

F. No. SW-57/9/2015-Swadhar-Pt.III
GOVERNMENT OF INDIA
MINISTRY OF WOMEN & CHILD DEVELOPMENT

SHASTRI BHAWAN,NEW DELHI-110001
Dated 21.07.2017

EXPRESSION OF INTEREST (Eol)

Notice inviting Expression of Interest (Eol) for shortlisting agencies for Operation, Management and Maintenance of 1000 inmates capacity Swadhar Greh at Sunrakh Bangar, Vrindavan, Uttar Pradesh.

1. DISCLAIMER

All information contained in this Terms of Reference (TOR) are provided/clarified in good interest and faith. Though adequate care has been taken in the preparation of this TOR document, the Applicant should satisfy himself that the document is complete in all respects. The information is not intended to be exhaustive. **This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.**

Interested Applicants are required to read and understand the Swadhar Greh Scheme guidelines (available on the Ministry's website www.wcd.nic.in) and make their own enquiries and assumptions wherever required.

Neither the Ministry of Women & Child Development (MWCD), nor their employees or consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this Eol and it is not possible for MWCD to consider the participation objectives, financial situation and particular needs of each party who reads or uses this Eol. Certain prospective Applicants may have a better knowledge of the Project than others. Each prospective Applicant should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in this Eol and obtain independent advice from appropriate sources.

Neither MWCD nor their employees or consultants will have any liability to any prospective Applicant or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this Eol, any matter deemed to form part of this Eol, the award of the Project, the project information and any other information supplied by or on behalf of MWCD or their employees, any consultants or otherwise arising in any way from the selection process for the Project.

MWCD reserves the right to reject any or all of the Eols submitted in response to this Expression of Interest at any stage without assigning any reasons whatsoever.

MWCD reserves the right to change any or all of the provisions of this Expression of Interest. Such changes would be intimated to all parties procuring this Expression of Interest.

2. BACKGROUND

Ministry of Women & Child Development (MWCD), Government of India is responsible for the holistic development of Women and Children. As a nodal Ministry for the advancement of women and children, the Ministry formulates plans, policies and programmes; enacts/ amends legislation, guides and coordinates the efforts of both governmental and non-governmental organisations working in the field of Women and Child Development. Besides, playing its nodal role, the Ministry implements certain innovative programmes for women and children. These programmes cover welfare and support services, training for employment and income generation, awareness generation and gender sensitization. These programmes play a supplementary and complementary role to the other general developmental programmes in the sectors of health, education, rural development etc. All these efforts are directed to ensure that women are empowered both economically and socially and thus become equal partners in national development along with men.

As part of its responsibilities, MWCD is implementing the Swadhar Greh Scheme that caters to primary needs of women in difficult circumstances. These Swadhar Grehs provide supportive institutional framework for women victims of difficult circumstances so that they could lead their life with dignity and conviction. Shelter, food, clothing and health as well as economic and social security are assured for such women so that under no circumstances they should be left unattended or abandoned which could lead to their exploitation and desolation.

In wake of the increasing widow/destitute women population in Vrindavan, Uttar Pradesh, MWCD is constructing a Shelter Home for such women in Sunrakh Bangar, Vrindavan, with a capacity of 1000 inmates. The construction is likely to be completed in January, 2018.

3. PROJECT

The Project refers to operation, management and maintenance of Swadhar Greh at Sunrakh Bangar, Vrindavan, Uttar Pradesh, initially for a period of two years, extendable from time to time on the basis of performance evaluation of the implementing agency.

4. SCOPE OF WORK

The project comprises of the following broad activities, for which the Applicant shall be responsible:

- a) Operation, management and maintenance of the Swadhar Greh during the currency of the contract period under direct administrative control of the Ministry of Women & Child Development, Govt. of India, as per Swadhar Greh Scheme guidelines. MWCD will provide 100% grant-in-aid to the selected implementing agency for running the Swadhar Greh.
- b) Provision of residential care to widows/destitute women which would include inter alia provision of food, accommodation, medical and recreation services, pocket money, etc. to the residents as per Swadhar Greh Scheme guidelines.

- c) Provision of counselling services to the residents of Swadhar Greh as well as other needy women through telephone.
- d) Arrangement of vocation training to the women through the Vocational Training Institutes recognised by Directorate General of Employment and Training under the Ministry of Labour and Employment.
- e) Coordination with NACO, State AIDS Control Societies and district hospitals to take care of the needs of the residents infected/affected by HIV/AIDS.
- f) Arrangement of legal assistance requirements of the inmates through the District Legal Services Authority (DLSA). In case such assistance is not available from DLSA, alternative suitable legal assistance shall be arranged.
- g) Deployment of adequate staff with prescribed qualification & experience. The required staff should be medically fit and well disciplined. The implementing agency will be responsible for the conduct of personnel deployed by them. The estimated manpower requirement for the Swadhar Greh is as under:

S.No.	Name of Post	No. of posts
1.	Resident Superintendent/ Assistant Superintendent	8
2.	Counsellor	8
3.	Office Assistant cum DEO	4
4.	Medical Doctor	4
5.	Guard/Watchmen/Peon	16
	Total	40

5. ELIGIBILITY CRITERIA FOR EoI

The applicants meeting the following criteria may apply :-

- a) The organisation should be either recognized by the State/UT Administration under existing Scheme/law or should be well known with the experience of working in the field for at least 3 years and its work should be reported to be satisfactory by the State Government/Union territory Administration concerned.
- b) The organisation should have atleast 3 years of experience in the field of welfare and development of women and children.
- c) The organisation should have professionally qualified employees to implement the programme. It should have facilities, resources, personnel and experience to undertake the management of such a project.
- d) The organisation should be financially sound to take care of expenditure for a few months in case the grant is delayed. It should run the Swadhar Greh on a no-profit basis.
- e) The organisation should not be banned or black listed by any Government, Semi-Government, or Local Government on the date of submission of EoI.
- f) The organisation should not be involved in any legal dispute with Govt. on the date of submission of EoI. Also it should not be imposed with any punishment by any Govt. or judicial body under criminal procedure.

6. OTHER TERMS & CONDITIONS

- a) The Swadhar Greh shall be open to inspection by the officers from Central Govt., State Govt./District Authorities, C&AG and State A.G.

- b) A separate account shall be maintained in respect of the funds received for the Swadhar Greh.
- c) The accounts of the implementing agency shall be audited annually by a qualified Chartered Accountant.
- d) The accounts of the implementing agency shall be open to inspection/audit, both by C&AG and the Ministry, whenever the implementing agency is called upon to do so.
- e) The Swadhar Greh and its services or any part thereof shall not be branded in any manner to advertise, display or reflect the name or identity of the implementing agency/organisation or its members.

7. EARNEST MONEY DEPOSIT (EMD)

EMD in the form of demand draft from any scheduled commercial bank in favour of Pay & Accounts Officer, Ministry of Women and Child Development, New Delhi payable at New Delhi for **Rs.1,00,000/- (Rupees One Lakh only)** is to be furnished by the applicant alongwith EoI. The demand draft shall be valid for a period of 6 months. The EoI without the requisite EMD shall be treated as non-responsive and rejected. Central/State autonomous bodies are exempted from depositing the earnest money.

8. SUBMISSION OF EoI

Applicants are required to organize their Expression of Interest in the following Parts which should be clearly identifiable:-

- Part 1 – Letter of Submission of EoI (as per the Format 'A'),
- Part 2 – Brief profile of the Applicant,
- Part 3– Details of Applicant (as per the Format 'B'),

The EOI organized as above, shall be placed in a sealed envelope, with the following inscription:-

“Expression of Interest (EOI) for Operation, Management and Maintenance of Swadhar Greh at SunrakhBangar, Vrindavan, Uttar Pradesh”.

The last date for submission of Expression of Interest will be 45 days (Forty five days) from the date of publication of this EoI. Sealed EoI may be submitted by registered post/courier or in person, addressed to :

Deputy Secretary (Swadhar),
Ministry of Women & Child Development,
Government of India,
Room No. 645, 6th Floor, ShastriBhavan,
Dr. R.P. Road, New Delhi -110001
Tel : 011-23388442
E-mail : shiv.meena62@nic.in

The Ministry shall not be responsible for any delay in submission of the EoI.

Format 'A'

Letter for Submission of EOI

Date :

Place :

To,

The Secretary,
Ministry of Women & Child Development,
Government of India,
ShastriBhavan,
New Delhi-110001.

Subject : Operation, Management and Maintenance of 1000 inmates capacity
Swadhar Greh at SunrakhBangar, Vrindavan, Uttar Pradesh.

Dear Sir/Madam,

We express our interest to work in this project and we hereby confirm the following:

- 1) The Eoi application is submitted by _____(name of the Applicant/ Implementing Agency) for selection for Operation, Management and Maintenance of 1000 inmates capacity Swadhar Greh at Sunrakh Bangar, Vrindavan, Uttar Pradesh in accordance with the requirement stipulated in EOI document.
- 2) We have read, examined and understood the Eoi document in detail and agree to abide by all the terms and conditions stipulated therein. Our application is consistent with all the requirements stated in Eoi document.
- 3) The information submitted in the application is complete and is strictly as per the requirements as stipulated in Eoi document and is correct to the best of our knowledge and understanding. We shall be solely responsible for any errors or omissions or misinterpretation in our Eoi application.

Signature with name & seal

Place:

Date:

Format 'B'

Details of Applicant

a) Information about the implementing agency:

Sl.No.	Item	
1.	Name, address, phone number, email id	
2.	Contact Person	
3.	Details of composition of Governing Body.	
4.	Organogram of the implementing agency	
5.	Name, address, phone number, email id of branch offices	
6	Legal Status (whether registered under the Societies Registration Act, 1860/ the Trust Act/Foreign Contribution Regulatory Act/any other)	
7.	PAN/TAN/TIN	

b) Infrastructure available with the whole organisation:

Sl.No.	Items	
1.	Human Resource (Professionals, Skilled, semi skilled, unskilled)	
2.	Office building with adequate infrastructure of conferencing, video conferencing, internet facility, transportation facility	
3.	Data storage facility (manual as well electronic)	
4.	Human Resource available for managing the programme of Swadhar Greh for Women	
5.	Monitoring mechanism to be utilized including manpower, tools, periodicity etc.	
6	Net working with local Govt., police, court, hospital etc.	
7.	Resources other than the Govt. grant which can be generated and utilized for implementation of the programme	
8	Any other	

c) Experience:

Sl.No.	Projects	
1.	Project received from Govt. of India mentioning name of the project, tenure, financial volume, number of beneficiaries under each project	
2.	Years of experience in the field of women welfare	
3.	Years of experience of running institutional service delivery project	

4.	Experience in the fields of widow old age, counselling, rehabilitation	
5.	Experience in survey	
6.	Experience in handling emergency situations	
7.	Any project being implemented presently in Uttar Pradesh specifically in district Mathura	

d) Financial structure:

SI.No.	Items	
1.	Audited accounts for three years upto the year 2015-16	
2.	Annual budget for the last three years	
3.	Experience in resource generation and resource utilization especially financial resource	
4.	Mechanism available for running of the programme in case of delay in release of grant by the Govt. of India in unavoidable situation.	

e) Documents to be submitted:

SI.No.	Documents	
1.	Annual Reports for the last three years	
2.	Audited Reports for the last three years	
3.	Documents pertaining to legal status	
4.	Copy of PAN/TAN/TIN	
5.	Declaration regarding blacklisting	
6.	Concept paper on implementation of Swadhar Greh in form of Power Point Presentation (PPT) (not more than 10 slides)	
7.	Achievement of the agency in form of Power Point Presentation (not more 5 slides)	
8.	Proposed budget as per the scheme of the programme	
9.	Demand Draft of the earnest money	
10.	Any other	
