



**Indian Institute of
Corporate Affairs**
Partners in Knowledge. Governance. Transformation.

Request for Proposal (RFP)
**From Institutions/Organisations interested in becoming partners for delivering IICA
Certificate Programme in CSR (ICP in CSR)**

Tender No. IICA/ NFCSR-01/2018

Indian Institute of Corporate Affairs (IICA)
National Foundation for Corporate Social Responsibility (NFCSR)
P-6, 7 & 8, Sector 5, IMT Manesar,
District Gurgaon - 122050 (Haryana), India



Request for Proposal (RFP)

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I. Key Information and Dates

S.No.	Particulars	Information/Dates
1	Tender Inviting Authority	Dr. Garima Dadhich Indian Institute of Corporate Affairs (IICA) National Foundation for Corporate Social Responsibility (NFCSR) P-6, 7 & 8, Sector 5, IMT Manesar, District Gurgaon - 122050 (Haryana), India Ph. +91 124 2640089
2	Job Requirement	Partnership for delivering ICP in CSR
3	Issue date of the RFP	10 th January 2019
4	Last date for receiving queries	14 th January 2019
5	Pre-bid meeting and issue of clarifications(if needed)	16 th January 2019
6	Last date for submission of Bids	27 th January 2019
7.	Course commences	18 th February 2019

II. Invitation of proposals for “IICA–NFCSR: Course delivery of ICP in CSR

- (a) Proposals are invited from Institutions/organisations (herein after referred to as agency) to become partner of IICA in course delivery of ICP in CSR. Last date for submission of proposal is 26th January 2019.
- (b) For any queries, you may contact Ms. Hena Pandey / Saumya Datta, at email id icpcsr@iica.in, hena09iica@gmail.com | saumyadatta.iica@gmail.com or at phone no. 0124 2640122/0124-2640097.
- (c) This Request for Proposal (RFP) is in Single bid system consisting of Technical Bids only.
- (d) The IICA reserves the right to reject any or all the proposals or part thereof without assigning any reason thereof and to call for any further details or information from any of the agencies.
- (e) Any proposal/ bid received after the deadline will be summarily rejected.
- (f) The Bidder shall bear all costs associated with the preparation and submission of its Bid and IICA will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.
- (g) **CONFIDENTIALITY:** The information given in this RFP is confidential and is for use by the Persons/Agencies who choose to apply for this RFP.
- (h) **DISCLAIMER:** The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of IICA, is provided to the bidder(s) subject to the terms and conditions set out in this RFP document and all other terms and conditions.
- (i) This RFP is neither an agreement nor an offer and is only an invitation by IICA to the interested parties for submission of bids. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. IICA makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this

RFP. IICA may at its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

III. About IICA

Indian Institute of Corporate Affairs (IICA) is a think tank, under the aegis of Ministry of Corporate Affairs to deliver opportunities for research, education and advocacy. Its work enables corporate growth, reforms and regulation through synergised knowledge management and global partnerships thereby offering real-time solutions. For details visit www.iica.in

IV. Objectives of assignment

To ensure coaching and mentoring support to the Students/Learners for the entire duration of the course 'ICP in CSR'

V. Scope of Work:

The agency will be expected to conduct the following activities and tasks:

- Promote the course in the market, for enrolment of students in the course;
- Provide contact classes for the duration of the programme, as per course delivery requirements.
- Conduct periodic online/offline coaching mentoring as per requirements of the course
- Co-ordinate Corporate attachment and Implementation agency project work
- Assist in placement facilitation of candidates during and after the course as per IICA guidelines

VI. Specifications

(a) Target Group (TG) Segments

The course is mainly aimed at fresh graduates and mid-career professionals from India and abroad, who aim to build their capacity in CSR domain.

(b) Geographical focus for student enrolment:

All states of India as well as outside India

(c) Date of course commencement: 18th February 2019

(d) Timeline of the course:

36 weeks with effect from 18th February 2019. However, the timeline may change as the course progresses. No extra payment will be paid to ICP in CSR partner for time/cost overrun during the course.

VII. Deliverables:

1. Promote the course in the market, for enrolment of students in the course through their partnership agency's own efforts;*
2. Provide at least 21 nos. contact classes for the duration of the programme, as per delivery requirements.
3. Provide required infrastructure facility as Admission & Exam Centers
4. Conduct periodic online/offline coaching mentoring as per requirements of the course
5. Conduct online sessions as per Course plan
6. Co-ordinate Corporate attachment and Implementation agency project work
7. Be the Single Point of Contact (SPOC) for each learner enrolled with the training centre
8. Assist in placement facilitation of candidates during and after the course
9. Assist IICA in the implementation of the **Learner Code of Conduct** to ensure that each candidate acquires optimum learning.
10. Keep the required infrastructure and staff ready all the time during the duration of the course

***Keeping in view nearness of the start date of the course, Bidders are advised to start the enrolment of students even when the selection process for the ICP in CSR partner under this RFP is on. However, the payment for enrolment of students, will be made to only those institutions/organizations who are selected as ICP in CSR partners under this RFP. No separate claims of payment for enrolment/marketing will be entertained by IICA from the unsuccessful bidders.**

VIII. Payment Terms

A total payment up to Rs. 31,000/learner will be paid to the ICP in CSR Partner institute on submission of proof of achievement of following deliverable basis as per the following schedule:

S.No.	Deliverables	Payments Details	Documents to be submitted
1	Learner's enrolment in the course through partner's own marketing effort Note: Student's allocated by IICA to the Partner centres will not be counted for the purpose of payment for this deliverable	Up to 10 students = 2000/student 11-20 students=3500/student 21 and above=4650/student	Tax invoice along with copy of enrolled student on Blackboard LMS
2	Conducting at least 21 contact classes over Blackboard LMS and hosting online Master class/Reinforcement session as per course plan	Rs. 9300/student	Tax invoice along with copy of proof of taking class on Blackboard

3	Facilitation of Corporate attachment of enrolled students	Rs.4650/Student	Tax invoice with Proof of Corporate attachment of Learner over Blackboard.
4.	Facilitation of Implementation agency attachment of enrolled students	Rs.4650/student	Tax invoice with Proof of Implementation agency attachment of Learner over Blackboard.
5.	Placement facilitation of Learners (At least 3 interviews need to be arranged for enrolled students)	Rs. 7750/student	Tax Invoice with proof of arranging at least 3 interviews for the candidates or Actual placement of the candidate

Note: IICA reserves the right to reduce the payment to ICP in CSR partner to the tune of Rs.5000/instance, if all the deliverables or any other general conditions of the agreement are not achieved in timely manner as per course plan.

IICA also reserves the right to cancel the agreement with ICP in CSR anytime giving one month notice in writing, if the performance of selected ICP in CSR partner is not satisfactory as per the course plan.

IICA also reserves the right not to accept deliverables which is not in conformity with the approved RFP.

IX. Who can apply:

In order to be eligible to apply, an organisation must be any one of the following:

- (a) A University
- (b) A Deemed University
- (c) College or Educational Organisation affiliated to either a University recognised by UGC or
- (d) An Institution recognised by the AICTE
- (e) Organizations registered under any of the following acts:
 - i. Societies Registration Act, 1860
 - ii. Any Public Trust Act at the National/State level
 - iii. Section 25/Section 8 of the Companies Act 1956/2013
 - iv. A company registered under Companies Act 1956/2013

X. Mandatory requirements:

In order to apply, an organisation must satisfy all of the following:

- (a) It should have at least a 3-year track record during any period of its existence/operations;
- (b) It should be located in cities above population of 5 Lakhs within municipal limits;
- (c) It should have a minimum average turnover of Rs. 25 lakh to 50 lakh per year for the last 3 years;
- (d) It should have in its physical possession (leased or owned) a minimum of 1500 sq. feet of operational area;

- (e) It should have a minimum of 15-20 functioning computers (i3 and above); broadband internet connectivity (minimum 1 mbps);
- (f) At least 3 teaching faculty on its payroll/Consultant.
- (g) It should have 1-2 IT support Staff.

XI. Mandatory Documents Required:

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

- (a) Registration Certificate
- (b) Registration Certificate under Section 12AA of Income Tax Act, if applicable;
- (c) Audited Accounts of last three years
- (d) IT Exemption Certificate under Section 80G, if available
- (e) Acknowledgement of Income Tax Return along with IT Return filed (last 3 years)
- (f) Copy of Pan Card
- (g) Annual Reports of last 3 years
- (h) Copy of Constitution, Aims & Objectives of the Organisation
- (i) Proof of possession of at least 1500 square feet area in their own name/lease
- (j) Location of proposed centre within municipal limits(Attach Google route map)
- (k) Proof of having 15-20 computers (i3 and above)
- (l) Proof of at least 3 teaching faculty on its payroll/Consultants
- (m) Proof of experience of handling similar assignments

XII. Technical Bid

It shall contain the followings:

- (a) Covering letter in the prescribed format in ANNEXURE-A
- (b) List of key resources available with the institution along with the infrastructure associated with organisation as per format in ANNEXURE-B
- (c) Copy of all mandatory documents mentioned above in ANNEXURE-B.
- (d) Details of (not exceeding 700 words) the past experience in CSR/Education domain i.e. number of trainings/research/projects etc. over the last 3 years
- (e) The proposal may be submitted in hard as well as soft copy.

XII. Instruction to the Institutions/Agencies:

- (a) Language: The proposal prepared by the agency, as well as all correspondence and documents relating to the course exchanged by the agency and IICA and supporting documents, printed literature shall be written in English.
- (b) Currency: Relevant price information and the rates should be quoted in Indian National Rupees (INR) only.
- (c) Proposals shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the agency. Any such corrections must be authenticated by the persons or person who sign(s) the proposal.
- (d) Every page of the proposal shall be signed by the agency through a person duly authorized by the agency.

- (e) The Agency shall submit its single bid proposal in one packet containing Technical Bid only.
- (f) The bids completed in all respects as specified in this RFP shall be submitted to: The Tender Inviting Authority, Indian Institute of Corporate Affairs (IICA), P-6, 7 & 8, Sector 5, IMT Manesar, District Gurgaon - 122050 (Haryana), India.
- (g) Last date for submission of bids is on or before 17:00 hours on 26th January, 2019.
- (h) Proposals received after the above stated time and date will not be considered and liable for rejection.
- (i) Proposal should be complete in all respects including all the parts, relevant documents as specified in this proposal. Incomplete proposals will be rejected.
- (j) All correspondence in all matters dealing with this RFP shall be in email provided by the agency.

XII. Selection of Agency

- (a) Technical bids shall be opened by IICA on the date which would be informed separately.
- (b) In addition to the submission of technical bid, agencies shall be required to make a presentation on their credentials, experience in handling similar capacity building exercises, proposed as per format in ANNEXURE-C before the Evaluation / Technical Committee. The decision of this Committee will be final and binding.
- (c) Evaluation of Technical Bids: The Committee would evaluate bids broadly based on the following criteria:

Scoring of Proposals: Selection of Technical Agency		Attach documentary proof (Yes/No)
Assessment Category: Technical Proposal	Maximum Marks (%)	
1. Registration status	30	
a. University-	30	
b. A deemed university	25	
c. College or Educational Institutions affiliated to either a University recognized by UGC	20	
d. An institution recognized by the AICTE	20	
e. Organizations registered under Companies Act 2013/1956 Not for Profit Organizations registered under Section 25/Section 8 of Companies Act 1956/2013	5	
2 Agency's previous experience on undertaking similar assignments in last three years (Details to be provided in maximum 700 words)	40	
a. past experience in CSR domain i.e. number of trainings/research/projects etc.	40	
b. Past Experience in education sector (other than CSR)	20	
c. Others	0	
3. Location of the Institution/Organization	30	
Distance from Railway station Within 5 KMs	30	
Within 5-10 KMs	20	
Within 10-20 KMs	10	
Technical Proposal	100	

- (a) The details of the agencies that are qualified in technical evaluation will be intimated separately to all the agencies participated.
- (b) The eligible organisations will be evaluated on the basis of the criteria stated in the RFP.
- (c) Selected Organisation/s will be executing an Agreement with IICA for the provision of the services as stated in this RFP.

XIII. General Conditions:

- (a) Agencies shall bear all costs associated with the preparation, submission of technical bid including technical inputs for assessment by evaluation committee and financial bid.
- (b) IICA will, in no case, be held responsible or liable for these costs, regardless of the outcome of the tendering process.
- (c) This RFP does not confer any right to agency on the services rendered/to be rendered unless selected and agreement is executed between agency and IICA.
- (d) IICA shall have the right to avail services from other agencies in case of default/termination by the selected agency to enter into contract with IICA or fails to perform the work assigned as per the terms and conditions of the agreement.
- (e) Agency shall exercise its due care in execution of assignment and take all responsibility for/of including the supervision thereof and all other things whether of a temporary or permanent nature required in and for such execution.
- (f) Agency shall be deemed to have satisfied itself of tender before entering into the Terms and Conditions as to the correctness and sufficiency of the rates and prices
- (g) Agency shall comply with all the laws involved in the performance under this RFP and subsequent agreement.
- (h) Agency would comply with all applicable laws as they relate to its performance under this RFP.
- (i) Agency shall make appropriate disclosure to IICA on its possible source or potential areas of conflict of duties and interest while providing services under the agreement which would impair its ability to render fair, objective and unbiased services.
- (j) Information provided under this RFP and subsequent agreement is confidential and
- (k) Agency, at any time, shall not divulge said information either directly or indirectly to any person(s), firm or company, business entity, or other organization whatsoever.
- (l) IICA reserves right to allocate candidates at its discretion which would be dependent on final enrolment of candidates and their geographical preference for location of study centre. Decision of the IICA in this regard will be final and binding on all.
- (m) IICA reserves the right to reject any or all proposal(s) without assigning any reasons and its decision shall be final.

- (n) **Liquidated Damages:** If any of the services performed by the agency fail to deliver the units within the time schedule accepted between the parties, there shall be liquidated damage of 1% of the agreement value per week. However, the total amount of the liquidated damages shall not be exceeding 5% of the total value of the agreement. The liquidated damages shall be recovered from the agency either from the final payments or from the bank guarantee. Besides, all the payments already made by IICA for such units shall also be recovered. IICA shall also have the right to terminate the contract and get such unexecuted part/full of agreement from any other agency and adjust the expenses incurred out of Performance Guarantee available for such payments.
- (o) **Intellectual Property Rights:** It is agreed between the Parties that the Intellectual Property and Commercial exploitation of the material (all Documents originated by Agency) in the course of its performance of the Services set forth in this Agreement) shall remain the sole and exclusive property of IICA and the agency shall have no right thereon.
- (p) **Name and Logo of IICA - First party (*ICP in CSR partner*)** may use the other party's (IICA) name or logo for carrying the work mentioned in this agreement during the official period of course, provided such use is approved by IICA. If the period of course has been extended under any circumstances, the use of name and logo of IICA for extended period should be with the approval of IICA
- (q) **Force Majeure:** Neither agency nor IICA shall be considered in default in performance of their obligations if such performance is prevented or delayed by events such as war, hostilities revolution, riots, civil commotion, strikes, lockout, conflagrations, epidemics, accidents, fire, storms, floods, droughts, earthquakes or ordinances or any act of God or for any other cause beyond the reasonable control of the party affected or prevented or delayed. However, a notice is required to be given within 30 calendar days from the happening of the event with complete details, to the other party to the agreement, if it is not possible to serve a notice, within the shortest possible period without delay.
- (r) **Indemnity-** The agency shall indemnify IICA against all claims of third parties, both in respect of the performance of the assignment and in respect of the report issued by IICA.
- (s) **Dispute Resolution:** That in the event of any dispute or differences between the Parties relating to or arising out of this Agreement, both the Parties shall use their best effort to settle their disputes or difference amicably by mutual discussions, negotiations or conciliation failing which the dispute will be referred to an arbitrator to be decided mutually by both the Parties. The arbitration proceedings will be conducted in accordance with the Indian Arbitration and Conciliation Act, 1996 and the venue of arbitration will be Delhi. The decision of the arbitrator will be final and binding on both the Parties. This agreement shall be governed by the laws of India and the Courts in Delhi will have the exclusive jurisdiction.
- (t) **Legal Jurisdiction:** All legal disputes between the parties shall be subject to the jurisdiction of the competent Courts of Delhi only.





ANNEXURE – A

Format of covering letter for proposal submission (Envelope – I)
(On Agency Letterhead)

Date: _____

The Tender Inviting Authority,
Indian Institute of Corporate Affairs (IICA),
P-6, 7 & 8, Sector 5, IMT Manesar,
District Gurgaon - 122050 (Haryana), India

Madam,

Sub: Proposal for becoming ICP in CSR partner

Having examined your RFP dated January 10th 2019, I/We....., offer to undertake the assignment in full conformity with the RFP. We have read the provisions of RFP and confirm that these are acceptable to us.

We agree to abide by the terms and conditions of this proposal, consisting of this letter, the Technical bid and all attachments. The proposal shall be valid for a period of 120 days from the last date of submission of bids as stipulated in the RFP and it shall remain binding upon us and may be accepted by IICA at any time before the expiration of that period.

We understand that this proposal is not binding on IICA unless selected and agreement is executed between us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to disqualification.

We understand that IICA is not bound to accept any proposal it receives.

Yours faithfully,

Signature and Seal of Agency

Name:

Date:

Signed in the capacity of.....
duly authorized to sign tenders for and on behalf
of.....



ANNEXURE – B

(Envelope – I)

Brief about key personnel and infrastructure with the organization

Name of Key contact person	
Designation	
Qualification	
Organization’s Years of Experience in handling such assignment	
Brief about previous projects	
List of required infrastructure with IT equipment	

Officer-in-charge of the Course & Contact No:

Assistant to the Officer-in-charge & Contact No:

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification. The aforesaid team members shall attend all review meetings for their respective assignments. Changes in the team, if any, has to be informed to IICA at least 10 days in advance. With any changes in the team member, IICA has the right to review the agreement with the agency.

Yours faithfully,

Signature and Seal of Agency

Name:

Date:

Signed in the capacity of.....
duly authorized to sign tenders for and on behalf
of.....

Checklist for RFP Completeness

S.No.	Particulars	Bid Envelop	Yes / No
1	Covering Letter (ANNEXURE-A)	Technical Bid (Envelop – I)	
2	Brief about Key Personnel & Infrastructure (ANNEXURE-B) as per RFP mandatory criteria	Technical Bid (Envelop – I)	

The eligible organisations will be evaluated on the basis of the criteria stated in the RFP.

The applicant organisations may be required to make a presentation before the selection committee set up by the IICA. 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 RFP.



APPLICATION FORM

**APPLICATION FORM FOR APPLYING TO BECOME A
PARTNER OF THE IICA IN “ICP IN CSR”**

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

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

(*) Registered under any of the following:

1. University
2. Deemed University
3. College or Educational organization affiliated to either a University recognized by UGC or An Institution recognized by the AICTE
4. Organizations registered under any of the following acts:
 - a. Societies Registration Act, 1860
 - b. Any Public Trust Act at the National/State level
 - c. Section 25/Section 8 of the Companies Act
 - d. Companies Act 1956/2013

Contact Information:

Address of the centre	Address: City: District: Pincode:
Name of Contact person	
Address for communication	
Phone Nos:	
E-mail	



Website	
Phone Nos:	

Eligibility Criteria:

Type of Organisation (any one of the following)	Yes	No
University		
Deemed University		
College or Educational Organisation affiliated to either a University recognised by UGC or an Institution recognised by the AICTE		
Registered under any of the following:		
Societies Registration Act, 1860		
Any Public Trust Act at the National/State level		
Section 25/Section 8 of the Companies Act		
Companies Act 2013/1956		
Mandatory Requirements		
The organization/Institution should have at least a 3-year track record during any period of its existence/operations;		
The Organization/Institution should be located in cities above population of 5 Lakhs within municipal limits;		
The Organization/Institution should have a minimum average turnover of Rs. 25 lakh to 50 lakh per year for the last 3 years;		
The Organization/Institution should have in its physical possession (leased or owned) a minimum of 1500 sq feet of operational area;		
The Organization/Institution should have a minimum of 15-20 functioning computers (i3 and above); broadband internet connectivity (minimum 1 mbps);		
The organization should have at least 3 teaching faculty on its payroll/Consultant.		

The organization should have 1-2 IT support Staff.		
Should have its Registered Office and area of Operation in any State of India		

Mandatory Documents Required:

Following documents are required to be submitted by the organisation to the IICA at the time of submitting the application:

Name/Type of Documents	Yes	No
Registration Certificate		
Registration Certificate under Section 12A, if applicable		
Audited Accounts of last three years		
IT Exemption Certificate under Section 35(i), if available		
IT Exemption Certificate under Section 80G, if applicable		
Acknowledgement of Income Tax Return along with IT Return filed (last three years)		
Average Turn over of last 3 years (minimum 25-50 Lakhs)		
Pan Card Copy		
Annual Reports of last 3 years		
Copy of Constitution, Aims & Objectives of the Organisation		
Proof of location on Google map (nearness to Railway station)		
Proof of ownership/Lease of a minimum of 1500 square feet of operational area		
Proof of ownership of 15-20 functioning computers (i3 and above) & Broadband internet connectivity of minimum 1 MBPS)		
Details of (not exceeding 700 words) the past experience in CSR/Education domain i.e. number of trainings/research/projects etc. over the last 3 years		

Eligible Organisations meeting the **Mandatory Requirements** may submit their RFP through the attached **Application Form** along with **Documents required** as stated in this RFP, in a sealed envelope prominently marked “**RFP FOR ICP in CSR Partner**” and delivered to the following address latest by **5 PM on Wednesday, 26th January, 2019.**

Further information may be obtained from the web site www.iica.in or National Foundation for CSR (NFCRS), Indian Institute of Corporate Affairs (IICA) at icp.csr@iica.in



**National Foundation for Corporate Social Responsibility
Indian Institute of Corporate Affairs,
Plot No. 6, 7, 8, Sector-5,
IMT Manesar, District Gurugram – 122050
Haryana, India**

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 inappropriate, shall be liable to disqualification from associating with the IICA as a Training Partner.

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organisation: _____

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

Date/Place: _____