

**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 Bhima Bhoi Medical College & Hospital, Balangir, Odisha.

**Locations:**

2. Bhima Bhoi Medical College & Hospital, Balangir

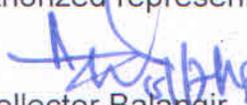
OFFICE OF COLLECTOR, BALANGIR  
(SOCIAL WELFARE SECTION)

NO 1012 DATE 1-7-19

**NOTICE FOR EXPRESSION OF INTEREST**

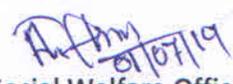
Sealed applications are invited from organizations for selection of Agency to run One Stop Centre (OSC) in Balangir District, Odisha.

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](http://www.odisha.gov.in). Last date of submission of application on or before 15-07-19 (Date) 1:PM (time). The applications received will be opened for Desk Appraisal on 15-7-2019 at 4 PM in the Office of Collector, Balangir, in the presence of Desk Appraisal Committee and the applicants or their authorized representatives.

  
Collector, Balangir

Memo No. 1013 /DSWO Dt. 1-7-19

Copy to the D.I.O, NIC, Balangir for information and necessary action with a request to make available the Advertisement in Balangir District Website on 01-7-19 under the Title "Expression of interest (EOI) is sought for Agency for running of One Stop Centre (OSC) in Bhima Bhoi Medical College & Hospital, Balangir, Odisha." under the Tab/ Menu of Expression of interest and the validity of the tender is upto 15-7-19, 1 PM.

  
Dist. Social Welfare Officer  
Balangir

Memo No. 1014 / DSWO Dt 1-7-19

Copy to the DIPRO, Balangir with a request to publish the Notice for Expression of interest in ~~the~~ Local Daily News Paper and in Sambod/Samay on 2-7-19. The above news agencies may be instructed to submit their bills to the District Social Welfare Officer, Balangir for necessary payment.

*[Signature]*  
01/07/19  
Dist. Social Welfare Officer  
Balangir

Memo No. 1015 / DSWO Dt 1-7-19

Copy to the Project Director, DRDA, Balangir/All Sub-Collectors, Balangir District/ All BDOs/All CDPOs / Office Notice Board for information/ Superintendent, Bhima Bhoi Medical College & Hospital, Balangir/CDMO, Balangir. They are requested to publish the notice in their Notice Board for wide circulation.

*[Signature]*  
01/07/19  
Dist. Social Welfare Officer  
Balangir

Memo No. 1016 / DSWO Dt 1-7-19

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

*[Signature]*  
01/07/19  
Dist. Social Welfare Officer  
Balangir

Memo No. 1017 / DSWO Dt 1-7-19

Copy to Res. Officer to Collector, Balangir / Steno to ADM (Gen) for kind information of Collector & ADM.

*[Signature]*  
01/07/19  
Dist. Social Welfare Officer  
Balangir

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

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### 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 Cuttack 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.**

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	<b>APPLICATION FORM</b> Location of the One Stop Center _____ Name of the District _____	
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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:

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
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.**

## DOCUMENTS CHECKLIST FOR DESK APPRAISAL

NAME OF THE ORGANISATION :

Name of the District / Location of One Stop Centre applied for :

Date of receipt of the application :

Sl. No	Details of the submissions/documents	Whether submitted ( Yes/No)	Remark
1	Whether application is received in due date and by post?		Mandatory
2	Whether all the documents are signed by Chief Functionary of the organization?		Mandatory
3	a. Whether copy of the Society Registration Act / Indian Trust Act / Companies Act certificate submitted?		Mandatory
	b. Whether the organization completed 3 years of registration by date of advertisement?		Mandatory
	c. Whether copy of the 12-A registration certificate submitted?		
	d. Whether copy of the 80G registration certificate submitted?		
4	Whether copy of the Audit report for last three years submitted?		Mandatory
5	Whether copy of the last three years annual report submitted?		Mandatory
6	Whether copy of the balance sheet is submitted?		Mandatory
7	a. Whether the land /building/ asset available of minimum Rs. 8 lakh as per balance sheet?		Mandatory
	b. Whether the organization having minimum turnover of Rs. 20 lakhs as per the last balance sheet ?		Mandatory
8	Whether Bye-law and memorandum of the organization submitted?		Mandatory
9	Whether copy of the list of the managing committee/executive committee members submitted along with Adhar Card.		Mandatory
10	Whether PAN number has been submitted with the application?		Mandatory
11	a. Whether the Agency possess minimum five years experience in Women and Child programme or any other social developmental sector with the support of Govt. & other agencies?		Mandatory
	b. Whether proof of the experience documents submitted and duration of the project period have been clearly mentioned in that documents?		Mandatory
12	Whether the human resource details submitted?		Mandatory
13	Whether copy of the Bank Pass Book submitted?		Mandatory
14	Whether the agency has submitted an undertaking regarding not blacklisted or placed under funding restriction by any Government or Govt. Agencies?		Mandatory

15	Whether submitted an 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 ?		<b>Mandatory</b>
16	Whether the organization registered in Unique ID number of NGO – PS Portal of NITI Aayog?		<b>Mandatory</b>

Note : All mandatory questions should be "yes" for acceptance of application for Field Appraisal

Decision: Whether Accepted or Rejected?

If Rejected, reasons to be specified at below:

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Signature of the members of the Committee

1.

2.

3.

**FORMAT FOR FIELD APPRAISAL OF THE ORGANISATION**

(Only for shortlisted applications)

Name of the District

Name of the Organisation

Name of the One Stop Center applied for :

Date of visit to the Organization :

**A: Organizational profile** Address of the organisation : Contact numbers with e-mail : Name & designation of Chief Functionary :  
(To be cross checked with the organization bye-law) Name of other office bearers & their contact numbers & address (Attach in Separate sheet)  
(To be cross checked with the organization bye-law) Act under which registered and date of registration 12 A registration number : 80 G registration number : FCRA No. (if available) : Banking details  
(Account no. , name & address of bank) PAN No. : Annual turnover during 2016-17 :  
(Minimum Rs. 20 lakh as per audited balance sheet) Has the organization ever been evaluated by any External evaluating Agency? if yes, what was the report: Has any Government Department/ Ministry Blacklisted or imposed funding restriction on the organization as per the latest information ?**B. Brief resume of work experience in Women and Child and other social development sectors out of funding support from Govt. /Development Agencies/UN Agencies/Corporates/Others.**

Duration of operation			Funding Deptt./Agency	Name of the project	Area of operation	Total budget (Rs)
From	To	Total year of operation				

(Attach separate sheet as per requirement)

C. Financial details

Year (last three years )	Income	Expenditure	Asset
2014-15			
2015-16			
2016-17			

D. Name of the financial records properly maintained by the organization:

E. Name of the other records maintained by the organization:

F. Major current activities of the organization :

G. Regular meeting of GB/EC of the organization :  
(Mandate and no. of meeting held during 2016-17)

Types of meeting	Year	Mandated	Organized
GB			
EB			

H. 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

**Documents to be verified by the team**

<b>Sl No</b>	<b>Name of the documents</b>	<b>Remark</b>
1.	Original documents relating to functioning of the office in own building/rented agreement etc.	
2.	Original registration certificate	
3.	Original 12- A registration certificate	
4.	Original 80- G registration certificate	
5.	Annual reports (2014-15, 2015-16 & 2016-17)	
6.	Audit reports (2014-15, 2015-16 & 2016-17)	
7.	Grant-in-aid letters from Govt. for implementation of Women and Child and any other Social Development Programmes.	
8.	Sanction letters from Other Development Agencies/UN Agencies/Corporate for implementation of Women and child and any other Social Development Programmes.	
9.	MOU/agreement copies of above work experiences.	
10.	Cash book, Ledger, stock, acquittance register, bank passbook etc.	
11.	Detail verification of office bearers with the organization bye-law.	
12.	Human resource engagement register/file	
13.	Notice/proceeding/Membership register	
14.	Original documents relating to Awards/Recognitions received by the Organization, if any	
15.	Any other	

**SCORING SHEET FOR ASSESSMENT OF THE ORGANISATION FOR AGENCY TO RUN ONE STOP CENTER IN ODISHA**

Name of the Organization :

Sl No	Areas of assessment		Maximum marks	Marks obtained
<b>Registration &amp; establishment (15 marks)</b>				
1	a. Society Registration Act/Indian Trust Act/Companies Act for more than 3 years	<input type="checkbox"/> if yes- (4 marks) <input type="checkbox"/> if No - (0 mark)	4	
	b. 12 A registration	<input type="checkbox"/> if yes -(1 mark) <input type="checkbox"/> if No -(0 Mark)	1	
	c. Registered under 80G	<input type="checkbox"/> if yes -(1 mark) <input type="checkbox"/> if No -(0 Mark)	1	
	d. Own building / rented building	<input type="checkbox"/> Own building (2 marks) <input type="checkbox"/> Rented building (1 mark)	2	
	e. Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting based on bye-law & Memorandum of the society during the year 2015-16):	<input type="checkbox"/> Less than 50% meeting - 0 mark <input type="checkbox"/> 50% - 75% meetings – 5 marks <input type="checkbox"/> >75% - 99% meetings- 6 marks <input type="checkbox"/> 100% meetings- 7 marks	7	
<b>Field level Experience (40 marks)</b>				
2	a. Experience in Women and Child Programme and other Social Development Programme out of Govt. funding support (maximum 20 marks)	<input type="checkbox"/> less than 5 yrs-0 Mark <input type="checkbox"/> 5yrs - 7yrs - 10 – Marks <input type="checkbox"/> >7 yrs – 10 yrs – 15 marks <input type="checkbox"/> > 10 yrs – 20 - Marks	20	
	b. Experience in Women and Child Programme and other Social Development Programme out of funding support from any other Development Agencies/UN Agencies/Corporate etc. (maximum 20 marks).	<input type="checkbox"/> less than 5 yrs-0 Mark <input type="checkbox"/> 5yrs - 7yrs - 10 – Marks <input type="checkbox"/> >7 yrs – 10 yrs – 15 marks <input type="checkbox"/> > 10 yrs – 20 - Marks	20	
<b>Financial strength/capacity (25 marks)</b>				
3	a. Financial turn over (minimum 20 lakhs as per last audit report (2016-17)	<input type="checkbox"/> Less than Rs 20 lakhs – 0 Mark <input type="checkbox"/> 20 lakhs – 5 Marks <input type="checkbox"/> > 20 lakhs – 10 Marks	10	
	b. Proper maintenance of books of accounts (Assessed through verification of	<input type="checkbox"/> if yes- (5 marks) <input type="checkbox"/> If No - (0 mark)	5	

	Ledger, cash book, vouchers, etc)			
	c. Fixed assets in the name of the organization (minimum Rs. 8 lakhs)	<input type="checkbox"/> Less than Rs 20 lakhs – 0 Mark <input type="checkbox"/> 20 lakhs – 5 Marks <input type="checkbox"/> > 20 lakhs – 10 Marks	10	
<b>Other strength (20 marks)</b>				
4	a. If the organization received any National/ State / District level awards from any Govt. or Govt. Agencies for significant contribution in social sector in the last 10 years ( <b>maximum-10 marks</b> ).	<input type="checkbox"/> National level-5 marks <input type="checkbox"/> State level-3 marks <input type="checkbox"/> District level -2 marks	10	
	b. Overall impression on the Organization functioning in the district ( <b>maximum 10 marks</b> ) by the appraisal team.		10	
<b>Total</b>			<b>100</b>	

Name of the Field Appraisal Team members	Designation	Signature of the members

Whether application scores 50 % marks or not : Yes/ No

If Yes , refer to DLPAC

Date of referring to DLPAC

## FINAL DECISION OF DLPAC

Location of One Stop Center Of Bolangir	Name of organization selected
1. Bhima Bhoi Medical College & Hospital, Balangir	

Name and Signatures of members of the DLPAC

1.

2.

3.