COMMERCIAL TAXES DEPARTMENT

TENDER DOCUMENT

FOR CONDUCTING OUTBOUND EXPERIENTIAL TRAINING TO OFFICERS OF COMMERCIAL TAXES DEPARTMENT

Phone No. : 044 -28291060
E-mail I.D. : director.ctsti@ctd.tn.gov.in
Website     : https://ctd.tn.gov.in

COMMERCIAL TAX STAFF TRAINING INSTITUTE
PAPJM BUILDING, 4TH FLOOR
NO.1, GREAMS ROAD
EGMORE, CHENNAI 600 006.
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1. The Commercial Tax Staff Training Institute (CTSTI), Chennai invites sealed quotations from qualified firms in the prescribed format as given in Annexure I and Annexure II for conducting Out Bound Experiential Training for employees of Commercial Tax Department.

2. The purpose of the training is to inculcate Team spirit, Leadership qualities, Self-confidence, and Communication skill, Time Management, Self-empowerment and Motivation in the employees through outbound experiential training so as to enable them to apply the learning from the training in the work place.

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

4. The successful bidder shall be selected on the basis of a two cover bidding system viz.
   (i) Technical Bid
   (ii) Financial Bid

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

6. The Technical bid should consist of documents regarding the competency of the bidder and the track record in conducting the Out Bound Training and other activities proposed to be conducted for employees of Commercial tax Department.

7. Financial Bid should contain the amount quoted by the Bidder.
8. The Bids should be submitted in two separate sealed covers mentioning “Technical Bid” or "Financial Bid", as the case may be, superscribed as "Quotation for Outbound Experiential Training for Employees of Commercial Tax department" on or before **04.10.2018** to the following address:

   The DIRECTOR,
   COMMERCIAL TAX STAFF TRAINING INSTITUTE,
   PAPJM BUILDING, 4TH FLOOR,
   NO.1, GREAMS ROAD,
   EGMORE, CHENNAI 600 006.

9. The Quotations will be opened on **04.10.2018, 4.00 pm to 5.00 pm** and the successful bidder will be awarded the contract. The 1st batch of training may begin in **November 2018**. If the tender cannot be opened on the date as given above due to any unavoidable circumstances, the tender will be opened on the next working day unless separate communication is issued in this regard.

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

   Director, CTSTI
### IMPORTANT DATES AND INFORMATION

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>FAQ</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost of Tender Document</td>
<td>Tender Document may be downloaded in <a href="https://ctd.tn.gov.in">https://ctd.tn.gov.in</a> at free of cost. Or Copy of Tender Document may be obtained at free of cost in O/o the Director, CTSTI, PAPJM Building, Greams Road, Chennai- 600 006.</td>
</tr>
<tr>
<td>2</td>
<td>Earnest Money Deposit</td>
<td>Rs. 25,000/- (Only DD in favour of Deputy Commissioner (ST)/ Sr. Lecturer-I, CTSTI, Chennai-600 006.)</td>
</tr>
<tr>
<td>3</td>
<td>Performance Security Deposit</td>
<td>2% of the total value of the contract in the form of Bank Guarantee from any Scheduled Commercial Bank drawn in favour of Deputy Commissioner (ST)/ Sr. Lecturer-I, CTSTI, Chennai-600 006 valid for the period of empanelment/extended empanelment. (Applicable for successful bidder only)</td>
</tr>
<tr>
<td>4</td>
<td>Address and place of submission of Tender</td>
<td>O/o the Director, CTSTI, IV Floor, PAPJM Building, Greams Road, Chennai- 600 006.</td>
</tr>
<tr>
<td>5</td>
<td>Tender Document Delivery Mode</td>
<td>Through Speed Post / Registered Post/ Courier or in person</td>
</tr>
<tr>
<td>6</td>
<td>Last date and time of submission</td>
<td>04.10.2018 up to 04.00 PM</td>
</tr>
<tr>
<td>7</td>
<td>Pre Bid meeting</td>
<td>24.09.2018 (10.00 AM to 05.00 PM)</td>
</tr>
<tr>
<td>8</td>
<td>Date of opening Technical Bid</td>
<td>04.10.2018 (04.00 PM to 05.00 PM)</td>
</tr>
<tr>
<td>9</td>
<td>Date of opening Financial Bids for technically qualified bidder</td>
<td>To be notified later</td>
</tr>
<tr>
<td>10</td>
<td>Venue of opening tender</td>
<td>O/o the Director, CTSTI, IV Floor, PAPJM Building, Greams Road, Chennai- 600 006.</td>
</tr>
<tr>
<td>11</td>
<td>All the bid documents from Section-III to X need to be duly signed and sealed. However, the Financial Bid (Section –VIII) will be Opened later on</td>
<td>If signature &amp; Stamp in any of the Section III to IX found missing, the tenderer shall communicate on the same, on the day of opening for acceptance.</td>
</tr>
<tr>
<td>12</td>
<td>Duration of contract</td>
<td>From the date of awarding of contract to 31st March 2019</td>
</tr>
<tr>
<td>13</td>
<td>Validity of Tender</td>
<td>Three months from the date of opening of tender</td>
</tr>
<tr>
<td>14</td>
<td>Total Number of Pages of Tender Document</td>
<td>19</td>
</tr>
</tbody>
</table>
Letter of Bid  
(To be printed preferably on Bidder’s letterhead)

To

The Director,
C.T.Staff Training Institute,
Greams Road,
Chennai -6

Ref: Invitation for Bid in respect of Tender Notice dated 17th September 2018.

We, the undersigned, declare that:

1. We have examined and have no reservation to the Bidding Documents.

2. We offer to execute in conformity with the Bidding Documents for “Conducting Out Bound Experiential Training to officers of C.T. Department” for the Director, C.T. Staff Training Institute, Greams Road, Chennai.

3. Our bid shall be valid for a period of three months from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. If our bid is accepted, we commit to submit a performance security deposit of 2% of the Contract Value in accordance with the Bidding Documents.

5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that the Department is not bound to accept highest ranked bid/ lowest bid or any other bid that the Department may receive.

Yours sincerely,

Authorized Signatory
(Granted person shall attach a copy of Authorization for signing on behalf of Bidding Company)
Full Name and Designation

Date: Place: Stamp:
### CONTACT DETAILS FORM

**General Details of Bidder**

1. **Name of the Company/ Institution** .................................................................
2. **Name and Designation of Authorized Signatory** ............................................
3. **Communication Address** ...............................................................................
4. **Landline / Mobile No.** ..................................................................................
5. **Fax** ..............................................................................................................
6. **E-Mail ID.** ......................................................................................................
7. **GSTIN** ..........................................................................................................  
8. **PAN No.** ........................................................................................................

**Particular Details of the Bidders Representative**

1. **Name of the Contact Person** .................................................................
2. **Designation** .................................................................................................
3. **Phone No.** .....................................................................................................
4. **Mobile No.** ....................................................................................................
5. **E-mail ID.** ......................................................................................................

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension, if any and it is certified that the rates quoted are the lowest rates as quoted in any other institution of India.
3. I/We give the rights to the Department to forfeit the Earnest Money/Performance Security Deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the out bound experiential training to trainees as per the provisions in the tender document/contract agreement.

**Date:** ...........................................  
**Signature of the Authorized Signatory**

**Place:** ...........................................  
**Designation**

(Office seal of the Bidder)
## Annex.I

### FORMAT OF THE TECHNICAL BID

*(To be submitted in the firm's Letterhead)*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Name of the Bidder, PAN and GSTIN Tax No.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Address</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Telephone/Fax/Email</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Names of the Proprietor/ Partner(s)/ Director(s)/ Designated Officer who will act as liaison with the CTSTI, Chennai.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Year of establishment of the Institute/ Organization and the total number of years of experience in the field of Out Bound Training.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>Complete address and location at which the program would be conducted. Few Photos of the location should be enclosed.</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>If the organization does not own the campsite copy of the rental/ lease agreement with the owner of the site to be furnished.</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Specific contents of the program, the methodology proposed to be undertaken and the likely outcome in terms of learning.</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>Model program schedule</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>Names and qualification of the trainers with details of their experience (please attach proof of their qualification and experience)</td>
</tr>
<tr>
<td></td>
<td>Details of similar training programs carried out in the previous three years and total number of training days, with names and address of the Clients (Documents in support of the bidder’s experience in providing such training may be provided)</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>12</td>
<td>List of Central Government/ State Government and Public Sector Clients in the previous three years.</td>
</tr>
<tr>
<td>13</td>
<td>No. Of batches (minimum 25 trainees per batch) of Government employees trained in the last three years.</td>
</tr>
<tr>
<td>14</td>
<td>Details of facilities for transport from CTSTI to the campsite and details of accommodation &amp; food shall be mentioned.</td>
</tr>
<tr>
<td>15</td>
<td>Details of safety precautions and first aid measures available at the camp site.</td>
</tr>
<tr>
<td>16</td>
<td>Annual Turn Over for three out of the last five years wherein it exceeded Rs. 25 lakhs. (Please furnish copies of Income tax returns and Certified Financials)</td>
</tr>
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PRICE BID FORMAT

Dated:

Letter of Bid
(To be printed preferably on Bidder’s letterhead)

To

The Director,
C.T.Staff Training Institute,
Greams Road,
Chennai -6

Dear Sir / Madam

Ref: Tender for Selection to conduct Out Bound Experiential Training for officers of Commercial Taxes Department, Chennai -6.

-----

Having examined the Tender documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to conduct Out Bound Experiential Training for officers of Commercial Taxes Department, as required and outlined in the Tender for Selection.

To meet such requirements and to provide services as set out in the tender document, we attach hereto our response as required by the tender document, which constitutes our proposal.

We undertake, if our proposal is accepted, to adhere to the terms and conditions put forward in the tender and the agreement to be entered with the Director, C.T. Staff Training Institute, Greams Road, Chennai-6.

If our proposal is accepted, we will submit a Performance Bank Guarantee issued by a scheduled commercial bank in India as acceptable to the Director, C.T. Staff Training Institute, Greams Road, Chennai-6.

We agree for unconditional acceptance of all the terms and conditions set out in the tender documents as also in the contract to be signed with the Director, C.T. Staff Training Institute, Greams Road, Chennai-6 for conducting Out Bound Experiential Training for officers of Commercial Taxes Department.

Payments shall be made by the DIRECTOR, C.T. STAFF TRAINING INSTITUTE, GREAMS ROAD, CHENNAI- 6 as per the terms and conditions of the Tender Documents.
We confirm that the information contained in this proposal or any part thereof, including exhibits, schedules and other documents and instruments delivered or to be delivered to the Director, CTSTI, Greams Road, Chennai-6 are true, accurate and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead the Director, CTSTI, Greams Road, Chennai-6 that as information given by us is false or incorrect or misleading the Director, CTSTI, Greams Road, Chennai-6 shall have the right to take such necessary action it may deem fit including cancellation of contract.

It is hereby confirmed that I/We are entitled to act on behalf of our Corporation/Institution/Company/Firm/Organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2018

(Signature) (In the capacity of)

Duly Authorized to sign the bid response for and behalf of:

(Name and Address of Company) (Seal/Stamp of bidder)

Witness Signature:

Witness Name:

Witness Address:
Annex. II

FORMAT OF THE FINANCIAL BID
(To be submitted in the firm's Letterhead)

| Quotation | The quoted price per participant per day inclusive of all components is Rs..................(in figures) Rs. .................................................................(in words) |

Dated this Day of 2018

(Signature) (In the capacity of)

Duly Authorized to sign the bid response for and behalf of :

(Name and Address of Company) (Seal/Stamp of bidder)
GENERAL CONDITION OF CONTRACT
Description and Specifications for the Out Bound Experiential Training

1. **Location**: The location for Outbound training should be in Tamilnadu.

2. **Objectives**: To inculcate Team spirit, Leadership qualities, group dynamics, interpersonal communication, Self-confidence, Communication skills, Self-empowerment, Motivation, Collaboration, Out of the box thinking, Interdependence, Team bonding, Analytical Thinking, Managing Ambiguity and Change, Innovation, Managing resource constraints etc. through Outbound field tasks.

3. **Methodology**: Outbound Experiential Learning based on the Experiential Learning concept. After each activity, participants should be made to interact and reflect on it, and draw conceptual insights. Further, every activity and program shall be crafted so as to enable correlation with the environment and dynamics of their work place in the Commercial tax Department.

4. **Duration**: The duration of the program may be preferably for **3 days/2 nights**.

5. **Campsite**: There should be a camp site suitable for conducting Out bound Experiential Training. The camp should have decent and separate accommodation as well as restrooms for ladies and gents. The camp site should be equipped with facilities for field tasks. The camp site cannot be changed from that mentioned in the Technical bid.

6. **Activities**: Activities should include physical activities like obstacles facing, team games etc. The activities have to be in the following broad categories:
   (i) Team work, planning and strategy for achieving maximum result in a given time.
   (ii) Collaboration and sharing of best practices across teams.
(iii) Crisis management and raising the efficiency level continuously for meeting stiffer deadlines.
(iv) Self-empowerment, confidence and managing resource constraints.
(v) Managing ambiguity, openness and adaptability to changes, innovation and out of box thinking.
(vi) Communication skills, interpersonal communication and mutual trust.

The exhaustive list of activities which can be conducted by the bidder along with a brief note on anticipated learning derived from it shall be submitted along with the quotation.

7. **Age group and size of batch**: Each batch will have participants from the age 30-55 and the activities shall be so designed as to suit all the participants.
The size of each batch will also vary and may not be the same always. It is expected that nearly 100 employees would undergo training till 31.03.2019 in 3 to 4 batches.

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

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

10. **Experience**: The organizations bidding for the OBT program should have prior experience in conducting OBT for Government employees. It is expected that the bidders should have conducted a minimum of three programs for Government Employees in each of the last three years. In all, they should have conducted Out Bound Training covering at least 60 days in each of three previous years, for various clients including Government employees.
11. **Faculty:** The organization should have at least five dedicated trainers in the areas of training offered. The trainers should be qualified and possess five years’ experience in conducting out-bound training.

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

13. Photos of the location wherein the bidder intends to conduct the training and details about each activity should be provided along with the tender.

14. The training fee shall be a lumpsum per participant per day including transport from CTSTI, food, accommodation, any other service charge and all relevant taxes, facility fee, GST etc.

15. The training may be conducted on any days in a week at the mutual consent of the Successful bidder and CTSTI.
Instructions to the Bidder

1. Scope of the bid includes;
   - Training the participants to achieve the objectives
   - Travel, accommodation and food for the participants
   - Ensuring safety and security of all participants

2. CTSTI reserves the right to change the activities proposed as part of the training program, as per requirement.

3. The Bidder shall submit to CTSTI a DD for Rs 25000/- as Earnest money deposit (EMD) along with the Bid. The DD shall be drawn in favour of Deputy Commissioner / Sr. Lecturer-I, C.T. Staff Training Institute, Chennai payable at Chennai. Bids without EMD will not be evaluated.

4. The EMD of the unsuccessful bidders will be returned, at the earliest, after the opening of the bid.

5. If the successful bidder dishonors any condition prescribed by CTSTI in the work order/tender document, the EMD will be forfeited.

6. Each batch may have approximately 25-35 participants based on the convenience of CTSTI and the successful bidder. However, the payment will be made on the basis of the actual number of participants and not on the basis of a standard batch size.

7. The Validity of the quotation shall remain in force till 31.03.2019.

8. Even if a bidder furnishes multiple quotes only the lowest quote which is technically qualified will be considered.
9. CTSTI, Chennai reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the action of CTSTI, Chennai.

10. The CTSTI, may, if considered necessary, visit the bidder’s premises shortlisted on the basis of the technical bid, to evaluate and ascertain the details as furnished by the bidder in their bid and the bidder’s competence to perform the offered services.

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

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

13. All disputes shall be subject to the jurisdiction of the Hon’ble High Court of Madras.
Annexure -III

SELF-DECLARATION – NO BLACKLISTING

To

The Director,
C.T. Staff Training Institute,
IV Floor, PAPJM Building,
Greams Road, Chennai-6.

Madam,

Ref: Tender for conducting Out Bound Experiential Training to Officers of C.T. Department.

In response to the Tender Document for conducting Out Bound Experiential Training to Officers of C.T. Department, I/We hereby declare that presently our firm/institute----------- is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PUS/ Autonomous Body.

We further declare that presently our firm/institute ------- is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PUS/ Autonomous Body on the date of Bid submission including violation of relevant labour laws.

If this declaration if found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you.

Yours faithfully,

[Place : ]
[Date: ]
[Signature]
[Name]
[Seal of the Organization]
**Checklist for the Bidder**

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EMD of <strong>Rs. 25000/-</strong> in the form of DD.</td>
</tr>
<tr>
<td>2</td>
<td>Photos and complete address of the location wherein bidder intends to conduct the training and details of each activity. (as per Sl. No.6 of Technical Bid)</td>
</tr>
<tr>
<td>3</td>
<td>Copy of the rental/lease agreement if applicable. (Sl. No.7)</td>
</tr>
<tr>
<td>4</td>
<td>The list of activities and methodology which can be conducted by the bidder along with a brief note on learning which can be derived from it (Sl. No.8).</td>
</tr>
<tr>
<td>5</td>
<td>Model programme schedule (Sl. No.9)</td>
</tr>
<tr>
<td>6</td>
<td>Prior experience details along with supporting documents and detailed Resume of the trainers who will conduct the training with relevant supporting documents (Sl. No.10).</td>
</tr>
<tr>
<td>7</td>
<td>Documents in support of Clients list (Sl. No.11).</td>
</tr>
<tr>
<td>8</td>
<td>Copies of IT returns, Service tax/GST returns and financial statements showing Annual Turn Over for three years out of the last five years. (Sl. No.16)</td>
</tr>
</tbody>
</table>

II. Financial Bid containing Rate per participant per day inclusive of all taxes.