

EXPRESSION OF INTEREST (EOI)

For Setting up of Additional One Stop Centre (OSC) at District Level (Inside Badamba CHC)

Office of the District Collector & Magistrate,
District: Cuttack
(State: Odisha / other)
Date: 31.12.25

EOI No.: DSWO/OSC/CUTTACK/7802/12/2025-26

This tender call is valid up to 14 days from the date of Floating in website

INVITATION FOR EXPRESSION OF INTEREST (EOI)

The District Administration, Cuttack District, invites **Expression of Interest (EOI)** from eligible **Registered NGOs / Voluntary Organisations / Public Agencies** for setting up and running an **Additional One Stop Centre (OSC)** in the district at Badamba CHC under the **One Stop Centre Scheme (Sakhi)** of the Government of India / Government of Odisha for providing integrated support and assistance to women affected by violence.

1. OBJECTIVE

The objective of this EOI is to select a suitable organization to **establish, operate and manage an additional OSC** to provide services including:

- Emergency shelter
- Medical assistance
- Police facilitation
- Legal aid
- Psycho-social counselling
- Support for rehabilitation and restoration

2. ELIGIBILITY CRITERIA

Applicant organizations must: **Total-40 Marks**

1. Be registered under Society Registration Act / Trust Act / Companies Act / State Act. (5 marks)
2. Have minimum **5 years of experience** in women-related welfare or social sector programmes. (5 marks)
3. It must be Women-headed organisation focused on Gender based violence. (5 marks)
4. Organisation that provide a range of service including prevention, Legal support etc will be given first priority. (5 marks)
5. Have **financial soundness and operational capacity**. (5 marks)
6. Have prior experience in handling Government-funded projects. (5 marks)
7. Not be blacklisted by any Government agency. (5 marks)
8. Have office infrastructure in the district or willingness to establish one. (5 marks)

3. SCOPE OF WORK

Selected agency will be required to:

- Run the OSC as per Government guidelines.
- Employer required staff.
- Provide round-the-clock services.
- Maintain records and submit reports.
- Ensure confidentiality and dignity of survivors.
- Coordinate with Police, Health, Judiciary, and other departments.

4. DOCUMENTS TO BE SUBMITTED

Interested agencies shall submit the following:

- Covering Letter
- Organization Profile
- Registration Certificate
- Experience Certificates
- Annual Reports (last 3 years)
- Audited Financial Statements (last 3 years)
- PAN / GST Certificates (if any)
- Affidavit of non-blacklisting
- List of Governing Body Members
- Copy of By-law
- Copy of previous Government project completion certificates (if any)
- The tender documents should be submitted through speed / Registered post along with a non refundable payment of Rs **10,000/- (Rupees Ten Thousand only)** in the shape of Demand Draft in favour of the District Social Welfare Officer, Cuttack

5. SUBMISSION DETAILS

EOI documents may be submitted:

- In a sealed envelope superscribed with
“EOI for Setting up of Additional One Stop Centre at District Level”
- Addressed to:
The DSWO, Cuttack District

Last Date for Submission: 14.01.2026

Time: 5.30 PM

Mode: **Offline**

6. SELECTION PROCESS

Selection shall be based on marking basic:-

- Organizational experience in management of any Govt Schemes/Projects at least having more than of 3 years in a single project.
- Financial stability
- Staff strength
- Infrastructure capability
- Past performance

7. GENERAL TERMS

- District Administration reserves the right to accept/reject any or all EOIs.
- Shortlisted agencies will be invited for presentation / interaction.
- Mere submission of EOI does not guarantee selection.
- Decision of the District Administration will be final.

8. CONTACT DETAILS

For any clarification:
Office of DSWO / District Collector
Phone: 9861576458/8596955696
Email: dswod@od.gov.in

Romant
31-12-2025
District Social Welfare Officer
Cuttack