

# **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, Haryana 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.

The IICA invites '**Expression of Interest**' from interested organisations for undertaking **the development of Master Teaching Learning Material (TLM) to be used to conduct various CSR trainings to be launched by the NFCSR at the IICA** to meet the burgeoning requirement for such professionals in light of the new and enlarged implications emerging out of Section 135 of the Companies Act 2013.

### **Eligibility Criteria for application:**

1. Agencies / organisations with proven track record having minimum three years of experience in developing Teaching Learning Material (classroom & online) for aspiring CSR professionals
2. Conducting classroom and online trainings in the fields of Business and Academia across India
3. Minimum ten permanent content developers and trainers
4. Experience in conducting trainings worth Rs 20 lakhs per annum in the last three years.

## **Mandatory Documents Required:**

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

- i. Registration Certificate
- ii. Audited Accounts of last three year
- iii. Acknowledgement of Income Tax Return along with IT Return filed (last three years)
- iv. Pan Card Copy
- v. Annual Reports / Work Profile of last 3 years, indicating client base etc.
- vi. Proposal for **the development of Master Teaching Learning Material** – Part A) Programmatic; Part B) Financials

## **Selection Process**

The eligible organisations will be evaluated on the basis of their capacity to effectively develop Teaching Learning Material as per IICA requirement within 45 working days of being selected. Details of the list of chapters to be taught as part of the IICA CSR courses is available at [www.iica.in](http://www.iica.in) where registration for IICA Certificate Program in CSR ( ICP-CSR) is currently under way.

Selected Organisation/s will be executing an Agreement with the IICA for the provision of the services as stated above.

The **eligible** Organisations meeting the requirement for submission of **Mandatory Documents** may submit their EOI through the attached **Application Form** along with the **Mandatory Documents Required** as stated in this EoI, in a sealed envelope prominently marked "**EoI for Development of Master Teaching Learning Material (TLM)**" and delivered to the following address latest by **5pm on 28<sup>th</sup> May 2014**.

**Administrative Officer,  
Indian Institute of Corporate Affairs,  
2<sup>nd</sup> Floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi - 110003**

Further information may be obtained from the web site [www.iica.in](http://www.iica.in) or Consultant, National Foundation for CSR (NFCSR), Indian Institute of Corporate Affairs (IICA) – [mayuri.nfcsr@gmail.com](mailto:mayuri.nfcsr@gmail.com)

**APPLICATION FORM**

**APPLICATION FORM FOR**

**DEVELOPMENT OF MASTER TEACHING LEARNING MATERIAL**

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

Name of the Organisation:	
Established (year):	
Registration Details: (Act & reg. number etc.)	
Date of Registration:	
Type of Organisation	

**Contact Information:**

<b>Registered Address:</b>	
Phone Nos:	
Fax	
E-mail	
Website	
Office Address:	
Phone Nos:	

## Eligibility Criteria:

<b>Bullets 1 and 2 below must be satisfied</b>	<b>Yes</b>	<b>No</b>
1. Agencies / organisations with proven track record having minimum five years of experience in developing Teaching Learning Material ( classroom & online) for aspiring CSR professionals		
2. Conducting classroom and online trainings in the fields of Business and Academia across India		
3. Minimum ten permanent content developers and trainers		
4. Experience in conducting trainings worth Rs 20 lakhs per annum in the last three years.		
<b>Mandatory Requirements (documents to be submitted)</b>		
Registration Certificate		
Audited Accounts of last three years		
IT Exemption Certificate of last three years		
Acknowledgement of Income Tax Return along with IT Return filed (last three years)		
Pan Card Copy		
Annual Reports / Work Profile of last 3 years, indicating client base etc		
Proposal for <b>the development of Master Teaching Learning Material</b> – Part A) Programmatic; Part B) Financials		

**Please enclose along with this Application Form, the "Mandatory Documents Required" as referred to in Page Nos. 1& 2of the EoI.**

**The Mail should be prominently marked "EoI for development of Master Teaching Learning Material (TLM) " to IICA by Registered Post/Courier/Speed Post at the following address latest by 5pm on 28<sup>th</sup> May 2014:**

**Administrative Officer,  
Indian Institute of Corporate Affairs,  
2<sup>nd</sup> 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 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: \_\_\_\_\_**