



# REQUEST FOR PROPOSAL

For

SELECTION OF AGENCY FOR IMPLEMENTATION  
& MANAGEMENT OF SMILE SUB-SCHEME –  
“COMPREHENSIVE REHABILITATION OF  
PERSONS ENGAGED IN THE ACT OF BEGGING IN  
**BERHAMPUR (GANJAM)**

**RFP. NO. ...4855....., DATE ...18.12.2025...**

**COLLECTORATE : GANJAM, CHATRAPUR**

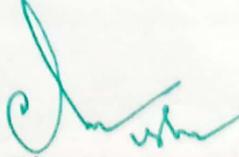
(Social Security Section)

At/PO: CHATRAPUR – 761020 (GANJAM) ODISHA

Tel. 06811-263970. E-mail: dssoganjamss@gmail.com

### Schedule of Request for Proposal (RFP) Process

Sl.No	Particular	Details
1	Date of Issue of RFP	18.12.2025
2	Last Date of receipt of pre-application queries	20.12.2025 till 4PM
3	Last date of submission of pre-application query reply	26.12.2025 till 4PM
4	Last date of submission of Proposal	15.01.2026 till 4PM
5	Date of Opening of Proposal	To be intimated later, through Email / Phone
6	Place of Opening of Proposal	To be intimated at a later date, through Email / Phone
7	Cost of Bid Documents	Rs. 4,720/- including GST
8	Earnest Money Deposit (EMD)	Rs. 60,000/- (no exemption from payment of EMD allowed)
9	Name of the Responsible Officer / Contact person	Dist. Social Security Officer, Ganjam
10	Email ID & phone number for contact	dssoganjamss@gmail.com Phone: <b>7681809802</b>
11	Address for submission of Proposal and mode of submission	Dist. Social Security Officer, Ganjam, At/PO: CHATRAPUR – 761020 (Ganjam) Odisha  Mode of submission: Through Speed Post / Registered Post / Courier service only to the address as specified above during office hours only. Submission of Bid through any other mode or late Bid shall be rejected.

  
 Collector & Dist. Magistrate  
 Ganjam

## 1. Introduction:

The Ministry of Social Justice & Empowerment, Govt. of India has formulated a scheme namely "Support for Marginalised Individuals for Livelihood & Enterprise" (SMILE), which includes sub-scheme "COMPREHENSIVE REHABILITATION OF PERSONS ENGAGED IN THE ACT OF BEGGING", which carries the objective to make the country "BhikshaVrittiMukt" through several comprehensive measures consisting of welfare measures for persons engaged in begging with focus extensively on rehabilitation, provision of medical facilities, counselling, education, skill development through an effective convergence approach for their sustainable development. Ministry has identified 100 new cities covering major religious towns, tourist cities and other important places from 29 States and 3 UTs for implementation of the scheme and **Berhampur (Ganjam District)** is one of the identified cities. Under this endeavor, the District Administration, Ganjam intends to utilize the services of a Programme Implementing Agency / NGO to operate and manage a Beggars rehabilitation centre at **BERHAMPUR** for implementation of the Scheme.

## 2. Objective:

- To make the country "Bhiksha Vritti Mukt" by adapting a strategy for comprehensive rehabilitation of persons engaged in begging through coordinated action & convergence with various stakeholders such as Central and State Government, District Administration, Urban Local bodies//Municipal Offices and other stakeholders working in the field for welfare of destitute.
- To ensure the beggars' reintegration in the mainstream of society to lead a life with dignity and self-confidence.
- To create an enabling environment to ensure equal opportunities, equity, social justice and empowerment of persons in destitution.
- To strengthen the existing implementation machinery and create facilities for coverage of all uncovered areas of the state for ensuring complete coverage of persons in destitution.

## 3. Components admissible for assistance under the Sub-Scheme:

The below 4 components are mutually inclusive and indicative. Any stakeholders may include any sub-component to suit their local requirements. However, all these four components have to be necessarily covered. Below are the suggested component-wise activities to be undertaken by the PIA.

Components	Component-wise Activities
<b>Component-1</b> Survey and Identification	1.1. Survey of the persons engaged in begging in the identified city <ul style="list-style-type: none"> <li>▪ Survey Format</li> <li>▪ Agency to carry survey</li> </ul> 1.2. Identification of persons engaged in begging – profiling may be done on the basis of <ul style="list-style-type: none"> <li>▪ Gender</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Age</li> <li>▪ Children</li> <li>▪ With families</li> <li>▪ Orphans</li> <li>▪ In conflict with law</li> <li>▪ Into substance abuse</li> <li>▪ With or without family</li> <li>▪ Disability or physical health issues</li> <li>▪ Mental infirmities</li> <li>▪ Geographical locations</li> <li>▪ Slums</li> <li>▪ Religious places</li> <li>▪ Traffic signals</li> <li>▪ Dumping yards</li> <li>▪ Transport stations</li> <li>▪ Is family into beggary</li> <li>▪ Did they resort to begging in any other place / city</li> <li>▪ Did they do any economic activity earlier? If so, what activity?</li> </ul> <p>1.3. Issuance of ID Card</p> <p>1.4. Awareness and advertisement of Scheme</p>
<p style="text-align: center;"><b>Component-2</b> Mobilisation</p>	<p>2.1. Mobilisation of the identified persons engaged in begging to the shelter homes</p> <ul style="list-style-type: none"> <li>▪ Spot Counselling</li> </ul> <p>2.2. Training to people who are doing mobilization</p> <p>2.3. Support from – Police, Volunteers, other agencies</p>
<p style="text-align: center;"><b>Component-3</b> Rescue / Shelter Homes</p> <p>a. Family shelter</p> <p>b. Single person shelter</p> <ul style="list-style-type: none"> <li>▪ Women</li> <li>▪ Men</li> <li>▪ Child (separate for male and female children)</li> </ul>	<p>3.1. Identifying locations for new shelter homes</p> <p>3.2. Setting up an maintenance of shelter homes / rescue homes</p> <p>3.3. Each shelter home should provide for at least 50 people</p> <p>3.4. Primary hygiene and grooming of persons mobilized</p> <p>3.5. Registration and documentation Aadhar card, Ration card, ID card of any nature, opening of bank accounts.</p> <p>3.6. Primary health check up</p> <p>3.7. Counselling</p>

	<p>3.8. Linkage with de-addiction and rehabilitation centres</p> <p>3.9. Provision of bedding, clothing and food.</p> <p>3.10. Recreation activities / yoga sessions</p>
<p style="text-align: center;"><b>Component-4</b> Comprehensive Resettlement</p>	<p>4.1. Provision of and linkage with healthcare services</p> <p>4.2. Linkage with government run educational institutions for providing education</p> <ul style="list-style-type: none"> <li>▪ To child engaged in begging</li> <li>▪ To children of persons engaged in begging</li> </ul> <p>4.3. After school tuitions and assistance in home work for children</p> <p>4.4. Skill development training programmes to able bodied persons engaged in begging</p> <p>4.5. To provide livelihood options through vocational trainings and life skills</p> <p>4.6. Mapping to economic activity like security guards, domestic help, vegetable vendors</p> <p>4.7. Linkage with market (self-employment through SHGs, Micro and Small Enterprises)</p> <p>4.8. Welfare measures for people with physical / mental health issues</p> <p>4.9. Necessary care and support to old, disabled and sick persons</p> <p>4.10. Linkage to Old Age homes</p> <p>4.11. Reintegration and follow up.</p>

**4. Scope of Work:**

- a. The Rehabilitation Centre shall accommodate 50 inmates.
- b. **The Agency shall be responsible for the following:-**
  - (i) To set up the rehabilitation centre at **Berhampur** city.
  - (ii) To run day to day operation & management of rehabilitation centre for beggars of Ganjam District.

- (iii) To survey & identify the persons engaged in begging and all details of the persons to be kept in the survey format prescribed by the Government of India (enclosed below)
- (iv) To conduct rescue operation for persons engaged in the act of begging at road side / near temples / bus stands / railway stations / markets etc. of Ganjam District and rehabilitate them at the centre.
- (v) To provide proper training to the persons who are engaged in the mobilization activity.
- (vi) To liaise with the Police, local PRI member, municipal authority and District administration during survey / identification / rehabilitation.
- (vii) To provide living space for the inmates (at least 60 sq. ft. per person) in the centre.
- (viii) To provide facilities such as Electricity, telephone, water supply, bed, clothing, mosquito net, bed sheet, blanket & pillow, fan & light, CCTV, water purifier, toilet with proper cleanliness and other basic hygiene facilities. Maintenance such as cleaning / replacing / repair of the above services should be done regularly.
- (ix) To provide nutritious food four times a day (including breakfast, lunch, snacks and dinner).
- (x) To ensure proper space and cleanliness in the kitchen and there should be a dining room for 70-80 persons to dine at a time.
- (xi) After mobilization to the Shelter Homes, all the residents shall be registered and an identity card containing their name, age (approx., if documents of current age is not available), address of the shelter home and state of health (normal/disabled etc.) shall be issued by the concerned agency. All such details have to be compulsorily filled in on the online Central Portal.
- (xii) Shelter homes will facilitate all legally identified (Indian citizens) persons who are engaged in the act of begging for getting the necessary government documents such as Aadhar, Ration card, BPL card etc. The beneficiaries should also be educated, sensitized and provided necessary assistance to avail benefits of different schemes/services provided by the State/UT and central government.
- (xiii) There should be at least 600 sq. ft. hall area for activities and skill training for the inmates at the rehabilitation centre with a capacity of 100 inmates.
- (xiv) These shelter homes will provide counselling support to the beneficiaries and motivate and encourage them to come out of begging and at the same time provide various healthcare services to the residents. Follow up should be made with the beggars so that they shall not return to the act of begging.
- (xv) Any residents/beneficiaries requiring a de-addiction facility shall be referred to De-Addiction Treatment Centres in Hospitals or to an Integrated Rehabilitation Centre for Addicts (IRCA) for detoxification and Whole Person Recovery.

- (xvi) Some means of recreation activities such as television, music, games etc. should also be provided to the residents to make use of their time productively.
- (xvii) The building of the centre should be properly ventilated, well-lit and maintained in a clean manner.
- (xviii) Safety of the beneficiaries/residents and their resident families, especially of women should be ensured.
- (xix) Cubicles / Rooms for consultation for physical examination and facilities with privacy for providing individual counselling, group therapy, re-educative sessions, family classes, etc. should be made available.
- (xx) Computerisation and maintaining soft copy of all the records is mandatory.
- (xxi) Information pamphlets, handouts and other educational materials (IECs) in the vernacular language be made freely available for the public.

**c. Comprehensive re-settlement: -**

The shelter home/rehabilitation centre will facilitate for education for child engaged in the act of Begging and children of persons engaged in the act of Begging, skill development/vocational training to able-bodied persons as per their capacity, capability and desirability so that they can sustain and live a life of dignity by engaging in self-employment or wage employment and linkage to market.

- **Education:**-Shelter home shall facilitate education for children engaged in the act of Begging and children of persons engaged in the act of Begging by registering and enrolling them with the government schools under SamagrahShiksha scheme of Ministry of Education. The home shall take the following steps to provide holistic education:
  - i. Mapping of the shelter home with the nearest government run educational institutions and subsequent linkage of the beneficiaries of the shelter home with these educational institutions.
  - ii. Shelter home shall reach out to the nearby government and low-cost private schools and admit children under Right to Education where all expenses of books, uniforms, school activities, etc. shall be taken care of under relevant provisions of the RTE Act.
  - iii. After school hours, provision for assistance in studies and homework shall also be provided. District administration running the shelter home should call for volunteers from school/colleges/nearby places and give them a certificate for successfully helping the children in their studies and homework for at least one month. NSS, NCC, NYV volunteers can be roped in and they shall act as a mentor for these children. Bridge Course Coordinator will help the children with their homework and support them in achieving grade-level competency.
- **Skill development:**The shelter home will also facilitate in providing counselling and skill development training to the able-bodied beneficiaries who are above 18 years of age as per their capacity, capability and desirability in order to improve their life skill and socio-economic conditions. This will enable them to start income generating activities on their own or get gainfully employed in some sector or the other.
  - i. Shelter Home shall identify and network with government recognized vocational centres to refer persons for training.
  - ii. Skill component may be covered under the component of PM-DAKSH. Linkage has been made to this effect. In regard to some small/petty type occupational training (cleaning

ii. Skill component may be covered under the component of PM-DAKSH. Linkage has been made to this effect. In regard to some small/petty type occupational training (cleaning job, hair cutting, house work, etc.) the implementing agency will use locally available resource.

iii. Private players can be roped in for providing skill development training.

iv. Culturally relevant vocational training to be considered, utilizing local resources and the marketability of the products candle making, tailoring, carpentry and mat weaving. Their talent (singing, dance, arts) can also be identified and shelter home should try to provide them with a platform where they can showcase their art skills and earn livelihood.

- **Health:** The shelter home will facilitate healthcare services to the beneficiaries as per requirement i.e. medical checkup, medical tests and further treatment through Government run clinics and hospitals etc. The following steps may be considered for

i. Primary hygiene of the beneficiary should be ensured immediately on the entry of the person into the centre.

ii. An initial health checkup will be done by a medical professional once the beneficiary enters the shelter home premises for the first time.

iii. Regular medical checkups/camps will be conducted through Govt. hospitals or specialty / referral hospitals in case a serious medical condition is found.

iv. After their government documents are made, they may be linked to the government scheme for medical aid and insurance (PMJAY) and National rural health mission and National Urban health mission for RashtriyaSwasthyaBimaYojana etc.

**d. Agency shall maintain the following records :-**

- Attendance register of beggars
- Attendance register of Staff
- Salary/Emolument payment register
- Visit register
- Asset inventory book
- Health check-up register
- Grievance register
- Food register
- Guard files containing details of inmates & staff
- Account register, Cash Book, Bank Pass Book
- Personal files of inmates
- Entry & Exit register

**e. Publicity of information:-**

In order to ensure information on availability of the beggars rehabilitation centre to the targeted population, adequate publicity measures should be taken on regular basis. The rehabilitation centre should display the information through hoardings/posters at main points like railway station, bus stand, hospital, park, market areas etc.

**5. Period of Stay : ☐**

**Rehabilitation Duration:** *A typical stay in the shelter home for beneficiaries will last between 3 to 6 months, depending on individual circumstances. Extensions may be granted based on specific needs, such as family co-dependence. However, no stay should exceed 6 months.*

6. Funding of Agency: -

(a) For fulfilment of the scope of work mentioned above, fund shall be sanctioned to the agency as per the funding pattern approved under SMILE Scheme by the Ministry of Social Justice & Empowerment, Government of India.

Sl No	Particulars	Cost Unit	Cost Norms	Total Annual Cost
1	Survey, Identification, Transport Allowance for Survey, data entry /uploading the survey details on SMILE-B Web Portal	Lump sum of Rs. 1,00,000/- per city	Per city for conducting Survey and Identification	1,00,000/-
2	Rescue, Transport assistance	Rs. 200/- per mobilized participant under Programme	Rs. 200/- x 100 persons	20,000/-
3	Issuance of Aadhar Card or/and any other benefits card	Rs. 150/- per programme participant	Rs. 150/- x 100 persons	15,000/-
4	One time Clothes & hygiene kits (2 sets)	Rs. 1,200/- per programme participant	Rs. 1,200/- x 100 persons	1,20,000/-
5	Food includes Breakfast, lunch, Dinner, Two times Tea	Rs. 150/- per programme participant	Rs. 150/- x 50 x 30 x 12	27,00,000/-
6	Project Manager for Each City	Monthly Remuneration of Rs. 20,000/-	Rs. 20,000/- x 12	2,40,000/-
7	Counsellor	Fee / Remuneration of Rs. 1,000/- per visit (approx. 15 visits per month)	Rs. 1,000/- x 15 x 12	1,80,000/-
8	Bridge Course Coordinator	Monthly Remuneration of Rs. 15,000/-	Rs. 15,000/- x 12	1,80,000/-
9	Aya Didi / Caretaker	Monthly Remuneration of Rs. 15,000/-	Rs. 15,000/- x 12	1,80,000/-
10	Cook at each Shelter Home	Monthly Remuneration of Rs. 8,000/- per cook	Rs. 8,000/- x 12	96,000/-
11	Security Guard (3 shifts)	Monthly Remuneration of Rs. 8,000/- per staff	Rs. 8,000/- x 12 x 3	2,88,000/-
12	Contingency (First-aid kit, emergency, hospital visit etc.)	Lump sum of amount per year	Rs. 1,20,000/- per year	1,20,000/-
13	Skilling / Training and hand-holding	Rs. 400/- per programme participant with target of covering 100 participants	Rs. 40,000/-	40,000/-
14	IEC / Media for Awareness creation and publicity of the Scheme	A lump sum amount per year	Rs. 2,00,000/- per year	2,00,000/-
15	Administration Expenses	Lump sum amount per year	Rs. 1,00,000/- per year	1,00,000/-
<b>TOTAL COST</b>				<b>45,79,000/-</b>

**(b) Release of fund:-**

Fund will be released in three instalments in following manner.

Instalment	Components	Amount (in Lakh)	Remarks
1 <sup>st</sup> (30%)	Survey / Identification and Mobilisation	13,73,700/-	1 <sup>st</sup> release of funds to commence the project and carry out all the activities in Component 1 and 2 i.e. familiarizing the scheme in wider public, awareness campaign, training the project staff, conducting spot/cluster-based survey, identification and mobilization.
2 <sup>nd</sup> (50%)	Shelter Home and Rehabilitation	22,89,500/-	2 <sup>nd</sup> release of funds would be made available on the basis of submission of survey report, uploading of all data/information on National Portal, utilization of 1 <sup>st</sup> instalment (UC), progress report and PMU report.
3 <sup>rd</sup> (20%)	Rehabilitation	9,15,800/-	3 <sup>rd</sup> instalment would be released on the basis of UC of 2 <sup>nd</sup> release of funds, uploading all the data/information on the National Portal, on submission of progress report/annual report and PMU report.
<b>TOTAL COST</b>		<b>45,79,000/-</b>	

**(c) The following shall be the menu of food to be provided by the Agency at the rehabilitation Centre :-**

Sl No	Day	Breakfast to be provided	Lunch to be provided	Evening Snacks to be provided	Dinner to be provided
1	Sunday	Upma, Matar Curry, Banana	Rice, Dal & Chicken	Tea & Snacks	Rice, Dal & Mix veg. curry
2	Monday	Puri, Curry & Chatny	Rice, Dalma, Khatta, Salad	Tea & Snacks	Rice, Besara & Potala curry
3	Tuesday	Chudaupma, Veg. curry	Rice, Dal & Veg. ghaanta	Tea & Snacks	Rice, Dal, Chole curry
4	Wednesday	Idli / Vada, Sambar	Rice, Dal & Fish curry	Tea & Snacks	Rice / Roti, Dalma & Khatta
5	Thursday	Upma, Matar Curry, Banana	Rice, Besara & Soyabean curry	Tea & Snacks	Rice, Dal & Ghaanta
6	Friday	Chudaupma, Curry	Rice, Dal & Egg curry	Tea & Snacks	Rice, Dalma & Veg masala fry
7	Saturday	Idli / Vada, Sambar	Rice, Dalma, Khatta & Papad	Tea & Snacks	Rice / Roti, Dal & Ghaanta

**Period of Stay :**  **Rehabilitation Duration:** A typical stay in the shelter home will last between 3 to 6 months, depending on individual circumstances. Extensions may be granted based on specific needs, such as family co-dependence. However, no stay should exceed 6 months.

7. **Minimum Eligibility Criteria:** -

- Applicants eligible for participating in the assignment should be a single legal entity registered, in India. The institutions should be registered under the Indian Societies Act, 1860 or the Indian Trusts Act, 1882 or Section 8 of the Companies Act, 2013 or any other appropriate Act as may be notified by the Government of India/Odisha from time to time, for at least 3 years as on 31<sup>st</sup> March 2025.
- The Applicant should have a minimum average annual turnover of Rs.50 lakhs over the last three years. (Documents required statement, Balance Sheet, IT Returns of last 3 years) Audited financial
- The agency should be registered under Section 139A & 12AA of the Income tax Act, 1961.
- Should be registered under PAN, *Niti Ayog* NGO DARPAN PORTAL.
- Should have at least 3 years of working experience in management of rehabilitation centres for destitute/beggars/disabled persons/child care institutions/Old aged persons or any other residential setups in related fields with minimum 50 Nos of inmates. (Documents required Work orders/completion certificates of the assignments)
- Should not have any track record of contract termination of previous assignments of Govt or any adverse report on performance or blacklisted by Central/State Govt. (Documents required Undertaking in a non-judicial stamp paper)
- Must have qualified professionals with expertise in handling people with disability, Old aged persons, Destitute persons, Beggars and have experience & expertise in physiotherapy, social work, health care, etc.
- Should not discriminate against any person or group of persons on the grounds of sex, religion, caste, creed or disability.

8. **Duration of work:** -

The initial period of contract shall be 1 year from the date of award of the contract. However, it can be extended based on the performance of the selected agency. The District Administration shall form an "Evaluation & Monitoring Committee" which will regularly supervise and assess the performance of the selected agency.

9. **Payment of Penalty Terms for Agency / Institution:** -

Penalty, to be decided by the Collector, shall be deducted, if beggars found begging at **Berhampur** City and come to the notice of District administration.

10. **Instructions to Applicants for submission of the Request for Proposal:** -

The RFP document can be downloaded from the Ganjam District website <https://ganjam.nic.in> or have them from the Office of the **Dist. Social Security Officer, Ganjam, Chatrapur – 761020 (Ganjam) Odisha** against non refundable requisite payment of Rs. 4,720/0 in shape of Bank Draft. No exemption from remittance towards cost of RFP documents is not allowed.

The applicants are invited to submit proposal as per the given formats in separate sealed covers for the services required for the assignment. All format mentioned in the Annexure (enclosed below) shall be duly filled up.

Applicants are advised to study all instruction, forms, terms & requirement and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful examination & analysis of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all

respects. Failure to furnish required information as mentioned in the RFP or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the applicant's risk and may result in rejection of their proposal.

The proposal should be submitted along with a refundable EMD of Rs.60,000/- (Rupees Sixty thousand only) in the form of DD drawn from a scheduled commercial bank in favour of "**District Social Security Officer, Ganjam**", payable at Chatrapur (Ganjam). No exemption from submission of EMD is allowed.

The applicant is responsible for all costs incurred in connection with participation in this process, including, but not limited to costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of its application, in providing any additional information required by this Office to facilitate the application process. This Office will in no case be responsible or liable for those costs, regardless of the conduct of outcome of the bidding process. All material submitted by the applicant shall become the property of this Office.

The proposals to be submitted by the bidders should be firm and valid for a period of 90 days from the last date of submission of the proposal.

Bidders may request clarifications on the RFP document within the scheduled date & time mentioned in this RFP.

Any request for clarification must be sent in writing, or by Email to the Office of the Dist. Social Security Officer, Ganjam, At/PO: CHATRAPUR – 761020 (Ganjam) Odisha at Email: dssoganjamss@gmail.com.

The cost of each Bid Document is Rs.4,000/- plus applicable GST of 18% i.e Rs.4,720/- (Four thousand seven hundred twenty) only in the form of DD drawn from a commercial scheduled bank in favour of **District Social Security Officer, Ganjam**, payable at Chatrapur (Ganjam) which is not refundable.

The successful bidder should submit performance security fee of Rs.1,50,000/- (Rupees One lakh fifty thousand only) at the time of execution of Agreement.

The applications must reach on or before the date & time by Speed Post / Courier service, as specified in Page No.2 of this RFP. Applications received in any other means shall not be accepted. This Office won't be responsible for postal delays.

At any time before the submission of proposals, this Office may amend the RFP by issuing an addendum/corrigendum. The addendum/corrigendum shall be a part of the original RFP and shall be uploaded in the website <https://ganjam.nic.in>.

The application including supporting documents shall be typed or written in indelible ink and the applicant or its authorised signatory shall initial in each page. Any alteration, omissions, additions or any other amendments made in the application shall be initialled by the applicant or Authorized signatory of the applicant. The applicant should fill in information in prescribed formats for qualification as mentioned in the RFP. The applicants shall submit all supporting documents in the format as prescribed in the RFP along with suggested documentary evidence with the application.

In absence of bidders, an authorized representative of the bidders shall initial all pages of the proposals. The authorization shall be in the form of a written power of attorney

accompanying the proposal or in any other form demonstrating that the representative has been duly authorized to sign.

**11. Submission of Proposal:("A")**

The interested applicants shall submit the RFP by way of speed post/registered post/courier on or before the last date and time of submission of proposal as mentioned above. The proposal shall not be sent through email/fax/any other mode than mentioned above. This Office shall not be responsible for any delay in receipt of the proposal sent by post or courier. The proposal shall be sealed in an outer cover clearly super-scribing the subject matter as below:

**Submission of Proposal for "SELECTION OF AGENCY FOR IMPLEMENTATION & MANAGEMENT OF of SMILE SUB-SCHEME COMPREHENSIVE REHABILITATION OF PERSONS ENGAGED IN THE ACT OF BEGGING" in BERHAMPUR (GANJAM)**

The proposal shall be addressed as below.

To

**The District Social Security Officer**  
Ganjam,  
At/PO: CHATRAPUR - 761020, Dist. Ganjam, Odisha.

The name, address and valid contact number of the applicant shall clearly be mentioned in the envelope. The Office of the District Social Security Officer, Ganjam shall not be responsible for any misplacement of envelope for not being marked in proper manner. Further, the proposal shall be submitted exactly in the manner prescribed above and any complacency of the applicant leading to premature opening of proposal shall lead to rejection of application. Delay in postal services shall not be the responsibility of the O/o-District Social Security Officer, Ganjam and no relaxation shall be provided to the applicant for such delay.

**List of documents for submission with the Proposal:("B")**

- Bidders are required to furnish the following documents along with the Proposal:
- Covering letter along with power of attorney for authorized agent when the Bidder is absent.
- Demand Draft in support of Cost of Bid Document and EMD as applicable.
- Copy of Certificate of Registration of the agency.
- Copy of PAN& GSTIN.
- Copy of registration under Section 139A & 12AA of the Income tax Act, 1961.
- Copy of registration with *NitiAyog* in NGO DARPAN PORTAL.
- Copies of IT returns for the last three assessment years.
- Copies of the audited account statement/ Income/Expenditure statements along with Balance Sheet of the last 3 financial years.
- Copy of Bank Account details.
- Detailed work plan/methodology.
- Order/agreement/document in support of previous or ongoing projects from Govt/ PSUs/ Autonomous bodies.
- Details of asset of the organization.
- Copies of supporting documents as mentioned in the Eligibility Criteria.
- Other information as sought in the below mentioned Annexures.

## 12. Evaluation & Selection :-

One committee for evaluation of Bids and selection of agency shall be formed. Initial bid scrutiny will be made and incomplete details as given below will be treated as non-responsive, if proposals are-

- Not submitted as specified in the RFP document.
- Received without EMD & Bid cost.
- Received without the letter of authorization (Power of attorney) (when the Bidder is absent).
- Submitted without the documents required as per the clause 10(B) & annexure.

All responsive bids shall be considered for further processing as below:

Office of the District Social Security Officer, Ganjam will prepare a list of responsive applicants, who comply with all terms & conditions of the tender. The decision of the committee will be final & binding in this regard. Proposals shall be opened before the Committee, in the presence of applicants or their authorized representatives who intend to attend at their cost.

Proposal document shall be evaluated as per the following steps.

**(a) Preliminary examination of pre-qualification/eligibility criteria documents:** The pre-qualification document will be examined to determine whether the applicant meets the eligibility criteria as mentioned in Clause No. 6 of this RFP, whether the proposal is complete in all respects, whether the documents have been properly signed and whether the bids are generally in order. Any bids found to be non-responsive for any reason or not meeting the minimum levels of the performance or eligibility criteria specified in various sections of this RFP document will be rejected and will not be considered further.

**(b) Evaluation of Documents :-** Bids received would be assigned scores based on the parameters defined in the table below. All supporting documents submitted in support of eligibility & technical evaluation matrix should comply with the following.

Criteria	Maximum Marks
The applicant should have average turnover of Rs.50 lakhs for the last 3 Financial Years. 10 marks for an average turnover of Rs.50 lakhs and 1 mark extra for each additional Rs. 2 lakh turnover upto a maximum of 30 marks.	30
Applicant's experience in operating & managing residential setups i.e Rehabilitation centre, Child care institutions, Shelter homes etc with at least 50 inmates. 12 marks for 3 years of experience and extra 2 mark for each additional year of existence. (Maximum 30 marks)	30
Presentation of approach, methodology and work plan (Understanding of the assignment & work programme to be exhibited: 10 Approach & Methodology : 10 Presentation : 10)	30
No. of Projects of Central/State Govt (Rehabilitation centre for Beggars/ Disabled/Old aged persons/ Destitute/Children or other related social welfare projects) undertaken by the agency (0.5 marks for each project) (Maximum 10 marks)	10
<b>TOTAL MARKS</b>	<b>100</b>

(An applicant to score a minimum of 50 marks out of total 100 marks in order to be qualified for the work)

13. Presentation:-

- Presentation shall be held on the scheduled date, time and venue to be intimated by this Office to the applicants meeting the minimum eligibility criteria.
- Each applicant shall be given a maximum of 15 minutes to present before the tender committee formed by this Office.
- The applicant shall straight away demonstrate its understanding of the work and explain the approach to be undertaken by it for making the work successful.

14. Cost of Bid Documents :-

Non-refundable Bid document cost in shape of demand draft from any scheduled commercial bank in favour of "District Social Security Officer, Ganjam", payable at Chatrapur (Ganjam), of Rs.4,720/- (Rupees Four thousand seven hundred twenty) only is to be furnished by the applicant along with the bid. No exemption of Bid Documents Cost shall be allowed, thus bid without the requisite Bid document cost shall be treated as non-responsive and rejected.

15. Earnest Money Deposit (EMD) :-

EMD in shape of Demand Draft from any scheduled commercial bank in favour of the "District Social Security Officer, Ganjam" payable at Chatrapur (Ganjam) for Rs.60,000/- (Rupees Sixty thousand) only is to be furnished by the applicant with the bid. Bid without the requisite EMD shall be treated as non-responsive and rejected. **No exemption from submission of EMD is allowed.** No adjustment of EMD with respect to other works previously lying with any govt authority is allowed. Unsuccessful bidders' EMD will be returned within 30 days from the date of execution of the agreement between this Office and the selected agency. No interest will be paid on the EMD. The EMD may be forfeited in the following conditions:

- a) If a bidder withdraws its bid during the period of validity of the bid;
- b) If the selected agency fails to execute the agreement within the stipulated time assigned.

16. Performance Security :-

At the time of signing of the contract, the successful bidder shall submit a performance security in the form of a demand draft for Rs.1,50,000/- (Rupees One lakh fifty thousand only) drawn from a scheduled commercial bank, payable at Chatrapur (Ganjam) in favour of "District Social Security Officer, Ganjam". EMD shall be refunded to the successful bidder on receipt of performance security. The said performance security deposit shall be released to the Programme Implementing Agency after 1 year of satisfactory completion/execution of the works.

17. **Acknowledgement by the Applicants :-**

It shall be deemed that by submitting a proposal, the bidder has:

- a) Made a complete and careful examination of the RFP, general condition of the contract, submission of formalities and evaluation mechanism.
- b) Received all relevant information requested from this Office.
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of this Office.
- d) Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under:
- e) Acknowledged that it does not have a conflict of interest with any other agencies/firms.
- f) Agreed to be bound by the undertaking provided by it under and in terms hereof.
- g) This Office shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by this Office.

18. **Right to Reject any proposal :-**

Notwithstanding anything contained in this invitation documents, this Office reserves the right to accept or reject any proposal and to annul this selection process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. This Office holds the right to reject any proposal if

- a) At any time, a material misrepresentation is made or uncovered, or
- b) The firm does not submit sufficient information as being asked for.

19. **Consortium :-**

The bidders are not allowed to form consortium for participating in the project.

20. **Bid Validity :-**

Proposal shall remain valid for 90 days from the last date of submission of proposal. A proposal valid for a shorter period shall be rejected as non-responsive.

21. **Disputes :-**

All legal disputes are subject to the jurisdiction of court of Chatrapur (Ganjam) only.

22. **Award of Work :-**

- The applicants meeting the minimum eligibility criteria shall be shortlisted for further selection procedure.
- The shortlisted candidates shall be subject to further evaluation as per clause No. 11(b) of this RFP.
- Post evaluation, the bidders shall be ranked as per their score.
- The first ranking bidder shall be awarded the contract.

- In case the 1 ranked applicant backs out, then this Office shall seek interest from other applicants i.e. 2<sup>nd</sup> onwards from the selection of bidders list to operate the said rehabilitation centre.

23. **Signing of Contract :-**

- This office will sign the contract agreement with successful bidder.
- The successful bidder whose bid has been accepted will sign an agreement within 15 days of issue of the order and commence programme & services within 15 days from signing of contract.
- In case of failure by the bidder to comply with the requirement of above-mentioned clause, the offer shall be rejected and the bidder shall have no claim further.

24. **Modification & Withdrawal of Proposals :-**

No modification to the proposals shall be allowed once it is received in this Office.

  
Collector & Dist. Magistrate  
Ganjam

**Annexure-1****Letter of Application**

(To be submitted in bidders' letter head and signed by the bidder or his/her authorized signatory)

To

**The District Social Security Officer**  
Ganjam  
At/PO: CHATRAPUR – 761020 (Ganjam) Odisha

Sub: RFP for SELECTION OF AGENCY FOR IMPLEMENTATION & MANAGEMENT OF SMILE SUB-SCHEME "COMPREHENSIVE REHABILITATION OF PERSONS ENGAGED IN THE ACT OF BEGGING" IN BERHAMPUR (GANJAM).

Sir,

Being duly authorized to represent and act for and on behalf of (herein the applicant), and having studied & fully understood all the information provided in the bid document, the undersigned hereby apply as a bidder for "SELECTION OF AGENCY FOR IMPLEMENTATION & MANAGEMENT OF SMILE SUB-SCHEME "COMPREHENSIVE REHABILITATION OF PERSONS ENGAGED IN THE ACT OF BEGGING" IN BERHAMPUR (GANJAM)" according to the terms and conditions of the RFP document issued by this Office.

Our proposal, as per the requisite formats along with the supporting documents duly filed, are submitted.

The bid document cost of Rs.4,720/- has been submitted through Demand Draft No.....,  
Dated ..... Issued by ..... Bank, ..... Branch.

The EMD of Rs. 60,000/- has been submitted through through Demand Draft No. ....,  
Dated ..... Issued by ..... Bank, ..... Branch.

Office of the District Social Security Officer, Ganjam and its authorized representatives are hereby authorized to conduct any inquiries/investigation to verify the statements, documents and information submitted in connection with the proposal and to seek clarification from our banker regarding any financial & technical aspects. This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to the supporting information, to provide such information deemed necessary as requested by yourselves to verify statements and information provided in the application or with regard to the resources, experience and competency of the applicant.

This proposal is made with full understanding that:

- a. The Collector & Dist. Magistrate, Ganjam reserves the right to reject or accept any bid/proposal, cancel the bidding process, and/or reject all bids.
- b. The Collector & Dist. Magistrate, Ganjam shall not be liable for any of the above actions and shall be under no obligation to inform the applicants of the same.

We, the undersigned declare the statements made and the information provided in the duly completed applications forms submitted, as complete, true and correct in every detail.

We hereby confirm that we have read, understood and accepted all the detailed terms and conditions of this RFP document and project related information as required for the proposal.

Collectorate, Ganjam District (Social Security Section), Chatrapur – 761020 (Ganjam) Odisha



We agree to keep our proposal valid for 90 days from the proposal due and not to make any modifications in its terms and conditions not acceptable by The Collector & Dist. Magistrate, Ganjam. Should this proposal be accepted, we hereby agree to abide by and fulfil all the terms, conditions and provisions of the aforementioned documents.

This application is made with the full understanding that the validity of proposal submitted by us will be subject to verification of all information, terms and conditions submitted at the time of bidding and its final acceptance by The Collector & Dist. Magistrate, Ganjam. We agree that, without prejudice to any other right or remedy, The Collector & Dist. Magistrate, Ganjam shall be at liberty to forfeit the said EMD absolutely.

Yours sincerely,

Date.

Place.

Authorized Signatory, Name and Seal of the Bidder

Name & Seal of the Bidder

**Annexure-II****Bidder's General Details**

1. Name of the Agency.....
2. Name of Secretary/Chairman/Director: .....
3. Full Address of Registered Office:.....
4. Date of Establishment:.....
5. Telephone/Mobile No:.....
6. Fax No.: E-Mail Address:.....
7. Name & Contact details of Authorized Signatory: .....
8. Bank Details of the Agency:.. .....

**9. Details of requisite documents:-**

Sl.No	Name of the Document/paper	Registration No.	Status (Submitted / Not Submitted)	Page No. (if submitted)
1	Registration under Indian Societies Act, 1860 or the Indian Trusts Act, 1882 or Section 8 of the Companies Act, 2013 or any other appropriate Act as may be notified by the Government of India/ Odisha from time to time			
2	Section 139A & 12AA of the Income tax Act, 1961			
3	PAN			
4	Regn. with NitiAyog in NGO DARPAN PORTAL			
5	IT Returns of last 3 financial years and GSTIN			
6	Audited balance sheet, Income Expenditure statement, Account statement of last three financial years duly certified by a Chartered accountant			
7	Average Annual Turnover of last 3 FYs duly certified by a Chartered Account			
8	Documents duly signed and sealed by the bidder or authorized person of the bidder in each page as token of acceptance of all terms & conditions of the bid			

9	Detailed work plan/ Methodology			
10	Order/agreement/document in support of previous or ongoing projects from Govt/PSUs/Autonomous bodies			
11	Power of Attorney in case of authorised signatory			
12	Details of asset of the organization			

**Applicant's Authorized Signatory,  
Name and Designation with Rubber Stamp**

**Annexure-III****Applicant's Experience of Relevant Projects****Details of Experience:-**

- Applicant's experience in operating & managing residential setups i.e rehabilitation centres for Beggars/Destitute persons/Old aged/Disabled persons/Child care institutions or any other residential setups/shelter homes with minimum 50 inmates.

Sl No	Name of the Project	Authority who awarded the Project	Date of commencement & completion of the Project	Contract Value (in lakh)	Location

N.B: Approval copy, work order and experience certificates shall be attached along with the RFP document.

Applicant's Authorized Signatory,  
Name and Designation with Rubber Stamp

**Annexure-V****Format for Certifying Turnover of the Applicant by a Chartered Accountant****CERTIFICATE FROM THE STAUTORY AUDITOR REGARDING TURNOVER  
FOR RFP NO. ...., Dated .....**

Based on the books of account of ..... (insert name of the bidder) and other published information authenticated by it, this is to certify that:

As on ..... (insert date), the bidder's average annual turnover of last 3 Financial Years, i.e. 2022-23, 2023-24, 2024-25 is is Rs. ....(Rupees in words). .....

Further the annual turnover of the bidder of past 3 years are provided below:

Financial Year	Annual Turnover
2022-23	
2023-24	
2024-25	

Name of the Auditor:

Signature:

Membership No. :

Designation :

Seal of the Auditor: