

National Centre for Financial Education

NiSM NATIONAL INSTITUTE OF
SECURITIES MARKETS
An Educational initiative by SEBI



Invitation to Expression of Interest (EOI) For short- listing of Testing Agencies for conducting 'National Centre for Financial Education – National Financial Literacy Assessment Test (NCFE-NFLAT 2015-16)'

National Institute of Securities Markets

NISM Bhavan,

Plot No. 82, Sector - 17,

Vashi, Navi Mumbai - 400 703



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1. KEY INFORMATION AND DATES

| # | Particulars | Information/ Dates |
|---|---------------------------------|---|
| 1 | EOI Inviting Authority | National Institute of Securities Markets NISM Bhavan, Plot No. 82, Sector - 17, Vashi, Navi Mumbai - 400 703 Phone: 022- 66735100-06 |
| 2 | Job Requirement | Providing online registration facility and conducting a nation-wide test (computer based test) under NCFE |
| 3 | Issue date of the EOI | June 9, 2015 |
| 4 | Pre-bid meeting | June 18, 2015 |
| 6 | Last date for submission of EOI | 03:00 pm on June 25, 2015 |

2. INVITATION TO EXPRESSION OF INTEREST

Expression of Interest (EOI) is invited from Testing Agencies, meeting the Minimum Qualification Criteria as detailed in this invitation to EOI for conducting a national level financial literacy test (a computer based test) for school students, henceforth, referred to as 'National Centre for Financial Education –National Financial Literacy Assessment Test' (NCFE-NFLAT) across the country.

For any queries, you may contact the following:

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3. INTRODUCTION TO NISM AND NCFE

3.1 About NISM

National Institute of Securities Markets (NISM) is a public trust and educational institute, established by the Securities and Exchange Board of India (SEBI), the regulator for securities markets in India. The institute through its educational initiatives strives to increase financial literacy through a wide demographic and geographies across India. NISM also offers various continuing education and certification programs for professionals in the Banking and Finance sector. For details, please visit www.nism.ac.in.



3.2 About NCFE

India, a fast growing economy with focus on inclusive growth and a stable financial system, recognizes the need for a strategy to spread financial literacy among people. As a step in this direction, a National Strategy for Financial Education (NSFE) has been prepared under the aegis of the Technical Group on Financial Inclusion and Financial Literacy of the Sub Committee of FSDC (Financial Stability and Development Council).

NSFE aims to promote a smoother and more sustainable co-operation between regulators and stakeholders, avoid duplication of resources and allow development of articulated and tailored roadmaps with measurable and realistic objectives based on dedicated national assessments.

To implement NSFE, a special centre called National Centre for Financial Education (NCFE) has been established under NISM.

The main role of NCFE is to create financial education material and conduct financial education campaigns across the country for all sections of the population along with awareness campaigns at different levels for existing and potential customers so as to improve the knowledge, understanding, skills and competence of theirs in managing money effectively to improve his/her financial status by taking informed decisions. NCFE shall also create and maintain a website exclusively for financial education. For details, please visit www.ncfeindia.org.

4. BRIEF BACKGROUND ABOUT THE TEST (NCFE-NFLAT)

NCFE's National Financial Literacy Assessment Test (NCFE-NFLAT) is one of the first initiatives under NCFE. By conducting a national level test, NCFE plans to motivate school students (of classes VIII to X) to learn the concepts of finance and also measure their financial awareness so that they inculcate an important life skill at an early age leading to sound financial decisions later.

So far, two offerings of the NCFE-NFLAT were successfully conducted: in FY2013-14 (in January 2014) and in FY2014-15 (in December 2014). Around 1,00,000 students were covered (tested) in each offering of NCFE-NFLAT. The top-ranking schools and students were felicitated in the National and Regional award ceremonies organized in various parts of the country.

In view of the overwhelming response received from students, parents and schools, it is decided to conduct this test every year. This year's test is proposed to be conducted preferably in the third/fourth week of November 2015 on Saturday and/or Sunday. No fee will be charged to the students and schools for this test.



5. SCOPE OF WORK

The Agency under the NCFE-NFLAT project would, inter-alia, be responsible for undertaking various activities as enlisted below:

5.1 Registration of Schools and Students

The agency shall design the registration system in consultation with NISM / NCFE in the registration page format specified by NISM / NCFE. The registration window would be kept open for a period of two months unless NISM asks for an earlier close of registrations. The registration window would be maintained by the Agency. Candidate registration is a two-step process consisting of the following tasks:

5.1.1 School Registration

To facilitate easy coordination and communication, school will be the “Point of Contact” between the Test Administering Organization (NISM/NCFE) and the test-taking students. Hence the first step in the registration process is “School Registration”. The Agency should set up an online registration page where the schools provide their details and register. The registration template will be provided by NISM/NCFE. A unique School ID (user name) and password will be generated for each registered school based on the specification given by NISM. The school would therefore be the unit of registration. The registration system should provide mail confirmations and an auto-generated email to schools confirming their successful registration (along with the registered school details). The entire process should be conducted in consultation with NISM/NCFE. The online platform for registration of school and students should go live before /at the time of registration process is commenced.

5.1.2 Student Registration

Using the school user name and password generated in the above step, the school logs in and registers their students for the test by providing the students’ details. For this, the Agency should provide a registration page for student registration. The registration system should have facilities to send auto-generated email to schools confirming the successful registration of their students (along with the registered student details). The registered schools and/or students should be provided the facility to edit or make corrections in the registration data at the time of registration and till one week after the close of registrations.

Both the school and student registration data has to be shared with NISM on a periodic basis while the registrations are open. The entire process should be conducted in consultation with NISM/NCFE.

The Agency should set up a centralized help desk to resolve the queries/concerns (received by emails and/or phone calls) regarding the test. The help desk should be open on all days (Monday to Friday) from 9am to 6pm (i.e., a minimum of 9hours a day) and should be manned by at least 2 personnel at all times. Such a help desk should be open throughout the registration period and also while the EDIT window is open. The centralized help desk may be situated at NISM’s office or at agenzies office as per the discretion on NISM/NCFE



5.2 Test Center Allocation

On completion of registrations, the Agency in consultation with NISM/NCFE shall allocate test centers to the registered schools. Each student who is registered for the test has to be allocated the closest test centre. The Agency must arrange test center facilities for computer based test atleast in 200 centers spread across the country. The location list is given in Annexure-1 and the Agency is expected to conduct the test in at least all these locations and any other test centers based on the demand. The Agency should arrange for additional test centers in such locations where there are more than 50 student registrations.

The test centers need to be mapped to the school addresses. The Agency must ensure that no student is allotted a center which is more than 30 Kilo Meters from his school location (exception can be made when there are less than 50 students registrations from that location in which case these students may be assigned to the next nearest test center within reasonable distance from their school). Efforts should be made to assign the same test centre for all the students of a particular school (multiple slots may be used). The agency has to mandatorily cover at least the locations given in **Annexure 1**.

5.3 Test Administration

NISM/NCFE will share the question paper sets with the Agency and the Agency shall undertake all aspects of Test Administration. Some guidelines in this regard are:

- 1) The test duration will be 1 hour.
- 2) Test consists of multiple-choice questions of 4 options each. Questions can be of 1 mark, 2 mark and 3 mark questions or in combination of these formats. The Agency's testing system should be able to administer the test using these combinations and calculate the scores after applying the negative marking criteria for wrong attempts.
- 3) Each question and instruction shall be displayed in both English and Hindi. NISM would provide the question bank and instructions in English and Hindi.
- 4) The Agency's testing system should be able to assign the ranks to the students after applying the tie-breaking criteria prescribed by NISM. Each candidate shall be given two ranks: one is his/her national rank and the other is his/her regional rank, regions being East, West, North, South and Central and the states and union territories constituting these regions will be provided by NISM.
- 5) The test should be conducted in multiple slots over a period of 1 or 2 days. A maximum of 4 slots may be conducted in a day starting not earlier than 9:30am and ending not later than 6:00pm. There should be sufficient time gap between one slot to the other (minimum 30 minutes to 1 hour gap) to ensure smooth entry and exit of candidates into the test centers.
- 6) Based on the registration data, the Agency should generate the Hall Tickets mentioning the Test Center details on the hall tickets. The hall tickets of all the students of a particular school should be bundled as a single PDF file and should be made available for the schools to download using their username and password. The hall ticket format should be finalized in consultation with NISM/NCFE and should be made available for download by the agency 20 days prior to the examination.
- 7) The agency shall host a mock test (20 days before the date of the examination) that should mimic the actual testing environment as on the day of the test for all the registered students. The "mock



test” link would be provided on the NCFE website. Questions for the “Mock Test” will be shared by NISM.

- 8) The Agency should provide the invigilators and test center in-charge for all the test center locations. They shall take care of all the testing activities including the verification of hall tickets, collection of hall tickets from the test takers and to assist the test takers with the online testing process.
- 9) The Agency shall be responsible for collecting all the Hall tickets from all the test centers and forward the same to NISM/NCFE within 7 days from the date of conduct of the examination.
- 10) The agency shall set-up a control and communication center in Mumbai with the technical and administrative capabilities to check the smooth conduct of the test at all the test center locations in India.
- 11) The Agency shall be responsible for smooth conduct of the test, proper crowd management, for providing sufficient man power at the test centers and also for keeping the local authorities informed, providing for basic amenities like drinking water, washrooms at the test centre, etc.
- 12) The test centers should be easily accessible with the requisite technical capabilities (such as LAN, computer terminals working on a compatible operating system, UPS, power-back/DG set etc) to the satisfaction of NISM/NCFE.
- 13) The Agency should set up a centralized help desk to resolve the queries/concerns (received by emails and/or phone calls) regarding the test.
 - a. Such a help desk should be open from the day of issue of the hall tickets till the day of the examination. The help desk should be open on all days (Monday to Friday) from 9am to 6pm (i.e. a minimum of 9 hours a day) and should be manned by at least 2 personnel at all times.
 - b. On the day of the test, the help desk should be manned by at least 2 personnel from 3 hours prior to the first slot and till the completion of the test.
- 14) The agency shall be responsible for maintaining the secrecy of all the sets of the question papers and for ensuring the secure administration of the test.
- 15) All other test related activities and exceptions, if any, should be handled by the agency except for the question paper sets (in English and Hindi) which will be provided by NISM.

Estimated test date for NCFE-NFLAT 2015-16: Either on 21st & 22nd November 2015 or on 28th & 29th November 2015.

5.4 Test Results and Post-Test Analysis

The Agency shall be responsible for analyzing and preparing the reports based on the test data which should include:

- 1) All India rank and regional rank for each test taker, their absolute score and percentile score.
- 2) Normalization of the result data across multiple question papers in consultation with NISM/NCFE.
- 3) School-wise result data indicating the number of students appeared for the test from each school and their performance in the test.
- 4) Question-wise data such as number of times a particular question has appeared, number of times attempted and number of times it was answered correctly.



- 5) Any other report / analysis as per NISM's requirement.

Agency should complete the evaluation and provide the final results along with the required reports to NISM within one week after conducting the exam.

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6. INSTRUCTION TO AGENCIES

6.1 Submission of Bid in response to the EOI

Interested Agencies shall submit the following documents:

- Covering letter as per the format given in **Annexure 2** along with requisite documents mentioned in the Minimum Qualification Criteria.
- Details of Agency as per the format given in **Annexure 3**.
- Letter of Authorization duly authorizing a person as representative with all powers and authority to represent the Agency for submission of Bid in response to the EOI in **Annexure 4**

6.2 Bid along with all the requisite documents, to be submitted in a sealed cover super scribing “EOI for NCFE-NFLAT” to The Registrar, National Institute of Securities Markets, NISM Bhavan, Plot No. 82, Sector - 17, Vashi, Navi Mumbai - 400 703 latest by .

6.3 No Bid shall be accepted after the due date and time. Bids received after the last date shall not be opened and no further action shall be taken on such bids. All, or any, incomplete bids shall be rejected without any evaluation.

6.4 No further advertisement would be published once the shortlisting process is complete. The Request for Proposal (RFP) would only be issued to the shortlisted agencies.

6.5 **NISM’s decision will be final and binding on all the agencies responding to the Request for Eoi for the NCFE-NFLAT 2015-16. NISM reserves the right to reject any or all of the bids received in response to the EOI without assigning any reasons whatsoever.**

6.6 This document does not constitute an offer, or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any contract or commitment whatsoever.

6.7 The Agency shall bear all the costs for participation in the tender process including preparation of responses to the EOI etc.

6.8 The Agency shall furnish the details as per the formats enclosed in this document and strictly as per the serial order. The information intended to be supplied should be furnished in such a manner that the same satisfies the need/ requirement of EOI under various heads and is self-explanatory.

6.9 The shortlisted Agencies which satisfy the conditions laid in this EOI will be required to make a presentation before the Evaluation Committee and must secure a minimum of 75% marks in order to qualify for the financial bid.

6.10 All correspondence with the Agencies during the tendering process will be through email only. Information regarding the second round of the tendering process will only be sent to the shortlisted agencies. No communication will be sent to the remaining agencies.

- 6.11** No proposal shall be accepted unless it is properly sealed. Agency shall not be allowed to fill in or seal their proposal at the NISM office. The documents should be sent by speed post / registered post or hand delivered.
- 6.12** The Bidder will provide a single point of contact for the project, who will be responsible to coordinate and manage the entire project.
- 6.13** All disputes arising out of this process shall be subject to the jurisdiction of Mumbai High court, Maharashtra, Mumbai. The Director, NISM reserves the right to award the work or cancel the award without assigning any reason whatsoever. In case of differences, if any, the decision of the Director, NISM, shall be final.

7. MINIMUM QUALIFICATION CRITERIA**

The minimum qualification criteria for the Agencies have been provided in the table below:

| # | Minimum Qualification/ Eligibility criteria | Proof required |
|---|---|--|
| 1 | The Agency should be a Company registered in India under the Companies Act, 1956/ Society Registration Act, 1860/ Autonomous Body of Govt. / Partnership Firm in existence for the last 4years as on 31 st March 2015 | Copy of Certificate of Incorporation/Registration/ MoA as applicable |
| 2 | The Agency should have a valid PAN and Service Tax Registration in India | Copy of PAN card and Service Tax Registration certificate |
| 3 | The Agency should have a minimum average annual turnover of Rs10,00,00,000 (Rupees Ten Crores)from conduct of tests during the last 4years (FY 2011-12,2012-13,2013-14 & 2014-15) | Copy of Audited Profit and Loss Statement and Balance sheet / Certificate from a Chartered Accountant certifying the turnover amount for the last 4 years (FY 2011-12,2012-13, 2013-14 & 2014-15) |
| 4 | The Agency should have conducted a minimum of 2 large scale tests(minimum 50,000 candidates each)at pan-India level during the last 3 years as on 31 st March, 2015 with atleast one test having a minimum size of not less than 1,00,000test-takers administered in more than 125 locations over a period of one or two days. | Copy of Work order/ Certificate of completion and Client details including Name, Contact person, Phone number and Email ID. |
| 5 | The Agency should not have been blacklisted by central /state Government departments/ undertakings. The agency should not have any complaints of question paper leakage or mismanagement of exams. | No Conviction Letter duly signed as per the Format provided in Annexure 4 . A self-declaration that it is not involved in any complaints of question paper leakage or mismanagement of exams. Should mention any re-examination instances and the reasons for the same. |



**NISM reserves the right to verify any of the above criteria independently or seek any further information. The agency authorizes NISM to do so by participating in this EOI. At any time before the submission of bids, NISM/NCFE may amend any of the aforesaid condition in this EOI by issuing an addendum by standard electronic means (e-mail and NISM website). The addendum shall be sent to all Bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended accordingly.

NISM



Annexure 1: List of Mandated Test Centers *

In order to qualify for the bid, the agency should be equipped and willing to conduct the test in at least the following locations:

| Sr No | State | District |
|-------|------------------------------------|---------------------|
| 1 | Andhra Pradesh | Anantapur |
| 2 | Andhra Pradesh | Chittoor |
| 3 | Andhra Pradesh | Guntur |
| 4 | Andhra Pradesh | Kurnool |
| 5 | Andhra Pradesh | Prakasam |
| 6 | Assam | Cachar |
| 7 | Assam | Kamrup Metropolitan |
| 8 | Bihar | Bhagalpur |
| 9 | Bihar | Nalanda |
| 10 | Bihar | Nawada |
| 11 | Bihar | Patna |
| 12 | Chhattisgarh | Raigarh |
| 13 | Chhattisgarh | Raipur |
| 14 | Delhi - National Capital Territory | Central Delhi |
| 15 | Delhi - National Capital Territory | East Delhi |
| 16 | Delhi - National Capital Territory | New Delhi |
| 17 | Delhi - National Capital Territory | North Delhi |
| 18 | Delhi - National Capital Territory | North East Delhi |
| 19 | Delhi - National Capital Territory | North West Delhi |
| 20 | Delhi - National Capital Territory | South Delhi |
| 21 | Delhi - National Capital Territory | South West Delhi |
| 22 | Delhi - National Capital Territory | West Delhi |
| 23 | Goa | North Goa |
| 24 | Gujarat | Ahmadabad |
| 25 | Gujarat | Kachchh |
| 26 | Gujarat | Kheda |
| 27 | Gujarat | Anand |
| 28 | Gujarat | DevbhoomiDwarka |
| 29 | Gujarat | Surat |
| 30 | Gujarat | Valsad |
| 31 | Haryana | Ambala |
| 32 | Haryana | Bhiwani |
| 33 | Haryana | Faridabad |
| 34 | Haryana | Gurgaon |
| 35 | Haryana | Hisar |
| 36 | Haryana | Kurukshetra |
| 37 | Haryana | Panchkula |
| 38 | Haryana | Panipat |
| 39 | Haryana | Rewari |



| Sr No | State | District |
|-------|------------------|--------------------|
| 40 | Haryana | Rohtak |
| 41 | Haryana | Sirsa |
| 42 | Himachal Pradesh | Bilaspur |
| 43 | Himachal Pradesh | Chamba |
| 44 | Himachal Pradesh | Hamirpur |
| 45 | Himachal Pradesh | Shimla |
| 46 | Himachal Pradesh | Solan |
| 47 | Jammu & Kashmir | Jammu |
| 48 | Jammu & Kashmir | Srinagar |
| 49 | Jharkhand | Dhanbad |
| 50 | Jharkhand | Giridih |
| 51 | Jharkhand | Kodarma |
| 52 | Jharkhand | Lohardaga |
| 53 | Jharkhand | PurbiSinghbhum |
| 54 | Jharkhand | Ranchi |
| 55 | Karnataka | Bagalkot |
| 56 | Karnataka | Bangalore |
| 57 | Karnataka | Belgaum |
| 58 | Karnataka | Gadag |
| 59 | Karnataka | Gulbarga |
| 60 | Karnataka | Haveri |
| 61 | Karnataka | Kolar |
| 62 | Karnataka | Mysore |
| 63 | Karnataka | Tumkur |
| 64 | Kerala | Alappuzha |
| 65 | Kerala | Ernakulam |
| 66 | Kerala | Idukki |
| 67 | Kerala | Kollam |
| 68 | Kerala | Kozhikode |
| 69 | Kerala | Malappuram |
| 70 | Kerala | Palakkad |
| 71 | Kerala | Thiruvananthapuram |
| 72 | Kerala | Thrissur |
| 73 | Madhya Pradesh | Balaghat |
| 74 | Madhya Pradesh | Bhopal |
| 75 | Madhya Pradesh | Gwalior |
| 76 | Madhya Pradesh | Indore |
| 77 | Madhya Pradesh | Jabalpur |
| 78 | Madhya Pradesh | Narsimhapur |
| 79 | Madhya Pradesh | Ratlam |
| 80 | Madhya Pradesh | Rewa |
| 81 | Madhya Pradesh | Sagar |
| 82 | Madhya Pradesh | Singrauli |



| Sr No | State | District |
|-------|----------------|---------------------------|
| 83 | Madhya Pradesh | Vidisha |
| 84 | Maharashtra | Aurangabad |
| 85 | Maharashtra | Bid |
| 86 | Maharashtra | Latur |
| 87 | Maharashtra | Mumbai |
| 88 | Maharashtra | Mumbai Suburban |
| 89 | Maharashtra | Nagpur |
| 90 | Maharashtra | Nashik |
| 91 | Maharashtra | Pune |
| 92 | Maharashtra | Raigarh |
| 93 | Maharashtra | Thane |
| 94 | Manipur | Imphal |
| 95 | Manipur | Bishnupur |
| 96 | Meghalaya | Sillong |
| 97 | Meghalaya | East Khasi Hills |
| 98 | Odisha | Bargarh |
| 99 | Odisha | Bhadrak |
| 100 | Odisha | Cuttack |
| 101 | Odisha | Ganjam |
| 102 | Odisha | Jharsuguda |
| 103 | Odisha | Khordha |
| 104 | Odisha | Sambalpur |
| 105 | Odisha | Subarnapur |
| 106 | Odisha | Sundargarh |
| 107 | Punjab | Amritsar |
| 108 | Punjab | Bathinda |
| 109 | Punjab | Fatehgarh Sahib |
| 110 | Punjab | Fazilka |
| 111 | Punjab | Firozpur |
| 112 | Punjab | Hoshiarpur |
| 113 | Punjab | Jalandhar |
| 114 | Punjab | Ludhiana |
| 115 | Punjab | Patiala |
| 116 | Punjab | Rupnagar |
| 117 | Punjab | SahibzadaAjit Singh Nagar |
| 118 | Punjab | Sangrur |
| 119 | Rajasthan | Ajmer |
| 120 | Rajasthan | Alwar |
| 121 | Rajasthan | Jaipur |
| 122 | Rajasthan | Jhunjhunun |
| 123 | Rajasthan | Sikar |
| 124 | Rajasthan | Tonk |
| 125 | Tamil Nadu | Chennai |



| Sr No | State | District |
|-------|------------------|---------------------|
| 126 | Tamil Nadu | Coimbatore |
| 127 | Tamil Nadu | Cuddalore |
| 128 | Tamil Nadu | Erode |
| 129 | Tamil Nadu | Kancheepuram |
| 130 | Tamil Nadu | Kanniyakumari |
| 131 | Tamil Nadu | Karur |
| 132 | Tamil Nadu | Madurai |
| 133 | Tamil Nadu | Namakkal |
| 134 | Tamil Nadu | Ramanathapuram |
| 135 | Tamil Nadu | Thiruvallur |
| 136 | Tamil Nadu | Thiruvarur |
| 137 | Tamil Nadu | Tiruchirappalli |
| 138 | Tamil Nadu | Virudhunagar |
| 139 | Telangana | Hyderabad |
| 140 | Telangana | Rangareddy |
| 141 | Tripura | West Tripura |
| 142 | UT Of Chandigarh | Chandigarh |
| 143 | UT Of Puducherry | Puducherry |
| 144 | Uttar Pradesh | Agra |
| 145 | Uttar Pradesh | Allahabad |
| 146 | Uttar Pradesh | Auraiya |
| 147 | Uttar Pradesh | Bareilly |
| 148 | Uttar Pradesh | Bijnor |
| 149 | Uttar Pradesh | Bulandshahar |
| 150 | Uttar Pradesh | Gautam Buddha Nagar |
| 151 | Uttar Pradesh | Ghaziabad |
| 152 | Uttar Pradesh | Gorakhpur |
| 153 | Uttar Pradesh | Hapur |
| 154 | Uttar Pradesh | Kanpur Nagar |
| 155 | Uttar Pradesh | Lucknow |
| 156 | Uttar Pradesh | Mathura |
| 157 | Uttar Pradesh | Meerut |
| 158 | Uttar Pradesh | Muzaffar Nagar |
| 159 | Uttar Pradesh | Raebareli |
| 160 | Uttar Pradesh | Sitapur |
| 161 | Uttar Pradesh | Varanasi |
| 162 | Uttarakhand | Dehradun |
| 163 | Uttarakhand | Hardwar |
| 164 | Uttarakhand | Nainital |
| 165 | West Bengal | Barddhaman |
| 166 | West Bengal | Darjiling |
| 167 | West Bengal | Jalpaiguri |
| 168 | West Bengal | Koch Bihar |



| Sr No | State | District |
|-------|-------------|----------------------------|
| 169 | West Bengal | Kolkata |
| 170 | West Bengal | Murshidabad |
| 171 | West Bengal | Nadia |
| 172 | West Bengal | North Twenty Four Parganas |

NISM



Annexure 2: Format of Covering Letter for Expression of Interest

(On the letterhead of the Organization)

To

The Registrar

National Institute of Securities Markets

NISM Bhavan, Plot No. 82, Sector 17, Vashi,

Navi Mumbai – 400 703

Sub: EOI for NCFE's National Financial Literacy Assessment Test (NCFE-NFLAT 2015-16)

Dear Madam/ Sir,

Having examined your advertisement dated inviting bids in response to the EOI, I/We....., hereby declare that I/we fulfil the minimum requirement/eligibility criteria to undertake the assignment in full conformity with the EOI.

We enclose the requisite documents as follows:

- Copy of Certificate of Incorporation/Registration/MoA as applicable
- Copy of PAN card and Service Tax Registration certificate
- Copy of Audited Profit and Loss Statement and Balance sheet/ Certificate from a CA, on turnover of the last four FYs 2011-2015
- Copy of Work order/ Certificate of completion and Client details including Name and Postal Address, Contact person, Phone number and email ID
- No Conviction Letter duly signed as per the Format provided in **Annexure 4**

I/ We understand that NISM reserves the right to reject any or all the bids in response to the EOI without assigning any reasons whatsoever.

I/ We hereby declare that all the information and statements made in this bid are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours faithfully,

Signature and Seal of Agency

Name:

Date:

Signed in the capacity of.....

Duly authorized to sign Bids for and on behalf of.....



Annexure 3: Details of the Agency

(On the letterhead of the Organization)

| # | Particulars | Details |
|---|---|--|
| 1 | Name of the Agency | |
| 2 | Address of the Registered office of the Agency | |
| 3 | Key Management Personnel of the Agency with their qualification and experience | |
| 4 | Turnover (In Rupees) of the Agency for the last four financial years/ Certificate from a CA | 1. FY 2011-12: 2. FY 2012-13: 3. FY 2013-14: 4. FY 2014-15: |
| 5 | Number of years of experience in the field of conducting nation-wide computer based tests | |
| 6 | PAN No. (Copy to be attached) | |
| 7 | Service Tax Registration No. (Copy of the certificate to be attached) | |

I/ We hereby declare that all the information and statements made in this Bid are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours faithfully,

Signature and Seal of Agency

Name:

Date:

Signed in the capacity of.....

Duly authorised to sign Bids for and on behalf

of.....



Annexure 4: Format of No Conviction Letter

(On the letterhead of the Organization)

I/ We the undersigned, having registered office at
..... (Address of the registered office) has/have never been blacklisted or
restricted to apply for any such activities by any Central / State Government Department /undertakings or
Court of law anywhere in the country.

Signature and Seal of Agency

Name:

Date:

Signed in the capacity of.....

Duly authorised to sign Bids for and on behalf
of.....



Annexure 5: Checklist of Items

The following documents must be submitted in a sealed envelope super-scribing “Eol for NCFE-NFLAT 2015-16” so as to reach us on or before. The envelope should be addressed to:

The Registrar,
National Institute of Securities Markets
NISM Bhavan, Plot No. 82, Sector - 17,
Vashi, Navi Mumbai - 400 703
Phone: 022- 66735100-06

| # | Particulars | ✓/ X |
|--------------------|---|------|
| Checklist of Items | | |
| 1 | Covering Letter for Expression of Interest as per format given in Annexure 2 | |
| 2 | Details of the Agency as per format given in Annexure 3 | |
| 3 | Copy of Certificate of Incorporation / Registration / MoA as applicable | |
| 4 | Copy of PAN card and Service Tax Registration certificate | |
| 5 | Copy of Audited Profit and Loss Statement and Balance sheet / Certificate from a Chartered Accountant certifying the turnover amount for the last 4 years (FY 2011-12, FY 2012-13, FY 2013-14 & FY 2014-15) | |
| 6 | Copy of Work order/ Certificate of completion and Client details including Name, Contact person, Phone number and Email ID. | |
| 7 | No Conviction Letter and Declaration duly signed as per format given in Annexure 4 | |
| 8 | Any other supporting document(s) in relation to 1 to 7 above | |