



समृद्धि
एक ही धरती - एक ही परिवार - एक ही भविष्य
ONE EARTH - ONE FAMILY - ONE FUTURE



CENTRAL COALFIELDS LIMITED
(A Miniratna Cat-I Company)
(A subsidiary of Coal India Limited)

OFFICE OF THE GENERAL MANAGER
Rajrappa Area
PO-Rajrappa Project, Dist-Ramgarh, Jharkhand – 829150



CCL/GM(R)/Pers./CSR/RFP/23-24/681

Date: 19/08/20

Request for Proposal

Central Coalfields Limited is a miniratna subsidiary company of Coal India Limited having coal mining operations spread in 8 Districts of Jharkhand. Central Coalfields Limited, Rajrappa Area is located in Ramgarh District. CCL Rajrappa Area undertakes a number of CSR activities in its command area including villages around coal mines which falls within the radius of 25km from its establishment.

Innumerable school students in rural regions are forced to take their books to schools without any bags. They often carry them in bare hands or plastic bags. Many times, these children also need to travel a certain distance bearing the monsoon to reach their schools.. Under an initiative to make transforming interventions in the rural education ecosystem by supporting children from marginalized sections of society. CCL Rajrappa Area has to distribute school bags and water bottle to the needy and disadvantaged school going children in its command area.

Proposals are invited from eligible agencies for the following service:

Description of work	Location	Earnest Money (Rs)	Period of Completion (in Days)
Distribution of School Bags with Study Table and Water Bottles to School Going Children from Disadvantaged Sections in Various Panchayats.	Ramgarh, Jharkhand	NIL	03 Months

TIME-SCHEDULE

Sl. No.	Particulars	Date	Time
01	Issue of RFP and publication on company website by	19.08.2023	
02	Start Date of Submission of Proposal	22.08.2023	
03	End Date of submission of proposal (Last date of receipt of password protected Technical and Financial Bid at CCL through e - mail)	12.09.2023	11:00 AM
04	Date and time for submission of password by proposer with CCL through e mail	12.09.2023	11:30 PM – 3:30 PM
05	Date and time of opening proposals by CCL	12.09.2023	4:00 PM

E-mail of CCL Rajrappa Area in reference to this RFP is gmrijp.ccl@coalindia.in.

(Signature)

Proposal/Offer may be submitted as per instructions to bidders considering the scope of work, deliverables and other aspects mentioned in this request in subsequent sections.

I. Salient Dates for submission of offer:

- i. Last date of receipt of password protected Proposal at CCL through e-mail-gmrjp.ccl@coalindia.in: 12.09.2023, 11:00 AM.
- ii. Date of submitting password of submitted Proposal by the applicants with CCL through email: 12.09.2023, 3:30 PM.

2. SCOPE OF SERVICE: The selected entity shall have to provide the following towards execution of the service for which proposals are invited:

- i. Identification and finalization of list of beneficiaries with consultation of Mukhiya of respective Panchayats in coordination with Nodal Officer-CSR, Rajrappa Area.
- ii. Supply and Distribution of School Bags with attached study board among the identified beneficiaries. The product specification of the school bag should be similar to the product id- 5116877-1488552400 on GeM Portal (<https://gem.gov.in/>).
- iii. Supply and Distribution of Water Bottles among the identified beneficiaries. The product specification of water bottle should be similar to the product id- 5116877-87046211808 on GeM Portal (<https://gem.gov.in/>).

3. DELIVERABLES:

- i. Supply and Distribution of School Bags with attached study board among the identified beneficiaries. The product specification of the school bag should be similar to the product id- 5116877-1488552400 on GeM Portal (<https://gem.gov.in/>).
- ii. Supply and Distribution of Water Bottles among the identified beneficiaries. The product specification of water bottle should be similar to the product id- 5116877-87046211808 on GeM Portal (<https://gem.gov.in/>).
- iii. A Documentary Video of not less than 10 minutes covering the whole journey of the project implementation.
- iv. A project completion report along with List of Beneficiaries with Name, Father's Name, Mother's Name, Address, Panchayat name, School Name, Class Studying in along with copy of identity and address proof and details of actual expenditure made duly certified by a practicing Chartered Accountant.

4. DOCUMENTS TO BE SUBMITTED WITH PROPOSAL:

- i. Letter submitting proposal (Format as per Annexure I).
- ii. Registration Certificate (Under section 8 of the Companies Act, 2013 or a relevant trust act or the Society Registration Act).



- iii. Order for exemption under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of section or registration under section 12A of the Income Tax Act, 1961.
- iv. Order of approval under 80 G of the Income Tax Act, 1961.
- v. Last three years' activity list in the similar fields (Education/Rural Development/Skill Development) supported by documents such as MoU/Work Order/Completion Certificate etc.
- vi. CSR-1 Registration Certificate.
- vii. PAN
- viii. Copy of Audited accounts for last three financial years.
- ix. Self-Certification (original) that not blacklisted by NITI Aayog /any ministry/PSU/Govt. body.

5. BUDGETARY OFFER (AS PER ANNEXURE II):

- Cost on Purchase of School Bags.
 - Cost on purchase of Water Bottles.
 - Cost on Human Resource & Travel
 - Other Charges if any
 - Total Cost
- [Rates submitted only for part of the service shall not be entertained]

6. INSTRUCTIONS TO THE APPLICANTS

- I. The proposal completed in all respect including required credentials, documentary and budgetary offer should be submitted through password protected e-mail to gmrjp.ccl@coalindia.in.
- II. Incomplete applications in any respect shall be summarily rejected.
- III. The applicants are required to submit copy of requested credentials duly signed by authorized signatory. The credentials are for record of CCL. Company shall make decision for selection of service provider based on lowest budgetary offer (including impact of all charges) provided that the agency has submitted all the required documents.
- IV. In submitting offer, each applicant acknowledges that they have read and understood all related requirements and ground conditions.
- V. The budgetary offer submitted shall be valid for 3 months.
- VI. The application(s) submitted in response to this request shall become property of CCL.
- VII. CCL shall neither be responsible nor pay any expenses or losses which may be incurred by the applicants in the preparation and submission of their application.
- VIII. CCL reserves the right to accept or reject any or all application(s) at any point of time without assigning any reason whatsoever.

7. SCHEDULE OF PAYMENT

The schedule of payment will be as under:

- **100% payment shall be made after satisfactory completion of the project.**
- All the payments shall be paid by the Area Finance Manage, CCL Rajrappa Area.



8. INQUIRIES/CONTACT PERSON(S):

For any specific query pertaining to this request, intending applicant may write to gmrjp.ccl@coalindia.in referring this letter. For further queries, the following persons may be contacted:

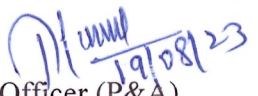
Manoj Kumar, Staff Officer (P&A) — 8987784657

Ashish Jha, Assistant Manager (CD) - 8987768419

9. **LEGAL JURISDICTION:** Disputes, if any shall be limited to Courts in Ramgarh.

10. CONFIDENTIALITY

This letter inviting applications must not be reproduced in whole or in part without the prior written consent of the 'Employer'. All information contained within this document is given into confidence.


Staff Officer (P&A)
Rajrappa Area

Copy to:

1. AFM, Rajrappa Area
2. SO(MM), Rajrappa Area
3. PO (ROCP/RWP)
4. Assistant Manager (CD), Rajrappa Area
5. Assistant Manager (F), GM Unit, Rajrappa Area
6. All Notice Boards

Copy for kind information to:

1. General Manager, Rajrappa Area
2. General Manager (SD&CSR), CCL HQ

Letter head of applicant
Letter submitting Proposal

Ref. No.:

Date:

To

The General Manager

CCL Rajrappa Area

Post Office- Rajrappa Project

Ramgarh, Jharkhand- 829150

Subject: Distribution of School Bags with Study Table and Water Bottles to School Going Children from Disadvantaged Sections in Various Panchayats.

Sir,

With reference to your RFP vide no..... dated.....on the subject cited above, we propose to execute the service. In this connection, the following documents are submitted:

- i. Letter submitting proposal (Format as per Annexure I).
- ii. Registration Certificate (Under section 8 of the Companies Act, 2013 or a relevant trust act or the Society Registration Act).
- iii. Order for exemption under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of section or registration under section 12A10 the Income Tax Act, 1961.
- iv. Order of approval under 80 G of the Income Tax Act, 1961.
- v. Last three years' activity list in the similar fields (Education/Rural Development/Skill Development) supported by documents such as MoU/Work Order/Completion Certificate etc.
- vi. CSR-1 Registration Certificate.
- vii. PAN
- viii. Copy of Audited accounts for last three financial years.
- ix. Self-Certification (original) that not blacklisted by NITI Aayog /any ministry/PSU/Govt. body.
- x. Budgetary offer (As per Annexure II):
 - Cost on Purchase of School Bags.
 - Cost on purchase of Water Bottles.
 - Human Resource & Travel.
 - Other Charges (If any)
 - TOTAL cost per head

xi. Undertaking in format as prescribed in Annexure — III

This is to undertake that all Information and Documents submitted with our proposal are genuine, authentic, true and valid.

Enclosures: as above

Yours faithfully,

Authorized Signatory of Proposer

Financial Proposal

1. Name of the Activity: Distribution of School Bags with Study Table and Water Bottles to School Going Children from Disadvantaged Sections in Various Panchayats.
2. RFP Ref. No. and Date:
3. Name of Proposing Entity:
4. Offered Cost Including Break up:

Sl. No.	Description of Activity	Quantity	Offered Rate (In Rupees)	Amount (In Rupees)
01	Purchase of School Bags	350 Nos.		
02	Cost on purchase of Water Bottles	350 Nos.		
03	Human Resource & Travel	Lumpsum		
04	Sub Total			
05	Other Charges if any @%			
	Total			

(Amount should be mentioned both in words and figures)

Authorized Signatory

[Letterhead of proposer]

UNDERTAKING

I/We solemnly declare that:

1. I/We am/are submitting proposal for “Distribution of School Bags with Study Table and Water Bottles to School Going Children from Disadvantaged Sections in Various Panchayats” against RFP Notice No.Dated.....and I/we offer to execute the work/service in accordance with all the terms, conditions and provisions of the bid.
2. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this proposal is complete, correct and true.
3. All copy of documents, credentials and documents submitted along with this proposal are genuine, authentic, true and valid.
4. 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 Proposer/Bidder