Tender No.-02/2019/NICF-DOT/New Delhi

Tender for Mid-Career Training- One Week Foreign Component

National Institute of Communication Finance (NICF)
Department of Telecommunications, Government of India
Opposite Metro Pillar No 152, MG Road, New Delhi-110047 invites

Request for Proposal (RFP) for Selection of a reputed Partner Institution of India
to organize and deliver
One-week (excluding travel time) Foreign Component of Mid-Career Training Program
for the IP&TAFS Officers in DOP&T approved/empaneled University/Institution of USA or Australia with Experience of conducting mid-career trainings/short duration trainings for senior Indian Government Officers

Closing Date & time: 23/09/2019 at 1700 hrs. (IST)

Name of Bidder University/Institution...........................................................................................................
Address of the bidder
University/Institution...........................................................................................................................................
...........................................................................................................................................................................
(                                                                           )

Signature of authorised Signatory

Name and designation of authorised Signatory....................................................................................................
Subject: Request for proposal for selection of partner Institution for organizing and conducting one-week (Saturday F/N to Friday A/N) Foreign Component Module of Mid-Career Training-II in DOP&T approved/empaneled university/institution in USA or Australia for IP&TAFS officers of the Department of Telecom, Government of India

1. Director General, NICF on behalf of the President of India invites request for proposal to select reputed partner institution of India to organise and get delivered one week excluding travel time (Saturday F/N to Friday A/N) foreign component of mid-career training for IP&TAFS officers.

2. Partner institutions in India have to arrange one week foreign component of Mid-Career training in University/Institution based in USA or Australia which are approved and empaneled by the Department of Personnel & Training of the Government of India and are having experience of conducting short term trainings of minimum one week for Indian Administrative Service/Indian Police Service/Indian Revenue Service/Indian Railway Service/Indian Economic Service/Central Secretariat Service etc. and are interested in conducting the training program for senior officers of the Government of India.

3. Partner institutions may submit their offers along with EMD of Rs 200,000/- (Rs. TWO LAKHS ONLY) to organize and get delivered one week foreign component of Mid-Career Training in DOP&T approved university/institution of USA or Australia indicating cost per participant, treating the expenses towards Course Director and Course Observer as complementary addressed to "The Director, National Institute of Communication Finance, opposite Metro Pillar No 152, Mehrauli Gurgaon Road, New Delhi-110047, India,” on or before 23rd September, 2019.

4. EMD of Rs. 2,00,000 (Rs. Two Lakhs only) should be paid in the form Demand Draft in favour of National Institute of Communication Finance, payable at Delhi on or before 2 pm on 23rd September, 2019.

5. Complete tender can be viewed and downloaded from NICF website www.nicf.gov.in.

6. The soft/electronic copy of the technical and financial proposal may also be sent to NICF at nicf.moc@gov.in under intimation to devendrakumar.nim@gov.in.
National Institute of Communication Finance

1. Introduction:
   i. The National Institute of Communication Finance [NICF] is the apex level training Institute of the Department of Telecommunications, Ministry of Communications, Government of India for the training of Accounts & Finance officers working in the Department of Telecom & Department of Posts. NICF conducts mandatory Mid-Career Training (MCT) Programme for Indian Posts & Telecom Accounts and Finance Service (IP & TAFS) officers to improve their efficiency and effectiveness by imparting training for the next level of competencies of the officers at certain identified stages of their careers as per Training Policy of Govt. of India.

   ii. IP&TAFS: Indian Post & Telecommunication Accounts and Finance Service Group ‘A’ (IP&TAFS Gr. ‘A’) was constituted in 1973. This is an organized Accounts & Finance Service and caters to Department of Telecom & Department of Posts. The members of the service are recruited through coveted Indian Civil Service Examinations conducted by Union Public Service Commission.

      Brief description of duties performed by the officers of IP&TAFS Gr.’A’:

      a. Assessment and Collection of License fee and Spectrum usage charges paid by Telecom Licensors.
      b. Spectrum Auction.
      c. Policy making in Department of Telecommunications and Department of Posts.
      e. Financial Management of Department of Posts and Department of Telecommunications.
      f. Internal Audit of Department of Telecommunications and Department of Posts.
      g. Accounting of Department of Posts and Department of Telecommunications.
      h. Pension Management of DoT, DoP, BSNL and MTNL.
      i. Human Resource Development and Capacity Building of IP&TAFS Gr. “A” etc. etc.
iii. NICF plans to conduct Mid-Career Training (MCT) Phase-II program for about 48 officers (approx.) who have completed more than 24 years of service but could not be imparted the Phase-II MCT during period of 14-16 years of their service as per MCT entitlement. These officers are to be covered in two batches of about 24 officers in each batch. MCT-II will consist of domestic as well as overseas module of 3 weeks and one week respectively where the officers shall be given training inputs in India and abroad pertaining to the current national/global trends in the Telecom, Postal & finance sectors as well as in other important areas. While the domestic component of 3 weeks shall be conducted by NICF in-house in NICF Campus, the present request for proposal is only for 1 week foreign component of the training.

2. Mid-Career Training Programme of IP&TAFS Officers

i. The Mid Career Training Programme (MCTP) for Indian Post and Telecommunication Accounts and Finance (IP&TAFS) Service Officers was conceived on the recommendations of the Committee 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.

ii. The MCTP has been envisaged to achieve the specific purpose of helping officers acquire the requisite knowledge, skills and attitudinal competencies. 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 Telecom and Postal finance administration, Spectrum management, Licensing, use of Information Technology, data analysis, Leadership, Innovation and Good Governance, Change Management, and economic development etc. It is also expected to help build the capacities of the officers to become skillful managers and equip them for the leadership roles.

iii. The MCTP has three phases viz. Phases I, II and III for the Officers of IP&TAFS who have put in 7-9, 14-16 and 26-28 years of service respectively.

iv. NICF has been mandated the responsibility of planning and implementing the various phases of the MCTP. The duration of MCTP Phase II is four weeks out of which three weeks domestic + one week overseas component having two batches of about 24 officers each.
3. Training methodology, design, curriculum & pedagogy

j. Brief theoretical inputs along with practical aspects, comparative study and interactive sessions about the areas/topics as mentioned below are to be covered during three-weeks domestic component training module:

   a. Public policy, Regulation & planning processes in various countries with special reference to Telecommunications, Postal & IT Sector.
   c. Government policies and regulations in ICT sectors including its financing.
   d. Licensing and Taxation system with reference to Telecom and Posts.
   e. Spectrum Management.
   f. Public-private partnership in roll out of broadband services.
   g. Evaluation and monitoring of Govt. funded schemes with special reference to USOF supported schemes.
   h. Disbursement schemes of Universal Service Obligation Fund etc. in the international scenario.

ii. During 1 week foreign component, for which this RFP is invited the partner institution selected will design and arrange training in institute in USA or Australia with latest methodology accepted worldwide such as interactive session with eminent speakers, case studies on relevant issues, Group/Individual Assignments, presentation by participants, interaction with Regulators of that country such as FCC(USA)/ACMA(Australia), Digital Rights Watch, exposure visit to international Organizations such as UN Institutions, Asia Pacific Forum(Australia), IMF, World Bank, International stock exchange etc.

(iii) Exposure Visits to centres of Excellence, Success stories of Governance and Familiarization with best practices in various parts of developed country to be visited are required to be included in the training methodology of foreign component for MCT-II.
4. Terms of Reference (TOR) for Technical bid

The following information must be provided in the technical bid by the bidding university/institution:

1. Complete schedule of one week training (Saturday F/N to Friday A/N).
2. Class room inputs (25 to 30% only-should be kept to the minimum) to be provided in the interactive mode.
3. Details of proposed field visits to companies/ Organizations/Institutions/places.
4. Exposure to various sites/international organisations.
5. Apart from the city in which theoretical training is to be conducted, minimum one more neighbouring city to be chosen for field visits/exposure visits/interactive sessions with eminent institutes/speakers.
6. Details of accommodation to be provided to the participating officers & faculty coordinators. The hotel accommodation should be centrally located, preferably be of 4-star rating but should not be less than 3-star rating in any case. It is to be noted that Airport/Highways Hotels should be avoided.
7. Details of internal/local travel arrangements within the country of foreign component.
8. Details about comprehensive insurance of the participating officers and program/course director and course observer for entire period of foreign component of the training.
9. Cost of the road, train & air within the country (overseas module) should be included in the proposal.
10. Selected partner institution shall also take responsibilities for issue of official passport and necessary visas management of the participating officers, course director and course observer.
11. The selected university/institution would be required to execute the assignment in coordination with National Institute of Communication Finance (NICF), New Delhi, India. It is expected that selected institution(s) would be able to demonstrate strong capabilities in the field of Telecom, finance, public policy, regulation, IT, Government funding in research and development, Government policy and regulations in ICT sectors and management etc. and should have commendable record of running academic and training programs for senior level civil servant.
12. Complementary provision of facilities of lodging and boarding for One Course Director and One Course Observer including local travel and visits abroad should be included in the proposal. However, air travel for the participants, Course Director & Course Observer from India to first airport of the university/institute’s country to be visited shall be managed by the NICF itself.

5. **Essential Technical Qualification Criteria for bidding Universities/Institutions**

   a. The reputed Institutions based in India having experience of conducting trainings to senior government officers with foreign component as part of the training are eligible to apply.

   b. The bidding Institution should ensure that institution/university of USA or Australia where foreign component of mid-career training is offered to be conducted should be approved/empaneled by the Department of Personnel and Training, Government of India for conducting short-term trainings for the group A middle/senior level officers of the Government of India.

   c. The bidding University/institution must have experience of conducting minimum 2 short term trainings of at least one week for the middle/senior level group A officers for any group A service of Government of India such as Indian Administrative Service, Indian Police Service, Indian Revenue Service, Indian Postal Service, Indian Railway Traffic Service or other Railway group A services, Indian Defence Accounts Service etc.

   d. Relevant documents regarding above clauses a, b and c are to be enclosed with technical bid.

   e. Seven days schedule filled with daily details of training along with details of exposure visit is required to be submitted with check-list as per Para 10.
6. **Format for submission of Technical Proposal:** The technical proposal should essentially have details with supporting documents mentioned in Part A and Part B below:

**A. General Information**

i. Name of Training Institutes/Organization

ii. Full Address

iii. Contact Details (Name, Tel. No. / Fax/E-mail)

**B. Documents as per para 5**

7. **Award Criteria:** Award will be made to the bidder from out of those who qualify technically and offers the lowest price for the bid.

8. **Information to partner institutions regarding the procedure for submission of proposal.**

Bids may be submitted in two parts viz. (i) technical bid, which will be opened and evaluated first (ii) financial bid of technically qualified bidders will be opened later. Both bids sealed in separate envelopes should be kept in a third envelope and send to Director, NICF, opposite Metro Pillar No 152, Mehrauli Gurgaon Road, Ghotorni, New Delhi-110047 by registered/speed post on or before 23/09/2019. NICF expects that comprehensive proposal including the day to day training schedule and the detailed financial implications per head and consolidated for organizing this foreign component of training shall be submitted by the participating bidders.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Details</th>
<th>Submission by Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name and place of the bidding Indian Institution</td>
<td>In USA...........................................................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Australia...................................................................</td>
</tr>
<tr>
<td>2.</td>
<td>Name and place/city of foreign institution proposed for conducting one week (excluding travel time) foreign component of mid-career training</td>
<td>In USA...........................................................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In Australia...................................................................</td>
</tr>
<tr>
<td>3.</td>
<td>All Inclusive Training cost to be charged to NICF per officer including all taxes, duties and levies, if any (in INR)</td>
<td>For USA In figures......................................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In words.................................................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For Australia In figures.............................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In words.................................................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total All-inclusive cost of training for 48 officers (in INR) in two batches of 24 officers each</td>
<td>For USA In figures......................................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In words.................................................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>For Australia In figures.............................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In words.................................................................</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: 1. Total officers to undergo one-week foreign component of mid-career training are about 48 who will be trained in two batches of 24 officers in each batch however payment will be made on actual participants on pro-rata basis.

2. Arrangement for one course director and one course observer will be made complementary.

3. Tentative schedule of foreign component for 1st batch may be in November-December 2019 and for 2nd batch may be in January-February, 2020 which will depend on final approval by competent authority.
4. Providing service of imparting training to central government officers is exempted from GST. However, participating institutions may confirm before quoting price.

(____________________)

Signature of authorised Signatory

Name……………………

Place……………………

Date…………………..

Seal of the University/Institution
10. Check List to be submitted along with technical bid for foreign component of training

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items</th>
<th>Yes</th>
<th>No</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Classroom inputs about 25-30%.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>One week duration (Saturday to Saturday)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Hotel at the Centre of the city/near to the metro line preferably 4 star rating but not less than 3 star rating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Accommodation:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Single room accommodation for each trainee officer with breakfast included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Two separate single occupancy rooms (one for Course Director and other for Course Observer) on complementary basis with breakfast included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>(i) Provision of Tea/Coffee Maker and sufficient quantity of bottled drinking water every day in the officer trainee’s room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Tea/Coffee/Snacks/ drinking water during the exposure visit and in bus/vehicle used for local travel and exposure visits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) Provision of working lunch during training/exposure visits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Internal travel arrangements, including field/institutional visits and local sightseeing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Comprehensive medical insurance.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Cost per participant quoted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Complementary arrangement for one Course Director and one Course Observer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>