

OFFICE OF THE D.W.O-CUM- DISTRICT MANAGER .O.S.F.D.C LTD. PURI.

No. 259 /OSFDC.- Date. 05-06-23 .

EXPRESSION OF INTEREST

Expression of interest (EOI) are invited from the reputed NGOs having valid registration number for providing assistance to the District Project Monitoring Cell (DPMC) in connection with Pradhan Mantri Adarsh Gram Yojana (PMAGY) as per direction of the Govt. in ST & SC Development Department , Odisha vide letter No-6858/SSD dated 08.05.2020 . The sealed EOI should reach to District Welfare Officer, Puri by Registered Post or Speed Post only on or before 22.06.2023 up to 3.00 PM and it will be opened on 22.06.2023 at 3.30 PM at Office of the ADM, (Protocol), Puri in presence of members of the District Selection Committee for PMAGY and Tenderers/ Authorized representatives . The above EOI is subject to the Guidelines and Terms & Conditions attached with this Notice.

Necessary papers along with the details are available in District Website www.puri.nic.in and can be downloaded from the Website.

Shortfall of any required documents will not be entertained and the EOI paper will be liable for rejection. **NO EOI WILL BE RECEIVED BY HAND OR BY COURIER SERVICE.**

The Authority reserves the right to reject any or all EOI without assigning any reasons thereof. The engagement of NGO can be terminated by the District Authorities if the performance of the NGO is not satisfactory.


DWO-cum-DM, OSFDC Ltd, Puri

TERMS AND CONDITIONS FOR THE EOI

The tender should be submitted following the terms and condition specified here under.

1. Eligibility:-

In support of eligibility a bidder NGO must qualify the following characteristics.

- I. It should be legally registered one.
- II. It must have PAN/TAN number/GSTIN
- III. Income tax return filed for last three years of assessment of NGO i.e 2020-21, 2021-22 and 2022-23.
- IV. It should be having good track record and should have not been black listed by any State Govt. or Central Govt. or State Govt. agency or Central Govt. agency.
- V. It should have minimum of 5 years of work experience as on 31.03.2023 and should have worked at least one rural development programme funded by the State/ Central Govt.
- VI. The NGO must have adequate mobility and man power with computer knowledge & well versed in local language.
- VII. It should have adequate balance sheet and financial report of previous three years.
- VIII. The head / Chief functionary of NGO should not be formal member of Political Party

2. Funds will be provided for execution of the work as per Govt. Guideline issued time to time.

- a. As per Guideline the selected NGOs shall engage 01 (One) Team leader & 03 (Three) CRPs for a period of 01 year after receipt of permission letter from the Head of District Level Monitoring Cell i.e. DWO, Puri.

3. Necessary Documents to be submitted.

In support of eligibility, a bidder must submit following tender documents.

- a. Copy of PAN Card/ Tan Card of NGO/ GST No.
- b. Copy of the Income Tax return filed for the last 3 year assessment of NGO i.e 2020-21 ,2021-22 and 2022-23.
- c. Copy of Certificate of Registration of the NGO along with the act under which it is registered.
- d. Copy of proof of 5 years work experience as on 31.03.2023 and functioning till date.
- e. Copy of Proof experience at least one rural development programme funded by the State/ Central Govt.

- f. Balance Sheet and Financial report of Previous three financial years duly audited and certified by any registered Chattered Accountant or any Chattered accountant firm.
 - g. Declaration of the head/ Chief functionary of NGO of not being a formal member of any political party.
 - h. Affidavit of non-inclusion in the blacklist.
 - i. Photo copy of Bank Passbook of the NGO.
 - j. Annexure-I Check list for documents submitted
 - k. Annexure –II Declaration letter
 - l. Annexure-III General information about the NGO.
 - m. Any other supporting documents , if necessary.
4. **The NGO must abide by the guidelines of the Govt. regarding roles and responsibilities for execution of the scheme (Annexure-IV) and instructions received time to time**
5. **Signing of Agreement**
The successful bidder has to execute and Agreement of One Year in non-judicial stamped paper worth of Rs.50/- with District Welfare Officer-cum-District Manager, OSFDC Ltd, Puri with two days after finalization of the tender and the agreement can be renewed for another one year if necessary.
6. **The NGO participating in the tender process shall produce all documents in original before the District Level Selection Committee for PMAGY on the date of opening of the tender.**

Annexure-I

CHECK LIST

Please check whether the following have been enclosed in the respective cover.

1. Copy of PAN Card /TAN Card. : Yes/No
2. Copy of the Income Tax return filed by the NGO for the last : Yes/No
3 year assessment of NGO i.e 2020-21, 2021-22 and 2022-23
3. Copy of the Up-date GST clearance Certificate valid up to : Yes/No
31.03.2023
4. Copy of Certificate of Registration in favour of the NGO : Yes/No
5. Valid proof of 5 years of work experience as on 31.03.2023 : Yes/ No
6. Valid proof of experience at least one rural development : Yes/No
programme funded by the State/ Central Govt.
7. Audited balance sheet and financial report of previous : Yes/No
three financial years.
8. Declaration of the head/ Chief functionary of NGO of not : Yes/No
being a formal member of any political party.
9. Photo copy of bank Pass Book with name of the NGO : Yes/No
10. Declaration application : Yes/No
11. All Annexure : Yes/No

Authorized Signatory with date & Seal

To

The DWO-cum-DM,OSFDC Ltd., Puri.

Ref- Letter No.....dt.....

Sir,

I/We, the undersigned am/are pleased to give my/our service for implementation of the PMAGY Scheme in Puri District. We are hereby submitting our bid, which includes the entire necessary documents in a sealed envelope super scribing **"EOI for implementation of PMAGY"**.

I/We hereby declare that all the information and statement made in this bid are true and accept that any of our misrepresentation /blacklisting contained in it may lead to our disqualification.

My/Our bid is valid for a period of one year after date of bid opening subject to the modification result from contract negotiation you may subsequently carry out with us to accept our EOI. If I/We am/are assigned the work during the period of validity of the bid. I/We undertake to carry out the same as per the terms and conditions of the EOI documents.

I/We have carefully gone through the terms & conditions contained in the EOI documents and declare that all the provisions of this EOI documents are acceptable to my organization.

I further certify that, I am an authorized signatory of my NGO and am, therefore, competent to make this declaration.

Yours Faithfully,

Authorized Signatory (in full and initials)

Name and Title of Signatory:

Name of the Firm:

(Seal)

General Information about the NGO

SI No	Particulars	Details to be filled in Block letters only
Contact Details of NGO		
1	Name of the NGO	
2	Permanent address along with PIN Code Telephone No E-Mail ID	
3	Local address along with PIN Code Telephone No E-Mail ID-	
Contact details of the Authorized person		
4	Name	
5	Designation	
6	Permanent address along with PIN Code	
7	Correspondence address along with Pin Code	
8	Telephone	
9	E-mail ID	
Information about the NGO		
10	Name of the NGO	
11	Registration Number & Valid up to	
12	Type of Validity(Temporary/ Permanent)	
13	Name of the Act. Under which registered	
14	Year of establishment of the NGO	
15	Whether Blacklisted(if yes mentioned the period)	
16	Bank Account Details	Account No:- Bank Name:- Branch:- Name of the Account Holder:- IFSC Code:-
17	Whether the bank account is jointly operated(Yes/No)	
18	Name and Designation of the Bank account operator	
19	Financial Source of the NGO	
20	In case the NGO receive any foreign funding the NGO is registered under FCRA (Yes/No)	
21	FCRA Registration No and Date	
22	PAN/ TAN Card No & GST No	
23	Income return assessment for last three year	1. 2020-21 2. 2021-22 3.2022-23
24	Summary of last activity undertaken	

Authorized Signatory with date & Seal

GUIDELINES FOR SETTING UP PROJECT MONITORING CELLS UNDER PMAGY

Ministry of Social Justice & Empowerment Govt. of India have already included 714 villages of the State under Pradhan Mantri Adarsh Gram Yojana(PMAGY).Further, in the Phase-II the Ministry is going to include more & more villages under the scheme in upcoming years. But it has been observed in the Phase-I of PMAGY that the progress of works for these villages had been delayed inadvertently. Earlier, the project period for completion of works under PMAGY Phase-I villages was three year. It has been observed during the implementation of Phase-I of PMAGY in the State that the project works under PMAGY could not be taken up/completed in time i.e during the project period of three years due to delay in completion of preliminary works like need based survey of villages and preparation of VDPs. The delay in completion of preliminary works was due to want of manpower and lack of experience of the field staff. To avoid this problem in the Phase-II of PMAGY and to ensure in time completion of projects during the projects periods of two years it has decided to set up State Project Monitoring Cell(SPMC) & Districts Project Monitoring Cells(DPMCs) as per requirement. These Cells will engage N.G.O.(by way of selection) for carrying out the preliminary works like house hold survey, preparation of VDPs, uploading of data in PMAGY portal etc.

The guidelines for setting up Project Monitoring Cells(PMCs) ,engagement of N.G.Os(Team Leader, Community Resource Persons) and their duties and responsibilities are as follows;

I. The State Level Project Monitoring Cell (SLPMC) :-

The State Level Project Monitoring Cell shall be set up at the OSFDC Office which is looking after the implementation of the PMAGY works. The Cell will function under direct supervision of the Director, SC Welfare who is acting as the State Programme Director PMAGY. The Cell will comprise of the following personnel/officers.

1. MD, OSFDC- Head of the SLPMC.
2. One DWO/ADWO
3. One Welfare Extension Officer.
4. One Jr./Sr. Assistant/ Data entry Operator.

II. District Project Monitoring Cell (DPMC) will be set up in the districts, wherever necessary, each with following staff

1. District Welfare Officer – Head of the Cell
2. An Additional DWO or Welfare Extension Officer (Head Quarters)
3. One Jr./Sr. Assistant/ Data entry Operator.

The District Level Project Monitoring Cell will engage **one reputed NGO** having good track record for the district concerned having adequate man power and mobility. The NGO shall be engaged through tender. As per the stipulation of the Finance Department the expenditure to be incurred for engagement of the NGO shall be met out

of the funds provided to the district authorities for expenditure at district and village level [i.e. Rs.60,000/- (Rs.20,000/- + Rs.40,000/) per village] under Capacity Building. The NGO will also provide assistance to the District Monitoring Cell in monitoring of progress of works and uploading of data in different format of the MoSJ&E. Furthermore, the selected NGOs shall engage competent and eligible personnel i.e **Community Resource Persons (CRPs)** and **Team Leader** at their level for the District concerned. The personnel must have adequate knowledge in data uploading and processing.

SELECTION PROCEDURE OF NGO:

For engagement of NGO the District Monitoring Cell will invite Expression of Interest(EoI) through tender. The interested NGO shall be requested to submit a financial proposal for the work to be done for the DMC within the total budget available with the DMC for the purpose. The DMC will put advertisement for EoI in at least 3 leading local Dailies asking the interested NGOs.

Upon such approval, the DMC will invite the selected NGO to submit a Request For Proposal (RFP) to sign the agreement with the DMC. The NGO will be advised to visit the programme area to understand the works to be done and the HR requirement before submission of RFP. Based on the EoIs, the DMC will select the qualified NGO and engaged with the approval of Collector. The engagement of NGO can be terminated by the District authorities if the performance of the NGO is not satisfactory. The Agreement of engagement of the NGO shall be for one year and the same can be renewed for another one year if necessary.

For prequalification of a NGO must have the following characteristic:

1. It should be legally registered one having PAN No.
 2. It should be having good track record and should have not been blacklisted by any State Govt. or Central Govt. agency.
 3. It should have a minimum of 5 years of work experience as on 31.12.2018 and should have worked in at least 1 rural development programme funded by the State/Central Govt.
 4. It should have audited Balance Sheet and Financial report of previous 3 years the head/chief functionary of the NGO should not be a formal member of political party.
- The district Level Project Monitoring cell shall furnish UCs to the OSFDC from time to time with regards the expenditure incurred on preliminary works and the project works as well.
 - The District Monitoring Cell will upload the data, finalise the VDP prepared by the NGO and will provide training to the NGO personnel to keep them acquainted with the formats/ procedure for the survey, preparation of VDP etc.
 - The State level project Monitoring Cell will collect data from the District Level Cell and will upload required data in the website of the PMAGY from time to time.

- The District Level Project Monitoring Cell will upload the primary data in the appropriate format regularly.
- The District Level Monitoring Cell will supervise and monitor preliminary works and project works.
- The DLPMC will submit suggestion/recommendations to the District Level Convergence Committee as regards the works which could be taken up by the district authorities under the preliminary schemes of State Govt./Central govt.

Engagement of Team Leader and CRPs by the NGO:

Up to 10 numbers of villages:

In case of the districts where the number of PMAGY villages is 10 or less than that, the District Project Monitoring Cell will carry out the preliminary works like collection of data, household survey etc. and preparation of VDPs etc. by engaging the staffs available with the DWO and the expenditure on this score shall be met out of funds provided under capacity building only.

Up to 20 villages:

For the districts having up to 20 numbers of PMAGY villages, One Team Leader with remuneration of Rs.20,000/- per month and one Community Resource Person with remuneration of Rs.10,000/- per month.

Up to 30 villages:

For the districts having up to 30 numbers of PMAGY villages, one Team Leader with remuneration of Rs.20,000/- per month and Two CRPs @ Rs.10,000/- per month.

Up to 40 villages:

For the districts having up to 40 numbers of PMAGY villages, Three CRPs @ Rs.10,000/- per month and One Team Leader @Rs.20,000/- per month shall be engaged.

The NGO will ensure that the person engaged must have adequate knowledge on the schemes of Central and State Govt. or similar nature meant for the welfare of the SC people.

A) Duty of Team Leader:

- Supervise the works of the CRPs.
- Will consolidate the data collected by the CRPs and will upload the same in the PMAGY portal.
- Will arrange awareness camps in consultation with W.E.O of the concerned block in the selected villages.
- Prepare the VDPs in consultation with the WEO/DWO concerned and the village committee concerned and submit the same to the District PMAGY Convergence Committee for approval.

- v. Supervise the progress of PMAGY works during execution in the selected villages & report on monthly basis.
- vi. He will co-ordinate between the DWO and the Engineers of the line departments for preparation of plan and estimates of the works to include in the VDPs.

The NGO will ensure that

- That the Team Leader is capable of supervising the works to be executed under the scheme.
- That the Team Leader is well conversant with the PMAGY guidelines and the welfare schemes of the State and Central Govt.
- That the team leader and the CRPs are not changed frequently without any valid reason and without the consent of the DWO concerned.

That the CRPs and Team Leader(s) do their works properly and complete the assignments in time

B) Role of Community Resource Person (CRP):

- i. The CRP will visit each household of the PMAGY villages and will collect information in the format prescribed by the MoSJ&E.
- ii. He will make the people aware of the benefits of the different welfare measures taken by the State & Central Govt. for the development of the villages with major SC population.
- iii. The CRP shall complete the survey works of the assigned villages within the stipulated time.
- iv. He will report the progress of works taken up under PMAGY from time to time to the team leader.
- v. He will arrange meetings in the villages for the DWO and the team leader for discussion on the works to be proposed for execution under PMAGY.
- vi. After approval of the VDPs by the District convergence Committee, the CRP will assist the Team Leader in preparation of progress reports and other data for uploading in PMAGY portal.
- vii. CRP will ensure utmost co-operation of the villages for execution of PMAGY works without any hindrances and in case of any difficulties will report to the DWO/Team Leader.

The NGO will ensure that:

- That the CRP is competent to educate the beneficiaries regarding the objective of the scheme.
 - The CRP must be computer savvy.
 - That the CRP has the experience in collection of data and household survey works.
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OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, PURI
(District Welfare Section)

Phone No. (06752) 222262, Fax : 223939, email : dwopri.1234@gmail.com

To Letter No. 262 /SSD., Dt. 05-06-20

The D.I.O, NIC, Puri.

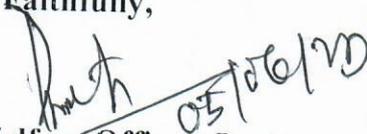
Sub- Publication of Expression of Interest (EOI).

Sir,

In enclosing the copy of Expression of Interest (EOI) for providing assistance to the District Project Monitoring Cell (DPMC) in connection with Pradhan Mantri Adarsh Gram Yojana (PMAGY), I am to request you to upload in the District Website i.e. www. Puri.nic.in for wide publicity.

Yours Faithfully,

Encl:- As above (10 pages)


District Welfare Officer, Puri