

NOTICE Inviting Partners

Invitation for Organizations/firms/agencies to partner with IICA in organizing Two One-Day Programmes (in different metros) for senior personnel of corporates/industries/companies on the subject "CSR & Sustainable Development" in the month of September, 14 & beyond

1.0. Introduction

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.

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 Centre of Excellence for Sustainable Development under IICA proposes to undertake two programmes of one day each in 2 different metropolitan cities on the topic **"Strategizing Sustainability and CSR Projects Development: Challenges and Opportunities"** in association with a partner organization.

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

"Partnering with IICA in organizing two One-Day Programmes in 2 different metros on the subject CSR and Sustainable Development"

2.0. Aim of the Programme

The aim of the programme is to provide a broad understanding of relevant sections of Companies Act 2013 related to CSR, CSR Policy 2014, and Schedule VII with special focus on Environmental Sustainability. The programme intends to help corporates in designing holistic CSR Projects keeping in view the key material issues of respective sectors and long term sustainability of the projects with focus on quality of life improvement, employment/livelihood generation, creation of the SHGs etc. for the poor, marginalized and vulnerable sections of the society. The programme will also showcase some of the practical case studies in areas of environmental sustainability along with insights and deliberations into various project implementation issues besides, other requirements of reporting, transparency, disclosures and accountability.

3.0. Target Participants

Senior Officials of Coporates/Industries/Companies working in the field of CSR, Sustainability/Sustainable Development, Finance, Company Secretary, Operational managers, Policy makers etc would benefit immensely.

4.0. Eligibility for partner organization

We are looking for partner organizations who are actively working in the field of CSR and Sustainability. However, selection consideration will be based on the following:

- i) Organisations/Firms/Agencies with established credentials and experience in organizing similar kind of corporate trainings/conferences/seminars/workshops and Management development programmes etc. in India
- ii) Organizations/Firms/Agencies having PAN India presence, especially in major metros. The presence of partner organization should be backed by well-equipped offices in these metros in order to provide a robust support to IICAs initiatives.

iii) Organizations/Firms/Agencies having strong team of professionals/resource persons capable of providing high quality lectures faculty support as per the requirements of IICA

iv) The partner Organizations/Firms/Agencies should have good client base; e.g. Public Sector Enterprises, Private Sector Indian Companies, NGOs/Foundations/trusts etc.

v) Partner Organizations/Firms/Agencies who have undertaken considerable amount of research in the past, developed case studies, strategized CSR projects development and outreach etc.

Note (1): Documentary evidence in support of (i) to (v) above, would be necessary while considering the partner eligibility.

5.0. Role of the Partner Organization (Scope of Work)

The partner organization shall be responsible for arranging the overall programme, contents, venue, logistics, delegates, faculties, brochure development, issuance of invites, publicity etc. including collection of delegate fee and maintenance of expenditure/revenue account. Each program batch size would be of minimum 60 participants/delegates.

IICA on the other hand, shall act as a knowledge partner responsible for overall planning and management of the programme which includes providing some faculty resources and logo support.

6.0. Documents to be submitted by the Partner Organization

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.
- xi. Full documentary evidence of their experience (preferably last 3 yrs) in conducting similar MDP/programme (of any duration)

7.0. Selection Criteria

The eligible organizations who submit the Application Form along with enclosures within the stipulated date/time will be evaluated on the basis of their relevant experience and expertise of providing similar services in India. The organizations 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 requisite documents (Ref. 4.0, Note(1) & 6.0) and the Application Form.

Interested partner organisations qualifying the eligibility criteria are requested to fill in the application form (Annexure A) and send it along with the requisite documents, along with copy of the Covering Letter duly signed by an authorized signatory, super-subscribed "Expression of Interest to partner with IICA for organizing One-Day Programmes on Strategizing Sustainability and CSR Projects Development: Challenges and Opportunities at different metros"

and delivered to:

Ms. Ruchi Gupta
Programme Executive - Sustainability
Indian Institute of Corporate Affairs
Ministry of Corporate Affairs
Plot No- P 6, 7, 8, Sector-5, IMT Manesar
Gurgaon-122050
E-mail: ***ruchigupta.iica@gmail.com***

by 3:00 p.m., 25th July 2014

Note (2): a) After study of the documents, the partner organizations would be shortlisted and contacted for further discussions including revenue model etc. Based on the discussions, the partner organisations would be empanelled for all future programs of similar nature.

b) The revenue model details etc. will be discussed with the selected partner organizations at the later date only.

APPLICATION FORM

Invitation for Organizations/firms/agencies to partner with IICA in organizing Two One-Day Programmes (in different metros) for senior personnel of corporates/industries/companies on the subject "CSR & Sustainable Development" in the month of September, 14 & beyond

Name of the Organisation: _____

Registration number of the Organization _____

Nature of Organization (NGO/Private/Public) _____

Year of Establishment _____

Objective of Organization _____

Registered Office _____

City _____

Pin _____

Tel _____

Fax _____

E-mail _____

Name of the CEO/MD/Director _____

Location of branch offices in metropolitan cities

- Delhi Mumbai Bangalore Chennai
- Kolkata Hyderabad

Relevant experience in field of CSR, Sustainability/Sustainable Development _____

Number of conferences/seminars/workshops/MDPs etc. (of any duration) organized in the area of CSR, Sustainability/Sustainable Development conducted over the past three years (kindly provide details of event's location and year)

List of the accompanying documents enclosed with the application form

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 and Place _____

**Please send this Application Form and the
"Documents required" latest by 25th July, 14 to**
Ms. Ruchi Gupta
Programme Executive - Sustainability
Indian Institute of Corporate Affairs
Ministry of Corporate Affairs
Plot No- P 6, 7, 8, Sector-5, IMT Manesar
Gurgaon-122050