




EXPRESSION OF INTEREST (EOI)

FOR SELECTION OF IMPLEMENTING AGENCY TO RUN ADDITIONAL ONE STOP CENTRE
(SAKHI), UNDER MISSION SHAKTI, SAMBAL

Expression of interest (EOI) is invited from eligible organizations for selection as an Implementing Agency for running of Additional One Stop Centre (OSC) at the following location.

Location:

1. District Head Quarter Hospital Campus, Khordha

| | | |
|---|--|---|
|  | <p>OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA (Social Welfare Section) Khordha</p> |  |
| <p>NOTICE FOR EXPRESSION OF INTEREST</p> | | |
| <p>No. <u>1291</u> // Dt. <u>23/03/2026</u></p> | | |
| <p>Sealed applications are invited in prescribed format from the eligible and interested organizations for selection of Agency to run Additional One Stop Centre (OSC) at District Head Quarter Hospital Campus, Khordha.</p> | | |
| <p>Details of eligibility criteria, selection procedure and application form is available in the district of Khordha website khordha.odisha.gov.in. Last date of submission of application on or before 07/04/2026 at 5.00 PM by Registered Post/Speed Post to the office of the undersigned. The applications received will be opened for desk Appraisal on Dt.08/04/2026 at.1130 AM in the Collectorate Conference Hall (Old), Khordha in the presence of Desk Appraisal Committee and the applicants or their authorized representatives.</p> | | |
| <p>The Collector, Khordha reserves the right to cancel, amend, or withdraw the Expression of Interest (Eoi) at any time without assigning any reason thereof.</p> | | |
| <p style="text-align: center;"> Collector & District Magistrate, Khordha</p> | | |

Memo No 1292 /SW Date 23/03/2026

Copy to District e-Governance Manager, Collectorate, Khordha for information and necessary action with a request to make available the advertisement in Khordha district website under the Title "Expression of Interest (Eoi) is invited from Agency for running of Additional One Stop Center (OSC) in DHH Campus, Khordha" under the Tab/menu of "Expression of Interest" and validity of tender as in notice.


 Dist. Social Welfare Officer,
 Khordha

Memo No) 1293 /SW Date: 23/03/2026

Copy to the CDO-cum-EO,ZP,Khordha/ Sub-Collector,Khordha/Bhubaneswar for information with a request to display the tender notice in the Notice Boards of their respective offices for wide circulation.

Copy to all Block Development Officers /all Tahsildars/ all Child Development Project Officers/ CDM and PHO,Khordha/all Executive Officers, Municipalities/NAC of Khordha district for information with a request to display the tender notice in the Notice Boards of their respective offices for wide circulation.


Copy to BMC.Bhubaneswar for information with a request to display the tender notice in the Notice Boards of their respective offices for wide circulation.

Copy to office Notice Board of Collectorate, Khordha.


23-03-2026
Dist. Social Welfare Officer,
Khordha

Memo No 1294 /SW Date 23/03/2026

Copy submitted to the Director, ICDS and Social Welfare W&CD Deptt,Odisha for favor of information and necessary action.


23-03-2026
Dist. Social Welfare Officer,
Khordha

ONE STOP CENTRE SCHEME

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, honor 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

Roles and Responsibilities 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.
- 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.

N.B. Attached guideline for setting up One Stop Center in additional in second Phase

**ELIGIBILITY CRITERIA, SELECTION, PROCEDURE AND APPLICATION FORM FOR
IMPLEMENTING AGENCY TO RUN ONE STOP CENTER(OSC) IN KHORDHA**

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. **Experience:** Minimum five years proven field level experience in women and child programme or any Social Development Sectors in Khordha district.
3. **Assets:** Minimum fixed assets of Rupees Ten Lakhs in the name of the Agency as per the balance sheet of last financial year (2024-25)
4. **Turnover:** Minimum of Rupees Twenty-five Lakhs as per the last financial year (2024-25) 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.
8. **IT Registration:** Registration under section 12-A of IT Act 1961.
9. **NITI AYOOG Registration:** Registration in NGO-DARPAN Portal of NITI Aayog.

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 number in the prescribed format and those NGOs who secure **minimum 50% mark as cut off** shall be short listed 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 of Khordha district where the project is required through **speed post /registered post only latest by 07/04/2026 by 5 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 (2022-23, 2023- 24 & 2024-25).
5. Self certified copy of the last three Annual Reports (2022-23, 2023- 24 & 2024-25).
6. Solvency certificate of minimum Rs.10.00 lakhs as assets in the name of the Agency.
7. Minimum of Rs.25.00 Lakhs turnover as per last balance sheet of (2024-25) (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. / Development Agencies/UN Agencies/Corporate etc. In the experience documents the duration (3-5 Yrs/5-7 yrs/7-10 Yrs/10 yrs above) of the project must have been mentioned. (Attach the proof documents with self-certification).
10. 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.
11. 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.
12. Human resource details (fulltime, part-time staffs etc.).
13. Copy of PAN card.
14. Copy of front page of Bank Pass Book.
15. Copy of Executive/Managing Committee with of Aadhar Number of all trustees/Members
16. Unique ID number of registration in NGO-DARPAN Portal of NITI Aayog.
17. Copy of the latest sanction order (if running Swadhar Greh/Ujjawala/Shakti Sadan)
18. Any other documents in support of the organization.
19. Self certified copy of awards received from National/State/Dist. Level from any Govt or Govt Agencies for significant contribution in social sector in the last 10 years (2015-16 to 2025-26)
20. Whether organization has got its own building/rented building (attach documents)
21. Self certified copy in support of no of Executive Committee /Governing Body meeting held based on Bye-law during 2024-25.
22. Original demand draft from any scheduled commercial bank for the submission of Non-refundable Eol processing fee of **Rs.5000/- (Rupees five thousand)** only drawn in favor Dist. Social Welfare officer, Khordha, payable at Khordha.

N. B: All the above supporting documents must be signed by the Chief Functionary of the organization, falling which, the application shall be rejected.

| | | |
|---|---|---|
|  | APPLICATION FORM |  |
| | Location of the One Stop Center; Name of the District- | |

| | | |
|----|--|--|
| 1 | Name of the Organization | |
| 2 | Address of Head Office with phone, WhatsApp number and e-mail | |
| 3. | Registered Address with phone, WhatsApp 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. | Year of 12-A registration under IT Act (Attach copy) | |
| 7 | Whether registered under 80 G (Attach Copy) | |
| 8. | Bank details (attach Xerox of bank pass book first page) Name of the Bank Account number IFSC Code Address of the bank | |
| 9. | PAN Number (Attach photo copy) | |
| 10 | Niti Ayog (NGO-DARPAN Unique ID No | |

11. Financial turn over

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

12. Experience in Women and child & other Social Development Sector out of funding from Government of Odisha /Govt. of India/Govt of any other state 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. Experience in Women and child & other Social Development Sector out of funding from any Development Agency/UN Agency/Corporate etc 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)

14. List of members of Managing Committee / Executive Committee of the Organization: with Aadhar No(attach copy of Aadhar card)

| Sl No | Name | Designation | Age | Educational Qualification | Aadhar number | Permanent Address | Present Address |
|-------|------|-------------|-----|---------------------------|---------------|-------------------|-----------------|
| | | | | | | | |
| | | | | | | | |

15. Details of the Human Resource/existing staff position of the Organization as on 31.12.2025:

| Sl No | Staff Categories | M/F | Full time (Number) | Part time (Number) |
|-------|------------------|-----|--------------------|--------------------|
| | | | | |
| | | | | |

16. 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 /Organization with date. | Remarks |
|-------------------|--|---------|
| | | |
| | | |

(Attach copy of the proof document)

17. 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.

9
18.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:

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- 3.Self certified copy of the 80-G registration certificate.
- 4.Self certified copy of the Audit report for last three financial years (2022-23, 2023-24 & 2024-25).
- 5.Self certified copy of the last three annual reports (2022-23, 2023-24 & 2024-25).
- 6 Solvency certificate of minimum Rs 10.00 lakhs as fixed assets in the name of the Agency
- 7.Proof of minimum Rs.25.00 Lakhs turn over in the last Balance sheet (2024-25).
- 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/UN Agencies/Corporate etc. In the experience documents the duration (3-5 Yrs/5-7 yrs/7-10 Yrs/10 yrs above) 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 (fulltime, part time staffs etc).
- 13.Copy of PAN card.
- 14.Copy of First page of Bank Pass Book.
- 15.Copy of Executive/Managing Committee members/Trustees with Aadhar No.
- 16.Unique ID number of registration in NGO-DARPAN Portal of NITI Aayog.
- 17.Any other documents in support of the organization.
18. Self-certified copy of awards received from National/State/Dist. Level from any Govt or Govt Agencies for significant contribution in social sector in the last 10 years (2015-16 to 2025-26)
19. Whether organization has got its own building/rented building (attach documents)
20. Self-certified copy in support of no Executive Committee /Governing Body meeting based on Bye-law during 2024-25.
- 21.Original demand draft from any scheduled commercial bank towards Non-refundable Eol processing fee of Rs.5000/- (Rupees five thousand) only drawn in favor Dist. Social Welfare officer, Khordha, payable at Khordha.

N.B: All the above supporting documents must be signed by the Chief Functionary of the organization, failing which, the application shall be rejected