

DISTRICT DISASTER MANAGEMENT AUTHORITY

COLLECTORATE (EMERGENCY SECTION), GANJAM-761020, ODISHA

No. 766/Emg

Date 09/05/2023

EXPRESSION OF INTEREST

*The Expression of Interest (EoI) is invited from the interest registered Non-Government Organisation (NGOs) who will be engaged for preparation of 1050 nos. of Village Disaster Management Plan (VDMP) in the 21 Blocks of Ganjam District with financial & technical support of OSDMA, Bhubaneswar. The details of eligibility criteria, Term of Reference (ToR), selection procedure of NGO & others are uploaded in the District NIC Website (<http://ganjam.nic.in>) for necessary information. The interested NGOs, fulfilling the eligibility criteria may submit their Expression of Interest (EoI) along with all supportive documents to the Collector-cum-Chairperson, DDMA, Ganjam, Emergency Section, Collectorate, At/Po-Chatrapur, Dist- Ganjam, Odisha, PIN-761020 by ~~18~~ 19.05.2023 (till 5.30 PM) through Speed Post/Registered Post only and the same will be opened on ~~20~~ 20.05.2023 at 11.30 AM in **Sadbhavana Conference Hall of Collectorate, Ganjam** in the presence of selection committee & Representative of NGOs. The sealed envelope containing EoI must be super-scribed on the top of the envelope as **"Expression of Interest (EoI) for preparation of Village Disaster Management Plan (VDMP)-2023"**. Any modification, alternation and date of extension, if so required will be intimated through the above District NIC Website only. The authority reserved the **right to cancel** any or the entire proposal of EoI without assigning any reason thereof.*

Collector-cum-Chairperson
DDMA, Ganjam

EXPRESSION of INTEREST (Eoi)

For

NGO Selection for Preparation of VDMP-2022-23

In Ganjam District

Additional District Magistrate-Cum-Chairman,

NGO Selection Committee,

Chatrapur, Ganjam, Odisha

761020

INDEX

S. No.	CONTENTS
1	Letter of Invitation
2	Important Dates
3	EOI Processing Fees & EMD
4	Venue & Eoi Submission
5	Qualification Criteria
6	Selection criteria of NGO
7	Payment Process
8	FORMATS
(i)	Format – 1 Applicant’s Expression of Interest
(ii)	Format – 2 Organizational Details
(iii)	Format – 3 Experience in Related Field
(iv)	Format – 4 List of experts on Payroll of the Agency
(V)	Format – 5 Financial Status of the organization
(vi)	Format – 6 Additional information
(vii)	Format – 7 Declaration

1. LETTER OF INVITATION

OFFICE OF THE ADDITIONAL DISTRICT MAGISTRATE -CUM-CHAIRMAN, NGO SELECTION COMMITTEE, DDMA, GANJAM

Dear Madam / Sir,

District Disaster Management Authority (DDMA) invites sealed Expression of Interest (Eoi) from NGO to Preparation of VDMP in Ganjam district.

The Expression of Interest (Eoi) document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The Expression of Interest (Eoi) document is also available on the district website '<https://ganjam.nic.in>' You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by **10.05.2023**. up to 2.00PM through Speed Post/ Registered Post/ Courier only.

Queries if any may be referred in writing to the Additional District Magistrate -Cum-Chairman, NGO Selection Committee, Chatrapur, Ganjam. at the above-mentioned address

E-mail: <https://ganjam.nic.in>

2. IMPORTANT DATES

Sl.No.	Critical Dates	Date
1.	Date & Time of Availability of Eoi Documents in Website :	From 12. 05 .2023 1.00 PM to 18.05.2023 up to 3.00 PM
2.	Last Date of Submission of Original Documents :	18.05.2023 up to 3.00 PM at Office of the Collector-cum-Chairperson, DDMA, Ganjam, Emergency Section, Collectorate, At/Po-Chatrapur, Dist- Ganjam, Odisha, PIN-761020 through speed post/ Registered post/Courier only.
3.	Date of Opening of Bid Documents & Scrutiny :	20.05.2023 at 11.00 AM in the Sadbhabana Conference Hall of Collectorate, Ganjam

Yours faithfully,

S/D

**Additional District Magistrate -Cum-Chairman,
NGO Selection Committee, DDMA, Ganjam.**

3. VENUE & DEADLINE FOR SUBMISSION OF PROPOSAL:

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to Collector-cum-Chairperson, DDMA, Ganjam, Emergency Section, Collectorate, At/Po-Chatrapur, Dist- Ganjam, Odisha, PIN-761020, at the address specified herein earlier through Speed Post/Registered Post/ Courier. Application can be submitted in single envelop (sealed). The envelop contains application form need to be super scribing "EOI for Preparation of VDMP-2022-23" on the top cover. In exceptional circumstances and its discretion, Additional District Magistrate-Cum-Chairman, NGO Selection Committee, DDMA, Ganjam may extend the deadline for submission of proposals by issuing an amendment to be made available on the **www.ganjam.nic.in'** website, in which case all rights and obligations of Additional District Magistrate-Cum-Chairman, NGO Selection Committee, DDMA, Ganjam. The bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

4. QUALIFICATION CRITERIA:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Response not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

- i. NGO should have been registered under the Societies Registration Act, 1860 or a State amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920.
- ii. On the date of filling application, NGO should have completed at least 5 years from the date of registration.
- iii. **“Disaster Management”** should be one of the objectives in the Memorandum of Association of the NGO.
- iv. NGOs should have worked in the field of disaster management.
- v. NGO should have an operational bank account for at least three years preceding the date of filing of application.
- vi. The NGO should be located and working in the same district for at least 3 years.
- vii. The NGO should be working with beneficiaries in rural areas even if the NGO headquarters is located in an urban area. / The area of operation of the NGO must be rural (meaning thereby a village included within the jurisdiction of a Gram Panchayat).
- viii. The NGO should not be black listed or put under FAS (Further Assistance Stopped) category by any Central/State Government Ministries/ Departments/ Agencies or any National/ International Funding Organization.
- ix. NGO should not have defaulted either in works or in financial progress in any of their work with the State/ District Administration.
- x. NGOs those who have failed to comply the instructions of DDMA for preparation of VDMP in the first phase may not be considered.
- xi. Local NGOs should be given preference
- xii. The turnover of the NGO for the last 3 years should be at least Rs. 3 lakh per year.
- xiii. NGO should comply with the requirement of Income- Tax / GSTIN or should have applied for the same.
- xiv. Members of the NGO Selection Committee or their family member should not be the office bearers of the NGO applying for the programme.
- xv. The NGO's Board Members should not have any history of criminal offence against them

5. SELECTION CRITERIA OF NGO:

Sl. No.	Selection Criteria	Indicators	Distribution of Scores
1	Organizational Capacity and Experience	Experience in implementing Socio-Economic Development Projects in rural areas.	20
2	Government Partnership	Experience in implementing rural development programme, schemes and project of the State/ Central Government.	20
3	Relevant Technical Experience	Experience and successful implementation of VDMP programme in the first phase	25
		Experience in implementing OSDMA- UNDP Disaster Risk Reduction (DRR)/ Disaster Risk Management (DRM) Project or UNDP-Gol Community Resilience Programme or Community Based Disaster Management Programmes of NIDM or NDMA.	10
		Experience in Implementation of CBDM or similar disaster management programmes of any other reputed National or International Organizations.	10
4	Experience in working with Panchayati Raj Institutions (PRIs)	Implementation of programmes involving Panchayati Raj Institutions ₁ (PRIs)	15

6. PAYMENT PROCESS:

- i. OSDMA to release the approved budget in advance to the districts.
- ii. Out of the total budget released to the district, Rs. 15,000 will be allotted for selection of partner NGOs, Rs. 20,000 for one-day district level orientation workshop for selected NGOs and other stakeholders.
- iii. Besides, fund will also be placed with the district for organizing one-day coordination workshop in the concerned blocks where VDMP programme is to be implemented @ Rs. 15,000 per block.
- iv. The rest of the budget is for the VDMP process which is to be released to the selected NGOs after signing of MoUs, in three phases for preparation of VDMP and related activities @ Rs. 5000/- per village. The details of which is given in the table below.
- v. A meeting Register to the Village Disaster Management Committee will be provided by DDMA. OSDMA will provide funds for the purpose to DDMA @ Rs. 200/- per register per village. The DDMA will procure the register and distribute to VDMCs through the NGO partners.
- vi. The districts to submit the Utilization Certificate to OSDMA after utilization of the funds as per the OGFR norms. The funds received by districts for preparation of VDMP are subjected to audit
- vii. Proceedings/Minutes of the meeting at district/block/panchayat/village level should be recorded

6.1 Budget for preparation of VDMP and Training of VDMC and DMTs

Activity	Particulars	Budget
Preparation of VDMP and training of VDMC/DMTs	Preparation of VDMP	3000
	Training of VDMC	1000
	Training of DMTs	1000
TOTAL		5000

6.2 Budget for Selection of Partner NGOs and District and Block level orientation

Activity	Particulars	Budget
Selection of partner NGO	Floating of EoI and advisement cost in newspaper and other logistic arrangements (per district)	15,000
One day district level orientation workshop for selected NGOs and other stakeholders	Cost towards refreshment and other logistic arrangements (per district)	20,000
One day block level coordination workshop for the concerned Sarpanch, PEO, NGO and other stakeholders	Cost towards refreshment and other logistic arrangements (per Block)	15,000

6.3 Payment Schedule for NGOs by District Collectors (To be decided in the Committee Meeting)

Sl. No.		Payment Scheduled	Remarks
1	Issuance of work order, allotment of villages and Signing of MoU with the NGO	20% of the total amount	Total amount = @ Rs. 5000 per village x no. of villages
2	<ul style="list-style-type: none">• Submission three final approved copies of the VDMP along with minutes of the Palli Sabha by the NGO-one each to the VDMC, GP and DDMA• Submission of scanned copy of the VDMP to DDMA• Submission of action plan for training of VDMC and DMTs by the partner NGO	40% of the total amount	
3	<ul style="list-style-type: none">• Training of VDMC and DMTs as per the prescribed module and submission of village wise report	40% of the total amount	

7. FORMAT FOR SUBMISSION:

FORMAT – 1

APPLICANT’S EXPRESSION OF INTEREST

To,

**The Additional District Magistrate-cum-Chairman,
NGO Selection Committee,DDMA,
Ganjam**

Sub: Submission of Expression of Interest for Preparation of VDMP-2022-23

Dear

In response to the invitation for expression of Interest (EOI) published on for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 1 set of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts/ consultants on payroll at least 3 (Format-4)
4. Financial Status format (format-5)
5. Additional information (Format-6)
6. Declaration (Format- 7)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT - 2

S. No	Organizational Details	
1.	Name of Organization	
2.	Main areas of Business	
3.	Type of Organization Firm/ Company/ Partnership firm registered under the Indian Companies Act, 1956/ the partnership Act.1932	
4.	Whether the firm has been blacklisted by any Central Govt./ State Govt./PSU/ Govt. Bodies/ Autonomous? If yes, details thereof	
5.	Address of registered office with telephone no. , fax, e- mail id, website.	
6.	Address of offices in i) National capital region of Delhi ii) All other State/ UT's iii) Regd. Office inside Odisha.	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy Of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant
Full name of the applicant Stamp & Date

FORMAT - 3

Experience in related Fields

Overview of the past experience of the Organization in all aspects related to brand Building related

S. No	Particulars	Year of Experience & no of District Covered (district name should be mention)	Remark
1	Experience in implementing Socio-Economic Development Projects in rural areas.		
2	Experience in implementing rural development programmes schemes and projects of the State/ Central Government		
3	Experience and successful implementation of VDMP programme in the first phase		
4	Experience in implementing OSDMA- UNDP Disaster Risk Reduction (DRR)/ Disaster Risk Management (DRM) Project or UNDP-Gol Community Resilience Programme or Community Based Disaster Management Programmes of NIDM or NDMA		
5	Experience in Implementation of CBDM or similar disaster management programmes of any other reputed National or International Organisations		
6	Implementation of programmes involving Panchayati Raj Institutions ₁ (PRIs)		
	<p>Decision of Evaluating Committee in ascertaining "Similar Nature" and "Similar Assignment" will be final. Relevant Certificates / Work Order to be attached. Glimpses of previous year performance to be given.</p> <p align="right">Signature of the applicant Full name of applicant Stamp & Date</p>		

FORMAT - 4

List of Experts on Payroll of the Agency

Sl. No	Name	Educational Qualification	Designation

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT - 5

Financial Status Format			
S. No	Financial Year	Whether profitable Yes/ No	Annual Net profit (in Rs)
1	2019-20		
2	2020-21		
3	2021-22		
Note: Please enclose auditor's certificate in support of your claim. If any			

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT- 6

Additional Information

1. List all enclosures related to the previous sections.

S.No	Description	No. of pages

2. Additional information to support the eligibility .

Signature of the applicant
Full name of the applicant

Stamp & Date

FORMAT- 7

Declaration

We hereby confirm that we are interested for Preparation of VDMP-2022-23, Ganjam

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name & Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

Signature of the applicant

Full name of applicant

Stamp & Date