

TENDER DOCUMENT

**CONDUCTING OUTBOUND EXPERIENTIAL TRAINING FOR
EMPLOYEES OF SPICES BOARD**

**SPICES BOARD
SUGANDHA BHAVAN
N.H BY PASS
PALARIVATTOM
KOCHI-682025**

SPICES BOARD
(MINISTRY OF COMMERCE & INDUSTRY, GOVERNMENT OF INDIA)
SUGANDHA BHAVAN, PALARIVATTOM
KOCHI-682 025, KERALA

Spices Board, an autonomous body under the Ministry of Commerce & Industry invites sealed quotations from qualified firms in the prescribed format as given in annex. I. for conducting **Out Bound Experiential Training** for employees of Spices Board.

The purpose of the training is to inculcate Team spirit, Leadership qualities, Self-confidence, Communication skill, Self-empowerment and Motivation in the employees of the organization so that the learning from the training can be applied to the work place.

The successful bidder shall be selected on the basis of a two covers bidding system viz.

1. Techno-Commercial Bid

2. Financial Bid

- The Techno- Commercial 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 Spices Board.
- Financial Bid should contain the amount quoted by the Bidder.

The Board will take a decision on award of the contract to the Bidder based on the factors mentioned below

- whose bid has been determined to be substantially responsive to the bidding documents
- who has offered the lowest bid amount
- who has been determined to be eligible in accordance with the provisions in the tender document &
- whose Techno-Commercial Bid is acceptable

The Bids should be submitted in two separate sealed covers mentioning "**Techno Commercial Bid**" or "**Financial Bid**", as the case may be, superscribed as

"Quotation for Outbound Experiential Training for Employees of Spices Board " on or before 4.00 PM on 29th September, 2014 to the following address:

The Director (Finance & Establishment),
Spices Board, Sugandha Bhavan
NH Bye Pass, Cochin - 682 025, Kerala

The Quotations will be opened on 29th September, 2014 and the successful bidder will be awarded the contract. The 1st batch of training should begin in the month of November, 2014. 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.

Spices Board 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. Spices Board reserves the right to reject any proposal without assigning any reason thereof.

FORMAT OF THE TECHNO COMMERCIAL BID

(To be submitted in the firm's Letterhead)

1	Name of the firm	
2	Address	
3	Telephone/Fax/Email	
4	Proprietor/Partnership/Public Ltd/Private Ltd./Consortium	
5	Name of the Proprietor /Partner(s)/Director(s)/ Designated Officer	
6	Details of similar activities carried out in the previous one year (provide the client list with contact no.)	

FORMAT OF THE FINANCIAL BID

(To be submitted in the firm's Letterhead)

Sl. No	Activity	Quotation (Quoted price per participant, ex-Bangalore inclusive of all taxes)
	Outbound Experiential Training	

Description and Specifications for the Out Bound Training:

1. **Location:** The location for training should be Bangalore (within two hours of travel from Bangalore central Railway station)
2. **Objectives:** To inculcate Team spirit, Leadership qualities, group dynamics, inter-personal 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.
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 the work environment.
4. **Duration:** 2 day/2 night
5. **Accommodation:** There should be a dedicated camp site. The camp should be an adventurous one. The camp should have dome tents (with common bathrooms - separate for ladies and gents). Dome tents can be provided at a 2/3 person sharing basis.
6. **Activities:** Activities should include physical activities like trekking, obstacles facing, rappelling/rock climbing, team games etc., in addition to motivational classes and first aid.
Detailed program list and schedule of the training should be submitted along with the quotation for participants of different age groups. 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. **Casualty Evacuation:** Casualty Evacuation should be integrated into every activity. Suitable vehicles are to be kept stand by and location of the nearest hospitals shall be identified prior to every activity.
8. **First Aid:** First Aid kit should be part of the inventory for each activity and should be made available at the camp as well as at the location of each activity.

9. **Water activity:** Water activities (if any) should be conducted under the supervision of qualified personnel with quality safety equipment. The participants shall be allowed to perform the activity only with life jackets.
10. **Food:** Food should be served during the tenure of the training. The detailed menu should be provided with the quotation.
11. The organizations bidding for the OBT programme should have had prior experience with conducting OBT for Central Government employees and the CV of the trainers should also be attached along with the bid.
12. The quotes for the training should be ex- Bangalore and should include transportation of participants from Railway station by AC Bus/ AC Coach to the training location and return.
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 successful bidder shall take a Master Insurance Policy for all the participants.
15. The sealed bids shall consist in addition to the above , the rate per participant, including additional service tax chargeable, boarding, lodging, training, transfers and any other outdoor support.

Instructions to the Bidder

1. Scope of the bid includes;
 - Transfer of participants from railway station to the place of training and back
 - Accommodation and food for the participants
 - Training the participants to achieve the objectives
 - Ensuring safety and security of all participants
2. Spices Board reserves the right to change the activities proposed as part of the training program, as per requirement
3. The Bidder shall submit to Spices Board a DD for Rs 50000/- as Earnest money deposit (EMD) along with the Bid. The DD shall be drawn in favour of *Secretary, Spices Board* payable at Kochi.

4. The EMD of the unsuccessful bidders will be returned, at the earliest, after the opening of the bid.
5. If the successful bidder fails to complete the work within the stipulated time, or dishonours any condition prescribed by Spices Board in the work order/tender document, the EMD will be forfeited by Spices Board.
6. Each batch may have approximately 20 participants based on the convenience of Spices Board 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 total number of participants to undergo training will be approximately 400.
8. The successful bidder, shall also perform the various back end works involved in the conduct of the program like scheduling, communication, organizing etc.
9. The deadline for successful completion of the training to all the participants from the Board is November, 2015
10. Validity of the Quotation will be till the date of completion of the training for all employees of the Board.
11. Each bidder shall participate in the bidding process only once. Submission of multiple quotes by a firm will result in rejection of all quotes submitted by the particular firm.
12. The Client 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 Board's action.
13. The Board will take a decision on award of the contract to the Bidder whose bid has been determined to be substantially responsive to the tender documents and who has offered the lowest per participant quote and who has been determined to be eligible in accordance with the provisions of the bid document and whose Techno-Commercial bid is acceptable.
14. The successful bidder will be notified of the award of the work by the Board by facsimile/E Mail, confirmed by registered/ Speed Post letter.
15. The Notification of the award of the work will constitute the formation of the Contract.

Checklist for the Bidder

The following documents are to be furnished along with the Quotation;

1. EMD of Rs. 50000/-
2. Detailed program list and schedule of the training
3. The exhaustive list of activities which can be conducted by the bidder along with a brief note on learning which can be derived from it.
4. Prior experience details along with supporting documents and detailed Resume of the trainers who will conduct the training
5. Detailed Menu of the food served
6. Photos of the location wherein bidder intends to conduct the training and details about each activity