

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

Expression of Interest (EOI) is sought for Agency for running of One Stop Centre (OSC) at District Headquarter Hospital (DHH), Nuapada.

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA**

**(SOCIAL WELFARE SECTION)**

No. 1583 Dt. 03.09.18

**NOTICE FOR EXPRESSION OF INTEREST**

Sealed applications are invited from organizations for selection of Agency to run One Stop Centre (OSC) in Nuapada 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). The last date for submission of application on or before dt. 25.09.18 by 05:00 PM. The applications received will be opened for Desk Appraisal on dt. 26.09.18 at 11:00 AM in the Office Chamber of Additional District Magistrate, Nuapada, in the presence of Desk Appraisal Committee and the applicants or their authorized representatives.

*Ana July*  
**COLLECTOR**  
**COLLECTOR, NUAPADA**

Memo No. 1584 Dt. 03.09.18

Copy to the District Informatics Officer, NIC, Nuapada for information and necessary action with a request to webhost the Advertisement in Nuapada District for wide publicity.

*M. P. 3/9/18*  
District Social Welfare Officer  
Nuapada

Memo No. 1585 Dt. 03.09.18

Copy to the Advertisement Manager, daily Odia newspaper "The Sambad" for information and necessary action. He is requested to publish the Advertisement in the all Odisha Edition of daily newspaper for one day as per I & P.R. Dept., Odisha fixed rate.

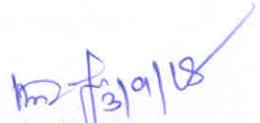
*M. P. 3/9/18*  
District Social Welfare Officer  
Nuapada  
Dist. Social Welfare Officer  
Nuapada

Memo No. 1586

Dt. 03.09.18

Copy forwarded to the Project Director, DRDA, Nuapada/ Sub-Collector, Nuapada/ CDMO, Nuapada/ All BDOs /All Tahasildars/ All EOs of NAC /All CDPOs for information and necessary action with a request to display the Advertisement in the Notice Board of their respective offices.

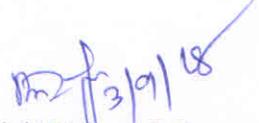
Copy to Office Notice Board.

  
District Social Welfare Officer,  
Nuapada

Memo No. 1587

Dt. 03.09.18

Copy forwarded to the Director, Social Welfare, Women and Child Development & Mission Shakti Department, Odisha, Bhubaneswar for kind information.

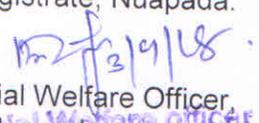
  
District Social Welfare Officer,  
Nuapada

Memo No. 1588

Dt. 03.09.18

Copy to P.A. to Collector for kind information of Collector, Nuapada.

Copy to Steno to ADM for kind information of Additional District Magistrate, Nuapada.

  
District Social Welfare Officer,  
Nuapada

## TOP 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 workplace. 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 specialized 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 download:

Revised Guideline for setting up One Stop Centre in 150 additional locations in second phase -[Download \(1.3 MB\)](#)

Revised scheme for setting up One Stop Centre in 150 additional locations in second phase -[Download \(651.14 KB\)](#)

### The role and responsibility of the Agency:

Overall management of the day to day operations of the One Stop Centre. Provide food, clothing, medicine, psycho-social counselling to the victims and coordination with other stakeholders 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 time period.
  - Engage a Centre Administrator and other required human resources for smooth functioning of the Center.
  - 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 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.
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## 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:**

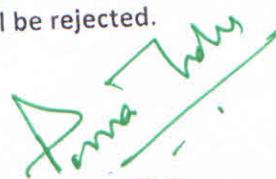
The interested and eligible Agencies may submit application with necessary relevant signed documents in the prescribed application format only to the District Social Welfare Officer of concerned district where the project is required through speed post/registered post only latest by 25-09-18. Applications 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 OSC 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 (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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**COLLECTOR**  
**NUAPADA**

	<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.

*Dama Waly*  
**COLLECTOR**  
**NUAPADA**

**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.