

DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA), BOUDH

Adv. Lt 1998

: 06/03/2019

The Expression of Interest (EOI) are invited from the interested registered Non-Government Organizations (NGOs) who will be engaged for preparation of 109 nos of Village Disaster Management Plan (VDMP) in the different blocks of Boudh district for the year 2018-19 with the financial & technical support of OSDMA, Odisha, Bhubaneswar. The details of the Term of reference (TOR), selection Procedure of NGO & others are up loaded in the district NIC website (<https://boudh.nic.in>) for necessary information. The interested NGOs, fulfilling the eligibility criteria are requested to submit Expression of Interest (EOI) along with all supportive documents to the **Addl. District Magistrate-cum Chairman** of NGO selection committee, Boudh, Odisha, 762014 by **15th March 2019** (till 5Pm) through speed post/registered post & Courier only & same will be opened on **16th March 2019** at 11AM in the **Office Chamber of ADM ,Collectorate Boudh** ,in the presence of all the members of the NGO selection committee & representatives of NGOs. The envelope containing the EOI must be super scribed on the top of the envelop as "**Application of expression of interest (EOI) for the preparation of VDMP, 2018-19**". Any modification, alternation & date of extension, if so required will be intimated through the above District NIC website only. The authority reserves the right to cancel any or the entire proposal of Eoi without assigning any reason thereof.

Sd/-

Collector-cum-Chairman, DDMA, Boudh

Selection for Partner NGO

OSDMA Programme for Preparation of Village Disaster Management Plans (VDMPs)

Eligibility Criteria

1. NGO should have been registered under the Societies Registration Act, 1860 or a State amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920.
2. NGO should have completed 5 years from the date of registration on the date of filling application. NGO should have worked in the field of Disaster Management.
3. NGO should have a bank account for at least three years preceding the date of file of application.
4. **"Disaster Management"** should be one of the objectives in the Memorandum of Association of the NGO.
5. The NGO should be located and working in the same district for at least 3 years.
6. The NGO should be working with beneficiaries in rural areas even if the NGO headquarters is located in an urban area./ The area of operation of the NGO must be rural, meaning thereby a village included within the jurisdiction of a Gram Panchayat.
7. The NGO should not have been black listed by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organisation.
8. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
9. The turnover of the NGO for the last 3 years should be at least Rs. 2 lakh per year.
10. NGO should comply with the requirement of Income- Tax department/ GSTIN or should have at least applied for the same.
11. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
12. The NGO's Board Members should not have any history of criminal offence against them

The NGOs should be recommended by the District Administration based on their track record, experience, capacity and other aforesaid selection criteria.

Documents to be submitted along with the application form

Copies should be attested by the President/ Secretary of the Organization.

1. Copy of the relevant registration certificate
2. Bye-law or MoA of the NGO.
3. Latest composition of the Managing Committee/ Executive Body
4. Annual Reports of the Organisation for last 3 Years
5. Copies of last three years' audited statements/ Audited accounts, Viz., Receipt and Payment Account, Income and Expenditure Account and Balance Sheet along with Auditor's certificate and report for last three years.
6. Documents relating to PAN number and exemption order under 12 -A (If any).
7. Bank pass book reflecting the transactions for the last three years.
8. Certificate from the Bank Manager stating that the account is operative for last three years.
9. The application should be submitted accompanied by a resolution of the organization duly signed by the sitting members of the Executive Body/ Managing Committee of the NGO.
10. Letters on award of Assignment/ Project to the NGO.