

# **Tender Document**

## **Evaluation / Impact Assessment Study for Corporate Social Responsibility (CSR) Activities / Projects for Financial year 2016-17**

**The National Small Industries Corporation Ltd.  
(A Government of India Enterprise)  
NSIC Bhawan, Okhla Industrial Estate,  
New Delhi – 110 020**

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(A Government of India Enterprise)  
NSIC Bhawan, Okhla Industrial Estate  
New Delhi – 110 020**

**Quotation No. SIC/SEC/CSR/53(A)/Tender 16-17**

**Notice Inviting Sealed Quotations**

Sealed quotations are hereby invited in two separate parts (Technical & Commercial) on behalf of Company Secretary Section, The National Small Industries Corporation Limited (NSIC) from organizations having minimum three years of experience in the field of evaluation / impact assessment of Corporate Social Responsibility (CSR) projects of CPSEs of costing not less than Rs. 1.00 Lakh in each year. The quotation complete in all respect must reach at the following address by 5.00 P.M. on 16<sup>th</sup> day of August, 2017 :

B. Rajaraman  
D.G.M (A/cs.)-CS  
Company Secretary Section,  
NSIC Bhawan, Okhla Industrial Estate,  
New Delhi - 110020

<b>A</b>	<b>Name of Work</b>	:	To Conduct the assigned Evaluation / Impact Assessment Study for Corporate Social Responsibility (CSR ) activities / projects of the Corporation.
<b>B</b>	<b>Earnest Money Deposit (EMD)</b>	:	Rs. 10,000/- (Rs. Ten thousand only) by Demand Draft in favour of "The National Small Industries Corporation Ltd." payable at New Delhi.  However , Micro and Small Enterprises are eligible to get the benefit as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 on submission of valid adequate proof with the technical bid.
<b>C</b>	<b>Time for Completion of Work</b>	:	Within 120 days from the date of order.
<b>D</b>	<b>Date &amp; time of opening of technical quotations</b>	:	3.00 P.M. on 18 <sup>th</sup> day of August,2017.

The date and time of opening of financial bids shall be informed to the technically qualified bidder.

In the event of the specified date for submission of bids being declared a holiday for NSIC, the bids will be received up to the appointed time on the next working

day. NSIC may extend this deadline for submission of bids by amending the bid documents.

D.G.M. (A/cs.)-CS  
Issuing Authority

## **Conducting the Assigned Evaluation / Impact Assessment Study of Corporate Social Responsibility Activities / Projects for the year 2016-17**

### **BACKGROUND:-**

**I** Social Interventions initiatives undertaken by NSIC under CSR Projects/ Activities need to be assessed on the following parameters :

- Reach-out and Efficacy of Interventions taken up
- Accrual of Project impact on Target Population
- Current Status and Progress of Projects supported.

This would help NSIC to comprehend the following:

- Achieving desired project output and outcome,
- Impact of CSR projects on intended / targeted beneficiaries in Project areas.

### **II. Broad Framework of the Assignment:**

The following methods should be followed by the Agency while conducting the assigned evaluation assessment:

- Interaction with Official(s) of NSIC at the field level by visiting the concerned field office by the key personnel(s) of the agency whose name has been provided with this quotation in the technical bid. The list of field offices required to be visited by the successful bidder are located at Jaipur, New Delhi, Hyderabad, Bangalore, Ludhiana, Jalandhar, Faridabad, Chennai, Nagpur, Kanpur, Noida, Ahmedabad, Lucknow, Howrah and Bhubaneswar. The details of CSR Projects executed during 2016-17 is placed at Annexure-I
- Interaction with official(s) at Head Office level, if required.
- Interaction with beneficiaries, functionaries of the executing agencies / implementing partners, and any other sources deemed fit for collecting information for the assessment.
- Review of records / documents of CSR Projects maintained by executing agencies or Implementing Partners / NSIC.
- Preparation of standard questionnaire for the organization & beneficiaries in consultation with NSIC for obtaining information on the same, if required.
- Preparation and submission of the draft and final report.

CSR projects need to be evaluated individually at the desired location(s) as the deliverables are expected for individual projects.

**III.** The following deliverables are expected from the Agency under the assessment:

- A detailed study report with summary on effectiveness of the CSR projects and its impact with reference to the objectives as provided by NSIC for the purpose should be completed within a period of 120 days w.e.f. date of the Sanction letter / Work Order issued by NSIC.
- The report should also contain Case Studies and Success Stories of CSR projects evaluated.
- Database, if any of Draft Report & Final Report, both soft and hard copies.
- Photographs of the activities, sites, areas, events evaluated should be incorporated in the report,

**IV. Time Frame:**

- The exercise should be completed within a period of 120 days w.e.f. date of the Sanction letter / Work Order issued by NSIC.

**V. Data to be provided by NSIC to the successful bidder:-**

NSIC shall provide the following to the Agency to effectively carry out various tasks under the Assessment:

- A list of CSR Projects to be evaluated with details of names of the executing agencies / Implementing partners and contact details. The evaluation of the CSR Projects would be co-ordinated by the concerned field office(s) and Head office, if required.

**VI. Terms and Conditions of the Evaluation:**

- To assess the impact of the CSR Projects.

**VII. Payment Terms:**

The successful bidder / agency approved would be paid in the following manner:

1 <sup>st</sup> Installment	:	40% of the quoted amount on receipt of the Draft Report along with the payment request.
2 <sup>nd</sup> and Final Installment	:	Balance 60% of the quoted amount on receipt of copies of Final Report as approved by NSIC along with the payment request.

## **VIII. Eligibility Criteria**

- Organizations having minimum three years of experience in the field of evaluation / impact assessment of Corporate Social Responsibility (CSR) projects of CPSEs of costing not less than Rs. 1.00 Lakh in each year. Proof as regards the same should be submitted along with the Technical bid.
- The eligible agency applying for appointment should have a valid registration certificate with Government of India and should be submitted with the Technical bid.
- The last three financial years accounts should have been audited. Audited Accounts along with Auditor's Report should be submitted with the Technical bid. Submission of Auditor's Report is mandatory.
- The eligible agency would provide list of key personnel(s) having experience in the field of evaluation/ impact assessment of CSR Projects / activities who would be involved under CSR evaluation mechanism and should be submitted with the technical bid. The number of key personnel(s) should not exceed 5 numbers. In case if the agency is having Offices PAN India, then the List of Offices located across India along with name(s) of Key personnel(s) posted who would be involved in CSR evaluation mechanism should be submitted with Technical bid.
- The organization should have a Permanent Account Number (PAN) and should be submitted with Technical bid.
- The organization should have been in existence for the last three full years.
- All the valid certificates should be submitted along with the Technical specifications otherwise the quotation will be out-rightly rejected.
- The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reason whatsoever.

## **TERMS & CONDITIONS**

1. The sealed quotation shall be submitted in accordance with these instructions and any quotation not conforming thereto is liable to be rejected. These instructions shall form part of the quotation.
2. The quotation shall be submitted in two sealed covers separately i.e. **"Technical Bid"** and **"Commercial Bid"** superscribed with the name of work, due date of submission, in the following manner : -

**a) Technical Specifications:**

One sealed cover superscribed as **"Technical Specifications for conducting the assigned evaluation of CSR projects for the year 2016-17"** containing the acceptance of Technical specifications and documents **as per check list enclosed herewith.**

**b) Commercial Specifications:**

One sealed cover superscribed as **"Commercial Specifications for conducting the assigned evaluation of CSR projects for the year 2016-17"** containing quoted rates in Indian National Rupees ( words & figures both) plus applicable taxes as per law with details and documents **as per commercial specification enclosed herewith.**

**In case , if the Commercial Bid is not enclosed in a separate sealed cover but included in technical bid , such quotations will be out rightly rejected.**

3. Price quoted in Commercial Specification should be consolidated sum covering all expenses like remuneration / fee, travelling and lodging & boarding etc. plus applicable taxes as per law.
4. In the event of discrepancy in the rates, written in words and the figures, the rates quoted in words will be considered.
5. Only technically qualified quotations will be considered eligible under commercial specifications.
6. The technical quotation will be accompanied by Earnest Money of Rs.10,000/- (Rupees Ten thousand only) by way of Demand Draft in favour of "The National Small Industries Corporation Ltd." payable at New Delhi . Micro and Small Enterprises are exempted from payment of Earnest Money as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order,2012 on submission of valid adequate proof with the Technical bid.

The Earnest Money of Rs. 10,000/- (Rupees Ten thousand only) , if deposited of the successful quotation will be converted as part of Security Deposit for performance of the contract after award of tender. In case of non-acceptance

of the technical quotation the earnest money will be refunded. The Earnest Money will not carry any interest.

7. All documents submitted with the quotation shall be in English and / or Hindi language only.
8. The quotation shall remain valid for 180 days from the date of opening of quotation(s) unless otherwise stipulated.
9. Telegraphic or Tele fax quotation(s) will not be accepted.
10. Before submitting the quotation, the party, if required may visit the NSIC Office to acquaint with the nature of the work and may obtain all necessary information which may influence or affect his quotation.
11. Successful bidder will have to deposit an additional amount of Rs. 15,000/- (Rupees Fifteen thousand only) totaling Rs. 25,000/- (Rs. Twenty five thousand only) (refer clause 6) towards security deposit which will also not carry any interest. However, the successful bidder who has not deposited Rs. 10,000/- towards Earnest Money would be required to deposit Rs. 25,000/- (Rs. Twenty five thousand only) towards Security deposit which will also not carry any interest.
12. The total time allowed for completion of the work from the date of order is to be adhered and if the party fails to submit *Evaluation Report* or to perform the services within the period(s) specified in the contract, NSIC shall, without prejudice to its other remedies available under the Contract, deduct from the Contract Price, as liquidated damages of @ Rs.250/- per day for the period of delay from the due delivery date. In addition to this the Corporation shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the bidder if the *Evaluation Reports* are not received to this office within the *stipulated period*.
13. Successful bidder shall have to submit the Hard and Soft Copy of draft evaluation report and twenty Hard copies of Final Evaluation Report along with a soft copy of the same at NSIC, Company Secretary Division at his own cost.
14. Full & final payment shall be made within 60 days on satisfactory completion of the work and *submission of the Final Evaluation Report* after deducting the amount as per the applicable laws.
15. Security Deposit of Rs. 25,000/- (Rs. Twenty five thousand only) will be refunded to the successful bidder only after satisfactory completion of job.
16. The visit to all the field offices is mandatory only by the key personnel(s) whose names are provided with this quotation. In case if the field offices are not visited by the successful bidder within the stipulated time, it will lead to cancellation of contract, forfeiture of security deposit as well as blacklisting of the firm.



17. The firms blacklisted by Govt. agencies are not eligible for participation in this tender.
18. The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reasons whatsoever.

**19. ARBITRATION**

All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of NSIC or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in New Delhi.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in New Delhi.

For and on behalf of NSIC

D.G.M (A/cs.)-CS

## **Checklist for Technical Specification / Bid / Quotation**

The following documents must accompany with the Technical Bid/ Quotation:-

1. Demand draft / Pay order of Rs. 10,000/- (Rupees Ten Thousand only) in favour of "The National Small Industries Corporation Ltd." Payable at New Delhi towards Earnest Money or Valid certificate by Micro and Small Enterprises eligible to get the benefit as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order,2012 subject to submission of valid adequate proof.
2. Copy of Permanent Account Number (PAN) duly self attested.
3. Proof of evaluation / Impact assessment of CSR Projects / Activities of CPSEs of Rs.1.00 lac and above in each year as mentioned in Terms & Conditions and Eligibility criteria.
4. Audited accounts with Auditors Report of last three years. Submission of Auditor's Report is mandatory.
5. Certificate of Registration / Incorporation with Government of India.
6. List of key personnel (s) maximum five (5) along with qualification(s) who would be involved in evaluation of CSR Projects /Activities. In case , if the Offices are located PAN India than List containing address and contact details of offices along with name of key personnel (s) posted in the Office along with qualification who would be involved under Evaluation of CSR Projects / Activities. The following information about the key personnel(s)should be provided in the technical bid:-
  - i. Name
  - ii. Educational Qualification
  - iii. Number of years of experience in evaluation of CSR Projects
  - iv. Any other relevant information
7. A brief profile of the organization containing the following information :-
  - i. Name of Organization
  - ii. Address of Organization
  - iii. Number of employees
  - iv. Number of Offices , if located PAN India
  - v. Any other relevant information

**Please Note :-**

To qualify the technical bid all the documents should be signed & stamped and should be in separate sealed cover superscribed "Technical specifications for conducting the assigned evaluation of CSR Projects for the year 2016-17". This checklist may be read with Eligibility criteria.

## Commercial Specifications

Date: \_\_\_\_\_

### Quotation No. SIC/SEC/CSR/53(A)/Tender 16-17

To:

The D.G.M. (A/cs.)- CS  
The National Small Industries Corporation Ltd.  
NSIC Bhavan,  
Okhla Industrial Estate,  
New Delhi – 110 020

Subject: **Evaluation of CSR Projects of  
NSIC for the year 2016-17**

We undertake, if our quotation is accepted, to conduct the assigned evaluation / Impact assessment work for CSR projects the submission of report will be done within specified time frame and all the terms & conditions are acceptable to us.

Further, we confirm that if our quotation is accepted, we will deposit a sum of Rs.15,000/- (Rupees Fifteen thousand only) including the amount of Earnest Money if deposited by us for the due performance of the Contract, as specified in the terms & conditions which will not carry any rate of interest.

We agree to abide by this quotation for a period of 180 days from the date of opening of quotation and it shall remain binding upon us and may be accepted at any time on or before the expiry of that period.

This quotation together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

We understand that you are not bound to accept the lowest or any quotation you may receive.

The amount quoted by us is Rs. .... (Rupees .....) plus applicable taxes as per law.

Dated this .....day of ..... 2017

Declaration :-

I am duly authorized to sign quotation for and on behalf of .....  
in the Capacity as .....

.....  
(Signature & Stamp of Organization)

**Annexure – I****List of Field Offices required to be visited**

<b>S. No.</b>	<b>Field Office (s) of NSIC</b>	<b>Amount (Rs. In lakh)</b>
1	Jaipur	15.97
2	New Delhi	27.59
3	Hyderabad	38.71
4	Bangalore	18.76
5	Ludhiana	10.44
6	Jalandhar	9.48
7	Faridabad	10.00
8	Chennai	27.81
9	Nagpur	12.00
10	Kanpur	15.14
11	Noida	18.71
12	Ahmedabad	18.31
13	Lucknow	10.11
14	Howrah	14.48
15	Bhubaneswar	10.10
	<b>TOTAL</b>	<b>257.61</b>