



**· EXPRESSION OF INTEREST FOR  
SELECTION OF IMPLEMENTING AGENCY FOR CREATION OF A POOL OF  
TRAINED GERIATRIC CAREGIVERS FOR SENIOR CITIZENS UNDER SAPSrC**

**IMPORTANT INFORMATION TO THE BIDDER**

Sl No	Items	Description
01	Availability of EOI documents	www.deogarh.nic.in
02	Date and time for submission of the EOI documents by speed post/ Registered Post/ Courier/ Hand	In all working days up to <b>5 PM</b> Last date. <b>18.08.2023</b>
03	Indenting Authority	District Social Security Officer, Deogarh
04	Expected date of starting outsourcing of all intended services	Within 30 days from the date of agreement

**EOI FOR IMPLEMENTING AGENCY FOR CREATION OF A POOL OF TRAINED  
GERIATRIC CAREGIVERS FOR SENIOR CITIZENS UNDER SAPSrC**

District Social Security Officer, Deogarh invites Expression of Interest (EOI) from the registered and experienced agencies for creation of a pool of trained Geriatric Caregivers for Senior Citizens under SAPSrC.

The main objective of the programme is to provide recognition opportunity to Senior Citizens to contribute and thereby feel useful to the society to improve the quality of life of the Senior Citizens by encouraging productive and active ageing.

**Eligibility Criteria:**

The Organizations/ Institutions other than government bodies shall be eligible for assistance under this scheme subjected to fulfilment of the following criteria:

1. Should be registered either under the Societies Registration Act.1860 or the Indian trust Act, 1882 or Section 8 of the Companies Act, 2013 or any other appropriate Act as notified by the Government of odisha from time to time.
2. Should be registered under Section 139A & 12AA of Income tax Act, 1961.
3. Should be registered under the NGO Darpan Portal of government of India.
4. Should be registered under Rule 18B of Odisha Maintenance and Welfare of Parents and Senior Citizens (Amendment) Rules, 2019. Provided that if not registered shall also submit for such registration along with project application.
5. Should ordinarily have existed for a period of two years and have resources, facilities and experience for undertaking the programme.
6. Should not discriminate against any person or group of persons on the grounds of sex, religion, caste, creed or disability.
7. Should not have been blacklisted by any central or state Government agencies.

  
District Social Security Officer,  
DEOGARH

## APPLICATION FORMAT

1. Name of Bidder/ Agency :
2. Applied Date :
3. Name of Secretary/ Chairman/ Director :
4. Full Address of Registered Office :
5. Telephone/Mobile No :
6. FaxNo :
7. E-Mail Address :
8. Name & Mobile No. of Authorized Person :
  - a. Address :
  - b. Mobile No :
  - c. E-mail Address :

### Check List

Sl. No.	Name of the document	Status (Submitted/ not submitted)	Page No. (if submitted)
1	Annexure-A/ Application form		
2	Registration certificate either under Societies registration Act, 1860 or the Indian trust Act, 1882 or Section 8 of the Companies Act, 2013 or any other appropriate Act as notified by the Government of odisha		
3	Registration certificate under Section 139A & 12AA of Income tax Act, 1961.		
4	PAN CARD		
5	Registration Certificate under the NGO Darpan Portal of Government of India.		
6	Registration certificate under Rule 18B of Odisha Maintenance and Welfare of Parents and Senior Citizens (Amendment) Rules, 2019. Provided that if not registered shall also submit for such registration along with project application		
7	Audited statement of accounts duly certified by CA (Balance sheet, income Expenditure A/C) for the last 03 financial year		

Declaration: - We \_\_\_\_\_ (Name of the agency) are agreed to work as per the terms & conditions of SSEPD Deptt., Government of Odisha.

Place:

Date:

**BIDDER'S OFFICIAL SIGNATORY**  
Name & Designation with Rubber Stamp/  
Official Seal of the Firm



## GUIDELINE

**State Action Plan for Welfare of Senior Citizens**

**(SAPSrC)**

**Department of Social Security & Empowerment  
of Persons with Disabilities**

**Government of Odisha**

## STATE ACTION PLAN FOR SENIOR CITIZENS (SAPSrC)

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### 1. Objectives:

The main objective of the programmes is to provide recognition and opportunity to senior citizens to contribute and thereby feel useful to the society, to improve the quality of life of the Senior Citizens, by encouraging productive and active ageing through the Institutions of the State/ UT Governments/ Non-Governmental Organizations (NGOs)/ Panchayati Raj Institutions (PRIs) / local bodies and the community at large.

2. **Target Group:** All Senior Citizens of the state.

### 3. Programmes Admissible:

Sl.	Project Name	Location	No. of Units
1	Maintenance of Mobile Medicare Units (MMU) for Senior Citizens	One in each District	30
2	Physiotherapy Clinics for Senior Citizens	One in each District	30
3	Training to Geriatric Caregivers & Health Care and Capacity Building Programmes	One at State Capital	01

### 4. Maintenance of Mobile Medicare Units (MMU) for Senior Citizens:

To provide medical care to the Senior Citizens living in rural, isolated and backward areas. Grant-in-aid to be given for a project of Mobile Medicare Unit for Senior Citizens living in slums, rural and inaccessible areas where proper health care facilities are not available. The project aims to enable Senior Citizens to assume an active role in maintaining and improving their

own health and in encouraging others to do the same. Ayurvedic / Homeopathic medical care may also be provided to Senior Citizens through the Mobile Medicare Unit.

Each Medicare Unit should cover minimum 400 Senior Citizens per month. Each MMU should make at least 10 trips per month to such areas. Grant-in-aid to organizations/NGOs/VOs for the programme of Mobile Medicare Units being assisted under the Scheme shall henceforth be given by the State Government, which will be 90% of the project cost as mentioned in **Model-I**. Existing ongoing projects of MMU being assisted under the IPSrC scheme by the Ministry earlier with proven track records may also be considered for support by the State Government.

#### **5. Physiotherapy Clinics for Senior Citizens:**

Grant-in-aid under this project to be given to agencies that have shown a credible track record in running projects for the welfare of the Senior Citizens for running of physiotherapy clinic for a **minimum of 50 Senior Citizens per month**. Recognized Charitable Hospitals/ Nursing Homes/ Medical Institutions/ Colleges are also eligible. Grant-in-aid to organizations/NGOs/VOs for the programme of Physiotherapy Clinics for Senior Citizens being assisted under the Scheme of IPSrC by the Ministry with proven track record may also apply under the scheme. Grants for the programme will be 90% of the project cost as mentioned in **Model-II**.

#### **6. Creation of a pool of trained Geriatric Caregivers for senior citizens:**

Grant-in-aid is to be given to the agencies, which have shown good track records in health care especially in Geriatric care, for providing training for creation of pool of trained Geriatric Caregivers or to provide bedside assistance to needy elderly. The organization shall be allowed to incur the expenditure under the heads as mentioned in **Model-III**.

Training to Geriatric Caregivers & Health Care and Capacity Building Programmes (at least 50 participants, 24 programmes per year) by Implementing agencies working in the field of old age care to be conducted.

1. Creation of a pool of trained personnel who can run the senior citizen homes as per minimum standards and training to the Staff of the project of Senior Citizens Homes.
2. Training and capacity building and creation of skilled human resource on geriatric care and Bedside assistance.

#### **7. Implementing Agencies:**

Under the Scheme proposals from Registered Societies/ Panchayati Raj Institutions (PRIs) / Local bodies / Non-Governmental/ Voluntary Organizations/ Institutions or Organizations set up by Government as autonomous/ subordinate bodies/ Government Recognized Educational Institutions, Medical Colleges, Charitable Hospitals/ Nursing Homes, Red Cross Society branches and recognized youth organizations such as Nehru Yuva Kendra Sangathan (NYKS)/ NSS etc. will be considered for sanction.

#### **8. Eligibility Criteria:**

The Organizations/ institutions other than Government bodies shall be eligible for assistance under this scheme subject to fulfilment of the following criteria:

1. Should be registered either under the Societies Registration Act, 1860 or the Indian Trusts Act, 1882 or Section 8 of the Companies Act, 2013 or any other appropriate Act as notified by the Government of Odisha from time to time;
2. Should be registered under Section 139A & 12AA of the Income Tax Act, 1961;
3. Should be registered under the NGO Darpan Portal of Government of India;

4. Should be registered under Rule 18B of Odisha Maintenance and Welfare of Parents and Senior Citizens (Amendment) Rules, 2019. Provided that if not registered shall also submit for such registration along with project application.
5. Should ordinarily have existed for a period of two years and have resources, facilities and experience for undertaking the programme.
6. Should not discriminate against any person or group of persons on the grounds of sex, religion, caste, creed or disability.
7. Should not have been blacklisted by any central or state Government agencies.

**9. Procedure of application:**

1. Eligible PIAs shall apply for grant-in-aid in online mode in prescribed form as at **Annexure-I** to the Collector concerned along with requisite documents.
2. The DSSO concerned shall inspect the organization and submit a report on the applicant organization.
3. Subsequently, the proposal will be placed before the DLPAC for consideration and recommendation to SSEPD Department.
4. On receipt of the application the Department will process the application and may call for presentation by recommended PIAs on their projects.
5. Subsequently the Department will consider for sanction and approval thereof which will be communicated to the PIA under intimation to district administration.

**10. Conditions of Grants:**

1. The selected PIAs will sign an agreement with the Department that they shall abide by the guidelines issued from time to time regarding implementation of the project.

2. Grants for every financial year will be released in two installments.
  3. The PIAs will submit monthly progress report preferably on online mode to the Department for review and records.
  4. Release of grants shall be subject to receipt of grants from Government of India and production of UCs in OGFR 7A (**Annexure -B**) for previous grants.
  5. The PIAs shall also submit an undertaking that they will raise 10% matching grant for the project activity as per guideline provisions of Government of India.
  6. Extension of project period shall be dependent on performance by PIAs and availability of funds under the SAPSrC scheme.
  7. SSEPD Department may suspend grants to any PIA and may recover the grants released if the PIA fails to comply to conditions of grant and/or blacklisted for any reason.
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**MODEL-I**

**Mobile Medicare Unit for Senior Citizens**

<b>Sl.</b>	<b>Items</b>	<b>Monthly Cost</b>	<b>Annual Cost</b>
1.	Staff Honorarium (a) to (e)		<b>7,50,000</b>
	a. Honorarium to Doctor	26,500	3,18,000
	b. Nurse	10,000	1,20,000
	c. Driver	9,000	1,08,000
	d. Organizer	9,000	1,08,000
	e. Multi-Tasking Staff	8,000	96,000
2.	Medicines and pathological Tests	24,000	2,88,000
3.	Fuel and Maintenance of Van	4,400	52,800
4.	Contingency Charges	2,500	30,000
	<b>Total</b>	<b>93,400</b>	<b>11,20,800</b>
	<b>Admissible Grant to PIAs 90% of Project Cost</b>		<b>10,08,720</b>

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**MODEL - II**

**Physiotherapy Clinics for Senior Citizens**

Sl.	Items	Monthly Cost	Annual Cost
1.	Recurring Expenditure		
	Honorarium to Physiotherapist (Full time)	14,000	1,68,000
	Honorarium to Physiotherapy Technician (full time)	10,000	1,20,000
	Honorarium to Multi-Tasking Staff (full time)	8,000	96,000
	Maintenance of Equipment	4,000	48,000
	Incidental expenses (medicines, electricity, water, etc.)	11,000	1,32,000
	<b>Sub- Total</b>	<b>47,000</b>	<b>5,64,000</b>
2.	House Rent		
	For Y Category Cities (Bhubaneswar & Cuttack)	6,000	72,000
	For other locations	4,500	54,000
	In case of Own building 10% of rent will be provided towards maintenance of building		
3.	<b>Non-Recurring Items</b> including the cost of CCTV camera and website designing charges		<b>11,30,000</b>
	In the staff pattern, one Male and one Female shall be preferred for the posts of Physiotherapist and Physiotherapy Technician.		

**MODEL - III**

**Creation of a pool of trained Geriatric Caregivers**

**for senior citizens**

<b>Sl.</b>	<b>Items</b>	<b>Annual Cost</b>
1.	Honorarium to trainer (2) @ Rs. 1500 per day per Trainer for 24 programmes (Rs. 3000/- per programme)	72,000
2.	Refreshment for 60 (50 participants +10 extra persons) persons per programme for 24 programmes @ Rs. 120/- per person	1,72,800
3.	Stationery for trainees @ Rs. 15/- Per participant (15X50X24)	18,000
4.	Venue & AV equipment @ Rs. 3000/- per programme per day.	72,000
5.	Administration & other expenses @ Rs. 10,000/- per programme for 24 programmes	2,40,000
	<b>Total</b>	<b>5,74,800</b>

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## Form of Application for Grant –in-Aid under SAPSrC

1.	Financial Year for which Grant –in-Aid Requested for	:	
2.	Project for which grant –in- aid applied for (enclose detail project proposal & action plan)	:	
3.	Amount of grant-in-aid applied for (enclose detailed estimate)	:	
4.	Name & complete address of managing organization (PIN Code, Phone, Fax, website, Email etc.)	:	
5.	Date of Establishment	:	
6.	Registration Details (Act under which registered with no. & date) (enclose copies of certificates & Byelaws)	:	
7.	If registered under FCR Act, 2010 registration	:	

	number, date & validity period (Enclose copy)													
8.	Registration under Income Tax Act 1961 (PAN number, 12 AA, 80G etc.) (Enclose copies)	:												
9.	Registration under Niti Ayog (NGO Darpan) MWPSA Act, 2007, RPWD Act 2016 and NTMR Act 1999 (enclose copies)/ Others (Specify)	:												
10.	Details of Governing Body/Managing Committee of the Organization (in the format)	:	<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name &amp; Address</th> <th>Occupation</th> <th>Tel. No.</th> <th>Educational Qualification</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Name & Address	Occupation	Tel. No.	Educational Qualification						
Sl. No.	Name & Address	Occupation	Tel. No.	Educational Qualification										
11.	Financial status of the organization (enclose auditor's report & balance sheet with IT return certificate for last 3 years.	:												
12.	Whether separate project -wise accounts have been maintained for grants sanctioned earlier?	:												

13.	Whether principle of joint operation of Bank Accounts is being followed?	:					
14.	Details of assets of the organization (in format)	:	Sl.	Items	No. of Units	Value	
15.	List of available professional staff with RCI registration/ other councils with number	:	Sl.	Name & Address	Qualification	RCI Registration Number	
16.	Activities/ programmes of the organization (please enclose latest annual report)	:					
17.	Projects/ programmes under implementation (in format)	:	Sl.	Project Name	Location	Beneficiaries (category & no.)	Project cost
18.	Weather the organization is ever black listed or charge sheeted by any authorities? If yes details thereof.	:					
19.	Details of Bank Account (with branch address, account number,	:					

	IFSC/ RTGS code etc.)	
20.	Name and address of contact person with mobile & email address	:
21.	Utilization Certificate in respect of last year's GIA submitted or not. Enclose a copy of the same.	
22.	Any other (specify)	:

**Date:**

**Signature of  
Secretary/ President with Seal**

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## FORM O.G.F.R. 7 A

(See Rule 172)

Form of "Utilization Certificate for the Year \_\_\_\_\_

I hereby certify that the grant placed at my disposal /at the disposal of \_\_\_\_\_ in the year, \_\_\_\_\_ and the amount available for expenditure during the said year were as follows :-

I.	(a)	Unspent balance at the end of the year	:	Rs. .....
	(b)	Grant received during the year of  Quote the number and date of authorization issued by Accountant-General, Odisha. Whenever it is dependent on such authority and in other cases only the number and date of sanction and designation of sanctioning authority.  (F. D. Memo. No. 30007-(144) F-, dared the 27th July, 1962)	:	Rs. .....
		<b>Total</b>	:	Rs.....
II.		Expenditure during the year		
	(i)	Out of unspent Balance as in 1 (a) above	:	Rs. .....

(ii)	Out of the grant referred to in 1 (b) above	:	Rs. ....
	<b>Total</b>	:	Rs. ....
III.	unspent balance at the end of the year		Rs. ....

2. I further certify that the expenditure of Rs \_\_\_\_\_ shown as expenditure in the year \_\_\_\_\_ has been expended solely on \_\_\_\_\_ under my charge within the Jurisdiction of -. \_\_\_\_\_ and for no other purpose and that the sum of Rs. \_\_\_\_\_ ( \_\_\_\_\_ ) shown as balance at the end of the year. \_\_\_\_\_ is available for expenditure and no part of it has been diverted to other purposes.

3. I further certify that a list of works on which the expenditure Rs. \_\_\_\_\_ has been incurred and the amount spent on each has been prepared and maintained in my office \_\_\_\_\_ in the office of the \_\_\_\_\_

Dated, the .....

Chairman/President/ Secretary of

\_\_\_\_\_

Dated, the .....

DISTRICT OFFICER

Dated, the .....

HEAD OF THE DEPARTMENT