

IICA-Centre of Excellence for Sustainable Development

REQUEST FOR PROPOSAL

Indian Institute of Corporate Affairs
Ministry of Corporate Affairs
Plot No- P 6, 7, 8, Sector-5, IMT Manesar
Gurgaon, Haryana - 122050

Title Of The Assignment	Sustainability Reports Research Study
Tender Number	IICA-24-8/2013/tender-2
Assignment Period	January 2014 - April, 2014
Date Of Issue	December 30, 2013 (tendering date)
Closing Date	January 15 , 2014 (last date for proposal)
Date of Technical Presentation	January 21 2014
Nature Of Bidding	Limited tendering

Section 1 – Instructions to Agencies

The Agencies are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for consulting services required for this assignment. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consulting agencies. The agencies are expected to familiarize themselves with the terms and conditions of Request For Proposal (RFP) and take these into account in preparing their Proposals.

1. Address, and formal requirements

Indian Institute of Corporate Affairs
Ministry of Corporate Affairs
Plot No- P 6,7,8, Sector-5, IMT Manesar
Gurgaon, Haryana - 122050

Deadline for submission of bids: 4:00 pm, 15 January 2014

The bids are to be sent in double envelopes. The inner envelope must be sealed and bear the following inscription:

Envelope 1

Financial Proposal for Consulting Services for “Sustainability Reports Research Study”

Envelope 2

Technical Proposal for Consulting Services for “Sustainability Reports Research Study”

*The Outer envelope containing these two envelopes should be marked:
"Sustainability Reports Research Study"*

Not to be opened before (January 16, 2014)

All copies of the bid must be submitted by courier/post/hand in letter form. The above formal requirements regarding envelopes and marking will also apply to further copies of the bid.

2. The Technical Proposal

It should include detailed working concept which allows **Indian Institute of Corporate Affairs (IICA)** to examine the technical aspects in the light of the project objective. Also, if applicable, special tasks requested within the scope of the terms of reference (TOR). Technical proposals should be submitted in the following format using standard forms as outlined in **Section 3**.

- 1) Executive Summary
- 2) Profile
- 3) Relevant Experience
- 4) Technical Response
- 5) Description of the Team
- 6) Matters not appropriate in any other section
- 7) The pay order for RS. 15000/- in favor of **Indian Institute of Corporate Affairs** drawn on Scheduled Banks towards EMD.

There should be no price information anywhere in the technical proposal document. Failure to comply will result in a disqualification of the bid.

3. The Financial Proposal

Price quotation is to be submitted in a separate envelope together with your technical proposal and should be prepared using the Standard

Formats as outlined in **Section 4**. It shall list all costs associated with the assignment, including:

- (a) Remuneration for staff
- (b) Reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity wise.

4. Cost of preparing the bid

No remuneration will be paid for preparation of the bid and the documents to be attached thereto. The bids, together with the attached documents, shall become the property of the Indian Institute of Corporate Affairs, without entitlement to remuneration. A request that the first-ranked bidder does not constitute grounds for a claim for reimbursement of related costs from the IICA.

5. Other requirements

Agreements with third parties in restraint of competition, which are to the disadvantage of the Centre of Excellence for the Sustainable Development, are not permissible and will lead to the bid not being considered.

The documents submitted in response to the request to bid shall be treated confidentially by yourself and may only be made available to third parties in connection with potential subcontractors in relation to your bid. Non-compliance may result in the bid not being considered.

6. Data Sheet

1.1	Name of the Client: Indian Institute of Corporate Affairs Method of selection: Double stage- two envelop; Quality-cum-Cost Based Selection Method (QCBS)
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes

	Name of the assignment is: "Sustainability Reports Research Study"
1.3	Proposals must remain valid 60 days after the submission date
2.1	Proposals shall be submitted in the following language: English
2.2	Agencies may associate with other Consultants: Yes
2.3	The estimated number of calendar-months required for the assignment is three months from the date of contract signing
2.4	Training is a specific component of this assignment: No
2.5	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes Service tax will be applicable as per prevailing tax law in India. As per Indian Tax Law, income tax at source has to be deducted on payments to agencies, if such payments exceed Indian Rupees 30,000 p.a.
3.1	Consultanting agencies must submit the original and two copies of the Technical Proposal, and the original of the Financial Proposal
3.2	The Proposal submission address is: Head, Centre of Excellence for Sustainable Development Indian Institute of Corporate Affairs Ministry of Corporate Affairs Plot No- P 6, 7, 8, Sector-5, IMT Manesar Gurgaon, Haryana - 122050 Proposals must be submitted no later than the following date and time: 4:00 pm on January 15, 2014
4.1	Financial quotes to be provided in INR

4.2	The weightage given to the Technical and Financial Proposals are: Technical = <u>0.6</u> and Financial = <u>0.4</u> Total score for technical proposal will be sum of technical proposal and presentation both.
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Section 2: Terms of Reference

Sustainability Reports Research Study

1) Background

The Indian Institute of Corporate Affairs (IICA) was registered as a Society on September 12, 2008 under the Societies Registration Act, 1860. An autonomous institute, IICA works under the aegis of the Ministry of Corporate Affairs to deliver opportunities for research, education and advocacy. It is also a think tank that curates a repository of data and knowledge for policy makers, regulators, as well as other stakeholders working in the domain of corporate affairs.

Set up as the premier organization that aims at providing astute and credible intellectual leadership in corporate regulation, governance and running sustainable businesses, IICA is a think-tank, capacity building and service delivery institute. Its work enables corporate growth, reforms and regulation through synergized knowledge management, and global partnerships thus offering real-time solutions. IICA propels knowledge and training through its network of schools and centres. It has six schools and six centre carrying this vision forward.

The **Centre of Excellence for Sustainable Development (CESD)** is proposed to be established under the NFCSR with the aim to undertake actions to support Indian Businesses/industry, both public & private sector, at large, in all facets of Sustainability and Sustainable Development. This would include identification of developing Sustainability strategy, Sustainability risks, challenges & opportunities for respective sectors and development of suitable programs.

2) Objective

The objective of the Sustainability Reports Research Study would be to find out good work/projects undertaken by different companies nationally and internationally in area of Sustainability and Sustainable Development. Such projects should have undergone MRV (Measureable, Reportable and Verifiable) stages or similar (i.e. comprehensive third party assurance) to enable its inclusion in the study report. The knowledge base repository thus created by such kind of research study would be extremely useful in Sustainable Development capacity building and other training programmes, workshops, conferences and seminars, conducted by IICA.

3) Scope of Services and Deliverables

The study will be conducted by an external consultancy/specialized agency. The study will be accomplished within 3-4 months after the award of work order. The broad process would be as follows:

- a) Desk Review of the work/projects undertaken by the different companies nationally and internationally in area of Sustainability and Sustainable Development through publically available information and/or information base;
- b) Study reports period –last 5 calendar years (2009-2013)
- c) Minimum 50 reputed companies each should be covered on both national and global level.
- d) The broad areas to be looked into would be: water management, low carbon growth, mitigation & adaptation, clean energy, waste management, renewable energy, life cycle analysis, natural resources management, biodiversity etc (i.e mapping the Key Sustainability Risks, Challenges and Opportunities).
- e) Undertake select field studies, gather more information/data and sharing the same with IICA;

- f) Data Collection, both quantitative and qualitative, with logical inferences/conclusions on the same for replication of practices;
- g) Draft report preparation submission for comments;
- h) Submission of Final Report.

4) Deliverables and Time schedule (27 January 2014- 27 April 2014)

The maximum time period for this assignment is expected to be two calendar months; however, agencies are free to propose shorter timeline. An electronic copy of each deliverable shall also be provided on a CD. The table below shows expected timelines for each deliverable.

No	Deliverables	Time*
D1	Analytical Framework & Approach	February 27, 2014
D2	Draft report	March 27, 2014
D3	Final report	April 27, 2014

5) Payment Schedule

The table below shows the sequence of payments against project milestones.

No	Project Milestone	Payment*	Months
P1	Contract signing	30%	M1
P2	On Submission of Draft report	30%	M3
P3	On completion of report	40%	M3

* % of total contract value

6) Eligibility criteria and Expertise /skill sets required

The minimum eligibility criteria and the requisite expertise/skill sets required for the project are as under:

- a) The consultancy agency should have undertaken similar research oriented work/study for a minimum period of 3 years along with the list of reports generated;
- b) The consultancy agency must have established competencies in the field of sustainability & sustainable development and they should have adequate experience in the area including advisory and execution of related jobs.
- c) The consultancy agency should have adequate manpower to work on short timelines, minimum 5 in their set up with the minimum experience of 5 years+ having dealt with projects in the area of sustainability and sustainable development.

Apart from background and experience, bids will also be evaluated based on the soundness of the methodologies proposed for each of the three components of this project.

7) Other terms & condition

- Only bidders who satisfy the eligibility condition may apply. Sealed tenders are to be delivered by hand/post at IICA, Manesar by the last date & time as mentioned below.
- All sealed envelopes shall be clearly marked with name of work and name of bidder and shall be submitted before 4:00 PM on 15 January, 2014. Tenders received after due date will not be entertained.
- The bid should be accompanied by an Earnest Money Deposit (EMD) of Rs 15,000/- (Rs Five Thousand only), by Demand Draft/Pay Order in favor of Indian Institute of Corporate Affairs, Payable at New Delhi, drawn on any schedule Bank. Tenders without EMD will be rejected.
- Tenderers should sign at the bottom space of all pages of tender document. The tender bid shall be opened at IICA, Manesar.

- EMD of the successful bidder shall be forfeited in the event of withdrawal of his bid after award of the work order or non-completion of the task.
- EMD of unsuccessful bidder shall be returned after a decision on the tender is taken. No interest will be paid by IICA on the EMD.
- No bidder shall contact the IICA on any matter relating to its bid, from the time of bid opening till the contract/ work order is awarded.
- Any effort by a bidder to influence the IICA in the IICA's bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
- The notification of award will constitute the formation of the contract/ work order.
- The Tenders submitted beyond the date and time fixed shall be summarily rejected. Partial quotations of items will make the tender liable for rejection. Bidder has to give quotation for all items in the Tender Performa.
- Any postal delay or loss in transit will not be binding on IICA.
- Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
- No request for increase in the rates will be entertained during the period of supply of items. No advance payment will be made. Also, no interest will be paid on delayed payment.
- The IICA reserves the rights to reject any or all tenders. The IICA, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the tendering firm.
- All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
- In case of any differences the firms can be called for negotiation. DG & CEO, IICA will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.

- In case of breach of any clause of contract the firm can also be black listed.
- In case if the final report submitted is not found, up to the standards specified by the organization then 10% of the contract amount will be deducted from the final bill submitted by the consultancy agency.

Section 3: Technical Proposal – Standard Formats

The technical presentation should not exceed half an hour, the presentations will be held IICA, Manesar on 21 January 2014, 11:00 a.m. onwards. With reference to brief guideline provided in section 2 of this RFP, agencies are expected to use the following recommended formats and number of pages for their technical proposals.

1. Executive Summary:

Executive summary should capture important parts of your technical proposal including achievements, approach, timeline, milestones and staffing. Executive summary must be confined to maximum 5 pages.

2. Profile

2 page description of background, organisation and competencies of the consulting firms and each associate for this assignment.

3. Relevant Experience

This section should contain project credentials of the bidder. This section should mention 5 most relevant experiences and must not exceed 10 pages.

FORMAT FOR RELEVANT EXPERIENCE

Name of Assignment	Client (Including Contact Detail of person in charge)	Assignment period (from - to -)	Value (INR/Euro)	Role of the firm/short description
Selected Relevant projects-National				

Selected Relevant projects-Global				

4. Qualification to Terms of reference:

This section is intended to record understanding of the assignment and interpretation of the TOR and any observations/suggestions the bidder may have on the terms of reference. Facilities and support required/expected from counterpart should also be mentioned. Maximum number of pages to be used is 3.

5. Technical response:

This section should define the approach, methodology, work plan including sub activities and deliverables and how the bidder intends to organise the project with team composition to execute the engagement. Technical response must confine to 30 pages and in following 3 sub sections.

1) Approach and methodology

Detailing out planned approach and methodology for carrying out the assignment to achieve the expected output.

2) Work Plan including sub activities and Deliverables

Detailing out Main activities, sub activities, duration, their interrelations, Milestones and linked deliverables. Work plan should be consistence with approach and methodology and should break out the TOR in feasible working plan.

3) Project Organisation

This should contain the project team organogram and brief profiles of project team personnel. Details of which tasks are likely to be carried from your home office will be undertaking within the scope of the project

(backstopping) and the designation of a contact person at the Head Office who is responsible for the project, with his or her CV included. Earliest possible date for commencing the work, with alternatives where appropriate

6. Description of the proposed team

1) Staffing

This section should contain the staffing table which indicates the name, firm, area of expertise, designation and task assigned to the professional staff as per the following format:

FORMAT FOR STAFF TASK ASSIGNMENTS

Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

2) Schedule

Staffing schedule (giving alternatives if necessary) with details of the personnel to be engaged in the home/field work with their mandays of involvement in the assignment as per the following format:

FORMAT FOR STAFFING SCHEDULE

No	Name of Staff	Description of work from	Staff input (In number of Days)					Total Staff input (days)		
			Month 1	Month 2	Month 3	Month 4	Month n	Home	Field	Total
		Home (days)								
		Field (days)								

Staffing schedule should be specifically broken into Professional staff (International and Indian) and Support Staff.

3) Curricula vitae (CVs)

The CVs of the experts designated for the project are to be in tabular form and should cover the points given in the format. Each CV must confine to maximum 3 pages in the following format.

FORMAT FOR CVs FOR PROPOSED PROFESSIONAL STAFF

Name:	
Nationality:	
Designation:	
Proposed Position:	
Whether Employee of the Firm:	
Years with the Firm:	
Key Qualifications:	
Education:	
Recent Relevant Experience:	<p><Project Title> <i><Designation in Project Team></i> <Description of Role></p>
Details of as work proposed to be assigned in the assignment under consideration	

Record of Employment:

From	To	Designation & Name of Firm

Languages Known:

	Read	Write	Speak

4) *Personnel Inputs and work plan*

This section should contain a GANNT chart mapping project phases, activities and sub activities, milestones and deliverables and mandays involvement of each project team member. There should be no price information in this table, only estimates of mandays of each consulting team member.

S. No.	Work-plan Activities	Team Member	Showing the completion of activities and involvement (mandays) of team member in respective cells				Remarks , If any
			Wk 1	Wk 2	Wk 3	Wk n	

7. Matters not appropriate in any other section

Section 4: Financial Proposal: Standard Formats

Financial Proposal should be submitted with a covering letter clearly mentioning the validity of the quote for minimum 60 days and as per the following format.

FORM 1: TOTAL COST SUMMARY

Description	Cost in INR
Professional Fee	
Reimbursable Fee	
Applicable Tax	
Other charges, if any	
Total Cost	

FORM 2: FORMAT FOR STAFF INPUTS AND FEE RATES

Name	Description	No. Of Days	Daily Fee Rate in INR	Total Fee (No. Days x Fee)
Sub Total				
Tax				
Total				

FORM 3: FORMAT FOR PROJECTED REIMBURSABLE COST

Description	Number	Rate	Cost(INR)
Vehicle hire			

Airfare			
Accommodation			
Per diem for staff			
Others(please specify)			
Total			

**FORM 4: COST BREAK UP ACCORDING TO THE MAJOR
DELIVERABLE**

Deliverables (As Outlined In TOR)	Consulting Fee	Reimbursable Fee	Total Amount in INR