



(A Govt. of India Undertaking)
CORE-1, SCOPE COMPLEX, 7 INSTITUTIONAL AREA,
LODI ROAD, NEW DELHI -110003

Request for Quotation (RFQ)

(RFQ No. MMTC/P&O/RFQ/01/2019-20)

FOR CONDUCTING IMPACT ASSESSMENT STUDY OF CORPORATE SOCIAL RESPONSIBILITY/ CSR-PROJECTS EXECUTED BY MMTC FOR THE YEARS 2015-16, 2016-17 & 2017-18 AT NEW DELHI

Request for quotations are hereby invited from organizations/ agencies having experience in the field of evaluation / impact assessment studies of Corporate Social Responsibility (CSR) projects/programs of CPSEs. The sealed quotations, complete in all respect must reach at the following address by 5.00 P.M. on 20th Sept.'2019 by courier service only. Hand

General Manager (CSR)
MMTC Limited
Corporate Office, Core-1 Scope Complex
7 Institutional Area, Lodi Road
New Delhi-110003

A	Name of Work	To Conduct the assigned Evaluation / Impact Assessment Study for Corporate Social Responsibility (CSR) activities / projects of the Corporation at designated locations of the implementation partners of MMTC in New Delhi.
B	Time for completion of Work	Within 30 days from the date of work order/Letter of Intent.

For MMTC Limited


General Manager (HR)



1. **BACKGROUND:** -In terms of the CSR policy of the Company, while the monitoring of the projects is undertaken internally, the social audit / impact assessment is to be undertaken by an independent agency in order to assess the social impact of CSR activities undertaken by MMTC. Towards this objective an independent agency is to be appointed for conducting impact assessment study for the earmarked CSR project based on following aspects:
- Study on the target group/beneficiaries of the program;
 - Sectorial interventions and impact the project has generated;
 - Value chain it created in the target beneficiaries specially among the girl children/women/underprivileged children in the target cluster/slum/backward areas;

2. **BROAD FRAMEWORK OF THE ASSIGNMENT:**

- 2.1 The following methods may be adopted by the Agency while conducting the assigned evaluation assessment:

- The details of CSR Projects executed during 2015-16, 2016-17 & 2017-18 are enclosed with this invitation.
- Interaction with concerned official(s) at Head Office level at New Delhi, if required.
- Interaction with targeted beneficiaries, functionaries of the executing agencies / implementing partners, and any other stakeholders as deemed fit for collecting information for the assessment.
- Review of records / documents of CSR Projects maintained by executing agencies or Implementing Partners/relevant stakeholders connected with the CSR projects.
- Preparation of standard questionnaire for the organization & beneficiaries as per industry norms for obtaining information on the same, if required.
- Preparation and submission of the draft and final reports on the impact assessment study carried within the given time period.

- 2.2 CSR projects need to be evaluated individually at the desired location(s) as the deliverables are expected for individual projects. The following deliverables are expected from the Agency carrying of the impact assessment study/social audit:

- A detailed study report with summary on effectiveness of the CSR projects and its impact with reference to the objectives as provided by MMTC for the purpose should be completed within a period of 30 days wef date of the Sanction letter / Work Order /LOI issued by MMTC.
- The report should also contain Case Studies and Success Stories of CSR projects evaluated.
- Database, if any of Draft Report & Final Report, both soft and hard copies.
- High Resolution Photographs of the activities, sites, areas, events evaluated should be incorporated in the report.
- Short Videos/ recorded interviews with the beneficiaries/stakeholders.

3. **DATA TO BE PROVIDED BY MMTC:** -

- MMTC shall provide the following information to the Agency to effectively carry out various tasks under the Assessment.
- A list of CSR Projects to be evaluated with details of names of the executing agencies / Implementing partners, designated locations to be visited and contact details. The evaluation of the CSR Projects would be coordinated by the concerned regional / sub-regional/ field office(s) and Head office, if required.

4. **TERMS AND CONDITIONS OF THE EVALUATION:** To assess and analyze the social impact of the CSR Projects/programs executed by MMTC Limited and provide comprehensive feed-back as per the terms of this invitation.



5. PAYMENT TERMS:

- a) The successful bidder / agency approved would be paid in the following manner:
- b) 100% payment against this RFQ to be short listed agency on whom the work order/LOI has been served shall be released upon completion of the social audit study /impact assessment in all respect and submission of all relevant reports to MMTC.
- c) Prospective agencies offering their best quotation shall show the professional fee and incidence of GST separately. The price quoted shall be all inclusive and firm for the entire contract and there shall be no additional consideration for escalation in any form whatsoever.

6. ELIGIBILITY CRITERIA:

- a) Organizations/agencies should have experience in the field of evaluation/impact assessment of CSR projects of CPSEs.
- b) The agency responding to this RFQ should have a valid registration certificates including GST registration.
- c) The interested agency applying against RFQ would provide list of key personnel(s) having competence in the field of evaluation/ impact assessment of CSR Projects / activities. The number of key personnel(s) should be available in NCR.
- d) The organization should have a Permanent Account Number (PAN).
- e) The organization should have been in existence for the last three full years.
- f) The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reason whatsoever.

7. GENERAL TERMS & CONDITIONS:

- a) The quotation shall be submitted in accordance with these instructions and any quotation not conforming thereto is liable to be rejected. These instructions shall form part of the quotation.
- b) Price quoted in Commercial Specification should be consolidated sum covering all expenses like remuneration / fee, local travelling costs and lodging & boarding etc. plus applicable taxes as per law. In no case any additional costs will be entertained, then what is quoted against the invitation.
- c) In the event of discrepancy in the rates, written in words and the figures, the rates quoted in words will be considered.
- d) All documents submitted with the quotation shall be in English and / or Hindi language only.
- e) The quotation shall remain valid for at least 15 days.
- f) Before submitting the quotation, the party, if required may visit the MMTC Office to acquaint with the nature of the work and may obtain all necessary information which may influence or affect his quotation.
- g) The total time allowed for completion of the work from the date of order is to be adhered and if the agency fails to submit *Assessment Report* or to perform the services within the period(s) specified in the contract, MMTC shall, without prejudice to its other remedies available under the Contract, deduct from the Contract Price, as liquidated damages of @ Rs.250/- per day for the period of delay from the due delivery date. In addition to this the Corporation shall also have the right to terminate the contract and get the work completed from other sources at the cost, risk and responsibility of the bidder if the *Evaluation Reports* are not received to this office within the *stipulated period*.
- h) Successful agency shall have to submit the Hard and Soft Copy of draft evaluation report and two Hard copies of Final Impact Assessment Report along with a soft copy of the same at MMTC, CSR Division at his own cost.
- i) The payment to successful agency shall be released by e-payment only to the designated bank account and IFSC details provided.



- j) The visit to all the offices/CSR Implementation sites of projects executed by MMTC is mandatory only by the key personnel(s) whose names are provided with this quotation. In case if the locations/ sites/offices are not visited by the successful bidder within the stipulated time, it will lead to cancellation of contract.
- k) The firms blacklisted by Govt. agencies are not eligible for participation in this invitation.
- l) MMTC may annual this RFQ in case if it is does not received satisfactory quotations.
- m) The Competent Authority reserves the right to reject all or any quotation(s), wholly or partly, without assigning any reasons whatsoever.

8. **JURISDICTION:** All actions at law of suits arising out of or in connection with this contract or the subject matter thereof shall be instituted in a Court of competent jurisdiction in the NCT of Delhi to the exclusion of jurisdiction of any other Court.

9. **TERMINATION** The agreement can be terminated by either party giving 15 days' notice in advance. If the agency fails to give notice in writing for termination of the agreement, then 15 days wages etc. and any suitable amount due to the agency from this Department shall be forfeited from the Performance Security.

10. **FORCE MAJEURE:** Neither party shall be liable for any claim on account of any loss, damage or compensation, whatsoever, arising out of any failure to carry out the terms of this Contract where such failure is caused due to war, rebellion, mutiny, civil commotion, fire, riot, earthquake, drought, floods, crop failure, strike, lock-out, major break-down of the plant, or act of God, or due to any restraint or regulation of the State or Central Government, or a local authority/ authorities provided a notice of such occurrence is given to the other party in writing within 10 days from the date of the occurrence of the force-majeure condition, furnishing there with a documentary evidence supporting the invoking of the force-majeure clause. On cessation of the force-majeure, the party invoking force-majeure shall inform the other party of the period for which the force-majeure condition continued and shall also give documentary evidence thereof to this effect.

11. **DISPUTE RESOLUTION:** All disputes, differences and questions arising out of or in any way relating to or concerning with this RFQ/quotation or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of MMTC or any authority nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the RFQ shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in New Delhi.

This RFQ shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in New Delhi.

For and on behalf of MMTC


General Manager(CSR)



Checklist for Technical Specification / Bid / Quotation

The following documents must accompany with the Technical Bid/ Quotation: -

1. Copy of Permanent Account Number (PAN) duly self-attested.
2. Copy of GST registration certificate.
3. Audited accounts with Auditors Report of last three years. Submission of Auditor's Report is mandatory.
4. Certificate of Registration / Incorporation with Government of India.
5. List of key personnel(s) who would be involved in evaluation of CSR Projects /Activities with following details:
 - i. Name
 - ii. Educational Qualification
 - iii. Number of years of experience in evaluation of CSR Projects
 - iv. Any other relevant information
6. A brief profile of the organization containing the following information:
 - i. Name of Organization
 - ii. Address of Organization
 - iii. Number of employees
 - iv. Number of Offices, if located PAN India
7. Any other relevant information/information brochure.



To:
The General Manager (CSR)
MMTC Ltd.,
Core-1, SCOPE Complex, Lodi Road,
New Delhi-110 003.

PRICE QUOTATION

Sub: Quotation for Evaluative and Impact Assessment Study of CSR Projects executed by MMTC – reg.

Ref: Quotation No.....

We undertake, if our quotation is accepted, to conduct the assigned evaluation / Impact assessment work for CSR projects and the submission of report will be done within specified time frame and all the terms & conditions are acceptable to us.

We undertake to confirm that we are not blacklisted / debarred by any Govt. agencies/authorities.

We agree to abide by this quotation for a period of 60 days from the date of opening of quotation and it shall remain binding upon us and may be accepted at any time on or before the expiry of that period.

This quotation together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

We understand that you are not bound to accept the lowest or any quotation you may receive.

The amount quoted by us is Rs.....(Rupees in words) plus applicable taxes as per law.

Dated thisday of.....2019

Declaration:-

I am duly authorized to sign quotation for and on behalf of
 in the Capacity as

(Signature & Stamp of AUTHORISED PERSON)
Name of the Organization:

Stamp/Seal of organization.

Date:

Place: