



No.17, Near HMT Watch Factory, Jalahalli, Bangalore-560013
Telephone: 080-23452841/23082001/23452565, Fax: 080-23082026, E-Mail: dtrti.bang@gmail.com

TENDER DOCUMENT

CONDUCTING OUTBOUND EXPERIENTIAL TRAINING FOR INCOME TAX DEPARTMENTAL PERSONNEL

F.No.145/OBT Tender/2015-16/DTRTI

DATED: 20-01-2016

TENDER NOTIFICATION

1. Direct Taxes Regional Training Institute (DTRTI), Bangalore, a Unit of National Academy of Direct Taxes, Nagpur invites sealed quotations from qualified firms in the prescribed format as given in Annexure-I and Annexure-II for conducting Out-Bound Experiential Training(OBT) for personnel of Income tax Department. The purpose of the training is to inculcate Soft skills such as Team spirit, Leadership qualities, Self-confidence, Communication skill, Self-empowerment and Motivation in the employees of the organization through the out-bound experiential training so that the learning from the training can be applied to their work place in span of 1.5 to 2 days.
2. The tender document along with terms and conditions can be obtained on a written request with full address from the Administrative Officer (DDO), DTRTI, Bangalore on all working days between 10:00 hours to 17.00 hours till 27 th January 2016. The tender document can also be downloaded from the website www.incometaxindia.gov.in. /www.dtrtibang/-www.eprocure.gov.in. The sealed tender should be addressed to DIT, DTRTI, Bangalore.

3. The tender process shall be as detailed in the clauses in this Notice Inviting Tender [NIT]. The service providers are requested to study the full document before participating in the tender process and give compliance report in **ANNEXURE-III** with signature on all the pages of the tender document as a proof of having read it. Adopting unethical means will debar an applicant from the tendering process besides inviting other action as per rule.

4. Eligibility Criteria

- i. The organizations bidding for the OBT programme should have prior experience in conducting OBT for Government employees/ Public Sector. It is expected that the bidders should have conducted a minimum of three programmes for Government Employees/public Sector 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 Employees of Government /public Sector.
- ii. The participating bidder should be an Institute engaged in Out-Bound Experiential Training having annual turnover of **Rs.15 lakh or more.**

5. Technical Requirement

- i. There should be around 65 people separate accommodation facility camp site suitable for conducting Out-bound experiential training. The camp should have decent and separate accommodation as well as rest-rooms 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.

- ii. Necessary first aid, medical facilities and resident Doctor shall be available at the campsite. All the activities should be conducted under the Supervision of qualified personnel with appropriate safety equipment.
- iii. The annual turnover of the bidder should be not less than Rs.15 lakh in three out of the last five years. Financial statements and copies of Income tax Returns as well as service tax returns should be enclosed as proof of the claim.
- iv. **Faculty:** The organization should have at least five dedicated trainers in the areas of training offered. The trainers should be qualified and possess five years' experience in conducting out bound training.
- v. Photos of the location where in the bidder intends to conduct the training and details about each activity should be provided along with the tender.

6. Terms and Condition of Tender

- i. The successful bidder shall be selected on the basis of a two cover bidding system viz.
 - a. Technical Bid
 - b. Financial Bid
- ii. Only the bids shortlisted on the basis of technical bids will be considered for evaluation of the financial bid.
- iii. 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 Out-bound Experiential Training for

Employees of Income tax department" on or before **4.00 PM on 29th January, 2016** to the following address:

The Additional Director General (Training)
Direct Taxes Regional Training Institute
No17, Near HMT Watch factory
Jalahalli, Bangalore-560013.

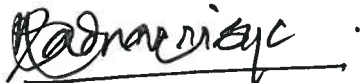
- iv. The Technical bid should consist of documents regarding the competency of the bidder and the track record in conducting the Out-Bound Training and other activities proposed to be conducted for employees of Income-tax Department and should fulfil all the criteria mention in the **Para-4 & 5 being eligibility and technical requirements.**
- v. The Bidders who do not fulfill the eligibility and technical requirements shall not qualify the Technical Bid. Only the Financial bids of technical qualified bidders will be opened for final selection.
- vi. Financial Bid should contain the amount quoted by the Bidder as in the Annexure-II.
- vii. The Quotations will be opened on 1st February, 2016 @ 11:00 AM and the successful bidder will be awarded the contract after evaluation by the Tender Committee. The 1st batch of training may begin in February, 2016. 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.
- viii. 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.

ix. Performance guarantee

- a. Within 15 (fifteen) days of the receipt of notification of award (NOA) from the DTRTI, Bangalore, the successful bidder shall furnish the Performance Guarantee in the form of account payee Demand Draft/ Fixed deposit Receipt/ Bank Guarantee for an amount of **Rs.1,00,000.**
- b. The Performance Guarantee in favour of Addl. Director General of Income tax, DTRTI, Bangalore and valid for a period of 180 days from the date of end of term of contract.
- c. The performance security shall be discharged/returned on expiry and successful completion of the contract, within a period of 180 days. In case of non-execution of the contract, in part or in full, the performance security shall be forfeited, after giving due notice to the Service Provider in respect of the defective/improper performance/execution or breach of any of the terms of the contract etc.




Addl. Director General (Trg)
DTRTI, Bengaluru

(एस. राधाकृष्णा/S. RADHAKRISHNA)
अपर महानिदेशक (प्रशिक्षण)
Additional Director General (Training)
क्षेत्रीय प्रत्यक्ष कर प्रशिक्षण संस्थान
Direct Taxes Regional Training Institute
बंगलूरु/Bengaluru

7. Description and Specifications for the Out-Bound Experiential Training

- i. Location:** The location for Out-bound training should be within Karnataka.
- ii. 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.
- iii. 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 workplace in the Income tax Department. Pure theory classes to be avoided.
- iv. Duration:** The duration of the programme may be preferably for **2 days/2 nights**.
- v. Campsite Activities:** Activities should include physical activities like Obstacles facing, team games etc. The activities have to be in the following broad categories:
- vi. Team work, planning and strategy for achieving maximum result in a given time.** Collaboration and sharing of best practices across teams.

- vii.** Crisis management and raising the efficiency level continuously for meeting stiffer deadlines. Self-empowerment, confidence and managing resource constraints. Managing ambiguity, openness and adaptability to changes, innovation and out of box thinking. Communication skills, inter personal communication and mutual trust.
- viii.** 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 along with a brief note on anticipated learning derived from it shall be submitted along with the quotation.
- ix.** **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 around 120 employees would undergo training till 31.03.2016 in 2 to 3 batches.
- x.** **Safety measures:** Care should be taken not to include any adventurous activity which can be performed only by professionals.
- xi.** **Food:** Food should be served during the tenure of the training. Model menu (vegetarian and Non-vegetarian) should be provided with the quotation.

- xii. ***The training fee to be quoted shall be a lump sum per participant per day including transport from and to DTRTI, food, accommodation, any other service charge and all relevant taxes, facility fee, service tax etc.***
- xiii. The training may be conducted on any days in a week at the mutual consent of the Successful bidder and DTRTI.

8. Instructions to the Bidder

- i. 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 participant
- ii. DTRTI reserves the right to change the activities proposed as part of the training program, as per requirement.
- iii. The Bidder shall submit to DTRTI a DD for **Rs.10000/-**as Earnest money deposit (EMD) along with the Bid. The DD shall be drawn in favour of DTRTI, Bangalore payable at Bangalore. Bids without EMD will not be evaluated.
- iv. The EMD of the unsuccessful bidders will be returned, at the earliest, after the opening of the bid.
- v. If the successful bidder dishonors any condition prescribed by DTRTI in the work order/tender document, the EMD will be forfeited.

- vi. Each batch may have approximately 25-70 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.
- vii. Payment may also be made in splits for separate service provided such as for food, accommodation and professional services based on the specific request made by the DTRTI for each batch of the trainees. The successful Service provider would require to provide bills accordingly. However, under no circumstance can the consolidated billing exceed the quote per participant per day inclusive of all taxes.
- viii. The Validity of the quotation shall remain in force till 31/12/2016 and extendable up to 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.
- ix. Even if a bidder furnishes multiple quotes only the lowest quote which is technically qualified will be considered.
- x. DTRTI, Bangalore 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 there by 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, Bangalore.
- xi. 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.

- xii. The successful bidder has to sign an agreement with DTRTI, Bangalore, Income tax Department enlisting the terms and conditions of the contract mentioned in the Tender and also indemnifying DTRTI, Bangalore, Income tax Department, if any activity apart from those mentioned in the bid and which would be dangerous, is conducted without specific permission from DTRTI, Bangalore and the trainees.
- xiii. The contract is liable to be cancelled if any of the claims made in the bid is found to be false subsequently.
- xiv. All disputes shall be subject to the jurisdiction of the High Court of Karnataka.

9. Extension and Termination of Contract

- i. The DTRTI reserves the right to terminate the contract in part or in full at any time with one month's notice without assigning any reasons thereof for which no letter of reason/explanation can be sought for by the successful bidder. The DTRTI will also have the right to extend this contract on the same rates, terms and conditions at one time or in spells of lesser time period up to accumulative maximum period of one year or till an alternate arrangement is made whichever is earlier. Any further extension on the same rates, terms and conditions will be mutually agreed upon.
- ii. The DTRTI may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful bidder terminate the contract,
 - a. If the successful bidder fails to provide the services as per the terms and conditions of this contract on the dates and on the specified times as requisitioned by DTRTI

- b. If the successful bidder fails to perform any other obligations(s) under the contract.
- c. If the successful bidder, in either of the above circumstances does not remedy his failure within a period as authorized by DTRTI in writing after receipt of default notice from DTRTI
- d. If the successful bidder fails to achieve standards set as per the Key Performance Indicator [KPI] for consecutive two months.
- e. DTRTI may at any time terminate the contract by giving written notice without compensation to the successful bidder if the successful bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy, which has accrued, or will accrue thereafter to the DTRTI.

10. No sub-contract

The successful bidder **shall not be permitted to sub-contract** any of the services.

11. Checklist for the Bidder

The following documents are to be furnished with the Technical Bid:

1. EMD of **Rs.10000/-** 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 Sl. No.6 of Technical Bid Format In Annexure- 1)
3. Copy of the rental/lease agreement if applicable. (S No.7 Technical Bid Format In Annexure- 1)

4. Details of Medical facilities available in the Camp site (Sl. No 8 of the Technical bid format In Annexure -1)
5. 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.9 Technical Bid Format In Annexure- 1)
6. Model programme schedule (S No.10 Technical Bid Format In Annexure- 1)
7. Prior experience details along with supporting documents and detailed Resume of the trainers who will conduct the training with relevant supporting documents (SNo.11 Technical Bid Format In Annexure- 1).
8. Documents in support of Clients list (SNo.12 Technical Bid Format In Annexure- 1).
9. Copies of IT returns, Service tax returns and financial statements showing Annual Turnover for three years out of the last five years (S No.17).
- 10 Financial Bid containing Rate per participant per day inclusive of all taxes.



Radhakrishna
ADG, DTRTI, BENGALURU

(एस. राधाकृष्णा /S. RADHAKRISHNA)
अपर महानिदेशक (प्रशिक्षण)
Additional Director General (Training)
क्षेत्रीय प्रत्यक्ष कर प्रशिक्षण संस्थान
Direct Taxes Regional Training Institute
बेंगलूरु/Bengaluru Page 12 of 16

Annexure-1

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, Bangalore	
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 organization does not own the camp site copy of the rental/lease agreement with the owner of the site to be furnished.	
8	Details of Medical Facilities available in the Camp site.	
9	Specific contents of the Programme, the methodology proposed to be undertaken and likely outcome in terms of learning.	
10	Model programme schedule	
11	Names and qualification of the trainers with details of their experience (pls attach proof of their qualification and experience)	

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

Place:

Date:

Signature of Bidder

Name:

Annexure-II

FORMAT OF THE FINANCIAL BID

(To be submitted in the firm's Letterhead)

Quotation	The quoted price per day inclusive of all components is	Applicable Taxes with breakup	Total Quoted price per participant per day
	Rs.....(in figures) Rs.....(in words)		

Place:

Signature of Bidder

Date:

Name:

ANNEXURE-III
[FORMAT OF TENDER COMPLIANCE REPORT]

To

Sub: Regarding tender for providing "OUTBOUND EXPERIENTIAL
TRAINING FOR TRAINEES"

Sir,

I have gone through the complete terms and condition of the Tender for Providing OUT BOUND EXPERIENTIAL TRAINING FOR TRAINEES of DTRTI, Bangalore and accept the same.

Place:

Date:

Signature of Bidder

Name: