

BRIEF DESCRIPTION OF PMAGY SCHEME

Pradhan Mantri Adarsh Gram Yojana(PMAGY) is a rural development programme launched by the Central Government in India in the Financial Year 2009-2010 for overall development of villages having a higher ratio of people belonging to Scheduled caste through Convergence of Central and State Schemes and allocating financial funding in SC village basis. More than 500 villages of Odisha have been planned to be covered under the scheme in different phases, out of which 21 villages of Jajpur District have been selected in 2nd phase for.

List of Villages in the 2nd Phase

Sl No	Name of the Block	Name of the Village
1	Bari	Kantia
2		Srirampur
3	Dasarathpur	Kasaba
4		Iswarapur
5		Babalapur
6		Biruhan
7		Karianga
8		Asanpur
9		Jafarpur
10	Danagadi	Danibar
11		Mulasara
12		Ragada
13	Binjharpur	Sasanpada
14		Jari
15	Jajpur	Malanadapur
16		Gobindapur
17		Kasipur
18	Dharmasala	Mirjapursamil
		Basudevpur
19		Muratpur
20		Panturi
21		Baramundali

The tender should be submitted following the terms & conditions specified here under:

1. Eligibility:

In support of eligibility a bidder NGO must qualify the following characteristics

1. It should be legally registered one
2. It must have PAN & TAN No/ GSTIN.
3. Income tax return filed for last 03 year of Assessment of NGO
i.e. 2016-17,2017-18, 2018-19.
4. It should be having good track record and should have not been blacklisted by any State Govt. or Central Govt. agency.
5. It should have a minimum of 5 years of work experience as on 31.12.2018 and should have worked in at least 01 rural development programme funded by the State/Central Govt.
6. The NGO must have adequate mobility and manpower with computer knowledge and well versed in local language.
7. It should have audited balance sheet (with minimum balance of Rs. 1,00,000/-) and financial transaction report of previous three years.
8. The Head/chief functionary of the NGO should not be a formal member of political party.

2. Funds of Rs. 40,000/- (Rupees Forty thousand) only for village will be provided for execution of the work. The NGO must submit a Technical Proposal and Financial Proposal for the work to be done for the DPMC. The financial proposal for the work should be within the budget of Rs. 40,000/- per village.

3. Necessary Documents to be submitted

In support of eligibility, a bidder must submit following tender documents.

- a. Copy of PAN card, TAN card of NGO/ GST no.
- b. Copy of the Income Tax return Filled for the last three years assignment of NGO i.e. 2016-17, 2017-2018, 2018-19.
- c. Copy of proof of 5year work experience as on 31.12.2018 and functioning till date
- d. Copy of proof experience at least 01 Rural Development Programme funded by State/ Central Govt.
- e. Balance Sheet & Financial report of last three Financial Year i.e. 2016-17, 2017-2018, 2018-19 duly audited and certified by any regd. Chartered Accountant or any Chartered Accountant Firm.
- f. Declaration of Head/ Chief Functionary of NGO of not being a formal member of any political party
- g. Affidavit of non-inclusion in the Blacklist
- h. Photocopy of Bank Pass Book of NGO
- i. Annexure I Check List of the documents submitted
- j. Annexure II Declaration Letter.
- k. Annexure III General Information about the NGO
- l. Any other supporting document if necessary.
- m. Financial proposal describing the execution of work under PMAGY as per Annexure IV

4. The Technical Proposal and Financial proposal should be covered in separate envelopes super scribing "Technical Bid" and "Financial Bid" respectively. The two envelopes containing copies of Technical Proposal and Financial Proposal shall be put in another sealed envelope clearly marked with caption "EXPRESSION OF INTEREST FOR IMPLEMENTATION OF PMAGY" and should be addressed to

The District Welfare Officer, Jajpur

Address: At- Collectorate, Jajpur, P.O/P.S- Jajpur Town, Dist.-Jajpur PIN- 755001

5. The proposal should be filled by the Bidder in English Language only.
6. The Tender Document can be downloaded from the website www.jajpur.nic.in. The bidders are required to submit the non-refundable tender documents fee of Rs. 1000/- in shape of an Account payable Demand Draft from any of the Nationalized Bank in favour of the District Welfare Officer, Jajpur and payable at Jajpur Town along with Tender Paper. The proposals without or with inadequate fees shall be rejected.
7. The Bids qualifying the eligibility criteria and complete in respect to the availability of the documents will be considered for Financial Evaluation. The bidder quoting the lowest price shall be considered for award of contract.
8. The District Collector will constitute the "Tender Committee" to finalize the tender paper.
9. The Authority reserves the right to reject any or all EoI without assigning any reason thereof. The engagement of NGO can be terminated by the District Authorities if the performance of the NGO is not satisfactory.
10. The NGO must abide by the guidelines of the Govt. regarding roles and responsibilities for execution of the scheme annexed at Annexure IV and instructions received time to time.
11. **Signing of Agreement:**

The Successful bidder has to execute an Agreement of One Year in Non- Judicial stamp Paper worth Rs. 50/- with District Welfare Officer, Jajpur within two days of the finalization of the Tender and the Agreement can be renewed for another one year if necessary.
12. The NGO participating in the tender process shall produce all documents in original before the Tender Committee Members for PMAGY on the date of opening of the tender.

CHECK LIST

Please check whether the following have been enclosed in the respective cover

- | | | |
|----|--|---------|
| 1 | copy of PAN Card/ TAN Card | Yes/ NO |
| 2 | Copy of the IT Return Filed by the NGO for the last three years assessment i.e. 2016-17,2017-18,2018-19 | Yes/ NO |
| 3 | Copy of Up-to-date GST clearance Certificate valid up to 31.03.2020. | Yes/ NO |
| 4 | Copy of certificate of Registration in favour of NGO | Yes/ NO |
| 5 | Valid proof of 5 years of work Experience as on 31.12.2018 | Yes/ NO |
| 6 | Valid proof of experience at least 01 Rural Development Programme funded by the State or Central Government. | Yes/ NO |
| 7 | Audited Balance Sheet and Financial Report of previous three financial Year | Yes/ NO |
| 8 | Declaration of the Head / Chief Functionary of NGO of not being a formal Member of any Political party. | Yes/ NO |
| 9 | Photo copy of Bank Pass Book with Name of the NGO. | Yes/ NO |
| 10 | Declaration Application | Yes/ NO |
| 11 | All Annexure | Yes/ NO |

Authorised Signatory with Date & Seal

DECLARATION APPLICATION FOR BOTH TECHNICAL AND FINANCIAL PROPOSAL

To

The District Welfare Officer, Jajpur

Ref: Letter No _____ Dated _____ of ST & SC Dev. Deptt. Section,
Collectorate, Jajpur

Sir,

I/ We the undersigned am/ are pleased to give my/our service for implementation of the PMAGY scheme in Jajpur District. We are hereby submitting our bid, which includes the entire necessary documents in a sealed envelope super scribing " Eol for implementation of PMAGY".

I/We hereby declare that all the information and statement made in this bid are true and accept that any of our misinterpretation/blacklisting contained in it any lead to our disqualification.

My/Our bid is valid for a period of one year after date of bid opening, subject to the modification result from contract negotiation; you may subsequently carry out with us to accept our Eol. If I/We am/ are assigned work during the period of validity of the bid. I/We undertake to carry out the same as per the Terms 7 Conditions contained in the Eol documents and I/We declare that all the provisions of this Eol documents are acceptable to my organization.

I/We further certify that, I/We am/are an authorized signatory of my NGO and am/are therefore, competent to make this declaration.

Yours faithfully,

Location

Date

Authorized Signatory(in full and initials)

Name and title of Signatory

Name of the Firm

(Seal)

General Information About the NGO

Sl No	Particulars	Details to be Filled in Block letters only
Contact Details of NGO:		
1	Name of the NGO	
2	Permanent Address along with PIN code	
	Telephone e-mail id	
	Local Address along with PIN Code	
	Telephone	
	e-mail id	
Contact details of the Authorized person:		
4	Name	
5	Designation	
6	Permanent Address along with PIN Code	
7	Correspondence address along with PIN Code	
8	Telephone	
9	e-mail id	
Information about the NGO:		
10	Name of the NGO	
11	Registration Number & valid up to	
12	Type of validity (Temporary/Permanent)	
13	Name of the Act. under which registered	
14	Year of establishment of the NGO	

15	Whether Blacklisted (if yes mentioned the period)	
16	Bank Account details	Account No. Bank Name:- Branch:- Name of the Account Holder:-
17	Whether the bank account is jointly operated (Yes/No)	
18	Name & Designation of the bank account operator(s)	
19	Financial source of the NGO	
20	In case the NGO receive any foreign funding, the NGO is registered under PCRA (Yes/No)	
21	FCRA Registration No. & Date	
22	PAN/TAN Card No. & GST No.	
23	Income return assessment for last three financial years:	1. 2016-17 2. 2017-18 3. 2018-19
24	Summary of last activity undertaken	

Authorised Signatory with Date & Seal

Roles & Responsibilities of NGO Regarding Execution of PMAGY Scheme

1. The NGOs shall submit a strategic plan on how to execute the work of PMAGY such as household survey, collection of data related to PMAGY, uploading data in the PMAGY Portal, supervision of progress work in the field before execution of the agreement.
2. The NGO is responsible for engagement of one Team leader who must have adequate knowledge in data uploading and processing and must be able supervise the field work.
3. The Team Leader is responsible for carrying out the preliminary works like household survey, compiling data as collected, uploading the same in PMAGY Portal, supervision of the progress of work during execution in the selected villages & report on monthly basis, arrange the awareness camp in consultation with W. E.O.s of the concerned Block in the selected villages, prepare the VDP in consultation with the WEO/DWO and the village committee concerned and submit the same to District PMAGY convergence committee for approval, coordination between DWO & Engineers of line Departments for preparation of plan & estimates of the works to include in the VDPs.
4. The NGO has to follow up the guidelines issued by ST & SC Development Department, Govt of Odisha time to time.
5. Apart from that any other matter relating to PMAGY as and when required for execution of work under PMAGY scheme and guidelines issued by the Govt. for the same will be assigned to you from time to time.