



Government of Jammu & Kashmir
Office of The CCDU (Communication & Capacity Development Unit)
WSSO, Department of PHE/I&FC

Kashmir Office: House No. 21, Pine Enclave Bagi Sanatnagar, Srinagar-190005 Office No.0194-2432053

Jammu Office:- House No. 541 Sector-4 Channi Himmat Jammu-180015, Office No.0191-2465288

Web site: www.ccdujkstate.org, E-mail Id:-ccdujkstate@gmail.com

CCDU/EOI/2015-16/01

EXPRESSION OF INTEREST (EOI) / PROPOSALS ARE INVITED FOR SELECTION OF PROJECT IMPLEMENTING AGENCIES (PIAs)

1. CCDU under the aegis of J&K Water and Sanitation Support Organization (WSSO) invites Expression of Interest (EOI)/ Proposals from eligible Non-Governmental Organizations (NGOs) along with supporting documents as per criteria given at Sr. No. 6 & 8 for the implementation of the Support Activities Component of the National Rural Drinking Water Programme (NRDWP) which includes the Information, Education & Communication (IEC) activities & the Capacity Building (Preparation of Village Water Security Plan, Training in Operation & Maintenance of Rural WSS & Training regarding Water Testing through FTK) of the rural communities i.e. the Village Water & Sanitation Committees and Gram Panchayats as per NRDWP guidelines of GOI in the following Zones (groups of contiguous districts) of the State under the overall superintendence, direction & control of the State Communication & Capacity Development Unit (CCDU) :-

S. NO.	ZONES	DISTRICTS	No. of BLOCKS	No. of GRAM PANCHAYAT
1	K1	BANDIPORA+GANDERBAL+SRINAGAR	10	227
2	K2	BARAMULLA+KUPWARA	23	721
3	K3	PULWAMA+SHOPIAN+BUDGAM	15	543
4	K4	ANANTNAG+KULGAM	14	455
5	J1	JAMMU+SAMBA+KATHUA	21	640
6	J2	UDHAMPUR+REASI	11	351
7	J3	RAMBAN+KISHTWAR+DODA	21	489
8	J4	POONCH+RAJOURI	15	484
9	L1	LEH (LADAKH) / KARGIL	18	188
		Total	148	4098

Synopsis of activities to be performed By PIA:-

S. No.	Details	Estimated Financial Assurances
1	<p>Activity 1: Awareness / IEC Activities per Gram Sabha consisting of 100 persons per Gram Panchayat. It involves:-</p> <ul style="list-style-type: none"> ➤ Cultural Activity (Street Play & Music, Puppet Show etc in local language); ➤ Audio Visual Show, documentary regarding creating awareness on Water, Sanitation & Hygiene (WASH) and benefits of water conservation, rain water harvesting & water security plan; ➤ Demonstration of Water Testing by Field Testing Kits & importance of water testing (FTK is to be provided by CCDU); ➤ Refreshment (Local Snacks like Two Samosa's/Shirmalie Pakora/ Biscuits & Tea etc.); 	Rs. 15,000.00

S. No.	Details	Estimated Financial Assurances
2	<p>Activity 2 : Training of Village Water Sanitation Committee Members to be trained at Block Level for 1 day in a group of 25 persons each. It involves :-</p> <ul style="list-style-type: none"> ➤ Training regarding preparation of Village Water Security Plan including audio visual show, documentary regarding creating awareness on Water, Sanitation & Hygiene (WASH) and benefits of water conservation, rain water harvesting; ➤ Hands on training on FTK (FTK to be provided by CCDU); ➤ Refreshment (Lunch – Rice, Dal, 1 Vegetable) & Tea ➤ Fixed TA/DA @ Rs. 150 to each person 	Rs. 17,000.00

S. No.	Details	Estimated Financial Assistances
3	Activity 3: Pilot project - Water Security Plan	Rs. 1,20,000.00 per Village
	The PIA has to select at least two villages in each District as a pilot project in consultation with Chief Engineer PHE/ Executive Director CCDU/DDC (chairman of DWSM) for Capacity Development of Village Water Sanitation Committee (VWSC) in making its water security plan including the Execution, Operation, Monitoring and Maintenance independently, including practical training programme and Video Documentary on success story.	

S. No.	Details	Estimated Financial Assistances
4	Activity 4: IEC in Targeted Schools. It involves :-	Rs. 4,000.00
	➤ Painting Competition in a group of 25 each.	
	➤ Demonstration of Water Testing by Field Testing Kits & importance of water testing (FTK is to be provided by CCDU);	
	➤ Audio Visual Show, Documentary regarding Creating Awareness on Water, Sanitation & Hygiene (Personal & Social):	
	➤ Refreshments (1 Tetra pack of juice 200 ml, 1 Samosa, 1Banana);	

S. No.	Details	Estimated Financial Assistances
5	Activity 5 : IEC in Targeted Schools. It involves :-	Rs.10,000.00
	➤ Rallies of School Going Children in a group of 100 per Block with message on Safe water, Sanitation & Hygiene.	
	➤ Demonstration of Water Testing by Field Testing Kits & importance of water testing (FTK is to be provided by CCDU);	
	➤ Refreshments (1 Tetra pack of juice 200 ml, 1 Samosa, 1Banana);	

2. The applicant PIA has to clearly mention the name of the Zone applied for by **Super-scribing Boldly** in capital letters the name of the Zone (group of districts) on the envelope. In case no suitable PIA is found for any particular zone, more than one zone can be given to one PIA. Chairman WSSO has full discretion in allotting the work.

3. The EOI/ Proposals along with application form is required to be submitted in a Sealed Envelope by Speed Post/ Registered Post/ Courier **addressed to the Executive Director, CCDU Sector - 4, House No. 541, Channi Himmat, Jammu -180015**. The envelope should also bear the name and address of the sender.

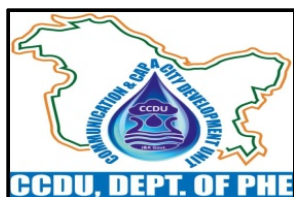
4. The financial bid per activity for all above mentioned activities shall also be submitted in separate/ sealed envelope mentioning the name of the PIA(NGO) and Zone applied for by **Super-scribing Boldly** in capital letters.

5. The Last date for submission of the EOI/ Proposals is 23rd November 2015 till 3.00 pm.

6. NGOs (Registered Societies or Trusts) eligible for EOI / Proposals must have sufficient experience in conducting IEC activities, Capacity Building / Training workshops in the Water and Sanitation Sector (NRDWP or Rural Sanitation) or in the National Health Mission (NHM) Sector and must have been registered for the last five years. The turnover of the organization shall not be less than Rs. 50 lakh per year in the last three years as per the audited accounts and having at least three years experience in the Rural Water & Sanitation sector and has successfully executed such project activities.

7. For final selection of NGO's, shall depend on the detailed presentation of the proposed activities.
- 8. The organizations fulfilling above criteria shall apply along with following documents:**
- i. Specific work completion certificates & release order from competent authority regarding IEC & HRD activities related to Water & Sanitation (Photographs/ News Caption / 1 or 2 day seminar cannot be taken as experience).
 - ii. Registration certificate.
 - iii. Memorandum of Association or Constitution duly certified by the Registering Authority.
 - iv. List of executive body duly certified by the Registering Authority.
 - v. Copies of the Audited accounts and annual reports for the last three years.
 - vi. Copies of IT return of the last three years.
 - vii. Receipt of the TDS deducted.
 - viii. The NGO has to furnish an affidavit of not having been blacklisted by any Govt. department.
 - ix. Copy of the registration from Department of Income tax. (Govt. of India)
 - x. Certificate from Income Tax office for lesser or non deduction of TDS, if any.
 - xi. Certificate from Concerned office for lesser or non deduction of Service tax, if any
 - xii. PAN number, TAN number order copies.
 - xiii. Notarized undertaking by head of the organization that no office bearers in the management board are blood relations and nobody is in active government service.
 - xiv. Financial, procurement and HR policies.
 - xv. Details of permanent Manpower recruited by the PIA shall be submitted to this office along with complete bio-data.
 - xvi. The successful NGO shall have to deposit security, amounting to 2% of financial contract before signing of MOU in shape of CDR or demand draft pledged to Executive Director CCDU
 - xvii. Financial bid in a separate / Sealed envelope as per S. No. 4.
9. WSSO/ CCDU reserves the right, without any obligation or liability, to accept or reject any or all of the EOI/ Proposals at any stage of the process, to cancel or modify the process or any part thereof, or to vary any of the terms and conditions at any time, without assigning any reasons thereof.
10. Application form can be download from our website www.ccdujkstate.org
11. (a) Date of Advertisement ----- 30-10- 2015
(b) Application Due Date (Last Date). ----- 23-11- 2015

Sd/-
Executive Director,
CCDU Dept. of PHE, I&FC
J&K State



Application Form For Project Implementing Agencies (PIA's)

Zone applying for: _____

1	Name of PIA	
2	Registered office address with phone/fax, email	
3	Contact telephone number	
4	District / Zone office address with phone number	
5	Whether own or rented building	
6	Years of presence in the applied Zone	
7	a. Date of Registration (Attach copy)	
	b. Act under which registered	
8	Year of 12 A registration (Attach Copy)	
9	Income Tax Certificate (Attach Copy)	
10	PAN Number and TAN Number (Attach photocopy)	
11	Bank details(Account number and address)	

12. Financial Turn Over

Year	Income (Rs.)	Expenditure (Rs.)	Fixed asset as per the balance
2012-13			
2013-14			
2014-15			

(Attach audit report for three years)

13. Experience in conducting IEC and HRD activities / Capacity Building Training of community in making their Drinking Water Security Plan. (Attach the documentary evidence if any).

Name of the Programme	Date of Commencement of the programme	Date of completion of the programme	Name of the District/ Block	Remark

14. Any other experience in Water & Sanitation Sector (NRDWP) or Rural Sanitation or in the National Health Mission (NHM) (last five years).

Name of the programme	Supported by	Programme duration (from – to)	Operational area	Project cost	Remarks

(Attach copy of the sanction order/MOU)

15. Details of Executive Body /Executive Committee Members of PIA's NGO's)

16. Complete Detail of Staff position/Manpower as on 31/3/2015 along with Bio-data.

Staff categories	Full time (Number)	Part time (Number)
Trainers		
Office staffs		
Field staffs		
Professional Staffs		
Resource Persons		

17. Any other information the PIA (NGO) intends to provide in support of the program.

I hereby certify that the information furnished above are true and correct to the best of my knowledge and belief.

**Signature of the Chief Functionary /
Secretary with seal**

Note: Each page of the documents should be signed by the Chief Functionary/ Secretary with seal and incomplete applications in any form will be rejected.

Documents to be submitted:

- i. Registration certificate.
- ii. Memorandum of Association or Constitution duly certified by the Registering Authority.
- iii. List of executive body duly certified by the Registering Authority.
- iv. Copies of the Audited accounts and annual reports for the last three years.
- v. Copies of IT return of the last three years.
- vi. Receipt of the TDS deducted.
- vii. The NGO has to furnish an affidavit of not having been blacklisted by any Govt. department.
- viii. Copy of the registration from Department of Income tax. (Govt. of India)
- ix. Certificate from Income Tax office for lesser or non deduction of TDS, if any.
- x. Certificate from Concerned office for lesser or non deduction of Service tax, if any
- xi. PAN number, TAN number order copies.
- xii. Notarized undertaking by head of the organization that no office bearers in the management board are blood relations and nobody is in active government service.
- xiii. Financial, procurement and HR policies.
- xiv. Details of permanent Manpower recruited by the PIA shall be submitted to this office along with complete bio-data.
- xv. Financial bid in a separate / Sealed envelope.
- xvi. Any other document in support of the organization.