



**Call for Expression of Interest (EOI) for engagement
of NGOs/NPOs IN CSIR-NEERI**

Advertisement No. CSIR/NEERI/MLP/2018-19/02

CSIR-NEERI invite applications from bright, dynamic, qualified NGOs, NPOs (Society/Trust/Sec.8/Registered Voluntary Organisations) for empanelment as an NGO/NPOs with CSIR-NEERI, Nagpur, who could contribute to the growth of the institute by undertaking tasks with our team to meet the institutional goals. The summary of the programmes is as below.

S. No	Programme Name	Objectives
1.	Water Literacy Programme (WLP)	The aim of this programme is to initiate a water literacy programme with the focus on providing water (quality, quantity, conservation) related information to all stakeholders in rural and peri-urban areas. CSIR-NEERI will work with major NGOs with NEERI acting as a knowledge partner and NGOs/NPOs action as the execution partner. The programme also aims to compile scientific data related to water issues and also promote water conservation techniques and technologies
2.	Environmental Technology Outreach Programme (ETOP)	The aim of this programme would be to promote and promulgate CSIR-NEERI's technologies at pan-India scale. The current outreach is very limited; therefore; the selected agency or group of agencies will be to undertake the promotions of Environmental Technologies Outreach Programmes (ETOP). Since the country is very diverse in terms of cultural, traditions and languages, therefore the selected agency or group of agencies must look to promote the ETOP scheme in multilingual and varied print/video media format. The ETOP scheme shall aim to reach the general public nationwide by conducting these programmes in close involvement with/for these agencies in various aspirational districts of the country <ul style="list-style-type: none">▪ Village Panchayats (heads/members)▪ Zilla Parishads (heads/members)▪ Block Development Officer(s)▪ District Welfare Officer(s)▪ Municipalities/Municipal Corporations (heads/members)▪ District Co-operative Societies (heads/members)▪ District Administration (heads/members)
3.	Science for Women Empowerment at Gram Panchayat for Sustainable Living (SFW)	This programme aims to ensure the empowerment of women in rural and peri-urban areas (up to gram panchayats) with a view to understand and promote sustainable and eco-friendly living. A virtual centre of science will be created at village levels to help/empower girls/women to continue education, to develop leadership skills and use science and technology for improving various aspects of living (health, water etc.)

1 Background

CSIR-NEERI have completed 60-years glorious service to the society as a leading national research institution and has significantly contributed to the growth of the industries and in transforming the lives of the common people. As one of CSIR's premier Institute with a focus on the environment, NEERI plays a very important role in defining Leadership in Environmental Science and Engineering for Sustainable Development.

Currently, the Institute, in line with the vision, mission and policy of CSIR, has delineated thrust areas for R&D comprising of I). Air Pollution Monitoring and Control, II). Water Technology and Management, III). Climate Change, Cleaner Technology and Modelling, IV). Energy and Resource Management, V). Environmental Biotechnology and Genomics, VI). Environmental Health, Environmental Virology, VII). Environmental Impact and Risk Assessment, VIII). Environmental Materials, IX). Solid & Hazardous Waste Management, X). Strategic Urban Management and XI). Wastewater Treatment Technology. Presently, CSIR-NEERI is headquartered at Nagpur with five Zonal Laboratories located at Mumbai, Kolkata, Delhi, Chennai and Hyderabad.

We believe it is our responsibility to continue being involved in providing sustainable solutions to challenging environmental pollutions problems. CSIR-NEERI also aim to develop a robust environmental framework that promotes productive and sustainable use of natural resources. CSIR-NEERI have always been a front-runner in developing cost-effective, need-based and bio-inspired technological innovations suitable to socio-economic conditions prevailing in the country in a sustainable, inclusive and people-centred manner. NEERI significantly contributes towards policymaking, environmental regulations, and implementation through active participation in various National and State level expert committees constituted by Ministries and Regulatory agencies.

With a view to expand the activities and also to bring in issues of Grand Challenges which our country should address, CSIR-NEERI would like to initiate a comprehensive programme for next two years with the help of good NGOs/NPOs. The NGOs/NPOs shall assist CSIR NEERI in undertaking tasks with our team, which will meet the goals as per the scope of work.

2 Scope of work

S. No	Programme Name	Scope
1.	Water Literacy Programme (WLP)	<ul style="list-style-type: none">▪ Support the CSIR-NEERI's Water Literacy Programme (WLP) with respect to water quality problems generally associated with geographic location and water conservation methods (Watershed management/ rainwater harvesting) materials, guides, manuals in multi-lingual and print/video format. Under this, the NGOs will be responsible for complete programme organisation including the selection of venue, invitations to potential stakeholders and additional local hospitality arrangement for high-rank officers etc.▪ Function as an interface between CSIR-NEERI and other

NGOs for expanding the WLP to remote locations in India

- Function as a focal point for local stakeholders (Panchayats, BDOs, Municipalities, Municipal Corporation, Self-help Groups etc.) for their engagements with CSIR-NEERI
- Function as a focal point for periodical meetings and seminars between all stakeholders
- Engagement with all the outreach programme delegates/participants, for the collection of relevant data for compilation of information and further analysis.
- Prepare quarterly-reports on activities related to the outreach programmes.

2. Environmental Technology Outreach Programme (ETOP)

- Support the CSIR-NEERI's technology outreach programmes with the dissemination of technology-related materials, guides, manuals in multi-lingual and print/video format. Under this, the NGOs will be responsible for complete programme organization including the selection of venue, invitations to potential stakeholders and additional local hospitality arrangement for high-rank officers etc.
 - Function as a focal point for local stakeholders (Panchayats, BDOs, Municipalities, Municipal Corporation, Self-help Groups etc.) for their engagements with CSIR-NEERI
 - Function as a focal point for periodical meetings and seminars between all stakeholders
 - Conduct at least 2 technology dissemination/awareness programmes in one quarter
 - Engagement with all the outreach programme delegates/participants, through regular updates on the technology activities across India through emails, WhatsApp and other soft/hard media channels.
 - Prepare quarterly-reports on the applicant/party activities related to environmental technology outreach programmes.
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3. Science for Women Empowerment at Gram Panchayat for Sustainable Living (SFW)
- Support CSIR-NEERI's Science for Women Empowerment programme with a focus on understanding and promoting sustainable and eco-friendly living
 - Support the creation of a virtual science centre at village levels to help/empower girls/women to continue education, to develop leadership skills and use science and technology for improving various aspects of living (health, water etc.)
 - Function as a focal point for local stakeholders (Panchayats, BDOs, Municipalities, Municipal Corporation, Self-help Groups etc.) for their engagements with CSIR-NEERI
 - Function as a focal point for periodical meetings and seminars between all stakeholders
 - Engagement with all the outreach programme delegates/participants, through regular updates on the technology activities across India through emails, WhatsApp and other soft/hard media channels.
 - Prepare quarterly-reports on the applicant/party activities related to environmental technology outreach programmes.
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NOTE:

- All outreach activities will be supported by CSIR-NEERI as a Knowledge Partner. CSIR-NEERI will also support the NGOs by conducting capacity-building programme by training the trainers, who would be leading these activities.
- The modalities of work shall be decided based on the pre-bid cum discussions meeting with the screened applicants (**Stage 1**). However, an NGOs/NPOs is expected to independently conduct and coordinate that Min. 8-10 outreach programmes every year preferably in aspirational district areas.

3 Eligibility Criteria

1. Applicant(s) can be any legal entity, groups of experts/specialists who have good scientific knowledge, especially in the field of environment, and with a background in the promotion of green technologies and environmental conservation techniques but are non-governmental/non-profit in nature (society/trust/section 8/Registered Voluntary Organisations)
2. The legal entity should have a valid GST/PAN/Service Tax registration credentials
3. The applicant(s) shall not be blacklisted by the Central Govt./State Govt./any Govt. Body

4. The applicant /bidder must have a permanent office/space/address.
5. Experience on the following points
 - a. Hand-on capabilities on conducting and connecting with grassroots level outreach programmes
 - b. Past activities on Environmental Awareness and Conservation Programmes
 - c. Experience in preparation of multi-lingual publicity media.
6. The applicant/party should have a Pan-India presence with minimum 2-3 tie-ups with various organisations like NGOs/NPOs across the country
7. The applicant/party should have pre-published annual reports related to its activities
8. The annual turnover of the applicant/party shall be over 20 Lakhs over the last three years.
9. Preference will be given to agency/organization having prior experience with execution of any Centrally Sponsored Scheme for any Central / State Govt. / Govt. Autonomous Bodies.

4 Payment Terms

Suitable payments shall be accorded to the selected agencies based on the quantum of the work assigned on a case-to-case basis. This shall include the expenditures for the programme, logistics and others contingencies (incl. overheads etc.) as admissible under CSIR rules and regulations.

5 EOI Submission

- a. **EOI** is to be submitted in the seal cover and send in hardcopy.
- b. The following documents should be enclosed in EOI
 - Cover Letter for EOI (ANNEXURE I)
 - Organizational Profile and Structure with Manpower Details
 - Firm/Company Registration details, copy of the certificate of registration
 - Details of the Lead/representative of the consortium
 - Project-related credentials/experience of the consortium including performance certificates, if available
 - Financial audited statement (of the last 3 years) of the consortium (also fill ANNEXURE II)
 - Copy of GST/PAN/Sales tax registration
 - Undertaking (ANNEXURE III)
 - Any other related information

5.1.1 Response

- Applicants must ensure that their response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.
- Application in a sealed cover superscribed, as “**EOI for Engagement of NGOs/NPOs for the implementation of “*Programme Name*”** (for which the application is being made).
- In case of an application for multiple programmes, separate application should be filled and submitted.

Submission Deadline: 25th September 2019

Date of EOI opening: 1st Week of October 2019

(Selected Candidates will be informed within 2-4 weeks of Opening of EOIs)

Address for Submission:

Scientist & Head
Business Development Group
CSIR-NEERI, Nagpur -440020
Maharashtra

Email: bdg@neeri.res.in

6 General Terms of Reference

6.1 Criteria and Method of Evaluation

1st Stage: Application Document Screening

2nd Stage: Final Interview with Presentation

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for shortlisting inter alia based on their experience of handling similar types of project, human resource strength, the financial strength of firm and presentation/proposal to the selection committee whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided with a brief about the listed programmes. The agencies may be required to make a presentation, if required, to a selection committee showcasing their proposals.
- d. CSIR-NEERI will take up references and reserves the right to pay due heed to the applicant's performance elsewhere and any experience from CSIR-NEERI.

6.2 Agreement

- After the deadline and evaluation all submitted EOIs, a list of successful applicants/parties will be prepared in-line with CSIR-NEERI rules and regulations
- NEERI reserves the right to cancel the empanelment of the party(s) without assigning any reason.
- CSIR-NEERI and the selected applicants/parties shall sign an agreement as per the prevailing guidelines and rules applicable with CSIR.
- The agreement (two copies) shall be signed between the applicant/party and CSIR-NEERI on a stamp paper both copies shall be deemed original. One will be kept by the party and other by CSIR-NEERI

6.3 Criteria for awarding of the contract

CSIR-NEERI reserve the right to, without any liability of any damages:

- Amend the scope, requirement of EOI and agreement
- To accept or reject any application without assigning any reason or incurring any liability to the applicant

6.4 Dispute Resolution

- a. All the disputes, difference controversies/difference of opinions, breach and violation arising from or related to the agreement between the parties shall be resolved by mutual discussion/reconciliations in good faith.
- b. If disputes or difference controversies/difference of opinions, breach and violation arising from or related to the agreement cannot be resolved within 30 days of commencement of reconciliations/discussions then the matter shall be referred to the Sole Arbitrator, nominated by CSIR-NEERI for this purpose and his decision shall be final and binding on both the parties. The cost of arbitration, if any, shall be shared equally between the parties.
- c. The arbitration proceedings shall be held at Nagpur, Maharashtra and governed by the provisions of Arbitration and Conciliation Act, 1996 as amended from time to time.
- d. The language of such arbitration proceeding shall be in English.

6.5 Assistance from CSIR-NEERI

- a. Provide technical assistance and supervision throughout the outreach programme, especially with the design and formulation of the action plans along with the print and audio/visual media
- b. Provide capacity building of various environmental technologies to the selected (final) agency(s).

7 Note to applicants

CSIR-NEERI, Nagpur will not accept nor respond to inquiries regarding the present selection process before receipt of all applications. Necessary correspondence will be made only with shortlisted NGOs/NPOs.

ANNEXURE I

Cover letter for Expression of Interest

(To be on the Applicant/Lead Member's Letter Head)

To,

Scientist & Head,

Business Development Group

CSIR-National Environmental Engineering Research Institute (CSIR-NEERI)

Nehru Marg, Nagpur -440020

Maharashtra

Subject: Submission of Expression of Interest for

Sir,

In response to the Invitation for Expressions of Interest published on < _____ >

for _____

_____, we _____ (hereby, referred as Applicant) would like to express our interest to undertake the activities as mentioned in the notification. As instructed, we have enclosed all the necessary documents, as per the guidelines/format provided, for your information and records.

Thank You

Sincerely,

(Signature)

Name &

Designation:

Seal:

Annexure-II

Financial Statement of the last three financial years.

Sr. No.	Particulars	2016-17	2017-18	2018-19
1.	Annual turnover from NGO/NPOs services			

Notes:

- i) Values should be duly certified by a statutory body like Chartered Accountant or Independent Auditors who are competent to do so.
- ii) The amount shall be stated in Indian Rupees (INR).

Annexure III

Undertaking

I hereby certify that the information in the above Expression of Interest forms is true to the best of my knowledge, and any misleading or wrong information will disqualify this application.

President / Managing Director
or
Authorized Signatory of Applicant
(With company seal)