

# **EXPRESSION OF INTEREST**

## **GUJARAT CSR AUTHORITY**

3<sup>RD</sup> FLOOR,GSFC BUILDING,DRIVE IN ROAD,  
B/H RELIANCE MART,BODAKDEV,AHMEDABAD- 380054

INVITES

### **EXPRESSION OF INTEREST(EOI) FOR SELECTION OF TECHNICAL SERVICE PROVIDERS**

for

### **DEVELOPMENT OF GUJARAT CSR AUTHORITY'S WEB PORTAL & MOBILE APPLICATION WORK**

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## A: Scope of Work

Gujarat CSR Authority has been set up by the Government of Gujarat as a welfare institution to facilitate the development of high impact and meaningful CSR interventions (projects) in the State. The Gujarat CSR Authority was established under the administrative control of Industries and Mines Department, Government of Gujarat for the purpose of fostering greater private sector cooperation, collaboration and collective endeavours for the implementation of developmental projects, aimed at furthering the development of disadvantaged and vulnerable sections of the population. For the same, the GCSRA is working towards conceptualizing, formulating and finally, implementing impactful CSR and social projects.

GCSRA acknowledges the information deficiency - so far as the companies' access to knowledge in CSR is concerned - as one of the biggest challenges of the CSR domain in India. GCSRA, therefore, seeks to address this problem by developing a web portal with an objective to minimize such information deficiency. It plans to put up a knowledge portal - a repository of information - for companies, government agencies, NGOs, and academia to have access to it towards seeking regulatory clarifications, knowing about development priorities of the government, the best practices, information on NGOs, and available professional support for project implementation, etc. Further, GCSRA has developed sectoral information packs and a series of project profiles which too will be uploaded on the portal for the knowledge and facilitation of companies and NGOs. The portal will keep on updating information on events such as national/regional seminars on CSR and training workshops etc. Therefore the purpose of the portal is educational which aims at disseminating a full range of information on CSR.

Since it is an educational portal on CSR, GCSRA encourages and invites companies, NGOs or academic institutions to partner with it in content development and revision of the dedicated CSR portal. The activity of developing a CSR portal for dissemination of knowledge and then to provide facilitation in furthering the CSR agenda, by all means, has merit to qualify as CSR as it promotes "education on CSR". It is, therefore, an educational activity that is intended to benefit companies, government agencies, NGOs, and academia, etc. For this purpose, GCSRA invites Expression of interest from the competent web development agencies to develop web portal & Mobile application of GCSRA. The Following modules are required for the development of GCSRA's Web portal.

### Web Portal Modules:

1. **Registration Module:** It would involve registration mechanism for the users of the system which would include GCSRA, Corporate and Implementing agencies.
2. **Project Module:** It would involve providing the details of the various projects by the registered users. The user would be able to upload project documents (e.g. financial data and project documentation), progress details and beneficiary details.
3. **Communication Module:** It would involve integrating the system with social media platforms such as Face book and YouTube. One would be able to create and share events, project details and seminar information.
4. **Resource Module:** It would involve provide a knowledge sharing platform for best practices. The users would be able to leverage the module towards creating a pool of funds, online payments, certificates, links, Query Builder, and publications.
5. **Register of Companies:** It would involve creating a template and online importer via which GCSRA would be to able to fill in the data of various companies involved in CSR initiatives in the state.
6. **HR Module & Procurement Module:** It would involve provide a end to end solution platform for HR operations. The users would be able to leverage the HR module towards Job notification, online scrutiny and conduct of test and scoring and the Procurement module will allow user to issue all type of

procurement notices, applications will be received on this module and the module will be functional for technical and financial scoring of the bids.

7. **GCSRA approval Module:** The present module of GCSRA approval system, with the modification advised by the First Party will be made operational in the new web portal.
8. **Reports:** It would involve integration with Google Analytics and predefined customized reporting. The Geo Mapping of the CSR projects all across Gujarat.
9. **GIS Mapping:** It would involve regular monitoring of the ongoing projects of GCSRA through the mobile application and after the validation of the received data from the mobile application; it will directly uploaded on the GCSRA's website in the pre defined format.

#### **Mobile Application:**

The agency shall develop a mobile application and its integration with CSR web portal. It would involve creating an Android Smartphone application for the administrators that would leverage on the functionalities of the existing system to aid the users in various monitoring and communication mechanism.

#### **B :Pre Qualification Criteria for EOI**

Developing firms who meet the following eligibility criteria are invited to submit their profile along with mandatory documents as their Expression of Interest. Reputed firms should have to fulfil the below PQ criteria.

The Bidders should provide proper documentary proof in support of satisfactory completion of similar works in terms of Letter of award, Completion certificate from the clients indicating the date of commencement, date of completion & estimated & actual cost of execution of the work. Applicants have to produce original documents to verify the same, failing which are liable to reject. When employer of similar work is not a government, following need also to be furnished.

- a. Self attested copy of work order
  - b. Self attested copy of Agreement
  - c. Self attested copy of Completion Certificate
  - d. Self attested copy of TDS Certificate
- The bidder has to submit the completion certificate with details of the web portal development work.
  - The bidder should provide service tax registration certificate, Pan Card, etc. as per the government regulation. SSI, PF, ESI shall be added.
  - Average annual turnover of the technical service provider/developing agency for the last three financial years should be equal to or greater than Rs. 20 Lakhs.
  - The firm should not have black listing history with Government, Semi Government, Boards & corporation, Public Sector, Private Sector organization, institutes etc.
  - The ability and competency of Bidder to deliver High Quality work within stipulated time limit and their ability to Plan, Mobilize and Deploy infrastructural and manpower resources to ensure successful execution of project work.
  - Selection criteria will have an emphasis on the bidder having completed similar kind of project with details web portal development work. GCSRA / committee shall review the completed web portal development work.
  - The technical service provider should have experience of working with minimum 3 similar assignments in the last five years.
  - A Strong core team of qualified employees to deliver on to the project.

- The evaluation of the EOI will be carried out by the designated scrutiny Committee. The presentation of the agency as per the indicated evaluation method, a list of agencies will be approved and considered as "Panel of short listed service providers".
- GCSRA is not bound in any manner to select any of the service providers submitting EOI.
- The service providers achieving the highest technical score will get the highest rank, followed by others. The committee will look into the following technical criteria of total of 50 points for selection of the empanel technical service providers.

| Sr. No. | Parameters  | Maximum Marks | Evaluation   |
|---------|---|---------------|--|
| 1.      | Presentation before evaluation committee<br>(It will cover quality of approach and methodology proposed, work plan and timeline, design of reference website and GIS mapping) | 50            | Comprehensive evaluation will be carried out by evaluation committee based on the presentation made by agencies. |
|         | <b>Total Marks</b>  | <b>50</b>     |  |

### C: GENERAL TERMS & CONDITIONS

1. If the EOI Document is taken in company's name, a '**power of attorney', in favour of the person who is authorized to sign the EOI document** on behalf of the company, must accompany the EOI Document.
2. The Bidder submitting the PQ bid shall have a co-ordination office in or near Ahmedabad on or before issuance of work order. The Bidder who already has an office established in Ahmedabad or in nearby area shall submit evidence of the same.
3. Bidder shall not be a sub – Bidder of another Bidder at this bidding stage.
4. The pre-qualification requirements are explicitly stated in this document. Bidders are required to study these requirements in detail & make a Pre-Qualification bid as defined in document meeting these requirements. The Pre Qualification profile must be complete in all respect leaving no scope for ambiguity.
5. Proof for fulfilment of eligibility criteria mentioned in the bid should be submitted. If the Pre-qualification document is submitted without valid documents and without proof of eligibility criteria, EOI will be rejected.
6. If GCSRA is convinced that the bidder has resorted to material misrepresentation or provided fraudulent information / statement, the said bidder will be liable for disqualification / rejection at any stage.
7. No bidder shall contact GCSRA / Consultant on any matter related to its bid after the time of submission of Bid, unless requested so in writing. Any effort by bidder to influence GCSRA / Consultant in their decision in respect of Pre Qualification bid evaluation will result in rejection of the Bid.
8. GCSRA reserves its right to call for clarifications / original of the supporting document for verification, as deemed fit and also to cross check for any details as furnished by the Bidder(s) from past – executed projects etc. It is to be noted that pre – qualification may be completed without seeking any subsequent additional information.

9. GCSRA reserves the right to accept or reject any bid and to annul the bidding process and/or to reject all bids at any time without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s).

**Due date for proposal and submission process:**

- After receiving the EoIs, GCSRA will inform the short listed agencies/technical service providers for making the presentation and the result will be uploaded on the website. The EOI should be sent to GCSRA on the Address: **CHIEF OPERATIONS OFFICER, GCSRA, 3RD FLOOR, GSFC BUILDING, OPP. DRIVE-IN CINEMA, B/H RELIANCE MART, BODAKDEV, AHMEDABAD – 380054, and also in the e-mail Address: [chiraggcsra@gujarat.gov.in](mailto:chiraggcsra@gujarat.gov.in)**, within 14 days from the date of advertisement issue in news paper of this EOI. Agencies need to submit the EoI as per the details mentioned in the EOI in a sealed envelope.

**Right of change and modifications of the assignment**

GCSRA reserve the right to change/terminate/modify the conditions of this document or the scope of work at any time.

**Confidentiality**

The information supplied by GCSRA and/or, the data collected during this assignment and final report shall remain the sole property of the Gujarat CSR Authority and the developing agency is not authorized to divulge the information or publish findings in any form without the prior written permission from the Gujarat CSR Authority, Ahmedabad.

**D: Short listing Process for participation of RFP**

- a) The EOI will be analyzed as per pre bid criteria mentioned in the EOI;
- b) The qualified agencies will be invited for the presentation which will cover quality of approach and methodology proposed, work plan and timeline, design of reference website and GIS mapping;
- c) The GCSRA will obtain the Technical and Financial Bids (RFP) through floating competitive tender among empanelled agencies with QCBS method

**Declaration / Undertaking**

**[Letter head of the Bidder firm or lead partner including full postal address, telephone nos., fax no., telex no., E mail address & website]**

**[Location , Dt. \_\_/\_\_/\_\_\_\_]**

To,

The COO,  
Gujarat CSR Authority,  
Ahmedabad

**Sub: Development of Gujarat CSR Authority's Web Portal and Mobile Application.**

Dear Sir,

I / We have read and understood the pre-qualification notice and instructions to the Applicants and submit my / our Expression of Interest document for GCSRA's consideration duly filled and completed in all respects. I/We further understand that pre-qualification and selection of Contractor for the project will be in accordance with GCSRA's terms and conditions subject to the authority of the GCSRA to alter or amend the same keeping in view of the exigencies of the work. I / We do hereby declare that the information furnished by us is correct to the best of my / our knowledge and Submission and acceptance of these documents do not mean that I/we are selected. I/we understand that these documents are only for reviewing/verification to decide eligibility for RFP.

Yours faithfully,

Signature  
Name Organization:  
Designation  
Phone Contact:  
Fax no:  
Seal:

**Company / Firm Related Information**

|     |   |  |
|-----|---|--|
| 1)  | Name of the organization:   |  |
| 2)  | Address of the organization:  |  |
|     | Phone nos.:   |  |
|     | Fax no. :   |  |
|     | E-mail:   |  |
| 3)  | Name & Particulars of the Authorized Representative for the details furnished herein after: |  |
| 4)  | Type of the Organization including particulars of Proprietor / Partners / Directors:        |  |
| 5)  | Employees Insurance Schemes Registration Certificates:                                      |  |
| 6)  | P.F. Registration Certificates.   |  |
| 7)  | Name of bankers and full address:   |  |
| 8)  | Financial Resources of Company:   |  |
|     | 1)Bank Facilities Available(Please attach copies wherever applicable)                       |  |
|     | Overdraft:  |  |
|     | Guarantees:   |  |
|     | Letters of Credit:  |  |
|     | Others:   |  |
| 9)  | Information about Registered office, Head office and Branch office                          |  |
| 10) | Average annual turnover of the firm for the last 3 financial years i.e. 2014-15 To 2016-17  | CA Certificate along with audited Balance sheets shall be submitted. |

The bidder should have to fill this information on their company letter head.