THE NEW INDIA ASSURANCE COMPANY LIMITED

Regd. & Head Office : The New India Assurance Building,

87 M.G. Road, Fort, Mumbai 400 001

Tender Description	**E-Tender for request for proposal for empanelment of Impact Assessment Agencies for CSR valuation of projects above Rs 1 Crores from FY 2024-25 to 2026-27.**
Date of issue of RFP (e-tender)	**22.04.2024**
Last Date of submission of queries* / request for clarification from bidders through e-mail. (No queries will be accepted on telephone or through any means other than e-mail at ani.sharma@newindia.co.in	**25.4.2024 by 5pm**
Last date of Bid Submission	**29.04.2024 by 14.00 Hours (2pm)**
Date and Time of Technical Bid Opening	**02.05.2024 by 14.00 hours (2pm)**
Announcement of Qualified Bidders	**Will be published in the website of the company (www.newindia.co.in) after opening of the Technical Bid**
Announcement of Result	**Top 4 qualified bidders shall be invited for empanelment and the same shall be published in website (www.newindia.co.in) on**
Contact Details	**The Chief Manager – CSR Department, The New India Assurance Co Ltd, 2nd Floor, 87 M.G. Road, Fort, Mumbai 400001 Telephone : 022-22708307 Email id : ani.sharma@newindia.co.in E-procurement portal : www.tenderwizard.com/NIAEPROC**

The New India Assurance Company Limited

The New India Assurance Company limited ("NIACL") is interested to engage the services of Agencies which conduct Impact Assessment Studies of Projects under Corporate Social Responsibility. It has been decided to empanel agencies to assess the effectiveness of the CSR initiatives and its subsequent impact on the lives of the people.

Detailed instructions are enclosed herewith.

The bids received after the last date and time of submission shall be rejected.

The Company reserves the right to accept or reject any or all the RFP without assigning any reasons whatsoever thereof. Canvassing in any form will be considered as disqualification from award of contract.

DISCLAIMER

This Request for Proposal (RFP) document is not an agreement or offer by The New India Assurance co. Ltd. (hereinafter to be referred as "NIACL" or "Company") to the prospective Bidders or any other party. The purpose of this RFP is to provide interested parties with information to assist in the formulation of their Bid.

The RFP and the information contained therein are to be used only for the intended purpose.

This document is meant for the exclusive purpose of Bidding as per the Specifications, Terms, Conditions and Scope indicated and shall not be transferred, reproduced or otherwise used for purposes other than for which it is specifically issued.

Anita Sharma,
Chief Manager,
2nd Floor, 87 M G Road, New India Assurance Bldg.,
Fort, Mumbai 400 001

INSTRUCTIONS TO APPLICANTS

1. The New India Assurance Company limited, Mumbai (hereinafter referred to as "NIACL"), invites Request for proposal (hereinafter referred to as "RFP") from agencies for conducting Impact Assessment Studies of CSR projects undertaken by NIACL.

2. The Bidders shall furnish the bid only by the way of e-tender via the e-procurement portal www.tenderwizard.com/NIAEPROC by or before the bid submission deadline. No other mode of submitting tender is allowed.

3. The last date and time for submission of RFP is 29th April 2024 up to 2:00 pm. RFP will be opened on 22th April 2024 at The New India Assurance Company Limited, Mumbai after 2:00 pm. RFP submitted after last date will not be entertained and shall be rejected henceforth. Decision of NIACL in this regard shall be final, conclusive and binding on the applicants and NIACL takes no responsibility for any delay whatsoever.

4. NIACL reserves the right to cancel the RFP partly or fully at its sole discretion at any stage without assigning any reason to any of the participating bidders.

5. NIACL reserves the right to reject any or all Bids without assigning any reasons.

6. NIACL also reserves the right to modify the terms and conditions and also to cancel the bid process at any stage without assigning any reasons.

7. The RFP shall be valid for at least 180 days from the last date of submission.

8. The applicant Companies/ Firms/ Agencies are required to enclose photocopies of the following documents duly self-attested, along with the RFP, failing which their RFP shall be summarily out rightly rejected and will not be considered.

   a. Copy of valid registration under Companies Act/ Registered Firm/ Proprietorship/ Cooperative/ Societies Registration Act/ state/ central Govt. authority in India/ any other,
   b. Copy of PAN Card,
   c. Copy of the GST Registration Certificate,
   d. Copy of the IT return filed for the last three financial years, and
   e. RTGS/NEFT Detail (Bank Details).

9. NIACL will not enter into any correspondence with the bidders except to furnish clarifications on the RFP and RFP documents, if necessary. All clarifications need to be submitted in writing, at email id ani.sharma@newindia.co.in , addressed to the issuing authority of this RFP. Last Date for submission of queries*/ request for clarification from bidders through email is 26th April 2024 by 4:00 pm (NO queries will be accepted On telephone or through any means Other than email).

10. Scope of empaneled agencies would be as follows:

a. To study the direct/ indirect impact of the CSR projects on the lives of communities/ people in areas where the project is carried out including the study of number of beneficiaries covered, improvement in their socio-economic conditions etc.

b. To study the level of awareness of CSR projects/ initiatives amongst the target beneficiaries/ concerned stakeholders.

C. To study the consistency in the process of project implementation together with fulfillment of stated objectives.

d. To identify gaps and pain areas.

e. To study beneficiary's involvement in the suggested projects.

f. To study the entire implementation of projects and recommendations for improvements.

g. To produce a high-quality impact assessment report for future reference.

h. To do financial audit of the NGO including:

i. List of major donors, ii. Any other contributor to the CSR project,
and ill. Summary of the NGO's Income and Expenditure statements.

i. Financial study of the grant rolled out by NIACL.

j. The data for same may be collected from:

a) Primary sources: implementing NGO/ Society/ Trust, targeted beneficiaries, community representatives/ PRIS and Govt. officials etc.

b) Secondary sources: DRDA, Project implementing Agency, NIACL etc.

The above list is indicative not exhaustive.

The detailed scope of work for each study/ assignment will be stipulated while calling for financial bid for concerned CSR project from the empanelled agencies.

11. Our Requirement: NIACL requires RFP from agencies as per the scope (defined in point no. 6) and conditions (defined in point no. 13) attached.

S. No.	Criteria	Weightage
1	Experience of the agency in working with Government/ Reputed International Organizations (at least 5 years).	30 points
2	Experience of working in the field of social impact analysis/ evaluating CSR projects for PSUs (at least 5 years).	30 points
3	Outreach of the Agency i.e. number of states/ UTS covered.	10 points
4	Experience in conducting impact evaluation Of projects implemented in the field of sanitation, skill development, health care, livelihood generation, rehabilitations, education, etc.	20 points
5	Numbers/ Diversity of Subject Matter Specialists on payroll Of the Agency.	10 points

12. Selection process:

1) Submission of RFP along with technical proposal by Eligible Agencies.

2) Top Four Agencies who qualify in technical proposal will be issued an "in-principal" approval for empanelment with NIACL for three years.
3) Financial proposal/ bids will be invited from the empanelled agencies (as and when required by NIACL)
4) Financial proposals/ bids will be evaluated and work allotment will be made to 1--1 Agency.

13. Conditions for Empanelment:

1) NGOs/ Voluntary Agency/ Public Trust/ Agencies which are having at least 05 years of experience of working preferably with State Governments/ Government of India, agencies such as UN/ bilateral/ multi-lateral funding/ partner agencies and corporates including CPSEs in social development sector with valid registration/ recognition from state/ central Govt. of India.

2) Should have valid registration under Companies Act/ Registered Firm/ Proprietorship/ Cooperative/ Societies Registration Act/ state/ central Govt. authority in India/ Any other (please provide self-certified copy of the registration certificate).

3) Should have valid PAN and GST registration number (please provide self-certified copy of the registration certificate).

4) Black listed Agencies by any State Government/ Govt. of India/ Corporate(s) or any funding/ partner Agency will not be entertained. They should not have any pending legal disputes.(Declaration as per Annexure II)

5) The Agency should have experience in conducting impact evaluation of projects implemented in the field of sanitation, skill development, health care, livelihood generation, rehabilitations, education, etc.

6) Should have conducted at least 05 impact evaluation projects for PSUs/State Governments/ Government of India, agencies such as UN/ bilateral/ multi-lateral funding/ partner agencies and corporates including CPSEs in social development sector with valid registration/ recognition from state/ central Govt. of India in each of the last three Financial Years i.e. FY 2021-22, FY 2022-23 and FY 2023-24.

7) The agency should have provided at least 2000 — man days of consultancy in each of the last three financial years i.e. . FY 2021-22, FY 2022-23 and FY 2023-24.

8) Should have offices in at least three states/ UTS of the country.

9) Agency should not sub-contract any work to other Agency.

14. Conditions for RFP:

a. NIACL shall have the sole right to decide on the rejection Of the participating agency on the basis of technical qualifications, without entertaining any correspondence or queries or giving explanation to any of the participants or any other parties in respect of the selection process and also to exclude them on the basis so decided by NIACLto participate in the financial bid.

b. Conditional offer/ RFP shall not be considered and shall be liable for rejection.

c. It is reiterated that NIACL reserves the right to accept or reject the RFP withoutassigning any reason whatsoever and that NIACL is not bound to accept any orall RFP which it may receive. NIACL may also decide not to avail of services from any applicant. NIACL also reserves the right to re-issue/ recommence the entire process without the applicant and/or other vendors having the right to object.

d. The applicant should read and understand the terms and conditions of the RFP before applying as submission of the RFP shall be deemed to signify the acceptance of all the terms and conditions and the annexures forming part and parcel of it.

e. The decision of NIACL in matters and issues related to the RFP shall be final, conclusive and binding on all the parties.

f. Payment will be made by RTGS/ NEFT only.

g. The RFP should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

h. Applicants to give an undertaking that they have not been blacklisted by any Govt. Department and that no Criminal Case/ Complaint is pending against them may be attached along with the RFP in the letter head of the applicant (Annexure III)

i. i.Any modification in the RFP after its submission shall not be considered/ accepted.

Annexure I

RFP from Agencies conducting Impact Assessment studies of CSR projects

1. Name Of the Company/ Firm/ Agency:

2. Name Of the Proprietor/ Director/ Partner Of the Company/ Firm/ Agency/ Authorized to sign this document:

3. Full details of Registered Office:

   a. Address:

   b. Telephone No.:

   c. FAX No.:

   d. E-Mail Address:

4. Valid Registration Number under Companies Act/ Registered Firm/ Proprietorship/ Co-operative/ Societies Registration Act/ state/ central Govt. authority in India/ any other (Copy to be Attached);

5. PAN Number (Copy to be Attached):

6. Copy of GST Registration Certificate to be attached:

7. Copy of IT Return filed for last 3 years Assessment Year to be attached:

8. RTGS/NEFT Detail (Bank Detail):

9. Give details of major similar contracts handled on behalf of PSUs/State Governments/ Government of India, agencies such as UN/ bilateral/ multi-lateral funding/ partner agencies and corporates including CPSEs in social development sector with valid registration/ recognition from state/ central Govt. Of India During the last 5 years in the following format in descending order of Financial Years:

Attested copies of work orders may also be attached.

S, NO.	Name of the Client with address, telephoneand fax number	Details of Contract	Contract Period	Focus Area of CSR project

You may attach separate sheet if required.

10. Details Of offices in PAN India(Attach separate Sheet):

11. Additional Information, if any (Attach separate sheet, if required):

12. Documents must be Self-attested.

Date: Signature of Authorized Person

Place: Name:

Seal:

ANNEXURE II

DECLARATION

1. I,_____ Son/ Daughter/ Wife of Shri. _____ Proprietor/ Director/ Authorized Signatory of the Company/ Firm/ Agency, mentioned above, is competent to sign this declaration and execute this RFP;

2. I have carefully read and understood all the terms and conditions of the Notice and undertake to abide by them;

3. The information, documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/ We am/ are aware of the fact that furnishing of false information/ fabricated document would lead to rejection of my RFP at any stage besides liabilities towards prosecution under appropriate law.

4. We / I have not been blacklisted by any Government Department and/ or that no Civil/ Criminal Case/ Complaint is pending against me/ us.

5. We/I have offices in at least three states/ UTS of the country and provided at least 2000 — man days of consultancy in each of the last three financial years i.e. FY 2021-22, FY 2022-23 and FY

2023-24.

Date:

Place:

Signature of Authorized Person

Name:
Seal: