

**Expression of Interest (Eoi) for
Services of consulting firms/academic institutes/agencies to
Guide and Assist in CSR activities of**

Coal India Limited and its subsidiaries

1. Text of Advertisement

Coal India Limited

Coal Bhawan

Premise No. 04 MAR, Plot No. AF – III,

Action Area – 1A, New Town,

Rajarhat, Kolkata – 700156, West Bengal

INVITATION FOR EXPRESSION OF INTEREST (EoI)

Coal India Limited (CIL) invites sealed EoI from Indian consulting firms/academic institutes/agencies for guiding and assisting CIL and its subsidiaries in undertaking their Corporate Social Responsibility (CSR) activities.

The EoI document containing the details of qualification criteria, submission requirement, brief objective and scope of work and evaluation criteria etc. can be downloaded from the website www.coalindia.in

Further details, if any, may be obtained from Manager (P/CSR), Coal India Limited, 2nd Floor, Coal Bhawan, Premise No. 04 MAR, Plot No. AF-III, Action Area – 1A, New Town, Rajarhat, Kolkata – 700156, West Bengal, Contact No. 033-71104237, Email Id: a.sengupta.cil@coalindia.in during working hours.

Last date of submission of EoI is 02.11.2017 upto 1500 hrs. Sealed envelope marked to the captioned address, containing EoI may be submitted mentioning “EoI for Guiding and Assisting in CSR activities” on the top cover:

“Manager (P/CSR)

Coal India Limited, 2nd Floor, Coal Bhawan

Premise No. 04 MAR, Plot No. AF-III

Action Area – 1A, New Town, Rajarhat,

Kolkata – 700156, West Bengal”

Applicants meeting the qualification criteria may be invited for presentation/proposal before the selection committee of CIL. Bid document will be subsequently issued to the short listed applicants only.

Manager (P/CSR)

Coal India Limited, Kolkata

Note: CIL or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and CIL reserves the right to amend/add further details in the EoI.

2. Letter of Invitation

Coal India Limited
Coal Bhawan
Premise No. 04 MAR, Plot No. AF – III,
Action Area – 1A, New Town,
Rajarhat, Kolkata – 700156, West Bengal

No.:CIL/CSR/2017/551

Dated: 12.10.2017

Dear Sir/Madam,

Coal India Limited (CIL) invites sealed Expression of Interest (EoI) from Indian consulting firms /academic institutes/agencies for guiding and assisting CIL and its subsidiaries in undertaking their Corporate Social Responsibility (CSR) activities.

The EoI document containing the details of qualification criteria, submission requirement, brief objective and scope of work and method of evaluation etc. is enclosed. The EoI document is also available on CIL website www.coalindia.in

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 1500 hours on 02.11.2017.

“Manager (P/CSR)

Coal India Limited, 2nd Floor, Coal Bhawan

Premise No. 04 MAR, Plot No. AF-III

Action Area – 1A, New Town, Rajarhat,

Kolkata – 700156, West Bengal”

Email Id: a.sengupta.cil@coalindia.in

Queries, if any, may be referred in writing or by Email to the Manager (P/CSR), CIL at the above mentioned address/email id.

S. No.	Critical Dates	Date	Time (India Standard Time)
1	Publishing Date	16.10.2017	1000 hours
2	Document download start date	16.10.2017	1000 hours
3	Document download end date	30.10.2017	1730 hours
4	Bid submission start date	16.10.2017	1000 hours
5	Bid submission end date	02.11.2017	1500 hours
6	Bid opening date	02.11.2017	1530 hours

Yours Faithfully

Manager (P/CSR)
Coal India Limited

Enclosed: EoI document

3. Background:

Coal India Limited (CIL) as an organized state owned coal mining corporate came into being in November 1975 with the government taking over private coal mines. With a modest production of 79 Million Tonnes (MT) at the year of its inception, CIL today is the single largest coal producer in the world. Operating through 82 mining areas, CIL is an apex body with 7 wholly owned coal producing subsidiaries and 1 mine planning and consultancy company spread over 8 provincial states of India. CIL was granted the Maharatna recognition in April 2011.

The concept of CSR has gained prominence from all avenues, especially after the enactment of Companies Act, 2013 in which CSR was made a statutory obligation for companies. CIL has adopted CSR as a strategic tool for sustainable growth. For CIL in the present context, CSR means not only investment of funds for social activity but also integration of business processes with social processes. CIL, since its inception, has been fulfilling the aspirations of the society through its Community Development activities in and around its mines/projects. Today, CIL has its well defined CSR policy which is based on Companies Act and guidelines related to CSR issued time to time by the Department of Public Enterprises (DPE). This policy is applicable to all the subsidiaries of CIL also.

CIL and its subsidiaries undertake various projects under CSR each year based on the CSR policy of CIL. For smooth functioning of the CSR works of CIL and its subsidiaries, it seeks the guidance and assistance of reputed Indian consulting/academic institutes/agencies.

4. Aims and Objectives:

The objective is to seek professional guidance/assistance for conducting the CSR activities in an effective and smooth manner, in meeting the statutory obligations of CSR and achieving the objectives of CSR i.e. to enhance welfare measures of the society based on the immediate and long term social and environmental consequences of their activities.

5. Venue and Deadline for submission of proposal:

Proposal, in its complete form in all respects as specified in the EoI, must be submitted to CIL at the address specified herein earlier. In exceptional circumstances and at its discretion, CIL may extend the deadline for submission of proposals by issuing an amendment to be made available on the CIL website, in which case all rights and obligations of CIL and the applicants previously subject to the original deadline will thereafter be subject to the deadline as expected.

6. Validity of Offer:

The offer for EoI as per this document shall be valid for a period of 120 days initially which may be extended further if required by CIL.

7. Scope of Work:

The detailed scope of work is enclosed at **Annexure – I**.

8. Instructions to the applicants:

The Expression of Interest is to be submitted in the manner prescribed below:

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD/DVD/USB Drive:

- a. Applicant's EoI as per Format - 1

- b. Organizational Contact Details as per Format - 2
- c. Experience of the Organization as per Format – 3
- d. List of three relevant domain experts/faculties on payroll as per Format – 4
- e. Financial strength of the institute/agency/company as per Format – 5
- f. Additional information as per Format – 6
- g. Declaration as per Format – 7
- h. Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

EoI documents have been hosted on the website www.coalindia.in and may be downloaded from the website.

The applicants are expected to examine all instructions, forms, terms and other details in the EoI document carefully. Failure to furnish complete information as mentioned in the EoI document or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the applicant's risk and may result in rejection of the proposal.

9. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible agency/institute/company should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre – Qualification Criteria	Supporting Compliance Document
1.	The applicant shall be a Firm/Company/Partnership/Proprietorship Firm/Institute/Autonomous Institute/University/University Department registered under Companies Act/Societies Registration Act	Copy of registration/incorporation
2.	The applicant should be providing similar services like proposal evaluation/impact assessment/need assessment etc. in the domain of Corporate Social Responsibility (CSR) for at least three (3) years as on 31.03.2017	Certificate by Company Secretary/Registrar of the applicant along with requisite details of the activities
3.	The applicant should be financially sustainable in of the last 3 consecutive financial years (FY 2016-17, FY 2015-16 and FY 2014-15)	Format – 5 to be certified and validated by Chartered Accountant (CA) of the applicant
4.	The applicant should have at least 03 full time staff/faculties/consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the applicant's organization
5.	PAN No. / GST Registration Certificate	Copy of the relevant document

10. Evaluation criteria and method of evaluation:

- a. Screening of Eols shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. Eols will be evaluated for short listing inter alia based on their past experience of handling similar type of projects/ rendering similar services like proposal evaluation/impact assessment/need assessment etc. in the domain of Corporate Social Responsibility (CSR), strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided a brief about the CSR activities of CIL. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- d. CIL will take up references and reserves the right to pay due heed to the bidder's performance elsewhere and any past experience from CIL.
- e. Short listed agencies will be issued Bid Documents and asked to submit their price proposal in a sealed envelope.

11. Response:

Applicants must ensure that their response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer. Applicants in sealed cover super scribed, as "Eol for Guiding and Assisting in CSR activities" are to be submitted.

12. Conflict of Interest:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the applicant to inform CIL, detailing the conflict in writing as an attachment to his response.

CIL will be the final arbiter in cases of potential conflicts of interest. Failure to notify CIL of any potential conflict of interest will invalidate any verbal or written agreement.

A Conflict of Interest is where a person who is involved in the selection has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in the process.

13. Condition under which Eol is issued:

The Eol is not an offer and is issued with no commitment. CIL reserves the right to withdraw the Eol and or vary any part thereof at any stage. CIL further reserves the right to disqualify any applicant, should it be so necessary at any stage.

14. Last date of submission of Eol:

The last date of submission of Eol is 02.11.2017 (1500 hrs IST). Bid opening date and time is 02.11.2017 and time is 1530 hrs IST.

15. Formats for Submission:

FORMAT – 1

To,
Manager (P/CSR)
Coal India Limited, 2nd Floor, Coal Bhawan
Premise No. 04 MAR, Plot No. AF-III
Action Area – 1A, New Town, Rajarhat,
Kolkata – 700156, West Bengal

Subject: Submission of EoI for Guiding and Assisting in CSR activities

Dear Sir,

In response to the Invitation for EoI published on _____ for the above purpose, we would like to express interest to carry out the above work. As instructed, we are attaching 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details as per Format – 2
2. Experience of the Organization as per Format – 3
3. List of three experts/consultants on payroll as per Format – 4
4. Financial strength of the institute/agency/company as per Format – 5
5. Additional information as per Format – 6
6. Declaration as per Format – 7

Sincerely Yours

Signature of the applicant

[Full name of the
applicant]

Stamp _____

Date:

Encl: As above

Note: This is to be furnished on the letter head of the organization

FORMAT - 2

S. No	Organizational Contact Details
1.	Name of Organization
2.	Main areas of business
3.	Type of Organization: Firm/ Company/ partnership firm registered under the Indian Companies Act or Institute/Autonomous Institute/University/University Department established under Societies Registration Act
4.	Address of registered office with telephone no. & fax
5.	Address of other offices in India
6.	Contact Person with telephone no. & e-mail ID

Enclose:-

1. Copy of Certificate of Incorporation/Registration.
2. Copy of Article of Association in respect of 3 above.

Signature of the applicant

[Full name of the
applicant]

Stamp_____

Date:

FORMAT – 3

To be furnished for five largest assignments (values wise) for last three financial years

S.No.	Items	Name of Client	Assignment Details/Nature of assignment	Duration of the assignment (months)	Order Value of assignments (Rs. Lakhs)	Fund Utilization (%)	
					(Enclose work order copy)	As admin cost	As implementation cost
1	Experience of assignments of similar nature like proposal evaluation/impact assessment/need assessment etc. in the domain of Corporate Social Responsibility (CSR)						
2	Experience in carrying out similar assignments like proposal evaluation/impact assessment/need assessment etc. in the domain of Corporate Social Responsibility (CSR) for Govt Departments/Ministries/PSU						

Note: Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.

Signature of the applicant

[Full name of the applicant]

Stamp_____

Date:

FORMAT – 4

List of experts/consultants on payroll (at least 3)			
S. No.	Name	Designation	Qualification
1.			
2.			
3.			
4.			
5.			
6.			

Note: Brief CVs of the domain experts/consultants/faculties to be attached.

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 5

Financial Strength of the Organization				
S. No.	Financial Year	Whether profitable Yes/No	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)
1	2014-15			
2	2015-16			
3	2016-17			

Note: Please enclose three years' audited account statements

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 6

1. List all enclosures related to the previous sections

S.NO	Description	No. of pages

2. Additional information to support the eligibility

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 7

DECLARATION

We hereby confirm that we are interested in competing for providing services for The guiding and assisting of CIL and its subsidiaries in their CSR activities.

All the information provided herewith is genuine and accurate.

Name and Designation:

Date:

Signature:

Note: The declaration is to be furnished on the letter head of the organization.

ANNEXURE-I

Guiding and assisting of CIL and its subsidiaries in their CSR activities

SCOPE OF WORK:

- a. The applicant shall bring in domain expertise in CSR for
 - a. CSR strategizing
 - b. Adherence to DPE guidelines
 - c. Selection of implementing agencies
 - d. Selection and recommendation of potential projects/programmes
 - e. Baseline, Need Assessment and Cost Benefit Analysis for selection of projects
 - f. Sectoral advice/assistance in project implementation
 - g. Reporting mechanisms
 - h. Monitoring and Evaluation support
 - i. Impact assessment
 - j. Periodic social audit
 - k. End line survey
 - l. CSR training, capacity building and sensitization
 - m. Any other services required by CIL and its subsidiaries in their CSR activities
- b. The applicant shall formulate and maintain database with regard to CSR activities of CIL and will provide a data base for CIL.
- c. CIL will communicate about the CSR activities undertaken so far in detail to enable the applicant to create a data base of each one of them from time to time to the applicant. The data towards CSR activities of CIL would be made available to the applicant, and the same would be accounted for target completion of CSR activities year – wise.
- d. The applicant will provide details with regard to data generation by way of baseline survey, need assessment, cost benefit analysis, impact evaluation and/or project evaluation in respect of all CSR projects taken up by CIL and determine the viability of the project together with sustainable future of the project.
- e. The applicant will provide strategic direction setting to CIL by way of the following:
 - a. **National level activity:**

- e.a.i. Conduct base line surveys at national level to identify area of activities wherever required i.e. in the event of taking up a project by CIL at national level.
 - e.a.ii. To provide long term (3 to 5 years) road map for undertaking such CSR activities.
- b. **Regional level activity (primarily in the mining areas/states of operation of CIL and its subsidiaries)**
 - e.b.i. Conduct periodic study of development indices in a particular region
 - e.b.ii. Prepare a strategic plan for a particular area
 - e.b.iii. Conduct impact assessment
- c. Special focus on backward districts
 - e.c.i. CIL and its subsidiary companies may need to undertake CSR activities in backward districts in India as a priority sector intervention.
- f. The applicant will take initiative for capacity building in order to carry out CSR activities by way of the following:
 - a. Formal training programmes for concerned officers of CIL
 - b. The applicant would design different type of training sessions for officers of CIL and its subsidiaries who are directly or indirectly involved in the CSR activities as per suitability.
 - c. Network of training programme would be conducted across the country conducive to the nature of activities to be undertaken by CIL
 - d. Training on planning and implementation
- g. The applicant will play an active role as a knowledge partner and participate as a Bridge between CIL and implementing agencies in the following manner:
 - a. The applicant will also provide list of NGOs for undertaking CSR activities through them as specialised agency.
 - b. Facilitate skill/knowledge transfer from CIL to implementing agencies and vice versa.
- h. The applicant will evaluate all the upcoming CSR projects that will be submitted to CIL and its subsidiaries by different implementing agencies and/or are prepared by CIL and its subsidiaries. CIL is having an online portal for this purpose and the applicant may be required to use the same for the evaluation process.
 - a. The applicant will conduct a comprehensive evaluation of the projects along with Cost Benefit analyst and will check the consistency of the projects with DPE guidelines/Schedule VII of the Companies Act 2013
 - b. The applicant is required to give a comprehensive review/set of recommendations for the proposal

- i. The applicant will ensure transparency and visibility of the various CSR initiatives of CIL and its subsidiaries in the following manner:
 - a. CSR and Sustainability Reporting
 - i.a.i. The applicant will create standard reporting templates, process and information systems and highlight the area of non-conformance to DPE guidelines.
 - i.a.ii. The applicant will assist in preparation of Sustainability Report in standard format applicable for CIL and its subsidiaries.
 - b. Analysis and Support
 - i.b.i. The applicant will analyse CSR initiatives' data and provide support to other hub teams and produce annual report of CSR expenditure of CIL and its subsidiaries.
 - c. The applicant will assist in creating awareness and fostering a socially responsible business environment through the following activities
 - i.c.i. Research – Define CSR, Best CSR practices, tools etc. Further create a repository of research on CSR for coming five years
 - i.c.ii. Awareness Creation – Organize conferences, seminars etc.
 - i.c.iii. Policy Formulation – Participate in key policy making forums
 - i.c.iv. Responsible business – Define indicators for socially responsible practices
 - i.c.v. The applicant will assist in documentation of CSR activities of CIL and its subsidiaries through short videos/audios/documentaries etc.

- j. The applicant will execute the works entrusted to in a time bound manner.