



आपत्काले रक्षिष्यामि

GIC Re

भारतीय साधारण बीमा निगम

General Insurance Corporation of India
Suraksha, 170, J. Tata Road,
Church gate, Mumbai – 400 020

NOTICE

Expression of Interest from Agencies conducting Impact Assessment Studies of CSR Projects

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Last Date of Submission of EOI : 7th May 2019

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GENERAL INSURANCE CORPORATION OF INDIA

NOTICE

General Insurance Corporation of India (“GIC Re”) is interested to engage the services of Agencies which conducts Impact Assessment Studies of Projects under Corporate Social Responsibility. It has been decided to empanel agencies to assess the effectiveness of the CSR initiatives and its subsequent impact on the lives of the people.

Detailed instructions are enclosed herewith.

The EOI received after the last date and time of submission shall be rejected.

The Corporation reserves the right to accept or reject any or all the EOI without assigning any reasons whatsoever thereof. Canvassing in any form will be considered as disqualification from award of contract.

Assistant General Manager
CSR Department

INSTRUCTIONS TO APPLICANTS

General Insurance Corporation of India, Mumbai (hereinafter referred to as “Corporation”), invites Expression of Interest (hereinafter referred to as “EOI”) from agencies for conducting Impact Assessment Studies of CSR projects undertaken by the Corporation.

1. EOI should be as per **Annexure I** attached and to be addressed to:

**Assistant General Manager,
CSR Department,
General Insurance Corporation of India,
'Suraksha', 170, Jamshedji Tata Road,
Churchgate, Mumbai – 400 020**

and dropped in the box kept with Office of Assistant General Manager, 1st Floor, CSR Department, General Insurance Corporation of India. No other mode of submitting tender is allowed.

2. The last date and time for receipt of EOI is 7th May I 2019 up to 1:00 P.M. EOI will be opened on the same day at General Insurance Corporation of India, Mumbai at 3:00 P.M. EOI received after last date will not be entertained and shall be rejected forthwith. Decision of the Corporation in this regard shall be final, conclusive and binding on the applicants and the Corporation takes no responsibility for any delay whatsoever.
3. The Sealed EOI to be submitted in an Envelope super scribed with the words **“Expression of Interest for conducting Impact Assessment Studies of CSR Projects”** along with all **Annexures** as per specimen attached herewith.
4. The EOI shall be valid for at least 90 days from the last date of submission.
5. The applicant Companies/ Firms/ Agencies are required to enclose photocopies of the following documents duly self-attested, along with the EOI, failing which their EOI shall be summarily ***out rightly*** rejected and will not be considered.
 - a. Copy of valid registration under Companies Act/ Registered Firm/ Proprietorship/ Co-operative/ Societies Registration Act/ state/ central Govt. authority in India/ any other,
 - b. Copy of PAN Card,
 - c. Copy of the Service Tax Registration Certificate,
 - d. Sales Tax, VAT Registration certificate,
 - e. Copy of the IT return filed for the last two financial years, and
 - f. RTGS/NEFT Detail (Bank Details).
6. **Scope of the empaneled agencies would be as follows:**

- a. To study the direct/ indirect impact of the CSR projects on the lives of communities/ people in areas where the project is carried out including the study of number of beneficiaries covered, improvement in their socio-economic conditions etc.
- b. To study the level of awareness of CSR projects/ initiatives amongst the target beneficiaries/ concerned stakeholders.
- c. To study the consistency in the process of project implementation together with fulfilment of stated objectives.
- d. To identify gaps and pain areas.
- e. To study beneficiary's involvement in the suggested projects.
- f. To study the entire implementation of projects and recommendations for improvements.
- g. To produce a high-quality impact assessment report for future reference.
- h. To do financial audit of the NGO including:
 - a. List of major donors,
 - b. Any other contributor to the CSR project, and
 - c. Summary of the NGO's Income and Expenditure statements.
- i. Financial study of the grant rolled out by GIC Re.
- j. The data for same may be collected from:
 - a) Primary sources: implementing NGO/ Society/ Trust, targeted beneficiaries, community representatives/ PRIs and Govt. officials etc.
 - b) Secondary sources: DRDA, Project implementing Agency, GIC Re etc.

The above list is indicative not exhaustive.

The detailed scope of work for each study/ assignment will be stipulated while calling for financial bid for concerned CSR project from the empaneled agencies.

7. **Our Requirement:** The Corporation requires EOI from agencies as per the scope (defined in point no. 6) and conditions (defined in point no. 9) attached.

S. No.	Criteria	Weightage
1	Experience of the agency in working with Government/ Reputed International Organizations (at least 5 years).	30 points
2	Experience of working in the field of social impact analysis/ evaluating CSR projects for PSUs (at least 5 years).	30 points
3	Experience in conducting impact evaluation of projects implemented in the field of sanitation, skill development, health care, livelihood generation, rehabilitations, education, etc.	20 points
4	Outreach of the Agency i.e. number of states/ UTs covered.	10 points
5	Numbers/ Diversity of Subject Matter Specialists on payroll of the Agency.	10 points

8. **Selection Process:**

1) Submission of EOI along with technical proposal by Eligible Agencies.

- 2) Agencies who qualify in technical proposal will be issued an “in-principal” approval for empanelment with GIC Re for three years.
- 3) Financial proposal/ bids will be invited from the empaneled agencies (as and when required by the Corporation).
- 4) Financial proposals/ bids will be evaluated and work allotment will be made to L-1 Agency.

9. **Conditions for Empanelment:**

- 1) NGOs/ Voluntary Agency/ Public Trust/ Agencies which are having at least 05 years of experience of working preferably with State Governments/ Government of India, agencies such as UN/ bilateral/ multi-lateral funding/ partner agencies and corporates including CPSEs in social development sector with valid registration/ recognition from state/ central Govt. of India.
- 2) Should have valid registration under Companies Act/ Registered Firm/ Proprietorship/ Co-operative/ Societies Registration Act/ state/ central Govt. authority in India/ Any other ***(please provide self-certified copy of the registration certificate)***.
- 3) Should have valid PAN and GST registration number ***(please provide self-certified copy of the registration certificate)***.
- 4) Black listed Agencies by any State Government/ Govt. of India/ Corporate(s) or any funding/ partner Agency will not be entertained. They should not have any pending legal disputes.
- 5) The Agency should have experience in conducting impact evaluation of projects implemented in the field of sanitation, skill development, health care, livelihood generation, rehabilitations, education, etc. ***(A copy of the report from the above – mentioned area should be submitted)***.
- 6) Should have conducted at least 05 impact evaluation projects for PSUs in each of the last three Financial Years i.e. FY 2015-16, FY 2016-17 and FY 2017-18.
- 7) The agency should have provided at least 2000 – man days of consultancy in each of the last three financial years i.e. FY 2015-16, FY 2016-17 and FY 2017-18.
- 8) Should have offices in at least three states/ UTs of the country.
- 9) Agency should not sub-contract any work to other Agency.

10. **Conditions for EOI:**

- a. The Corporation shall have the sole right to decide on the rejection of the participating agency on the basis of technical qualifications, without entertaining any correspondence or queries or giving explanation to any of the participants or any other parties in respect of the selection process and also to exclude them on the basis so decided by the Corporation to participate in the financial bid.
- b. Conditional offer/ EOI shall not be considered and shall be liable for rejection.
- c. It is reiterated that the Corporation reserves the right to accept or reject the EOI without assigning any reason whatsoever and that the Corporation is not bound to accept any or all EOI which it may receive. The Corporation may also decide not to avail of services from any applicant. The Corporation also reserves the right to re-issue/ recommence the entire process without the applicant and/or other vendors having the right to object.
- d. The applicant should read and understand the terms and conditions of the EOI before applying as submission of the EOI shall be deemed to signify the acceptance of all the terms and conditions and the annexures forming part and parcel of it.
- e. The decision of the Corporation in matters and issues related to the EOI shall be final, conclusive and binding on all the parties.
- f. Payment will be made by RTGS/ NEFT only.
- g. The EOI should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
- h. Applicants to give an undertaking that they have not been blacklisted by any Govt. Department and that no Criminal Case/ Complaint is pending against them may be attached along with the EOI (**Annexure II**).
- i. Any modification in the EOI after its submission shall not be considered/ accepted.
- j. **INDEPENDENT EXTERNAL MONITORS (IEMS):** IEMs, would review independently and objectively, whether and to what extent parties have complied with their obligations under the Integrity Pact. This project will be reviewed by following independent external monitors-
 - 1) Mr. B. Chakrabarti
 - 2) Mr. N.S.R.C Prasad

The successful bidder has to compulsorily sign an Integrity Pact with GIC Re to be monitored by the aforesaid authorities. The said Integrity Pact can be downloaded from the following link-

http://gicofindia.com/index.php?option=com_phocadownload&view=category&download=45:integrity-pact&id=3:general-files&Itemid=460&lang=en

For further information/ details, interested agencies may contact: Assistant General Manager and Chief Manager, Tele No. 22867186 and 22867218.

Annexure I

Expression of Interest from Agencies conducting Impact Assessment studies of CSR Projects

1. Name of the Company/ Firm/ Agency:
2. Name of the Proprietor/ Director/ Partner of the Company/ Firm/ Agency/
Authorized to sign this document:
3. Full details of Registered Office:
 - a. Address:
 - b. Telephone No.:
 - c. FAX No.:
 - d. E-Mail Address:
4. Valid Registration Number under Companies Act/ Registered Firm/ Proprietorship/
Co-operative/ Societies Registration Act/ state/ central Govt. authority in India/
any other (Copy to be Attached):
5. PAN Number (Copy to be Attached):
6. Copy of Service Tax, Registration Certificate to be attached:
7. Copy of Sale Tax, VAT Registration to be attached:
8. Copy of IT Return filed for last 2 years Assessment Year to be attached:
9. RTGS/NEFT Detail (Bank Detail):
10. Give details of major similar contracts handled on behalf of PSUs during the last 3
years in the following format:

Attested copies of work orders may also be attached.

S. No.	Contract Period	Details of client along with address, telephone and fax number	Focus Area of CSR Project	Type of Contract

You may attach separate sheet if required.

11. Additional Information, if any (Attach separate sheet, if required):

12. **All documents must be Self-attested.**

13. Copy of the Terms and Conditions with each page duly Signed and sealed by the Authorized Signatory of the Company / Firm / Agency in token of their acceptance.

Date:

Place:

Signature of Authorized Person

Name:

Seal:

ANNEXURE II

DECLARATION

1. I, _____ Son/ Daughter/ Wife of Shri. _____
Proprietor/ Director/ Authorized Signatory of the Company/ Firm/ Agency, mentioned above,
is competent to sign this declaration and execute this Expression of Interest;
2. I have carefully read and understood all the terms and conditions of the Notice and undertake
to abide by them;
3. The information, documents furnished along with the application are true and authentic to the
best of my knowledge and belief. I/ We am/ are aware of the fact that furnishing of false
information/ fabricated document would lead to rejection of my Expression of Interest at any
stage besides liabilities towards prosecution under appropriate law.
4. We / I have not been blacklisted by any Government Department and/ or that no Civil/ Criminal
Case/ Complaint is pending against me/ us.

Date:

Signature of Authorized Person

Place:

Name:

Seal: