



Indian Institute of
Corporate Affairs

Indian Institute of Corporate Affairs

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**Request for Expression of Interest
for empanelling Resource
Institutions/ Persons in various
Schools/Centres of IICA**

Opening Date : 19.09.2018

Closing Date : Open ended

Indian Institute of Corporate Affairs (IICA) has been established by the Ministry of Corporate Affairs (MCA), Government of India to act as a think-tank and Centre of Excellence (CoE) to support the growth of the corporate sector in India through an integrated and multi-disciplinary approach. The state-of-the-art campus of IICA is located at Manesar in Haryana.

The IICA offers capacity building and advisory solutions to the Government, Statutory Authorities, Public/Private Sector, etc. through its Schools and Centers. It creates customized programmes designed especially for the Ministries, departments or companies as per their requirement, through its various schools and Centers. The Institute is playing an important role in implementing the new CSR mandate in the country in accordance with the Companies Act 2013.

Important definitions / clarifications:

“IICA” means Indian Institute of Corporate Affairs

“Schools and Centres” means Schools and Centres as well National Foundation for CSR

“Recipient”, “Respondent” means respondent to the EoI document.

“EoI” means this Open ended Expression of Interest document

Words “Selected Resource Persons/Institutions” means the applicant who is declared successful after completion of the entire process of technical evaluation, as defined under this EoI.

This document is meant for the specific use of such entities, expert individuals and institutions who are interested to participate in the EoI process. IICA expects the applicant or any person acting on behalf of the applicants to strictly adhere to the instructions given in the document and maintain confidentiality of information. The applicants will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the IICA, in the event of such circumstances being brought to the notice of the IICA. After downloading the document, the concerned party is subject to confidentiality clauses.

Subject to the above, the IICA invites ‘**Expression of Interest (EoI)**’ from interested to become Domain/Subject matter Expert for the Centres and Schools of IICA viz:

- **School of Corporate Governance and Public Policy**
- **School Of Finance**
- **School of Competition Law and Market regulations**
- **School of Corporate law**
- **Centre of Excellence in Sustainable Development**
- **Centre for Business Innovation**
- **Centre for MSME**
- **Centre for Institutional Partnership & Corporate Communication**
- **Centre for e-Governance**
- **National Foundation for Corporate Social Responsibility**

(to know more details about above schools/centre, please visit to IICA’s website www.iica.in)

RATIONALE:

IICA has reached a stage in the development curve where Schools/Centers have started functioning in a robust manner. This is also a stage where relationship with clientele in Corporate sector, PSUs, Govt. institutions, Private sector, Educational institutions etc. need to be strengthened.

In order to meet these rising expectations and requirements, IICA needs to build up its core strength and this can be best done by empaneling expert institutions as well as Individuals in these areas who would be designated as Resource persons/Resource Institutions.

SCOPE OF WORK:

In order to be able to meet rising expectations and requirements of clients within Govt., PSUs as well as Private Sector and Civil Society organizations, IICA needs to build its strength in various sub-domains related to the above Schools and Centres of IICA.

Specific areas of work will relate to:

- Development as well provisioning of inputs in to preparation of Research papers/ Status papers/Proposals/ presentations etc;
- Preparation of trainer and participant relevant guidebooks and training material that assists companies/Implementing Agencies (IAs) in implementing programmes and activities by providing information on the types of activities that could be undertaken, along with national and international best practices;
- Development of pedagogic tools for Training of Trainers (ToTs) in order to create a cadre of professional trainers;
- In addition to developing the facilitator and learner ToT material, the Experts would also be required to conduct the said training program.
- Assisting in delivering CSR Services to the country that include LTP (Long Term Programmes) and STP (Short Term Programmes) training, Advisory Consulting, Support services for Implementing Agencies, Workshops/Roundtables, Action Research etc.;
- Documenting and sharing good practices, case studies, gap analysis etc; and managing other supporting activities;
- Any other work as decided by IICA from time to time

ELIGIBILITY CRITERIA:

In order to be eligible to apply, the applicant must be any one of the following:

1. An Individual expert with at least 5 years of experience in the respective area of expertise;
2. A Company registered under the Companies Act 1956/2013;
3. A firm registered under the Partnership Act;
4. An entity registered under any of the following acts:
 - a. Societies Registration Act, 1860
 - b. Any Public Trust registered under the Indian Trust Act/Income tax Act,1962
 - c. Section 25/Section 8 of the Companies Act, 1956/ 2013.

MANDATORY REQUIREMENTS:

1. Established track record of **at least 5 years** in providing corporate trainings/skill development in Public Sector organizations , Government bodies and large multi-national , other private sector/ NGOs in India and Abroad;
2. Established track record of **at least five years** in Research, Publication of papers, developing Content, Study Material, training Videos, Audios, Trainers Guide Books, training Pedagogy, Assessments, Evaluation in the areas of Training of Trainers (ToT), Trainer Certification, Leadership Development, Capacity Building areas, proposals etc.

3. The applicant could be based anywhere in India but should be willing to travel anywhere in India depending upon the requirements of the assignment.
4. Should have a strong network and professional relationship with **professionals/resource persons / employees** capable of providing high quality Learning and Development support as per the requirements of the IICA.
5. Have **at least 5 years of experience** in Training /Advisory / Consulting Services and Soft/ Behavioral skill trainings in the related areas of work.

Mandatory Documents to be submitted along with Application form:

The following documents are required to be submitted by the organization/individual expert to the IICA at the time of submitting the Application Form:

A. For Individual Resource Persons:

- i. They should either give service tax registration certificate or should be willing to give an Undertaking to register themselves with Service Tax authorities within 3 months of empanelment
 - ii. Copy of the Pan Card
- iii. List of assignments handled in the last three 3 financial years or relevant experience in lieu thereof.

B. For Companies registered under the Companies Act 1956/2013

- i. Registration Certificate
- ii. Audited Accounts of last three financial year
- iii. Acknowledgement of Income Tax Return along with IT Return filed (last three financial years)
- iv. Copy of the Pan Card
- v. Annual Reports of last 3 financial years

C. For firms registered under the Partnership Act

- i. Registration Certificate
- ii. Audited Accounts of last three financial years
- iii. Acknowledgement of Income Tax Return along with IT Return filed (last three financial years)
- iv. Copy of the Pan Card
- v. Annual Reports of last 3 financial years

D. For Registered entities under any of the following:

- i. Certificate of registration under Societies Registration Act, 1860/ Any Public Trust registered under the Indian Trust Act/Section 25/Section 8 of the Companies Act, 1956/ 2013 or;
- ii. Certificate of registration as govt. institution formed by either Act of Parliament/Assemblies, or orders of the govt. departments or RBI, etc.
- iii. Audited Accounts of last three financial years
- iv. Acknowledgement of Income Tax Return along with IT Return filed (last three financial years)
- v. Copy of the Pan Card
- vi. Annual Reports of last 3 financial years
- vii.

Selection Criteria:

The eligible Individual experts/Organizations/Agencies/Institutions who have submitted the EoI by 20th of every month will be evaluated on the basis of their relevant experience and

expertise of providing similar services in India and Abroad by an expert committee constituted by IICA. Individual experts/Organizations/Agencies/ Institutions may provide the details of assignments undertaken by them through the website links, power point presentations, printed literature viz. profile, brochures etc. along with the applicable Application form.

The Individual experts/organizations/agencies/institutions may also be required to make a presentation before a Selection Committee constituted for each of the schools and centres of IICA. The Individual experts/organizations/agencies/institutions will be shortlisted on the basis of details given in the application and presentation made, if any, before the Selection Committee.

Technical Evaluation for Resource Agency/ Person

It shall be done by the Technical Evaluation Committee based on the meeting the criteria in the relevant field. Please note that this empanelment of Domain experts/Agencies will not be considered as any offer of employment with IICA whatsoever.

The experts will however be paid as per the organization's policy. Selected Individual experts/Organizations/Agencies/Institutions will be engaged for two years and required to execute an agreement, with IICA for the provision of services as per need of the rollout of above assignment. The agreement will be valid for two years with a six monthly performance review clause.

APPLICATION FORM FOR APPLYING TO BECOME RESOURCE PERSON/INSTITUTIONS WITH IICA

(To be filled and submitted along with the required documents)

Name of the Organization/Firm/Institution/ Individual Expert:	
Established (year)/ Date of Birth (in case of individual expert):	
Registration Details: (Act & Registration Number) (if applicable)	
Date of Registration: (if applicable)	
Contact Address:	
Phone Nos:	
Fax	
E-mail	
Website	
Office Address:	
Phone Nos:	
Fax	
Courses being run, if any	
Indicate your expertise areas	
No. of Faculty in the organization	
Selected Topics of Expertise	
Any important/specific assignment being handled	

Mandatory documents required to be submitted with Application :

The following documents are required to be submitted to the IICA at the time of submitting the application form:

(i) For Organizations/Institutions:

Name/Type of Documents	Yes	No
Registration Certificate		
Audited Accounts of last three financial years		
Acknowledgement of Income Tax Return along with IT Return filed (last three financial years)		
Copy of the Pan Card		
Annual Reports of last 3 financial years		
Profile of Faculties		
Work Experience Documents		

For Individual Resource persons:

(PLEASE FILL THE FORM IN CAPITAL LETTERS ONLY)

Academic Output		Personal Information		<div style="border: 1px solid black; padding: 5px;"> Paste your recent Passport size photograph here and sign across the photo so that part of signature should be on form </div>
Books Published		Name:		
Research Papers		Father's Name:		
Working Papers		Date of Birth: (DD/MM/YYYY Y)		
Projects		Marital Status:		
Articles Published		PAN No *		
(Please Attach relevant details) #		Aadhar No *		
Educational Qualifications: (Starting from Recent/Highest) *				
*Corresponding Address:				
Email ID (1)		Mobile (1)		
Email ID (2)		Mobile (2)		
Permanent address: <input type="checkbox"/> (Tick if same as Corresponding Address)				
Total Experience (In Years) :		Retired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Retirement / Experience Details: (Please mention Retirement Date, Designation & Organization):				
Current Position Held (If any)				
Indicate your Expertise Areas				
Selected Topics of Expertise (Please attach brief profile)				

I hereby declare the information provided above is true to the best of my knowledge and belief.

Date:

(Signature)

* Mandatory Information. Self Attested copies of supporting documents to be enclosed.

Use separate sheet if required for relevant information

Mandatory Undertaking (to be filled in by the applicant Organizations/ /Institutions)

I, _____, designation _____ on behalf of _____ do hereby solemnly affirm and declare that the information given above is true to the best of my knowledge and belief and is based on the information provided to me by my organization and I hereby agree and accept that if any part of the information is found to be false or misappropriate, shall be liable to disqualification from associating with the IICA as an empaneled expert organization/institution.

Name: _____

Designation: _____

Contact Details: _____

Organisation: _____

Name & Signature of the Head of the Organisation (with Organisation Seal)

Date/Place: _____

Mandatory Undertaking (to be filled in by the applicant Individual experts)

I, _____, designation _____ do hereby solemnly affirm and declare that the information given above is true to the best of my knowledge and belief and I hereby agree and accept that if any part of the information is found to be false or misappropriate, I shall be liable to disqualification from associating with the IICA as an empaneled expert.

Name: _____

Designation: _____

Contact Details: _____

Signature: _____ Date: _____ Place: _____

Submission of EOI:

The Mail should be prominently marked "**Open ended Eoi for empaneling Resource Persons/Institutions in (Name of the Schools/Centres of IICA)**" to IICA by Registered Post/Courier/Speed Post at the following address **latest by 20th of every month.**

**To,
The Chief Administrative Officer
Indian Institute of Corporate Affairs
P-6,7,8, Sector-5
IMT Manesar-122050
Gurgaon, Haryana, India**

Note: This is an open EOI process. All applications submitted by 20th of every month will be evaluated by IICA's Committee within one month period and shortlisted candidates will be entered into agreement with IICA.