

OFFICE OF THE COLLECTOR, KANDHAMAL, PHULBANI.

(Social Welfare Section)

No. 1244 / SW, Dt. 20-6-19

NOTICE FOR EXPRESSION OF INTEREST

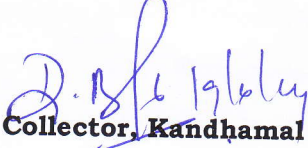
Sealed applications are invited in prescribed application form, from the eligible and interested Organizations for selection of Agency to run One Stop Centre at Dist. Medical Campus, Phulbani, in order to provide support and assistances to women affected by violence, including medical, legal, psychological and counseling.

Detailed eligibility criteria, selection procedure and application form is available in the W&CD Deptt. website **wcdodisha.gov.in and odisha.gov.in**.

The application must reach by post within a scheduled date and time at the office of the Dist. Social Welfare Officer, Kandhamal, Phulbani-762001. Applications received after the due date will be rejected.

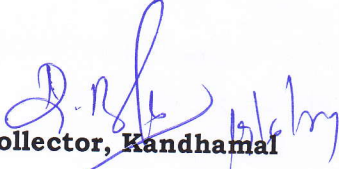
Date of receipt of the application: **21.06.2019**

Last date for receiving the completed application: **06.07.2019 at 4.00 P.M.**


Collector, Kandhamal

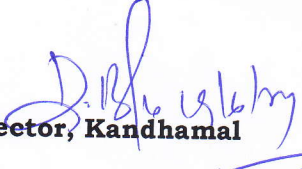
Memo No. 1245 dated 20-6-19

notice. Copy to D.I.O., NIC, Kandhamal, Phulbani for information and for webhost the


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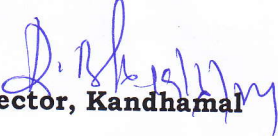
Memo No. 1246 dated 20-6-19

notice. Copy to all D.S.W.Os of Odisha for information and wide publication of the


Collector, Kandhamal

Memo No. 1247 dated 20-6-19

information and requested to hand the Notice for wide publicity.




Collector, Kandhamal

TERM AND CONDITION OF EXPRESSION OF INTEREST

1. Last date of receipt of expression of interest proposal paper is 06-07-2019 till 5PM and will be opened on 07-07-2019 at 11AM.
2. Expression of interest proposals documents should be submitted through Registered/Speed post only. Proposals submitted in any other mode and beyond the scheduled date and time will not be entertained.
3. The proposal papers should be filled up properly and clearly visible without any correction, overwriting and must be typed neatly.
4. The required documents are as specified in the Expression of interest scheduled in Annexure "A".
5. Original paper duly signed by the Agencies/NGOs, failing which the proposals shall be rejected.
6. Any correction shall be made clearly and signed by the agencies/NGOs failing which the proposals shall be rejected.
7. The agencies/NGOs should submit the following documents along with the proposal papers. In absence of any document papers, the proposals will be liable for rejection by the competent authority. The agencies should produce the original documents it necessary before the District Committee for verification.
8. The proposal should accompany with a brief description about the Agency, Contact details such e-mail address, and phone number, past/present experience in similar nature of assignments. (Supporting documents to be submitted)
9. The agency should submit copy of registration certificate of the organization, copy of PAN registration of the organization, copies of audited reports along with balance sheets of the agency /NGOs/Institutions duly audited by a registered chart account firms(Last three Financial Years). Copy of the annual activity report of last three years.
10. The agency should have qualified, experienced and professional human resource in the required sector.
11. The local Agencies/NGOs shall be given preference.
12. Proposal will be finalized by the Dist. Level Management Committee.
13. The Authority reserves the right to reject any or questions received without assigning any reason thereof.

Signature with Official Seal


Collector, Kandhamal

APPLICATION FORM	
	Location of the One Stop Center _____ Name of the District _____
	

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.)
2016 - 17			
2017 - 18			
2018 - 19			

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 31/03/2019

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:

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
5. Self certified copy of the last three annual reports
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.

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 06.07.19. 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 CSC 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.
5. Self certified copy of the last three annual reports.
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 31/3/2019 , (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.
