

Expression of Interest (Eoi)

For engaging a consulting agency to provide Project and Knowledge
Management support to GCSRA



**Gujarat CSR Authority,
Government of Gujarat**

Address: 3rd Floor, GSFC Building, Opp. Drive in Cinema,
Behind Reliance Mart, Bodakdev, Ahmedabad- 380054

Phone: 079-40192052

June, 2018

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Letter of Invitation for Expression of Interest (Eol)

No. GCSRA/CEO/2018

Date: 04/06/2018

Dear Sir/ Madam,

Gujarat CSR Authority, Govt. of Gujarat invites sealed Expression of Interest (Eol) from the agencies to provide project and knowledge management support to the Authority.

The Eol document containing the details of pre-qualification criteria, brief scope of work and method of evaluation etc. is enclosed. The Eol document is also available on the GCSRA website (www.gcsra.org). The tender document will be issued to the applicants meeting the pre-qualification criteria mentioned in this Eol.

You are requested to submit your responses in the sealed envelope in the prescribed format (Annexure-1) addressing below latest by 15/06/2018.

Chief Executive Officer,
Gujarat CSR Authority,
Government of Gujarat,
3rd Floor, GSFC Building, Opp. Drive-in Cinema,
Behind Reliance Mart, Bodakdev, Ahmedabad – 380054

Queries (if any) may be referred to the Gujarat CSR Authority, Ahmedabad through email to coo@gcsra.org/ coogcsra@gujarat.gov.in.

Sr. No.	Particulars	Date
1	Publication of Eol	04/06/2018 (Monday)
2	Start date for downloading the Eol document from GCSRA website and n procure website	04/06/2018 (Monday)
3	Eol submission closing date	15/06/2018 (Friday) by 5:00 pm
4	Eol opening date	18/06/2018 (Monday)
5	Issue of tender document to the shortlisted agencies	22/06/2018 (Friday)

Yours Sincerely,

Chief Executive Officer,
Gujarat CSR Authority

Encl: Eol Document

Background Information

Gujarat CSR Authority (“GCSRA”) was established in April 2015 under the administrative control of the Industries and Mines Department (“IMD”), Government of Gujarat. The Authority is operative throughout the State of Gujarat and the Honorable Chief Minister of Gujarat, is the Chairperson of GCSRA’s Advisory Board.

The mission of GCSRA is to catalyze sustainable growth by creating an enabling environment for the corporate sector to work in partnership with the Government, Non-Government, and Civil Society Organizations, as well as Community Organizations in the field of Corporate Social Responsibility. The thrust areas of GCSRA are as follows:

- a. Addressing the issue of malnutrition;
- b. Improving access of poor to low cost diagnostic health care;
- c. Construction of Community Toilets under Swachh Bharat Abhiyan;
- d. Skilling for Livelihood; and
- e. Promotion of Entrepreneurship and Innovation

GCSRA, as part of its Annual Work Plan for the years FY 2018 & FY 2019, has decided to undertake various activities to meet its stated objectives. It is felt that the expertise of an experienced Consulting Agency will help the Organization streamline its initial operations and achieve its activities.

With this background, GCSRA invites Expression of Interest (Eoi) from the agencies as per the pre-qualification criteria mentioned in this Eoi. The tender document will be provided to only those agencies who qualify as per the pre-qualification criteria mentioned in this Eoi and asked to submit the technical and financial bids as per criteria mentioned in the tender document.

Brief Scope of Work

GCSRA, as part of its Annual Work Plan for the period Apr 2018-Mar 2019, has decided to seek the support of a professional support agency to help undertake following activities mentioned briefly:

Project Management Support:

- Help GCSRA assess information on the estimated profits and consequent CSR commitments (and projects) of the companies operating out of Gujarat (as per the Companies Act, 2013); and provide them with CSR project options based on the information that can be collected from the concerned social sector and other departments/ offices of the state government; which could then be funded by CPSEs, SPSEs and private companies alike, followed by project coordination and implementation support.
- Assist GCSRA in project management responsibility of one or more of the key signature Projects of GCSRA.

- Liaison with state administration for smooth implementation of the CSR projects from a streamlining perspective (to be done at the state level under the Authority AND at the district level under the authority of the DC).
- Facilitate/engage in dialogue with central / other state government agencies/departments to develop implementation partnerships; with a view to becoming a process advisor to other state level CSR initiatives on basis of the GCSRA experience.

Knowledge Management Support:

- Facilitate the existing State level awards (Gujarat CSR Awards) for the Companies carrying out noteworthy activities, following good governance practices, making an impactful difference, establishment of partnerships & replicable models, etc.
- Support GCSRA in content development of its key publications – the State of the Sector Report, and others.
- Assist GCSRA in its knowledge management initiatives, including support for conferences & seminars, trainings etc.

Pre-qualification criteria for bidders

Following will be the minimum pre-qualification criteria. Each eligible agency should possess all the following pre-qualification. Applicants not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sr. No.	Criteria	Minimum Requirements	Supporting Documents
1	Experience of having handled similar or related assignment w.r.t. CSR, involving documentation, training, sensitization, managing key administrative activities on behalf of a Client in last three years	At least 3 (Three) relevant assignments	A list of assignments duly self-attested .
2	Annual Turn over	Rs. 70 lakhs, average for the last three years	Audited balance sheet of past three years
3	Consultancy experience of CSR, Social Sector assignments, CSR training and govt. policy level assignments	Minimum 3 (three) years	List of assignments duly self-attested with supporting Work Order and Completion Certificate indicating the year of assignment

4	Presence in Ahmedabad	Functional Office in Ahmedabad	Self-attested copy of the Office address in Ahmedabad Gujarat.
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Method of evaluation

- Screenings of EoI shall be carried out as per the eligibility conditions mentioned in “Pre-qualification criteria”.
- Agencies who qualify as per the pre-qualification criteria will be provided with the tender document.
- Agencies will be asked to submit their technical and financial proposal in a sealed envelope in the tender document.

Marking Scheme

The marking scheme to be followed for evaluation of the EoI shall be as under:

Sr. No.	Criteria	Minimum Requirements	Supporting Documents	Max. Score	Scoring Pattern
1	Experience of having handled similar or related assignment w.r.t. CSR, involving documentation, training, sensitization, managing key administrative activities on behalf of a Client in last three years	At least 3 (Three) relevant assignments	A list of assignments duly self-attested .	30	Experience of handling policy level assignments with Govt. of India, State Govt. and Private Companies – 15 marks For each additional assignment 5 marks, maximum upto 3 assignments.
2	Annual Turn over	Rs. 70 lakhs, average for the last three years	Audited balance sheet	30	If annual turnover is Rs. 70 lakhs – 20 marks For every additional 20 lakhs of turnover – 2 marks, maximum upto 1

					crore of turnover
3	Consultancy experience of CSR, Social Sector assignments, CSR training and govt. policy level assignments	Minimum 3 (three) years	List of assignments duly self-attested with supporting Work Order and Completion Certificate indicating the year of assignment	30	Handled consultancy assignments in 3 years – 20 marks For every additional one year of consultancy – 2 marks, maximum upto 5 years
4	Presence in Ahmedabad	Functional Office in Ahmedabad	Self-attested copy of the Office address in Ahmedabad, Gujarat.	10	If presence in Ahmedabad- 10 marks

Important Dates

EoI must be submitted to Gujarat CSR Authority at the address “Chief Executive Officer, Gujarat CSR Authority, Government of Gujarat, 3rd Floor, GSFC Building, Opp. Drive-in Cinema, Behind Reliance Mart, Bodakdev, Ahmedabad – 380054”. The last date of submission of EoI in hard copy is 15th June, 2018. Important dates are as follows:

Sr. No.	Particulars	Date
1	Publication of EoI	04/06/2018 (Monday)
2	Start date for downloading the EoI document from GCSRA website and n procure website	04/06/2018 (Monday)
3	EoI submission closing date	15/06/2018 (Friday) by 5:00 pm
4	EoI opening date	18/06/2018 (Monday)
5	Issue of tender document to the shortlisted agencies	22/06/2018 (Friday)

Response Submission of EoI

- EoI must be submitted as per the Format attached in the Annexure 1 of this document.

- Application in sealed envelope over super scribed, as “**Eol for engaging the agency to provide the project and knowledge management support to GCSRA**”.
- Hand delivery will not be accepted by GCSRA. The response should be submitted through Speed Post/Courier to the below mentioned address.
- The address of submission is as under:

**Gujarat CSR Authority,
Government of Gujarat,
3rd Floor, GSFC Building, Opp. Drive-in Cinema,
Behind Reliance Mart, Bodakdev, Ahmedabad – 380054**

Right of change and modification

GCSRA shall reserve the right to change/terminate/modify the conditions of this Eol including the scope of work at any time.

Point of Contact

Please note that for any query related to Eol, may be referred to the Gujarat CSR Authority, Ahmedabad through email to coo@gcsra.org/ coogcsra@gujarat.gov.in. Agencies can contact to Ms. Ankita Arora, Project Officer, GCSRA at 079-40192052.

Annexure 1: Format for Applicant's Expression of Interest (Eol)

(To be furnished on the letterhead of Agency)

To,

Chief Executive Officer,
Gujarat CSR Authority,
Government of Gujarat,
3rd Floor, GSFC Building, Opp. Drive-in Cinema,
Behind Reliance Mart, Bodakdev, Ahmedabad – 380054

Sub: Submission of Expression of Interest (Eol) to provide project and knowledge management support to Gujarat CSR Authority (GCSRA), Govt. of Gujarat

Dear Sir,

In response to the Invitations for Expression of Interest (Eol) issued on 04/06/2018 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we have attached the following documents in sealed envelope:

- Organization details with Certificate of incorporation;
- A list of assignments duly self-attested showcasing the experience of having handled similar or related assignment involving documentation, training, sensitization, managing key administrative activities on behalf of a Client in last three years;
- Consultancy experience of CSR, Social Sector assignments, CSR training and govt. policy level assignments;
- Audited balance sheet of last three years;
- Self-attested copy of the office address in Gujarat.

Sincerely Yours,

(Signature of the applicant)

Full name of applicant:

Designation:

Stamp

Date:

Encl: As above