



GOVERNMENT OF INDIA

Capacity Building Commission

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**REQUEST FOR PROPOSAL (RFP)**

**Under Limited Tender Enquiry (LTE)**

**FOR**

**Assessment and Accreditation**

**of**

**25 Central Training Institutes (CTIs)**

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## LETTER OF INVITATION

**Capacity Building Commission  
22nd floor, Jawahar Vyapar Bhavan,  
Tolstoy Marg, New Delhi - 110001**

**No. 3-16/2021 - CBC**

**Dated: 18<sup>th</sup> February, 2022**

Dear Sir/Madam,

Capacity Building Commission (CBC) invites proposal from Indian agencies for assessment and accreditation of 25 Central Training Institutes (CTIs) List attached for accreditation to the national standards on Limited Tender Enquiry (LTE) basis.

The RFP Document containing the details of Project Background, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The RFP Document is also available on the website <http://cbc.gov.in>.

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by **28<sup>th</sup> February, 2022**

"Director"

Capacity Building Commission  
**22<sup>nd</sup> Floor**, Jawahar Vyapar Bhavan, Tolstoy Marg,  
New Delhi – 110001

You may also send your response to the RFP through email (only the Technical bid) on the email id : [cbc-dopt@gov.in](mailto:cbc-dopt@gov.in).

Queries, if any, may be referred in writing to the Director, CBC at the above address or Telephone No. 23701180 or at E-mail: [cbc-dopt@gov.in](mailto:cbc-dopt@gov.in).

**(S.P. Roy)**

**Director- Capacity Building Commission**

## 1 Invitation for RFP

### A. RFP Notice

1. This RFP is being issued on Limited Tender Enquiry (LTE) basis for short listing of suitable qualified agencies for assessment and accreditation of Central Training Institutes (CTIs) for accreditation to the national standards as per workflow described at para-D.4 (Project Lifecycle).
2. Interested agencies are advised to study the RFP carefully before submitting their proposals in response to this RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of the document with full understanding of its terms, conditions and implications.
3. The RFP document is not transferable.
4. Any subsequent corrigenda / clarifications would be made available on the website of cbc : <http://cbc.gov.in> and to all the concerned parties via e-mail.
5. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

### B. Important Information

S. No	Information	Details
1.	Date of availability of RFP	18 <sup>th</sup> February 2022
2.	Last date for submission of written queries for clarifications	23 <sup>th</sup> February 2022
3.	Pre-bid meeting on RFP	24 <sup>th</sup> February 2022
4.	Release of response to queries on <a href="http://cbc.gov.in">http://cbc.gov.in</a> and through e-mail	25 <sup>th</sup> February 2022
5.	Last date (deadline) for receipt of proposals in response to RFP Notice	28 <sup>th</sup> February 2022

6.	Place, Time and Date of opening of Technical proposals received in response to the RFP notice	Conference Hall, 22 <sup>nd</sup> floor, Jawahar Vyapar Bhawan, Janapath, New Delhi – 1. Monday, (28 <sup>th</sup> February 2022 ) at 3.00 pm
7.	Place, Time and Date of opening of Financial proposals received in response to the RFP notice	Will be intimated later to the qualified respondents.
8.	Contact Person for queries	Mr. S.P. Roy, Director, CBC, Tel: 011-23701180 E-mail: cbc-dopt@gov.in
9.	Addressee and Address at which proposals in response to RFP notice are to be submitted:	Mr. S.P. Roy, Director, CBC 22 <sup>nd</sup> floor, Jawahar Vyapar Bhawan, Janapath, New Delhi – 1. E-mail: cbc-dopt@gov.in

## C. Project Background

### 1. Capacity Building Commission (CBC)

i. Capacity Building Commission was constituted on 1 April 2021, by the Government of India. Its mandate is to drive standardization and harmonization across the Indian civil services landscape named as **Mission Karmayogi: National Programme for Civil Services Capacity Building (NPCSCB)**. The focus of National Programme for Civil Services Capacity Building (NPCSCB) is on promoting ease of living and ease of doing business, by considerably enhancing the citizen-government interface. This involves creation of both functional and behavioral competencies among the civil servants. The core purpose of the Commission is to build credibility and shape a uniform approach to capacity building on a collaborative and co-sharing basis.

ii. CBC has been established as an independent body with complete executive and financial autonomy. It comprises of three members and is supported by an Internal Secretariat. The secretariat is headed by an officer in the grade of Joint Secretary to the Government of India designated as the Secretary to the Commission.

## 2. **Administrative Training Institutes & Central Training Institutes**

i. **Central Training Institutes (CTIs):** These institutes provide training to officers working in the Central Government, State Governments/Union Territories, Public Sector Enterprises and Autonomous Bodies.

ii. **Administrative Training Institutes (ATIs):** These institutes provide quality training to officers of All India and State Civil Services, State Government departments and service cadres.

## 3. **Framework Development:**

i. One of the mandates of CBC is to drive in standardization, harmonization and shared understanding of Capacity Building among 700 odd training institutes. One of the initiatives undertaken by CBC is development of a standard framework comprising of the best practices to assess the Training Institutes. This initiative will help in gap analysis and facilitate measures to propel the Training Institutes to become world class institutions with a cross learning culture.

ii. The framework has been developed by CBC taking into consideration the best global practices. Inputs of various knowledge partners has been inbuilt into the framework. The framework will be pilot tested initially in 25 Central Training Institutes before the final scale up for all institutes.

iii. The maturity model framework for Pilot implementation has already been developed and tested in 5 CTIs.

## D. **Terms of Reference**

### 1 **OBJECTIVE**

The overall objective of this RFP is to hire a capable and qualified agency to carry out assessments of the 25 Central Training Institutes (CTIs) as per **Annexure I** for accreditation to the national standards.

## 2 Scope of Services:

The agency will required to carry out the following activities :-

**2.1.** Develop the web portal & mobile application based on the assessment framework/ rubrics with respective weightages to be provided by CBC which will then be hosted and owned by CBC.

**2.2.** Conduct training programs for institutions on the following:

2.2.1. Filling up of application form & upload documents

2.2.2. Carry out self-assessment

2.2.3. Filling up assessment framework

**2.3.** Conduct Desktop Assessment & Field Assessment of 25 CTIs to start with. (List of **CTIs at Annexure 1**)

**2.4.** Post Assessment following deliverables to be generated for each institute:

2.4.1 Gap Analysis Report

2.4.2 Detailed Assessment Report

2.4.3 Scoresheet

**2.5.** Provide data analytics to CBC for the final report. (Individual Institution wise/Parameter wise, Region Wise etc. as desired). The analytics would be provided only on the parameters included in the application form.

## 3 METHODOLOGY

**3.1.** Below mentioned is the methodology that will be adopted towards implementation of assessment of the institutes:

TASK	DESCRIPTION
<b>Framework Development</b>	Framework shall be provided by CBC

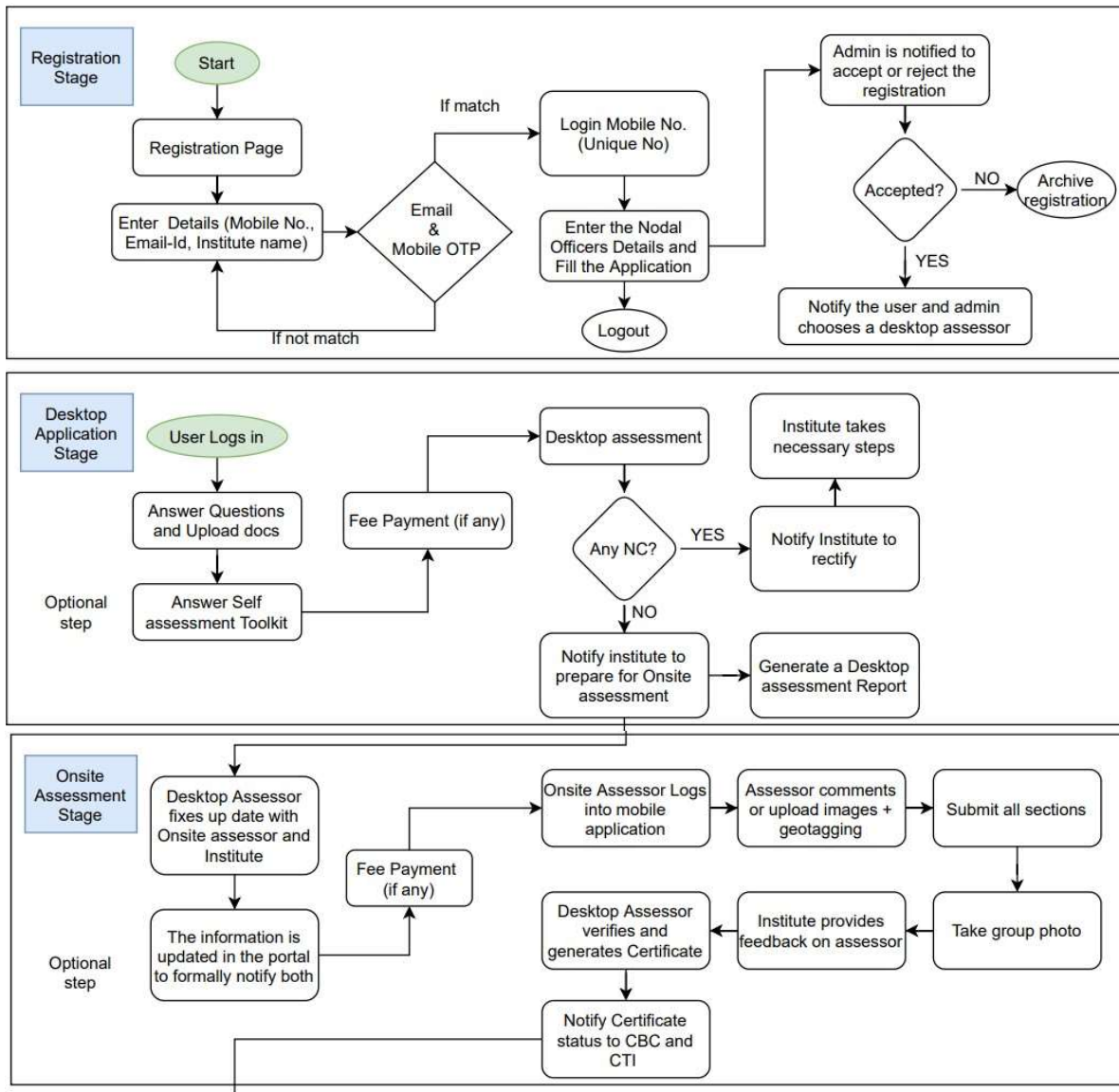


<p><b>Tech Development</b></p>	<p>Agency will develop IT enabled solutions to ease the process of audit and reduce human interventions. A <b>web-based portal</b> shall be developed wherein all the concerned stakeholders will have logins and customized interface.</p> <p>It will be used for communication, displaying, and disseminating information. It would also imbibe statistical analytics across domains for each Institute and comparative analytics of Institutes across the country under different domains.</p> <p>A <b>mobile-based application</b> shall be developed with a feature of geo-tagging and timestamping of the photographic evidence collected. The data collection will be done digitally which includes features such as real-time data analytics, recording remarks of the assessors, offline mode functionality.</p>
	<p>The data collected along with evidence shall be stored instantly on the sever and will be updated on web-portal.</p>
	<p>The tech products shall be handed over to CBC after completion of the pilot. Post transfer CBC shall be responsible for its end to end management, changes if any, maintenance, server and hosting charges etc.</p>
<p><b>Field Testing</b></p>	<p>A sample assessment shall be conducted in one or two training institutions to test synchronization between portal, application &amp; on ground assessment.</p> <p>On the basis of the outcomes of the field test, relevant course corrections may be adopted in the process of assessment. A detailed report of field test shall be submitted to CBC</p>
<p><b>Training of CTIs</b></p>	<p>Workshops shall be conducted to equip the institutions personnel who are involved in the process of assessment such as self-assessment, application submission, desktop assessment, and site assessment.</p> <p>Training on functioning and usage of portal shall also be given which would aid in application filing, document uploading etc.</p>
	<p>Agency team shall handhold the personnel relating to portal queries when required.</p>

<b>Assessor Profile &amp; Selection</b>	Retired Government Officials or Subject matter experts who are aware of day to day functioning of CTIs. Profiles to be vetted by CBC.
<b>Training of Assessors</b>	An expert group of in-house assessor pool shall be developed for conducting filed assessments. The assessors shall be trained on the framework & methodology for carrying out field assessments. The technical resource for training on the framework shall be provided by CBC team.
<b>Application Submission &amp; Self - Assessment</b>	This includes all the activities that are essential to understand institutes as a system and to help them improve their system and process. The following activities will be undertaken for the same: <ul style="list-style-type: none"> <li>a. <b>Submission of Information by the Institute:</b> The institutes shall fill in the all the relevant details on the IT portal based on the framework developed.</li> <li>b. <b>Uploading Documents:</b> The institutes shall be given time to upload requisite documents on the portal.</li> <li>c. <b>Self-Assessment:</b> Self- Assessment is a tool for evaluating the status and maturity of institute’s functioning. The self-assessment report will act as reference document for external assessors to conduct the onsite assessment.</li> </ul>
<b>Desktop Assessment &amp; Handholding</b>	The assessor shall conduct document review and submit the findings. The same will be communicated to institute through portal. The institute shall work accordingly on the gaps identified and re-submit the documents. Agency will help institutes by providing them guidance on the gaps identified by the assessors in the documents and processes.
<b>On-Site Assessment</b>	The on-site assessment will be based on the framework and different methods like tour of institute, observation of teaching-learning process, interviews etc. The assessment aids in collecting information and act as verification of the data submitted by the institutes. All the information declared/submitted by the institute will have to be backed by evidence to substantiate the claims made.
<b>Reporting</b>	After the on-site assessment is conducted, the triangulation of data will be done, and report will be generated. A final report shall be generated on the basis of the documentary evidence, interaction with the stakeholders, etc.

The report will comprise of Strengths, Areas of improvement & Parameter wise marks on each domain per institute.

#### 4 Project Lifecycle:



End of Project

## 5. Time Frames

Duration of the project:

S.No.	Main activity	Content	Timeline
1	Approval of proposal	Handover of Framework (Along with weightages & details of supporting evidence) & the Work Order  Training Manuals on Framework	T
2	Development of IT platform	This will include designing the interface and structure of the application, feeding data points and evidence to be collected through the application, development of dashboards highlighting key performance indicators, data analytics etc.	T + 60 days
3	Development of User manuals, SOPs, etc.	For smooth implementation of scheme, SOPs, guidelines, manuals, code of conduct will be developed: <ul style="list-style-type: none"> <li>• <i>For training institutes</i></li> <li>• <i>For assessors</i></li> <li>• <i>For assessment procedures</i></li> <li>• <i>Portal Modules</i></li> <li>• <i>Mobile Application Modules</i></li> </ul>	T + 75 days
4	Constitution of Assessor Pool & Training	Training on Framework	T + 75 days
5	Trainings on Portal /Application (Capacity building workshops for assessors and related stakeholders from CBC)	Portal Training for Institutes.  Application training for Assessors.  (Familiarization with technology platform)	T + 100 days

8	Field testing	Assessments will be conducted in selected training institutes to test the technology platform and identify the on-ground challenges in the implementation of the process.	T + 105 days
9	Start of Operations	Assessment Scheduling and conduct of Physical Visits	T+105 days
10	Completion	Completion of Assessment of 25 Institutes (Pilot)	T+180 days

*Report generation should be real time. Once the assessment is completed real time report shall be generated and shared with CBC.*

## 6. Roles & Responsibility

PARTY NAME	RESPONSIBILITY
<b>CBC</b>	<ul style="list-style-type: none"> <li>• Framework</li> <li>• Technical Manual</li> <li>• Technical Faculty for technical workshops, Coordination with CTIs.</li> <li>• Provide Authorization letter</li> </ul> <p>**Any other work as per requirement of the project</p>
<b>Agency</b>	<ul style="list-style-type: none"> <li>• IT Portal &amp; Mobile application development</li> <li>• Operational Manual</li> <li>• Conduct workshops</li> <li>• Plan Desktop &amp; Site Visit for CTIs</li> <li>• <ul style="list-style-type: none"> <li>▪ Prepare CTI wise detailed report</li> <li>▪ Provide analytics if any.</li> </ul> </li> </ul> <p>**Any other work as per requirement of the project</p>
<b>CTIs</b>	<ul style="list-style-type: none"> <li>• Cooperate for Assessment &amp; Document sharing</li> </ul>

## 7. Payment Terms

S No	Description	Terms
<i>Fixed Cost</i>		
1	Advance (T Day)	25%
2	On Completion of Portal & Mobile application development (T+60 Day)	35%
3	Start of Assessments (T+105 Day)	40%
<i>Variable Cost</i>		
4	At the time of Desktop Assessment (per Assessment Cycle)	50%
5	At the time of Site Assessment	50%

## E. Proposed Methodology and Criteria for Evaluation of proposals

Sr. No.	Parameter	Sub-parameter	Score	Documents required	Remarks
A	Consultancy firm's specific experience in various assessment and accreditation activities Minimum 02 Supply Orders During last 05 years with value > 10 crore		20	Supply Orders With satisfactory completion certificate/work order	The firm with maximum such orders would be given 20 score and all others would be given scores proportionately.
<b>B</b>	<b>Methodology</b>		<b>60</b>		
(i)	Understanding	Write up	10	Write-up	
		Presentation	20	Presentation	
(ii)	Plan	Write-up	10	Write-up	

		Presentation	20	Presentation	
<b>C</b>	<b>Qualification and relevant experience of Assessor</b>		<b>20</b>		
(i)		Educational Qualification	5	Resume	
(ii)		Professional experience	15	Resume	

### E.1. Technical evaluation

1. The responding firm has to submit the information as per para 1.5 above along with the details in the appropriate forms illustrated in "Technical Evaluation Criteria" given above.
2. Further the responding firm is required to provide the Documents and Information with regard to the qualification criteria listed at Section 1.5 above.
  - a. Proposal Presentations - The Evaluation Committee may invite the eligible bidders to make a presentation to the Department at a date, time and location notified by CBC. The purpose of such presentations would be to allow the bidders to present their Approach & Methodology to the Committee and the key points in their proposals.
  - b. The Proposal Review Committee may require verbal/written clarifications from the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Verbal clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal. The committee may seek inputs from their professional, technical faculties in the evaluation process.
  - c. Depending on the evaluation methodology mentioned in points (a), and (b) each Technical Bid will be assigned a Technical Core (Tb) out of a maximum of 100 points as per the aforementioned Technical Evaluation Criteria Table. **Bidders who score a Technical score of 60 and above will qualify for the evaluation in the commercial process.**
  - d. These technical scores would be normalized on a scale of 100, with highest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

## E.2. Quality and Cost base selection (QCBS)

The individual bidder technical scores will be normalized as per the formula below:

**$T_n = T_b/T_{max} * 100$  where**

$T_n$  = normalized technical score for the bidder under consideration

$T_b$  = absolute technical score for the bidder under consideration

$T_{max}$  = maximum absolute technical score obtained by any bidder

**Minimum absolute technical score to qualify for commercial evaluation is 60.**

**CBC's decision in this regard shall be final & binding and no further discussion/interface will be held with the bidders whose bids are technically disqualified/rejected.**

## E.3. Financial evaluation

The Commercial bids of those bidders who qualify the technical evaluation will only be opened. All other Commercial bids will be returned un-opened. The Commercial Bids (as per the formats provided in Annexure – FIN1 and FIN2) of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

The lowest evaluated Financial Proposal ( $F_{min}$ ) will be given the maximum financial score ( $F_n$ ) of 100 points. The financial scores ( $F_n$ ) of the other Financial Proposals will be computed as per the formula for determining the financial scores given below:

$$F_n = 100 \times F_{min} /$$

$F_b$ , Where,

$F_n$  = normalized financial score for the bidder under consideration  
 $F_b$  = absolute financial score for the bidder under consideration  
 $F_{min}$  = minimum absolute technical score obtained by any bidder

## E.4. Final Evaluation of Bid

Proposals will be ranked according to their combined technical ( $T_n$ ) and financial ( $F_n$ ) scores using the weights ( **$T = 0.80$  the weight given to the Technical Proposal;  $P = 0.20$  the weight given to the Financial Proposal;  $T + P = 1$** ).

The combined technical and financial  $S = T_n \times T + F_n \times P$



**The agency achieving the highest combined technical and financial score will be awarded the contract.**

## **F. General Conditions**

### **F.1 Submission of Proposals**

The instructions for submitting proposals in response to the RFP are mentioned below:

1. The proposals submitted in response to this RFP, and all associated correspondence shall be written in English and shall conform to **FORM 1** for the technical proposals and forms **FIN-1 and FIN-2** for the financial proposals as prescribed in Annexure. Any interlineations, erasures or over writings shall be valid only if they are initiated by the authorized person signing the proposal.
2. Proposals received by any other virtual mode other than e-mail shall be treated as defective, invalid and rejected. Only detailed complete proposals received prior to the closing time and date for receipt of proposals shall be taken as valid.
3. Two hard copies and one soft copy (through e-mail) of the technical proposal in a separate sealed envelope and one hard copy of the financial proposal in a separate sealed envelope, prepared in accordance with the procedures enumerated in the RFP document should be submitted in a sealed envelope to the CBC no later than the date and time laid down, at the address given in the **Section B**.
4. The envelopes should be super scribed with "TECHNICAL PROPOSAL-RFP "for assessment of 25 Central Training Institutes (CTIs) for accreditation to the national standards" and "FINANCIAL PROPOSAL-RFP "for assessment of 25 Central Training Institutes (CTIs) for accreditation to the national standards" as the case may be. The sealed envelopes containing the TECHNICAL PROPOSALS and the FINANCIAL PROPOSAL should be placed in a larger single envelope, properly sealed, and super scribed with "RFP for assessment of 25 Central Training Institutes (CTIs) for accreditation to the national standards – **DO NOT OPEN BEFORE 3.30 P.M ON 28<sup>th</sup> February 2022**. All envelopes should be addressed to the Addressee specified at **SI No 9 of section B** and bear the name and address of the firm /agency submitting the proposal.
5. The Proposals submitted should be concise and contain only relevant information as required under this RFP document.

6. The firms / agencies submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. CBC shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

## **F.2. Validity of Proposals submitted**

The proposals submitted by the firms/agencies shall remain valid for a period of 90 days after the closing date (deadline) for submission of proposals prescribed in this document. A proposal valid for shorter period may be rejected as non-responsive. CBC may solicit the respondents' consent to an extension of RFP validity (but without the modification in their Proposal).

## **G. Clarifications on proposals submitted**

During evaluation, CBC may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame of **2 days**.

## **H. Amendments to RFP Document**

At any time prior to deadline for submission of proposals, CBC may, for any reason, modify the RFP document. The prospective respondents having received the RFP document shall be notified of the amendments through e-mail and such amendments shall be binding on them.

## **I. Disqualification**

CBC may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:

- a. Submitted the proposal after the response deadline;
- b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- d. Submitted a proposal that is not accompanied by required documentation or is non-responsive;
- e. Failed to provide clarifications related thereto, when sought;
- f. Submitted more than one proposal;

g. Was declared ineligible/ debarred/ blacklisted by the Government of India/State/UT Government for corrupt and fraudulent practices.

**J. Performance Bank Guarantee**

The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee (ePBG) through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to 5% of the contract value within 30 days of receipt of the confirmed order.

**K. Period of Hiring**

The Hiring would be for an initial period of one (1) year, which may be extended by another year on the same terms.

**L. Confidentiality**

Information relating to the examination, clarification, comparison and evaluation of the proposals submitted shall not be disclosed to any of the responding firms or their representatives or to any other persons not officially concerned with such process until the selection process is over. The undue use by any responding firm of confidential information related to the process may result in rejection of its proposal.

**M. FORCE MAJEURE:**

The parties shall ensure compliance with the terms of this agreement. However, no party shall be liable for any claim for any loss or damage, of whatsoever nature, arising out of failure to carry out the terms of the agreement, wherein, such a failure is due to force majeure events. Force majeure shall mean and consist of events such as fire, rebellion, mutiny, civil commotion, riots, strike, lockout, a force of nature, accident, an act of God, or any other reason beyond the control of the concerned party.

**N. ARBITRATION:**

In case of any disputes arising between the Parties, such disputes shall be settled by arbitration with the sole arbitrator (to be jointly appointed in 30 days) following the procedure prescribed in the Indian Arbitration and Conciliation Act, 1996 or any statutory modification or reenactment thereof and the rules made thereunder and for the time being in force. Proceedings shall unless otherwise agreed by the parties, be held in New Delhi, India. The governing law will be the laws of India. The language will be English.

**O. NOTICE:**

All notices permitted or required to be given under the provisions of this agreement shall be deemed to be sufficiently given whether written and delivered personally and/or sent to the other party by telefax and/or certified and registered air mail and/or email and/or addressed to the registered office of the other party as follows and/or to such other party address as the party may give notice in writing. Unless otherwise provided herein, all such notices shall be deemed to have been given as of the date they are personally delivered or transmitted by telefax or email or deposited in the mail.

**P. TERMINATION OF AGREEMENT:**

Either of the parties shall have the right to terminate the agreement at any time by giving thirty days' notice in writing in advance indicating the reasons for termination of an agreement to the other party. The reasons, however, will need to be justified, and in case the termination leads to delay/pause/abortion of the project, the Authority reserves the right to not make any payments further to the date of project termination as indicated by either party.

**Q. Disclaimer**

Proposals received late will not be considered and will be returned unopened to the respondents. CBC reserves the right to (a) reject any / all proposals without assigning any reasons thereof, b) relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of the Ministry and the objective of the scheme without assigning any reasons thereof and c) include any other item in the Scope of work at any time after consultation in the pre-proposal meeting or otherwise.

## 2 Forms & Annexures

### 2.1 Form 1: Notice of Intent to submit proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date }

To

Director, CBC

22<sup>nd</sup> floor, Jawahar Vyapar Bhawan

Janapath, New Delhi 110001

**Ref: RFP Notification no 3-16/2021-CBC dated 18<sup>th</sup> February, 2022**

**Subject: Submission of proposal in response to the RFP on LTE basis for assessment of 25 Central Training Institutes (CTIs) for accreditation to the national standards**

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP **Notification no 3-16/2021-CBC dated 18<sup>th</sup> February, 2022** for Hiring of an Agency for assessment of 25 Central Training Institutes (CTIs) for accreditation to the national standards, in full conformity with the said RFP document.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 90 days from the closing date fixed for submission of proposals as stipulated in the RFP document.
4. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

6. We understand you are not bound to shortlist / accept any proposal you receive. Our correspondence details with regards to this proposal are:

Sr. No	Information	Details
1.	Name of responding firm:	
2.	Address of responding firm:	
3.	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4.	Telephone no. of contact person:	
5.	Mobile no. of contact person:	
6.	Fax no. of contact person:	
7.	E-mail address of contact person:	

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,  
[FIRM'S NAME]  
Name  
Title  
Signature  
Date

## 2.2 Form FIN- 1: Financial Proposal Submission Form

(To be submitted on the Letterhead of the responding firm)

[Location, Date]

To

Director, CBC

22<sup>nd</sup> floor, Jawahar Vyapar Bhawan,  
Janapath, New Delhi – 1

Ref: RFP Notification no **3-16/2021-CBC** dated **18<sup>th</sup> February, 2022**

**Subject: Submission of proposal in response to the RFP for “Hiring of Agency for assessment of 25 Central Training Institutes (CTIs) for accreditation to the national standards”.**

**RFP No 3-16/2021-CBC dated 18<sup>th</sup> February, 2022.**

Dear Sirs:

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal [Project] for the sum of [Insert amount(s) in words and figures]. This amount is inclusive of taxes as listed at Form FIN-2 (Summary of Costs) attached.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

Yours sincerely,

Authorized Signature [In full and initials]: \_\_ Name

and Title of Signatory: \_\_\_ Name of Firm: \_\_\_\_

### 2.3 Form FIN-2: Summary of Costs

S No	Heads and Particulars	Unit cost (INR)	Qty.	Total (INR)
	<b>FIXED COST (A)</b>			
A.1	Technology Platform Development (Includes Web & Mobile Application)			
A.2	Institute Training Cost			
A.3	Assessor Training Cost			
	Group Total (A)			
	<b>Total with GST (18%)</b>			
	<b>VARIABLE COST (B)</b>			
B.1	Initial Assessment Cost (Desktop & Site Visit)			
	Group Total (B)			
	<b>Total with GST (18%)</b>			

**Final Cost of Proposal = Total fee will be arrived at (A) + 25 x (B)**

Note

**1. Final Cost of Proposal is the value that is considered for purpose of ranking in QCBS.**

Authorized Signature [In full and initials]: \_\_ Name  
and Title of Signatory: \_\_\_ Name of Firm: \_\_\_\_\_



## Annexure – 1

**LIST OF CENTRAL TRAINING INSTITUTES**

<b>Sr No</b>	<b>List of Training Institutions</b>	<b>Service Catered To</b>	<b>Location</b>
1	Central Bureau of Investigation Academy	CBI Officers, Any Serving Police Officer (Sub-Inspector & above), Any Serving Law Officer, SAARC Countries Police Officers, Vigilance Officers of the PSUs, Banks and other Government Agencies and Any person specially sponsored by the Govt. of India	Ghaziabad (Uttar Pradesh)
2	Sushma Swaraj Institute of Foreign Services	Indian Foreign Services (IFS) Officers inducted via UPSC, First Time Heads of Mission, Commercial Representatives posted in Indian Missions abroad, Defence Attaches posted to join Indian Embassies around the world, Deputationists and members of other Civil Service, Foreign diplomats	New Delhi
3	Indian Institute of Foreign Trade	Indian Trade Service Cadre	New Delhi, Kolkata
4	Indian Institute of Mass Communication	Officers of the Indian Information Service, working journalists, public relations professionals and state information officers.	New Delhi
5	Indian Railways Institute of Transport Management	IRTS officers	Lucknow
6	Indian Statistical Service (Training Division)	Statistical personnel from both within country, mainly from the National and State Governments as well as foreign participants.	Greater Noida, Uttar Pradesh

7	Indira Gandhi National Forest Academy	Officers of the Indian Forest Services (IFS)	Dehradun, Uttarakhand
8	Institute of Economic Growth	Indian Economic Service (Regularly), Indian Statistical Service, NABARD, and university teachers (occasionally)	Delhi
9	Institute of Government Accounts & Finance	Senior and middle level of management in the Civil Accounts organization and other interested central organizations, autonomous bodies, banking institutions, state governments and union territories.	Delhi
10	Institute of Secretariat Training and Management	Central Secretariat Service (CSS), Central Secretariat Stenographers Service (CSSS) and officers of other organised/subsidiary services functioning in the Central Secretariat.	Delhi
11	LBSNAA	Indian Administrative Service (IAS) & also conduct the civil service foundational program for Group-A Central Civil Services	Mussoorie, Uttarakhand
12	National Academy of Audit & Accounts	Indian Audit and Accounts Services officers inducted through the Civil Services Examination, Executive education for serving officers	Shimla, Himachal Pradesh
13	National Academy of Customs, Indirect Taxes & Narcotics	Civil servants in the field of indirect taxation, particularly the areas of customs, GST, central excise, service tax and narcotics control administration.	Faridabad, Haryana
14	National Academy of Defence Production	Group-A gazetted officers recruited under Indian Ordnance Factories Service	Nagpur, Maharashtra

15	National Academy of Direct Taxes	Officer Trainees of the Indian Revenue Service 'IRS', middle to senior management level officials of the Income Tax Department.	Nagpur, Maharashtra
16	National Academy of Indian Railways	All levels of Indian Railway officers from probationers to General Managers.	Vadodara, Gujarat
17	Arun Jaitley National Institute of Financial Management	Professionals in the fields of Public Policy, Financial Management and other governance issues for promoting highest standards of professional competence and practice	Faridabad, Haryana
18	National Industrial Security Academy	CISF	Hyderabad, Telangana
19	National Institute of Communication Finance	Caters to the training needs of Indian Posts and Telecom Accounts and Finance Service (IP&TAFS) officers.	Ghaziabad, Uttar Pradesh
20	National Institute of Defence Estates Management	IDES	New Delhi
21	National Institute of Defence Financial Management	IDAS	Pune, Maharashtra
22	National Telecom Institute for Policy Research, Innovation and Training	ITS (Group - A)	Ghaziabad, Uttar Pradesh
23	Rafi Ahmed Kidwai National Postal Academy	Officers of India Post	Ghaziabad, Uttar Pradesh
24	Sri Jagjivan Ram Railway Protection Force Academy	IRPFS	Lucknow, Uttar Pradesh
25	SVP National Police Academy	IPS	Shivaramapalli, Hyderabad