

**Expression of Interest (EOI) for selection of an Implementing
agency for delivering social sector services under CSR for
IREL (India) Limited, Manavalakurichi**

EOI No.: IREL/MK/CSR/2023/ dated 30.06.2023.

**IREL (India) Limited
(A Govt. of India undertaking – Dept. Of Atomic Energy)**

**Manavalakurichi
Kalkulam Taluk
Kanniyakumari district
Tamilnadu -629252
Website: <http://irel.co.in>
CIN No. U15100MH1950GOI008187**

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DISCLAIMER

The information contained in this Empanelment Application or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of IREL or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this EoI and such other terms and conditions subject to which such information is provided. The information provided is only for the information and reference of the Bidders.

This Empanelment Application is not an agreement and is neither an offer by IREL to the prospective Bidder(s) or any other person. The purpose of this EoI is to provide interested parties with information that may be useful to them in the formulation of their bid for participation in this Empanelment Application). This Empanelment Application includes statements, which reflect various assumptions and assessments arrived at by IREL in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Empanelment Application may not be appropriate for all persons, and it is not possible for IREL, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Empanelment Application. The assumptions, assessments, statements, and information contained in this Empanelment Application may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this Empanelment Application and obtain independent advice from appropriate sources.

Information provided in this Empanelment Application to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IREL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion of the law expressed herein.

IREL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Empanelment Application or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Empanelment Application and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with qualification of Bidders for participation in the Bidding Process. IREL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. IREL may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Empanelment Application.

The issue of this Empanelment Application does not imply that IREL is bound to select and short-list qualified Bids for Price Bid stage or to appoint the Selected Bidder for the Project, and IREL reserves the right to reject all or any of the applications without assigning any reasons whatsoever.

INTRODUCTION

IREL (India) Limited is a Multi-Unit-Multi-Product CPSE incorporated under the Companies Act 1956, wholly owned by the Government of India, under the Administrative Control of the Department of Atomic Energy (DAE). IREL operations spans across mining, mineral beneficiation and refining of heavy minerals and has its operating units at Chavara (Kerala), Manavalakurichi (Tamil Nadu) & Orissa Sands Complex (OSCOM), (Odisha). The rare earth division of IREL is located at RED, Aluva and is involved in production of separated high pure rare earths.

As part of its social responsibility towards the community around its mining areas, IREL intends to tie-up with reputed organizations working in the areas of Education & Skill development, Health and Community, Women Empowerment, promoting Arts & Culture etc. related activities for partnering in their CSR activities at their project location in Manavalakurichi, Tamil Nadu state. The project varies from but not limited to community sensitization, skilling youth, and education interventions in the schools, adult literacy, etc. under project areas as mentioned above.

BID SCHEDULE

Tender No.	IREL/MK/CSR/2023/
Item/ Job Description	Expression Of Interest (EOI) for selection of an Implementing agency for delivering social sector services under CSR activities for IREL (India) Limited
Type of bidding	Public tender
Tender publishing date	30.06.2023
Pre bid meeting date and time	The pre bid meeting shall be held at 14:30 Hrs. on 12.07.2023 through video conferencing via link shared by IREL
Bid submission start date	30.06.2023, 11.00Hrs
Last date and time of submission Eoi	27.07.2023, 15.00 Hrs
Eoi opening date & time	27.07.2023, 16.00 Hrs
Intimation of the empaneled consultants list for the upcoming project.	Shall be informed Separately.
Issue & Receipt of price bids for upcoming projects to empaneled bidders	Shall be informed Separately.
Earnest Money Deposit (EMD) :	Nil.
Validity of Tender	One year from the date of declaration of empanelment by IREL
Delivery/Completion Period	As stipulated in the respective assignments

GENERAL INSTRUCTIONS TO BIDDERS W.R.T PARTICIPATION IN
THE E-TENDERING EVENT

1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) The bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please take note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) The bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, these documents can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with a black and white option which helps in reducing the size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be solely responsible for delay in submission due to any other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled out by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 6) The uploaded tender work documents become readable only after the tender opened by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Contact person of Tendering Authority IREL (India) Limited, Manavalakurichi

N A M E	email-id	Mobile No./Landline No.
Shri K J M Babu DGM – Tech (Electrical, Stores & Purchase)	purchase-mk@irel.co.in	+91 9446525129
Shri A.Sivaraj CM -Tech (Mining & Resources)		+91 9443179037

NB:

- ***Bidders may please note that they are required to upload all the documents as called for in the tender document in order to enable them to be eligible for considering their price bid opening event.***

1. INSTRUCTION TO BIDDERS

IREL (India) Limited (IREL) invites e-tenders on online mode as per the indicative scope of work Expression Of Interest (EOI) for selection of an Implementing agency for delivering social sector services under CSR activities for IREL (India) Limited, Manavalakurichi mentioned in this bid.

a) Contact details: DGM – Tech (Electrical, Stores & Purchase),
IREL (India) Limited,
Manavalakurichi - 629252,
Kanyakumari District, Tamilnadu
Email: purchase-mk@irel.co.in; csr-mk@irel.co.in

NGOs, Firms, companies or other body corporate, submitting the tender should attach with the tender, a duly certified copy of the authority of the person signing the tender to bind the firm, company or body corporate, as the case may be, for fulfilling the contract.

Bidders are requested to read the terms & conditions of this tender before submitting their online bids.

1.0 SUBMISSION OF EOI:

Bidders should submit the duly filled in **EOI** along with relevant supporting documents and signed copy of the bid complete in all respect as per the instructions for submission of online bid.

EOI Submission format :

- a. Cover letter illustrating the Authorized Official's signature.
- b. Offer Document Illustrating Organizational Profile with relevant Experience and capacity to undertake the task. (please attach documentary proof as Annexure)
- c. Relevant Project Experience including
 1. List of CSR Projects completed in multi sectorial areas, and which involved Baseline surveys with project brief and impact for each (please attach documentary proof as Annexure like order/sanction letter, letter of completion, etc.)
 2. Team of Personnel to be engaged: CVs of Experts and Professionals involved within Organization.
 3.
 - a. Certificate of incorporation or registration as sought in PQ criteria etc.
 - b. Pan No./ITRs Service Tax Registration No.
 - c. Organizational Structure
 - d. Audit Statements for last three Financial Years- 2020-21 ,2021-22 and 2022-23
 - e. Any other Document that is needed for Assessment & Evaluation

- f. List of CSR/Welfare/Community development projects carried out in the state of Tamil Nadu.

(B) Pre- Condition to Selection

- (i) A firm / Organization shall be qualified at the EOI stage, if they meet all the mandatory criteria listed therein. **Consortium is allowed with a combination of only a consultancy and an NGO.**
- (ii) All proposals/documents received shall be evaluated for the EOI stage.
- (iii) Short Listed firms/ Organizations after EOI shall be invited to offer their financial bid for undertaking the implementation of CSR Activities in the project location through online bidding.
- (iv) IREL shall have rights to select a firm or reject on the basis of the above selection criteria and this shall be done at the sole discretion of IREL.

2.0 TENDER OPENING:

The EOI will be opened on the specified date of opening. In case any of the days mentioned in the Tender is declared as a holiday on any account due to unforeseen reason(s), the said date shall automatically be substituted by the date of next working day.

2.1 SCRUTINY AND EVALUATION OF TENDERS

The EOI is to be opened in the first instance, at the prescribed time and date as indicated in the bid. These Tenders shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the tender document.

Tenders will be evaluated on the basis of the terms & conditions incorporated in the tender document, based on which tenders have been received and the terms and conditions etc. mentioned by the tenderers in their tenders. The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document. The tenders, which do not meet the basic requirements, are liable to be treated as non-responsive and will be rejected.

2.2 MINOR INFIRMITY/IRREGULARITY/NON-CONFORMITY:

If during the evaluation, any minor infirmity and/or irregularity and/or non-conformity is found in a tender, IREL will convey its observation on such 'minor' issues to the tenderer by registered/speed post/courier/e-mail/fax etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point/ issue in clear terms, then the tender will be liable to be ignored.

3.0 AMENDMENTS TO BIDDING DOCUMENTS:

IREL, at its discretion, may extend the due date for submission of bids and also make changes to **EoI**. Any future corrigendum/amendments/alterations/modifications to this tender shall be published in website <https://irel.co.in> OR <https://etenders.gov.in/eprocure/app>only. The prospective bidders are requested to visit these websites from time to time to take note of any updates and submit their bid/quote accordingly.

4.0 TENDER DOCUMENT COST (TDC):

The tender documents are made available in websites <https://irel.co.in>&<https://eprocure.gov.in> for enabling the bidder to download at the same free of cost.

5.0 RIGHT TO REJECT THE TENDER:

- (a) IREL reserves the right to reject any EoI whatsoever without assigning any reason thereof.
- (b) IREL reserves the right to modify/ add/ reduce the scope, either in whole or in part any of the clauses mentioned herein without assigning any reason thereof.

Further IREL, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

- a. suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
- b. consult with any Bidder in order to receive clarification or further information;
- c. pre-qualify or not to pre-qualify any Bidder and/ or to consult with any Bidder in order to receive clarification or further information;
- d. retain any information and/ or evidence submitted to IREL by, on behalf of, and/ or in relation to any Bidder; and/ or
- e. independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder

It shall be deemed that by submitting the Bid, the Bidder agrees and releases IREL, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder and the Bidding Documents, pursuant hereto, and/ or in connection with the Bidding Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

6.0 INSPECTION OF SITE AND OTHER CONDITIONS:

Once the tenderer submits the bid, the following are fully understood by both the parties (i.e. IREL and the Tenderer) binding on them:

- (a) Before the tenderer submits the offer, the tenderer is deemed to have carefully examined, General and Special Conditions of Contract and other details relating to tender requirement and fully acquaint himself as to all conditions and matters which may in any way affect the work or the cost thereof. The bidder shall be deemed to have obtained on his own and independently all necessary information for the purpose

of preparing the bid and his bid as accepted shall be deemed to have taken into account all contingencies as may arise due to such information or lack of the same.

- (b) IREL shall not entertain any request for clarifications from the bidders regarding such local conditions. Any neglect or omission or failure on the part of the bidder in obtaining necessary and reliable information as stated above or on any other matter affecting the bidder shall not relieve him from any risks or liabilities or the entire responsibility for completion of the work in accordance with the tender document.
- (c) The bidder shall be deemed to have acquainted himself with the Indian Income Tax Act, 1961, Indian Companies Act, 1956, Indian Customs Act, 1962, Indian Electricity Act 2003, Factories Act 1948, Indian Mines Act 1952, Central/State Pollution Control Regulation/guidelines and other related Acts & Laws prevalent in India and as amended from time to time.

7.0 NO CLAIM FOR COMPENSATION FOR SUBMISSION OF TENDER:

The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, expenses and incidental to or incurred by him through or in connection with his submission of tender, even though IREL may decide to withdraw the invitation to tender.

8.0 RISK PURCHASE CLAUSE

After award of the contract, if the tenderer fails to execute the work as per tender or at any time repudiates the order, IREL have the right to forfeit the **EMD** and invoke the security deposit and execute the order through other agencies at the risk and cost of the tenderer. The cost difference between the alternative arrangements and total contract value will be recovered from the tenderer along with other incidental charges. In case of execution of order through alternative sources and if price is lower, no benefit on this account will be passed on to the tenderer.

9.0 RELATED PARTY:

Bids submitted by related parties in which there seems to be collusion are liable to be rejected. Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and /or operating decisions.

10.0 LEGAL JURISDICTION:

Without prejudice, High Court at Chennai, Tamil Nadu, India shall have jurisdiction to deal with or to decide any legal issue or dispute whatsoever arising out of this tender.

In case of any clarifications w.r.t the tender, Email may please be forwarded vide Email to purchase-mk@irel.co.in.

11.0 PROPRIETARY DATA

All documents and other information supplied by IREL or submitted by a Bidder to IREL shall remain or become the property of IREL. Bidders are to treat all information as strictly

confidential and shall not use it for any purpose other than for preparation and submission of their Bid. IREL will not return any Bid, or any information provided therewith.

12.0 ETHICS IN TENDERING & OTHER BUSINESS DEALINGS

IREL (India) Limited, a Government of India Undertaking, under the administrative control of Department of Atomic Energy is doing its business as per the rules and regulation of the Public Sector Undertaking and other statutory agencies. The business is done in an ethical, rational & impartial manner with good Corporate Governance.

In our endeavor to be more transparent in our dealings and to support our ideology all Vendors, Customers and Business Partners are requested not to provide any gift and /or inducement to any of our employees for securing/being granted favor in dealings with our Company. In assurance of your commitment to the aforesaid, it will be highly appreciated if you fill up, sign and abide by the attached undertaking.

Report of any gifts and /or inducements sought by any employee of the company (IREL (India) Limited) should be immediately reported to any one of the following:

Shri D Singh, Chairman & Managing Director IREL (India) Limited 1207 VS Marg, Prabhadevi Mumbai 400 028 Ph.022-24225778 Email: cmd@irel.co.in	Shri R.L. Ramesh Ram Chief Vigilance Officer IREL(India)Limited 1207 VS Marg, Prabhadevi Mumbai 400 028 Ph.022-24221068 Email: cvo@irel.co.in
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We assure you those complaints, if any, made by you on the subject will be kept confidential and fair investigation will be conducted and appropriate action will be taken. Similarly, we expect your commitment to the undertaking and its violation will have consequences as per prevailing rule of the company.

Thanking you,

For IREL (India) Limited,

DGM – T (Sores & Purchase)

TERMS & CONDITIONS FOR EMPANELMENT AS A CONSULTANT

1. The said registration only qualifies a particular agency/consultant for consideration for issue of tender papers in case of limited tenders. However, this will not give any claim to the party for award of work.
2. MSEs who are interested to claim benefits owing to their unit/ firm/ company being registered under MSMED Act' 2006, they are required to submit documentary evidence in proof of their registration while submitting their bid.

Prequalification criteria:

Sl. No.	PQ requirement	Documents required (As applicable)
1	<p>Technical Competency:</p> <p>The following are the minimum PQ criteria for acceptance of BID.</p> <ol style="list-style-type: none"> a) Should be a Not -for -Profits Organization registered in the State of Tamil Nadu. b) The organization shall register under section 12A & 80G of Indian Income Tax Act 1961. c) Should be registered under CSR-1 with Ministry of Corporate Affairs, Govt. of India. d) Should be registered under NGO DARPAN with NITI Aayog, Govt.of India. e) Should have experience of engaging with at least one or more PSU/Corporate firms whose turnover shall be more than 1000 crores during any one of the preceding three financial year viz. ending March 2023 for CSR activities. 	<ul style="list-style-type: none"> • A copy of the Registration Certificate along with PAN card and Address proof of registered office should be submitted. • Proof of registration of 12 A & 80 G shall be submitted. • Registration certificate issued by MCA to be submitted. • Submission of proof of Registration under NITI Aayog should be attached. • Work order copy along with Completion certificate indicating the details of the Work Order(s) for PSU/corporate firm with turnover of Rs.1000 crores or more shall be submitted. Self-certification as proof of completion is accepted.

	<p>f) Should have experience in management of minimum 3 multi-sectoral (education, health, skill development and other social sectors as per schedule VII of Companies Act,2013) CSR projects and completed during last 3 financial years ending March -2023 years. At least one of these projects should have been completed in the State of Tamil Nadu.</p> <p>g) Should have experience of conducting need assessment, baseline studies, diagnostic research, evaluation studies in social sector Assignments.</p> <p>h) The organization/agency should not be involved in any legal/ criminal litigation and should not have any pending legal matter/dispute in any manner including mismanagement of funds.</p> <p>CSR Works – Works Eligible as per the Companies Act and extant government guidelines.</p>	<ul style="list-style-type: none"> • A profile of the organization listing areas of operation and 3 CSR projects undertaken during last 3 years ending March -23 along with Work Order&Completion certificate/Self certification to be submitted. • Details of needs assessment/baseline studies/ diagnostic research/ evaluation studies conducted to be submitted. • Self-declaration stating that the bidder is not involved in any criminal litigation and legal matter. Attach valid documentary proof in this regard.
2	<p>Financial Capability:</p> <p>(i) The Bidder should have a minimum average annual turnover of minimum INR 75.00 lakhs over the last three audited financial years (i.e., 2020-21, 2021-22 and 2022-23).</p> <p>(ii) The Net Worth of the Bidder should be positive.</p>	<ul style="list-style-type: none"> • Extracts from the audited balance sheet and Profit & Loss Account; and/or Certificate from practicing Chartered Accountant for the financial year 2020-21,2021-22 and 2022-23) <p>Certificate(s) from practicing Chartered Accountant specifying the Net Worth at the close of the preceding financial FY 2022-23</p>

Eligibility Criteria

The validity of the selection shall be initially for a period of 1 year, which may be extended with mutual agreement with the first right of refusal by IREL. This is at the sole discretion of the IREL. There shall be no binding upon the firms or the Management of IREL.

Eligibility Criteria for the firms to Qualify:

The firms/ Organizations will be evaluated first based on documents submitted by the bidder against the following qualifying criteria. Assessments will be made for the fulfilment of Pre-Qualification Criteria as detailed below. Responses submitted by the bidder which do not fulfil Pre-Qualification Criteria will be summarily rejected. In case of a consortium, the Implementing agency shall be the lead member and shall submit documents in proof of qualifying the PQ criteria except in case of 1(g) where it can submit documents of the consultancy firm with whom it has formed consortium for qualifying PQ criteria.

Objectives

IREL is planning to take up CSR projects to create positive social and economic impact in the lives of people living in the areas of its project located at Manavalakurichi, Tamil Nadu. The projects in focus are Education & Skill development, Health and Community, Women Empowerment, promoting Arts & Culture etc.

Method of Implementation

IREL would rope in a partner for its activities in the project location viz. in Kanyakumari district in Tamil Nadu .To this effect, IREL would like to choose a firm/organization having relevant experience in social sector projects covering Education, Skill development and Health & Community Supplementary Education (CSE) etc. either as individual Organization or an Association/Consortium of Organizations/firms. **IREL will follow a diligent process for selection of a partner for the activity.**

IREL has varying requirements in the project areas and the needs, demands shall vary with time, and policies of the Govt. of India. The budget for the CSR activities will vary for each year based on the policies of the Govt. of India and CSR spending. Hence, budgetary requirements shall not form part of the evaluation. The partner will be chosen solely based on their relevant experience, no. of projects delivered in the region, capacity to conduct needs assessment studies, and capacity of the firm to deliver CSR projects with the objective of achieving the desired impact as stated by IREL.

Scope of Work

1. The agency shall carry out need assessment of the surrounding community in the areas of IREL's operations. This includes Conducting baseline assessment studies to understand the present ground level situation and identify future needs. The broad scope of work includes survey of representative size of the beneficiaries, Interim review by collecting qualitative data by using Focused Group Discussion and Participative Method by engaging various stakeholders of the project, Data collection by using semi structured questionnaire.
2. Post assessment of the needs of the community, translation of these needs into schemes/programmes and develop programme with timelines for implementing them and ensuring generation of maximum impact.
3. End to end execution of selected schemes /programmes including fund disbursement, implementation activities, progress reporting and corrective measures based on feedback.
4. The agency shall be the brand ambassador of the company in terms of social responsibility.
5. Actual deliverables will be uploaded in RFQ (Rate For Quote).

General Conditions of the Bid

- (i) For each category of Eligibility/ Pre-qualification criteria, documentary evidence is to be submitted after being duly attested by the Bidders' Authority, serially numbered, and enclosed with the Bids. If the documentary proof is not enclosed for any criteria, the Bid is liable to be rejected. The decisions of IREL are final in all cases.
- (ii) IREL shall have the right to postpone, modify, cancel, or annul the aforesaid process at any stage at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon its decision.
- (iii) IREL reserves the right to reject any applications without assigning any reason whatsoever. Conditional, erroneous and incomplete bids shall be rejected outrightly.

Note: Nature of documentary evidence should be clearly mentioned. (Like MoU Copy/ Contract Copy etc.)

INFORMATION TO BE FURNISHED BY THE BIDDERS

Empanelment of Consultants for implementing CSR projects and create positive social & economic impact and conducting awareness program for Manavalakurichi unit operations

S.No.	Particulars	Details to be filled in
1	Name of Organization	
2	Address Telephone No. Fax No. E-mail ID Contact person name , Designation and cell no :	
3	Undertaking for application	Annexure
4	Organization Details	Annexure
5	List of Consultancy Assignments in progress	Annexure
7	Financial Status	Annexure
8	Undertaking for Clean Record	Annexure
9	Cover letter Details	Annexure
10	Secrecy Document	Annexure

Place:

Signature of the bidder

Date:

Name & Designation, Company seal

Annexure 1 - UNDERTAKING TO BE FILLED IN BY CONSULTANTS APPLYING FOR
EMPANELMENT

Ref No.: _____

Dated: _____

To

**DGM – Tech (Electrical, Stores & Purchase)
IREL (India) Limited,
Manavalakurichi,
Kanyakumari ,District
Tamilnadu-629252.**

Sir,

This has reference to your notice for Empanelment available in website/e procurement site. We are very much interested in registering ourselves with you as “Consultancy firms”. We have gone through all the conditions/ details in your prescribed format for the purpose. We agree to all your terms & conditions in this regard.

As required by you, we have filled in all the data /particulars in the format and have submitted necessary copies of documents as per the checklist. We also undertake that all the information furnished are true and correct to the best of our knowledge and if on verification any data/information are found to be false, IREL reserves the right not to consider their offer for registration or blacklist if already registered. We, also undertake to produce the documents/certificates in “original” for verification as and when required by IREL.

We, now, request your good self to kindly consider us for the above empanelment.

Thanking you,

Yours sincerely,

(Signature of the Party with seal)

Annexure 2 - ORGANIZATIONAL DETAILS

S. No.	Parameter	Details
1	Year of Establishment	
2	Status of Company/Firm (Company/ Partnership/ Any other)	
3	Details of Enlistment as Consultancy Firm	
4	Empanelment with Govt. Organizations (Mention names along with copies of empanelment letters)	
5	Name of Directors/ Partners with Designations	

Place:

Signature of the bidder

Date:

Name & Designation

Annexure 4(a) - FORMAT FOR CERTIFICATE FROM PRACTICING CHARTERED
ACCOUNTANT FOR ELIGIBLE PROJECTS

(Compliance to PQ clause where completion certificate not submitted by bidder)

Certificate from the practicing-chartered accountant

Based on its books of accounts and other published information authenticated by it, this is to certify that (name of the Bidder) was engaged by (Title of project company) for (name of project) having an estimated cost of.....

The total fees received by the Bidder for the projects is

We further certify that the project was completed on (date).

Name of the audit firm:

Seal of the audit firm:

Date:

License/registration no:

UDIN NO.

(Signature, name, designation of the authorized signatory of the audit firm)

Signature of Authorized Signatory with seal

Annexure 4 (b) - FINANCIAL STATUS

S. No.	Financial year	Turnover (Rs. in Lacs)
1.	2020-21	
2.	2021-22	
3.	2022-23	
	Average	

Certificate from the practicing-chartered accountant

This is to certify that the average turnover of the bidder(name of the Bidder) is INR.....as for FY....FY..& FY.....

Name of the audit firm:

UDIN Number:

Seal of the audit firm

Note:

Certified copies of audited Balance Sheets/ Chartered Accountants' Certificates to be enclosed for each financial year.

Signature of Authorized Signatory with seal

Annexure 5 - UNDERTAKING WRT CLEAN TRACK RECORD

[Bidders are required to submit the declaration letter as given here on their letterhead]

Date:

DGM -Tech (Electrical,Stores & Purchase)

IREL (India) Limited,

Manavalakurichi,

Kanyakumari ,District

Tamilnadu-629252.

Dear Sir,

This is to certify that (Company Name) _____

having its registered office at (address)

have carefully gone through the terms and conditions contained in the **EOI**

We hereby declare that our company/ consortium **has not** been **debarred/ black listed** by any Government or Semi government organization.

We further certify that Mr. /Mrs. /Ms. _____

is a competent authority and our Company has Authorized him/her to make this declaration.

We also undertake to produce any other documents, in support of our eligibility that may be required due to change in statutes, if any during the validity of panel in IREL.

Signed:

Duly Authorized Signatory: (Name)

Name and Title of Signatory: (In the capacity of)

Name of the Firm: (On behalf of)

Address of the Firm:

Stamp / Seal of the Firm:

[Strike off whichever is not applicable]

**Annexure 6 - DETAILS TO BE SUBMITTED IN THE COVERING LETTER OF THE
BIDDER**

1) Name of firm:_____

2) Mailing Details of firm

a) Address:_____

b) Tel. No. : _____

c) Fax No. : _____

3) E-mail ID of firm: _____

4) Contact details of the bidder:

a) Name: _____

b) Designation: _____

c) Mobile No.:_____

d) Tel. No.: _____

Date:

Signature of the bidder

Place:

Name & Designation

Annexure 7 - SECRECY AGREEMENT

(to be executed on a Non-Judiciary Stamp paper of appropriate value)

THIS AGREEMENT, made and entered into this ____th day of _____, 20- - by and between IREL (INDIA) LTD., a company incorporated under Indian Companies Act having its registered office at Plot No.1207, , Opp. to Siddhivinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400 028, India (hereinafter called “IREL”) on one part and _____, a company duly incorporated under _____, with its registered office _____ (Hereinafter called _____) includes its successors and permitted assigns, on the other part.

WITNESSETH:

WHEREAS:

WHEREAS, IREL intends to empanel consultants for submission of various reports for the upcoming green field/ brown field projects as per requirements of IREL arising from time to time.

WHEREAS,_____ [Bidder] will be submitting bids for the empanelment.

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the parties hereto agree as follows:

1. The term “Confidential Information” means:
 - i. All details supplied by IREL/ (Name of the company) on technical, commercial and other information and data on the Process.
 - ii. All details supplied by IREL/ (Name of the company) on technical, commercial and other information and data relating to the products.
2. Each party hereto shall keep secret and confidential any and all confidential information it receives from any other party or parties hereto under this Agreement and shall not use such Confidential Information for any purposes except for the said tender purpose hereunder. The obligations under this Article shall not apply to any information or data that:
 - i. at the time of its disclosure hereunder is in the public domain,
 - ii. after disclosure hereunder becomes part of the public domain by publication or otherwise through no fault of the party to whom such information or data is disclosed hereunder (“Receiving party”) (but only after it is published or otherwise becomes part of the public domain),

- iii. the Receiving Party can show in its possession at the time of disclosure hereunder and which the Receiving party, without breach or any obligation is free to disclose to others, or
- iv. was received by the Receiving Party after the time of disclosure by a party hereto ("Disclosing Party") hereunder from a third party who did not acquire it, directly or indirectly, from the Disclosing Party under an obligation of confidence and which the Receiving party, without breach of any obligation, is free to disclose to others.

For the purpose of this Article 2, information or data which is specific, e.g., those on operating conditions or equipment shall not be deemed to be within the foregoing exceptions merely because it is embraced by general information or data in the public domain or in the possession of Receiving Party. In addition, any combination of features shall not be deemed to be within the foregoing exceptions merely because individual features are in the public domain or in the possession of the Receiving Party, but only if the combination itself and its principle of operation are in the public domain or in the possession of the Receiving Party.

- 3. The Receiving Party shall limit the access to the Confidential Information received hereunder to its directors, officers and employees, who (i) need to have access with such Confidential Information, (ii) have been informed of the confidential nature thereof and (iii) have agreed to undertake the obligations of non-disclosure and non-use of such Confidential Information.
- 4. Upon request of IREL,(name of the party) shall, free of charge, promptly return to IREL all the Confidential information received from IREL hereunder.
- 5. Each party hereto shall not, without the other party's prior express written consents, disclose or allow the disclosure of the existence of this Agreement.
- 6. It is mutually understood and agreed that no license or other rights are granted to any party hereto under this Agreement, by implication or otherwise, for any of the patents or patents applications of any other party hereto or as to any information and data disclosed by any other party or parties hereto under this Agreement.
- 7. None of the parties may assign its rights or obligations hereunder without the prior written consent of the other parties.
- 8. The obligation of non-disclosure and non-use of the Confidential information under this Agreement shall remain in effect for five (5) years after the date hereof and shall terminate upon lapse of said five (5) years.
- 9. This Agreement shall be governed by and construed in accordance with Indian laws.
- 10. Each party hereto acknowledges and agrees that monetary damages for any breach or threat of breach of this Agreement are inadequate. Each party hereto shall, therefore, be entitled to seek and obtain temporary and injunctive relief for any breach or threat of breach of this Agreement relating to its Confidential Information, in addition to any other remedy.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their duly authorized representatives on the day and year first above written. The original shall remain with IREL and the duplicate with(name of the party).

1. For _____
(Name)
Designation

Witness:

1. (Name)
Designation
2. (Name)
Designation

2. For IREL (India) Ltd.
(Name)
Designation

Witness:

1. (Name)
Designation
2. (Name)
Designation

2. CHECKLIST OF DOCUMENTS TO BE PROVIDED BY THE BIDDER

S.No.	Document	Reference (Page no. of the document submitted)	Response (Yes/No)
1	Empanelment Application/Bid		
2	Eligibility conditions along with relevant documents		
3.	Pre-Qualification Forms along with filled in format		
4	Signed copy of Empanelment Application including ToR, all addendum, corrigendum and clarification		
5	Undertaking by the bidder		
6	A self-certified letter that the bidder has not been blacklisted by an Authorized Signatory on the company's original letter head with signature and seal		
7	Declaration on letter head of Bidder confirming no Conflict of Interest that affects the Bidding Process		
8	Secrecy Agreement		
9	Filled in "Checklist of Documents to be provided by the bidder"		