

 <p>भारत 2023 INDIA</p> <p>वसुधैव कुटुम्बकम्</p> <p>ONE EARTH • ONE FAMILY • ONE FUTURE</p>	 <p>कोल इंडिया</p> <p>Coal India</p>  <p>75 Azadi Ka Amrit Mahotsav</p>	<p>सेंट्रल कोल्फील्ड्स लिमिटेड (कोल इंडिया की अनुषांगी, एक मिनी रत्न कम्पनी) CENTRAL COALFIELDS LIMITED (A Miniratna Subsidiary Company of Coal India Ltd.) सीसीएल, निगमित सामाजिक दायित्व (सीएसआर) विभाग / CCL, Corporate Social Responsibility Department, दरभंगा हाउस, कचहरी रोड, राँची / Darbhanga House, Kutchery Road, Ranchi - 834029. फोन / Ph: 0651- 2360500/8987784142 , ई-मेल / Email :gmsdncsr.ccl@coalindia.in वेबसाइट / Website http://www.centralcoalfields.in</p>
--	---	--

No. CCL/SD&CSR/RFP/2022/

Dt.:

To,

[Address]

E mail:

Subject: REQUEST FOR PROPOSAL

Dear Sir,

- Request for proposal* are invited in single cover system on the email id gmsdncsr.ccl@coalindia.in for the following:

Description of work/ service	Location	Earnest Money (in Rs.)	Period of Completion (In Days)
Conducting Baseline Survey and Need Assessment study in villages around new Areas/Projects of CCL	CCL Command Area , Jharkhand.	Nil	150 days

*to be submitted through password protected email in pdf format

(i). For site visit of location of work, the prospective Bidder may contact

Proposal inviting authority	Contact person (s)
Ladi Balakrishna, General Manager (SD&CSR)	Sakshi Reni Horo, Manager (Civil)- 7992402282 Shweta Shalini Hansda, Dy. Manager (CD) - 8987789376

2. Time Schedule of RFP:

No	Particulars	Date	Time
1	Date of communication of RFP to selected entities through e mail.	05.12.22	
2	Bid Submission start date	12.12.22	
3	Bid submission end date: Last date of receipt of password protected Technical and Financial Bid at CCL through e - mail	28.12.22	11.00 am
4	Date of sharing password of submitted bids by the applicants with CCL through e mail	28.12.22	12.30 pm
5	Date of opening bids by CCL	28.12.22	1:30 pm

[Note: This letter along with detailed request for proposal (total 26 pages) has been mailed]

**General Manager
SD & CSR, CCL HQ**

Enclosure:

- Detailed Request for Proposal**

Distribution:

- General Manager (Vigilance), CCL, Ranchi
- General Manager (System), CCL, Ranchi

3. T.S. to Director (Finance), Director (Tech/P&P), Director(Tech/Op), Director (Pers.) CCL, Ranchi
4. General Manager- All Area, CCL, Ranchi
5. Ch. Manager (C)/CSR, CCL, Ranchi
6. Manager (F)/ DP-Fin, CCL, Ranchi
7. Manager (C)/CSR, CCL, Ranchi
8. Dy. Manager (CD)/CSR, CCL, Ranchi, (SSH)
9. Notice Board.

LETTER INVITING PROPOSAL	1-2
1. BACKGROUND	4
2. OBJECTIVE, SCOPE AND DELIVERABLES	4-8
3. TIME LINES	8
4. INQUIRIES	8
5. INSTRUCTION TO APPLICANTS	8
6. DOCUMENT TO BE SUBMITTED BY APPLICANTS	9
7. PROCESS OF SUBMISSION OF BUDGETARY OFFER	10
8. INFORMATION REQUIRED WITH PROPOSAL	10
9. EVALUATION PROCESS	11
10. AWARD OF WORK	12
11. REJECTION OF PROPOSALS AND RE-INVITATION	12
12. PERIOD OF COMPLETION OF BASELINE NEED ASSESMENT	12
13. SUBMISSION OF REPORTS	12
14. SCHEDULE OF PAYMENT	12
15. BID-VALIDITY	12
16. CONFIDENTIATLITY	13
17. PROPRIETY INFORMATION	13
18. HINDRANCE	13
19. ARBITRTRAIION	14
20. ANNEXURES	15-26

CCL has been undertaking CSR activities since 2014-15. All CSR activities implemented are in alignment with the CIL CSR Policy and as per the Schedule VII of The Companies Act 2013. CSR activities are carried out mainly within 25 kms of company's operating units/establishments and the rest in remaining part of Jharkhand as per the need identified from the community/ request from District Administrations/in compliance of Govt. guidelines etc.

Assessment of need is first step for CSR intervention. It can be in the form of inputs from community or a detailed study conducted by company. A need assessment study is a systematic process for determining and addressing needs, or "gaps" between current conditions and desired conditions or "wants". A need assessment is a part of planning processes, used for improvement in individuals, education/training, organizations, or communities.

As per existing practice, identification and assessment of need of the community members are done through meetings/written requests received from villagers, Panchayats, Gram Sabha, Mukhiyas, Public Representatives, Government representatives and other related stakeholders through the CSR Nodal Officers of the area. Under the Transformation of Aspirational District Program of DPE, some projects from the shelf of projects of operational Districts are referred by District Administrations to company for CSR funding.

CCL operates in a vast geographical area falling in 8 districts of Jharkhand namely Ranchi, Ramgarh, Hazaribagh, Latehar, Palamu, Chatra, Bokaro and Giridih. During the last few years, new projects have also been awarded/started by CCL in line with coal extraction plan of company under 'Magadh –Sanghmitra', 'Amrapali-Chandragupta' and 'Kotre-Basantpur' Areas.

Company envisages in depth study of need and precise planning by conducting Baseline survey and need assessment in the villages under Greenfield projects /mega projects of CCL through experienced independent entity.

The proposed intervention is to facilitate deployment of professionals to interact with beneficiaries, detailed study of their present needs, scope of coverage under existing Govt Schemes and come out with strategic planning of initiatives to be addressed through the CSR interventions of the Company.

The instant request is meant for receiving proposals from limited institutions/entities with their basic profile, methodology/approach, budgetary offer to undertake the service as per scope and, other details and to select successful entity based on lowest cost offered.

2. OBJECTIVES, SCOPE AND DELIVERABLES

2.1 OBJECTIVES

Overall objective of the Baseline and Need assessment is as follows :

- (i) To assess the existing resources and facilities present in the associated villages under the scope of work.
- (ii) To understand the current needs of the Project affected people, other villagers residing in the command areas of CCL, scope of coverage under existing Govt Schemes or other sources & identify the gap/ need to be addressed .
- (iii) To identify opportunities within the Community and come out with strategic planning of initiatives to be addressed through the CSR intervention of the Company to reach out for the underprivileged sections of the society.
- (iv) To recommend mitigation strategies.

2.2 LIST OF PROJECTS AND ASSOCIATED VILLAGES UNDER SCOPE OF WORK

List of villages under Command Area of CCL Wherein Baseline Study is to be conducted is enclosed as **Annexure A**

2.3 SCOPE OF WORK OF BASELINE SURVEY

2.3.1 Objective of Baseline Survey

The main objective of this baseline assessment exercise is to capture data and information that will enable to establish a relation between the prevailing situation in the targeted villages and CSR interventions undertaken or planned for the target population.

The specific objectives of the baseline survey are:

- a) To develop a detailed framework and methodology to capture the baseline information regarding the socio-economic and cultural status of target population.
- b) To collect data that will be able to determine the level of change or impact of CSR interventions of the company
- c) Improve the understanding of constraints and challenges faced by target participants, and their current state of needs.

2.3.2 Implementation of Baseline Survey

The implementation of the Baseline survey will involve the following:

<p>Develop an survey framework against which to assess the socio-economic and cultural status of target population</p>	<ul style="list-style-type: none"> • Submission of an Indicative survey plan prior to execution of study in the proposed locations based on the inputs provided from SD&CSR Department. • Propose a framework for manpower engagement and timeline for the proposed Baseline survey • Recommend the most relevant, robust and practical social, economic and cultural indicators against which to assess the impact of CSR interventions/ Government schemes.
<p>Collect baseline data on selected indicators</p>	<ul style="list-style-type: none"> • Collect data regarding socio-economic and cultural status of target population. • Capture data (primary and secondary) on resources available in the associated villages under the scope of work.
<p>Analyze results (using appropriate qualitative and quantitative methods) to establish a baseline that can be used to assess the impact of future CSR Interventions</p>	<ul style="list-style-type: none"> • Analyze the data collected and provide relevant inferences of the same. • Provide qualitative and quantitative summary of the data collected and summarise present status/ baseline that can be used to assess the impact of future CSR Interventions.

2.3.3 Work Plan and Deliverables of Baseline survey

A. Indicative work plan

During the Baseline survey, it is expected that the Implementing Agency (IA) will work closely in coordination with SD&CSR Dept. CCL to ensure that work matches the needs of the company. This will include, but not be limited to:

- Initiation meeting: including discussion on overall objectives, evaluation framework, timeline, baseline data collection and next step priorities;
- Monthly meetings (Physical/Online): including progress updates, risks and challenges, mitigation plan;
- Ongoing update: including submitting key data and findings at regular intervals;

- Draft written report: including detailed evaluation framework, analyzed data from baseline data collection;
- Draft data collected: all raw data and summary sheets gathered during Baseline Data Study.

B. Final deliverables

IA should mention final deliverables in their offer. The final deliverables will include at least the following:

- Collected data and analysis: all input data and summary sheets, delivered in the form of Microsoft Excel spreadsheet file(s);
- Written report (both draft and final): summarizing key findings and conclusions, delivered as a written report in the form of a Microsoft Word document file(s);
- Presentation: delivered to CSR Officials at a time and location to be confirmed at a future date. The presentation is to be submitted in advance in the form of a Microsoft PowerPoint presentation file(s).

2.4 SCOPE OF WORK OF NEED ASSESSMENT STUDY

2.4.1 Objective of Need Assessment study

The main objective of this need assessment study is examining how CSR initiatives of the company are aligned to its goals or objectives, determining the current status of CSR interventions/**existing Govt schemes**, and deciding what future initiatives can be taken up to address the actual needs of the community.

The specific objectives of the need assessment study are:

- To understand the current needs of the Project affected people, other villagers residing in the command areas of CCL, scope of coverage under existing Govt. Schemes or other sources & identify the gap/ need to be addressed.
- To identify opportunities within the Community and come out with strategic planning of initiatives to be addressed through the CSR intervention of the Company to reach out for the underprivileged sections of the society.
- To recommend relevant area of CSR interventions to address the **priority wise** needs of the community appropriately.

2.5 Implementation of Need Assessment Study

The implementation of the Need Assessment Study will involve the following:

<p>Develop an evaluation framework to capture the demographic details of the target communities</p>	<ul style="list-style-type: none"> • Recommend the most relevant, robust and practical social, economic and cultural indicators against which to assess the impact of CSR interventions • Submission of an Indicative Study plan prior to execution of project in the proposed locations based on the inputs provided from SD&CSR Department. • Propose a framework for manpower engagement for the proposed Baseline Study • Propose tools and applications (questionnaire, FGDs, agenda checklist, etc.) to be used for collecting data and information.
<p>Collect primary and secondary data on selected indicators</p>	<ul style="list-style-type: none"> • Collect demographic data of the target communities including analysis of Basic needs trends (i.e. housing, food, child care, health costs, transportation), Population trends, Health & Nutrition trends, Household composition, Education status of different age groups, awareness level and accessibility of Govt. schemes, Labor force/employment/unemployment trends/job, Transportation, Migration etc.

	<ul style="list-style-type: none"> • Capture data on resources available within the community • SWOT Analysis of the communities
Analyze results (using appropriate qualitative and quantitative methods) to identify the specific need of the community to design CSR Interventions	<ul style="list-style-type: none"> • Analyze the collected data and provide relevant inferences of the same. • Provide qualitative and quantitative summary report of the data collected.

2.6 Work Plan and Deliverables of Need Assessment study

A. Indicative work plan

During the Need Assessment Study, it is expected that the IA will work closely in coordination with SD&CSR Dept. CCL to ensure that work matches the needs of the company. This will include, but not be limited to:

- **Initiation meeting:** including discussion on overall objectives, evaluation framework, Need assessment data collection, tools to be used and next step priorities;
- **Monthly meetings (Physical/Online):** including progress updates, risks and challenges, mitigation plan;
- **Ongoing update:** including submitting key data and findings at regular intervals;
- **Draft written report:** including detailed evaluation framework, analyzed data from baseline data collection;
- **Draft data collected:** all raw data and summary sheets gathered during Need Assessment Study.

B. Final deliverables

IA should propose final deliverables in their offer. The final deliverables will include at a minimum:

- Collected data and analysis: all input data and summary sheets, delivered in the form of Microsoft Excel spreadsheet file(s);
- Written report: summarizing key findings and conclusions, delivered as a written report in the form of a Microsoft Word document file(s);
- Presentation: delivered to CSR Officials at a time and location to be confirmed at a future date. The presentation is to be submitted in advance in the form of a Microsoft PowerPoint presentation file(s).

2.7 Methodology for Data Collection for Baseline Survey and Need Assessment Study

1. Primary and Secondary Data Collection

- a) Primary data should be collected through the use of surveys, meetings, focus group discussions, interviews or other methods that involve direct contact with the respondents. The respondents should include PRI members, women, youths, CBOs etc.
- b) Secondary data should include existing information that has been, or will be, collected by other Govt./Non-govt. agencies for another purpose. This may include reports from other organizations, data collected from Govt. departments etc.

2. Qualitative and Quantitative Data

The study should include both qualitative and quantitative data:

- a) Quantitative data measures the situation in numeric terms. It often uses closed-ended questions with limited potential responses, and employs statistical techniques to detect significant differences between different groups of respondents. It often requires large samples, weighted to represent the population that the study is interested in.
- b) Qualitative data seeks to uncover the context, perceptions and quality of, as well as opinions about, a particular experience or condition. Data collection methods are likely to employ a more participatory approach through the use of open-ended questions that allow respondents to expand on their initial answers and lead the discussion towards issues that they find important. Samples tend to be smaller

3. Sampling and Sample size

The sample should be representative and balanced keeping in view the geographical distribution of samples if any. All major stakeholders (Direct/indirect beneficiaries, PRI members, project implementing agency and their representatives, CCL’s CSR coordinators, members of Area level SD & CSR Committee, Members of Below Board Level SD&CSR Committee, Local committee to whom the assets created under CSR has been handed over, public authorities etc) should be taken into account for assessing the need where CSR intervention is required. For villages with less than 100 beneficiaries at least 50% beneficiaries must be covered and for more than 100 beneficiaries a minimum of 20% of total village population should be accounted as sample size.

3. TIME LINES

1.	Last date of receipt of sealed Technical and Financial Bid at CCL through password protected e-mail	As mentioned in time schedule of RFP.
----	---	---------------------------------------

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.

4. INQUIRIES

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

5. Instructions to the applicants

- 5.1. The applications complete in all respect including required credentials and budgetary offer should be submitted through password protected e mail to gmsdncsr.ccl@coalindia.in
- 5.2. This is a case of Limited Request for proposal. Proposals are invited from few entities shortlisted by our competent authority. Applications from other than recipient of this RFP shall not be entertained.
- 5.3. The Bidder will submit the proposal in single cover (folder) containing required credentials and Budgetary offer.
- 5.4. 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.**
- 5.5. The responsibility for ensuring that the applications are delivered in time vests with the

“Applicants/Bidders”.

- 5.6. 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.
- 5.7. Central Coalfields Limited herein called as 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.
- 5.8. Any application received by the ‘Employer’ after the deadline for submission as prescribed by the ‘Employer’, shall be rejected.
- 5.9. 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.
- 5.10. The application(s) and material(s) submitted by the Bidder(s) in response to this EOI shall become property of the ‘Employer’.
- 5.11. 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.
- 5.12. The application submitted by “Bidders” shall be treated as private and confidential documents, whether or not the ‘Employer’ accepts an application.
- 5.13. ‘Employer’ reserves the right to accept or reject any or all application(s) at any point of time without assigning any reason whatsoever.

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

Sl No.	Document	Submitted (Yes/No)	If Yes Supporting Document type
1	Details/DOCUMENT As mentioned in Clause 8A of RFP.		
2	Legal Status Document (legal entity)(Certificate of incorporation/Registration under application Act, copy of MoA)		
3	PAN		[PAN No]
4.	GST		[GST No]
5.	Last 3 yrs experience in similar field (not to be submitted by (required for record only))		
6.	Undertaking regarding genuineness of documents, non-blacklisting etc.		In prescribed format
7.	Bank Account details (e-mandate)		Duly filled in prescribed format
8.	Budgetary offer (As mentioned in Clause 8B of RFP)		

7. PROCESS OF SUBMISSION OF BUDGETARY OFFER

- 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 **‘Bid for Conducting Baseline and Need Assessment Study at CCL ’**.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.

- a) 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.
- b) 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.
- c) 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.
- d) Applications/ Bids received after the due date will not be accepted. Any conditional and/or erroneous and/or incomplete bids shall be rejected out rightly.
- e) The cost quoted by the Bidder should be valid for a period of 6 months beginning from the date of receipt of the proposal.
- f) In submitting a bid, each Bidder acknowledges that they have read and understood these requirements and ground conditions of projects to be evaluated.

8. INFORMATION REQUIRED WITH PROPOSAL

A. Technical Documents (required only for record of applicant’s profile) must include:

- a) Introduction of Bidder summarizing organization’s background, resources and relevant experience.
- b) Details of at least two completed Baseline and need assessment assignments of CSR Projects supported with copy of work order and completion certificate.
- c) Details on the following:
- i. Methodology – Sampling Plan, Method of engagement for data collection, Data Analysis technique, reporting
 - ii. Profile of the manpower being engaged
 - iii. Identification of challenges and mitigation strategy, if any,
 - iv. Timeline of the study.
 - v. Quality Control Mechanisms (Explain how the survey teams would ensure the quality of data at each level including editing (in field and at office) and soft data entry). Data analysis and Report writing plan and timeline (Kindly explain about Data Analysis and report writing) • Detailed outline about data analysis plan and software to be used • Report submission dates (top-line findings, draft and final)
- d) Details of the Project Director like name, qualification, work experience, phone and email address.
- e) In case, the Bidder has a Parent Organization/ Controlling Organization e.g., University shall be a parent organization to its Departments, the Permission Letter / No Objection Certificate from Parent Organization is required. It shall also be mentioned in the letter—

that Parent Organization will extend all necessary support required for completion of the study.

- f) Bidder shall declare that Bidder and/or its authorized personnel who will be handling the project have not been debarred/ blacklisted by any of the Government Institution.

B. Budgetary offer should consider the following:

Based on proposed work plan, Budgetary offer/Financial Bid shall include a breakdown of fees for professional services, administrative services and other expenses in following manner:

Part A: Human Resources Charges: Fees payable to various members of the study team and basis of its calculation

Part B: Administrative Expenses: e.g. cost towards stationery, equipment etc.

Part C: Food, Accommodation and Travel Charges along with basis of their Calculation

Part D: Institutional/Fixed Charges if any.

Part E: Applicable Tax Components

The total of above shall be mentioned clearly, which will be the basis of evaluation of Financial Bid.

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, the total offered cost shall include all taxes and duties for which the employer makes payments to the Selected agency and other reimbursable expenses included in the total cost, such as travel, translation, report printing or secretarial expenses.

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 total evaluated cost to company 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 study.

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 Baseline and Need Assessment Study

The "Successful Bidder/entity" shall submit acknowledgement along with study plan within ten (10) days from the date of award of the contract, followed by submission of draft report after 120 days from the date of award of the contract .It shall submit the Final Baseline and Need Assessment Report of the CSR projects under scope of RFP within 150 days of 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 and photographs) within 120 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 10 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 10 days from the receipt of suggestions / comments from CCL after incorporating the suggestions / comments of CCL as admissible.

14. Schedule of Payment

The schedule of payment will be as under:

- (i) First installment of 30 % of the total cost as an advance at the time of approval of study.
- (ii) Second installment of 40% of the total cost on the submission of 5 copies of draft report.
- (iii) Third and final installment of 30% of the total cost on submission and acceptance of final report.

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

15. Bid Validity

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 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

Other Parameters for Conducting Baseline Survey and Need Assessment study in villages around new Areas/Projects of CCL

(i) The assigned study will be based on intensive sample survey by the concerned official/ members of the study team of concerned stakeholders through participatory discussions and structural interviews/ questionnaires by visits and personal interviews. The study will have to be conducted as per the objectives and methodologies given in the RFP document.

(ii) Main reliance will be on primary data. The primary data should have complete list direct beneficiaries with general background to be covered under Study, details like category of beneficiary (SC/ST/OBC/Gen), Male and female beneficiaries, age wise categorization of beneficiaries, no. of direct, indirect beneficiaries etc.

(iii) While conducting the field study, standard norms, methodology and the sampling techniques etc. shall be adopted as applicable for such studies to ensure that the samples are representative and cover various components. The sample size should also represent all the sections of the society such as SC/ST/OBC/Gen, female, males, children, youths, divyangjans etc so that out-reach of the programme to these sections is also reflected in the study/report.

(iv) CCL reserves the right to call for any data collected by the agency, in raw or in any other form for verification with ground realities. Such data will be made available by the agency concerned within seven days as and when called for, failing for which last installment of payment would not be released. Data collected for study and the facts/conclusion report of the study will not be published or made public to any other agency.

(v) Data collection from primary and secondary sources, processing and preparation of report shall be the responsibility of the agency.

(vi) CCL will designate, a contact- cum-coordinating officer for the study with whom the agency may have consultations regarding any of the aspects of evaluation studies containing methodological aspects, etc for the study.

(vii) CCL would reserve the right to cancel the assignment of the study having regard to the quality of the Draft Reports or non-compliance of conditions, etc.

(viii) Agency will also furnish the utilization and audit certificates duly signed by competent authority immediately after the completion of work to SD&CSR Dept. of CCL.

(ix) Agency will guarantee that the assigned work would be original work and will not infringe on the copy right of any other person(s) agency.

(x) The Agency will keep the SD&CSR Department of CCL apprised with developments and progress of the work relating to the study so as to enable the Department to depute its officers to verify the reported activities including investigation work.

(xi) Agency having prepared and delivered, the completed typed/ soft copy of the assigned work, shall print, produce, publish and distribute the Report at its own cost and expenses. The aforesaid work will be the property of the CCL and all the copy rights will vest in it.

**Conducting Baseline Survey and Need Assessment
study in villages around new Areas/Projects of CCL
Format for Letter of Proposal**

Ref. No.

Date

To

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

Subject: Request for proposal (RFP) for **Conducting Baseline Survey and Need Assessment study in villages around new Areas/Projects of CCL**

Sir/Madam,

With reference to your letter to No... dated on the subject cited above, we wish to apply for **Conducting Baseline Survey and Need Assessment study in villages around new Areas/Projects of CCL**. In this connection, the following documents are submitted in two separate envelopes:

1. Technical Bid containing brief about:
 - About the organization and its experience
 - Approach & Methodology of study
 - Team composition and CV of key personnel
 - Staffing schedule
 - Work schedule.

2. Financial Bid
 - Cost estimate

Enclosures: as above

Yours faithfully,

Authorized Signatory

Conducting Baseline Survey and Need Assessment study in villages around new Areas/Projects of CCL

Profile of company/Institution

1. Name of bidding Entity:
2. Headquarter
3. Address for Correspondence:
4. Date & country of incorporation/Establishment (enclose copy of relevant document)
5. Past experience of the firm:
 - 5.1 No. of years of experience in carrying out Baseline and need assessment studies:
 - 5.2 No. of projects for which Baseline and need Assessment have been completed:-
6. Professional strength
 - 6.1 No. of full time professionals engaged
 - 6.2 Location of offices in Jharkhand (if any)
7. Financial Strength
 - Annual Turnover for last three years

Authorized Signatory

Conducting Baseline Survey and Need Assessment study in villages around new Areas/Projects of CCL

Format for furnishing details about Approach & Methodology of Baseline and Need Assessment Study

1. Understanding about the study by the Agency (Maximum 500 words):
2. Approach (500 words)
3. Methodology of Study (Details of methodology proposed to be adopted for various aspects of the study viz. selection of field survey locations and beneficiaries, sampling method, source of data collection, documentation, analysis and interpretation, including time period involved, to be provided).

Authorized Signatory

Annexure – V

Conducting Baseline Survey and Need Assessment study in villages around new Areas/Projects of CCL

Format for Proposed work schedule

S.No.	Activity	Months				
		1	2	3	4	5

Authorized Signatory

**Conducting Baseline Survey and Need Assessment
study in villages around new Areas/Projects
of CCL
Format for Financial Proposal**

Ref. No.

Date

1. Name of Agency:
2. Reference No. of Technical Proposal:
3. Total amount proposed:
4. Break up of cost:

Sl. No.	Description of Activity	Amount (in Rs)
1		
2		
3		
4		
	Total	
	Taxes and any other liability	
	Grand Total	

Authorized Signatory

Note: The cost estimate (budget) shall be based on the assessment of the resources needed to carry out the assignment; staff time, logistical support and physical inputs (for example, vehicles, laboratory equipment, etc.). The cost of study should be indicated in absolute monetary terms on turnkey basis.

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 “**Conducting Baseline Survey and Need Assessment study in villages around new Areas/Projects of CCL**” 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)

Annexure –A

List of Revenue Villages under acquisition area of CCL

Name of Area	Name of Project	Sl. No.	Revenue Villages
M-S Area	Magadh OCP	1	Pindarcom
		2	Seregara
		3	Ganeshpur
		4	Phulbasia
		5	Ara
		6	Chamatu
		7	Kurlonga
		8	Kundi
		9	Dewalgara
		10	Saradhu
		11	Kundi
		12	Masilaung
		13	Kurlounga
		14	Chetar
		15	Kamta
		16	Masilaung
		17	Raham
		18	Gonda
		19	Sidpa
		20	Dahu
		21	Baragaon
		22	Bukru
		23	Charra
	Sanghmitra OCP	1	Kurlonga
		2	Kundi
		3	Dewalgara
		4	Saradhu
		5	Banalat
		6	Manatu
		7	Banwar
		8	Soparam
		9	Barkute
		10	Koed
		11	Naudiha
		12	Honhe
A-C Area	Amrapali OCP	1	Binglat
		2	Honhe
		3	Kumrang Khurd
		4	Kumrang Kalan
		5	Ursu
		6	Soparam

A-C Area	Amrapali OCP	7	Koed	
		8	Naudiha	
		9	Kasiadih	
		10	Serendag	
		11	Binglat	
		12	Saradhu	
		13	Hechabalia	
		14	Kamta	
		15	Masilaung	
		16	Banalat	
		17	Pokla/Ghagra/Prasanna	
		18	Shivpur	
		19	Handu	
		20	Kabra	
		21	Gorwar	
		22	Humbi	
		23	Chora	
		24	Hargarwa	
		Chandragupt OCP	1	Chatti Bariatu
			2	Jordag
			3	Nawakhap
			4	Pachanda
			5	Sijhua
			6	Bukru
	7		Ursu	
		8	Bhadai Khap	
		9	Peto	
Hazaribagh Area	Kotre -Basantpur - Pachmo OCP	1	Kotre	
		2	Basantpur	
		3	Pachmo	
		4	Daniya	
		5	Laiyo	
		6	Baghariya	
		7	Hurdag	
		8	Rahwan	
		9	Purnapni	

Note: CCL may add/ delete or replace villages from scope, as per requirement.