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DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI

PUNARWAS BHAWAN,
I.P. ESTATE, NEW DELHI-110002

REQUEST FOR PROPOSAL

Delhi Urban Shelter Improvement Board (DUSIB) invites Request for proposal (RFP), from the Non-Governmental Agencies (N.G.Os)/Voluntary Organizations, Homeless Person's Collectives, Youth and Women's Groups/ Universities and Institutions/ Nehru Yuva Kendras/ Self Help Groups/ Resident Welfare Associations/ Public & Private Sector Companies for running and managing the following newly constructed Night Shelters:

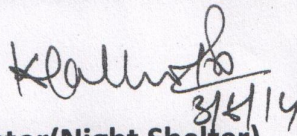
- (i) Vivekananda Night Shelter at Rohini
- (ii) Sarai Kale Khan (1+1)
- (iii) Sultanpuri

The DUSIB will provide the space, financial assistance and blankets and durries etc. to the Shelter Management Agency for running and operating this Night Shelter. The financial assistance to the N.G.O. will be provided for engaging three care takers, a cleaner for running and operating the night shelter and its day to day maintenance. The allotment will be for one year.

Interested Management Agencies may submit their proposals alongwith required documents and give details about their experience, Registration No., source of funds etc. on the prescribed format (enclosed). The agencies should submit their last three years Annual Report and financial statements.

The prescribed format alongwith terms and conditions of the allotment can be downloaded from the website delhishelter.nic.in.

The complete proposals should reach Director (Night Shelter), Room No.64, Punarwas Bhawan, I.P. Estate, New Delhi by 16 June 2014.


Director(Night Shelter)

DELHI URBAN SHELTER IMPROVEMENT BOARD
PROFORMA FOR PROPOSAL FOR MANAGEMENT OF SHELTER FOR ALLOTMENT
OF SPACE TO N.G.O. FOR OPERATION AND MANAGEMENT OF NIGHT SHELTERS

1	Name of the applicant	
2	Permanent address/working address	
3	Whether registered under the societies Registration Act 1860/Trust if so enclose a photo stat copy of Registration certificate duly attested by the president/Secretary of the Society along with official seal and Pan Card Number.	
4	Name and designation/Profession of members of governing body management committee.	
5	A Photostat copy of the Memorandum of the association/Society duly attested by the President/Secretary be enclosed.	
6	Nature of main and ancillary activities at present being undertaken by the society/Organization and length of experience.	
7	The address of the society/Organization where presently the activities are being conducted and whether the space is on rent/authorized by any public authority or owned premises.	
8	Please attach a copy of annual report for the last three year, if	

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	the society is more than one year old, if the society is registered recently, details of social activities started so far in Slum of Delhi.	
9	Photo copy of the passbook showing the deposits as on the date of application as on the date of application if the society is more than one year old statement of annual accounts duly audited for the last one year be enclosed.	
10	Present source of funding of the project being implemented by the NGO/Voluntary Organizations Charitable trusts. The name of the organization/Department/Agency providing the financial assistance.	
11	Whether the NGO/ Voluntary Organizations Charitable trusts has already got any space for running the activities by DUSIB Department. If so, if details thereof.	
12	Whether the NGO/ Voluntary Organization applying for allotment is black listed/debarred from any organization.	
13	If any proceeding is contemplated by any department for debar/black list	
14	Details of turnover/balance sheet for the last 03 years	

Signature

Date _____

Place _____

Terms & Conditions

1. N.G.O./Voluntary organizations will run, manage, and operate the permanent shelter on contract basis on behalf of Delhi Urban Shelter Improvement Board.
2. The legal possession of the premises of the shelter shall always be deemed to remain with N.G.O./Voluntary organizations.
3. N.G.O./Voluntary organizations shall start operation within fifteen days from the date of execution of M.O.U. and will be responsible for the function and management of shelter in all respects.
4. DUSIB shall inspect the premises of the night shelter and take over the same in appropriate condition, fit for use as shelter. N.G.O./Voluntary organizations shall effectively undertake to maintain the building of the shelter and shall carry out all major repairs annually and N.G.O. shall incur all expenses in the day-to-day maintenance and upkeep of the shelter. An inventory of all things and fixtures, durries, Blankets etc. shall be prepared and all items as per said inventory shall be put in-charge of N.G.O. and same shall be returned to DUSIB in good usable condition at the time of completion/termination of this agreement.
5. The N.G.O. shall employ the entire staff/personnel as per its own choice.

If any person is engaged by N.G.O. then such person(s) would be treated as employee(s) of N.G.O. without forming any relationship of master and servant between such an employee(s) and DUSIB.

6. N.G.O. shall be liable for all claims wages, leave and compensation on account of any injury caused to any worker engaged by N.G.O. to run Night Shelter.
7. The N.G.O. shall be responsible for management and maintenance of Night Shelter and will ensure that the Night Shelter.
 - i) Will run 24X7 under the supervision of staff engaged by N.G.O.
 - ii) Night Shelter will be kept clean and hygienic.
8. N.G.O. shall keep the premises neat and clean and shall ensure regular availability of detergents disinfectants like phenoel, brooms, brushes and other material required for maintaining hygienic conditions.
9. The N.G.O. shall undertake day-to-day repairs to fitting and fixtures and will get the same in serviceable and good working conditions. Similarly, the N.G.O. shall ensure proper functioning of the lighting arrangements/electric fixtures provided in the units.
10. N.G.O. will deposit the security amount of Rs. 10,000/- (Rs.Ten Thousand only) which will be refunded after the expiry of contract of allotment.
11. The electricity consumption charge for day-to-day operation, management and maintenance of the complex shall be paid by the DUSIB for the winter period from 1st day of December to 15th day of March as tentative average monthly expenditure worked out by the concerned Executive Engineer. For rest of the period, the electricity charges shall be borne by the N.G.O.
12. The night shelter will be operated, managed and maintained on pay and use basis by utilizing the money collected by the N.G.O. by way of collection of Rs. 6/- per user except children upto the age of 16 years, woman and senior citizens (of age above 60

years). Any alteration in users fees can be made with permission of the DUSIB. A Board will be displayed at the site showing use charges and other terms and conditions of the use of the shelter. The said charges can be modified at any time with the approval of the DUSIB. The N.G.O. shall maintain regular day-to-day register of cash collected from each shelter and expenses incurred on their management. All the Night Shelters will be free for all users in winter season i.e. from 1st Dec. 2014 to 15th March, 2015.

13. The N.G.O. shall make shelter available for all homeless, who want to use this facility.

14. The N.G.O. will be responsible for undertaking the community mobilization works to make the public conscious of the use of shelter by giving due publicity and will maintain close liaison with the local public and R.W.A.

15. The N.G.O. will be responsible for the safe custody of the shelter and its fittings as per inventory, which will be made available by the DUSIB while handing over the control and management of shelter.

16. The N.G.O. shall have no right to use the infrastructure handed over by the DUSIB for the purpose other than that mentioned in the agreement. Also no addition/alteration to the existing structure shall be made by the N.G.O. In case of default the same would be demolished by the DUSIB at the expense of N.G.O.

17. The N.G.O. shall hand over the units in the operation conditions to the First Party at the time of completion/termination of the agreement. For any defects and deficiency at the time of transfer, the cost shall be recoverable from the security deposit.

18. The N.G.O. shall not assign sub-let/sub-contract in favour of any other party the present agreement, in whole in part.

19. In case any accident occurs due to negligence of the N.G.O. will be sole responsible for all damages including cost defending action.
20. The M.O.U. will be initially for a period of one year with option renewable for another period of one year commencing from the date of handing over the control and management of shelters to the N.G.O. The contract may be extended if Competent Authority agree. The DUSIB shall be at liberty to revoke the present license with notice.
21. First Aid box is to be provided by the N.G.O. to whom the shelter is allotted.
22. Care Takers/Supervisors are to be deployed by the N.G.O. and he will maintain a register wherein the name of the users of the shelter will be entered on daily basis.
23. In case of severe illness of users Care Taker/Supervisor of Night Shelters will call the ambulance to hospitalize him in the nearby hospital.
24. One SafaiKaramchari will be deployed in each Night Shelter by the N.G.O. who will clean the toilet and the premises of the shelter twice a day.
25. One dust bin will be provided in each shelter by the N.G.O.
26. The NGO shall be responsible through Care Taker/Supervisor for regular dusting and ironing of blankets and linen etc.
27. Each Shelter should be functional for 24 hours from the opening of the night shelter.
28. The N.G.O. running the shelters be provided basic cost of deploying 03 Care Taker and 01 Cleaner cost incurred in day to day cleaning of shelter and sanitation material @ Rs.35087/- per month.

29. The N.G.O. will be in touch with local Police Station and with Beat Constable for the maintenance of the law and order.
30. The N.G.O. will maintain necessary records and will submit necessary reports as per the directions of DUSIB.
31. The N.G.O. shall manage an attendance register for the guests coming to the shelters.
32. N.G.O. will maintain:
 - (a) An attendance registers for the Care Takers and Sweeper with clear mention of time of reporting and leaving.
 - (b) N.G.O. shall maintain Inventory of shelter items and linen.
 - (c) N.G.O. shall maintain Cleaning register-Time and Date of cleaning of premises and the venue.
 - (d) N.G.O. shall maintain Cash Book- the N.G.O. shall maintain a Cash Book for recording every expenditure and payments made for running the Shelters from the funds provided by the government.
 - (e) N.G.O. shall maintain Feed back and Complaint book.
 - (f) N.G.O. shall submit Summary of Complaints and Feedback.

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