



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER-cum
DISTRICT MISSION DIRECTOR, SUNDARGARH

E-Mail- sngcdmo@gmail.com



Letter No ..2347.....

Date...18/07/25.....

To,

The Joint Director (Advertisement)
I & PR Deptt., Lok Sampark Bhawan
Bhubaneswar, Odisha

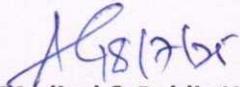
Sub: Regarding Publication of Advertisement notice of request for proposal(RFP) for the "Operation and Management of Maa Gruha (Maternity Waiting Homes) in partnership Mode out of DMF, Sundargarh"

Madam/Sir,

With reference to the subject cited above you are requested to publish the advertisement (the draft copy attached) in B/W using minimum space as per the Govt. norms in two leading Odia daily and two leading English daily newspapers for one day's in all edition.

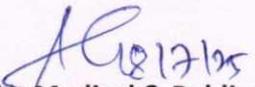
You are also requested to submit the bill as per the I & PR rate along with a copy of the Newspaper within 15 days of publication of advertisement to the under signed for release of payment

Yours Faithfully


Chief District Medical & Public Health Officer,
Sundargarh

Memo No...2348.....Dated:18/07/25.....

1. Copy to the D e-GM, OSWAN Cell, Sundargarh for information and necessary action. He is requested to publish the above advertisement in the district website along with the documents annexed.
2. Copy to the DI&PRO, Sundargarh for information and necessary action.
3. Copy forwarded to the CEO, DMF for favour of information.
4. Copy submitted to the Collector & DM, Sundargarh far favour of kind information.


Chief District Medical & Public Health Officer
Sundargarh



RFP No. CDM&PHO/SNG/2025-26/01 Dated 18-07-2025

REQUEST FOR PROPOSALS

For

**“Operations and Management
of Maa Gruhas (Maternity Waiting Homes)
in Partnership Mode out of
DMF, Sundargarh”**

**Chief District Medical & Public Health Officer
Sundargarh**

2025

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DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to bidder(s), whether verbally or in documentary form by or on behalf of the District Authority under Department of Health & Family Welfare, Govt. of Odisha, or any of their employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP document. This RFP document is not an agreement and is not an offer or invitation by the District Authority or its representatives to any other party. The purpose of this RFP document is to provide interested parties with information to assist the formulation of their proposal and detailed Proposal. This RFP document does not purport to contain all the information each bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Department, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP document. Some bidders may have a better knowledge of the proposed Project than others. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. District Authority/ Department, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. District Authority/ Department may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.



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SECTION 1: NOTICE INVITING PROPOSALS

Detailed proposals are invited from eligible entities to select the Agency for the "Operations and Management of Maa Gruha".

IMPORTANT TIMELINES

Sl. No.	Activity	Timeline
1.	Date of advt. publication.	Date: 19/07/2025 (The detailed RFP document downloadable from Website: https://sundargarh.odisha.gov.in)
2.	Date & Time of Pre-bid meeting	Date: 25/07/2025 Time: 11.00 AM Venue: Conference Hall, O/O the CDM & PHO-cum-District Mission Director NHM, Sundargarh-770001.
3.	Last date for submission of the Proposal	Date: 11/08/2025 Time: 05.00 PM Details of the Name and address for submitting the proposal are mentioned at Section 2: Schedule of Submission. NB: Proposals should be submitted through Speed post/Registered post only. No other form of submission will be accepted. Proposal(s) submitted after the due date & time will not be accepted.
4.	Opening of the Proposal at the District.	Date: 12/08/2025 at 11.30 A.M. Place: Conference Hall of CDM & PHO, Sundargarh

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SECTION 2: SCHEDULE OF PROPOSAL SUBMISSION

The following are the location wise list of Maa Gruha Projects for which proposals are invited. The Bidders are requested to submit their application as per the details below:

Sl. No.	RFP No.	Name of the Location & Block of Establishment of Maa Gruha	District	Address for submission of Proposal
1.	NHM/MWH/2025/01	Gundiadihi, Lephripara	Sundargarh	The CDM&PHO-cum-District Mission Director, Sundargarh, Odisha-770001
2.	NHM/MWH/2025/02	Chandiposh, Gurundia		
3.	NHM/MWH/2025/03	Koira, Koira		

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SECTION 3: INSTRUCTION TO BIDDERS

3.1 SCOPE OF PROPOSAL

Interested bidders fulfilling the eligibility criteria may apply for one or more than one Maa Gruha project(s) by submitting their bid separately for each Maa Gruha Project they are intending to apply, from amongst the Maa Gruha listed in the **Section 2: Schedule of Proposal Submission**. The following points are to be ensured while applying for the project:

- 1) Detailed description of the objectives, scope of services, deliverables and other requirements relating to "Operation and Management of Maa Gruha" are specified in this RFP. The manner in which the Proposal is required to be submitted, accepted and evaluated is also explained in this RFP.
- 2) Proposals must be submitted through Speed Post/ Registered Post only within the due date and time mentioned in this RFP. Application submitted in any other form and received after the due date and time will not be accepted.
- 3) The selection of the Agency shall be based on the evaluation by Desk Appraisal Committee and District NGO Committee, Sundargarh through the Selection Process specified in this RFP. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the CDM & PHO-cum-District Mission Director's decision is without any right of appeal whatsoever.
- 4) The bidder shall submit its Proposal in the form and manner as specified in this RFP. There shall not be any Financial Proposal to be submitted in the tender, as this is a fixed cost-based project. The cost of 12 bedded project is as per the latest budget (approval by DMF, Sundargarh is ₹27,67,699/- per project per annum (fixed cost) as per provision made under DMF, Sundargarh (Annexure-H). The cost may be modified based on approval from DMF, Sundargarh from time to time. The continuation of the project is also subject to the approval of the activity in DMF, Sundargarh.
- 5) Upon selection, the agency shall be required to enter into an Agreement with the CDM & PHO-cum-District Mission Director, Sundargarh for implementation of the Project. The implementation of the "Operation and Management of Maa Gruha" will be guided by the terms and conditions of the agreement.

3.2 ELIGIBILITY CRITERIA FOR THE AGENCY

The entities fulfilling the following criteria are eligible to apply:

- 1) It must be registered as Non-Profit Organization under Societies Registration Act/ Indian Trusts Act/ Section 8 Company.
 - a. If registered under Societies Registration Act, it must have the provision of health services, health care, primary healthcare, and

any other health related services in its memorandum of association.

- b. If it is a Trust or Section 8 Company, it must have been formed to provide health services, health care, primary health care or any other health related services.
- 2) To be eligible to apply, the entity must be in existence for at least 5 years as on 31st March 2025. Organizations established/ registered after 29th Feb 2020 are not eligible to apply.
- 3) The entities must have minimum 5 years of proven field level experience in Health & Family Welfare Programs or any Social Development Sectors as on 31st March 2025.
- 4) The entity if registered in Society Registration Act, must have a Unique ID no. through the portal NGO-DARPAN of NITI Aayog.
- 5) The entities should have an annual turnover of at least ₹50 lakhs per year in the last three financial years i.e. 2021-22, 2022-2023 & 2023-24.
- 6) The entity must enclose documents of having minimum of ₹20 lakhs as fixed assets in the name of the entity in terms of Land, building and other fixed assets as per audit report of last FY 2023-24.
- 7) Entity should have been registered under 12-A of Income Tax exemption.
- 8) The entity must never have been "blacklisted"/ "debarred" from participating in any tendering process by any State Govt./ Central Govt. Institutions. An affidavit to this effect is to be submitted.
- 9) The entity or any of its office bearers must not have been convicted/ case pending against them by any court of law in India or abroad for any civil/ criminal offences. An affidavit to this effect is to be submitted.
- 10) If based on any adverse report against the organization from the District/ NHM/ any Govt. Departments, the partnership of the organization has been discontinued or due to poor performance in implementation of any PPP projects under DMF is identified by the external evaluating agency, then the organization shall not be eligible to apply. In case the services of the organization have been discontinued based on the conduct of any financial irregularities, it will not be allowed to apply.
- 11) The entities must submit an undertaking for the willingness to sign the service level agreement towards the implementation of the project.

3.3 SUBMISSION & SIGNING OF PROPOSAL

The proposal shall be submitted in the following ways:

- 1) The Proposal shall be typed or written legibly in English in indelible ink and shall be signed by the authorized representative of the entities.
- 2) Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Proposal have put his/ their initials prior to submission of the same.

3.4 PACKING, SEALING & MARKING OF PROPOSAL

The proposal and attached documents must be inserted in a single envelope, along with applicant's name and address in the left-hand corner of the envelope and super scribed as Proposal for "Operation and Management of Maa Gruha, _____ (Name of Block/Area/Village) _____(Sundargarh). RFP No. _____ (Please mention the RFP no. as mentioned in Section 2).

The application envelopes shall be addressed to the CDM & PHO-cum-District Mission Director, Sundargarh as per the detailed address mentioned at the Section 2: Schedule of Proposal Submission. If the outer envelope is not sealed and marked as mentioned above, then the O/o the CDM& PHO, Sundargarh will assume no responsibility for the proposal's misplacement or premature opening. Telex, cable or facsimile proposals will be rejected.

3.5 CONTENT OF THE PROPOSAL

The entity fulfilling the eligibility criteria may submit the information/ documents as mentioned in the RFP along with a covering letter on its letter head indicating their interest to apply for the project.

3.6 EARNEST MONEY DEPOSIT (EMD) & BID PROCESSING FEE

EMD of ₹1,00,000/- per project applied for in the shape of a Demand Draft or Banker's Cheque in favour **of ZSS DMF MATRUJYOTI SUNDARGARH** is to be submitted along with the bid. Details of the Demand Draft or Banker's Cheque (DD/BC No., date, name of the Bank) should be mentioned in the bid.

The bidder must furnish as part of technical proposal, the required Bid processing fee amounting to **INR 10,000/- (Rupees Ten Thousand only)** in shape of Demand Draft or Banker's Cheque from any Nationalized/scheduled Bank in favour **of "ZSS DMF MATRUJYOTI SUNDARGARH"**. Proposal received without bid processing fee will be out rightly rejected.

The EMD will be refunded after selection of the successful bidder. No interest will be paid on the EMD. Bid proposals not accompanied by EMD will not be considered. EMD of the bidder will be forfeited if it is discovered that the bidder has submitted false or forged or incorrect or misleading documents or information.

3.7 SEQUENCE OF PROPOSAL SUBMISSION

The following sequence must be followed while submitting the documents in the proposal/ bid. The declaration in the same format required to be submitted in the Annexure-A along with the bid.

Sl. No.	Sequence of the Document(s) to be submitted
1.	EMD of ₹1,00,000/- in the mode of DD/BC.(Refundable)
2.	Bid Processing Fee -₹10,000/- in the mode of DD/BC.(Non-refundable)
3.	Covering letter for the project by the Entity in its letter head.

Handwritten signature

Sl. No.	Sequence of the Document(s) to be submitted
	(Document. 1)- To be submitted in Form - T1 .
4.	Profile of the Agency (Name, Address, Registration etc.). (Document. 2)- To be submitted as per Form T2 .
5.	Copy of the Registration Certificate or equivalent certificate. (Document. 3)
6.	Copy of the Memorandum of Association or equivalent document. (Document. 4)
7.	Copy of Unique ID No. through the portal NGO-DARPAN of NITI Aayog. (Document. 5).
8.	Copy of the 12A Certificate. (Document-6)
9.	Copy of the 80G. (Document-7)
10.	Annual Financial Statements with audit report attached for the last three financial years 2021-22, 2022-2023 & 2023-24 duly audited by a qualified CA. (Document. 8) To be submitted in Form-T3
11.	Annual Reports of the entity for the last three years i.e. 2021-22, 2022-2023 & 2023-24. In case run by the PSUs, annual reports of the PSUs. (Document. 9). Organizations not preparing annual reports should provide legitimate reasons for not preparing the same.
12.	Fixed Asset Statement of last Financial Year duly audited by a qualified CA. (Document. 10) To be submitted in Form-T4
13.	Work experience of the Agency. (Document. 11). To be submitted in Form-T5
14.	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Government Funding. (Document. 12)
15.	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Private Funding. (Document. 13)
16.	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector in the Sundargarh district. (Document. 14)
17.	MoU/Agreement documents pertaining to multi-state work experience in MCH programme out of any funding support. (Document. 15)
18.	Names of the office bearers along with their addresses (in case of Trusts and Registered Societies)/ Names of the key personnel along with their addresses for Other Organizations. (Document-

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Sl. No.	Sequence of the Document(s) to be submitted
	16)
19.	Name of the Staffs & qualification in the payroll, other than Funding Project Staff (ANM and other Managerial and Accounts Staff). (Document-17)
20.	An undertaking that the Office Bearer of the Agency has not been convicted/case pending by any court of law in India or abroad for any criminal offence. (Document- 18) . To be submitted Form – T6 .
21.	A certificate that the bidder has never been "blacklisted"/debarred from participating in any tendering process by any State Government/Central Government institutions. (Document- 19) To be submitted in Form – T7 .
22.	An undertaking that the Agency is willing to sign the service level agreement/MoU. (Document 20) . To be submitted in Form – T8 .
23.	Copy of PAN card of the Agency (Document: 21)
24.	Copy of Bank Passbook of the Agency. (Document: 22)
25.	Copy of the document relating to the presence of Agency in the State of Odisha either land or building record issued in the name of Agency/lease agreement in affidavit mode. (Document: 23)
26.	Copy of the award certificate (National/State/District level) received from any Govt./Govt. Institutions only (Document: 24)
27.	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation (Document 25)
28.	An undertaking regarding the "Number of years of work at Sundargarh in partnership with different Public and Private Organization" in chronological sequence- with Photocopies of MOU with the Partner Agencies. (Document-26)

Note: All the information, documents, filled in forms must be submitted with clear indication of the Page Number as per above. In case the document contains more than one page, it should be properly bound and identified with clear heading on the first page. All pages of above supporting documents and proposal must be signed by the Authorized signatory of the entity along with seal, failing which the application shall be rejected out rightly.

3.8 FINANCIAL BID

No financial bid is required to be submitted as this is a fixed cost-based project.

3.9 NUMBER OF PROPOSALS & EMD

Interested bidders fulfilling the eligibility criteria may submit single proposal for anyone/ more than one or all Maa Gruha(s). But they must attach a Cover Letter to CDM & PHO, Sundargarh regarding the number and names of the Block of Maternity waiting homes they are interested to manage in order of preference in a tabular form. However, EMD of ₹1,00,000/- per project is applied for in the shape of a Demand Draft or Banker's Cheque in favour of ZSS DMF MATRUJYOTI SUNDARGARH is to be submitted along with the bid.

3.10 COST OF PROPOSAL(S)

The bidder shall be responsible for all the cost associated with the preparation of their proposals and their participation in the selection Process. The concerned district authority will neither be responsible nor in any way be liable for such costs, regardless of the conduct or outcome of the selection process.

3.11 ACKNOWLEDGEMENT BY THE BIDDER

- 1) It shall be deemed that by submitting the Proposal, the bidder has:
 - (a) Made a complete and careful examination of the RFP.
 - (b) Received all relevant information requested from the concerned District authority.
 - (c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the concerned district authority relating to any of the matters stated in the RFP Document.
 - (d) Satisfied itself about all matters, things and information, necessary and required for submitting the Proposal and performance of all its obligations there-under.
 - (e) Agreed to be bound by the undertaking provided by it under and in terms hereof.
- 2) The concerned district authority shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake in any information or data given by the concerned district authority.

3.12 LANGUAGE

The proposal with all accompanying documents (the "**Documents**") and all communications in relation to or concerning the selection process shall be in English language and strictly as per the forms provided in this RFP. No supporting document or printed literature shall be submitted with the proposal unless specifically asked for. In case any of these Documents is in another language than English, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

3.13 PROPOSAL DUE DATE

RFP filled in all respect must reach O/o the CDM & PHO, Sundargarh at the address, time and date specified in the Section 1: Notice Inviting Proposal, through **Speed Post/ Registered Post** only. If the last date for the submission of RFPs is declared as a holiday, the RFPs will be received up to the appointed time on the next working day.

3.14 RFP OPENING & PROCESS OF SELECTION

- 1) The district authority of Sundargarh will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the location, date and time mentioned in the Section Notice inviting proposal.
- 2) The Bidder/ their Authorized Representatives who will be present shall sign a register recording their attendance.
- 3) In the event of the specified RFP opening date being declared a holiday, the RFPs shall be opened at the appointed time and location on the next working day.
- 4) The Desk Appraisal Committee constituted for conducting the selection process of MWH Management project will conduct the Desk Appraisal.
- 5) The Desk Appraisal Committee at the District level will conduct the screening process of the valid proposals received within the due date and having EMD attached. The Committee will verify whether all the required documents as per the advertisement have been submitted along with each proposal. If at all, any deficiency in document submission is found out in any of the proposal, the same will be informed to the Agencies through inviting objection.
- 6) After conducting further process, the qualifying checklist of the desk appraisal process along with the reasons of rejection, if any, will be hosted in the District Website inviting objection by giving 7 days' notice.
- 7) After 7 days of objection invitation, the Desk Appraisal Committee will finally call the eligible Agencies to the office of CDM & PHO, Sundargarh for necessary verification of their original documents vis-à-vis documents submitted with their application/bid.
- 8) After verification of the original documents, the Desk Appraisal Committee will award score in the prescribed score sheet. No field appraisal process will be conducted for selection.
- 9) The merit list of the Agencies will be prepared those have secured minimum 50% score in the score sheet in order to be eligible for merit.
- 10) The process will be approved in the District NGO Committee meeting Chaired by the Collector & DM, Sundargarh and the Agency in the top of the merit list shall be awarded to manage the MWH/ MWHs with intimation to DMF, Sundargarh.
- 11) The final selection result will be hosted on the District Website.

3.15 CONDITIONS OF SELECTION

In this district maximum up to any 10 partnership projects (including existing and new) under ZSS, Sundargarh can be sanctioned to a particular Agency. In

case credible NGOs/ Agencies are not available, the case will be decided by the District NGO Committee, whose decision will be final in the matter.

3.16 POST SELECTION PROCEDURE

- 1) Only after approval at the level of DMF and by Collector & DM, Sundargarh as the Managing Trustee of DMF, Sundargarh; the selected agency will be informed in writing of their selection for the project. CDM & PHO, Sundargarh will issue the letter of award to the selected agency.
- 2) Further, the district will host in the district website the name of Agencies finally selected/ approved for Operations & Management of Maa Gruha project in the Sundargarh district.
- 3) Within 15 days of the issue of the letter of award, the selected agency will be required to inform the Chief District Medical & Public Health Officer-cum-District Mission Director, Sundargarh in writing of its acceptance of the award, failing which, the award will be offered to the 2nd rank bidder in the merit for the project.
- 4) On completion of these formalities, the district authority will inform the selected agency regarding date of signing of the Agreement/ MoU.



SECTION 4: TERMS OF REFERENCE

4.1 BACKGROUND

Health care service delivery in remote & inaccessible area remains a challenge due to shortage of health service providers and inadequate health infrastructure. With the aim of promoting institutional births and reducing the high maternal and child mortality rates in the inaccessible zones of rural areas, the Government through National Health Mission is supporting for creation of MAA GRUHA (Maternity Waiting Homes) as an innovative intervention as these MWHs are actually providing nutritional support to ANC mothers, it has been decided to follow this model as it is supported from DMF, Sundargarh. It is a temporary home for expectant mothers where they can await their delivery and be transferred to a nearby public health facility shortly before delivery, or earlier should complications arise. On onset of labour, they are to be shifted to nearby public health facility having Basic Emergency Obstetric Care (BEmOC) facilities for delivery. NHM has taken intensive efforts to involve non state entities to manage MAA GRUHA in the identified blocks in partnership with NGOs/ Trusts.

4.2 SCOPE OF WORK FOR MAA GRUHA OPERATIONS

- 1) Accommodation facilities for expectant mothers & her escorts.
- 2) Provision of free food for expectant mothers and dependents/ escorts.
- 3) The Maa Gruha will be managed by ANM, three Lady Health Assistants and Cook under the project.
- 4) Regular health check-up and counselling to the pregnant women.
- 5) Coordination with nearest health facility/CHC and necessarily follow up etc.
- 6) Diagnostics such as Haemoglobin, HIV, Malaria, Blood Sugar, Blood Pressure, Urine check, etc. to be done on priority within 24 hours of admission at Maa Gruha in coordination with the nearby Health facility.
- 7) Provision of all required micronutrients such as Iron, Folic Acid, Calcium, etc. and other essential medicines at Maa Gruha in coordination with local Health Facility.
- 8) Provision of transportation and related services for pregnant women must be ensured and all costs borne by the Agency.
- 9) Provision of recreational facility/ health education sessions through IEC & Audiovisual aids at the Maa Gruha.
- 10) Client friendly and safe environment for pregnant women & support at the Maa Gruha.
- 11) Regular coordination and follow up with the ANMs and ASHA workers of the tagged villages/ GPs for mobilization of cases.
- 12) The Agency shall maintain an up-to-date digital dashboard linked to the District Health Monitoring System. This includes mandatory:
 - a. Uploading of Monthly Performance Reports (MPR),
 - b. Incorporation of beneficiary feedback from beneficiaries/ PW,
 - c. Real-time entry of data on admissions, diagnostics, referrals, staff deployment, and other key indicators suggested by the district health department.

- 13) The District Administration, based on the assessment of services provided and requirements of the people, may suggest inclusion/ extensions of related health services and the scope may be revised during the project tenure based on the health priorities and fund availability under DMF Sundargarh.

4.3 KEY DELIVERABLES UNDER THE PROJECT

- 1) There should not be continuous vacancy of any staff for a period of maximum 45 days in the Maa Gruha.
- 2) Minimum 20 Pregnant Women must be admitted on an average in a month.
- 3) 100% of the admitted cases should undergo institutional delivery.
- 4) Minimum 90% admitted pregnant women should be from the tagged GPs/ Villages.
- 5) Minimum 90% sector meetings (under tagged villages) should be attended by the NGO/ Agency.

4.4 HUMAN RESOURCES FOR MAA GRUHAS

Sl. No.	Category of Staff	No. of post(s)	Eligibility & Qualification
1.	ANM (Female)	02	<ul style="list-style-type: none"> • Age – She must have attained the age 21 years and should not be above 50 years of age as on the date of advertisement. • Minimum Qualification – The candidates must have passed the HSC examination & shall have completed ANM course from an institution recognized by Govt. and approved INC and must have registered in the Odisha Nursing Council. • She should have passed Odia language in M.E. standard.
2.	Lady Health Assistant	03	<ul style="list-style-type: none"> • Age – She must have attained the age 21 years and should not be above 50 years of age as on the date of advertisement. • Minimum Qualification – Minimum +2 pass from any stream. • She should have passed Odia language in M.E. standard.
3.	Cook-cum-Attendant	02	<ul style="list-style-type: none"> • Age – She must have attained the age 21 years and should not be above 50 years of age as on the date of advertisement. • Minimum Qualification – Minimum 7th Standard.

The staff so engaged/ recruited/ appointed by the Agency shall be exclusively on the pay roll of the Agency and shall under no circumstances these staff will ever have any claim, whatsoever for appointment with the Government. The Agency shall be solely responsible for the performance and conduct of the staff notwithstanding the source of hiring such staff. The Agency shall be fully responsible for adhering to provisions of various laws applicable on them including the Labour Laws. In case the Agency fails to comply with the provisions of the applicable laws and thereby any financial or other liability arises on the Government by Court Orders or otherwise, the Agency shall be fully responsible to compensate/ indemnify to the Government for such liabilities. For realization of such damages, Government may even resort to the provisions of any Act, which is in force or other laws as applicable on the occurrence of such situations.

The selected agency must complete the above recruitment process within 20 days after getting the sanction letter. Following terms and conditions must be followed during the recruitment process by the agency:

- 1) Recruitment must be through the process of a fair selection through an open and competitive process with proper documentation. The list of the selected staff must be submitted to the CDM&PHO-cum-District Mission Director, Sundargarh.
- 2) In case of any change of staff made by the agency (with valid justification), one month notice will be served to the concerned staff. However, in case of resignation made by the staff she must intimate to the agency one month in advance from the date of the disengagement. During the in-terming period fresh staff will be depute by the agency. The entire process must be promptly communicated to the CDM&PHO-cum-DMD, Sundargarh.
- 3) If anybody wants to resign/ disengage immediately, the agency must replace with another staff fulfilling eligibility criteria immediately without hampering the services.

4.5 INFRASTRUCTURE SPECIFICATIONS FOR MAA GRUHAS

- 1) If a government-owned building is not available, the selected agency may rent a private premises with a minimum area of 1,000-1,200 sq. ft., subject to a lease agreement approved by the District Authority. The premises must comply with the prevailing building safety norms, fire safety regulations, and accessibility standards in Odisha.
- 2) Before finalizing the building, a building inspection report must be submitted to the District Authority for review & approval. Approval for operating the Maa Gruha will be granted only after the Authority verifies and cross-checks the premises based on the report.
- 3) In alignment with NHM guidelines for medical service infrastructure, the leased premises must meet the following minimum specifications:
 - (a) Total Area: Between 1,000 to 1,200 sq. ft.
 - (b) Layout Requirements:
 - i. One hall (minimum 10 ft. x 15 ft.) for accommodation or group activities.
 - ii. One office room for administrative work.
 - iii. One storage room for medical and other supplies.

- iv. One meeting room for training or discussions.
 - v. One kitchen with basic amenities.
 - vi. Minimum two toilets & bathrooms with adequate sanitation.
- 4) The facility should have 12 beds (ANC-8 & PNC-4 beds) for accommodating expecting mothers. Additionally, 2-3 extra beds should be arranged to accommodate attendants or to manage occasional patient overload.
 - 5) The Maa Gruha must have a dedicated kitchen and office room, along with electricity connection and backup power (via inverter or generator). An Aqua Guard or equivalent water purifier must be installed to ensure round-the-clock availability of safe drinking water within the premises.
 - 6) The premises must have proper toilets with running water facilities.
 - 7) While selecting the premises, the agency must ensure adequate privacy and safety for the admitted beneficiaries.
 - 8) If the Maa Gruha infrastructure has been developed under Zila Swasthya Samiti (ZSS) or District Mineral Foundation (DMF), then no house rent, lease amount, or any related reimbursement shall be provided to the Agency.

4.6 PERIOD OF PARTNERSHIP

The initial duration of the project shall be one (1) year. Based on the availability of funds under the District Mineral Foundation (DMF), Sundargarh, and satisfactory performance of the Agency, the agreement may be renewed for an additional period of two (2) years in the first instance.

Subject to continued performance and funding availability, the partnership may be further extended, with the total duration not exceeding five (5) years, including the initial one-year term.

4.7 OTHER TERMS & CONDITIONS

- 1) The selected Agency will have to open a separate saving bank account for this grant-in-aid in any Nationalized Bank. The account will be opened in the name of the project, which shall be operated jointly by at least two office bearers authorized for the purpose by the management committee of the Agency.
- 2) The Agency agrees that no money would be collected from the admitted cases in the Maa Gruha towards, food, accommodation facility, any clinical consultation, diagnostic services, and transportation to the Delivery Point or any other service(s).
- 3) The agency will agree that the concession granted will not be treated as a business venture and will not be used to make profits.
- 4) The selected Agency must submit the monthly progress report on the functioning of Maa Gruha in a standardized format to the Block Public Health Officer, CDM & PHO-cum District Mission Director, NHM, Sundargarh.
- 5) The amount of grant should be utilized only for the purpose for which it is sanctioned, and the unspent balance of the grants shall be refunded after the closure of the financial year.

- 6) The Agency will submit quarterly statement of expenditure and progress report to the District Programme Management Unit (DPMU), office of the CDM & PHO, Sundargarh. At the end of the project year, the Agency shall furnish Annual Report of the project along with the audited reports.
- 7) The agency agrees that by signing the Agreement, no right on the property and assets of the facilities will be transferred to them now or at any future date. The agency will not claim any proprietary rights on land, buildings or any moveable or immovable assets situated on the land pertaining to the facilities or in use in the facilities.
- 8) The partner Agency would furnish a certificate of up-to day payment along with copies of scroll to the District Authority every month under information to the DMF Cell, Sundargarh.
- 9) The Agency shall ensure that all food provided to pregnant women and their escorts is nutritionally balanced and aligned with dietary standards prescribed by a certified nutritionist, prioritizing maternal and foetal health.

4.8 SIGNING OF THE AGREEMENT

The selected agency shall have to execute an agreement with the ZSS, Sundargarh within 15 days from the date of acceptance of award of contract. Before execution of the agreement, the bidder shall have to deposit Performance Security Deposit as per norm.

4.9 COMENCEMENT OF OPERATIONS OF MAA GRUHA

The selected agency shall commence the service within 15 days from the date of signing of the Agreement. If the agency fails to commence the service as specified herein, the District Authority may, unless it consents to the extension of time thereof may cancel the agreement and forfeit the Performance Security Deposit.

4.10 PERFORMANCE SECURITY

The selected agency on acceptance must provide the District Authority a Bank Guarantee for ₹1,00,000/- (Rupees One lakh only) per project in the name of ZSS DMF MATRUJYOTI SUNDARGARH, from a Nationalized Bank valid for a period of minimum one year as performance security of the project which will have to be extended for a further period based on the period of extension.

4.11 PAYMENT MODALITIES

- 1) Grant-in-Aid for the project shall be released to the Agency based on the budget provisions made in the DMF budget.
- 2) The disbursement/ release of funds by ZSS to the Agency would be in three instalments i.e. 30%, 35% and 35% in advance of the Total Project Cost.
- 3) The 1st instalment i.e. 30% will be released after signing of the MoU and submission of the Performance Security. The 2nd instalment, i.e. 35% will be released on 4th month after receipt of the utilization certificate for 75%

of the 1st instalment. The 3rd instalment i.e. 35% will be released after receipt of the utilization certificate for 75% of the 2nd instalment on the 9th month of annual project period.

- 4) The DPMU, NHM, Sundargarh will make assessment of the project in every six months of operation and annual assessment of the project using the standardized checklist. Further, evaluation of the project will be conducted by Independent External Agencies after three years of completion of project period.
- 5) Performance Incentive to staff of Maa Gruha shall be released on annual basis. It will be in proportionate to the performance of the Agency as per their annual performance assessment conducted by the District Authority based on the norms prescribed as mentioned below:
 - i. If the project scores from 50 % to 69%, the performance is to be considered as Good. In this case each staff will get 15% Performance Incentive (PI) on their base remuneration.
 - ii. If the project scores from 70% to 79%, the performance is to be considered Very Good, each staff will get 20% PI on their base remuneration.
 - iii. If the project scores 80% & above, the performance is to be considered Outstanding, in this instance, each staff will get 25% PI on their base salary.
- 6) The annual budget of the project may be revised time to time based on the approval in the DMF, Sundargarh.

4.12 PERFORMANCE MONITORING & STANDARD OF SERVICES

- 1) The performance of the Agency will be monitored largely on output-based indicators specified in the key deliverables at **Section 4.3** of this document. These indicators and performance standards can be suitably expanded and/ or modified in the interest of better service delivery.
- 2) The service deliverables expected from the Agency are required to be of the industry standards and the Agency would be encouraged to serve as a role model and to provide services at a much higher standard.
- 3) Concurrent monitoring shall be conducted by DPMU, NHM on quarterly basis and as when directed by the District Mission Director, NHM.
- 4) Fixed day review meeting of all PPP projects in every month/ bi-monthly at District level. Periodical review of the programme shall be done at the State level.
- 5) An independent third-party evaluation shall be conducted by an external agency every year to assess the overall effectiveness, transparency, and impact of the project, including beneficiary satisfaction, quality of service delivery, and resource utilization.
- 6) f) The findings from monitoring and evaluations shall be directly linked to the monetary performance framework as outlined in **Section 4.11**. Conversely, persistent underperformance, non-compliance with key deliverables, or deviation from quality norms may result in financial penalties, deduction of dues, and/or initiation of termination proceedings as specified in **Section 4.15 (Penalty)** and **4.17 (Termination)**.



4.13 ROLES & RESPONSIBILITIES

A. Responsibilities of the selected Agency

- 1) Service Delivery & Operations:
 - Ensure the daily operation and management of the Maa Gruha as per the Scope of Work outlined in **Section 4.2**.
 - Provide nutritionally appropriate meals, clean accommodation, counselling, and timely health check-ups to all beneficiaries.
- 2) Staff Deployment & Management:
 - Recruit and deploy qualified personnel (ANMs, Lady Health Assistants, Cook, etc.) as per project requirements.
 - Maintain discipline, attendance records, and training compliance of the deployed team.
- 3) Transportation Arrangements:
 - Facilitate transportation of pregnant women from their homes to the Maa Gruha, to the delivery point and back to Maa Gruha (for ANC services, if required) and/ or their homes.
 - Empanel ambulance services or sign an MoU with service providers at its own cost.
- 4) Reporting & Documentation:
 - Submit Monthly Performance Progress Reports (MPPR), quarterly financials, and annual audited reports.
 - Maintain all admission, diagnostic, referral, and discharge records.
- 5) Compliance & Monitoring:
 - Ensure adherence to health, safety, sanitation, and nutritional norms.
 - Cooperate fully with monitoring teams, third-party evaluators, and District/State review missions.
- 6) Grievance Handling:
 - Maintain a transparent and accessible grievance redressal mechanism for beneficiaries.
 - Submit monthly updates on grievances received and actions taken.
- 7) Asset Management:
 - Ensure responsible use of public assets without claiming ownership.
 - Return all assets in good condition on termination or expiry of agreement.
- 8) Data Management:
 - Update and maintain a digital dashboard with MPPR and call center feedback integrated.
 - Ensure transparency and data-driven decision-making.
- 9) Adherence to Expansion & Modifications:
 - Respond to any formally approved expansions or additional services based on performance and capacity.

B. Responsibilities of the CDM & PHO/ District Authority

- 1) Project Oversight & Coordination:
 - Provide overall guidance, oversight, and ensure alignment of services with district health priorities.



- 2) Fund Disbursement:
 - Release grant-in-aid in a timely manner as per approved budgets under DMF, Sundargarh.
- 3) Monitoring & Evaluation:
 - Conduct quarterly concurrent monitoring through DPMU.
 - Organize monthly/bimonthly review meetings and periodic state-level reviews.
 - Facilitate third-party evaluation every three years.
- 4) Capacity Building & Support:
 - Organize orientation sessions or refresher trainings for deployed staff.
 - Provide technical assistance for diagnostics, referrals, or service quality improvements.
- 5) Facilitation & Linkages:
 - Facilitate coordination between the Agency and local health facilities (CHCs/PHCs).
 - Enable MoU or linkages with ambulance service providers where needed.
- 6) Performance Appraisal & Incentives:
 - Evaluate performance based on KPIs and monitoring tools.
 - Recommend incentives or penalties as per performance grading (**Section 4.11**).
- 7) Issue Resolution & Support:
 - Act on grievances, audit issues, or deviations in partnership terms.
 - Provide administrative or legal support in resolving critical matters related to service delivery.
- 8) Approval of Expansion:
 - Review and approve any proposed expansions or scope modifications based on fund availability, need, and Agency performance.

C. Responsibilities of DMF, Sundargarh

- 1) Administrative support and decisions related to approval of the project proposal(s) as received from CDM & PHO Sundargarh.
- 2) Participate in quarterly and yearly review meetings conducted by the Collector and Managing Trustee DMF Sundargarh for performance assessment of the Agency.
- 3) Take necessary action as per the information received from CDM & PHO Sundargarh during review of the concerned Agency as per instructions of Collector and Managing Trustee DFM Sundargarh.
- 4) Scrutiny and release of funds to the CDM & PHO Sundargarh as per actual bills submitted and stipulated norms.
- 5) Monitor and Evaluate project progress periodically.

4.14 ARBITRATION

- 1) If the agency fails to resolve their dispute or difference(s) by such mutual consultations within thirty days of commencement of consultations, then either the Government or the Agency may give notice to the other party of its intention to commence arbitration, as hereinafter provided. The applicable arbitration procedure will be as per the **Arbitration and**

Conciliation Act, 1996 of India. In that event, the dispute or difference shall be referred to the sole arbitration of an officer as the arbitrator to be appointed by the Government. If the arbitrator to whom the matter is initially referred is transferred or vacates his office or is unable to act for any reason, he / she shall be replaced by another person appointed by the Government to act as Arbitrator.

- 2) Services under this agreement shall, notwithstanding the existence of any such dispute or difference, continue during arbitration proceedings and no payment due or payable by the Government shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration.
- 3) Unless such payments are the direct subject of the arbitration.
- 4) Venue of arbitration: The venue of arbitration shall be the place from where the agreement has been issued.

4.15 BREACH OF CONTRACT

If either Party breaches the Conditions of the Contract or these Terms and Conditions and fails to remedy such breach within 30 days of written notice from any other Party calling for the breach to be remedied, then the non-breaching Party shall be entitled, without prejudice to any other rights that it may have in law, whether under the Contract or otherwise, to cancel the Contract without notice or to claim immediate specific performance of all the defaulting parties.

4.16 PENALTY

Government shall be entitled to fix penalty which would be deducted from the dues payable to the agency, if following gaps identified:

- 1) If the agency fails to provide services as stipulated in the Service Description at **Section-4.2**.
- 2) In case of less than 60% of beneficiaries (pregnant women) in a month registered from the tagged area.
- 3) In case of a single false entry of beneficiary is found in the Maa Gruha register.
- 4) Penalty for Low Patient Feedback Score: If the average patient satisfaction score after discharge falls below 70% in any month, a penalty between ₹5,000 and ₹20,000 will be imposed, depending on the score. If the score remains below 60% for three consecutive months, further action may be taken as per termination clauses.

4.17 FORCE MAJEURE

No penalty or damages shall be claimed in respect of any failure to provide service, which the agency can prove to be directly due to a war, sanctions, strikes fire, flood or tempest or Force Majeure, which could not be foreseen or overcome by the agency or to any act or omission on the part of persons acting



in any capacity on behalf of agency provided that the agency shall at the earliest bring the same to the notice of the District Administration.

4.18 TERMINATION

4.18.1 TERMINATION BY EITHER PARTY

Either party may terminate this Agreement by providing a minimum of one (1) month's prior written notice to the other party. The notice must include a clear and detailed explanation of the reasons for termination, to ensure transparency and facilitate a smooth transition of responsibilities.

4.18.2 TERMINATION BY CDM & PHO, SUNDARGARH

The CDM&PHO, Sundargarh / Government may terminate this Agreement, in whole or in part, with immediate effect, by written notice to the Agency, under any of the following circumstances:

- 1) **Default in Performance:**
 - a. The Agency fails to fulfil its contractual obligations, and
 - b. The breach is capable of being remedied but is not corrected to the satisfaction of the Government within 30 days despite at least two written notices.
 - c. The breach is not capable of remedy
 - d. The breach constitutes a fundamental violation rendering continuation of the contract untenable.
- 2) **Unethical Practices:** Engagement in fraudulent, corrupt, coercive, or otherwise unethical conduct during project execution.
- 3) **Insolvency:** The Agency becomes bankrupt, insolvent, undergoes liquidation, or is dissolved, impairing its capacity to deliver services.
- 4) **Delayed Commencement:** Failure to commence operations within 30 days of executing the Agreement, without prior written approval.
- 5) **Unqualified Personnel:** Deployment of staff lacking the required qualifications or competence to deliver the agreed services.
- 6) **Statutory Non-compliance:** Failure to adhere to applicable legal, regulatory, or governmental requirements.
- 7) **Criminal Proceedings:** Involvement of promoters, directors, or key personnel in criminal proceedings that affect project implementation.
- 8) **Unsatisfactory Performance:** Consistent poor performance validated by verifiable monitoring and evaluation.
- 9) **Adverse Publicity:** Serious negative media coverage based on prima facie evidence of negligence or misconduct by the Agency.
- 10) **Critical Violations:**
 - a. **Sexual Harassment:** Any substantiated instance of sexual harassment involving agency personnel.
 - b. **Casualty due to Negligence:** Death or injury resulting from the agency's failure to ensure adequate care or safety.
 - c. **Violation of Safety Protocols:** Gross or repeated negligence in enforcing safety norms that endanger patients, staff, or visitors.



4.18.3 TERMINATION BY THE AGENCY

The Agency may terminate the Agreement if the CDM&PHO, Sundargarh / Government fails to release payments as per the agreed terms.

- A formal written notice shall be issued citing the non-payment, allowing a 30-day period for resolution.
- If unresolved, the Agency may terminate the Agreement, ensuring a responsible and structured handover of operations.

4.18.4 FINANCIAL & LEGAL CONSEQUENCES OF TERMINATION

- Upon termination by the Government, if alternative arrangements are required for continued service delivery, any additional expenses incurred may be recovered from the Agency.
- No further payments—including any dues—shall be made to the Agency until all financial liabilities arising from premature termination are fully assessed and resolved.

4.18.5 HANDOVER OF ASSETS & RESPONSIBILITIES

- Within 15 calendar days from the date of termination:
 - i. All movable and immovable assets procured under this Agreement shall be handed over to an authorized representative of the Government, on an "as is where is" basis.
 - ii. No assets shall be removed, damaged, or destroyed—except regular consumables—without written approval from the CDM&PHO, Sundargarh.
 - iii. Failure to comply with this clause will invite legal action under applicable law.

4.18.6 SURVIVAL OF OBLIGATIONS POST-TERMINATION

- Termination shall not affect any rights or obligations accrued prior to the date of termination.
- Both parties shall continue to fulfil residual commitments, ensuring that services are wound down with minimal disruption.
- Confidentiality regarding sensitive information, intellectual property, and proprietary data acquired during the contract shall survive the termination.

4.19 GRIEVANCE REDRESSAL

The grievance related to the "Operation and Management of Maa Gruha" is to be redressed at the level of CDM & PHO or District NGO Committee of the District.

4.20 JURISDICTION OF COURT

Legal proceedings if any shall be subject to the concerned District jurisdiction only.



4.21 COMPLIANCE WITH THE EXISTING LAWS

The Agency agrees to abide by all laws of the land as will be applicable for operation and maintenance of the facility.

4.22 RIGHT TO ACCEPT & REJECT ANY PROPOSAL

The District Authority reserves the right to accept or reject any proposal at any time without any liability or any obligation for such rejection or annulment and without assigning any reason.

4.23 CONFLICT OF INTEREST

The Firm shall not have a conflict of interest (the "Conflict of Interest") that affects the Bidding Process. Any Firm found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall be entitled to forfeit and appropriate the Bid Security (EMD), as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such Firm's bid (the "Damages"), without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Agreement or otherwise. Without limiting the generality of the above, a Firm shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:

- 1) The Firm or its Associate and any other Firm or its Associate thereof have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of the Firm or an Associate thereof (or any shareholder thereof having a shareholding of not more than 25% (twenty-five per cent) of the paid up and subscribed share capital of such Firm or Associate, as the case may be) in the other Firm or Associate is not more than 25% (twenty five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause indirect shareholding held through one or more intermediate persons shall be computed as follows:
 - a. where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and
 - b. subject always to sub-clause (a) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (b) if the shareholding of such

- person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or
- 2) a constituent of such Firm is also a constituent of another Firm; or
 - 3) such Firm or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan, or subordinated debt from any other Firm or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Firm or any Associate thereof; or
 - 4) such Firm has the same legal representative for purposes of this Bid as any other Firm; or
 - 5) such Firm, or any Associate thereof has a relationship with another Firm, or any Associate thereof, directly or through common third party/ parties, which puts either or both in a position to have access to each other's information about, or to influence the Bid of either or each other; or
 - 6) such Firm, or any Associate thereof has participated as a Firm to the Authority in the preparation of any documents, design, or technical specifications of the Project.

4.24 FRAUD AND CORRUPT PRACTICES

The Firm and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, DMF may reject a Bid without being liable in any manner whatsoever to the Firm, if it determines that the Firm, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, DMF shall be entitled to forfeit and appropriate the Bid Security or Performance Security as Damages, without prejudice to any other right or remedy that may be available to DMF under the Bidding Documents and/ or the Agreement, or otherwise.

Without prejudice to the rights of the DMF hereinabove and the rights and remedies which DMF may have under the RFP, or otherwise if a Firm is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process such Firm, at the sole and absolute discretion of DMF, shall not be eligible to participate in any tender or RFP issued by DMF during a period of 2 (two) years from the date such the Firm, is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be. The following terms shall have the meaning hereinafter respectively assigned to them:

A. "Corrupt practice" means:

- a. the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of DMF who is or has been associated in any manner, directly or indirectly, with the Bidding Process or work order or has dealt with matters

concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the DMF , shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or

- b. save and except as permitted under the Clause of this RFP, engaging in any manner whatsoever, whether during the Bidding Process person in respect of any matter relating to the Project, who at any time has been or is a legal, financial or technical adviser of DMF in relation to any matter concerning the Project.
- B. "Fraudulent Practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts.
- C. "Coercive Practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process.
- D. "Undesirable Practice" means (i) establishing contact with any person connected with or employed or engaged by the Project Sponsoring Authority with penal the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- E. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among the Firm with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

4.25 BLACKLISTING

Any agency participating in the Request for Proposal (RFP) for the Operations and Management of Maa Gruhas (Maternity Waiting Homes) in Partnership Mode under DMF, Sundargarh – 2025, may be blacklisted/ debarred from current and/ or future engagements with DMF Sundargarh under the following circumstances:

- submission of false, misleading, or fraudulent information or documents,
- breach or non-fulfilment of contractual obligations without reasonable cause,
- failure to commence or complete services within the stipulated timeframe
- withdrawal from the project post-award without valid justification
- abandonment of services
- repeated performance deficiencies or substantiated complaints and
- any involvement in corrupt, collusive, coercive, or unethical practices.

Blacklisting shall result in disqualification from participation in any DMF Sundargarh-funded projects for a period of up to three (3) years, subject to the gravity of the violation and at the discretion of the competent authority. The agency shall be provided an opportunity to present its case prior to final

blacklisting. The decision of the District Administration/ DMF Sundargarh shall be final and binding.



SECTION 5: EVALUATION OF PROPOSALS

5.1 Evaluation of Technical Proposals

In the first stage, the proposal will be scrutinized based on agency's fulfilment of eligibility criteria in the prescribed checklist at **ANNEXURE-B**. Only those Agencies who qualify as per the eligibility criteria, their proposal will be considered for the next stage of evaluation and Award of Marks in the checklist given below. The Agencies must score at least 50 or above out of total 100 marks to be considered for the preparation of merit list for Maa Gruha Project.

In the event of a tie in the final QBS score among two or more firms, the following tie-breaking criteria shall apply in order:

- A. The firm with the higher Technical Score shall be ranked higher.
- B. If the Technical Scores are also equal, preference will be given to the firm with the higher average annual turnover in the last three financial years.
- C. If still tied, the selection shall be made through a draw of lots conducted transparently in the presence of representatives of the tied firms and recorded in writing.

5.2 Scoring Sheet for Assessment of the Agencies

Name of the Agency :

Name of the Maa Gruha/ Block :
applied for

Sl. No.	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
1	Registration & Establishment: (20 marks)			
	a) Years of existence of entities registered as Non-Profit Organization as Section 8 Company or under Society Registration Act/Indian Trust Act. (5-10 yrs = 3 marks; >10 yrs = 5 marks)	5		Registration certificate
	b) Registered under 80G (if Yes = 2 mark; if No = 0 mark)	2		80G Regd. Certificate
	c) Working experience on social sector (healthcare/ mother-child health or another relevant field) in the applied district. (on completion of 1 yr of exp = 5 marks, on completion of 2 yrs of exp = 7.5 marks, on completion of 3 yrs of exp = 10 marks)	10		MoU/Agreement
	d) Governance System (Meeting & minutes of the Executive Committee/ Governing body meeting based on byelaw & Memorandum of the society)	3		Proceeding/ Meeting register

Handwritten signature

Sl. No.	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
	in the last financial year): (Less than 50% meeting = 0 mark; 50%-75% meeting = 1 mark; >75% meeting = 3 marks)			of GB & EB
2	Field Level Experience: (40 marks)			
	a. Years of experience in implementing projects in any social development sector (healthcare/ mother-child health or another relevant field) out of any Government Funding support. (1-3 years = 5 marks; >3 to 5 years = 7 marks; >5 years to 10 years = 10 marks; >10 years = 15 marks)	15		MoU/Agreement
	b. Years of experience in implementing projects in any social development sector (healthcare/ mother-child health or another relevant field) out of any Private Agency Funding support. (1-3 years = 5 marks; > 3 to 5 years = 7 marks; > 5 years to 10 years = 10 marks; > 10 years = 15 marks)	15		MoU/Agreement
	c. Agency having year of experience in implementing projects in any social development sector (healthcare/ mother-child health or another relevant field) in Sundargarh District (1 mark for 1 year to a maximum of 10 marks.)	10		MoU/Agreement
3	Financial strength: (30 marks)			
	a. Financial turn over (minimum 20 lakhs per each year in the last three FY i. 2021-22, 2022-2023 & 2023-24 as per audit report) (>20-30 lakhs = 5 marks; > 30-40 lakhs = 10 marks; >40-50 lakhs = 15 marks; >50 lakhs = 20 marks)	20		Annual Financial Statements of last 3 FY audited by a qualified CA / Audit report of last 3 FY.
	b. Fixed assets in the name of the Agency (minimum 8 lakhs assets) as per 2020-201 audit report. (>8-20 lakhs = 4 marks; > 20-30 lakhs = 6 marks; >30-40 lakhs = 8 marks; >40 lakhs = 10 marks)	10		Fixed Asset Statement of last FY duly audited by a qualified CA/ Audit report of last FY
4	Manpower strength: (05 marks)			
	Agency having staff in the payroll other than Funding Project Staff. <ul style="list-style-type: none"> • Minimum 1 ANM = 2 marks • Minimum 1 Managerial Staff (Postgraduate) = 2 marks • Minimum 1 Accounts Staff = 1 mark 	05		Acquaintance & HR documents. (CV of candidates to be furnished with necessary supporting self-attested documents/ certificates).

Handwritten signature

Sl. No.	Areas of assessment	Maximum marks	Marks obtained	Means of Verification
Other Strength (Reward & Recognition): (05 marks)				
5	Agency received any National/State/District Level award by any Government /Government Institutions for significant contribution in social development Sector (healthcare/ mother-child health or other relevant field). (District Level=3 marks; State Level=4 marks; National level=5 marks.	05		Certificate received from any Govt./ Govt. Inst.
Total Marks		100		

NB: Only the Agencies securing at least 50 marks or more, out of 100 marks in the technical evaluation shall be shortlisted for the merit list.

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SECTION 6: RFP FORMATS FOR THE SUBMISSION OF PROPOSALS

ANNEXURE-A: CHECKLIST FOR PROPOSAL SUBMISSION

(Attach the checklist along with the proposal)

Sl. No.	Sequence of the Document to be submitted	Whether submitted (Y/N)	Page No.
1	EMD of ₹100,000/- in the mode of DD/BC.		
2	Bid processing fee- Rs10,000/- in the mode of DD/BC.		
3	Covering letter for the project by the Entity in its letter head (Document. 1) - To be submitted in Form - T1 .		
4	Profile of the Agency (Name, Address, Registration etc.) (Document. 2) - To be submitted as per Form T2 .		
5	Copy of the Registration Certificate or equivalent certificate (Document. 3)		
6	Copy of the Memorandum of Association or equivalent document (Document. 4)		
7	Copy of Unique ID No. through the portal NGO-DARPAN of NITI Aayog (Document. 5) .		
8	Copy of the 12A Certificate (Document-6)		
9	Copy of the 80G (Document-7)		
10	Annual Financial Statements with audit report attached for the last 3 years 2021-22, 2022-2023 & 2023-24 duly audited by a qualified CA (Document. 8) . To be submitted in Form-T3		
11	Annual Reports of the entity for the last three years i.e. 2021-22, 2022-2023 & 2023-24. In case run by the PSUs, annual reports of the PSUs. (Document. 9) . Organizations not preparing annual reports should provide legitimate reasons for not preparing the same.		
12	Fixed Asset Statement of last Financial Year duly audited by a qualified CA. (Document. 10) . To be submitted in Form-T4		
13	Work experience of the Agency (Document. 11) . To be submitted in Form-T5		
14	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Govt. Funding (Document. 12)		
15	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector out of any Private Funding. (Document. 13)		
16	MoU/Agreement documents pertaining to work experience in implementing projects in any Social Sector in the applied district. (Document. 14) .		
17	MoU/Agreement documents pertaining to multi-state work experience in implementing MCH projects out of any		

Sl. No.	Sequence of the Document to be submitted	Whether submitted (Y/N)	Page No.
	Funding support (Document. 15).		
18	Names of the Office Bearers along with their addresses (in case of Trusts and Registered Societies) / Names of the key personnel along with their addresses for Other Organizations (Document- 16)		
19	Name of the Staffs & qualification in the payroll, other than Funding Project Staff (ANM, other Managerial and Accounts Staff). (Document-17)		
20	An undertaking that the Office Bearer of the Agency has not been convicted/case pending by any court of law in India or abroad for any criminal offence. (Document- 18). To be submitted in Form – T6 .		
21	A certificate that the bidder has never been "blacklisted"/ debarred from participating in any tendering process by any State Government/Central Government institutions. (Document- 19) To be submitted in Form – T7 .		
22	An undertaking that the Agency is willing to sign the service level agreement/MoU. (Document 20). To be submitted in Form – T8 .		
23	Copy of PAN card of the Agency (Document- 21)		
24	Copy of Bank Passbook of the Agency (Document- 22)		
25	Copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode (Document- 23)		
26	Copy of the award certificate (National/State/District level) received from any Govt./Govt. Institutions only (Document- 24)		
27	Copy of the resolution of the competent authority in the Organization authorizing the signatory to respond to this invitation (Document- 25).		
28	An undertaking in regard to the "Number of years of work at Sundargarh in partnership with different Public and Private Organization in chronological sequence- with Photocopies of MOU with the Partner Agencies. (Document-26).		

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ANNEXURE-B: APPLICATION SCRUTINY FORMAT

Name of the Agency :

Name of the Maa Gruha/ Block :
applied for

Sl. No.	Details of the submissions of key documents	Whether submitted (Yes/No)	Detail Remarks
Compulsory Documents			
1	Whether application is received on/by due date and by registered post/speed post/courier services?		
2	Whether all pages of proposal & documents are signed by Chief Functionary of the Agency?		
3	Whether the Agency has submitted EMD in the mode of valid Demand Draft /Banker Cheque with required amount?		
4	Whether copy of the Registration Certificate of the Agency (under Society/Trust) submitted?		
5	Whether the organization completed 5 years of registration by 30.11.2024?		
6	Whether copy of the Unique ID under NITI Ayog NGO Darpan submitted?		
7	Whether copy of the Memorandum of Association / By-Law of the Agency submitted?		
8	Whether copy of the Contract/MoU documents pertaining to the Agency work experience to meet the eligibility criteria submitted ?.		
9	Whether Annual Financial Statements of the last 3 years duly audited by a qualified CA (As per Form-T3) submitted?		
10	Whether the agency is having an annual turnover per each year in the last three financial year as per eligibility criteria?		
11	Whether Fixed Asset Statement of last Financial Year duly audited by a qualified CA (As per Form-T4) submitted?		
12	Whether the Agency is having the fixed assets in the form of infrastructure/land/building/asset as per eligibility criteria?		
13	Whether copy of the 12A Registration certificate submitted?		
14	Whether copy of PAN Card submitted?		

Sl. No.	Details of the submissions of key documents	Whether submitted (Yes/No)	Detail Remarks
15	Whether copy of Bank Passbook submitted?		
16	Whether an undertaking in the form of Affidavit that the office bearer of the Agency has not been convicted by any court of law for any criminal offence (As per Form-T6) submitted?		
17	Whether Affidavit certifying that Entities are not blacklisted (As per Form-T7) submitted by the Agency?		
18	Whether an undertaking that the Agency is willing to sign the service level agreement (As per Form-T8) submitted?		
Optional Documents			
19	Whether copy of the 80G Registration certificate submitted?		
20	Whether names of the Office Bearers along with their addresses statement submitted?		
21	Whether copy of the meeting minutes of the Executive Committee/ Governing body/ any other body meeting based on by-law/ Memorandum of the Society/ registration document of last three financial years till date submitted?		
22	Whether details statement of the manpower engaged by the Agency other than Funding Project Staff (Name, Designation, Qualification, years of experience etc) submitted?		
23	Whether copy of the document relating to the presence of Agency in the State of Odisha either land & building record issued in the name of Agency/lease agreement in affidavit mode submitted?		
24	Whether copy of the award certificate (National/State/District) received from any Govt./Govt. Institutions only submitted?		

N.B: The supporting documents/requirements from the Sl. No. 1 to 18 are compulsory, failing which the application of the Agency shall be rejected.

ANNEXURE-C: Form T-1

(Covering Letter)

(To be furnished in the proposal)

PROPOSAL SUBMISSION FORM

(On the letterhead of the agency)

To

The Chief District Medical & Public Health Officer,
Sundargarh, Odisha

Re.: RFP Reference no. _____ Dated _____

Sub: Submission of the proposal for "Operations and Management of Maa Gruha", *(name of the Block/ Maa Gruha applied for)*, Sundargarh.

Dear Sir,

We, the undersigned, offer to provide the services for the "Operations and Management of Maa Gruha" (Name of Block/ Maa Gruha), Sundargarh. We are hereby submitting our Proposal in a sealed envelope.

We hereby declare our Confirmation of acceptance of the Conditions of Contract mentioned in the RFP document under reference cited above.

We hereby declare that all the information and statements made in this Proposal are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

We understand that you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signatory *[In full and initials]* _____

Name and Title of Signatory: _____

Name of Agency: _____

Address: _____

(Seal of the entity)

ANNEXURE-D: Form T-2

(To be furnished in the proposal)

PROFILE OF THE AGENCY

1	Name of the Agency	
2	Name of the Chief Executive of the Agency	
3	a. Head Office address of the Agency	
	b. Telephone/ Mobile Number	
	c. Email ID	
4	a. Act under which the Agency Registered	
	b. Agency Regd. No. with year of Regd. (under Societies Act/ Indian Trusts Act)	
5	Agency Unique ID Regd. No. under NGO-DARPAN Portal of NITI Aayog.	
6	Year of 12 A registration	Yes / No
7	Whether registered under 80 G	Yes / No
8.	Agency PAN Number	
9.	Bank details (Name of the Bank, Account number, IFSC Code and address of the bank)	
10	Local Office address of the Agency	
11	Any National/State/District level award received by the Agency for outstanding contribution in social development sector from any Govt./Govt. Institutions only.	

Authorized Signatory/ Signature [In full and initials]: _____

Name and Title of Signatory: _____

(Seal of the entity)



ANNEXURE-E: Form T-3

ANNUAL AVERAGE TURN OVER STATEMENT

(To be furnished in the letter head of the Chartered Accountant)

The Annual Turnover of M/s _____

For the last 3 financial years are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in Lakhs (₹)
1	2021-22	
2	2022-23	
3	2023-24	
Average Annual Turnover of last three years (₹ in lakhs)		

Date:

Signature of Chartered Accountant

(Name in Capital)

Place:

Seal

Membership No.

Note:

- 1) To be issued in the Letter Head of the Chartered Accountant with Membership No.
- 2) Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that.



ANNEXURE-F: Form T-4

FIXED ASSETS STATEMENT

(To be furnished in the letter head of the Chartered Accountant)

The Annual Turnover of M/s _____
for the last financial year statement is given below and certified that the
statement is true and correct.

Sl. No.	Financial Year (last FY)	Fixed Assets value in Lakhs (₹)

Date:

Signature of Chartered Accountant

(Name in Capital)

Place:

Seal

Membership No.

Note:

- 1) To be issued in the Letter Head of the Chartered Accountant with Membership No.



ANNEXURE-G: Form T-5

(To be furnished in the proposal)

DETAILS OF THE EXPERIENCE

(Attach separate sheets if the space provided is not sufficient)

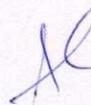
Name of the Assignment	Name/address of the Organization with whom Contract signed	Date of commencement of Contract	Date of completion of Contract	Duration of the Contract	Value of the Assignment (in ₹)	Key assignments accomplished as per the contract
A. Experience in implementing projects in any Social Sector out of any Govt. Funding:						
B. Experience in implementing projects in any Social Sector out of any Private Funding:						
C. Experience in implementing projects in any Social Sector in the applied district:						
D. Agency having years of experience in implementing projects in any social development sector in Sundargarh District:						

Note: Please furnish the relevant MoU/ Agreement/ Contract documents of the works executed in support of the information mentioned above.

Authorized Signatory/Signature *[In full and initials]:*

Name and Title of Signatory: _____

(Seal of the entity)



ANNEXURE-H: Form T-6

(To be furnished in the proposal)

FORMAT FOR UNDERTAKING OF THE AGENCY

(On Non-Judicial Stamp Paper)

Affidavit

I, _____ (Sole Chief Functionary of the Agency),
(the names and addresses of the registered Agency) do hereby solemnly affirm
and sincerely state that:

- a) I or any other office bearer on behalf of the Agency has not been convicted by any court of law in India or abroad for any criminal offence.
- b) The Agency has not been blacklisted by any Government (State or Central) Department or Agency in India, which is in force during the currency of the contract.

I further affirm that, in case of any such evidence in contradiction to above declaration come to the notice of the contracting authority any time during the currency of the contract then our partnership with Zilla Swasthya Samiti/ NHM, H&FW Department, Govt. of Odisha under such contract shall be liable for termination in addition to other legal recourse available under the law of the land.

Dated this Day of, 2025

Name of the Applicant

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

.....

(Seal of the entity)



ANNEXURE-I: Form T-7

(To be furnished in the proposal)

FORMAT FOR AFFIDAVIT CERTIFYING THAT ENTITIES ARE NOT BLACKLISTED

(On a Stamp Paper of relevant value)

Affidavit

This is to certify and confirm that (The name of the agency with address of the registered office) our organization / we or any of our promoter(s) / director(s) are not barred by Department of Health & FW, Govt. of Odisha / or any other entity of Govt. of Odisha or blacklisted by any State Government or Central Government/ Department / Organization in India from participating in the Project/s, either individually or as member of a Consortium as on the _____ (Date of Signing of proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this Day of, 2025

Authorized Signatory/Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

(Seal of the entity)



ANNEXURE-J: Form T-8

(To be furnished in the proposal)

FORMAT FOR WILLINGNESS/ CONSENT LETTER

I, Mr/Ms. (The name of the agency with address of the registered office) herewith giving my consent to sign the agreement abiding by all norms.

This is for favour of your information and necessary action.

Dated this Day of, 2025

Authorized Signatory/Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

(Seal of the entity)



**ANNEXURE-K: RECURRING COST FOR 12 BEDDED MAA GRUHA UNDER
DMF SUNDARGARH**

SL. NO.	COMPONENT	UNIT	UNIT COST (MAXIMUM IN ₹)	ANNUAL COST ESTIMATION (MAXIMUM IN ₹)
A.	RECURRING COST			
(1)	PERSONNEL COST			
i.	ANM-cum-COORDINATOR	2	13,703/-	3,28,872/-
ii.	LADY HEALTH ASSISTANT	3	10,027/-	3,60,972/-
iii.	COOK-cum-ATTENDANT	2	10,027/-	2,40,648/-
SUB TOTAL				9,30,492/-
(2)	ESTABLISHMENT COST			
	HOUSE RENT Accommodation facility for 12 PW with 2 toilets & bathrooms, running water round the clock, electricity with emergency power back-up facility/ inverter, kitchen, office room, storeroom, separate waiting hall for attendants/ visitors, good ambience with privacy of the inmates. Security of the facility must be ensured by the Agency.	1	12,000/-	1,44,000/-
	HOUSEKEEPING Regular cleanliness of MWH including toilets & bathrooms, with laundry services for PWs.		3,000/-	36,000/-
SUB TOTAL				1,80,000/-
(3)	FOODING COST Food should be prepared as per the prescribed Diet Chart/ Menu which includes breakfast, lunch, dinner, tiffin, two times tea. 200 ml milk (only for pregnant women) per day.		110/-	9,63,600/-
(4)	PROGRAM COST Detailed execution plan must be prepared and available with the NGO.		8,000/-	96,000/-
(5)	INSTITUTIONAL OVERHEAD COST Includes office stationery, contingency, internal meetings, audit, documentation, mobile allowances to staff (@250/- per month will be given to the ANM and three LHA as mobile allowances, telephone expenses and any other miscellaneous expenses.)			97,407/-
(6)	MAINTENANCE COST Maintenance of existing equipment, furniture/ fixture etc.			25,000/-
(7)	WAGE LOSS COMPENSATION TO MOTHERS	12	150/-	4,75,200/-
TOTAL ANNUAL PROJECT COST				27,67,699/-