or hybrid mode.
- (c) This information is representative and the actual program offerings may vary. This information is being provided to make the Bidders aware of the marketing and program management requirements expected from the EA. The decision on the classification of the



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- programs is the prerogative of DTU.
- (d) Programs may be offered online (virtual mode), offline (on- campus) or hybrid mode.
 - (e) The Institute would work closely with the EA on the program specifics as regards its nature, type, structure, duration, pedagogy, mode of delivery, title, fee-per-participant, marketability, etc., factoring in the suggestions of the EA to the extent deemed appropriate, as regards the expectations and requirements of the industry, market, participants, etc. The institute reserves the right to decide on the academic content of the programs.
 - (f) Enrolments: A minimum enrolment of (i.e., at least) 40 participants (meeting the prescribed admission eligibility requirements) for certificate programs. Detailed information about the number of expected participants will be shared to EVs at the time of program offering. The Bidder must conduct at least 15000 training hours (i.e., No. of participants * No. of training hours) per year, spread across multiple programs. Deciding on the ceiling of enrolment per batch of any program is the prerogative of the Institute and the same shall be accepted by the EA, without demur. Bidders not conforming to the above requirements NEED NOT apply. Failure to meet the targets prescribed may lead to termination of Contract & Performance Security may be forfeited.
 - (g) Marketing Services:
 - i. Providing up-to-date market research and feedback to the Institute for enabling it to design appropriate EECPS for the appropriate audience.
 - ii. Providing print/electronic and Digital Marketing and Communication campaigns across all social media and digital channels.
 - iii. Harmonization of the campaigns to ensure synergy and positive impact with the promotional efforts (if any) of DTU.
 - iv. Customization of the campaigns suiting individual programs.
 - v. Development of campaign in consultation with DTU as to how the proposed campaigns are the best fit for obtaining targeted enrolments.
 - vi. All qualified interested cases (participants) and closures will be reported on a real time basis to designated contacts in DTU.
 - (h) End-to-End Program Management Services:
 - i. To take care of the successful admission of the minimum enrolments.
 - ii. To ensure the Program's smooth, streamlined, and successful conduct with full support.
 - iii. Establish and maintain a dedicated channel to support the program registration, access, queries, grievance-redress, and other requirements of the participants and DTU.
 - iv. Timely communication of the program logistics, schedules, changes (if any), etc. to the participants.
 - v. Ensuring the smooth delivery of programs by overseeing and close monitoring of the day-today operations.
 - vi. Deploy the necessary licensed technology tools, platforms, and software interfaces to manage the Program deliverables, including hosting courseware, content sharing, assessment/evaluation, recording sessions and attendance, and proctoring of online/offline exams, etc. efficiently and effectively, indemnify DTU in case of any dispute.
 - vii. Maintaining online attendance record of students, Compilation of the program



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feedback from all the participants post completion of the Program and submitting the same to Institute, as per rule.

V. Eligibility Criteria

The following documents are to be furnished by the tenderer in Technical bid. Only those bidders who meet the below mentioned minimum criteria will be considered for Financial Bids:-

- (a) Copy of Certificate of Incorporation Under the Company's Act, Certificate of Registration of the firm under Shop & Business Establishment Act. (Whichever is applicable) or else as applicable.
- (b) Bidder should be a Proprietary/ Partnership firm/ Company. Joint ventures companies are not allowed.
- (c) The bidder should be in the Edu-Tech business of providing Synchronous technological and Marketing services & have satisfactory completion of contracts/ assignments to date in the field of providing Synchronous technological & Marketing services to IIMs, IITs, ISB, NITs, IISERs, and or top 100 NIRF Ranking institute. (Details to be provided in Format -4)
- (d) The Bidder should have operational experience for at least five years as on the date of application on at-least 5 programs with IITs and IIMs only, (copies of work orders, completion certificates from the earlier clients for similar work should be submitted).
- (e) The bidder/lead personnel should have a minimum 5 years of experience as on the bid submission date for providing Marketing, Admission, Student Enrolment, Fee Collection, Participant Management, Platform Support (LMS), and Examination Conduction for online executive education programmes. (Copy of the work orders and the work execution / completion certificate from the client end pertaining to the above-mentioned works are to be submitted), as per Annexure- VII.
- (f) Bidder should have done at least 1 long-term program (200 + hrs and more than 1 year duration) for PGP, PGPEX, eMBA till date during last 5 years as on applying date. (Details to be provided in Format -4 with Proof- Program description sheet/Self-attested and CA certified completed list of program/ Course completion certificates provided by the respective institute/ Invoices etc.).
- (g) The bidder must have work force/professionals (required nos. and having skill of educational marketing and synchronous programs technical competence) on their roll. (Details to be provided in Format- 5). Copy of valid Registration certificate, Business license or any other statutory license required to operate the business with concern labour authorities and valid ESI & PF registration to be attached. Copy of up-to-date remittance to ESI & PF authorities to be also attached.).
- (h) The bidder should have/have an arrangement with, at least one Centre in each four zones (North, East, South, and West of India). The representative centres will facilitate students' attendance, classes, and other activities. Details are to be submitted for the same.
- (i) The Bidder should be able to establish clear rights / title to the technology. Proof should be attached.
- (j) The Bidder should have requisite licenses from the appropriate governmental regulatory body. The copy of License should be attached.
- (k) The bidder should not have been blacklisted by any department/institute of the Government of India in the past. Valid PAN, GST Registration, Firm establishment / Company incorporation certificate as on the date of submission of the bid (Self-certified scanned PDF files to be



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uploaded).

- (l) Bidders should be neither blacklisted by any Government Dept., nor should any criminal case be registered / pending against the firm/ company or its owner/ partner(s)/ Director(s) anywhere in India. A duly completed self-declaration certificate for the Clean Track Record to this effect is to be submitted.
- (m) The Bidder should have proven capability of providing online education either on broadband technology or other modes of communication facilities in terrestrial and /or non-terrestrial mode. Orders executed during the last three years along with completion certificates (Installation and commissioning) from the client should be attached.
- (n) The bidder's average annual turnover during the last three consecutive financial years i.e., 2022-23, 2023-24 and 2024-25 should not be less than Rs. 20 Crores (Rupees Twenty crores only) from similar services. (Certificate issued by a Practitioner Chartered Accountant with UDIN should be enclosed, the year in which no turnover is shown would also be considered for working out the average) as per Annexure VI.
- (o) Evidence of handling at least one Certificate/Diploma/Degree programme of a leading institution, including Marketing, Admission, Participant Management, LMS Support, Examination, and the Final Valediction of the Programme. Such programme should have received minimum 60 number of participants.
- (p) The bidder should have a minimum 5 years of experience as on the bid submission date for providing complete Marketing, Admission, Student Enrolment, Fee Collection, Participant Management, Platform Support (LMS), and Examination Conduction experience as an agency, for online executive education programmes. (Copy of the work orders and the work execution / completion certificate from the client end pertaining to the above-mentioned works are to be submitted).

VI. Bid Evaluation Criteria

All the bidders fulfilling the eligibility criteria and terms and conditions are likely to be empaneled. Empanellment does not guarantee the allocation of a program.

VII. Execution Of Agreement

- (a) The Bidders selected/empaneled will be communicated through a formal letter.
- (b) The Bidders shall be required to execute a Contract (as per the format to be prescribed by the Institute) within 60 days from the date of issue of such communication. Failure to do so shall lead to disqualification of the Bidder.
- (c) After selection, Bidders failing to launch programs as per the prescribed dates of the Institute, will lead to penal action, including cancellation of the Program Work Order(s) and/or termination of the Contract.

VIII. Performance Security

- (a) The successful tenderer will have to deposit the performance security in the form of DD/TDR/FDR/Bank Guarantee @ 5 % of the total value of order valid for contract period plus three months at the earliest. No interest will be paid by DTU on the deposit.



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- (b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respects.
- (c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- (d) In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- (e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

IX. Empanelment Period

- a. The empanelment will be initially for a period of one year from the date of issue of the order. Based on satisfactory performance, the empanelment period may be extended up to four years (one year at a time) on mutually agreed terms and conditions. But every three years, the University may advertise and update the empanelment list
- b. DTU can terminate the empanelment with Three months' notice in case the services are not found satisfactory

X. Payment Terms

A. For the programs upto 6 months of duration - only one instalment to the students shall be raised. For the program of 6 months and more but upto One year of duration - 2 to 3 instalment shall be collected from the students For the programs of 12 months and more duration : 4 to 6 instalments may be collected from the students.

B. A one time non shareable fees shall be passed on to the University directly for the following two components

1 Boarding and Lodging Charges for the student stay during the campus immersion program. The current costs are around 4500 per night (subject to change) and also for the Study material charges (including but not limited to simulation exercises, case studies, copies, bags, books, etc)

C. The payments which are to be received in instalments can be mutually agreed between by both the parties.

D. The Bidder shall be liable for payment of interest at a rate as applicable to a 365-day deposit of State Bank of India, for any delayed payments. The interest rate shall be reckoned as on the date the payment falls due.

E. GST payments shall be honoured by the parties, additionally, as per law.

F. The payment to the service provider shall be made with in 21 days of the invoice raised by the Bidder. The bidder shall agree with the final numbers studying in the batch through the Program Director / Dean- Digital Education.



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XI. Submission Of Bids:

Department of Expenditure has issued the directive to publish the tender document on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal. For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from DTU Website (www.dtu.ac.in)

XII. Force Majeure

a. If at any time, during the continuance of the agreement/contract, the performance in whole or in part by the parties (i.e., the EA and DTU), of any obligation specified in the Contract, is prevented, restricted, delayed, or interfered with by reason of war or hostility, the act of the public enemy, civil commotion, sabotage, the act of state or direction from statutory authority, earthquake, explosion, epidemic, pandemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as an event), the parties may be excused from performance of their obligations provided that notice of happenings of any such event is exchanged by either party within two calendar days from the date of occurrence thereof. Provided further that the obligations under the agreement shall be resumed by the parties, as soon as practicable, after such event comes to an end or ceases to exist. The decision of the Institute as to whether the obligations may be so resumed and the time frame within which the obligations may be resumed shall be final and binding.

b. The Force Majeure events mentioned above will not in any way cause an extension of the period of the Contract, unless explicitly agreed upon by the Institute.

XIII. Penalty

The EA shall always ensure the regular and uninterrupted provision and quality of services. In case of failure, disruption or deficiency in services, or negligence, advertently or inadvertently, appropriate action shall be taken by the Institute, which may include and not limited to, forfeiture of the security deposit and/or termination of the Contract. The Director of the Institute (Competent Authority) shall decide whether a breach has occurred, and the same shall be binding on the EA.

XIV. Laws Governing Agreement/Contract

The Contract (to be) entered into between the Institute, and the EA shall be governed by the laws of the Union of India in force for the time being.

XV. Termination for Insolvency

The Institute may, at any time, terminate the contract by giving Three-month written notice to the EA, without any compensation to the EA, and without any liability or implications devolving on it, if the EA becomes bankrupt or otherwise insolvent as declared by a competent court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue to the Institute.



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XVI. Interpretation

Any clarification regarding the meaning or intent or interpretation of any of the terms and conditions of the Tender or Contract, whether explicit or implicit, shall be sought from the Director of the Institute (Competent Authority) whose decision in the matter shall be final and binding.

XVII. Arbitration

In the event of any dispute arising between the Institute and the EA in any matter covered under the Contract or arising directly or indirectly therefrom or connected or concerned therewith in any manner of the implementation of any terms and conditions of the said Contract, the matter shall be referred to the Director of the Institute (Competent Authority) who may appoint an eminent person distinguished in the field of management or such other field as deemed appropriate as the sole Arbitrator. The EA will not be entitled to raise any objection as regards such an appointment. The award of the Arbitrator shall be final and binding on both the parties, subject to the provisions of the Arbitration and Conciliation Act, 1996, and the rules made thereunder. The parties shall expressly agree that the arbitration proceedings shall be held at Delhi. The language of the arbitration and proceedings shall be (in) English only. The costs of arbitration shall be borne equally by both the parties.

XVIII. Jurisdiction of Courts

Any dispute arising, if any, under the Tender and Contract shall be subject to the jurisdiction of the competent courts of Delhi only.

XIX. Process and Stages for Tender, Selection, Award of Work for Specific Program, Work Assessment, and Timelines

The process for the selection of agencies to be empaneled is detailed below. It will involve a two stage process. In the first stage agencies would be for empaneled, following a 2-step process involving qualification in the Technical Bid, and for those who qualify, opening of their Financial Bid, for selection of agency for empanelment. In the second stage, the empaneled agencies would go through an RFP bid process, for each program that DTU chooses to offer through such an agency (DTU also reserves the right to offer any program without the support of these empaneled agencies as required by DTU).

- a) The first stage would involve two steps. The first step would be the evaluation of capabilities in providing technical support. Those deemed eligible in this step would be considered for the financial bid, wherein the criterion would be the proposed share of revenue to be shared with DTU for any and all programs, which are awarded to empaneled agency., The bid with the lowest share of revenue to be obtained by the agency, would be treated as L1. The L1 bidder would be selected for empanelment. DTU reserves the right to permit the other bidders who have qualified in the Technical Bid, to also offer the quoted rate of revenue share equal to the L1 financial bid; and on such declaration, and to be empanel, along with L1 bidder, these other agencies, on the same financial terms as L1. All such empaneled agencies would enter into a contract outlining the provision of technical support to be provided and the revenue share that would be charged for the support, from any programs. (The relevant details of evaluation of technical support capability and support proposed to be provided, is given in Annexure 1, Appendix 1 and the Financial Bid evaluation metrics are provided in Annexure 1 Appendix 2).



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b) In the second stage, an RFP would be provided to all empaneled agencies, for each program sought to be launched by DTU. An evaluation of technical support to be provided for the specific program would be presented to the Evaluation Committee. The technical support would be evaluated on a metric of Percentage of Likelihood of Success in achieving the target revenue proposed and quality of program required to be delivered, amongst the targeted stakeholders. The financial bid would be the projected Revenue for the program, basis the quoted projected participant base, and thereby the total revenue from the program that will be achieved. The bidder with maximum revenue projection would be awarded the contract for the program. The idea being maximization of Revenue for DTU.

The proposed process for the selection of partnering agency for EEP and subsequent award of work, assessment of performance and continuation of contract is summarized as below.

Stage 1: Selection of Agencies for Empanelment, and Basic Financial Terms of Contract

Activity	Description	Timeline
Announcement of Open Expression of Interest To All Parties	Announcement of Tender for Expression of Interest and Submission of Documents for Two Stage Bid for Empanelment and Subsequent RFP based award of contract for each specific program.	Exact dates to be provided as per finalization of draft document.
Pre-Bid Clarification Meeting	Meeting to resolve issues and provide clarifications about Tender	Within a week of announcing the EoI/Bid process.
Submission of Expression of Interest for 1 st Stage Bid Submission for Empanelment – Date of issue of tender.	<ol style="list-style-type: none"> 1. Submission of All Required documents for assessment of qualification/eligibility of agency and scrutiny of credentials. 2. Submission of Technical Bid and General Financial Bid by Agency 3. See Form proposed at Appendix 1 of Annexure 1 Tender Document. 	With maximum one fortnight of announcing the Tender.



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<p>Technical Bid Qualification and Assessment</p>	<ol style="list-style-type: none"> 1. Detailed assessment and Selection of Agency qualified on Technical Grounds for Empanelment. 2. Only those meeting cut off of 60 % marks, obtained through the pre-declared system of award of points, awarded by the committee on basis of both documents and presentation of technical and operational strengths, will be considered for the Financial Bid and further processing. 	<p>According to above dates and finalization of draft document.</p>
<p>Financial Bid Assessment</p>	<ol style="list-style-type: none"> 1. Bid Involving General Financial Terms of Contract for any and all Programs being Offered through the Agency, for those qualified in Technical Bid Stage. 2. Criterion: Percentage Share of Revenue from any program assigned to them. <p>Proposed Document given in Annexure 2.</p> <p>DTU retains the right to empanel additional agencies through the EoI/Tender process, in the following manner:</p> <ol style="list-style-type: none"> 1. All those agencies that meet technical criterion and which further 2. Submit a declaration after the financial bids are opened, that they are willing to follow the same exact terms of revenue share percentage offered by L1 bidder. 	



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Empanelment of Partner Agency and Generic Contract for Award and Conditions for Operations of Program	Award of General Contract for Empanelment entailing roles and responsibilities of Both Parties with respect to the services to be offered and terms of reference for each such service, including general financial terms for share of revenue, costs to be borne, and activities to be performed.	
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Stage 2. Final Selection of Empanelled Agency for a Specific Program, and Award of Work Contract.

RFP for Specific Program - Financial	Request for Proposal to empanelled agencies for each specific program, wherein all empanelled agencies will be permitted to submit a Program Specific Financial Bid and Operational Bid involving revenue and cost projections claimed by agencies for that specific program. A duly constituted Committee will assess and select agency for award of contract for that specific program, basis participant base and revenue projected for the program, and its likelihood based on technical support proposal evaluation	
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<p>Last Date for Submission of response to RFP, and Selection of Agency for Contract for Specific Program: Financial Bid Assessment</p>	<p>Agency presentation of operational strategy and plan for that program and projected participant base and subsequent revenue projections. (This will include details of all cost to be borne by students along with fees, and details of costs to be borne by DTU and the agency, and final revenue shares.</p> <p>Weightage:</p> <ol style="list-style-type: none"> 1. F - Financial Projection (Projected participant base* Fees less any costs/revenue share/other expenses incurred which are chargeable to DTU) Expected Revenue) <p style="text-align: center;">X</p> 2. O - Operational strengths and likelihood of achieving target based on evaluation of presentation by Panel: out of 100 % 3. F*O= R; R = Projected Likely Total Revenue. 4. H1 will be selected on the basis of Item 3 Projected Revenue for DTU. 	
<p>Award of Final Contract and Work Order</p>	<p>Terms of operation as and financial terms, roles and responsibilities of both parties.</p>	
<p>Post Award Assessment and Continuation of Contract/ Empanelment</p>	<p>Assessment of performance on various parameters as determined at time of award of contract specific to that program's requirements, and review by a Committee constituted for same as per IQAC norms and stipulation of UGC if online program for students, or by MDP Committee if EEP, or both if online executive education</p>	



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	program leading to degree/diploma.	
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Various Programs to be offered by DTU may be offered to empaneled agencies through RFP. Basis the above process, they may be awarded the contract for that specific program. This method of 2 stage bids will ensure GFR compliance as well as maximization of revenue and selection of technically sound agencies.

The Program Coordinator will operate the program through the Department for academic delivery and will coordinate with the agency through Dean Digital Education as the case may be for such programs. In case of a tie in the EOI, among the bidders, the bidder who has higher number of completed certificate programme participants, for programs done with IITs, will be selected.

XX. SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):

- (a) The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted online on the Delhi eProcurement Portal in BOQ format only. Disclosure of Financial rates in technical bid would lead to rejection of the bid. No Hard Copy of any tender document needs to be submitted.
- (b) Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (c) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- (f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the



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date & time of submission of the bid with all other relevant details.

- (g) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.
- (h) Bids not submitted, as per the above Performa will be summarily rejected.
- (i) Bidders are requested to note that they should submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled out by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- (j) Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.



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Annexure-1

(To be printed on Bidder's letterhead and submitted as the first page of 'Technical Bid')

LETTER FOR SUBMISSION OF BID

To:
The Dean, Digital Education
DTU, Delhi- 110042

Dear Sir,

Subject: Bid for Tender No: --, Date -- inviting Bidders for Engagement as Service Providers to market and End-to-End manage online Executive Education Programs.

Subject to the conditions given in the tender documents.

I/We hereby submit my/our bid for Tender No: --, Date --, inviting Bidders for Engagement as Service Providers to market and End-to-End manage online Executive Education Programs, I/We hereby certify that I/We have read all the terms and conditions of the tender document and agree to abide by them unconditionally and without demur.

Sl. No	Particulars	Details
1	Name of the Bidder (Firm/Co./Agency)	
2	Address of Registered Office	
3	GSTIN & PAN	
4	Authorized Signatory's Name	
5	Authorized Signatory's Designation	
6	Contact No.(s): Landline	
7	Contact No.(s): Mobile	
8	Email ID:	

Note: All correspondence shall be made by the Institute on the mentioned address, contact No. and email ID only.



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DECLARATION

I _____, the undersigned, being the authorized signatory for submission of bid for Tender No.: --, Date -- inviting Bidders for Engagement as Service Providers to Market and End-to-End Manage online Executive Education Programs, hereby declare that I read and understand all the terms and conditions of the Tender document.

All the documents submitted and the details being furnished are true, complete and correct to the best of my knowledge. I also declare that no fact or information has been concealed or misrepresented in the bid being submitted. I understand that if at any time, during or after the tender process or after the award of the contract, if any breach of this declaration has been found out or comes to light, the bid will be summarily rejected and the contract (if awarded) will be nullified without the Institute incurring any liability whatsoever and suitable action as deemed fit by the Institute will be initiated against me and my firm, company or agency.

Authorized Signatory:

Full name:

Designation:

(Company Seal)

Date:

Place:



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Annexure-2

TECHNICAL BID

Inviting Bidders for Engagement as Service Providers to Market and End-to-End manage online Executive Education Programs

The following documents are to be furnished by the Bidder in the Technical Bid. Bidders should carefully read and comply with the notes given below this Table.

Sl. No	Description	Documents to be provided
01)	Record of successful completion of Certification programs (as mentioned in the Scope of Work) in the institutions ranked in the top 01-50 of NIRF 2023 (Management Category).	At least one set of Work Order & Corresponding Invoice as proof for each of the said institutions
02)	Record of successful completion of certification programs in top 01-50 of NIRF 2023 (Management Category).	One set of Work Order & Corresponding Invoice as proof, for each Program
03)	Record of successful completion of Certification programs (as mentioned in the Scope of Work) in the institutions ranked in the top 51-100 of NIRF 2023 (Management Category).	At least one set of Work Order & Corresponding Invoice as proof for each of the said institutions
04)	Record of successful completion of certification programs in top 51-100 of NIRF 2023 (Management Category).	One set of Work Order & Corresponding Invoice as proof, for each Program
05)	Record of required technology (LMS) used for the conduct of classes including attendance, quiz, polls, class participation etc. for running the online programs listed under this NIT.	At least one set of Work Order (with support document for the required technology)
06)	Record of required technology (LMS) used for the conduct of classes including attendance, quiz, polls, class participation etc. for running the online programs listed under this NIT.	At least one set of Work Order (with mention of the required technology) & Corresponding Invoice as proof for each of the said institutions



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07)	Record of successful completion of Certificate programs (as mentioned in the Scope of Work) for No of participants in the institutions ranked in the top 1-100 of NIRF 2023 (Management Category). An average Count of Participants in Last 3 Preceding Years: 2022-23, 2023-24, 2024-25.	Proof to be submitted
08)	An Average Turnover for Last 3 Preceding Year i.e 2022-23, 2023-24 and 2024-25.	Turnover certificate by Chartered accountant
09)	Presentation on: A) Founding & Top Management Team of EA B) Business Strengths of the Bidder C) Financial Strengths of the Bidder D) Technical Strengths of the Bidder E) Service Support Strengths of the Bidder F) Marketing / Banding plan for the Programs G) Business Growth Plan	Documentary proof of strengths

Notes:

- a) Data about Programs that commenced and/or completed in the past three financial years only i.e., 01 April 2022 to 31 March 2023; 01 April 2023 to 31 March 2024; and 01 April 2024 to 31 March 2025 should be furnished. Programs that commenced and/or completed outside the range of the said three years will NOT be considered.
- b) Cut-off Marks for Qualifying: Financial Bids of only those Bidders who score 50 marks and above only will qualify.
- c) The Presentation will be evaluated by a Committee constituted by DTU. The date, time and mode of the presentation shall be communicated by DTU.
- d) Bidders should submit all the documents as mentioned in the Section /Point No. 6,11 & 14 - PREPARATION and SUBMISSION OF BIDS.
- e) The Bidders should not have been blacklisted by any Department of the Government of India, Quasi-Govt., or Autonomous body of the Central Govt., anytime in the past. There should not be any criminal case registered against the Bidder including the firm and its owners, representatives, successors, assigns, partners, or management, anywhere in India or abroad. The Bidder should not have faced any action by any law enforcement agency of India or any foreign country. A declaration to this effect is to be submitted with the Technical Bid, signed by an authorized signatory (as per Annexure-4).



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Name of the Bidder (Firm/Co./Agency)_____

Name & Designation of the Authorized Signatory: _____

Date:
Place:

Signature:
Name:

Company Seal:



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Annexure-3

BID SECURITY AND DECLARATION FORM
(to be printed on the company/firm/agency's letterhead)

To,
The Dean, Digital Education
DTU, Delhi- 110042

Sir,
Date:

Sub: 'Bid Security Declaration' for Tender No.: --, Date --. inviting Bidders for Engagement as Service Providers to Market and End-to-End Manage online Executive Education Programs.

We, _____ understand that, as per Item & of the Notice Inviting Tender, bids may be supported with a 'Declaration' towards payment of EMD for the companies which are not exempted from payment of EMD, to participate in the tender process. We declare as under:

We will automatically be suspended from being eligible for bidding in any tender issued by the DTU for the period of 3 years, from the date of award of contract, if we are in breach of any of the following obligation(s) under the bid conditions: -

- a. If we withdraw the bid or increase the quoted prices after opening of the bid and during the period of bid validity or its extended period, if any.
- b. In case we fail to sign the Contract in accordance with the terms and conditions (including timelines for execution of the Agreement) of this Tender or fail to furnish the Performance Security in accordance with the terms and conditions of this Tender and Letter of Award.

We understand that this declaration shall expire, if we are not the successful Bidder, and on receipt of DTU's notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

Name of the Bidder

(Firm/Co./Agency) _____

Name & Designation of the Authorized Signatory: _____

Date:

Signature:

Place:

Name:

Company Seal:



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Annexure-4

DECLARATION REGARDING NON-BLACKLISTING OF THE FIRM
(To be printed on Bidder's letterhead)

To:
The Dean, Digital Education
DTU, Delhi- 110042

Dear Sir,
Subject: Non-Blacklisting declaration in connection with DTU Tender No.: --, Date --, inviting Bidders for Engagement as Service Provider to Market and End-to-End manage online Executive Education Programs.

This is to notify you that our Firm/Company/Organization intends to submit a proposal in response to Tender No.: --, Date --, inviting Bidders for Engagement as Service Provider to Market and End-to- End manage online Executive Education Programs.

In accordance with the above we declare that:

- a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b. We are not blacklisted by Central or any State Government or by any entity, organization, agency, autonomous body, or society of any State or Central Government or any Regulatory Authority in India or any other country in the world, for any kind of fraudulent activities.
- c. No action by any law enforcement agency in India or abroad has ever been initiated by us, at any time.

Name of the Bidder (Firm/Co./Agency) _____

Name & Designation of the Authorized Signatory: _____

Date: _____ Signature: _____

Place: _____ Name: _____

Company Seal: _____



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Annexure-5

FINANCIAL BID FORMAT

Tender No.: --, Date --, inviting Bidders for Engagement as Service Providers to Market and End-to-End manage online Executive education Programs- reg.

(To be filled online)

Date of Submission of Financial Bid:	
Notice Inviting Tender (NIT) for empanelment of as Service Providers to Market and End-to-End manage online Executive education Programs at DTU	
Tender Ref. No:	
Name of the EA: Correspondence Address: Tel/Mob No.: Email Id:	

Percentage of Revenue Sharing Offered

S. No.	Programmes	The H1 in each category will be based on highest revenue sharing Percentage (%) in each category by the EA to DTU. The revenue in each category is to be calculated by multiplying by the no. of participants with the fee charged per participant.			
	09-11 Months online Certificate Programmes	No of Participants	Tentative Fees Per Participant	Total Revenue	Revenue sharing Percentage (up to 2



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		A	B	= A x B	decimals) of the share of Gross Program Fees (excluding GST)
1	MBA/ M. Sc./B. Sc.				
2	Artificial Intelligence & Machine Learning.				
3	Digital Marketing				
4	Business Management				
5	Financial Management and Analytics				
6	Renewable Energy				
7	Advanced Program in ESG Strategy for Business Excellence				
8	Waste Management				
9	Corporate Law				
10	Quantum Computing				
11	Cyber Security				

Note –

1. The above list is not exhaustive
2. The proposed minimum number of participants in each category is envisioned as 40 to proceed with the program. The same shall be discussed with the Bidder while finalizing the fee and also before the commence of the admission cycle. The proposed fees of the certificate programme would be varying from 1,20,000 to 1,75,000 and shall be discussed with the Bidder while finalizing the contours of the program including fees etc.
3. Apart from these programmes DTU with EA can design and run other short / Mid /



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Long duration online certificate programmes depending on the expertise and experience of both the parties.

1. The Other Programme can be also offered / Launched in the areas of Human resources Management / Organizational Behavior / Marketing / Finance / general Management / Strategy & Entrepreneurship / Operations Management & Quantitative techniques / Business Communication and Humanities / Information System & technology / Economics & Public policy any other relevant Management Area.
2. The maximum tolerable drop out of the participants in each category of the Programme after payment of first installment is to be restricted to 10 percent
3. All Programmes can be of both Nature i.e B2B (For Executives of Specific Company / Organizations) & B2C (Open for Executives of any Company / Organization). The EA can also Propose any Programme from the area mentioned in Para 4 For short duration (1 to 15 days), Mid Duration (More than 15 days & less than 6months), Long Durations (More than 6 Months & less than 12 months) with suitable fees. The proposed Programme should be in the financial Bid Format Only.
4. Gross Program Fees exclude GST from the total fees in a case where GST is not mentioned separately.
5. The final selection will be based on the maximum revenue to be shared to DTU on both the figures (percentage share multiplied by number of participants) quoted.
6. Programs offered by the Institute may vary in structure, duration, content, title, mode, target audience etc. and can be mutually agreed upon. The rate quoted by the Bidder shall be applicable and hold good, for a specific program offered at the time of quote.
7. Programs may be offered in online (virtual mode), offline (on-campus) or hybrid mode.
8. Bids with conditions of any kind will be rejected.
9. In case of any discrepancy between figures and words, the value in stated in words shall prevail.
10. Price quoted should be all inclusive, except GST.
11. Any corrections/interlineations on this page shall result in rejection of the Bid.

DECLARATION

I/we..... (Name of the Authorized Representative of Vendor/Supplier) of(Name of the Vendor/Supplier) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree



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to abide by all terms and conditions laid down in tender document.

Place & Date:
the Vendor/Supplier)

(Name & signature with stamp of