

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, BOUDH

(Social Welfare Section)

No. 745 /SW, Dt. 03. 07.2019

**NOTICE FOR EXPRESSION OF INTEREST**

Sealed applications are invited from eligible and interested Organisations for selection of Agency to run One Stop Centre at Dist. Head Quarter Hospital Campus, Boudh in order to provide support and assistance to women affected by violence, including medical, legal, psychological and counselling.

Detailed eligibility criteria, selection procedure and application form is available in the W & CD and MS Department Website- <http://wcdodisha.gov.in> and [www.odisha.gov.in](http://www.odisha.gov.in).

The application completed in all respect must reach to the office of the District Social Welfare Officer, Boudh-762014 through Registered/Speed Post only on or before Dt. 23.7.19 by 2.00P.M. Application received after due date or in an open envelope or lack of required information shall be rejected.

Opening date of the application is on Dt. 23.7.19 at 4.00P.M. in the

Old Collectorate Grievance Hall Boudh

  
Collector & District Magistrate 3.7.19  
Boudh

Memo No. 746 /SW, Date 03. 07.2019

Copy to Notice Board/Copy to D.I.O, NIC, Boudh for information and for webhost the Notice

  
Collector & District Magistrate 3.7.19  
Boudh

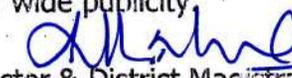
Memo No. 747 /SW, Date 03. 07.2019

Copy to All DSWOs of odisha for information and requested for wide publication of the notice.

  
Collector & District Magistrate 3.7.19  
Boudh

Memo No. 748 /SW, Date 03. 07.2019

Copy to Sub-Collector, Boudh /All BDOs/All CDPOs for information and they are requested to display the notice in their Notice Board for wide publicity.

  
Collector & District Magistrate 3.7.19  
Boudh

Memo No. 749 /SW, Date 03. 07.2019

Copy to the Editor, Daily News of Sambalpur for publication of the above tender call Notice in your esteemed News paper for one day only.

  
Collector & District Magistrate 3.7.19  
Boudh

## ONE STOP CENTRE SCHEME (SAKHI)

### INTRODUCTION

One Stop Centers (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 specialized services.

The Objectives of the schemes are:

1. To provide integrated support and assistance to women affected by violence, both in private and public space under one roof.
2. 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, 2001 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/ DFR
4. Psycho-Social support / Counseling
5. Legal Aid and Counselling
6. Shelter

For details please visit <http://www.wcd.nic.in> and download:

1. Revised guideline for setting of One Stop Centre in 150 additional locations in second phase- download (1.3 MB)
2. Revised guideline for setting of 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 of One Stop Centre.
- Provide food, Clothing, Medicine, Psycho-Social counselling to the victims and co-ordination with others stake holder's 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 this Scheme Guidelines for One Stop Centre scheme, Ministry of Women & Child Development, Government of India.
- Utilize the non-recurring and recurring grant as per Govt. 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 and capacity building workshops.
- The One Stop Centre is to be opened 24/7, 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 the 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, Govt. Of India.
- Abide by the Scheme Guidelines and Protocols issued from time to time by Govt. of India and Govt. of Odisha.
- Designate a person from the organization as the nodal person for all future correspondence and coordination.
- Any other task assigned by Govt. from time to time.

## Eligibility Criteria, Selection Procedure and Application form for Agency to run One Stop Center in 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.

**C. Application procedure:**

The interested and eligible Agencies may submit application with necessary relevant signed document 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** lasted by 23/7/19 2:00 PM. Application 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/ India 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 (2016-17, 2017-18 & 2018-19).
5. Self certified copy of the last three annual reports (2016-17, 2017-18 & 2018-19).
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 31/3/2019 (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 lasted saction 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.**

<b>APPLICATION FORM</b>	
Location of the One Stop Centre _____	
Name of the District: _____	

1	Name of the Organization	
2	Registered Office address with phone, fax and e-mail	
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 register:	
5	Year of L2A registration (attach copy)	
6	Whether register under 80G (ATTACH COPY)	YES/NO
7	Bank details (attach Kurta copy of Bank Passbook first page) Name of the Bank Account Number IFSC Code Address of the Bank PAN Number (attach photocopy)	
8		YES/NO
<b>9. FINANCIAL TURN OVER</b>		

YEAR	INCOME (RS.)	EXPENDITURE (RS.)	FIXED ASSET AS PER THE BALANCE SHEETS (Rs.)
2016-17			
2017-18			
2018-19			

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 Programme	Supported/ Funded by	Programme duration (from-to)	Operational area	Project cost	Remark

(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

Supported/ Financed by	Programme duration (from-to)	Operational area	Name of the Programme	Project cost	Remark

(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 AADHAAR CARD)

Name	Designation	Age	Educational Qualification	Aadhar card number	Permanent Address	Present Address

13. Details of the existing staff position of the organization as on 31/03/2019

Staff Categories	Full time (number)	Part time (number)

14. Details of the National / State/ District Awards received by the organizations for significant contribution in development of Social Sector

Name of the Award	Award issuing institution/ Organization 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 offences.

16. Undertaking of the NGO that it has not been blacklisted by any Govt. (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 \_\_\_\_\_

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16. Unique ID number of registration in NGO-PS Portal of NITI Aayog.
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