



Expression of Interest (EoI)

For Empanelment of Agencies to conduct Impact Assessment of CSR projects

EoI Number: 01/CSR/24-25/Empanelment dated 19.03.2025

Date of publishing of EoI	19.03.2025
Date of Pre-Application discussion Meeting (if required)	02.04.2025
Last Date for Submission of EoI	09.04.2025

INDIAN RENEWABLE ENERGY DEVELOPMENT AGENCY LIMITED

(A Navratna Company)

IREDA Limited

**Registered Office: India Habitat Centre, East Court, Core-4A,
1st Floor, Lodhi Road, New Delhi – 110003**

EoI - Empanelment of Agencies to conduct Impact Assessment of CSR projects



INDIAN RENEWABLE ENERGY DEVELOPMENT AGENCY LIMITED

(A Navratna Company)

Registered Office: IREDA Limited, India Habitat Centre, East Court, Core-4A, 1st Floor, Lodhi Road,
New Delhi - 110003

INVITATION TO EXPRESSION OF INTEREST

Ref. No. 01/CSR/24-25/Empanelment

Date 19.03.2025

1. IREDA Ltd. intends to invite application for “Empanelment of Agencies to conduct Impact Assessment of CSR projects”.
2. Applications to be submitted at IREDA up to **09.04.2025** through soft copies in **via E-mail only**. Single email (not exceeding 20 MB) with complete application and supporting forms/documents are required to be sent in a to eoicsr@ireda.in. The timelines for the submission process is as follows:

Date of publishing of EoI	19.03.2025
Date of Pre-Application discussion Meeting (if required)	02.04.2025
Last Date for Submission of EoI	09.04.2025
Last date to send in requests for clarifications at mail to: eoicsr@ireda.in	01.04.2025
Mode of submission of EoI	Scanned copies of application with all supporting documents required in line with this EOI may be sent through email only. Readable copies with all annexures and all supporting documents in PDF format, duly signed by competent authority of the organization) may be sent at “ eoicsr@ireda.in ”.
E-mail ID for submission of applications	eoicsr@ireda.in

Audio/Video Conferencing Link for the Pre-Application discussion Meeting shall be shared to the organizations requesting for the same via email to eoicsr@ireda.in till 01.04.2025.

Applicants are requested to follow above schedule failing which any further submissions shall not be accepted.

Thanking You,

Yours faithfully,

Sd/-

(Mala Ghosh Choudhury)
General Manager (HR)

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EXPRESSION OF INTEREST

Expression of Interest (EoI) for Empanelment of Govt./ Semi govt. organizations, PSUs, Govt./ Semi govt. reputed Institutions and Govt./ Semi govt. Academic Organizations Agencies for Impact Assessment Study of CSR Projects.

1. About IREDA Limited

Indian Renewable Energy Development Agency Limited (IREDA) is a '**Navratna**' Government of India Enterprise under the administrative control of Ministry of New and Renewable Energy (MNRE) that was established as a Non-Banking Financial Institution in 1987 engaged in promoting, developing and extending financial assistance for setting up projects relating to new and renewable sources of energy and energy efficiency/conservation with the motto: "ENERGY FOR EVER".

Being India's largest pure-play green financing NBFC with Over 37 years of experience of serving the Renewable Energy industry with Comprehensive suite of financial products and related services for RE Sector, IREDA has been awarded Infrastructure Finance Company status by RBI in March 2023.

a) The main objectives of IREDA are:

- To give financial support to specific projects and schemes for generating electricity and / or energy through new and renewable sources and conserving energy through energy efficiency.
- To maintain its position as a leading organisation to provide efficient and effective financing in renewable energy and energy efficiency / conservation projects.
- To increase IREDA's share in the renewable energy sector by way of innovative financing.
- Improvement in the efficiency of services provided to customers through continual improvement of systems, processes and resources.
- To strive to be competitive institution through customer satisfaction.

b) IREDA's Vision

"Expanding & transitioning renewable energy towards affordability, scalability & establishing sustainability in the country."

c) IREDA's Mission

"Be a pioneering, participant friendly and competitive institution for financing and promoting self-sustaining investment in energy generation from Renewable Sources, Energy Efficiency and Environmental Technologies for sustainable development".

IREDA has expanded its physical presence across India with four strategically located branches in Mumbai, Hyderabad, Chennai, and Bhubaneswar to maximize geographical coverage and have deployed on-ground personnel at Bengaluru and Guwahati.

2. Corporate Social Responsibility

IREDA Limited has a CSR Policy in line with the Section 135 of the Companies Act, 2013 and Companies (CSR) Rules, 2014 (as amended from time to time). To oversee the activities of CSR, our Company has in place a Board level CSR Committee of Directors. IREDA has been providing financial assistance to CSR projects across the country including remote and backward area in line with the Section 135 of Companies Act, 2013 & Companies (CSR) Rule 2014 (as amended from time to time), and DPE guideline issued time to time.

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3. Scope of Work

The following is the broad proposed scope of work under Impact Assessment study-

- i. To undertake the impact assessment studies and submit report as per the provisions of Rule 8 (3) (a) of the amended Companies (CSR Policy) Rules, for CSR Projects sanctioned by IREDA Limited throughout the country from time to time in line with the applicable guidelines from MCA and other government authorities.
- ii. The sample size and objective of the project for the impact assessment study will be based on the specific CSR project and same will be decided and informed at the time of invitation of financial bid.

4. Validity of Empanelment

The empanelment will be valid for 3 years from the date of 'Issuance of Letter of Empanelment'.

5. Process of Empanelment

Stage	Process
1	The Agency to participate in the Expression of Interest (EoI) and must meet the prescribed eligibility criteria.
2	The Agencies meeting the Eligibility Criteria will be issued Letter of Empanelment.

6. Eligibility Criteria

Following are eligibility criteria for empanelment:

Sl. No.	Description	Documents Required
1	The Agency should be Govt./ Semi govt. organizations, PSUs, Govt./ Semi govt. reputed Institutions and Govt./ Semi govt. Academic Organizations	Certificate of incorporation/ registration or any other valid document to establish that the agency is a Govt./ Semi Govt. organization, PSUs, Govt./ Semi govt. Academic Organizations. Apart from the above, the following documents are required to be mandatorily provided i) Copy of PAN Card ii) Copy of GST registration iii) IT returns filed for last three immediately preceding financial years iv) Annual accounts for last three immediately preceding financial years v) RTGS/NEFT Bank Details
2	The Agency should have completed at least five (5) impact assessment studies for CSR assignments during last 5 years (i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23 and FY 2023-24) for PSUs/state government/central government organisations for CSR projects with outlays of minimum Rs. 1 crore. (The assessment/study should have been undertaken to assess the impact/outcome of a completed CSR project/activity, and the scope should broadly fall under the activities listed under schedule VII under section 135 of Companies Act, 2013)	Copies of Work Orders/ Contract agreements /completion certificates or other relevant document from client certifying that the applicant has the required experience.

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7. Methodology for award of work:

- a) Upon empanelment, financial bids shall be invited (as and when required by IREDA Limited) for the impact assessment study from the empaneled agencies.
 - b) All empaneled agencies shall be eligible to participate in the bidding process for impact assessment. However, an agency can be considered for award in maximum 03 (Three) bids at a time and award for subsequent bids can be considered only after completion of studies awarded earlier by IREDA.
8. Agencies desired to get empaneled with IREDA in terms of the EoI shall submit the application in the prescribed form with all supporting documents on or before due date for submission of EoI.

9. Submission of EoI

The last date for submission of **Application form along with Form – I to IV, Annexure A and Annexure-B** with all supporting documents as per eligibility criteria for empanelment shall be up to the last date for submission as per this EOI. All the pages of EOI being submitted must be sequentially numbered and signed by authorized person of the Agency.

10. **Acknowledgment of Acceptance/Rejection of proposal:** Information will be sent to only shortlisted agencies

11. Timeline for EoI process:

Date of publishing of EoI	19.03.2025
Date of Pre-Application discussion Meeting (if required)	02.04.2025
Last Date for Submission of EoI	09.04.2025
Last date to send in requests for clarifications at mail to: eoicsr@ireda.in	01.04.2025
Mode of submission of EoI	Scanned copies of application with all supporting documents required in line with this EOI may be sent through email only. Readable copies with all annexures and all supporting documents in PDF format, duly signed by competent authority of the organization) may be sent at " eoicsr@ireda.in ".
E-mail ID for submission of applications	eoicsr@ireda.in

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Application Form

(To be submitted by Agency on their letter head)

Date.....

**To
General Manager (HR)
IREDA Limited
India Habitat Centre, East Court, Core-4A,
1st Floor, Lodhi Road, New Delhi - 110003,
India**

**Sub.: Empanelment of Agencies to conduct Impact Assessment of CSR projects. Ref:
01/CSR/24-25/Empanelment**

Dear Sir,

1. We hereby propose to empanel ourselves to conduct Impact Assessment of CSR projects.
2. We have understood the instructions, and the terms and conditions mentioned in the EoI Documents furnished by you.
3. We hereby furnish details comprising the following as per prescribed formats:

Sl. No.	Particulars	Forms
1	Letter of Authority	FORM-I
2	Agency Profile Form	FORM-II
3	Undertaking regarding Blacklisting	FORM-III
4	Undertaking for Registration on 'Gem Portal'	FORM- IV
5	Eligibility Criteria Compliance for Empanelment	ANNEXURE-A
6	Details of experience of Agency during the last 5 years	ANNEXURE-B

4. We certify that all the information provided are true to the best of our knowledge and no information has been concealed. We understand that any willful misstatement/information may lead to disqualification from empanelment. We also understand that in case of any misstatement/information, we may be debarred for future assignments with IREDA Limited for a period of maximum three years from the date of such disqualification.

Yours truly,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

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FORM- I

LETTER OF AUTHORITY

(To be submitted by Agency on their letter head)

Date.....

**To
General Manager (HR)
IREDA Limited
India Habitat Centre, East Court, Core-4A,
1st Floor, Lodhi Road, New Delhi - 110003, India**

Dear Sir,

Ref.: 01/CSR/24-25/Empanelment

In continuation with your above captioned EoI, Shri _____/Ms._____
(S/D/W/o _____ & R/o _____) will act as our authorized
representative/signatory. We hereby confirm that any documents/offer/commitments made by them shall be
binding on us as if the same has been made by us.

This authority shall remain valid and IREDA shall be informed in case of change in authority.

Any commitment made by the authorized representative before acknowledgment of revocation of the authority
shall be binding on us.

Yours Faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency

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FORM- II

Agency Profile Form

(To be submitted by Agency on their letter head)

Date.....

Sl. No.	Particulars	Information with supporting documents
1	Name of Agency	
2	Legal Status of the Agency	
3	Registration Details of Agency	
4	Incorporation OR Commencement of Business/ Other Statutory Registrations etc.)	
5	Date of Incorporation/ Registration	
6	PAN Number	
7	GST Number	
8	GeM (Government e-Marketplace) Registration, if available	
9	Registered/ Corporate office Address of Applicant	
10	Names and Designations of the persons authorized for single point interaction with IREDA Ltd.	
11	Mobile Numbers of Contact persons	
12	E-mail of Contact persons	

Yours Faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency

FORM- III

UNDERTAKING FOR NON-BLACKLISTING

(To be submitted by Agency on their letter head)

Date.....

We do hereby undertake that we have not been blacklisted by any Central / State Government department or public sector undertaking or any regulatory institution nor have been declared ineligible for corrupt or fraudulent practices.

Yours Faithfully,

Date:

For and on behalf of _____

Place:

Name _____

Designation _____

Common Seal _____

Name of Agency

EoI - Empanelment of Agencies to conduct Impact Assessment of CSR projects

FORM- IV

UNDERTAKING FOR REGISTRATION ON 'GEM PORTAL'

(To be submitted on the Agency's letter head)

Date.....

We do hereby undertake that we will register/we have registered our organization on GeM (Government e-Marketplace) Portal after empanelment by IREDA for participation in the bid for award of work.

Yours Faithfully,

Date:

For and on behalf of _____

Place:

Name _____

Designation _____

Common Seal _____

Name of Agency

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Annexure - A

Check sheet for compliance for Empanelment as Impact Assessment Agency

(To be submitted on the Agency's letter head)

Date.....

Sl. No.	Eligibility Criteria	Compliance (Yes/No)	Documents Attached
1	The Agency should be Govt./ Semi govt. organizations, PSUs, Govt./ Semi govt. Reputed Institutions and Govt./ Semi govt. Academic Organizations		
2	The Agency should have completed at least five (5) impact assessment studies for CSR assignments during last 5 years (i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23 and FY 2023-24). The assessment/study undertaken to assess the impact/outcome of a completed project/activity, the scope of should broadly fall under the activities listed under schedule VII under section 135 of Companies Act, 2013		
3	Undertaking for non-blacklisting		
4	Undertaking for Registration on 'GeM Portal' (if GeM Registration is not available)		

Yours Faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency

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Annexure - B

Details of experience of Agency during the last 5 years

(To be submitted on the Agency's letter head)

Date.....

Sl. No.	Name of Agency	Nature of Assignment	Date of Award	Date of Completion	Documents Attached

Yours Faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency