



ବିଜ୍ଞାପିତ ଅଞ୍ଚଳ ପରିଷଦ, କୁଚିନ୍ଦା

OFFICE OF THE NOTIFIED AREA COUNCIL, KUCHINDA
At/Po-Kuchinda, Dist-Sambalpur, Odisha, Pin-768222 Phone:
(06642)220060 Email:kuchinda_nac@yahoo.com

EOI No. 1893 /NAC Dated. 24-07-2025

EXPRESSION OF INTEREST (EOI) FOR SELECTION OF WOMEN-SELF HELP GROUPS (WOMEN-SHGS) / AREA LEVEL FEDERATIONS (ALF) / RESIDENTS WELFARE ASSOCIATION (RWA) / SLUM DWELLERS ASSOCIATION (SDA) FOR OPERATION & MAINTENANCE OF MAHULDIHI BANDHA OF KUCHINDA NAC

Notified Area Council Kuchinda invites Expression of Interest (EOI in sealed cover from the intending **Women-Self Help Groups (Women-SHGS) / Area Level Federations (ALF) / Residents Welfare Association (RWA) / Slum Dwellers Association (SDA) for Operation & Maintenance of Mahuldihi Bandha of Kuchinda NAC.** The SHGs and their Federations are chosen after careful evaluation of their capacities and past track record. The Eligibility Criteria & Assessment Index would vary depending on the type of Implementing Agency. Preference to be given to SHGs from the same ward. In case of non-availability of eligible SHGs within the Ward area, application may be considered from other wards.

01	Available of EOI documents in website	29.07.2025
02	Last date and time of submission of EOI	11.08.2025 (BY 5.30PM)
03	Date and time of Opening of EOI	12.08.2025 (10.30 AM)
04	For downloading the EOI documents and term and Condition of assignment. please visit the Notified Area council Kuchinda website and Sambalpur district website	www.nackuchinda.in https://sambalpur.odisha.gov.in/

The authority reserves right to reject any or all the EOLs without assigning any reason thereof .Any Change/ Correction/ Corrigendum in respect the above shall be placed in NAC Kuchinda website.


Executive Officer

Notified Area Council, Kuchinda

Memo No. 1894 /NAC Date. 24.07.2025

Copy submitted to the Collector & District Magistrate, Sambalpur for favour of kind perusal.


Executive Officer

Notified Area Council, Kuchinda

Memo No. 1895 /NAC Date. 24.07.2025

Copy submitted to the Project Director, DUDA, Sambalpur for favour of kind perusal.


Executive Officer

Notified Area Council, Kuchinda

Memo No. 1896 /NAC Date. 24.07.2025

Copy submitted to the Sub-Collector, Kuchinda for favour of kind perusal.


Executive Officer

Notified Area Council, Kuchinda

Memo No. 1897 /NAC Date. 24.07.2025

Copy submitted to the Child Development Project Officer, Kuchinda / Block Development Officer, Kuchinda for information.


Executive Officer

Notified Area Council, Kuchinda

Memo No. 1898 /NAC Date. 24.07.2025

Copy submitted to the DIO, NIC, Sambalpur / DeGM, Sambalpur for information & with a request to upload the same in the district website.


Executive Officer

Notified Area Council, Kuchinda

Memo No. 1899 /NAC Date. 24.07.2025

Copy to Notice Board / MIS Computer Programmer, NAC Kuchinda to upload the EOI documents in the web portal of Kuchinda NAC.


Executive Officer

Notified Area Council, Kuchinda



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Scope of Work:-

The primary purpose of a water body Operation & Maintenance is to enhance groundwater recharge and create green public spaces and natural recreational areas. Community participation and empowerment are key at every stage to foster a sense of ownership and responsibility.

The Key Objectives of the Operation & Maintenance include:

- Maintain the quality of water ecologically.
- Improve the groundwater level through recharge
- Provide the healthy atmosphere for community.
- Maintain the Dissolved Oxygen level of the water body for aquatic life.
- Maintain the water quality standards for bathing and ritual activities.
- Improve the association and induce a sense of community stewardship towards water body.

To achieve these goals, it is important to involve various community groups to build a sense of ownership for long-term sustainability.

Roles & Responsibility:

Sl.No	Stakeholders	Roles & Responsibility
1	Water Body Rejuvenation Unit (WRU)	<ul style="list-style-type: none"> • Visit the water bodies at regular intervals to monitor the O&M. • Provide handholding support to the ULB in addressing the Technical challenges & Social mobilization. • Act as the main point of contact between H&UDD & ULBs for smooth functioning. • Provide handholding support to ULBs in organizing the Capacity Building & Training to stakeholders.
2	Urban Local Bodies (ULBs)	<ul style="list-style-type: none"> • Preparation of Estimates and maintaining the site records. • Identifying the immediate stakeholders including various Community groups. • Onboarding of SHGs/Federations for regular O&M. • Organise Capacity Building & Training to stakeholders. • Conduct Internal and External Inspections at regular intervals. • Timely certification of RA bills of Implementing Agencies for smooth functioning. • Coordination with various stakeholders at the ULB level. • Planning of various resources like manpower/machinery/materials. • Organising Information, Education & Communication (IEC) awareness programs. • Management of relevant resources/experts for data collection, design, and community engagement. • Overall Administration.
3	Women-SHG/ALFs	<ul style="list-style-type: none"> • Perform activities required for regular Operation & Maintenance to upkeep the water bodies. • Mobilise required resources including Manpower/Machinery/Tools, etc. • Identify potential Environment, Health & Safety (EHS) hazards on the site and take corrective action. • Submission of required documents like Aadhar Card, Bank passbook, PAN Card, Manpower Registers, Logbooks, etc. for processing of bills. • Maintain feedback registers. • Participate in Information, Education & Communication (IEC) activities conducted by ULBs.
4	RWA/SDA	<ul style="list-style-type: none"> • Participate in Awareness campaigns (IEC activities). • Participate in Educational programs.

		<ul style="list-style-type: none"> • Participate in the decision-making meetings. • Mobilise Community in the ward-level civic governance. • Oversee the performance of water bodies. • Take an active role in organizing events on Environmental Days such as WWD, WED, etc. • Report the Grievance through the Grievance mechanism.
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The Eligibility Criteria & Assessment Index would vary depending on the type of Implementing Agency being selected as given below.

A) Criteria for Selection of SHGs

Selection of active and suitable SHGs is highly essential to facilitate effective Operation and Maintenance of Water Bodies at the field level. Hence, to facilitate appropriate selection, the criteria for the same is given as under:

S.No	Parameter	Criteria
1	Registration	SHGs registered with NULM or any other promoter are eligible for participation.
2	Group Formation	Date of Formation of group shall be minimum 3 years prior to the date of submission of application.
3	Group Management	Strictly adhering to Pancha Sutra (Regular Meetings, Regular Savings, Regular Internal lending, Regular Repayment, Regular Record Keeping)
4	Involvement in IGA	Must have involved in Income Generating Activities (minimum criteria last 3 years)
5	Annual Financial Turnover	Turnover of atleast 2 lakhs in one financial year within past three years.
6	Financial Behaviour	Financial irregularities (such as loan declared as NPA, Write off, etc.)
7	Group Integrity	No record of involvement in any anti-social or criminal activities
8	Qualification	At least one member of the SHG should have basic education till 8th standard and digitally literate.
9	Location	Preference to be given to SHGs from the same ward. In case of non-availability of eligible SHGs within the Ward area, application may be invited from other wards.

List of Documents to be furnished by SHGs during scrutiny

- Resolution of meeting conducted in past financial year along with copy of First Resolution of the group and the latest resolution.
- Updated Bank Passbook

- Cash Book - to know the detail of financial transactions
- List of Income Generation Activities
- Documentary evidence for involvement in Govt. Programmes
- PAN Card

B) Assessment Index for SHGs

For improved Operation & Maintenance of Water Bodies, SHGs involved in the Rejuvenation work may be given preference.

Sl. No.	Assessment Parameter	Marks	Means of Verification	Score/Remarks
1	Adherence to standard practices of Group Pancha Sutra (Reference period last 36 months) a) Regular Monthly Meetings b) Regular Savings c) Regular internal lending d) Regular Repayment e) Regular Record Keeping	20	1) Meeting/Resolution register 2) Cash Book & Bank Passbook 3) Cash Book 4) Cash Book & Bank Passbook 5) Meeting/Resolution register & Cash Book.	80% or more=4, 79-70%=3, 69-60%=2, 59-50%=1 Below 50%=0 List of registers- 1. Regular Monthly Meetings- 4 2. Regular Savings- 4 3. Regular internal lending- 4 4. Regular Repayment- 4 5. Regular Record Keeping- 4
2	No. of active members	5	Meeting Register & Bank Passbook of SHGs	10 Active Members = 5 7 to 9 Active Members = 4 4 to 6 Active Members = 3 3 to 4 = 0
3	Involvement in Income Generation Activity (IGA)	15	Observation (Interaction with SHGs) & document verification like Cash Book & Bank Passbook.	3 Activity= 15 2 Activity = 10 1 Activity = 5 No Activity= 0
4	Turnover of Group	20	Cash Book & Bank Passbook of SHGs	1.7 Lakhs or more=20 2. 5.00 Lakhs to 6.99 Lakhs= 15 3. 3.00 Lakhs to 4.99 Lakhs= 10 4. Below 3 lakhs=0 (fraction scoring is not allowed)

5	Investment Capacity	20	Cash Book & Bank Passbook of SHGs	3.00 Lakhs or more= 20 2.00 Lakhs to 2.99 Lakhs=15 1.00 Lakhs to 1.99 Lakhs= 10 Below 1 Lakh=0
6	Involvement in Water body Rejuvenation	20	Execution of Water bodies	Work Completion Certificate- 10 Performance Feedback- 10 Excellent = 10, Very Good = 8, Good = 5, Average = 3, Poor = 0
	TOTAL	100	Note Fraction scoring is not allowed in any of the parameters.	

C) Criteria for Selection of Area Level Federations (ALFs)

The Area Level Federations(ALF) may be engaged for large water bodies with area 10 Acres or above spread across multiple wards as per the eligibility criteria mentioned below.

S.No	Parameter	Criteria
1	Registration	Federation should have registered under Society Registration Act 1860.
2	Group Formation	Date of Formation of Federation shall be minimum 1 year prior to the date of submission of application.
3	Group Management	Strictly adhering to Pancha Sutra (Regular Meetings, Regular Savings, Regular Internal lending, Regular Repayment, Regular Record Keeping)
4	Involvement in IGA	Must have involved in Income Generating Activities (minimum criteria last 3 years)
5	Involvement in Social Activities	Must have involved in atleast 3 Social Activities in the last year.
6	Annual Financial Turnover	Turnover of atleast 30 lakhs in one financial year within past three years.
7	Revolving Fund	Must have applied for Revolving fund regularly.
8	Financial Behaviour	Financial irregularities (such as loan declared as NPA, Write off, etc.)
9	Group Integrity	No record of involvement in any anti-social or criminal activities
10	Qualification	1) Minimum 3 members of the Federation should have completed graduation.

		2) Minimum 5 more members should have completed matriculation.
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Table no.-3.3: Assessment Index

Sl. No.	Assessment Parameter	Marks	Means of Verification	Score/Remarks
1	Adherence to standard practices of Group Pancha Sutra (Reference period last 18 - 24 months) a) Regular Monthly Meetings b) Regular Savings c) Regular internal lending d) Regular Repayment e) Regular Record Keeping	20	Meeting/Resolution register 2) Cash Book & Bank Passbook 3) Cash Book 4) Cash Book & Bank Passbook 5) Meeting/Resolution register & Cash Book. (Verification of documents of concerned ALF has to be done)	80% or more =4, 79-70% =3 69-60% = 2 59-50% =1 Below 50% SHGs =0 List of registers- Regular Monthly Meetings- 4 Regular Savings- 4 Regular internal lending Regular Repayment- 4 Regular Record Keeping- 4
2	No of Active SHG members of ALF	10	Meeting Register & Bank Passbook of ALF	1. 30 Active SHG Members = 10 2. 25 to 29 Active SHG Members = 8 3. 15 to 20 SHG Active Members = 6 4. < 15 SHG members = 0
3	Involvement in Income Generation Activity at ALF level	20	Observation (Interaction with SHG) & document verification like Cash Book & Bank Passbook - ALF	3 Activity = 20 2 Activity = 15 1 Activity = 10 No Activity = 0 (ALF as a whole)
4	Turnover	25	Cash Book & Bank Passbook of SHGs/ALF	1. 30 Lakhs or more (=25 2. 25 Lakhs or more = 20 3. 20 Lakhs or more = 15 4. 15 lakhs or less =0 (fraction scoring is not allowed) (Gross Turnover of ALF as a whole)
5	Investment Capacity	25	Cash Book & Bank Passbook of SHGs	30 Lakhs or more= 25 20 Lakhs to 29.99 =20 15 Lakhs to 19.99 = 10 Below 15 Lakh=0 (Gross Investment Capacity of ALF as a whole)
	TOTAL	100	Note Fraction scoring is not allowed in any of the parameters.	

Submission of Expression of Interests.

The **Women-Self Help Groups (Women-SHGS) / Area Level Federations (ALF) / Residents Welfare Association (RWA) / Slum Dwellers Association (SDA)** shall submit their EOI as per with photocopies of all the supporting document and should be covered with Seal and details of SHG/ALF/RWA/SDA with Phone No. And clearly super scribed as "EOI for

Selection of SHG/ALF/RWA/SDA for Operation & Maintenance of Mahuldihi Bandha of Kuchinda NAC "

EOI on its complete form in all respects as specified must be submitted on or before **11.08.2025 (BY 5.30 PM)** at Notified Area Council Kuchinda, addressed to the **Executive Officer, Notified Area Council Kuchinda, At/Po/Ps-Kuchinda, District- Sambalpur-768222 through speed post/ registered post/ Courier** . The EOI will be opened on **12.08.2025 (10.30 AM)** in the presence of the bidder, who wish to attend.