

Request for Proposal

# Selection of a Partner for setting up Digi Lab at Govt. School

Nasscom Foundation

RFP No.:

Date:

## DISCLAIMER

1. This document is being published in order to enable the applicant to make an offer for the selection as a supporting partner for a project on Setting up Digital lab in government school of Pune \_ Maharashtra and Bangalore \_Karnataka nearby location.
2. This document neither constitutes nor should it be interpreted as an offer or invitation for the selection as Supporting partner of Implementation Organization described herein.
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8. When any proposal is submitted pursuant to this RFP, it shall be presumed by nasscom foundation that the supporting partner has fully ascertained and ensured about its eligibility to provide required services, under the respective governing laws and regulatory regimen, and it has the necessary approvals and permission, and suffers no disability in law or otherwise to act as such.

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## 1. Background

Established in 2001, nasscom foundation has been witness to the transformative power of technology for the last 24 years. Part of the nasscom ecosystem, we are the only not for profit outfit, representing the Indian tech Industry. We remain rooted in our core philosophy of TechForGood, where our efforts are focused on unlocking the power of technology by creating access and opportunity for those who need it most. We work on helping people and institutions transform the way they tackle social and economic challenges through technology.

For more details, please visit <https://nasscomfoundation.org/>

## 2. About the project

The proposed intervention by Nasscom Foundation aims to bridge the digital divide in underserved communities by establishing two Digital Labs in government schools located in Pune and Bangalore. Targeting students from classes 6 to 12 and school teachers, the initiative will deliver a structured 15-hour Digital Literacy curriculum covering cyber safety, internet usage, basic digital skills, and introductory AI concepts. Teachers will be trained to sustain the labs post-project through access to a Learning Management System and refresher modules. The program addresses critical gaps in digital infrastructure and skills, as highlighted by national education reports, and includes baseline and endline assessments, interactive training, and community engagement. The goal is to empower over 1,000 students and 200 community members with practical digital competencies and ensure long-term continuity through teacher-led facilitation.

## 3. Invitation for Proposal

We are looking for **Non-profit/For profit** organization **preferably based out of Bangalore/pune** to support to nasscom foundation in providing support for setting up **2 Digital LABS in Bangalore and Pune ( One in each city)** as per the Scope of work (SoW) attached below:

1	Proposals Requested by	nasscom foundation, Plot 7 to 10, Sector 126, Noida 201303
2	Period of validity of the Proposal	The proposals shall be valid for a period of 3 months from the date of submission.

3	Currency to be utilized (for submitting financial proposal) Budget Breakup to be enclosed as annexure	INR (Indian Rupee)  ** Statutory & Tax compliance as per Gol law & guidelines
4	Tenure of Contract	Tenure of 'Contract' would be effective for a period of maximum 12 months (or less) from the date of issuance of letter of award.
5	Nature of contract	The contract between NF and the agency is non-transferable in nature, thus it cannot be transferred or outsourced to any other agency.

#### 4. RFP Submission Schedule & Timeline

The following table is an overview of the selection activities and timeline.

ACTIVITY	TIMEFRAME
RFP Release Date	10 <sup>th</sup> Nov,2025
Intent to proposal Email must be sent to <a href="mailto:rfp@nasscomfoundation.org">rfp@nasscomfoundation.org</a>	15 <sup>th</sup> Nov,25
Any follow up questions must be sent to <a href="mailto:rfp@nasscomfoundation.org">rfp@nasscomfoundation.org</a>	17 <sup>th</sup> Nov,25
One (1) electronic copy of the RFP Response must be submitted to nasscom Foundation via email by close of business date PM IST to <a href="mailto:rfp@nasscomfoundation.org">rfp@nasscomfoundation.org</a>	21 <sup>st</sup> of Nov,25
Vendor Finalization	27 <sup>th</sup> Nov,25
Contract Declaration	1 <sup>st</sup> Dec,25

\*The above-mentioned Time frame dates may slightly vary.





\* Mention Proposal for STEM lab in the subject line while submitting proposal

#### 5. Details of RFP

\* All interventions will be focused in the 'Program Locations' as mentioned in point 7.

SN.	Particulars	Details
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1	<p><b>Problem Statement</b></p>	<p>Despite being located in urban settings, many government schools continue to face significant digital infrastructure and literacy gaps. According to UDISE+ 2020–21, only 31% of government schools nationwide have functional computer facilities, and a mere 14% have internet access. This digital shortfall is compounded by limited teacher preparedness, low student exposure to technology, and inadequate integration of digital tools into everyday learning. The COVID-19 pandemic further exposed these vulnerabilities, with only 11.8% of rural children accessing live online classes (ASER 2020), and urban schools showing similar patterns of exclusion due to lack of devices and connectivity.</p> <p>Students in these schools often lack:</p> <ul style="list-style-type: none"> <li>• Access to digital devices and internet</li> <li>• Awareness of cyber safety and responsible online behavior</li> <li>• Familiarity with EdTech platforms and digital learning tools</li> <li>• Exposure to emerging technologies like AI and online skill development platforms</li> </ul> <p>Teachers, too, face challenges in adopting digital pedagogy due to limited training and support systems. Without targeted interventions, these gaps risk deepening educational inequities and limiting students’ future readiness in a digitally driven world.</p>
2	<p><b>Project Objective</b></p>	<p>To bridge the digital divide in underserved urban government schools by establishing Digital Labs that empower students and teachers with foundational digital literacy, cyber safety awareness, and exposure to emerging technologies like Generative AI—thereby fostering inclusive, future-ready learning environments and enabling sustained digital education through teacher-led facilitation.</p>
3	<p><b>Project Interventions</b></p>	<p>The intervention focuses on establishing <b>Digital Labs</b> in two urban government schools ( one in Bangalore one in Pune) to enhance digital literacy among students (Classes 6–12) and teachers. It is designed to address infrastructure gaps, build foundational digital skills, and ensure sustainability through teacher-led facilitation.</p> <p>1. <b>Digital Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Set up interactive Digital Labs with necessary hardware and connectivity.</li> <li>• Conduct baseline assessments to gauge existing digital competencies.</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide digital literacy tools to support structured learning.</li> </ul> <p><b>2. Digital Literacy Training</b></p> <ul style="list-style-type: none"> <li>• <b>Teachers:</b> 15-hour curriculum covering digital literacy and pedagogy.</li> <li>• <b>Students:</b> 15-hour curriculum delivered in three quarterly phases (5 hours each), covering cyber safety, internet usage, and basic AI.</li> <li>• Engagement through pre/post assessments, quizzes, and interactive activities.</li> </ul> <p><b>3. Strengthening and Evaluation</b></p> <ul style="list-style-type: none"> <li>• Deepen understanding of digital learning practices.</li> <li>• Conduct end-line assessments to measure progress.</li> <li>• Offer refresher training to reinforce learning and ensure continuity.</li> </ul> <p><b>4. Sustainability Plan</b></p> <ul style="list-style-type: none"> <li>• Post-project, trained teachers will take ownership of lab operations.</li> <li>• Continued access to Nasscom Foundation’s LMS will enable independent facilitation of digital literacy sessions.</li> </ul>
4	Nature/Scope of work	<p><b>1.  School Engagement &amp; Planning</b></p> <ul style="list-style-type: none"> <li>• Identify and finalize two urban government schools (Pune and Bangalore).</li> <li>• Sign MoUs/ get an approval letter and onboard school authorities and stakeholders.</li> <li>• Conduct orientation sessions for school leadership and teachers.</li> </ul> <p><b>2.  Digital Infrastructure Setup</b></p> <ul style="list-style-type: none"> <li>• Procure and install digital hardware (computers, networking, furniture, power backup).</li> <li>• Set up <b>2 Digital Labs</b> (One in Each city) with internet connectivity and interactive learning environment.</li> <li>• Support Nasscom foundation team for <b>baseline assessments</b> to gauge digital readiness of students and teachers.</li> <li>• Provide digital literacy tools and resources for enhanced learning.</li> </ul> <p><b>3.  Teacher Capacity Building</b></p> <ul style="list-style-type: none"> <li>• Train <b>6 teachers</b> on a 15-hour Digital Literacy curriculum.</li> <li>• Include pedagogy training and LMS orientation for independent facilitation.</li> <li>• Conduct follow-up and refresher sessions to reinforce skills and ensure sustainability.</li> </ul> <p><b>4.  Student Training &amp; Engagement</b></p>

		<ul style="list-style-type: none"> <li>• Deliver structured digital literacy curriculum to <b>800 students</b> (Classes 6–12).</li> <li>• Conduct training in <b>3 quarterly phases</b> (5 hours each):             <ul style="list-style-type: none"> <li>○ <b>Phase 1:</b> Basic digital skills, device familiarity, cyber safety.</li> <li>○ <b>Phase 2:</b> Intermediate internet literacy, digital communication, online platforms.</li> <li>○ <b>Phase 3:</b> Proficient use of generative AI, ethical digital behavior, vocational tools.</li> </ul> </li> <li>• Use pre/post assessments, quizzes, and interactive activities to track learning outcomes.</li> </ul> <p><b>5. 🌐 Community Outreach</b></p> <ul style="list-style-type: none"> <li>• Conduct <b>Digital Awareness sessions</b> for <b>1,000 community members</b>.</li> <li>• Deliver <b>Digital Literacy training</b> to <b>200 community members</b> using adapted content.</li> <li>• Promote responsible digital behavior and access to online services.</li> </ul> <p><b>6. 📁 Content Customization &amp; Delivery</b></p> <ul style="list-style-type: none"> <li>• Customize Nasscom Foundation’s 15-hour Digital &amp; Financial Literacy content.</li> <li>• Cover key topics:             <ul style="list-style-type: none"> <li>○ Cyber safety, online frauds, digital citizenship</li> <li>○ Internet etiquette, search engine usage</li> <li>○ MS Office and productivity tools</li> <li>○ Generative AI basics and ethical use</li> <li>○ Online skill development and vocational platforms</li> </ul> </li> </ul> <p><b>7. 📊 Monitoring, Evaluation &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Support Nasscom foundation team <b>end-line assessments</b> to measure progress and impact.</li> <li>• Document training sessions, attendance, feedback, and learning outcomes.</li> <li>• Prepare and submit <b>closure reports</b> with quantitative and qualitative metrics.</li> </ul> <p><b>8. ♻️ Sustainability &amp; Handover</b></p> <ul style="list-style-type: none"> <li>• Transition lab operations to trained teachers post-project.</li> <li>• Ensure continued access to Nasscom Foundation’s LMS for ongoing learning.</li> <li>• Support integration of digital literacy into regular school curriculum.</li> </ul>
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		<ul style="list-style-type: none"> <li>•</li> </ul>
	<p>Learning resourced to be provided to each school</p>	<p>Essential Components for a Digital Lab</p> <p><b>📁 Digital Infrastructure &amp; Hardware</b></p> <ul style="list-style-type: none"> <li>• <b>10 Desktop Computers</b> (Intel Core i5, 8GB RAM, SSD, 18.5" Monitor, Keyboard &amp; Mouse)</li> <li>• <b>10 UPS units</b> (Intex) for power backup</li> <li>• <b>10 Computer Tables and Chairs</b></li> <li>• <b>1 Laptop</b> for facilitation and administration</li> <li>• <b>10 Wi-Fi Receivers</b> (D-Link LAN cards)</li> <li>• <b>1 Projector and Screen</b> for group instruction</li> <li>• <b>1 Ahuja Speaker (125 watts)</b> with trolley for audio support</li> <li>• <b>3 Wireless Microphones</b> (2 handheld, 1 collar + 1 headset)</li> <li>• <b>2 IP Cameras</b> for monitoring and documentation</li> <li>• <b>1 Interactive White Digital Board</b> (Size: 4x6 ft)</li> <li>• <b>Licensing, Installation, Refurbishment, and Setup</b></li> </ul> <p><b>📁 Curriculum &amp; Training Content</b></p> <ul style="list-style-type: none"> <li>• <b>15-hour Digital Literacy Curriculum</b> for students and teachers <ul style="list-style-type: none"> <li>○ Delivered in 3 phases (5 hours each quarter)</li> <li>○ Includes Cyber Safety, Internet Literacy, and Generative AI basics</li> </ul> </li> <li>• <b>Pedagogy Training</b> for teachers to facilitate sessions independently</li> <li>• <b>Customizable Content Modules:</b> <ul style="list-style-type: none"> <li>○ Cyber safety, online frauds, and digital citizenship</li> <li>○ Internet etiquette and search engine usage</li> <li>○ MS Office and productivity tools</li> <li>○ Generative AI and ethical use</li> <li>○ Online skill development and vocational platforms</li> <li>○ Digital academic learning tools</li> </ul> </li> </ul> <p><b>📁 Assessment &amp; Engagement Tools</b></p> <ul style="list-style-type: none"> <li>• <b>Pre- and Post-Training Quizzes</b></li> </ul> <p><b>Interactive Activities</b> to reinforce learning outcomes</p>

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## 6. Locations for Program reach out

States & districts	No. of beneficiaries
Government schools in Bangalore Pune	Students of Government School Std VI to X Preference for Girls school

## 7. Deliverables & Timelines

Overall Performance Metrics	Expected Outputs (per school)	Timeline
	<p><b>Major Deliverables of the Digital Labs Programme</b></p> <p><b>1. 🏗️ Infrastructure Setup</b></p> <ul style="list-style-type: none"> <li>• <b>2 fully equipped Digital Labs</b> established in government schools (Pune and Bangalore)</li> <li>• Installation of: <ul style="list-style-type: none"> <li>○ 10 desktop computers per lab (Intel Core i5, 8GB RAM, SSD, monitor, keyboard, mouse)</li> <li>○ UPS units, webcams, headsets, tables, chairs</li> <li>○ Laptop, projector, screen, speaker system</li> <li>○ Interactive whiteboard, IP cameras, microphones</li> <li>○ Wi-Fi receivers and networking setup</li> </ul> </li> <li>• Completion of logistics, installation, refurbishment, and setup</li> </ul>	12 months

## 2. Capacity Building & Training

- **6 teachers trained** on:
  - 15-hour Digital Literacy curriculum
  - Pedagogy and LMS usage for independent facilitation
- **800 students trained** (Classes 6–12) through:
  - 15-hour curriculum delivered in 3 quarterly phases (5 hours each)
  - Topics include cyber safety, internet literacy, basic AI, and digital citizenship
- Engagement through:
  - Pre- and post-assessments
  - Quizzes and interactive learning activities

## 3. Community Engagement

- **1,000 community members** reached through digital awareness sessions
- **200 community members** trained in basic digital literacy using adapted content

## 4. Curriculum & Learning Resources

- Customizable **15-hour Digital & Financial Literacy** content
- Modules include:
  - Cyber safety, online frauds, digital etiquette
  - MS Office, internet navigation, search engine usage
  - Generative AI basics and ethical use

	<ul style="list-style-type: none"> <li>○ Online skill development and vocational platforms</li> </ul> <p><b>5. 🏢 Monitoring &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>• <b>Baseline and end-line assessments</b> conducted for students and teachers</li> <li>• Refresher training provided to teachers for sustained learning</li> <li>• Closure report documenting outcomes, learnings, and impact metrics</li> </ul> <p><b>6. 🔄 Sustainability &amp; Handover</b></p> <ul style="list-style-type: none"> <li>• Teachers take ownership of lab operations post-project</li> <li>• Continued access to <b>Nasscom Foundation’s LMS</b> for ongoing facilitation</li> <li>• Labs integrated into regular school curriculum for long-term impact</li> </ul> <ul style="list-style-type: none"> <li>•</li> </ul>	
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## 8. Proposal Requirements

Interested organizations must submit a detailed proposal, including the following (Mentioned annexures are mandatory):

- **Annexure 1: Organization Profile:** Legal status, years of operation, and relevant experience. (See table below)
- Project exist strategy and sustainability plan.
- **Annexure 2:** Detailed budget (Format below)
- **Annexure: 3 Implementation strategy and Gantt Chart:** Detailed plan with strategy and timeline with key milestones. (Please refer to Timeline mentioned above)

- **Annexure: 4** - Standard Operating Procedures (SOP) followed by your organization in Project Finance Management, HR policies, Procurement, beneficiary data & identity security.
- **Annexure: 5** - Technical specification of Assets required with estimated costing
- **Past Experience:** Case studies or examples of similar projects executed.
- **Financial Proposal:** Budget estimate, resource allocation, and funding requirements.
- **Annexure: 7** – Reporting and Formats
- **Annexure 8:** Human Resources : Key personnel, their roles, and relevant experience.

1	Name	
2	Registered Address	
3	Tel.No./Fax No./E-mail ID	
4	Constitution (Society/Trust/Company - Please indicate.)	
5	Is the organization a “For Profit Organization” or “Not for Profit Organization”	
6	Tax Exemption Details (If any)	
7	Registration details: Act under which registered, State, date of registration	
8	Registration Number/ CIN Number with date of and address of registration	
9	Does organisation has 80G Certificate	
1	Does Organisation has 12A Certificate	
1	Does Organisation has FCRA Certificate	
1	Has a Government Department/ Ministry ever blacklisted or imposed funding restrictions on the organization? (Please provide details, if yes)	
1	Does nasscom foundation & your organization have had/would have any previous partnership?	

1	Does the organization have audited Accounts & Balance Sheets for the last three years, indicating receipts, payments, closing balance, income - expenditure statements	
1	Certificate of agency that members are not involved in political activities, nor being blacklisted	
1	A certificate to the effect that the officials / staff of the organization are not employees of any Govt./Semi Govt. or PSU.	
1	Certificate of agency that contribution received from nasscom foundation would be used only for given project .	
1	Your prior experience on Digital lab knowledge/ management	

Quality Control: Detailed approach and quality control plan to be mentioned with

- Quality Approach
- Quality Check and control Process
- Risk Assessment and Mitigation plan
- Share sample for the following:
- Reporting Sample
- Data Management process

## 9. Financial Proposal Format

Requesting organization to provide below details- Cost/beneficiary:

S. No	Activity	Financial Quote (INR) Cost/Resource	Tax Applicable % and Value (INR)	Total financial quote Inclusive of Taxes/Year (INR)
1				
2				

## 10. Terms of Reference

1. Entity shall be ForProfit/not For Profit Entity and must be having at-least 3 year prior experiences in successfully running similar program
2. Entity shall not engage/outsouce the activities mentioned in the RFP to another / third party, it's a non-transferrable assignment
3. Entity shall share the list of its staff and resumes who has been part of similar program
4. Entity acknowledge that any assets/ add on services/ inevitable product & services mandatory to run the NF's public library centres shall be procured by NF only
5. Entity shall use the funds exclusively for the purpose and activities as clearly mentioned and agreed between the parties for this RFP
6. Entity shall not source any external funds or grants from any entity or individual, private or Govt. towards CAPEX or Opex of this program by referring the NF's sponsored public library centres
7. Entity shall always clearly state to any Individual or entity, private or Govt that the entire digital lab including all accessories has been sponsored/ provided by nasscom foundation along with its Opex cost.
8. Entity shall not sell / rent / hypothecate / donate / replace / remove the NF assets, any hardware and software units from the NF resource centres. Entity acknowledge that violation of the stated act shall be subjected to penalties and appropriate legal action by NF.
9. Entity shall not associate the "NF's Digital lab" and the project with any political or religious party or Institutions and would not support in driving initiatives of Individual political parties or Institutions.
10. Entity shall always seek due approvals from NF in writing before initiating any new intervention / program / campaigns / projects of central / state / local Govt administrations / private institutions etc. in the NF resource centre other than what is already mentioned in the RFP.
11. Entity shall always seek due approvals from NF in writing before engaging with any new agency/institutions/private or Govt. for building partnerships around NFs digital resource centres.
12. Entity shall not change the approved branding or incorporate any additional logos / photographs of Individual / Institutions / Political parties / Religious bodies / organizations etc. all communication / branding materials need to be approved by nasscom foundation in advance.

