



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 BagiSanatnagar, Srinagar-190005 Office No.0194-2432053

JammuOffice:- House No. 541 Sector-4 ChanniHimmat Jammu-180015, Office No.0191-2465288

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

Short Term Tender

CCDU/EOI/2017-18/1243

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

CCDU under the aegis of J&K Water & Sanitation Support Organization (WSSO) invites Expression of Interest (EOI)/ Proposals from eligible Non -Governmental Organizations (NGOs)/ Bidders along with supporting documents as per criteria given at Sr. No. 5 & 7 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) :-

Table with 5 columns: S. NO., ZONES, DISTRICTS, No. of BLOCKS, No. of GRAM PANCHAYAT. It lists 9 zones and their corresponding districts, blocks, and gram panchayats, with a total of 148 blocks and 4098 gram panchayats.

Synopsis of activities to be performed by Programme Implementing Agencies (PIA):-

Table with 2 columns: Details, Estimated Financial Assistances. It details 'Activity 1: Exhibition cum Mela per District. It involves:-' with sub-points on cultural activities, awareness creation, and IEC material. The estimated financial assistance is 1.50 lakh.

Details	Estimated Financial Assistances
Activity 2: District advocacy workshop for officials of allied departments per district consisting of 200 to 250 persons. It involves:	
➤ To motivate & mobilize the officers & officials of the line department on the issue of save water, safe water & use of toilet & proper maintenance of personal and social hygiene & benefits of water conservation, rain water harvesting & water security plan & demonstration of field water testing kits (FTK's), hand washing technique & other related issues regarding water, sanitation and hygiene involving all the allied department viz. Health, Social Welfare, Education, Central Water Commission, Central Ground Water Board, Rural Development, Agriculture etc. (FTK is to be provided by CCDU);	1.50 lakh
➤ Audio Visual Show, documentary regarding creating awareness on Water, Sanitation & Hygiene (WASH) & benefits of water conservation, rain water harvesting & water security plan;	
➤ Selected members like ASHA workers, Aganwadi worker, senior citizens/ prominent persons, school children, elected members & members of Village Water Sanitation Committees (VWSC's) has to be invited in advocacy workshop, for active participation the mementoes be given.	
➤ Refreshment (Lunch – Rice, Dal, Rajma, 1 Vegetable) & Tea & Snacks in first half	
➤ IEC Material (Distribution of pamphlets/booklets, writing pads, pen etc.) and installation of flex banners	

Details	Estimated Financial Assistances
Activity 3: Constituency wise advocacy workshop for religious /opinion / political/ media & allied department etc. consisting of 300 to 500 persons. it involves:	
➤ To motivate and mobilize the officers/ officials of the line department and general public on the issue of save water, safe water and use of toilet and proper maintenance of personal and social hygiene & benefits of water conservation, rain water harvesting & water security plan and demonstration of Field Water Testing Kits (FTK's), hand washing technique and other related issues regarding water, sanitation and hygiene involving all the allied department viz. Health, Social Welfare, Education, Central Water Commission, Central Ground Water Board, Rural Development, Agriculture etc. (FTK is to be provided by CCDU);	1.50 lakh
➤ Audio visual show, documentary or cultural activity regarding creating awareness on Water, Sanitation & Hygiene (WASH) & benefits of water conservation, rain water harvesting & water security plan;	
➤ Elected members, religious leaders, ASHA workers, Aganwadi worker, senior citizens/ prominent persons, school children and members of Village Water Sanitation Committees (VWSC's) has to be invited in workshop	
➤ Refreshment (Lunch – Rice, Dal, Rajma, 1 Vegetable) & tea & Snacks in first half	
➤ IEC Material (Distribution of pamphlets/booklets etc.) & installation of flex banners	

Details	Estimated Financial Assurances
Activity 4: Awareness / IEC Activities per Gram Sabha consisting of 100 persons per gram panchayat. It involves:-	
➤ Cultural Activity (street play & music, puppet show etc. in local language);	Rs. 15,500.00
➤ Audio visual show, documentary regarding creating awareness on Water, Sanitation & Hygiene (WASH) & 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 Ssamosa's/Shirmalie,Pakora/ Biscuits & Tea etc.);	
➤ IEC Material (Distribution of pamphlets/booklets etc.) & installation of flex banners	

Details	Estimated Financial Assurances
Activity 5: 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:-	
➤ Training regarding preparation of village water security plan including audio visual show, documentary regarding creating awareness on Water, Sanitation & Hygiene (WASH) & benefits of water conservation, rain water harvesting;	Rs. 17,500.00
➤ 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	
➤ IEC Material (Distribution of Pamphlets/booklets etc.) & installation of flex banners	

Details	Estimated Financial Assurances
Activity 6: Pilot project - Water Security Plan	
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.	Rs. 1,20,000.00 per Village

Details	Estimated Financial Assurances
Activity 7: IEC in Targeted Schools. It involves :-	
➤ Painting Competition in a group of 25 each.	Rs. 4,500.00
➤ Demonstration of Water Testing by Field Testing Kits & importance of water testing (FTK is to be provided by CCDU);	
➤ Audio visual show, documentary or play, puppet show, skits by children's etc. in local language regarding creating awareness on Water, Sanitation & Hygiene (Personal & Social):	
➤ Refreshments (1 Tetra pack of juice 200 ml, 1 Samosa, 1Banana);	
➤ IEC Material (Distribution of pamphlets/ booklets etc.) & installation of flex banners	

Details	Estimated Financial Assurances
Activity 8: IEC in Targeted Schools. It involves :-	
➤ Rallies of school going children in a group of 100 per block with message on Safe water, Sanitation & Hygiene.	Rs. 10,500.00
➤ 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);	
➤ IEC Material (Distribution of pamphlets/ booklets etc.) & installation of flex banners	

Details	Estimated Financial Assurances
Activity 9: Debates Competition, Seminar on WASH at all Degree Colleges, Universities in concerned district involving Students and teachers consisting of 150 to 200 participants. It involves:	
➤ To motivate students and teachers to Save Water, use of toilet and proper maintenance of personal and social hygiene, creating awareness on Water, Sanitation & Hygiene (WASH)	Rs. 50,000
➤ Audio Visual Show, documentary or cultural activity regarding creating awareness on Water, Sanitation & Hygiene (WASH) & benefits of water conservation, rain water harvesting & water security plan;	
➤ demonstration of Field Water Testing Kits (FTK's), Hand washing Technique and other related issues regarding Water, Sanitation and Hygiene (FTK is to be provided by CCDU);	
➤ Refreshments (1 Tetra pack of juice 200 ml, 1 Samosa, 1Banana, tea etc)	
➤ IEC Material (Distribution of pamphlets/ booklets etc.) and installation of flex banners	

1. The applicant PIA/ bidder 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. Bidder can bid for more than one zone or all zones separately, without applying for any preference zone or zone of his choice. Bid will be decided to lowest among bidders.
2. The EOI/ Proposals along with application form is required to be submitted in a sealed envelope by speed post/ registered post addressed to the Executive Director, CCDU Sector - 4, House No. 541, Channi Himmat, Jammu -180015. The envelope should also bear the name & address of the sender.
3. The financial bid per activity for all above mentioned activities shall also be submitted in separate/ sealed envelope mentioning the name of the PIA/ Bidder and Zone applied for by Super-scribing Boldly in capital letters.
4. The Last date for submission of the EOI/ Proposals is 08-01-2018 till 3.00 pm.
5. PIA/NGOs/Bidders (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 with Registrar Societies for the last 5 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.
6. For final selection of PIA/Bidder, shall depend on the detailed presentation of the proposed activities.
7. **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 Can't 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/Bidder 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. Copy of PAN number, GST number.
 - 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 and their payment record.
 - xvi. The successful NGO/Bidder 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. 3.
8. 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.

9. Technical Bid will be opened in presence of PIAs/Bidders who have participated, may wish to be present and same will be uploaded on our official website of CCDU (www.ccdujkstate.org) / communicated through Newspapers.

10. Financial Bid will be opened in presence of PIA/Bidders who qualified the Technical Bid. Prior intimation of the opening of Financial Bid has to be informed to qualified bidders only who may wish to be participate and however, if they are not present, financial bids will be opened by the committee.

11. For final selection of PIA/Bidder shall depend on the detailed presentation of the proposed activities.

12. 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.

13. Before start of work selected PIA/Bidder shall have sign Memorandum of Understanding (MOU).

14. The costs of activities are all mentioned and all taxes under rule are applicable.

15. Complete Expression of Interest and application form can be download from our website www.ccdujkstate.org

16. (a) Date of Advertisement - 28-12-2017
(b) Application Due Date (Last Date). - 08-01-2018

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



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

Jammu Office:- House No. 541 Sector-4 ChanniHimmat Jammu-180015, Office No.0191-2465288
Kashmir Office: House No. 21, Pine Enclave BagiSanatnagar, Srinagar-190005 Office No.0194-2432053
Web site: www.ccdujkstate.org, E-mail Id:-ccdujkstate@gmail.com

Application Form for Project Implementing Agencies (PIA's)
Zone applying for:_____

1	Name of PIA/NGO/Bidder	
2	Registered office address with phone/fax, email	
3	Contact telephone number	
4	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 GST Number (Attach photocopy)	
11	Bank details (Account number and address along with IFSC, Name of Branch, Bank and other relevant documents)	

12. Financial Turn Over

Year	Income (Rs.)	Expenditure (Rs.)	Fixed asset as per the balance
2014-15			
2015-16			
2016-17			

(Attach audit report for three years)

JAL HAI TOH JEEVAN HAI



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

Jammu Office:- House No. 541 Sector-4 ChanniHimmat Jammu-180015, Office No.0191-2465288
 Kashmir Office: House No. 21, Pine Enclave BagiSanatnagar, Srinagar-190005 Office No.0194-2432053
 Web site: www.ccdujkstate.org, E-mail Id:-ccdujkstate@gmail.com

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/NG/Bidder)

16. Complete Detail of Staff position/Manpower as on 30/11/2017 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 (Bidder/NGO) intends to provide in support of the programme.

JAL HAI TOH JEEVAN HAI



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

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

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

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

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. 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 Can't 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/Bidder 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. Copy of PAN number, GST number.
- 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 and their payment record.
- xvi. The successful NGO/Bidder 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.