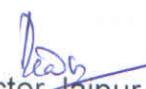


**Expression of Interest for Agency for
Running of "One Stop Centre" (Sakhi)**

1. Expression of interest (EOI) is sought for Agency for running of One Stop Centre (OSC) in District Hqr Hospital Premises ,Jajpur Odisha.

Locations:

District Hqr Hospital Premises ,Jajpur

<p>COLLECTORATE, JAJPUR Ph. 06728-222001 (O), 222330 (R), Fax – 222087 E.mail: dm-jajpur@nic.in, web site: www.jajpur.nic.in (Social Welfare Section) No <u>1072</u> /Date. <u>29/06/2019</u></p>
<p>NOTICE FOR EXPRESSION OF INTEREST</p>
<p>Sealed applications are invited from organizations for selection of Agency to run One Stop Centre (OSC) in Jajpur District, Odisha.</p> <p>Details of eligibility criteria, selection procedure and application form is available in W&CD Department website http://wcdodisha.gov.in and www.odisha.gov.in. Last date of submission of application on or before...<u>20.7.2019</u>..Date)...<u>5 Pm</u> (time). The applications received will be opened for Desk Appraisal on ...<u>22.7.2019</u>.. at...<u>10 am</u>..... in the Office Chamber of the ADM, Jajpur in the presence of Desk Appraisal Committee and the applicants or their authorized representatives.</p> <p style="text-align: right;"> Collector, Jajpur</p>

Memo No. 1073 Dt. 29/06/2019

Copy to the D.I.O, NIC, Jajpur for information and necessary action with a request to make available the Advertisement in Jajpur District Website on www.jajpur.nic.in under the Title "Expression of interest (EOI) is sought for Agency for running of One Stop Centre (OSC) in District Hqr Hospital Premises ,Jajpur, Odisha." under the Tab/ Menu of Expression of interest and the validity of the tender as in notice .


Dist. Social Welfare Officer
Jajpur

Memo No. 1074 Dt 29/06/2019.

Copy to the DIPRO, Jajpur with a request to publish the Notice for Expression of interest in two Local Daily News Paper and in one National News Paper (ones) i.e. The Samaj, Prameya & Indian Express. The above news agencies may be instructed to submit their bills as per I& PR approved rate to the District Social Welfare Officer, Jajpur for necessary payment.

Rak
29/6/19

Dist. Social Welfare Officer
Jajpur

Memo No. 1075 / Date 29/06/2019.
(24).

Copy to the Project Director, DRDA, Jajpur/Sub-Collectors, Jajpur District/ All BDOs/All CDPOs / Office Notice Board for information/ CDM& PHO, Jajpur.They are requested to publish the notice in their Notice Board for wide circulation.

Rak
29/6/19

Dist. Social Welfare Officer
Jajpur

Memo No. 1076 / Date 29/06/2019.

Copy submitted to the Director, ICDS and Social Welfare, WCD&MS Department, Odisha, Bhubaneswar, for favour of information and necessary action.

Rak
29/6/19

Dist. Social Welfare Officer
Jajpur

Memo No. 1077 / Date 29/06/2019
(2).

Copy to OSD to Collector, Jajpur / Steno to ADM, Jajpur for kind information of Collector .

Rak
29/6/19

Dist. Social Welfare Officer
Jajpur

Utilise the non-recurring & recurring grant as per government Guidelines within the stipulated time period.

- Engage a Centre Administrator and other required human resources for smooth functioning of the Center.
 - Organise IEC activities, trainings & capacity building workshops.

 - The One Stop Centre is to be opened 24x7; hence the staffs are to be on duty on rotation basis.
 - Submit Monthly Progress Report, Success Stories: Case Study, Quarterly Statement of Expenditure and Annual Statement of Expenditure to District Collector/ Women & Child Development Department, Government of Odisha as per the format in the Scheme Guidelines for One Stop Centre Scheme, Ministry of Women & Child Development, Government of India.
 - Abide by the Scheme Guidelines and Protocols issued from time to time by Government of India and Government of Odisha.
 - Designate a person from the organisation as the nodal person for all future correspondence and coordination.
 - Any other task assigned by Government from time to time.
-

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 Jajpur 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.

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.
