

## NOTIFIED AREA COUNCIL, KHARIAR


### EXPRESSION OF INTEREST

**No.** 454

**Date:** 19/2/24

The Notified Area Council, Khariar invites Expression of Interest from Mission Shakti Groups (SHG) i.e. Women Self Help Groups (SHG) to identify and select IA/IP for the project on "Rejuvenation and management of Water Bodies through community Participation" for Notified Area Council, Khariar.

EOI should reach the undersigned on or before 28.02.2024 during office hours through Speed Post/ Registered Post/ Courier service/ Tender box and the same will be opened on 29.02.2024 at 11.00 AM in the Council Hall in presence of the Self-Help Groups (SHG) Representatives who intend to attend. Each SHG should submit the details as desired by the undersigned in the EOI. The details can be found in the district website i.e. [nuapada.nic.in](http://nuapada.nic.in). Further clarifications can be obtained from this office. The undersigned reserves the right to accept or reject any EOI without assigning any reason thereof.

  
Executive Officer  
Notified Area Council  
KHARIAR  
19/02/2024

**Memo No.** 455

**Date:** 19/2/24

Copy submitted to PA to Collector, Nuapada/ PD, DUDA, Nuapada for favour of kind information with a request to please display a copy of this Notice in his Office Notice Board/Website for wide circulation.

Copy forwarded to the DIO, NIC, Nuapada for information with a request to publish this EOI in the District Portal of Nuapada for wide publication


Copy forwarded to the Chairperson & Vice- Chairperson, NAC, Khariar for kind information. Copy to the Office Notice Board for wide publication.

  
Executive Officer  
Notified Area Council  
KHARIAR  
19/02/2024

**Memo No.** 456

**Date:** 19/2/24

Copy to all Ward Officer for information and publish the EOI in Office Notice Board for wide publication.

  
Executive Officer  
Notified Area Council  
KHARIAR  
19/02/2024

EOL No. 454

Date: 19/2/24

**EXPRESSION OF INTEREST**

**FOR**

**EMPANELMENT OF WOMEN SELF HELP GROUPS (SHG)  
"REJUVENATION AND MANAGEMENT OF WATER BODIES  
THROUGH COMMUNITY PARTICIPATION" IN NOTIFIED AREA  
COUNCIL, KHARIAR.**

## **DISCLAIMER**

1. Though adequate care has been taken in the preparation of this document, henceforth referred to as the Expression of Interest document or the EOI document, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the address mentioned below latest by **1.00 PM on Dt. 28.02.2024** in case, no such intimation is received by the said deadline, it shall be deemed that the applicant is satisfied that the document is complete in all respects.

**Executive Officer**

Notified Area Council, Khariar  
At/Po- Khariar, Dist.-Nuapada, Odisha-766107  
[Email-khariarnac@gmail.com](mailto:Email-khariarnac@gmail.com)

2. Neither Notified Area Council, Khariar nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EOI document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this EOI document and obtain independent advice from appropriate source(s) before submission of their EOI.
3. Neither Notified Area Council, Khariar nor their employees will have any liability to any prospective Applicant or any other person under any law for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EOI document.
4. Notified Area Council, Khariar reserves the right, without any obligation or liability, to accept or reject any or all of the EOIs, and at any stage of the process, to cancel or modify this solicitation process, or any part thereof, or to vary any of the terms and conditions, or to cancel this solicitation process to initiate a new process without assigning any reason whatsoever.
5. Neither Notified Area Council, Khariar nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to the postal delays.
6. The applicable laws for the purpose are the laws of India. Courts of Khariar will have jurisdiction concerning or arising out of this EOI document.
7. The applicants are expected to know the relevant rules and regulations of the respective authorities concerning to this project.



## DEFINITIONS AND INTERPRETATION

In this Volume of the EOI, unless the context otherwise requires, capitalized terms shall have the meaning given below:-

<b>Addendum or Addenda</b>	Means an addendum or addenda to the EOI
<b>Annexure</b>	Means an annexure to this Volume of the EOI
<b>Authority</b>	Means the Notified Area Council, Khariar or its authorized representatives who has invited Applications from competent and interested Women Self Help Groups (SHG) for empanelment under Notified Area Council, Khariar for identification & selection of implementation partner for the project on Renovation and management of Water Bodies through community Participation.
<b>Applicable Law</b>	Means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or bye-laws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract and applicable to the Project.
<b>Application</b>	Means a Women Self Help Groups (SHG), who submits an Application for empanelment/eligibility and qualification submission under this EOI within the stipulated Due Date and Time of submission.
<b>Authorized Signatory</b>	Means the Person Authorized by the Women Self Help Groups (SHG) to sign the Application, correspond with the Authority, and make representation to the Authority as part of EOI / bidding process and sign the contract on behalf of the Applicant / bidding firm through valid Authorization document in his/her favour.
<b>EOI Process/Empanelment Process</b>	Means the process adopted by Notified Area Council, Khariar for empanelment of the Selected Applicants on the terms and conditions set out in the EOI, which has commenced with the issuance of the EOI and which will end on the date of final empanelment of selected applicants is over.
<b>Earnest Money Deposit (EMD)</b>	Means Security to be furnished by the Applicant at EOI stage in accordance with provisions of this EOI.

## **1. INTRODUCTION:-**

The main objectives of Notified Area Council, Khariar under this EOI is to achieve full and complete coverage of all assesses in respect of identification and selection of IA/IP for the Renovation of water bodies through community participation by the way of involving women Self Help Group(SHG) in Notified Area Council, Khariar:

## **2. BRIEF DESCRIPTION OF THE BIDDING PROCESS:-**

- (a) Notified Area Council, Khariar (here in after also referred to as Authority) intends to empanel Women Self Help Groups (SHG) to Support Rejuvenation of water bodies as mentioned below.

### **I. KAMALA SAGAR, Ward No.02 & HIRAMUNDA, WARD NO-7**

Under Jurisdiction of Notified Area Council, Khariar the implement shall be remaining valid initial for a period all the Rejuvenation of water bodies complete in all respect. Notified Area Council, Khariar reserves the right to extend the empanelment on mutually agreed terms & conditions subject to satisfactory performance for the empanelled Women Self Help Groups (SHG).

- (b) The Authority has adopted a single-stage bidding process for selection of Women Self Help Groups (SHG) for award of work pertaining to Rejuvenation & management of water bodies through community participation. The SHG meeting the Eligibility Criteria stipulated under Clause no. 4 shall be shortlisted under the respective wards where the Rejuvenation of water bodies are proposed Ward in which it is registered. Notified Area Council, Khariar shall select suitable SHG for carrying out the work or more SHGs are shortlisted in one ward then in such case the award of work shall be done based on lottery system.
- (c) The work will be ordinarily be awarded to the empanelled SHG of the same ward where rejuvenation of water bodies is proposed. If sufficient No of SHG are not available in the concerned ward in that case the SHG of the nearby wards will be also be considered for their empanelment however during the execution process preference will be given the SHG belongs to the same ward.
- (d) Any further information on the project could be availed from the address mentioned below: -

#### **Executive Officer**

Notified Area Council, Khariar  
At/Po-Khariar, Dist.-Nuapada, Odisha-766107  
[Email-khariarnac@gmail.com](mailto:Email-khariarnac@gmail.com)

- (e) The Authority shall be entitled to disqualify any Applicant at any stage of the Bidding Process in accordance with the guidelines of Government of Odisha or such other laws as applicable from time to time. Applicants must satisfy themselves that they are qualified to participation bid. Also, suggestions for modification are invited from potential applicants for any suitable amendment to the suggested procedure, eligibility, project structure or any other aspect that the applicant perceives should be changed for the benefit of the Authority/work.



- (f) In this stage, applicants are required to furnish all the information as per this EOI to participate in the qualification process. Only those Applicants that are pre-qualified and short-listed by the Authority shall be awarded the work of in the jurisdiction of Notified Area Council, Khariar. The Applicants are advised to visit the site and familiarize themselves before submitting application for the work.

### 3. SCHEDULE OF EOI PROCESS: -

The Authority shall endeavor to adhere to the following schedule:

S. No.	Event Description	Date
1	Issue of Advertisement & Uploading of EOI	At 1.00 PM Date-19.02.2024
2	Last date of receiving queries	Till 1.00 PM Date- 23.02.2024
3	Pre-proposal/ BID Meeting	At 1.00 PM Date-28.02.2024
4	Last Date of submission of Proposals/BID	At 1.00 PM Date-28.02.2024
5	Opening of Proposal/BID	At 09.30 AM Date- 29.02.2024

### 4. ELIGIBILITY OF APPLICANTS: -

Only the applicants satisfying the below mentioned criteria shall be considered applicable for applying for this EOI.

#### A. GENERAL ELIGIBILITY:-

- (i) The Women Self Help Groups (SHG) should have been formed on or before 01.04.2020 & registered under Notified Area Council, Khariar (A copy of the same to be furnished).
- (ii) The SHG should strictly adhering to PUNCHASUTRA to i.e. regular meeting, regular repayment, regular internal lending, regular saving, regular record keeping.
- (iii) The Women Self Help Groups (SHG) must have an active bank account with regular monthly savings by SHG members. (Details of Bank account to be furnished)
- (iv) The Women Self Help Groups (SHG) should have an active status as on date & must have involved in income generation activities in last three years.
- (v) The SHG should have minimum turnover of 2 lakh at least once in last 03(three) years & not have committed financial irregularity such as loan declared as NPA, write off & onetime loan settlement etc.
- (vi) The Women Self Help Groups (SHG) must have availed bank credit and should be regular with the repayment schedule. (A Copy of the Loan Statement to be furnished).

- (vii) The WHSG should have no record of involvement in any antisocial or criminal activities.
- (viii) The Women Self Help Groups (SHG) should have regular and systematic book keeping relating to Meeting Register (Copy of the meeting register to be furnished)
- (ix) The minimum qualification of any member the group should be matriculation or above.
- (x) The SHG must belong to same ward.
- (xi) Must not have any court/criminal case.

#### **B. FINANCIAL ELIGIBILITY**

The Agency must fulfill the following criteria:

- (i) The SHG should have an financial turnover of 2 lakh in the Financial Year from 1<sup>st</sup> April, 2020 to 31<sup>st</sup> March, 2023 at least once in 3 financial years. A Copy of updated Pass Book shall be considered as a proof of Income.

#### **5. SUBMISSION OF EOI**

- (a) The EOI application (As per format given in Annexure 1) shall be submitted in hard copy having the title as "EOI for empanelment SHG for the Rejuvenation of water bodies through community participation under the jurisdiction of Notified Area Council, Khariar". The applicant shall send the documents by Speed post/Registered Post/ Courier Services to the address mentioned herein below before the submission due date as mentioned in this EOI document:

**Executive Officer**

Notified Area Council, Khariar

At/Po-Khariar, Dist.- Nuapada, Odisha-766107

[Email-khariarnac@gmail.com](mailto:khariarnac@gmail.com)

The applications should be submitted before the submissions due date in hardcopy bound properly to the address mentioned in section 5 (A) above.

- (b) The application shall include following document (including but not limited to):-
  - i. Format for cover letter (Form-1)
  - ii. Application for selection of SHG as implementing partner (Form-2)
  - iii. Applicants profile & status: (Form-3)
  - iv. List of documents to be submitted by SHG for scrutiny & Evaluation (Annexure-1)
  - v. Assessment index for selection of SHG. (Annexure-2)
  - vi. Format for scrutiny of application of SHG. (Annexure-3)
  - vii. Summary sheet for engagement of SHG as implementing partners.
- (c) Applicants shall submit the EOI in the prescribed format (Form no1& Form2) in English language only and in case of documents and certificate in other languages,



the same shall be supported with translation in English language.

- (d) The EOI shall be submitted along with a covering letter together with the desired supporting documents and proof on the letter head of the Applicant and each page of the Document duly signed by the head or Authorized signatory of the Applicant under a common seal.

#### **6. AMENDMENTS TO EOI:-**

- (a) At any time prior to the Application Due Date, the authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify terms and conditions of EOI through issuance of corrigendum and addendum.
- (b) Any Addendum or Corrigendum of reply to queries thus issued will be available only on the website of the authority.
- (c) In order to afford the applicants a reasonable time for taking an Addendum in to account or for any other reason the Authority may, in its sole discretion may extend the Application Due Date.

#### **7. FRAUDULENT AND CORRUPT PRACTICES:-**

If an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the EOI Process, such Applicant shall not be eligible to participate in any tender or EOI issued by the Authority.

#### **8. RIGHT TO ACCEPT OR REJECT:-**

The Authority reserves right to accept or reject any / all application without assigning any reason or incurring any liability to the applicants.

#### **9. STEP WISE IMPLEMENTATION – WATERBODY REJUVENATION INITIATIVE**

##### **Part – I : Preparatory Activities:**

- Formation of a team • & Exposure Visit to nearby ongoing site to see the Water body Rejuvenation Initiative.
- Meeting of key officials to discuss about the learning's from the exposure and how to take the Water body Rejuvenation Initiative forward.
- Finalization of Criteria for selection of SHG and Publication of Expression of Interest (EOI) by respective ULBs.
- Putting up notice in all Ward Offices for intimation to SHGs to apply for participation in Drain Rejuvenation Initiative.

##### **Part – II : Follow up with SHGs for Application:**

- Visit to Field by CMM to sensitize the SHGs on how to apply and prepare documents for selection by CMM: City Mission Manager.
- Follow up to ensure timely receipt of adequate no of applications from SHGs.

##### **Part – III: Formation of Selection Committee and Scrutiny of Applications:**

- Formation of a selection cum scrutiny team consisting of Executive Officer, Municipal Engineer, Junior Engineer of concerned ward, Zonal CO, CMMs, Project Coordinator (MUKTA) Designated Ward Officer, Representatives of



Mission Shakti Department (CDPO/ICDS Supervisor), etc.

• Scrutiny of applications and preparation of final list of SHGs by Selection Committee across all wards.

• Preparation of minutes on the selection process of SHGs for approval by Municipal Engineer of ULB.

#### **Part - IV : Capacity Building – Orientation to SHG members & Issue of Work Order :**

- Orientation to members of selected SHGs by technical people of ULB on how to go about implementing the Water Body Rejuvenation initiative.
- Issue of Work Order and Commencement of Work at the field level.
- Preparation of split-up/ action plan for work to be taken-up

#### **Part - V : Field Orientation to the team and SHG members :**

- Respective Executive Officer/ ULB Engineers to sensitize the field team on how to implement a Water Body Rejuvenation Initiative.
- Commencement of execution at the field level.

**Supportive:** 1) Translation of Reach plan into Odia 2) Visit by ULB heads to study the progress and provide feedback 3) Regular presence of field level team to monitor and appraise of the progress/issues if any 4) Visit to the site by ULB officials to identify constraints and address accordingly

#### **10. Terms of Engagement**

a) Notified Area Council, Khariar will sign an MOU with the selected SHGS with detailed terms of reference.

b) The period of engagement of SHGS is particularly for the period mentioned in the MOU.

**11.** The Selected SHGS will be thoroughly trained on the functioning of rejuvenation of water body and their duties & responsibilities.

#### **12. Roles & responsibilities of NAC, Khariar:**

a) Notified Area Council, Khariar has the discretionary power to take decisions as & when the situation demands pertaining to the overall maintenance of the Water Body / Ponds etc.

b) The SHGS has to abide the day to day directions issued by Notified Area Council, Khariar in future,

c) If there is any discrepancy while performing the duties relating to the up keeping of the water body then Notified Area Council, Khariar has to take the final call or Notified Area Council, Khariar is the sole deciding authority.

#### **13. Roles & responsibilities of SHGS assigned to manage Water Body:**

a) The SHGS will be responsible for the day to day functioning of the assigned water body in their vicinity.

b) SHGS engaged in the maintenance of the water body will responsible to manage surroundings of the Ponds / water body user friendly from all aspects.

c) Liaison with Notified Area Council, Khariar & other SHGs to collect day to day information pertaining to the well being & maintenance of the water body or Ponds.

d) SHGS shall responsible for the hygiene condition and no garbage should be dumped near the water body at any cost.

#### **14. Termination of Contract**

a) If the SHGs fails to comply a failure in the performance of its obligations hereunder, as specified in notice of suspension pursuant to clause within thirty (30) days of receipt of such notice of suspension

or within such further period as the "Notified Area Council, Khariar" may have subsequently approved in writing.

- b) If the SHGs becomes (or, if the SHGS consists of more than one entity, if any of its members becomes and which has substantial bearing on providing services under the contract) insolvent go into liquidation or receivership whether compulsory or voluntary.
- c) If the SHGs fails to comply with any final decision reached as a result of arbitration proceedings pursuant to the decision.
- d) If the SHGs, in the judgement of the "Notified Area Council, Khariar", has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- e) If the SHGs submits to the "Notified Area Council, Khariar" a false statement which has a material effect on the rights, obligations or interests of the Notified Area Council, Khariar.
- f) If the SHGs places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Notified Area Council, Khariar.
- g) If the SHGs FAILS to provide the quality time / services as envisaged under this contract. The consultancy monitoring committee (Notified Area Council, Khariar) formulated to monitor the progress of the assignment may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The Notified Area Council, Khariar may decide to give one chance to the SHGs to improve the quality of the services.
- h) If, as the result of force majeure, the SHGs is unable to perform a material portion of the services for a period of not less than sixty (30) days.
- i) If the Notified Area Council, Khariar, in its sole discretion and for any reason whatsoever, decides to terminate this contract.

## **15. Selection Committee**

- i. The Selection committee shall consist of the following members.
  - a) Executive Officer..... Chairperson
  - b) Municipal Engineer..... Member of Convener
  - c) Junior Engineer ..... Member
  - d) Zonal CO..... Member
  - e) CMMs.....Member
  - f) Project Coordinator (MUKTA).....Member
  - g) Designated Ward Officer.....Member
  - h) Representative of Mission Shakti Department (CDPO/ICDS Supervisor) Member

**Executive Officer  
N.A.C., Khariar**



**FORM - 1**

**FORMAT FOR COVERING LETTER  
(On the Letterhead of the Applicant)**

To

The Executive Officer  
Notified Area Council  
Khariar

Dear Sir,

Ref: **Expression of Interest for selection of IA/IP for the project on Renovation and management of Water Bodies through community Participation** under the jurisdiction of NAC, Khariar.

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Empanelment document provided by the Authority in respect of the captioned Empanelment, the undersigned hereby submits the Applications in response to the EOI for Empanelment.
2. I/We have studied the EOI for Empanelment document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
4. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any projector contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
7. My/Our Application is consistent with all requirements of submission as stated in the Empanelment Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our Application.
8. I/We understand that any omission, commissioner mis-statement in facts provided by us will make our Application invalid at any time during the Empanelment Process and also after the empanelment; the Authority reserves the right to take appropriate action accordingly.
9. I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process without assigning any reason or otherwise.

10. I/We hereby irrevocably waive any right which we may have at any stage at law or how so ever otherwise arising to challenge or question any decision taken by the Authority in connection with the empanelment of Agencies or in connection with the Empanelment Process itself, in respect of the above-mentioned activities and the terms and implementation thereof.
11. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document.
12. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in my/our Application, I /we hereby represent and confirm that my/our Application is unqualified and unconditional in all respects.

.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person

Date .....



## FORM-2

### Application for selection of SHG as "IA/IP"

Notified Area Council invites application from Self Help Group (SHG) to identify & select as IA/IP for the project "Renovation & Management of Water Bodies through Community Participation". The interested SHG is hereby requested to furnish following information as per the details given below:

1. Name of the SHG: \_\_\_\_\_
2. Year of Formation: \_\_\_\_\_
3. No. of Members in the Group: \_\_\_\_\_
4. Name of the President/ Secretary: \_\_\_\_\_
5. Location & Address (with ward no): \_\_\_\_\_
6. Financial Transaction in the Last 03 Years (In lakhs): \_\_\_\_\_
  - a) 2020-2021:
  - b) 2021-2022:
  - c) 2022-2023:
7. Balance as on (Last date of previous Month): \_\_\_\_\_
8. Activities undertaken in the last three years: \_\_\_\_\_

### BANK DETAILS

Account No.

Name of the Bank:

IFSC Code:

### DECLARATION

We do hereby declare that our group has never been involved in any anti-social/ illegal activities & the information furnished above regarding our group \_\_\_\_\_ (Name of the group) in Ward No \_\_\_\_\_ under NAC, Khariar is true to the best of our knowledge & belief.

Signature of the President

Mobile No:

Signature of the Secretary

Mobile No:

NB: Kindly attach a xerox copy of cover page & last page updated bank passbook for our ready reference.

**FORM-3**  
**APPLICANT PROFILE AND STATUS**

Sr. No.	Description	Particulars
1.	Name of the Self Help Groups (SHG)	
2.	Registered under (DAY-NULM/Mission Shakti) & Registration No.	
3.	Location (Notified Area Council, Khariar, Ward no.)	
4.	Address with pin code	
5.	Contact person (Management)	
7.	Contact number	
8.	Mobile No.	
10.	Email Id. (If any)	
11.	Year of incorporation (Certificate of Registration to be furnished)	
12.	Details of PAN (Copy of PAN Card to be furnished)	
13.	Details of GST Registration No. if any (Copy of GST Registration number to be furnished)	
14.	Contact person email ID if any	
15.	Details of members of the applicant	
16.	Income earnings in the Financial Year 2020-21 to 2022-23 i.e. from 1 <sup>st</sup> April, 2020 to 31 <sup>st</sup> to March, 2023	
17.	Documents to be attached	<ul style="list-style-type: none"> <li><input type="checkbox"/> First resolution on formation of the group &amp; saving amount per member per month.</li> <li><input type="checkbox"/> Latest resolution to know the resolution of meeting.</li> <li><input type="checkbox"/> Up-to-date bank pass book of SHG.</li> <li><input type="checkbox"/> (Xerox copy of cover page &amp; last page updated bank pass book for ready reference.)</li> <li><input type="checkbox"/> Cash book to know the details of financial transaction.</li> <li><input type="checkbox"/> List of income generation activates.</li> <li><input type="checkbox"/> Involvement in govt. programmes i.e MUKTA, SeTP, Aahaar etc.</li> <li><input type="checkbox"/> PAN card of SHG</li> </ul>

.....  
Signature of the Authorized Person

.....  
Name of the Authorized Person

Date .....



**ANNEXURE-1**

**DETAILS OF DOCUMENT REQUIRED FOR EVALUATION OF  
SELF HELP GROUPS (SHG)**

Sl. No	Subject	Nos. of Page (Mention Sl. No. of Page/s)
1	Self Help Groups (SHG) Name, Address and Ph. No	
2	First resolution Copy of SHG (On formation & Saving Account) Amount per member per month	
3	Name of the President, Address and Ph. No	
4	Name of the Secretary, Address and Ph. No	
5	SHG PAN No.	
6	Resolution of MSHG of last Sixmonth	
7	Case book to know the details of financial transaction.	
8	Bank statement of SHG for last three years up to date to date of submission of EOI	
9.	Business Experience certificate (if any) (List of income generation on activities)	
10	Other documents as per Assessment index	
11	Involvement in Govt. programme i.e MUKTA, SeTP, Aahaar,etc.	

President

Stamp with Signature

Date: -

Secretary

Stamp with Signature

Date:-

## ANNEXURE-2

### ASSESSMENT INDEX - SELF HELP GROUPS (SHG)

{For engagement for Identification & selection of implementation partner for the project on  
Renovation and management of Water Bodies in NAC, Khariar}  
Name, Address and bank A/c no. of SHG

Sl No	Assessment Parameter	Total Marks	Mark obtained	Means of Verification (Document/Records)	Remarks
1	Adherence to standard Practices of Group (Pancha Sutra ) Reference period last one year/ 12 month.	20		<ul style="list-style-type: none"> <li>• Resister for keeping record of meeting ( Ex meeting / Resolution )</li> <li>• Cash book &amp; bank pass book.</li> <li>• Cash book.</li> <li>• Meeting Resolution Resister &amp; Cash book</li> </ul>	<ul style="list-style-type: none"> <li>• Regular Monthly Meeting -04</li> <li>• Regular Saving-4</li> <li>• Regular internal lending -4</li> <li>• Regular Repaymen-4</li> <li>• Regular Record Keeping-4</li> </ul>
2	No. of Active Member s	10		Register & Bank pass book of Mission Shakti Group/(SHG)	<ul style="list-style-type: none"> <li>• Active member more than 10=10</li> <li>• 8 to 10 activemember =8</li> <li>• 4 to 7 active member =6</li> <li>• Less than 4 active member =0</li> </ul>
3	Involvement in Income Generation Activity (IGA)	20		Observation (Intraction with SHG) & Document Verification	<ul style="list-style-type: none"> <li>• 3 Activity =20</li> <li>• 2 Activity =15</li> <li>• 1 Activity =10</li> </ul>
4	Turnover of Group	20		Register, Cash book & Bankpass book of Mission Shakti Group/ALF	<ul style="list-style-type: none"> <li>• More than 7 lakh =20</li> <li>• 5 lakh to 7 lakh=15</li> <li>• 3 lakh to 5 lakh=10</li> <li>• Below 3 lakh =0</li> </ul>



5	Investment Capacity	20		Register & Bank pass book of Mission Shakti Group/ALF	<ul style="list-style-type: none"> <li>• More than 3 lakh=20</li> <li>• 2 lakh to 2.99 lakh =15</li> <li>• 1 lakh to 1.99 lakh=10</li> </ul>
6	Experience in handling of Business	10		Field Visit	<ul style="list-style-type: none"> <li>• 1 year or more =10</li> <li>• Less than 1 year = 5</li> </ul>
		100			

**Note:**

1. Empanelment of IA/IP for Rejuvenation & management of water bodies through community participation.

2. If more than one SHG secure the highest mark/equivalent then selection will be done through lottery.

3. Preference will be given to the SHG who belongs to same ward where the rejuvenation of water bodies is proposed.

4. The Selection committee shall consist of the following members:

- i) Executive Officer: Chairperson
- ii) Municipal Engineer: Convener
- iii) CMM, NULM: Member
- iv) Project Coordinator (Mukta): Member
- v) Designated Ward Officer
- vi) Representative of mission shakti dept. (CDPO/CDS Supervisor)
- vii) Zonal Community Organizer

### Annexure-3

Format for scrutiny of the applicants for selection as IA/IP for. rejuvenation & management of water bodies through community participation.

Date.....

Venue.....

In present to Expression of Interest (EOI) NO\_\_\_\_\_Date\_\_\_\_\_ to invite Application from the Eligible and Active Self-Help Groups with Regards to Selection as implementing Agencies For the project Rejuvenation & management of water Bodies through community Participation. NAC, Khariar Received \_\_\_\_\_Nos of application from the interested SHG of Ward No \_\_\_\_\_ and a committee consisting / compromising of officials & Representative as Formed side office order No\_\_\_\_\_ Dt\_\_\_\_\_ under Chairmanship of\_\_\_\_\_ to look after the scrutiny and Evaluation of Application Received from SHG of ward No.\_\_\_\_\_ For selection as implementing Agencies in connection with the project \_\_\_\_\_

• The committee after preliminary Scrutiny of Applications on\_\_\_\_\_ Decided to call the president and secretary of the concerned SHGs. as it will be helpful in setting a Detail Picture / status of the Groups. Accordingly, the leaders of the concerned SHG were intimated and committee evaluated the Application of SHG on the Basis of Documents submitted by them, as mentioned in the EOI Document in the presence of Representatives from the concerned Groups on \_\_\_\_\_and detail of scores. Awarded to various & SHGs based on various parameters as Fixed by the committee. The top\_\_\_\_\_SHGs from Each ward For Each work is given as under in tabular form.

Sl n o.	Name off the work	War d No.	Name of SHG	Marks Secured as per eligibility parameters	Total Marks secured

NB: Entire score list of SHG in respect of ward no \_\_\_\_\_ is attached Annexure-6



Post Scrutiny Discussion with Notified Area Council,  
Khariar - Chairman of scrutiny committee.

Soon After completion of scrutiny the committee appraised \_\_\_\_\_ about the scrutiny process, the overall selection process in Detail and the challenges while going ahead with the development of Self Help Groups at the field level for smooth & Effective implementation on programme on Name of the project \_\_\_\_\_ After listening to all members of the SHG the scrutiny committee suggested the following:

(i) Preparation of merit list of SHGs

(ii) In case a SHG fails to Deliver the Desired. Results Another SHG shall be selected from the merit list prepared for the said work and Given the Responsibility of implementing the work.

Lastly Chairman, thanked all members of the scrutiny committee and stressed upon

## Annexure-4

### Rating Assessment

1. The SHG which secures the maximum mark will be selected as IA/IP for rejuvenation & management of water bodies through community participation. If more than one SHG secure the highest mark, then selection will be done through lottery.
2. The selection committee shall consist of following members:
  - i) Executive Officer: Chairperson
  - ii) Municipal Engineer: Convener
  - iii) CO/CMM, NULM: Member
  - iv) Project Coordinator (Mukta): Member
  - v) Designated Ward Officer
  - vi) Representative of mission shakti dept. (CDPO/CDS Supervisor)
  - vii) Zonal Community Organizer
3. The recommendations of the selection committee shall be further approved by the approval committee consisting of the following members.
  - a) Authorized officer of Commissioner.
  - b) Commissioner or any other authorized officer of the Commissioner/EO of the ULB.
  - c) Representatives of Mission Shakti Department (DSWO/Any other authorized official)
4. During the selection process preference will be given to SHG who belongs to same ward. In case non-availability of adequate eligible SHG with in the same ward in that case the SHG of nearby ward of the project area will be considered for empanelment however during execution preference will be given to SHG who belongs to same ward.



**Annexure-4****Summary sheet for Engagement of SHG as IA/IP**

Sl No.	Name of SHG	Ward No	Adherence to standard practices of Group Panchasutra (Reference period last)	Qualification of Members	Average Turnover for last 3 Financial Year	Investment Capacity	Total Score
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
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18							
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22							
23							
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25							
26							
27							