



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.: 12013/11/2016-2017/Trq
(MCTP Ph-IV Programme)
DATED 10th APRIL, 2017

**DESIGN, DEVELOPMENT AND DELIVERY OF MID CAREER TRAINING
PROGRAMMES OF PHASE-IV FOR INDIAN POLICE SERVICE OFFICERS**

Date of Tender Enquiry : April 10, 2017.

Closing date & time for submitting bids : June 08, 2017 at 1700 hrs

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सरदार बल्लभभाई 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.

No.12013/11/2016-17-Trg (MCTP Phase-IV Prog)

Dated the 10th April, 2017.

NOTICE INVITING REQUEST FOR PROPOSALS THROUGH E-TENDERING

Sub: Open Tender Enquiry for design, development and delivery of Mid Career Training Programmes of Phase-IV for Indian Police Service (IPS) Officers – Reg.

Sir,

SVP National Police Academy, Shivrampally, Hyderabad, Ministry of Home Affairs(MiHA), Govt. of India invites Request For Proposals (RFP) on e-tendering mode on two bid system from reputed Universities, Academies and Training Institutions fulfilling terms and conditions as per the RFP document for design, development and delivery of Mid Career Training Programmes of Phase-IV for Indian Police Service (IPS) Officers.

2. The bidding University/Academy/Institution should be able to demonstrate strong capabilities in teaching of Law Enforcement, Police Sciences and Management and should have a strong and commendable track record of running academic and training programmes in this field especially for senior level Civil Servants.

3. The assignment would be for duration of three years, in which the selected Academy/Institution would be required to undertake the design, development and delivery of Six Programmes for the IPS Officers of the level of Deputy Inspector General of Police as per the schedule to be prescribed by the Academy. The selected Academy/Institution would be required to execute the work in coordination with Sardar Vallabhbhai Patel National Police Academy (SVPNPA), Hyderabad, India. In case the Institute selected is a foreign institute, it may identify a domestic partner and may develop the necessary capabilities within the faculty of the domestic partner. The Institution should also have the tie-up with the foreign police organizations, for the required design and logistic for international study visits to be organized as part of the foreign component of the Programme.

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

a)	Tender Enquiry No.	No.12013/11/2016-17-Trg (MCTP Phase-IV Prog)
b)	Description of assignment	Design, development and delivery of Mid Career Training Programmes of Phase-IV for Indian Police Service (IPS) Officers at S.V.P. National Police Academy.
c)	Duration of the assignment	Three years
d)	Type of Tender Enquiry	Open Tender Enquiry

(contd.2)

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e)	Bid System	Two-Bid System (Two separate covers 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.	Demand draft for Rs.30,00,000/- (Thirty Lakhs only) , drawn from any of the Commercial Banks in favour of 'The Director, S.V.P. National Police Academy, Hyderabad'.
h)	Release of RFP	10 th April, 2017
i)	Date of pre-bid meeting	05 th May, 2017
j)	Last date of online submission of proposal	08 th June, 2017 by 1700 hrs.
k)	Last date of submission of hard copy of the Technical proposal and EMD in original	08 th June, 2017 by 1700 hrs.
l)	Opening of Technical Bids	09 th June, 2017
m)	Opening of Financial bids	13 th July, 2017
n)	Final approval and notification of award	03 rd August, 2017
o)	Signing of contract	03 rd October, 2017
p)	Addressee and Address at which hard copy of the proposal in response to RFP notice and EMD in original is to be submitted and address for correspondence and queries	The Director, Sardar Vallabhbhai Patel National Police Academy, Shivrampally, Hyderabad – 500 052 India Tel.No.+91-40-24015180 Fax : +91-40-24015179 Email: administrator@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>)
- 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

(contd.3)

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- 7) Interested Academy/institution can download the tender document from Central Public Procurement Portal (<https://eprocure.gov.in>) 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 authorised 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>). 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>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in>. The portal enrolment is free of cost.
- 10) All the documents as per tender requirement should be uploaded online and further, no documents will be accepted offline. However, hard copies of documents related to technical bid and Demand Draft (EMD – Earnest money deposit) hard copy should be sent to SVP National Police Academy before the due date of opening in addition to uploading online. Bidders who are not submitting any of the required documents online will summarily be rejected.
- 11) Scanned copy of EMD should be uploaded online. Earnest Money Deposit (EMD) for Rs.30,00,000/- (Rupees Thirty Lakhs only) should be deposited in form of Demand draft Drawn on any commercial bank in favour of The Director, SVP National Police Academy, Hyderabad. **Bids without EMD will not be considered.** Tender Reference Number or details should be mentioned on the backside of the original Demand Draft and the same should be sent to SVP National Police Academy, Hyderabad along with hard copies of the documents related to technical bid before due date of opening of the tender.



(contd.4)

Terms and Conditions

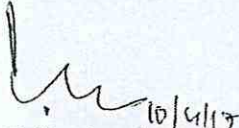
1. The TIA (Tender inviting authority) will not be responsible for any kind of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour. For any further clarification Contact on 24X7 Help Desk of M/s National Informatics Center (NIC) on the 24X7 helpdesk no.0120-4200462, 0120-4001002, 91-8826246593 or send mail to support-eproc@nic.in.
2. Offers are to be submitted online on CPP Portal (<https://eprocure.gov.in>) separately for both technical and financial bids in the formats as enclosed (Annexures – II & III) of RFP document upto 1700 hrs on 08th June 2017. The tender completed in all respect must be uploaded on <https://eprocure.gov.in> in two packets i.e. two cover systems (Cover-1 EMD, Technical Bid and Cover 2: Financial Bid). All the pages of bid being submitted must be signed and 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 uploading in Cover-I:
 - a) Completed technical proposal as per Annexure – II of RFP.
 - b) Completed Resume Forms as per Annexure – V of RFP.
 - c) Completed Certificate of Authority to sign proposal as per Annexure – VI of RFP.
 - d) Scanned copy of Earnest Money Deposit of Rs.30,00,000/- (Rupees thirty lakhs only) in the form of Demand Draft drawn in favour of 'The Director, S.V.P. National Police Academy, Hyderabad'. Hard copy of the Demand Draft is to be sent along with hard copy of the documents related to technical bid so as to reach before closing date of tender enquiry at the address of The Director, S.V.P. National Police Academy, Shivarampally, Hyderabad. **Offers received without the prescribed EMD, will be rejected summarily.**
4. The Financial proposal to be submitted online shall comprise the cost associated with assignment which is inclusive of all taxes, levies and duties except service tax. The service tax paid by the institution will be reimbursed on submission of proof of payment to the department concerned. The Service Tax as on date is 15% which includes Swachh Bharat Cess and Krishikalyan Cess:
 - i) The bidders are required to download the standard BoQ Format(BoQ file) given for the price bid, open it and complete the cells with their respective quotes and other details(such as name of the bidder). Once the details have been completed, the bidder should save it and submit it online. Bidder shall not tamper/modify the downloaded price bid template in any manner.
 - ii) The prices once accepted by the SVP NPA shall remain valid till the successful completion of the assignment.
 - iii) Prices shall be quoted in Indian rupees only.

5. The Technical Bid in the format specified as per Annexure-II of RFP shall be submitted online and also submit the technical proposal in one original, clearly marked as such, with (03) additional copies. The technical proposals both original and copies alongwith bid security in the form of demand draft for Rs.30,00,000/- (Rupees thirty lacs only) favouring the Director, SVP National Police Academy, Hyderabad must be sealed in a specially marked envelope/package, and mark the envelope as '**RFP for design, development and delivery of Mid Career Training Programmes of Phase-IV for Indian Police Service (IPS) Officers at S.V.P. National Police Academy**' and will submit it to the tender opening authority upto 1700 hrs on 08th June 2017 duly mentioning the bidders name with address thereon. Offers received without the prescribed EMD, will be rejected summarily. The bid shall comprise a single packet containing 03 separate envelopes containing the EMD, technical proposal and copies of technical proposal. The 03 separate envelopes shall be marked as "**EMD**", "**TECHNICAL PROPOSAL**" & "**COPIES OF TECHNICAL PROPOSAL**" respectively in bold & legible letters.
6. The Bid / Tender submitted shall necessarily remain valid for **180 days** after the date of bid opening. 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 Bid Security submitted along with the bid.
7. 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 will be forfeited without any further notice.
8. The Director, SVP National Police Academy reserves the right to accept/reject any or all the bids without assigning any reason.
9. 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.
10. The bidder will be blacklisted by the SVP NPA in case of the above condition being invoked.
11. The Hard copy of the technical bid and original instrument of EMD received after the due date and time will be summarily rejected. The bid should be signed at the bottom of each page of tender form.
12. The SVP NPA reserves the right to extend/curtail the duration of the assignment.

(contd.6)



13. The Director SVP NPA reserves the right to cancel the contract without pre-notice, forfeit the security deposit or recover any damages for any breach of contract.
14. Notwithstanding any of the conditions 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.
15. Performance Guarantee Clause :- The successful bidder, for due and faithful performance of its obligation and as a precondition for signing of the agreement with the SVP NPA, shall be required to submit Performance Guarantee of 7.5% of its total accepted fee. This shall be in the form of the bank guarantee issued from any commercial bank in favour of the Director, SVP NPA Hyderabad which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contracted institution. No interest will be payable for "Performance Guarantee".
16. No bid will be considered unless and until all the pages / documents comprising the bid are properly numbered, signed and stamped by the person/s authorized to do so.
17. Presentation of proposals - The bidder may be required to make presentation of their proposals at their cost before the evaluation committee. A team from Govt. of India for evaluation of onsite facilities may also visit these institutions to assess their capacities for conduct of the programme, especially the foreign component of the training.


(B D Paulson)
Deputy Director (MCTP)
For Director

Copy to :

- ✓ 1. The Section Officer, Police Training Section (PT), Police-I Division, MHA, New Delhi
– For hosting the NIT & RFP in the MHA website.
2. AD(IT), SVPNPA – For hosting the NIT & RFP in the Academy website.





REQUEST FOR PROPOSAL

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 both in the states and at the center. 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, etc.

2.1 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.

2.2 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, Mussoorie.
- (ii) 46 (forty six) weeks Basic Course at Sardar Vallabhbhai Patel National Police Academy (SVP NPA), Hyderabad, followed by various attachments with various Central Police Organisations. The Foundation Course, the Basic Course and various attachments form part of the Induction Training of about 2 (two) years duration.



2.3 The Officers promoted from the State Police Services to IPS, also undergo Induction Training of 6 (six) weeks at SVP NPA, Hyderabad.

2.4 The IPS officers are elevated to higher ranks generally at around 14th, 18th, 27th and 31st year of their service. To discharge their responsibility effectively in these higher positions, they are given training from time to time.

3. On completion of the basic training, Officers are posted to respective states allocated to them and assigned postings as Sub-Divisional Police Officers. 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 Districts.

4. PROPOSED SYSTEM OF MID-CAREER TRAINING

4.1 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 has been launched which would be more intensive and would enable the IPS officers to acquire "next level competency." 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 positions. The performance may also be taken into account in deciding some of their placements for special assignments.



4.2 The proposal is to conduct Phase – IV mid-career training as follows:-

S.No	Phases	Training for Promotion	Duration	Year of Service
1	IV	DIG to IGP	5 weeks (4 weeks in India and 1 week abroad)	Between 14 th to 16 th year of service

4.3 The above said programme is required to be delivered twice a year to the batches of 80 eligible IPS officers with admissibility of 10% as additional strength. Since the numbers are relatively large, they may be required to be divided in smaller groups for Study tours/ other group activities etc. The programmes would be completely residential.

5 SCOPE OF WORK

The selected institute would be required to undertake the following:-

- i) Carry out the detailed design of the contracted mid-career training programme Phase IV based on the outline given in **Annexure - I**.
- ii) Evolve a training methodology which includes case studies / lectures / seminars / workshops/panel discussions/syndicate group discussion and addressed by eminent personalities, and field visits.
- iii) Develop pre-course material so that a participant would come prepared with, and also design evaluation measures to test the level of preparation before the participant comes for the programme.



- iv) Identify resource persons for the different components of each of the programmes. Considering the participants are practicing managers and need strong practical inputs to back theoretical frameworks. A right mix of academic faculty and practitioner from abroad or in India are to be drawn. At least 40% of the resource persons/faculty should be experts from outside the Institution. The institution should clearly indicate the ratio of in-house faculty to guest faculty.
- v) Deliver the programs for a period of three years in the first instance and simultaneously help develop local resource persons (to take over from such resource persons as are drawn internationally). **The Indian leg of the program would be delivered at SVP NPA, Hyderabad, India.**
- vi) The contracted Institutions would be required to have Institutional tie-up with the foreign police organizations, for the required design and logistic for the international study visits.
- vii) Evaluate the performance of each of the participants and submit an evaluation report (numerical measures) to the SVP NPA and also to submit a course report soon after completion of each such programme.
- viii) The participants of MCTP are required to be given single room accommodation at 4 Star Hotels of good standard with facilities including Internet, Gymnasium, Swimming Pool, Outdoor and Indoor sports during their foreign component(near the place of training).



- ix) Transport to be provided at the Airport to receive the participants for their conveyance to the place of the accommodation and providing transport from Hotel to Airport after completion of training, during the 1 week of foreign component. Also during the days of foreign exposure visit domestic travel is in the scope of the delivering institution.

6 REQUEST FOR OFFERS

6.1 You are requested to submit your offers for the conduct of Phase – IV MCTP programme. Offers are to be submitted online on CPP Portal (<https://eprocure.gov.in>) separately for both technical and financial bids in the formats as enclosed (Annexures – II & III) upto 1700 hrs on 08th June 2017. The tender completed in all respect must be uploaded on <https://eprocure.gov.in> in two packets i.e. two cover systems (Cover-1 EMD, Technical Bid and Cover 2: Financial Bid). All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents before uploading.

6.2 The following signed and scanned documents in .pdf/xls/rar file format must be uploaded in Cover -I:

- a) Completed technical proposal as per Annexure – II of RFP.
- b) Completed Resume Forms as per Annexure – V of RFP.
- c) Completed Certificate of Authority to sign proposal as per Annexure – VI of RFP.
- d) Scanned copy of Earnest Money Deposit of Rs.30,00,000/- (Rupees thirty lakhs only) in the form of Demand Draft drawn in favour of 'The Director, S.V.P. National Police Academy, Hyderabad'. Hard copy of the Demand Draft is to be sent along with hard copy of the documents related to



technical bid so as to reach before closing date of tender enquiry at the address of The Director, S.V.P. National Police Academy, Shivarampally, Hyderabad. Offers received without the prescribed EMD, will be rejected summarily.

6.3 In addition to online submission, Technical Proposals must also be submitted in one original, clearly marked as such, with (3) additional copies. Technical proposals (both original and copies) along with bid security in the form of Demand Draft for Rs,30,00,000/- (Rupees Thirty Lakhs only) which should remain valid for 180 days favoring 'The Director, SVP National Police Academy, Hyderabad', must be sealed in a specially marked envelope/ package, and mark the envelope as **'RFP for design, development and delivery of Mid Career Training Programmes of Phase-IV for Indian Police Service (IPS) Officers at S.V.P. National Police Academy'** and will submit it to the tender opening authority upto 1700 hrs on 08th June 2017 duly mentioning the bidders name with address thereon. Offers received without the prescribed EMD, will be rejected summarily. The bid shall comprise a single packet containing 03 separate envelopes containing the EMD, technical proposal and copies of technical proposal. The 03 separate envelopes shall be marked as **"EMD"**, **"TECHNICAL PROPOSAL"** & **"COPIES OF TECHNICAL PROPOSAL"** respectively in bold & legible letters.

6.4 The Financial proposal to be submitted online shall comprise the cost associated with assignment which is inclusive of all taxes, levies and duties except service tax. The service tax paid by the institution will be reimbursed on submission of proof of payment to the department



concerned. The Service Tax as on date is 15% which includes Swachh Bharat Cess and Krishikalyan Cess:

- i) The bidders are required to download the standard BoQ Format(BoQ file) given for the price bid, open it and complete the cells with their respective quotes and other details(such as name of the bidder). Once the details have been completed, the bidder should save it and submit it online. Bidder shall not tamper/modify the downloaded price bid template in any manner.
- ii) The prices once accepted by the SVP NPA shall remain valid till the successful completion of the assignment.
- iii) Prices shall be quoted in Indian rupees only.

To provide a level playing field for all bidders, the detailed schedule of Phase – IV MCTP programmes held from 2010 to 2012 is provided on the National Police Academy's web site http://www.svpnpa.gov.in/index.php?option=com_content&view=article&id=292&Itemid=231

6.5 SELECTION PROCESS OF UNIVERSITIES/INSTITUTIONS.

- a) The selected institution(s) would be able to demonstrate strong training capabilities in the fields of Law Enforcement, Police Sciences and Management and should have a commendable record of running academic and training programmes especially for senior level civil servants. In case the institution selected is a foreign one, it may be required to identify a domestic partner and shall ensure the necessary capabilities within the faculty of the domestic partner.



- b) The proposal will be evaluated in 'Two bid' system i.e. separate Technical and Financial bids, and the same must be submitted simultaneously online before the due date. Bids received after the due date and time will not be entertained. Financial bid of only the technically suitable University/Institution will be opened.
- c) For evaluating technical bids, 'bench-marking-system' will be followed. The information received in the prescribed template (Annexure-II) is evaluated as per the evaluation criteria mentioned in Para 10.1. The minimum qualifying bench mark for considering the technical qualified is 70 (Seventy) points.
- d) Only those bids qualified technically; will be considered for opening of financial bid.
- e) As mentioned in Para 10.2.1 financial proposal will be evaluated following completion of the technical evaluation. The lowest bidder, from out of those who qualify for opening of financial bids, will be awarded the contract.

6.6 Hard copies of the documents related to Technical proposal and original demand draft towards EMD be addressed to:

Director,
Sardar Vallabhbhai Patel National Police Academy,
Shivarampally,
Hyderabad - 500 052.
INDIA.
Tel. No: +91-40-2401 5180
Fax : +91-40-2401 5179
E-mail: administrator@svpnpa.gov.in

Bidder shall whenever practical, use both sides of paper.

7. AMENDMENT OF BID DOCUMENTS

7.1 After evaluation of the technical bids, we may require for ensuring broad uniformity, changes to be carried out in the contents, design and



delivery suggested by the Bidder.

8 CLOSING DATE FOR SUBMISSION OF PROPOSALS

8.1 Online bids are to be submitted well in time before 1700 hours on June 08th, 2017(IST). Bids received after the above date and time will not be entertained.

8.2 The "Certificate of Authority to Sign Proposals" in the format attached (**Annexure-VI**) must be executed by a representative of each Bidder who is duly authorized to execute contracts and bind the Bidder. Signature on the Certificate represents that the Bidder has read this RFP, understands it and agrees to be bound by its terms and conditions. The Bidder's proposal with any subsequent modifications and counter proposals, if applicable, shall become an integral part of any resulting contract.

9 The Bidders shall structure their proposal as follows:

Proposal

(a) Proposals shall be prepared with responses contained completely within the cell provided for each item. We encourage Bidders to be succinct, while providing enough detail 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. The RFP response shall be double-sided and bound.

(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.



10 EVALUATION OF TECHNICAL AND FINANCIAL PROPOSAL

We will examine the proposals to determine whether **they are complete**, and that the documents have been properly signed by a representative of each bidder who is duly authorized to execute contracts.

10.1 Technical Proposal

Bidders may be called upon to send their representations to make a presentation of their proposals, at their own cost, to an evaluation committee which will carry out the technical evaluation. A team from Govt. of India for evaluation of onsite facilities may also visit these institutions to assess their capacities for conduct of the programme, especially the Foreign Component. Evaluation of the technical proposal will be conducted on the basis of the criteria and points-ratings as listed below:-

1	An evaluation of the overall design and implementation Methodology, including methodology for evaluation of participant performance, suggested by the bidder and an assessment of the bidder's understanding of the project's expected outcomes, as would be evident from the design and implementation methodology suggested by him.	15 points
2	Capacity of the bidder to deliver project in terms of the bidder's past experience, available expertise in the state of the art in design and delivery of training programmes for police officers. <ul style="list-style-type: none">➤ Previous training programme conducted for Civil servants/Public Officials/police officers.➤ Number of officers trained➤ Level at which officers were trained	15 points
3	Evaluation of the CVs of the faculty proposed (in the Format at Annexure-V) to be used and the mix of academic and practitioner faculty proposed, including methodology for developing local resource persons. - CVs of Core faculty should not be less than 12 * - CVs of specialized faculty should not be less than 16**	20 points



4	The bidders shall submit day to day training programme indicating periods, subject covered, names of resource persons, discussion, sections/workshop, field visits, examinations etc. This shall be done for the Indian component as well as for the Foreign component	15 points
5	Methodology and logistics of organizing one week foreign component as part of the programme. The criteria for evaluating the foreign training component of bidders is provided in Annexure-IV	15 points
6	Evaluation of the teaching and learning resources available/ likely to be available from the bidder. The firm list of teaching and learning resources shall be provided by the selected Institution prior to the finalization of the contract.	10 points
7	Arrangements made by the bidder to ensure a quality check on the performance of the faculty being used.	10 points
	Total	100 points
The bidders receiving at least 70 points will be considered to continue to the stage of opening the financial bids.		

Note :-

* **Core faculty** - the faculty who would be highly experienced, well qualified in the subject areas, management expert and would also be involved actively in content designing and would be dealing professional topics.

** **Specialized faculty** - The faculty who are domain experts in their own fields.

As per the evaluation/feedback of the participants or any other unforeseen circumstances arises in delivering the project; or any of the resource person fall short of requisite quality, the agency should be in position to add/delete the name of the faculty from the list of the CVs provided for only in consultation with the Academy only with the faculty



of the equal expertise/category.

10.2 Financial Proposal

10.2.1 Financial proposals will be evaluated following completion of the technical evaluation. The lowest bidder, from out of those who qualify for opening of financial bids, will be awarded the contract.

10.2.2 We, reserve the right to conduct Best and Final Offer (BAFO) if in our exclusive determination such procedure is appropriate.

10.2.3 To clarify any doubts regarding technical and financial bid process, a pre bid conference shall be held at Sardar Vallabhbhai Patel National Police Academy, Hyderabad on 05th May, 2017.

10.3. Acknowledgement by Applicant

It shall be deemed that by submitting the Proposal, the Applicant 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 Clause 10.2.3 above
- d) Satisfied itself about all matters, things and information, including matters referred to in Clause 10.2.3 here in above, necessary and required for submitting an informed Application and performance of all of its obligations there under.
- e) Acknowledged that it does not have a Conflict of Interest; and
- f) Agreed to be bound by the undertaking provided by it under and in terms hereof.

11 AWARD CRITERIA

11.1 Award will be made to the bidder, from out of those who qualify for the opening of the financial bids, who offers the lowest price.



11.2 PROPOSED AWARD SCHEDULE

Release of RFP	10 th April, 2017
Pre-bid conference	05 th May, 2017
Receipt of Proposal	08 th June, 2017
Opening Technical bid (Bidders can attend opening of Technical bid)	09 th June, 2017
Opening Financial Bid	13 th July, 2017
Final approval and notification of award	03 rd August, 2017
Signing of contract	03 rd October, 2017

Bidders are invited to attend the opening of technical bids

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

1)	Submission of draft design of the programme.	24 th October, 2017
2)	Evaluation and discussion with the selected party on the design of the programme submitted.	08 th November, 2017
3)	Submission of Revised design based on discussions.	24 th November, 2017
4)	Approval for the design of the programme.	1 st December, 2017
5)	Conduct of the Programme : Phase - IV MCTP	February, 2018

The initial term of Contract will be for three years.

13 NOTIFICATION OF AWARD

13.1 Prior to the expiry of the period of proposal validity, we will notify the successful bidder that their proposals have been accepted.

13.2 We may elect to notify unsuccessful bidder after completion of each phase or after all of the contracts are awarded.

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



14. Performance security

The successful bidder will be required to deposit a performance security in the in the form of Performance Bank Guarantee at the rate of at least 7.5% of the total value of contract as security for due fulfillment of the contract. Performance security should remain valid for the period of 60 days beyond the date of completion of all contractual obligations.

14.1 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 engage in any of the Prohibited Practices specified in clause (para 14.2) of this RFP
- b) If the Applicant is found to have a Conflict of Interest as specified in Clause (para 14.3) ; and
- c) If the selected Applicant commits a breach of the Agreement.

14.2 Fraud and corrupt practices

The officers, employees, and faculty of the Institutions 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.

14.3 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.

14.4 **SIGNING OF CONTRACT**

At the same time as we shall notify the successful bidder that their proposals have been accepted, we will invite them to sign a contract, incorporating all agreements between the parties.

15 **COPY RIGHTS**

Copyright for all the intellectual property developed under this project will vest with the Government of India (MHA).

16 **COMMUNICATIONS**

Effective with the release of this Bid package, **all** communications with us must be directed to the Director, SVP NPA. Except the formal submission of the bids, all such communication could be made via e-mail at ‘administrator@svpnpa.gov.in’. Throughout the process, Bidder must not communicate with any other staff member of MHA/NPA regarding this RFP. Bidder in violation will be disqualified from the process.



ANNEXURE-I

Broad Scheme and Proposed Contents of Modules for Mid Career Training

Phase IV

Participants at the training programmes at this Phase would have put in over 16 years of actual service in various fields of policing including, Crime Management, Public Order Management, Armed Police, Intelligence, Anti-Corruption, staff jobs, Training, HRD, etc. Most of them would have had more than one tenure as District Superintendent of Police, in charge of general policing and administration of a Force of over a thousand police personnel. Many of them would also have been posted as supervisory officers of Superintendents of Police in charge of Districts.

This Phase is intended to help them consolidate their experiences and help them analyse the current practices in developed countries in the light of the requirements of a modern police management at the senior level. Emphasis would be on helping them with their skills in Human Resources management, strategic planning, directing and team building.

In the India Module, during 4 weeks, the participants are expected to work 5 days a week, with seven hours daily of classroom work. Thus the total periods available would be 4weeks X5days = 20days X 7 hours = 140 hours

Apart from this, they would be expected to attend outdoor classes in Yoga, Meditation, Stress management and fitness during early morning. They would also devote time for some assigned project work involving research and analysis.

The contents are suggested to be organized in the following streams:

- **Professional Topics**
- **Best Practices and innovations**
- **Leadership and Team Building**
- **Strategic Management**



The suggested allocation of periods among the four streams and broad topics are as below:-

Total number of days	20	
No of indoor periods per day	7	
Total indoor periods	140	
No. of outdoor periods per day	1	} conducted by NPA
Total outdoor periods	20	

Stream A: Professional Topics

Percentage of Periods Suggested: 30%

Topics

- Mega city policing
- Policing multi-cultural societies and plural democracies
- Insurgency and Terrorism: response by democratic rulers
- Public order management: Challenges and Advancements
- Mega Events Management - International Sporting events, Kumbh Mela, Ganga Sagar Mela, etc.
- Advances in Science and their adaptation in policing
- Anti corruption Strategies
- Advances in Crime Investigation
- Cyber Security and Cyber crimes
- Gender Sensitisation
- Rule of Law
- Issues of Governance

Stream B: Best Practices and Innovations

Percentage of Periods Suggested: 30%

Topics

- Crime Statistics & Data Management
- Police Reforms, Experience of other countries
- Community Policing : Best Practices and Case Studies
- Police Welfare schemes: best practices and suggestions
- Inter Segmental Co-ordination
- Media Management
- Innovative use of Information and Communication Technology in police



- Use of technology as Force Multiplier

Stream C: Leadership and Team Building

Percentage of Periods Suggested: 20%

Topics

- Leadership in Crises
- Leadership Styles: Self assessment and evolving strategies for improvement
- Managing Training and Development functions in police
- Motivation Strategies
- Developing talents and succession planning
- Communication in Organisational environment

Stream D: Strategic Management

Percentage of Periods Suggested: 20%

- Strategic management and changing role of police
- Case studies in Turnaround Management
- Problem solving and strategic decision making
- Management of Change - case studies and group discussions
- Police and Political Leadership
- Police and Community

Foreign Module (01 week)

The emphasis during visit abroad also shall be on the same topics suggested for India module. In fact, the idea is to develop this visit as an extension of the Indian Module so as to learn at first hand the best practices and innovations in developed countries. During the visit abroad, the participants should be exposed to best practices in policing and management. Classroom lectures, visit to field units, control rooms, Research Institutions, interaction with community members, interaction with the eminent personalities in the above areas and project work based on observation and study in the foreign country shall be included. (The criteria for evaluating the foreign training component of bidders is provided in Annexure – IV).



ANEXURE-II

FORMAT FOR SUBMISSION OF TECHNICAL OFFER

In order to facilitate the preparation and review of the proposals, the offers should be submitted in the format specified below. The bidders must respond to cells of the RFP in the adjacent cell (on the right side of the page) and all vital information should be contained in such adjacent cell. 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 adjacent cell 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.

Sl. No.	REQUIREMENT	Bidder's Response	Relevant Annexure, if any
1	a) Indicate the proposed design of Phase – IV MCTP of training that you have submitted your offer for covering the philosophy, structure of inputs and how they integrate with one another.	Brief description not more than 1000 words	
	b) Indicate the evaluation methodology you propose to adopt to assess the performance for each participant.	Not more than 500 words	



2	a) Indicate how you propose to cover 80 participants with admissibility of 10% as additional strength twice in a year for Phase – III MCTP of training that you have submitted your offer for, and the logistics arrangements that would be needed for this.	Not more than 500 words	
	b) Indicate your past experience and the expertise you have in the design and delivery of similar training programmes for civil servants/ public officials / police officers.	Not more than 500 words	
3	a) List the faculty you propose to use as your lead faculty and enclose their CVs. (The list should indicate if they are academic faculty or practitioner faculty).	Brief profile of the faculty and key presenters should not be more than 500 words	
	b) Indicate how you propose to develop adequate domestic resource persons to replace international resource persons within a period of three years.	Not more than 500 words	



4	Provide day to day training programme indicating periods, subject covered, names of resource persons, discussion, groups/workshop, field visit, examinations etc. This shall be done for the four weeks of the Indian component and one week of Foreign Component.	Not more than 500 words & day to day time table may be attached as Annexure	
5	Indicate how you propose to develop the learning and teaching resources that will be required for the programme and your expertise in this regard. (This would include resource material such as case studies, games, exercises, etc.).	Not more than 1000 words	
6	a) Indicate the arrangements you propose to make to evaluate the performance of the faculty resources that you use.	Not more than 500 words	
	b) Indicate the arrangements you propose to make for regular interaction with the training co-ordinators at NPA.	Not more than 500 words	



7.	a) Indicate the design and logistics arrangements for the study tour component of this programme and how this design integrates with the rest of this programme.	Not more than 500 words	
	b) Indicate your plan to conduct this foreign component(Enclose any agreement/consent letters from other organization(s) with whom collaboration is sought	Not more than 500 words	

It may be noted that Bidders may be required to make a presentation of their proposals, at their cost, before an evaluation committee. It may also be noted that the copyright for all the intellectual property developed under this project will vest with the Government of India (MHA).

a



ANNEXURE-III

FORMAT FOR SUBMISSION OF FINANCIAL OFFER

Sl. No.	Item	Price in Indian Rupees
1	<u>Part - I (One time /fixed cost)</u>	
	a) Cost of the design of curriculum of Phase -IV MCTP. It is expected that this would be a one time cost only.	
	b) Cost for the development of teaching and learning materials (it is expected that this would be a one time cost) only.	
2	<u>Part - II</u> Cost of delivery of one programme of Phase - IV MCTP in India, at the Institute selected for the conduct of the programme covering 80 participants with admissibility of 10% as additional strength for Phase IV MCTP. There are six such programmes in 3 years contract. This should only include the costs for professional time, and course material as well as the cost of evaluation of performance of the participants and the faculty used. The venue of the program to be conducted in India would be arranged and paid for separately by us and, therefore, the cost of the venue, boarding and lodging charges of the participants and the travel cost of the participants need not be included as part of the price bid.	



3	Part - III Cost of the study tour/exposure visit abroad for one programme. Cost of international travel and boarding (not lodging) may be excluded. Cost of lodging (accommodation) is to be included. These costs may be indicated assuming participation by 80 participants with admissibility of 10% as additional strength for Phase – IV MCTP. However, this would be subject to a pro-rata reduction based on actual participation.	
4	Total bid value for six programmes: Part 1 + 6 progs. × (Part - II + Part-III)	
	Note :- It is pertinent to mention that the above amount quoted shall be inclusive of all taxes, levies and duties except service tax.	



Annexure-IV

Criteria for evaluating the Foreign Training component

The foreign component of Phase - IV MCTP shall be evaluated on the basis of field visits to be conducted, nature of class room interactions planned, and teaching and logistics such as transports and lodging to be provided. As regards field visits the assessment shall be done on the basis of the following:-

- (a) The reputation and quality of institutions / sites visited.
- (b) The content of the visit and the nature of interaction such as whether it is simulation, exercises, case studies, demonstrations etc.
- (c) The level in the hierarchy with which trainees shall be interacting during field visits.
- (d) The duration of time for each visit and the group size of trainees involved in interaction.
- (e) The relevance of visits / training with concepts such as democratic policing, Rule of Law, investigation of crime, public order management, community policing, counter terrorism strategic management, team building, leadership etc.
- (f) The classroom interactions will be evaluated on the basis of (a) the quality of the faculty which shall be assessed on the basis of CV, list of publications, research conduct, past training experience, training and practical experience etc. The assessment of the resource persons shall be done on the



basis of theoretical experience and practical experience. (b) The interaction shall also be assessed on the basis of the number of trainees (class size) in each class planned.

- (g) Logistics facilities shall be assessed on the basis of the conditions provided in p.5 (viii) of the scope of work. Quality of the hotel and facilities provided, the arrangement to be made for reception of the trainees at the airport, the quality of transport provided to the hotel, transport provided during conduct of training, and back from hotels to the airports on completion of training will be taken into account.



ANNEXURE-V

FORMAT OF RESUME FOR PROPOSED FACULTY

Name of Faculty:

Type of faculty (core faculty/Specialized faculty):

Current Title:

Date of Birth:

Years with Institute:

Nationality:

Certifications:

Education/Qualifications: (Summarize college/university and other specialized education of faculty member, giving names of graduate schools, years attended and degrees-professional qualifications obtained.

Employment Record/Experience

(Starting with present position, list in reverse order, every employment held, giving dates, names of employing organization, title of positions held and location of employment. For experience in **last five years**, detail the types of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.

I, the undersigned, certify to the best of my knowledge and belief, that this bio-data is accurate.

Signature Date (Day/Month/Year)

Date



ANNEXURE-VI

CERTIFICATE OF AUTHORITY TO SIGN PROPOSAL

I, _____, certify that I
am _____
_____ (designation) of _____

(institution); that I have signed this Proposal for and on behalf
of _____
_____ is within the scope of my powers.

The proposal prepared and submitted by _____
(the
Vendor) includes all of the labelled Appendices attached and made part
thereof.

Submission of Checklist	Vendor's Initials
Bidder is to complete and submit this checklist with their proposal.	
Completed format of technical proposal (Annexure-II)	
Completed format for financial proposal (Annexure-III)	
Completed Proposal Submission Checklist and Certificate of Authority (This Annexure-Annexure -VI)	
Completed Resume Forms (Annexure-V)	

(BIDDER NAME)

Authorized Signature:
Name and Title



ANNEXURE-VII

GLOSSARY OF ABBREVIATIONS

ADGP	Additional Director General of Police
BAFO	Best and Final Offer
CV	Curriculum Vitae
CPMF	Central Para-Military Force
DOPT	Department of Personnel & Training
DGP	Director General of Police
DIGP	Deputy Inspector General of Police
DR	Direct Recruit
EOI	Expression of Interest
IB	Intelligence Bureau
IGP	Inspector General of Police
IPS	Indian Police Service
JAG	Junior Administrative Grade
MHA	Ministry of Home Affairs
RFP	Request for Proposal
SP	Superintendent of Police
SPS	State Police Service
SVPNPA	Sardar Vallabhbhai Patel National Police Academy
UPSC	Union Public Service Commission