



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3168176
Dated/दिनांक : 24-02-2023

Draft Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	10-03-2023 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	10-03-2023 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Coal
Department Name/विभाग का नाम	Materials Management
Organisation Name/संगठन का नाम	Coal India Limited
Office Name/कार्यालय का नाम	Coal India Limited Hq
Item Category/मद केटेगरी	Custom Bid for Services - Selection of Consultant for preparation of an Integrated Annual Report and Business Responsibility Sustainability Report of CIL for a period of three years ie FY 2022 and 23 2023 and 24 and 2024 and 25
Contract Period	3 Year(s)
MSE Exemption for Years of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover	No
Startup Exemption for Years of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
ITC available to buyer/क्रेता के लिए उपलब्ध आईटीसी	Yes
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	7 Days

Bid Details/बिड विवरण

Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	ICICI
EMD Amount/ईएमडी राशि	6000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank	ICICI
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	38

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Company Secretary
Coal India Limited Hq, Materials Management, Coal India Limited, Ministry of Coal
(Bijay Prakash Dubey)

Splitting/विभाजन

Bid splitting not applied.

MII Compliance

MII Compliance	Yes
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1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1677219914.pdf](#)

Scope of Work:[1677218541.pdf](#)

Payment Terms:[1677218769.pdf](#)

Service Level Agreement (SLA):[1677218583.pdf](#)

GEM Availability Report (GAR):[1677046802.pdf](#)

QCBS Document elaborating detailed QCBS Criteria pertaining to Services / Project Procurement if any as per applicable norms:[1677220011.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
Prepared at least 1 IR and experience in designing and drafting of SR/IR/ BRSR and ESG policies etc. for companies having Gross turnover of more than Rs. 1000 crores for the period for which such report has been prepared	50	40	View file	Yes
Experience in designing and drafting of SR / IR/ BRSR,ESG policies etc for companies in Mining / Energy Sector/PSUs[Other than reports considered in Sl. No. 1]	20	10	View file	Yes
Qualified manpower engaged by the Bidder for designing and drafting of Sustainability Reports / Integrated Report/ BRSR as per the SEBI guidelines and international standards such as IR framework, ESG policies etc. as on 31.03.2022	20	15	View file	Yes
Bidders should have earned profit in two out of three previous FYs (i.e FY 2021-22, 2020-21 & 2019-20)	10	10	View file	Yes

Total Minimum Passing Technical Marks: 75

Custom Bid For Services - Selection Of Consultant For Preparation Of An Integrated Annual Report And Business Responsibility Sustainability Report Of CIL For A Period Of Three Years ie FY 2022 And 23 2023 And 24 And 2024 And 25 (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Selection of Consultant for preparation of an Integrated Annual Report and Business Responsibility Sustainability Report of CIL for a period of three years ie FY 2022 and 23 2023 and 24 and 2024 and 25
Regulatory/ Statutory Compliance of Service	YES

Specification	Values
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Input Tax Credit(ITC)/इनपुट कर क्रेडिट(आईटीसी) and/ तथा Reverse Charge(RCM)/रिवर्स प्रभार (आरसीएम) Details

ITC on GST/जीएसटी पर इनपुट कर क्रेडिट	ITC on GST Cess/जीएसटी उपकर कर क्रेडिट
100%	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement
1	Bijay Prakash Dubey	700156,COAL BHAWAN, PREMISES NO.04,PLOT NO.AF-III, MAR, ACTION AREA 1 A, NEW TOWN, RAJARHAT, KOLKATA	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

2. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

COal India Limited
Account No.
0100050002081
IFSC Code
PUNB0143720
Bank Name
PUNJAB NATIONAL BANK

Branch address
NEWTOWN RAJARHAT

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

3. **Purchase Preference (Centre)**

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

4. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

COAL INDIA LIMITED
Account No.
0100050002081
IFSC Code
PUNB0143720
Bank Name
PUNJAB NATIONAL BANK
Branch address
NEWTOWN RAJARHAT

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

5. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

6. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

- A) Bidder/ Supplier/ Organization/ Proprietor/ ANY of the Director(s) shall not be banned or suspended or blacklisted by any Government / Public Sector Undertaking / Corporate organization or declared Bankrupt or insolvent. A self-declaration certificate must be uploaded in the GeM portal under Bidders Official Letter Head. **Undertaking in the bidder's official letterhead to be furnished by the bidder is as under:-**

"I/We/ The firm has/have not been banned or suspended or blacklisted by any Government / Public Sector Undertaking / Corporate organization or declared Bankrupt or insolvent"

ent ”.

B) The bidder should have a legal status whether it will be a registered proprietorship firm/partnership firm/ Company under the Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well as have registration for Income Tax. **Further bidder shall submit the following documents along with their bid in its name:**

I.a. Affidavit or any other document to prove proprietorship/Individual status of the bidder.

OR

a. Partnership deed containing name of partners.

OR

C . Memorandum & Article of Association or certificate of incorporation containing name of bidder.

II. Copy of PAN Card.

III. Copy of GSTIN

OR

For **GST unregistered bidders:**

Document to be submitted: A Certificate from a practicing Chartered Accountant having a membership number with the Institute of Chartered Accountants of India certifying that the bidder is a GST unregistered bidder in compliance with the relevant GST rules of India.

Note: If the turnover of the bidder exceeds the exemption/threshold limit, the bidder must have GST registration as per GST Act and rules.

C). List of documents to be submitted by the bidder

SI No	Description	Information to be furnished by bidder	Clause No
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1.	Legal status	<p>The bidder should have a legal status whether it will be a registered proprietorship firm/partnership firm/ Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well as have registration for Income Tax. . Further bidder shall submit the following documents along with their bid in its name:-</p> <p>I.a. Affidavit or any other document to prove proprietorship/Individual status of the bidder.</p> <p style="text-align: center;">OR</p> <p>b.Partnership deed containing name of partners.</p> <p style="text-align: center;">OR</p> <p>C . Memorandum & Article of Association or certificate of incorporation containing name of bidder.</p> <p>II. Copy of PAN Card.</p> <p>III. Copy of GSTIN</p> <p style="text-align: center;">OR</p> <p>For GST unregistered bidders:</p> <p>Document to be submitted: A Certificate from a practicing Chartered Accountant having a membership number with the Institute of Chartered Accountants of India certifying that the bidder is a GST unregistered bidder in compliance with the relevant GST rules of India.</p> <p>Note: If the turnover of the bidder exceeds the exemption/threshold limit, the bidder must have GST registration as per GST Act and rules.</p>	As per the bid document
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2	Declaration in terms of Banned or suspended or blacklisted	Bidder/ Supplier/ Organization/ Proprietor/ ANY of the Director(s) shall not be banned or suspended or blacklisted by any Government / Public Sector Undertaking / Corporate organization or declared Bankrupt or insolvent. A self-declaration certificate must be uploaded in the GeM portal under Bidder's Official Letter Head. Undertaking in the bidder's official letterhead to be furnished by the bidder is as under:- "I/We/ The firm has/have not been banned or suspended or blacklisted by any Government / Public Sector Undertaking / Corporate organization or declared Bankrupt or insolvent".	As per the bid document
3	Any other document as applicable and mentioned in SLA and bid document	Any other document as per SLA and bid document to be submitted excluding mentioned from SI.No 1 to 2	Service Level Agreement and Packages and terms and conditions of the bid.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---