

Corporate Social Responsibility Authority of Assam (CSRAA)*(A Society of the Govt. of Assam)*

AIDC Campus, R.G. Baruah Road, Guwahati -781024, Assam

[Email: csr-authorityofassam@assam.gov.in, Ph: 0361-2200399]

**EXPRESSION OF INTEREST****EOI No. AIDC/CSRAA/Empanelment of I.A./12/2025/1851****Date: 24.04.2025.**

The Corporate Social Responsibility Authority of Assam (CSRAA), a Society registered under the Societies Registration Act, 1860 and under the administrative control of Industries, Commerce & Public Enterprise Department having its office at AIDC Campus, R.G. Baruah Road, Guwahati -781024, invites eligible agencies (agencies/organizations/NGOs/trusts, Societies etc.) for “**Empanelment as implementing agencies for implementing Corporate Social Responsibility (CSR) projects in Assam**”.

The EOI is to be submitted by email or post or manually to the CSRAA Office within the stipulated time. Interested party fulfilling the eligibility criteria may download the EOI Document/Form from AIDC LTD’s website: <https://www.aidcltd.com/>

DATA SHEET

1.	Name of the Procuring Authority	CEO, CSRAA
2.	Proposal Validity	90 Days
3.	Date of Issue of EOI	24.04.2025
4.	Date and time of starting of EoI submission by the intending organizations:	25.04.2025, from 11.00 A.M. onwards
5.	Date and time of closing of EoI submission by the intending organizations:	09.05.2025 till 2.00 P.M.
6.	Date and time of opening of the EoI	09.05.2025 at 4.00 P.M.
7.	Place of opening of EoI(s):	Corporate Social Responsibility Authority of Assam (CSRAA) Office, Campus of AIDC Ltd., R G Baruah Road, GUWAHATI – 781024, ASSAM
10.	EOI Processing Fee (Non-Refundable)	Rs.5,000.00 (Rupees Five Thousand Only)
11.	Contact Person	Name: Smt. B. Tumungpi Manager, Technical, AIDC Mobile: 9859055627. E-mail : csr.authorityofassam@gmail.com

Any addendum/ corrigendum/ cancellation notice of EOI can be seen on the AIDC website <https://www.aidcltd.com> and will not be published in newspapers.

Sd/-
CEO, CSRAA

Corporate Social Responsibility Authority of Assam (CSRAA)
(A Society of the Govt. of Assam)

AIDC Campus, R.G. Baruah Road, Guwahati -
781024, Assam [Email: [csr-
authorityofassam@assam.gov.in](mailto:csr-authorityofassam@assam.gov.in), Ph: 0361-2200399]



EXPRESSION OF INTEREST

for

***Empanelment of Implementing Agencies (NGOs, Charitable Trust, Society) for
Implementing Corporate Social Responsibility (CSR) Projects in Assam***

(EOI No. AIDC/CSRAA/Empanelment of I.A./12/2025/1851)

**Corporate Social Responsibility Authority of Assam
(CSRAA)**

***Registered Office Address
Campus of AIDC Ltd.
R G Baruah Road
GUWAHATI - 781024
(ASSAM)
csr-authorityofassam@assam.gov.in***

April 2025

EXPRESSION OF INTEREST**EOI No. AIDC/CSRAA/Empanelment of I.A./12/2025/1851****Date: 24.04.2025.**

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Sd/-
CEO, CSRAA

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1. INSTRUCTIONS TO APPLICANTS / INTENDING PARTIES

- a. Applicants are required to read carefully the contents of this document and is expected to examine all instructions, forms, terms and conditions in the EOI documents. Failure to furnish all the information required as per the EOI document or submission of EOI not substantially responsive to the EOI documents in every respect will be at the applicant's risk and may result in rejection of the EOI.
- b. It shall be deemed that by offering EOI, the Bidder has:
 - i. made a complete and careful examination of the documents;
 - ii. received all relevant information and satisfied itself about all matters, things and information hereinabove necessary and required for bidding;
 - iii. acknowledged and agreed that ignorance of any of the matters hereinabove shall not be a basis for any claim for compensation, damages, claim for performance of its obligations, loss of profits, etc. from CSRAA
- c. Applications should be submitted strictly as per EOI form provided in the document. The intending agency shall have to submit copies of all the documents listed in this EOI along with the proposal proforma and cover letter. A certified copy shall have to be submitted wherever applicable.
- d. Eligible selected party/parties shall have to sign an Agreement with CSRAA after completion of selection process.
- e. Any corrigendum including extension of date or change of date for submission of the EOI shall be published only on the website and that shall be deemed to have been seen by the applicants.
- f. ***All the papers of EOI documents with terms and conditions should be duly signed by the Applicants on each page as a token of acceptance of all the terms and conditions.***
- g. CSRAA reserves the right to amend the EOI, cancel this EOI as well as relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the CSRAA without assigning any reasons and may include any other item in the Scope of work at any time after consultation with applicants or otherwise
- h. Besides, it reserves the right to change the tentative schedule and critical dates. It is the sole responsibility of prospective applicants to keep themselves updated about any information pertaining to the EOI.
- i. CSRAA shall not be held responsible for any delays. The agency is responsible for verifying the information related to the proposal.
- j. If the closing and opening date(s) mentioned above falls on a non-working day, the closing and opening date(s) will be the next working day.

2. Background

With the vision to catalyze sustainable growth by creating an enabling environment for the corporate sector to work in collaboration with the Government, Non-Government and civil society organizations in the field of Corporate Social Responsibility, the Govt. of Assam vide notification dated 16.12.2023 had notified the constitution of the Corporate Social Responsibility Authority of Assam, (CSRAA) along with Rules and Regulations 2023 under the administrative control of Industries, Commerce & Public Enterprise Department. CSRAA has been registered as a Society on 05.04.2024.

Corporate Social Responsibility Authority of Assam (CSRAA) envisages working with Implementing Agencies to execute CSR-led projects across Assam. To this effect, CSRAA would like to empanel agencies/organizations/NGOs/trusts, societies etc. as Implementing Agencies with relevant experience in social development and environmental projects as per Eligibility and Evaluation criteria. Programming quality and implementation will be monitored and evaluated by CSRAA as per its Quality Standards and Procedures.

The objective of involving the agency is to implement CSR-led activities with a focus on the thematic areas identified under the Assam CSR Policy 2019.

3. Scope of Work

- a. The State consists of 35 districts. The intending agencies can apply for state-level activities in one or more than one district, as per their preference, which should be clearly mentioned in the cover letter. However, CSRAA shall empanel selected agencies based on their exposure, experience, and performance for any district.
- b. The selected NGOs, Trusts, Social Non-Profit organizations, etc. will have to work as per the Detailed Project Report (DPR)/Scope of Work defined by the sponsoring agency i.e. State Govt, CPSUs or Corporate Houses.
- c. The selected parties are required to provide professional, objective and impartial advice to CSRAA and at all times hold the sponsoring CPSU/Company's interest paramount, without any consideration for future work and avoid conflicts with other assignments or their own interests.
- d. The selected parties must observe the highest standards of ethics during the execution of any projects allocated to them.
- e. The individual projects maybe selected by the CPSUs/Corporate Houses or suggested to them by State Govts. If it is found that an empaneled agency has indulged in any corrupt or fraudulent activity in securing any work order or contract, then the said agency maybe declared ineligible, either indefinitely or for a stated period of time.
- f. The Applicant has to follow CSRAA guidelines and any circular issued by CSRAA for conduct of project allotted to the empaneled members.

4. Clarification of EoI Document

An intending agency requiring clarification of the EoI documents may submit their queries to the CEO, CSRAA, by hard copy or email at csr.authorityofassam@gmail.com one week before the last date of submission. All queries shall be clarified before the closing timeline of the EoI.

5. Eligibility Criteria for Submission of Proposal

Intending agencies having expertise in implementing (formulating, executing, monitoring and evaluating) social development and environmental projects satisfying the following conditions may submit their EoI:

- a. The Intending Agency should be a compulsory registered entity registered in India as per regulations of the Govt. of India. (Appropriate registration under Society/Trust/Companies Act)
- b. Has experience in implementing social development and environment projects aligned with the thematic areas of Assam CSR Policy.
- c. Possess a Unique ID for NGOs/VOs through the NGO-Darpan portal of NITI Aayog.
- d. Has Audited Financial Statements for the last 3 FYs (Copy of Audited Financial Statements for the last 3 FYs) if the Intending Agency is more than three years old.
- e. Has Audited Financial Statements for the last FYs (Copy of Audited Financial Statements for the last FYs) if the Intending Agency less than three years old.
- f. Has successfully implemented social development and environmental projects in Assam.
- g. Has a bank account in the name of the agency. Accounts should be audited regularly by a Chartered Accountant.
- h. The intending agency must possess and submit the following details:

S.No.	Legal Documents	Remarks
1	CSR Form 1	Mandatory
2	PAN Card	Mandatory
3	NGO Darpan ID	Mandatory
4	Registration Certificate	Mandatory
5	80G Certificate (renewed)	Mandatory
6	12A Certificate (renewed)	Mandatory
7	Memorandum of Association/Trust Deed	Mandatory
8	FCRA Renewal Doc	Optional
9	List of Director/Trustees	Mandatory
Audited Financial Statements		
10	Past Audited ITR Report*	Mandatory
11	Audited Financial Report for the FYs*	Mandatory
Others		
12	3 Vendor - Purchase/ Procurement Agreements	Mandatory
13	Cancelled Cheque Copy	Mandatory

*For the last 3 FYs if the Intending Agency is more than three years old and for the last FYs if the Intending Agency less than three years old.

- i. The agency should not be blacklisted by any Government Department (Self-Declaration that the organization/institute is not involved in any corrupt practices and has not been blacklisted by Central/ State Agencies on non-judicial stamp paper of Rs 10 and duly attested by the notary Public).

6. Criteria for Disqualification

Even if an applicant satisfies the above-noted requirement, it is liable to be disqualified if it is found to have:

- a. Made a false representation in the form, statement and attachments required in the documents for this empanelment.
- b. A record of poor performance, such as abandoning assignments, not properly completing contracts, financial failures or delayed completion.
- c. Been convicted by any court of law.
- d. Must not have been blacklisted by any Central/ State Agencies department in the last three years.

7. Submission, Receipt, and Opening of Proposal

- a. Intending agencies should read the EoI carefully before preparing and submitting the proposals. **Agencies who do not have the requisite experience and expertise need not apply.**
- b. An authorized representative of the agency shall put the signature on all pages of the original proposal and attached documents.
The copies of the proposal as given under Annexure I shall be submitted mentioning the Proposal for Empanelment as Implementing Agency for implementing CSR Projects in Assam as per the requirement along with cover letter. The documents must be sent to the address or email indicated in the data sheet and received at the CSRAA office or through email no later than the time and the date indicated in the schedule or any extension to this date. Any proposal received by CSRAA after the submission deadline shall be returned unopened.

8. Preparation and submission of proposals

The intending NGOs/ Charitable Trusts/ Society are required to study carefully all the proposal documents and prepare his/her/their proposal to comply with all the provisions thereof. Submission of a proposal shall be taken as evidence, and the agency shall be confirmed as having acknowledged all the provisions of the proposal documents and fully acquainted itself with all factors that may influence the preparation of his/her/ their proposal. Negligence of the agency intending to observe instructions in preparing his/her/ their proposal shall be at his/her/ their own risk. It shall not be grounds for securing relief from any error found or discrepancies contained in his/her/ their proposal or a cause for withdrawal of his/her/ their proposal after it has been opened.

The proposal should be completed in all respects and shall consist of the documents/ information as stated in clauses of the Instruction to Intending Agency.

Conditional proposals and hard copies of proposals not properly sealed shall be rejected.

9. Evaluation of the Proposals

The criteria for eligibility and qualification of bidders are set out in Clause 5 and 14 of this EOI.

As part of the evaluation, the bids shall be checked for responsiveness to the requirements of the EoI document, and only those bids that are found to be responsive will be further evaluated in accordance with the criteria set out in this EoI document.

The Bid would be considered to be responsive if it meets the following conditions:

- a. It contains all the information and documents as requested in the EoI document.
- b. It contains information in formats specified in this EOI document
- c. It provided information in reasonable detail ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by CSRAA without communication to the bidder). CEO, CSRAA reserves the right to determine whether the information has been provided in reasonable detail.
- d. There are no inconsistencies between the Proposal and the supporting documents.

10. Award of Letter of Acceptance.

Eligible agencies shall be empaneled under CSRAA.

11. Duration of the empanelment:

The agency will be empaneled for 2 years and can be renewed subject to satisfactory performance.

12. Payment Schedule

The relevant terms of payment, time schedule and relevant terms for each work shall be defined separately at the time of assigning the project. Payment will be made as per the approved cost norms for each project.

13. Special Provisions of the Contract

- a. **Safety measures:** The agency to whom the assignment shall be awarded shall be responsible for the safety of all professionals/ staff engaged in implementing the work at their own expense.
- b. **Agreement:** The agency to whom the assignment shall be awarded shall enter into and execute an agreement. The proposal document, letter of acceptance, and document submitted by the successful intending agency shall form part of the agreement.
- c. **Jurisdiction:** For any dispute or all matters arising out of this EoI, the competent court in Guwahati, including the Guwahati High Court, shall have jurisdiction.

- d. **Non-Compliance with the agreement:** If the agency to whom the project is awarded fails to comply with any condition of the agreement, the CEO, CSRAA, shall be at liberty to cancel the project at any stage of progress of the project. In such eventuality, the performance guarantee shall be forfeited.
- e. **Time of completion of the project:** The project is timebound. The project shall have to be completed within the stipulated time of completion as mentioned in the project agreement.
- f. **Force-de-majeure clause:** The project is subject to Force-de-majeure clause as applicable under the law.
- g. **Conflict of interest:** The intending parties are required to provide professional, objective and impartial advice and at all times and hold the sponsoring CPSU/Company's interest paramount, without any consideration for future work and avoid conflicts with other assignments or their own interests.

14. Criteria for Selection of Implementing Agency

- a) All the applications received in response to EOI will be scrutinized by CSRAA as per the below evaluation process:

S.No.	Criteria	Scoring (In points)	Maximum Score	Relevant Document
1	Number of years in existence		20	Certificate of incorporation
	Less than three years	5		
	Three to Five years	10		
	More than Five years	20		
2	Experience in the implementation of projects in the field of education, water Supply, Health Care, Swachh Assam (Sanitation), Sports and Youth Welfare, Skill, Livelihood & Entrepreneurship Development, Environment & Forest, Preservation of Folk Arts, Crafts and local heritage, Projects catering to women, children, disabled and underprivileged section of society		20	Copy of work order Work Completion Certificate
	Less than three years in at least 01 thematic area	5		
	Three to Five years in at least 01 thematic area	10		
	More than Five years in at least 01 thematic area	20		

S.No.	Criteria	Scoring (In points)	Maximum Score	Relevant Document
3	Number of Projects under the categories mentioned in Point No. 2 and/or Schedule VII of the Companies Act 2013		15	Details of projects taken up in the past 3 FYs in Assam as per the attached template
	1-3 Projects with State/ Central Govt. Dept's and other philanthropic donors in last 3 FYs	5		
	More than 3 projects with State/ Central Govt. Dept's and other philanthropic donors in last 3 FYs	15		
4	Number of CSR Projects under Schedule VII of the Companies Act 2013 with private companies & State/ Central PSUs		35	
	1-3 CSR Projects under Schedule VII of the Companies Act 2013 with private companies & State/ Central PSUs in last 3 FYs	10		
	3-5 CSR Projects under Schedule VII of the Companies Act 2013 with private companies & State/ Central PSUs in last 3 FYs	20		
	More than 5 CSR Projects under Schedule VII of the Companies Act 2013 with private companies & State/ Central PSUs in last 3 FYs	35		
5	Human Resource - Total number of key professionals with expertise working in the Education, Water Supply, Health Care, Sanitation, Sports and Youth Welfare, Skill, Livelihood & Entrepreneurship Development, Environment & Forest, Preservation of Folk Arts, Crafts and local heritage, Women, children, disabled and underprivileged section of society on payroll (not part-time or contract basis) in the organization		10	List of resources as per attached template
	2-5 key professionals	5		
	More than 5 key professionals	10		
Total Score			100	

- b) After fulfilling the eligibility criteria, CSRAA will finalize Agencies on the basis of the marks secured.
- c) Minimum qualifying marks for empanelment is 60%.
- d) The decision taken by CSRAA would be final, and no further queries would be entertained.

Annexure I: Proforma for Proposal

S.No.	Particulars		Remarks
A.	General Information of the Organization		
1	Name of the organization		
2	Name of Chief Office Bearer with Contact Number and Email ID		
3	Registered Address of the Organization		
4	Website of the Organization		
5	Type of the organization (NGO/Charitable Trust/Society)		
B	Legal Information		
6	CSR Form 1	Yes/No	Copy to be Attached
7	PAN Card No. of NGO		Copy to be Attached
8	NGO Darpan ID No.		Copy to be Attached
9	Registration Certificate		Copy to be Attached
10	80G Certificate (renewed)	Yes/No	Copy to be Attached
11	12A Certificate (renewed)	Yes/No	Copy to be Attached
12	Memorandum of Association/Trust Deed	Yes/No	Copy to be Attached
13	FCRA Renewal Doc (optional)	Yes/No	Copy to be Attached
14	List of Director/Trustees		Details to be Attached as per Annexure-II
C	Audited Financial Details		
15	Audited Financial Report for the last FYs	Yes/No	Copy to be Attached (For the last 3 FYs if the Intending Agency is more than three years old and for the last FYs if the Intending Agency less than three years old)
16	Past FYs Audited ITR Report	Yes/No	Copy to be Attached (For the last 3 FYs if the Intending Agency is more than three years old and for the last FYs if the Intending Agency less than three years old)

S.No.	Particulars		Remarks
17	Bank details of the Organization		Cancelled cheque copy to be attached
18	GST Certificate No. (If Applicable)		Copy to be Attached
D	Implementation Experience		
19	Total years of experience in one or more than one thematic area (Education/ Environment & Forest/ Healthcare/ Preservation of Folk Arts, Crafts and Local Heritage/ Skill, Livelihood and Entrepreneurship Development/ Sports and Youth Welfare/ Swachh Assam (Sanitation)/ Water Supply)		
20	Number of Projects and Donor-wise brief of work done in Assam in any one or more than one thematic area as mentioned in point no. 21 in the last three years		Details to be Attached as per Annexure-III
21	3 Vendor - Purchase/ Procurement Agreements	Yes/No	Copy to be Attached
E	Human Resources		
22	Total number of discipline-wise key professionals on payroll (not part-time or contract basis) in the organization		Details to be Attached as per Annexure-IV
23	Number and Details of professionals at a functional level <ul style="list-style-type: none"> ▪ Management ▪ Mid Management ▪ Field Level 		
24	Undertaking that the organization has not been blacklisted in the last three years	Yes/No	To be attached as per Annexure-V

(*Please use additional sheets wherever necessary for providing information)

Note: All pages of the EoI proposal and supporting documents should be duly attested by the competent authority. All the pages should be numbered and properly indexed. If any of the EoI proposals is found to be without proper signature, page number and index, it will be liable for rejection.

Authorized signatory of the Organization with Seal
Name/ Designation/Address
Date& Place:

Annexure-II: List of the Directors of company (NGO)/ Board of Trustees/ Chairman or Secretary of the society

S.No.	Name	Designation	DIN/PAN No.

Annexure-III: Details of Similar Projects taken up in the past in Assam

S.No.	Thematic Area*	Project Brief #	Year of Initiation	Status of Project	Fund Outlay (in Lakhs)	No. of Beneficiaries	Location	District	Donor
				Ongoing/ Completed					
Donor Reference									
S.No.	Donor	Name of SPOC	Email	Contact No.					

* Thematic Area as per Assam CSR Policy 2019 and Schedule VII Categories of Companies Act 2013, # Project brief in less than 300 words

Annexure-IV: Details of Human Resources

S.No.	Name	Designation	Area of Expertise

Annexure V: Self-Declaration that the organization/institute is not involved in any corrupt practices and has not been blacklisted by Central/ State Agencies (On non-judicial stamp paper of Rs 10 and duly attested by the notary Public)

To

The CEO, CSRAA
Campus of AIDC Ltd., R G Baruah Road, GUWAHATI – 781024, ASSAM

Sir,

In response to the Expression of Interest (EOL) reference no..... dated.....
Empanelment of Implementing Agencies (NGOs, Charitable Trust, Society) for
Implementing Corporate Social Responsibility (CSR) Projects in Assam.

I hereby declare that presently, our company/organization... .. has an unblemished
record and is not declared ineligible for corrupt and fraudulent practices either
indefinitely or for a particular period of time by any State/Central
Government/PSU/Autonomous body.

I further declare that our company/organization is not blacklisted and not declared
ineligible for reasons other than Corrupt and Fraudulent practices by any State / Central
Government / PSU /Autonomous Body on the date of submission of Eol.

If this declaration is found to be incorrect, then without prejudice to any other action that
may be taken, my security may be forfeited in full, and the proposal, if any, to the extent
accepted, may be cancelled.

Place:

Date:

Authorized signatory of the
Organization with Seal

Name :

Designation:

Address :

Annexure VI: Cover letter

To,
 The CEO, CSRAA
 Campus of AIDC Ltd., R G Baruah Road, GUWAHATI – 781024, ASSAM

Sub: Expression of Interest (Eol) for Empanelment of Implementing Agencies (NGOs, Charitable Trust, Society) for Implementing Corporate Social Responsibility (CSR) Projects in Assam.

Dear Sir,

This is with reference to your advertisement inviting Eol for the Empanelment of Implementing Agencies (NGOs, Charitable Trust, Society) for Implementing Corporate Social Responsibility (CSR) Projects in Assam under CSRAA, Govt. of Assam. We, the undersigned, offer to provide the services for the above in accordance with your Expression of Interest, dated.../.../2024-25. Please find below the details of our agency for your consideration.

S.No.	Description	Details
1	Name and contact details of the Legal Entity	
2	Name contact details and of key Functionaries and Designation	
3	Status / Constitution of the Organization [Type – Charitable Trust / Society / NGO, etc.]	
4	Registration Number and status	
5	Date and Place of Registration	
6	PAN Card Number	
7	Thematic Area (s) Expertise	
8	District(s) of Operation	

We are hereby submitting our Expression of Interest. We understand that you are not bound to accept any proposal you receive. We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the shortlisting process or unduly favours our company in the shortlisting process, we are liable to be dismissed from the Eol selection process or termination of the contract during the project. We agree to abide by the conditions outlined in this Eol. We hereby declare that our proposal submitted in response to this Eol is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Applicant's name with Seal, Designation & Signature