



Government of Odisha

**DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA), KANDHAMAL, PHULBANI**

Adv. Lt No 486 Dated 31/05/2019

The Expression of interest (Eoi) are invited from the interested registered Non-Government Organisation (NGOs) who will be engaged for preparation of 200 nos of Village Disaster Management Plan (VDMP) in the different blocks of Kandhamal District for the year -2018-2019 with the financial and technical support of OSDMA ,Odisha ,Bhubaneswar .The details of term of reference (ToR) for preparation of VDMP ,Eligibility criteria & selection procedure of NGOs and others are uploaded in the district NIC website (<https://kandhamal.nic.in>) for necessary information .The interested NGOs ,Fulfilling the eligibility criteria are requested to submit Expression of interest (Eoi) along with all supportive documents to **the Addl., District Magistrate -cum-CEO,DDMA ,Emergency section ,Collectorate ,Kandhamal, Phulbani ,Pin-762001 by 17.6.2019 (till 4 pm)** through speed post /Registered post /Courier only and same will be opened **on 18.6.2019 at 12 Pm** in the Sadabhabana Sabha Gruha ,Collectorate ,kandhamal in the presence of the Eoi committee & representative of NGOs .The envelope contain the Eoi for preparation of VDMP-2018-2019.Any modification ,alternation and date of extension ,if so required will be intimated through the above District NIC portal website only. The authority reserve rights to cancel any or all the proposal of Eoi without assigning any reason thereof.

**Sd/  
Collector-cum-Chairman,DDMA  
Kandhamal, Phulbani**

## **Eligibility Criteria for selection of NGO Partner**

- ❖ NGO should have been registered under the Societies Registration Act, 1860 or a State amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920
  - ❖ NGO should have completed 5 years from the date of registration on the date of filling application.
  - ❖ NGOs should have worked in the field of disaster management.
  - ❖ NGO should have a bank account for at least three years preceding the date of file of application
  - ❖ “Disaster Management” should be one of the objectives in the Memorandum of Association of the NGO.
  - ❖ The NGO should be located and working in the same district for at least 3 years.
  - ❖ The NGO should be working with beneficiaries in rural areas even if the NGO headquarters is located in an urban area./ The area of operation of the NGO must be rural, meaning thereby a village included within the jurisdiction of a Gram Panchayat.
  - ❖ The NGO should not have been black listed by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organisation.
  - ❖ NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
  - ❖ The turnover of the NGO for the last 3 years should be at least Rs. 2 lakh per year.
  - ❖ NGO should comply with the requirement of Income- Tax department / GSTIN or should have at least applied for the same.
  - ❖ Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
  - ❖ The NGO’s Board Members should not have any history of criminal offence against them
- The NGOs should be recommended by the District Administration based on their track record, experience, capacity and other aforesaid selection criteria

## **Documents to be submitted along with the application form**

Copies should be attested by the President/ Secretary of the Organisation

- ❖ Copy of the relevant registration certificate
- ❖ Bye-law or MoA of the NGO.
- ❖ Latest composition of the Managing Committee/ Executive Body
- ❖ Annual Reports of the Organisation for last 3 Years
- ❖ Copies of last three years’ audited statements/ Audited accounts, Viz., Receipt and Payment Account, Income and Expenditure Account and Balance Sheet along with Auditor’s certificate and report for last three years
- ❖ Documents relating to PAN number and exemption order under 12 -A if any
- ❖ Bank pass book reflecting the transactions for the last three years.
- ❖ Certificate from the Bank Manager stating that the account is operative for last three years.
- ❖ The application should be submitted accompanied by a resolution of the organization duly signed by the sitting members of the Executive Body/ Managing Committee of the NGO
- ❖ Letters on award of Assignment/ Project to the NGO

**Template Application (May be amended suitably)**

To,  
The Collector  
, \_\_\_\_\_ (District)

Sub: Application for Empanelment of NGOS for undertaking VDMPs

Madam/Sir,

On behalf of \_\_\_\_\_ an NGO under the Societies Registration Act, \_\_\_\_\_ I/We express our willingness to participate in the selection process for carrying out village level disaster management plan in the district \_\_\_\_\_ on behalf of \_\_\_\_\_. I/We also solemnly declare that, the NGOs named as \_\_\_\_\_ has not been blacklisted by any government agencies. I/We also declare that, our NGO would follow the guidelines of VDMP and orders of district administration in preparing the VDMP.

Your faithfully

Name:

Organization:

Signature with Seal: