


<p>सेंट्रल कोल्फील्ड्स लिमिटेड (कोल इंडिया की अनुषांगी, एक मिनी रत्न कम्पनी) निगमित सामाजिक दायित्व(सीएसआर)विभाग दरभंगा हाउस, राँची-834029 फोन: 0651)- 2361640,8987784142 ई-मेल : gmsdncsr.ccl@coalindia.in वेबसाइट: http://www.centralcoalfields.in</p>		<p>CENTRAL COALFIELDS LIMITED (A Miniratna Subsidiary Company of Coal India Limited) Corporate Social Responsibility Department Darbhanga House, Ranchi 834 029, Ph: 0651)- 2361640,8987784142 Email : gmsdncsr.ccl@coalindia.in Website http://www.centralcoalfields.in</p>
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सं.: सीसीएल/एस डी एंड सीएसआर/ आर एफपी/
No. CCL/SD&CSR/RFP/

दिनांक
Dated

LIMITED REQUEST FOR PROPOSAL (RFP)

1. Request for proposal* are invited in single cover system on the email ID gmsdncsr.ccl@coalindia.in from entities/audit firms of Chartered /Cost Accountants in panel for conducting Internal (Systems and Transactions) Audit in CCL (2020-21 to 2022-23) (excluding the already appointed entities) for the following:

Description of work/service	Location	Estimated Cost	Period of Completion (InDays)
Audit of major CSR Projects and Annual CSR Expenditure of CCL (2021-22)	Jharkhand	Rs 162840/- (Including GST @18%)	30 days

*to be submitted through password protected email in pdf format

- (i). For further details, the prospective Bidder may contact

Proposal inviting authority	Contact Person(s)
Ladi Balakrishna, General Manager (SD&CSR) 8987784142	Sakshi Reni Horo, Manager (Civil), CSR –79924 02282 Amit K Yadav, Manager (F), IAD -8987787616

2. Time Schedule of RFP:

Sl. No	Particulars	Date	Time
	Date of communication of RFP to shortlisted entities through e mail/uploading on website with information to shortlisted entities.	17.03.2022	
a.	Bid Submission start date	21.03.2022	
b.	Bid submission end date: Last date of receipt of password protected Technical and Financial Bid at CCL through e-mail	26.03.2022	11.00 a.m

c.	Date of sharing password of submitted bids by the applicants with CCL through e mail	26.03.2022	11.30 a.m
d.	Date of opening bids by CCL	26.03.2022	12.00 Hrs

[Note: This letter along with detailed request for proposal (total 21 pages) is uploaded on website www.centralcoalfields.in]

Sd/-
GM(SD&CSR), CCL

Distribution:

1. General Manager (F)-I/C CCL, Ranchi
2. General Manager (System), CCL, Ranchi
3. T. S. to Director (F), Director (Pers), CVO, CCL,Ranchi
4. General Manager -All areas, CCL, Ranchi.
5. HOD(IAD), CCL, Ranchi
6. Shri Gulam Moin, Ch. Manager (X)/ IED, CCL, Ranchi.
7. Shri Rajdeep Chakraborty, Manager (F), CCL, Ranchi.
8. Ch. Manager (C)/ CSR, CCL, Ranchi.
9. Manager (C)/ CSR, CCL, Ranchi.
10. Manager (F)/ DP-Fin, CCL, Ranchi
11. Dy. Manager (CD)/ CSR, CCL, Ranchi (SSH).
12. Notice Board.

Detailed Request for Proposal

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1. Background:

CCL has been undertaking CSR activities since the year 2012. All CSR activities implemented are in alignment with the CIL CSR Policy and as per the Schedule VII of The Companies Act 2013. CCL operates primarily in its command areas and the CSR activities are carried out within 25 kms of its operating units. However, few activities are also carried out in other locations of Jharkhand as per the need identified from the community. The CSR activities are implemented departmentally / through agencies fixed by tendering. CCL operates in 8 Districts of Jharkhand (Ranchi, Ramgarh, Latehar and Chatra, Bokaro, Hazaribag, Palamu and Giridih), which are also among 112 Aspirational Districts of India. 4 of them (Ranchi, Ramgarh, Latehar and Chatra) are linked to CCL under Transformation of Aspirational Districts (TADP) of Department of Public Enterprises(DPE). CCL has been arranging CSR funding of projects of District Admin of these ADs.

Audit of CSR expenditure is an important exercise to ascertain that the projects/activities have been implemented in the manner as approved and is compliant to the Acts/Rules/Guidelines of Government.

2. SCOPE, Terms & Conditions, DELIVERABLES:

Sl no	Item	Particulars
01	Scope of audit	<p>The report shall be submitted in details as mentioned below:</p> <p>A) Audit of the individual CSR projects (2021-22) divided into the following:</p> <p>(i) Project sanctioned in preceding years but not completed in 2021-22.</p> <p>(ii) Project sanctioned in preceding year & completed in 2021-22.</p> <p>(iii) Projects commenced in 2021-22 & Completed during the year.</p> <p>(iv) Projects commenced in 2021-22 and on-going as on 31.03.2022.</p> <p>B) Audit of annual CSR Expenditure of CCL during 2021-22 and Submission of report as per Annexure II of Companies (Corporate Social Responsibility policy) Amendment rules, 2021.</p> <p>C) Project specific Audit report of major individual CSR projects (2021-22) (Project Value Rs 50 Lakh each).</p> <p>Annexure II be referred for detailed scope.</p>
02.	Composition of Audit team	<p>The Audit team shall consist of one partner of the firm (either CA or ICWA), one qualified Assistant and three semi qualified Assistant. Self-attested copies of qualification of the team members should be produced to the GM CSR, CCL HQ before the commencement of audit, failing which they will not be allowed to carry out the audit. GM CSR, CCL HQ will be the nodal Department for this audit.</p>
03.	Period of completion	<p>Completion of Audit: Within 21 working days from the date of issue of LOA /award of service.</p> <p>Submission of Draft Report (duly supported with tables, graphs etc): within 25 days from the date of issue of LOA /award of service.</p>

		<p>Comments on Draft report by CCL: within 3 days of receipt of draft report/presentation on draft report.</p> <p>Submission of Final Report: Within 30 days from the date of issue of LOA /award of service.</p> <p>Note: No extension of time will be granted, even if granted for genuine/unavoidable purpose, no extra amount will be paid.</p>
04.	Audit Fee	<p>The total amount payable shall be as follows:</p> <p>i) audit fee excluding GST as per award/agreement</p> <p>ii) GST as applicable</p> <p>iii) Reimbursement of Travelling allowance, accommodation & local conveyance on production of documentary evidences (if not arranged by CCL at its existing facility).</p>
05.	Travelling allowances	<p>TA will be paid in 1st AC to the partner, 2nd AC to the qualified and 3rd AC to the semi qualified assistants on submission of ticket numbers for to and for journey undertaken for the audit. For this purpose, the journey will be considered from the firm's office to the place of audit, in case of journey in entitled class subject to production of documentary evidence.</p> <p>For area/project visits: In case vehicle is not provided by CCL, amount payable shall be as per actuals, limited to Rs 18/KM of journey performed by hired vehicle for partner and @ Rs 12/KM for the other team mates. Team members are required to perform journey in group, sharing the hired vehicle.</p>
06.	Accommodation, local conveyance & fooding charges	<p>As far as possible, the audit team will be provided Accommodation, food & Local Transportation by the company free of cost in its existing facility. In case not arranged by Company, the accommodation charges shall be payable as per actuals, limited to @ Rs 2500/day</p>
07.	Taxes	<p>GST/taxes, as applicable, will be paid extra over the audit fee.</p>
08.	SUPERVISION	<p>The partner of the firm shall compulsorily supervise the audit. The supervision charges for the partner should be included in audit fees.</p>
09.	Penalty	<p>For delay in submission of the report due to fault of the audit firm, penalty will be recovered @ 0.5% of the fee per week subject to a maximum of 10%. Audit report submitted after 2 months from the due date will not be accepted and paid.</p>
10.	Commencement of Audit	<p>Audit shall be commenced after issue of LOA/award of service and report shall be submitted as per schedule mentioned in subsequent section of this document.</p> <p>The list of CSR activities (2021-22) is part of this RFP Document (Refer Annexure).</p>
11.	Submission of Report	<p>The draft report will be submitted to GM, CSR, HQ with a copy to GM/HOD(IAD), HQ as per scope. The agency has to discuss and take the compliance from GM, CSR, HQ and the final report with compliance to be submitted to GM, CSR, CCL HQ with a copy to HOD IAD.</p>
12.	Payment	<p>Pre-receipted bills in triplicate shall be submitted to GM(CSR), CCL, HQ, who will accept the bill and forward to GM/HOD (F), CCL, HQ who is paying authority.</p>

DELIVERABLES:

- D) Audit report of the individual CSR projects (2021-22) (Project specific Audit report) divided into the following:
- (v) Project sanctioned in preceding years but not completed in 2021-22.
 - (vi) Project sanctioned in preceding year & completed in 2021-22.
 - (vii) Projects commenced in 2021-22 & Completed during the year.
 - (viii) Projects commenced in 2021-22 and on-going as on 31.03.2022.
- E) Audit report of annual CSR Expenditure during 2021-22 and Submission of report as per Annexure II of Companies (Corporate Social Responsibility policy) Amendment rules, 2021.
- F) Project specific Audit report of major individual CSR projects (2021-22) (Project Value Rs 50 Lakh each).

LIST OF PROJECT/ACTIVITY UNDER SCOPE OF WORK:

The selected entity is to undertake Audit of the CSR Projects of CCL (2021-22). The tentative list of projects is enclosed. Final list shall be provided at the time of issue of LoA /Award of service.

3. TERMS OF REFERENCE OF AUDIT.

- (i) The Institute of Chartered Accountants of India (ICAI) has issued Standards on Internal Audit (SIA). The Auditors shall follow these Standards to the extent applicable in the matter of Planning, Audit Procedures (Sampling, Analytical Procedures etc.), Documentation and Reporting. The Auditor is expected to apply his/her judgment to decide the applicability of these standards w.r.t. scope of work and reporting requirements.
- (ii) The Audit team will conduct the audit as per Compendium of Standards on Internal Audit issued by The Institute of Chartered Accountants of India and in consultation with Internal Audit Department at HQ/ concerned officials at Area/Unit. It is important also to ensure that all aspects are reviewed from proprietary angle and all expenses, cost and revenue need to be examined from this angle. The policy decisions of the company and procedures adopted should be reviewed and commented upon including changes suggested. The internal controls, delegation of powers are to be regularly monitored for compliance as well as appropriateness. The various management decisions adversely impacting benefit to society or wastage of resources are to be brought in the report.
- (iii) **Confidential Report:** The Auditors are also advised to report all cases of revenue leakage, excessive or unreasonable expenses, misuse of powers, favours or disfavour having financial impact, fraud on the company or by the company, improper awarding of contracts, theft, unlawful or unprofessional activity or activity beyond the ethical boundaries or any other aspects without any limitation of any kind where interest of the company or any stake holder is getting adversely affected. Such report will be dealt with in a confidential manner and actions will be initiated without any reference to the source. The secrecy in terms of Official Secret Act will be followed by all concerned about such report and will be shared only on need to know basis. A copy of the confidential Report will be sent to GM(SD&CSR) or GM/HOD (IAD).

4. TIME LINES

1.	Last date of receipt of sealed Financial Bid at CCL through password protected e-mail	As mentioned in time schedule of RFP.
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All days mentioned in this Request for Proposal document refer to calendar days unless specified otherwise. The password for the protected pdf is to be provided by applicants latest by time and date mentioned in Time schedule of RFP.

5. INQUIRIES

For any specific query pertaining to this RFP, intending applicant may write to gmsdncsr.ccl@coalindia.in. referring the RFP.

6. Instructions to the applicants

- I. The applications complete in all respect including required credentials and budgetary offer/price bid should be submitted through password protected e mail to gmsdncsr.ccl@coalindia.in
- II. This is a case of **Limited Request for proposal**. Proposals are invited from entities empaneled by CCL for conducting Systems and Transaction Audit for 2020-21 to 2022-23 (excluding the current auditing entities from among the empaneled entities as above).
Applications from other entities/applicants shall not be entertained.
- III. The Bidder will submit the proposal in single cover containing required credentials and Budgetary offer.
- IV. The applicants are required to submit copy of requested credentials duly signed by authorized signatory. The credentials are for record of CCL. **Award of service shall be based on Lowest cost offered by applicants.**
- V. The responsibility for ensuring that the applications are delivered in time vests with the "Applicants/Bidders".
- VI. CCL shall have the right to postpone, modify, cancel, or annul the aforesaid process at any stage at its sole discretion without assigning any reason and shall bear no liability what so ever consequent upon its decision.
- VII. The 'Employer' may, at its discretion, extend this deadline for the submission of application, in which case, all rights and obligations of the 'Employer' and Applicant(s)/Bidder(s) previously subject to the deadline will thereafter be subjected to the deadline as extended.
- VIII. Any application received by the 'Employer' after the deadline for submission as prescribed by the 'Employer', shall be rejected.
- IX. The applications submitted by the respective "Bidder(s)" in response to this RFP shall be valid for 6 months/until the award of the contract by the 'Employer' and the "Bidders" shall be bound by their bids until such period.
- X. The application(s) and material(s) submitted by the Bidder(s) in response to this EOI shall become property of the 'Employer'.
- XI. The 'Employer' shall neither be responsible nor pay any expenses or losses which may be incurred by the "Bidder(s)" in the preparation and submission of their application.
- XII. The application submitted by "Bidders" shall be treated as private and confidential documents, whether or not the 'Employer' accepts an application.
- XIII. 'Employer' reserves the right to accept or reject any or all application(s) at any point of time without assigning any reason whatsoever.

7. Documents to be submitted by applicants for record of CCL:-

Sl No.	Document	Submitted (Yes/No)	If Yes Supporting Document type
1	Self-declaration regarding participation of bidder against Tender No.: CCL/IAD/Internal Auditor / 2019/01 vide Ref. IA/CCL/S&TA/OS Firm/Appt.- 2020-21/19-20/1451 date 20.12.2019 for Systems and Transaction Audit of CCL and regarding their shortlisting and having made presentation before Audit Committee of Directors for empanelment for appointment.		
2	Legal Status of Bidder / applicant: Any one of the following documents: i. Affidavit or any other document to prove proprietorship/ Individual status of the bidder. ii. Partnership deed containing name of partners iii. Memorandum & Article of Association with certificate of incorporation containing name of bidder		
3	PAN		[PAN No]
4.	GST		[GST No]
5.			
6.	Undertaking regarding genuineness of documents, non-blacklisting etc.		In format as per Annexure.
7.	Budgetary offer/Price bid. (As mentioned in Clause 8h of RFP)		

8. PROCESS OF SUBMISSION OF BUDGETARY OFFER/Price bid

- a) The Bidder is required to submit soft copy of Technical Document as per checklist and budgetary offer in a password protected pdf super scribing '**Audit of major CSR Projects and annual CSR Expenditure of CCL (2021-22)**'. The Bid complete in all respects as per guidelines mentioned below is to be submitted in password protected pdf to our Email ID: gmsdncsr.ccl@coalindia.in by deadline mentioned in RFP Time Schedule. The password for the protected pdf is to be sent by the Bidder in the aforementioned email id by deadline mentioned in RFP Time Schedule.
- b) The Bid should be filled by the Bidder in English/Hindi language. If any supporting documents submitted are in any language other than English/Hindi, translation of the same in English/Hindi language is to be submitted duly attested by the Bidder. For purposes of interpretation of the documents, the English/Hindi translation shall prevail.

- c) The data, schedule, reports and other material submitted by the Bidder during the evaluation exercise shall remain the property of CCL. The Bidder will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by CCL.
- d) The right to reject any or all bids or to award the work to one or more successful bidder/applicant/entity without assigning any reasons, vests with CCL. Similarly, right to amend the criteria for selection vests with CCL.
- e) Applications/ Bids received after the due date will not be accepted. Any conditional and/or erroneous and/or incomplete bids shall be rejected outrightly.
- f) The cost quoted by the Bidder should be valid for a period of 4 months beginning from the date of receipt of the proposal.
- g) In submitting a bid, each Bidder acknowledges that they have read and understood the requirements and ground conditions of projects to be evaluated.
- h) **Budgetary offer/price bid:** Based on proposed work plan, Budgetary offer /price Bid shall include a lump sum fees for complete service as per scope including all taxes and incidentals (but excluding GST). GST, Travel, Boarding and Lodging shall be paid extra as detailed in relevant section of the document.
Financial Document (Budgetary Offer) shall clearly specify whether GST is applicable on applicant and the scope of service covered under this RFP or not.

9. EVALUATION PROCESS

- a) Password protected Bids in PDF shall be opened by department as per schedule on receipt of passwords from respective bidders.
- b) The Evaluation Committee shall prepare a comparative statement of budgetary offer and identify L1 applicant.
- c) Technical documents of L-1 bidder shall be checked.
- d) Shortfall documents (as per table at Sl no.6)/Clarifications if any shall be sought from L-1 Bidder only. Bidder shall be requested to submit shortfall document, if any, through e mail to have a record of complete set of documents as per check list in respect of the L1 bidder.
- e) In case L-1 bidder fails to submit requisite document/clarification as sought within 10 days of request by CCL, or does not respond to the reminder, the bid of L-1 bidder shall be rejected and the bid of next bidder (L2) shall be evaluated and so on and so forth.
- f) The decision of Evaluation Committee shall be final and binding. In no event whatsoever, any communication/ correspondence against the decision shall be entertained.

For the purpose of evaluation and decision of L1, **the offered fees and applicable GST only** shall be considered.

If there be conditions attached to any financial proposal, which have bearing on the total costs as indicated in the proposal, CCL shall reject any such proposal as non-responsive financial proposal. However, if CCL feels it necessary to seek clarification on any financial proposals regarding taxes, duties or any such matter, company may do so by inviting responses in writing.

The financial proposals will be ranked in terms of their quoted fees including impact of GST.

10. AWARD OF WORK

The selected Bidder will be required to execute an MoU/Agreement detailing the terms and conditions for conducting the audit.

In the event of refusal by the selected Bidder to undertake the assignment, CCL reserves the right to either cancel or award the assignment to the financially next lowest bidder.

11. Rejection of proposals and re-invitation

CCL reserves the right to accept or reject any or all proposal(s) without assigning any reason whatsoever.

12. Period of completion of Audit

The "Successful Bidder/entity" shall submit acknowledgement along with inception report within five (5) days from the date of award of the contract, followed by submission of draft report after 21 days from the date of issue of LOA/award of the contract .It shall submit the Final Audit Report of the CSR projects and Annual CSR Expenditure under scope of RFP within 30 days of issue of LOA/award of work.

13. Submission of Reports

Submission of reports are as under:

(i) Successful Bidder/entity will submit 5 copies of draft report (duly supported with tables, graphs etc) within 25 days from the date of award of assignment and make presentation of draft reports on a specified date, as per direction of GM(SD&CSR), CCL.

(ii) Department shall submit its comments on Draft report within 3 days of receipt of draft report/presentation on draft report. Accordingly, the Successful entity shall submit Final Report in 10 printed copies each and 10 copies of Executive Summary of the Final Report along with their soft copies in word and in PDF format within 2 days from the receipt of suggestions / comments from CCL after incorporating the suggestions / comments of CCL as admissible.

14. Schedule of Payment, paying authority

The audit fee shall be payable on submission of final Audit Report and production of bill by the service provider.

The payment of GST and GST Compensation Cess by service availer (CCL) to bidder/contractor (if GST payable by bidder/contractor) would be made only on the latter submitting a Bill/invoice in accordance with the provision of relevant GST Act and the rules made there under and after online filing of valid return on GST portal. Payment of GST & GST Compensation Cess is responsibility of the service provider/contractor

All the payments will be passed by the SD&CSR department of CCL and paid by HQ Finance of CCL.

15. The "Bidder(s)" acknowledge that the application submitted in response to this RFP shall constitute an offer to the 'Employer', which shall remain open for acceptance until the contract is awarded by the 'Employer'. For the avoidance of doubt, neither this RFP nor any response submitted by the "Bidder(s)" in response to this RFP shall constitute a legally binding agreement unless and until accepted by the 'Employer' in writing in the form of a contract executed between the 'Employer' and the successful "Bidder".

16. Confidentiality

This RFP must not be reproduced in whole or in part without the prior written consent of the 'Employer'. All information contained within this RFP is given in strict confidence.

17. Proprietary Information

All restrictions on the use of data contained within an application and all confidential information must be clearly stated by the "Bidder (s)". Proprietary information submitted in an application, or in response to the RFP, will be handled in accordance with the applicable law(s) of the Government.

18. Hindrance, if any shall be recorded by Contractor and CCL. Provisional extension of time may also be granted by the competent authority of CCL during the course of execution, on written request for extension of time within 15(fifteen) days of happening of such events as stated above, reserving CCL's right to impose/ waive penalty at the time of granting final extension of time as per contract agreement.

When the period fixed for the completion of the contract is about to expire, the question of extension of the contract may be considered at the instance of the Contractor or the Department or of both. The extension will have to be by party's agreement, express or implied.

In case the contractor does not apply for grant of extension of time within 15(fifteen) days of the hindrance occurring in execution of the work and the department wants to continue with the work beyond the stipulated date of completion for reason of the work having been unavoidably hindered, the Engineer-in-charge can grant extension of time even in the absence of application from the contractor.

Such extension of time granted by the Engineer-in-Charge is valid provided the contractor accepts the same either expressly or implied by his actions before and subsequent to the date of completion. Such extension of time shall be without prejudice to Company's right to levy compensation under the relevant clause of the contract.

The contractor shall however use his best efforts to prevent or make good the delay by putting his endeavours constantly as may be reasonably required of him to the satisfaction of the Engineer-in-Charge.

If the successful bidder/entity fails to complete the work on or before the date of completion or extended date of completion, it shall without prejudice to any other right or remedy available under the law to the company on account of such breach, pay as compensation (Liquidated Damages) @ half percent (½ %) of the contract amount/Revised Contract amount whichever is less, per week of delay.

The aggregate of such compensation/ compensations shall not exceed 10% (ten) percent of the total amount of the contract/ Revised contract amount, whichever is less.

The company may at its sole discretion, waive the payment of compensation on request received from the contractor indicating valid and acceptable reasons if the entire work is completed within the date as specified in the contract/work order or as validly extended date without stipulating any compensation for delay.

19. ARBITRATION: All disputes or differences of any nature whatsoever or regarding any right, liability, act, omission or account of any of the parties hereto arising out of or in relation to this agreement or on account of termination thereof (other than those in respect of which the decision of any person, is by the agreement expressed to be final and binding) shall be referred to the sole arbitrator appointed by CMD of CCL. It is also a term of this contract that no person other than the CMD of CCL can appoint Sole Arbitrator. The cost of arbitration shall be shared equally by the parties. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the agreement, subject to the provisions of the Arbitration and Conciliation act, 1996 or any statutory modification of or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The Arbitration shall be held at Ranchi and conducted in English language.

Annexures

List of Areas/Units:

1. CCL HQ, Ranchi
2. NK
3. Piparwar
4. Magadh-Sanghmitra,
5. Amrapali-Chandragupt
6. Rajhara.
7. Barkasayal,
8. CWS Barkakana,
9. Argada
10. Kuju,
11. Hazaribag Area
12. Rajrappa Area
13. B&K Area
14. Dhori Area
15. Kathara Area.

SCOPE OF WORK:

The scope shall include the following in respect of projects contributing expenditure in 2021-22 (Incorporated as Annexure to the Tender Document):

1. Identification, location & assessment of actual execution of CSR activities.
2. Percentage of achievement of target of with activities and its actual expenditure commensurate with target of achievement.
3. Payment made by the CCL activity wise.
4. Examination and verification of expenditure/vouchers as per MOU/Terms of reference.
5. To report whether all the expenditure have the prior approval of competent authority.
6. A special audit of CSR work valuing 50 Lacs or more to be done and the report would be divided into the following:
 - (ix) Projects sanctioned in preceding years but not completed in 2021-22.
 - (x) Projects sanctioned in preceding year & completed in 2021-22.
 - (xi) Projects commenced in 2021-22 & Completed during the year.
 - (xii) Projects commenced in 2021-22 and on-going as on 31.03.2022.
7. List of Works executed by HQ and by areas and their adherence to budget, Area wise/activity wise.
8. Execution of CSR work undertaken both by CCL and State govt. agencies on deposit basis.
9. Admissibility of utilization certificate and status of utilization certificate for deposit basis work.
10. Time delay analysis with comments from management for delay.
11. Admissibility of CSR activities of CCL to Schedule VII of companies Act 2013.
12. Details of Asset created under CSR.
13. Since the report would form the basis of the certification of CFO to the CCL Board, the certificate as per format specified by ICAI under rules 4 of Companies (CSR) Rules, 2014 and Schedule VII of the Companies Act, 2013 would be furnished by the Auditor.
14. Any other matter may be added as per requirement.

Report Submission/Presentation of Report: The report shall be submitted in detail as mentioned below:

- G) Audit of the individual CSR projects (2021-22) divided into the following:
 - (xiii) Projects sanctioned in preceding years but not completed in 2021-22.
 - (xiv) Projects sanctioned in preceding year & completed in 2021-22.
 - (xv) Projects commenced in 2021-22 & Completed during the year.
 - (xvi) Projects commenced in 2021-22 and on-going as on 31.03.2022.
- H) Audit of annual CSR Expenditure of CCL during 2021-22 and Submission of report as per Annexure II of Companies (Corporate Social Responsibility policy) Amendment rules, 2021.
- I) Audit report of Project specific special audit of major individual CSR projects (2021-22) (Project Value Rs 50 Lakh each) [Refer sl. (f) of Scope of Work].

Tentative list of CSR projects for conducting PROJECT SPECIFIC audit:

Sl.No.	Location	Name of the Project	Project Cost (Rs. in Lakhs)	Year of Commencement	Year of Completion

Tentative list of CSR projects (2021-22):

[Refer list at end of Document]

Format for Letter of Proposal

Date

To

The GM (SD&CSR)
SD&CSR Department,
Alaknanda Building,
2nd Floor CCL
Darbhanga House,
Ranchi - 834001

Subject: Bid for the work “**Audit of major CSR Projects and annual CSR Expenditure of CCL (2021-22)**”

Ref.: 1. NIT No. :
(to be filled by the Bidder)

Sir/Madam,

This has reference to above referred bid. I/we have read and examined the conditions of contract, Scope of Work, technical specifications, BOQ and other documents carefully.

I/We am/are pleased to submit our bid for the above work. I/We hereby unconditionally accept the bid conditions and bid documents in its entirety for the above work and agree to abide by and fulfil all terms and conditions and specifications as contained in the bid document.

I/we here by submit all the documents as required to meet the eligibility criteria as per provisions of the bid notice/document.

I/We hereby confirm that this bid complies with the Bid validity and other documents as required by the Bidding documents.

If any information furnished by me/us towards eligibility criteria of this bid is found to be incorrect at any time, penal action as deemed fit may be taken against me/us for which I/We shall have no claim against CCL.

This bid and your subsequent Letter of Acceptance/ Work Order shall constitute a binding contract between us and CCL.

Should this bid be accepted, we agree to abide by the provisions of NIT. In case of our failure Central Mine Planning and Design Institute, Ltd, Ranchi shall, without prejudice to any other right or remedy, be at liberty to cancel the letter of acceptance/ award and to debar us from participating in future tenders for a minimum period of 12 months.

Enclosures: as above

Yours faithfully,

Authorized Signatory

Annexure – V

GENERAL INFORMATION ABOUT THE BIDDER

Sl. No.	ITEMS	DETAILS (To be filled in by Bidder)
i)	Name of the Bidder's entity	
ii)	Country of Origin	
iii)	Legal Status	
iv)	Year of incorporation of the Bidder entity under relevant Act	
v)	Registration Number of the Company (under relevant Act of the country)	
vi)	a) Postal Address of the Registered Office b) Telephone no.(s) c) Fax no(s) d) Web site, e-mail, if any e) Address of Regional / Local Office, if any	
vii)	a) Name of the authorized Representative b) Designation c) Postal address d) Telephone no. e) Fax no(s) f) Web site, e-mail address	
viii)	Permanent Account No.(PAN), if applicable	
ix)	Goods & Services Tax Registration number in India, if applicable	
x)	Whether the Bidder is from the country where as a matter of law or official regulations, the commercial relation with India is prohibited	YES/ NO
xi)	Any other information	

(Certified copies, as applicable, to be enclosed)

Date :

Place :

Authorized Signature
Name & Designation

PROFORMA FOR UNDERTAKING**(To be uploaded by the Bidder on his Letter Head during submission of bid online)**

I/We solemnly declare that:

1. I I/We am/are submitting Bid for the work **Audit of major CSR Projects and annual CSR Expenditure of CCL (2021-22)** against RFP Notice No. Dated . (to be filled by department) and I/we offer to execute the work in accordance with all the terms, conditions and provisions of the bid.
2. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of this Bid is complete, correct and true.
3. All copy of documents, credentials and documents submitted along with this Bid are genuine, authentic, true and valid.
4. I/ We hereby authorize department to seek references / clarifications from our Bankers.
5. We hereby undertake that we shall register and obtain license from the competent authority under the contract labour (Regulation & Abolition Act) as relevant, if applicable.
6. I/We have not been debarred by any procuring entity for violation of Preference to Make in India (as applicable) vide Order No. P-45021/2/2017-PP (BE-II) dated 16.09.2020, issued by Govt. of India as amended from time to time (not applicable for works with estimated value put to tender less than 5 lakh).

7. Bid Security Declaration:

If I/We withdraw or modify my/our Bid during the period of validity, or if I/we are awarded the contract and fail to sign the contract agreement before the deadline as per NIT/ Tender document /Letter of award or any other default made by me/us till execution of agreement as defined in the RFP Document, I/we will be banned for 02 (two) years from being eligible to submit Bids in CIL and its subsidiaries.

8. Certificate regarding compliance to order no.F.No.6/18/2019-PPD dt 23/7/2020 as amended from time to time of Ministry of Finance, Dept of Expenditure, Public Procurement Division with respect to restrictions on procurement of goods, services or works from a Bidder/ Training Provider(s) of a country which shares a land border with India and on sub-contracting to contractors from such countries :

I/we have read the Clause regarding restrictions on procurement from a Bidder/ of a country which shares a land border with India and on sub-contracting to contractors from such countries; I/we certify that I am/ we are not from such a country or, if from such a country, has/have been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that I/we fulfil all requirements in this regard and I am/ we are eligible to be considered.

(Where applicable, evidence of Competent Authority shall be attached.)

9. If any information and document submitted is found to be false/ incorrect at any time, department may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of my/ our firm and all partners of the firm etc. for 02 (two) years from being eligible to submit Bids in CIL and its subsidiaries from the date of issue of such letter.

Signature and seal of Bidder

[In case of Partnership firm/Joint Venture, the undertaking shall be signed by all the partners/members of Partnership firm/Joint Venture]

MANDATE FORM FOR ELECTRONIC FUND TRANSFER / INTERNET BANKING PAYMENT

1. Name of the Bidder :.....
2. Address of the Bidder:
- City.....
- Pin Code.....E-mail Id
- Permanent Account Number

3. Particulars of Bank:

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR No.			
(Digital Code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your Bank for ensuring accuracy of the Bank Name, Branch Name and Code Number.			
RTGS CODE			
Account Type	Savings	Current	Cash Credit
Account Number(as appearing in the Cheque Book.			

4. Date from which the mandate should be effective.

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information. I shall not hold Company responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through SBI Net / RTGS transfer/NEFT. I agree to discharge responsibility expected of me as a participant under the scheme. Any bank charges levied by the bank for such e-transfer shall be borne by us.

Place :

Date :

Signature of the Party / Authorised Signatory

Certified that particulars furnished above are correct as per our records.

Banker's Stamp

Date :

Signature of the Authorised official from the Bank)

PROFORMA FOR EXECUTION OF AGREEMENT

STAMP PAPER.

This agreement is made on day of..... between (Name of Company) having its registered office at (hereinafter called the 'EMPLOYER' which expression shall, unless repugnant to the subject or context, include its successors and assignees) of the one part and (Name of the Service provider) carrying on business as a (partnership/proprietorship/Ltd. Co., LLP etc.) firm under the name and style (hereinafter called the 'said Service provider' which expression shall, unless the context requires otherwise include them and their respective heirs, executors, administrators and legal representatives) of the other part.

Whereas the Company invited tenders for the work of " " and whereas the said Service provider/Firm submitted tender for the said work and deposited a sum of ₹..... as Earnest Money and whereas the tender of the said contract has been accepted by the Company for execution of the said work.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 2) In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the tender papers hereinafter referred to.
- 3) The following documents which are annexure to this agreement should be deemed to form and be read and construed as part of this agreement viz.
 - i) Annexure-A: Tender Document (Section-1 to Section-4 and Annexures)(Page.... to Page...)
 - ii) Schedule-A: Negotiation letters, if any(Page.... to Page... ..)
 - iii) Schedule-B: Letter of Acceptance/Work Order (Page.... to Page
- 4) In consideration for the payment of the sum of Rs.....(W/O Value; both in words and figures) or such other sum as may be arrived at under the clause of the specification relating to Payment by the Company, the said Service provider shall, subject to the terms & condition contained herein execute and complete the work as described.

5) IN WITNESS WHEREOF THE parties herein have set their hands and seals the date and year above written.

1 Proprietor. Signature

2 Proprietor Signature

On behalf of M/s..... The Service provider, as one of

The constituted attorney, In the presence of –

1. Name _____ Address: Signature

Occupation:

Signed by Sri..... on behalf of CCL in presence of - Signature

1. Name: Address: Signature

Tentative List of projects

Sno	Area	District	Activity	Project value / Sanction value in Rs Lakhs	Expenditure during 2021- 22 in Rs Lakhs
1	HQ	Ramgarh	Covid Containment Centre	99.0	99.0
2	HQ	Latehar	Setting up ICU at Sadar Hospital, Latehar	95.0	95.0
3	HQ	Chatra	Intensive care medical equipments at Sadar Hospital, Chatra	95.0	95.0
4	HQ	Bokaro	Setting up COVID Digital Care Centre cum Home Nursing	99.0	99.0
5	HQ	Palamu	Procurement of necessary medical equipments for management and Containment of COVID-19	50.0	50.0
6	HQ	Hazaribagh	Medical equipments in ICU of Sheikh Bikhari Medical College & Hospital, Hazaribag for treatment of COVID patients	95.0	95.0
7	HQ	Giridih	Procurement of medicines and medical equipments for COVID Hospital/COVID CARE CENTRE, GIRIDIH	60.0	60.0
8	HQ	Bokaro	150 bed make shift COVID hospital	97.6	97.6
9	HQ	Hazaribagh	Financial Contribution to Nav Bharat Jagriti Kendra, Hazaribag towards Procurement of equipments/medicines for set up of 30 bedded COVID ward/ Care centre at Chouparan, Hazaribag.	20.3	20.3
10	HQ	Palamu	Construction of ICU of hospital at Village-Jorkat, District- Palamu, Jharkhand through Sri Krishna Sansthan for treatment and management of COVID -19	88.0	88.0
11	HQ	Chatra	Up gradation of 100 Angadwadis	150.0	150.0
12	HQ	Chatra	Setting up 54 smart classes in 30 schools of Chatra	103.3	41.2
13	HQ	Latehar	Contribution towards Set up of Pediatric ICU, Piped oxygen supported 25 bed facility at Welfare Hospital, Manan Chotag and PSA plant at Balumath, Latehar	99.0	99.0
14	HQ	Chatra	Installation of Oxygen PSA Plant and providing essential items at Community Health Centre, Tandwa, Chatra	60.0	60.0
15	Barkasayal	Ramgarh	Construction of Cremation shed at Barwa Tola, Sakul	4.4	3.9

16	Barkasayal	Ramgarh	Arrangement of Sports Material & refreshment during the trail at CCL Saunda ground	0.6	0.6
17	Barkasayal	Ramgarh	Different activities during observance on Sawachhta Mah & Sawachhta hi Sewa	1.3	0.4
18	Hazaribagh	Hazaribagh	Grant-in-aid to privately managed schools	4.5	3.0
19	Rajrappa	Ramgarh	Establishment of Community Library	2.0	0.6
20	B&K	Bokaro	Tailoring Training for rural women of Karo Basti	1.8	1.8
21	B&K	Bokaro	Tailoring Training for rural women of AKKOCP Project	1.8	1.8
22	B&K	Bokaro	Construction of Two numbers of Toilet at RPS Inter College, Chandrapura	4.5	3.0
23	B&K	Bokaro	Distribution of Food grains and other related items under CORONA relief	1.5	1.5
24	argada	Ramgarh	Face painting	2.3	0.1
25	Piparwar	chatra	Education assistance to BPL/ lal card holder students of St Joseph school mader	2.9	2.9
26	Barkasayal	Ramgarh	Repairing of 4 nos Community Centres Of Saunda Basti	4.4	4.0
27	Dhori	Bokaro	Payment for grant in Aid to Privately Managed Schools	5.9	5.6
28	Kuju	Ramgarh	Installation of Hand pump at AKR International School, Huwag, Balsagra.	0.8	0.7
29	Kuju	Ramgarh	Installation of hand pump at Sarna Asthal	0.8	0.8
30	Kuju	Ramgarh	Renovation / Construction of Pond in/around Areas of CCL	14.7	14.7
31	Kuju	Ramgarh	Providing nutrition & supplements to Pregnant women of nearby villagers/PAPs	2.0	2.0
32	Kuju	Ramgarh	Battery operated tricycle for Disabled persons for helps in education & employment.	3.0	2.9

33	HQ	Palamu	Installation of (30 numbers) hand pumps in Palamu District under CSR Scheme of CCL	31.4	31.4
35	HQ	Ranchi	Financial assistance oif video conferencing facility for under privileged children of Angara, Bero & Burma Block of Ranchi District	51.9	5.0
36	HQ	Chaibasa	Setting up Psa oxygen generator plant, pipeline for oxygen & medical equipment to 20 bedded service with oxygen support at manjhari Community health center chaibasa, west Singhbhum	86.1	86.1
37	Rajrapa	Ramgarh	Digging of well at Pandit Tola	5.4	5.2
38	Kathara	Bokaro	Food Processing Training to 50 women	2.5	2.5
39	Kathara	Bokaro	Construction of Deep bore wells with solar power operated submersible pump set, pump house, recharge pit etc for drinking water at Sadam West	14.0	5.4
40	Kathara	Bokaro	Deep Boring in Jhoparpatti, Kathara 4 No.	4.5	2.2
41	M&A	Hazaribagh	Distribution of food grains and other necessary items	8.4	1.1
42	M&A	Latehar	Distribution of Food grains due to Pandemic COVID-19	5.0	0.4
43	B&K	Bokaro	Payment of Grants in Grant-in-Aid schools of B&K Area	7.7	7.7
44	B&K	Bokaro	Construction of Deep Bore wells each with Solar Power operated Submersible pump set, pump house, Re-charge Pit etc. for drinking water	90.0	12.1
45	B&K	Bokaro	Construction/Renovation of ponds in/around command area of CCL	28.0	2.5
47	Hq	Garhwa	Installation of 50 no of hand pumps in rural areas of Garhwa District	51.9	51.9
48	Kathara	Bokaro	Construction of 4 toilets in Tenughat Mahavidyalaya, Tenughat	7.0	3.6
49	Hq	Ranchi	PSA oxygen plant Sonahatu and Ormanjhi	112.2	112.2
50	Hq	Ranchi	statue of Shaheed sankalp shukla	4.0	4.0

51	HQ	Lohardgaga	Financial contribution to Lohardaga district for setup of 250 LPM oxygen PSA plant at PHC Chiri and Pipeline system at chc serha and CHC bhadra	96.9	96.9
52	HQ	Bokaro	Financial contribution to bokaro for installation of PSA PLANT for installation of 500 LPM, transformer and 250 KVA silent DG Bokaro under Covid -19	95.0	95.0
53	Kathara	Bokaro	Distributions of Fruit Bearing Trees to nearby Villages.	1.5	1.5
54	Kathara	Bokaro	Provision of chair, table and bench for various medical camps organized in Kahara Area.	2.0	0.6
55	Kathara	Bokaro	Construction of Deep bore wells with solar power operated submersible pump set, pump house, recharge pit etc for drinking water at Ravidas Tola, Gomia	14.0	5.4
56	M&A	Amrapali & chatra	Hiring of 02 nos of School Bus(01 Magadh 01 Amrapali OCP) for Project Affected Children	96.0	8.3
57	M&A	Amrapali & chatra	Swachhta Hi SEWA	1.3	1.0
58	HQ	Bokaro	setting up of centralized oxygen pipeline system with manifold for oxygen transfer (supporting 30 beds) and 200 KVA silent DG set inside sub divisional hospital Bermo in Bokaro District under CSR of CCL.	42.2	42.2
59	HQ	Ranchi	Adoption of animals at Bhagwan Birsa Biological Park, Ormanjhi, Ranchi	36.0	18.0
60	HQ	Giridih	Procurement and installation 250 KVA silent Generator, Generaotr shed and other peripherals for supporting 1000 LPM oxygen plant being set up at Sadar Hospital , Giridh	19.1	19.1
61	HQ	Latehar	Setting up Model Rooms at 15 PHCs and CHCs of Latehar District under transformation of Aspirational District program under CSR of CCL	105.0	105.0
62	B&K	Bokaro	Computer training for students belonging to nearby villages of AKKOCP project	1.8	1.7
63	B&K	Bokaro	Installation of Smart Classes systems in 03 aided schools of B&K Area namely Sishu Vikash Vidyalaya Sunday bazar, Children Paradise school Kurpaniya & St. Annes Girls school Kurpaniya	9.0	3.7
64	B&K	Bokaro	Distribution of Sports items l;e Footballs, Volleyballs, nets, Cricket bat etc for rural sportsman of nearby villages.	1.5	1.5
65	B&K	Bokaro	Help and assistance to differently abled persons of Viklang Kalyan Samiti, Phusro by supplying wheelchair and vaisakhi in B&K area under CSR.	5.0	4.9

				2.3	2.2
66	B&K	Bokaro	Azadi ka Amrit Mohaotsava		
67	B&K	Bokaro	Installation of RO Water at Block office Bermo	0.9	0.8
68	B&K	Bokaro	Computer Training for young students at B&K Area	1.8	1.7
69	HQ	Ranchi	CIPET	224.0	47.6
70	HQ	Ramgarh	Financial Contribution of Rs. 12.37 Lakhs to KVK Mandu for Establishment of essential infrastructure for Model Nursery at Krishi Vigyan Kendra (KVK) Mandu, Ramgahr	12.4	12.4
71	HQ	Ranchi	JSSPS		171.3
72	Dhori	Bokaro	AKAM	2.3	1.8
73	Barkasayal	Ramgarh	Dal bhat Kendra	3.0	3.0
74	Barkasayal	Ramgarh	Swachhta Pakhwada 2021	0.5	0.5
75	Barkasayal	Ramgarh	Azadi ka Amrit Mahotsav	2.3	0.2
76	M&A	Amrapali & chatra	Construction of Solar Power Operated Deep bore well with Recharge Pit	180.0	37.3
77	M&A	Amrapali & chatra	Village Medical Camp	2.5	2.0
78	Kuju	Ramgarh	Construction of marriage hall at Chainpur Sarubera.	15.7	3.6
79	Kuju	Ramgarh	Installation of Hand pump at Public High School, Kuju	0.8	0.8
80	Kuju	Ramgarh	Installation of Hand Pump at Raghunandan Thakur Saryoyaday High School Kuju.	0.8	0.8
81	Kuju	Ramgarh	Installation of Hand pump at Murpa Kabristan, Kuju	0.8	0.8

82	Kuju	Ramgarh	Installation of Hand pump at Kuju Kabristan, Kuju	0.8	0.8
83	Kathara	Bokaro	Construction of 2 Classrooms in Kathara High School, Kathara	15.0	7.9
84	Kathara	Bokaro	Community Toilet in Yadav Tola, Jhirkey	5.0	3.5
85	Kathara	Bokaro	Establishment and operation of skill development centre(excluding cost of building).	5.0	1.5
86	Rajrappa	Ramgarh	Stitching training to unemployed female candidates of nearby villages	1.8	1.8
87	Rajrappa	Ramgarh	Establishment and operation of Skill Development Centre(i.e Computer/Beautician/Food Processing/Mobile repairing Training)	5.0	1.2
88	B&K	Bokaro	Construction of 02 units of toilets at Govt. Middle school, Jaridih Basti, Jaridih West Panchayat	4.0	1.4
89	B&K	Bokaro	Renovation of football ground near Jaridih Bazar village	9.5	4.5
90	B&K	Bokaro	Construction of Community Hall with toilet facilities at Chalkari village	14.0	5.9
91	B&K	Bokaro	Swachhata Pakhwada	0.5	0.5
92	HQ	Ranchi	CCL KE LAL LAADLI (including Liability dt 31.12.2021)	65.0	62.9
93	Kathara	Bokaro	Azadi ka Amrit Mahotsav	2.3	2.2
94	Kathara	Bokaro	Swacchta Pakhwada 2021	0.5	0.5
95	Dhori	Bokaro	Swachhta Pakhwada	0.5	0.5
96	HQ	Ranchi	Participation fee in IHWC Health care award	0.4	0.4
97	B&K	Bokaro	Deepening and renovation of pond in Palamu Panchayat	6.0	2.8
			Total	2891.5	2322.6