

Sub: Expression of Interest for Empanelment of Agencies for Carrying out Need Assessment and Impact Assessment Survey for CSR Projects

About IREDA

Indian Renewable Energy Development Agency Limited (IREDA) is a Public Sector Undertaking under the Ministry of New and Renewable, Government of India. IREDA is having its Registered Office at Core 4A, 1st Floor, IHC Complex, Lodhi Road, New Delhi – 110003 and Corporate Office at 3rd Floor, August Kranti Bhavan, Bhikaji Cama Place, New Delhi – 110066.

About Expression of Interest (EOI)

In accordance to the Companies Act, 2013, IREDA has to carry out CSR activities as specified in Schedule VII of the Companies Act, 2013 and as amended from time to time. For selection of CSR project, IREDA need to get an exercise / study done to assess the needs of the intended beneficiaries for a realistic assessment of the resource inputs required for the expected level of social / economic / environmental impact through the implementation of the activity / project.

Further, every such activity is planned and implemented with some anticipated impact on society or environment. It is against such perception and expectation of impact that the completed activity / project should be measured to ascertain the degree of its success or failure by an Agency with specialized skills and tools for associated research.

IREDA invites Expression of Interest from various eligible Agencies who would be interested to carry out Need Assessment and Impact Assessment Surveys for IREDA's CSR Activities.

Eligible Agencies

Government Departments, Semi Government, Non-Government Organizations (NGOs) Autonomous Organizations, Professional Consultancy Organizations, Registered Trusts / Missions, Community based Organizations, Self Help Groups, Not-for Profit Organizations, Local Bodies such as Panchayati Raj Institutions, Academic Institutes, who are in operation for more than 5 Years and has carried out at least 10 Need Assessment / Impact Assessment Surveys under CSR for PSUs / Government Departments.

Agencies meeting the above eligible criteria may respond to this EOI.

Documents to be provided

The following documents are to be provided alongwith the Expression of Interest:

1. Copy of certificates / documents indicating the year of establishment of the Agency.
2. Copies of 10 Letters of Award from PSU / Government Departments for carrying out Need Assessment / Impact Assessment Surveys under CSR.
3. Copies of 3 Need Assessment / Impact Assessment Survey Reports under CSR
4. Copy of the NITI Aayog Registration Certificate
5. Copy of Pan Card & other relevant Registration Certificates
6. Copy of MSME Registration Certificate, if applicable
7. A self-declaration in letter head that the Agency has not been blacklisted / barred / disqualified by any Government / PSU / Regulatory Body / Statutory Body.
8. A list indicating the documents attached with EOI

Submission of Expression of Interest (EOI)

Last Date for Submission of EOI	-	May 15, 2017 by 3.00 P.M. (Friday)
Place of Submission of EOI	-	IREDA, Core 4A, 1 st Floor, IHC Complex, Lodhi Road, New Delhi – 110 003
Nodal Officials at IREDA	-	Mr. Bhimesh Saroha, Assistant Manager (bhimeshsaroha@ireda.in) Mr. K.P. Philip, Asstt. General Manager (kpphilip@ireda.in)

Other Conditions

1. The empanelment of Agency will be for period of one year or as may be decided by IREDA.
2. Empaneled Agency will be required to respond to Request for Quote (RFQ) floated by IREDA for carrying out Need Assessment Survey / Impact Assessment Survey whenever required.
3. IREDA reserves the right to accept / reject any or all Expression of Interest (EOI) received in response without assigning any reasons.
4. The Agency must update themselves on the latest Guidelines / Policies on CSR as may be brought out the concerned Ministry / DPE from time to time.
5. IREDA would not be responsible for delay in receipt of EOI on account of postal delay.
6. Clarification pertaining to the EOI may be sought via email at least 5 working before the closing date.

Proposals shall reach AGM (CSR), IREDA at IREDA's Registered Office at the address mentioned below **on or before May 15, 2017 by 3.00 P.M.**

Indian Renewable Energy Development Agency Ltd.
Core-4A, First Floor, India Habitat Centre,
Lodi Road, New Delhi – 110003

Any bids received after the deadline for submission of bids shall be rejected and will not be considered.

Covering Letter Format
(Covering Letter has to be submitted in company's letter head)

Our Ref. No.:

Date: dd-mm-yyyy

To,
The Assistant General Manager,
Indian Renewable Energy Development Agency (IREDA)
Core 4A, First Floor, East Court Road,
India Habitat Center, Lodhi Road,
New Delhi – 110003.

Dear Sir,
Sub: Empanelment of agencies for carrying out need assessment and impact assessment survey.
Ref: EoI Ref. details

Having examined the EoI document including all annexure, we, the undersigned, offer to get short listed as empanelled agency for carrying out need assessment and impact assessment survey.

If our offer is accepted, we undertake to participate in the financial bidding process (project basis) to carry out need assessment and impact assessment survey.

We agree to abide by and fulfill all the terms and conditions and scope of work as defined in the EoI. This is to confirm that we unconditionally accept all the instructions and Terms and Conditions of the subject EoI - Empanelment of agencies for carrying out need assessment and impact assessment survey.

We hereby declare that the information submitted is true to the best of our knowledge. We understand that in case of any discrepancy found in the information submitted by us, our Bid is liable to be rejected.

Date:

Signature with seal :

Place:

Name :

Designation :

Annexure 1

Bidder's Profile

(Bidder's profile has to be submitted in company's letter head)

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Sr. No.	Particulars	Details
	Name of the Organization	
	Legal Status	
	Date of Incorporation / Registration	
	No. of years in Business	
	Address for Correspondence: Reg, Office: Corporate Office:	
	Single Point of Contact for EoI Name: Designation: Mobile No. Landline No. E-mail id:	
	No. of Customers (PSUs/Govt. Departments) Served for Similar Studies	
	PAN No.	
	Service Tax Reg. No.	

Annexure 2

List of Major Customers Served in Last 3 FY

Sub: Empanelment of agencies for carrying out need assessment and impact assessment survey.

Ref: EoI Ref. details

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