

CORRIGENDUM NO. 3

REF.: TENDER REF. NO.: AYCL/GD/CONSULTANT/01/2023

**SUB.: SELECTION OF CONSULTANT FOR PREPARATION
OF BRSR REPORT OF THE COMPANY FOR THE FY 2022-23**

- I. The term “Consultant”, wherever mentioned in the tender document, includes Individual/Company/Partnership firms/ LLP/ Joint Venture/Association/Consortium etc.
- II. The “ELIGIBILITY CRITERIA” to be read as follows [lines with underline have been added to the existing eligibility criteria]:
- a) The Consultant must have multi-disciplinary expertise in the field of Business Responsibility and Sustainability reporting[**Job experience certificate to be attached**]. In case of consortium, job experience certificate of the lead bidder to be attached.
 - b) Preference will be given to those who has experience in services for Govt/ PSU's/Corporate in this field with documentary evidence,**Self-attested copy of work order issued by Govt/ PSU's/Corporate in this field of preparation of BRSR.** In case of consortium, job experience in services for Govt/ PSU's/Corporate of the lead bidder to be attached.
 - c) The Consultant should be registered with valid Trade license for Consultancy services. **Trade License copy to be attached in all cases.**
 - d) The Consultant's preferably have office at Kolkata. **Self-attested copy of document showing location of Headquarters/ Branch Office at Kolkata** to be produced in all cases.
 - e) Average Annual Turnover of Rs. 5 lakh or more in the past 3 years till 31st March, 2022. **Self-attested copy of Annual Income Tax Returns of the last 3 years i.e. for financial years 2019-20, 2020-21 & 2021-22 to be attached.** In case of consortium, lead bidder document to be attached.
 - f) Bidders must submit proper KYC documents like certificate of incorporation, PAN, Trade License and GST certificate (optional), to qualify for the bidding process in all the cases.
 - g) Each Consortium Agreement should attach a copy of the extract of the charter documents and documents such as resolution / Power of Attorney in favour of the person executing this Agreement for the delegation of power and authority to execute this Agreement on behalf of the Consortium Member.
- III. Date of submission of EMD and other documents (as mentioned in the eligibility criteria), extended upto 12.05.2023 at 3.00 p.m.