

EXPRESSION OF INTEREST (EOI)

FOR

**“EMPANELMENT OF AGENCIES/PARTIES FOR IMPLEMENTATION
OF AEGCL CSR PROJECTS”**



(E-Tender)

BID IDENTIFICATION NO:

AEGCL/MD/HR/CSR/Empanelment/1/31/10/2025/03 dated 25-11-
2025

ASSAM ELECTRICITY GRID CORPORATION LIMITED

The State Transmission Utility of Assam
Regd. Office, Bijulee Bhawan
Paltanbazar, Guwahati – 781001



ASSAM ELECTRICITY GRID CORPORATION LIMITED

OFFICE OF THE MANAGING DIRECTOR

Regd. Office:(FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI – 781001

CIN: U40101AS2003SGC007238 GSTIN: 18AAFCA4973J9Z3

PHONE: 0361-2739520 Web: www.aegcl.co.in

Letter of Invitation

Ref. No. AEGCL/MD/HR/CSR/Empanelment/1/31/10/2025/03

Dated: 25-11-2025

To,

Prospective Bidders,

SUB: EMPANELMENT OF AGENCIES/PARTIES FOR IMPLEMENTATION OF AEGCL CSR PROJECTS.

Dear Sir/Madam,

Assam Electricity Grid Corporation Limited (AEGCL) invites you to submit your credentials for “EMPANELMENT OF AGENCIES/PARTIES FOR IMPLEMENTATION OF AEGCL CSR PROJECTS” with enclosed tender document:

1. You are requested to provide documents / credential as per eligibility criteria at Section 2 of the bid document.
2. All documents to be submitted in the portal on or before 17-12-2025, time: 12:00 PM.
3. The agency/party has to comply Bidder's Eligibility Criteria (Section 2), Domain of Work (Section 4), Scope of Work (Section 5) and the General Terms & Conditions of Empanelment (Section 6), and all other terms & conditions mentioned mentioned in the bid document.
4. All pages of the bid document should be duly signed and as a token of acceptance of each terms and conditions.
5. GST NO: Bidder must have valid GST registration no. if applicable, and same should be indicated in the quotation or relevant document as applicable.
6. Agencies/Parties will be selected as per evaluation methodology in Section 7.
7. AEGCL reserves the right to accept or reject any or all documents received at its absolute discretion without assigning any reason whatsoever.

8. Contact Details:

Sri Ankur Pratim Das, GM (HR),
O/o the MD, AEGCL, 1st Floor, Bijulee Bhawan,
Paltanbazar, Guwahati - 781001
Email id: csr@aegcl.co.in

9. Appeal:

Bidders who seek to appeal against any decision, action or omission regarding this particular procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are as mentioned below:

First Appellate Authority	Second Appellate Authority
Sri Ankur Pratim Das, GM (HR), O/o the MD, AEGCL, 1 st Floor, Bijulee Bhawan, Paltanbazar, Guwahati - 781001	Sri Biswajit Pegu, IAS, Managing Director, AEGCL, 1 st Floor, Bijulee Bhawan, Paltanbazar, Guwahati - 781001

10. Jurisdiction of court:

The contract agreement/ purchase order / empanelment shall be governed by and constructed according to the laws in force in India. The Bidder hereby submits to the jurisdiction of the courts situated at Guwahati (Assam) for the purpose of disputes, actions and proceedings arising out of the contract, the courts at Guwahati (Assam) only will have the jurisdiction to hear and decide such disputes, actions and proceedings.

Yours sincerely,
For & on Behalf of
Assam Electricity Grid Corporation Limited,

Sd/-

(Ankur Pratim Das, GM (HR))
E-Mail: csr@aegcl.co.in / gm.hr@aegcl.co.in

1. INSTRUCTION TO PARTICIPANTS

1.1 Introduction

Assam Electricity Grid Corporation Limited (AEGCL), a successor company of Assam State Electricity Board (ASEB) came into existence in the year 2003 as a part of the reforms program in the power sector initiated by the Govt. of India. Assam Electricity Grid Corporation Limited is playing a strategic role as it is the largest 'STU' in the NE region. It also understands responsibility towards the entire North East India and is always extending a helping hand by way of transporting a fair share of power to the other sister states of the region.

After 2003 with the inclusion of new sub stations and transmission lines its transmission capacity is increased up to 10,030 MVA, length 5426.24 Ckt kilometre and no. of substation 82 nos, which includes 1 no. 400KV, 14 nos, of 220KV, 67 nos of 132K substation as on March 2025.

1.2 Scope of EOI

The ASSAM ELECTRICITY GRID CORPORATION LIMITED (AEGCL) invites Expression of Interest (EOI) from parties through e-Procurement portal of Assam for the following:

Sl. No.	Description	EOI Reference No.
(i)	“EOI for EMPANELMENT OF AGENCIES /PARTIES FOR IMPLEMENTATION OF AEGCL CSR PROJECTS”	AEGCL/MD/HR/CSR/Empanelment/1/31/10/2025/03 dated 25-11-2025

1.3 Cost of Document:

Though, viewing & downloading of the EOI document is free of cost, for participation in bidding procedure bidder has to pay a non – refundable tender fee of **INR 500/- (Rupees Five Hundred Only)** only to be paid via online mode in the e-tendering portal of Govt. of Assam, <https://assamtenders.gov.in>.

1.4 EOI Application Procedure:

Step 1: Download the EOI and Application Form from the e-tendering portal: <https://assamtenders.gov.in> or AEGCL's website www.aegcl.co.in .

Step 2: Fill in the required details of the Application Form.

Step 3: The proposal shall be submitted electronically in the e-tendering portal <https://assamtenders.gov.in> .

Step 4: The Applicant shall upload the scanned proposal document duly signed and stamped on each page of proposal as token of his acceptance along with his proposal and also scanned copies of all requisite documents as sought in this EOI. The applicant will be required to encrypt & sign its online bid using own Digital Signature Certificate (Class- II or higher with both Signing and Encryption

Certificates). Prospective applicant must procure DSC before participating in the EOI. For user manuals with detailed guidelines on enrollment and participation in the online bidding process and any other details related to E-Tendering, please visit the portal: <https://assamtenders.gov.in> .

For any clarifications applicants may send their query to csr@aegcl.co.in with a copy to gm.hr@aegcl.co.in

1.5 EOI Processing Fees:

The empanelment for each party through EOI shall be valid for a period of Three (03) years by paying a registration fee ₹15,000/- (Fifteen Thousand Only). The registration fees ₹15,000/- (Fifteen Thousand Only) shall be paid in favor of the Managing Director, AEGCL, Bijulee Bhawan, Guwahati by IMPS/RTGS/NEFT. The participant must submit the proof of online payment at O/o undersigned after depositing the amount. Any incomplete or non-cleared transaction will not be considered as payment received. The registration fee is non-returnable and payment has to be made only if technically shortlisted.

Bank Account Details:

Name of Bank: State Bank of India
Branch Name: New Guwahati Branch (Bamunimaidam)
Branch Code: 00221
Account No: 10566984188
Account Type: Current Account
IFSC Code: SBIN0000221
Name of Account: ASSAM ELECTRICITY GRID PRIN AC

1.6 Validity of EOI:

EOI submitted should be valid for a period of 180 days from opening date of EOI.

1.7 The Expression of Interest is to be submitted in the manner prescribed below:

All information as detailed below is to be submitted in the online portal:

- i. Applicant Expression of Interest.
- ii. Duly filled up format as per Format-1, 2 & 3 (F-1, F-2, F-3), Annexure-I & Annexure-II.
- iii. Certificate of Registration of the Company/ Trust/ Society.
- iv. CSR-1 registration certificate.
- v. Audited financial statements for last three (03) financial years from the date of application.
- vi. Acknowledgement of Income Tax Return along with IT Return filed (Last three (03) financial years).
- vii. Pan Card Copy/ GST Registration/ EPF registration/ ESIC registration.
- viii. Annual Reports / Work Profile of last 3 years, indicating client base along with documentary evidence.
- ix. Agency should submit an undertaking that they don't have any common director/ partner with any of the vendor registered with any other AEGCL Department/ SBU/ entity and the category of job for which registration is being sought.

- x. Tax exemption certificate like 80G, if any.
- xi. List of projects with Central/ State/ PSUs - name of government/ department/organization, thematic area, project name, project description, geography, beneficiary count, etc.
- xii. During the empanelment process, the Bidder(s) shall be required to confirm whether they have been put on Holiday/ Blacklist/ Banned in other Govt. Organization/PSU including AEGCL. Such Bidder(s) shall not be considered for empanelment. In case a Bidder is put on Holiday/ Banning List of AEGCL, as per procedure for performance evaluation, the empanelment of such Bidder shall be automatically revoked / cancelled.

2 Bidder's Eligibility Criteria:

2.1 General Eligibility:

- i. Company established under section 8 of Companies Act, 2013/ Registered Public Trust/ Registered Society, registered under section 12A and 80G or exempted under clause (23C) of section 10 of the Income Tax Act 1961.
- ii. Having valid CSR-1 registration certificate on the date of application.

2.2 Basic Eligibility Criteria (BEC) (Mandatory):

a. Work Experience:

The bidder must have executed & completed at least:

- i. Three (03) similar nature of order/contract/ job of value not less than ₹ 10 lakhs each; or
- ii. Two (02) similar nature of order/contract/ job of value not less than ₹ 20 lakhs each; or
- iii. One (01) similar nature of order/contract/ job of value not less than ₹ 50 lakhs;

in any Central/ State Government Department/Public Sector Undertakings in preceding Five (05) years to be reckoned from the date of application.

(Definition of "similar nature of work": CSR project in the domains of - Health & Nutrition; or/and Promotion of Education; or/and Rural Infrastructure Development; or/and Swacchhta & Sanitization; or/and Skill development & sustainability; or/and Promotion of sports; or/and any projects under the focus areas as mentioned in Schedule VII of the Companies Act, 2013.)

- b. **Average Annual Turn Over:** The bidder should have Average annual turnover/ Minimum Average receipt during financial year of ₹ 50 lakh as per the audited financial result (Balance sheet and Profit & Loss/ Income & Expenditure account statement) in the preceding three (03) financial years (FY: 2024-25, 2023-24, 2022-2023).
- c. **Net Worth:** Net Worth of the bidder should be **positive** as per the **last audited financial statement** i.e. **FY: 2024-2025**.
- d. **Working Capital:** The bidder should have **minimum working capital** of value ₹ **20 Lakh** as per the last audited financial statement for the year i.e. the financial year **2024-2025**.
- e. **Documents/Documentary Evidence required to be uploaded in the Portal by bidder along with bid documents for qualifying the eligibility criteria as mentioned in SL no 2.2(a), 2.2(b), 2.2(c) & 2.2(d).**

Sr. No.	BEC Clause no.	Description	Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion) [All documents must be duly authenticated/ attested]
Technical Experience Criteria – Document			
[All documents to be uploaded (submitted) must be self-certified/ attested by Chartered Accountant/Chartered Engineer (Format F-3) with legible stamp]			
1	2.1 (i)	Certificate of Registration	Bidder has to submit the registration certificate of Company Trust/ Society.
2	2.1 (ii)	CSR-1 registration certificate	Bidder has to submit a copy of valid CSR-1 registration certificate.
3	2.2 a (i, ii & iii)	Experience against execution of order/ contract/ job	a) Bidder must submit/ upload the Copy of Order/LOA/MOU/Agreement/Contract/relevant documents along with scope of work mentioning the focus area. b) Copy of Completion Certificate/relevant documents against the Order/LOA/Contract/MOU/Agreement submitted as mentioned at point “a” above, must be submitted. The Completion Certificate/relevant documents must contain the detailed information like Order/ LOA/ Contract/Agreement No. with date, Brief Scope of work / Name of work, Order value, Total executed value, Scheduled date of Work completion and date of Actual work completion etc. The Completion Certificate/ Relevant document should have been issued/ certified by the end-user/owner/authorized consultant.
Financial Experience Criteria- Document			
[All audited financial statements/documents (balance sheet and profit & loss account statement under b, c and d of above BEC) to be uploaded / submitted must be duly certified]			
4	2.2 (b)	Annual Turn-over/ Minimum Average Receipt	Bidder(s) shall submit copy of audited Balance sheet and Profit & Loss account/ Income & Expenditure statement/ of three (3) preceding Financial Year(s), i.e. 2024-25, 2023-24, 2022-2023 .
5	2.2 (c)	Net worth	Bidder(s) shall submit copy of audited Balance sheet and Profit & Loss account/ Income & Expenditure statement of last audited Financial Year, i.e. FY: 2024-25.
6	2.2 (d)	Working Capital	Bidder(s) shall submit copy of audited Balance sheet and Profit & Loss account/ Income & Expenditure statement for the last audited Financial Year, i.e. FY: 2024-25. If the bidder’s working capital is negative or inadequate as per BEC clause no. 2.2 (d) , the bidder shall submit/upload a letter from the bidder’s bank as per Format, F-2 having net worth not less than Rs.100 crores , confirming the availability of line of credit for requisite amount as mentioned above at BEC clause no. 2.2 (d) to meet the working capital (Format specified in tender document). Original F-2 has to be submitted by bidder within 7 days from the date of opening of un-price bid

Sr. No.	BEC Clause no.	Description	Documents required along with Unpriced bid for qualifying BEC (Bid Evaluation Criterion) [All documents must be duly authenticated/ attested]
			opening.
7		Format, F-3	"Details of financial capability of bidder" shall be uploaded /Submitted in the prescribed Format, F-3 (of tender document) duly signed and stamped by a Chartered Accountant only.

Note to above Bid Evaluation Criteria:

- i) A job executed by a bidder for its own plant / projects cannot be considered as experience for the purpose of meeting the requirement of BEC of this tender. However, jobs executed for Subsidiary/Fellow subsidiary/Holding Company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice (s) duly certified by Statutory Auditor / Chartered Accountant of the bidder towards payments of statutory tax in support of the job executed for Subsidiary / Fellow subsidiary / Holding company. Such bidders to submit these documents in addition to the documents specified in the bidding document to meet BEC.
- ii) Experience of bidder acquired as a subcontractor can be accepted against submission of certificate from end-User/ Owner/ PMC by such bidder along with other specified documents. A job completed by a Bidder as a Sub-Contractor shall be considered for the purpose of meeting the experience criteria of BEC, subject to submission of following documents in support of meeting the "Bid Evaluation Criteria":
 - Documentary evidence/ Certificate, clearly specifying the work executed by the sub-contractor on behalf of the main contractor, to be issued by the end-User/ Owner/ PMC.
 - Work order and Completion Certificates indicating the value of works and date of completion issued by Main Contractor (including SOR, wherever required for establishing scope of work).
- iii) Only documents (Work Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.
After submission of bid, only related shortfall documents will be asked for in TQ/CQ and considered for evaluation. For example, if the bidder has submitted a contract/Agreement without its completion/ performance certificate, the certificate will be asked for and considered. However, no new reference/ PO/WO/LOA/Agreement is to be submitted by bidder in response to TQ/CQ so as to qualify and such documents will not be considered by AEGCL for evaluation of Bid.
- iv) Any shortfall information / documents on the Audited Annual Report / Financial Statement of the Bidder and/or line of credit for working capital issued on or before the final bid due date can only be sought against the bid. Any information/ documents issued post final bid due date shall not be considered for evaluation.
- v) Bids of Joint Venture/ Consortium and sub-contractors are not acceptable.

3 Period of Empanelment:

Bidder/ Agency/ Party shall be empaneled for a period of **three (03) years.**

4 Domain of Work:

Thrust (focus) areas as per AEGCL's CSR Policy and Schedule VII of the Companies Act 2013, including but not limited to Health, Education, Women Empowerment, Environment, Promoting Art & Culture, Social welfare, Promoting Sports, Sanitation, Skill Development, etc.

5 Scope of Work:

- i. CSR Project conceptualization or design/ Proposal Assessment.
- ii. Carrying out Base line survey/Midline/Project Need assessment, as case may be.
- iii. CSR schemes/projects are to be executed in convergence with Govt dept for sustained workability.
- iv. Statutory clearance from various authorities, as may be applicable.
- v. End line assessment & Project outcome assessment.
- vi. Re-evaluation of submitted plan & estimate of the projects, if necessary.
- vii. Arrangement of community intervention during execution of projects.
- viii. Time bound manner of execution of all the assigned project.
- ix. Formulation of implementation methodology.
- x. Regular monitoring of execution of the project.
- xi. Preparation and submission of the requisite reports related to project.
- xii. Proper visibility and branding of AEGCL in each project sites and communities after completion of Projects.
- xiii. MoU/Agreement with AEGCL on various projects.
- xiv. Any other terms & conditions laid down in the final agreement of the project.

6 General Terms & Conditions of Empanelment:

- i. Pre-bid queries by the firms must be submitted to email: csr@aeqcl.co.in before 04-12-2025, 12:00:00 Hours. The venue and date & time for the pre-bid discussion shall be O/o the Managing Director, AEGCL, 1st Floor, Bijulee Bhawan, Paltanbazar, Guwahati-01 and 05-12-2025 & 12:00:00 Hours.
- ii. The empanelment shall be valid for a period of **three (03) years** from the date of empanelment.
- iii. If an empaneled agency/partner is allotted a multi-year project in the 3rd year of empanelment, and the project extends beyond the empanelment period due to force majeure or any other reason, the agency/partner shall complete the project within the time period as specified in the work order from the date of project award, notwithstanding the empanelment expiry.
- iv. For each specific work, bids may be invited from the empaneled agencies as per their domain of previous work experience.
- v. Work shall be allotted amongst the empaneled agencies/parties based on their areas of expertise - on the basis of previous work certification on the domain areas, or financial rate quotation, or work allocated by AEGCL previously.
- vi. Additional agencies may be empaneled, if AEGCL finds it necessary to do so on perpetuity.
- vii. The relevant terms of payment, time schedule and relevant terms for each work shall be defined separately at the time of assigning the project.

- viii. Non-performance / under-performance of an empaneled Agency/Partner can affect award of future orders to it and may even result in its removal from the panel & blacklisting, at the discretion of the Corporation.
- ix. If any information/documents submitted are found to be false at any point of time, AEGCL reserves the right to disqualify the bidder/agency/partner.
- x. The bidder should not be currently serving any black listing or 'holiday' listing orders or be serving a banning issued by Central/ State Government Department/Public Sector Undertaking, debarring them from them from carrying on their business dealings with the govt. entities, as on the date of submission of application.
- xi. The bidder shall not directly or indirectly bring or attempt to bring any outside influence or intervention through any association, union or organization for their empanelment. Any attempt to influence AEGCL directly or indirectly, shall lead to disqualification of bidder's application and action will be initiated for black listing the bidders for a minimum period of one year.
- xii. The bidder should not be under any liquidation/ court receivership or any such proceedings on date of submission of application.
- xiii. Empanelment by itself does not guarantee the award of any work. AEGCL reserves the right to call for limited tender amongst the empaneled agencies/parties against a particular project for competitive bidding.
- xiv. Details of the work will be specified in respective LoA/ Work Order/ Agreement/ MoU.
- xv. Self-attested photocopied documents should be uploaded in the portal.
- xvi. Bids of Joint Venture/Consortium are not acceptable.
- xvii. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7 Evaluation Methodology:

Bidder shall be empaneled only for those thrust (focus) areas for which bidder has submitted PO/contract/ agreement copy along with completion certificate (as mentioned in BEC in SI 2.2), subject to compliance of General Eligibility (as mentioned in SI 2.1).

8 Payment Terms:

AEGCL shall release payment to the agency/partner as per Clause 15 of AEGCL CSR Rules (uploaded in AEGCL's official website) or based on the project's requirement, which will be specified in the project's detailed LoA/ Work Order/ Agreement/ MoU.

9 Penalty & Termination:

In case of non-performance, i.e. delayed execution of project, inferior quality of project, non- completion of project within stipulated time frame, penalty shall be imposed as decided by the AEGCL management (0.5% (half percent) per week), up to a maximum 10% of total project cost. In severe cases of non-performance mentioned above & non-compliance of the statutory standards, AEGCL shall terminate the empanelment with the agency/partner or/ and debar / blacklist the agency/partner, at any given time of the contract period.

10 Arbitration:

Any dispute arising out of the contract will first be discussed and settled bilaterally between the AEGCL and the agency/partner. In case, the dispute cannot be settled bilaterally, it will be referred to a sole arbitrator to be mutually agreed upon by the Assam Electricity Grid Corporation Limited and the agency/partner. If mutually not agreed, then the same shall be appointed under Section 11(6) of the Arbitration and conciliation Act 1996 , by the Hon'ble Gauhati High Court. The contractor shall not stop the work during settlement of any arbitration case. The place of Arbitration shall be Guwahati. The arbitration shall be conducted as per provisions of the Arbitration and Conciliation Act 1996 & its subsequent amendment.

11 Contact Officer:

All correspondence, clarification and submission of EOI documents shall be addressed to: -

The General Manager (HR),
O/o the Managing Director,
Assam Electricity Grid Corporation Limited,
1st Floor, Bijulee Bhawan,
Paltanbazar, Guwahati-01

Email: csr@aeqcl.co.in/ gm.hr@aeqcl.co.in

Contact person: Name: Bhupali Choudhury, DM (HR), Mobile No: 8876802944

ANNEXURE-I

GENERAL ELIGIBILITY			
(Attachments duty self-certified):			
Attach ment No.	Attachment Name	Submission Status	
A-1	Registration Certificate of the Entity (Company/ Trust/ Society)	Yes	No
A-2	CSR-1 registration certificate	Yes	No
A-3	PAN / TAN Card	Yes	No
A-4	GST Registration	Yes	No
A-5	EPF Registration	Yes	No
A-6	ESIC Registration	Yes	No
A-7	Audited Accounts/ Financial Statements of Last 3 Financial Years	Yes	No
A-8	Acknowledgement of Income Tax Return along with IT Returns Filed of Last 3 Financial Years	Yes	No
A-9	Annual Reports/ Work Profile of last 3 years, indicating client base (2 pages)	Yes	No
A-10	Tax Exemption Certificate (80G, etc)	Yes	No
A-11	List of projects with Central Govt. / State Govt. / PSU as per Annexure-II.	Yes	No
A-12	Declarations/Undertakings as follows: (to be printed on Letter-Head)	Yes	No
(i)	Agency is not serving any Black listing / Holiday Listing Orders by AEGCL / Central Govt. / State Govt. / PSU, debarring them from them from carrying on their business dealings with the govt. entities or serving a banning order.		
(ii)	Agency objectives are not religious or political in any manner.		
(iii)	Agency is not under any liquidation/ court receivership or any such proceedings.		

Note: Self-attested photocopied documents should be uploaded.

ANNEXURE-II

Format for List of projects with Central Govt. / State Govt. / PSU:				
Sr. No.	Particulars	WORK EXPERIENCE		
		1	2	3
1	Name of Agency (Company / Trust/ Society)			
2	Name of Funding Source (Central Govt. / State Govt. / PSU)			
3	Project Name			
4	Project Description			
5	Thrust (Focus Area) as per schedule VII of Companies Act, 2013 or AEGCL CSR Policy			
6	Project Duration/Period			
7	Project Location			
8	Beneficiary Count			
9	Total Cost of Project			
10	Work Order/ Agreement/ LoA (document to be submitted)			
11	Project Completion certificate (document to be submitted)			

NOTE: Bidder must submit the Copy of (i) Work Order/ LOA/ MOU/ Agreement/ Contract/ relevant documents - along with scope of work mentioning the project name, thrust (focus) area, brief scope of work, order value, total executed value, scheduled date of work completion and date of actual work completion, etc.; and (ii) Copy of Completion Certificate/ relevant documents to substantiate the same for each work experience, as declared above.

FORMAT – 1 (F-1)

APPLICANT'S EXPRESSION OF INTEREST

To:

The General Manager (HR),
1st Floor, Bijulee Bhawan,
Paltan Bazar, Guwahati-781001

Sub: Submission of Expression of Interest for "EMPANELMENT OF AGENCIES/PARTIES FOR IMPLEMENTATION OF AEGCL CSR PROJECTS".

Ref. No. AEGCL/MD/HR/CSR/Empanelment/1/31/10/2025/03 dated 25-11-2025

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on DD-MM-YYYY for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we have submitted the tender of the following documents in the Portal with all the document as specified in the clause 1.7 of this EOI document.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

(Note: This is to be furnished on the letter head of the organization.)

FORMAT – 2 (F-2)

FORMAT FOR CERTIFICATE FROM BANK
IF BIDDER'S WORKING CAPITAL IS INADEQUATE/NEGATIVE
(To be provided on Bank's letter head)

Date:

To,

The General Manager (HR),
1st Floor, Bijulee Bhawan,
Paltan Bazar, Guwahati-781001

Dear Sir,

This is to certify that M/s (*name of the Bidder with address*) (hereinafter referred to as "Customer") is an existing Customer of our Bank.

The Customer has informed that they wish to bid for AEGCL's CSR document Ref No. AEGCL/MD/HR/CSR/Empanelment/1/31/10/2025/03 dated 25-11-2025 for "**EMPANELMENT OF AGENCIES/PARTIES FOR IMPLEMENTATION OF AEGCL CSR PROJECTS**" and as per the terms of the said Document they have to furnish a certificate from their Bank confirming the availability of line of credit.

Accordingly, M/s (name of the Bank with address) confirms the availability of line of credit to M/s (name of the Bidder) for at least an amount of Rs. _____ (Rupees Only).

It is also confirmed that the net worth of the Bank is more than Rs. 100 Crores and the undersigned is authorized to issue this certificate.

Yours truly,

for(Name & address of Bank)

(Authorized signatory & Stamp)

Name of the signatory:

Designation :

Email Id :

Contact No :

Note:

This Declaration Letter for line of credit shall be from single bank only. Letters from multiple banks shall not be applicable. However, banking syndicate will be acceptable wherein a group of banks can jointly provide line of credit to the bidder.

FORMAT – 3 (F-3) (Page 1)

FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE/ CERTIFIED PUBLIC ACCOUNTANT (CPA) FOR FINANCIAL CAPABILITY OF THE BIDDER

We have verified the Audited Financial Statements and other relevant records of M/s ___ (*Name of the bidder*) ___ and certify the following:

MINIMUM AVERAGE RECEIPT / AVERAGE ANNUAL TURNOVER* OF LAST 3 YEARS:

Year	Amount (Currency)
Year 1:	
Year 2:	
Year 3:	
Total (A)	
Average Minimum Average Receipt / Annual Financial Turnover during the last three financial years (A/3)	

NETWORTH* AS PER LAST AUDITED FINANCIAL STATEMENT:

Description	Year: _____
	Amount (Currency): _____
1. Net Worth	

WORKING CAPITAL* AS PER LAST AUDITED FINANCIAL STATEMENT:

Description	Year: _____
	Amount (Currency): _____
1. Current Assets	
2. Current Liabilities	
3. Working Capital (Current Assets-Current liabilities)	

*Refer Instructions on next page

Note:

- 1.0 It is further certified that the above-mentioned applicable figures are matching with the returns filed with Registrar of Companies (ROC) [Applicable only in case of Indian Companies]
- 2.0 We confirm that above figures are after referring instructions at page 2 of F-3.
- 3.0 Practicing Chartered Accountants shall generate Unique Document Identification Number (UDIN) for all certificates issued by them]

Name of Audit Firm:
Chartered Accountant/CPA
Date:

[Signature of Authorized Signatory]
Name:
Designation:
Seal:
Membership No.:
UDIN:

FORMAT – 3 (F-3) (Page 2)

Instructions for Format F-3:

The financial year would be the same as one normally followed by the bidder for its Annual Report.

The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non- responsive.

For the purpose of this Tender document:

Annual Turnover/ Annual receipts shall be “Revenue from Operations/ total receipt as per Profit & Loss account / receipts and payments accounts of audited annual financial statements

Working Capital shall be “Current Assets less Current liabilities” and

Net Worth shall be Paid up share capital plus Free Reserves & Surplus less accumulated losses, deferred expenditure and miscellaneous expenditure not written off, if any.

In case the date of constitution/incorporation of the bidder is less than 3 years old, the average turnover in respect of the completed financial years after the date of constitution/ incorporation shall be taken into account for minimum Average Annual Financial Turnover criteria.

Above figures shall be calculated after considering the qualification, if any, made by the statutory auditor on the audited financial statements of the bidder including quantified financial implication.

This certificate is to be submitted on the letter head of Chartered Accountant/CPA.