

EOI for empanelment of National
level NGOs, Trusts, Social Non-
Profit organizations and Section 25
companies for implementation of
CSR project in field of Water and
Sanitation Sector

January 2014
Joint Director (Stat /M &E)
Ministry of Drinking Water and Sanitation
Govt. of India,
9th Floor, Paryavaran Bhawan, CGO Complex,
Lodhi Road, New Delhi-110003

Government of India

Ministry of Drinking Water and Sanitation

NOTICE INVITING EXPRESSION OF INTEREST

Subject: Empanelment of National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies for implementation of CSR projects in the Rural Drinking Water and Sanitation Sectors.

The Ministry of Drinking Water and Sanitation invites application from the reputed and qualified National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies for empanelment for the purpose of undertaking implementation of CSR projects in the Rural Drinking Water and Sanitation Sectors in rural / peri urban area in India. More details regarding empanelment of National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies are enclosed at Annexures I, and details required from those wishing to undertake the abovementioned works which need to be submitted to this Ministry are at Annexures II & III.

For empanelment, the National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies should have the following

- Sufficiently long experience in the field of construction, implementation & maintenance of projects of drinking water, or in setting up/ operation and maintenance of water treatment plants, or in Solid & Liquid Waste Management projects, or in setting up individual or community toilets etc, or in advocacy/IEC/handholding/dissemination of knowledge in water and sanitation sectors and/or sufficiently long experience in construction/implementation/maintenance in any other related area in water and sanitation sectors in terms of CSR guidelines of this Ministry.
- All India presence (or at least presence in more than 1 state/preferably in many states).

The application for empanelment may be submitted to SO (Stat cell) 9th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-03 on or before 14th February 2014 by 5.00 PM. Application received late, or not received in prescribed format, will not be accepted.

To obtain first - hand information on the empanelment, National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies contact Ms Sandhya Singh JD (Stat) contact no- 011-24364112, and also visit the Ministry's website www.mdws.gov.in for the guidelines on CSR activities of this Ministry in water and sanitation.


(Sandhya Singh)

Joint Director (Monitoring & Evaluation)

Details/Information regarding empanelment of NGOs/Trusts/Social Not-for-Profit Organisations/Sec 25 Companies for undertaking CSR projects in the field of Rural Drinking Water and Sanitation.

1. Introduction:

1.1 Water-related diseases put an economic burden on both the household and the nation's economy. At household levels, the loss includes cost of medical treatment and wage loss due to loss of working days, which also affects national productivity. Government spends a considerable amount undertaking water supply projects including water purification and providing safe drinking water to all in rural India in adequate quantity and within minimum distance, including piped supply to within the household. These are a challenging and enormous tasks. Given the diversity of the country, solutions have to be diverse, and given the quantum of biological and chemical contamination in water in rural India, an all out effort is required by all concerned to solve this gigantic problem which will improve the overall health and thereby the productivity of the Nation. It is in this context that interventions by Central Public Sector Units (CPSUs) and Corporate Houses under Corporate Social Responsibility (CSR) become relevant.

1.2 The Ministry of Drinking Water and Sanitation administers the Nirmal Bharat Abhiyan (NBA), with the objective to accelerate sanitation coverage in the rural areas, & envisages covering the entire community with a view to create Nirmal Gram Panchayats. As per the Census 2011, the access to toilet facilities in rural areas was 32.70%. The Ministry is committed to having India "Open Defecation Free (ODF)" by 2022, and for this, efforts/initiative from all quarters - Government, Corporate and Non Government organizations is required. It is in this context that construction through CSR of more individual and Community toilets becomes important in order to reach the status of Adarsh Gram.

In a country like India, where more than 26% rural people live below the poverty line, assuring basic hygiene for one and all is a major task. Poor sanitation affects health of the country, and the development of the nation. Women are the most affected. In India, a large number of girls drop out of school because of lack of separate toilets in schools, & only 22% of them manage to complete class 10.

1.3 The National Rural Drinking Water Programme of the Government of India aims to provide safe, adequate and accessible supply of drinking water for all in rural India. The Programme envisions ensuring piped water supply to at least 90 per cent of the rural households and at least 80 per cent of rural households with household piped connection by 2022.

To achieve its overall objective of providing improved and sustainable drinking water services in rural communities, NRDWP focuses on water quality management, source sustainability, sustainable service delivery (operation and maintenance) and building professional capacity.

1.4 Coming to waste management in rural India, waste is a severe threat to public health. Though, solid waste generated in rural areas is predominantly organic and biodegradable, yet it is becoming a major problem as the solid waste generated (organic and recyclable alone) is of the order of 0.3 to 0.4 million metric tons per day. It is further estimated that rural India is also generating liquid waste (greywater) of the order of 15,000 to 18,000 million liters per day. As a result, in the absence of proper disposal of solid waste and disposed of greywater/ waste water from hand pumps etc, it is leading to vector born diseases such as diarrhoea, Malaria, Polio, Dengue, Cholera, Typhoid, and infections like schistosomiasis. Close to 88% of the total disease load in rural areas is due to lack of clean water and sanitation and due to improper solid and liquid waste management: Even with large advancements in supply of clean water to rural areas, the major problems still remaining to be solved are in availability of individual/community toilets & in liquid and solid waste management, standing in the way of creation of 'Adarsh Gram'.

1.5 Apart from Govt., some private organisations / companies / corporate Houses/ PSUs /NGO's etc. are also working in this sector. In order to achieve the targets in a more focused way, we need to combine the efforts from all the Quarters. To bring on Board the CPSUs/Corporate Houses/Private Companies, etc. in this sector , this Ministry is empanelling NGO's /Trusts/Not-for-Profit Social organisations/Sec 25 Companies etc so that the CSR funds of the CPSUs/companies may be usefully utilized in building useful rural community assets, and assisting the rural community in the rural water supply and sanitation sectors.

1.6 As per the guidelines on CSR, all profit making Central Public Sector Enterprises (CPSEs), including Maharatna CPSEs are required to select CSR activities and to undertake them in a project mode. CPSEs are mandated to spend their funds on CSR projects selected by them with the approval of their respective Boards. All profit making CPSEs are required to allocate budget mandatorily through a Board Resolution as percentage of net profit (previous year) in the following manner:

PAT of CPSE in the previous year	Range of Budgetary allocation CSR and Sustainability activities (as % of PAT in previous year)
Less than Rs. 100 Crore	3% - 5%
Rs. 100 Crore to Rs. 500 Crore	2% - 3%
Rs. 500 Crore and above	1% - 2%

1.7 Apart from this, as per Company bill passed by Lok Sabha on 18th December 2012 (Bill No. 121-C of 2011) (yet to be notified), every company having net worth of rupees five hundred Crore or more, or turnover of rupees one thousand Crore or more or a net profit of rupees five Crore or more during any financial year shall constitute a Corporate Social Responsibility Committee of the Board consisting of three or more directors, out of which at least one director shall be an independent director. The Board of every company shall ensure that the company spends, in every financial year, at least two percent of the average net profits of the company made during the three immediately preceding financial years, in pursuance of its Corporate Social Responsibility Policy

2. Scope of Work:

2.1 The selected National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies will have to work as per the DPR/scope of work defined by the sponsoring agency i.e CPSUs or Corporate House.

3. The Ministry of Drinking Water & Sanitation seek to empanel the National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies for implementation of projects under CSR funds having the following characteristics:

- a) National level NGOs, Trusts and Social Non-Profit organizations who are legally registered under Societies Registration Act of 1860, or Charitable and Religion Act, 1920, or The Indian Trust Act, 1920.
- b) In case of National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies, Minimum requirement is five years of registration as on due date of submission of application for empanelment.
- c) National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies should have sufficiently long experience in construction, implementation & maintenance of Water and Sanitation projects in rural/peri-urban areas/urban areas.
- d) The annual report and audited account statement for 5 years in case of NGOs/Trusts/Not-for-Profit Social organisations/Sec 25 companies.
- e) The National level NGOs, Trusts, Non-Profit Social organizations and Section 25 companies having experience in Drinking Water and Sanitation projects would only be considered. The applicants should submit the details of the project/s already implemented or presently being implemented by them, giving details in Annexure II.

3.1 A request for empanelment must include relevant documents in support of their eligibility.

Any costs of preparing any proposal and of negotiating any contract with any CPSU/Corporate House etc, are not reimbursable by this Ministry, and CPSUs/Corporate Houses are not bound to accept any of the proposals submitted to them by empanelled NGOs/Trusts/Not-for-Profit Organisations/Sec 25 companies.

The National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies are required to provide professional, objective and impartial advice and at all times hold the sponsoring CPSU/Company's interest paramount, without any consideration for future work and avoid conflicts with other assignments or their own interests.

The National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies must observe the highest standards of ethics during the execution of any projects allocated to them by CPSUs/Corporate Houses. The individual projects maybe selected by the CPSUs/Corporate Houses or suggested to them by State Govts/ Ministry of DWS. if it is found that an empanelled National level NGO, Trust, Social Non-Profit organization or Section 25 company has indulged in any corrupt or fraudulent activity in securing any work order or contract, then the said NGO, Trust, Social Non-Profit organization or Section 25 company maybe declared ineligible , either indefinitely or for a stated period of time.

3.2 Clarification or amendment to Notice inviting Expression of Interest document

Any National level NGO, Trust, Social Non-Profit organization or Section 25 Company may request a clarification on any aspect of the EOI document before the proposal submission date. At any time before the submission of proposals, this Ministry may, for any reason, whether on its own initiative or in response to a clarification application from prospective applicant, issue a clarification or amend the Invitation for EOI document. These amendments / clarifications will be placed in the website of the Ministry of Drinking Water & Sanitation (www.mdws.gov.in), along with the Notice Inviting Expression of Interest.

4. Preparation of proposal

4.1 Technical proposal

The technical proposal should be submitted as per format mentioned in Annexure –II

ANNEXURE-II- Format for Technical proposal

Format A: Basic Information

Name of the Organisation	
Postal Address	
Telephone/ Fax/ Email	
Legal status: (1) Society (2) Trust (3) Sec 25 company (4) Others (pl specify)	
Registration Details: Registered on (Date)	
Contact person	
Designation	
Assets/Infrastructure of the organisation Category/ Worth in rupees (eg. Land, building)	
Total number of permanent manpower available	
Key Technical staff	
Address of permanent/branch offices located in India	

Format B: Organisational Background

- Please provide details, regarding the annual turnover of your organisation for at least last 5 years (attach the detailed audited statement for 5 years)

Year	Total value of work in Rs	Total value of work in Drinking Water and Sanitation projects in Rs

- Please provide the audited balance sheet of the organization for the last three years.

Format C: Summary sheet about the projects (completed/ongoing) carried out by the organisation in last 5 years

Drinking Water and Sanitation sector projects		Other sectors	
Title of the project	Total cost of the project in Rs	Title of the project	Total cost of the project in Rs
A: Completed			
B: Ongoing			

Format D: Staff Composition and Responsibilities

Key Personnel (direction level)			
Name	Position	Educational Qualifications	Key Responsibilities

Key Technical and Supervisory/Managerial Staff			
Name	Position	Educational Qualifications	Key Responsibilities

Format E: Documents Required

Copies of the following documents need to be provided with self attestation by competent authority of the organisation

1. Society Registration Certificate and MOA/AofA or Trust Deed alongwith the latest filed return.
2. Annual report & Annual Audit Report of the organisation for the last five years.
3. FCRA Registration Certificate if any
4. List of Board/Governing Body members with Contact details and occupation
5. Work orders and/or Completion Certificates

CERTIFICATE

It is certified that:

The information given above is TRUE to the best of my knowledge. The organization shall be responsible if any information above is later found to be FALSE.

I am competent to sign this certificate.

Date:

Place:

Seal of the Organization

Authorized Signatory

Name:

Designation:

5. Evaluation of proposal: The selection of National level NGOs, Trusts, Social Non-Profit organizations and Section 25 companies etc would be based on the following marking

S.No	Criteria	Maximum Marks	Criteria Fixed for Evaluation	Weights
1	Past Experience of the NGO/ Social Organisation	(60) break-up below		
	Number of years of experience	15	Less than 5 years	0
			5 yrs to 10 yrs	10
			Above 10 years	15
	Past Experience in Drinking Water and Sanitation projects in either rural or urban areas	25	No projects carried out	0
			Projects worth between 0 and 10 crore carried out	3
			Projects worth between Rs 10 crore and 30 crore carried out	10
			Projects worth between Rs 30 crore and 50 crore carried out	15
			Projects worth above 50 crore carried out	25
	Past Experience in the field of Implementation of Other development sector projects	20	No work carried out	0
Three numbers projects carried out			15	
Above three no: projects carried out			20	
2	Strength and Experience of technical Personal for implementing projects	(15) break-up below		
	No of Key Technical Personnel	15	No technical personnel	0
			1-10 technical personnel	6
			More than 10 technical personnel	15
3	Annual Turnover of the NGO/Social Organisation	10	Between 1 to 5 crore	3
			Between 6 to 10 crore	6
			Above 10 crore	10
4	Presence of the NGO/Social Organisation	15	Less than five states/UTs	3
			Between 5-15 states/UTs	9
			More than fifteen states/UTs	15

Minimum qualifying marks will be 70%. In case not enough applicants are qualifying within these criteria, then the competent authority may relax the qualifying mark.

A NGO/Trust/Not-for-Profit Social Organisation/Sec 25 Company who is empanelled may undertake projects either in the water or sanitation sector or in both as may be given to them.