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Website: neriwalm.gov.in



Dolabari  
P.O. Kaliabhomora  
Tezpur - 784 027  
Assam (India)



**NORTH EASTERN REGIONAL INSTITUTE OF  
WATER AND LAND MANAGEMENT (NERIWALM)**  
An Institute under the Ministry of Water Resources, River Development  
& Ganga Rejuvenation, Govt. of India  
(Registered under the Societies Registration Act, 1860)



NO:NRWM/WRE/21/2017-18/ 3591

Dated 14.11.2017

**NOTICE INVITING EXPRESSION OF INTEREST**

Expression of Interest are invited by the Director, NERIWALM, Tezpur from appropriate registered Institute/NGOs/Firms/Individuals having extensive experience in similar nature of work as given below. The last date for submission of filled in tender by **"REGISTERED POST"** or by dropping in the **TENDER BOX** kept in the lounge of Administrative Building (superscribing the name of the work on the top of the envelope) is **06.12.2017 upto 5.00 PM** and will be opened at **1100 hrs of 07.12.2017** in the conference room of the institute in presence of the tenderer or their authorized representatives, if any. In the event of **07.12.2017** being declared a holiday, the tender will be opened on the next working day at the same time and place.

The EoI alongwith terms and condition may be viewed and downloaded from the institute's website. [www.neriwalm.gov.in](http://www.neriwalm.gov.in).

Sl. No	Name of work	Estimated amount	Time of completion	Earnest Money
1.	Documentation of Traditional Rain Water Harvesting System of North East India (Dong System - Assam)	Rs 2,00,000.00	45 (fourtyfive) days	nil
2.	Conceptualization and DPR Preparation of CSR and other externally funded Projects.	Rs 2,00,000.00	45 (fourfive) days	nil

Deputy Director (Admin)

**Copy to:**

1. Stenographer attached in the Director's Office for information of Director.
2. Accounts Officer, NERIWALM, Tezpur for information & necessary action.
3. Assistant Engineer (C), NERIWALM, Tezpur for information and necessary action.
4. Junior Engineer (C), NERIWALM, Tezpur for information and necessary action.
5. O.C., Library, NERIWALM, Tezpur for information. It is requested to make available the paper cutting of the advertisement for necessary record of the Institute.
6. Notice Board, NERIWALM, Tezpur for wide circulation.
7. Concerned file for record.

Deputy Director (Admin) 14.11.17



**Expression of Interest (EOI)**

**For**

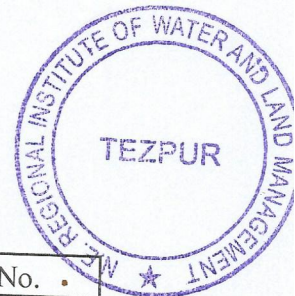
**Documentation of Traditional Rain Water Harvesting System  
of North East India (Dong System- Assam) and Conceptualization  
and DPR Preparation of CSR and other externally funded Projects.**

**to**

**North Eastern Regional Institute of Water & Land Management, Dolabari  
P.O Koliabhomora , Tezpur, Sonitpur. Assam, PIN-784027**

**November, 2017**

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1. TEXT OF ADVERTISEMENT

North Eastern Regional Institute of Water & Land Management, Dolabari, P.O. Koliabhomora, Tezpur, Sonitpur, Assam, PIN-784027.



**INVITATION FOR EXPRESSION OF INTEREST**

**North Eastern Regional Institute of Water & Land Management (NERIWALM) invites sealed Expression of Interest (EOI) from Indian consulting agencies for undertaking Documentation of Traditional Rain Water Harvesting System of North East India (Dong System- Assam) and Conceptualization and DPR Preparation of CSR and other externally funded Projects.**

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website .

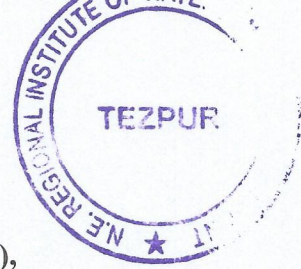
Last date for submission of EOI is 06.12.2017 upto 1700 hrs. Sealed envelope marked to the captioned address, containing EOI

**The Director,  
North Eastern Regional Institute of Water & Land Management(NERIWALM),  
Dolabari, Tezpur – 784027.**

**Note:** NERIWALM reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and NERIWALM reserves the right to amend/add further details in the EoI.

## 2. LETTER OF INVITATION

North Eastern Regional Institute of Water & Land Management (NERIWALM),  
Dolabari P.O Koliabhomora, Tezpur, Sonitpur, Assam, PIN-784027



No.NRWM/WRE/21/2017-18/

Dated: 14.11.2017

Dear Sir/Madam,

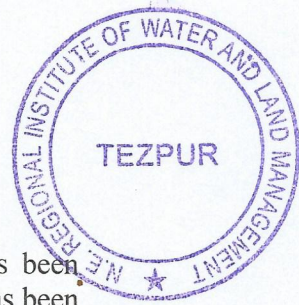
**North Eastern Regional Institute of Water & Land Management NERIWALM**  
Invites sealed Expression of Interest (EOI) from Indian consulting agencies/ individual consultants for undertaking **Documentation of Traditional Rain Water Harvesting System of North East India (Dong System- Assam) and Conceptualization and DPR Preparation of CSR and other externally funded Projects.**

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work etc. is enclosed.

The EOI Document is also available on the NERIWALM website.

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by **06.12.2017**.

**The Director,  
North Eastern Regional Institute of  
Water & Land Management(NERIWALM)**



### 3. BACKGROUND

Traditional dong system in the foot hill of Himalayas in Baska District has been lifeline for many villagers. For decades, a system of diversification based irrigation has been providing water for domestic as well as irrigation purpose to villagers of hundred villages.

Due to climate change and changes in various social and economic sphere, the dong bandh committees, which run the entire system, might face newer issues and challenges. In the context of changing technology and social structure, NERIWALM wants to study the system for further possible improvement for ensuring sustainability.

### 4. AIMS & OBJECTIVES:

The objective of the project is to seek professional opinion on documentation of dong system.

### 5. EOI PROCESSING FEES

A non-refundable processing fee for Rs 500/- (Five hundred only) in the form of a Demand Draft or Pay Order drawn in favour of "The Director, NERIWALM" Payable at Tezpur has to be submitted along with the EOI. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

### 6. VALIDITY OF OFFER

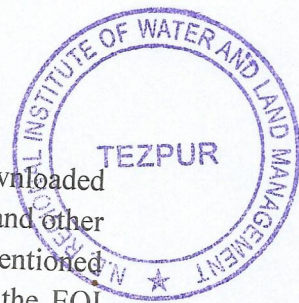
The offer for EIO as per this document shall be valid for a period of three (03) months initially which may be extended further if required.

### 7. INSTRUCTIONS TO CONSULTANTS

The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD:-

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational/individual Contact Details as per Format-2.
- c) Experience of the organization/individual consultant as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Financial strength as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.



EOI Documents have been hosted on the website of NERIWALM and may be downloaded from the website. The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

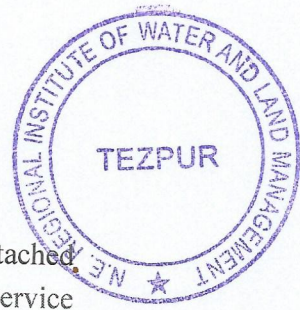
### 8. QUALIFICATION CRITERIA

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre qualification Criteria	Supporting Compliance document
1	In case of individual consultant, he/she must be a post graduate in one of the subjects: Economics /management/Social science/business administration. For registered consultancy firm /Institute /Organization -it should have a position/employee /faculty post graduate in one of the subjects: Economics/management/Social science/business administration	Relevant pass qualification certificate from university/board
2	The Bidder shall have experience of providing 2 completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India	Copy of Work Order / Contract
3	PAN No. / Service Tax Registration Certificate	Copy to be enclosed
4	Preference will be given to agency/organization /individual having prior experience of working in the study area .	

### 9. EVALUATION CRITERIA AND METHOD OF EVALUATION

- 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 short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c. Agencies/individual who qualify as per the eligibility conditions will be provided a brief about the Scheme. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.



**i. RESPONSE**

Bidders must ensure that their Bid 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 sealed cover super scribed, as “EOI for Engagement of Consultant for Documentation of Dong System”

**ii. CONFLICT OF INTEREST:**

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform NERIWALM, detailing the conflict in writing as an attachment to this Bid.

NERIWALM will be the final arbiter in cases of potential conflicts of interest. Failure to notify NERIWALM of any potential conflict of interest will invalidate any verbal or written agreement.

**iii. CONDITION UNDER WHICH EOI IS ISSUED:**

The EOI is not an offer and is issued with no commitment. NERIWALM reserves the right to withdraw EOI and or vary any part thereof at any stage. NERIWALM further reserves the right to disqualify any bidder, should it be so necessary at any stage.

**iv. LAST DATE OF SUBMISSION OF EOI:**

The last date of submission of EOI is **06.12.2017 upto 5.00 PM.**  
Bid Opening Date & Time is **07.12.2017 at 11.00 AM.**

**v. OTHER CONDITIONS**

- (i) Decision taken by NERIWALM shall be binding to all applicants.
- (ii) The applicant agrees to abide by the terms and condition of contract as laid down by the institute.

**HOW TO APPLY:**

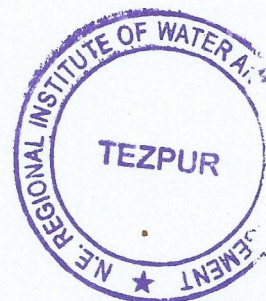
The application may be sent by post and softcopy emailed to [director.neriwalm@gmail.com](mailto:director.neriwalm@gmail.com)

**FORMATS FOR SUBMISSION:**



FORMAT - 1

APPLICANT'S EXPRESSION OF INTEREST



To,

The Director,  
NERIWALM, Dolabari,  
P.O. - Kaliabhomora,  
Dist - Sonitpur, Tezpur - 784 027

**Sub: Submission of Expression of Interest for Documentation of Traditional Rain Water Harvesting System of North East India (Dong System- Assam) and Conceptualization and DPR Preparation of CSR and other externally funded Projects.**

Dear

In response to the Invitation for Expressions of Interest (EOI) published on \_\_\_\_\_ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational/individual Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours,

Signature of the applicant

Full name of applicant

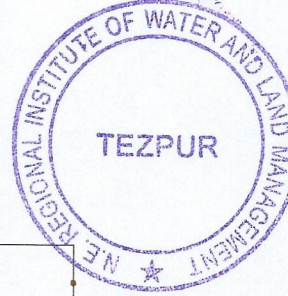
Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization/individual.

FORMAT – 2



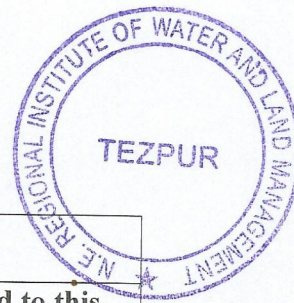
Sl. No.	Organizational/individual Contact Details	
1.	Name	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4.	Whether the firm/individual has been blacklisted by any Central Govt. /State Govt. / /PSU/Govt. Bodies/Autonomous?  If yes, Details thereof.	
5.	Address with telephone no & fax	
6.	Contact Person with telephone no & e-mail ID	

Enclose (in case of firm/ organization) :-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant  
Full name of the applicant  
Stamp & Date

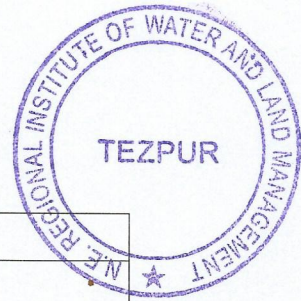
FORMAT – 3



Experience in Related Fields					
Overview of the past experience of individual / Organisation in all aspects related to this work					
Sl. No.	Items	Number of Assignments during last 5 years	Order value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/Organization (Enclosed completion certificates)	
1.	Experience of assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out similar assignments in Public Sector.				
Decision of Evaluating Committee in ascertaining “Similar Nature” and Similar Assignment” will be final.					

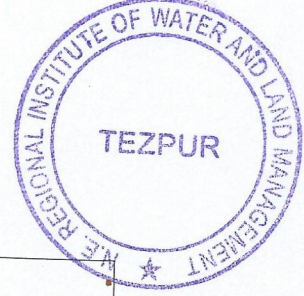
Signature of the applicant  
 Full name of the applicant  
 Stamp & Date

FORMAT -4



List of experts/consultants on payroll (if any)				
Sl. No.	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant  
Full name of the applicant  
Stamp & Date



**FORMAT - 5**  
**(In case of organization)**

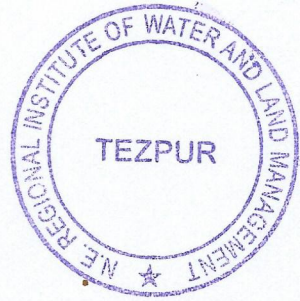
**FINANCIAL STRENGTH**

Sl. No.	Financial Year	Whether profitable Yes/No	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover only from Consultancy services rendered in India (in Crores of Rs.)
1.	2014-15				
2.	2015-16				
3.	2016-17				

Note : Please enclose auditor's certificate in support of your claim.

Signature of the applicant  
Full name of the applicant  
Stamp & Date

FORMAT - 6



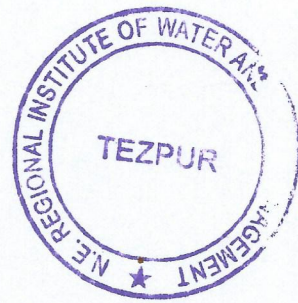
**Additional Information**

1. List all enclosure related to the previous sections .

Sl. No.	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (not more than 2 pages).

Signature of the applicant  
Full name of the applicant  
Stamp & Date



**FORMAT -7**

**Declaration**

I/We hereby confirm that we are interested in competing for the Consultancy Services **Documentation of Traditional Rain Water Harvesting System of North East India (Dong System- Assam) and Conceptualization and DPR Preparation of CSR and other externally funded Projects.**

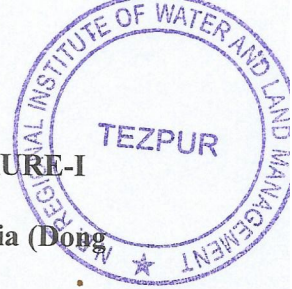
All the information provided herewith is genuine and accurate.

Authorized person's Signature : .....

Name and Designation : .....

Date of Signature : .....

Note : The declaration is to be furnished on the letter head of the organization/individual .



## Documentation of Traditional Rain Water Harvesting System of North East India (Dong System- Assam)

### TERMS OF REFERENCE

#### 1. BACKGROUND

Traditional dong system in the foot hill of Himalayas in Baska District has been lifeline for many villagers. For decades, a system of diversification based irrigation has been providing water for domestic as well as irrigation purpose to villagers of hundred villages.

Due to climate change and changes in various social and economic sphere, the dong bandh committees, which run the entire system, might face newer issues and challenges. In the context of changing technology and social structure, NERIWALM wants to study the system for further possible improvement for ensuring sustainability

#### 2. OBJECTIVES

The objective of the study is to seek professional opinion on the possible intervention in the system that will ensure sustainability and to suggest measures for correction for system improvement and better utilization of water resources.

#### 3. TERMS OF REFERENCE

The terms of reference of the study are:-

- i. To document the traditional dong system (diversion based irrigation) prevalent in North bank plain districts of Assam as to their
  - a. Current status of the system.
  - b. Managing and sharing system;
  - c. Changes observed over the last three decades. if any;
  - d. Issues and challenges faced by the system;
  - e. Adaptation and future outlook;
  - f. Interventions to ensure sustainability
- ii. Preparation of a short documentary video (20 min. approx.)
  - a. Preparation of script
  - b. Recording of video and audio
  - c. Voice over
  - d. Editing

#### 4. METHODOLOGY

- a. Participatory appraisal of the system. Meetings with dong coordination committee and each of the dong sub committee
- b. Geo referenced survey for network and sharing of the system.
- c. Socio-economic survey to asses changes by stratified sampling
- d. Recording for at least one crop cycle.





## 5. TIME SCHEDULE

A draft appraisal report would be submitted within 6 months of the date of signing of agreement. Feedback from the NERIWALM should be taken into account by the Consultant in the final report in a substantive. The consultant will submit the final report within 12 months of the date of signing of agreement, after taking into account the comments of NERIWALM on the draft report. Four hard copies along with soft copy of the Final Report along with the CD containing video shall be submitted to NERIWALM within a period of 12 months from the date of signing of agreement.

## 6. DELIVERABLES

The Consultant shall submit a detailed report indicating the following:

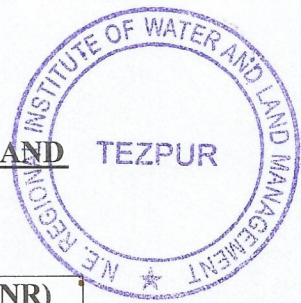
- i. Current status of the system.
- ii. Managing and sharing system;
- iii. Changes observed over the last three decades. if any;
- iv. Issues and challenges faced by the system;
- v. Adaptation and future outlook;
- vi. Interventions to ensure sustainability
- vii. A 20 minutes documentary video of Dong system

## 7. RELEASE OF FUND

NERIWALM will release fund as per the rate given below.

- i. 20% on submission of Inception Report.
- ii. 50% on submission of Draft Report.
- iii. 30% on submission of Final Report.

**B.O.O. FOR CONCEPTUALIZATION AND DPR PREPARATION OF CSR AND OTHER EXTERNALLY FUNDED PROJECTS**

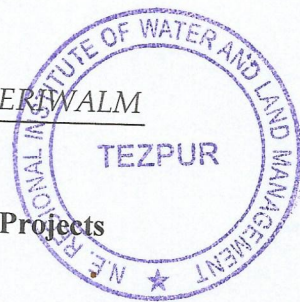


Sl. No.	Specification of work	Unit & Qty	Rate (INR) in figure & in words.	Amount (INR) in figure & in words.
Stage 1.	Conceptualization	01 Job		-
Stage 2.	DPR Preparation	01 Job		
Stage 3.	Project Implementation Consultancy.	01 Job		
Stage 4.	Post Implementation Evaluation.	01 Job		
	TOTAL			
	GST (if applicable)			

Authorized person's Signature : .....

Name and Designation : .....

Date of Signature : .....



**Expression of Interest for  
Conceptualization and DPR Preparation of CSR and other externally funded Projects**  
North Eastern Regional Institute of Land & Water Management  
Dolabari, PO: Kaliabhomora, Tezpur, Sonitpur, Assam. PIN: 784027

### Introduction

Under the Companies Act of 2013, all companies have to spend in various activities under Corporate Social Responsibility as per guidelines of Department of Public Enterprises and also the frameworks developed by the respective organizations. NERIWALM wishes to implement projects through funds from PSUs and other organizations from their CSR Funds. The Institute is targeting the following donor organizations:

1. Power Grid Corporation of India Limited
2. Oil India Limited
3. Oil & Natural Gas Commission
4. Coal India Limited
5. NEEPCO
6. GAIL (India) Ltd

The list is not exhaustive and other suitable organizations may also be approached.

### Eligibility

1. Individual consultant/ institute/ NGO having at least 10 years of experience in social sector, preferably with experience of working in the target area.
2. The applicant should be a post graduate in one of the subjects: economics/ management/ social science.

### Work Assignment

For each project, components are:

Stage 1: Conceptualization

Stage 2: DPR Preparation

Stage 3: Project implementation consultancy

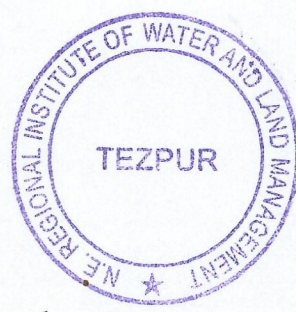
Stage 4: Post implementation evaluation

In Stage 1, the consultant shall identify suitable projects for submission to the PSU concerned by following the process in place in the respective donor organizations. Once the Institute accepts the projects for submission and the donor organization selects those projects in-principle, the assignment will enter Stage 2.

In stage 2, the consultant shall prepare a detailed project report for each project separately by following guidelines of respective donor organizations. In Stage 3, once the DPR is accepted, the consultant shall provide project implementation consultancy for successful implementation of the project activities as outlined in the DPR and accepted by the donor organization.

In Stage 4, the consultant shall evaluate the project on whether the stated objectives of the CSR fund have been met, after completion of the project.

In Stage 1, the consultant can quote a fixed rate for preparation of concept note. For Stage 2, 3 and 4, the consultant may quote rate as percentage of total project expenditure received as CSR grant.



### Other conditions

1. Decision taken by NERIWALM shall be binding to all applicants.
2. The applicant agrees to abide by the terms and conditions of contract as laid down by the institute.

### Last Date

The last date of receiving application is **6<sup>th</sup> December, 2017.**

### How to apply

The consultant should apply to the Director, NERIWALM, Dolabari, Tezpur 784027 along with a detailed CV. The application may be sent by post or emailed to [director.neriwalm@gmail.com](mailto:director.neriwalm@gmail.com).

### Illustrative Examples

Some illustrative examples of CSR projects are:

1. Conservation and rejuvenation of water reservoirs (beels, mora suti, etc) for economic and sustainable fishing, tourism and other activities and for improving drainage system and groundwater condition.
2. Farm mechanization and terrain development initiatives in various parts of Assam for engagement of youth in modern agricultural practices;
3. Strengthening of traditional irrigation system practiced in various parts of North East India in order to enable farmers to increase farming income through multiple cropping, crop diversification, modern agriculture, etc;
4. Setting up of solar energy production unit in village clusters and development of a self-sustaining model for renewable energy transmission and distribution in remote areas.
5. Subterranean pipeline-based irrigation system development in water and land-scarce region for enabling farmers to go for multiple cropping.
6. Skill upgradation of youths in farm mechanization and setting up of rural service station for farm machineries;

The area of operation for each project of a particular type may be different for different donor organizations based on their areas of operation.



**B.O.Q. FOR DOCUMENTATION OF TRADITIONAL RAIN WATER HARVESTING SYSTEM OF NORTH EAST INDIA (DONG SYSTEM - ASSAM)**

Sl. No.	Specification of work	Unit & Qty	Rate (INR) in figure & in words.	Amount (INR) in figure & in words.
i.	To document the traditional dong system (diversion based irrigation ) prevalent in North bank plain districts of Assam as to their  a. Current status of the system. b. Managing and sharing system; c. Changes observed over the last three decades. If any; d. Issues and challenges faced by the system; e. Adaptation and future outlook; f. Interventions to ensure sustainability	01 Job		
ii.	Preparation of a short documentary video (20 min. approx.)  a. Preparation of script b. Recording of video and audio c. Voice over d. Editing	01 Job		
	TOTAL			
	GST (if applicable)			

Authorized person's Signature : .....

Name and Designation : .....

Date of Signature : .....