

Ref. No.: CCL/GM(R)/Pers./CSR/RFP/24-25/1405

Date: 17.01.2025

Request for Proposal

Central Coalfields Limited is a miniratna subsidiary company of Coal India Limited having coal mining operations spread in 8 Districts of Jharkhand. Central Coalfields Limited, Rajrappa Area is located in Ramgarh District. CCL Rajrappa Area undertakes a number of CSR activities in its command area including villages around coal mines which falls within the radius of 25km from its establishment.

Recognizing the pivotal role of sports in shaping physical well-being, character building, and promoting social integration, the Rajrappa Area has identified sports promotion as a key focus area within its CSR framework. The command area of the Rajrappa Area comprises schools, colleges, youth clubs, and sports associations, which are vibrant hubs of potential talent and enthusiasm. However, many of these institutions and organizations face constraints in accessing adequate sports equipment and facilities. This gap limits the opportunities available to children, youth, and aspiring athletes, hampering their ability to realize their full potential in sports and physical activities.

To address this issue and create an enabling environment for sports and recreation, CCL Rajrappa Area aims to distribute quality sports items and equipment to various educational institutions, sports associations and youth clubs within its command area. This initiative seeks to encourage greater participation in sports, nurture talent at the grassroots level, and foster a culture of fitness and teamwork among the youth.

Proposals are invited from eligible implementing agencies for the following project:

Name of the Project	Location	Earnest Money (Rs)	Period of Completion (in Days)
Provision of Sports items and equipments to various schools, colleges and villages in CCL Rajrappa Command Area.	Ramgarh, Jharkhand	NIL	45 Days

TIME-SCHEDULE

Sl. No.	Particulars	Date	Time
01	Issue of RFP and publication on company website by	17.01.2025	11:30 AM
02	Start Date of Submission of Proposal	20.01.2025	
03	End Date of submission of proposal (Last date of receipt of password protected Technical and Financial Bid at CCL through e - mail)	04.02.2025	11:00 AM
04	Date and time for submission of password by proposer with CCL through e mail	04.02.2025	11:30 PM – 4:00 PM
05	Date and time of opening proposals by CCL	04.02.2025	4:30 PM

E-mail of CCL Rajrappa Area in reference to this RFP is ashish.jha69@coalindia.in.

Proposal/Offer may be submitted as per instructions to bidders considering the scope of work, deliverables and other aspects mentioned in this request in subsequent sections.

(Signature)

1. SALIENT DATES FOR SUBMISSION OF OFFER:

- i. Last date and time of receipt of password protected Proposal at CCL through e-mail-
ashish.jha69@coalindia.in: 04.02.2025, 11:00 AM.
- ii. Date and time of submitting password of submitted Proposal by the applicants with CCL through
email: 04.02.2025, 11:30 AM TO 04:00 PM.

2. SCOPE OF SERVICE: The selected implementing agency shall be responsible for the following towards execution of the service for which proposals are invited:

- Procurement of Sports Equipment:
 - Procure high-quality sports items and equipment, ensuring durability and compliance with standard specifications. (As per Annexure-I)
 - Include equipment for various sports based on the identified needs, such as cricket, football, volleyball, badminton, athletics, etc.
- Distribution of Sports Items:
 - Plan and execute the systematic distribution of sports equipment to the identified beneficiaries.
 - Coordinate distribution events, if required, to ensure proper handover and visibility of the initiative.
- Awareness and Promotion Activities:
 - Conduct basic orientation sessions for beneficiaries on the usage and maintenance of the provided equipment, where necessary.
 - Promote the importance of sports and physical activity through engagement with the beneficiaries.
- Reporting and Documentation:
 - Maintain detailed records of procurement and distribution, including invoices, delivery receipts, and beneficiary acknowledgments.
 - Provide periodic progress reports and a final completion report to CCL Rajrappa Area.
- Compliance and Quality Assurance:
 - Ensure all activities are carried out in compliance with CCL's CSR guidelines and standards.
 - Adhere to timelines and budgets while maintaining the quality of service and equipment.

3. DELIVERABLES: The selected Implementing Agency will be required to provide the following deliverables:

- Beneficiary List:
 - a. A detailed list of identified beneficiaries, including schools, colleges, youth clubs, and sports associations, with their specific sports equipment requirements.
- Distribution Records:
 - a. Documentation of the distribution process, including delivery receipts, acknowledgment letters from beneficiaries, and photographic evidence of handovers.
- Sports Equipment Inventory:
 - a. A complete inventory of the sports items procured, including descriptions, quantities, and quality certifications (if applicable).
- Awareness and Orientation Report:
 - a. Details of any awareness or orientation sessions conducted, including participant lists, session summaries, and feedback from beneficiaries.
- Project Completion Report:
 - a. A comprehensive report summarizing all activities, deliverables, and outcomes, supported by relevant documents, photos, and testimonials from beneficiaries.



- b. A short video documentary covering the whole process of implementing the project with testimonials from the beneficiaries.
- Financial Statement:
 - a. A statement of expenditure with adherence to the approved budget duly certified by a practicing Chartered Accountant.

4. DOCUMENTS TO BE SUBMITTED WITH PROPOSAL:

- i. Letter submitting proposal (Format as per Annexure II).
- ii. Registration Certificate (Under section 8 of the Companies Act, 2013 or a relevant trust act or the Society Registration Act).
- iii. Order for exemption under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of section or registration under section 12A of the Income Tax Act, 1961.
- iv. Order of approval under 80 G of the Income Tax Act, 1961.
- v. Last three years' activity details in the similar fields (Promotion of Sports) supported by documents such as MoU/Work Order/Completion Certificate.
- vi. CSR-1 Registration Certificate.
- vii. PAN
- viii. Self-Certification (original) that not blacklisted by NITI Aayog /any ministry/PSU/Govt. body.

5. BUDGETARY OFFER (AS PER ANNEXURE II):

- Cost on Procurement of Sports items and Equipments
 - Cost on Organizing Distribution, Awareness and Promotion Activities
 - Other Charges including logistic, transports, Manpower etc.
 - Administrative expenses, if any
 - Total Cost
- [Rates submitted only for part of the service shall not be entertained]

6. INSTRUCTIONS TO THE APPLICANTS

- I. The proposal completed in all respect including required credentials, documentary and budgetary offer should be submitted through password protected e-mail to ashish.jha69@coalindia.in.
- II. Incomplete applications in any respect shall be summarily rejected.
- III. The applicants are required to submit copy of requested credentials duly signed by authorized signatory. The credentials are for record of CCL. Company shall make decision for selection of service provider based on lowest budgetary offer (including impact of all charges) provided that the agency has submitted all the required documents.
- IV. In submitting offer, each applicant acknowledges that they have read and understood all related requirements and ground conditions.
- V. The budgetary offer submitted shall be valid for 3 months.
- VI. The application(s) submitted in response to this request shall become property of CCL.
- VII. CCL shall neither be responsible nor pay any expenses or losses which may be incurred by the applicants in the preparation and submission of their application.
- VIII. CCL reserves the right to accept or reject any or all application(s) at any point of time without assigning any reason whatsoever.

7. SCHEDULE OF PAYMENT

The schedule of payment will be as under:

- Payments shall be made after timely and successful completion of project on the basis of actual expenditure made, duly certified by a practicing Chartered Accountant.
- All the payments shall be paid by the Area Finance Manage, CCL Rajrappa Area.

8. INQUIRIES/CONTACT PERSON(S):

For any specific query pertaining to this request, intending applicant may write to ashish.jha69@coalindia.in referring this letter. For further queries, the following persons may be contacted:

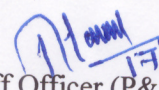
Manoj Kumar, Staff Officer (P&A) — 8987784657

Ashish Jha, Assistant Manager (CD) – 8987768419

9. **LEGAL JURISDICTION:** Disputes, if any shall be limited to Courts in Ramgarh.

10. CONFIDENTIALITY

This letter inviting applications must not be reproduced in whole or in part without the prior written consent of the 'Employer'. All information contained within this document is given into confidence.


17/01/25
Staff Officer (P&A)
Rajrappa Area

Copy to:

1. AFM, Rajrappa Area
2. SO(MM), Rajrappa Area
3. PO (ROCP/RWP)
4. Assistant Manager (CD), Rajrappa Area
5. Assistant Manager (F), GM Unit, Rajrappa Area
6. SO(Civil) – With Request to upload on CCL Website through his ID.
7. All Notice Boards

Copy for kind information to:

1. General Manager, Rajrappa Area
2. General Manager (SD&CSR), CCL HQ

List of Sports Items/Equipments to be distributed

Sl. No.	Item	Quantity
01	Kashmir Willow Cricket Bat	16 Nos.
02	Cricket Stump Set of 3	16 Sets
03	Tennis Cricket Ball (Box of 08 Nos.)	08 Boxes
04	Carrom Board with Coin	05 Nos.
05	Aluminium Javelin 600 GM	20 Nos.
06	Cricket Jersey Set	48 Sets
07	Super Volleyball	20 Nos.
08	Nylon Volleyball Net with 4 Side Tetron Tape	10 Nos.
09	32 Panel/Rubberized Stitched/Un-Stitched/International Match Football- Size - 5	20 Nos.
10	High Quality Football Net	10 Nos.
11	Badminton Pole Movable 80KG Weight Each Side for Competition & Tournament Level (Set of Two)	06 Sets
12	Badminton Racket with Full Racket Cover (Blue), 77 grams, Maximum String Tension - 30lbs	24 Nos.
13	Greencap Nylon Shuttle Box of 06 Pcs.	06 Boxes

Letter head of applicant
Letter submitting Proposal

Ref. No.:

Date:

To
The General Manager
CCL Rajrappa Area
Post Office- Rajrappa Project
Ramgarh, Jharkhand- 829150

Subject: Provision of Goalposts and Other Sports items and equipments to various schools, colleges and villages in CCL Rajrappa Command Area.

Sir,

With reference to your RFP vide no..... dated.....on the subject cited above, we propose to execute the service. In this connection, the following documents are submitted:

- i. Registration Certificate (Under section 8 of the Companies Act, 2013 or a relevant trust act or the Society Registration Act).
- ii. Order for exemption under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of section or registration under section 12A of the Income Tax Act, 1961.
- iii. Order of approval under 80 G of the Income Tax Act, 1961.
- iv. Last three years' activity details in the similar fields (Promotion of Sports) supported by documents such as MoU/Work Order/Completion Certificate etc.
- v. CSR-1 Registration Certificate.
- vi. PAN
- vii. Self-Certification (original) that not blacklisted by NITI Aayog /any ministry/PSU/Govt. body.
- viii. Budgetary offer (As per Annexure III)
- ix. Undertaking in format as prescribed in Annexure — IV

This is to undertake that all Information and Documents submitted with our proposal are genuine, authentic, true and valid.

Enclosures: as above

Yours faithfully,

Authorized Signatory of Proposer

Financial Proposal

1. Name of the Activity: Provision of Goalposts and Other Sports items and equipments to various schools, colleges and villages in CCL Rajrapa Command Area.
2. RFP Ref. No. and Date:
3. Name of Proposing Entity:
4. Offered Cost Including Break up:

Sl. No.	Description of Activity	Amount (In Rupees)
01	Cost on Procurement of Sports items and Equipments	
02	Cost on Organizing Distribution, Awareness and Promotion Activities	
03	Other Charges including logistic, transports, Manpower etc.	
	Sub Total	
	Administrative expenses, if any @%	
	Total	

(Amount should be mentioned both in words and figures)

Authorized Signatory

[Letterhead of proposer]

UNDERTAKING

I/We solemnly declare that:

1. I/We am/are submitting proposal for “Provision of Goalposts and Other Sports items and equipments to various schools, colleges and villages in CCL Rajrappa Command Area” against RFP Notice No.Dated.....and I/we offer to execute the work/service in accordance with all the terms, conditions and provisions of the bid.
2. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this proposal is complete, correct and true.
3. All copy of documents, credentials and documents submitted along with this proposal are genuine, authentic, true and valid.
4. If any information and document submitted is found to be false/ incorrect at any time, department may cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of my/ our firm and all partners of the firm etc. for 02 (two) years from being eligible to submit Bids in CIL and its subsidiaries from the date of issue of such letter.

Signature and seal of Proposer/Bidder