



Government of Jammu & Kashmir  
**OFFICE OF THE DISTRICT PROGRAMME OFFICER, BANDIPORA**  
(Phone No 01957225173 Fax No.019572250173)

## Tender notice/Proposal

**Subject: - Proposals for operating One Stop Centre for women at Bandipora from the interested Parties/Firms/NGO.**

The Department of Social Welfare intends to establish a "One Stop Centre 'OSC'" at Bandipora for women under the scheme launched by the ministry of women and Child Development, Government of India. The scheme envisages for supporting the women affected by violence both in private and public spaces and who are the victims of physical, sexual, emotional, psychological and economical abuse. In this regard proposals are invited from the interested Parties/Firms/NGO's for establishment and management of One Stop Centre for women at Bandipora, initially for a period of 02 years from the date of start of the contract. The requirement of human resource to run the "One Stop Centre" smoothly (24 x7) is as under:-

- Centre Manager
- Case Worker
- Police officer
- Legal Counselor
- Medical Assistant
- Psycho Social Councilor
- IT Personal
- Security Guard

**The intending agencies willing to bid for the assignment should fulfill the following criteria:-**

1. The Agency/ Organizations/institution/Trust/NGO should be registered under the relevant Act for a minimum period of 03 years and is involved in Programs related to women & Children.
2. The Agency Should be financially secure, having maintained audited balance sheets of the accounts for the last 03 years.
3. The Agency should have an experience of undertaking similar assignments with the state or central Govt. agencies (supporting documents to be submitted).

4. The Agency should have qualified qualified, experience and professional human resource in the required sectors working on full time basis.
5. The Agency should not be blacklisted by any funding agency and no court case should be against the organization.
6. The Agency must agree with the Objectives. Financially Resources, expected outputs etc. set in the guidelines of the scheme.
7. The Agency must have clear policies on Human resource Engagement, Administrative Capacity and Management skills.
8. The Agency must have technology to integrate OSC with 181 universal helpline for Women in Jammu and Kashmir and must also have web based MIS to enable cases to be monitored from District to Central Level.
9. The Agency must provide the relevant information in the proposal such as introduction of the organization, correspondence address ( email address & contact number) Organization is registered under which act and Registration Certificate; brief report of activities undertaken in last 03 years. Summary of audited accounts of last 03 years and list of all regular positions working in the organization.
10. The Agency must furnish self-attested affidavit about
  - I. Not blacklisted
  - II. No Court Case
  - III. Agree with the objectives and outputs set in the guidelines of the scheme.


**The proposals should be Marked, Packaged and submitted as under:-**

- A. Sealed proposals shall be submitted in one outer and two inner envelops.
- B. The 1<sup>st</sup> envelope shall be marked "Technical Proposal" mentioning the RFP title on top and addressed as follows:-  
District Programme Officer ICDS Bandipora.
- C. In case any technical Bid is found to be incomplete in any respect, the same shall be rejected summarily.
- D. The 2<sup>nd</sup> Envelop shall be marked as "Financial Proposal" mentioning the RPF title on top and addressed in the same manner as 1<sup>st</sup> envelope.
- E. In the Financial proposal, the rates should be indicated clearly, both in figures and in words in Indian currency. The rates quoted should be inclusive of all taxes. No additional amount will be paid for Taxes, over and above the quoted rates.
- F. Both inner envelopes properly sealed be kept an outer envelope, mentioning the RFP title on top and addressed in the same manner as the first inner envelope.
- G. All the three envelopes that is two inner and one outer shall indicate Agencies name and address.
- H. The rates quoted should remain valid for a period of 24 months from the date of opening of tender.
- I. Proposals received in any manner other than as outlined will be invalidated.



- J. The proposals may be sent within a period of 10 days from the date of publication of this notice in the local dailies.

The interested parties can also have details with regard to establishment & management of one stop center available /download on website [www.wcd.nic.in](http://www.wcd.nic.in).

  
District Programme officer  
ICDS Bandipora (Member Secretary OSC)