

**Expression of Interest for Agency for Running
of Additional One Stop Centre at Paradeep**

Expression of interest (EOI) is sought for Agency for running of Additional One Stop Centre (OSC)

Location:

1. CHC, Paradeep

	OFFICE OF THE COLLECTOR & DIST MAGISTRATE JAGATSINGHPUR	
NOTICE FOR EXPRESSION OF INTEREST		
No <u>58</u> Dt. <u>5-01-2026</u> //		
Sealed applications are invited from organizations for selection of Agency to run Additional One Stop Centre (OSC) at Paradeep.		
Details of eligibility criteria, selection procedure and application form is available in _____ <u>www.jagatsinghpur.nic.in</u> website		
Last date of submission of application on or before <u>27.01.26</u> (Date) _____ (5.00 PM) by Registered Post/Speed Post to the office of the undersigned.		
Sd/-  District Social Welfare Officer Jagatsinghpur.		

ONE STOP CENTRE SCHEME

Introduction

One Stop Centres (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 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) 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 / counselling
5. Legal aid and counselling
6. Shelter

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.
 - Organise IEC activities, trainings & capacity building workshops.
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- The One Stop Centre is to be opened 24x7; 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 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 organization as 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 Paradeep

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 of Income Tax Act 1961 if the Agency is a non-profit organization.
2. **IT Registration:** Registration under section 12-A of IT Act 1961.
3. **NITI AYOOG Registration:** Registration in NGO–DARPAN Portal of NITI Aayog.
4. **Experience:** Minimum five years proven field level experience in women and child programmes or any Social Development Sectors in Jagatsinghpur district.
5. **Assets:** Minimum fixed assets of Rupees Eight Lakhs in the name of the Agency as per the balance sheet of last financial year (2024-25)
6. **Turnover:** Minimum of Rupees Twenty Lakhs as per the last financial year (2024-25) balance sheet.
7. **Not been blacklisted** or placed under funding restriction by any Government or Govt. Agencies.
8. 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.
9. **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 awards number in the prescribed format and those NGOs who secure **minimum 50% mark as cut off** shall be short listed and referred to **DLC**.
5. **District Level Committee (DLC)** headed by Collector & DM 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 of Jagatsinghpur district where the project is required through speed post /registered post only latest by 27.01.2026. 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 Audit report for last three financial years (2022-23, 2023-24 & 2024-25).
4. Self certified copy of the last three Annual Reports (2022-23, 2023- 24 & 2024-25).
5. Fixed Assets minimum Rs 8 lakhs in the name of the Agency as per last balance sheet of 2024-25. (Self certified)
6. Minimum of Rs.20 lakhs turn over as per last balance sheet of 31/3/2025 in the name of the Agency (Self certified)
7. Bye-law and memorandum of the Agency (self certified copy).
8. 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).
9. The Agency have to submit an affidavit of declaration that it has not been blacklisted or placed under funding restriction by any Government or Government Agencies.
10. The Agency has to submit an affidavit 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.
11. Human resource details (fulltime, part-time staffs etc).
12. Copy of PAN card.
13. Copy of front page of Bank Pass Book.
14. Copy of Executive / Managing Committee with Adhar Number of all trustees/members.
15. Unique ID number of registration in NGO–DARPAN Portal of NITI Aayog.
16. 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 Location of the One Stop Center- <u>Paradeep</u> Name of the District- <u>Jagatsinghpur</u>	
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1	Name of the Organization	
2	Address of Head Office with phone, Whats App number and e-mail in Jagatsinghpur district.	
3.	Registered Address with phone, Whats App number and e-mail	
4	Name of the Chief Functionary with Mobile number	
5.	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	
6.	12-A registration under IT Act (Attach copy)	
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 photo copy)	
9.	Niti Ayog(NGO-DARPAN Unique ID No	

10. Financial turn over

Year	Income (Rs.)	Expenditure(Rs.)	Fixed asset as per the Balance sheet (Rs.)
2022-23			
2023-24			
2024-25			

11. Experience in Women and child & other Social Development Sector out of funding from Government of Odisha /Govt. of India in Jagatsinghpur district for last five years.

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. Experience in Women and child & other Social Development Sector out of funding from any Development Agency/UN Agency/Corporate etc in Jagatsinghpur dist for last five years.

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)

13. List of members of Managing Committee / Executive Committee of the Organisation: with Aadhar No

SI No	Name	Address	Designation	Age	Educational Qualification	Aadhar number

14. Details of the Human Resource/existing staff position of the Organisation as on 31.12.2025:

SI No	Name	M/F	Designation	Project	Part/ Full Time

15. 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)

16. 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.

17. 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.

18. 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:

- a. Self certified copy of the Society registration/Indian Trust Act /Companies Act certificate.
- b. Self certified copy of the 12-A registration certificate.
- c. Self certified copy of the Audit report for last three financial years(2022-23, 2023-24 & 2024-25).
- d. Self certified copy of the last three annual reports(2022-23, 2023-24 & 2024-25).
- e. Balance sheet of minimum Rs 8 lakhs as fixed assets in the name of the Agency
- f. Proof of minimum Rs.20 Lakhs turn over in the last Balance sheet(2024-25).
- g. Bye law and memorandum of the Agency (self certified copy).
- h. 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).
- i. Undertaking by the Agency that not been blacklisted or placed under funding restriction by any Government or Govt. Agencies.
- j. 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.
- k. Human resource details (fulltime, part time staffs etc).
- l. Copy of PAN card.
- m. Copy of First page of Bank Pass Book.
- n. Copy of Executive/Managing Committee members/Trustees with Aadhar No.
- o. Unique ID number of registration in NGO–DARPAN Portal of NITI Aayog.
- p. 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 CHECK LIST FOR DESK APPRAISAL

NAME OF THE ORGANISATION: _____ :

Location of One Stop Centre applied for : PARADEEP

Date of receipt of the application: _____ :

Sl. No	Detailsofthesubmissions/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?		Mandatory
4	Whether copy of the Audit report for last three years (2022-23, 2023-24 & 2024-25) submitted?		Mandatory
5	Whether copy of the last three years annual report (2022-23, 2023-24 & 2024-25) submitted?		Mandatory
6	Whether copy of the balance sheet(2024-25) is submitted?		Mandatory
7	a.Whether the fixed assets available of minimum Rs.8 lakh as per balance sheet 2024-25?		Mandatory
	b.Whether the organization having minimum turn over 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 Aadhar Number.		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 NGO – DARPAN Portal of NITI Aayog (Unique ID number)?		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 Sub Committee

- 1.
- 2.
- 3

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** : Paradeep**Date of visit to the Organization** :**A: Organizational profile**

- Address of the organization in Jagatsinghpur dist :

- Contact number & mail-id :
- Name & designation of Chief Functionary :
(To be cross checked with the organization bye-law)

- Name of other office bearers & address :
(Attach in Separate sheet) :
- Act under which registered,
Name and date of registration
- 12-A registration number : :
- FCRA No.(if available) :
- NITI AYOJ NGO-DARPAN Unique ID No :
- PAN No :
- Banking details :
(Account no, name & address of bank)
- Annual turnover during 2024-25 :
(Minimum Rs. 20 lakh as per audited balance sheet) :
- Fixed Asset during 2024-25 Balance sheet
(Minimum Rs. 8 lakhs as per audited balance Sheet)
- Has the organization ever been evaluated by any Govt.
evaluating Agency? If yes, what was the report:
- Has 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/ Corporates /National NGOs /Others in Jagatsinghpur District.

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	Cost of Fixed Asset
2022-23			
2023-24			
2024-25			

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 2024-25)

Types of meeting	Year	Mandated	Organized	Percentage
GB				
EB				

H. Details of the National/State/District level awards received by the organization for significant contribution in development or social sector:

Name of the Award	Award Issuing Institution /Organisation with year.	Remarks

Documents to be verified by the team

SI No	Name of the documents	Remark
1.	Original documents relating to functioning of the office In Jagatsinghpur district in own building/rented agreement etc.	
2.	Original Registration Certificate	
3.	12-A registration certificate under IT Act	
4.	PAN Card	
5.	NITI AYOOG (NGO-DARPAN) Unique ID No	
6.	Annual Reports (2022-23,2023-24 & 2024-25)	
7.	Audit Reports(2022-23,2023-24 & 2024-25)	
8.	Fixed Asset during 2024-25 as per Balance Sheet	
9.	Annual Turn over during 2024-25	
10.	Grant-in-aid letters from Govt. for implementation of Women and Child and any other Social Development Programmes.	
11.	Sanction letters from Other Development Agencies/UN Agencies/Corporate etc for implementation of Women and Child and any other Social Development Programmes.	
12.	MOU/ agreement copies of above work experiences if any.	
13.	Cashbook, Ledger, stock, acquaintance register, bank Pass book of running projects.	
14.	Verification of office bearers with the Organization bye-law, GB, EC/ MC Register and No of meetings held in the year 2024-25	
15.	Human Resource Engagement Register/File	
16.	Membership Register	
17.	Original documents relating to Awards/Recognitions Received by the Organization, if any	
18.	Any other	

**SCORING SHEET FOR ASSESSMENT OF THE ORGANISATION FOR AGENCY
TO RUN ONESTOP CENTER IN PARADEEP**

Name of the Organization: _____ :

Sl No	Areas of assessment		Maximum marks	Marks obtained
1	Registration & establishment (15marks)			
	a.Society Registration Act/Indian Trust Act/ Companies Act for more than 3 years	<ul style="list-style-type: none"> • if yes-(4 marks) • if No -(0 mark) 	4	
	b.12A registration	<ul style="list-style-type: none"> • if yes-2 mark) • if No-(0 Mark) 	2	
	c.Own building/rented building	<ul style="list-style-type: none"> • Own building (2 marks) • Rented building (1 mark) 	2	
	d.Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting based on bye-law & Memorandum of the society during the year 2024-25):	<ul style="list-style-type: none"> • Less than 50% meeting-0 mark • 50%-75% meetings-5marks • >75%-99% meetings-6marks • 100%meetings -7marks 	7	
2	Field level Experience (40marks)			
	a. Experience in Women and Child Programme and other Social Development Programme out of Govt. funding support (maximum 20marks)	<ul style="list-style-type: none"> • 3 yrs - 5yrs -5 Mark • 5yrs - 7yrs -10-Marks • 7yrs-10yrs -15marks • > 10yrs -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).	<ul style="list-style-type: none"> • 3 yrs - 5yrs -5 Mark • 5yrs -7yrs -10 Marks • 7yrs-10yrs -15 marks • > 10yrs - 20 Marks 	20	
3	Financial Strength/Capacity(25 marks)			
	a.Financial turnover (minimum 20 lakhs as per last audit report (2024-25)	<ul style="list-style-type: none"> • Less than Rs20 lakhs-0 Mark • 20 lakhs – 5 Marks • > 50 lakhs-10 Marks 	10	
	b.Proper maintenance of books of account (Assessed through verification of Ledger, cashbook, vouchers etc of project activities)	<ul style="list-style-type: none"> • If yes- (5 marks) • If No- (0mark) 	5	
	c.Fixed assets in the name of the organization (minimum Rs. 8 lakhs)	<ul style="list-style-type: none"> • Less than Rs 8 lakhs- 0 Mark • > 8 lakhs - 10 Marks 	10	

Other Strength(20marks)				
4	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-5 marks) .	<ul style="list-style-type: none"> • National level-5marks • State level -3marks • District level -2 marks 	5	
	b. Overall impression on the Organization functioning in the Jagatsinghpur district (maximum 15 marks) by the appraisal team.		15	
Total			100	

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

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

If Yes , refer to Dist Level Committee(DLC)

Date of referring to DLC

FINAL DECISION OF DISTRICT LEVEL COMMITTEE

Location of One Stop Center	Paradeep
Name of organization selected	

Name and Signatures of members of the DLC

1.

2.

3.

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10.