

DISTRICT OFFICE: KENDRAPARA
(SOCIAL WELFARE SECTION)

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No. 544 / Dt. 26.2.19

Notice for Expression of Interest

Sealed applications are invited from intending organisations for selection of Agency to run One Stop Centre (OSC) at Kendrapara District Headquarters.

Details of Scheme guidelines, eligibility criteria, selection procedure and application form is available in the district website <http://www.kendrapara.nic.in> as well as in the office of the D.S.W.O., Kendrapara. The **Last date of submission of application** on or before 10.03.2019 (Date) 2 P.M. (Time)

B. S. B. B. B.
Collector, Kendrapara

Memo No. 545 / Date. 26.2.19

Copy to D.I. & P.R.O., Kendrapara for information and necessary action. He is requested to publish the above notice in one leading odia daily newspaper.

Copy to D.I.O. NIC, Kendrapara for information & necessary action. He is instructed to publish the same in the District Website for awareness of general public.

Copy to District Office Notice Board/all CDPO Notice Board for wide publication.

B. S. B. B. B.
Collector, Kendrapara

Memo No. 546 / Date. 26.2.19

Copy forwarded to the Joint Secretary to Govt. W & C.D. and Mission Shakti Deptt. Odisha, Bhubaneswar for information.

B. S. B. B. B.
Collector, Kendrapara

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

Expression of interest (EOI) is sought for from intending Agency for running of One Stop Centre (OSC) in Kendrapara District.

Location: At District Headquarters, Kendrapara.

ONE STOP CENTRE SCHEME

Introduction:

One Stop Centres (OSC) are intended to support women affected by violence, in private and public spaces, within the family, community and at the work place. Women facing physical, sexual, emotional, psychological, and economic abuse irrespective of age, class, caste, education status, marital status, race and culture will be facilitated with support and redressal. Aggrieved women facing any kind of violence due to attempted sexual harassment, sexual assault, domestic violence, trafficking, honour related crimes, acid attacks or witch-hunting who have reached out or been referred to the OSC will be provided with specialised services.

The objectives of the Scheme are:

- (i) To provide integrated support and assistance to women affected by violence, both in private and public spaces under one roof.
- (ii) To facilitate immediate, emergency and non-emergency access to a range of services including medical, legal, psychological and counselling support under one roof to fight against any forms of violence against women.

TARGET GROUP:

The OSC will support all women including girls below 18 years of age affected by violence, irrespective of caste, class, religion, region, sexual orientation or marital status. For girls below 18 years of age, institutions and authorities established under Juvenile Justice (Care and Protection of Children) Act, 2000 and the Protection of Children from Sexual Offences Act, 2012 will be linked with the OSC.

SERVICES:

The OSC will facilitate access to following services:

1. Emergency Response and Rescue Services
2. Medical Assistance
3. Assistance to women in lodging FIR/DIR
4. Psycho-social support/ counselling
5. Legal Aid and counselling
6. Shelter

For details please visit <http://www.wcd.nic.in> and down load:

- Revised Guideline for setting up One Stop Centre
- Revised scheme for setting up One Stop Centre

The role and responsibility of the Agency:

- Overall management of day to day operations of the One Stop Centre.
- Provide food, clothing, medicine, psycho-social counselling to the victims and coordination with other stake holders i.e. Police, health, judiciary, shelter home.
- Establish a grievance redressal mechanism to address the complaints related to the functioning of OSC in the indicative grievance redressal/ feedback form in the Scheme Guidelines for One Stop Centre Scheme, Ministry of Women & Child Development, Government of India.
- Utilise the non-recurring & recurring grant as per government Guidelines within the stipulated period.
- Engage a Centre Administrator and other required human resources for smooth functioning of the One Stop Centre.
- 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 and Mission Shakti 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 Centre

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 organisation 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.
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 the Collector will finalise the NGO based on the field appraisal report and credibility of the organisation. This selection will be intimated by the Collector to the W & CD and MS 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, Kendrapara through speed post/registered post only latest by 10.3.19 by 2 P.M.. Applications received after the due date or in an open envelop 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 (2015-16, 2016-17 & 2017-18).
5. Self certified copy of the last three annual reports (2015-16, 2016-17 & 2017-18).

6. Solvency certificate of minimum Rs. 8 lakhs as assets in the name of the Agency.
7. Minimum of Rs. 20 lakhs turn over as per last balance sheet of 31.03.2018. (Self certified copy).
8. Self certified copy of the Bye law and memorandum of the Agency.
9. Photo copies of the documents relating to experience in Women & Child Programme 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 and Government Agencies.
11. Undertaking that any office bearer on behalf of organisation has not been convicted by any Court of Law in India or abroad for any criminal offence.
12. Human resources details (full time, Part time staffs etc.)
13. Copy of Pan Card.
14. Copy of Bank Pass Book
15. Copy of Aadhar Card of all trustees / members.
16. Unique I.D. number of registration in NGO-PS Portal of NITI Ayoga
17. Copy of the latest sanctioned order (if running Swadhar Greh /Ujjawala)
18. Any other documents in support of the Organisation.

N.B: All the above supporting documents must be signed by the Chief Functionary of the organisation, failing which, the application shall be rejected.

APPLICATION FORM	
	Location of the One Stop Center _____ Name of the District _____
	 एक मुँहने सारी को बाल

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.)
2015-16			
2016-17			
2017-18			

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.

15. 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:

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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.