

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

REQUEST FOR PROPOSAL (RFP)

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 Law & Corporate Allied Laws in India.

Indian Institute of Corporate Affairs (IICA) intends to engage a national level service provider (NLSP) who will act as a bridge between NFCSR and all the stakeholders of CSR by designing, developing, and operationalizing National portal of CSR through collaborative relationship amongst different stakeholders. In light of the above, the IICA invites 'Request for Proposal (RFP)' from interested organizations.

DATE OF COMMENCEMENT OF RFP	31.03.2015
DATE OF PRE-BID MEETING	10.04.2015
LAST DATE & TIME OF RECEIPT OF BID	16.04.2015
TIME & DATE OF OPENING OF BID	
PLACE OF OPENING OF BID	IICA, P-6,7,8,Sector-5,IMT Manesar,Distt. Gurgaon-122050,Haryana,India Phone: +91-124 - 2640000 / 2640083 , Fax: +91-124-2291036
ADDRESS FOR COMMUNICATION	IICA, P-6,7,8,Sector-5,IMT Manesar,Distt. Gurgaon-122050,Haryana,India Phone: +91-124 - 2640000, Fax: +91-124-2291036

Scope of the RFP

National Portal of CSR: Vision and Strategic objectives

The National Portal of CSR shall be a key component in facilitating operationalization of CSR in India. Vision of the National Portal in the first phase is: **"Compilation and collation at all data provided by India Inc. on CSR particularly with reference to the returns expected to be filed by them under the provisions of section 135 of Companies Act 2015."**

CSR portal: CSR web portal aims to create a one stop virtual shop for all CSR related needs of stakeholders both corporates and their implementing partners. This will have various features like, e-learning platform having a Learning Management System (LMS) and Content Management System (CMS), database of Implementing agencies hub, E-tools, best practices, feature service, CSR query box, CSR research etc. These features will be delivered through various virtual tools like Dashboard of corporates and NGOs, CSR news & updates, Webinar, CSR Helpdesk, MIS etc. These services need to be provided by the bidder(s) either by deployment of new software / license software or through engagement with existing service providers including various forms of media by interfacing their existing solutions with the national portal of CSR. Plus integration of payment gateway with different modules, in a phased manner.

The National Portal of CSR will shall acts as an enabling infrastructure to bridge this gap. The portal shall help in improving CSR companies access to skilled and trained implementation partners, skilled CSR workforce and technology by bringing together these service providers from the larger ecosystem onto a single platform. The platform is expected to scale up to cater to wider demand from corporates offer creating a 'virtual marketplace' for attracting suitable implementing partners as well as skilled CSR human resources. Portal should be designed keeping in mind "simplicity of access", be language neutral and should enable social media integration. The National portal for CSR shall act as a channel of communication and service delivery point for MCA and shall also

enable the Monitoring and Implementation of the CSR law by the monitoring committee of CSR across all program components and stakeholders.

In the first phase however, the portal will need to be designed with the following strategic priorities:

1. To upload information on CSR programs/ projects and activities in different parts of India.
2. To enable comparisons to be made and data analytics to be undertaken..
3. Host online content of directories and compendium etc.
4. Leveraging IT to enable CSR companies to know about latest updates / news on CSR in India.
5. Linkage with payment gateway of IICA

To this end, the portal will act as a platform for information, communication, education, transaction and collaboration for all stakeholders including technology providers.

Eligibility Criteria:

Organizations fulfilling the following criteria, as on the date of submission of the bids, are eligible to respond to the RFP 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 eligibility criteria.

S. No	Eligibility Criteria
1.	A organization/ company must be the following : Companies public or private including partners of IICA who possess necessary competence to build and operate cutting edge portal and undertake extensive and comprehensive data analysis.
2.	The bidder should have been in existence for at least 3 years either as an individual or as an entity in the same profession but should be presently constituted as in 1 above;

3.	The bidder should have Minimum average annual turnover of 50 lacs over last 3 years to be certified by a qualified auditor.
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.	Must have demonstrated experience of completing at least 1(one) IT project in e-governance either on its own or as a part of the consortium/service providers.
7.	The bidder should have at least 5 regular (non – project) staff members;
8.	The bidder should have a minimum of 5 functioning computers; broadband internet connectivity (minimum 1 mbps);
9.	Neither the Owner/ Partner/ Director/ Principal of the Bidder nor any of his/her relatives should be drawing any pecuniary benefit or remuneration from IICA or a Director of IICA;
10.	The bidder should not have been black listed by any organization/agency and/or should not have any pending criminal proceeding.

NFCSR IICA invites "Request for Proposal (RFP) in Two bid system" from interested govt. or private companies, for establishing National portal for CSR. RFP Document can be obtained from the Office of the:

**CAO (Chief Administrative Officer),
IICA
P-6,7,8, Sector-5, IMT Manesar,
Distt. Gurgaon-122050, (Haryana), India
Phone: +91- 124-2640000, Fax +91-124-2291036**

After depositing non- refundable fee of Rs. 500/- (Rupees Five Hundred only) in the form of a Demand Draft/ Bankers Cheque in favour of Indian Institute of Corporate Affairs. The RFP Document may be obtained during office hours on all working days. The RFP Document may also be downloaded from the official website of IICA www.iica.in from 31/03/2015 to 16.04.2015 (in case the same is a holiday) then 17.04.2015 till 5:00 PM. The bidder who has downloaded the bidding document from the website has to pay Rs. 500/- (Rupees Five Hundred only) (non- refundable) in

the form of Demand Draft/Bankers Cheque in favour of Indian Institute of Corporate Affairs along with the bid application.

The bidders should also submit an Earnest Money Deposit **(EMD) of Rs. 50,000 (FIFTY THOUSAND ONLY)** in the form of Demand draft/Bankers' cheque valid for a period of 90 days along with bid. **Bids without EMD will be summarily rejected.** EMD of unsuccessful bidders will be returned (without interest).

Any dispute would be referred to the Legal Counsel of the IICA, Lawmax Consultants, New Delhi for necessary redressal.

Security deposit:

The successful bidder(s) will be required to deposit Security Deposit for a sum of **Rs.1,00,000/- (One Lakh only)** within 15 days of the receipt of the formal order for award of agreement. The security will be furnished in the form of the Accounts Payee Demand Draft or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of organization, but hypothecated to the Indian Institute of Corporate Affairs. The security instrument should remain valid for a period of 90 days beyond the validity of the agreement. The deposit will be adjusted against any loss caused to IICA due to theft/ negligence/ deficiency in services/non-performance as per agreed standards on the part of services to be offered through National CSR portal by the organization and on account of non-fulfilment of any obligations on the part of the organization including fraud, corruption, collusion, unethical practices, and obstruction. The Security Deposit instrument will be returned to the successful bidder (without interest) minus deductions, if any, after the project contract period is over.

At any **time prior to the date of submission of bid, the authority inviting RFP may, for any reason, whatever at his own initiatives or in response to a clarification from a prospective** bidder, if deemed fit, in writing, modify the RFP Document by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into

account into account in preparing the bid, the authority inviting RFP may at its discretion, extend date and time of submission of bids.

Bids may be opened in presence of bidders or their representatives who intended to witness the opening, on the specified date and time. The bid and correspondence and documents shall be in the English language. The RFP document is not transferable. The proposal document shall be signed by the proposer on all the pages with official seal. Interested eligible bidders, if they so desire, may obtain further information from the web site www.iica.in or from the Office of:

**CAO (Chief Administrative Officer),
Indian Institute of Corporate Affairs (IICA),
Ministry of Corporate Affairs
P-6,7,& 8, Sector-5, IMT, Manesar-122050, Haryana, India
Phone: +91- 124-2640000, Fax +91-124-2291036**

Mandatory Documents Required:

The following documents (self-attested) are required to be submitted by the bidder to the IICA at the time of submitting the Bid:

1. Proposal for setting up setting up national portal of CSR
2. Prescribed Application Form duly filled in & signed
3. Registration Certificate
4. Copy of Articles & Memorandum of Association, Constitution, Bye Laws, Trust Deed etc., Aims & Objectives of the Organization
5. Pan Card Copy
6. Acknowledgement of Income Tax Return along with IT Return filed (last three years)
7. Copies of the audited Financial Statements for the last 3 years.
8. Annual Reports of last 3 years
9. Proof of having experience of the award letters/Invoices as proof for execution of projects of such nature in the last three years. List of work done in terms of client and durations of project completed.

10. Details of full time team of professionals / resource persons & their qualification/ experience
11. Details of Computer, Broadband Internet & IT infrastructure held
12. A self-declaration by the Bidder on its Organization'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;
13. A self-declaration by the Bidder on Organization's letter head that the bidder has not been black listed by any organization/agency and/or does not have any pending criminal proceeding.
14. Mandatory Undertaking on the proforma prescribed herein along with the Application Form.

Selection Criteria:

The eligible bidders will be evaluated on the basis of the criteria stated in the RFP. The applicant party 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 party will be executing an Agreement with IICA for the provision of the services as stated in this RFP. IICA may also require the selected organization/s to place a security deposit in the form of scheduled Bank Fixed Deposit or Scheduled Bank Guarantee.

General Instructions for the RFP:

The Organisations meeting the **Eligibility Criteria** may submit their RFP through the attached **Application Form** along with **Mandatory Documents Required** as stated in this RFP, in a sealed envelope prominently marked "**RFP FOR CSR PORTAL**" and delivered to the following address latest by **5 pm on 16st April 2015**.

**CAO (Chief Administrative Officer),
Indian Institute of Corporate Affairs (IICA),
Ministry of Corporate Affairs
P-6, 7, & 8, Sector-5, IMT, Manesar-122050, Haryana, India
Phone: +91- 124-2640000, Fax +91-124-2291036**

APPLICATION FORM

APPLICATION FORM FOR APPLYING TO DEVELOP NATIONAL PORTAL OF CSR

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

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

Contact Information:

Address for correspondence:	
Phone Nos:	
Fax	
E-mail	
Website	
Field Office Address: if any	
Phone Nos:	
Fax	

Contact Person	Name: Designation: Landline No with STD Code: Cell No : E-mail :
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Date:

Authorised Signatory

Seal.....

Name.....

Designation.....

Please enclose along with this Application Form, the "Documents Required" as referred to in Page No 6 &7 of the RFP.

The Mail should be prominently marked "RFP FOR DEVELOPING NATIONAL CSR PORTAL " and sent to IICA by Registered Post/Courier/Speed Post at the following address at the latest by 5 pm on 16st April, 2015

**Administrative Officer,
Indian Institute of Corporate Affairs (IICA), Ministry of Corporate Affairs
P-6,7,& 8, Sector-5, IMT, Manesar-122050, Haryana, India
Phone: +91- 124-2640000, Fax +91-124-229103**

Mandatory Undertaking

(to be filled in by the applicant Organization)

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 misappropriate, I/We shall be liable to be disqualified from associating with the IICA from any business in future.

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organization: _____

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

Date/Place: _____