

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

Notice No- 350 Date- 16.02.2019

Sealed applications are invited from organisations for selection of Agency to run One Stop Centre (OSC) in Angul District .Details of eligibility criteria, selection procedure and application form is available in Angul District website www.angul.nic.in. The application complete in all respect should be reached to the office of the District Social Welfare Officer Angul on or before 11.03.2019 by 1.00 PM through speed post / registered post only.


Collector, Angul

ONE STOP CENTRE SCHEME

Introduction

One Stop Centre (OSC) is 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) (ii) To facilitate immediate, emergency and non-emergency access to a range of services including medical, legal, psychological and counseling 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/ counseling
5. Legal aid and counseling
6. Shelter

For details please visit <http://www.wcd.nic.in> and to down load Revised Guideline for setting up One Stop Centre.

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 counseling 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.

Utilize 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.

Organize 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.

To 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 organizations 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 Center in Angul District.

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 finalize the NGO based on the field appraisal report & credibility of the organization. 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 Angul through **speed post/registered post only latest by 11.03.2019 till 1.00 PM.** 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 (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 turnover as per last balance sheet of 31/3/2018 (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.

APPLICATION FORM
(For Agency to run One Stop Center in Angul 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.)
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 Organization:
(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 Organization as on 31/03/2018:

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 (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
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 ?		Mandatory
16	Whether the organization registered in Unique ID number of NGO – PS Portal of NITI Aayog?		Mandatory

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:

Signature of the members of the Committee

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 2017-18 :

(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:

. Have 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/Corporate/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
2015-16			
2016-17			
2017-18			

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 2017-18)**

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.

Documents to be verified by the team

Sl No *	Name of the documents
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 (2015-16 ,2016-17 & 2017-18)
6.	Audit reports (2015-16 ,2016-17 & 2017-18)
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 ANGUL DISTRICT

Name of the Organization-

SI No	Areas of assessment		Maximum marks	Marks obtained
1	Registration & establishment (15 marks)			
	a. Society Registration Act/Indian Trust Act/Companies Act for more than 3 years	.if yes- (4 marks) . if No - (0 mark)	4	
	b. 12 A registration	. if yes -(1 mark) . if No -(0 Mark)	1	
	c. Registered under 80G	.if yes -(1 mark) . if No -(0 Mark)	1	
	d. Own building / rented building	. Own building (2 marks) . 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 2017-18):	. Less than 50% meeting - 0 mark . 50% - 75% meetings - 5 marks . >75% - 99% meetings- 6 marks . 100% meetings- 7 marks	7	
2	Registration & establishment (15 marks)			
	a. Experience in Women and Child Programme and other Social Development Programme out of Govt. funding support (maximum 20 marks)	.less than 5 yrs-0 Mark . 5yrs less than 10yrs-10 Marks . > 5yrs 10yrs - 15 marks . > 10yrs 20 Marks ☑ > 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).	.less than 5 yrs-0 Mark . 5yrs - 7yrs - 10 - Marks . >7 yrs - 10 yrs - 15 marks . > 10 yrs - 20 - Marks	20	

3	Financial strength/capacity (25 marks)		
	a. Financial turn over (minimum 20 lakhs as per last audit report (2017-18))	. Less than Rs 20 lakhs – 0 Mark . 20 lakhs – 5 Marks . > 20 lakhs – 10 Marks	10
	b. Proper maintenance of books of accounts (Assessed through verification of ledger, cash book, vouchers etc.)	. if yes- (5 marks) . If No - (0 mark)	5
	c. Fixed assets in the name of the organization (minimum Rs. 8 lakhs)	. Less than Rs 20 lakhs – 0 Mark . 20 lakhs – 5 Marks . > 20 lakhs – 10 Marks	10
4	Financial strength/capacity (25 marks)		
	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 (maximum-10 marks).	. National level-5 marks . State level-3 marks . District level -2 marks	10
	b. Overall impression on the Organization functioning in the district (maximum 10 marks) by the appraisal team.		10
	Total		100

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

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

If Yes, referred to DLPAC –

Date of referring to DLPAC-