

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, CUTTACK.

(SOCIAL SECURITY & EMPOWERMENT OF PERSONS WITH DISABILITIES SECTION)

Email ID: dssoctc.od@od.gov.in

No. 1806 /SS

Date:- 03.06.2026

NOTICE

Applications in plain paper are invited from the intending & eligible Registered NGOs to submit self-attested copies of valid documents as mentioned below for selection of Implementing Agencies (IA) for Operation & Management of DDRC in Cuttack District. It is proposed to start DDRC in 2nd Block of IIC, at Sector-10, CDA, Cuttack.

Duration of Engagement

The Engagement shall initially be for a period of **02 Years**, extendable based on satisfactory performance and Government approval.

Documents to be Submitted

Interested Organisations shall submit the following Documents:

1. Covering Letter of expressing interest.
2. Affidavit regarding non-blacklisting by any Government Authority.
3. List of Governing Body & General Body Members with Aadhaar.
4. Must possess valid PAN and Darpan ID.
5. **Submission of Demand Draft Rs.10,000/- in favour of the DSSO, Cuttack. (Non-Refundable).**
6. Certificate of Registration under Society Registration Act-1860 or any other relevant Act, with Bye-Law and Memorandum of Association.
7. Certificate of Registration under RPwD Act-2016, JJ Act and any other Act if any.
8. Certificate of Registration under Section 139 (A) & 12 (AA) of Income Tax Act-1961, 80G, FCRA etc.
9. Certificate of Registration under NITI Aayog.

10. Details of Staff along with Qualification Certificate & Experience.
11. Proof of documents on working experience in the State of Odisha for the Welfare & Rehabilitation of PwDs and other Rehabilitation projects if there in.
12. Proof of document (Certificate/Citation/ Awards) if any in support of good track of record regarding the functioning/activities of the Organisation.
13. Audited Account of the NGO for last three years (2023-24, 2024-25 & 2025-2026) Annual financial Turnover of the Organisation.
14. Certificate of CA/ Audited Account of Fixed Asset Value of last Financial Year 2025-2026 of the Organisation and value of Networth Certificate of the Organisation till date with Bank details.
15. Annual Report of Last three years of the Organisation.
16. NGOs working for the PwDs in Odisha (any District) shall be given priority over other NGOs.
17. The NGO shall be selected on the basis of evaluation of marks as indicated below. The NGO Scoring highest marks will be selected as Implementing Agency (IA).

Major Evaluation Parameters for Selection of Implementing Agency (IA)

The following evaluation parameters may be adopted by the District Selection Committee for assessment and selection of the Implementing Agency (IA) for running the District Disability Rehabilitation Centre (DDRC), Cuttack.

SI No.	Evaluation Parameters	Maximum Marks
1	Organisational Experience in Disability & Social Sector Projects	20 Marks
2	Technical Expertise & Availability of Qualified Human Resources	20 Marks
3	Past Performance in Government Projects/ Rehabilitation Services	10 Marks
4	Financial Capacity & Administrative Strength	10 Marks
5	Presentation, Work Plan & Understanding of DDRC Objectives	10 Marks
6	Value of Assets	30 Marks

	Total Marks	100 Marks
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Detailed Evaluation Criteria

1. Organisational Experience in Disability & Social Sector Projects -- 20 Marks

- Experience in Disability Rehabilitation Programs
- Experience in Community-based Rehabilitation activities
- Number of years working in Social Welfare Sector
- Experience in handling District/State/National Level Projects
- Registration and legal compliance status

2. Technical Expertise & Availability of Qualified Human Resources --20 Marks Assessment of availability of:

- Physiotherapist
- Special Educator
- Speech Therapist
- Psychologist/Counsellor
- Rehabilitation Professionals
- Project Coordinator and support staff

Preferences may be given to Organisations having RCI Certified professionals.

3. Past Performance in Government Projects/ Rehabilitation Services --10 Marks

- Successful implementation of Government funded projects
- Experience in DDRC/OSC/CRC/SADAREM/Rehabilitation Programs
- Timely reporting and compliance history
- Field level achievements and beneficiary outreach
- Recommendation/Performance Certificates from Government Departments

4. Financial Capacity & Administrative Strength – 10 Marks

- Audited Financial statements of last 03 years
 - Annual Turnover/Capacity to Manage Project
 - Office Infrastructure & Administrative setup
 - Internal Monitoring/Accounting system
 - Transparency and governance Mechanism
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5. Presentation, Work Plan & Understanding of DDRC Objectives – 10 Marks

Assessment based on:

- Presentation before Selection Committee
 - Understanding of Disability Rehabilitation Ecosystem
 - Innovative service delivery approach
 - Outreach and awareness strategy
 - Convergence plan with Line Departments
 - Sustainability and District coverage Plan
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6. Value of Assets – 30 Marks

The Committee may evaluate fixed Assets such as:

- Office Building/Infrastructure
- Rehabilitation Equipments
- Vehicles
- Furniture & Fixtures
- Computers & IT Infrastructure
- Therapy & Training Equipments
- Other Institutional Assets

The value of Assets should preferably be supported by:

- Audited Balance Sheet
- Chartered Account Certificate
- Asset Register

Suggested Mark Distribution (Example)

Value of Asset of NGO/Organisation Marks (30)

Above ₹ 50 Lakhs	10 Marks
₹ 30 Lakhs -- ₹ 50 Lakhs	08 Marks
₹ 15 Lakhs -- ₹ 30 Lakhs	06 Marks
₹ 05 Lakhs -- ₹ 15 Lakhs	04 Marks
Below ₹ 05 Lakhs	02 Marks

Mode of Application:

The applicant/NGO is advised to submit their applications through Post/ Hard Copy in the Office of the District Social Security Officer, Cuttack in Office hours of working days only before 24.06.2026 by 05:00 PM.

The application received beyond the date and time mentioned above shall not be taken into consideration.

The undersigned reserves the right to cancel or alter the notification partly or fully as and when it may be required.

Signature valid

Signed by: Dattatraya
Bhausahab Shinde,
COLDM,
Collectorate Office Cuttack
Date:03-Jun-2026 16:06:23

Collector &

Chairman

Cuttack

DMT-DDRC,

Memo No. 1807 SS / Date 03-06-2026

Copy forwarded to District Office Notice Board, Collectorate, Cuttack/
Sub-Collector Sadar-Cuttack, Athagarh & Banki/ All BDOs/ All EOs/All Tahasildars/
all members of DMT, Cuttack/ All DSSOs / DIPRO, Cuttack for information with an
instruction to publish the same for information of NGOs/Public for wide publicity.

Signature valid

Signed by: Dattatrya
Bhausahab Shinde,
COLDM,
Collectorate Office Cuttack
Date: 03-Jun-2026 16:06:23

Chairman

DMT-DDRC,

Cuttack

Memo No. 1808 SS / Date 03-06-2026

Copy forwarded to the District e-Governance Manager, Cuttack for
information & necessary action with an instruction to upload the same in the District
Website till 24.06.2026

Signature valid

Signed by: Dattatrya
Bhausahab Shinde,
COLDM,
Collectorate Office Cuttack
Date: 03-Jun-2026 16:06:23

Chairman

DMT-DDRC,

Cuttack

