

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

Expression of Interest (Eol)

For Empanelment of Agencies to conduct Impact Assessment of CSR projects

Eol Number: HUDCO/CO-CSR/IA/2025-26/01 dated 05 June 2025

Date of publishing of Eol	05 June 2025
Last Date for Submission of Eol	26 June 2025

Housing & Urban Development Corporation Limited

(A Navratna CPSE)

Corp. Office: HUDCO Bhawan, India Habitat Centre,

Lodhi Road, New Delhi -110003

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

Housing & Urban Development Corporation Limited (HUDCO)

**Corp. Office: HUDCO Bhawan, Indian Habitat Centre,
Lodhi Road, New Delhi-110 003.**

INVITATION TO EXPRESSION OF INTEREST

Ref. No. HUDCO/CO-CSR/IA/2025-26/01

Date : 05 June 2025

1. HUDCO intends to invite application for “Empanelment of Agencies to conduct Impact Assessment of CSR projects”.
2. Interested bidders may obtain further information from the Office of Housing & Urban Development Corporation Limited, HUDCO Bhawan, Indian Habitat Centre, Lodhi Road, New Delhi-110003.
3. Bids shall be received up to 26 June 2025 through E-mail or hard copy only. The time table for bid process is as follows:

Date of publishing of Eol	05 June 2025
Last Date for Submission of Eol	26 June 2025
Mode of submission of Eol	Through e-mail or hard copy
Address for Submission of Application form with all documents (in case of hard copy)	The General Manager (CSR), HUDCO Bhawan, Indian Habitat Centre, Lodhi Road, New Delhi-110003.
E-mail ID	CSR@HUDCO.ORG
Telephone	011-24648420 / 160 / 163 / 164

Bidders are requested to follow above schedule which Bidder will not be able to submit their bid and bids received after last date of submission shall not be considered.

Thanking You,

Yours faithfully,

Sd/-

General Manager (CSR)

EXPRESSION OF INTEREST

Expression of Interest (Eoi) for Empanelment of Central / State Govt. Organization, Central / State PSU, Semi-Central / Semi-State Govt. Organization, Central / State Universities, Deemed Universities, Institute of National Importance, Reputed Non-Govt. Organization (NGO) / Not-for-Profit Organization (NPO), Private Institution / Company for Impact Assessment Study of CSR Projects.

1. About HUDCO

Housing & Urban Development Corporation Ltd. is a Navratna CPSE under the Ministry of Housing and Urban Affairs (MoHUA) and has been instrumental in shaping India's socio-economic landscape since its establishment in 1970. HUDCO is a leading Non-Banking Financial Corporation in the Country with registered corporate office at New Delhi and 21 regional offices and 11 development office across India. HUDCO is classified as a Non-Banking Financial Company - Infrastructure Finance Company (NBFC-IFC) by the RBI.

2. Corporate Social Responsibility Vision and Activities

HUDCO 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 headed by Director (Corporate Planning). HUDCO is implementing its 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), Company's CSR Policy and DPE guideline issued from time to time.

3. Scope of Work

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

- a. To undertake the impact assessment study and submit report as per the provisions of Rule 8 (3) (a) of the amended Companies (CSR Policy) Rules 2014 for CSR Projects being implemented by HUDCO throughout the country.
- b. 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 1 years from the date of 'Issuance of Letter of Empanelment'. The validity may be extended for 1 year at a time for a maximum period of 3 years in total.

5. Process of Empanelment

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

6. Eligibility Criteria

Sr. No.	Legend	Particulars
1.	Category of Organization & Registration	- The agency should be a Central / State Govt. Organization, Central / State PSU, Semi-Central / Semi-State Govt. Organization, Central / State Universities, Deemed Universities, Institute of National Importance, Reputed Non-Govt. Organization (NGO) / Not-for-Profit Organization (NPO), Private Institution / Company - The registration should be at-least 3 years old as on 31st March of previous financial year. - The validity of registration should exist for the empanelment period. <u>Supporting Document:</u> Copy Certificate of Incorporation / Registration.
2.	Certificates	- PAN (Mandatory) <u>Supporting Document:</u> Copy of Certificate - GST (Mandatory) <u>Supporting Document:</u> Copy of Certificate
3.	Experience	(a) The agency should have executed / completed at-least 10 assignments on impact assessment of CSR projects / community development projects / social impact assessment in the past 7 years. (b) At-least 6 assignments of the requirement at point (a) should be on Impact assessment of CSR projects / activity. (c) Clientele of at-least 4 assignments of the requirement at (b) i.e. Impact assessment of CSR projects / activities should be a Central or State Government Body / Central or State Public Enterprise (PSU). <u>Supporting Document:</u> Copies of Work Orders / Contract Agreements & Completion Certificate.
4.	No Conviction from court of Law	- There should be no conviction or indictment / adverse order by a Court of Law or by a regulatory or statutory authority for an offence against the agency. - There should be no investigation / legal dispute pending against the agency or against the CEO/ Directors/ Board / Council members by a regulatory or statutory authority. <u>Supporting Document:</u> Self-Declaration / Undertaking.
5.	Black List	The Agency should not have been black listed / banned or debarred by any Govt. of India Ministry / Central PSUs/ State PSUs / Central Govt. Department / State Govt. Department/ any other autonomous body / statutory body / Govt. Bank / Institution, etc. <u>Supporting Document:</u> Self-Declaration / Undertaking.
6.	Conflict of Interest	Agency will not have any professional or commercial relationship with any stakeholder that will adversely affect HUDCO's interest in

		relation to conducting 'Impact Assessment of CSR Projects / Activities'. Agency will not have any professional or commercial relationship with HUDCO's Board of Directors. Supporting Document: Self-Declaration / Undertaking.
7.	Accreditations / Turnover	- If the agency is an academic institution, the agency should be NAAC accredited and should be graded A or above ranking. Supporting Document: Certificate - In all other cases the annual turnover of the agency for the last three financial year should not be less than Rs. 100.00 Lakh. Supporting Document: ITR & Balance sheets of last 3 financial years
8.	Registered / Corporate Office	The agency should have its registered / corporate office in any one of the HUDCO's Regional Office Locations. Supporting Document: Relevant Proof of registered / corporate office address.
9.	Others clauses	- The agency should not have objectives that are religious or political. Supporting Document: Self-Declaration / Undertaking. - The agency should not be under any liquidation/ court receivership or any such proceedings. Supporting Document: Self-Declaration / Undertaking. - The agency should have at-least 3 professional / research experts / academicians on regular roles with experience of conducting impact assessment studies. Supporting Documents: - Self-Declaration / Undertaking - Bio -data / CV of the required human resource. - Letter of appointment of the required human resource.

7. Methodology for award of work:

- I. Upon empanelment, financial bids shall be invited (as and when required by HUDCO) for the impact assessment study from the empanelled agencies as per HUDCO's procurement policy.
- II. All empanelled 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 HUDCO.
- III. The work will be awarded to the L1 bidder.

8. Agencies desired to get empanelled with HUDCO 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 with all documents for empanelment shall be up to 26 June 2025 through e-mail or hard copy. All the pages of EOI being submitted must be sequentially numbered and signed by authorized person of the Agency.

10. Timeline for Eoi process:

Date of publishing of Eoi	05 June 2025
Last Date for Submission of Eoi	26 June 2025
Mode of submission of Eoi	Through e-mail or hard copy
Address for Submission of Application form with all documents (in case of hard copy)	The General Manager (CSR), HUDCO Bhawan, Indian Habitat Centre, Lodhi Road, New Delhi-110003.
E-mail ID	CSR@HUDCO.ORG
Telephone	011-24648420 / 160 / 163 / 164

Application Form

(To be submitted by Agency on their letter head)

Ref. No.....

Date.....

To

General Manager (CSR)

Housing & Urban Development Corporation Limited.

HUDCO Bhawan, Indian Habitat centre, Lodhi Road, New Delhi-110003.

Sub.: Empanelment of Agencies to conduct Impact Assessment of CSR projects.

Ref: EoI No.

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	Enclosures
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	Undertaking for No Conviction from Court of Law	FORM - V
6	Undertaking for Conflict of Interest.	FORM - VI
7	Undertaking for Religious & Political Objectives	FORM - VII
8	Undertaking for liquidation / court receivership	FORM - VIII
9	Undertaking for Human Resource	FORM – IX
10	Eligibility Criteria Compliance for Empanelment	ANNEXURE-A
11	Details of experience of Agency during the last 7 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 wilful 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 HUDCO for a period of maximum five years from the date of such disqualification.

Yours truly,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

(To be submitted by Agency on their letter head)
LETTER OF AUTHORITY

M/s Housing & Urban Development Corporation Ltd (HUDCO)
HUDCO Bhawan, Indian Habitat Center, Lodhi Road,
New Delhi-110003.

Dear Sir,

Ref.: EoI No.

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 HUDCO 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 _____

Agency Profile Form

Sl. No.	Particulars	Information	Documents Attached
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 Reg. Number (if available)		
9	Registered/ Corporate office Address of Applicant		
10	Names and Designations of the persons authorized for single point interaction with HUDCO.		
11	Mobile Numbers of Contact persons		
	E-mail of Contact persons		

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

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

UNDERTAKING FOR NON-BLACKLISTING / BANNED / DE-BARRED

We do hereby undertake that we have not been blacklisted / banned / de-barred by any Govt. of India Ministry / Central PSUs/ State PSUs / Central Govt. Department / State Govt. Department/ any other autonomous body / statutory body / Govt. Bank / regulatory institution nor have been declared ineligible for corrupt or fraudulent practices.

Yours faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

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

UNDERTAKING FOR REGISTRATION ON 'GEM PORTAL'

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

Yours faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

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

UNDERTAKING FOR NO CONVICTION FROM COURT OF LAW

We do hereby undertake that no conviction or indictment / adverse order by a Court of Law or by a regulatory or statutory authority for an offence had been issued against the agency.

We also do undertake that there has been no investigation pending against the agency or against the CEO/ Directors / Board / Council members by a regulatory or statutory authority.

Yours faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

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

UNDERTAKING FOR NO CONFLICT OF INTEREST

We do hereby undertake that we have no professional or commercial relationship with any stakeholder that will adversely affect HUDCO's interest in relation to conducting 'Impact Assessment of CSR projects / Activities'.

We further do undertake that we don't have any professional or commercial relationship with HUDCO's Board of Directors.

Yours faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

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

UNDERTAKING FOR RELIGIOUS & POLITICAL OBJECTIVES

We do hereby undertake that agency do not have objectives that are religious or political in nature.

Yours faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

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

UNDERTAKING FOR LIQUIDATION

We do hereby undertake that agency is not under any liquidation / court receivership or any such proceedings.

Yours faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

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

UNDERTAKING FOR HUMAN RESOURCE

We do hereby undertake that agency have at-least 3 professional / research experts / academicians on regular roles with experience of conducting impact assessment studies.

Yours faithfully,

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

ANNEXURE - A

Check sheet for compliance for Empanelment as Impact Assessment Agency

Sl. No.	Eligibility Criteria	Compliance (Yes/No)	Documents Attached
1 (a)	The agency should be a Central / State Govt. Organization, Central / State PSU, Semi-Central / Semi-State Govt. Organization, Central / State Universities, Deemed Universities, Institute of National Importance, Reputed Non-Govt. Organization (NGO) / Not-for-Profit Organization (NPO), Private Institution / Company		
1 (b)	The registration should be at-least 3 years old as on 31st March of previous financial year.		
1 (c)	The validity of registration should exist for the empanelment period.		
2 (a)	The agency should have executed / completed at-least 10 assignments on impact assessment of CSR projects / community development projects / social impact assessment in the past 7 years.		
2 (b)	At-least 6 assignments of the requirement at 2(a) should be on Impact assessment of CSR projects / activity.		
2 (c)	Clientele of at-least 4 assignments of the requirement at 2(b) i.e. Impact assessment of CSR projects / activities should be a Central or State Government Body / Central or State Public Enterprise (PSU).		
3 (a)	In case of Academic Institution: NAAC Accreditation - A or above		
3 (b)	In all other cases: Annual Turnover in last 3 F.Y. not less than Rs. 100.00 lakh		
4	Undertaking for Blacklisting		
5	Undertaking for Registration on 'Gem Portal' (if GeM Registration is not available)		
6	Undertaking for No Conviction from court of Law		
7	Undertaking for Conflict of Interest		
8	Undertaking for Religious & Political Objectives		
9	Undertaking for Liquidation / Court Receivership		
10	Undertaking for Human Resource		
11	Agency's Corporate / Registered office at HUDCO's Regional Office Locations		

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____

ANNEXURE - B

Details of experience of Agency during the last 7 years

Sl. No.	Name of Client	Nature of Assignment	Award Value (Rs.)	Date of Award	Date of Completion	Documents Attached

Date:

Place:

For and on behalf of _____

Name _____

Designation _____

Common Seal _____

Name of Agency _____