



**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK
(SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITIES SECTION)**

Email Id: dssoctc.od@gov.in

No. 868 Dated- 10/05/2022

**NOTICE INVITING EXPRESSION OF INTEREST FOR SELECTION OF AN NGO
FOR RUNNING OF EXISTING SCHOOL FOR VISUALLY IMPAIRED & SCHOOL
FOR HEARING IMPAIRED IN INTEGRATED INFRASTRUCTURE COMPLEX,
CDA, CUTTACK.**

District Administration invites sealed proposals from the intending registered NGOs (Registered under Society Registration Act 1860/Indian Trust Act, 1882 with registered under PwD Act for running of the existing School for Visually Impaired and School for Hearing Impaired in Integrated Infrastructure Complex, CDA-10, Cuttack as specified in the EOI Notice.

The detailed EOI notice containing terms and conditions & other statutory requirement etc. can be downloaded from the District website www.cuttack.nic.in. The proposal completed in all respect along with the required documents should reach in sealed cover to the District Social Security Officer, Cuttack on or before 26/05/2022 up to 05:30PM by Registered/ Speed Post or through courier. The application of proposal shall be opened on 27/05/2022 in the Conference Hall of Collectorate, Cuttack at 11:00AM in presence of the members of the Selection Committee and applicants or their authorized representatives. The application/proposal received beyond the scheduled date and time shall not be taken into consideration.

The Collector reserves the right to reject any or all the proposals without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.


Collector, Cuttack



OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK
(SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITIES SECTION)
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EXPRESSION OF INTEREST
FOR
SELECTION OF A REGISTERED NGO FOR RUNNING OF EXISTING
SCHOOL FOR VISUALLY IMPAIRED & SCHOOL FOR HEARING
IMPAIRED IN INTEGRATED INFRASTRUCTURE COMPLEX, CDA-10,
CUTTACK.

Issuer:

Collector and District Magistrate, Cuttack
Collectorate, Cuttack-PIN-753002
Phone:0671-220001
Email Id: dssoctc.od@gov.in


District Social Security Officer
Cuttack

DISCLAIMER

The information contained in this Expression of Interest (hereinafter referred to as "EOI") document provided to the intending applicants by the District Social Security Office, Cuttack, hereinafter referred to as DSSO.

The purpose of this EOI document is to invite applications from the Registered NGOs under Society Registration Act 1860/Indian Trust Act, 1882 with registered under PwD Act having existing School for Visually Impaired & School for Hearing from the intending registered Organizations for setting up of Schools at Integrated Infrastructure Complex, Cuttack.

Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and wherever necessary obtain independent advice from appropriate sources. The District Social Security Officer and their employees shall have no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document.

The Collector, Cuttack may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document.

Fact Sheet

SI No.	Milestone	Date
1	Last date and time for receipt of EOI	26/05/2022, 5.30P.M
2	Place of submission of EOI	District Social Security Office, Cuttack
3	Place, date & time of opening of EOI	Conference Hall of Collectorate, Cuttack on 27/05/2022 at 11.00A.M
4	For further details	Office of the District Social Security Officer, Cuttack

Note:

1. The Collector, Cuttack reserves the right to change any schedule.
2. The EOI must be submitted before the scheduled date, time and venue mentioned in the factsheet. The EOI's received after the dateline will not be entertained.


District Social Security Officer
Cuttack

Introduction:

The Department of Social Security & Empowerment of Persons with Disabilities, Odisha have decided to let out running of the existing School for Visually Impaired/ School for Hearing Impaired at Integrated Infrastructure Complex, Cuttack by inviting applications and proposals from intending NGOs.

Background:

Action Plan for implementation of 5Ts includes developing Integrated Infrastructure Complexes as National Centers of Excellence with multiple facilities to be provided to the Children with special needs. This Infrastructure will aim at holistic care and improving the socio-economic standard of the children with special needs with an effective future. These categories of children usually eke out a miserable existence and are subject to exploitation, abuse and neglect causing depression, anguish and resentment. Such children are to be provided social, economic and emotional support & develop an environment congenial to their full & effective particular in social life.

Programmes:

The Integrated Infrastructure Complex (IIC) is conceived at the District level which will house the following Schools

- a. School for Visually Impaired
- b. School for Hearing Impaired

Responsibilities of NGOs:

Selected NGO is allowed to use the infrastructure at the IIC for running the Schools.

- The NGO will relocate the Special School to the IIC.
- The premises will not be handed over to the management of the NGO and will continue to remain under the administrative control of District Social Security Officer and maintenance will be with R&B Department.
- Management will run the School as per the guidelines of SSEPD Department. District Administration will identify the NGO following due process.
- NGO will be responsible for providing security inside the premises of the individual units. Security will be ensured round the clock.
- Provide facilities to the beneficiaries in the shelter premises as per norms of their project.
- Selected NGO shall provide monthly a copy of all the expense incurred to District Administration for record keeping.
- Managing day to day affairs of school is the responsibility of NGO.
- NGO will be responsible for providing security inside the premises of the individual units.


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- NGO shall abide by the Guidelines for Integrated Infrastructure Complex as published by Department of Social Security & Empowerment of Persons with Disabilities vide no. SSEPD-SS1-SCH-0004-2021 No. 2967/SSEPD dated 5/04/2021.

Responsibilities of District Administration:

- Security at the main gate and the common areas will be provided by the District Administration

Release of Funds:

Funds will be released soon after receipt of the allotment from Government on submission UC for the previous year.

Separate electric meter will be installed for the common areas. Electricity dues for the common areas will be paid separately by the Department. Electricity dues for the individual units will be paid by the management and the cost will be built into the overall management cost.

Outcomes:

- Support will be provided to the children with disabilities for special or inclusive education, vocational training and other rehabilitation guidance.
- Students will avail opportunities for yoga and meditation, sports, spiritual, cultural and other recreational facilities.

Instruction to the applicants

- I. The EOI Document can be obtained from the Office of the District Social Security Officer, Cuttack/ web site www.cuttack.nic.in as per the date and time mentioned in the EOI Notice.
- II. Applicants are advised to study all instructions, forms, terms, requirements and other information in the EOI documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications. In response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the Applicant's risk and may result in rejection of their proposal.
- III. The Applicant is responsible for all costs incurred in connection with participation in this process, but not limited to costs incurred in the conduct of informative and other diligence activities, participation in meetings/ discussions/presentations, preparation


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of its Application, in providing any additional information required by DSSO, Cuttack. To facilitate the application process the DSSO, Cuttack in no case will be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- IV. The selected bidder shall provide professional, objective, and impartial advice and at all times hold DSSO's interest paramount.
- V. The applications must reach on or before **26.05.2022** by **05.30P.M.** The DSSO, Cuttack won't be responsible for any delay.
- VI. The application including supporting documents shall be typed or written in indelible ink and the applicant shall initial in each page. The applicant should fill up the information in prescribed format to qualify as mentioned in the EOI document. The applicant shall submit all supporting documents in the format as prescribed in the EOI document along with suggested documentary evidence with the application.
- VII. Proposal shall be submitted in a separate sealed envelope clearly marked as, "**PROPOSAL** for shifting up of existing School for Visually Impaired/ School for Hearing Impaired at Integrated Infrastructure Complex (IIC), Cuttack.
The envelope containing the Proposal shall be submitted in an outer envelope and sealed. This outer envelope shall be clearly marked as "**PROPOSAL FOR MANAGEMENT OF EXISTING SCHOOL FOR VISUALLY IMPAIRED & SCHOOL FOR HEARING IMPAIRED CATEGORY AT INTEGRATED INFRASTRUCTURE COMPLEX, CUTTACK**"
- VIII. The NGO or their authorized representative shall initial in all pages of the proposal. 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.
- IX. The Collector, Cuttack reserves the right to accept or reject any or all the applications without assigning any reason thereof.
- X. The proposals must reach in the Office of the District Social Security Officer, Cuttack at the below mentioned address latest by **26.05.2022** till **05.30P.M.**
- XI. The proposal shall be sent by Registered Post/ Courier/ Speed Post or through courier. The sealed proposals shall be addressed to

District Social Security Officer, Cuttack.
Address: At-Collectorate, P.O.-Chandinchowk,,
Dist.-Cuttack, PIN-753002


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General Eligibility Criteria for Selection of NGOs

An NGO can be also selected for running of the two numbers of Schools one for Visually Impaired and the second for Hearing Impaired. The applicant must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the EOI document.

- The NGOs can have their registered Office in any District inside the State of Odisha for running Special School for Visually Impaired and School for Hearing Impaired.
- PAN Number
- Registration details
- At least 3 years of experience on last date of bid submission (Relevant workorders/Certificate of Incorporation etc.)
- Applying NGO should be either Trust or Society registered as a society under Indian Societies Act (XII of 1860) or as a Indian Trust Act 1882 under the law in force.
- Should have an experience in the field of either Education or Health or both.

Initial scrutiny will be made and incomplete details as given below will be treated as non-responsive if Proposals.

- i. are not submitted in as specified in the EOI document
- ii. received without the Letter of Authorization (Power of Attorney)
- iii. submitted without documents required as per EOI

All responsive applications will be considered for further processing as below.

Proposal shall be opened in the presence of applicants or their authorized representatives who intend to attend at their cost. The applicants or their authorized representatives present shall sign in the attendance sheet.

Proposal document shall be evaluated as per the scoring sheet in pursuance of the instruction of the Government in SSEPD Department, Odisha.


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Evaluation of document:- Applications/documents received would be assigned score based on the parameters defined in the guidelines. All supporting documents submitted in support of eligibility and technical evaluation matrix should comply with the following:

NGOs will be chosen purely based on technical evaluation. 50 marks will be given for the parameters mentioned in the application form. Another 50 marks will be for the technical presentation. Decision of the Committee will be final in this regard as per the undermentioned scoring criteria:

Sl. No.	Details	Parameter	Maximum Marks
1.	Presentation		50
2.	Experience in the field	Per each year of service (2 marks)	20
3.	Value of Asset (in Rs.)	For every asset worth Rs.5 lakhs(2 marks each)	20
4.	Area of Experience	Either Health or Education or both	10

The Committee will prepare a list of responsive applicants who have complied with all the Terms and Conditions as per the EOI. NGO scoring highest mark out of 100 shall be considered as the preferred NGO. In case there is a tie in the marks then NGO having higher years of experience shall be the preferred NGO. The decision of the Committee will be final & binding in this regard.

Default of Service

Deviation and/or Refusal and/or non-Performance towards in any of the obligations described in the scope of Services would be treated as default of service of the selected NGO. Upon default of service, the Collector would reserve the right to forfeit the Performance Security and the payment outstanding for the said job. In addition, the Collector would also have the right to terminate the agreement with the selected NGO.

Disputes

All legal disputes are subject to the jurisdiction of Cuttack Court only.


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Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, the Collector, Cuttack reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligations for such acceptance, rejection or annulment without assigning any reasons thereof.

Late Submission

Proposals received after the dateline as prescribed in EOI will not be entertained and shall be rejected.


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Form of Application for accommodation in Integrated Infrastructure Complex

PART-A

1. Name & complete address of managing Organization
(PIN Code, Phone, Fax, website, Email etc. :)
2. Date of Establishment :
3. Registration Details :
(Act under which registered with no. & date)
(Enclose copies of certificates & Byelaws)
4. Details of Governing Body/Managing Committee of the organization(in Format)

SI No.	Name & Address	Occupation	Tel No	Educational Qualification
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5. Financial status of the Organization :
(Encloses Auditor's Report & Balance Sheet with IT
Return Certificate for last 3 years duly certified by CA)
6. Details of assets of the organization (in format)

SI No.	Items	No. of Units	Value
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7. List of staff available

SI No	Name & Address	Qualification	RCI Registration No
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8. Activities, programmes of the organization :
(Please enclose latest annual report of last 3 years)
9. Area of Experience(Health/Education/both) :
10. Projects/ programmes under implementation (in format)

SI.No	Project Name	Location	Beneficiaries (Category & No)	Project Cost
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11. Whether the organization is ever black listed :
or charge sheeted by any authorities? If yes details thereof.
12. Name and address of contact person :
with mobile & email address

Signature of
Authorized person with Seal


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PART- B

1. Name of the project to be located in IIC.
2. Present location with detail address.
3. Whether the building is own/rented
(If owned, status of the building)
4. Year of establishment of project.
5. Sources of funds.
6. Assets of the project
7. List of staff of project.
8. Category and number of beneficiaries
(Enclose list of beneficiaries)
9. Justification/ Reasons for relocating the project
10. Any other

**Signature of
Authorized person with Seal**


**District Social Security Officer
Cuttack**

Undertaking

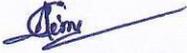
EOI Ref. No: _____/, dated. _____

In response to the EOI reference No.....datedfor selection of NGO to shift & run the School for Visually Impaired and School for Hearing Impaired in the Integrated Infrastructure Complex, Cuttack. I/We hereby declare that presently our NGO..... is having unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by the Government of India / any State Government.

I/We further declare that presently our NGO..... is not blacklisted and not declared ineligible for reasons other than corrupt and fraudulent practices by any State/Central Government on the date of submission of application.

If this declaration is found to be incorrect then without prejudice to any other action my/our Application may be rejected and may take any other action as deemed fit.

**Authorized Signatory
(With official stamp)**


MUNICI Social Security Officer
Cuttack