

**F. No. CB/179/2025-Pr.DGIT-Trg-NADT**

Request for Proposal (RFP)

For

Selection of a Partner Institution  
to organize and deliver  
the Mid-Career Training Programme (MCTP) Phase III – 2025-26  
for the IRS Officers

Last date for receiving the e-tender in this Directorate  
21.08.2025 by 6.00 PM

Opening of Technical Bids: 25.08.2025 at 11:00 AM

Directorate of Training,  
Central Board of Direct Taxes

D Block, SPM Civic Centre,  
Minto Road, New Delhi – 110002

Email: [deputy.director.trg.5@incometax.gov.in](mailto:deputy.director.trg.5@incometax.gov.in)

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# Disclaimer

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# Chapter 1: Mid-Career Training Programme for IRS Officers -Background

- 1.1. The Mid-Career Training Programme (MCTP) for Indian Revenue Service Officers (IRS-IT) was conceived on the directions of the then Finance Minister and it was approved in June 2010. The concept of MCTP originated in the recommendations on reforms for Civil Services. It is based on the belief that for the effective discharge of functions, the officers in the Civil Services at the senior level need to have an overall managerial/ leadership perspective with exposure to global best practices.
- 1.2. The MCTP has been envisaged to achieve the specific purpose of helping officers acquire the requisite knowledge, skills and attitudinal competencies to bring about timely and effective changes in tax administration to ensure the prevalence of a transparent, efficient, non- intrusive and non-adversarial direct taxation regime. The objective of the MCTP is to enhance/ upgrade the competency of the officers to the global standards and to develop subject experts in specialized fields such as International Taxation, Transfer Pricing, Capital Markets & Taxation, Tax Administration and Tax Payer Services, Investigation & Use of Information Technology, Forensic data analysis, Forensic audit, Revenue Forecasting under the broader ambit of Tax Policy and economic development. It is also expected to help build the capacities of the officers to become skilful managers and equip them for the leadership roles.
- 1.3. The MCTP has three phases viz. Phases I, II and III for IRS officers who have put in 7-9, 14-16 and 26-28 years of service, respectively. The objective of the MCTP is to equip officers to handle the higher level of responsibilities at certain identified stages of their careers as they progress.
- 1.4. The Directorate of Training has been mandated the responsibility of planning and implementing the various phases of the MCTP. The duration of the course is 2 to 4 weeks depending on the Phase. The duration **and indicative participation for these training courses is as under:**

MCTP Phase I	Per batch four weeks domestic	Five batches of 50 officers each
MCTP Phase II	Per batch three weeks domestic	Five batches of 30 officers each
MCTP Phase III	Per batch two weeks domestic	Two batches of 30 officers each

## Chapter 2: Phase III of Mid-Career Training Programme

- 2.1. The MCTP Phase III Programme marks the last, albeit, an important milestone in the continuum of the various phases of the MCT Programme. It is expected to prepare IRS officers for assuming the highest levels of responsibility in their respective careers to the process of inter-sectorial policy formulation and wider implementation across the zones and country. IRS officers at around 26-28 years of seniority are to be nominated to the programme. Generally, IRS officers undergo the programme prior to their assuming the charge of Principal Commissioners of Income Tax.
- 2.2. The newly promoted officers are now placed at one of the highest levels of hierarchy and charged with leading the Department beyond new frontiers in tune with the times. A fundamental understanding of the relevance of Direct Taxes in a growing economy, the strengths and shortcomings of the prevailing system needs to be synthesized with Human Resource Management and strategic leadership for effecting any meaningful systemic reforms. The MCTP Phase III is expected to allow such a platform for conceptual and practical deliberations, especially in light of international experiences and best practices. The themes expected to be reflected upon are Leadership and Change management, Public Finance, Tax Policy & Reforms, Operational Excellence, Capital Markets & Taxation, Informational Technology and Strategic Leadership, Behavioural competencies like the science of happiness, strategic view of thinking, personal leadership, negotiation skills, communication skills etc. and Functional competencies like National Security, Preventive Vigilance, Social media management, Modern Public Management etc.
- 2.3. The learning objectives provide that at the end of the course, the officers will be able to
  - To facilitate a critical understanding of major global trends impacting Direct tax Administration
  - To provide exposure to relevant experiences of developed and developing countries in strategic management in Direct Tax Administration
  - Develop a wider global and national perspective in order to formulate strategies to meet future challenges
  - Understand the importance of inter-sectorial policy design and implementation
  - Provide effective leadership in their work environment
  - Envisioning and preparing for change
  - Reinforce service networks essential for policy formulation and implementation

- 2.4. The broad pedagogical approach is to blend academic instruction with relevant governance experience, both national and international to situate the concepts being discussed in appropriate context. A discussion on relevant case studies and group work has been found to be very effective. The partner Institution is expected to draw upon a pool of international and national subject experts, eminent and successful practitioners as well as its own internal faculty to deliver the programme. The module would entail around 25 - 30 hours of classroom instruction per week. The 25-30 hours of classroom sessions per week does not include industrial visits and industry speaker sessions. The classroom session would only include the sessions conducted at the institute premises.
- 2.5. The MCTP Phase III Programme is proposed to be organized at the campus of the Partner Institution/ or a suitable venue arranged by the partner institution in consultation with Directorate of Training, during a mutually convenient time slot. The programme will entail two weeks of training at the mutually decided venue. The exact dates of the training will be decided by the Directorate of Training in consultation with the partner institution. Two coordinators from the Directorate of Training will visit the venue of training for orientation of the MCTP participants and their valedictory ceremony.

## Chapter 3: Partner Institution & Scope of Work

- 3.1. **Partner Institution:** The proposed Partner Institution must be a top- ranking institution with proven expertise in the domain areas specified in Para 1.2 above and in delivering programmes with focus on Direct Tax Administration and governance. It should be a top 10 ranking management institution as per the latest NIRF rankings or a globally top 100 institution as per latest reputed rankings of Financial Times or QS. The selected Institutions would be required to execute the work of delivery of MCTP in coordination with Directorate of Training, CBDT.
- 3.2. **Scope of Work:** The partner institution will:
  - 3.2.1 Arrange for the residential training programme at the mutually decided venue along with suitable boarding arrangements.
  - 3.2.2. Arrange for the appropriate pedagogical mix that will include theoretical lecture sessions, case discussions, group working, workshops and exposure visits. The medium of instruction will be English. Develop and provide relevant study material on each of the inputs being delivered along with providing pre-course material which the participants can come prepared with. This prereading material is to be shared in the form of e-content or module with the participants via email.
  - 3.2.3. Design evaluation measure to test the efficacy of inputs imparted during the programme. This will include an assessment of the Project Reports and presentations, if any.
  - 3.2.4. Identify resource persons for the various topics proposed to be covered during the programme and ensure that there is the right mix of academic and practitioner faculty
  - 3.2.5. Design and tie up logistics for the Domestic Management Component for the participants including:
    - i. Pick up from airport/station to and from training institution
    - ii. Boarding and lodging (on single occupancy basis) and all meals
    - iii. Field visits/cultural visits/excursion tours.
    - iv. Training Costs.
    - v. One official welcome dinner.
  - 3.2.6. Tie up logistics for 2 Coordinators from Directorate of Training
    - i. Pick up from airport/station to and from training institution
    - ii. Boarding and lodging (on single occupancy basis) and all meals.
  - 3.2.7. Provide mutually convenient slots for scheduling of MCTP.
  - 3.2.8. Deliver the MCTP for a period of three years on mutual agreement basis. Upon satisfactory delivery of the module during first year, the agreement with the selected partner Institution may be extended for future two years with a cost

escalation of 3 per cent of the recurring cost for each year in succeeding years. The continuation of the MCTP on annual basis shall be subject to review and satisfaction of feedback by the Directorate of Training, CBDT.



## Chapter 4: Pre Bid meeting, Submission of Proposal and Criteria for Evaluation

### 4.1 Pre-bid meeting

A pre-bid meeting will be held on **31.07.2025 at 11.00 AM** in the office of Pr. Additional Director General of Income Tax (Training & Collaboration), Directorate of Training, Ground Floor, D Block, SPM Civic Centre, Minto Road Delhi-110002. In this meeting, the Directorate of Training will address queries of interested bidders requiring any clarification on the terms of RFP. The interested bidders should send their queries through e-mail latest by **22.07.2025 (5.00 PM)** to **deputy.director.trg.5@incometax.gov.in**. Queries may be sent in the following format

S.No	RFP reference (Para number and Pg number)	Content of para reproduced from RFP requiring clarification	Points of clarification

#### Note:

- (i) Any requests for clarifications received after specified time will not be entertained.
- (ii) The corrigendum/addendum (if any) and clarifications to the queries from all the bidders will be duly posted on the CPPP.
- (iii) Any clarification issued in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clause/s of the RFP documents.

### 4.2 Submission of Proposal

4.2.1 All eligible institutions desirous of being shortlisted/ selected for delivering the MCTP Phase III will be required to upload their bid online on **<https://eprocure.gov.in/eprocure/app>**. Instruction for online bid submission is also attached as ANNEXURE – F

4.2.2 **Last date for submission of Proposal:** The last date for submission of the proposal would be **21.08.2025 at 6.00 PM**. The proposals received after closing time will not be accepted, except in case of extension of time limit for submission of bids by Directorate of Training

4.2.3 **Bid validity**—The Bid submitted by the bidder shall remain valid for 180 days after the date of opening of bids prescribed by Directorate of Training. A bid valid for a shorter period shall be rejected as non-responsive.

4.2.4 **Bid fee and Bid security/Ernest money deposit (EMD)**—Each bidder is required to submit, at the time of submission of bid, a Bid fee of Rs. 10,000/- (Rupees Ten Thousand) and Bid security/EMD (3 percent of the estimated value of the contract) in the form of a Demand Draft/Bank Guarantee issued by any nationalized or scheduled bank in favor of **Zonal Accounts Office (ZAO), CBDT, Vikas Bhawan, New Delhi**. Acknowledgement of EMD payment shall be communicated at e-mail id **deputy.director.trg.5@incometax.gov.in**.

CBDT will not pay any interest on the EMD/bid security for any period, whatsoever. The bid security is required to protect CBDT's interest against the risk of bidder's conduct, which may warrant forfeiture of security.

The security may be forfeited:

- i. If the bidder withdraws his bid, after the closing date of bids submission, but within the time period of bid validity; or
- ii. If the bidder makes any modifications in the terms and conditions of the bid before acceptance of the bid; or
- iii. In the case of successful bidder, if the bidder fails to sign the agreement, in terms of the RFP.

The bid fee of Rs.10,000/- for and EMD/ bid security as mentioned above, shall be submitted in person/ speed post to DDO, office of Pr. DGIT (Training), G-9, Ground floor, D Block, SPM Civic Centre, Minto Road Delhi-110002, on or before **21.08.2025 (16:00 Hours)** i.e. the deadline for submission of bids in electronic format at CPPP. The bid security of the unsuccessful bidder will be discharged /returned preferably within 30 days after the expiry of the period of the bid validity, as prescribed. The bid security furnished by the successful bidder will be returned 30 days after signing of the contract.

4.2.5 **Presentation:** All the bidders will be required to make a **presentation of around 30 minutes on the Technical Proposal** before the Tender Evaluation Committee on **25.08.2025** from **11:00 AM** onwards. The presentation will be also submitted in electronic form at the time of submission of the bid through CPPP.

4.2.6 The Financial bids will be opened for only those bidders who have obtained **at least 70% or more, in aggregate, on the Technical** parameters i.e. parameters listed in Para 4.5.3. The selection of partner institution will be based on **Quality and Cost Based Selection (QCBS) giving 80% weightage to the technical competency score and 20% to the financial proposal**. Based on weighted combined score of technical and financial evaluation the bidders will be arranged in descending order.

#### 4.3 **Technical Proposal** - The Technical Proposal must contain the following details

4.3.1 **Ranking:** A brief synopsis of the institution's history and its ranking as per latest National Institutional Ranking Framework (**NIRF**) along with its latest ranking in the two reputed global ranking frameworks - **Financial Times MBA ranking and QS Global MBA Ranking**. Institutions must satisfy the eligibility criteria laid down in para 3.1.

4.3.2 **Experience:** The track record in delivering all similar trainings or relevant Executive Education programs for civil servants belonging to the **Group A services of Central Government and the 3 All India Services over the last 5 years i.e. F.Y. 2020-21 to F.Y. 2024-25**. Institutions must specify the training duration (**number of training days**) of each such training programme. Institutions must attach necessary documentary evidence, including end-of-course evaluation of these programmes where available.

#### 4.3.3 **Program Design and facilities:**

- 4.3.3.1 **Timetable:** A broad program design covering the thematic inputs indicated in Chapter 2 of the RFP document. The programme design must be accompanied by a **detailed teaching timetable** for the duration of the module indicating the session topic, session objective, reason behind choosing this topic, duration of session in number of hours, suggested Faculty to cover the topic and pedagogical methods (lectures, panel discussions and seminars, case studies or any other method).
- 4.3.3.2 Bidding institution must also indicate the **methodology adopted for creating the above timetable/training design**. A brief background of the key faculty members of the Partner Institution, both internal and guest (including industry practitioners, civil servants etc), that would be delivering the instructional inputs must be clearly indicated in the Proposal.
- 4.3.3.3 The suggested **Faculty members** must be recognized authorities on the subject or outstanding Government Practitioners with long-standing experience. Industry practitioners (from non-govt sectors) who have expertise in the subject may be considered for programme delivery. The suggested Faculty members must be recognized authorities on the subject or outstanding Government Practitioners with long-standing experience. Industry practitioners (from non-govt sectors) who have expertise in the subject may be considered for programme delivery. The CVs of the Faculty members in the format given in Annexure-B maybe provided. Specifically, the experience of faculty in undertaking such training programmes in other government academies like NADT, NACIN, LBSNAA, NPA, etc maybe highlighted.
- 4.3.3.4 The **course design team and course execution team** should also be clearly indicated along with their relevant experience and CVs.
- 4.3.3.5 The **feedback mechanism** to be adopted during the course of the training programme should also be explained.
- 4.3.3.6 The Partner Institution may make changes in the suggested timetable but it must clearly state the reasons for making these changes in the programme design.
- 4.3.3.7 The timetable maybe provided in the following format

S.No	Topic of session	Objective of session	Why is this session important	Duration (Number of hours)	Suggested Faculty (can provide upto 3 options)	Dominant pedagogical method (case study, workshop, lecture etc)


4.3.3.8 **Boarding and lodging facilities:** Participating institution must give a **brief overview of the boarding and lodging facilities** available for participants during the training. Specifically, the following details shall be provided:

- i. Accommodation facilities –
  - a. Year of establishment / last renovation of hostel or the residential facility
  - b. Availability of common lounge
  - c. Availability of reception area
  - d. Size of rooms
  - e. Furnishings available in room like TV, fridge, coffee machine etc
  - f. Other in-room facilities like laundry services, high-speed WiFi etc
  - g. Housekeeping facilities: Total housekeeping staff, number of rooms per housekeeping staff and frequency of service
- ii. Dining Arrangements – Availability of dining facilities (exclusive or common), meal timings
- iii. Recreational & Wellness Facilities – List of common facilities like playground, gym, swimming pool, sports facilities, and wellness areas
- iv. Overall Ambience & Environment – Description of the campus setting to ensure a conducive learning experience

4.4 **Financial Proposal** - The Financial Proposal must contain the following:

- 4.4.1 The Proposal must contain a financial offer by the Partner Institution for delivering the Program as detailed in the Technical Proposal.
- 4.4.2 The financial offer must contain a detailed break-up of the costs as indicated in the table given below:

S. No	Item of Expenditure	Cost (in INR)
1	Teaching/ Academic Fee per participant	
2	Boarding and Lodging Cost per participant	
3	Transportation Cost per participant	
4	Other miscellaneous Costs (Give breakup along with heads of expenditure)	
5	Total Cost for the programme for Each participant	
6	Total Cost for the programme for each batch (as per number of participants indicated in para 1.4)	

4.4.3 The offer must clearly indicate the Institute's standard published rates (in public domain) for conducting similar executive education courses for Government (inclusive of board and lodging) and the discount offered, if any, to CBDT over the standard published rates. Where the standard published rates (in public domain) for conducting similar executive programs are not available, the institutes must clearly indicate the same in the proposal. Further, where standard published rates are available but the institute has not conducted any program with CBDT, the institute must indicate whether any discount has been offered on the standard published rates to any other government organization/department.

4.4.4 In case there is a *major* change in the design of the module actually delivered or the list of speaker's vis-a-vis the one proposed and duly approved, suitable deductions will be made from the amount payable. In case of non-availability of the speaker/faculty indicated by the institute in the proposal, the institute may change the faculty with prior discussion and approval from Directorate of Training, CBDT. A program would be considered to have undergone a major change when the deviation in program design or in the list of speakers, or both vis-à-vis the proposed design and speakers in the proposal are not agreeable to Directorate of Training, CBDT. The deduction in program fee shall not be made if the change in design of the module or list of speakers has been approved by Directorate of Training, CBDT. A detailed clause in this regard is placed in the agreement to be executed with the selected institution as per the draft agreement placed at **Annexure D**.

4.5 **Evaluation of Proposal** - Each Proposal will be evaluated in the following manner:

4.5.1 The weightage for technical proposal and financial proposal will be **80% and 20% respectively**.

4.5.2 The Financial bids will be opened for only those bidders who have obtained at least **70% or more**, in aggregate, on the technical parameters. This means their **total score out of 80 in technical evaluation would be equal to or more than 56**, for the bidding institution to qualify for Financial bidding.

4.5.3 . The Tender Evaluation Committee (TEC) will conduct technical evaluation of the

proposals received from the interested institutions based on the following criteria:

S. No	Criterion for assessment	Marks
1	Ranking of the institution (NIRF, FT and QS)	30
2	Experience in delivering similar Training programmes to officers Group A service of Central Government and 3 All India Services over the last 5 years i.e from F.Y. 2020-21 to F.Y. 2024-25	20
3	Overall Programme Design and facilities	30
<b>Total marks in technical proposal</b>		<b>80</b>

4.5.4 The proposals as evaluated by the Tender Evaluation Committee will be placed before the Competent Authority for final selection of the Partner Institution.

#### 4.5.5 **Evaluation Matrix:**

##### 4.5.5.1 **TECHNICAL EVALUATION**

- i. **Ranking of Institution:** As outlined in Chapter 3, the bidding institution must either be in the top 10 management institutions as per the latest NIRF rankings or ranked within the top 100 globally as per the latest Financial Times MBA ranking (FT ranking) or QS Global MBA Ranking (QS ranking). The evaluation under this parameter will be based on all these three reputed rankings. The percentile scores will be calculated out of 100 for NIRF, FT and QS rankings based on the formula given in the para below. Then a 50:50 weighted average of national (NIRF) and two internationally recognized rankings (FT and QS) will be calculated i.e. NIRF ranking will carry 50% weight, while FT and QS rankings will carry 25% weight each. After computing the weighted score out of 100, it will be scaled down to a maximum of 30 marks, which is the assigned weightage for the ranking parameter.

The score will be calculated using the following formula:

- Percentile Score for NIRF  $= [1 - ((\text{Rank} - 1) / 10)] \times 100$
- Percentile Score for FT  $= [1 - ((\text{Rank} - 1) / 100)] \times 100$
- Percentile Score for QS  $= [1 - ((\text{Rank} - 1) / 100)] \times 100$
- Total ranking score out of 100 = (NIRF Percentile  $\times$  0.50) + (FT Percentile  $\times$  0.25) + (QS Percentile  $\times$  0.25)
- Total Ranking score out of 30 = 0.30 x Score out of 100

Institutions that are ranked in the top 10 of NIRF but are not listed in the top 100 of either the FT or QS rankings, or those ranked between 101-500 in QS rankings, will be assigned a global ranking of 100 for the purpose of calculating the overall ranking score. Further, if an institution does not participate in the NIRF ranking but is ranked within the top 100 in either the FT or QS rankings, only its global ranking will be considered when calculating the ranking score i.e 50% weightage will be given to FT ranking and 50% weightage will be given to QS ranking for calculating the final score.

**Illustration:** Assuming that two bids have been received as under

Bidder	NIRF Rank	FT Rank	QS Rank
A	1	25	23
B	2	31	33

For institution A:

- **NIRF Percentile** =  $[1 - ((1-1)/10)] \times 100 = 100$
- **FT Percentile** =  $[1 - ((25-1)/100)] \times 100 = 76$
- **QS Percentile** =  $[1 - ((23-1)/100)] \times 100 = 78$

$$\text{Score out of 100} = (100 \times 0.50) + (76 \times 0.25) + (78 \times 0.25) = 89$$

$$\text{Final score out of 30} = \underline{\underline{26.6}}$$

For institution B:

- **NIRF Percentile** =  $[1 - ((2-1)/10)] \times 100 = 90$
- **FT Percentile** =  $[1 - ((31-1)/100)] \times 100 = 70$
- **QS Percentile** =  $[1 - ((33-1)/100)] \times 100 = 68$

$$\text{Score out of 100} = (90 \times 0.50) + (70 \times 0.25) + (68 \times 0.25) = 80$$

$$\text{Final score out of 30} = \underline{\underline{23.9}}$$

- ii. **Experience** in delivering similar Training programmes for civil servants the Group A services of Central Government and the 3 All India Services over the last 5 years i.e. F.Y. 2020-21 to F.Y. 2024-25. Bidding institutions must provide details of these training programs, including the total number of training days for each program. The evaluation will be based on the cumulative number of training days instead of the number of individual training programs.

Illustration: Assuming that three bids have been received as under

Bidder	Number of days of training programmes in last 5 years
A	200
B	120
C	80

**Computation of scores:** The bidder having conducted the maximum number of trainings program days will be awarded 100 and other bidders will be allocated marks in proportion to the number of days conducted by them as calculated here under.

**For A:**

Score for no of programmes =  $200/200 = 100\%$

Final score out of 20=  $0.20 \times 100 = 20$

**For B:**

Score for no of programmes =  $120/200 = 60\%$

Final score out of 20=  $0.20 \times 60 = 12$

**For C:**

Score for no of programmes =  $80/200 = 40\%$

Final score out of 20=  $0.20 \times 40 = 8$

- iii. **Programme Design and facilities:** Marks will be awarded out of 30 based on relevance of course content, innovative teaching methods, distribution of topics in the timetable, approach used for designing the training schedule, competence of faculty, expertise of the training design team, quality of accommodation, and overall facilities that contribute to the training environment. The members of the TEC will individually award marks out of 30 for the overall program design and facilities. The numerical average of the marks awarded by the members of TEC will be taken as the final marks for the purpose of evaluation of the bid as per the table in 4.5.3.

4.5.5.2 **FINANCIAL EVALUATION:** Financial Evaluation of Technically qualified bidders is illustrated as under:

Illustration: Assuming that three bids have been received as under (total amount per batch) –

A - 80 Lakhs  
B - 60 Lakhs  
C - 95 Lakhs

**Computation of scores:** The bidder having the lowest financial bid will be awarded 100 marks. The other bidders will be allocated normalized marks in proportion to the difference in the financial bids submitted by them as



calculated hereunder.

$$\text{Score} = (\text{Lowest Financial Bid} / \text{Financial Bid}) \times 100$$

Here Lowest Financial Bid = 60 Lakhs

	Score out of 100	Score of 20 (weightage of Financial Proposal)
A	$(60/80) \times 100 = 75$	15
B	$(60/60) \times 100 = 100$	20
C	$(60/95) \times 100 = 63.15$	12.63

**Total Score:** The total score of a bidder will be calculated by adding the scores in **technical parameters (out of 80, as explained in para 4.5.3)** and in **financial proposal (out of 20, as explained in 4.5.5.2)**. **The bidder scoring the highest total marks (Sum of marks of Technical and Financial proposal) will be H1 bidder.**

- 4.5.6 Notwithstanding the process of evaluation enunciated in the foregoing paragraphs, the Directorate of Training, CBDT reserves the right to seek further clarification from any or all participating institutions. **The Directorate of Training, CBDT may require some changes to be carried out in the content, design and delivery of the module as proposed by the bidder.** The Directorate of Training, CBDT reserves the right to reject any proposal at any time without informing the participating institution or assigning any reason.
- 4.6 **Agreement period** - Upon satisfactory delivery of the module during first year, the agreement with the selected Institution may be extended for future two years with a cost escalation of 3 per cent of the recurring cost for each year in succeeding years. The Directorate of Training CBDT reserves the right to determine satisfactory delivery of the module. The extension would be subject to the existing contract which may be modified suitably by mutual agreement. The selected Institution would, in such case, make suitable modifications to the design and conduct of the module based on the feedback received from the participants and the Directorate of Training, CBDT.
- 4.7 **Satisfactory Delivery:** A programme will be deemed to have been delivered satisfactorily when the overall score in the feedback form, designed by Directorate of Training, is more than 75%.

## Chapter 5: Other Information

- 5.1 **Submission of Proposal:** The Proposal must be submitted in the prescribed proforma contained in RFP document (Technical bid and Financial bid separately). The bids may be submitted only in online mode on Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) on or before **21.08.2025 (6.00 PM IST)**. The Certificate of Authority by the authorized signatory to submit the proposal must be counter-signed by the Head of the Participating Institution as per the format placed at **Annexure-C** and must accompany the Proposal.
- 5.2 **Date of Opening of Bids:** The Technical bids would be opened on **25.08.2025 at 11:00 AM**. The Financial bids of institutions who qualify as per para 4.5.2 above would be opened and the date of the financial bid opening will be intimated later after uploading of technical evaluation result on **<http://eprocure.gov.in/eprocure/app>**. Both Technical and Financial Bids will be opened in the presence of the authorized representatives of the bidding Institutions who choose to attend as above.
- 5.3 **Right of rejection** - Proposals received by e-mail would be liable for automatic rejection. Training partners of last five years whose feedback is below satisfactory limit will also not be entertained in tender process.
- 5.2 **Copyright** - Copyright for all intellectual property (case studies teaching notes, background readings, etc.) developed as part of this assignment will vest jointly with the Directorate of Training CBDT and the selected partner Institution.

# ANNEXURE A: PROPOSAL SUBMISSION FORM

Dated

From

To

Sub: Delivery of MCTP Phase III in 2025-26 - Submission of Proposal

Sir,

We, the undersigned, offer to provide the services for the above work in accordance with your Request for Proposal dated [as mentioned in letter with the RFP Document] and our Proposal. We are hereby submitting our Proposal which includes a Technical Proposal and a Financial Proposal.

If negotiations are held, we undertake to negotiate on the terms and conditions as given in the RFP document. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

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

Yours faithfully,

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

# ANNEXURE-B: FORMAT OF CURRICULUM VITAE FOR FACULTY

Name of Faculty:  
Proposed Position for the assignment:  
Name of Institution:  
Current Position within Institution:  
Detailed Tasks Assigned:  
Date of Birth:  
Date of joining the Institution:

## **Key Qualifications:**

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

## **Education:**

[Summarize college/university and other specialized education of Faculty member, giving names of schools, dates attended, and degrees obtained Use about one quarter of a page]

## **Publications:**

[Briefly summarize the books/ research papers published by the faculty. Use around quarter of a page]

## **Membership in Government/ Quasi-Government Committees/ Bodies:**

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

## **Consultancy:**

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

**Experience in training programmes:**

Give brief description of experience in undertaking training programmes for officers belonging to Group A Central Government and 3 All India Services.

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience

**Date:**

**[Signature of staff member and authorized representative of the Institution]**

**Full name of staff member:** \_\_\_\_\_

**Full name of authorized representative:** \_\_\_\_\_

## ANNEXURE-C: Certificate of Authority by Authorized Signatory

I, (name), hereby certify that I am (designation) of the (name of Institution), and that I have signed this proposal on behalf of (name of Institution), being their authorized signatory

I hereby certify that the submissions made in the proposal are correct and to the best of my knowledge.

I further certify that the Proposal contains the following:

1. Technical Proposal
2. Copies of curriculum vitae of Faculty members - as in Annexure-B
3. Financial Proposal

Signature of Authorized Signatory\_\_\_\_\_

Name and Designation\_\_\_\_\_

Counter-signatures of Head of Institution \_\_\_\_\_

Address\_\_\_\_\_

Dated: \_\_\_\_\_

# ANNEXURE-D: Agreement

## PROGRAM DELIVERY AGREEMENT BETWEEN

AND

Central Board of Direct Taxes

This agreement (' Agreement ') is made effective as of \_\_\_\_\_.2025 between \_\_\_\_\_ on behalf of \_\_\_\_\_ ("Partner Institute") and Central Board of Direct Taxes, Government of India ("CBDT") in pursuance to the approval granted by the competent Authority vide F No - dated

INTENDING TO BE LEGALLY BOUND, the parties agree as follows:

### 1. Program Dates and Description

The partner institution will design and deliver the MCTP Phase III (the "Program"). The Program will consist of 10 days (for Phase-III) of instruction and practicum activities provided by Partner Institute. Each program will be offered \_\_\_\_\_ times a year. The dates of the program are to be determined by both parties through mutual consent. The Program is targeted at senior officials of the Government of India, and its goal is to provide both theoretical and practical training to the participants in order to enhance their understanding in the specified areas.

### 2. Fees and Program Responsibilities

**A.** The fee for the Program ("Program Fee") shall be \_\_\_\_\_ per Batch of \_\_\_\_\_ participants. The Program Fee shall be payable to University/ institute in accordance with the following schedule:

- i. 40% of the Program Fee (\_\_\_\_\_) for the initial Program shall be paid to the institute no later than 30 days prior to the start of each Program
- ii. The remaining 60% of the Program Fee (\_\_\_\_\_) shall be paid to the institute no later than 30 days after the submission of bill by the partner institute.
- i. Upon satisfactory delivery of the module during first year, the agreement with the selected Institution may be extended for future two years with a cost escalation of 3 per cent of the recurring cost for each year in succeeding years. The extension would be at the discretion of Directorate

of Training which would consider the delivery of the programme and feedback of participants. The Directorate of Training, CBDT reserves the right to determine satisfactory delivery of the module. The extension would be subject to the existing contract which may be modified suitably by mutual agreement. The selected Institution would, in such case, make suitable modifications to the design and conduct of the module based on the feedback received from the participants and the Directorate of Training, CBDT.

**B. The Program Fee includes:**

- i. A total of 10 days, with each day having 4-5 one-hour sessions, of executive educator content inputs that include instruction and practicum activities
- ii. Transfer of Group from airport/railway station to hotel and from hotel to airport/railway station. Such transfer is only for the day of arrival and day of departure, as determined by reference to the start and the end date of the program.
- iii. All instructional materials relating to the Program.
- iv. Single occupancy accommodation with internet in keeping with the entitlement of officers. The cost of the Program covers residential accommodation, with check in two-day before Program begins, to continue the weekend prefix with the scheduled training, and check out one day after the Program ends.
- v. Breakfast, lunch and dinner; at least two suitable coffee/tea services on days of instruction, Mondays-Fridays and the one coffee/tea service in the evenings on the weekends
- vi. Certificate of Program Completion and Valedictory Ceremony

**C. The Program Fee is based on the following understandings between Partner Institute and CBDT:**

- i. The Program design is based upon curriculum that has been put forth during the technical bid and modifications, if any, in consultation with the Directorate of Training
- ii. The number of the participants in the Program included in the Program Fee shall be no more than 60 participants in Phase III. The payment shall be made based on the actual number of participants who attend the training, subject to a maximum variation of plus or minus 20% participants.



- iii. Partner Institute shall provide, design, instruction development, on-site logistical and instructional support (A/V etc.) and administration for the Program, and shall provide all instructional materials to the program participants.
  - iv. CBDT shall provide complete contact information of all Program participants including name, title, mail, and email address, prior to the start of the Program.
- D. Partner Institute and CBDT reserve the right to make minor changes to the Program in order to best achieve the Program objectives
- E. In case there is a **major change in the design of the module** actually delivered or the list of speaker vis-a-vis the one proposed and duly approved, a deduction of upto 5% of the Program Fee may be made for each day for which the changes are made. In case of non-availability of the speaker/faculty indicated by the institute in the proposal, the institute may change the faculty with prior discussion and approval from Directorate of Training, CBDT. A program would be considered to have undergone a major change when the deviation in program design or in the list of speakers, or both vis-à-vis the proposed design and speakers in the proposal are not agreeable to Directorate of Training, CBDT. The deduction in program fee shall not be made if the change in design of the module or list of speakers has been approved by Directorate of Training, CBDT.
- F. Payment of all fees associated with this Agreement shall be made via bank transfer as per the following details to be provided by the Partner Institute.

Bank Name.

Account Number:

Beneficiary

IFSC Code

Bank Address.

### 3. Term and Termination

- A. This Agreement shall become effective on the Effective Date and shall continue in full force until the last day of delivery of the final Program in F.Y 2025-26.
- B. In the event of material breach of any of the terms and conditions of this Agreement by either party, the other party may terminate this Agreement by giving thirty (30) days' written notice to the other party describing the breach. This Agreement shall terminate at the end of the thirty (30) day notice period if the breach is not cured within that time.

4. Notice pursuant to this Agreement shall be effective sent by fax or email, delivered personally to the recipient, or three days after deposit with the \_\_\_\_\_Postal Service, certified mail, return receipt requested.

5. CBDT's representative for all purposes shall be:

Pr. Additional Director General of Income Tax /  
Additional Director General (Training & Collaboration)  
O/o the Pr. DGIT (Training)  
Ground Floor, D Block  
SPM Civic Centre, Minto Road  
Delhi-110002.

Institute's representative for all matters shall be:

\_\_\_\_\_

6. Counterparts

This Agreement may be executed in two or more counterparts, which may be transmitted via facsimile or electronically, each of which shall be deemed an original and all of which together shall constitute one instrument

7. Amendment

This Agreement may be amended or modified only by mutual written agreement of the parties

8. RFP as mother document

This agreement shall revolve around the RFP. which is a mother document on the basis of which this agreement is finalized.

**EXECUTED by the parties as of the Effective Date**

<b>CENTRAL BOARD OF DIRECT TAXES</b>	<b>PARTNER INSTITUTE</b>
<b>Name</b>	<b>Name</b>
<b>Title</b>	<b>Title</b>
<b>Date (DD/MM/YY)</b>	<b>Date (DD/MM/YY)</b>

# ANNEXURE-E: Tender Acceptance Letter

(To be given on Company Letter Head)

Date

To,

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the RFP for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement given in the above mentioned website(s)
2. I / We hereby certify that I / we have read the entire terms and conditions of the RFP documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned RFP document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully.

(Signature of the Bidder, with Official Seal)

# ANNEXURE-F: Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/procure/app>

## REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/procure/app>) by clicking on the link "Online bidder Enrollment" on the CPP portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be

rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.