



National Health Mission
Odisha State Health & Family Welfare Society
Health & FW Department, Odisha
Department of Health & FW, Govt. of Odisha
Annex Building of SIH& FW, Nayapalli, Unit-8,
Bhubaneswar-751012



Advt. No: 44 / 19

Dated-20/ 09 /2019

Application for implementation of Adolescent Health Programme under NHM,
Odisha in partnership mode.

OSH&FW Society invites application from credible entities registered under Society Registration Act/ Indian Trust Act/ Indian Religious & Charitable Act. For implementation of Adolescent Health Programme in **Balangir and Dhenkanal** districts in partnership mode.

Sealed proposals as per the prescribed Advt. document are invited from interested eligible Agencies for “Implementation of Adolescent Health Programme” in the districts as mentioned above. The eligibility criteria, detailed requirement for “Implementation of Adolescent Health Programme” and the formats for submission of proposals are set forth in the Advt. document which can be downloaded from the website: www.nhmodisha.gov.in. Interested Agencies fulfilling the eligibility criteria may submit their proposal(s) with **EMD (Rs. 40,000/-) & Documents** as set forth in this Advt.. If the Agency wishes to apply for more than one district, they will have to submit separate proposal along with EMD and documents as set forth in the Advt. in sealed envelope (s). The Agencies have to submit their proposal(s) to the respective District(s) in which they want to apply. The detailed address for submission of proposal at the District (s) is mentioned in the Advt. document.

Proposal(s) complete in all respect should reach the District (s) by Speed post or Registered post or Courier only on or before **11/10/2019**. The proposal(s) shall be opened in the concerned district on the date and time mentioned in the Advt.. Name of the project and district must be super scribed on the sealed envelope. Incomplete applications/applications received in an open envelop/applications received after the due date/from the blacklisted NGOs/ Trusts will be summarily rejected. The authority reserves the right for cancellation/ modification of guidelines for selection without assigning any reason thereof. No personal inquiry shall be entertained.

Sd/-

**Mission Director, NHM &
Member Secretary, OSH&FW Society**

**ADVERTISEMENT FOR IMPLEMENTATION OF ADOLESCENT
HEALTH PROGRAMME UNDER NHM IN PARTNERSHIP MODE**

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Section 1: - NOTICE INVITING PROPOSAL

Detailed proposals are invited from eligible entities to select the Agency for the implementation of Adolescent Health Programme under NHM, Odisha.

Important timelines

Sl. No.	Activity	Timeline
1	Date of advt. publication.	20/09/ 2019 (The detailed document downloadable from Website: www.nrhmorissa.gov.in)
2	Last date for submission of the Proposal	Date: 11/10/2019, 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.
4	Opening of the proposal at the District level	Date: 18/10/2019 Place: Office of the CDM&PHO of the concerned District. (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 districts for which proposals are invited for implementation of **Adolescent Health Programme**. The entities are requested to submit their proposal as per the details below.

Sl No	Document No	District	Address for submission of Proposal
1	NHM/ AH Programme /2019/01	Balangir	The CDM & PHO-cum-District Mission Director, District Head Quarter Hospital, Balangir
2	NHM/ AH Programme /2019/02	Dhenkanal	The CDM & PHO-cum-District Mission Director, District Head Quarter Hospital, At/Po: Dhenkanal, Dist: Dhenkanal, Odisha.

SECTION 3- INSTRUCTIONS TO THE AGENCIES

3.1 Scope of Proposal

Interested Agencies fulfilling the eligibility criteria **may apply for the project by submitting their application 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 the 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 and 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 project 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 / Indian Religious and Charitable 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 10 lakhs in the name of the Agency in terms of infrastructure/ land/ building / assets etc. as per the audit report of 2018-19.
- 5. **Turnover:** The agency should have an annual turnover of at least Rs. 25 lakhs per each year in the last three financial year i.e 2016-17, 2017-18 & 2018-19.
- 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. If based on any adverse report against the agency from the District/ NHM/any Govt. Departments, the partnership of the agency has been discontinued or due to poor performance in implementation of any PPP projects under NHM is identified by the external evaluating agency, then the agency shall not be eligible to apply for the same district. **In case the services of the agency have been discontinued on the basis of the conduct of any financial irregularities, it will not be allowed to apply in any of 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 and attached documents must be inserted in a single envelope, along with applicant's name and address in the left hand corner of the envelope and super scribed as **Proposal for "Implementation of Adolescent Health Programme" in.....(District) under NHM. Advt. No 44/19** 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 the programme 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

Sl. No	Particulars
1	Covering letter for the project by the Agency in its letter head (As per format-1)
2	Checklist for proposal submission (Annexure-A)
3	Application form as per the prescribed format at Section-9 duly filled by the Agency.
4	Project Proposal with implementation plan of the applied project
5	EMD in the mode of valid Demand Draft with required amount
6	Copy of the Registration Certificate of the Agency (under Society/Trust /Charitable Act)
7	Copy of the Unique ID under NITI Ayog NGO Darpan
8	Copy of the 12A Registration certificate
9	Copy of the 80G Registration certificate
10	Annual Financial Statements of the last 3 years i.e 2016-17, 2017-18 & 2018-19 duly audited by a qualified CA (As per Format-2)
11	Copies of the Annual audit reports of last three financial years (2016-17, 2017-18 & 2018-19)
12	Fixed assets statement of FY 2018-19 duly audited by a qualified CA (As per Format-3)
13	An affidavit in original form that the office bearer of the Agency has not been convicted by any court of law (As per Format-4)
14	Affidavit in original form certifying that Agency has not been blacklisted (As per Format-5)
15	Undertaking that the Agency is willing to sign the service level agreement (As per Format-6)
16	Copy of the resolution of the competent authority in the Agency authorizing the signatory to respond to this invitation.
17	Copy of the Contract/MoU documents pertaining to the Agency work experience to meet the eligibility criteria.
18	Copy of the Memorandum of Association / By-Law of the Agency
19	Copy of PAN Card
20	Copy of Bank Pass Book
21	Copy of the award certificate (National/State/Dist) received from any Govt./Govt. Institutions only.
22	Copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode
23	Names of the Office Bearers along with their addresses statement
24	Copy of the meeting minutes of the Executive Committee/ Governing body meeting based on by-law/ Memorandum of the Society of last three financial years (2016-17, 2017-18,2018-19)
25	Details statement of the manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc)

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 EMD Deposit

The EMD of Rs.40, 000/- per applied district for in the shape of a Demand Draft or Banker's Cheque in favour of ZSS, ____ (Name of the District for which the Agency is applying for) is to be submitted along with the proposal. Details of the Demand Draft or Banker's Cheque (DD/BC No., date, name of the Bank) should be mentioned in the application form.

The EMD will be refunded after selection of the successful Agency. No interest will be paid on the EMD. Proposals not accompanied by EMD will not be considered. EMD of the Agency will be forfeited if it is discovered that the Agency has submitted false or forged or incorrect or misleading documents or information. .

3.8 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 examine the selection process and to recommend the preferred Agency along with the proposals of shortlisted Agencies 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.
- (e) The detail checklist prepared on the basis of desk appraisal along with the reasons of rejection, if any, will be hosted in the respective District Website inviting objection by giving 7 days notice.
- (f) After 7 days of objection invitation, the Desk Appraisal Committee will finally short list the eligible Agencies and they will be called to the office of CDM&PHO of the respective District for necessary verification of their original documents vis-à-vis documents submitted with their application.
- (g) After verification of the original documents, the Desk Appraisal Committee will award score in the prescribed score sheet. No field appraisal process will be conducted for selection.
- (h) The merit list of the Agencies will be prepared those have secured minimum 50% score in the score sheet in order to be eligible for merit.
- (i) The merit list of the Agencies will be notified in the district office website.

(j) The process will be approved in the District NGO Committee meeting Chaired by the Collector & DM and the Agency in the top of the merit list shall be recommended to the State. The final selection result and recommendation of the District will be notified after due approval of the State NGO Committee.

3.13. Post Selection Procedure:

- i. After approval of the competent authority i.e. by the State NGO Committee the selected agency will be informed in writing of its selection for the project. The letter of award shall be issued by the concerned CDM&PHO 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 CDM&PHO will inform the selected agency regarding date of signing of the agreement. The Agreement must be signed within 15 days of acceptance of the award by the Agency.
- iv. The selected agency must deposit 2% of the project cost as Bank Guarantee in the name of the ZSS of the respective district.
- 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 in a prescribed format to the CDM&PHO-cum-DMD at district level and a copy to NHM at the State level.
- 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.

3.14 Monitoring of the Performance of the Agency:

- I. A system of ongoing monitoring shall be done rigorously to assess the performance of the partner agency and impact of the service.
- II. The district will organize review meeting of all PPP projects in a fixed day, preferably in every month.
- III. NHM, Odisha may review the programme from time to time.
- IV. The performance of the project shall be assessed based on the key deliverables.

3.15 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.

3.16 Termination of contract:

- I. Either party may terminate this agreement by giving not less than 30 days advance notice in writing to the other. This notice shall include reasons as to why the agreement is proposed to be terminated.
- II. 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. The default is:
 - the default is not capable of remedy; or
 - the default is a fundamental breach of the agreement
- III. 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.
- IV. 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.
- V. 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.
- VI. 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.
- VII. 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.
- VIII. The concessionaire agrees that the date of handing over will not be more than 15 calendar days from the date of termination.

3.17 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.11/10/2019**. The Agency has to mention **“Application for Adolescent Health Project in(District).” 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-4

ToR for Agencies for strengthening Peer Education programme in two targeted districts through intensive monitoring & mentoring support

1. Introduction/Background:

Adolescents are young people in the age group of 10-19 years. As per Census 2011, adolescents comprise nearly one-fifth (20.9%) of India's total population (253 million). Of the total adolescent population, 11 per cent are in the age group of 10-14 years and nearly 10 per cent are 15-19 years old. Considering the huge demographic dividend in working with adolescents, Government of India is committed to provide an enabling environment so that all adolescents in India are able to realize their full potential by making informed and responsible decisions related to their health and well-being.

One such initiative is the Rashtriya Kishor Swasthya Karyakram, which has been rolled out under National Health Mission (NHM). This programme offers a range of services for adolescents to be delivered through government hospitals and frontline health workers (ASHA/ANM) available in the community. The programme focuses on an 'adolescent friendly' approach and works to build the skills and capacities of adolescent girls and boys to resolve their health concerns. This is done through rights-based access to services of choice - information, counselling, preventive, curative and referral services.

2. Programme Strategy :

The programme has identified six strategic priority areas for intervention:

- I. Nutrition
- II. Sexual reproductive health
- III. Non- communicable diseases
- IV. Substance misuse
- V. Injuries and Violence (including gender based violence)
- VI. Mental Health

3. Intervention methods/ approach:

Following approaches are to be adopted for rollout of the programme.

A) Community Based intervention:

I. Peer Education

Peer Educators are adolescents selected to guide and help other adolescents in their area/locality who face numerous challenges during the growing up phase and use the opportunities available to them in the best possible way. Under the Rashtriya Kishor

Swasthya Karyakram, peer educator is a volunteer, who has the ability and willingness to dedicate adequate time to the program and has high motivation, is non-biased, non-judgemental, trustworthy and shows leadership qualities to reach out to adolescents. In Odisha Peer Educators named as **“Kishor Sathi”** and the programme rolled out in 2 districts namely Dhenkanal & Balangir.

II. Adolescent Health Day(AHD)

A key component of community level initiative of RKSK program is the Adolescent Health Day (AHD). It is independent of, and in addition to, all the activities carried out for adolescents under the RKSK program. It has four key objectives:

- Increase awareness among adolescents about the determinants of adolescent health such as (nutrition, sexual and reproductive health, mental health, injuries and violence including GBV, substance misuse and NCD)
- Improve coverage with preventive and promotive interventions on(nutrition, sexual and reproductive health, mental health, injuries and violence including GBV, substance misuse and NCD) for adolescents
- Increase awareness among parents and other key stakeholders on adolescents health needs
- Improve awareness of other adolescent health services in particular “shraddha clinic”

AHD services:

Information (IEC/IPC)	Commodities	Services
Nutrition SRH Mental Health GBV NCD Substance misuse	Sanitary Napkins IFA Albendazole anti-spasmodic tablets contraceptives	Registration General health check-up, (BMI, anaemia and diabetes), Referral to AFHCs/SHRADDHA clinics (for counselling and clinical services)

AHD rolled out in 2 districts (Dhenkanal & Balangir) of Odisha as beginning phase.

III. Menstrual Hygiene Scheme(MHS)

To address the limited access to sanitary napkins and improve safe menstrual hygiene practices among adolescent. In Odisha this scheme successfully implemented in all 30 districts. Under the scheme, adolescent girls are provided sanitary napkin @ 6/- per packet through ASHA by social marketing. The packet has been branded as “Khushi”.

IV. Weekly Iron Folic acid Supplementation (WIFS)

The Weekly Iron and Folic Acid Supplementation (WIFS) program involves the administration of supervised Weekly Iron-folic Acid Supplements of 100mg elemental iron and 500ug Folic acid using a fixed day approach for school and non school going adolescents respectively, screening of target groups for moderate/severe anemia and referring these cases to an appropriate health facility, biannual deworming (Albendazole 400mg) for control of helminthes infestation, information and counselling for improving dietary intake and for taking actions for prevention of intestinal worm infestation.

B) Facility Based intervention:

(i) Adolescent Friendly Health Clinic (AFHC) in Odisha designated as Shraddha Clinic

The clinics functioning at DHH, SDH & CHC level to provide counselling services on adolescent health issues with referral and linkages with other services like ICTCs, NCDs. Under the RKSK program, the services would be provided keeping in mind the rights of adolescents to privacy, confidentiality, non-judgemental attitude, non-discrimination and acceptance of their health needs as that of any other adult client. Further, in addition to providing services through doctors, counsellors and community based health workers, the programme now aims to reach out to the adolescents through the 'peer educators'.

4. Peer Education Program in Odisha

In Odisha, the peer education programme has been rolled out in 2 districts (Dhenkanal and Balangir), as per the decision of State Committee for Adolescent Health. Out of 13464 targeted 12696 Peer Educators identified in 2 districts. Hence, 12696 Peer Groups to be formed with adolescent boys and girls under each Peer Educator and 4716 Adolescent Friendly Club Meeting to be organised at Sub Centre level. The Peer Educators are named as "Kishor Sathi" in Odisha.

Under the RKSK program, at least four peer educators i.e. two males and two females are selected per ASHA. To ensure coverage of adolescents in schools and out-of-school, four peer educators have been selected in a village, two for in-school (i.e. one male and one female) and two for out-of-school (i.e. one male and one female) adolescents.

Male and female peer educators will:

- Form a group of about 15-20 boys and girls respectively from their community and conduct weekly/monthly one to two hour interactive sessions using the Peer Education kit (PE kit), which includes the activity book, the reference (FAQ) book and other informative material which would help in conducting the session

- Mobilize the adolescents to participate in Adolescent Health Day organized quarterly to inform and educate adolescents with their parents and other community members regarding issues related to adolescent health
- As and when required, refer young people to- Adolescent Friendly Health Clinics (SHRADDHA clinic) and /or Adolescent Helpline and the Adolescent Health Day for health check-ups.
- Under the overall guidance of ANM, PEs will constitute Adolescent Health Club at sub-centre level. These clubs will meet monthly to discuss issues of PEs and get support from other frontline health workers.

Peer Educators are expected to maintain a diary, including a brief overview of each session and the number of adolescents who participated in each session. The diary, bag and other related documents/books provided to each Peer Educators.

For intensive monitoring and hand holding support, involvement of NGOs and Credible organisations reinforce the system for strengthening the PE program. It also ensures quality of PE sessions & AFC meetings by supportive supervision and regular data analysis at each level. NHM views the agreement as public private partnership in the public health system in Odisha. Such partnership is seen as a step towards strengthening the programme.

5. Proposal for NGO Intervention:

Peer Educators are adolescents selected to guide and help other adolescents to face numerous challenges during the growing up phase and use the opportunities available to them in the best possible way. Under the Rashtriya Kishor Swasthya Karyakram, peer educator is a volunteer, who has the ability and willingness to dedicate adequate time to the program and has high motivation, is non-biased, non- judgemental, trustworthy and shows leadership qualities to reach out to adolescents.

The program envisages that peer educators will facilitate the following:

- i) Promote learning from trained peers
- ii) Promote support seeking through trained peers
- iii) Help reduce fears or barriers experienced by adolescents in accessing health services
- iv) Help to establish information and support network among adolescents
- v) Increase access to reliable sources in the community to seek guidance.

6. Activities to be undertaken by NGOs under the programme:

The activities of NGOs are broadly based on hand holding support to Peer Educators to strengthen the community based intervention of RKSK programme. Following are the key activities to strengthen the programme.

- Facilitation for formation of adolescent groups under Peer Educator at village level.
- Handholding support to Peer Educators for conducting monthly PE sessions.
- Participation in Adolescent Friendly Club meeting at Sub centre level for support ANMs in conduction of meeting and documentation.
- Assessment quality implementation of AHDs on sample basis using checklist & report to Block /District authority.

7. Roles and responsibility of Govt. and NGO:

<u>Govt.</u>	<u>NGOs</u>
I. Orientation of NGO and its staff related to the programme.	I. Appointment and orientation of required HR as per plan
II. Time to time monitoring of activities undertaken by the NGO	II. Provide resources for day to day field visit and support
III. Guide and handholding support as required by the NGOs related to programme.	III. Regular rapport building with PRIs, Community leader and influential persons in community along with village level institutions like GKS and AFC
IV. Ensuring necessary support from DPMU and BPMU.	IV. Submission of monthly progress report of each activity as per the deliverables.
V. Release of fund as per the RFP and society norm.	V. Submission of assessment report in sample AHDs
	VI. Appraisal and advocacy at various levels as per requirement.
	VII. Submission of UC and required documents on timely basis
	VIII. Documentation like Peer Session activities, AFC and AHD handholding report in details and streamlining of several report related to the programme and case studies / successes stories related to activities

8. Expected deliverables and outcome :

Target	Deliverables
<p>Total PE group :12696 (Two Districts)</p> <p>Target: 100%</p> <p>Deliverable: 2 ASHA (8 adolescent groups formation</p>	<ul style="list-style-type: none"> • Preparation of sub centre wise and PE wise micro plan along with block level functionaries/ANM for formation of adolescent groups. • Support ASHAs and Peer Educators for formation of adolescent groups • Sensitise adolescent parents and key stakeholders regarding PEs and formation of groups. • Help the peer educators to form their adolescent groups and preparation of group data base • Facilitate for a meeting space at village level with discussion with key stakeholders
2. Handholding support to Peers and adolescents for peer educator sessions	
<p>Total Monthly PE sessions: 12696 in Two Districts.</p> <p>Target: 60% (8078 sessions to be reached for hand holding support)</p>	<ul style="list-style-type: none"> • Support in preparation of session micro plan in support of ANM for each formed adolescent group. • Discuss with local leaders/PRI and authorities for finalisation of place for meeting eg. AWC/Clubs etc • Help PEs for sharing of venues for meeting and attend sessions to facilitate proper process for conduction of PE sessions. • Facilitate session reporting and compilation
3. Assessment quality implementation of AHDs on sample basis using checklist & report to Block /District authority.	
<p>Total AHD: 11616</p> <p>Target : 15% of Total AHDs (1742 AHDs)</p>	<ul style="list-style-type: none"> • Visit Quarterly AHD site and asses quality of AHD by using checklist. • Midterm/Annual assessment report on AHD
4. Participation in Adolescent Friendly Club meeting at Sub centres for support ANMs on conduction of meeting and documentation	
<p>Total AFCs in A Year : Sub centre :4712 (393 SCs X 12 Month)</p> <p>Target : 30 % of AFCs (1413)</p>	<ul style="list-style-type: none"> • Support in preparation of Micro plan for AFC in support of ANM and block functionaries <p>Hand holding support to ANMs in quality AFC meeting & prepare reports.</p>

9. Districts to be cover under the project :

During this phase two districts i.e Dhenkanal and Balangir to be covered with the support of NGOs.

10. Budget provision for NGOs:

A. Budget for Balangir District

Sl no	Particulars of activity	Unit cost	Number	Total budget	Remarks
1	3 days Orientation training of Block supervisors	2000 per supervisor	14	28,000	Orientation to be conducted at DHH Conference hall or NGOs own venue.
2	Communication charges	250 per Month/ Per Supervisor	14 X 12months	42,000	
3	TA/ DA for Block Supervisors	200/- per visit per supervisor for 14 supervisor	maximum 20 visits X 12 Months	6,72,000	
4	HR Honorarium	10500 per supervisor	14 X 12 months	17,64,000	
5	<u>Administrative Cost</u> 10 % of total Program cost			2,50,600	
Grand total for 12 months				27,56,600	

B. Budget for Dhenkanal District

Sl no	Particulars of activity	Unit cost	Number	Total budget	Remarks
1	3 days Orientation training of Block supervisors	2000 per supervisor	8	16,000	Orientation to be conducted at DHH Conference hall or NGOs own venue.
2	Communication charges	250 per Month/ Per Supervisor	8 X 12months	24,000	
3	TA/ DA for Block Supervisors	200/- per visit per supervisor for 8 supervisor	maximum 20 visits X 12 Months	3,84,000	
4	HR Honorarium	10500 per supervisor	8 X 12 months	10,08,000	
5	<u>Administrative Cost</u> 10 % of total Program cost			1,43,200	
Grand total for 12 months				15,75,200	

SECTION-5

MEMORANDUM OF UNDERSTANDING (MoU).

1. Parties:

It is hereby agreed on this date _____ between Zilla Swasthya Samiti (ZSS), _____ and Agency _____ to implement Adolescent Health Project in _____ district.

2. Period of Partnership:

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

3. Budget & terms of Payment:

The Agency shall receive fund amounting to Rs. _____ from ZSS for implementation of the project. The disbursement /release of funds by ZSS to the Agency would be in three instalments i.e. 30%, 35% and 35% in advance. The 1st instalment i.e. 30% of the total budget will be paid after signing of the MoU and submission of the performance security. The 2nd instalment, i.e. 35% will be released on 4th month after receipt of the utilization certificate for 75% of 1st instalment. The 3rd instalment i.e 35% will be released after receipt of the utilization certificate for 75% of 2nd instalment on 9th month of annual project period.

4. Activities to be undertaken by the Agency under the programme:

The activities of Agency are broadly based on hand holding support to Peer Educators to strengthen the community based intervention of RKSK programme. Following are the key activities to strengthen the programme.

- Facilitation for formation of adolescent groups under Peer Educator at village level.
- Handholding support to Peer Educators for conducting monthly PE sessions.
- Participation in Adolescent Friendly Club meeting at Sub centre level for support ANMs in conduction of meeting and documentation.
- Assessment quality implementation of AHDs on sample basis using checklist & report to Block /District authority.

5. Roles and responsibility of Govt. and Agency:

<u>Government</u>	<u>Agency</u>
VI. Orientation of Agency and its staff related to the programme.	IX. Appointment and orientation of required HR as per plan
VII. Time to time monitoring of activities undertaken by the Agency	X. Provide resources for day to day field visit and support
VIII. Guide and handholding support as required by the Agency related to programme.	XI. Regular rapport building with PRIs, Community leader and influential persons in community along with village level institutions like GKS and AFC
IX. Ensuring necessary support from DPMU and BPMU.	XII. Submission of monthly progress report of each activity as per the deliverables.
X. Release of fund as per the RFP and society norm.	XIII. Submission of assessment report in sample AHDs
	XIV. Appraisal and advocacy at various levels as per requirement.
	XV. Submission of UC and required documents on timely basis
	XVI. Documentation like Peer Session activities, AFC and AHD handholding report in details and streamlining of several report related to the programme and case studies / successes stories related to activities

6. Expected deliverables and outcome :

Target	Deliverables
<p>Total PE group :12696 (Two Districts)</p> <p>Target: 100%</p> <p>Deliverable: 2 ASHA (8 adolescent groups formation</p>	<ul style="list-style-type: none"> • Preparation of sub centre wise and PE wise micro plan along with block level functionaries/ANM for formation of adolescent groups. • Support ASHAs and Peer Educators for formation of adolescent groups • Sensitise adolescent parents and key stakeholders regarding PEs and formation of groups. • Help the peer educators to form their adolescent groups and preparation of group data base • Facilitate for a meeting space at village level with discussion with key stakeholders

Handholding support to Peers and adolescents for peer educator sessions	
<p>Total Monthly PE sessions: 12696 in Two Districts.</p> <p>Target: 60% (8078 sessions to be reached for hand holding support)</p>	<ul style="list-style-type: none"> • Support in preparation of session micro plan in support of ANM for each formed adolescent group. • Discuss with local leaders/PRI and authorities for finalisation of place for meeting eg. AWC/Clubs etc • Help PEs for sharing of venues for meeting and attend sessions to facilitate proper process for conduction of PE sessions. • Facilitate session reporting and compilation
Assessment quality implementation of AHDs on sample basis using checklist & report to Block /District authority.	
<p>Total AHD: 11616</p> <p>Target : 15% of Total AHDs (1742 AHDs)</p>	<ul style="list-style-type: none"> • Visit Quarterly AHD site and asses quality of AHD by using checklist. • Midterm/Annual assessment report on AHD
Participation in Adolescent Friendly Club meeting at Sub centres for support ANMs on conduction of meeting and documentation.	
<p>Total AFCs in A Year : Sub centre :4712 (393 SCs X 12 Month)</p> <p>Target : 30 % of AFCs (1413)</p>	<ul style="list-style-type: none"> • Support in preparation of Micro plan for AFC in support of ANM and block functionaries <p>Hand holding support to ANMs in quality AFC meeting & prepare reports.</p>

7. Audit and Accounting:

- All funds will be properly accounted for in a separate bank account of Agency & 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 CDM&PHO within the 15 days.
- Agency 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.
- Agency 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 Odisha, 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 of the Performance of the Agency:

- I. A system of ongoing monitoring shall be done rigorously to assess the performance of the partner agency and impact of the service.
- II. The district will organize review meeting of all PPP projects in a fixed day, preferably in every month.
- III. NHM, Odisha may review the programme from time to time.
- IV. The performance of the project shall be assessed based on the key deliverables.

9. Termination of contract:

- I. Either party may terminate this agreement by giving not less than 30 days advance notice in writing to the other. This notice shall include reasons as to why the agreement is proposed to be terminated.
- II. 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 and requiring it to be remedied; or
 - the default is not capable of remedy; or
 - the default is a fundamental breach of the agreement
- III. 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.
- IV. 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.
- V. 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.
- VI. 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.
- VII. 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.
- VIII. The Agency agrees that the date of handing over will not be more than 15 calendar days from the date of termination.

10. Changes:

In case of any change in the management, objectives, contribution of the organization based on which the sanction was obtained, the Agency must inform ZSS and NHM at the State level in writing within 15 days of such change/s.

11. 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.

12. 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 Agency /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 Agency nor will assume any obligations financial or otherwise, entered into by Agency 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

APPLICATION SCRUTINY FORMAT

NAME OF THE AGENCY :

Name of the Project applied for :

Name of the District applied for :

Sl. No	Details of the submissions of key documents	Whether submitted (Yes/No)	Detail Remarks
Compulsory Documents			
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 Agency?		
3	Whether the Agency has submitted EMD in the mode of valid Demand Draft with required amount ?		
4	Whether copy of the Registration Certificate of the Agency (under Society/Trust / Charitable Act) submitted ?		
5	Whether the organization completed 5 years of registration by date of advertisement ?		
6	Whether copy of the Unique ID under NITI Ayog NGO Darpan submitted ?		
7	Whether copy of the Memorandum of Association / By-Law of the Agency submitted ?		
8	Whether copy of the Contract/MoU documents pertaining to the Agency work experience to meet the eligibility criteria submitted ?		
9	Whether Annual Financial Statements of the last 3 years duly audited by a qualified CA (As per Annexure-A) submitted ?		
10	Whether the agency is having an annual turnover per each year in the last three financial year as per eligibility criteria ?		
11	Whether Fixed Asset Statement of last Financial Year duly audited by a qualified CA (As per Annexure-B) submitted ?		
12	Whether the Agency is having the fixed assets in the form of infrastructure/land/building/asset as per eligibility criteria ?		
13	Whether copy of the 12A Registration certificate submitted?		
14	Whether copy of PAN Card submitted ?		
15	Whether copy of Bank Pass Book submitted ?		
16	Whether an undertaking in the form of Affidavit that the office bearer of the Agency has not been convicted by any court of law for any criminal offence (As per Annexure-C) submitted ?		
17	Whether Affidavit certifying that Entities are not blacklisted (As As per Annexure-D) submitted by the Agency ?		

Sl. No	Details of the submissions of key documents	Whether submitted (Yes/No)	Detail Remarks
18	Whether copy of the award certificate (National/State/Dist) received from any Govt./Govt. Institutions only submitted?		
19	Whether an undertaking that the Agency is willing to sign the service level agreement (As per Annexure-E) submitted?		
Optional Documents			
20	Whether copy of the 80G Registration certificate submitted?		
21	Whether names of the Office Bearers along with their addresses statement submitted ?		
22	. Whether copy of the meeting minutes of the Executive Committee/ Governing body/ any other body meeting based on by-law/ Memorandum of the Society/ registration document of last three financial years till date submitted ?		
23	Whether details statement of the manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc) submitted ?		
24	Whether copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode submitted ?		

N.B: The supporting documents/requirements from the Sl. No. 1 to 19 are compulsory, failing which the application of the Agency shall be rejected.

Findings of the Scrutiny: 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 FORMAT

NAME OF THE AGENCY :

Name of the Project with location applied for :

Name of the District applied for :

Sl.	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
1	Registration & Establishment: (10 marks)			
	a. Years of existence of entities registered in Society Registration Act/Indian Trust Act/Indian Religious and Charitable Act. (5--10 yrs=3 marks; >10 yrs =5 marks)	5		Registration certificate
	b. Registered under 80G (if yes=2 mark; if No=0 mark)	2		80G certificate Regd.
	c. Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting based on bye-law & Memorandum of the society in the last financial year): (Less than 50% meeting=0 mark; 50%-75% meeting =1 mark; >75% meeting= 3 marks)	3		Proceeding/ Meeting register of GB & EB
2	Field Level Experience: (60 marks)			
	a. Years of experience in implementing projects in any social sector out of any Government Funding support. (1-3 years= 5 marks; >3 to 5 years=7 marks; > 5 years to 10 years=10 marks; > 10 years= 20 marks)	20		MoU/Agreement
	b. Years of experience in implementing projects in any social sector out of any Private Agency Funding support. (1-3 years= 5 marks; > 3 to 5 years=7 marks ;> 5 years to 10 years=10 marks; > 10 years= 20 marks)	20		MoU/Agreement
	c. Years of experience in implementing similar projects (project for which Advt. has been made) out of any Funding support. (1-3 years= 5 marks; > 3 to 5 years=7 marks; > 5 years to 10 years=10 marks)	10		MoU/Agreement
	d. Agency having Multi-State experience in implementation of similar projects (project for which Advt. has been made) out of any Funding support.	10		MoU/Agreement

Sl.	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
	(1-3 years= 5 marks; > 3 to 5 years=7 marks; > 5 years to 10 years=10 marks.			
3	Financial strength: (20 marks)			
	a. Financial turnover of minimum 25 lakhs in each year as per last three audit reports i.e 2016-17, 2017-18 & 2018-19. (>25-30 lakhs =4 marks; > 30-40 lakhs=6 marks; >40-50 lakhs=8 marks; >50 lakhs=10 marks)	10		Annual Financial Statements of last 3 FY audited by a qualified CA /Audit report of last 3 FY.
	b. Fixed assets in the name of the Agency (minimum 10 lakhs assets) as per last audit year report i.e 2018-19. (>10-20 lakhs =4 marks; > 20-30 lakhs=6 marks; >30-40 lakhs=8 marks; >40 lakhs=10 marks)	10		Fixed Asset Statement of last FY duly audited by a qualified CA/ Audit report of last FY
4	Manpower strength: (05 marks)			
	Agency having staff in the payroll other than Funding Project Staff. - Minimum 2 Managerial Staff (PostGraduate)=4 marks - Minimum 1 Accounts Staff = 1 marks	05		Acquaintance & HR documents.
5	Other Strength (Reward & Recognition): (05 marks)			
	Agency received any National/State/District Level award by any Government /Government Institutions for significant contribution in social development Sector. (District Level=3 marks; State Level=4 marks; National level=5 marks.	05		Certificate received from any Govt./ Govt. Inst.
Total Marks		100		

N.B: Those Agencies have secured at least 50 marks or more out of 100 marks in the technical evaluation shall be shortlisted for the merit list.

Signature of the Committee members

Name	Designation	Signature

SECTION-8 FORMATS FOR SUBMISSION OF PROPOSAL

Annexure-A

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

Sl. No	Particulars	Whether submitted (Yes/No)	Page No.
1	Covering letter for the project by the Agency in its letter head (As per format-1)		
2	Checklist for proposal submission (Annexure-A)		
3	Application form as per the prescribed format at Section-9 duly filled by the Agency.		
4	Project Proposal with implementation plan of the applied project		
5	EMD in the mode of valid Demand Draft with required amount		
6	Copy of the Registration Certificate of the Agency (under Society/Trust / Charitable Act)		
7	Copy of the Unique ID under NITI Ayog NGO Darpan		
8	Copy of the 12A Registration certificate		
9	Copy of the 80G Registration certificate		
10	Annual Financial Statements of the last 3 years i.e 2016-17, 2017-18 & 2018-19 duly audited by a qualified CA (As per Format-2)		
11	Copies of the Annual audit reports of last three financial years (2016-17, 2017-18 & 2018-19)		
12	Fixed assets statement of FY 2018-19 duly audited by a qualified CA (As per Format-3)		
13	An affidavit in original form that the office bearer of the Agency has not been convicted by any court of law (As per Format-4)		
14	Affidavit in original form certifying that Agency has not been blacklisted (As per Format-5)		
15	Undertaking that the Agency is willing to sign the service level agreement (As per Format-6)		
16	Copy of the resolution of the competent authority in the Agency authorizing the signatory to respond to this invitation.		
17	Copy of the Contract/MoU documents pertaining to the Agency work experience to meet the eligibility criteria.		
18	Copy of the Memorandum of Association / By-Law of the Agency		
19	Copy of PAN Card		

Sl. No	Particulars	Whether submitted (Yes/No)	Page No.
20	Copy of Bank Pass Book		
21	Copy of the award certificate (National/State/Dist) received from any Govt./Govt. Institutions only.		
22	Copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode		
23	Names of the Office Bearers along with their addresses statement		
24	Copy of the meeting minutes of the Executive Committee/ Governing body meeting based on by-law/ Memorandum of the Society of last three financial years (2016-17, 2017-18,2018-19)		
25	Details statement of the manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc)		

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 “_____Project”, _____District under NHM.

Dear Madam/Sir,

We, the undersigned, offer to provide the services for the _____Project in _____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 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.	Financial Year (last three FY)	Turnover in Lakhs (Rs.)
1	2016-17	
2	2017-18	
3	2018-19	
Average Annual Turnover of last three years (Rs. In lakhs)		

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

FIXED ASSETS STATEMENT

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

The Annual Turnover of M/s _____

For the last financial year statement is given below and certified that the statement is true and correct.

Sl.	Financial Year (last FY)	Fixed Assets value in Lakhs (Rs.)
1	2018-19	

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.*

FORMAT-4

Format for Undertaking of the Agency

(On Non Judicial Stamp Paper)

Affidavit

I,..... (Sole Chief Functionary of the Agency), (the names and addresses of the registered Agency) do hereby solemnly affirm and sincerely state that;

- a) I or any other office bearer on behalf of the Agency has not been convicted by any court of law in India or abroad for any criminal offence.
- b) The Agency 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.

I further affirm that, in case of any such evidence in contradiction to above declaration come to the notice of the contracting authority any time during the currency of the contract then our partnership with Zilla Swasthya Samiti / NHM, H&FW Department, Govt. of Odisha under such contract shall be liable for termination in addition to other legal recourse available under the law of the land.

Dated thisDay of, 20.....

Name of the Applicant

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

(Seal of the entity)

Format-5

Format for Affidavit certifying that Entities are not blacklisted

(On a Stamp Paper of relevant value)

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, 20____

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

Name and Title of Signatory:

(Seal of the entity)

FORMAT-6

(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 for which project	
Name of the applied District	

A. Agency Profile:

1	Name of the Agency.	
2	Name of the Chief Executive of the Agency	
3	a. Head Office address of the Agency	
	b. Telephone / Mobile Number	
	c. Email ID	
4	a. Act under which the Agency Registered	
	b. Agency Regd. No with year of Regd. (under Society/Trust /Charitable Act)	
5	Agency Unique ID Regd. No. under NGO- DARPAN Portal of NITI Aayog.	
6	Year of 12 A registration	Yes / No
7	Whether registered under 80 G	Yes / No
8.	Agency PAN Number	
9.	Bank details (Name of the Bank, Account number, IFSC Code and address of the bank)	
10	Local Office address of the Agency	
11	Any National/State/District level award received by the Agency for outstanding contribution in social sector from any Govt./Govt. Institutions only.	

B. Details of Experience of the Agency:

Name of the assignment	Name/addresses of the Organization with whom the contract signed	Date of commencement of Contract	Date of completion of Contract	Duration of the Contract	Value of the Assignment (in Rs.)	Key assignments accomplished as per the contract
<i>A. Experience in implementing projects in any Social Sector out of any Govt. Funding:</i>						
<i>B. Experience in implementing projects in any Social Sector out of any Private Funding:</i>						
<i>C. Experience in implementing similar projects (as per Advt.) out of any Funding support.</i>						
<i>D. Multi-State Exp. in implementing similar projects (as per Advt) out of any Funding support.</i>						

C. Annual Turnover of the Agency (in last three years):

Sl.	Financial Year (last three FY)	Turnover in Lakhs (Rs.)	Fixed Assets (Rs.)
1	2016-17		
2	2017-18		
3	2018-19		
Average Annual Turnover of last three years (Rs. In lakhs)			

D. Details of EMD (in the mode of Demand Draft):

DD No.	DD Amount (In Rs.)	Issuing Bank	Date of Issue

Declaration

I _____, ____ (designation) _____, ____ (name of the Agency) _____, hereby declared 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.

Digital signature of Chief Executive of the Agency