

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 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 would be playing an important role in implementing the new CSR mandate in the country in light of the Companies Bill 2012.

The IICA invites '**Expression of Interest (EoI)**' from interested parties for

- **Development of training modules and certified training sessions for the Corporate Sector on Corporate Social Responsibility (CSR)**
- **Assisting in strategy formulation for the formation of a Global Gateway for CSR**

Scope for the EoI:

- A) **Development of training modules and certified training sessions for the corporate sector on CSR**
- Planning and arrangement of courses, workshops, seminars etc. for the corporate sector & NGOs to enable them to gain deeper understanding of the CSR Rules and enhance their perspectives on types of CSR activities that could be undertaken under the Act.
 - Preparation of relevant guidebooks and training material that assists companies in implementing the CSR Rules by

providing information on the types of sustainable development activities that could be undertaken, along with national and international best practices.

- Development of train the trainer (ToT) programs to create a cadre of professional trainers.
- Launch of a certification program thereafter to accredit trainers.
- Setting up a process to empanel IICA accredited professional agencies for carrying out CSR trainings in Corporates, NGOs etc

B) Assisting in strategy formulation for the formation of a Global Gateway for CSR

- Defining the purpose of the gateway, along with its objectives and functions which could cover: Providing capacity building and support for CSR needs to governments, organisations and institutions across sectors and geographies; stimulating collaborative CSR development projects; facilitating cooperation networks, partnerships, and training arrangements; developing tools and policies; codifying and sharing best practices; and managing other supporting activities
- Defining the structure of the gateway and constituting a group of leading experts to combine and complement expertise towards building a knowledge pool
- Framing activities and responsibilities of the gateway including each individual's role in the setup
- Framing approach and methodology of response and delivery of services
- Framing the terms and conditions of collaboration, fiduciary responsibilities and maintenance of appropriate records and accounts for audit purposes
- Identifying fundraising avenues for operations of the gateway including direct payments against services rendered as well as contributions from corporations, Multilateral banks, private sector, public private partnerships, Governments etc.

Eligibility Criteria for organisations to apply:

1. Established credentials in providing corporate trainings and/or consultancies in CSR in India.
2. An all India presence*, especially in major metros. This coverage should be backed by well-equipped offices in these metros in order to provide a robust support to IICAs CSR initiatives.
3. A strong team of professionals/resource persons capable of providing high quality CSR related services as per requirements of the IICA.
4. A client base spread across bi-lateral and multi-lateral agencies, major international governments and Foundations, Government of India, State Governments, Private Sector Indian Companies, Public Sector Enterprises, NGOs etc

***Note:** Regional presence, if any, with adequate work experience and client profile may also be considered

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, if any
- iii. Audited Accounts of last three year
- iv. IT Exemption Certificate under Section 35, if available
- v. IT Exemption Certificate under Section 80G, if any
- 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 etc.

Selection Criteria

The eligible firms/agencies that submit the Application Form within the stipulated date/time will be evaluated on the basis of their relevant experience and expertise of providing similar services in India and abroad. The firms or agencies may provide the details of assignments undertaken by them in the form of website links, power point presentations, printed literature viz. profile, brochures etc along with

the Application Form. The firm/agencies may also be required to make a presentation before a Selection Committee. The firms will be shortlisted on the basis of details given in the application and presentation made, if any, before the Selection Committee. Financial bids will be called only from the shortlisted firms.

The EOI may be submitted for single and/or both the areas.

Selected firms/agencies will be executing an Agreement with IICA for the provision of the services.

Further information may be obtained from the web site www.iica.in or Chief Programme Officer, National Foundation for CSR (NFCSR), Indian Institute of Corporate Affairs (IICA), 2nd Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. Contact email – trainings.nfcsr@gmail.com

The interested firms/agencies which meet the eligibility criteria may submit their EOI as per the **Application Form** available at the IICA website, in a sealed envelope, along with a Covering Letter duly signed by an authorized signatory, super-subscribed "Expression of Interest for development of training modules and certified training sessions for corporate sector on CSR" and/or "Expression of Interest for Assisting in strategy formulation for the formation of a Global Gateway for CSR", as the case may be, and delivered to:

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

The last date for receiving the EoI is **5pm on 1ST July 2013.**

APPLICATION FORM

APPLICATION FORM FOR APPLYING FOR DEVELOPMENT OF TRAINING MODULES AND CERTIFIED TRAINING SESSIONS IN CSR FOR THE CORPORATE SECTOR AND/OR FOR ASSISTING IN STRATEGY FORMULATION FOR THE FORMATION OF A GLOBAL GATEWAY FOR CSR

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

Name of the organization/firm/agency:	
Established (year):	
Registration Details: (Act & reg. number)	
Date of Registration:	
Type of Organisation/firm/agency (*)	
Exemption-I.T etc, if any	

(*)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
- d. Companies Act, Partnership Act etc.
- e. Any other entity Registered as per Indian Law

Contact Information:

Registered Address:	
Phone Nos:	
Fax	
E-mail	
Website	
Field Office Address:	

Phone Nos:	
Fax	

Eligibility Criteria:

Type of Organisation	Yes	No
Established credentials in providing corporate trainings and/or consultancies in CSR in India.		
An all India presence*, especially in major metros. This coverage should be backed by well-equipped offices in these metros in order to provide a robust support to IICAs CSR Initiatives.		
A strong team of professionals/resource persons capable of providing high quality CSR related services as per requirements of the IICA		
A client base spread across bi-lateral and multi-lateral agencies, major international governments and Foundations, Governments of India, State Governments, Private Sector Indian Companies, Public Sector Enterprises, NGOs etc.		

*Note: Regional presence, if any, with adequate work experience and client profile may also be considered

Applying For:

Area of work applying for:	Yes	No
Development of training modules and certified training sessions for the Corporate Sector on Corporate Social Responsibility (CSR)		
Assisting in strategy formulation for the formation of a Global Gateway for CSR		

Documents Required:

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

Name/Type of Documents	Yes	No
Registration Certificate		
Registration Certificate under Section 12A, if any		
Audited Accounts of last three years		
IT Exemption Certificate under Section 35, if available		
IT Exemption Certificate under Section 80G, if any		
Acknowledgement of Income Tax Return along with IT Return filed (last three years)		
FCRA Certificate and latest copy of FCRA Return FC-3, if any		
Pan Card Copy		
Annual Reports of last 3 years		
Copy of Constitution, Aims & Objectives of the Organisation etc.		

Please enclose along with this Application Form, the "Documents Required" as referred to in Page No. 3 of the EoI.

The Mail should be prominently marked "Expression of Interest for development of training modules and certified training sessions for corporate sector on CSR" and/or "Expression of Interest for Assisting in strategy formulation for the formation of a Global Gateway for CSR", as the case may be, and delivered to IICA by Registered Post/Courier/Speed Post at the following address:

**Administrative Officer,
Indian Institute of Corporate Affairs,
2nd Floor, Paryavaran Bhawan
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.

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organisation: _____

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

Date/Place: _____