

**INDIAN INSTITUTE OF CORPORATE AFFAIRS
(Ministry of Corporate Affairs)**

INVITATION FOR EXPRESSION OF INTEREST (EoI)

To become a Partner of IICA for conducting Programmes, Workshops, Seminars, Advisory, Consulting, Support Services etc. in the area of Financial Management of Corporate Social Responsibility in India.

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.

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 is also playing an important role in upgrading skills in Corporate Social Responsibility sector in India.

In light of the above, the IICA invites '**Expression of Interest (EoI)**' from interested organisations:

For becoming a Partner of IICA for conducting Programmes, Workshops, Seminars, Advisory, Consulting, Support Services etc in the area of Financial Management of Corporate Social Responsibility in India.

Scope of the EoI

IICA proposes to engage prospective partner organisations with a proven track record for conducting Programmes, Workshops, Seminars, Advisory, Consulting, Support Services etc. in the area of financial management of Corporate Social Responsibility & Sustainable Development etc.

The partner will be engaged to work on the following mandates:

1. Financial Management of CSR (Module / Course Material development)
2. Process of Financial Management of CSR
3. Workshops on CSR – Accounting, Taxation & Audit of CSR

4. Training & Skill upgradation
5. CSR accounting & Audit software and hardware facilitation

IICA, at its sole discretion, may decide to engage the partner organization(s) for conducting any Programme, Workshop, Seminar, Advisory, Consulting, Support Services etc (hereinafter collectively referred to as 'Programme') in the area of Corporate Social Responsibility & Sustainability Development etc. The partner organization will be responsible for:-

- i) Venue Arrangement: IICA Manesar or anywhere in India. Venue should be at-least at par with IICA Manesar standards or better.
- ii) Programme Design
- iii) Programme Material
- iv) Programme Kit
- v) Competent Faculty/ Speakers
- vi) IT Architecture for venue if it is other than IICA Manesar
- vii) Marketing – Media Advertisements (Print, TV & Electronic), Mailing/Posting Request Letter/ Brochure, Meetings, Telephonic Follow up etc
- viii) Ensuring Minimum Critical Mass of Participants(Pl. indicate the minimum number)
- ix) Any other activity, mutually decided, as per programme need

Any dispute would be referred to the DG&CEO or his nominee for necessary redressal.

Eligibility criteria:

Organisations fulfilling the following criteria, as on the date of submission of the bids, are eligible to respond to the EOI and 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.

S N	Eligibility Criteria
1.	The organisation must be <u>any one</u> of the following:

A Company (Public Ltd or Private Ltd) registered under

1. the Companies Act, 1956/2013
2. A Society registered under Societies Registration Act, 1860
3. A Trust registered under any Public Trust Act at the National/State level
4. A University
5. A Deemed University
6. A College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE
7. A govt. training institution that has been formed by either Act of Parliament/Assemblies or orders of the govt. department/s or RBI etc.
8. A partnership firm engaged in the area of training

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2. The bidder should have minimum average revenue of Rs. 25 lakhs per year, from the activities described in point no. 3 below, for the last 3 years (2011-12, 2012-13, 2013-14) /

	The bidder should have a minimum of 3 active engagements in hand from the clients of national or International repute in the area of CSR in the last Financial year.
3.	The bidder should be a professional body/ organization engaged in imparting training, conducting programmes/ workshops/ seminars etc. or should be actively engaged in Corporate Social Responsibility & Sustainability Development training..
4.	The bidder should have a strong team of professionals/ resource persons capable of providing high quality trainings/ workshops/ Programmes or Organising Seminars/ conferences etc and should have at least 2 full time experienced faculty/ professional in Corporate Social Responsibility & Sustainable Development, soft skills etc;
5.	The bidder should have in its physical possession (leased or owned) a minimum of 1000 sq feet of operational area;
6.	The bidder should have at least 5 regular (non - project) staff members;
7.	The bidder should have a minimum of 5 functioning computers; broadband internet connectivity (minimum 1 mbps); for all times during the period of agreement with IICA
8.	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;
9.	The bidder should not have been black listed by any organisation/agency and/or should not have any pending criminal proceeding.

Compulsory Documents Required:

The following documents (self attested) are required to be submitted by the Organisation to the IICA at the time of submitting the Bid

1. Prescribed Application Form duly filled in & signed
2. Registration Certificate
3. Copy of Articles & Memorandum of Association, Constitution, Bye Laws, Trust Deed etc, Aims & Objectives of the Organisation
4. Pan Card Copy
5. Acknowledgement of Income Tax Return along with IT Return filed (last one year)
6. Annual Report of last 1 year
7. Proof of having experience in imparting training, conducting programmes/ workshops/ seminars etc. or actively engaging in Corporate Social Responsibility & Sustainable Development or soft skills development business or preparing research reports for conferences etc being conducted by different industry associations/ bodies in the last Financial year 2014-15 in various areas of Corporate Social Responsibility & Sustainable Development, soft skills etc. for Indian Public Sector /Private Sector in functional, theoretical, technological, behavioural / soft skills areas;
9. Details of full time team of professionals / resource persons & their qualification/ experience
10. Copy of Sale Deed / Lease Deed/ rent agreement etc. showing physical possession of office / operational area.
11. Details of regular non-project staff members giving name, qualification, designation etc.
12. Details of Computer, Broadband Internet & IT infrastructure held
13. 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 has any interest in IICA or is drawing any pecuniary benefit or remuneration from IICA or is a Director/employee of IICA;

14. 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.
15. Registration Certificate under Section 12A, of Income Tax Act, 1961 if required
16. IT Exemption Certificate under Section 35(AC), if exempted
17. IT Exemption Certificate under Section 80G, if exempted
18. FCRA Certificate (if any) and latest copy of FCRA Return FC-3
19. Undertaking on the performance prescribed herein along with the Application Form.
20. A write up (not exceeding 800 words) on the experience in skill development / trainings / capacity building / research reports/ seminars / workshops / education etc conducted over the last 3 years.

Selection Criteria

The eligible Organisations will be evaluated on the basis of the criteria prescribed in the EoI.

The eligible Organisations may be required to make a presentation before the Selection Committee specially set up by the IICA for the purpose. The decision of this Committee will be final and binding.

Selected Organisation/s will be required to execute an Agreement with IICA for the provision of the services as stated in the 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.

General Instructions for the EoI:

The Organisations meeting the **Eligibility Criteria** may submit their EOI in the attached **Application Form** along with **the required documents as** stated in the EoI, in a sealed envelope prominently marked "**EoI FOR PARTNER IN FINANCIAL MANAGEMENT OF CORPORATE SOCIAL RESPONSIBILITY & SUSTAINABLE DEVELOPMENT**" and delivered to the following address latest by **5 pm on 10th July 2015**.

**The Chief Administrative Officer,
Indian Institute of Corporate Affairs,
P-6,7&8, Sector-5, IMT Manesar
-122050 Gurgaon, Haryana, India**

(To be filled and submitted along with the required documents)	
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Name of the Organisation:	
Year of establishment:	
Act under which registered with registration number: Date of Registration:	
Type of Organisation (*)	
Exemption(s), if any available under Income tax or any other Act.	

(*) As per your registration

Contact Information:

Registered Address:	
Phone Nos:	
Fax	
E-mail	
Website	
Field Office Address:	
Phone Nos:	
Fax	
Contact Person	Name Designation Landline No with STD Code Cell No. E-mail

Eligibility & Selection Criteria:

S No.	Criteria	Yes	No
1.	<p>The organisation must be any one of the following:</p> <ul style="list-style-type: none"><li data-bbox="331 517 1094 629">i) A Company(Public or private) registered under the Companies Act,1956/2013<li data-bbox="331 685 1094 768">ii) A Society registered under Societies (Registration Act, 1860<li data-bbox="331 779 1094 862">iii) A Trust registered under any Public Trust Act at the National/State level<li data-bbox="331 904 624 943">iv) A University<li data-bbox="331 949 767 987">v) A Deemed University<li data-bbox="331 994 1094 1193">vi) A College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE<li data-bbox="331 1200 1094 1272">vii) A partnership firm engaged in training activities<li data-bbox="331 1279 1094 1417">viii) A govt. training institution that has been formed by either Act of Parliament/Assemblies, or orders of the govt. department/s or RBI etc.		
3.	<p>The bidder should be a professional body/ organization engaged in imparting training, conducting programmes/workshops/Seminars etc. or should be actively engaged in CSR, sustainability or soft skills development business or should have been preparing research reports for conferences etc being conducted by different industry associations/ bodies</p>		

4.	The bidder should have a strong team of professionals/ resource persons capable of providing high quality trainings/ programmes or organizing seminars/ workshops/ conferences etc and should have at least 2 full time experienced faculty/professional in Corporate Social Responsibility & Sustainability Development, soft skills etc;		
5.	The bidder should have in its physical possession (leased or owned) a minimum of 1000 sq feet of operational area;		
6.	The bidder should have at least 5 regular (non – project) staff members;		
7.	The bidder should have a minimum of 5 Functioning computers; Broadband internet connectivity (minimum 1 mbps);		
8.	Neither the Owner/ Partner/ Director/ Principal of the Bidder nor any of his/her close relative Should have any interest in IICA or be drawing any pecuniary benefit or remuneration from IICA or a Director of IICA;		
9.	The bidder should not have been black listed by any organisation/agency and/or should not have any pending criminal proceeding.		

Documents Requirement checklist:

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

	Name/Type of Documents	Yes	No
1.	Prescribed Application Form duly filled in & signed		
2.	Registration Certificate		
3.	Copy of Articles & Memorandum of Association, Constitution, Bye Laws, Trust Deed etc, Aims & Objectives of the Organisation		
4.	Copy of the Pan Card		
5.	Acknowledgement of Income Tax Return along with IT Return filed (last three years)		
6.	Copies of the audited Financial Statements at least for the last one year		
7.	Annual Report of last one year		
8.	Proof of having experience in imparting training, conducting programmes/ workshops/ seminars etc. or actively engaging in Corporate Social Responsibility & Sustainability Development or soft skills development business or preparing research reports for conferences etc being conducted by different industry associations/ bodies for at least 1 year in various areas of Corporate Social Responsibility & Sustainability Development, soft skills etc. for Indian Public Sector / Private Sector in functional, theoretical, technological, behavioural / soft-skills areas;		
9.	Details of full time team of professionals/resource persons & their qualification/ experience		
10.	Copy of Sale Deed / Lease Deed/Rent Agreement etc. showing physical Possession of office / operational area.		

11.	Details of regular non-project staff members giving name, qualification, designation etc.		
12.	Details of Computer, Broadband Internet & IT infrastructure held		
13.	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 have any interest in IICA or is drawing any pecuniary benefit or remuneration from IICA or is a Director of IICA;		
14.	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.		
15.	Registration Certificate under Section 12A of Income Tax Act,1961 if required		
16.	IT Exemption Certificate under Section 35(i), if exempted		
17.	IT Exemption Certificate under Section 80G, if exempted		
18.	FCRA Certificate (if any) and latest copy of FCRA Return FC-3		
19.	Undertaking on the pro-forma prescribed herein along with the Application Form.		
20.	Write up (not exceeding 800 words) on the experience in skill development / trainings / capacity building / seminars / workshops / education etc conducted, methodology adopted etc over the last 3 years.		

Date:

Authorised Signatory

Seal.....

Name.....

Designation.....

Bidder.....

Undertaking

I, _____ employed in the organization as _____ hereby confirm and undertake that: -

1. I am duly authorized by the organization to give this undertaking
2. The information given above has been drawn from the records of the organisation and is true to the best of my knowledge and belief and nothing has been concealed there from
3. I further agree and accept that my organization will be disqualified and the association of my organization with IICA shall cease to exist if the aforesaid information is proved to be wrong at any point of time in future.

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organisation: _____

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

Date/Place: _____