

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

Quotation No. SIC:SEC:2(135)/2013-14/84A

Notice Inviting Sealed Quotations

Sealed quotations are hereby invited in two parts (Technical & Commercial) on behalf of Company Secretary, NSIC from the parties having experience in similar type of works, so as to reach The Company Secretary, NSIC Ltd., New Delhi up to 5.00 P.M. on 17th December, 2013.

A	Name of Work	:	Conducting the assigned evaluation for CSR & Sustainability (Corporate Social Responsibility & Sustainability) Projects
B	Earnest Money	:	Rs. 10,000/- (Rs. Ten thousand only) by Demand Draft in favor of "National Small Industries Corporation Ltd." payable at New Delhi
C	Time of Completion	:	Within 300 days from the date of order.
D	Date & time of opening of technical quotation	:	11.00 A.M. on Thursday the 19 th December,2013

The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reason whatsoever.

Company Secretary
Issuing Authority

TECHNICAL SPECIFICATIONS

- Name of Work** : Conducting the assigned Evaluation for CSR & Sustainability Projects
- Draft Evaluation Report** : Hard copy as desired by Corporation and Soft Copy
- Final Evaluation Report** : Hard copy as desired by Corporation and Soft Copy

Commercial Specifications

Date : _____

Quotation No. SIC:SEC:2(135)/84A/2013-14

To:

The Company Secretary
The National Small Industries Corporation Ltd.
NSIC Bhavan,
Okhla Industrial Estate,
New Delhi – 110 020

Subject: **Evaluation of CSR & Sustainability Projects of
NSIC for the year 2013-14**

We undertake, if our quotation is accepted, to conduct the assigned evaluation work for CSR & Sustainability 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 additional sum of Rs.5,000/- (Rs. Five thousand only) for the due performance of the Contract, as specified in the terms & conditions.

We agree to abide by this quotation for a period of 300 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.

Dated thisday of 2013

.....
(Signature)

.....
(In the capacity of)

Duly authorized to sign quotation for and on behalf of
.....

Evaluation of Corporate Social Responsibility & Sustainability Projects

BACKGROUND :-

I Social Interventions initiatives undertaken by NSIC under CSR & Sustainability projects need to be assessed as per the requirements of DPE 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 & Sustainability 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 beneficiaries, functionaries of the executing NGOs, Officials in-charge of CSR & Sustainability projects in NSIC and any other sources deemed fit for gathering information for the assessment.
- Review of records / documents of CSR & Sustainability Projects maintained by executing agencies.
- Preparation of standard questionnaire for the organization & beneficiaries in consultation with NSIC and obtaining information on the same, if required.
- Preparation and submission of the draft and final report.

CSR & Sustainability projects need to be evaluated individually 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 & Sustainability projects and its impact with reference to the objectives as provided by NSIC for the purpose should be completed within a period of 300 days w.e.f. receipt of the Sanction letter/Work Order issued by NSIC.
- The report should also contain Case Studies and Success Stories of CSR & Sustainability 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 300 days w.e.f. receipt of the Sanction letter / Work Order issued by NSIC.

V. Data to be provided by NSIC :-

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

- A list of CSR & Sustainability Projects sanctioned with details of names of the executing agencies, address, contact telephone numbers etc.
- A letter to executing agencies to provide necessary information and facilitation support to the Agency for completing the study in time.

VI. Terms and Conditions of the Monitoring & Evaluation:

- To access the impact of the CSR & Sustainability Projects for submission to DPE.

VII. Payment Terms :

The Agency approved would be paid in the following manner:

1 st Installment	:	40% of the quoted amount on receipt of the Draft Report along with the payment request.
2 nd & 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. The details of the CSR & Sustainability initiatives being undertaken by NSIC can be obtained from the Company Secretary Section.

IX. Eligibility Criteria

- Experience with nation-wide surveys on strategic and socio-economic impact of corporate / government initiatives.
- Minimum three years experience with corporate / government organizations in the field of evaluation of projects out of which one year experience should be in handling assignments of similar nature for costing not less than Rs. 1.00 lac.
- The eligible agency applying for appointment should submit the Certificate of Registration of the Organisation, Audited statements for last three years and list of key personnel to be involved under CSR evaluation mechanism.

- All the valid certificates should be submitted along with the Technical specification 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**" super scribed with the name of work, due date of submission, in the following manner : -
 - a) **Technical Specifications:**

One sealed cover super scribed as "**Technical Specifications for conducting the assigned evaluation *for CSR & Sustainability projects***" containing the acceptance of Technical specifications of competency of the party and documents **as per check list enclosed herewith.**
 - b) **Commercial Specifications:**

One sealed cover superscribed as "**Commercial Specifications for conducting the assigned evaluation for CSR & Sustainability projects**" containing quoted rates (in words & figures both) inclusive of all applicable taxes with details and documents **as per commercial specification enclosed herewith.**
3. Prices should be inclusive of consolidated sum (i.e. remuneration / fee, traveling to the project sites & lodging & boarding) of Rs. _____ (_____) including all applicable taxes mentioning the percentage and amount of taxes.
4. A) The quotation should also contain the details about the organization, number of years in the profession, infrastructure and other facilities available with them to ensure timely completion of the project along with Registration No. service tax etc. Non-submission of any document may result in disqualification of quotation. The details of the staff in the organization should be mentioned in specific, working in the organization on full time basis.

B) Only technically qualified quotations will be considered eligible under commercial specifications.
5. In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered.
6. The technical quotation will be accompanied by Earnest Money of Rs.10,000/- (Rs. Ten thousand only) by way of Demand Draft in favour of "National Small Industries Corporation Ltd." payable at New Delhi with the technical quotation.

The Earnest Money 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.
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 additional amount of Rs.5,000/- (Rs. Five thousand only) totaling Rs.15,000/- (refer clause 6) 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 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 Evaluation Report at NSIC, Company Secretary Division at his own cost.
14. Full & final payment shall be made within 30 days on satisfactory completion of the work and *submission of the Evaluation Report* after deducting TDS / WCT wherever applicable.
15. Security Deposit of Rs. 15,000/- (Rs. Fifteen thousand only) will be refunded to the successful bidder only after satisfactory completion of job.
16. **ARBITRATION**

All disputes, differences, and questions arising out of or in any way relating or concerning this agreement of the subject matter hereof or the respective rights, duties, or liabilities of the parties under or in respect of this agreement (except those the decision whereof is otherwise herein before provided for) shall be referred to the sole arbitration of the Company Secretary of the Corporation and if the said officer is unable or unwilling to act, as sole arbitrator some other person will be appointed by the Chairman-cum-Managing Director of the Corporation. In the event of such arbitrator to

whom the matter is originally referred being transferred or vacating his office or unable to act for any reason, the Chairman-cum-Managing Director, NSIC shall appoint another person to act as arbitrator in accordance with the terms of this agreement. Such persons shall be entitled to proceed with the reference from the stage where it was left by his predecessor. The award of the arbitrator so appointed shall be final and binding on the parties. The provisions of the Arbitration & Conciliation Act, 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to such arbitration.

Jurisdiction of New Delhi Upon every or any reference the assessment of the costs and incidental to the reference and award respectively shall be on the discretion of the arbitrator.

Work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to or payable by the Corporation shall be withheld on account of such proceedings.

The venue of arbitration shall be the place from which the acceptance note is issued or such other place as the 'Sole Arbitrator' at his/her entire discretion may determine.

For and on behalf of NSIC

Company Secretary

Checklist for Technical Specification /Technical Bid

The following documents must accompany with the Technical Bid :-

1. Demand draft / Pay order of Rs. 10,000/- (Rupees Ten Thousand only) in favour of "National Small Industries Corporation Ltd." Payable at New Delhi.
2. Copy of Permanent Account Number (PAN) self attested.
3. Proof of evaluation of similar work of not less than Rs.1.00 lac as mentioned in Terms & Conditions and Eligibility criteria.
4. Audited accounts with auditors report of last three years.
5. Certificate of Registration / Incorporation of the organization.
6. List of key personnel who would be involved under CSR & Sustainable Development evaluation mechanism.