

TENDER DOCUMENT

CONDUCTING OUTBOUND EXPERIENTIAL TRAINING FOR TRAINEES

DIRECT TAXES, REGIONAL TRAINING INSTITUTE
(A UNIT OF NATIONAL ACADEMY OF DIRECT TAXES, NAGPUR)
INCOMETAX INVESTIGATION BUILDING
NO.46, MAHATMA GANDHI ROAD
NUNGAMBAKKAM, CHENNAI 600 034.

प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण संस्थान
(राष्ट्रीय प्रत्यक्ष कर अकादमी का एक प्रभाग)
46, महात्मा गाँधी रोड,
नुन्नामबावकम, चेन्नै - 600 034.



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1. Direct Taxes Regional Training Institute (DTRTI), Chennai a Unit of National Academy of Direct Taxes, Nagpur invites sealed quotations from qualified firms in the prescribed format as given in Annex. I and Annex II. for conducting Out Bound Experiential Training for employees of Income tax Department.

2. The purpose of the training is to inculcate Team spirit, Leadership qualities, Self- confidence, Communication skill, Self-empowerment and Motivation in the employees of the organization through outbound experiential training so that the learning from the training can be applied to the work place.

3. The participating bidder should be an Institute engaged in Out Bound Experiential Training having annual turnover of more than 25 lakh.

4. The successful bidder shall be selected on the basis of a two cover bidding system viz.

(i) Technical Bid

(ii) Financial Bid

5. Only the bids shortlisted on the basis of technical bids will be considered for evaluation of the financial bid.

6. The Technical bid should consist of documents regarding the competency of the bidder and the track record in conducting the Out

Bound Training and other activities proposed to be conducted for employees of Income tax Department.

7. Financial Bid should contain the amount quoted by the Bidder.

8. The Bids should be submitted in two separate sealed covers mentioning "**Technical Bid**" or "**Financial Bid**", as the case may be, superscribed as "Quotation for Outbound Experiential Training for Employees of Income tax department" on or before **4.00 PM on 27th November 2015** to the following address:

The Additional Director General (Training)
Direct Taxes Regional Training Institute
No. 46, Mahatma Gandhi Road
Nungambakkam, Chennai 34.

9. The Quotations will be opened on 30th November 2015 @ 12:00 noon and the successful bidder will be awarded the contract. The 1st batch of training may begin in December 2015. If the tender cannot be opened on the date as given above due to any unavoidable circumstances, the tender will be opened on the next working day unless separate communication is issued in this regard.

10. DTRTI takes no responsibility for delay, loss or non-receipt of bids sent by Post. Bids submitted by Telex/Telegraphic/Fax/E-mail etc. will not be accepted. Conditional offers are liable for rejection. DTRTI reserves the right to reject any proposal without assigning any reason thereof.

--Sd/--

Chairman, Tender Committee

Annex.I

FORMAT OF THE TECHNICAL BID

(To be submitted in the firm's Letterhead)

1	Name of the Bidder, PAN and Service Tax No.	
2	Address	
3	Telephone/Fax/Email	
4	Names of the Proprietor/ Partner(s)/ Director(s)/ Designated Officer who will act as liaison with the DTRTI, Chennai.	
5	Year of establishment of the Institute/ Organisation and the total number of years of experience in the field of Out Bound Training.	
6	Complete address and location at which the programme would be conducted. Few Photos of the location should be enclosed.	
7	If the organisation does not own the campsite copy of the rental/ lease agreement with the owner of the site to be furnished.	
8	Specific contents of the Programme ,the methodology proposed to be undertaken and likely outcome in terms of learning.	
9	Model programme schedule	
10	Names and qualification of the trainers with details of their experience (pls attach proof of their qualification and experience)	
11	Details of similar training programmes carried out in the previous three years and total number of training days, with names and address of the Clients (Documents in support of the bidder's experience in providing such training may	

	be provided)	
12	List of Central Government/ State Government and Public Sector Clients in the previous three years.	
13	No. Of batches (minimum 25 trainees per batch) of Government employees trained in the last three years.	
14	Details of facilities for transport from DTRTI to the campsite and details of accommodation & food may be mentioned.	
15	Details of safety precautions and first aid measures available at the camp site.	
16	Annual Turn Over for three out of the last five years wherein it exceeded Rs. 25 lakhs. (Pls. Furnish copies of Incometax returns and Certified Financials)	

Annex. II

FORMAT OF THE FINANCIAL BID

(To be submitted in the firm's Letterhead)

Quotation	The quoted price per participant per day inclusive of all components is Rs.(in figures) Rs.(in words)
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Description and Specifications for the Out Bound Experiential Training

1. **Location:** The location for Out bound training should be around Chennai.
2. **Objectives:** To inculcate Team spirit, Leadership qualities, group dynamics, inter-personal communication, Self-confidence, Communication skills, Self-empowerment, Motivation, Collaboration, Out of the box thinking, Interdependence, Team bonding, Analytical Thinking, Managing Ambiguity and Change, Innovation, Managing resource constraints etc. throughout bound field tasks.
3. **Methodology:** Outbound Experiential Learning based on the Experiential Learning concept. After each activity, participants should be made to interact and reflect on it, and draw conceptual insights. Further, every activity and program shall be crafted so as to enable correlation with the environment and dynamics of their work place in the Incometax Department. Pure theory classes to be avoided.
4. **Duration:** The duration of the programme may be preferably for **2 days/2 nights**.
5. **Campsite:** There should be a camp site suitable for conducting Out bound experiential training. The camp should have decent and separate accommodation as well as restrooms for ladies and gents. The camp site should be equipped with facilities for field tasks. The camp site cannot be changed from that mentioned in the Technical bid.
6. **Activities:** Activities should include physical activities like obstacles facing, team games etc. The activities have to be in the following broad categories:
 - (i) Team work, planning and strategy for achieving maximum result in a given time.
 - (ii) Collaboration and sharing of best practices across teams.
 - (iii) Crisis management and raising the efficiency level continuously for meeting stiffer deadlines.
 - (iv) Self empowerment, confidence and managing resource constraints.
 - (v) Managing ambiguity, openness and adaptability to changes, innovation and out of box thinking.

(vi) Communication skills, interpersonal communication and mutual trust.

Detailed program list and schedule of the training for participants of different age groups should be submitted along with the quotation . The exhaustive list of activities which can be conducted by the bidder alongwith a brief note on anticipated learning derived from it shall be submitted along with the quotation.

7. **Age group and size of batch:** The age groups of each batch may vary and the activities shall be so designed as to suit the age group of the participants. The size of each batch will also vary and may not be the same always. It is expected that nearly 100 employees would undergo training till 31.03.2016 in 3 to 4 batches.

8. **Safety measures:** Care should be taken not to include any adventurous activity which can be performed only by professionals. In any case, necessary first aid and medical facilities shall be available at the campsite. All the activities should be conducted under the supervision of qualified personnel with appropriate safety equipments, if any required.

9. **Food:** Food should be served during the tenure of the training. Model menu (vegetarian and Non-vegetarian) should be provided with the quotation.

10. **Experience:** The organizations bidding for the OBT programme should have prior experience in conducting OBT for Government employees. It is expected that the bidders should have conducted a minimum of three programmes for Government Employees in each of the last three years. . In all, they should have conducted Out Bound Training covering at least 60 days in each of three previous years, for various clients including Government employees.

11. **Faculty:** The organisation should have atleast five dedicated trainers in the areas of training offered. The trainers should be qualified and possess five years experience in conducting out bound training.

12. The annual turnover of the bidder should be not less than Rs. 25 lakh in three out of the last five years. Financial statements and copies of Incometax Returns as well as service tax returns should be enclosed as proof of the claim.

13. Photos of the location wherein the bidder intends to conduct the training and details about each activity should be provided along with the tender.
14. The training fee shall be a lumpsum per participant per day including transport from DTRTI, food, accommodation, any other service charge and all relevant taxes. facility fee, service tax etc.
15. The training may be conducted on any days in a week at the mutual consent of the Successful bidder and DTRTI.

Instructions to the Bidder

1. Scope of the bid includes;
 - Training the participants to achieve the objectives
 - Travel, accommodation and food for the participants
 - Ensuring safety and security of all participants
2. DTRTI reserves the right to change the activities proposed as part of the training program, as per requirement
3. The Bidder shall submit to DTRTI a DD for **Rs 25000/-** as Earnest money deposit (EMD) along with the Bid. The DD shall be drawn in favour of DTRTI, Chennai payable at Chennai. Bids without EMD will not be evaluated.
4. The EMD of the unsuccessful bidders will be returned, at the earliest, after the opening of the bid.
5. If the successful bidder dishonours any condition prescribed by DTRTI in the work order/tender document, the EMD will be forfeited.
6. Each batch may have approximately 25-40 participants based on the convenience of DTRTI and the successful bidder. However, the payment will be made on the basis of the actual number of participants and not on the basis of a standard batch size.
7. The Validity of the quotation shall remain in force till 31.03.2016 and extendable upto 31.03.2017 based on the satisfactory performance of the contractor and the rates quoted in this bid shall remain the same till such time.
8. Even if a bidder furnishes multiple quotes only the lowest quote which is technically qualified will be considered.
9. DTRTI, Chennai reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the action of DTRTI, Chennai.
10. The Tender Committee, may, if considered necessary, visit the bidder's premises shortlisted on the basis of the technical bid, to evaluate and ascertain

the details as furnished by the bidder in their bid and the bidder's competence to perform the offered services.

11. The successful bidder has to sign an agreement with DTRTI, Chennai, Income tax Department enlisting the terms and conditions of the contract mentioned in the Tender and also indemnifying DTRTI, Chennai, Incometax Department, if any activity apart from those mentioned in the bid and which would be dangerous, is conducted without specific permission from DTRTI, Chennai and the trainees.

12. The contract is liable to be cancelled if any of the claims made in the bid is found to be false, subsequently.

13. All disputes shall be subject to the jurisdiction of the High Court of Madras.

Checklist for the Bidder

- I. The following documents are to be furnished with the Technical Bid:
1. EMD of **Rs. 25000/-** in the form of DD.
 2. Photos and complete address of the location wherein bidder intends to conduct the training and details of each activity. (as per S No.6 of Technical Bid)
 3. Copy of the rental/lease agreement if applicable. (S No.7)
 4. The list of activities and methodology which can be conducted by the bidder along with a brief note on learning which can be derived from it(S No.8) .
 5. Model programme schedule (S No.9)
 6. Prior experience details along with supporting documents and detailed Resume of the trainers who will conduct the training with relevant supporting documents (S No.10).
 7. Documents in support of Clients list (S No.11) .
 8. Copies of IT returns, Service tax returns and Financial statements showing Annual Turn Over for three years out of the last five years (S No.16)
- II Financial Bid containing Rate per participant per day inclusive of all taxes.