

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

INVITATION FOR EXPRESSION OF INTEREST (EoI)

For becoming a Partner of IICA for conducting Programmes, Workshops, Seminars, Advisory, Consulting, Support Services etc in the area of Finance, Financial Services and related Soft Skills Development etc in corporate finance & financial services sector 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 finance & financial services 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 Finance, Financial Services and related Soft Skills Development etc in corporate finance & financial services sector in India.

Scope of the EoI

IICA proposes to engage prospective partner organisations with a proven track record of at least 3 years for conducting Programmes, Workshops, Seminars, Advisory, Consulting, Support Services etc in the area of Finance, Financial Services and related Soft Skills Development etc.

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 Finance, Financial Services and related Soft Skills Development etc. The partner organization will be responsible for

- i) Venue Arrangement : IICA Manesar or anywhere in India. Venue should be atleast equivalent to 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
- ix) Any other activity, mutually decided, as per programme need

Any dispute would be referred to the Legal Counsel of the IICA, Lawmax Consultants, New Delhi 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. | <p>An organisation must be <u>any one</u> of the following:</p> <ol style="list-style-type: none"> 1. A Company (Public Ltd or Private Ltd) 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 Company under Section 25 / Section 8 of the Companies Act 2013 5. A University 6. A Deemed University 7. A College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE 8. 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. | <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. | 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 years (2011-12, 2012-13, 2013-14); |
| 4. | The bidder should have made profits/generated surplus revenue in at least two out of last three years. (2011-12, 2012-13, 2013-14); |
| 5. | The bidder should be a professional body/ organization engaged 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, technological, behavioural / softskills areas; |
| 6. | 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 atleast 2 full time experienced faculty/professional in finance, financial services, soft skills etc; |
| 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 at least 5 regular (non - project) staff members; |
| 9. | The bidder should have a minimum of 5 functioning computers; broadband internet connectivity (minimum 1 mbps); |
| 10. | 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; |
| 11. | The bidder should not have been black listed by any organisation/agency and/or should not have any pending criminal proceeding. |

Mandatory 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 three years)
6. Copies of the audited Financial Statements for the last 3 years.
7. Annual Reports of last 3 years
8. Proof of having experience in imparting training, conducting programmes/ workshops/ seminars etc. or actively engaging in finance, financial service or soft skills development business or 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, technological, behavioural / softskills areas;
9. Details of full time team of professionals / resource persons & their qualification/ experience
10. Copy of Sale Deed / Lease Deed 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 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, 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. Mandatory Undertaking on the proforma prescribed herein alongwith the Application Form.

20. Narrative Two Pager 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 stated in the EoI.

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.

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.

General Instructions for the EoI:

The Organisations meeting the **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 FINANCE, FINANCIAL SERVICES AND RELATED SOFT SKILLS**" and delivered to the following address latest by **5 pm on 10th October 2014**.

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

APPLICATION FORM

**APPLICATION FORM FOR APPLYING TO BECOME A PARTNER
for conducting Programmes, Workshops, Seminars, Advisory,
Consulting, Support Services etc in the area of Finance,
Financial Services and related Soft Skills Development etc in
corporate finance & financial services sector in India.**

(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 | |

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 Criteria:

| S N | Eligibility Criteria | Yes | No |
|-----|--|-----|----|
| 1. | <p>An organisation must be <u>any one</u> of the following:</p> <ul style="list-style-type: none"> i) A Company ii) Public Ltd or iii) Private Ltd iv) A Society registered under Societies Registration Act, 1860 v) A Trust registered under any Public Trust Act at the National/State level vi) A Company under Section 25/Section 8 of the Companies Act 2013 vii) A University viii) A Deemed University ix) A College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE x) 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. | 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. | 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 | | |

| | | | |
|-----|---|--|--|
| | years (2011-12, 2012-13, 2013-14); | | |
| 4. | The bidder should have made profits/generated surplus revenue in at least two out of last three years. (2011-12, 2012-13, 2013-14); | | |
| 5. | The bidder should be a professional body/ organization engaged 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, technological, behavioural / softskills areas; | | |
| 6. | 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 atleast 2 full time experienced faculty/professional in finance, financial services, soft skills etc; | | |
| 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 at least 5 regular (non - project) staff members; | | |
| 9. | The bidder should have a minimum of 5 functioning computers; broadband internet connectivity (minimum 1 mbps); | | |
| 10. | 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; | | |

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| 11. | The bidder should not have been black listed by any organisation/agency and/or should not have any pending criminal proceeding. | | |
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Documents Required:

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. | Pan Card Copy | | |
| 5. | Acknowledgement of Income Tax Return along with IT Return filed (last three years) | | |
| 6. | Copies of the audited Financial Statements for the last 3 years | | |
| 7. | Annual Reports of last 3 years | | |
| 8. | Proof of having experience in imparting training, conducting programmes/ workshops/ seminars etc. or actively engaging in finance, financial service or soft skills development business or 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, technological, behavioural / softskills areas; | | |
| 9. | Details of full time team of professionals/resource persons & their qualification/ experience | | |
| 10. | Copy of Sale Deed / Lease Deed showing physical possession of office / operational area. | | |

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| 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 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, 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. | Mandatory Undertaking on the proforma prescribed herein alongwith the Application Form. | | |
| 20. | Narrative (Two Pages) 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.....

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, FINANCIAL SERVICES AND RELATED SOFT SKILLS" and sent to IICA by Registered Post/Courier/Speed Post at the following address at the latest by 5 pm on 10th October 2014.

**The 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/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: _____