

MAZAGON DOCK SHIPBUILDERS LIMITED

माझगांव डॉक शिपबिल्डर्स लिमिटेड

"EXPRESSION OF INTEREST" (EOI)

Ref no OTS/YS/EOI/CSR/2020 closing on 13.08.2020



माझगांव डॉक शिपबिल्डर्स लिमिटेड

MAZAGON DOCK SHIPBUILDERS LIMITED

Mumbai-10

EXPRESSION OF INTEREST

NOTICE INVITING EXPRESSION OF INTEREST (EOI)


FOR

EMPANELMENT OF AGENCIES FOR CONDUCTING IMPACT ASSESSMENT STUDIES

OF

CSR PROJECTS OF MDL

1. EOI Ref. No. : OTS/YS/EOI/CSR/2020
2. Date of Issue of EOI : 13.07.2020
3. Last date for Submission of EOI : 1500 hrs on 05.08.2020

 <p>CERTIFIED</p> <p>ISO 9001: 2018</p> <p>for Shipbuilding Division</p>	<p>माझगांव डॉक शिपबिल्डर्स लिमिटेड</p> <p>MAZAGON DOCK SHIPBUILDERS LIMITED</p> <p>(A Govt. of India Undertaking)</p> <p>Dockyard Road,</p> <p>Mumbai 400 010.INDIA</p> <p>PHONE +91(22) 2376 3310 or 3336</p> <p>Website - www.mazagondock.gov.in.</p>
"EXPRESSION OF INTEREST"(EOI)	
EOI No: - OTS/YS/EOI/CSR/2020	
EOI date: 13.07.2020	
CLOSING DATE 1500 hrs on 13.08.2020	OPENING DATE : 1530 hrs on 14.08.2020

SUB: INVITATION OF **"EXPRESSION OF INTEREST" (EOI)** FOR EMPANELMENT OF AGENCIES FOR CONDUCTING IMPACT ASSESSMENT STUDIES OF CSR PROJECTS OF MDL.

MAZAGON DOCK SHIPBUILDERS LIMITED (MDL) INVITES EXPRESSION OF INTEREST (EOI) IN SEALED COVER FROM ALL ELLIGIBLE FIRMS FOR EMPANELMENT OF AGENCIES FOR CONDUCTING IMPACT ASSESSMENT STUDIES OF CSR PROJECTS OF MDL.

1. PURPOSE AND TECHNICAL SCOPE OF WORK FOR WHICH EOI IS INVITED:

1.1 MDL has been undertaking several CSR projects primarily in areas of Skill Development, Integrated Village Development, Health & Sanitation, Nutrition, Education and projects under Swachh Bharat Abhiyaan etc. These projects are undertaken in different parts of Maharashtra like Mumbai, Thane, Raigad and the aspirational district of Nandurbar.

To assess the effectiveness of such CSR initiatives and their impact on target groups, MDL intends to empanel Impact Assessment Agencies having adequate and relevant experience and expertise in the development/CSR sector. Qualified agencies will be empaneled for a period of five years; and MDL may engage services of these agencies to conduct Impact Assessment of various CSR projects. An indicative scope of work for Impact Assessment is as listed below: -

- a) Impact Assessment/Evaluation of selected CSR projects taken up by MDL in different geographical areas within and outside Maharashtra.
- b) To define and list out the tools, methodology and system to be used for impact assessment/evaluation.

- c) To define and list out parameters of impact and indices of measurement for each project, using above tools/methodologies/system.
- d) To study the direct / indirect impact of MDL's CSR projects on the lives of communities / people within the periphery of MDL project areas and other locations concerned, using defined tools, methodology, system.
- e) To study direct/indirect impact of MDL's CSR projects on other target groups, including environment, locality, agriculture, livestock etc. other than human beings.
- f) Evaluation of level of awareness of CSR projects / initiatives amongst the target beneficiaries / concerned stakeholders and the number of beneficiaries covered in improving their socio-economic conditions.
- g) To know the consistency in the process of project implementation together with fulfillment of stated objectives.
- h) To identify the gaps in the project identification, beneficiary's involvement, implementation of projects and recommendations for improvements.
- i) To interact with implementation agencies, govt. officials, organizations and other stakeholders to get inputs on the projects and their impact.
- j) To carry out a study on effective utilization of funds allotted for each project.
- k) To produce high quality impact assessment reports for wider dissemination and future reference. Reports will be prepared through field visits, collation and analysis of input data on impact.
- l) The data for impact assessment may be collected from:
 - Field measurements using tools/methodologies/systems defined.
 - Primary sources by interviewing stakeholders such as targeted beneficiaries, community representatives / PRIs and Govt. officials etc.
 - Collecting secondary data available with Project implementing Agency, District Administration and MDL.
 - Interaction with other stake holders for tertiary inputs.
 - Study of defined beneficiary units like families/SHGs/schools/ anganwadi/PHCs etc.

1.2 The above list is indicative, but not exhaustive. The detailed scope of work for each study/assignment will be stipulated while calling for financial bid from the empaneled agencies.

1.3 MDL reserves the right to shortlist and engage impact assessment agency at its sole discretion and will not be liable to answer demands/queries from firms that are not shortlisted or engaged. MDL also reserves the right to cancel this expression of interest, without assigning any reason.

1.4 Shortlisting and engagement will be carried out through the following steps: -

Step 1	Shortlisting of eligible agencies based upon: - i. Experience of the Agency in working with Government/Reputed International Organizations/Corporates. ii. Experience of working in the field of impact analysis/evaluating CSR projects for CPSEs/Corporates. iii. Experience in conducting impact evaluation of projects implemented in the field of sanitation, skill development, environment, Swacch Bharat, health care, livelihood generation, rehabilitations, education, nutrition, rural development, SHGs etc. iv. Outreach of the Agency i.e. district in Maharashtra/ other states / UTs which can be covered by the agency with adequate skill sets and experience. v. Numbers/ Diversity of domain specialists on payroll of the Agency. vi. Empanelment with other PSUs/Government/Ministries/International Organizations. vii. Overall performance of the agency. viii. Credibility of the agency and promoters.
Step 2	Short listed agencies will be required to give a presentation to MDL, highlighting all the parameters listed above in Step 1.
Step 3	Agencies who qualify in technical evaluation will be requested to sign a MoU.
Step 4	Financial proposal/bids will be invited from the empaneled agencies (as and when required by MDL on a case to case basis).
Step 5	Financial proposals/bids will be evaluated and work allotment will be made to Lowest (L-1) Agency based on reasonability of quoted price. Price negotiations will be carried out, in case required.

1.5 Empanelment with MDL does not guarantee a Right to Work. No Agency empaneled with MDL can demand a contract.

2 ELIGIBILITY CRITERIA FOR EMPANELMENT WITH MDL TO UNDERTAKE IMPACT ASSESSMENT OF CSR PROJECTS

- i. Registered NGOs/ Voluntary Agencies/ Public Trusts/ Non Profit Companies/Academic Institutions/ agencies which are having at least 03 years of experience of working preferably with International Agencies/Government of India/State Government/ agencies such as UN/ bilateral/multi-lateral funding/ partner agencies/Corporates

including CPSEs in social development sector with valid registration/recognition from State Govt./Central Govt. of India are eligible to apply.(A profile of the organization listing out names, qualifications and areas of interest of promoters, vision, mission and brief write up on areas of operation and major projects undertaken in three years to be furnished).

- ii. Should have registered under the Companies Act/Registered Firm/Proprietorship/Co-operative/Societies Registration Act with State/Central Govt. authority in India/Other appropriate Government statutory body. (A copy of the registration certificate duly self-certified to be enclosed with the application).
- iii. Should have valid PAN and GST registration. (Please provide self-certified copy with the proposal).
- iv. Should have average turnover of at least **Rs 10 Lakhs (Rupees Ten lakhs)** in each Financial Year from Impact Evaluation Business in the last three Financial Years i.e. FY 2017-18, FY 2018-19 and FY 2019-20. (Copies of Balance Sheets indicating the same are to be enclosed with the EOI application).
- v. Should have adequate strength of domain experts with appropriate qualification, expertise and skill sets. (A list of probable domain experts in the firm's permanent roll, along with their brief CVs under whom MDL assessment will be carried out should be forwarded with the Eoi application) as per Annexure I
- vi. The Agency should have experience in conducting impact evaluation of projects, implemented in the sectors enumerated in Schedule VII of the Companies Act, 2013. (Copies of orders received to undertake such projects in the last four years i.e. FY 2016-17 to FY 2019-20 completion certificate and brief write up on each impact evaluation report should be enclosed with the application).
- vii. Should have conducted at least two Impact Assessment studies for CSR projects of CPSEs/ Corporates during the three preceding Financial Years i.e. FY 2017-18, FY 2018-19 and FY 2019-20. Agency should have undertaken above study on its own and not through any other party. (Proof of the same, by way of order copy, completion certificate and brief write up on Impact Assessment report showing areas assessed, methodology used, expertise utilized, manpower used, timeline etc. should be enclosed with the application). In case the firm is currently engaged in Impact Assessment of CSR projects, copies of relevant orders may be forwarded. (Copies of research papers

published by employees of the firm, awards and recognition won by them in the last three years may also be forwarded with the Eoi application).

- viii. Should not have been black listed by any State Government/ Govt. of India/Corporate(s) or any funding / partner agency in the last four Financial Years i.e. 2016-17 to 2019-20. (A certificate stating that the agency is not blacklisted in the last three years is to be enclosed in the letterhead, signed by authorized signatory. If they have ever been blacklisted prior to FY 2016-17, then year of being blacklisted, reason, duration of black listing etc. needs to be furnished. If the firm is found hiding above information anytime during the course of order, they may be treated as per terms & conditions of MDL for black listed companies).
- ix. The firm could also be a CSR implementing agency, but not currently engaged by MDL for ongoing CSR projects.

3 Interested firms are requested to submit EOI as per Annexure I and shall contain the following:

- i. Experience of the Agency in working with Government/Reputed International Organizations/Corporates.
- ii. Experience of working in the field of impact analysis/evaluating CSR projects for CPSEs/Corporates.
- iii. Experience in conducting impact evaluation of projects implemented in the field of sanitation, skill development, environment, Swacch Bharat, health care, livelihood generation, rehabilitations, education, nutrition, rural development, SHGs etc.
- iv. Outreach of the Agency i.e. district in Maharashtra/ other states / UTs which can be covered by the agency with adequate skill sets and experience.
- v. Numbers/ Diversity of domain specialists on payroll of the Agency.
- vi. Empanelment with other PSUs/Government/Ministries/International Organizations.
- vii. Overall performance of the agency.
- viii. Credibility of the agency and promoters.

4 TERMS & CONDITIONS OF EOI: Participating firms shall indicate acceptance of terms & conditions of EOI as given below:

4.1 CONFIDENTIALITY:

All the information provided to the vendors shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances.

4.2 STATUTORY REQUIREMENT, OFFICIAL SECRET ACT, SAFETY AND SECURITY RULES

Contractor shall also abide by all statutory requirements, Official Secrets Act 1923, Security and Safety Rules. The documents are available on MDL website(www.mazagondock.com).

4.3 SUBMISSION OF EOI:

MDL invites Expression of Interest (EOI) from eligible and interested parties to take up the assignment. The eligibility criteria are listed at **Annexure I**, format of application is placed at **Annexure-II**. EOI complete in all respect with all supporting documents along with completely filled **Annexure-II** with page number in an envelope securely closed (Sealed), Super scribed with EOI Ref No, Due Date, Time, and name of firm addressed to General Manager (OTS), Outsourcing Department, Sixth Floor, should be deposited on or before 05.08.2020 at 1500 hours, in the Tender Box of Outsourcing Department, Sixth Floor, Service Block, Dockyard Road, Mumbai 400010.

4.4 OPENING OF EOI:

The EOI received will be opened on 06.08.2020 at 1530Hours. Participated firms, who wish to remain present during the EOI opening, should nominate on their company's letterhead the name and designation of one person authorized to remain present at the time of opening the EOI and send this letter so as to reach the undersigned at least one working day prior to closing date of the EOI.

5 MODIFICATION OF EOI: At any time prior to deadlines for submission of proposals, MDL may for any reason, modify the EOI document. All such amendment shall become part of the EOI and same will be notified on MDL's website. The respondents are required to have a watch on Company's website for any such amendment.

6 DISCLAIMER:-

- All information contained in this, Expression of Interest (EOI) subsequently provided/clarified is in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.
- MDL reserves the right not to respond, to questions raised or provide clarification sought, in its sole discretion, if it considers that it would be inappropriate to do so. Nothing in this section shall be taken or read as compelling on the part of MDL requiring to respond to any question or to provide any clarification
- MDL reserves the right to modify the terms and conditions of the EOI and subsequent processes,
- MDL may in its sole and absolute discretion, independently verify any information in any submission.
- Each firm should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this Expression of Interest. Applicants should make their own independent investigation in relation to any additional information that may be required.
- This EOI does not create a tender process. This EOI is not an invitation for bids.

7 COST OF PARTICIPATION: NIL

The prospective vendors shall bear all costs associated with the preparation or delivery of its EOI, participating in discussions etc. including costs and expenses related with visits to MDL's office and the site(s). MDL will in no case be responsible or liable for those costs and expenses.

8 CONTACT PERSON:

- (i) For any technical clarification, you are requested to contact Mr. Vikash Kaushik(AM (CSR)), Tel: (91) 022-23762714, email id: mdlcsr@mazdock.com

- (ii) For EOI submission and details, interested firms may contact Mr. Arindam Ghosh (AM-OTS) Tel: (91)22-2376-3310/3353 e mail id: aghosh@mazagondock.gov.in.

9 PUBLIC GRIEVANCE CELL:

A Public Grievance Cell headed by Shri H. V. Karekar, Executive Director (EAST YARD), Fourth Floor, D 2 Building, EAST YARD, MDL, Mumbai 400010 has been set up in the Company. Members of public having complaints or grievances are advised to contact him on Wednesday between 10.00 hours and 12.30 hours in his office at Sixth Floor, Finance Department, Service Block, MDL, Mumbai 400010 or send their complaints / grievances to him in writing for redressal. His Telephone No. is 022-23763506/ 9869206752.

Thanking you,

For MAZAGON DOCK SHIPBUILDERS LIMITED,
ARINDAM GHOSH
ASSISTANT MANAGER-OUTSOURCING

ANNEXURE I**APPLICATION FORMAT FOR EMPANELMENT OF AGENCIES FOR IMPACT EVALUATION AND MONITORING****1. Name and Location**

S. No.	Particulars	Details
1	Name of the Agency / Organization	
2	Head office address (Attach a proof of address)	
3	Parent State of the Agency/ Organization	
4	Name of the Chairperson and telephone number	
5	Name of the Director and telephone number	
6	Name & Designation of other Promoters	
7	Office Phone number(s)	
8	Fax	
9	Email	
10	Web	
11	Registration Number (Attach Proof)	
12	Year of Registration	
13	Agency/Organization Registered with	

2. Details of Regional Office / Field Office

S. No	Details of Regional Office / Field Office

3. Board Members' Governing Body Members' profile:

S. No	Name	Designation / Role in Agency/ Governing Body	Qualification	Award/ Achievement

(Attach copy of composition of General Body / Board Members)**4. Operational Area**

S. No	Name of the State/s, where Agency is working	Name of District	Duration (From year... to year)	Name of the projects	Name of the CSR Company	Total Cost of the Project

(Attach Copy of work allotment letter/ completion certificate)

5. Purpose/ Mandate of the Agency

6. Agency Blacklisted by any Agency / donor? (Yes/No)

(Attach undertaking for not being blacklisted)

7. Annual Turnover for the last 04 years:

S. No	Year	Total Turnover (In Rs.)	Turnover from Impact Evaluation Business (In Rs.)
1	2016-17		
2	2017-18		
3	2018-19		
	2019-20		

(Attach Audited Statement of Accounts certified by CA)

8. Details of Subject Matter Experts Working as on Date:

S. No	Name of the official	Qualification	Sector/ Skill/Specialization	Duration of working with the Agency (No. of years & months)	Total Years of Experience in the concerned sector

(Note: - Subject Matter Specialist should be from the concerned disciplines as notified under the Schedule VII of the Companies Act, 2013)

Attach appointment letter, C.V., Salary Slips, Form 16 and relevant document regarding qualification and experience of above experts' along with the certificate from Head of the Organization regarding working of above mentioned subject experts as on date)

9. Work Experience Related to Impact Evaluation

S. No	Year	Name of the Project	Name of the funding Agency	Duration of the project	Total Cost

(Attach Copy of work allotment letter/ completion certificate)

10. Work Experience Related to Impact Evaluation of CSR Projects

S. No.	Year	Name of the Project	Name of the funding Agency	Duration of the project	Total Cost

11. Awards and Recognition

S.NO.	Name of Award or recognition	Name of Project/Assignment for which Award or recognition was given	Year of Award or recognition	Name and location of the Agency who gave Award or recognition

12. Empanelment with Government/ international Agencies

S.No	Name of the Government/ International Agency	Empanelment Year (From- To)	Number of projects completed

Note: - Relevant Documents/notified empanelment list/ empanelment link should be attached

13. Empanelment with Corporates

S.No.	Name of the Corporate	Empanelment Year (From- To)	Number of projects completed

14. Proposed Methodology for undertaking Impact Evaluation of CSR Projects?

15. Any other information

16. Declarations

- a) I/We hereby certify that my /our firm/ Company/Society/Trust/Organization has not been debarred/ blacklisted by any State Government/Government of India/Govt. Departments and/or agencies such as UN / bilateral / multi-lateral funding / partner agencies and corporate including CPSEs, at any time for services of any description, during the last four years (FY 2016-17, 2017-18, 2018-19, 2019-20).
- b) I/We hereby declare that, no relevant information has been omitted/withheld/alterd in the process of furnishing the information with respect to this Eol / application.
- c) I/We have read and examined this Eol document while submitting our response. Further, it is understood that this Eol is only an exercise for likely empanelment for the future Impact Assessment work (s). However, it does not confer any right to any party submitting Eol and application for further consideration in the process or work allotment.
- d) I/We understand that if we use any unfair means for the empanelment or to get the assignment in future or disclose the classified information to other parties, our Eol/ application/ empanelment would be cancelled at any time during the contract period.

For and on behalf of:

M/s:

Signature of Authorized Representative (with seal of the Agency)

(Supported by authority letter):

Name:

Designation:

Date:

Place: