

Centre of Excellence
National Academy of Customs, Indirect Taxes & Narcotics
NBCC Plaza, 3rd Floor, Tower 3 & 4,
Sector V, Pushp Vihar New Delhi 110017

Request for Proposal (RFP)
for
Selection of a Partner Institution
to organize and deliver
the Mid-Career Training Programmes – 2019-20 to 2021-22
for the IRS (IT&C) Officers

Closing Date & time: 25.03.2019 at 17.00 Hrs.

RFP No:1/2019 Date:22.02.2019

Name of Bidder

Address of the bidder

.....

.....

Signature of Bidder

(This document is non-transferable)

This document contains 26 pages including the cover page. Please check that all the

pages are intact in the document.

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1. Mid-Career Training Programme of IRS (C&CE) Officers – Background

1.1. The Mid-Career Training Programme (MCTP) for Indian Revenue Service Officers Customs & Central Excise [IRS (C&CE)] was conceived on the recommendations on reforms for Civil Services. It is based on the belief that for the effective discharge of functions, the officers in the Civil Services at the senior level need to have an overall managerial/ leadership perspective with exposure to global best practices.

1.2. The MCTP has been envisaged to achieve the specific purpose of helping officers acquire the requisite knowledge, skills and attitudinal competencies to bring about timely and effective changes in tax administration to ensure the prevalence of a transparent, efficient, non-intrusive and non-adversarial indirect taxation regime. The objective of the MCTP is to enhance/ upgrade the competency of the officers to the global standards and to develop subject experts in specialized fields such as Tax Administration and Tax Payer Services, Investigation & Use of Information Technology, Forensic data analysis, Forensic audit, Revenue Forecasting, Federal Taxation, Leadership, Innovation and Good Governance, Change Management, Tax Policy and economic development. It is also expected to help build the capacities of the officers to become skilful managers and equip them for the leadership roles.

1.3. The MCTP has three phases viz. Phases III, IV and V for IRS (C&CE) officers who have put in 7-9, 14-19 and 24-28 years of service, respectively. The objective of the MCTP is to equip officers to handle the next higher level of responsibilities at certain identified stages of their careers.

1.4. NACIN has been mandated the responsibility of planning and implementing the various phases of the MCTP. The duration of the course is 3 to 4 weeks depending on the Phase. The proposed duration and expected participation for these training courses is as under:

MCTP Phase III	Four weeks domestic	Three batches of 40 officers each
MCTP Phase IV	Three weeks domestic + one week overseas	One batch of 35 officers
MCTP Phase V	Two weeks domestic	One batch of 35 officers

2. Phase III of Mid-Career Training Programme

2.1. The MCTP Phase III marks an important milestone as it is the very first in the series of the MCT Programmes. The target audience for MCTP Phase III the officers with 7 – 9 years of field experience, presently posted as Deputy Commissioners/ Joint Commissioners. This promotion entails a variation in the competencies required which the MCTP Phase III is expected to bridge.

2.2. The MCTP Phase III is expected to build on the field experience gained by the participants in the initial years of their Service. The officers undergoing this phase of

training would be shortly assuming/recently assumed a supervisory role in their posting as Joint Commissioners. The training should give them an opportunity to test the validity of their field experiences, and help them acquire new competencies – knowledge, skills and attitudinal – to prepare them to effectively discharge their responsibilities in the new supervisory role. Besides having the domain knowledge of taxation, the participants are expected to be effective policy implementers and efficient supervisors of the field officers.

2.3. The learning objectives provide that at the end of the course, the officers will be able to:

- Acquire and update knowledge about the dominant domestic and international issues in the areas of International Taxation, Tax Administration and Tax Payer Services, Investigation & Use of Information Technology, Forensic data analysis, Forensic audit, Revenue Forecasting.
- Appreciate the importance of and gain familiarity with the critical managerial and personal effectiveness skills.
- Reinforce service networks essential for effective policy implementation

2.4. The broad pedagogical approach is to blend academic instruction with relevant governance experience, both national and international, to situate the concepts being discussed in appropriate context. The partner Institution is expected to draw upon a pool of international and national subject experts, eminent and successful practitioners as well as its own internal faculty to deliver the programme. The module would entail around 25 - 30 hours of classroom instruction per week.

2.5. The MCTP Phase III is proposed to be organised at the campus of the Partner Institution during a mutually convenient time slot. The programme will entail four weeks of training at the campus of the Domestic partner or a venue mutually agreeable to NACIN and domestic partner. The exact dates of the training will be decided by the NACIN in consultation with the partner institution. A coordinator from the NACIN will visit the campus of the partner institution for orientation of the MCTP participants.

3. Phase IV of Mid-Career Training Programme

3.1. The MCTP Phase IV is the second in the series of the MCT Programmes. The participants for MCTP Phase IV comprise of officers with 14 –19 years of field experience. These officers presently posted as Additional Commissioners and are slated to be promoted to the rank of Commissioners.

3.2. The newly promoted officers will form a part of the middle management and need broad based competencies as they function as supervisory officers besides having a mature grasp of the field realities. This calls for a more nuanced understanding of the technical aspects as well as capacity to manage and lead high performance teams. The MCTP Phase IV is expected to build on the rich field experience gained by the participants and allow for discussions to place it in the apt global perspective. The training should provide an opportunity to consolidate the field experience of the participants, expose them to domain knowledge, new trends and help analyse the current management practices in the light of changing tax administration system.

3.3. The learning objectives provide that at the end of the course, the officers will be able to:

- Update knowledge and trends about the dominant domestic and international issues in the areas of International Taxation, Tax Administration and Tax Payer Services, Investigation & Use of Information Technology, Forensic data analysis, Forensic audit, Revenue Forecasting.
- India and other countries - benchmarking on critical indicators of Tax System
- Appreciate the importance of and gain familiarity with the critical managerial skills in team building and leading high-performance teams.
- Understand the importance of personal effectiveness in providing effective leadership in their work environment.
- Reinforce service networks essential for effective policy implementation.

3.4. The broad pedagogical approach is to blend academic instruction with relevant governance experience, both national and international, to situate the concepts being discussed in appropriate context. The partner Institution is expected to draw upon a pool of international and national subject experts, eminent and successful practitioners as well as its own internal faculty to deliver the programme. The module would entail around 25 - 30 hours of classroom instruction per week.

3.5. At the end of the training the participants are expected to present a Project Report in not more than 3000 words on a subject of relevance to the Department.

3.6. The MCTP Phase IV is proposed to be organised at the campus of the Partner Institution during a mutually convenient time slot.

3.7. The MCTP Phase IV will entail three weeks of training at the campus of the Domestic partner and one week of overseas attachment in collaboration with an international partner institute. The exact dates of the training will be decided by the NACIN in consultation with the partner institution.

4. Phase V of Mid-Career Training Programme

4.1. The MCTP Phase V Programme marks the last albeit an important milestone in the continuum of the various phases of the MCT Programme. It is expected to prepare IRS (C&CE) officers for assuming the highest levels of responsibility in their respective careers to the process of inter-sectoral policy formulation and wider implementation across the zones and country. IRS officers at around 24-28 years of seniority have normally been attending the programme. Generally, IRS officers undergo the programme prior to their assuming the charge of Chief Commissioners.

4.2. The newly promoted officers are now placed at one of the highest levels of hierarchy and charged with leading the Department beyond new frontiers in tune with the times. A fundamental understanding of the relevance of Indirect Taxes in a growing economy, the strengths and shortcomings of the prevailing system needs to be

synthesized with NACIN and strategic leadership for effecting any meaningful systemic reforms. The MCTP Phase V is expected to allow such a platform for conceptual and practical deliberations, especially in the light of international experiences and best practices. The themes expected to be reflected upon are Leadership and Change management, Public Finance, Tax Policy & Reforms, Operational Excellence, Capital Markets & Taxation, Informational Technology and Strategic Leadership.

4.3. The learning objectives provide that at the end of the course, the officers will be able to:

- To facilitate a critical understanding of major global trends impacting Indirect Tax Administration
- To provide exposure to relevant experiences of developed and developing countries in strategic management in Indirect Tax Administration
- Develop a wider global and national perspective in order to formulate strategies to meet future challenges
- Understand the importance of inter-sectoral policy design and implementation
- Provide effective leadership in their work environment
- Envisioning and preparing for change
- Reinforce service networks essential for policy formulation and implementation

4.4. The broad pedagogical approach is to blend academic instruction with relevant governance experience, both national and international, to situate the concepts being discussed in appropriate context. A discussion on relevant case studies and group work has been found to be very effective. The partner Institution is expected to draw upon a pool of international and national subject experts, eminent and successful practitioners as well as its own internal faculty to deliver the programme. The module would entail around 25 - 30 hours of classroom instruction per week.

4.5. The MCTP Phase V Programme is proposed to be organised at the campus of the Partner Institution during a mutually convenient time slot. **The programme will entail two weeks of training at the campus of the Domestic partner.** The exact dates of the training will be decided by NACIN in consultation with the partner institution. **A coordinator from the NACIN will visit the campus of the partner institution for orientation of the MCTP participants.**

5. Partner Institution & Scope of Work

5.1. **Partner Institution:** The proposed Partner Institution must be a top-ranking institution, i.e. a Centre or School for Public Policy or Public Management or a Business School or Think tank with proven expertise in the domain areas specified in Para 1.2 above and in delivering programmes with focus on Tax Administration and governance. The selected Institutions would be required to execute the work of delivery of MCTP in coordination with NACIN.

5.2. **Overseas partner institution:** In the case of MCTP Phase IV, the partner institution needs to collaborate with an international institution with expertise in the specified domains in **US/Canada**. The emphasis of the overseas component is to expose the participants to the best practices in Indirect Tax Systems, interact with the domain experts in cross-border taxation and provide an opportunity to observe first-hand cross-country comparisons. This shall involve the field visits to at least two relevant institutes of International repute.

5.3. **Scope of Work:** The partner institution shall:

5.3.1. Arrange for the residential training programme along with suitable boarding arrangements.

5.3.2. Arrange for the appropriate pedagogical mix that will include theoretical lecture sessions, case discussions, group working, workshops and exposure visits. The medium of instruction will be English.

5.3.3. Develop and provide relevant study material on each of the inputs being delivered.

5.3.4. Design evaluation measure to test the efficacy of inputs imparted during the programme. This will include an assessment of the Project Reports and presentations, if any.

5.3.5. Identify resource persons for the various topics proposed to be covered during the programme and ensure that there is the right mix of academic and practitioner faculty

5.3.6. Identify a suitable overseas partner institution to conduct the overseas component of the MCTP Phase IV. The Domestic Partner shall provide **two options for the overseas partner Institution**. NACIN will select one out of these options and intimate the partner institution in writing at least two months before the overseas component.

5.3.7. Design and tie up logistics for the Domestic Management Component for the participants including:

- i. Pick up from airport/station to and from training institution
- ii. Boarding and lodging (on single occupancy basis) and all meals
- iii. Field visits/cultural visits/excursion tours
- iv. Training Costs
- v. One official welcome dinner

5.3.8. Design and tie up logistics for the Overseas Component **for the participants** including:

- i. Booking of Air Tickets
- ii. Pick up/drop from/to overseas airport to overseas co-partner institution/hotel where stay arrangements are made
- iii. Logistic support from hotel/place of stay to co-partner overseas training institution

- iv. Boarding and lodging on single occupancy basis, without meal.
- v. Field visits/cultural visits/excursion tours
- vi. Training Costs
- vii. One official welcome lunch/dinner

5.3.9. Tie up logistics **for the Coordinators** for the domestic leg:

- i. Pick up from airport/station to and from training institution
- ii. Boarding and lodging (on single occupancy basis) and all meals

5.3.10. Tie up logistics **for two Coordinators** for the Overseas leg:

- i. Booking of Air Tickets as per the entitlement of the participating officers
- ii. Pick up/drop from/to overseas airport to overseas co-partner institution/hotel where stay arrangements are made
- iii. Logistic support from hotel/place of stay to co-partner overseas training institution
- iv. Boarding and lodging on single occupancy basis
- v. Field visits/cultural visits/excursion tours

5.3.11. Provide mutually convenient slots for the domestic as well as overseas component for MCTP Phase IV.

5.3.12. Deliver the MCTP for a period of two years on mutual agreement basis. The continuation of the MCTP on annual basis shall be subject to review and satisfaction of the Central Board of Indirect Taxes and Customs.

6. **Pre-Bid Meeting, Submission of Proposal and Criteria for Evaluation**

6.1 Pre-bid meeting: A pre-bid meeting will be held on **18.03.2019** at 11.00 Hrs. and NACIN will address queries of interested bidders requiring any clarification on the terms of RFP. The interested bidders should send their queries through e-mail or speed post latest by **14.03.2019** (17:00 Hrs.) to:

Shri Prakash Veer Singh Meena, Dy. Director,
Centre of Excellence
National Academy of Customs, Indirect Taxes & Narcotics
NBCC Plaza, 3rd Floor, Tower 3 & 4,
Sector V, Pushp Vihar , New Delhi 110017
Phone. 01129563901
pvs.meena@gov.in

In the following format:

S.No	Page Number	RFP Reference (Para no.)	Content of Para requiring clarification	Points of clarification

Note:

(i) Any requests for clarifications received after specified time will not be entertained.

(ii) The corrigendum/addendum (if any) and clarifications to the queries from all the bidders will be posted on the NACIN website (<https://www.nacin.gov.in/>) as well at CPPP preferably **by 22.03.2019**.

(iii) Any clarification issued by NACIN in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clause/s of the RFP documents.

6.2 Proposal and Criteria for Evaluation

6.2.1 Submission of Proposal - All eligible institutions desirous of being short-listed/ selected for delivering the MCTP Phase III or/and IV or/and V will be required to upload their proposal on the Central Public Procurement Portal (CPPP) at <https://eprocure.gov.in>. Proposals received by email or by post will not be entertained.

6.2.2 Last date for submission of Proposal: The last date for submission of the composite proposal including the Technical Proposal and the Financial bid on the CPP to NACIN would be **25.03.2019 by 17:00 hrs**. The proposals received after closing time will not be accepted, except in case of extension of time limit for submission of bids by NACIN.

6.3 Proposal – **An institute responding to this RFP is free to bid for one or more than one Phases of the MCTP**. A separate proposal is to be submitted for each of the three phases of MCTP viz. Phase III, Phase IV and Phase V. Each proposal should be submitted as a set of two parts in two separate folders – Folder I containing soft copy of the presentation on the Technical Proposal (**Para 6.4 below**), along with supporting documents titled “Technical Proposal”, required for evaluation of technical eligibility of the bidder; and Folder II containing soft copy of the “Financial Proposal” as per the format prescribed in this RFP. The Proposal for each Phase of MCTP will be evaluated separately and a separate agreement will be entered into for each of the three Phases of MCTP.

6.3.1 Bid validity – The Bid submitted by the bidder shall remain valid for 180 days after the date of opening of bids prescribed by Centre of Excellence (CoE), NACIN, Delhi. A bid valid for a shorter period shall be rejected by NACIN as non-responsive.

6.3.2 Bid fee and Bid security/ Earnest money deposit (EMD) – Each bidder is required to submit, at the time of submission of bid, a Bid fee of Rs 10,000/- (Rupees Ten Thousand) and Bid security/ EMD (3 per cent of the estimated value of the contract) in the form of a

Demand Draft /Bank Guarantee issued by any nationalized or scheduled bank in favour of Pay and Accounts Officer (PAO), Central Board of Excise and Customs, I.P. Estate, New Delhi, payable at New Delhi. The phase wise estimated value of the contract is as under:

Phase III	Rs 3.90 Cr
Phase IV	Rs 3.35 Cr
Phase V	Rs 1.22 Cr

NACIN will not pay any interest on the EMD/bid security for any period, whatsoever. The bid security is required to protect NACIN's interest against the risk of bidder's conduct, which may warrant forfeiture of security. The security may be forfeited:

- a) If the bidder withdraws his bid, after the closing date of bid submission, but within the time period of bid validity; or
- b) If the bidder makes any modifications in the terms and conditions of the bid before acceptance of the bid; or
- c) In the case of successful bidder, if the bidder fails to sign the agreement, in terms of the RFP.

6.3.3 The bid fee of Rs.10,000/- and EMD/ bid security as mentioned above, shall be submitted in person, to Shri P V S Meena, Dy. Director, Centre of Excellence (CoE), NACIN, NBCC Plaza, 3rd Floor, Tower 3 & 4, Sector V, Pushp Vihar New Delhi 110017 or any other officer so authorized by Director General NACIN, on or before **25.03.2019** (17:00 Hrs.) i.e. the deadline for submission of bids in electronic format at CPPP. The bid security of the unsuccessful bidder will be discharged /returned preferably within 30 days after the expiry of the period of the bid validity, as prescribed. The bid security furnished by the successful bidder will be returned only after submission of "performance Guarantee" @ 8 per cent of the value of the contract as specified in the financial bid. The Partner Institution will ensure that the performance guarantee remains valid in this period and it will be realized only after written certification by NACIN.

6.3.4 All the bidders may be required to make a **presentation of around 30 minutes on the Technical Proposal** before the Proposal Evaluation Committee on a chosen date. The presentation will be as submitted in electronic form at the time of submission of the bid through CPPP.

6.3.5 The Financial bids will be opened for only those bidders who have obtained **at least 70 % or more, in aggregate, on the Technical parameters as below:**

S. No	Criterion for assessment	Maximum Marks	Qualifying Marks
1	Overall Programme Design with Timetable	30	21
2	Experience in delivering similar Executive Education programmes for senior civil servants	25	17.5
3	Suggested Faculty (as per CVs attached)	15	10.5
	Total	70	49

The following criteria shall be followed while assessing/evaluating/scoring the above

a. Overall program design with Time table {para 6.8.5 (i)}

S. No.	Criterion	Max. Score
1.	Relevance of the content/Demonstrated understanding of the requirements	7.5
2.	Innovativeness	7.5
3.	Flexibility and responsiveness	7.5
4.	Accommodation and other logistics	7.5

b. Experience in delivering similar Executive Education programmes {para 6.8.5 (ii)}

S. No.	Criterion	Max. Score
1.	Programmes of identical in nature or equivalent length of service of civil servants*	15
2.	Programmes conducted for officers working in the Tax administration	10

*Programs conducted in a number of batches/groups during a Financial Year shall be treated as one program.

c. Suggested faculty {6.8.5 (iii)}

S. No.	Criterion	Max. Score
1	Technical resources on indirect taxation/area of expertise	5
2	Educational and formal credentials	5
3	Job specific skills and knowledge/Technical papers etc	5

6.4 Technical Proposal - The Technical Proposal must contain the following details:

6.4.1. A brief synopsis of the institution's history and its track record in delivering similar or relevant Executive Education programmes for senior civil servants. Institutions must satisfy the eligibility criteria laid down in the RFP and attach necessary documentary evidence, including end-of-course evaluation of similar programmes conducted in the last three years, in this regard. The bidders will be specifically required to append a list of relevant programmes (conducted during the last three years) being cited by them for evaluation along with the average feedback for each such programme.

6.4.2. A **broad programme design** covering the thematic inputs for each of the three

phases for the indicated items of the RFP document should be submitted in the proposal. The Partner Institution may make changes in the suggested inputs but it must clearly state the reasons for making these changes in the programme design.

6.4.3. The programme design must be accompanied by a **detailed teaching timetable** for the duration of the module indicating the title and duration of the session and the suggested faculty to cover the input. The timetable must also indicate the pedagogical methods to cover the various inputs, viz. lectures, panel discussions and seminars, case studies or any other.

6.4.4. A brief background of the **key faculty members** of the Partner Institution, both internal and guest, that would be delivering the instructional inputs must be clearly indicated in the Proposal. The suggested faculty members must be recognized authorities on the subject or outstanding Government Practitioners with long-standing experience. In case the applicant institute has a system of recording feedback of performance of the faculty, the proposal should include a brief of performance feedback of the proposed Faculty.

6.5 Financial Proposal – The Financial Proposal must contain the following:

6.5.1. The Proposal must contain a financial offer by the Partner Institution for delivering the Program as detailed in the Technical Proposal.

6.5.2. The financial offer must contain a detailed break-up of the costs as indicated in the **Annexure F- I & II** (bidder may fill up the appropriate format which is applicable).

6.5.3 The offer must clearly indicate the Institute's standard published rates (in public domain) for conducting similar executive education courses for Government (inclusive of boarding and lodging) and the discount offered, if any, to NACIN over the standard published rates.

6.5.4 In case there is a major change in the design of the module vis-à-vis the module actually delivered or the list of speakers vis-à-vis the one proposed and duly approved, suitable deductions will be made from the amount payable.

6.6. Evaluation of Proposal - The Proposal will be evaluated in the following manner:

6.6.1. The Proposal Evaluation Committee (PEC) will evaluate the proposal received from the interested institutions based on the following criteria:

S. No	Criterion for assessment	Maximum Marks
1	Overall Programme Design with Timetable	30
2	Experience in delivering similar Executive Education programmes for senior civil servants	25
3	Suggested Faculty (as per CVs attached)	15
4	Indicated Financial Cost	30
5	Total	100

The proposal with the highest weighted combined score (quality and cost) shall be selected.

6.6.2. The proposals as evaluated by the Proposal Evaluation Committee will be placed before the Competent Authority for final selection of the Partner Institution.

6.6.3. The evaluations will be done separately for each of the three Phases of MCTP. After the approval of the Competent authority a separate agreement will be entered into for each of the three phases

6.7 Evaluation Matrix:

i. **Overall program design with Time table:** The members of the PEC will individually award marks out of 30 for the overall program design with time table. The numerical average of the marks awarded by these members will be taken as the final marks for the purpose of evaluation of the bid as per the table in Para 6.6.1.

ii. **Experience in delivering similar Executive Education programmes for senior civil servants:** This parameter will be a weighted average of two sub criteria: the number of similar programmes organized in the last three financial years (carrying 75% weightage) and the average feedback received for these programmes (carrying 25% weightage). For this purpose, each bidder is required to submit attested copy of participants' feedback for each of its similar Executive Education programmes with international component (in respect of bid for Phase IV) organized in the last three financial years (2015-16, 2016-17 and 2017-18), and a duly signed worksheet clearly showing calculations to workout average feedback over last three financial years on a percentage scale (0-100%).

Illustration: Assuming that three bids have been received as under –

Bidder	No. of Programmes (75%)	Average Feedback (25%)
A	20	70%
B	12	80%
C	8	90%

Computation of scores: The bidder having conducted the maximum number of programmes will be awarded 100 on this sub-criterion. The other bidders will be allocated marks in proportion to the number of courses conducted by them as calculated hereunder.

For A:

Score for no of programmes = $20/20 = 100\%$

Score for average feedback = 70%

Computation of weighted score:

$100 (75\%) + 70 (25\%) = 92.5 / 100$

Final weighted score out of 25 = $25 \times 0.925 = 23.12$

For B:

Score for no of programmes = $12/20 = 60\%$

Score for average feedback = 80%

Computation of weighted score:

$60 (75\%) + 80 (25\%) = 65/ 100$

Final weighted score out of 25 = $25 \times 0.65 = 16.25$

For C:

Score for no of programmes = $8/20 = 40\%$

Score for average feedback = 90%

Computation of weighted score:

$40 (75\%) + 90 (25\%) = 52.5/ 100$

Final weighted score out of 25 = $25 \times 0.525 = 13.12$

Summary:

Weightage	75%	25%
	No. of programmes	Avg. feedback
A	20	70
B	12	80
C	8	90
Score Out of	100	25
A	92.5	23.12
B	65	16.25
C	52.5	13.12

iii. **Suggested Faculty:** The members of the PEC will individually award marks out of 15 for the suggested faculty profile for the programme. The numerical average of the marks awarded by these members will be taken as the final marks for the purpose of evaluation of the bid as per the table in Para 6.6.1.

iv. **Indicated Financial Cost:** The lowest bidder will be awarded 30 marks. The remaining bidders will be awarded in proportion to their financial bids as indicated below.

Illustration: Assuming that three bids have been received as under –

A – 80 Lakhs

B – 60 Lakhs

C – 95 Lakhs

Computation of scores: The bidder having the lowest financial bid will be awarded 100 on this sub-criterion. The other bidders will be allocated marks in proportion to the difference in the financial bids submitted by them as calculated hereunder:

Score = (Lowest Financial Bid/Financial Bid) X 100

Here Lowest Financial Bid = 60 Lakhs

Score Out of	100	30
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A	$(60/80) \times 100 = 75$	22.5
B	$(60/60) \times 100 = 100$	30
C	$(60/95) \times 100 = 63.15$	18.945

v. **Total Score:** The total score out of 100 will be the sum of the scores on each of the criterion as detailed from point to (i) to (iv) as detailed above in this para.

vi. **Methodology for Tied scores:**

6.8. Notwithstanding the process of evaluation enunciated in the foregoing paragraphs, NACIN reserves the right to seek further clarification from any or all participating institutions. **NACIN may require some changes to be carried out in the content, design and delivery of the module as proposed by the bidder.** NACIN reserves the right to reject any proposal at any time without informing the participating institution or assigning any reason.

6.9. **Agreement period** – The assignment is expected to be for duration of 2 years. The agreement period shall be one year (2019-20) initially and may be extended upon satisfactory delivery of the training, with a cost escalation of 3 per cent of the contract value for succeeding year ie 2020-21. NACIN reserves the right to determine satisfactory delivery of the module as detailed in Para 6.10 below. The extension would be subject to the existing contract which may be modified suitably by mutual agreement. The selected Institution would, in such case, make suitable modifications to the design and conduct of the module based on the feedback received from the participants and NACIN.

6.10. **Satisfactory Delivery:** A programme will be deemed to have been delivered satisfactorily if the average feedback collected from participants by NACIN is at least 75% or more on the classroom inputs component, including logistical arrangements. The proforma is enclosed as Annexure G.

7. **Miscellaneous**

7.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained in this RFP, NACIN shall be at liberty to reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the selection process. In such an event, NACIN shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security / EMD, as the case may be.

7.2 For the purposes of this Section, “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process. The corrupt practices will include offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NACIN who is or has been associated in any manner, directly or

indirectly with the selection process.

7.3 The Bidder/Partner Institution will ensure that no information, in connection with conduct of International Attachment by NACIN and any issue associated with International Attachment, is disclosed to any authority or public or any private entity or an individual, even after expiry of agreement, except with the prior approval of NACIN or on demand by any Judicial or Statutory Authorities or Independent External Monitors specifically appointed for the purpose of current RFP.

8. Other Information

8.1 **Certificate of Authority:** The Certificate of Authority by the authorized signatory to submit the proposal must be counter-signed by the Head of the Participating Institution as per the format placed at Annexure-C and must accompany the Proposal.

8.2 **Penalty:** In case the Partner Institution fails to fulfil the obligations as per the terms and conditions of the agreement, NACIN may impose penalty to the extent of 100% of the total payment due for the International Attachment. In addition, the Performance Guarantee may also be forfeited.

8.3 **Right of rejection** - NACIN reserves the right to reject any proposal received after the given due date and time without providing intimation to the interested Partner Institution. Proposals received by e-mail would be liable for automatic rejection.

8.4 **Copyright** - Copyright for all intellectual property (case studies, teaching notes, background readings, etc.) developed as part of this assignment will vest jointly with NACIN and the selected Institution.

8.5 **Arbitration** - In the event of any dispute or difference between NACIN and the selected Partner Institution ("Parties"), such disputes and differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Department of Revenue, Ministry of Finance on the recommendation of the Secretary, Department of Legal Affairs ("Law Secretary"), Govt. of India. The provisions of Arbitration and Conciliation Act, 1996 (26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi or any other place as may be decided by the arbitrator. The language of the arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the Parties. The cost of arbitration shall be shared equally by the Parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under the agreement without prejudice to a final adjustment in accordance with such award.

8.6 Time Lines

S. No.	Particulars	Details/Dates
1.	Issue of RFP Document	22.02.2019
2.	Last Date for Submission of Pre-Bid Queries	14.03.2019
3.	Pre-Bid Meeting	18.03.2019
4.	Last Date and Time for Submission of Bids	25.03.2019, 17:00 Hrs
5.	Last Date and Time for Submission of Bid fee and Bid security/ Earnest money deposit (refer Para 6.3.3)	25.03.2019 17:00 Hrs.
6.	Address for Submission of Bids	Online Bid Submission at CPPP portal https://eprocure.gov.in
7.	Date and Time for Opening of Technical Bids	26.03.2019
8.	Technical Presentation to be made by the bidder before the Evaluation Committee (not more than 30 minutes).	26.03.2019 11:00 Hrs.
9.	Date and Time for Opening of Financial Proposal	27.03.2019, 11:00 Hrs

ANNEXURE-A

PROPOSAL SUBMISSION FORM

Dated, XYZ

From

To

Sub: Delivery of MCTP Phase III/ Phase IV/ Phase V - Submission of Proposal

Sir,

We, the undersigned, offer to provide the services for the above work in accordance with your Request for Proposal dated [as mentioned in letter with the RFP Document], and our Proposal. We are hereby submitting our Proposal which includes a Technical Proposal in sealed envelope (*with two additional copies*), and a Financial Proposal sealed under a separate envelope.

If negotiations are held, we undertake to negotiate on the terms and conditions as given in the RFP document. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature
Name and Title of Signatory
Name of Institution & Address

ANNEXURE-B

FORMAT OF CURRICULUM VITAE FOR FACULTY (*in not more than two pages*)

Name of Faculty:

Proposed Position for the assignment:

Name of Institution:

Current Position within Institution:

Detailed Tasks Assigned:

Date of Birth:

Date of joining the Institution:

Key Qualifications:

[Give an outline of Faculty member's experience and training most pertinent to the current assignment. Describe degree of responsibility held by Faculty member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of Faculty member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Publications:

[Briefly summarize the books/ research papers published by the faculty. Use around quarter of a page.]

Membership in Government/ Quasi-Government Committees/ Bodies:

[Give brief description of the positions held in Committees or Bodies of the Government or other Statutory/ quasi-Government bodies.]

Consultancy:

[Give brief description of consultancy work done, if any, for reputed national/ international organizations by the Faculty member in the past five years.]

Participants' Feedback: for the calendar year 2017 and 2018

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

[Signature of staff member and authorized representative of the Institution]

Full name of staff member: _____

Full name of authorized representative: _____

ANNEXURE – C

Certificate of Authority by Authorized Signatory

I, (name), hereby certify that I am (designation) of the (name of Institution), and that I have signed this proposal on behalf of (name of Institution), being their authorized signatory.

I hereby certify that the submissions made in the proposal are correct and to the best of my knowledge.

I further certify that the Proposal contains the following:

1. Technical Proposal (in sealed envelope), with three additional copies
2. Copies of curriculum vitae of Faculty members – as in Annexure-B
3. Financial Proposal (in separate sealed envelope)

Signature of Authorized Signatory _____

Name and Designation _____

Counter-signatures of Head of Institution _____

Address _____

Dated: _____

ANNEXURE-D

Earnest Money Deposit (EMD)

RFP Reference No dated _____

Whereas----- (herein after called' the Bidder') has submitted its Bids dated..... 2019 for appointment as Partner Institution of National Academy of Customs, Indirect Taxes and Narcotics (NACIN) for conducting MCTP Phase

Know all men by these present that we.....of.....having our registered office at..... (herein after called " the Bank") are bound unto the NACIN in the sum of Rs for which payment will and truly be made to NACIN, the bank binds itself, its successors and assigns by these present.

Sealed with the Common Seal of the Bank this.....day of.....2019.

THE CONDITIONS of this obligation are:

- (i) If the bidder withdraws his bid, after the closing date of bid submission, but within the time period of bid validity; or
- (ii) If the bidder makes any modifications in the terms and conditions of the bid before acceptance of the bid; or
- (iii) In the case of successful bidder, if the bidder fails to sign the agreement, in terms of the RFP.

We undertake to pay NACIN upto the above amount upon receipt of its first written demand, without NACIN having to substantiate its demand, provided that in its demand NACIN will note that the amount claimed by it is due to ito wing to the occurrence of one or combination of the above conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including **90 days after the period of bid validity**, and any demand in respect thereof should reach the Bank not later than the above date.

(Authorized Signatory of the Bank)

ANNEXURE-E

Proforma of Bank Guarantee for Contract Performance Security

RFP Reference No dated _____

Date.....

Bank Guarantee Number.....

In consideration of National Academy of Customs, Indirect Taxes and Narcotics (hereinafter called "NACIN") having agreed to exempt _____ (hereinafter called "the said contractor(s)") from the demand under the terms and conditions of an agreement/(Purchase Order) No _____ dated _____ made between.....and.....for providing services of conducting MCTP Phase..., of security deposit for the due fulfilment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee forwe, (name of the bank).....(hereinafter refer to as "the bank") at the request of NACIN do hereby undertake to pay to NACIN an amount not exceeding..... against any loss or damage caused to or suffered or would be caused to or suffered by the government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from NACIN stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by NACIN by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractors'(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of NACIN in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding.....

3. We undertake to pay to NACIN any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/Supplier/ Vendor(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there-under and the contractor(s)/Supplier/ Vendor(s) shall have no claim against us for making such payment.

4. We (name of the bank)_____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of NACIN under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till(office/Department) Ministry of _____ certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this

guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of months from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank)_____ further agree with NACIN that NACIN shall have the fullest liberty without our consent and without affecting in any manner our obligations there under to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by NACIN against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability under this guarantee by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of NACIN or any indulgence by NACIN to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so releasing us from our liability under this guarantee.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/Supplier/ Vendor(s).

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of NACIN in writing.

Dated the _____ day of _____

for _____

(indicate the name of bank)

ANNEXURE-F-I

FORMAT FOR FINANCIAL BID (Phase III and V)

S. No	Item of Expenditure	Cost (in INR)
1	Teaching/ Academic Fee per participant	
2	Cost of material, etc. per participant	
3	Boarding & Lodging Cost per participant, with meal	
4	Transportation Cost per participant	
5	Miscellaneous Costs (Give breakup along with heads of expenditure) per participant	
6	Total Cost per participant	
7	Boarding & Lodging Cost per faculty, with meal	
8	Transportation Cost per faculty	
9	Miscellaneous Costs (Give breakup along with heads of expenditure) per faculty	
10	Total Cost per faculty	
11	Total Cost (No. of participants X Sr.No.6) + (No. of faculty X Sr.No.10)	

ANNEXURE-F-II

FORMAT FOR FINANCIAL BID (Phase IV)

S.No	Item of Expenditure	Cost (in INR)
A	Domestic Component	
1	Teaching/ Academic Fee per participant	
2	Cost of material, etc. per participant	
3	Boarding & Lodging Cost per participant, with meal	
4	Transportation Cost per participant	
5	Miscellaneous Costs (Give breakup along with heads of expenditure) per participant	
6	Total Cost per participant	
7	Boarding & Lodging Cost per faculty, with meal	
8	Transportation Cost per faculty	
9	Miscellaneous Costs (Give breakup along with heads of expenditure) per faculty	
10	Total Cost per faculty	
11	Total Cost (No. of participants X Sr.No.6) + (No. of faculty X Sr.No.10)	
B	Foreign Component	
12	Teaching/ Academic Fee per participant	
13	Cost of material, etc. per participant	
14	Boarding & Lodging Cost per participant, without meal	
15	Transportation Cost per participant	
16	Miscellaneous Costs (Give breakup along with heads of expenditure) per participant	
17	Total Cost per participant	
18	Boarding & Lodging Cost per faculty, without meal	
19	Transportation Cost per faculty	
20	Miscellaneous Costs (Give breakup along with heads of expenditure) per faculty	
21	Total Cost per faculty	
22	Total Cost (No. of participants X Sr.No.6) + (No. of faculty X Sr.No.10)	
23	Grand Total (Sr No. 11 + Sr No 22)	

ANNEXURE G
FORMAT OF FEEDBACK

1. Program Design and delivery

- (i) Area and subject coverage
- (ii) Orientation of present assignment and future changes
- (iii) Distribution of time among various components of the Course
- (iv) Faculty-Mix of academicians and practitioners
- (v) Program administration

2. Inputs

- (i) Innovations in International Taxation and Tax Policy
- (ii) Federal Tax Administration
- (iii) Investigations and Use of Information Technology
- (iv) Leadership, Innovation and Good Governance
- (v) Change Management

3. Training Material

- (i) Background readings
- (ii) Classrooms material given in the form of cases and exercises
- (iii) Post reading sessions, handouts

4. Pedagogy

- (i) Lectures
- (ii) Case Study methods
- (iii) Discussions
- (iv) Use of multimedia

5. Administration

- (i) Office assistance services
- (ii) Classroom facilities
- (iii) Accommodation
- (iv) Housekeeping and room service
- (v) Food quality
- (vi) Transport arrangements

The gradings will be done on the scale of 0-5.