



Government of West Bengal
Department of Health & Family Welfare
District Health & Family Welfare Samity, Jalpaiguri
Jalpaiguri

Memo. No. /DHFS-Ja/ RSK-385/15

Date: 03.09.2015, Jalpaiguri,

**NOTICE INVITING EXPRESSION OF INTEREST
FOR THE PROJECT OF
ROGI SAHAYATA KENDRA
["MAY I HELP YOU" COUNTER]
FROM INTENDING NGOS**

EOIs (Expression of Interest) are invited from eligible NGOs in prescribed Format for engagement @ 2 (two) Rogi Sahayaks in Rogi Sahayata Kendra (RSK) Help Desk in each BPHC / RH under Jalpaiguri District to facilitate admission and treatment related activities of patients attending Govt. Hospitals for optimum implementation of Rastriya Swasthya Bima Yojana (RSBY) as per Memo No. HF/O/MS/W-03/13/PART-II/Part file, Dated, 19.02.2015, from Secretary H&FW and State Nodal Officer, RSBY.

1. Eligibility criteria for NGOs :

- Registered NGO as per Society Registration Act 1961 or similar Act;
- The NGO must have its Registered Office in any of the North Bengal Districts surrounding Jalpaiguri having its Branch Office in Jalpaiguri Sadar Subdivision and / or Mal Subdivision, Jalpaiguri;
- Having last 3 years' external audited report;
- Having renewal Certificate of last FY 2014-15;
- Having sound Financial health in respect of Turnover of last 3 Years;
- Having work experience in related field - health sector, women & children development, etc.

2. Mode of Application:

- Application to be made in Official Letterhead of NGO, computer printed - not hand written;
- All the required information must be provided as per prescribed Format;
- All testimonials in support of Registration Certificate, External Audit Report, Renewal Certificate, Annual Report, PAN Card, TAN if any, working experience in health etc. must be submitted along with the application;
- All the testimonials must be attested by the President / Secretary of the concerned NGO;
- Complete Application must be submitted on or before **24/09/2015**, up to 2 p/m of the last Date, i/c., 24/09/2015 by the Registered Post or Speed Post only, addressed to concerned SDO (SDO Jalpaiguri, Sadar for Sadar Sub Division and SDO Mal for Mal Sub Division).

3. Selection Criteria:

Years of Work Experience in Health Sector in the District related to Health Education, Sanitation, Nutrition, Mother and Child Welfare, etc.:

Sl. No	Name of Facility	Address for Submission of Application
01	Sadar Sub Division (Belakoba BPHC, Rajganj RH, Maynaguri RH, Dhupguri RH)	Sub Divisional Officer Jalpaiguri Sub Division, Jalpaiguri - 735101
02	Mal Sub Division (Oodlabari BPHC, Mangalbari BPHC, Sulkapara BPHC) <i>(NB: Engagement to Oodlabari BPHC will be done on introduction of Beds)</i>	Sub-Divisional Officer , Mal Sub Division, PO - Malbazar, Dist: Jalpaiguri, Pin-735221

4. GENERAL CONDITIONS:

- Prescribed Application Form & Other details, i.e., eligibility etc. is available at Web Site i) www.wbhealth.gov.in and ii) www.jalpaigurihealth.com for downloading. No other Format of application will be entertained / accepted;

b) Envelop must be Superscripted on the Top in CAPITAL LETTER as "APPLICATION FOR SELECTION OF NGOS FOR ENGAGING ROGI SAHAYAK IN RSBY PROGRAMME IN SADAR SUB DIVISION / MAL SUB DIVISION, JALPAIGURI ";

c) Incomplete application is liable to be rejected;

d) Authority will not be responsible for any postal delay;

c) Before applying, the NGOs should carefully read the instructions and ensure that they fulfilled eligibility criteria at the time of submission of Application;

d) Mere selection for empanelment does not confer any right *for engagement of* candidate as ROGI SAHAYAK by the selected NGOs;

e) Engagement procedure at all the stages will be purely provisional subject to satisfaction of prescribed conditions;

f) Selection of NGOs will be done as per TOR of the Department;

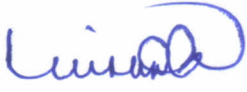
g) Sub Divisional level Selection Committee reserves the right to alter modules of engagement at any stage, if required;

h) Essential qualification and remuneration of Rogi Sahayaks will be as that of the Rogi Sahayaks of Rogi Sahayata Kendra of National Health Mission;

i) Job responsibilities of the Rogi Sahayaks will be as that of the Rogi Sahayaks or as ordered by the State Nodal Agency, RSBY;

j) State Nodal Agency will provide the remuneration of such engaged RSBY Help Desk Personnel for first Six months and after that continuation of RSBY Help Desk Personnel will be incidental to the performance of RSBY in that particular facility. It is expected that after initial 6 months the facility will be able to bear the cost from the accumulated claims of RSBY;

k) No other cost except the remuneration of Rogi Sahayaks Personnel will be paid.

 03/9/2015

Member Secretary,
DH& FWS, Jalpaiguri

APPLICATION FROM FOR NGO

- a) NAME OF THE NGO:
- b) FULL ADDRESS OF REGISTERED OFFICE (with location and Postal particulars) :
- c) Full Address of Branch Office in District (with location and Postal particulars) :
- d) WEB SITE (If any) :
- e) E-MAIL ADDRESS :
- f) PHONE NO (Office) :
- g) REGISTRATION NO. OF NGO :
- h) YEAR OF REGISTRATION :
- i) VOTER CARD NO OF :
- j) President of NGO :
- k) Secretary of NGO :
- l) PAN CARD NO :
- m) TAN NO.(If any) :
- n) Year of last Renewal :
- o) Date of last AGM :

p) EXTERNAL AUDIT REPORT OF LAST 3 YEARS:-

2012 - 2013	2013 - 2014	2014 - 2015
Yes / No:	Yes / No	Yes / No
By Agency:	By Agency:	By Agency:

q) Financial Turn Over in INR :

2012 - 2013	2013 - 2014	2014 - 2015
Rs.	Rs.	Rs.

r) CHOICE OF BLOCKS : (Please Mention Sub Division and BPHC Name out of list)

[A] Sadar Sub Division: 01. Belakoba BPHC in Sadar Block, 02. Rajganj RH in Rajganj Block,
03. Maynaguri RH in Maynaguri, 04. Dhupguri RH in Dhupguri.

[B] Mal Sub Division: 01. Oodlabari BPHC in Mal Block, 02. Mangalbari BPHC in Matiali, 03. Sulkapara BPHC in Nagrakata Block .

Your Choice / choices:

s) Work Experience:

Sl. No	Field of Work / Sector	Name of the Sponsorship / Authority worked with	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Total (yy/mm/dd)

Grand Total of Years & Month of Experience:

t) Comment here within 100 words regarding NGO as to "WHY BEST" for consideration:

<h2>COMMENT HERE</h2>

u) **ENCLOSER:** Self attested photo copy in support of testimonials attached

Sl. No.	Documents (Self Attested)	Documents Submitted : Yes / No
1	Registered Certified of NGO	
2	Address Proof	
3	Voter Card of President of NGO	
4	Voter Card of Secretary of NGO	
5	PAN CARD	
6	TAN(if any)	
7	Last renewal certificate	
8	Proceedings/Resolution/Minutes of last AGM	
9	Last 3 years of Externals Audit Reports	
10	Documents of Work Experiences	
11	Other Documents if any	

DECLARATION:

We do hereby declare that the particulars furnished as above and all the statements made are:

1. True, Correct and complete to the best of our knowledge;
2. Defect detected, if any, our application may be liable to be summarily cancelled / terminated by the authority without any notice;
3. We the undersigned also understand that the concerned authority reserves the right to reject our application based on non availability of working experience and any required documents as desired by the competent authority;
4. We also declare that, we are ready to set up of RSBY Help Desk as per our the choice and authority reserves right to place any selected NGO in any Block within the Sub Division

Place :
Date of Application :

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Full signature of President of NGO

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Full signature of Secretary of NGO