

COLLECTORATE, RAYAGADA
(ST & SC Dev. SECTION)

No 2071 /2020

Dated: 04-06-2020

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 Yojna(PMAGY) as per direction of the Govt. in ST & SC Development Deptt., Odisha vide letter no. 6858/SSD dated 08.05.2020. The Sealed EOI should reach to District Welfare Office, Rayagada by **Registered Post or Speed Post only** on or before 25.06.2020 up to 5.30P/M and it will be opened on 26.06.2020 at 10.00AM at DRDA Conference Hall, Rayagada..... in presence of members of the District Level Convergence committee for PMAGY and Tenderers. The above EOI is subject to the Guidelines and Terms & conditions attached with this Notice.

Necessary Papers along with the details are available in the Website www.rayagada.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 undersigned will not be responsible for any delay in postal service.


COLLECTOR, RAYAGADA
Date 04-06-2020

Memo No. 2072/VIII-10/2020

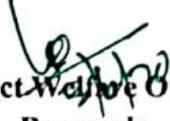
Copy to the Editor, Marketing Executive" The Pragatibadi
The Dharmatri & The Samaj
for publication of the above matter on or before 05.06.2020. in One day Edition with shorted possible space and amount as prescribed by I&PR Department, Odisha. The Bill with proof copy may please be submittd to the undersigned for necessary payment of advertisement cost


District Welfare Officer,
Rayagada

Memo No. 2073/2020

Date 04-06-2020

Copy to the District Information Officer, NIC., Rayagada for information. He is requested to kindly upload the tender documents along with other terms and conditions of the EOJ for wide publicity in the website www.rayagada.nic.in of Rayagada District.


District Welfare Officer,
Rayagada

Memo No. 2074/2020

Date 04-06-2020

Copy submitted to Project Administrator, ITDA, Gunupur/ Rayagada, All Block Development Officer, in this District, Executive Officer Municipality , Rayagada /Gunupur / N.A.C. Gudari /Sub- Collector, Rayagada/ Gunupur/ All Tahasildars of this District for information. They are requested to kindly publish the same in their Office Notice Board for wide publicity.

Copy to the Notice Board of Collectorate, Rayagada (ST & SC Dev. Section) for information of the General Public.


District Welfare Officer,
Rayagada

BRIEF DESCRIPTION OF PMAGY SCHEME

Pradhan Mantri Adarsh Gram Yojana (PMAGY) is a rural development programme launched by the Central Government in India in the financial year 2009-10 for the development of villages having a higher ratio of people belonging to the scheduled castes through convergence of Central and State schemes and allocating financial funding on a per village basis. More than 500 villages of Odisha have been planned to be covered under the scheme in two phases. Out of which 3 villages for Phase 1 and 9 villages for Phase II have been selected for implementation of the scheme in Rayagada district. Nine villages from Phase II and one Village from phase I are to be surveyed. Further Govt have planned to extend the scheme for 10 more villages besides the list below.

1st Phase – Villages :

Sl No.	Name of the Block	Name of the Village
1	Chandrapur	Belamguda
2	Bissam Cuttack	Malidhepaguda
3	Kalyan Singpur	Badaduarsahi

2nd Phase – Villages :

Sl No.	Name of the Block	Name of the village
1	Kolnara	Dumuriguda
2	Rayagada	Kampomaligan
3	Gudari	Karlaghati
4	Kashipur	Badamaribhata
5	Muniguda	Ambadala
6	Kashipur	Bimundi
7	Muniguda	Kondhagotiguda
8	Kashipur	Koral
9	Kashipur	Paikakupakhal



TERMS AND CONDITIONS FOR THE EO1

The Tender should be submitted following the terms and conditions specified here under:

1. Eligibility:

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

1. It should be legally registered one.
2. It must have PAN/ TAN number/GSTIN
3. Income tax return filed for last three years of assessment of NGO i.e 2016-17, 2017-18 and 2018-19.
4. It should be having good track record and should have not been blacklisted by any State Govt. or Central Govt. or Central Govt. agency or State Govt. agency.
5. It should have a minimum of 5 yrs of work experience as on 31.12.2018 and should have worked at least one rural development programme funded by the State/ Central Govt..
6. The NGO must have adequate mobility and man power with computer knowledge & well versed in local language.
7. It should have audited balance sheet and financial report of previous three years.
8. The Head/ Chief functionary of NGO should not be a formal member of political party.

2. Funds of Rs. 40,000/- (Rupees forty thousand) only per village will be provided for execution of the work. The NGO must submit a financial proposal for the work to be done for the DMC within the budget of Rs. 40,000/- per village.

3. Necessary Documents to be submitted:

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

1. Copy of PAN Card/ Tan Card of NGO/GST No.
2. Copy of the Income Tax return filed for the last 3 years assessment of NGO i.e 2016-17, 2017-18 and 2018-19.
3. Copy of Certificate of Registration of the NGO along with the act under which it is registered.
4. Copy of proof of 5 yrs work experience as on 31.12.2018 and functioning till date.
5. Copy of proof of experience at least one rural development programme funded by the State/ Central Govt.
6. Balance sheet and financial report of previous three financial years duly audited and certified by any Registered Chattered Accountant or any Chattered Accountant firm.
7. Declaration of the head/ chief functionary of NGO of not being a formal member of any political party.



8. Affidavit of non- inclusion in the blacklist.
 9. Photo copy of bank Pass Book of the NGO.
 10. Annexure I : Checklist for documents submitted.
 11. Annexure II : Declaration letter
 12. Annexure III : General Information about the NGO
 13. Any other supporting documents, if necessary.
4. **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.**
 5. **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.**
 6. **Signing of Agreement:**

The successful bidder has to execute an Agreement of one year in non-judicial stamped paper worth Rs.50/- with the DISTRICT WELFARE OFFICER, Rayagada within 02 days after finalization of the Tender and the agreement can be renewed for another one year if necessary.
 7. **The NGOs participating in the tender process shall produce all documents in original before the Dist. Level Convergence Committee for PMAGY on the date of opening of the tender.**



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 three years assessment i.e 2016-17, 2017-18 and 2018-19 | : | Yes/No |
| 3. Copy of the Up-to-date GST clearance Certificate valid up to 31.03.2020 | : | Yes/No |
| 4. Copy of Certificate of Registration in favour of the NGO | : | Yes/No |
| 5. Valid proof of 5 yrs of work experience as on 31.12.2018 | : | Yes/No |
| 6. Valid proof of experience on least one rural development programme funded by the State/ Central Govt.. | : | Yes/No |
| 7. Audited balance sheet and financial report of previous three financial years | : | Yes/No |
| 8. Declaration of the head/ chief functionary of NGO of not being a formal member of any political party | : | Yes/No |
| 9. Photo copy of bank Pass Book with name of the NGO | : | Yes/No |
| 10. Declaration application | : | Yes/No |
| 11. All Annexures | : | Yes/No |

Authorised Signatory with Date & seal



DECLARATION APPLICATION

To

The District Welfare Officer
Rayagada

Ref: Letter No. _____ Dated . _____ of ST & SC Dev. Section, Collectorate,
Rayagada.

Sir,

I/We, the undersigned am/ are pleased to give my/our service for implementation of the PMAGY Scheme in Rayagada district. We are hereby submitting our bid, which includes the entire necessary documents in a sealed envelope superscribing "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 I declare that all the provisions of this EOI document 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)



Annexure III

General Information about the NGO

SL No	Particulars	(Details to be Filled in BLOCK letters only)
Contact Details of the NGO :		
1	Name of the NGO	
2	Permanent Address along with PIN Code Telephone: E.Mail id:	
3	Local Address along with PIN Code Telephone: E.Mail id:	
Contact Details of the Authorized Person:		
4	Name	
	Designation	
	Permanent Address along with PIN Code	
7	Correspondance Address along with PIN Code	
	Telephone	
8	E.Mail id	
Information about the NGO:		
8	Name of the NGO	
9	Registration Number & Valid up to	
	Type of Validity (Temporary/ Permanent)	
9	Name of the Act under which registered	
	Year of establishment of the NGO	
	Whether Blacklisted (if yes mention the period)	
10	Bank Account Details	Account No. Bank Name: Branch: Name of the A/C holder: IFSC Code :
11	Whether the bank account is jointly operated (Yes/ No)	
	Name & Designation of the bank account operator(s)	
	Financial source of the NGO	
	In case the NGO receive any foreign funding, the NGO is registered under FCRA (Yes/ No)	

	FCRA Registration No. & Date	
	PAN/ TAN Card No. & GST No.	
12	Income return assessment for last three Financial years:	1.2016-17 2.2017-18 3.2018-19
13	Summary of Last activity undertaken	

Authorised 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.