NATIONAL POST GRADUATE COLLEGE

(Accredited A Grade by NAAC), an Autonomous College affiliated to the University of Lucknow

2-Rana Pratap Marg, Lucknow (U.P.), India – 226001

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TENDER

for

FINANCIAL BID – PHASE-WISE PROFESSIONAL FEE QUOTATION

Tender Inquiry No. – NPGC/CONSULTANCY/2026-27/01

Bid Security / EMD	₹3,50,000/-
Last date of submission	17 November 2026, up to 16:00 hours
Bid Opening Date	18 November 2026
Financial Bid opening	18 November 2026, at 13:00 hours
Submission mode	Separate sealed hard-copy envelope via speed post and had copy submit to college (along with speed post receipt copy) by 17 November 2026 up to 16:00 hours

FINANCIAL BID – TO BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE

IMPORTANT INSTRUCTIONS TO BIDDERS

1. This Financial Bid shall be placed in a separate sealed envelope marked "FINANCIAL BID". It shall not be enclosed within or disclosed in the Technical Bid.
2. Only bidders declared technically qualified by the College shall have their Financial Bids opened.
3. All prices shall be quoted in Indian Rupees. Professional fees shall be quoted exclusive of GST, with applicable GST shown separately.
4. The quoted professional fee shall include personnel, project management, routine meetings, report preparation, documentation, communication and ordinary administrative costs required for the stated scope.
5. No success fee, facilitation fee, commission or payment contingent upon a favourable decision by a government / statutory authority shall be quoted or payable.
6. All financial figures shall be written both in figures and words. In case of discrepancy, the amount in words shall prevail, subject to correction of arithmetic errors.
7. Rates quoted shall remain firm during bid validity and contract term, except for a written change approved by the College.

1. BIDDER DETAILS

Particular	To be completed by bidder
Name of bidder	
Registered office address	
PAN	
GSTIN	
Authorised signatory / designation	
Contact number and email	
EMD DD number / date / bank (reference only; DD enclosed in Technical Bid)	
Bid validity accepted (90 days)	Yes / No

2. PHASE-WISE FINANCIAL QUOTATION

The bidder shall quote a fixed professional fee separately for each of the three phases. The scope components listed below shall be deemed included in the relevant phase fee.

Phase	Scope components included in quoted fee	Professional fee (₹, excl. GST)
PHASE 1 – Institutional foundation and capability building	1. Institutional audit, baseline assessment and gap analysis. 2. Research & Development Cell strengthening, research governance and project-readiness support. 3. Learning technology / LMS / digital learning assessment and roadmap. 4. Institutional documentation	₹ _____ In words: _____

	and strategic papers for higher-education growth. 5. Teacher / faculty training and capacity-building programmes. 6. Attendance, participant feedback, training effectiveness and impact report. 7. NAAC readiness and evidence-gap documentation, as applicable. 8. NIRF data-readiness, validation and documentation support, as applicable. 9. Phase 1 consolidated report, roadmap, dashboard and handover.	
PHASE 2 – State Government higher-education development support	1. Regulatory mapping and eligibility assessment for applicable State Government processes. 2. Proposal and documentation support for higher-education development. 3. Research, development and training-related proposals / DPRs. 4. Infrastructure and institutional-capacity development proposals with indicative cost estimates. 5. Supporting annexures, compliance matrix, presentations and submission-ready document pack. 6. Official-channel coordination support and query-response drafts through authorised College representatives. 7. Phase 2 completion report and handover. * financial requirements for deemed-to-be-university process	₹ _____ In words: _____
PHASE 3 – UGC and statutory-readiness support	1. UGC-related eligibility and regulatory mapping for research, projects, training, governance and infrastructure initiatives. 2. Research-related project proposals, policies and institutional evidence. 3. Training, governance,	₹ _____ In words: _____

	infrastructure and institutional-development documentation. 4. Regulatory-readiness and application / DPR support where the College is eligible and authorises proceeding. 5. Supporting annexures, evidence index, presentations and query-response drafts. 6. Long-term institutional growth / university-pathway feasibility support, where applicable. 7. Final compliance matrix, consolidated report and knowledge-transfer handover.	

3. PRICE SUMMARY

Description	Amount (₹)
Phase 1 professional fee (excluding GST)	
Phase 2 professional fee (excluding GST)	
Phase 3 professional fee (excluding GST)	
TOTAL PROFESSIONAL FEE (A)	
GST rate applicable (%)	
GST amount (B)	
Pre-approved travel / out-of-pocket expenses – fixed ceiling (C)	
Other reimbursables, if any (must be specified and pre-approved)	
GRAND TOTAL QUOTED (A + B + C)	
Grand total in words	
Bid Security / EMD submitted with Technical Bid	₹3,50,000/-

Statutory application fees, government charges and third-party certification fees shall be excluded from the agency's professional fee and, where approved, paid directly by the College to the relevant authority / provider against official receipts.

4. PHASE-WISE PAYMENT MILESTONES

The bidder shall propose a milestone-wise payment breakup. Payment shall be made only after the corresponding deliverable is submitted, reviewed and accepted in writing by the College.

Phase / milestone	Deliverable / acceptance evidence	% of phase fee	Amount (₹)
Phase 1 – M1	Approved inception report, work plan and institutional data / document index		

Phase 1 – M1	Accepted institutional audit, baseline and gap-analysis report		
Phase 1 – M1	Accepted R&D, learning-technology and higher-education growth documentation		
Phase 1 – M1	Completed teacher / faculty training, feedback and impact report; NAAC / NIRF readiness outputs		
Phase 2 – M1	Accepted State Government eligibility and regulatory-compliance matrix		
Phase 2 – M2	Accepted State Government proposal / DPR and supporting document pack		
Phase 2 – M2	Submission-ready documents, query-response support and phase closure report		
Phase 3 – M3	Accepted UGC / statutory eligibility and regulatory-readiness assessment		
Phase 3 – M4	Accepted research, training, governance and infrastructure proposal / evidence pack		
Phase 3 – M5	Accepted application / DPR support where applicable, final report and handover		

5. NON-PERFORMANCE, COMPLETION AND REFUND UNDERTAKING

The bidder shall expressly accept the following condition:

"If the agency fails to complete an agreed deliverable or milestone for reasons attributable to the agency, the College shall issue written notice specifying the deficiency and allow a reasonable period for rectification. If the deficiency is not rectified within the allowed period, the agency shall refund the unearned portion of any advance / payment attributable to work not performed.

Where a phase is partly completed, payment shall be limited to the portion of work completed and accepted in writing by the College, and the balance for uncompleted work shall be refunded proportionately against the milestone values and objective acceptance criteria agreed in the contract."

This undertaking concerns the agency's performance of contracted services. It does not make the agency liable for refusal, delay or change in decision by a State Government department, UGC, an affiliating university or another statutory authority where the agency has completed the agreed deliverables with due professional care.

Bidder confirmation	Yes / No
We accept payment only against deliverables accepted in writing by the College.	
We accept proportional refund of unearned payment for work not completed after notice and cure period.	
We understand statutory approvals / NOCs / recognition / rankings cannot be guaranteed.	
We confirm no success fee, facilitation payment or undisclosed charge is included.	

6. ASSUMPTIONS, EXCLUSIONS AND REIMBURSABLES

Item	Bidder's disclosure
Assumptions used in pricing	
Services / deliverables excluded from quoted fee	
Subcontractors / specialist experts and fees, if any	
Travel / accommodation / local conveyance treatment	
Third-party software / licences / equipment costs, if any	
Proposed contract duration and phase durations	
Any other commercial condition (must not conflict with tender)	

7. FINANCIAL BID DECLARATION

We certify that the prices quoted are complete, accurate and inclusive of all costs necessary to perform the stated scope, except items expressly disclosed above. We have not included any undisclosed commission, facilitation payment, success fee or contingent charge. We agree that payment shall be made only in accordance with the tender and executed contract.

Signature of Tenderer with seal: _____

Name: _____ Designation: _____

For and on behalf of: _____

Date: _____ Place: _____

8. FINANCIAL BID ENVELOPE LABEL

SEALED FINANCIAL BID

Tender Inquiry No.: NPGC/CONSULTANCY/2026-27/01

Selection of Professional Education Consultancy / Institutional Transformation Agency

Bidder's legal name: _____

To: The Principal, National Post Graduate College, 2-Rana Pratap Marg, Lucknow (U.P.), India – 226001.