

# **PEC LIMITED**

(A Govt. Of India Enterprise)

**"HANSALAYA", 15-BARAKHAMBA ROAD, NEW DELHI-110 001**

## **TENDER FOR FINAL EVALUATION/IMPACT ASSESSMENT FOR CSR & SUSTANABILITY PROJECTS UNDERTAKEN BY PEC IN FY 2015-16**

LAST DATE FOR RECEIPT OF SEALED TENDER	UPTO 1000 HRS. ON 06.11.2017
DATE OF OPENING OF TECHNICAL BIDS	AT 1030 HRS ON 10.11.2017
DATE OF OPENING OF FINANCIAL BIDS	AT 1100 HRS. ON 10.112017
VENUE	13 <sup>TH</sup> FLOOR, PEC LTD, 15-BARAKHAMBA ROAD, NEW DELHI - 01

**TENDER REFERENCE.NO: PEC/CSR/2017/01**

### **1. SUBMISSION OF TENDER:**

The tender can be downloaded from <http://www.peclimited.com/tender.htm>

The Tender should be submitted by third party agencies in two parts in original i.e. Part I Technical Bid and Part II Financial Bid. Part I and Part II covers should be sealed separately and both sealed covers shall be kept in outer envelop with name and address of the tenderer and the sealed covers should be (in two covers system) superscribed as " TENDER FOR FINAL EVALUATION/IMPACT ASSESSMENT FOR CSR & SUSTANABILITY PROJECTS UNDERTAKEN BY PEC IN FY 2015-16" addressed to Sh. A. K. Singh, JGM and to reach this office before 1000 Hrs on 06.11.2017. Tenders received after the due date and time will not be accepted.

Tenders should be sent in the prescribed form duly signed by the tenderer.

**EARNEST MONEY DEPOSIT:**

The tenderers should furnish an Earnest Money Deposit of **Rs.10,000/-** (Rupees Ten Thousand only) by means of Demand Draft drawn in favour of "PEC LIMITED" on any one of the Nationalised Bank / Scheduled Bank payable at Delhi along with the tender. Tenders received without the Earnest Money Deposit will be summarily rejected. In the case of unsuccessful tenderers, the Earnest Money Deposit will be returned.

**WORK SPECIFICATIONS:**

Sealed tenders are invited from the Agencies for Final Evaluation/Impact Assessment. The agency should have a consultative mechanism taking into account the first hand feedback of the key stakeholders to effectively implement the Final Evaluation / Impact Assessment. Centre/State Government and/or District/Local Administration, e.g. gram sabhas/panchayats for projects based in villages, should be consulted to obtain their views on the impact of the program, where possible.

The Agency is required to submit credible evidence of having a detailed, strict and thorough study for assessing the impact of the project and in ascertaining that the money released to the implementing agency was spent fairly, judiciously and within as per the MoU between the said NGO and PEC Ltd. a fair estimation of the social/environmental/economic/any other relevant parameters of impact is to be made for the projects 1 to 5 (Annexure 2). Separate Final Evaluation / Impact Assessment reports are to be submitted for each of these subjects.

All of the above has to strictly confirm to the Companies Act 2013 and DPE guidelines on CSR & Sustainability for CPSEs effective 1<sup>st</sup> April 2014. Site visits and interaction with beneficiaries and other key stakeholders is a must.

The agency will be required to submit step wise procedural details of executing the task proposed i.e. of Final Evaluation/Impact Assessment as detailed above.

A detailed Report on Final Evaluation/Impact Assessment is expected to be submitted to PEC Ltd., within one month of closing of the projects. The report must be accompanied by the following:

1. Title of the Project
2. Executive Summary of Proposal
3. Objective and Targeted group9s0 of the project/proposal

4. Geographical area of the execution of project & reason for selecting that area,
5. Budget details (detailed cost break-up – head wise)
6. Execution/ Implementation
7. Evaluation/Impact Assessment Plan
8. Projected outcome/benefits of the project
9. Any other relevant information

### **QUALIFYING CRITERIA AND DOCUMENTS TO BE SUBMITTED/TECHNICAL BID**

The agency should meet following qualifying criteria and should enclose the below mentioned signed and stamped documents:

- Minimum turnover for last three years should be Rs. 10 Lakh/- or more. Accordingly, a copy of last three financial years audited Balance Sheet be submitted.
- Copy of statutory certificates such as PAN No./GST No./TAN No.
- Copy of latest Annual Report
- Statement that the applicant Agency / sister concerns have not been blacklisted by any agency/statutory body on the Agency's letterhead.
- Declaration – Declaration that whether any of Board of Directors/ Trustees/ Executive Committee members has any official dealing with PEC Ltd., or are related to any board member of PEC Ltd.
- The agency should have experience of monitoring/final evaluation/impact assessment for at least 3-4 projects of any CPSEs. Copy of documents supporting the experience quoted to be provided. Copy of any citations, awards, newsprint, coverage etc., if any, received by NGO.

### **FINANCIAL BID**

The financial quote based on the above expectations of work may be provided. The quote must mention the total amount quoted for the work inclusive of travel expenses, incidental expenses, etc., anticipated to be incurred by the Agency in the execution of the work. Taxes as per actuals shall be payable. A break-up of the amount quoted must be provided item-wise for each project, i.e. for each of the Projects listed from Sl. 1 to 6 separately. The quote must be dated, signed and stamped by the Agency. The Quote must be submitted on the letterhead of the Agency only.

### **GENERAL TERMS AND CONDITIONS**

1. Any conditional offers made by the tenderer or any alternations/corrections made in the tender

form shall not be considered. Similarly incomplete and unsigned tender documents are liable to be rejected.

2. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

## **2. OPENING OF TENDER:**

- a) Sealed Tenders received upto 1000 hrs on 06.11.2017 will be taken-up for opening. .The PART-I i.e technical bid will be opened by Committee authorized and financial bid at 1100 Hrs on 06.11.2017 in the presence of the available tenderer / representatives of the Organisation who choose to be present.
- b) The sealed tenders thus received will initially be examined by the Committee and the Committee reserves the right to disqualify any of the tenderer / Tenderers in case the committees do not satisfy with the requisite documents furnished.
- c) Part-II cover of the tenderers will be opened only after those tenderers who satisfy the standard criteria laid down by the PEC Limited, in Part-I cover.

**ANNEXURE 1**

**DECLARATION FORM**

I / WE..... HAVE OUR  
..... OFFICE AT .....DO DECLARE THAT  
I/WE HAVE CAREFULLY READ ALL THE CONDITIONS OF TENDER SENT TO ME/US BY  
THE EXECUTIVE DIRECTOR, PEC LIMITED NEW DELHI FOR THE TENDERS FLOATED BY  
PEC VIDE **TENDER REF. NO. PEC/CSR/2017/01**, AND WILL ABIDE BY ALL CONDITIONS  
SETFORTH THEREIN.

B) I/WE HAVE DOWNLOADED THE TENDER DOCUMENT FROM THE INTERNET SITE  
WWW.PECLIMITED.COM AND I / WE HAVE NOT TAMPERED / MODIFIED THE TENDER  
DOCUMENT IN ANY MANNER. IN CASE, IF THE SAME IS FOUND TO BE TAMPERED /  
MODIFIED I / WE UNDERSTAND THAT MY/OUR TENDER WILL BE SUMMARILY REJECTED  
AND I/WE AM/ARE LIABLE TO BE BANNED FROM DOING ANY WORK WITH PEC LIMITED  
AND / OR PROSECUTED.

I/WE FURTHER DECLARE THAT I/WE POSSESS VALID LICENCE BEARING  
NO..... VALID UPTO.....

SIGNATURE OF THE TENDERER

DATE:

PLACE:

NAME OF THE  
ORGANISATION  
AND ADDRESS :

**ANNEXURE 2**

## FINANCIAL BID (PART II)

Cost of final evaluation/impact assessment inclusive of travel expenses, incidental expenses, etc.

S. No	Project	Price	Taxes	Total Price (Including taxes)
1	Sulabh International for construction of 11WC+1 for PwD toilet complex at Khajuri Khas, Delhi			
2	Helping Disabled Regain Mobility and Dignity, Delhi			
3	Eye-screening and cataract Operations campus were held in Baran, Rajasthan			
4	Mid-Day Meal Programme under 15 Pt. Programme of Planning Commission, Project – “Children Adoption Initiative”, Delhi			
5	Education of Weaker/Underprivileged section, Faridabad			
Total				

Note:

1. Details of the taxes to be furnished separately.
2. Please indicate the total amount payable in words also.
4. All above items would be as per specification given, and complying with the requirement of tender document.

Sign with Stamp & Date