

**NOTICE DATED 10.04.2017 INVITING TECHNICAL AND FINANCIAL BIDS
FOR**

**MID CAREER TRAINING PROGRAM (MCTP) OF THE INDIAN REVENUE
SERVICE (CUSTOMS & CENTRAL EXCISE) OFFICERS**

1.1 The Ministry of Finance, Department of Revenue, Central Board of Excise & Customs (CBEC) invites Technical and Financial Bids from Institutions of National/International repute dealing with training/capacity building of senior personnel in Government Sector/senior executives for conducting the Mid-Career Training Program (MCTP) of Indian Revenue Service (Customs & Central Excise) Officers. The selected institute would be required to undertake the development and delivery of one or more of the three phases of the Mid-Career Training Program.

1.2 A background note that includes the scope of work is enclosed as RFP. The assignment is expected to be for duration of two years, but may be extended further. MCTP Committee has been authorized by the competent authority to short list and select the training institutions to conduct domestic and overseas component (for Phase IV) in co-partnership with foreign institutions in fair and transparent manner.

1.3 The selected Institution would be required to execute the work of delivery of MCTP in coordination with National Academy of Customs, Excise and Narcotics (NACEN), Faridabad. CBEC expects the selected institute to be able to demonstrate strong training capabilities in the field of public administration, governance, public policy related to field of indirect taxation, etc. The Institution should have a commendable record of running academic and executive education programs in this field, especially for senior level officers/executives. In case the institute selected is a foreign institute, it may identify a domestic partner possessing the necessary capabilities as well. Satisfactory delivery and conduct of the courses shall be the responsibility of the domestic partner.

ELIGIBILITY

2.1 The Institution should have a strong track record in running academic and executive education Programs in the area of public administration, governance, public policy preferably related to the field of indirect taxation including Customs, Central Excise, Service Tax, GST, VAT etc. It should also have qualified & experienced faculty well versed in the respective subject areas. The Institute/organization should be in a vantage position to outsource resource persons of good standing and eminence in their specific areas.

2.2 The selected institute would be expected to lead the delivery of one or more of the three phases of Mid Career Training Program. For Phase IV(i.e., foreign training module and General Management module), it has to have foreign copartner institutes with good reputation in the respective areas worldwide to ensure an effective and strong delivery. The selected institution, if it is a domestic institution will be required to furnish the details of two reputed and renowned overseas co-partners for delivering the overseas component of the Mid Career Training Program.


2.3 In submitting the Technical Bid and Financial Bid, information may be furnished on the nature of business of the Institution, more particularly on the Programs being run in general management, indirect tax administration, public policy and allied subjects. A short resume of the key resource personnel likely to be deployed may also be given.

2.4 The Technical Bids of the institutions that have expressed interest would be screened on the prescribed criteria as given in RFP. Financial Bids of the institutions short listed after examination of the Technical Bid shall thereafter be opened. The technical and financial bids shall be kept in separate sealed covers and duly signed by the competent officer/person of the institution.

2.5 The MCTP Committee through National Academy of Customs, Excise and Narcotics (NACEN), Faridabad requests the interested parties to download the RFP Documents from any of the following websites. Sealed Technical Bid and Financial Bid can be sent in separate sealed covers as per instructed guidelines with the superscription "TB/FB for MCTP of IRS (C&CE) Officers" to reach the under mentioned by 1700 hrs (1ST) on 08.05.2017. However, a copy of the proposal and Technical Bid can be emailed to Member (Secretary), MCTP Committee on following email.

Ms. Reena Arya,
Additional Director General &
Member Secretary MCTP Committee,
National Academy of Customs, Excise & Narcotics,
NACEN Complex, Sector 29,
Faridabad - 121 008 (India)
E-mail —adgmctp@gmail.com
Tel: + 91-129-2504633, Fax: +91-129-2504615

2.6 Any dispute, controversy or claim arising out of, or in accordance with the terms of reference or breach thereof, shall be subject to the jurisdiction of the Courts in Faridabad.


10/04/2017
(P.K. Dash)
Director General, NACEN,
Faridabad(India)

Full RFP document may be downloaded from the following sites:

<http://www.nacen.gov.in>

<http://www.cbec.gov.in>

Request for Proposal (RFP)

for

**Selection of a Partner Institution
to organize and deliver
the Mid-Career Training Programmes – 2017-18 and
2018-19
for the IRS(C&CE) Officers**

National Academy of Customs, Excise & Narcotics
NACEN Complex, Sector-29,
Faridabad - 121008
Phone +91-129-2504652-54/ (fax) 2504632
Email: adgmctp@gmail.com

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Disclaimer: *The information contained in this Request for Proposal (RFP) document or subsequently provided to the Partner Institution, whether verbally or in documentary form by or on behalf of NACEN (“Client”) or any of its employees, is provided to the Partner Institution on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP document is not an offer or invitation to any other party. The purpose of this RFP document is to provide the Partner Institution, to whom it is issued, with information to assist the formulation of their Proposal submission. This RFP document does not purport to contain all the information each Partner Institution may require. Client and their employees and/ or advisors make no representation or warranty and shall incur no liability under the Law of Contract, Tort, the Principles of Restitution or unjust enrichment or otherwise for any loss, expense or damage, which may arise from or be incurred or suffered in connection with anything contained in this RFP document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP document and any assessment, assumption, statement or information contained therein or any matter deemed to form part of this RFP document, the award of the work and any other information supplied by or on behalf of Client or their employees, advisors or otherwise arising in any way from the selection process for the work. Client may in its absolute discretion, but without being under any obligation to do so, amend or supplement the information in this RFP document. The information that Client is in a position to furnish is limited to this RFP document and the information available at the contact addresses given in Data Sheet. This RFP document and the information contained herein are confidential and for use only by the person to whom it is issued. It may not be copied or distributed by the recipient to third parties (other than, in confidence to the recipient's professional advisor). In the event that the recipient does not continue with the involvement in the work in accordance with this RFP document, the information contained in the RFP document shall not be divulged to any other party. The information contained in the RFP document must be kept confidential. Mere submission of a responsive Proposal does not ensure selection of the Partner Institution. The Client reserves the right to reject all or any of the Proposals without assigning any reason whatsoever. The Client reserves all the rights to cancel, terminate, change or modify this selection process and/or requirements of bidding stated in the RFP document, at any time without assigning any reason or providing any notice and without accepting any liability for the same.*

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 and under the broader ambit of Tax Policy and economic development. It is also expected to help build the capacities of the officers to become skillful 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. NACEN 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	Two batches of 35 officers each
MCTP Phase V	Two weeks domestic	Two batches of 30 officers each

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 NACEN and domestic partner.** The exact dates of the training will be decided by the NACEN in consultation with the partner institution. **A coordinator from the NACEN 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 analyze 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 - 2017 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 NACEN 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

NACEN 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 NACEN in consultation with the partner institution. **A coordinator from the NACEN 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 NACEN.
- 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 UK and Europe. 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 will:
- 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**. NACEN 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 copartner institution/hotel where stay arrangements are made
- iii. Logistic support from hotel/place of stay to copartner overseas training institution
- iv. Boarding and lodging on single occupancy basis
- v. Field visits/cultural visits/excursion tours
- vi. Training Costs
- vii. One official welcome lunch/dinner

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

- i. Booking of Air Tickets
- ii. Pick up/drop from/to overseas airport to overseas copartner institution/hotel where stay arrangements are made
- iii. Logistic support from hotel/place of stay to copartner overseas training institution
- iv. Boarding (all meals) 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 feedback by the MCTP Committee of Central Board of Excise and Customs.

6. Proposal and Criteria for Evaluation

- 6.1. 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 send their proposal to NACEN at the address indicated in para 7.1 below.
- 6.2. Last date for submission of Proposal: The **last date for submission** of the composite proposal including the Technical Proposal and the Financial bid to NACEN would be **May 8, 2017**.
- 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 - Part A containing the Technical Proposal and Part B containing the Financial Proposal. 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.
- 6.4. 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 within 15 days of Technical Bid opening date.
- 6.5. The Financial bids will be opened for only those bidders who have obtained **at least 70 % or more, in aggregate, on the Technical parameters** i.e. parameters listed at sl. no. 1,2 and 3 in Para 6.8.1 below.
- 6.6. Technical Proposal - The Technical Proposal must contain the following details:
- 6.6.1. 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 para 5.1 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.**

- 6.6.2. A **broad programme design** covering the thematic inputs for each of the three phases is indicated in Chapter 2, 3 and 4 of the RFP document. 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.
- 6.6.3. 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.
- 6.6.4. 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.

6.7. Financial Proposal – The Financial Proposal must contain the following:

- 6.7.1. The Proposal must contain a financial offer by the Partner Institution for delivering the Program as detailed in the Technical Proposal.
- 6.7.2. The financial offer must contain a detailed break-up of the costs as indicated in the table given below.

S. No	Item of Expenditure	Cost (in INR)
1	Teaching/ Academic Fee per participant	
2	Cost of material, etc per participant	
3	Lodging Cost per participant	
4.	Boarding Cost per participant	
5	Transportation Cost per	

	participant	
3	Miscellaneous Costs (Give breakup along with heads of expenditure)	
4	Total Cost for the programme for each Batch	

6.7.3. 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 the CBEC over the standard published rates.

6.7.4. In case there is a **major change in the design of 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.** A detailed clause in this regard is placed in the agreement to be executed with the selected institution as per the draft agreement placed at Annexure E.

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

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

S. No	Criterion for assessment	Percentage Weight
1	Overall Programme Design with Timetable	20
2	Experience in delivering similar Executive Education programmes for senior civil servants	30
3	Suggested Faculty (as per CVs attached)	20
4	Indicated Financial Cost	30
5	Total	100

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

6.8.3. 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

6.8.4. **Evaluation Matrix:**

- i. **Overall program design with Time table:** The members of the PEC will individually award marks out of 20 for the overall program design with time table. The numerical average of the marks awarded by the three members will be taken as the final marks for the purpose of evaluation of the bid as per the table in Para 6.9.1.
- 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 programmes organized (carrying 75% weightage) and the average feedback received for these programmes (carrying 25% weightage).

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 30 = $30 \times 0.925 = 27.75$

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 30 = $30 \times 0.65 = 19.5$

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 30 = $30 \times 0.525 = 15.75$

Summary:

Weightage	75%	25%
	No. of programmes	Avg. feedback
A	20	70
B	12	80
C	8	90
Score Out of	100	30
A	92.5	27.75
B	65	19.5
C	52.5	15.75

iii. **Suggested Faculty:** The members of the PEC will individually award marks out of 20 for the suggested faculty profile for the programme. The numerical average of the marks awarded by the three members will be taken as the final marks for the purpose of evaluation of the bid as per the table in Para 6.9.1.

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.

$$\text{Score} = (\text{Lowest Financial Bid} / \text{Financial Bid}) \times 100$$

Here Lowest Financial Bid = 60 Lakhs

Score Out of	100	30
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.

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

6.9. Agreement period - Upon satisfactory delivery of the training during MCTP 2017-18, the agreement with the selected Institution may be extended for future one year, with a cost escalation of 3 per cent of the recurring cost for succeeding year. NACEN reserves the right to determine satisfactory delivery of the module as detailed in Para 6.11 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 NACEN.

6.10. **Satisfactory Delivery:** A programme will be deemed to have been delivered satisfactorily when the feedback in Part B of the feedback form designed for this purpose and placed at Annexure D is:

6.10.1. at least 75% or more in the weighted average feedback collected from participants by the NACEN, **AND**

6.10.2. at least 75% or more in the feedback from participants on classroom inputs component (i.e. sl. no 6 – 10 in Part B).

7. Other Information

- 7.1. Submission of Proposal - The Proposal must be **sealed** and submitted therein in two different envelopes clearly marked **“Technical Proposal - Original”** and **“Financial Proposal”** and indicate the name and address of the Participating Institution (including the nodal authorized official) submitting the offer. The Participating Institutions would be required to submit two additional copies of the Technical Proposal in a separate envelope marked **“Technical Proposal – Copy”**. The sealed envelopes along with a forwarding letter, as per **Annexure-A**, by an authorized signatory of the Participating Institution may be either delivered by post, courier or messenger **on or before May 8, 2017 (5.00 PM IST)** to:

National Academy of Customs, Excise & Narcotics,
NACEN Complex, Sector- 29,
Faridabad, Haryana- 121008

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. Queries, if any, may be directed to the above said address by post or to the e-mail id adgmctp@gmail.com

- 7.2. Right of rejection - NACEN 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.
- 7.3. Copyright - Copyright for all intellectual property (case studies, teaching notes, background readings, etc.) developed as part of this assignment will vest jointly with NACEN and the selected Institution.

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 2015 and 2016

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: _____