

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

1. For Setting up of Additional One Stop Centre (OSC) At District Level (Inside Sub-Divisional Hospital, Kamakhyanagar in Dhenkanal District)

Locations:-

2. Sub-Divisional Hospital, Kamakhyanagar, Dhenkanal

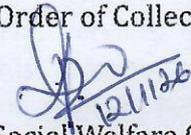
**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL
(SOCIAL WELFARE SECTION)**

No 161 /SW, Date 12.01.2026

NOTICE FOR EXPRESSION OF INTEREST

Sealed applications are invited from Organisations for selection of Agency to run Additional One Stop Centre (OSC) Inside Sub-Divisional Hospital, Kamakhyanagar in Dhenkanal District. Details of eligibility criteria, selection procedure and Application form is available in District NIC Last date of Submission of Application on or before **28.01.2026(Date) 5.30PM (time)**.

By Order of Collector


District Social Welfare Officer
Dhenkanal

Memo No. 162 /SW Dt 12.01.2026

Copy to the District Informatics Officer, Dhenkanal for information and necessary action with a request to make available the Advertisement in Dhenkanal District Website on **12.01.2026** under the Title " Expression of Interest (EOI) is sought for Agency for running of One Stop Centre (OSC) inside Sub-Divisional Hospital, Kamakhyanagar, Dhenkanal. Odisha" under the Tab/Menu of Expression of Interest and the validity of the tender is **28.01.2026**


District Social Welfare Officer
Dhenkanal


12.1.2026

Memo No. 163 /SW Dt 12.01.2026

Copy to the DIPRO, Dhenkanal with a request to publish the Notice for Expression of Interest in one daily Odia News Paper and in one National English News Paper on **13.01.2026**. The above news agencies may be instructed to submit their bills to the District Social Welfare Officer, Dhenkanal for necessary payment.


District Social Welfare Officer
Dhenkanal

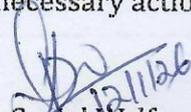
Memo No. 164 /SW Dt 12.01.2026

Copy to the Project Director, DRDA, Dhenkanal/ All Sub-Collectors, All BDOs/All CDPOs/Office Notice Board, Sub-Divisional Medical Officer, Kamakhyanagar, Chief District Medical & Public Health Officer, Dhenkanal for information and necessary action. They are requested to publish the notice in their Notice Board for wide circulation.


District Social Welfare Officer
Dhenkanal

Memo No. 165 /SW Dt 12.01.2026

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


District Social Welfare Officer
Dhenkanal

Memo No. 166 /SW Dt 12.01.2026

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


District Social Welfare Officer
Dhenkanal

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 ethics, 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 counselling would be provided at OSC 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 ² . 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. ³
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,
Kamakhyanagar"
- Addressed to:
The District Social Welfare Officer (DSWO), Dhenkanal

Last Date for submission: 28.01.2026

Time: 5.30 PM

Mode: **Offline**

CONTACT DETAILS:-

For any clarification:

Office of DSWO/ District Collector

Phone: 7978339012/9437904185

Email: dswodhenkanal@od.gov.in

**Eligibility Criteria, Selection Procedure and Application Form for
Agency to run Additional One Stop Centre (OSC) in Sub-Divisional
Hospital, Kamakhyanagar, Dhenkanal**

**A. Eligibility criteria for the Agency:
Applicant organizations must:**

Total-50 Marks

I.	<p>A. Registered under Society registration /Indian Trust Act/ Companies Act Certificate/State Act (Certified Copy)</p> <p>B. Memorandum of Association (MOA)/Articles of Association (AOA) Rules/Bye-Laws (Certified Copy)</p> <p>C. Valid PAN (Certified Copy)</p> <p>D. GST (Certified Copy)</p> <p>E. EPF and ESI (Certified Copy)</p> <p>F. 12 A Registration Certificate (Certified Copy)</p> <p>G. 80 G Registration Certificate(Certified Copy)</p> <p>H. Unique ID Number of Registration in NGO-PS Portal of NITI Aayog (Certified Copy)</p> <p>I. Last Three Years Audit Reports (Certified Copy)</p> <p>J. Last Three Years Annual Reports (Certified Copy)</p>	(10 Marks)
II.	Have minimum 5 Years of experience in Women and Child 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.	Organisation that provide 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. 2 Crores 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 40 Lakhs(Certified the CA) .	(5 Marks)

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 scores in the prescribed format and those NGOs who secure minimum 50% mark as cut off shall be shortlisted and referred to DLPAC.
- (5).District Level Project Appraisal Committee (DLPAC) headed by Collector will finalise the NGO based on the field appraisal report & credibility of the organisation. 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 Dhenkanal District where the project is required through **speed post/registered post only latest by 28.01.2026**. 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.

E. Documents to be submitted with the application/proposal:

- Covering Letter
- Application Form
- Organization Profile
- Project Proposal
- Certified Copy of the Society registration /Indian Trust Act/ Companies Act Certificate/State Act
- Valid PAN
- GST
- EPF&ESI
- Certified Copy of the 12 A Registration Certificate
- Certified Copy of the 80 G Registration Certificate
- Unique ID Number of Registration in NGO-PS Portal of NITI Aayog

- Certified Copy of the Audit Report for last three financial Years
- Certified Copy of the Annual Report for last three Years
- Solvency Certificate of minimum Rs 40 Lakhs as assets in the Name of the Agency(Certified the CA)
- Have financial soundness and operational capacity with Financial Turnover of Rs. 2 Crores in last 3 Years. (Self Certified Copy)
- Certified Copy of the Bye-law and Memorandum of the Agency
- 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)
- Undertaking by the Agency that it has not been Blacklisted or Placed under funding restriction by Govt. of India/State Govt./ Any Donor Agencies
- 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 criminal offence.
- Human Resource Details (Full time and Part time Staffs)
- List of Present Governing Body Members
- Copy of the Aadhar Card of all trustees/Members
- Copy of the Bank Pass Book
- Copy of the PAN Card.
- Copy of the Latest Sanction Order (If Running Shakti Sadan/OSC)
- Experience Certificates
- The tender documents should be submitted through speed/ Registered post along with a non refundable payment of Rs 10,000/-**(Rupees Ten Thousand only)** in the shape of Demand Draft in favour of the District Social Welfare Officer, Dhenkanal
- 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.

	APPLICATION FORM Location of the One Stop Centre:----- Name of the District:-----	
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1.	Name of the Organisation	
2.	Registered Office address with phone, fax number and email	
3.	Name of the Chief Functionary with Mobile number	
4.	(i) Date & Year and Number of the Society Registration under Society Registration Act/ Indian Trust Act/ Companies Act (Attach copy)	
	(ii) Act under which registered	
	(iii) Memorandum of Association (MOA)/Articles of Association (AOA) Rules/Bye-Laws (Attach copy)	
	(iv) PAN Number (Attach copy)	
	(v) GST Number of the Agency (Attach copy)	
	(vi) EPF&ESI of the Agency (Attach copy)	
5.	Year of 12 A registration (Attach copy)	
6.	Whether registered under 80 G (Attach copy)	
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 Nubmbr:- IFSC Code:- Address of the bank:-	

9. Financial turn over

Year	Income (Rs.)	Expenditure (Rs.)	Fixed asset as per the balance sheet (Rs.)
2022-2023			
2023-2024			
2024-2025			

10. Experience in Women and child & others 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	Remark

(Attach copy of the proof document where the duration of the project has been indicated)

11. Experience in Women and Child & other Social Development 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	Remark

(Attach copy of the proof document where the duration of the project has been indicated)

12. 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

13. Details of the existing staff position of the Organisation as on 31/03/2025:

Staff Categories	Full time (Number)	Part time(Number)

14. Details of the National/ State/ District level awards received by the organization for significant contribution in development of social sector: (Attach copy of the proof document)

Name of the Award	Award Issuing Institution/Organisation with date.	Remarks

15. 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.

16. 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.

17. 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**

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