

Date:-

To : Bharat Petroleum Corporation Ltd

Subject: Proposal for.....

### 1.0 About organisation

(Kindly write about organisation experience, spread of projects, accolades, etc. Also mention about website link if available)

### 2.0 Background

(Give details of background in reference to which there is need of proposed project. Kindly mention details of need assessment if it is done)

### 2.1 Thematic Area

(Mention in which of the broad areas below does the proposed project fall)

Education
Water Conservation
Health/Hygiene
Skill Development
Community Development
Multiple (PI Specify)

### 3.0 Proposal

(Introduce specific objective/s of the project)

### 3.1 Methodology

(Mention mechanism for implementation of program, organisational structure, plan for execution. Describe in detail)

### 3.2 Target Group

(Mention Geographical area of project, profile of beneficiaries of project)

### 3.3 Team for the project

(Mention job profile & eligibility criteria for selection of staff of team members for project)

### 3.4 Monitoring Mechanism

(Mention mechanism for monitoring progress of the program & frequency of submission of report to BPCL)

### 4.1 Outcomes/Result expected –

(Mention Quantitative & Qualitative outcomes planned through this project, describe in 10-12 lines)

### 4.2 Impact Assessment

(How you are planning to measure the impact of intervention of this project in 8-12 lines)

## 5.1 Financial Implications

(Mention details of finance of project- sample format given annexure)

Format given is indicative. As per nature of project, kindly use appropriate format. You may use separate excel file as annexure

Sr. No	Details	Per unit cost (A)	Total Number of Units (B)	Total Budget for 1 month/year (C=AXB)	Budget for ___ Months/Years (D=CX No. Of Months/Years)	Remarks (Justification of cost element)
1						
2						
3						
4						
	<b>Sub Total (I)</b>					
1						
2						
3						
4						
5						
	<b>Sub Total (II)</b>					
1						
2						
3						
4						
5						
	<b>SUB TOTAL (III)</b>					
	<b>IV = TOTAL Of (I+II+III)</b>					
	<b>V = ADMINISTRATIVE COST</b>					
	<b>GRAND TOTAL</b>					
	<b>Cost Per Beneficiary</b>					

## 5.2 Tentative payment schedule

(Link payment schedule with project deliverables with timeline. It will be reviewed by BPCL and final payment schedule might differ significantly as per nature of project, policy & guidelines)

Sr. No.	Description	% of Total Project Budget	Amount in Rs	Due on
1	1 <sup>st</sup> Payment	15%		
2	2 <sup>nd</sup> Payment	30%		
3	3 <sup>rd</sup> Payment	35%		
4	4 <sup>th</sup> payment after completion report of project	20%		
	<b>Grand Total</b>			(In _____ words Only)

### 6.0 Sustainability Plan: -

(Write the plan how the project will be made sustainable after exit of BPCL & implementing partner )

### 7.0 Conclusion –

(Summarize with strong reasons for need of project)

### 8.0 Enclosure –

1. Form A (Filled)
2. Form B (Filled) :- To be filled only for infrastructure project
3. Form C (Filled)

4. Form D (Filled)
5. Form E

Kindly ensure the Organisation Seal/Stamp & Sign on each page.

BPCL Format

<b>CHECKLIST FOR SUBMISSION OF DOCUMENTS</b>				
<b>Sr. No.</b>	<b>Description of documents</b>	<b>Applicable</b>	<b>Available</b>	<b>Attached</b>
1	Trust deed			
2	Certificate of incorporation/ Registration certificate			
3	Form 12 A			
4	Form 80 G			
5	35 AC registration if any			
6	PAN card			
7	Last 3 financial years audited statement			
8	Detailed proposal as per format given			
9	FCRA approval			
10	TDS exemption certificate if applicable			
11	GST Registration certificate if applicable			
12	2 Reference letters of past or present supporter for CSR project			

<b>Check list for Infra structure Projects</b>				
<b>S. N.</b>	<b>Items</b>	<b>Applicable</b>	<b>Available</b>	<b>Attached</b>
<b>A</b>	<b>LAND RELATED</b>			
1	Land Details- Registration Sale / Lease Deed.			
2	Property Card (Commercial/ Vastu/Wetland)			
3	Title search clearance & court Search Report for 12 years for Land			
4	Nil encumbrance report for 31 years issued sub register			
<b>B</b>	<b>ESTIMATES &amp; APROVALS</b>			
5	Soil test Report			
6	Drawings- Site Plan, Building Plan, Elevation, foundation / structural details. All drawings needs to be signed & stamped by Licensed Engr/ Architect & Client. License no. / Registration no. of Architect/ Engs needs to be mentioned.			
7	Drawings sanctioned by Govt. Authorities			
8	Basis of Estimate - For schedule items - Preferably to be made from latest CPWD/ DSR /State Govt published rate along with GST if any. Brought out items- Preferably to be made from Quotations of supplier / rate charts of Manufacturers. Estimate should be signed & stamped by licensed Engr & Client			
9	Estimated needs to be vetted by Govt. Engineer/ Retd. CPWD/ Retd State Govt. Engr			
10	Stability certificate needs to be attached issued by licensed engr in case of expansion of existing building.			
11	Submission of approval from Electrical Installation Works (if any)			
12	Submission of approval for sewage Connection (if any)			
<b>C</b>	<b>EXECUTION WORKS</b>			
13	Process of Selection of execution parties (PI mention)			
14	Site supervision should be carried out by Engr (PI mention staff details)			
15	Measurement of execution works should be checked by Engr (PI mention staff details)			

CHECKLIST FOR SUBMISSION OF PROPOSAL		
S. N.	Checklist Points	Details
1	Address of registered office of the organisation (in India)	
2	Any branches of organisation? Kindly mention	
3	Registered as a trust/society/ section 8 or section 25 company or Other	
4	How long has it been in existence in years?	
5	Which is the organisation's geographical area of work	
6	What is/are your organisation's expertise area/s? a. Skill Development b. Health c. Education d. Community Development e. Water f. Other/Multiple (Kindly mention)	
7	Names of Board Members/Trustees and CEO.	
8	Are any of the trustees/board members affiliated to any political / religious organization?	
9	What are the sources of funding of the organisation?	
10	Has the organisation received any awards/recognition for its work? Kindly mention	
11	Does it receive funds / implement programs for the government? If yes- details	
12	Has the organisation been successful in handing over projects/making projects sustainable? Give example	
13	Has the organisation been involved in any amount of government activism?	
14	Is the organisation a part of any federation/consortium etc.?	
15	Is the organisation associated with any other corporate for implementing CSR projects? Mention names	
16	Total turnover in the last 3 financial years	

17	Strength of staff (number of full time employees)	
18	Any past projects with BPCL/other OIL PSU's If yes then details thereof	
19	Qualification/experience of staff/project team	
20	Please provide two references of past funders of your projects (Email id/ Contact Person with Designation/ Contact Number)	
21	Please provide two references of past or present funders of your projects (Email id/ Contact Person with Designation/ Contact Number)	
22	Have you filled all the information in the proposal?	

BPCL Format



<b>Summary Sheet for the Proposal</b>	
Title of the project	
Project Description	(Write a brief description of project)
Name of Executing Organisation	(write name of executing organisation)
Address of Organisation (Registered address & address of branch from which proposal is given)	
Contact Person	
Contact Number & email address	
Experience of organisation	(Mention no. of years of experience & short brief about other projects executed)
Place of execution of project	
Reason for choice of place	
Tenure of the project	
Cost of the project (enclose a detailed budget)	
Funds requested from BPCL	
Funds requested from any other sources if any	
Objective of the project	
Reason of organisation preferring BPCL to be part of this project	(mention whether it is in line with BPCL thrust area & justify why BPCL should consider the proposal)
Benefits/Outcomes expected from the project	
Quantitative (Mention as per parameter suitable, but make sure to mention number of beneficiaries )	1. 2. 3. 4. 5.
Qualitative (parameters which are difficult to capture in numbers)	1. 2. 3.
Requirement of any approval from local bodies/government/municipality or any statutory body	Yes or No, If yes, give details in short
Whether similar projects executed earlier?	Yes or No, If yes, give details in short
Plan for sustainability ( Plan for project after BPCL exit)	
Information given above is true and we can provide the documentary proof of it in case of enquiry	(seal of organisation & sign of authorised person)

**Declaration**

I / We hereby declare and certify that all the information given in the application form and in the documents submitted are true and correct to the best of my knowledge and beliefs.

I / We also acknowledge that in case of misrepresentation of the information or untrue or incorrect information, our application are liable to be rejected and / or approved project shall be liable to be terminated by BPCL at any stage hereunder , which shall be binding on us.

I / We further declare and certify that our firm / company / group of companies has / have not been blacklisted or been put on holiday list by any of the Public Sector Undertakings in India or Statutory authority or Government

Signature .....

Name.....

Designation.....

