

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE: KEONJHAR  
(SOCIAL WELFARE SECTION)**

Letter No. 136 /SW. dated. 09.01.2026

**NOTICE FOR EXPRESSION OF INTEREST**

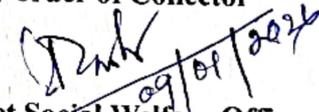
Sealed applications are invited in prescribed application form, from eligible organizations for selection of Agency to run One Stop Centre at Sub-Divisional Hospital, Ghasipura, Anandapur, Keonjhar to provide support and assistance to women affected by violence, including medical, legal, psychological and counselling.

Detailed eligibility criteria, selection procedure and application form is available in the Keonjhar District Website – [www.keonjhar.odisha.gov.in](http://www.keonjhar.odisha.gov.in).

The application completed in all respect must reach to the office of District Social Welfare Officer, Keonjhar – 758001 by Registered post / speed post only on or before dated. 27.01.2026 by 05 P.M. and the applications will be opened on dated. 28.01.2026 at 11 A.M. in the Mini Conference Hall Collectorate, Keonjhar.

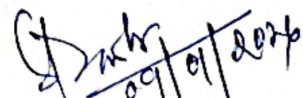
Applications received after the due date or in an open envelope or lack of required information will be rejected.

By order of Collector

  
District Social Welfare Officer  
Keonjhar

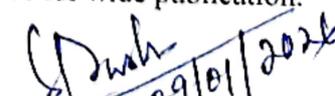
Memo. No. 137 /SW. Dated. 09.01.2026

Copy to District Information Officer., NIC, Keonjhar for information and for webhost the notice at once. Copy to Notice Board.

  
District Social Welfare Officer  
Keonjhar

Memo. No. 138 /SW. Dated. 09.01.2026

Copy to all Sub-Collectors/all Block Development Officers/ all Child Development Project Officers of Keonjhar district for information and request to hang the notice for wide publication.

  
District Social Welfare Officer  
Keonjhar

**Expression of Interest (EOI) for Agency for  
Running of One Stop Centre (Sakhi)**

1. For Setting up of Additional One Stop Centre (OSC) at District Level (Inside Sub-Divisional Hospital, Ghasipura, Keonjhar District)

**Locations:**

2. Sub-Divisional Hospital, Ghasipura, Keonjhar

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR  
(SOCIAL WELFARE SECTION)**

No. 139 Date. 09.01.2026

**NOTICE FOR EXPRESSION OF INTEREST**

Sealed applications are invited from organisations for selection of Agency to run One Stop Centre (OSC) in Sub-Divisional Hospital, Ghasipura, Keonjhar.

Details of eligibility criteria, selection procedure and application form is available in Keonjhar District website <http://www.keonjhar.odisha.gov.in> Last date of submission of application on or before 27.01.26 (Date) 05 PM (time).

By order of Collector

  
District Social Welfare Officer  
Keonjhar

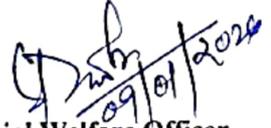
Memo No. 140 /SW Dt 09.01.2026

Copy to the District Informatics Officer, Keonjhar for information and necessary action with a request to make available the Advertisement in Keonjhar District Website on 09.01.2026 under the Title Expression of Interest (EOI) is sought for Outsourcing Agency for running of One Stop Centre (OSC) inside Sub-Divisional Hospital, Ghasipura, Keonjhar, Odisha under the Tab/Menu of Expression of Interest and the validity of the tender is 27.01.2026.

  
District Social Welfare Officer  
Keonjhar

Memo No. 141 /SW Dt 09.01.2026

Copy to the Project Director, CDO-cum-EO, Zilla Parishad, Keonjhar/ All Sub-Collectors, All BDOs/All CDPOs/Office Notice Board, Sub-Divisional Medical Officer, Ghasipura, Chief District Medical & Public Health Officer, Keonjhar for information and necessary action. They are requested to publish the notice in their Notice Board for wide circulation.

  
09/01/2026

District Social Welfare Officer  
Keonjhar

Memo No. 142/SW Dt 09.01.2026

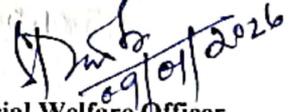
Copy to the DIPRO, Keonjhar for information and necessary action.

  
09/01/2026

District Social Welfare Officer  
Keonjhar

Memo No. 143 /SW Dt 09.01.2026

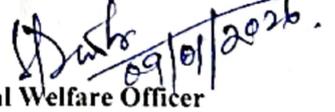
Copy submitted to PA to Collector, Keonjhar/ Steno to ADM (Gen) for kind information of Collector & ADM respectively.

  
09/01/2026

District Social Welfare Officer  
Keonjhar

Memo No. 144 /SW Dt .09.01.2026

Copy submitted to the Additional Secretary to Govt, Women and Child Development Department, Odisha, Bhubaneswar for favour of information and necessary action.

  
09/01/2026

District Social Welfare Officer  
Keonjhar

## ONE STOP CENTRE SCHEME

### Introduction

One Stop Centres (OSCs) 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 counselling 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:

Sl. No.	Type of Service	Description
1.	Emergency Response and Rescue Services	OSC will provide rescue and referral services to the women affected by violence. For this, linkages will be developed with existing mechanisms such as National Health Mission (NHM), 108 service, police (PCR Van) so that the woman affected by violence can either be rescued from the location and referred to the nearest 3 medical facility (Public/ Private) or shelter home
2	Medical assistance	Women affected by violence would be referred to the nearest Hospital for medical aid/examination which would be undertaken as per the guidelines and protocols developed by the Ministry of Health and Family Welfare.
3	Assistance to women in lodging FIR/ NCR/DIR	The OSC will facilitate the lodging of FIR/NCR/DIR.
4	Psycho-social support/counselling	A skilled counsellor providing psycho-social counselling services would be available on call. This counselling process will give women confidence and support to address violence or to seek justice for the violence perpetuated. Counsellors shall follow a prescribed code of ethic, guidelines and protocols in providing counselling services.

5	Legal Aid and Counselling	To facilitate access to justice for women affected by violence, legal aid and would be provided at QSC through empanelled Lawyers or National/State/District Legal Service Authority. The aggrieved woman would be provided with an advocate of her choice in case she wants to engage the same to assist the State Prosecutors in trying her case <sup>2</sup> . It would be the responsibility of the Lawyer/Prosecutor to simplify legal procedures for the aggrieved woman and advocate for her exemption from court hearings. In case the trial or inquiry relates to an offence of rape as defined under section 376, 376A-D IPC, it would be the duty of the Prosecutors trying the case to complete the inquiry or trial as far as possible within a period of two months from the date of filing of charge sheet.
6	Shelter	The OSC will provide temporary shelter facility to aggrieved women. For long term shelter requirements, arrangements will be made with Swadhar Greh/Short Stay Homes (managed/affiliated with government/NGO). Women affected by violence along with their children (girls of all ages and boys up till 8 years of age) can avail temporary shelter at the OSC for a maximum period of 5 days. The admissibility of any woman to the temporary shelter would be at the discretion of Centre Administrator.
7	Video Conferencing Facility	To facilitate speedy and hassle-free police and court proceedings the OSC will provide video conferencing facility (through Skype, Google Conferencing etc.). Through this facility if the aggrieved woman wants, she can record her statement for police/ courts from OSC itself using audio-video electronic means as prescribed under sections 161(3), 164(1) and 275(1) of the Code of Criminal Procedure and section 231(1) in line with Order XVIII Rule 4 of the Code of Civil Procedure. This facility will be provided only after consultation among Superintendent of Police, District and Sessions Judge of the concerned district (place of incident).

**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 counselling 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 indicate grievance redressal/feedback form in the Scheme Guidelines for One Stop Scheme, Ministry of Women & Utilise the non-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.
- 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 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 organisation as the nodal person for all future correspondence and

- coordination.
- Any other task assigned by Government from time to time.

#### **SCOPE OF WORK:-**

Selected agency will be required to:

- Run the OSC as per Government guidelines.
- Employer required staff.
- Provide round-the-clock services.
- Maintain records and submit reports.
- Ensure confidentiality and dignity of survivors.
- Coordinate with Police, Health, Judiciary, and other departments.

#### **GENERAL TERMS:-**

- District Administration reserves the right to accept/reject any or all EOIs.
- Shortlisted agencies will be invited for presentation / interaction.
- Mere submission of EOI does not guarantee selection.
- Decision of the District Administration will be final.

#### **SELECTION PROCESS:-**

Selection shall be based on marking basic:-

- Organizational experience in management of any Govt.
- Schemes/Projects at least having more than of 3 years in a single project.
- Financial stability
- Staff strength
- Infrastructure capability
- Past performances

#### **SUBMISSION DETAILS:-**

EOI Documents may be submitted:

- In a sealed envelope superscribed with "EOI for Setting up of Additional One Stop Centre at SDH, Ghasipura, Keonjhar"
- Addressed to:  
**The District Social Welfare Officer (DSWO), Keonjhar**

Last Date for submission:

Time:

Mode: **Offline**

#### **CONTACT DETAILS:-**

For any clarification:

Office of the DSWO, Collectorate Keonjhar

Email: [dswokeonjhar@gmail.com](mailto:dswokeonjhar@gmail.com)



**ELIGIBILITY CRITERIA, SELECTION PROCEDURE AND APPLICATION FORM FOR  
AGENCY TO RUN ONE STOP CENTRE IN ODISHA.**

**A. Eligibility criteria for the Agency:**

**Applications organizations must:**

**Total-50 Marks**

I.	Be Registered under Society registration /Indian Trust Act/ Companies Act Certificate/State Act/Valid PAN/TAN GST/EPF/ESI/12 A Registration Certificate /80 G Registration Certificate and Unique ID Number of Registration in NGO-PS Portal of NITI Aayog	(5 Marks)
II.	Have minimum 10 Years of experience in Women-related Welfare with Govt. funding	(5 Marks)
III.	Have minimum 5 Years experience in Social Development Sector Programmes with Govt. funding	(5 Marks)
IV.	Must have experience on Women-focused on Gender based violence	(5 Marks)
V.	Organization that provides a range of service including prevention, Legal support etc. in last 5 Years	(5 Marks)
VI.	Have financial soundness and operational capacity with Financial Turnover of Rs. 20 Lakhs in last 3 Years.	(5 Marks)
VII.	Not be blacklisted by any Government agency.	(5 Marks)
VIII.	Have office infrastructure in the district or willingness to establish one.	(5 Marks)
IX.	Must have Fixed Assets above 8 Lakhs (Certified the CA).	(5 Marks)
X.	Have prior experience in handling Government-funded projects	(5 Marks)

**B. Application Procedure:**

The interested and eligible agency may submit application with necessary signed documents in prescribed application format only to the District Social Welfare Officer of the concerned district where the project is required through SPEED POST/REGISTERED POST only latest by dated 27.01.2026 by 05 P.M. Application received after due date or in an open envelope or lack of required information shall be rejected. No personal enquiry shall be entertained. Organization interested to apply for more than one application of OSC has to apply in separate applications forms.

**C. Documents to be submitted with the application/proposals: -**

1. Self-certified copy of the society registration/Indian Trust Act/Companies Act certificate.
2. Self-certified copy of the 2-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 and 2024-25).
5. Self-certified copy of the last three years annual reports (2022-23, 2023-24 and 2024-25).
6. Solvency certificate of minimum of Rs. 8 Lakh as assets in the name of the agency.
7. Minimum Rs.20 Lakh turnover as per last balance sheet of 31.3.2025 self-certified copy.
8. Bye law and memorandum of the agencies (self-certified copy).
9. Photocopies of the documents relating to the experience in women and Child programme or any social development sector with support of Govt./donor agencies. In the experience documents the duration of the project must have been mentioned. (Attached the proof documents with self-certification).
10. Undertaking by the agency that it has not been blacklisted or placed under funding restriction by any Govt. or Govt. agencies.
11. Undertakings that any office bearer on behalf of the organization has not been convicted by any court of law in India or abroad any criminal offences.
12. Human resources details (full time, part time etc.).
13. Copy of PAN card.
14. Copy of the 1st page of Bank Pass Book.
15. Copy of Aadhaar card of all trustees/members.
16. Unique Identity number of Registration in NGO-PS Portal of NITI Aayog.
17. Copy of the latest sanction order (if running Swadhar Greh/Ujjawala).
18. Any other documents in support of the organization.

**NB:** all the above supporting documents must be signed by the chief functionaries of the organization, failing which, the application shall be rejected.

	<b>APPLICATION FORM</b> Location of the One Stop Center _____ Name of the District _____	
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1	Name of the Organization	
2	Registered Office address with phone, fax number and email	
3	Name of the Chief Functionary with Mobile number	
4	a. Date & year and number of the Society Registration under Society And registration Act /Indian Trust Act/ companies Act (Attach copy) b. Act under which registered	
5	Year of 12 A registration (Attach copy)	
6	Whether registered under 80 G (Attach copy)	Yes/No
7	Unique ID Number of Registration in NGO-PS Portal of Niti Aayog	
8	Bank details (attach Xerox of bank passbook first page) Name of the Bank Account number IFSC Code Address of the bank	
9	PAN Number (Attach copy)	Yes/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/Govt. of any other state.**

Name of the program	Supported / Funded by	Programme duration (from- to)	Operational area	Project cost	Remarks
		_____ 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.**

Name of the program	Supported / Funded by	Programme duration (from- to)	Operational area	Project cost	Remarks
		_____ 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: (attach copy of Aadhar card)**

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

**14. Details of the existing staff position of the Organisation as on 31/03/2025.**

Staff categories	Full time (Number)	Part time (Number)

**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:**

- i. Self-certified Copy of the Society registration /Indian Trust Act/ Companies Act Certificate/State Act/Valid PAN/TAN GST/EPF&ESI
- ii. Self-certified Copy of the 12 A Registration Certificate
- iii. Self-certified Copy of the 80 G Registration Certificate
- iv. Unique ID Number of Registration in NGO-PS Portal of NITI Aayog
- v. Self-certified Copy of the Audit Report for last three financial years (2022-23, 2023-24 & 2024-25)
- vi. Self-certified Copy of the Annual Report for last three years (2022-23, 2023-24 & 2024-25)
- vii. Solvency Certificate of minimum **Rupees Eight Lakhs** as assets in the Name of the Agency
- viii. Minimum of **Rs. 20 Lakhs** turnover as per last balance sheet of 31.03.2025 (Self Certified Copy)
- ix. Bye-law and memorandum of the agency (self-certified copy)
- x. Photo copies of the documents relating to experience in Women and Child Programme 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)
- xi. Undertaking by the Agency that it has not been Blacklisted or Placed under funding restriction by Govt. of India/State Govt./ Any Donor Agencies.
- xii. Undertaking that any office Bearer on behalf of the Organisation has not been convicted by any court of law in India or ABROAD FOR ANY CROMINAL OFFENSES.
- xiii. Human Resource Details (Full time and Part time staffs)
- xiv. Copy of the PAN Card
- xv. Copy of the First page of the Bank Pass Book

- xvi. Copy of the Aadhar Card of all trustees/Members
- xvii. Unique Identity number of Registration in NGO-PS Portal of NITI AAYOG
- xviii. Copy of the Latest Sanction Order (if running Swadhar Greh/Ujjawala)
- xix. The tender documents should be submitted through speed/ Registered post along with a non-refundable payment of Rs 5,000/- (Rupees Ten Thousand only) in the shape of Demand Draft in favour of the District Social Welfare Officer, Keonjhar
- xx. Any other documents in support of the Organisation.

**N.B :- All the above Supporting Documents must be signed by the Chief Functionary of the Organisation, failing which, the Application shall be rejected.**