



National Health Mission

Odisha State Health & Family Welfare Society

Health & FW Department, Odisha



Advt. No/02/19

Dt :30/ 01/2019

Applications invited from credible NGOs / Trusts for Management of "MAA GRUHA" project in partnership mode.

NHM, Odisha invites applications from credible registered NGOs/ Trusts for management of following MAA GRUHA projects in Nabrangpur district in partnership mode.

Name of the Districts	Location of the Maa Gruha	Total Nos.
Nabrangpur	Dabugaon	1
	Nabrangpur	1
Total		2

The registered NGOs/ Trusts should have good track record and proven field experience in Health & Family Welfare programmes or any Social Development programme.

Interested NGOs/ Trusts fulfilling the eligible criteria mentioned in the RFP are required to apply in the prescribed application format along with all relevant signed documents **in two copies for each Project** (as specified in the RFP) **through speed post/ registered post/courier** only to the CDM&PHO-cum-District Mission Director, Nabrangpur as per the RFP available in the NHM website www.nhmodisha.gov.in. The complete application along with all required documents should reach in the office of the CDM&PHO-cum-DMD, Nabrangpur on or before **5.00 PM on dt. 20th Feb'2019**. Incomplete application or applications received in an open envelop or applications received after the last date & time or applications of blacklisted NGOs/ Trusts will be summarily rejected. **All the pages of application and document should be properly paged and signed by the Chief functionary of the organization failing which, the application shall be summarily rejected.** The authority reserves the right for cancellation of the application and modification of the guideline without assigning any reason thereof. **No personal enquiry shall be entertained in the matter.**

Sd/-

Mission Director, NHM, Odisha

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Section 1: - NOTICE INVITING PROPOSAL

Detailed proposals are invited from eligible entities to select the agency for the "Management of Maa Gruha Project" under NHM, Odisha.

Important timelines

Sl. No.	Activity	Timeline
1	Date of advt. publication.	30 th Jan'2019 (The detailed RFP document downloadable from Website: www.nhmodisha.gov.in)
2	Last date for submission of the Proposal	Date: 20th Feb'2019 Time: 05.00 PM Details of the Name and address for submitting the proposal in respective Districts are mentioned at <u>Section 2: Schedule of Submission.</u> NB: Proposals should be submitted through Speed post/Registered post/courier post only. No other form of submission will be accepted. Proposal (s) submitted after the due date & time will not be accepted.
3	Opening of the proposal at the District level	Date: 21st Feb'2019 Place: Office of the CDM&PHO-cum-DMD, Nabrangpur. (In case it is a holiday, the date of opening of the proposal will be the next working day)

SECTION 2: SCHEDULE OF PROPOSAL SUBMISSION

The following are the list of Maa Gruha projects for which proposals are invited. The entities are requested to submit their proposal as per the details below.

SI No	RFP No	Name of the block where Maa Gruha would be established	District	Address for submission of Proposal
1	NHM/ Management of Maa Gruha Project under Nabrangpur block/2019/01	Nabrangpur	Nabrangpur	The CDM & PHO-cum-District Mission Director, District Head Quarter Hospital, Nabrangpur
2	NHM/ Management of Maa Gruha Project under Dabugaon block /2019/02	Dabugaon	Nabrangpur	

SECTION 3- INSTRUCTIONS TO THE AGENCIES

3.1 Scope of Proposal

Interested organizations fulfilling the eligibility criteria **may apply for one or more than one Maa Gruha by submitting their application separately (in two copies original & copy bid) for each Maa Gruha project, they are intending to apply, from amongst the Maa Gruha listed in Section 2: schedule of proposal submission.** The following points are to be ensured while applying for the project.

- (a) Maximum up to 5 partnership projects under NHM can be sanctioned to a particular organization in a particular district.
- (b) Detailed description of the objectives, scope of services, deliverables and other requirements relating to Management of Maa Gruha project are specified in this ToR. The manner in which the Proposal is required to be submitted, accepted and evaluated is also explained in this ToR.
- (c) Proposals must be submitted through **Speed post/Registered post/courier services only** within the due date and time mentioned. **Application submitted in any other form and received after due date and time will not be accepted.**
- (d) The selection of the Agency shall be on the basis of an evaluation by the Desk appraisal Committee & District NGO Committee of the concerned District through the Selection Process specified in this ToR. Organization shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that the CDM&PHO-cum-District Mission Director's decision is without any right of appeal whatsoever.
- (e) The Organization shall submit its Proposal in the form & manner as specified in this ToR.
- (f) Upon selection, the agency shall be required to enter into an Agreement with the CDM&PHO-cum-District Mission Director of the concerned District for implementation of the project. The implementation of the "Management of Maa Gruha" will be guided by the terms and conditions of the agreement.

3.2 Eligibility criteria for the Agency:

1. **Registration:** The organization must be five years in existence from the date of this advertisement under the Society Registration Act / Indian Trust Act. It should have been registered under section 12-A of Income Tax Act 1961.
2. **Experience:** Minimum five years proven field level experience in H&FW programmes or any Social Development Sectors.
3. The Agency must have a valid **Unique ID through the portal NGO-DARPAN of NITI Aayog.**

4. **Assets:** Minimum fixed assets of rupees eight lakhs in the name of the Agency in terms of infrastructure/ land/ building / assets etc. as per the audit report of 2017-18 & land document if any.
5. **Turnover:** The agency should have an annual turnover of at least Rs. 20 lakhs per annum in the last three financial year (2015-16, 2016-17 & 2017-18)
6. The agency should not have been blacklisted or placed under funding restriction by any Government or Govt. Agencies.
7. The agency or any of its office bearers must not have been convicted by any court of law in India or abroad for any civil/criminal offences.
8. The agency should have conducted at least 50% meetings in each year of the Executive Committee/Governing body meeting based on by law & memorandum of the society of last three financial years (2015-16, 2016-17 & 2017-18).
9. **Adverse report:** If based on any adverse report against the organization from the District / NHM / any Govt. Departments, the partnership of the organization has been discontinued or due to poor performance in implementation of any PPP projects under NHM is identified by the External Evaluating Agency, and then the organization shall not be eligible to apply for the same district. In case the services of the organization have been discontinued on the basis of the conduct of any financial irregularities, it will not be allowed to apply in the district under any scheme.

3.3 Submission and Signing of Proposal

The proposal shall be submitted in the following ways:

- i. The Proposal shall be typed or written legibly in English and shall be signed by the authorized representative of the entity.
- ii. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Proposal have put his/their initials prior to submission of the same.

3.4. Packing, Sealing and Marking of Proposal

The proposal & attached documents are to be submitted **in two copies for each project** (in two separate envelopes marked as "Original" & "Copy bid") and must be inserted in a outer envelope, along with applicant's name and address in the left hand corner of the sealed envelope and superscribed as **Proposal for "Management of Maa Gruha project",.....(Name of institution).....(District) under NHM. Advt. No.....** (Please mention the Advt. no. as mentioned in Section 2)

The application envelope shall be addressed to the CDM & PHO-cum-District Mission Director as per the detailed **address mentioned at the Section - 2:** Schedule of Proposal Submission. If the outer envelope is not sealed and marked as mentioned above, then the O/o

the CDM & PHO will assume no responsibility for the proposal's misplacement or premature opening.

3.5. Content of the Proposal

The entity fulfilling the eligibility criteria may submit the information/documents as mentioned in the Advertisement along with a covering letter on its letter head indicating their interest to apply for the project. They need to submit a project proposal mentioning the strategy to operate and manage the Maa Gruha they are applying for in conformity with the Terms of Reference mentioned in this Advt.

3.6 Sequence of the submission of documents with the project proposal by the agency(two copies for each project must be submitted)

Sl.	Particulars	Page No.
1	Covering letter for the project by the Entity in its letter head(Fromat - 1)	
2	Checklist for Proposal Submission at Annexure-A	
3	Application form as per the prescribed format at section-9 duly filled by the Organization	
4	project proposal with implementation plan of Maa Gruha project applied for	
5	Copy of the certificate of Society Registration Act/Indian Trust Act	
6	Copy of the 12-A registration certificate	
7	Copy of the 80 G registration certificate(if available)	
8	Copy of the Annual audit report of the last 3 financial years: 2015-16, 2016-17 & 2017-18.	
9	Annual average financial turnover statement as per format-2	
10	Other documentary evidences if any i,e land & building (evaluated cost by the competent authority)	
11	Copy of the Annual Reports of the entity for the last three years; 2015-16, 2016-17 & 2017-18..	
12	Names of the Office Bearers along with their addresses	
13	Affidavit that entities are not blacklisted (As per Format-3)	

14	An affidavit that the office bearer of the Organization has not been convicted by any court of law in India or abroad for any civil/ criminal offences (As per format -4) .	
15	Willingness/ Consent format to sign the agreement abiding by all norms (As per Format-5)	
16	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation.	
17	Minutes of the meetings conducted at least 50% in each year of the Executive Committee/Governing body meeting based on by law & memorandum of the society of last three financial years (2015-16, 2016-17 & 2017-18).	
18	Copy of PAN card	
19	Copy of Bank Pass Book.	
20	Copy of the Unique ID generated through the portal NGO-DARPAN of NITI Aayog.	
21	Experience in H&FW Programme from Govt. funding support (the document should be clearly legible)	
22	Experience in H&FW Programme funding support other than Govt. (the document should be clearly legible)	
23	Experience in other Projects from Govt. funding support(the document should be clearly legible)	
24	Experience in other Projects with support other than Govt. funding(the document should be clearly legible)	
25	A document containing the details includes the names, addresses and educational qualifications of key personnel employed by the Organization during the last five years. (the document should be clearly legible)	
26	Photocopy of Cashbook with Ledger,Bank reconciliation statement &Staff attendance register along with EPF register	
27	By law and memorandum of the agency	
28	Certificates of National/State/District level awards(the document should be clearly legible)	

All the information, documents, filled in forms must be submitted with clear indication of the Page number as per above. In case the document contains more than one page, it should be properly bound and identified with clear heading on the first page. All pages of above supporting documents and proposal must be signed by the Authorized signatory of the entity along with seal, failing which the application shall be rejected.

3.7 Number of Proposals

Interested agencies fulfilling the eligibility criteria may submit their proposal **separately** for any one /more than one Maa Gruhas. They have to submit their proposal(s) to the District(s) in which the Maa Gruha is located.

3.8 Cost of the proposal

The budget for management of the Maa Gruha is Rs.11,60, 068/ per annum subject to modification in the approval of NHM,PIP.

3.9 Acknowledgement by the Agency

- (a) It shall be deemed that by submitting the Proposal, the agency has: -
 - (i) Made a complete and careful examination of the advertisement
 - (ii) Received all relevant information requested from the concerned District authority.
 - (iii) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the advertisement or furnished by or on behalf of the concerned district authority relating to any of the matters stated in the advertisement Document
 - (iv) Satisfied itself about all matters, things and information, necessary and required for submitting the Proposal and performance of all of its obligations there-under;
 - (v) Agreed to be bound by the undertaking provided by it under and in terms hereof.

- (b) The concerned district authority shall not be liable for any omission, mistake or error on the part of the agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to ToR or the Selection Process, including any error or mistake in any information or data given by the concerned district authority.

3.10. Language

The proposal with all accompanying documents and all communications in relation to or concerning the selection process shall be in **English language** and strictly as per the forms provided in this advertisement. No supporting document or printed literature shall be submitted with the proposal unless specifically asked for. In case any of these documents is in another language than English, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

3.11. Proposal Due Date

Proposal filled in all respect must reach O/o the CDM&PHO of the concerned District at the address, **time and date specified in the advertisement** through Speed Post/ Regd. Post/Courier service only. If the last date for the submission is declared as a holiday, the proposal will be received up to the appointed time on the next working day.

3.12 Opening of Proposal & Process of Selection:

3.12.1 District level Selection Committee

- a. The Desk Appraisal Committee constituted for conducting the selection process of operation & management of PHC (N) vide **letter No. OSH&FWS / 10565 / PPP / 432 / 2017, dt.02.08.18 with inclusion of DM-RCH.**
- b. **District NGO Committee** headed by Collector & DM will approve the recommended agency by the committee and send the proposal to the State for approval.

3.12.2 Process of Selection

Following selection process shall be carried out at the district level under direct supervision of the District NGO Committee:

- (a) The concerned district authority in their respective districts will open all Proposals, in the presence of agencies or their authorized representatives who choose to attend, at the location, date and time mentioned in the Section Notice inviting proposal.
- (b) The agency/their authorized representatives who will be present shall sign a register recording their attendance.
- (c) In the event of the specified proposal opening date being declared a holiday, the proposals shall be opened at the appointed time and location on the next working day.
- (d) The District Committee will conduct the screening process of the valid proposals received within the due date. The Committee will verify whether all the required documents as per the advertisement have been submitted along with each proposal and fill up the eligibility checklist of all the proposals received. If at all, any deficiency in fulfilling the eligibility criteria and document submission is found in any of the proposal, the same will be informed.
- (e) The committee will award marks in the score sheet for the proposal which have qualified as per the eligibility checklist.
- (f) After conducting further process, the qualifying checklist and score sheet of the desk appraisal process along with the reasons of rejection, if any, will be hosted in the respective District Website inviting objection by giving 7 days notice.
- (g) The agency has to score a minimum of 50% of marks in the score sheet in order to be eligible to get the award. No field appraisal process will be conducted for selection.

- (h) The agency who has scored 50% mark or above in the score sheet for each MAA GRUHA shall be called to the office of CDM&PHO of the respective District for necessary verification of their original documents that they have submitted along with their application.
- (i) After due verification of the original documents, Maa Gruha wise merit list will be notified in the district office website.
- (j) The process will be approved in the District NGO Committee and will be recommended to the State for approval. The final selection result will be notified after the due approval from the State.

3.13. Post Selection Procedure:

- i. After approval of the competent authority i.e. by the SNGO Committee the selected agency will be informed in writing of its selection for the concerned MAA GRUHA. . This will be the letter of award which shall be issued by the concerned district authority to the selected agency.
- ii. Within 15 days of the issue of the letter of award the selected agency of the concerned district will be required to inform the CDM&PHO-cum- District Mission Director in writing of its acceptance of the award, failing which, the award will be offered to the 2nd rank holder from the merit list.
- iii. The selected agency on acceptance must provide to the district authority a bank guarantee (2% of the project cost).
- iv. On completion of these formalities, the District authority will inform the selected agency regarding date of signing of the service level agreement.
- v. The Selected Agency will have to open a separate saving bank account for this grant-in-aid in any nationalized bank. The account will be opened in the name of the project, which shall be operated jointly by at least two office bearers authorized for the purpose by the management committee of the Agency.
- vi. The selected Agency has to submit the monthly progress report on the functioning of Maa Gruha to Block MO I/C , CDM&PHO-cum-DMD at district level and NHM at State level in as per the prescribed Format.
- vii. The amount of grant should be utilized only for the purpose for which it is sanctioned and the unspent balance of the grants shall be refunded after the close of the financial year.
- viii. The Agency will submit quarterly statement of expenditure and progress report to the district with a copy to NHM. At the end of the project year, the Agency shall furnish annual report of the project along with the audited reports.

**SECTION 4- TERMS OF REFERENCE FOR AN AGENCY INTERESTED FOR OPERATION OF
“MAA GRUHA” PROJECT IN PARTNERSHIP MODE UNDER NHM, ODISHA.**

1. Background

Health care service delivery in remote & inaccessible area remains a challenge due to shortage of health service providers and inadequate health infrastructure. With the aim of promoting institutional births and reducing the high maternal and child mortality rates in the inaccessible zones of rural areas, the Government of India through National Health Mission is supporting for creation of Maternity Waiting Homes (MAA GRUHA) as an innovative intervention. It is a temporary home for expectant mothers where they can await their delivery and be transferred to a nearby public health facility shortly before delivery, or earlier should complications arise. On onset of labour, they are to be shifted to nearby public health facility having Bc MOC facilities for delivery.

NHM has taken intensive efforts to involve non state entities to manage MAA GRUHA in such remote areas. The basic transaction here is turning over the management and operation of some of the identified blocks for MAA GRUHAs in Primary Health Centres (MAA GRUHAs)/Community Health Centres (CHCs) level through NGOs/ Trusts.

A. Scope of work for MAA GRUHA operation:

1. Accommodation facilities for expectant mothers & her escorts.
2. Provision of food for expectant mothers and dependants/ escorts.
3. Engagement of manpower like ANM and Lady Health Assistants, Cook etc under the project.
4. Regular health check-up and counselling to the pregnant women.
5. Coordination with nearest health facility/CHC and necessary follow up etc.
6. Timely shifting of pregnant women to the nearest Delivery Point during the hour of labour pain.
7. Recreational facility /Health education sessions through IPC & Audiovisual aids at the Maa Gruha.
8. Client friendly environment & support at the Maa Gruha.
9. Regular coordination and follow up with the ANMs and ASHA workers of the tagging areas for mobilization of cases.

B. Key deliverables under the project:

1. There should not be continuous vacancy of any staff for a period of maximum 45 days in the Maa Gruha.
2. Minimum 20 Pregnant women must be admitted on an average in a month.

3. Minimum 80% of the admitted cases should have been institutional delivery
4. Minimum 90% admitted pregnant women should be from the tagged GPs/Villages.
5. Minimum 90% sector meetings (under tagged villages) should be attended by the NGO.

C. General terms & conditions:

1. The Agency has to deposit 2% of the program cost in the ZSS account as bank guarantee. It is the responsibility of the Agency to renew the bank guarantee before its expiry during the project period.
2. The Agency will have to open a separate saving bank account for this grant-in-aid in any nationalized bank. The account will be opened in the name of the project, which shall be operated jointly by at least two office bearers authorized for the purpose by the management committee of the Agency.
3. The Agency has to identify a suitable venue in consultation with the District Health Administration for operation of the Maa Gruha project. Basic living facilities, privacy and security should be ensured for the admitted pregnant women at the venue.
4. The Agency has to submit the monthly progress report on the functioning Maa Gruha to Block MO I/c, CDMO at district level and NHM at State level in the prescribed format.
5. The amount of grant should be utilized only for the purpose for which it is sanctioned and the unspent balance of the grants shall be refunded after the close of the financial year.
6. The Agency will submit quarterly statement of expenditure (SoE) and progress report to the district with a copy to NHM. At the end of the project year, the Agency shall furnish annual report of the project along with audited reports.
7. The Agency will give a certificate of undertaking in the mode of affidavit during the application and also along with MoU that the organization has not been blacklisted by Government or any Govt. Agencies.
8. The Agency will give another certificate of undertaking in the mode of affidavit during the application and also along with MoU that any office bearer on behalf of the organization has not convicted by any court of law in India or abroad for any criminal offence.

D. Manpower Provision under the MAA GRUHA project :

Followings are the manpower required to be positioned in the Maa Gruha for operation.

Sl	Category of Staff	No of post	Eligibility Qualification
1.	ANM-cum Coordinator	1	Age- She must have attained the age of 21 years and must not be above 60 years as on the date of advertisement. Educational Qualification- The candidates must have passed the HSC examination & shall have completed ANM course from institution recognized by Govt and approved by INC and must have registered in the odisha nursing council.
2	Lady Health Assistant	3	Age- She must have attained the age of 21 years and must not be above 60 years as on the date of advertisement. Educational Qualification- Minimum +2 pass from any stream
3.	Cook-cum-Attendant	1	Age- She must have attained the age of 21 years and must not be above 60 years as on the date of advertisement Educational Qualification- Minimum 7 th class

The Staff so engaged by the Agency shall be exclusively on the pay roll of the Agency and shall under no circumstances this staff will ever have any claim, whatsoever for engagement with the Government. The Agency shall be solely responsible for the performance and conduct of the staff notwithstanding the source of hiring such staff. The Agency shall be fully responsible for adhering to provisions of various laws applicable on them including labour laws. In case the Agency fails to comply with the provisions of applicable laws and thereby any financial or other liability arises on the Government by Court orders or otherwise, the Agency shall be fully responsible to compensate/ indemnify to the Government for such liabilities. For realization of such damages, Government may even resort to the provisions of any Act, which is in force or other laws as applicable on the occurrence of such situations.

E. Infrastructure Specification:

- The house taken for MWH should have the size of 800 sq.ft
- It should have provision of six beds for accommodating six pregnant women.
- It should have separate provision of kitchen & office room with electricity connection
- The house should have the provision of proper toilet & water facility.

F. Period of partnership :

The duration of the project shall be initially one year. However, the project may be extended subject to the fund provision in NHM,PIP.

G. Monitoring of the Performance of the Agency:

1. A system of ongoing monitoring shall be done rigorously to assess the performance of the partner agency and impact of the service.
2. The district will organize review meeting of all PPP projects in a fixed day, preferably in every month.
3. NHM, Odisha will organize periodical review meeting of the partners at State level.
4. A mid-term evaluation will be conducted after completion of one year of project and final evaluation before completion of three years of project by external evaluating Agency.
5. The performance of the project shall be assessed based on the key deliverables.

H. Grievance redressal mechanism:

All the grievances relating to partnership programme shall be resolved at the level of CDM&PHO-cum-DMD and District NGO Committee headed by the Collector & Dist. Magistrate at District level.

I. TERMINATION

- Either party may terminate this agreement by giving not less than one month's advance notice in writing to the other. This notice shall include reasons as to why the agreement is proposed to be terminated.
- NHM may terminate the agreement, by written notice to the Agency with immediate effect if the Agency is in default of any obligation under the agreement, where the default is capable of remedy but the Agency has not remedied the default to the satisfaction of the Government within 30 days of at least two written advice after service of written notice specifying the default. This includes:
 - the default is not capable of remedy; or
 - the default is a fundamental breach of the agreement
- If the Government terminates the agreement and then makes other arrangements for the provision of the Services, it shall be entitled to recover from the Agency any loss that had to be incurred due to such sudden termination of agreement.
- Both the parties agree that no further payment would be made to the Agency, even if due till settlement of anticipated loss as a result of premature termination of the agreement.

- The Government reserves the right to terminate the agreement without assigning any reason if services of the Agency create serious adverse publicity in media and prima facie evidence emerges showing negligence of the Agency.
- At the time of termination, the Agency agrees to hand over all moveable and immovable assets to the authorized representative of the State Government on a mutually agreed date on "as is where is" basis.
- The Agency agrees that no asset will be moved out of the premises or destroyed other than consumables used during the normal course of operation of the facilities, at any time during the period from the effective date to the date of termination without the prior written approval of the State Government.
- The concessionaire agrees that the date of handing over will not be more than 15 calendar days from the date of termination.

J. **PENALTY:** Provision of penalties (2% of the total budget, Annually) will be applicable in case of following gaps are noticed-

- In case of less than 60% of beneficiaries in a month registered from other than tagged area.
- In case of a single false entry of beneficiary is found in the Maa Gruha register.

K. Application procedure:

The interested and eligible Agencies may submit application with necessary relevant signed documents in the prescribed application format only to the Chief District Medical Officer, the district concerned through **speed post/registered post/courier service only on or before 5.00 pm on dt.20/02/2019**. The Agency has to mention **"Application for Maa Gruha Project at"** **on the top of the envelop**. Applications received after due date or in an open envelope or lack of required information's shall be rejected. No personal enquiry shall be entertained.

SECTION-5: MEMORANDUM OF UNDERSTANDING (MoU), MAA GRUHA.

1. Parties:

It is hereby agreed on this date _____ between Zilla Swasthya Samiti (ZSS), _____ and NGO/RKS _____ to run Maternity Waiting Home (Maa Gruha) project .

2. Period of Partnership:

The duration of project period will be _____ yrs, effect from _____ to _____, subject to approval in the NHM, PIP.....

3. Budget & terms of Payment:

NGO/RKS shall receive fund amounting to Rs. _____ from ZSS for implementation of the project. Funds will be disbursed to NGOs in two instalments. The first instalment (50% of the project cost+ full amount of non- recurring cost) will be disbursed at the time of sanction of the project & the rest will be released after submission of SoE of 75% the placed amount.

4. NGO/RKS Contribution:

NGOs have to deposit required amount of NGO contribution (2% of the programme cost) in the ZSS account as bank guarantee, necessary arrangement should be made for release of the fund to the NGO within seven days, adhering to the funds release calendar

5. Major activities

- Community mobilization
- Counseling to pregnant mothers about safe delivery, immunization, family planning, health & sanitation etc
- Free transportation facility for pregnant mother
- Regular health check-up.
- Health education sessions through IPC & Audiovisual aids.
- Act as client friendly environment & support
- Submission of monthly & quarterly report time to time

6. Support from Government in addition to the funding during the period of MoU

The Zilla Swastya Samiti through CDMO shall provide the following services and items to the implementing NGO.

1. Contraceptives and drugs.
2. IEC/BCC materials

3. Technical support in terms of training, technical manpower (as per requirement) manual, circulars etc.

7. Audit and Accounting:

- All funds will be properly accounted for in a separate bank account of NGO & Jointly operated by Secretary and Treasurer.
- The grants shall not be used for the purpose other than those outlined in the appended budget and work-plan.
- On receipt of the grant an official stamped receipt should be sent so as to reach CDMO within the 15 days.
- NGO is required to track separately all incomes and expenditure under this contract and to retain all vouchers relating to this project for inspection.
- The recipient agrees to give ZSS the right to conduct internal audit of the organization accounts either through its own officers or duly appointed auditors.
- NGO will submit the audited statement of expenditure on an annual basis within two months from the completion of the financial year besides SoE in every quarter.
- Balance funds if any must be returned in favour of respective ZSS within 15 days from the end of the grant period through a Demand Draft.
- NHM reserves its right to get a special audit conducted of the accounts after giving at least 30 days notice to the Agency. Further, Audit General of Orissa, can as per their discretion, conduct an audit of the accounts of said project.
- Any assets created from the funds will be the property of the Government and thus will be handed over to ZSS, as such, after the completion of the said project.

8. Monitoring, Evaluation, Report & return:

1. A system of ongoing monitoring shall be done rigorously to assess the performance of the partner agency and impact of the service.
2. The district will organize review meeting of all PPP projects in a fixed day, preferably in every month.
3. NHM, Odisha will organize periodical review meeting of the partners at State level.
4. A mid-term evaluation will be conducted after completion of one year of project and final evaluation before completion of three years of project by external evaluating Agency.
5. The performance of the project shall be assessed based on the key deliverables.
6. The NGO will have to present the progress in the fixed NGO review meeting at the district level.
7. The NGO will submit the progress report on monthly basis to BPMU/DPMU/SPMU (both Programme & Finance) with the soft copy.
8. NGO will permit officials from ZSS, State Health & FW Department, NHM, Government of India & other evaluating agencies to access all project documents, including financial

and programme monitoring documents relating to the project.

9. **Withdrawal of support:**

- Either party may terminate this agreement by giving not less than one month's notice in writing to the other. This notice shall include reasons as to why the agreement is proposed to be terminated.
 - The Government may terminate the agreement, or terminate the provision of any part of the Services, by written notice to the Agency with immediate effect if the Agency is in default of any obligation under the agreement, where the default is capable of remedy but the Agency has not remedied the default to the satisfaction of the Government within 30 days of at least two written advices after service of written notice specifying the default, requiring it to be remedied; or
 - the default is not capable of remedy; or
 - the default is a fundamental breach of the agreement
 - If the Government terminates the agreement and then makes other arrangements for the provision of the Services, it shall be entitled to recover from the Agency any loss that had to be incurred due to such sudden termination of agreement.
- Both the parties agree that no further payment would be made to the Agency, even if due till settlement of anticipated loss as a result of premature termination of the agreement.
- The Government reserves the right to terminate the agreement without assigning any reason if services of the Agency create serious adverse publicity in media and prima facie evidence emerges showing negligence of the Agency.
- At the time of termination, the Agency agrees to hand over all moveable and immovable assets to the authorized representative of the State Government on a mutually agreed date on "as is where is" basis.
- The Agency agrees that no asset will be moved out of the premises or destroyed other than consumables used during the normal course of operation of the facilities, at any time during the period from the effective date to the date of termination without the prior written approval of the State Government.
- The concessionaire agrees that the date of handing over will not be more than 15 calendar days from the date of termination.
- ZSS shall have the option to terminate this agreement in the event of termination of the primary agreement by Ministry of Health & FW Govt. of India for whatever reasons.
- Any unutilized funds left at the end of the Project shall be returned to ZSS.
- If, the Agency will disengage from implementation of the project, he will hand over all the items purchased under Non-recurring head to ZSS.

- Failure to comply with terms and condition ZSS may withhold, suspend, reduce or cancel the contribution in the event that NGO/RKS fails to comply with the terms and conditions of the Memorandum of Understanding.
- Either party shall have the rights to terminate the understanding at any time with thirty days notice in writing indicating reasons for same to the other party.
- The ZSS reserves the right to cease the operated Bank account by giving direction directly to the Banker.

10. **PENALTY:** Provision of penalties (2% of the total budget, Annually) will be applicable in case of following gaps are noticed-
- In case of less than 60% of beneficiaries in a month registered from other than tagged area.
 - In case of a single false entry of beneficiary is found in the Maa Gruha register

11. Changes:

In case of any change in the management, objectives, contribution of the organization based on which the sanction was obtained the NGO/RKS must inform ZSS in writing within 15 days of such change/s.

12. Dispute Resolution and Court Jurisdiction:

- Any dispute or differences of interpretation between the Government and the Agency Vis-à-vis this MOU will be taken up with the Collector at district level & if not solved may be taken up to Mission Director, NHM at State level for decision.
- For the purpose of this MOU the jurisdiction will be local court and local laws as applicable in the State of Odisha.

13. Miscellaneous:

- The agency will not indulge in promoting or encouraging any religious or political activities. The agency should be sensitive to the local sensibilities and the tribal culture. It is presumed that the agency will undertake only lawful activities.
- The agency will not be permitted to further sub contracts or engage other NGOs /organizations for performing in full or in part any of the activities expected from the agency as per this MOU.
- Zila Swastya Samiti shall not be responsible for any liabilities assumed by NGO nor will assume any obligations financial or otherwise, entered into by NGO with any third party, unless these fall explicitly within the terms of this contract.
- The ZSS reserves its rights to give directions to the agency, in public interest regarding the management and operation or for any other matter related including the selection of personal.
- Any changes in any clauses(s) of this MOU can be carried out by the ZSS, in the public interest after due consultation with the agency. Further if any aspect of the

arrangement between the ZSS and the agency as also the obligations of the either party has been left out in this MOU, the same can be included, in the due course, after mutual discussion.

Signed on behalf of (Agency)
(Authorized members of the GB)

Signed on behalf of (ZSS)

Date:

Date:

Name:

Name:

Designation:

Designation

(Each page on this MOU has to be signed by above two signatories.)

Witness

1. Name :

2.Name

Address:

Address

SECTION-6 ELIGIBILITY CHECKLIST FOR SCREENING: MAA GRUHA PROJECT

(This Checklist will be used by the Selection Committee formed at District level only)

NAME OF THE ORGANISATION :

Name of the MAA GRUHA & District applied for :

Sl. No	Details of the submissions of documents & eligibility criteria	Whether submitted/Qualified (Yes/No)	Remark
1	Whether application is received on/by due date and by registered post/speed post/courier services?		
2	Whether all pages of proposal & documents are signed by Chief Functionary of the organization?		
3	a. Whether copy of the Society Registration Act / Indian Trust Act certificate submitted?		
	b. Whether the organization completed 5 years of registration by date of advertisement?		
	c. Whether copy of the 12-A registration certificate is submitted?		
4	Whether copies of the Audit reports of three financial years (2015-16, 2016-17 & 2017-18) are submitted?		
5	Whether copies of the Annual reports for the last three years are submitted (2015-16, 2016-17 & 2017-18)?		
6	a. Whether the Organization is having the fixed assets in the form of infrastructure/land/building/ asset of minimum 8 lakhs as per the balance sheet 2017-18 and other documentary evidences if any i,e land & building (evaluated cost by the competent authority)		
	b. The agency is having an annual turnover of at least Rs. 20 lakhs per annum in the last three financial year (2015-16, 2016-17 & 2017-18)		
	c. Whether copy of the balance sheet is submitted?		
7	Whether willingness for signing of the service level agreement has been submitted.		
8	Minutes of the meetings conducted at least 50% in each year of the Executive Committee/Governing body meeting based on by-law & memorandum of the society of last three financial years (2015-16, 2016-17 & 2017-18).		

9	Whether the organization has valid Unique ID obtained through registration in the NGO DARPAN Portal of NITI Aayog and the document copy has been submitted as proof.		
10	Whether Bye-law and memorandum of the organization are submitted?		
11	Whether detail list of the managing committee members is submitted?		
12	Whether PAN number has been submitted with the application?		
13	a. Whether the Agency possess minimum five years experience in health and family welfare programme or any other social sector with the support of Govt. or any other Agencies ?		
	b. Whether proof of the experience documents submitted and duration of the project period have been clearly mentioned in the documents?		
14	Whether the human resource details are submitted?		
15	Detail project proposal with implementation plan of Maa Gruha project applied for		
16	Whether copy of the Bank Pass Book is submitted?		
17	Whether the Agency has submitted an affidavit regarding not blacklisted or placed under funding restriction by any Government or Govt. Agencies?		
18	Whether the agency has submitted 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 ?		

Decision : Whether Accepted or Rejected ?, If Rejected, reasons to be specified at below:

Name & Signature of Committee members:

Name of the committee member	Designation	Full Signature

SECTION -7 SCORE SHEET FOR EVALUATION OF MAA GRUHA PROJECT

Name of the Agency :

Name of the Maa Gruha applied for :

SI	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
1	Registration & establishment (20 marks)			
	a. Years of existence of agencies registered in Society Registration Act/Indian Trust Act (5 to 10 yrs-3 marks, > 10 yrs-5 marks.	5		Registration certificate
	b. Registered under 80G (if yes-2, if No-0)	2		80 G regd. Certificate
	c. Working experience on health sector in the applied district(completion of one year in project implementation-5 marks, 2-3 yrs:7.5 marks and > 3 years: 10 marks	10		MoU/Sanction order/Agreement
	d. Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting/Any other body meeting based on bye-law & Memorandum of the society during the last three financial years i.e 2015-16,2016-17 & 2017-18: (50% to 75% meeting- 1 mark, > 75% meeting- 3 marks)	3		Proceeding/ Meeting register of GB&EB
2	Field level Experience (45 marks)			
	a. Experience in H&FW Programme out of Govt. funding support. (1yr to 3 yrs: 5 marks, >3 yrs to 6 yrs : 7 marks, > 6 yrs to 10 yrs:10 marks and >10 yrs:12 marks)	12		MoU/Sanction order/Agreement
	b. Experience in H&FW programme out of funding support other than Govt. support. (1yr to 3 yrs: 3 marks, >3 yrs to 6 yrs : 5 marks, > 6 yrs to 10 yrs:7 marks and >10 yrs:8 marks)	8		MoU/Sanction order/Agreement
	c. Experience in other Projects with support from Govt. (1yr to 3 yrs: 5 marks, >3 yrs to 6 yrs : 7 marks, > 6 yrs to 10 yrs:10 marks and >10 yrs:12 marks)	12		MoU/Sanction order/Agreement
	d. Experience in other Projects with support other than Govt. support. (1yr to 3 yrs: 3 marks, >3 yrs to 6 yrs : 5 marks, > 6	8		MoU/Sanction order/Agreement

	yrs to 10 yrs:7 marks and >10 yrs:8 marks)			
	e. Experience in management of Maa Gruha project (complete 1 yr-1 mark, 2yrs-2 marks, 3yrs-3 marks, 4yrs-4 marks and more than 5yrs-5 marks)	5		MoU/Sanction order/Agreement
	Financial strength/capacity (23 marks)			
3	a. Total financial turn over for the last three financial years (2015-16, 2016-17 & 2017-18). >60 lakhs to 90 lakhs-5 marks, > 90 lakhs to < 1.5 crore -7 marks, > 1.5 crore -10 marks).	10		Audit report of the FY, (2015-16, 2016-17 & 2017-18)
	b. Fixed assets in the name of the organization as per audit report 2017-18 and other documentary evidences i.e land & building (evaluated cost by competent authority). Minimum Rs. 8 to 10 lakhs -5 marks, > 10 lakhs-10 marks.	10		Balance sheet & fixed asset register
	c. Proper maintenance of all books of accounts i) Cashbook with Ledger-One mark ii) Bank reconciliation statement-One mark iii) Staff attendance register along with EPF register-One mark (Assessed through verification of the documents of last three years)	3		i) Cashbook with Ledger ii) Bank reconciliation statement - lii) Staff attendance register & with EPF register
	Other strength (12 marks)			
4	a. Having own full time ANM in the organization payroll, other than any funding projects under which the ANM have not been engaged (Document to be verified).	4		Acquaintance & HR register
	b. Having own full time field level staff in the organization payroll (except office bearers & ANMs) other than any funding projects. (Document to be verified).	4		Acquaintance & HR register
	c. If the organization received any National/ State / District level awards for significant contribution in	4		Certificate

	social/Developmental sector. (National-4 marks, State-3 marks, District -2 marks).			
Total		100		

Name & Signature of Committee members

Name of the committee member	Designation	Full Signature

N.B: The proposal will be qualified if it scores at least 50 marks or more

Annexure-A

Checklist for Proposal Submission (Attach the checklist along with the proposal)

Sl.	Particulars	Whether submitted (Yes/No)	Page No.
1	Two copies of project proposal for each project (in two separate envelopes marked as original & copy bid) and must be inserted in a outer envelop		
2	Covering letter for the project by the Entity in its letter head (As per Format - 1)		
3	Checklist for Proposal Submission at Annexure-A		
4	Application form as per the prescribed format at sec-9 duly filled by the Organization		
5	project proposal with implementation plan of Maa Gruha project applied for		
6	Copy of the certificate of Society Registration Act/Indian Trust Act		
7	Copy of the 12-A registration certificate		
8	Copy of the 80 G registration certificate(if available)		
9	Copy of the Annual audit report of the last 3 financial years: 2015-16, 2016-17 & 2017-18.		
10	Annual avg. turnover statement as per format-2		
11	Other documentary evidences if any i.e land & building (evaluated cost by the competent authority)		
12	Copy of the Annual Reports of the entity for the last three years; 2015-16, 2016-17, 2017-18..		
13	Names of the Office Bearers along with addresses		
14	Affidavit that entities are not blacklisted (Format-3)		
15	An affidavit that the office bearer of the Organization has not been convicted by any court of law in India or abroad for any civil/ criminal offences (As per format -4).		
16	Willingness/ Consent format to sign the agreement		

	abiding by all norms (As per Format-5)		
17	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation.		
18	Minutes of the meetings conducted at least 50% in each year of the Executive Committee/Governing body meeting based on by law & memorandum of the society of last three financial years (2015-16, 2016-17 & 2017-18).		
19	Copy of PAN card		
20	Copy of Bank Pass Book.		
21	Copy of the Unique ID generated through the portal NGO-DARPAN of NITI Aayog.		
22	Experience in H&FW Programme from Govt. funding support (the document should be clearly legible)		
23	Experience in H&FW Programme funding support other than Govt.(document should be clearly legible)		
24	Experience in other Projects from Govt. funding support(the document should be clearly legible)		
25	Experience in other Projects with support other than Govt. funding(the document should be clearly legible)		
26	A document containing the details includes the names, addresses and educational qualifications of key personnel employed by the Organization during the last five years. (the document should be clearly legible)		
27	Photocopy of Cashbook with Ledger,Bank reconciliation statement &Staff attendance register along with EPF register		
28	By law and memorandum of the agency		
29	Certificates of National/State/District level awards(the document should be clearly legible)		

SECTION-8 FORMATS FOR SUBMISSION OF PROPOSAL

FORMAT- 1

Covering Letter *(To be furnished in the proposal)*

PROPOSAL SUBMISSION FORM

(On the letter head of the agency)

To

The Chief District Medical & Public Health Officer-cum-DMD

_____ *(Mention the District name)*

Re.: Advt. No. _____ dated _____

Sub: Submission of the proposal for "Management of Maa Gruha Project",..... (name of the location applied for)..... District under NHM.

Dear Madam/Sir,

We, the undersigned, offer to provide the services for the "Operation and Management of Maa Gruha"(Name of Maa Gruha).....(District). We are hereby submitting our Proposal in a sealed envelope.

We hereby declare our Confirmation of acceptance of the Conditions of Contract mentioned in the ToR document under reference cited above.

We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signatory [*In full and initials*]: _____

Name and Title of Signatory: _____

Name and address of Agency:

(Seal of the entity)

FORMAT -2

ANNUAL AVERAGE TURN OVER STATEMENT

(To be furnished in the **letter head** of the Chartered Accountant)

The Annual Turnover of M/s _____

For the last 3 financial years are given below and certified that the statement is true and correct.

Sl.No	Financial year	Turnover in lakhs (Rs.)
1	2015-16	
2	2016-17	
3	2017-18	
4	Avg. Annual turnover of last three years in (Rs. lakh)	

Date:

Signature of Chartered Accountant

(Name in Capital)

Place:

Seal

Membership No

Note:

- 1) To be issued in the **letter head** of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of **each year highlighting** the **turnover** in support of that.

FORMAT-3

(To be furnished in the proposal)

**Format for Affidavit certifying that Organization is not blacklisted
(On a Stamp Paper of relevant value from the notary)**

Affidavit

This is to certify and confirm that (The name of the agency with address of the registered office) our organization / we or any of our promoter(s) / director(s) are not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any state Government or central Government/ department / organization in India from participating in the Project/s, either individually or as member of a Consortium as on the_____ (Date of Signing of proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated thisDay of, 2019

Authorized Signatory/Signature [*In full and initials*]:

Name and Title of Signatory:

Seal of the entity)

FORMAT-4

Format for affidavit of the Agency

(To be furnished in the proposal On a Stamp Paper of relevant value from the notary)

I, Ms/Mr. (The name of the agency with address of the registered office) does hereby declare and affirm that none of the office bearer of this organization has not been convicted by any court of law in India or abroad for any criminal offence. I undertake to abide by the decision of the Government. I also declare all information/facts/figures provided by me are true.

This is for favour of your information and necessary action.

Dated thisDay of, 2019.

Authorized Signatory/Signature [*In full and initials*]:

Name and Title of Signatory:

(Seal of the entity)

FORMAT-5

(To be furnished in the proposal)

FORMAT FOR WILLINGNESS/CONSENT LETTER.

I, Mr/Ms (The name of the agency with address of the registered office) herewith giving my consent to sign the agreement abiding by all norms.

This is for favour of your information and necessary action.

Dated thisDay of, 2019.

Authorized Signatory/Signature [*In full and initials*]:

Name and Title of Signatory:

(Seal of the entity)

SECTION-9 APPLICATION FORM



APPLICATION FORM

Location of the MAA GRUHA _____

Name of the District _____

1	Name of the Agency.	
2	Headquarter Office address with phone, fax number and email.	
3	a. Name of the Chief Executive and authorized signatory.	
	b. Telephone Number	
	d. Fax	
	e. Email ID	
4	Date and year of establishment	
5.	a. Number of the Society Registration Act / Indian Trust Act (Attach copy)	
	b. Act under which registered	
6.	Year of 12 A registration (Attach copy)	
7.	a. Whether registered under 80 G (Attach copy)	Yes / No
8.	Whether the Organization has Unique ID through the portal NGO-DARPAN of NITI Aayog.	Yes/No
9.	Bank details (Name of the Bank, Account number, IFSC Code and address of the bank)	
10	PAN Number	

11. Financial turn over

Year	Income (Rs.)	Expenditure (Rs.)	Fixed asset as per the balance sheet (Rs.)
2015-16			
2016-17			
2017-18			

12. Experience in Health and Family Welfare Programme funding support from Government.(Year wise chronologically)

SI	Name of the program	Supported /Funded by	Programme duration (from-to)	Operational area	Project cost	Placed at page No.

(Attach copy of the proof MoU document/Sanctioned order where the duration of the project has been indicated)

13. Experience in Health and Family Welfare Programme funding support other than Government.(Year wise chronologically)

SI	Name of the program	Supported /Funded by	Programme duration (from-to)	Operational area	Project cost	Placed at page No.

(Attach copy of the proof MoU document/ Sanctioned order where the duration of the project has been indicated)

14. Experience in other social development programme with support from Govt. funding. (Year wise chronologically)

SI	Name of the program	Supported /Funded by	Programme duration(from-to)	Project cost	Placed at page No.

(Attach copy of the proof MoU document/ Sanctioned order where the duration of the project has been indicated)

15. Experience in other social development programme with support other than Government funding (Year wise chronologically).

SI	Name of the program	Supported /Funded by	Programme duration(from-to)	Project cost	Placed at page No.

(Attach copy of the proof MoU document/ Sanctioned order where the duration of the project has been indicated)

16. Experience in the applied district, funding support from both Government & Non-Government (Year wise chronologically).

SI	Name of the program	Supported /Funded by	Programme duration(from-to)	Project cost	Placed at page No.

(Attach copy of the proof MoU document/ Sanctioned order where the duration of the project has been indicated)

17. Experience in managing Maa Gruha project (Year wise chronologically).

SI	Name of the District & block	Supported /Funded by	Date of commencement

18. List of members of Managing Committee / Executive Committee of the Organisation:

19. Details of the existing staff position of the Organisation as on 31/03/2018:

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

20. 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	Remarks

	/Organization with date.	

(Attach copy of the proof document)

21. An affidavit 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.

Convicted/Not convicted

22. An affidavit of the NGO that 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.

Blacklisted /Not Blacklisted

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.

Full signature of Chief Functionary with seal

Documents to be submitted with the application/proposal (As per the sequence of Proposal submission at 3.6) :

1. Two copies of project proposal for each project (in two separate envelopes marked as original & copy bid) and must be inserted in a outer envelop
2. Covering letter for the project by the Entity in its letter head(As per format-1)
3. Checklist for proposal submission at Annexure-A
4. Application form as per the prescribed format at section-9 duly filled by the Organization
5. Project proposal with implementation plan of Maa Gruha project applied for.
6. Self certified copy of the Society registration /Indian Trust Act certificate.
7. Self certified copy of the 12-A registration certificate.
8. Self certified copy of the 80- G registration certificate **(if available)**.
9. Self certified copy of the Audit report for last three financial years (2015-16, 2016-17 & 2017-18) for Proof of minimum total turnover of Rs. 60 lakhs
10. Annual avg. financial turn over statement as per format-2
11. Proof of fixed assets in the form of infrastructure/land/building/ asset of minimum 8 lakhs and other documentary evidences if any i,e land building (evaluated by the competent authority)
12. Self certified copy of the annual reports of last three financial years (2015-16, 2016-17 & 2017-18).

13. Names of the office bearers along with their address
14. An affidavit by the Agency that not been blacklisted or placed under funding restriction by any Government or Govt. Agencies
15. 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 civil/criminal offences
16. Willingness/consent format to sign the agreement abiding by all norms (As per format-5)
17. Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation.
18. Minutes of the meetings conducted at least 50% in each year of the Executive Committee/Governing body meeting based on by law & memorandum of the society of last three financial years (2015-16, 2016-17 &2017-18).
19. Copy of the PAN card
20. Copy of Bank Pass Book.
21. Self certified copy of the Unique ID generated through the portal NGO-DARPAN of NITI Aayog.
22. Experience in H&FW Programme from Govt. funding support (MoU/Sanctioned order)
23. Experience in H&FW Programme funding support from other than Govt. (MoU/Sanctioned order)
24. Experience in other projects from Govt. funding support (MoU/Sanctioned order)
25. Experience in other projects with support other than Govt. funding(MoU/Sanctioned order)
26. A document containing the details includes the names, address and educational qualification of key personnel employed by the organization during the last five years
27. Photocopy of Cashbook with Ledger, Bank reconciliation statement &Staff attendance register along with EPF register
28. Bye law and memorandum of the Agency (self certified copy).
29. Copy of the National/State/District important Awards received by the Agency for significant contribution to the social/Development sector

N.B: All the pages of application and documents should have been properly paging and be signed by the Chief functionary of the organization. The proposal shall be typed or written legibly and shall be signed the authorized representative of the agencies. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the proposal have put his/their initial prior to submission of the same failing which, the application shall be rejected.