


Letter No. 538 / Date. 21-02-25

**Expression of Interest (EOI)**  
**For Engagement of Jala Sathi**


Nuapada Notified area Council (NAC) invites Expression of Interest in sealed envelope from interested Mission Shakti Group/WSHG/ALF with recommendation of their one eligible member to be engaged as Jala Sathi during the year 2025-26. The Sealed expression of interest should be submitted to Nuapada NAC on or before date 21.04.2025 time 5.00 P.M by registered/Speed Post only.

The EOI will be opened on date 23.04.2025 at 11.00 A.M. in the Council Hall of NAC, Nuapada. The Sealed envelope should be superscribed with "EOI for engagement of Jala Sathi 2025-26". The detailed Terms and reference of the Expression of interest is available in office [www.nacnuapada.in](http://www.nacnuapada.in)

  
Executive Officer  
NAC, Nuapada

Memo No 529 /Date. 21-03-25

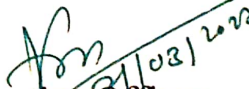
Copy to the DeGM, Collectorate Nuapada with a request to kindly publish the EOI in the Dist. Web-Portal for wide circulation.

  
Executive Officer  
NAC, Nuapada


## TERMS AND REFERENCE

### **For engagement of Jala Sathi in NAC, Nuapada 2025-26**

1. The last date for submission of the Expression of Interest (EOI) is on 21.04.2025 at 5 P.M. and the technical bid will be opened on 23.04.2025 at 11.00 am in the Council Hall NAC, Nuapada.
2. The interested Mission Shakti Group/WSHG/ALF members may download the EOI documents including formats of Technical bid from the NAC, Nuapada official website [www.nacnuapada.in](http://www.nacnuapada.in) and District website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in). The Mission Shakti Group/WSHG/ALF should submit paper cost of Rs.500/- in shape of Cash payable at NAC, Nuapada (Non-refundable).
3. The EOI will be valid up to the end of date 21.04.2025.
4. The applicant (member of the Mission Shakti Group/WSHG/ALF) will be present at the time of opening of EOI. In case of absence of the applicant or her representative, the committee has the right to open the EOI.
5. The bids will be evaluated on the basis of criteria such as year of Group Formation, Group Management, Financial Behavior, Group integrity and Qualification of member by a committee constituted for the purpose and the findings of the committee will be final and binding. The same cannot be challenged at any forum thereafter. Intending bidder will have to submit undertaking in this regard.
6. The Mission Shakti Group/WSHG/ALF must have Rs.50000/- balance in their Passbook as on the date of submission of application.
7. A written test regarding knowledge of water Management in the ULB for the candidates will be conducted if necessary with consultation of SUDA before final selection as may be prescribed by the NAC.
8. The NAC, Nuapada with its representative the Executive Officer reserves the right to reject the EOI submitted by Mission Shakti Group/WSHG/ALF, if not satisfied with concerned Mission Shakti SHG's/ALF credibility and past.
9. Performance record. No communications shall be entertained over telephone, Fax, email or in person questioning the decision of the committee.
10. Any dispute arises over the quality of the service will be verified by the designated officials of NAC, Nuapada.
11. There should not be any precondition of advance payment or time limit, what so ever. The bid submitted will be taken as absolute without any precondition.

  
Executive Officer  
NAC, Nuapada

12. The member of the Mission Shakti Group/W6HG/ALF will be engaged for 2(Two) years as Jala Sathi. The contract may be extended for subsequent year it required on the basis of satisfactory services/performance with an evaluation report by the NAC, Community Organizer (CO)
13. An undertaking in an Rs. 10/- non-Judicial stamp paper stating the following must be attached with the bid.
- I (name designation and group name) will be responsible for discharge of my duty as Jala Sathi and other duty as and when assigned by the NAC, Nuapada.
  - Our Mission Shakti Group/WSHG/ALF (name of the Mission Shakti SHG) belongs to the ward No. All the members of our group are following the Panchasutra.
  - (The name of the Mission Shakti Group/WSHG/ALF or member) is not in default on a loan obtained from a bank or a non-bank financial institution (NBFI).
  - If we (name of the Mission Shakti Group/WSHG/ALF) fail to deliver our responsibility or deliverables through our selected member during the contract period after selection, we will not be considered for government programmes for the next two years.
  - We (the name and address of the Mission Shakti Group/WSHG/ALF) have not been blacklisted in any previous assignment.
  - We will abide by the terms of the Memorandum of Understanding (MOU) between the ULB and the group.
  - we will obey the decision of the selection committee with honor and without any objection.
14. Only the qualifying members of the Mission Shakti Group/WSHG/ALF will be considered for the said assignment.

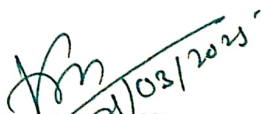
  
22/03/2021  
Executive Officer  
NAC, Nuapada

### 15. Eligibility criteria for Mission Shakti SHGs

SL NO.	Parameter	Criteria
1	Group Formation	Completion of Two year from the date of application
2	Group Management	Strictly adhering to Panchasutra (Regular Meetings, Regular Savings, Regular Internal Lending, Regular Repayment, Regular Record Keeping)
3	Account balance	Mission Shakti Group/WSHG/ALF Must have a balance fund of Rs.50000/- as on the date of submission of EOI
4	Financial Behaviour	No financial irregularities (such as Loan declared as NPA, write off, one time Settlement of loan etc.
5	Group Integrity	No record of involvement in any antisocial or criminal activities.
6	Qualification	The minimum qualification of recommended members of the Mission Shakti/ALF/WSHG should have passed class X or above for Jala Sathi.

### 16. Terms of Engagement

- a) The engagement of members of Mission Shakti Group/WSHG/ALF is purely on a voluntary basis with incentive to encourage community participation in urban water management
- b) The NAC Khariar Road will sign an MoU with the selected member of the Group with detailed terms of reference.
- c) The period of engagements of members of the Group is particularly for the period mentioned in the MOU.
- d) The Group members cannot claim to be an employee or permanent staff of the Mission.
- e) The selected members of the Group will be thoroughly trained on their role and responsibilities to accomplish their duty.

  
Executive Officer  
NAC, Nuapada

## o could be a Jala Sathi?

- (i) One of the Dynamic WSHGs of that locality will nominate suitable members as Jala Sathi for different areas in the assigned wards having educational qualification having passed class X and above
- (ii) WSHG members having experience in community mobilization and keen interest to work towards water Management may be given preference by the WSHG.
- (iii) Persons having criminal track records, political affiliation should not be used as Jala Sathi.
- (iv) ULB may also explore the possibility of engaging the services of Area Level Federation (ALF) wherever they are active & dynamic for performing this.

## Role and Responsibilities of SwachhaSathi:

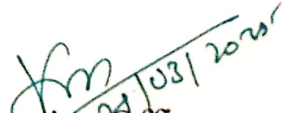
- (i) Jala Sathi should sensitize all households in the locality to do the water fee collection at household level itself.
- (ii) Jala Sathi must sensitize local markets/Schools/institutions/ Parks regarding Source segregation and demonstrate the same for better understanding.
- (iii) She has to assist ULB in undertaking IEC activities in the locality.
- (iv) The ULB will be dealing only with the WSHG & not with any individual Jala Sathi.
- (v) The incentive will be given directly to the Bank Account of the WSHG and not to the Jala Sathi (Member of the WSHG). The Groups are free to use one or more members for performing the assigned responsibilities.

## Capacity Building of Jala Sathi/WSHG/ALF:

NAC, Nuapada will organize orientation sessions/meetings for Jala Sathi/WSHG/ALF to make them aware about different components of Solid Waste Management to improve their performance.


## Assessment of performance:

The NAC, Nuapada authority must assess the performance of Jala Sathis and may take needful action for better result either by replacing the existing Jala Sathi/WSHG/ALF or through proper reorientation of the approach.

  
Executive Officer  
NAC, Nuapada

**Expression of Interest (EOI)  
for Engagement of Jala Sathi  
Technical Bid**

SL NO.	ITEM	DETAILS
1	Name of the Mission Shakti Group/WSHG/ALF	
	Registration Number	
	Ward No.	
	Communication Address	
	Contact Phone number	
2	Documents To be furnished by Mission Shakti Group/WSHG/AL	
	i. Group Profile (Group Formation copy)	
	ii. Registration Certificate (downloaded from portal)	
	iii. Bank Passbook front page and last updated page photocopy	
	iv. Bank account statement for last 3 months	
	v. Resolution copies of group meetings for the last 3 months.	
	vi. Resolution copy of nominated member	
3	<p>An undertaking in a Rs.10/- Non-Judicial stamp paper stating the following has to be attached with the technical bid and signed by the President and Secretary of the Mission Shakti Group/WSHG/ALF with seal:</p> <ul style="list-style-type: none"> <li>• I (name designation and group name) will be responsible for discharge the duty by our nominate member.</li> <li>• Our Group (name of the Group) belongs to the ward No. _____.</li> <li>• All the members of our Group are following the Panchasutra.</li> <li>• (the name of the Group) is not in default on a loan Obtained from a bank or a non- bank Financial institution (NBF).</li> <li>• If we (name of the Mission Shakti Group/WSHG/ALF) fail to deliver our responsibility or deliverables through our nominate member during the contract period after selection, we will not be considered for government programmes for the next two years.</li> <li>• We (the name and address of the Group) have not been blacklisted in any previous assignment.</li> <li>• We will abide by the terms of the Memorandum of Understanding (MOU) between the ULB and the group.</li> <li>• We (name of the Group) will obey the decision of the selection committee with honor and without any objection thereof.</li> <li>• The nominate member of our (name of the Group) Smt./Kumari (Name of the nominate member) having no Criminal track record and no political affiliation.</li> </ul>	

  
 Executive Officer  
 NAC, Nuapada