

**File No.I-25022/
Indian Institute of Corporate Affairs
Ministry of Corporate Affairs**

Plot No. 6, 7, 8, Sector 5,
IMT Manesar,
Gurgaon – 122052
Haryana

13 February 2020

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.

With the enactment of Companies Act, 2013 containing the CSR provision under Section 135, the mandate for CSR has now become a part of corporate functioning in the country. The inclusion of the CSR mandate under the Act is an attempt to supplement the Government's efforts of equitably delivering the benefits of growth and to engage the companies with the country's development agenda.

Schedule VII of Companies Act, enlists the activities to be undertaken under CSR by the companies crossing the prescribed thresholds. With the notification of Section 135 and Corporate Social Responsibility policy rules on 27th February 2014, the CSR provisions came into force with effect from 1st April 2014.

The CSR activities, undertaken by the private and the public sector companies, are now expected to have strategic approach as opposed to mere charity, donations etc. The CSR activities undertaken in project mode are envisaged to be structured, coordinated and monitored. The involvement of the companies in

CSR is likely to bring innovative solutions to development issues so as to flow to the needy and the marginalized.

The Ministry of Corporate Affairs has instituted the National CSR Awards with logistics and technical support of Indian Institute of Corporate Affairs (IICA) to recognize the outstanding CSR projects carried out by the companies with accordance to the Companies Act, 2013.

The National CSR Awards seek to:

- recognize the companies that have positively impacted both business and society by taking a strategic approach to CSR through collaborative program.
- recognize the companies that are leading transformation by integrating sustainability in their core business model.
- recognize companies for implementing measures for conservation and sustainable management of the biodiversity and ecosystem in the value chain.
- identifying innovative approaches and employing application and technologies that will help to build a robust CSR programs to further the cause of inclusive and sustainable development.

An Expert Committee has been constituted for the National CSR Awards. Expansion of the Expert Committee is envisioned in view of upscaling of National CSR Awards in 2020. In this background, IICA invites interested research institutes, think tanks and educational organizations and empanel them as the external expert agency to undertake the project based field verification of the claims made by an applicant for the National CSR Awards 2020 or any other task as assigned by the Grand Jury of the National CSR Awards 2020.

The empanelled agency will need to:

- study the applications received and prepare a plan for the factual verification.
- undertake field visit to verify the claims made by the applicants in the application, including interaction with the people/ agencies involved, beneficiaries and any other related person.
- provide the report and the data (including photographs, videos and any other materials) to IICA in a structured format through online portal as well as a hard copy.
- any other task incidental to the above.

In order to be eligible to apply, an organisation/agency must be an Institution of National Importance (INI).

The applicants will have to submit the following documents to the IICA at the time of submitting the application form:

- CV of the deputed persons who would be nominated by the organization to carry out the field visit for the factual verification of the claims.
- Incorporation certificate of the organization
- A 500 words note on expertise of the organization as per Section 135 of the Companies Act, 2013 and Scheme of National CSR Awards

After empanelment, agencies will be required to follow:

- Agencies have to undergo orientation programme/s.
- Agencies shall be required to sign an agreement with IICA.
- Agencies will disclose any conflict of interest.
- Terms and conditions shall be communicated to empanelled agencies in due course. Agencies will be required to follow the ToRs.
- Empanelled intuitions may be assigned more than 1 project, as per the number of applications received and by the mutual convenience of the institution and IICA.

The Expression of Interest as per format given and required documents should be sent to IICA by email at national.csrawards@mca.gov.in, before 3:00 PM on 08 March 2020.

In case of any further information kindly contact to the concern ID/ telephone numbers:

Email ID-nationalcsrawards@mca.gov.in

Phone number- 0124-2640016, 0124-2640033

**Nodal Officer
National CSR Awards**

APPLICATION FORM

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

Name of the Organisation:	
Established (year):	
Registration Details: Act & Reg. No.	
Date of Registration:	
Telephone number	
FAX	
E-Mail	
Website Details	

Detailed Information of the contact person:

Name& Designation	
Telephone number	
Mobile number	
FAX	
E-Mail	

Please provide list of the person to be nominated from the organization to carry out the verification in following format (minimum 10 persons):

Name:	
Designation	
Qualification	
Summary of Experience in 100 words	

(In case of need, extra sheet can be attached) (please attaché all CVs)

Mandatory Documents Required (self attested copies):

S.No.	Name/Type of Documents
1	CV of the two persons who would be nominated by the organization to carry out the field visit for the factual verification of the claims.
2	Incorporation certificate of the organization
3	A 500 words note on expertise of the organization as per Section 135 of the Companies Act, 2013 and Scheme of National CSR Awards

The Expression of Interest as per format given and required documents should be sent to IICA by email at national.csrawards@mca.gov.in, before 3:00 PM on 08 March 2020.

Mandatory undertaking
(to be filled in by the applicant organization)

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.

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organization: _____

The organization or the deputed person who will be carrying out the
verification of the claims must not have any form of participation in the CSR
projects implementation.

**Name & Signature of the Head of the Organization (with
Organization Seal)**

Date/Place: _____