

File No. 13(1)/2021-22/NCW (PMR)

National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi-110025

Date: 30/06/2021

Public Notice

Invitation for Proposals for conducting Webinars for the financial year 2021-22

National Commission for Women invites online proposals for conducting webinars with the objective of creating awareness, getting an insight into the relevant subject and also throwing up recommendations for better implementation or even modification of the existing policies/ programmes / schemes/projects relating to welfare and empowerment of women. The topics/issues/thrust areas identified for conducting the webinar are as follows:

1. NRI Marriages
2. Unequal Pay: Gender Discrimination at Workplace
3. Acid Attack: A new face of Gender based Violence
4. Reproductive Choice of Women: A fundamental right

2. In continuation of the public notice dated 16.04.2021 & 16.06.2021, eligible organizations/institutions (except from the states Delhi, Karnataka, Kerala, Maharashtra, Tamilnadu, Uttar Pradesh and Assam) may upload their proposals for organizing Webinars on the above topics/issues/thrust areas through online mode at NCW website www.ncw.nic.in or <http://ncwapps.nic.in/eproposalv2>, latest by 15th July, 2021.

3. **Incomplete proposals or proposals received after the last date will not be entertained.** The Commission reserves the right to select the organization based on their eligibility, capability, area of work, expertise, etc. **No correspondence on reasons for non selection of the proposal will be entertained by the Commission. No proposal received by e- mail/hard copy or by any other mode will be entertained.**

4. Organizations / Institutions are advised to go through the guidelines relating to webinars attached with this public notice.

Note: The applicant organisations may also note that the grant amount shall be released as per revised guidelines. The total grant amount to be sanctioned shall not be more than Rs. 30,000 (Rupees Thirty Thousand only). This shall be applicable to those organisations who applied earlier vide Public Notice dated 16.04.2021 and 16.06.2021.


(Pradeep Kumar)

Deputy Secretary

Revised Guidelines for grant of Financial Assistance for conducting webinars for the Financial Year 2021-22

The National Commission for Women provides financial support for conducting Seminars/ Conferences/Workshops/Webinars to Colleges, Universities, State Commissions for Women, Non- governmental organizations, etc., with the objective of getting an insight into the relevant subject and also throwing up recommendations for better implementation or even modification of the existing policies/ programmes / schemes/projects relating to welfare and empowerment of women. Such programmes also provide a forum for sharing knowledge, information and experience of participants and resource persons on the subject. Such experience sharing could be helpful in better dissemination of the required information and also lead to better execution of schemes, etc. at the ground level.

Eligibility for financial assistance for Webinars:

The organizations/institutions eligible for financial assistance are:

- A. State Women Commission's
- B. Government Organizations
- C. Universities (Central/State/Private/Open/Deemed)
- D. Colleges (Affiliated with University/Autonomous)
- E. Institute of National Importance
- F. Institute under State Legislature Act
- G. ICSSR Research Institutions
- H. Autonomous bodies
- I. Voluntary Organizations/NGOs (registered under NITI Ayog Darpan Portal and having at least three years of work experience)

In case of NGOs, conducting/organizing Webinars on women related issues should be included as one of its mandate in accordance with its by-laws/Memorandum/ Articles of Association, etc. Organizations blacklisted by State or Central Government, or any of their statutory / autonomous bodies shall not be eligible to apply for grant of assistance for conducting Webinars. NGO's must certify that they have not violated the Rules of FCRA Regulations and that they have not been blacklisted by any Department of the Government of India/ State governments.

Submission of proposals for financial assistance:

A proposal seeking financial assistance for conducting a Webinar from the National Commission for Women is to be submitted only through online portal at ncw.nic.in and <http://ncwapps.nic.in/eproposalv2>. The proposals received through on-line portal before the stipulated last date only will be entertained. Incomplete proposals or proposals received after the last date will not be entertained. The Commission reserves the right to select the organization based on their eligibility, capability, area of work, specialization, etc. No correspondence on reasons for non selection of the proposal will be entertained by the Commission. No proposal received by e- mail/hard copy or by any other mode will be entertained.

Documents/details to be submitted along with proposal:

The voluntary organizations/NGOs submitting online proposal for financial assistance will have to submit the following details with the proposals:

- I. NITI Ayog Darpan Portal Registration No.
- II. Society/Trust Registration no.:
- III. Copy of Bye Laws/Memorandum of Association/Trust Deed
- IV. Last Three Years Annual reports
- V. Last Three Years Audit Reports
- VI. List of Members of current Management Committee

Assessment of proposals submitted for financial assistance:

The proposals received through the online portal shall be evaluated either by the Commission on its own or through expert panel(s)/committee(s) selected by the Commission for the purpose. The expert panel/committee shall, where so constituted, make suitable recommendations to the Commission for acceptance or revision or rejection of proposals examined by it.

The expert panel/committee, referred to above and the National Commission for Women while making recommendations, shall *inter alia* take into account:

- I. Relevance of topic to the subject
- II. Proposed Objective of the Webinar
- III. Expected Outcome of the Webinar
- IV. Target Group for the Webinar
- V. Resource Persons proposed for the Webinar

In cases, where in the opinion of the Commission, the outcome of Webinar can be improved, the Commission may suggest changes in the scope or any other parameter. In such cases, the organization which had applied for approval of the proposal shall be given the opportunity to modify the proposal in such time-frame as may be specified by the Commission in individual cases. The proposals where suggested changes are not made shall not be considered for approval by the Commission. The Commission may, if considered appropriate, advise improvement in the report rendered after completion of the Webinar. The Commission will process and finalize the list of proposals to be funded by the Commission. Selected proposals will be informed via post and email.

Release of Funds:

The funds for organizing a Webinar approved by the Commission shall be released in two installments, each equivalent to 50% of the sanctioned amount. First installment shall be released after receipt of following documents:

- I. Acceptance Letter
- II. Undertaking (As per format given in **Annexure-A**)
- III. Bank Mandate Form
- IV. Bank Guarantee, in case of voluntary organizations/NGOs only: (As per format given in **Annexure-B**)

In case of voluntary organizations/NGOs, the grantee organization concerned shall, in case of approval of its proposal, be required to submit a 'Bank Guarantee' equivalent to the amount of the first installment to be released. The first installment of the sanctioned amount will be released only after receipt of a valid bank guarantee in the prescribed format. The bank guarantee so submitted should be valid for a period of **ONE YEAR** after the scheduled date for organizing the Webinar. It will be the responsibility of the organization conducting the Webinar that, where applicable, the validity of the required documents such as '**Bank Guarantee**, etc, is extended suitably well in advance of the expiry of the validity of the bank guarantee. In cases, where the Webinar is not organized within the prescribed time or such further time, as may be permitted by the Commission, keeping in view the special reasons or where the report rendered is not assessed to be of the required standard/quality, the Commission shall have the bank guarantee revoked / encashed to recover the amount released.

Note: One organization/institution will be given finance assistance for one webinar only.

Conduct of Webinar:

- I. The grantee organizations will have to conduct the webinar within 30 days of receipt of first installment.
- II. The grantee organization will have to inform the Commission about the date of organizing webinar at least 15 days in advance.
- III. The Commission shall, in selected cases, depute its representatives, as observers to the webinar.
- IV. The organization conducting the webinar shall also comply with all terms & conditions specified in the sanction order/letter.
- V. The number of participants must not be less than 100.
- VI. The duration of the webinar must be at least 03 hours (180 minutes).

In cases, where the Webinar is not organized within the prescribed time or such further time, as may be permitted by the Commission, the Commission may also initiate proceedings for recovery of the amount released along with interest @ 12% per annum. In such cases, the organization or the members of the organization, shall jointly and severally be responsible for paying the recoverable amount and interest thereon, in the event, the amount cannot be recovered by revoking /encashing the bank guarantee. Such action can be taken in all cases where the terms and conditions specified in these guidelines or in the approval/sanction letter/order are not fulfilled.

Submission of Webinar Report along with requisite documents:

The grantee organization conducting the webinar will have to submit the Webinar report containing the following details within 30 days of organizing the webinar:

- I. Title of the Webinar
- II. Session wise summary including the gist of deliberations made/information shared by the resource persons
- III. Specific, actionable and women oriented recommendations bifurcated into actionable at Central, State and Local government levels
- IV. Full Recording of the webinar
- V. List of participants
- VI. List of Resource persons (At least 60% resource persons form the list of proposed resource persons must participate in the webinar)

The grantee organisation will have to submit the following documents along with webinar report:

- I. Utilisation Certificate (as per GFR 12-A format)
- II. Income cum Expenditure Statement
- III. Original Bills/Vouchers

After receipt of the report, if it is found to be satisfactory by the Commission and the required utilization certificate and original bills & vouchers or bank payment Slip are submitted, the bank guarantees, if any, submitted in relation to that Webinar and the balance amount of 50% shall be released. In case of Government institutions/organisations, certified photocopies of the bills and vouchers or Bank payment Slip and the utilization certificate by the authorized Finance/Accounts Officers will be acceptable. In cases, where either the utilization certificate or bills and vouchers are for a lesser amount, only such lesser amount equivalent to the amount of bills & vouchers shall be released and the case closed.

The grantee organization will maintain separate accounts in respect of this grant. The accounts will remain open to inspection to the representatives of the National Commission for Women including the CAG of India. Any unspent balance out of this grant will be refunded by the organization within 60 days from the date of completion of the project failing which such unspent balance will attract panel interest @ 12% per annum for the period from date of completion of the project to the date of refund of unspent balance.

The decision of the Commission in all cases relating to the standard of report shall be final. All disputes relating to any grant will be subject to the jurisdiction of courts located in Delhi. **All financial assistance will be released through PFMS only.**

Category-Wise Budget Allocation- Webinar

S. No	Criteria	Description	Maximum Allowed Value	Maximum financial Limit
1	Honorarium to the Resource Persons	Rs. 3,000/- per resource person (maximum of 5 resource persons per programme)	5	Rs. 15,000
2	Miscellaneous expenditure (including Coordination, Technical, Logistics arrangements and Rapporteur etc.)	Not more than Rs. 15,000/-	Lump Sum	Rs. 15,000
Total		Rs. 30,000 Rupees Thirty Thousand only		

HELPLINE

For any query or clarification,
You may please contact us on the following numbers:



011- 26944886

Extn: 220,229

NOTE

The whole process of inviting proposals is online. Therefore, you are requested **NOT TO** send hard copy of the proposal or any other related documents to the Commission.

ANNEXURE-A

(On Stamp paper for Rupees One Hundred only)

DECLARATION CUM UNDERTAKING

1. I,..... (Name), Son of Aged years working as.....
(Designation) hereby solemnly declare that I am competent and authorized to sign and execute this declaration cum undertaking on behalf of (Name of the organization and the address of the organization/institution)
2. I, Ms. /Mr. /Dr./Prof.hereby declare on solemn affirmation that the organization has neither been blacklisted by the Government or neither any public body/semi- government/autonomous organization nor any action has been initiated by any such body to blacklist it.
3. I, on behalf of the organization, undertake to:
 - a) ensure proper administration and management of funds exclusively for the work for which financial assistance has been granted by the National Commission for Women;
 - b) refund full amount with interest thereon in case of misuse or unauthorized use of funds for purposes other than those indicated in the Sanction Order of the National Commission for Women or for withholding or suppressing any information regarding the funds/grants from other official sources in respect of this project for which sanction has been accorded by the National Commission for Women;
 - c) the organization is not receiving any funds from any other source for undertaking this project or partial funding is being received from.....to the extent of Rs..... and a 'No Objection Certificate' from the said organization for seeking financial assistance from the National Commission for Women is enclosed.

Signature

Name

On behalf of

(Name of the organization and seal)
With full address, telephone & PAN No.)

Signature of Witnesses

(With Name, Address and Contact Number):

A. Witness 1

B. Witness 2

Annexure-B
BANK GUARANTEE FORMAT

Bank Guarantee (BG) No. :

Date of Bank Guarantee :

Date till which BG is valid:

Bank Guarantee amount :

Pay and Accounts Officer, National Commission for Women
Plot No.21, Jasola Institutional Area, New Delhi-110025.

1. This bank guarantee is being issued in consideration of the National Commission for Women, which expression shall unless repugnant to the context or the meaning thereof include its successor, administrator and assign having awarded a financial assistance vide letter No..... dated towith its registered head office at.....hereinafter referred to as the Grantee Institution/Organization or to Dr./Professor/Ms./Mrs./Mr. address hereinafter referred to as guarantee, which expressions shall unless repugnant to the context or the meaning thereof include their successors, administrators, and assigns and the same having been unequivocally accepted by the Grantee Institution/Organization/individual resulting in a contract bearing No.....valued at Rs..... (Rupees.....only) for (scope of contract) and the Grantee Institution/Organization having agreed to provide a Contract Guarantee for faithful performance of the Webinar equivalent to the approved amount of the grant viz. Rs..... (Rupees.....only) to the National Commission for Women on demand.
2. We,(Name of the Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the National Commission for Women stating that the amount claimed is required to be recovered on account of amount due or likely to be due from the said contractor. Any such demand on the Bank shall be conclusive as regards the amount due and payable by the bank under this Bank Guarantee. However, our

liability under this Guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).

3. We undertake to pay to the National Commission for Women any money so demanded notwithstanding any dispute or disputes raised by the Grantee Institution/Organization/person in any proceeding(s) pending before any court or Tribunal relating thereto. Our liability under this document, shall be absolute and unequivocal. The payment to be made by us under this BG shall be valid discharge of our liability for payment thereunder and the contractor/grantee shall have no claim against us for making such payment.
4. We,(Name of the Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said award letter and that it shall continue to be enforceable till all the dues of the National Commission for Women by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Joint Secretary, National Commission for Women or any other officer so authorized, on behalf of the National Commission for Women certifies that the terms and conditions of the said work have been fully and properly carried out by the said grantee and accordingly the Guarantee is discharged.
5. We,(Name of the Bank) further agree that the National Commission for Women shall have the full liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said contract or to extend the time for the performance by the said grantee from time to time or to postpone for any time or from time to time any of the powers exercisable by the National Commission for Women against the said grantee and to forbear or enforce any of the terms and conditions relating to the said Webinar and we shall not be relieved from our liability by reason of any variation, or extension being granted to the said grantee or for any forbearance act, or omission on the part of the National Commission for Women or any indulgence by the National Commission for Women to the said Grantee Institution/Organization/individual or by any such matter or thing whatsoever.
6. The Grantee will not be discharged due to the change in the constitution of the bank or grantee.

7. Lastly, we, (Name of the Bank) undertake not to revoke this guarantee except with the previous consent of the National Commission for Women in writing.
8. This guarantee shall be valid upto unless extended on demand by the National Commission for Women. Notwithstanding anything mentioned above, our liability against the Guarantee is restricted to Rs.....(Rupees... only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this Guarantee, all our liabilities under this Guarantee shall stand discharged.

Dated:

Signature

Name.....
Designation.....
(Name of the Bank and its branch)
(Seal of the Bank)