



सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी
SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(भारत सरकार : गृह मंत्रालय)
(Government of India : Ministry of Home Affairs)
हैदराबाद - 500 052
Hyderabad - 500 052

TENDER ENQUIRY NO.: 12013/12/2024/Trg/MCTP-IV
(MCTP Phase – IV Program)
Dated 14th May, 2024

DESIGN, DEVELOPMENT AND DELIVERY OF ONE WEEK MANAGEMENT MODULE (5 WORKING DAYS) FOR IPS OFFICERS AS RESIDENTIAL PROGRAM FOR A MAXIMUM OF 10 (TEN) MID-CAREER TRAINING PROGRAMS (MCTP) PHASE – IV FROM NOVEMBER 2024 (TENTATIVELY) AND ONWARDS AT THE RATE OF 1 TO 2 PROGRAMS PER YEAR.

Date of Tender Enquiry : 14th May, 2024
Closing date & time for submitting bids : July 24th, 2024 at 17:00 hrs.



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No.12013/12/2024/Trg/MCTP-IV

Dated: 14th May, 2024.

NOTICE INVITING REQUEST FOR PROPOSALS THROUGH E- TENDERING

Subject: Open Tender Enquiry for design, development and delivery of one week Management module as residential program for maximum of 10(Ten) Mid-Career Training programs (MCTP) Phase – IV for IPS officers from November, 2024 (Tentatively) and onwards at a rate of 1 to 2 programs per year – Regarding.

Sir,

SVP National Police Academy, Shivrampally, Hyderabad, Ministry of Home Affairs (MHA), Govt. of India invites Request for Proposals (RFP) on e-tendering mode on two bid system from Indian Institutions of repute fulfilling terms and conditions as per the attached RFP document for design, development and delivery of one week (5 working days) Module on Management Topics as residential program for maximum of 10 (Ten) Mid-Career Training Programs (MCTP) Phase IV for Indian Police Service (IPS) officers from November, 2024 (Tentatively) and onwards at a rate 1 to 2 programs per year.

2. The bidding Indian Institutions should be able to demonstrate strong capabilities in teaching of Management topics and should have a strong and commendable track record of running academic and training programs in this field especially for senior level Civil Servants.

3. The assignment would be for delivering one week Management module as residential program for a maximum of 10 (Ten) Mid-Career Training Programs Phase-IV from November, 2024 (Tentatively) and onwards at a rate of 1 to 2 programs per year, in which the selected Institution would be required to undertake the design, development and delivery of modules for a maximum 10 (Ten) programs (4+4+2) for the IPS Officers of the level of Deputy Inspector General of Police as per the schedule to be prescribed by the Academy. **However, after completion of initial 4 programs in the series of 10, the partner Institution will be at liberty to opt out from the agreement at their will without attracting any penal action / penalty or liability.** The selected Institution would be required to execute the work in coordination with Sardar Vallabhbhai Patel National Police Academy (SVPNPA), Hyderabad, India. The selected

Indian Institution may tie up with Indian / Foreign Institution(s) or with Indian / foreign speakers individually and get the best speakers / practitioners on the topics of the modules.

4. The salient features of the tender enquiry are as follows:

a)	Tender Enquiry No.	No. 12013/12/2024/Trg/MCTP-IV
b)	Description of Assignment	Design, development and delivery of one week Module (5 Workings days) on Management Topics as residential Program for a maximum of 10 (Ten) Mid-Career Training Programs (MCTP) Phase IV for IPS officers from November, 2024 (Tentatively) and onwards at a rate of 1 to 2 programs per year.
c)	Duration of assignment	Five years (Maximum)
d)	Type of Tender enquiry	Open Tender Enquiry
e)	Bid System	Two-Bid System (Two separate folders containing separate technical and financial offers)
f)	Bid Validity	Bid should be valid for 180 days from the date of opening of bid
g)	Earnest Money deposit.	Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee for Rs. 13,50,000 (Thirteen lakh fifty thousand only) , drawn from any nationalized bank in favour of 'The Director SVP National Police Academy, payable at SBI Shivrampally, IFSC Code: SBIN0020335, Hyderabad
h)	Release of RFP	14 th May, 2024
i)	Last date for submission of Pre-bid Queries	Latest by 31 st May, 2024 (1700 hrs)
j)	Date of pre-bid meeting (In online mode)	20 th June, 2024 (at 1100 hrs)
k)	Last date of for submission of proposal (Bid) in CPP Portal	24 th July, 2024 by 1700 hrs.
l)	Last date of receipt of EMD in original by SVP National Police Academy, Hyderabad	24 th July, 2024 by 1700 hrs.
m)	Date and Time of opening of Technical Bids	25 th July, 2024 at 1730 hrs.
n)	Date and time for online Technical Presentation to be made by the bidder before the Evaluation Committee	13 th August, 2024 from 11:00 hrs onwards and on 14 th August, 2024 (if required).
o)	Date and time of opening of Financial bids	27 th August, 2024 at 1100 hrs
p)	Final approval and notification of award	10 th September, 2024
q)	Signing of Contract / agreement	25 th September, 2024

r)	Addressee and Address at which EMD in original is to be submitted through Post / By Hand, within the due date as mentioned at (l) above	The Assistant Commandant (Admin), SVP National Police Academy, SVP NPA – P.O, Shivrampally Hyderabad, Telangana – 500 052. Tel. No. 04024234440 E-mail : rjayanthi@svpnpa.gov.in
s)	Addressee and Address for correspondence and queries	Deputy Director (MCTP), Sardar Vallabhbhai Patel National Police Academy, SVP NPA – Post, Shivrampally, Hyderabad, Telangana – 500 052. Tel. No. 040-24234406 E-mail: srinivas.a@svpnpa.gov.in

- 5) The tender document / RFP consisting of eligibility criteria, scope of work and other details to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be downloaded from Central Public Procurement Portal (<https://eprocure.gov.in/https://eprocure.gov.in/eprocure/app>)
- 6) Possession of valid Digital Signature Certificate (DSC) and enrolment / registration of the bidder on the e-procurement / e-tender portal is a prerequisite for e-tendering.
- 7) Interested Institution can download the tender document from Central Public Procurement Portal (<https://eprocure.gov.in/https://eprocure.gov.in/eprocure/app>) and bid should be submitted through the same website. Bids submitted other than on CPP Portal will not be accepted. The eligible bidders should have the digital signature certificate (DSC) issued by SIFY/TCS/nCode/ eMudra or any agency authorized by Controller of Certifying Authorities, Govt. of India.
- 8) Bidders can access and download the tender documents from CPP Portal and can fill them with all relevant information and submit the completed tender document online on the website: (<https://eprocure.gov.in/https://eprocure.gov.in/eprocure/app>). The downloading of tender documents shall be carried out strictly as provided on the website. No editing, addition, deletion of matter shall be permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
- 9) Tender shall be submitted online only at CPPP website. Bidders are advised to refer the Bidders manual kit for e-submission of the bids online through the Central Public Procurement Portal available at the website: <https://eprocure.gov.in/https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/Suppliers who have not enrolled/ registered in e-procurement portal should enroll/register before participating through the website <https://eprocure.gov.in/https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

- 10) All the documents / bid as per tender requirement including soft copy of the EMD along with Commercial Information **should be uploaded on CPP Portal only, no document / bid will be accepted offline.** However, **Earnest money deposit (EMD) in original should reach SVP National Police Academy before the last date of receipt of bids** in addition to uploading a soft copy of the EMD on the CPP Portal. Bids submitted without any of the specified/required documents in the CPP Portal will summarily be rejected.
- 11) Scanned copy of EMD should be uploaded on the CPP Portal. Earnest money Deposit (EMD) for **Rs.13,50,000/- (Rupees Thirteen Lakh Fifty Thousands only)** should be deposited in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee drawn from any nationalized bank in favour of The Director, SVP National Police Academy, payable at SBI Shivarampally, IFSC Code: SBIN0020335, Hyderabad. **Bids Without EMD will not be considered.** Tender Reference Number, details of the bidding Institution should be mentioned on the backside of the original **EMD and the same should reach SVP National Police Academy, Hyderabad before the last date of submission of bids i.e. on or before 24th July, 2024 by 1700 hrs** either through Post / By hand.

Terms And Conditions:

1. The TIA (Tender inviting authority) will not be responsible for any kind of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour. For any query/clarification regarding e-tendering process, the bidders are requested to contact M/s National Informatics Centre (NIC) on the 24X7 helpdesk No.0120-4200462, 08826246593 and 04024235999 or send mail to cphp-nic@nic.in / support-eproc@nic.in .
2. Offers are to be submitted online on CPP Portal (<https://eprocure.gov.in> / <https://eprocure.gov.in/eprocure/app>) separately for both Technical and financial bids (BoQ) as specified in para 3 below and in enclosed RFP document upto 1700 hrs on 24th July, 2024. The tender completed in all respect must be uploaded on <https://eprocure.gov.in> / <https://eprocure.gov.in/eprocure/app> in two folders i.e. two folder systems [Folder-1 EMD, Technical Bid, etc. and Folder 2: Financial Bid(BoQ)]. All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading.

3. The following signed and scanned documents in **.pdf/xls/rar** file format must be uploaded in Folder-1:

A) Folder-1: Technical Bid :

- i) Should contain soft copies of the Technical Proposal along with supporting documents titled “Technical Proposal”, required for evaluation of technical eligibility of the bidder.
- ii) The following signed & scanned documents in .pdf / .xls / .rar file format must be uploaded in Folder – 1 :
 - a) Duly filled up & signed “Check list for the Bidder” as per Annexure-I.
 - b) Signed and stamped NIT Document.
 - c) Scanned copy of EMD / EMD exemption document or Bank Guarantee for EMD as per **Annexure-V**.
 - d) Institution/Firm Registration Certificate as per the Companies Act of India.
 - e) Pan Card of the Institution/Firm.
 - f) GST Registration Certificate.
 - g) Copies of IT Returns filed in the previous 3 (three) years i.e. for Financial Years 2020-21, 2021-22 & 2022-23.
 - h) Completed format of “Letter of Bid” printed on letter head of the Institution as per **Annexure – II**.
 - i) Completed “*Authorization to DSC holder bidding online*” on behalf of bidder on Non-judicial stamp paper as per **Annexure – IIA** (if applicable).
 - j) Completed “*Certificate of Authority*” by Authorized signatory to be printed on the letter head of the bidding Institution as per **Annexure – III**.
 - k) Completed “*Proposal submission form*” printed on letter head of the bidding Institution as per **Annexure – IV**.
 - l) The details of commercial information must be filled in “Commercial Information.xls” (**In excel file BoQ**). A sample copy of Commercial information format is attached as **Annexure – VI** for ready reference. However, details must only to be **filled in excel / BoQ file only**. The BOQ template must not be modified or replaced by the bidder.
 - m) Proposed Course Design for one Week (5 working days) Module as per **Annexure – VIII** of the RFP.
 - n) Details of Training programmes conducted for Senior Civil servants / senior officers of Central / State Government organizations during the last five financial year last 5 (five) financial years only as per **Annexure - IX**.
 - o) Completed Index Sheet of all proposed speakers (Both Indian & Foreign speakers) as per **Annexure - X**.
 - p) Completed CVs of all speakers as per **Annexure – XI** of the RFP. The bidding Institution has to give the proposed pool of speakers who would take sessions on the specified themes and

topics as mentioned at para 3.2 of the RFP. The successful bidder needs to engage speakers from among the pool or of the same standard identified later as per the availability based on the schedule of the program.

- q) Completed Technical proposal as per **Annexure – XII** of the RFP.

B) Folder-2 : The Financial Bid (in excel file BoQ)

- i) The details must be filled in “Financial Bid – BoQ.xls” (excel file). A screenshot / sample of the BoQ file is attached as **Annexure - XIII** for ready reference. However, details must only to be filled in excel file.
- ii) The BOQ template must not be modified or replaced by the bidder, else the bid submitted is liable to be rejected.
- iii) The bidder to quote the cost of design, development of teaching and learning material and delivery of the one-week (5 working days) module of **one MCTP Phase-IV programme** in physical mode.
- iv) Cost of delivery modules of one programme in Physical mode will be taken into consideration for evaluation.
- v) The bid amount shall include design and delivery of the one week (5 working days) residential module on Management Topics, class room venues, course material, evaluation of participants, local transportation from Airport / Railway Station to the Institution or hotel, boarding and lodging charges of participants and access to Library and recreation facilities to the participants including internet, Gymnasium and sports facilities. The travel cost of the participants from SVP NPA to Station (Airport / Railway station) of the partner institution **need not be** included as part of the price bid.
- vi) The amount quoted should be the net amount and the taxes, levies and duties applicable in India should be shown separately to calculate the total amount.
- vii) Price shall be quoted **in Indian Rupees only**.
- viii) The prices once accepted by the SVP NPA shall remain valid till the successful completion of 10 (Ten) MCTP Phase-IV programs at the rate of 1 to 2 programmes per year.

- 4. The Bid / Tender submitted shall necessarily remain valid for **180 days** from the date of opening of the bids prescribed by SVP NPA, Hyderabad. If any bidder withdraws his tender before the said period, SVP NPA shall-without prejudice to any other right or remedy, be at liberty to forfeit the EMD/Bid Security submitted along with the bid.
- 5. No interest will be paid on Earnest Money Deposit. EMD of unsuccessful tenderers will be returned back, without interest within one month of the opening of financial bid. If the quotation is accepted and the contracted Institution fails to undertake the assignment, their EMD / Bid Security will be forfeited without any further notice.

6. The Director, SVP National Police Academy reserves the right to accept/reject any or all the bids without assigning any reason.
7. The bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e Quality & Cost Based Selection (QCBS) methodology. The weightage for the 'Quality' is 70 (Seventy) and the weightage for the 'Quoted' price is 30 (Thirty). The technical bid will be for 70 marks. The financial bid will be opened for only those **bidders who obtain 70% of the marks or more i.e. 49 marks & above in aggregate in Quality Criteria.**
8. The contract is liable to be cancelled, if the institution failed to fulfil any of the contractual obligations and the SVP NPA reserves the right of forfeiture of the performance guarantee and levy of penalty or recovery of liquidated damages as explained below:
 - a) The partner institution has to deliver the one-week (5 working days) residential module i.e. in the fourth week at their institute or facility arranged by it in continuation of the three weeks component of each Program to be conducted by the SVP NPA at SVP NPA, Hyderabad. The schedule and dates of each program will be informed to the partner institution at least two months in advance of the commencement of the program. If the partner institution could not conduct the one week component of the program for any reason(s), it should immediately notify the Academy at least 45 days prior to the commencement of the program and then the SVP NPA, Hyderabad will conduct the one week residential program through alternative sources and in such case the partner institution will be liable to bear the extra cost incurred by the Academy over and above the amount agreed by the partner institution per program and the extra cost will be recovered from the performance guarantee provided by the partner institution. If the partner institution fails to deliver the one-week component for two programs, it will be deemed as failure of the partner institution in fulfilling the contractual obligations and in such case the Academy reserves the right to cancel the contract. The Academy may recover the extra cost incurred by the Academy on conduct of the module through alternative source from the performance guarantee of the partner institution and also forfeit the entire performance guarantee of the partner institution.
 - b) The Academy will collect the feedback rating from the participants in respect of the sessions conducted and boarding and lodging facilities provided by the partner institution separately on a likert scale of 5. The average feedback rating of 4 out of 5 will be treated as satisfactory delivery of the program in terms of sessions conducted and boarding lodging facilities provided by the partner institution.
 - c) In case, the average feedback rating of the participants towards sessions conducted falls between 3 and 4 out of 5, then 2% of the contract price will be deducted from the payment due to the partner institution. If the average feedback rating of the participants towards sessions conducted falls below 3, then 5% of

the contract price will be deducted from the payment due to the partner institution. The partner institution shall take all curative measures to improve the quality of the sessions and in case of no signs of the improvement, the SVP NPA will be at liberty to cancel the contract apart from forfeiture of the performance guarantee of the partner institution.

- d) In case, the average feedback rating of the participants towards boarding and lodging arrangements made by the partner institution falls between 3 and 4 out of 5, then 2% of the contract price will be deducted from the payment due to the partner institution. If the average feedback rating of the participants towards boarding and lodging arrangements made by the partner institution falls below 3, then 5% of the contract price will be deducted from the payment due to the partner institution. The partner institution shall take all curative measures to improve the quality of these arrangements and in case of no signs of the improvement, the SVP NPA will be at liberty to cancel the contract apart from forfeiture of the performance guarantee of the partner institution.
- e) The decision of the Academy regarding satisfactory delivery of the programme or otherwise shall be final & binding.
- f) In addition, the Performance Guarantee may also be forfeited.

9. The bidder will be blacklisted by the SVP NPA in case of the above condition being invoked.

10. The SVP NPA reserves the right to extend/curtail the one-week module of the number of programmes to be conducted by the partner institution up to 25 percent of tendered quantity at the time of placement of contract.

11. The Director SVP NPA reserves the right to cancel the contract without prenotice, forfeit the EMD / Bid security deposit or recover any damages for any breach of contract.

12. Notwithstanding any of the condition and clauses indicated in the Tender form, the Director, SVP NPA has the whole and sole right to accept or reject either the lowest or any other valid bid and or cancel the Tender without assigning any reasons thereto.

13. Performance Guarantee Clause : The successful bidder on receipt of letter of Acceptance should submit a FDR (Fixed Deposit Receipt)/ Bank Guarantee (BG)@ 3% of the total value of the contract for the first (initial) four programmes, as security for due fulfilment of the contract. The **Fixed Deposit Receipt / Bank Guarantee should be issued by any nationalized bank in favour of 'The Director, SVP National Police Academy, payable at SBI Shivrampally, IFSC Code : SBIN0020335, Hyderabad** within 14 days of placement of letter of award for due performance as per the provisions contained in GFR-171. Failure on the part of the firm to deposit the performance security within stipulated time, Director, SVP NPA reserves the right to

cancel letter of acceptance. Performance security submitted by the bidder will remain valid for a period of two and half years from the date of FDR/BG for the first four programs. No interest will be payable for "Performance Security".

14. The EMD (Earnest Money Deposit) furnished by the successful bidder will be returned only on receipt of "Performance Guarantee" @ 3% of the total value of the contract of the initial four programs in the series out of the maximum 10 programs (4+4+2). The selected institution will ensure that the performance guarantee remains valid for the period of the contract and it will be realized only after written certification from SVP NPA. Based on the conduct of the modules of first 4 programmes, the contract will be renewed for the subsequent 4 programmes and in such case, the partner Institution/University will re-submit performance guarantee @ 3 percent of the total value of the contract for the next four programmes. The old Performance Guarantee held with SVP NPA, will be returned back the Institution, immediately on receipt of the fresh/renewed PG for the subsequent programs. Finally, the partner Institution/University will re-submit performance guarantee @ 3 percent of the total value of the contract for the last two programmes. In all the contract will be for maximum 10 (i.e. 4+4+2) programs. **However, after completion of initial 4 programs in the series of 10, the partner Institution will be at liberty to opt out from the agreement at their will without attracting any penal action / penalty or liability.**

15. Presentation of Proposals : The bidder may be required to make an online presentation of their proposals at their cost before the evaluation committee on the dates as specified by the Academy. A team from Govt. of India/Academy for evaluation of onsite facilities may also visit these institutions to assess their capacities for conduct of the programme.

Encl : MCTP Phase IV RFP document,
Commercial information (in excel format) &
Financial Bid (BoQ in excel).

Srinivas A.
(Dr. A. Srinivas, IPS)
Deputy Director (MCTP)
For Director

Copy to :

1. The Under Secretary, Police-1 Division, Police Training (PT) Section, MHA, New Delhi for favour of information.
2. IFA to Director, SVP NPA.
3. All the Technical & Financial Committee Members (by name) detailed for evaluation of Technical & Financial bids of subject MCTP Phase-IV RFP.
4. AC (Admin), SVP NPA - for floating NIT & RFP in the e-procurement portal.
5. Programmer, SVP NPA, Hyderabad – For hosting the NIT & RFP in the Academy Website.
6. I/c HK Section, SVP NPA, Hyderabad.



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(भारत सरकार :: गृह मंत्रालय)
(Government of India: Ministry of Home Affairs)
हैदराबाद (Hyderabad) – 500 052

Request for Proposal (RFP)
for selection of an Indian Institution of
repute for conducting Modules of
Mid-Career Training Programmes (MCTP)
Phase – IV for IPS Officers

Closing Date & Time : **24th July, 2024 at 1700 Hrs.**

RFP No: **12013/12/2024/Trg/MCTP-IV**

Date: 14th May, 2024

Name of Bidder

Address of the bidder

.....

.....

Signature of Bidder

(This document is non-transferable)

This document contains 44 pages including the cover page

MCTP Section, SVP NPA
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(Telangana – India)
Tel. No. +91-40-24234406
Fax : +91-40-24015179
Email: mctp4@svpnpa.gov.in

I N D E X

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			From	To
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2	Chapter 2	Mid-Career Training Programme (MCTP) - Background	03	05
3	Chapter 3	Partner Institution and Scope of work	05	08
4	Chapter 4	Pre-Bid Meeting	08	09
5	Chapter 5	Submission of Proposal and criteria for evaluation	09	14
6	Chapter 6	Technical Proposal	15	20
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8	Chapter 8	Structuring of Proposal	20	-
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18	Annexure-VII	Sample One Week MCTP Phase-IV course design of the earlier program conducted at the partner Institution in the past for SVP NPA, Hyderabad	33	-
19	Annexure-VIII	Blank Template for 1-week (5 days) MCTP Phase-IV Course Design	34	-
20	Annexure-IX	Format for submission of details of Training programmes conducted for senior Civil / senior officers of Central / State Government organizations during the last 5 years only	35	-
21	Annexure-X	Format for Index sheet of proposed speakers	36	-
22	Annexure-XI	Format of curriculum vitae (CV) for Speakers	37	-
23	Annexure-XII	Format for submission of technical offer	38	40
24	Annexure-XIII	Format Financial Bid / offer (To be uploaded separately as BoQ in excel format only)	41	-
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26	Annexure-XV	Glossary of Abbreviations	44	-

Disclaimer: The information contained in this Request for Proposal (RFP) document or subsequently provided to the Partner Institutions, whether verbally or in documentary form by or on behalf of SVPNPA, Hyderabad ("Client") or any of its employees, is provided to the Partner Institutions 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 Institutions 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 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. Introduction-Indian Police Service (IPS)

- 1.1 Indian Police Service (IPS) is one of the three All India Services constituted under the provisions of Article 312 of the Constitution of India. IPS Officers provide senior level leadership to police forces in the States as well as at the Centre. Though the minimum qualification for being selected into IPS is Bachelor's Degree in any discipline, given the high level of competition, many of the officers selected have Master's Degree and an outstanding academic record. They come from a wide range of backgrounds such as History, Political Science, Literature, Economics, Sociology, Psychology, Public Administration, Physics, Mathematics, Agricultural Sciences, Engineering, Medical Sciences, Law etc.
- 1.2 Appointment to IPS is done in two ways, namely, direct recruitment conducted by the Union Public Service Commission (UPSC) every year and by promotion of the State Police Service (SPS) Officers. Upon selection through UPSC, each officer is allocated to a State Government.
- 1.3 The Direct-Recruit officers of the Indian Police Service undergo:
 - (i) 15 (fifteen) weeks Foundation Course at the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie.
 - (ii) 46 (forty-six) weeks Basic Course at Sardar Vallabhbhai Patel National Police Academy (SVP NPA), Hyderabad, various attachments with Central Police Organisations and 29 weeks of on-the-job training in districts. The Foundation Course, the Basic Course and various attachments form part of the Induction Training of about 2 (two) years duration.
- 1.4 The Officers promoted from the State Police Services to IPS, also undergo Induction Training of 6 (six) weeks at SVP NPA, Hyderabad.
- 1.5 On completion of the basic training, officers are posted to respective States allocated to them and assigned postings as Sub-Divisional Police officers which require professional skills & knowledge, appropriate sensitization, orientation, management & leadership qualities. After a few years of experience, they are promoted to district level posts and are entrusted with a wide range of functions relating to the prevention and detection of crime and maintenance of law & order of the district.

2. Mid-Career Training Programme (MCTP) – Background

- 2.1 Given the highly responsible and critical positions that officers are required to hold, it is imperative that they possess the necessary knowledge, skills and attitudes to discharge their responsibilities effectively. With this in mind, a system of Mid-Career Training Program (MCTP) has been launched which would enable the IPS officers to acquire **next level competencies**. The MCTP has three phases viz.

Phases-III, IV and V for IPS Officers who have put in 7-9, 14-16 and 24-26 years of service, respectively. Performance in these MCTP courses would be evaluated and satisfactory completion of the programme would be a pre-condition for officers to get promoted to higher pay scale.

- 2.2 The MCTP Phase - IV marks an important milestone as it is the second in the series of the Mid-Career Training Programmes. The target audience of the MCTP Phase - IV is officers with 14 to 16 years' service presently posted as Deputy Inspector General of Police and are slated to be promoted to the rank of Inspector General of Police. About 70 - 90 IPS officers attend every MCTP Phase IV programme.

Sl. No	Phase	Duration	Year of Service
1	IV	4 weeks (3 weeks at SVP NPA, Hyderabad and 1 Week (5 working days) residential Program in any one of the top ranking Management Institutions in India)	Between 14 th to 16 th year of service

- 2.3 MCTP Phase - IV is of 4 weeks duration. **The first three weeks of the program would be delivered at SVP NPA, Hyderabad, India and in the last week (fourth) the participants will be sent for one week (5 working days) residential “Management Module”** in any of the top-ranking Management Institutions in India. MCTP Phase-IV program is intended to help the participants to Strengthen their Management Skills. Emphasis would be on helping them on their skills in human resource management, strategic planning & team building. The MCTP Phase - IV programs need to be delivered twice a year to a batch size of about 70 - 90 participants in each program with admissibility of 15% as additional strength in each program i.e., $90 + (15\% \text{ of } 90) = 90 + 14 = 104$ participants (Maximum). Further the exact number of participants will be known on the day of commencement of the program, which is 3 weeks in advance of the Residential module to be conducted by the Partner Institution (Successful bidder) in the 4th week. However, the schedule and dates of each program will be informed at least 2 months in advance of the commencement of the program. Since the numbers are relatively large, they may be required to be divided in smaller groups for syndicate discussions or other group activities etc. The broad pedagogical approach is to blend academic instruction with exposure to relevant professional experience of experts including peer learning, both National and International, to situate the concepts being discussed in appropriate context.
- 2.4 The Academy designs and conducts the programme for the first three weeks out of the total duration of 4 weeks. **The objective of this Request for Proposal (RFP) is to identify an Indian Institution of repute to conduct one week (5 working days) residential Module on “Management Topics”.** The partner institution is expected

to draw up on a pool of national and international subject matter experts, eminent successful practitioners as well as internal speakers to deliver the programme. The subject matter experts may be from academia or practitioners, field experts on respective domains. They should be seasoned, time tested and experts on the topic with sufficient experience and training, most pertinent to this assignment and are able to deliver themes and topics mentioned at Para 3.2 of the RFP, with authority. The partner Institution shall also have necessary tie up with entities for arranging accommodation, local transport, field visit, conducting of sessions, interactions with senior police officers & eminent personalities. The **one-week (5 working days)** program to be conducted at the **partner Institution** would entail around 25 to 30 hours of classroom instruction **over five working days**. The exact dates of the training will be decided by the Academy in consultation with the Partner Institution. A co-ordinator from the Academy will be in constant touch with the Partner Institution for effective design and delivery of the programme. Partner institution should design the same in consultation with Academy.

3. Partner Institution and Scope of work

- 3.1 The proposed Partner Institution must be a top-ranking Indian Institution / Consortium of Indian Institutions with proven expertise in the field of Management and should have a commendable record of running academic and training programmes especially for senior Civil servants / Senior officers of Central / State Government organizations. The ranking is not alone the minimum eligibility criteria. In addition, the track record, experience, expertise and competency of the bidding Institution in delivering similar Executive training programmes for senior Civil servants / Senior officers of Central / State Government organizations will be factored during evaluation of the bids/responses received. **Consulting firms are not eligible for bidding.**

One Week (5 working days) Module for MCTP Phase – IV

- 3.2 **Thematic Inputs** : The selected Institution is expected to deliver one week (5 working days) fully residential Module on Management topics at their Institution. The expectation from the Institution will be to provide inputs on themes & topics given below :

“Management Module”

Duration - One week

[Five working days a week & 6 hours training per day]

	Themes and Topics
A	Theme I : Leadership and Team Building
i)	Leadership styles : Self-assessment and evolving strategies for improvement, Leadership in crisis

ii)	Nurturing talent in the Department
iii)	Institutional Framework For delivery of Services
iv)	Force leadership; interaction with the best and the brightest
v)	Citizen Centric services – Customer satisfaction
vi)	Business process reengineering – In context of Police department
vii)	Motivating uniformed forces
viii)	Negotiation skills
ix)	Emotional Intelligence
B	Theme II : Strategic Management
i)	Strategic management and changing role of police
ii)	Case studies in Turnaround Management
iii)	Problem solving and strategic decision making
iv)	Creativity & innovation for better policing
v)	Police reforms, experience of other Countries
vi)	Perception Management for police.

For this module, partner institution may tie up with Indian / foreign institution/s or with Indian / foreign speakers individually and get the best speakers / practitioners on the above mentioned topics.

Training methodology desired – Experience sharing, Case study method, group discussion, lecture, simulation, role play, films and videos etc.

3.3 The selected Institution would be required to undertake the following:-

- i) Carry out the detailed design of the 1-week (5 working days) fully residential Module at their Institution **for a maximum of 10 (Ten) Mid-Career Training Programmes (MCTP) Phase – IV for IPS officers** to provide inputs on Management topics on the thematic inputs mentioned at para 3.2 above. About 1 - 2 programmes are expected to be conducted every Year. A draft template is enclosed as **Annexure – VII**. The partner institution once selected would be required to design the programme in consultation with SVP National Police Academy, Hyderabad. **However, after completion of initial 4 programs in the series of 10, the partner Institution will be at liberty to opt out from the agreement at their will without attracting any penal action / penalty or liability.**
- ii) Evolve a training methodology which should be based on the principles of Andragogy such as Case Studies / Lectures / Panel Discussions / Syndicate Group Discussions etc.
- iii) Develop pre-course material so that participants would come prepared and also design evaluation measures to test the level of preparation before the participants come for the programme and also to evaluate the participants during the programme.

- iv) Identify resource persons for different components of the programme and ensure right mix of academic speakers and practitioner speakers, considering that the participants are practicing managers and need strong practical inputs to back theoretical frameworks. At least 40% of the resource persons/speakers should be experts from outside the institution. The institution should clearly indicate the ratio of in-house speakers to guest speakers. **Minimum three international speakers (Foreign Nationality) of high reputation with authority on the topic must form part of resource persons for teaching. Each International speaker to conduct minimum of 4 (four) hours of teaching.** However, the total duration of teaching by all the international speakers put together should not be less than 12 hours. Here the International speakers refer to both type of speakers : Speakers with foreign nationality and also speakers of Indian origin who are based and have nationality abroad having global recognition as subject matter experts, all over the world on the theme and topics as specified at para 3.2 of the RFP.
- v) Deliver the One Week (5 working days) fully residential module at their Institution **for a maximum of 10 (Ten) Mid-Career Training Programmes (MCTP) Phase – IV for IPS Officers from November, 2024 (Tentatively) and onwards at the rate of 1 to 2 programmes per year. However, after completion of initial 4 programs in the series of 10, the partner Institution will be at liberty to opt out from the agreement at their will without attracting any penal action / penalty or liability.**
- vi) Evaluate the performance of each of the participant and submit an evaluation report (numerical measures) to the SVP NPA and also to submit a course report soon after the completion of each programme.
- vii) During One week (5 working days) residential Program, partner institution shall arrange for the participants of MCTP & the accompanying faculty coordinator with single room accommodation at their institution. In case the Institution does not have accommodation at their campus or not in a position to spare the available accommodation, the partner institution shall arrange single room accommodation at 4 Star Hotels or higher of good standard with facilities including Internet and Gymnasium during the one week (5 working days) residential module near the place of training. In such case, the Institution would be required to have institutional tie-up with the Hotel and local travel agent.
- viii) Local Transportation to the participants & faculty co-ordinator be provided from :
 - a) Airport to Institution/hotel (place of accommodation provided) & back to airport after completion of the study visit abroad.
 - b) From Institution/hotel to the training facilities & back to Institution/hotel on daily basis as per the programme schedule during the entire residential module.

- xix) The medium of instructions for the 1 week (5 working days) fully residential Module to be conducted by the partner institution should be in ENGLISH ONLY.
- xx) The bid amount shall include design and delivery of the one week (5 working days) residential module on Management Topics, class room venues, course material, evaluation of participants, local transportation from Airport/Railway Station to the Institution or hotel, boarding and lodging charges of participants and access to Library and recreation facilities to the participants including internet, Gymnasium and sports facilities.

4. Pre-Bid Meeting

- 4.1 Pre-bid meeting : An online pre-bid meeting will be held on **20th June, 2024** at 1100 hours and SVP NPA will address queries of interested bidders requiring any clarification on the terms of the RFP. Interested bidders should send their queries if any, through e-mail to : srinivas.a@svpnpa.gov.in / mctp4@svpnpa.gov.in / chsrinivas@svpnpa.gov.in or through speed post so as to reach the Academy latest by **31st May, 2024** (1700 hrs) to :

Deputy Director (MCTP)
Sardar Vallabhbhai Patel National Police Academy
Shivarampally,
Hyderabad - 500 052.
Telangana - India.
Contact No. 040 – 24234406
E-mail : srinivas.a@svpnpa.gov.in

In the following format:-

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

Note:

- (i) **Any requests for clarification received after specified date & time will not be entertained.**
- (ii) Request for the VC (Video-conference) link for pre-bid meeting can be sent on any of above mail ids viz srinivas.a@svpnpa.gov.in / mctp4@svpnpa.gov.in / chsrinivas@svpnpa.gov.in well in time. The VC link will be sent to the interested / requesting bidders through e-mail well before the scheduled date of online Pre-bid meeting to facilitate, interested bidders to attend the same to clarify their doubts if any.
- (iii) The Corrigendum/addendum (if any) and clarifications to the queries raised by the bidders will be posted on the SVP NPA website (<https://www.svpnpa.gov.in>) as well as at CPP Portal after pre-bid meeting, on or before **2nd July, 2024**.

- (iv) Any clarification issued by SVP NPA in response to queries 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.

5. Submission of Proposal and criteria for evaluation

5.1 Submission of Proposal - All eligible Institutions desirous of being selected for delivery of **one week (5 working days) fully residential module at their institution for a maximum of 10 (Ten) Mid-Career Training Programmes (MCTP) Phase – IV for IPS Officers from November, 2024 (Tentatively) and onwards at the rate of 1 to 2 programmes per year**, will be required to upload their proposal on the Central Public Procurement Portal (CPPP) at **<https://eprocure.gov.in>** / **<https://eprocure.gov.in/eprocure/app>**. Proposal received by email or by post will not be entertained.

5.2 **Last date for submission of Proposal** - The last date for submission of the composite proposal including the technical proposal and the Financial Bid at CPPP would be **24th July, 2024 by 1700 hours**. The proposals received after closing time will not be accepted, except in case of extension of time limit for submission of bids by SVP NPA.

5.3 Proposal – An Institute responding to this RFP should submit their proposal as set of two parts in separate folders :

a) **Folder - 1 : Technical Bid :**

- i) Should contain soft copies of the Technical Proposal along with supporting documents titled “Technical Proposal”, required for evaluation of technical eligibility of the bidder.
- ii) The following signed & scanned documents in .pdf / .xls / .rar file format must be uploaded in Folder – 1 :
 - a) Duly filled up & signed “Check list for the Bidder” as per Annexure-I.
 - b) Signed and stamped NIT Document.
 - c) Scanned copy of EMD / EMD exemption document or Bank Guarantee for EMD as per **Annexure-V**.
 - d) Institution/Firm Registration Certificate as per the Companies Act of India.
 - e) Pan Card of the Institution/Firm.
 - f) GST Registration Certificate.
 - g) Copies of IT Returns filed in the previous 3 (three) years i.e. for Financial Years 2020-21, 2021-22 & 2022-23.
 - h) Completed format of “Letter of Bid” printed on letter head of the Institution as per **Annexure – II**.
 - i) Completed “*Authorization to DSC holder bidding online*” on behalf of bidder on Non-judicial stamp paper as per **Annexure – IIA** (if applicable).

- j) Completed “*Certificate of Authority*” by Authorized signatory to be printed on the letter head of the bidding Institution as per **Annexure – III**.
- k) Completed “*Proposal submission form*” printed on letter head of the bidding Institution as per **Annexure – IV**.
- l) The details of commercial information must be filled in “Commercial Information.xls” (**In excel file BoQ**). A sample copy of Commercial information format is attached as **Annexure – VI** for ready reference. However, details must only to be **filled in excel / BoQ file only**. The BOQ template must not be modified or replaced by the bidder.
- m) Proposed Course Design for one Week (5 working days) Module as per **Annexure – VIII** of the RFP.
- n) Details of Training programmes conducted for Senior Civil servants / senior officers of Central / State Government organizations during the last five financial year last 5 (five) financial years only as per **Annexure - IX**.
- o) Completed Index Sheet of all proposed speakers (Both Indian & Foreign speakers) as per **Annexure - X**.
- p) Completed CVs of all speakers as per **Annexure – XI** of the RFP. The bidding Institution has to give the proposed pool of speakers who would take sessions on the specified themes and topics as mentioned at para 3.2 of the RFP. The successful bidder needs to engage speakers from among the pool or of the same standard identified later as per the availability based on the schedule of the program.
- q) Completed Technical proposal as per **Annexure – XII** of the RFP.

b) **Folder II : The Financial bid (In excel file BoQ) :**

- i) The details must be filled in “Financial Bid – BoQ.xls” (excel file). A screenshot / sample of the BoQ file is attached as **Annexure - XIII** for ready reference. However, details must only to be filled in excel file.
- ii) The BOQ template must not be modified or replaced by the bidder, else the bid submitted is liable to be rejected.
- iii) The bidder to quote the cost of design, development of teaching and learning material and delivery of the one-week (5 working days) module of **one MCTP Phase-IV programme** in physical mode.
- iv) Cost of delivery modules of one programme in Physical mode will be taken into consideration for evaluation.
- v) The bid amount shall include design and delivery of the one week (5 working days) residential module on Management Topics, class room venues, course material, evaluation of participants, local transportation from Airport / Railway Station to the Institution or hotel, boarding and lodging charges of participants and access to Library and recreation facilities to the participants including internet,

Gymnasium and sports facilities. The travel cost of the participants from SVP NPA to Station (Airport / Railway station) of the partner institution **need not be** included as part of the price bid.

- vi) The amount quoted should be the net amount and the taxes, levies and duties applicable in India should be shown separately to calculate the total amount.
- vii) Price shall be quoted **in Indian Rupees only**.
- viii) The prices once accepted by the SVP NPA shall remain valid till the successful completion of 10 (Ten) MCTP Phase-IV programs at the rate of 1 to 2 programmes per year.
- ix) In case the batch size falls below 70, necessary deductions on pro-rata basis for each shortfall of participant below 70 will be made from the payment due to the partner Institution. Similarly, if the batch size exceeds 104 participants (i.e. + 15% of 90), the partner Institution will be paid on pro-rata basis for each additional participant above 104, in addition to the payment due to the Partner Institution.
- x) The one-week Residential module will be for 5 (five) working days and the accommodation has to be provided from 12 noon of one day prior to first day of commencement of the module up to the 12 noon of the next day after completion of the module on the fifth day. Hence accommodation to be provided for total 6 (six) nights.

5.4 **Bid validity** - The Bid submitted by the bidder shall remain valid for 180 days from the date of opening of bids prescribed by SVP NPA. A bid valid for a shorter period shall be rejected by SVP NPA as non-responsive.

5.5 **Acknowledgement by bidder :**

It shall be deemed that by submitting the Proposal, the bidder has :

- a) Made a complete and careful examination of the RFP.
- b) Received all relevant information requested from the Authority.
- c) Accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Authority or relating to any of the matters referred to in para 4.1 above.
- d) Satisfied self about all matters, things and information, including matters referred to in para 4.1 herein above, necessary and required for submitting an informed Application and performance of all of its obligations there under.
- e) Acknowledged that bidder does not have a Conflict of Interest; and
- f) Agreed to be bound by the undertaking provided by bidder under and in terms hereof.

5.6 All the documents as per tender requirement including scanned copy of EMD should be uploaded online and further “Commercial Information” to be filled in BoQ (Excel) format. No documents will be accepted offline. However, original Account

Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (EMD- Earnest money deposit) should be sent to SVP National Police Academy before the due date of receipt of technical bid. Bids submitted without any of the required/specified documents online will summarily be rejected. **MSME firms / bidders are exempted for submission of EMD.** In case of exemption of EMD, scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission.

- 5.7 Earnest Money Deposit (EMD) for **Rs.13,50,000/- (Rupees Thirteen Lakh Fifty Thousand only)** (Refundable) should be deposited in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee drawn from any nationalized bank in favour of **'The Director, SVP National Police Academy, payable at SBI Shivarampally, IFSC Code : SBIN0020335, Hyderabad'** which should be **valid for a period of 180 days** from the date of opening of tender. However, scanned copy of EMD should be uploaded on the CPP Portal along with other documents. **Bids without EMD will not be considered.** **Tender Reference Number & Name & details of bidding Institution should be mentioned on the backside of the original EMD.** The original EMD should reach SVP National Police Academy, Hyderabad **on before last date of submission of the tender i.e. by 24th July, 2024 (by 1700 hrs) positively.** No interest will be paid on Earnest Money Deposit. EMD of unsuccessful tenderers will be returned within 30 days of declaration of result of first stage i.e., technical evaluation.

- 5.8 **Place of submission of EMD (Either through Post or by Hand), address of correspondence (for EMD) & custodian of EMDs :**

The Assistant Commandant (Admin),
SVP National Police Academy,
SVP NPA – P.O, Shivarampally,
Hyderabad, Telangana – 500 052.
Phone : 040 - 24234440

Last date for receipt of original EMD by SVP NPA, Hyderabad : On or before 24th July, 2024 (by 1700 hrs)

- 5.9 **Performance Security Clause :-** The successful bidder on receipt of letter of Acceptance should submit a FDR(Fixed Deposit Receipt)/Bank Guarantee(BG) @ 3% of the total value of the contract for the first four programmes, as security for due fulfilment of the contract. The FDR/BG should be issued by any Nationalized Bank in favour of the Director, SVP National Police Academy, Hyderabad payable at SBI Shivarampally, Hyderabad within 14 days of the placement of order for due performance as per the provisions contained in GFR-171. Failure on the part of the successful bidder to deposit the performance security within stipulated time, Director, SVP NPA, Hyderabad reserves the right to cancel the letter of award. Performance security submitted by the bidder will remain valid for a period of **two and half years from the date of FDR/Bank Guarantee for the first four programmes.** No interest will be payable for "Performance Security".

5.10 The EMD (Earnest Money Deposit) furnished by the successful bidder will be returned only after submission of “Performance Guarantee (PG)” @ 3% of the total value of the contract of the first four MCTP Phase-IV Programs as security for due fulfilment of the Contract. The selected Institution will ensure that the performance guarantee remains valid for the period of the contract and it will be realized only after written certification by SVP NPA. Based on the conduct of the modules of first 4 programmes, the contract will be renewed for the subsequent 4 programmes and in such case, the partner Institution/University will re-submit Performance Guarantee @ 3 percent of the total value of the contract for the next four programmes. Finally, the partner Institution/University will re-submit Performance Guarantee @ 3 percent of the total value of the contract for the last two programmes. In all the contract will be for maximum 10 (i.e. 4 + 4 + 2) programmes. On successful completion of initial four programs out of 10 programs (4 + 4 + 2) in the series, the PG (FDR/BG) of the partner Institution will be returned back after receipt of fresh PG for the subsequent 4 programs from the partner Institution. **However, after completion of initial 4 programs in the series of 10, the partner Institution will be at liberty to opt out from the agreement at their will without attracting any penal action / penalty or liability. In such cases the Performance Guarantee, submitted by the partner Institution will be returned back to the Institution.**

5.11 All the bidders will be required to make an online power point presentation for 20 - 25 minutes duration on the Technical Proposal before the Proposal Evaluation Committee on **13th August, 2024 from 11:00 hrs onwards and on 14th August, 2024 (if required).** The power point presentation should include / cover :

- i) Understanding of the Scheme by the bidding Institution.
- ii) Capacity to mobilize the resources & delivery of the program.
- iii) Quality of Logistical arrangements proposed.
- iv) Teaching resources & methodology of delivery proposed including roping in of foreign national speakers for delivering sessions in physical mode (as far as possible).
- v) Any other relevant point/issue the bidder Institution want to showcase or bring it to the knowledge of SVP National Police Academy, Hyderabad.

5.12 **The Technical Bid will be for 70 marks.** The Financial bids will be opened for only those bidders who obtain 70% of the marks or more i.e. 49 marks & above in **aggregate. The Technical parameters** are as below:

Sl. No	Criterion for assessment	Maximum Marks
a)	Overall Programme Design with Timetable, Training, evaluation and methodology	12
b)	Experience in delivering similar Executive Education programmes for Senior Civil servants / Senior officers of Central / State Government and its reviews/feedback from the client.	8
c)	Facilities and logistics of organizing one week (5 working days) fully residential program as part of the MCTP Phase-IV programme.	10

d)	Suggested Speakers (as per CVs attached)	10
e)	Online presentation on the above 4 (four) points	30
	Total	70

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

a) Overall program design with Time table, Training, evaluation and methodology {para 6.8.4 (i)}

Sl. No.	Criterion	Max. Score
i)	Relevance of the content/demonstrated understanding of the requirements and designing of the modules to be delivered.	4
ii)	Training Methodology	4
iii)	Method of evaluation of the participants	4

b) Experience in delivering similar Executive Education programmes {para 6.8.4(ii)}

Sl. No.	Criterion	Max. Score
i)	Number of Programmes conducted for Senior Civil servants / Senior officers of Central / State Government organizations during the last 5 Financial Years viz 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 and their feedback.	8

c) Facilities and logistics of organizing one week (5 working days) fully residential program {para 6.8.4 (iii)} :

Sl. No.	Criterion	Max. Score
i)	Quality of accommodation for the participants and accompanying faculty proposed. (Images of rooms to be attached)	4
ii)	Boarding facilities viz. Breakfast, lunch, dinner and tea and snacks to be provided during the duration of training. (Menu to be attached)	2
iii)	Arrangements for reception at the airport, local transport for reaching the accommodation and vice versa. (Brief how it will be done)	2
iv)	Internet connectivity, Library facilities, recreational and sports facilities, international case studies, study materials, pre-reads and post reads to be made available to participants during the stay during the module. (Provide details of facilities in your premises)	2

d) Suggested Speakers {6.8.4 (iv)}

Sl. No.	Criterion	Max. Score
i)	Speakers proposed & their experience in the field, Job specific skills and knowledge/Technical papers etc. Three international (Foreign nationality) speakers of high reputation with authority on the topic must form part of resource persons for teaching. Each International speaker to conduct minimum 4 (four) hours teaching.	10

6. Technical Proposal - The Technical Proposal must contain the following details :

- 6.1 A broad programme design covering the thematic inputs for the indicated items of the RFP document mentioned at para 3.2 above should be submitted in the proposal.
- 6.2 The programme design must be accompanied by a detailed teaching timetable for the duration of the module indicating the title and duration of the sessions and the suggested speakers to cover the inputs. The timetable must also indicate the pedagogical methods to cover the various inputs, viz. lectures, panel discussions and seminars, case studies or any other. A suggested blank template is attached as **Annexure – VIII** and previous course design conducted for MCTP – IV by partner Institution is attached as **Annexure-VII**.
- 6.3 The method of evaluation of participants proposed should be explained in detail.
- 6.4 A brief synopsis of the institution's history and its track record in delivering similar or relevant Executive Education Programmes for senior civil servants and end of course evaluation of similar programmes conducted in the last five years, in this regard. The bidders will be specifically required to append a list of relevant programmes (conducted during the last five financial years viz 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24) being cited by them for evaluation along with the average feedback for each such programme as per **Annexure - IX**.
- 6.5 Indicate the logistics such as transport, boarding & lodging to be provided during one week (5 working days) residential program duly covering the criteria elucidated at para 5.13 (C).
- 6.6 A brief background of the key speakers of the Partner Institution, both internal and guest, who would be delivering the instructional inputs must be clearly indicated in the Proposal. The suggested speakers 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 speakers, the proposal may include a brief of performance feedback of the proposed speakers. The index sheet / summary of the proposed speakers (Indian & foreign national) to be submitted as **Annexure – X**. The CV of each proposed speakers should be submitted as per format in **Annexure – XI**.
- 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 **one week (5 working days) fully residential Programme** at their Institution.
 - 6.7.2 The financial offer must contain net cost of one programme and taxes as indicated in **Annexure-XIII**.
 - 6.7.3 Tax imposed by Centre/State Government (if any) from time to time on contracted item/service, will be deducted from the bidder's bill and deposited/remitted to the concerned.

- 6.7.4 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, with due consultations. As mentioned at subsequent para 6.10, every program will be reviewed based on the average feedback of the participants on the sessions & overall conduct of the program by the partner Institution. The decision of the Academy regarding satisfactory delivery of the program or otherwise shall be final & binding. Ample opportunity will be provided to the partner Institution to explain their version, if the feedback rating falls below average. After due consideration of the explanation, penalty clause will be invoked.
- 6.7.5 The travel cost of the participants from Hyderabad to the station of the Partner institution and vice versa need not be included as part of the price bid.
- 6.7.6 In case the batch size falls below 70, necessary deductions on pro-rata basis for each shortfall of participant below 70 will be made from the payment due to the partner Institution. Similarly, if the batch size exceeds 104 participants (i.e. + 15% of 90), the partner Institution will be paid on pro-rata basis for each additional participant above 104, in addition to the payment due to the Partner Institution.
- 6.7.7 The one-week Residential module will be for 5 (five) working days and the accommodation has to be provided from 12 noon of one day prior to first day of commencement of the module upto the 12 noon of the next day after completion of the module on the fifth day. Hence accommodation to be provided for total 6 (six) nights.

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:

Sl. No	Criterion for assessment	Maximum Marks*
1	Overall Programme Design with Timetable, Training and Evaluation Methodology	12
2	Experience in delivering similar Executive Education programmes for Senior Civil servants / Senior officers of Central / State Government organizations and its reviews / feedback from the client.	8
3	Facilities and logistics of organizing one week (5 working days) fully residential program as part of the MCTP Phase-IV programme.	10
4	Suggested Speakers (as per CVs attached)	10
5	Online presentation on the above 4 (four) points	30
6	Indicated Financial Cost	30
	Total	100

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

- 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 After the approval of the Evaluation by the competent authority, a separate agreement will be entered into with the selected Partner Institution.
- 6.8.4 Evaluation Matrix:
- (i) Overall program design with Time table, Training and Evaluation Methodology : The members of the Proposal Evaluation Committee (PEC) will individually award marks out of 12 for the overall program design with time table, Training and Evaluation Methodology. 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 6.8.1.
 - (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 five 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 organized in the last five financial years (2019-20, 2020-21, 2021-22, 2022-23 & 2023-24) and a duly signed worksheet clearly showing calculations to workout average feedback over last five financial years on a percentage scale (0-100%).

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

Bidder	Number of Programmes (75%)	Average Feedback (25%) (Rating out of 100)
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 programmes conducted by them as calculated hereunder :

For A

Score for number 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 18 = $18 \times 0.925 = 16.65$

For B

Score for number 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 18 = $18 \times 0.65 = 11.7$

For C

Score for number 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 18 = $18 \times 0.525 = 9.45$

Summary:

Weightage	75%	25%
	Number of programmes	Average feedback
A	20	70
B	12	80
C	8	90
Score out of	100	18
A	92.5	16.65
B	65.0	11.7
C	52.5	9.45

- iii) **Facilities and logistics of organizing one week (5 working days) fully residential program:** The members of the Proposal Evaluation Committee (PEC) will individually award marks out of 10 for various parameters of this component. 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 6.8.1.
- iv) **Suggested Speakers:** The members of the Proposal Evaluation Committee (PEC) will individually award marks out of 10 for the suggested speakers 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 6.8.1.
- v) **Online Presentation:** The members of the PEC will individually award marks out of 30 for the online presentation by the bidder or his representative. 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 table in para 6.8.1 above.

- vi) **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	-	1.5 Crores (150 lakhs)
B	-	1.0 Crore (100 lakhs)
C	-	2.0 Crores (200 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 = 1.0 Crore

Score out of	100	30
A	$(100/150) \times 100 = 66.66$	$(66.66 \times 30)/100 = 19.99$
B	$(100/100) \times 100 = 100$	$(100 \times 30)/100 = 30$
C	$(100/200) \times 100 = 50$	$(50 \times 30)/100 = 15$

- vii) **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 (vi) as detailed above in this para.

- 6.9 Notwithstanding the process of evaluation enunciated in the foregoing paragraphs, SVP NPA reserves the right to seek further clarification from any or all participating institutions. SVP NPA may require some changes to be carried out in the content, design and delivery of the module as proposed by the bidder. SVP NPA reserves the right to reject any proposal at any time without consulting the participating institution or assigning any reason.
- 6.10 **Agreement period :** The assignment is for conduct of 1 week (5 working days) fully residential module at partner Institution for a **maximum of 10 (Ten) Mid-Career Training Programmes (MCTP) Phase – IV for IPS Officers from November, 2024 (Tentatively) at the rate of 1 to 2 programmes per year.** The agreement period shall initially be for the first 4 programmes, which will be renewed for next four programmes (on subsequent occasion), on the same terms and conditions, based on the satisfactory delivery of the modules of the first 4 programmes. On successful completion of initial 8 programmes (at the rate of 4 programmes per agreement), the agreement will be renewed for the balance 2 programmes on the same terms & conditions. SVP NPA reserves the right to determine satisfactory delivery of the module as mentioned 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 SVP NPA. **However, after completion of initial 4 programs in the series of 10, the partner Institution will be at liberty to opt out from the agreement at their will without attracting any penal action / penalty or liability.**

- 6.11 **Satisfactory Delivery:** Academy will review every programme based on the feedback of the participants on the sessions and overall conduct of the programme. The decision of the Academy regarding satisfactory delivery of the programme or otherwise shall be final & binding.

7. Clarification on Technical Bid

During evaluation of the Technical bids, the Academy reserves the right to ask for any additional document to have more clarification on the documents already submitted by the bidder.

8. Structuring of Proposal : The Bidders shall structure their proposal as follows :

- (a) Proposals shall be prepared with responses contained completely within the cell provided for each item. Bidders are encouraged to be succinct, while providing enough details to fully address every point as directly and factually as possible. Supplementary information may be attached to the proposal. Lengthy narratives shall not be inserted into the body of a direct response. Responses to the RFP should be uploaded online.
- (b) Marketing brochures included as part of the main body of the bid response shall be considered as non-responsive. Such material shall be submitted only as attachments and shall not be used as a substitute for written responses. In case of conflict between the attachments and Bidder's answers in the body of the proposal, the latter will prevail.

9. Miscellaneous :

The Bidder/Partner Institution will ensure that no information, in connection with conduct of the modules by SVP NPA and any issue associated with conduct of the programme, 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 SVP NPA or on demand by any Judicial or Statutory Authorities or Independent External Monitors specifically appointed for the purpose of current RFP.

10. Other Information

- 10.1 **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-III** and must accompany the Proposal.
- 10.2 **Penalty:** In case the partner institution fails to fulfil the obligations as per the terms and conditions of the agreement, SVPNPA may impose a penalty or effect recovery of liquidated damages as explained below to the extent of 10% of the payment due for the conduct of the modules of the programme as indicated below:
- a) The partner institution has to deliver the one week residential module at their institute or facility arranged by it in continuation of the three weeks component of

the each Program to be conducted by the SVP NPA at SVP NPA. The schedule and dates of each program will be informed to the partner institution atleast two months in advance of the commencement of the program. If the partner institution could not conduct the one week component of the program for any reason(s), it should immediately notify the Academy at least 45 days prior to the commencement of the program and then the SVP NPA will conduct the one week residential program through alternative sources and in such case the partner institution will be liable to bear the extra cost incurred by the Academy over and above the amount agreed by the partner institution per program and the extra cost will be recovered from the performance guarantee provided by the partner institution. If the partner institution fails to deliver the one-week component for two programs, it will be deemed as failure of the partner institution in fulfilling the contractual obligations and in such case the Academy reserves the right to cancel the contract. The Academy may recover the extra cost incurred by the Academy on conduct of the module through alternative source from the performance guarantee of the partner institution and also forfeit the entire performance guarantee of the partner institution.

- b) The Academy will collect the feedback rating from the participants in respect of the sessions conducted and boarding and lodging facilities provided by the partner institution separately on a likert scale of 5. The average feedback rating of 4 out of 5 will be treated as satisfactory delivery of the program in terms of sessions conducted and boarding lodging facilities provided by the partner institution.
- c) In case, the average feedback rating of the participants towards sessions conducted falls between 3 and 4 out of 5, then 2% of the contract price will be deducted from the payment due to the partner institution. If the average feedback rating of the participants towards sessions conducted falls below 3, then 5% of the contract price will be deducted from the payment due to the partner institution. The partner institution shall take all curative measures to improve the quality of the sessions and in case of no signs of the improvement, the SVP NPA will be at liberty to cancel the contract apart from forfeiture of the performance guarantee of the partner institution.
- d) In case, the average feedback rating of the participants towards boarding and lodging arrangements made by the partner institution falls between 3 and 4 out of 5, then 2% of the contract price will be deducted from the payment due to the partner institution. If the average feedback rating of the participants towards boarding and lodging arrangements made by the partner institution falls below 3, then 5% of the contract price will be deducted from the payment due to the partner institution. The partner institution shall take all curative measures to improve the quality of these arrangements and in case of no signs of the improvement, the SVP NPA will be at liberty to cancel the contract apart from forfeiture of the performance guarantee of the partner institution.
- e) The decision of the Academy regarding satisfactory delivery of the programme or otherwise shall be final & binding.
- f) In addition, the performance guarantee may also be forfeited.

10.3 Right of rejection : SVP National Police Academy, Hyderabad reserves the right to reject any proposal received after the given due date and time without providing intimation to the interested Institution. Proposals received by e-mail / post would be liable for automatic rejection.

10.4 Copyrights : Copyright for all intellectual property (case studies, teaching notes, background readings, etc.) developed under this project will vest with the SVP National Police Academy, Hyderabad.

10.5 Performance security

The successful bidder will have to deliver modules of total 10 programmes. The successful bidder will be required to deposit a performance security in the form of Performance Bank Guarantee @ 3 per cent of the total value of the contract for first four programmes as security for due fulfillment of the contract as per **Annexure-XIV**. Based on the conduct of the modules of first 4 programmes, the contract will be renewed for the subsequent 4 programmes and in such case, the partner Institution/University will submit Performance Guarantee @ 3 percent of the total value of the contract for the next four programmes. On successful completion of initial 8 programmes (at the rate of 4 programmes per agreement), the agreement will be renewed for the balance 2 programmes on the same terms & conditions. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations. **However, after completion of initial 4 programs in the series of 10, the partner Institution will be at liberty to opt out from the agreement at their will without attracting any penal action / penalty or liability.**

10.5.1 The applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Performance Security, if available, shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions :

- a) If an Institution engages in any of the Prohibited Practices specified in clause (para 10.6) of this RFP.
- b) If the Applicant is found to have a Conflict of Interest as specified in Clause (para 10.7); and
- c) If the selected Applicant commits a breach of the Agreement.

10.6 Fraud and corrupt practices

The officers, employees, and speakers of the Institution shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the

contrary contained in this RFP, the Authority shall reject a proposal without being liable in any manner whatsoever to the Applicant, if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively termed as “Prohibited Practices”) in the selection Process.

“Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract.

10.7 Conflict of Interest

The term conflict of Interest is defined in Manual of policies and procedure of Employment of Consultants issued by Ministry of Finance, Department of Expenditure, Government of India. The party shall not have a conflict of interest that may affect the selection process. Any Institution found to have a Conflict of Interest shall be disqualified.

10.8 Notification of Award

10.8.1 On successful completion of Tender evaluation process, SVP NPA will notify the successful bidder that their proposal has been accepted.

10.8.2 SVP NPA may elect to notify unsuccessful bidder after completion of each stage or after the contract is awarded.

10.8.3 The scope of work and associated financial implications can be altered at any stage of the programme with mutual consultation between SVP NPA and the selected Institution.

10.9 Signing of Agreement

SVP NPA shall notify the successful bidder that their proposal has been accepted and successful bidder will be invited to sign an agreement, incorporating all relevant clauses between the parties.

10.10 **Arbitration** - In the event of any dispute or difference between SVP NPA 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, Ministry of Home Affairs 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 Hyderabad**. 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.

10.11 Jurisdiction

In case of any dispute, exclusive jurisdiction would be that of a Court in the City of Hyderabad, State of Telangana, India.

10.12 Force Majeure

The failure of a party to fulfil any of its performance obligations as mentioned in the RFP shall not be considered to be a breach of, or default under this RFP in so far as such failure arises from a force majeure event and provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures with the objective of carrying out the services in accordance with the terms and conditions of this RFP.

- a) A party affected by a force majeure event shall take all reasonable measures to remove such party's inability to fulfil its obligations hereunder with a minimum of delay.
- b) A party affected by a force majeure event shall notify the other party of such event immediately on its occurrence and in any event not later than 48 hours following the occurrence of such event. The party affected by a force majeure event shall also provide 1. Evidence of the nature and cause of such event, 2. Its expected duration and 3. The impact it will have on the performance of the contract. The party affected by a force majeure event shall give notice to the other party of the restoration of normal conditions as soon as possible.
- c) The parties shall take all reasonable measures to minimize the consequence of any force majeure event.
- d) Any period within which a party is required by the contract to complete any action or task shall be extended for a period equal to the time during which such party was unable to perform such action as a result of the force majeure event provided that such party has provided notice to the other party as required above.
- e) It is clarified that merely because performing a part or the whole of its task has become onerous for the successful bidder on account of an unforeseen turn of events, the benefit of force majeure shall not accrue to the successful bidder. It is expected that such bidder has taken adequate precaution and made alternative plans to complete the work.

11. Timeline :

Sl. No.	Particulars	Tentative Dates*
1	Issue of RFP Document	14 th May, 2024
2	Last Date for Submission of Pre-Bid Queries	Latest by 31 st May, 2024 (1700 hrs)
3	Pre-Bid Meeting (Online)	20 th June, 2024 (at 1100 hrs)
4	The Corrigendum/addendum (if any) and clarifications to the queries raised by bidders	On or before 2 nd July, 2024 (after Pre-Bid Meeting)
5	Last Date and Time for submission of Bids in CPP Portal	24 th July, 2024 (by 1700 hrs)
6	Last Date and Time for receipt of original EMD by SVP NPA, Hyderabad	
7	Address for Submission of Bids	To be uploaded in CPPP portal Link : https://eprocure.gov.in/ https://eprocure.gov.in/eprocure/app
8	Date and Time for Opening of Technical Bids	25 th July, 2024 at 1730 hrs
9	Technical Presentation to be made by the bidder before the Evaluation Committee in online mode	13 th August, 2024 from 11:00 hrs onwards and on 14 th August, 2024 if required
10	Date and Time for Opening of Financial Proposal	27 th August, 2024 (at 1100 hrs)
11	Final approval & notification of award	10 th September, 2024
12	Signing of Contract / Agreement	25 th September, 2024

**Note : The dates given are tentative and may change as per the ground requirement / Subsequent developments at a later stage and SVP NPA, Hyderabad reserves the right to change the dates at any point of time.*

The selected Institution is expected to commence implementation of the project as per the time schedule indicated below :

Sl. No.	Particulars	Tentative Dates*
1	Submission of draft design of the modules along with speakers & methodology	9 th October, 2024
2	Evaluation and discussion with the selected party on the design of the modules submitted to be completed by	16 th October, 2024
3	Submission of revised design based on discussion with SVP National Police Academy, Hyderabad	26 th October, 2024
4	Approval of module by SVP National Police Academy, Hyderabad	05 th November, 2024
5	Conduct of the modules of the first programme in the series	1 st or 2 nd Week of December, 2024 (1 st program in the series) onwards

**Note : The dates given are tentative and may change as per the ground requirement / Subsequent developments at a later stage and SVP NPA, Hyderabad reserves the right to change the dates at any point of time.*

CHECK LIST FOR THE BIDDER

Sl. No.	Particulars	Submitted (Yes / No)	Reference as per RFP	To be uploaded in (*Folder-I / #Folder-II)
1)	Check list for the bidder		Annexure – I	Folder-I
2)	Signed and stamped NIT Document		Para 5.3 (a) (ii) (b)	Folder-I
3)	Scanned copy of the Earnest Money Deposit (Note : <i>Original EMD to be sent by post so as to reach the SVP NPA, Hyderabad by due date</i>)		Annexure – V (<i>In case EMD to be submitted in Bank Guarantee format</i>)	Folder-I
4)	Institution Registration document		Para 5.3 (a) (ii) (d)	Folder-I
5)	Copy of Permanent Account Number (PAN)		Para 5.3 (a) (ii) (e)	Folder-I
6)	GST Registration document		Para 5.3 (a) (ii) (f)	Folder-I
7)	Copy of Income Tax return filed during the last 3 (three) financial years viz. 2020-21, 2021-22 & 2022-23		Para 5.3 (a) (ii) (g)	Folder-I
8)	Letter of Bid (LOB) printed on letter head of the Institution		Annexure – II	Folder-I
9)	Format for Authorization to DSC holder bidding online on behalf of bidder on Non-judicial stamp paper		Annexure – IIA (<i>if applicable</i>)	Folder-I
10)	Certificate of Authority by Authorized signatory to be printed on the letter head of the Institution		Annexure - III	Folder-I
11)	Proposal submission Form printed on letter head of the Institution		Annexure – IV	Folder-I
12)	Commercial Information Sheet [Note : <i>To be uploaded separately as BOQ (in excel format)</i>]		Annexure – VI	Folder-I
13)	Copy of Proposed Course Design for 5 working days		Annexure – VIII	Folder-I
14)	Details of Training programmes conducted for Senior Civil servants / senior officers of Central / State Government organizations during the last five financial year last 5 (five) financial years only.		Annexure – IX	Folder-I
15)	Index Sheet of all proposed speakers (Both Indian & Foreign speakers)		Annexure – X	Folder-I
16)	Curriculum Vitae (CVs) of all proposed speakers (Both Indian & Foreign speakers) – Individual wise		Annexure – XI	Folder-I
17)	Technical offer/Proposal duly filled in all respect		Annexure – XII	Folder-I
18)	Financial offer / Bid [Note : <i>To be uploaded separately as BOQ (in excel format)</i>]		Annexure - XIII	Folder-II

Note :

- i) * Folder - I : Here it refers to Technical Bid / Folder (Refer para 5.3 of RFP).
 ii) # Folder - II : Here it refers to Financial Bid / Folder (Refer para 5.3 of RFP).

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

Format of Letter of Bid (LOB)

(To be printed on the letter Head of Bidder Institution)

To,

The Director,
SVP National Police Academy,
SVP NPA – Post, Shivarampally,
Rangareddy District.
Hyderabad ,Telangana, PIN – 500052

Subject : TENDER FOR SELECTION OF AN INDIAN INSTITUTION OF REPUTE FOR DELIVERY OF ONE WEEK (5 WORKING DAYS) FULLY RESIDENTIAL MODULE ON MANAGEMENT TOPICS FOR A MAXIMUM OF 10 (TEN) MID-CAREER TRAINING PROGRAMMES(MCTP) PHASE – IV FOR SVP NPA, HYDERABAD FOR IPS OFFICERS AT A RATE OF 1 TO 2 PROGRAMMERS PER YEAR

Ref: Enquiry No :

Dear Sir,

I/We offer to supply the material/services as per our offered rate/price in accordance with the conditions of the NIT document as available in the website.

This Bid and your subsequent Supply order/Purchase order/agreement/work Order shall constitute a binding contract between us. I/We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

If any information furnished by **me/us** online towards eligibility in this tender is found to be incorrect at any time, penal action as deemed fit may be taken against **me/us** for which I/we shall have no claim against S.V.P. National Police Academy.

DSC Holder

If the DSC holder is bidding online on behalf of the bidder, then the scanned copy of Power of Attorney duly notarized on a non-judicial stamp paper of Rs 10 as per format mentioned on next page shall be uploaded along with this Letter of Bid on second page. However, if the bidder himself is the DSC holder, bidding on-line, then no specific document is required.

Yours faithfully,

(Signature of Bidder **OR** Authorised
person of bidder **OR** DSC Holder bidding
online with authorisation from bidder)

1. Name of Authorised Signatory with designation (Post held) :
2. Type of Authorisation :
3. Name of the bidding Institution :
4. Address :
5. e-Mail Address :
6. Mobile/Telephone Number :
7. FAX Number :
8. Place :

Note : *To be printed on the Institution/bidder letter head only.*

Format for Authorisation to DSC holder bidding online on behalf of bidder

NON-JUDICIAL STAMP PAPER OF Rs 10/-

I/We do hereby authorise M/s/Mr/.....

Address for online
bidding on behalf of me/us for the e-tenders invited by S.V.P. National Police Academy on Central
Public Procurement Portal.

Signature/Seal of the DSC Holder
Authorised by the bidder for online bidding
on his behalf.

Signature & Seal of the bidder
authorised the DSC Holder for
online bidding.

Signature & Seal of the NOTARY

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 Folder-I)
2. Financial Proposal (in Folder-II : BOQ)

Signature of Authorized Signatory _____

Name and Designation _____

Counter-signatures of Head of Institution _____

Address _____

Dated :

PROPOSAL SUBMISSION FORM

Dated, XYZ

From

To

Sub: Delivery of module of MCTP Phase IV - Submission of Proposal

Sir,

I / 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 Folder-I, and a Financial Proposal in Folder-II (BOQ).

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.

Yours faithfully,

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

Note : To be printed on the Institution/bidder letter head only

BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

To,
The Director
SVP National Police Academy,
Shivarampally,
Hyderabad- 500052

Whereas <NAME OF THE BIDDER> (hereinafter called 'the Bidder') has submitted the proposal for submission of E-tender Number-_____ for _____ (hereinafter called 'the proposal') to SVP National Police Academy, Hyderabad.

KNOW ALL MEN BY THESE PRESENTS that we <Name of the bank> having our office at <Address of the bank> (hereinafter called 'the Bank') are bound unto SVP National Police Academy, Hyderabad (hereinafter called 'the Purchaser') in the sum of Rs. <Amount in figures> (Rupees <Amount in words> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this <date>

The conditions of this obligation are:

- If the Bidder withdraws its proposal during the period of proposal validity
- If the Bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the proposal
- If there is a discrepancy between words and figures quoted by the Bidder and the Bidder does not accept that the amount in words prevails over amount in figure
- If the information or document provided by the Bidder in the proposal is found to be incorrect, false or misleading

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to its owing to the occurrence of one or more of the conditions mentioned above, specifying the occurred condition or conditions.

This guarantee will remain in force up to _____ and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- I. Our liability under this Bank Guarantee shall not exceed Rs. <Amount in figures> (Rupees <Amount in words> only)
- II. This Bank Guarantee shall be valid up to <date>
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <date> failing which our liability under the guarantee will automatically cease.

(Authorised Signatory of the Bank)

Seal:

Date:

Commercial Information Format

**[This information must only be filled in “Commercial_Information.xls” (excel file)
only available in Folder-I]**

SARDAR VALLABHBHAI PATEL, NATIONAL POLICE ACADEMY			
COMMERCIAL INFORMATION			
Tender Ref No.:			
TENDER : e-Tender for selection of an Indian Institution of repute for delivery of one week (5 working days) fully residential module on Management topics for a maximum of 10(Ten) Modules of Mid-Career Training Programmes(MCTP) Phase - IV for SVP NPA, Hyderabad for IPS Officers at a rate of 1 to 2 programmers per year.			
Sl No	Particulars	Details	Remarks, if any
1	Details of EMD (if submitted)		
2	Complete postal address of the Institution with Contact landline / mobile & e-mail id		
3.1	Type of registration (SSI/NSIC/MSME/DGS&D etc.)		
3.2	Document reference no & date		
3.3	Issued by		
4	Validity of offer (180 Days From date of Opening of Techno-Commercial Bid)		
Tax Details			
5	GST No.		
6	Rate of Sales Tax i.e. VAT/CST/GST NO		
7	PAN NO		
Payment details (for EFT)			
8	Account Name		
9	Banker's Name		
10	Branch		
11	Address, City/Town, District, State		
12	Account type		
13	A/c No & EFT No		
14	IFSC Code		
15	Delivery Schedule (1 to 2 programmes per year)		

**SAMPLE COURSE DESIGN OF ONE WEEK MODULE ON
MANAGEMENT TOPICS OF MCTP PHASE-IV CONDUCTED
EARLIER AT THE PARTNER INSTITUTION CAMPUS AS
RESIDENTIAL PROGRAMME**



**Phase IV- Mid Career Training Programme- National Police Academy
June 19-23, 2022**

Timing	(June 19) Sunday	(June 20) Monday	(June 21) Tuesday	(June 22) Wednesday	(June 23) Thursday	(June 24)
7.30 am to 8.30 am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Topic	Personal Leadership	Project Management	Change Management	Data Driven Decision Making, AI in Policing	Negotiations & influences	
Professor	Rajeshwar Upadhyaya	Prof Vijaya Sunder	Prof S Ramnarayan	Prof Madhu Viswanathan	Dean Madan Pillutla	
09.30 am - 11.00 am	Present context and challenges – ground level	Introduction to Project Mgmt • Project Life cycle • Impact of organization culture & stakeholder analysis in projects	Introduction; Discussion of Short Cases 1 and 3 (CSD and Amalgamation of two public sector banks)	The Data Scientist's challenge	Negotiations & influences	
11.00 am - 11.15am	Tea/Coffee Break	Tea/Coffee Break	Coffee Break	Coffee Break	Coffee Break	
11.15 am - 1.00 pm	Enhancing Self Awareness	Project Charter • Project Scope related artifacts • Creating Project Networks • Project Estimation Techniques	Digital Transformation Discussion of Challenges of Teaming Across Levels/ Status disparities, Specialization/ Knowledge diversity	Policy and Data Science	Negotiations & influences	
1.00 pm - 2.00 pm	Lunch	Lunch	Lunch	Lunch	Lunch	Check-out
2.00 pm - 3.30 pm	Core Skills of Emotional Intelligence, Better Policing	Project Scheduling Techniques (CPM, PERT, and simulation) • Risk Management in Projects • Fast tracking	Discussion of Film Clips – Roles and Mindsets for Leading Change	Policy and Data Science	Negotiations & influences	
3.30 pm - 3.45 pm	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
3.45 pm - 05.00 pm	Appreciative and Compassionate Engagement, Better Engagement with Subordinates	•Crashing • Earned Value Management	Concluding Comments & Closure	Data Science for You	Negotiations & influences Programme Feedback & Closure	
7.30 PM	Dinner	Dinner	Dinner	Gala Dinner	Dinner	

* Change in the timings is indicated by '()'

Blank template for Course Design for 1 Week (5 working days) module of MCTP – Phase IV Programme on Management topics (mentioned at Para 3.2 of the RFP) proposed to be conducted at partner institution as residential programme

WEEK 1	MCTP IV Programme				
	Day-1	Day-2	Day-3	Day-4	Day-5
0930 - 1015					
1015 - 1025	Break	Break	Break	Break	Break
1025 - 1110					
1110 - 1120	Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea
1120 - 1205					
1205 - 1215	Break	Break	Break	Break	Break
1215 - 1300					
1300 - 1430	Lunch	Lunch	Lunch	Lunch	Lunch
1430 - 1520					
1520 - 1535	Break	Break	Break	Break	Break
1535 - 1625					
1625 - 1640	Afternoon Tea	Afternoon Tea	Afternoon Tea	Afternoon Tea	Afternoon Tea
1640 - 1730					
Notes					

Annexure - IX

DETAILS OF TRAINING PROGRAMMES CONDUCTED FOR SENIOR CIVIL SERVANTS / SENIOR OFFICERS OF CENTRAL / STATE GOVERNMENT ORGANIZATIONS DURING THE LAST FIVE FINANCIAL YEAR VIZ 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 ONLY

Sl. No.	Name of the program	Name of the client organization for whom the program was conducted	Level of seniority / Rank / Category of participants (participants profile) to whom program was conducted	Dates of the Program / Period of conduct		Financial Year	No. of participants	Feedback rating on a percentage scale (0% - 100%)	Feedback rating on a Likert scale (out of 5)
				From	To				
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)

Note :

- i) ***Programs conducted during the last 5 (five) financial years viz 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 only to be mentioned in the aforesaid Table.***
- ii) ***Details of each program conducted to be filled in separate rows.***

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

Annexure – X

INDEX SHEET OF PROPOSED SPEAKERS (Both Indian & Foreign Nationality)

Sl. No	Name of the Speaker	Nationality [Indian / Foreign Nationality (Country to be mentioned)]	Academic Qualification	Area of Specialization	Serving / Retired	In House (Institution Speaker) or External speaker	Academician / Practitioner / professional etc	Total years of Experience / Service	Total No. of publications
(i)	(ii)	(iii)		(iv)	(v)	(vi)	(vii)	(viii)	(ix)

Note : ***Details of each proposed speaker to be submitted separately.***

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

FORMAT OF CURRICULUM VITAE (CV) FOR SPEAKERS

(In not more than two pages for each Speaker)

Name of Speaker :
 Date of Birth :
 Nationality (Indian / Foreign Nationality):
 Academic Qualification :
 Serving / Retired :
 Academician / Practitioner / Professional :
 Total Experience (In years) :
 Total number of Publications :
 Proposed Position for the assignment :
 Name of Institution :
 Current Position within Institution :
 Detailed Tasks Assigned :
 Date of joining the Institution :

Key Qualifications:

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

Education:

[Summarize college/university and other specialized education of Speaker, 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 Speaker. Use around quarter of a page.]

Membership in Government / Quasi-Government Committees/ Bodies (if any):

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

Consultancy experience (if any) :

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

Participants' Feedback : For the session conducted during last 5 financial years viz. 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 only.

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 Speaker]

Full name of Speaker : _____

FORMAT FOR SUBMISSION OF TECHNICAL OFFER

In order to facilitate the preparation and review of the proposals, the offers should be submitted in the table shown below. In most cases a descriptive response would be necessary and these may be given in separate annexure, with the Annexure Number being mentioned in the column 4 of the table. Where a statement of non-compliance is provided, the Bidder must indicate its reasons and explain its proposed alternative, if applicable, and the advantages and disadvantages to us, of such proposal. Please provide as much information as the bidder believes will help us.

No. (Column 1)	REQUIREMENT (Column 2)	Bidder's Response (column 3)	Relevant Annexure, if any (column 4)
a)	Overall Program design with Time Table, Training & Evaluation Methodology [Para 5.13(a)] :		
	i) Indicate the proposed design of one week (5 working days) fully residential Module on Management topics of MCTP Phase – IV to be conducted at your institution that you have submitted your offer covering the philosophy, structure of inputs and how they integrate with one another with the theme of the programme. Enclose the proposed Course Design of one week (5 working days) Module fully residential Module on Management topics of MCTP – Phase IV Programme as outlined in Annexure – VIII in .pdf format. Course design of the earlier programme conducted in the past is attached at Annexure – VII. The Course design is only indicative. The bidder may propose course design in consultation with Management / Police experts to bridge the knowledge / skill and attitudinal gaps in policing services.		
	ii) Indicate how you propose to develop the learning & teaching resources that will be required for the delivery of the modules & your expertise in this regard (this would include resource material such as Case Studies, assignments, exercises & group activities). Explain in detail the training methodology proposed.		

	iii) Indicate the evaluation methodology the bidder proposes to adopt to assess the performance of each participant before & after learning takes place.		
b)	Experience in delivering similar executive education programmes [Para 5.13(b)] :		
	Indicate your past experience and the expertise you have in the design & delivery of similar Training Programmes for Senior Civil servants / Senior officers of Central / State Government organizations. The list of similar programmes organized in the last 5 (five) Financial Years viz 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 number of officers trained, level of participants and the average Feedback received for these programmes on a percentage scale (0% - 100%) and its reviews / feedback from the client to be attached in .pdf format as per Annexure - IX.		
c)	Facilities and logistics of organizing one week (5 working days) fully residential program on Management topics of the MCTP Phase-IV programme [Para 5.13(c)].		
	i) Indicate the quality of accommodation for the participants and accompanying faculty proposed.		
	ii) Indicate the Boarding facilities viz. Breakfast, lunch, dinner, tea & snacks proposed to be provided during the duration of training.		
	iii) Indicate the proposed arrangements for reception at the airport, local transport for reaching the accommodation and vice versa.		
	iv) Indicate the Internet connectivity, Library facilities, recreational and sports facilities, international case studies, study materials, pre-reads and post reads to be made available to participants during the stay during the module. The proposed plans and expression to comply these requirements need to be explicitly mentioned in bidders response.		

d)	Suggested Speakers [Para 5.13(d)] :		
	i) Indicate the brief profile & summary (Index) of all Speakers / Key presenters (Both Indian & Foreign Nationality) you propose to engage for conducting the sessions as per Annexure – X & enclose their CVs as per the format given at Annexure - XI.		

Note : It may be noted that Bidders will be required to make an online presentation of their proposal.

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

Annexure – XIII

FORMAT FOR SUBMISSION OF FINANCIAL OFFER

Sl. No.	Item	Price in Indian Rupees for <u>one</u> programme
1	<u>One week (5 working days) fully residential module on Management topics to be conducted for SVP NPA, Hyderabad</u> Cost of design, development of teaching and learning materials and delivery of the one week module, including boarding and lodging of participants and logistical arrangements of <u>one MCTP</u> Phase-IV Programme <u>in Physical Mode</u> covering 70 to 90 participants with admissibility of 15% as additional strength to be conducted at at Partner Institution. a) *Net Price (in Indian rupee) : b) *Tax component as applicable (in Indian rupee) : This should include - the cost of the venue, boarding and lodging charges of the participants, - reception and local transportation of the participants from Airport to place of accommodation and back, - the costs for professional time of speakers and discussion leaders and other supporting staff in design, development of teaching and learning material and delivery of the modules, - travel costs of speakers and discussion leaders and other supporting staff, their accommodation and living costs, in case of International Speakers, the international travel, visa costs, local travel costs, accommodation and living costs - the cost of evaluation of performance of the participants and the speakers used and Institution Administration costs. <u>Note :</u> i) <i>The travel cost of the participants from Hyderabad to the station of the Partner institution and vice versa need not be included as part of the price bid.</i> ii) <i>In case the batch size falls below 70, necessary deductions on pro-rata basis for each shortfall of participant below 70 will be made from the payment due to the partner Institution. Similarly, if the batch size exceeds 104 participants (i.e. + 15% of 90), the partner Institution will be paid on pro-rata basis for each additional participant above 104, in addition to the payment due to the Partner Institution.</i> iii) <i>The one-week Residential module will be for 5 (five) working days and the accommodation has to be provided from 12 noon of one day prior to first day of commencement of the module upto the 12 noon of the next day after completion of the module on the fifth day. Hence accommodation to be provided for total 6 (six) nights.</i>	a) Rs. _____ b) Rs. _____
	Total Cost [a+ b]	Rs.
	Note (i) : Cost of delivery modules of one programme in Physical mode will be taken into consideration for evaluation. *Note (ii) : The amount quoted here should be the net amount and the taxes, levies and duties applicable in India should be shown separately to calculate the total amount.	

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

Proforma of Bank Guarantee for Contract Performance Security

RFP Reference No dated

Date.....

Bank Guarantee Number.....

In consideration of "Sardar Vallabhbhai Patel National Police Academy", Hyderabad (hereinafter called "SVP NPA") 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 modules of MCTP Phase- IV of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for we, (name of the bank).....(hereinafter refer to as "the bank") at the request of SVP NPA do hereby undertake to pay to SVP NPA 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 SVP NPA stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by SVP NPA 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 SVP NPA 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 SVP NPA 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 SVP NPA under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till(office/Department) Ministry of Home Affairs 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 SVP NPA that SVP NPA 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 SVP NPA 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 SVP NPA or any indulgence by SVP NPA 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 SVP NPA in writing.

Dated the _____ day of
for _____
(indicate the name of bank)

GLOSSARY OF ABBREVIATIONS

RFP	Request for Proposal
MCTP	Mid-Career Training Programme
SVP NPA	Sardar Vallabhbhai Patel National Police Academy
MHA	Ministry of Home Affairs
CV	Curriculum Vitae
IPS	Indian Police Service
DoP&T	Department of Personnel & Training
JAG	Junior Administrative Grade
UPSC	Union Public Service Commission
SPS	State Police Service
SP	Superintendent of Police
LBSNAA	Lal Bahadur Shastri National Academy of Administration
EMD	Earnest Money Deposit
Max.	Maximum
BG	Bank Guarantee
CPPP	Central Public Procurement Portal
PEC	Proposal Evaluation Committee
PG	Performance Guarantee
OSINT	Open-Source Intelligence
LOB	Letter of Bid
BoQ	Bill of Quantities
VC	Video Conference
DSC	Digital Signature Certificate
MSME	Micro, Small & Medium Enterprises
SBI	State Bank of India
FDR	Fixed Deposit Receipt

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India : Ministry of Home Affairs)
Hyderabad – 500 052

No.12013/12/2024/Trg/MCTP-IV(21191)

Dated : 02nd July, 2024.

ADDENDUM

Please refer to Request for Proposal (RFP) No.12013/12/2024/Trg/MCTP-IV dated 14th May, 2024 published through CPP Portal on 14th May, 2024 bearing Tender ID No. 2024_SVPNP_807205_1 pertaining to "Selection of an Indian Institution of repute for Design development, delivery of one week Management Module (5 working days) for IPS officers as Residential Program for a maximum of Ten Mid-Career Training Programs (MCTP) Phase – IV from November, 2024 and onwards at the rate of 1 to 2 programs per Year".

"As per Provisions of Rule 173 (iii) of GFR 2017, this addendum is issued making the following modifications in the aforesaid Tender documents. **"In this addendum, no major changes in RFP are proposed and hence there will not be any extension of date for submission of bids."**

1. As provided in aforesaid RFP, at Para number 5.6 and 5.7 in Technical Bid, it is mentioned that "Earnest Money Deposit (EMD) for Rs.13,50,000/- (Rupees Thirteen Lakh Fifty Thousand only) (Refundable) should be deposited in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee drawn from any nationalized bank in favour of 'The Director, SVP National Police Academy, payable at SBI Shivrampally, IFSC Code : SBIN0020335, Hyderabad which should be valid for a period of 180 days from the date of opening of tender", further it was also mentioned that "MSME firms / bidders are exempted for submission of EMD. In case of exemption of EMD, scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission".
2. In view of the request made by some Institutions during the online Pre-Bid Meeting held on 20.06.2024 and as per provisions contained at Rule 170 (iii) of Manual for Procurement of Consultancy & other services (updated June, 2022) under heading "Bid Securities (Rule 170 of GFR 2017)", the bidders are allowed to submit signed "Bid Security Declaration" as per Annexure - XVI (copy attached) in lieu of Earned Money Deposit (EMD) prescribed in the RFP to facilitate wider participation by the bidders and competitive bidding.
3. The provisions of the RFP and NIT document stand modified to the extent mentioned above in the relevant clauses wherever appear in the RFP and NIT document and the rest of the provisions will hold good.

Rest no change.

Encl : Annexure - XVI


(Dr. A Srinivas, IPS)
Deputy Director (MCTP)
For Director, SVP NPA

Bid Security Declaration Format
(On Bidders Letterhead)

Date :

Tender No : _____

To

The Director,
SVP National Police Academy,
SVP NPA - P.O,
Shivrampally, Hyderabad.
Telangana State - 500052.

I / we undersigned declare that :

- 1) I / We understand that according to your conditions, bids must be supported by a Bid Security Declaration.
- 2) I / We accept that I / We may be disqualified / debarred from bidding against SVP National Police Academy, Hyderabad tenders for a period of one year from the date of notification if I / We are in a breach of any obligation under the bid conditions, because I / We
 - a) have withdrawn / modified / amended, impairs or derogates from the tender, my / our bid during the period of bid validity specified in the form of Bid; or
 - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security within the timeline, in accordance with the instructions to Bidders & as per tender terms & conditions.
- 3) I / We understand this Bid Security Declaration shall cease to be valid on the thirty First day from following,
 - a) If I am / we are not the successful Bidder, the receipt of your notification of the name of the successful bidder; or
 - b) The expiration of the validity of my / our Bid or any extension thereof.

Signed :

(insert signature of person whose name and capacity are shown)
(insert legal capacity of person signing the Bid Security Declaration)

Name :

(insert complete name of person signing the Bid Security Declaration)
Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on : _____ day of _____ (insert date of signing)
Corporate Seal (where appropriate)

(Note : In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the Bid)

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India : Ministry of Home Affairs)
Hyderabad – 500 052

No.12013/12/2024/Trg/MCTP-IV(21191)

Dated : 20th July, 2024.

ADDENDUM No. 2

(Extension of Bid submission End Date, Bid opening & Tender Schedule)

Subject : Extension of Bid Submission End date, Bid Opening Date and Tender Schedule (Timeline) of e-Tender / RFP floated on CPP Portal for “Selection of an Indian Institution of repute for Design development, delivery of one week Management Module (5 working days) for IPS officers as Residential Program for a maximum of Ten Mid-Career Training Programs (MCTP) Phase - IV at the rate of 1 to 2 programs per Year”.

Please refer to the subject Request for Proposal (RFP) No.12013/12/2024/Trg/MCTP-IV dated 14th May, 2024 published through CPP Portal on 14th May, 2024 bearing Tender ID No. 2024_SVNP_807205_1.

2. “As per Provisions of Rule 173 (iii) of GFR 2017, this addendum is issued making the following modifications / amendments in the aforesaid Tender document.

3. In order to allow prospective bidders reasonable time, it has been decided with the approval of the Competent authority to extend Bid submission end date, Opening date and other Tender schedule (Timeline) of the subject RFP/Tender. Accordingly the timeline as mentioned at Para / Clause 11 of RFP and Para / Clause 4 of the NIT Document of subject RFP is amended as under :

Sl. No.	Particulars	Existing	Modified / Amended*
1	Last Date and Time for submission of Bids in CPP Portal		
2	Last Date and Time for receipt of original “EMD” or “Bid Security Declaration” of the bidder by SVP NPA, Hyderabad	24 th July, 2024 (by 1700 hrs)	21st August, 2024 (by 1700 hrs)
3	Date and Time for Opening of Technical Bids	25 th July, 2024 at 1730 hrs	22 nd August, 2024 at 1730 hrs
4	Technical Presentation to be made by the bidder before the Evaluation Committee in online mode	13 th August, 2024 from 11:00 hrs onwards and on 14 th August, 2024 if required	11 th September, 2024 from 11:00 hrs onwards and on 12 th September, 2024 if required
5	Date and Time for Opening of Financial Proposal	27 th August, 2024 (at 1100 hrs)	25 th September, 2024 (at 1100 hrs)
6	Final approval & notification of award	10 th September, 2024	09 th October, 2024
7	Signing of Contract / Agreement	25 th September, 2024	23 rd October, 2024

*Note : The dates given are tentative and may change as per the ground requirement / Subsequent developments at a later stage and SVP NPA, Hyderabad reserves the right to change the dates at any point of time. The implementation of the project / delivery of the modules by the selected Institution will be re-scheduled accordingly.

Contd.....P/2.

-: 2 :-

4. The provisions of the RFP and NIT document stand modified to the extent mentioned above in the relevant clauses wherever appear in the RFP and NIT document and the rest of the provisions will hold good.
5. Those firms / Institutions who have already submitted their Bids online may not re-submit their bids afresh / again. However, if any bidder wants to submit fresh bid, the latest submitted bid alone will be considered for evaluation.
6. The above modifications / amendments shall be part of the Bid Document for all purposes.

Rest no change.

Srinivas A.
(**Dr. A Srinivas, IPS**)
Deputy Director (MCTP)
For Director, SVP NPA