

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

INVITATION FOR EXPRESSION OF INTEREST (EoI)

For becoming a Partner of IICA, organising Training Programmes, Workshops, Seminars, Advisory Services, Consultation in Information Services, Capacity Building/Training in Knowledge Management, Research & Innovation.

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, organising Training Programmes, Workshops, Seminars, Advisory Services, Consultation in Information Services, Capacity Building/Training in Knowledge Management, Research & Innovation.

Scope of the EoI

IICA proposes to engage prospective partner organisations with a proven track record of at least 3 years for conducting Training Programmes, Workshops, Seminars, Advisory services, Consulting, Support Services etc on the areas:

- **E-Application Management & Project Management Courses**
- **Marketing of Knowledge through web based services**
- **Digital Learning, E-Repositories, Big Data and E-Content Management**
- **User Information and Seeking Behaviour, Soft Skills**
- **Ethical Hacking, Cyber Security, IPR and Copyright**

- **New Innovative technology**
- **Health management Information**
- **Research methodology**
- **Communication & leadership courses**
- **Other courses related to Knowledge Management and Resouces**

IICA, at its sole discretion, may decide to use partner organizations for conducting any Programme, Workshop, Seminar, Advisory services, Consulting, Support Services etc (hereinafter collectively referred to as 'Programme') The partner organization will be responsible for

- Venue Arrangement: IICA Manesar or anywhere in India. Venue should be atleast equivalent to IICA Manesar standards or better.
- Programme Design
- Programme Material
- Programme Kit
- Competent Faculty/ Speakers
- IT Architecture for venue if it is other than IICA Manesar
- Marketing – Media Advertisements (Print, TV & Electronic), Mailing/Posting Request Letter/ Brochure, Meetings, Telephonic Follow up etc
- Ensuring Minimum Critical Mass of Participants
- 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.

1.	<p>An organisation must be <u>any one</u> of the following:</p> <ul style="list-style-type: none"> • A Company (Public Ltd or Private Ltd) • A Society registered under Societies Registration Act, 1860 • A Trust registered under any Public Trust Act at the National /State level • A Company under Section 25 / Section 8 of the Companies Act 2013 • A University • A Deemed University • A College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE
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	<ul style="list-style-type: none"> • 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 conducting workshops/training as mentioned in Scope Section and should have been preparing research reports for conferences etc being conducted by different industry associations /independent bodies for at least 3 years in various areas as mentioned in Scope Section for Indian Public Sector / Private Sector in functional, theoretical, technological, behavioural / Project Management 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 IT/Software fields 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 proceedings.
12.	The bidder must have authorisation from PMI for conducting training programmes on Project management programmes or other training programmes.

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 in conducting workshops/training as mentioned in Scope Section or preparing research reports for conferences etc being conducted by different industry associations/ bodies for at least 3 years as mentioned in Scope Section for Indian Public Sector / Private Sector in functional, theoretical, technological, behavioural / Project Management 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 Pages 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 Software Services, Capacity Building/Training in e-Governance, Research & Innovation" and delivered to the following address latest by **5 pm on May 10th 2016**.

The Administrative Officer,
Indian Institute of Corporate Affairs,
Plot No. P – 6, 7 & 8, Sector – 5,
IMT Manesar,
District Gurgaon – 122 050. (Haryana)

APPLICATION FORM

APPLICATION FORM FOR APPLYING TO BECOME A PARTNER for conducting Programmes, Workshops, Seminars, Advisory services, Consulting, Support Services etc in the area of **Software Services, Capacity Building/Training in e-Governance, Research & Innovation.**

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

Name of the Organisation:	
Established (year):	
Registration Details: (Act & registration No.)	
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 Mobile No.: Email:

Eligibility Criteria:

S.No.	Eligibility Criteria	Yes	No
1.	<p>An organisation must be <u>any one</u> of the following:</p> <ul style="list-style-type: none"> • A Company • Public Ltd or • Private Ltd • A Society registered under Societies Registration Act, 1860 • A Trust registered under any Public Trust Act at the National/State level • A Company under Section 25/Section 8 of the Companies Act 2013 • A University • A Deemed University • A College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE • 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.	<p>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);</p>		
4.	<p>The bidder should have made profits/generated surplus revenue in at least two out of last three years. (2011-12, 2012-13, 2013-14);</p>		
5.	<p>The bidder should be a professional body/ organization engaged in imparting training, conducting programmes/workshops/seminars etc. or should be actively engaged in conducting workshops/training as mentioned in Scope Section or should have been preparing research reports for conferences etc being conducted by different industry associations/independent bodies for at least 3 years in various areas as mentioned in Scope Section for Indian Public Sector/Private Sector in functional, theoretical, technological, behavioural /project management areas;</p>		
6.	<p>The bidder should have a strong team of professionals/ resource persons capable of</p>		

	providing high quality trainings/ programmes or organizing seminars/ workshops/ conferences etc and should have atleast 2 full time experienced faculty/professional in Software, Software services or Project Management & Data analytics 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 proceedings.		

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:

S. No.	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 engaged in conducting workshops/training as mentioned in Scope Section or preparing research reports for conferences etc being conducted by different industry associations/ Independent bodies for at least 3 years in various areas as mentioned in Scope Section for Indian Public Sector / Private Sector in functional, theoretical, technological, behavioural / project management 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 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 Mandatory Undertaking on the proforma prescribed herein alongwith the Application Form.		
19.	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 in the Knowledge Management, Learning Resource Centres IT/Software fields.		
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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 with IICA, organising Training Programmes, Workshops, Seminars, Advisory Services, Consultation in Information Services, Capacity Building/Training in Knowledge Management, Research & Innovation.**"

and send to IICA by Registered Post/Courier/Speed Post at the following address at the latest by **5 pm on 10th May 2016.**

The Administrative Officer,
Indian Institute of Corporate Affairs,
Plot No. P - 6, 7 & 8, Sector - 5,
IMT Manesar,
District Gurgaon - 122 050. (Haryana)

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 inappropriate, 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: _____