

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

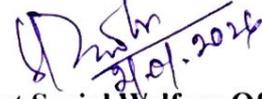
Letter. No- 329 /Dt. 21.01.2026

EOI No: DSWO/OSC/KEONJHAR/139/09.01.2026

CORRIGENDUM

In partial modification to this Office Expression of Interest (EOI) published vide Letter No. 139 Dtd. 09.01.2026, it is hereby clarified that, any interested NGO of the State of Odisha is allowed to participate in the tender process. All other terms and conditions of the EOI for selection of implementing agency to set up One Stop Centre at Sub-Divisional Hospital, Ghasipura area of Keonjhar District shall remain unchanged.

Yours faithfully,



**District Social Welfare Officer
Keonjhar**

Memo. No. 330 /Dated. 21.01.2026

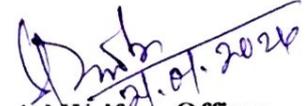
Copy to the District e-Governance Manager (NIC), Keonjhar for information and necessary action.



**District Social Welfare Officer
Keonjhar**

Memo. No. 331 /Dated. 21.01.2026

Copy forwarded to PA to Collector and Steno to ADM, Keonjhar for favour of kind information and necessary action.



**District Social Welfare Officer
Keonjhar**

**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

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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 5 Years of experience in Women-related Welfare or Social Sector Programmes.	(5 Marks)
III.	Have minimum 5 Years experience in Social Development Sector Programmes with Govt. funding	(5 Marks)
IV.	Have financial soundness and operational capacity with Financial Turnover of Rs. 20 Lakhs in last 3 Years.	(5 Marks)
V.	Not be blacklisted by any Government agency.	(5 Marks)
VI.	Have office infrastructure in the district or willingness to establish one.	(5 Marks)
VII.	Must have Fixed Assets above 8 Lakhs (Certified the CA).	(5 Marks)
VIII.	Have prior experience in handling Government-funded projects	(5 Marks)
IX.	Technical Presentation	(10 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.

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 Five 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.