



Indian Institute of Corporate Affairs

Partners in Knowledge. Governance. Transformation.

(Under the aegis of Ministry of Corporate Affairs, Govt. of India)

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 Corporate and Allied Laws.

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 plays an important role in undertaking critical knowledge dissemination spread across corporate and other relevant laws so as to contribute to greater understanding of corporate systems amongst government policy makers and administrators as well as regulators. The Institute actively encourages and facilitates the development of customized capacity building that enables company management and professionals to discharge their regulatory compliance responsibilities with ease and fervour.

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 Corporate and Allied Laws.

1 Scope of the EoI

1.1. IICA proposes to engage prospective partner organisations with a proven track record of at least 2 years for conducting Programmes, Workshops, Seminars, Advisory, Consulting, Support Services etc in the

area of Corporate and Allied Laws, etc.

1.2. IICA, at its sole discretion, may decide to use partner organizations for conducting any Programme, Workshop, Seminar, Advisory, Consulting, Support Services etc (hereinafter collectively referred to as 'Programme') in the area of Corporate and Allied Laws etc.

1.3. When engaged, the partner organization will be responsible for:

- i) Venue Arrangement: IICA Manesar or anywhere in India. Venue should be at least equivalent to IICA Manesar standards or better.
- ii) Programme Design
- iii) Programme Material
- iv) Programme Kit
- v) Arranging 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
- ix) Any other activity, mutually decided, as per programme 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.

2.1 Nature of the Organization

An organisation must be **any one** of the following:

- a) A Company (Public Ltd or Private Ltd) registered under the Companies Act 1956 / 2013.
- b) Sole Proprietorship or One Person Company
- c) A Society registered under Societies Registration Act, 1860
- d) A Trust registered under any Public Trust Act at the National/State level.
- e) A Company under Section 25 / Section 8 of the Companies Act 1956 / 2013.

- f) A Limited Liability Partnership or a Registered Partnership.
- g) A University including a Deemed University.
- h) A College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE
- i) A Govt. Training Institution that has been formed by either Act of Parliament/Assemblies or orders of the govt. department/s or RBI etc.

2.2 Revenue/Project Track-record: The bidder should have minimum average revenue of Rs. 25 lakhs per year, from the activities described in point no. 2.3 below, for the last 2 years (2013-14 and 2014-15) **OR** The bidder should have a minimum of 3 active engagements in hand from the clients of national or International repute in the area of Corporate or Allied Laws in the Financial year 2014-15 or 2015-16.

2.3 Professional Body: The bidder should be a professional body/ organization engaged in imparting training, conducting programmes/ workshops/ seminars etc. or actively engaged in corporate and allied laws practice and/or research or preparing research reports for conferences etc being conducted by different industry associations/ bodies for at least 2 years in various areas of Corporate and allied laws.

2.4 Human Resource:

- (a) The bidder should have a strong team of professionals/ resource persons capable of providing high quality trainings/ workshops/ Programmes or Organising Seminars/ conferences, conducting research or providing consultancy, etc. and should have at least 2 full time experienced faculty/ professionals in Corporate and Allied Laws, etc.;

- (b) The bidder should have at least 5 staff members;
- 2.5 Minimum Office Requirement: The bidder should have in its physical possession (leased or owned) a minimum of 500 sq feet of operational area;
- 2.6 The bidder should not have been black listed by any organisation/agency and/or should not have any pending criminal proceeding.
3. **NO CONFLICT OF INTEREST**: 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;

4. Mandatory Documents Required:

The following documents (self attested) 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
- 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.
- vii. Latest Annual Report (if any)
- viii. Proof of having experience in imparting training, conducting programmes/ workshops/ seminars etc. or actively engaging in corporate and allied laws practice and/or research or preparing research reports for conferences etc being conducted by different industry associations/ bodies for at least 2 years in various areas of Corporate and allied laws;
- ix. Details of full time team of professionals / resource persons &

- their qualification/ experience
- x. Copy of Sale Deed / Lease Deed showing physical possession of office / operational area.
 - xi. Details of staff members giving name, qualification, designation etc.
 - xii. 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;
 - xiii. 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.
 - xiv. Registration Certificate under Section 12A, if required
 - xv. IT Exemption Certificate under Section 35(i), if exempted
 - xvi. IT Exemption Certificate under Section 80G, if exempted
 - xvii. FCRA Certificate (if any) and latest copy of FCRA Return FC-3
 - xviii. Mandatory Undertaking on the proforma prescribed herein along with the Application Form.
 - xix. 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 2 years and suitability as a bidder for this EOI.

5. Selection Criteria

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

5.2 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.

5.3 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.

6. **DISPUTES**: Any dispute in relation to this EOI would be referred to the Legal Consultants of IICA for necessary Redressal.

7. 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 stated in this EoI, in a sealed envelope prominently marked "**EoI FOR PARTNER IN CORPORATE AND ALLIED LAWS**" and delivered to the following address latest by **5 pm on 25th October 2015.**

**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 the Head, School of Corporate Law, Indian Institute of Corporate Affairs (IICA) – at scl@iica.in or +91-124-2640099 / 2640167

APPLICATION FORM

APPLICATION FORM FOR APPLYING TO BECOME A PARTNER for conducting Programmes, Workshops, Seminars, Advisory, Consulting, Support Services etc in the area of corporate and allied laws

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

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 No(s):	
Fax	
Contact Person: Name Designation Landline No with STD Code Mobile No.	

ELIGIBILITY & SELECTION CRITERIA:

S No	Criteria	Yes	No
1.	<p>The organisation must be <u>any one</u> of the following:</p> <p>a) A Company (Public Ltd or Private Ltd) registered under the Companies Act 1956 / 2013.</p> <p>b) Sole Proprietorship or One Person Company</p> <p>c) A Society registered under Societies Registration Act, 1860</p> <p>d) A Trust registered under any Public Trust Act at the National/State level.</p> <p>e) A Company under Section 25 / Section 8 of the Companies Act 1956 / 2013.</p> <p>f) A Limited Liability Partnership or a Registered Partnership.</p> <p>g) A University including a Deemed University.</p> <p>h) A College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE</p> <p>i) A Govt. Training Institution that has been formed by either Act of Parliament/Assemblies or orders of the govt. department/s or RBI etc.</p>		
2	<p><u>Revenue/Project Track-record</u>: The bidder should have minimum average revenue of Rs. 25 lakhs per year, from the activities described in point no. 2.3 below, for the last 2 years (2013-14, 2014-15)</p> <p><u>OR</u> The bidder should have a minimum of 3 active engagements in hand from the clients of national or International repute in the area of Corporate or Allied Laws in the Financial year 2014-15 or 2015-16.</p>		
3	<p><u>Professional Body</u>: The bidder should be a professional body/ organization engaged in imparting training, conducting programmes/ workshops/ seminars etc. or actively engaged in</p>		

	corporate and allied laws practice and/or research or preparing research reports for conferences etc being conducted by different industry associations/ bodies for at least 2 years in various areas of Corporate and allied laws.		
4.	<p><u>Human Resource:</u></p> <p>(a) The bidder should have a strong team of professionals/ resource persons capable of providing high quality trainings/ workshops/ Programmes or Organising Seminars/ conferences, conducting research or providing consultancy, etc. and should have at least 2 full time experienced faculty/ professionals in Corporate and Allied Laws, etc.;</p> <p>(b) The bidder should have at least 5 staff members;</p>		
5	<u>Minimum Office Requirement:</u> The bidder should have in its physical possession (leased or owned) a minimum of 500 sq feet of operational area;		
6	The bidder should not have been black listed by any organisation/agency and/or should not have any pending criminal proceeding.		
7	<u>NO CONFLICT OF INTEREST:</u> 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;		

Signature.....
Name:.

Document Checklist:

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

Sl. No.	Name / Type of Document	YES	NO
i	Prescribed Application Form duly filled in & signed		
ii	Registration Certificate		
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		
vii	Latest Annual Reports (if any)		
viii	Proof of having experience in imparting training, conducting programmes/ workshops/ seminars etc. or actively engaged in corporate and allied laws practice and/or research or preparing research reports for conferences etc being conducted by different industry associations/ bodies for at least 2 years in various areas of Corporate and allied laws;		
ix	Details of full time team of professionals / resource persons & their qualification/ experience		
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.		
xii	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;		
xiii	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.		
xiv	Registration Certificate under Section 12A, if required		
xv	IT Exemption Certificate under Section 35(i), if exempted		
xvi	IT Exemption Certificate under Section 80G, if exempted		
xvii	FCRA Certificate (if any) and latest copy of FCRA Return FC-3		
xviii	Undertaking on the proforma prescribed herein below with the Application Form.		
xix	A write up (not exceeding 1000 words) on the experience in skill development / trainings / capacity building / practice and/or research / seminars / workshops / education etc conducted over the last 2 years and suitability as a bidder for this EOI.		

Date:

Authorised Signatory

Seal.....

Name.....

Designation.....

Bidder.....

UNDERTAKING

(to be filled in by the applicant Organisation)

On this _____ (DATE) of _____ (MONTH), _____ YEAR,

I/WE, _____
is/are employed in the organization as _____
_____ and hereby confirm and undertake that:-

1. I am duly authorize by the organization to give this undertaking
2. The information given in the aforesaid application is true to the best of my knowledge and belief and nothing has been concealed therefrom
3. The information has been drawn from the official records of the organization.

I hereby 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 wherever applicable)

Date: _____

Place: _____