

TENDER DOCUMENT

CONDUCTING OUT BOUND EXPERIENTIAL TRAINING FOR EMPLOYEES OF SPICES BOARD

**SPICES BOARD
SUGANDHA BHAVAN
NH BYE PASS ROAD
PALARIVATTOM
COCHIN – 682025**

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

INVITES

TENDER

Spices Board, an autonomous body under Ministry of commerce and industry invites sealed quotation from qualified trainers / consultants in prescribed format as given in annex. 1. 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 brought to work place.

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

1. Techno-Commercial Bid

2. Financial Bid

1. Techno Commercial Bid should consist of competency of the bidder and the track record in conducting Out Bound Training and proposed activities proposed to be conducted for the employees of Spices Board.

2. Financial Bid involves the Bid amount quoted by the Bidder.

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 bidding documents and who has offered the lowest bid amount and who has been determined to be eligible in accordance with the provisions in the bid document and whose Techno-Commercial Bid is acceptable. The

Quotation Bid should be submitted in 2 separate sealed covers mentioning **“Techno Commercial Bid”** or **“Financial Bid”** super scribed with **“Quotation for Out Bound Experiential Training for Employees of Spices Board”** on or before **31/01/2012** latest by 4.00 PM to the following address:

**The Secretary,
Spices Board, Sugandha Bhavan
NH Bye Pass, Cochin – 682 025, Kerala**

The Quotations will be opened on **01/02/2012** and the successful bidder will be awarded the Contract. The 1st batch of training should begin in **2nd week of February**. If the tender cannot be opened on the date as given above due to unavoidable circumstances, the tender will be opened on the next working day unless separate notification is issued in this regard.

Spices Board takes no responsibility for delay, loss or non-receipt of bids sent by post. Telex/Telegraphic/Fax/e-mail offers shall 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 typed on Party's Letterhead)

1	Name of the Party	
2	Address	
3	Telephone/Fax/Email	
5	Proprietor/Partnership firm/Limited/ Pvt Limited / Consortium	
6	Name of Proprietor / Partner/ Directors / Consortium	
7	Details of identical activities carried out of last one year (Furnish the client list with contact No.)	

FORMAT OF THE FINANCIAL BID

Sl. No	Description	Quotation [Quoted Price per participant (ex-Cochin)] [Inclusive of all taxes]
1	Out Bound Experiential Training	

Description and Specifications for the Out Bound Training:

1. **Location:** The location for training should be **Munnar, Kerala**
2. **Objectives:** To inculcate Team spirit, Leadership qualities, Self-confidence, Communication skill, Self empowerment, Motivation, Collaboration, Big Picture, Interdependence, Bonding, Analytical Thinking, Out of the box thinking, Managing Ambiguity, Innovation, Managing the resource limitation.
3. **Methodology:** Outbound Experiential Learning based on the **Experiential Learning concept**. After each activity, participants interact and reflect on it, and draw conceptual insights. Further, every activity should be compared with the environment and dynamics of the work scenario.
4. **Duration:** 2 day/2 night
5. **Accommodation:** The Camp should be adventurous, rough and tough camp. The camp should have **dome tents** (with common bathrooms – separate for ladies and gents). Dome tents can be provided at a 2/3 persons sharing basis.
6. **Activities:** The activities should consist of;
 - Rough Terrain Trek
 - Raft Building (and crossing the lake on the raft)
 - Outdoor problem solving analytical Team Games that involve low / medium level physical challenge and medium / high level of mental challenge
 - Group Facilitation with Conceptual inputs
 - Inventories/Instruments/Feed back sessions

Detailed programme list and schedule of the training should be made available for participants of **different age group** with the quotations so as to facilitate the decision from the Board. 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 can be submitted along with the quotation so as to facilitate decision from the Board regarding the activities suitable for different batches.

7. **Casualty Evacuation:** Casualty Evacuation should be integrated into every activity. Suitable vehicles are to be kept stand by and location of nearest hospitals are identified prior to every activity.
8. **First Aid:** First Aid Bag should be a part and parcel of the equipment and should be made available at the camp as well as at the location of the activity.
9. **Water activity:** Water activities should be conducted under the **supervision of qualified personnel** with quality safety equipment. Personnel are to be allowed to participate only with **life jackets**.
10. **Food:** Food should be served during the tenure of the Training. The detailed Menu of the same should be provided with the Quotation.
11. **Detailed Resume of the trainers** who will conduct the training should be provided along with the Quotation.
12. The quotes for the training should be **ex- Cochin** and should include transport of participants from Cochin by **Bus/ Coach** to the training location and return.
13. **Photos of the location** wherein bidder is intended to conduct the training and details about the individual activity should be provided along with the tender.
14. **Master Policy** should be taken for all the participants.

Instructions to the Bidder

1. Scope of the bid includes;
 - Transfer of participants from Cochin to the place of training and back
 - Accommodation and food for the participants
 - Training the participants to achieve the set objectives
 - Ensuring safety of the participants
2. The client reserves the right to change the activities conducted during the training time to time as per requirement
3. The Bidder shall pay an amount of **Rs. 25000/- as Earnest money deposit (EMD)** to client along with the Bid in the form of Banker's cheque/ bank draft drawn in favour of Secretary, Spices Board, Cochin-682025 payable at Cochin.
4. The EMD amount of the unsuccessful bidder will be returned soon after the opening of the bid.

5. If the Bidder fails to complete the contract within the stipulated time, the EMD will be forfeited by the client.
6. **Each batch** may be of the size **24-36** based on the convenience of the trainer and client
7. The **total number of participants** to undergo training may be approximately around **400**.
8. Target for successful completion of the training to all the participants from the Board will be **31st December, 2012**.
9. **Validity of the Quotation is 1 year** from the date of opening the bid.
10. Each Bidder shall participate only in one bid for the work. A bidder who submits or participates in more than one bid will cause all the bids having the Bidder's participation to be disqualified.
11. 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 or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Client's action.
12. The Client will take a decision on award of the contract to the Bidder whose bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest per participant quote and who has been determined to be eligible in accordance with the provisions in the bid document and whose Techno-Commercial Bid is acceptable.
13. The Bidder who's Bid has been accepted will be notified of the award by the Client prior to expiration of the bid validity period by facsimile/E Mail, confirmed by registered/Speed Post letter.
14. The Notification of Award will constitute the formation of the Contract.

Checklist for the Bidder

The following documents to be furnished along with the Quotation;

1. EMD of Rs. 25000/-
2. Detailed programme 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. Detailed Resume of the trainers who will conduct the training
5. Detailed Menu of the food served
6. Photos of the location wherein bidder is intended to conduct the training and details about the individual activity.