

DISTRICT OFFICE :: MAYURBHANJ :: BARIPADA
(SOCIAL WELFARE SECTION)
Tel No.06792-252268 E-mail : dswomayurbhanj@nic.in

NOTICE FOR EXPRESSION OF INTEREST

No. 631 dt. 13.02.19 //

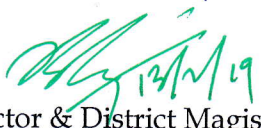
Sealed applications are invited in prescribed application form from the eligible and interested organizations for selection of Agency to run One Stop Centre (OSC) in Mayurbhanj district to provide integrated support and assistance to women affected by violence both in private & public spaces including medical, legal, psychological and counselling.

Details of Eligibility criteria, Selection procedure and Application form is available in the Women & Child Development and Mission Shakti Department website : <http://wcdodisha.gov.in>, www.odisha.gov.in and district website : <http://www.mayurbhanj.nic.in> .

The application with necessary relevant signed documents in the prescribed format must reach within the scheduled date & time at the Office of the DSWO, Mayurbhanj, At/PO-Baripada, Dist-Mayurbhanj-757001 through Speed Post/ Registered post only indicating "Application for setting up One Stop Centre in Mayurbhanj district". Application received after the due date will be rejected.

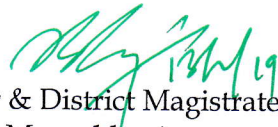
Date of receipt of application : 14.02.2019

Last date for receiving the completed application : 26.02.2019 upto 3 P.M.


Collector & District Magistrate,
Mayurbhanj


Memo No. 632 dt. 13.02.19 //

Copy to the District Informatic Officer, NIC, Mayurbhanj for information and webhost the notice.


Collector & District Magistrate,
Mayurbhanj

Memo No. 633 dt. 13.02.19 //

Copy to all DSWOs for information with request to display in their Notice Board for wide publicity.


Collector & District Magistrate,
Mayurbhanj

Memo No. 634 dt. 13.02.19 //

Copy to all Sub Collectors/ all BDOs/ all CDPOs of Mayurbhanj district for information with request to display in their Notice Board for wide publicity.


Collector & District Magistrate,
Mayurbhanj

Eligibility Criteria, Selection Procedure and Application form for Agency to run One Stop Center in Odisha

A. Eligibility criteria for the Agency:

1. **Registration:** Three years under the Society Registration Act 1860 / Indian Trust Act. 1862/ Sec 25 of the Companies Act 1956/ Sec 8 of Companies Act 2013. Registration under section 12-A and 80G of Income Tax Act 1961 for exemption, if the Agency is a non-profit organisation.
2. **Experience:** Minimum five years proven field level experience in women and child programmes or any Social Development Sectors.
3. **Assets:** Minimum assets of Rupees Eight Lakhs in the name of the Agency in terms of land / building / assets.
4. **Turnover:** Minimum of Rupees Twenty Lakhs as per the last financial year balance sheet.
5. **Not been blacklisted** or placed under funding restriction by any Government or Govt. Agencies.
6. Any office bearer on behalf of the organization should not be convicted by any court of law in India or abroad for any criminal offence.
7. **No adverse report** from the District / WCD / any Govt. Departments or partnership. Agencies which have been discontinued due to poor performance in implementation of any projects shall not be eligible to apply.

B. Steps for selection of Agency:

The following selection process shall be carried out at district level.

1. **Desk appraisal** of the applications received within the due date as per the advertisement. This may be done by a **Committee** constituted by the Collector for the purpose.
2. Only shortlisted applications found after desk appraisal shall be considered for field appraisal by a **Field Appraisal Committee** as constituted by the Collector for the purpose.
3. After completion of the field appraisal, the team will submit their signed assessment reports along with the signed scoring sheets to the Collector of the District.
4. Based on the field assessment findings, the **Field Appraisal Committee** shall award scores in the prescribed format and those NGOs who secure **minimum 50% mark as cut off** shall be shortlisted and referred to **DLPAC**.
5. **District Level Project Appraisal Committee (DLPAC)** headed by Collector will finalise the NGO based on the field appraisal report & credibility of the organisation. This selection will be intimated by the Collector to the W & CD Department.



C. Application procedure:

The interested and eligible Agencies may submit application with necessary relevant signed documents in the prescribed application format only to the District Social Welfare Officer of concerned district where the project is required through speed post/registered post only latest by _____. Applications received after the due date or in an open envelope or lack of required information shall be rejected. No personal enquiry shall be entertained. Organisations interested to apply for more than one location of OSC have to apply in separate application forms.

D. Documents to be submitted with the application/proposal:

1. Self certified copy of the Society registration /Indian Trust Act / Companies Act certificate.
2. Self certified copy of the 12-A registration certificate.
3. Self certified copy of the 80- G registration certificate
4. Self certified copy of the Audit report for last three financial years (2014-15, 2015-16 & 2016-17).
5. Self certified copy of the last three annual reports (2014-15, 2015-16 & 2016-17).
6. Solvency certificate of minimum Rs 8 lakhs as assets in the name of the Agency
7. Minimum of Rs. 20 lakhs turnover as per last balance sheet of 31/3/2017 (self certified copy).
8. Bye law and memorandum of the Agency (self certified copy).
9. Photo copies of the documents relating to experience in Women and child Program or any Social Development Sector with the support of Govt. / Donor Agencies. In the experience documents the duration of the project must have been mentioned. (Attach the proof documents with self certification).
10. Undertaking by the Agency that it has not been blacklisted or placed under funding restriction by any Government or Government Agencies.
11. Undertaking that any office bearer on behalf of the organization has not been convicted by any court of law in India or abroad for any criminal offence.
12. Human resource details (full time, part time staffs etc).
13. Copy of PAN card.
14. Copy of Bank Pass Book.
15. Copy of Adhar Card of all trustees/ members.
16. Unique ID number of registration in NGO – PS Portal of NITI Aayog.
17. Copy of the latest sanction order (if running Swadhar Greh / Ujjawala)
18. Any other documents in support of the organization.

N.B: All the above supporting documents must be signed by the Chief Functionary of the organization, failing which, the application shall be rejected.

| | | |
|---|--|--|
|  | APPLICATION FORM Location of the One Stop Center _____ Name of the District _____ |  मित्रान् पूर्णं शक्तिम् इमं सुनेगे नारी को बाल |
|---|--|--|

| | | |
|----|---|----------|
| 1. | Name of the Organization | |
| 2. | Registered Office address with phone, fax number and email | |
| 3. | Name of the Chief Functionary with Mobile number | |
| 4. | a. Date & year and number of the Society Registration under Society Registration Act / Indian Trust Act / Companies Act (Attach copy) | |
| | b. Act under which registered | |
| 5. | Year of 12 A registration (Attach copy) | |
| 6. | Whether registered under 80 G (Attach copy) | Yes / No |
| 7. | Bank details (attach Xerox of bank pass book first page) Name of the Bank Account number IFSC Code address of the bank | |
| 8. | PAN Number (Attach photocopy) | Yes / No |

9. Financial turn over

| Year | Income (Rs.) | Expenditure (Rs.) | Fixed asset as per the balance sheet (Rs.) |
|---------|--------------|-------------------|--|
| 2014-15 | | | |
| 2015-16 | | | |
| 2016-17 | | | |

10. Experience in Women and child & other Social Development Sector out of funding from Government of Odisha/Govt. of India/Govt. of any other state.

| Name of the program | Supported /Funded by | Programme duration (from-to) | Operational area | Project cost | Remark |
|---------------------|----------------------|------------------------------|------------------|--------------|--------|
| | | _____ to _____ | | | |

(Attach copy of the proof document where the duration of the project has been indicated)

11. Experience in Women and child & other Social Development Sector out of funding from any Development Agency/UN Agency/Corporate etc.

| Name of the program | Supported /Funded by | Programme duration (from-to) | Operational area | Project cost | Remark |
|---------------------|----------------------|------------------------------|------------------|--------------|--------|
| | | _____ to _____ | | | |

(Attach copy of the proof document where the duration of the project has been indicated)

12. List of members of Managing Committee / Executive Committee of the Organisation: (attach copy of Aadhar card)

| Name | Designation | Age | Educational Qualification | Adhar card number | Permanent Address | Present Address |
|------|-------------|-----|---------------------------|-------------------|-------------------|-----------------|
| | | | | | | |
| | | | | | | |

13. Details of the existing staff position of the Organisation as on 31/03/2017:

| Staff categories | Full time (Number) | Part time (Number) |
|------------------|----------------------|----------------------|
| | | |
| | | |

14. Details of the National/ State / District level awards received by the organization for significant contribution in development of social sector:

| Name of the Award | Award Issuing Institution /Organisation with date. | Remarks |
|-------------------|--|---------|
| | | |
| | | |

(Attach copy of the proof document)

15. Undertaking of the NGO that; any office bearer on behalf of the organization has not been convicted by any court of law in India or abroad for any criminal offence.

16. Undertaking of the NGO that it has not been blacklisted by any Government (State or Central) Department or Agency in India, which is in force during the currency of the contract.

17. Any other information:

Declaration

I hereby certify that, I have read the rules and regulation of the Scheme/Project and the above information furnished is true to the best of my knowledge and belief.

Signature of Chief Functionary with seal

Name of the Chief Functionary _____

Documents to be submitted with the application/proposal:

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3. Self certified copy of the 80- G registration certificate
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6. Solvency certificate of minimum Rs. 8 Lakhs as assets
7. Proof of minimum Rs. 20 Lakhs turn over.
8. Bye law and memorandum of the Agency (self certified copy).
9. Photo copies of the documents relating to experience in Women and child or any Social Development Sector with the support of Govt. / Donor Agencies. In the experience documents the duration of the project must have been mentioned. (Attach the proof documents with self certification).
10. Undertaking by the Agency that not been blacklisted or placed under funding restriction by any Government or Govt. Agencies.
11. Undertaking that any office bearer on behalf of the organization has not been convicted by any court of law in India or abroad for any criminal offence.
12. Human resource details (full time, part time staffs etc).
13. Copy of PAN card.
14. Copy of First page of Bank Pass Book.
15. Copy of Adhar Card of Trustees/ members.
16. Unique ID number of registration in NGO – PS Portal of NITI Aayog.
17. Any other documents in support of the organization.

N.B: All the above supporting documents must be signed by the Chief Functionary of the organization, failing which, the application shall be rejected.