



Government of West Bengal
Office of the District Magistrate, Cooch Behar
&

Cooch Behar Zilla Shishu Shramik Kalyan Parishad, (NCLP), Cooch Behar

e-Mail Address: nclpcbr@gmail.com

No.: NCLP/50/02/2016-2017

Dated: 09/01/2017

Expression of Interest is invited from Non Government Organisations (NGO) **to be engaged as Facilitating NGO for running Special Training centre in 12 blocks of Cooch Behar district.**

Interested NGOs may download further details from www.coochbehar.gov.in. EOI with required documents as attachments, shall be sent by hand /speed post / registered post in a closed envelope super scribed as "Expression of Interest for running Special Training Centre under NCLP,Cooch Behar" to the office of the District Magistrate ,NCLP Section, Sagar Dighi complex, Cooch Behar, Pin: 736101 on or before 20th January, 2017 before 5:00 PM.

Qualifying Criteria

1. Registered body under the Societies Act 1860.
2. Having minimum previous 3 years of audited statement of expenditures.
3. Having minimum 5 years of experience in implementing community empowerment programme funded by external funding agencies/ Govt.
4. Minimum fixed asset of ₹2.00 Lakhs.
5. Experience in implementing Child development related projects through communities.
6. It must be mentioned in the bye laws of the NGOs that they can run any special school or Centre for child rehabilitation.
7. Must have an operational office in Cooch Behar District.

Prioritization Criteria

1. Regular professional staff presents in the organisation at the district/Block level for community empowerment, livelihoods support, Welfare and developmental activities.
2. Number of years experience in working with Government.
3. Experience in number of years in child related welfare activities.
4. Field presence in the applied block in years.
5. Any award or recognition receive from Government or any other Agency.

ANNUAL BUDGET FOR ONE SPECIAL TRAINING CENTRE (STC)

1.	(i) Volunteer Teacher) = (1 x ₹6000 x 12months) # (ii) Volunteer Clerk cum record keeper(1) = (1 x ₹5000 x 12months) - (iii) Volunteer Helper(1) = (1 x ₹3500 x 12months)	₹. 72,000/ ₹. 60,000/- ₹. 42,000/-
2.	Rent, Electricity, Water charges etc (₹2000 per month x 12months) /-	₹. 24,000
3.	Teaching learning Material (Annual) -	₹. 15,000/
4.	Contingencies amount for miscellaneous expenditure (Annual)	₹. 4,000/-
5.	Health kit per Special Training Centre (Annual)	₹. 1,500/-
Total (1+2+3+4+5) :		₹.218,500/-
Stipend (₹150 x 50children x 12 months) through DBT ₹.90,000		

Note:-

1. If there are no funds available under SSA / State Sector Scheme for uniform and textbook etc, then an expenditure of up to ₹.15,000/- per Special Training Center under NCLPS per annum is permissible under this head for textbooks, notebooks, stationery, schoolbag, games and craft material.
2. # One Volunteer Teacher for children strength up to 20 and Two for above 20.

Role and Responsibility of Entrusted NGOs

1. Withdrawing target children from work and providing them with meaningful transitional options such as convergence with local schools for admission;
2. Selection of suitable place according to the record of Base line for Special Training Centres(STCs) for bridge education and pre-vocational & vocational training.
3. NCLP Special Training Centers (STCs) would be operational if it is certified by District Education Officer that no special training centre(s) under SSA is in operation in the specified area.
4. Section 4 of the RTE Act 2009 provides that where a child above 6 years of age has not been admitted to any school and though admitted, could not complete elementary education, then he /she (Shall be admitted to an age appropriate class; When a child is directly admitted, in order to ensure that he/she is at par with others, he/she shall have a right to be provided special training
5. Therefore after identification and withdrawal from work, the child worker must be enrolled in a regular neighborhood school.
6. Rescued child workers in the age group of 5-8 years should be directly linked to school. Identified children in the age group of 9-14 years will be rehabilitated through the NCLP Special Training Centers(STCs) run under the district project society .
7. Finally the student of the STC shall be mainstreamed into the formal education system.

Self attested Copies by Secretary /President of the following documents need to be submitted along with the EOI form.

1. Photocopy of Registration certificate.
2. Photocopy of Previous 3 years audited statement of expenditures. (2012-13, 2013-14, 2014-15)
3. Photocopy of Previous 3 years Annual Report.
4. Profile of professional staff of the organization.
5. Photocopy of MoU/ agreement/ work order any documentary evidence of working for Govt. or special projects or Govt. undertakings for implementing any welfare programme.
6. Photocopy of Bye laws of the Registered NGO.
7. Address proof of functioning field office in the District.
8. Self declaration that the NGO not have been black listed for miss use of public fund, non delivery of satisfactory service in a previous project or any other misdemeanor.

Please take note of followings:

- If applying for more than one block, please mention your preferences.
- Documents (qualifying criteria) required are to be arranged sequentially, or else the application will be rejected.
- No other format (Annex B) will be accepted except the attach one.



**District Magistrate & Chairman
Cooch Behar Zilla Shishu Shramik Kalyan Parishad (NCLP)
Cooch Behar**

Memo No.: NCLP/50/1(4)/02/2016-2017
Copy forwarded for information to:

Dated: 09/01/2017

- 1) The Labour Commissioner, Govt. of West Bengal, Office of the Labour Commissioner, New Secretariat Building (11th Floor), 1, K.S. Roy Road, Kolkata – 700001.
- 2) The Sub-Divisional Officer, Cooch Behar Sadar / Dinhat / Mathabhanga / Tufanganj / Mekhliganj with request for publicity.
- 3) The Block Development Officer, Cooch Behar I & Cooch Behar II, Dinhat I, Dinhat II, Sitai, Sitalkuchi, Mathabhanga I, Mathabhanga II, Tufanganj I, Tufanganj II, Mekhliganj, Haldibari with request for publicity.
- 4) The District Informatics Office, NIC, Cooch Behar with request to upload it along with enclosed format on the district website.



**District Magistrate & Chairman
Cooch Behar Zilla Shishu Shramik Kalyan Parishad (NCLP)
Cooch Behar**

Annexure B

01.	<p><u>INTRODUCTION</u></p> <p>a. Name of the organization –</p> <p>b. Abbreviation name of the organization, if any</p> <p>c. Address of the organization</p> <p style="padding-left: 20px;">i) Mailing / Correspondence office</p> <p style="padding-left: 20px;">ii) Visiting office</p> <p>d. Contact Person</p> <p style="padding-left: 20px;">i) Name –</p> <p style="padding-left: 20px;">ii) Designation / Title –</p> <p style="padding-left: 20px;">iii) Telephone No - Landline – Mobile – Email –</p> <p style="padding-left: 20px;">iv) Address, if different from –</p>																									
02	Block/s applied for as per their preferences. (No. 1. means most preferred).																									
03	<p>IDENTITY / LEGAL STATUS</p> <p>i) Is organization registered</p> <p>ii) If yes, Under Society Act Under Trust ship Act Under Company Act Any other (section – 25) If any other, specify –</p> <p>iii) Registration no and Date of registration –</p> <p>iv) Since how long it is operational (No. of years) –</p> <p>v) Operational area of the organization - State /s– (only indicate the number) District/s , Block/s , Village/s</p> <p>vi) Whether organization is registered under FCRA - Yes /No</p> <p>vii) Whether it is registered under Income Tax - Yes / No</p>																									
04	<p>i) Does organization has a governing body If yes, what is tenure of board member</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;">Sl.No</th> <th style="width: 30%;">Name & Address</th> <th style="width: 10%;">Gender</th> <th style="width: 40%;">Qualification /Occupation</th> <th style="width: 10%;">Designation</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Sl.No	Name & Address	Gender	Qualification /Occupation	Designation																			
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INFRASTRUCTURE DETAILS

Sl.No	Fixes Assets	Value as per balance sheet 2014-15
	Land & Building	
	Vehicles	
	Communication	
	Others	

Current projects / programs with Govt. (on going) including Child devt. projects

Sl.no.	Name/Title of Project	Duration (From –To)	Sponsors	Target area	Project cost Total/ Yearly	Target group

FINANCIAL SUSTAINABILITY

i) What was the organizational turnover for last three years –

2012-13	2013-14	2014-15

Out of total budget, what amount constitutes under following heads / sources –

- a. Donor support –
- b. Governmental Support –
- c. Local contribution / funding –
- d. Organization own income –
- e. Others (specify) –

Declaration

I hereby confirm that we are interested in undertaking the proposed assignment to the best of our capabilities and the proposal has the approval of the management committee of the participating organization. All the information provided in the application is genuine and accurate and should any data found to be false the organization shall be liable for action as deemed fit by the EOI inviting Authority.

Authorized Person's Signature

Name and Designation: