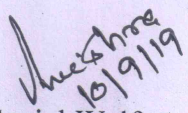


District Office, Balasore
(Social Welfare Section)
No 2663 SW/ Date 10.09.19,

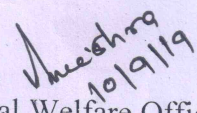
CORRIGENDUM FOR EXPRESSION OF INTEREST (EOI) ON ONE STOP CENTRE

This is to bring to the notice of interested bidders for one Stop Centre (OSC), Balasore, the expression of interest was called on vide No. 2553, dated 31.08.2019 was published in the notice board of DSWO, Balasore and No. 2616 dated 06.09.2019 in SAMBAD daily News papers and Balasore district website as 31.09.2019. It was a typical error, all bidders kindly read it as 31.08.2019 instead of 31.09.2019. The necessary correction in also been made in place of selection criteria on selection of agency for One Stop Centre. Interested bidders may visit the Balasore district website www.baleswar.nic.in. The last date of submission of Expression of Interest remain unchanged i.e dated 16.9.2019 at 12 Noon through Registered/ Speed post only and the tender document will be opened before the bidders or authorized representative on 17.09.2019 at 4 PM in the Office Chamber of Collector and District Magistrate, Balasore.


District Social Welfare Officer,
Balasore

Memo No. 2664 dt. 10.09.19 /

Copy to the District Information Officer, NIC, Balasore for information with a request to upload the corrigendum as above on One Stop Centre and replace the earlier terms & conditions and insert / upload the materials of interest of expression in the Official website (www.baleswar.nic.in) for wide publication.


District Social Welfare Officer,
Balasore

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

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.

[Signature]
DSWO, Balasore

Dist. Social Welfare Officer
Balasore

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 **Balasore** district where the project is required through speed post/registered post only latest by 16.09.2019. 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.

[Signature]
16/9/19
DSWO, Balasore

Dist. Social Welfare Officer
Balasore

	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.)
2014-15			
2015-16			
2016-17			

DSWO, Balasore

 Dist. Social Welfare Office
Balasore

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.

10/9/19
DSWO, Balasore

Dist. Social Welfare Officer
Balasore

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.

Indira
10/9/19
DSWO, Balasore

Dist. Social Welfare Office,
Balasore