

## **INVITATION FOR EXPRESSION OF INTEREST (EOI)**

**For becoming a Partner of IICA for conducting Programmes, Workshops, Seminars, Conferences, Advisory, Research, Consulting, Support Services etc in the area of Finance, Banking & Financial Services, Accounting, Auditing, Taxation and related Soft Skills Development etc.**

Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA), Government of India to act as a think-tank and centre of excellence to support the growth of the corporate sector in India through an integrated and multi-disciplinary approach. The state-of-the-art campus of IICA is located at Manesar in Haryana.

IICA offers capacity building and advisory solutions to the Government, Statutory Authorities, Private Sector etc through its Schools and Centres. It creates customized programmes designed especially for specific ministries, departments or companies that seek training as per their requirement. The Institute is also playing an important role in upgrading skills in corporate finance & financial services sector in India.

In light of the above, IICA invites ‘**Expression of Interest (EOI)**’ from interested organizations for

**Becoming a Partner of IICA for conducting Programmes, Workshops, Seminars, Conferences, Advisory, Research, Consulting, Support Services etc in the area of Finance, Banking & Financial Services, Accounting, Auditing, Taxation and related Soft Skills Development etc.**

### **1. SCOPE OF THE EOI**

- 1.1. IICA proposes to empanel competent organisations with a proven track record of at least 3 years for conducting Programmes, Workshops, Seminars, Advisory, Research, Consulting, Support Services etc in the area of Finance, Banking & Financial Services, Accounting, Auditing, Taxation and related Soft Skills Development etc.
- 1.2. IICA, at its sole discretion, may decide to use empanelled organizations for conducting any Programme, Workshop, Seminar, Conferences, Advisory, Consulting, Support Services etc (hereinafter collectively referred to as ‘Programme’) in the area of Finance, Banking & Financial Services, Accounting, Auditing, Taxation and related Soft Skills Development etc. The partner organization will be responsible for:
  - A. Venue Arrangement : IICA Manesar or anywhere in India. Venue should be at least equivalent to IICA Manesar standards or better.
  - B. Programme Design

- C. Programme Material
- D. Programme Kit
- E. Competent Faculty/ Speakers
- F. IT Architecture for venue if it is other than IICA Manesar
- G. Marketing – Media Advertisements (Print, TV & Electronic), Mailing/Posting Request Letter/ Brochure, Meetings, Telephonic Follow up etc
- H. Ensuring Minimum Critical Mass of Participants
- I. Any other activity, mutually decided, as per need

## **2. ELIGIBILITY CRITERIA**

Organisations fulfilling the following criteria, as on the date of submission of the bids, are eligible to respond to the EOI. Bids which do not fulfill all of the following criteria are liable to be rejected. Bidders are required to enclose relevant documentary proof, in support of their claim, to satisfy the qualification criteria.

Any dispute would be referred to the Legal Counsel of the IICA, Lawmax Consultants, New Delhi for necessary redressal.

<b>S No</b>	<b>Eligibility Criteria</b>
1. Nature of Organisation	<ul style="list-style-type: none"> <li>a) A Company (Public Ltd. Or Private Ltd.) registered under Companies Act</li> <li>b) Sole Proprietorship or One Person Company</li> <li>c) A Society registered under Societies Registration Act, 1860</li> <li>d) A Trust registered under any Public Trust Act at the National / State level</li> <li>e) A Company under Section 25 / Section 8 of the Companies Act, 2013 / 1956</li> <li>f) A Limited Liability Partnership (LLP) / Partnership Firm</li> <li>g) A University including a Deemed University</li> <li>h) A College or Educational Organisation affiliated to either a University recognized by UGC or an Institution recognized by AICTE.</li> <li>i) A Government training institution that has been formed by either Act or Parliament/Assemblies or orders of the govt. department/s or RBI etc.</li> </ul>
2. Track Record	The bidder should have been in existence for atleast 3 years either as an individual or as an entity in the same profession (as described in 5 below) but should be presently constituted as in 1 above;
3. Revenue / Project Track Record	The bidder should have a minimum average revenue of Rs.25 lacs per year, from the profession described in 5 below for the last 3 year (2013-14, 2014-15 and 2015-2016).  OR

	<p>The bidder should have a minimum of 3 active engagements in hand from clients of national or International repute in: (a) Corporate Finance or (b) Banking &amp; Financial Services or (c) Accounting, Auditing and Taxation or (d) Soft Skill Development or (e) any one or two or all of the above in the Financial year 2013-14 or 2014-15.</p> <p><i>Audited Balance Sheet, Profit &amp; Loss Account and Receipt &amp; Payment Account duly certified by an auditor for the last three financial years as stated above. In case of unavailability of audited financial statements for the FY 2015-16, the bidder may submit unaudited financial statement. In case of selection, the bidder will have to submit audited financial statement within two months from the date of agreement.</i></p>
4. Profit Track Record	The bidder should have made profits/generated surplus revenue in at least two out of last three years (2013-14, 2014-15 and 2015-2016).
5. Professional Body	The bidder should be a professional body / organization engaged in imparting training, conducting programmes / workshops / seminars etc. or should have been actively involved in conducting research and writing research reports etc. in the areas of (a) Corporate Finance or (b) Banking & Financial Services or (c) Accounting, Auditing and Taxation or (d) Soft Skill Development for at least 3 years
6. Human Resources	<p>A. The bidder should have a strong team of professionals/resource persons capable of providing high quality trainings/programmes organizing seminars/workshops/ conferences etc. and should have at least 2 full time experienced faculty/professional in finance, banking &amp; financial services, accounting, auditing, taxation, soft skills etc.</p> <p>B. The bidder should have at least 5 regular (non-project) staff members. Attach CV of the core training and placement staff.</p>
7. Minimum Office Requirement	The bidder should have in its physical possession (leased or owned) a minimum of 1000 sq. feet of operational area.
8. IT Infrastructure	The bidder should have a minimum of 5 functioning computers; broadband internet connectivity (minimum 1 mbps)
9. No Conflict of Interest	Neither the Owner/ Partner/ Director/ Principal of the Bidder nor any of his/her close relative should be drawing any pecuniary benefit or remuneration from IICA or a Director of IICA;
10. No Black Listing	The bidder should not have been black listed by any organization / agency and/or should not have any pending criminal proceeding.

### **3. MANDATORY DOCUMENTS REQUIRED**

The following documents (self attested) wherever applicable are required to be submitted by the applicant enterprise / organization to the IICA at the time of submitting the Bid:

- i. Prescribed Application Form duly filled in & signed
- ii. Registration Certificate / Deed of Partnership
- iii. Copy of Articles & Memorandum of Association, Constitution, Bye Laws, Trust Deed etc, Aims & Objectives of the Organisation.
- iv. Pan Card Copy
- v. Acknowledgement of latest Income Tax Return (ITR)
- vi. Copies of the latest audited Financial Statements for 3 years 2013-14, 2014-15 and 2015-16.
- vii. Latest Annual Report (if any)
- viii. Proof of having experience in the form of letters of engagement in imparting training, conducting programmes/ workshops/ seminars etc. or actively engaging in Finance, Financial Services, Accounting, Auditing, Taxation and related Soft Skills Development etc. for Indian Public Sector / Private Sector and preparing research reports, organising conferences etc. for at least 3 years.
- ix. CVs of full time team of professionals / resource persons & their qualification/ experience – minimum two CVs in each area of application
- x. Copy of Sale Deed / Lease Deed showing physical possession of office / operational area.
- xi. Details of regular non-project staff members giving name, qualification, designation etc. – minimum five.
- xii. Detail of computers, broadband and IT Infrastructure held.
- xiii. A self declaration by the Bidder on its Organisation's Letter Head that neither the Owner/ Partner/ Director/ Principal of the Bidder nor any of his/her close relative is drawing any pecuniary benefit or remuneration from IICA or is a Director of IICA;
- xiv. A self declaration by the Bidder on Organisation's Letter Head that the bidder has not been black listed by any organisation/agency and/or does not have any pending criminal proceeding.
- xv. Registration Certificate under Section 12A of the Income-tax Act, 1961, if required
- xvi. IT Exemption Certificate under Section 35(i), if exempted
- xvii. IT Exemption Certificate under Section 80G, if exempted
- xviii. FCRA Certificate (if any) and latest copy of FCRA Return FC-3
- xix. Mandatory Undertaking on the proforma prescribed herein along with the application form
- xx. A write up (not exceeding 1000 words) on the experience in skill development / trainings / capacity building / professional practice and/or research / seminars / workshops / education etc. conducted over the last 3 years and suitability as a bidder for this EOI.

#### **4. SELECTION CRITERIA**

- 4.1. The eligible organisations will be evaluated on the basis of the criteria stated in the EoI.
- 4.2. The applicant organisations may be required to make a presentation before the Selection Committee specifically set up by the IICA for this purpose. The decision of this Committee will be final and binding.
- 4.3. Selected Organisation/s will be executing an Agreement with IICA for the provision of the services as stated in this EoI. IICA may also require the selected organisation/s to place a security deposit in the form of Scheduled Bank Fixed Deposit or Scheduled Bank Guarantee.

#### **5. DISPUTES**

Any dispute in relation to this EOI would be referred to the Legal Consultants of IICA for necessary redressal.

#### **6. GENERAL INSTRUCTIONS FOR THE EOI**

The Organisations meeting the aforesaid **Eligibility Criteria** may submit their EOI through the attached **Application Form** along with **Mandatory Documents required (as applicable)** stated in this EoI, in a sealed envelope prominently marked “**EoI FOR PARTNER IN FINANCE & ALLIED AREAS**” and delivered to the following address latest by **5 pm on July 18, 2016. The Date is extended to August 01, 2016 (5 PM)**

**The Chief Administrative Officer,  
Indian Institute of Corporate Affairs,  
Plot No. 6, 7, 8, Sector 5,  
IMT Manesar Gurgaon,  
Haryana-122050**

Further information / clarification on this EOI may be obtained from:

Head, School of Finance, Indian Institute of Corporate Affairs (IICA)  
sof@iica.in | iica.sof@gmail.com  
+91-124-2640121 | 2640075.

### APPLICATION FORM

**Application Form to become a Partner for conducting Programmes, Workshops, Seminars, Conferences, Advisory, Consulting, Training & Support Services etc. in the area of Finance, Banking & Financial Services, Accounting, Auditing, Taxation and related Soft Skills Development**

**(To be filled and submitted along with the required documents)**

Name of the Organisation:	
Year of establishment:	
Act under which registered with Regn Number	
Date of Registration	
Type of Organisation (*)	
Exemption (s), if any available under	
Indicate the areas for which the organization is applying for empanelment (Please put a X in the selected area).	(a) Corporate Finance <input type="checkbox"/> (b) Banking & Financial Services <input type="checkbox"/> (c) Accounting, Auditing and Taxation <input type="checkbox"/> (d) Soft Skill Development <input type="checkbox"/>

### **CONTACT INFORMATION:**

Registered Office Address:	
Telephone Nos.	
Fax Nos.	
Email	
Field Office Address	
Phone Nos.	
Fax No.	
Primary Point of contact (for all communication purpose with IICA)	Name: Designation: Landline with STD Code: Mobile: Email:

**ELIGIBILITY & SELECTION CRITERIA:**

S No	Criteria	Yes	No
1.	<p>The Organisatin must be <b>any one</b> of the following:</p> <ul style="list-style-type: none"> <li>a) A Company (Public Ltd. Or Private Ltd.) registered under Companies Act</li> <li>b) Sole Proprietorship or One Person Company</li> <li>c) A Society registered under Societies Registration Act, 1860</li> <li>d) A Trust registered under any Public Trust Act at the National / State level</li> <li>e) A Company under Section 25 / Section 8 of the Companies Act, 2013 / 1956</li> <li>f) A Limited Liability Partnership (LLP) / Partnership Firm</li> <li>g) A University including a Deemed University</li> <li>h) A College or Educational Organisation affiliated to either a University recognized by UGC or an Institution recognized by AICTE.</li> <li>i) A Government training institution that has been formed by either Act or Parliament/Assemblies or orders of the govt. department/s or RBI etc.</li> </ul>		
2.	<p>The bidder should have been in existence for atleast 3 years either as an individual or as an entity in the same profession (as described in 5 below) but should be presently constituted as in 1 above;</p>		
3.	<p>The bidder should have a minimum average revenue of Rs.25 lacs per year, from the profession described in 5 below for the last 3 year (2013-14, 2014-15 and 2015-2016).</p> <p style="text-align: center;">OR</p> <p>The bidder should have a minimum of 3 active engagements in hand from clients of national or International repute in: (a) Corporate Finance or (b) Banking &amp; Financial Services or (c) Accounting, Auditing and Taxation or (d) Soft Skill Development or (e) any one or two or all of the above in the Financial year 2013-14 or 2014-15.</p> <p><i>Audited Balance Sheet, Profit &amp; Loss Account and Receipt &amp; Payment Account duly certified by an auditor for the last three financial years as stated above. In case of unavailability of audited financial statements for the FY 2015-16, the bidder may submit unaudited financial statement. In case of selection, the bidder will have to submit audited financial statement within two months from the date of agreement.</i></p>		

4.	The bidder should have made profits/generated surplus revenue in at least two out of last three years (2013-14, 2014-15 and 2015-2016).		
5.	The bidder should be a professional body / organization engaged in imparting training, conducting programmes / workshops / seminars etc. or should have been actively involved in conducting research and writing research reports etc. in the areas opted above.		
6.	A. The bidder should have a strong team of professionals/resource persons capable of providing high quality trainings/programmer organizing seminars/workshops/conferences etc. and should have at least 2 full time experienced faculty/professional in the areas opted above B. The bidder should have atleast 5 staff members.		
7.	The bidder should have in its physical possession (leased or owned) a minimum of 1000 sq. feet of operational area.		
8	The bidder should have a minimum of 5 functioning computers; broadband internet connectivity (minimum 1 mbps)		
9	<b>NO CONFLICT OF INTEREST:</b> Neither the Owner/ Partner/ Director/ Principal of the Bidder nor any of his/her close relative should have any interest or drawing any pecuniary benefit or remuneration from IICA, or a Director of IICA;		
10	The bidder should not have been black listed by any organization / agency and/or should not have any pending criminal proceeding.		

Signature.....

Name: .....



## **DOCUMENT CHECKLIST**

The following documents (self attested), where applicable, are required to be submitted by the applicant enterprise / organization to the IICA at the time of submitting the Bid:

<b>S/N</b>	<b>Name/ Type of Document</b>	<b>Yes</b>	<b>No</b>
1.	Prescribed Application Form duly filled in & signed		
2	Table of Content / Index Page		
3	Registration Certificate/ Deed of Partnership		
4	Copy of Articles & Memorandum of Association, Constitution, Bye Laws, Trust Deed etc, Aims & Objectives of the Organisation		
5	Pan Card Copy		
6	Acknowledgement of Income Tax Return along with IT Return filed (last three years)		
7	Copies of the audited Financial Statements for the last 3 years		
8	Annual Reports of last 3 years		
9	Proof of having experience in the form of letters of engagements/ work contracts in imparting training, conducting programmes/ workshops/seminars etc. or should be actively engaged in finance, financial service or soft skills development business or should have been preparing research reports for conferences etc. being conducted by different industry associations/bodies for at least 3 years in various areas of finance, financial services, soft skills etc. for Indian Public Sector / Private Sector in functional, theoretical, behavioral / soft skills areas;		
10	Details of full time team of professionals/resource persons & their qualification/ experience		
11	Copy of Sale Deed / Lease Deed showing physical possession of office / operational area.		
12	Details of regular non-project staff members giving name, qualification, designation etc.		
13	Details of Computer, Broadband Internet & IT infrastructure held		
14	A self declaration by the Bidder in its Organisation's letter head that neither the Owner/ Partner/ Director/ Principal of the Bidder nor any of his/her close relative is drawing any pecuniary benefit or remuneration from IICA or is a Director of IICA		
15	A self declaration by the Bidder on Organisation's letter head that the bidder has not been black listed by any organisation/agency and/or does not have any pending criminal proceeding		

16	Registration Certificate under Section 12A, if required		
17	IT Exemption Certificate under Section 35(i), if exempted		
18	IT Exemption Certificate under Section 80G, if exempted		
19	FCRA Certificate (if any) and latest copy of FCRA Return FC-3		
20	Mandatory Undertaking on the proforma prescribed herein alongwith the Application Form		
21	A write up (not exceeding 1000 words) on the experience in skill development / trainings / capacity building / professional practice and/or research / seminars / workshops / education etc. conducted over the last 3 years and suitability as a bidder for this EOI.		

Date:

AUTHORISED SIGNATORY

SEAL.....

NAME.....

DESIGNATION.....

BIDDER.....

**Please enclose along with this Application Form, the “Documents Required” as referred to in Page Nos. 4 & 5 of the EoI.**

The Mail should be prominently marked “**EoI FOR PARTNER IN FINANCE & ALLIED AREAS**” and delivered by Registered Post/Courier/Speed Post to the following address latest by **5 pm on July 18, 2016. The Date is extended to August 01, 2016 (5 PM)**

**The Chief Administrative Officer,  
Indian Institute of Corporate Affairs,  
Plot No. 6, 7, 8, Sector 5,  
IMT Manesar Gurgaon,  
Haryana-122050**

**MANDATORY UNDERTAKING**

**(to be filled in by the applicant Organisation)**

On this \_\_\_\_\_ (DATE) of \_\_\_\_\_ (MONTH), \_\_\_\_\_ YEAR,  
I/We hereby agree and accept that all information given above is true to the best of my knowledge and if found false or misappropriate, I/We shall be liable to be disqualified from associating with the IICA as a Franchisee Partner.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Organisation: \_\_\_\_\_

**Name & Signature of the Head of the Organisation (with Organisation Seal)**

Date/Place: \_\_\_\_\_

