

INDIAN INSTITUTE OF CORPORATE AFFAIRS

(Ministry of Corporate Affairs)

INVITATION FOR EXPRESSION OF INTEREST (EoI)

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 the National Capital Region.

The 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 would be playing an important role in implementing the new CSR mandate in the country in light of the Companies Act 2013.

The IICA invites '**Expression of Interest**' from interested organisations from the cities in India as mentioned on Page 3 of this EoI, that have a proven track record for becoming a **Partner of IICA to launch the 2nd batch of ICP (IICA Certificate Programmer) in CSR of 9 months duration for developing trained and certified CSR professionals in the country**. This is to meet the burgeoning requirement for such professionals in light of the new and enlarged implications emerging out of Clause 135 of the Companies Act 2013. Students are proposed to be admitted for the Programme scheduled to commence from November 2015.

The Advertisement and Brochure for the 2nd batch of ICP in CSR has already been uploaded at the IICA website from 15th June 2015 as follows:

Advertisement -

<http://iica.in/images/ICP%20in%20CSR%20Advertisement%202015.pdf>

Brochure -

<http://iica.in/images/ICP%20in%20CSR%20Brochure%202015.pdf>

ICP in CSR is a CSR training initiative that entails both contact as well as non-contact (Online) classes for the enrolled students. Each Partner would be allocated a specific number of students for the delivery of the programme over a 9 month period.

The 9 month 36 week Programme has been structured as follows:

- A) Orientation etc at the IICA
- B) 14 weeks of Online/Non-Contact Study during which transaction of the curriculum would be done in teaching mode, providing reinforcement , chat-time through trainers provided by the Partners and certified by the IICA as IICA Certified Trainers (ICT) in CSR, and other modes of e-learning through a Learning Management System
- C) 4 weeks of Contact Classes with an Online Exam at each of these 4 week-ends to be undertaken at the Partner premises
- D) 12 Weeks of Project Work undertaken at a Corporate or NGO
- E) 3 Weeks of Corporate Attachment facilitated by the IICA

Course material for the entire programme will be prepared and supplied by the IICA and it will be the Intellectual Property of the IICA. IICA, at its discretion may make changes in the course content and/or its delivery based on the needs of the programme.

The ICT in CSR would be expected to coach/mentor the students for the entire duration of the Programme.

A selection Online Entrance Test for ICP in CSR candidates will be held in October 2015 by an IICA authorised agency. After the selection of the candidates, approximately 20 students will be assigned to each Partner for the Certificate Programme.

The selected organisations that become ICP in CSR Partners will be suitably remunerated by IICA on a cost plus basis.

The IT architecture for the programme would be provided by the IICA.

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

Who can apply:

In order to be eligible to apply, an organisation must be any one of the following:

1. A University
2. A Deemed University
3. A College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE
4. It should be Registered under any of the following:

- a. Societies Registration Act, 1860
- b. Any Public Trust Act at the National/State level
- c. Section 25/Clause 8 of the Companies Act

Mandatory Requirements:

In order to apply, an organisation must satisfy all of the following:

1. It should have at least a 3 year track record during any period of its existence/operations of working with any Government organisation or Department/Public Sector;
2. It should be located in the following cities only:
 - a. Mumbai & Pune, Maharashtra
 - b. Ranchi, Jharkhand
 - c. Chandigarh
 - d. Jaipur, Rajasthan
 - e. Lucknow, Uttar Pradesh
 - f. Bhubaneswar, Orissa
3. Should have a minimum average turnover of Rs. 25 lakh to 50 lakh per year for the last 3 years
4. Should have in its physical possession (leased or owned) a minimum of 5000 sq feet of operational area;
5. Should have a minimum of 15-20 functioning computers (i3 and above); broadband internet connectivity (minimum 1 mbps);
6. Should have at least 5-10 regular (non – project) staff members.
7. Should have 1-2 IT support Staff.

Documents Required:

The following documents are required to be submitted by the organisation to the IICA at the time of submitting the Application Form:

- i. Registration Certificate
- ii. Registration Certificate under Section 12A
- iii. Audited Accounts of last three year
- iv. IT Exemption Certificate under Section 35(i), if available
- v. IT Exemption Certificate under Section 80G
- vi. Acknowledgement of Income Tax Return along with IT Return filed (last three years)
- vii. FCRA Certificate (if any) and latest copy of FCRA Return FC-3
- viii. Pan Card Copy
- ix. Annual Reports of last 3 years
- x. Copy of Constitution, Aims & Objectives of the Organisation

- xi. Narrative One Pager not exceeding 400 words on the experience in skill development/livelihood trainings/capacity ;building/education/Executive Development Programme (EDP) etc conducted over the last 3 years

Each Partner would be required to perform the following activities:

1. Provide three ICT in CSR for the duration of the programme, as per delivery requirements
2. Promote the course in the market on an incentive basis
3. Provide facility as Admission & Exam Centers
4. Conduct periodic Contact Classes
5. Conduct the Online Course
6. Co-ordinate corporate attachment and NGO project work
7. Be the Single Point of Contact (SPOC) for each learner enrolled with it
8. Assist IICA in placement facilitation, if required
9. Assist IICA in the implementation of the **Learner Code of Conduct** to ensure that each candidate acquires optimum learning

Selection Criteria

The eligible organisations will be evaluated on the basis of the criteria stated in the EoI.

The applicant organisations may be required to make a presentation before the Selection Committee set up by the IICA. The decision of this Committee will be final and binding.

Selected Organisation/s will be executing an Agreement with IICA for the provision of the services as stated in this EoI.

The **eligible** Organisations meeting the **Mandatory Requirements** may submit their EOI through the attached **Application Form** along with **Documents Required** as stated in this EoI, in a sealed envelope prominently marked "**EoI FOR ICP in CSR**" and delivered to the following address latest by **5 PM on 17th July 2015**.

**Administrative Officer,
Indian Institute of Corporate Affairs,
2nd Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi - 110003**

Further information may be obtained from the web site www.iica.in or Chief Programme Executive (L&D), National Foundation for CSR (NFCSR), Indian Institute of Corporate Affairs (IICA) – icpcsr.iica@gmail.com

APPLICATION FORM

APPLICATION FORM FOR APPLYING TO BECOME A

PARTNER OF THE IICA IN "ICP IN CSR"

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

Name of the Organisation:	
Established (year):	
Registration Details: (Act & reg. number)	
Date of Registration:	
Type of Organisation (*)	
Exemption-I.T etc	

(*)Registered under any of the following:

- a. Societies Registration Act, 1860
- b. Any Public Trust Act at the National/State level
- c. Section 25/Clause 8 of the Companies Act

Contact Information:

Registered Address:	
Phone Nos:	
Fax	
E-mail	
Website	

Field Office Address:	
Phone Nos:	
Fax	

Eligibility Criteria:

Type of Organisation (any one of the following)	Yes	No
University		
Deemed University		
College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE		
Registered under any of the following:		
<ul style="list-style-type: none"> • Societies Registration Act, 1860 		
<ul style="list-style-type: none"> • Any Public Trust Act at the National/State level 		
<ul style="list-style-type: none"> • Section 25/Clause 8 of the Companies Act 		
Mandatory Requirements		
At least a 3 year track record during any period of its existence/operations of working with any government organisation or Department/Public Sector		
Should have its Registered Office and area of Operation in any State of India		
Should have a minimum annual funding/financials of Rs. 25-50lakh per year for the last 3 years		
Should have in its physical possession (leased or owned) a minimum of 5000 sq feet of operational area		
Should have a minimum of 15-20 functioning Computers (i3 and above); broadband internet connectivity (minimum 1 mbps)		

Should have at least 10 regular (non – project) staff members.		
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Documents Required:

The following documents are required to be submitted by the organisation to the IICA at the time of submitting the application:

Name/Type of Documents	Yes	No
Registration Certificate		
Registration Certificate under Section 12A		
Audited Accounts of last three years		
IT Exemption Certificate under Section 35(i), if available		
IT Exemption Certificate under Section 80G		
Acknowledgement of Income Tax Return along with IT Return filed (last three years)		
FCRA Certificate (if any) and latest copy of FCRA Return FC-3		
Pan Card Copy		
Annual Reports of last 3 years		
Copy of Constitution, Aims & Objectives of the Organisation		
Narrative One Pager not exceeding 400 words on the experience in skill development/livelihood trainings/capacity building/education/Executive Development Programme (EDP) etc conducted over the last 3 years		

Please enclose along with this Application Form, the “Documents Required” as referred to in Page Nos. 3 of the EoI.

The Mail should be prominently marked "EoI FOR ICP" to IICA by Registered Post/Courier/Speed Post at the following address:

**Administrative Officer,
Indian Institute of Corporate Affairs,
2nd Floor, ParyavaranBhawan
CGO Complex, Lodhi Road
New Delhi - 110003**

Mandatory Undertaking (to be filled in by the applicant Organisation)

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

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organisation: _____

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

Date/Place: _____