

# **Expression of Interest**

*Ministry of Social Justice and Empowerment, Government of India invites "Expression of Interest" from Non-Government Organisations (NGOs)/Community Based Organisations for running Garima Greh-Shelter home for transgender persons under Support for marginalized individuals and livelihood enterprise (SMILE) for the financial year 2022-23*

## **1. Background**

To safeguard the rights of Transgender persons and protect the interest of the community, there is a prime need to establish Garima Grehs for the Transgender community. Section 8(4) of the Transgender Persons (Protection of Rights) Act 2019 states that the appropriate Government shall take steps for the rescue, protection and rehabilitation of transgender persons to address the needs of such persons. The establishment of Garima Greh will align with the provision laid down under Section 12(3) of the Act which states that whether any parent or a member of his immediate family is unable to take care of a transgender, the competent court shall by an order direct such person to be placed in the rehabilitation center.

Such shelter homes will ensure that the community has access to a safe and secure environment, livelihood opportunity and a means to reintegrate into the society.

## **2. Aim and objectives**

- i. To cater to the primary need of providing shelter to transgender persons with basic amenities like food, medical care and recreational facilities facing social, psychological and economical constraints. Besides, it will provide support for the capacity-building/skill development of Transgender persons.
- ii. Liasoning to provide legal care and psychological counseling to enable Transgender persons to take steps for their reintegration into their families /society.

- iii. To provide skill-development training to develop and enhance livelihood skills and create an alternative livelihood for the transgender persons for economic independence.
- iv. To assist transgender persons residing in Garima Grehs getting Identity cards, PAN card, Ration card, passport, etc.
- v. To improve overall living conditions of Transgender persons by providing a positive environment for their holistic development.

3. Garima Greh will be set-up across the country. Interested NGOs/CBOs owned by Transgender community expressing interest must have sound experience of working with the transgender community of India and well versed with the unique challenges faced by the community.

#### **4. Submission of application**

Interested NGOs/CBOs owned by Transgender community shall submit the complete application in all respects on e-Anudaan Portal of the Ministry of Social Justice and Empowerment on/or before 30th April 2022 by 11:59 P.M .

The interested NGOs/CBOs owned by Transgender community/Start-ups working for Welfare of Transgender Persons can apply through e-Anudaan (<https://grants-msje.gov.in/ngo-login>) portal of Ministry of Social Justice and Empowerment.

6. The Ministry may, if necessary, invite some or all applicants for making presentation at a date, time and location notified. The purpose of such presentations would be to allow the NGOs/CBOs owned by Transgender community to present their approach, methodology & quality of the Proposal.

#### **7. Documents to accompany**

The following documents are mandatory to be uploaded with the application:

- i. Sample letter of Intent(**Annexure-I**)

- ii. Undertaking to the effect that the firm has not been black listed in India or abroad by government agencies in any form. **(Annexure-II)**
- iii. Details of turnover in the last 2 financial years **(Annexure-III)**
- iv. Organizational details **(Annexure-IV)**
- v. Write up of organization profile
- vi. Society Registration Certificate and Memorandum of Association & Articles along with latest filled return/ Trust Deed
- vii. Aims & Objectives of the Organization
- viii. Activity Report/ Annual Report of the Organization for the last year
- ix. Income Tax Registration & Exemption Certificates, if any
- x. List of Board/ Governing Body Members with Contact Details and Occupation

**Note:**

(i) The NGOs/CBOs owned by Transgender community/Start-ups working for Welfare of Transgender Persons who apply for running the Shelter Homes/Garima Grehs must be already working in the field with minimum experience of 2 years.

(ii) The applying NGOs/CBOs owned by Transgender community/Start-ups working for Welfare of Transgender Persons should be a registered society/company/trust.

(iii) The entities already seeking financial support from any other scheme or other source for this activity should not apply or may forfeit the same to seek support under this scheme.

(iv) The maximum period up to which the support would be provided to an NGOs/CBOs owned by Transgender community/Start-ups working for Welfare of Transgender Persons would be for 4 years subject to satisfactory working of it as per the procedures laid by this Ministry.

## **8. Structure of Garima Greh**

The shelter home will be managed and executed by the Project Management Committee (PMC). The Secretary of the organization running the Garima Greh must be a person from the Transgenders community would be the Project Director of that Garima Greh . The Committee shall be expected to meet every month and record the minutes of the meeting. It is the the responsibility of Project Director to ensure that the PMC meetings are held as per schedule, deliberations of the PMC are minuted and shared with the Ministry. These minutes of the PMC meetings and the actions taken upon Minutes would also be taken into consideration into while accessing the performance of the Garima Greh. The composition of the PMC is as below:

<b>Project Management Committee (PMC)</b>		
1	District Magistrate or equivalent	Chairperson
2	Representative from NGO/CBO*	Member
3	Doctor*	Member
4	Expert in Transgender Welfare & Issues*	Member
5	President/Secretary of Garima Greh (Project Director)	Member Secretary

\*to be nominated by District Magistrate/District Collector

#### **iv. Staff positions**

The following staff should be appointed for maintaining Garima Greh with 25 residents

<b>S.No</b>	<b>Staff Position</b>	<b>Nos</b>
1	Project Director	1
2	Project Manager	1
3	Accountant assistant	1

4	Bridge Course Coordinator	1
5	Counsellor	1
6	Cook	1
7	Assistant Cook	1
8	Multi task worker	1
9	Sweeper	1
10	Watchmen	3
	<b>Total</b>	<b>12</b>

## 9. Infrastructure

### A. Physical Standards

- a. The Garima Greh should be located in a reasonably quiet and residential locality, so that there are no unscrupulous elements to disturb the residents.
- b. The centre should be easily accessible and connected through public transport.
- c. The centre should be properly ventilated, well-lit and maintained in a clean manner.
- d. Safety of the residents to be ensured.
- e. Name of the home with complete address and supported by which scheme should be displayed prominently.
- f. Space Requirements: The Garima Greh shall, as far as possible, have a minimum area per resident as per the following norms.
- g. Computerization of all the records should be made mandatory, Space to be provided to store records of patients to ensure confidentiality and a system of easy retrieval.
- h. Bio-metric systems should be followed for attendance.

- i. CCTV should be linked to the website/Garima Greh Portal.

<b>Built up &amp; non-built up area for transgender shelter home (approx.)</b>		
Rooms or dormitory for individual	25 person required area each person 50 sq feet	1250 sqft minimum
medical cum counselling room		200 sq feet
recreational place		500 sq feet
stock room		100 sq feet
bathroom		200 sq feet
toilets		200 sq feet
office room		150 sq feet
staff room		100 sq feet
caretaker cum bridge course coordinator		200 sq feet
social security office		100 sq feet
	total built up space	3000 sq feet

### 9. Evaluation / Selection process

Organizations will be marked out of 100 based on the following parameters, and only those with more than 70 marks overall would be considered by the Program Approval Committee(PAC) for sanction.

#### A. Strength of the organization

S. No.	Parameter	Marks			
		5	10	15	20
1	Years of experience in the field of transgender welfare	2	3-4	5-6	>6

2	Outreach/social workers from the organization who have been working with transgender community	2	3	4	>4
3	Convergence with other schemes (eg health, education, skill development etc) of State Govt/Central Govt for welfare of transgender community	1 scheme	2-4 schemes	5-7 schemes	>7 schemes
4	Number of transgender people rehabilitated by means of self-employment, job employment, so far (of the total estimated number of transgender community in the district)	0-25	25-50	50-75	>75
5	Rewards/accolades that your organization has received for the work done in the field of welfare of transgender community	Block Level Award	District level award	State level award	National level award

### **Strength of the Project**

<b>S. No.</b>	<b>Parameter</b>	<b>Marks</b>			
		<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1	Number of districts where NGO is working for welfare of transgender community	1	2-5	6-10	>10

2	Strategies for Rehabilitation of transgender individuals	Will be awarded by the PAC			
3	Number of Transgender individuals hand-held for issuance of Transgender identity certificate/card	<5	6-15	16-30	>30
4	Central Government assistance required: (as percentage of project cost)	100%	75%	50%	25%

## 10. Submission of application

It is requested to submit willingness and a detailed proposal to implement the sub-scheme in all States/UTs except Delhi, Odisha, Tamil Nadu, Bihar, Maharashtra, Chhattisgarh, West Bengal, Gujarat and Rajasthan where Garima Greh are already operational, along with supporting documents on e-Anudaan Portal of Ministry of Social Justice and Empowerment on/or before **30th April, 2022**.

## 11. Disclaimer

Notwithstanding anything contained in this document, the Ministry reserves the right to accept or reject any request/proposal, or to annul the EOI process or reject all requests/proposals, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof. Shortlisted NGO/CBO may also be asked to make a presentation at given notice. The Ministry also reserves the right to include any other item in the scope of work at any time after consultation with applicants or otherwise.

The application is liable to be rejected if:

- Not in prescribed form and not containing all required details.
- Not digitally signed.
- Received after the expiry of due date and time.

For any queries related to the RFP, you may contact Shri Shantanu Dixit, Assistant Director (email: [dixit.shantanu@nic.in](mailto:dixit.shantanu@nic.in)) and Shri Mayank Bhardwaj, National Coordinator (email: [mayank.b@gov.in](mailto:mayank.b@gov.in)).

**Sample Letter of Intent  
[On the Letter head of the Applicant]**

(Insert Date)

To

Shri Shantanu Dixit,

Ministry of Social Justice and Empowerment  
Room 401,  
A Wing, Shastri Bhawan,  
New Delhi – 110001

Ref: Expression of Interest cum proposal for “Garima Greh” Shelter homes for transgender persons

Sir/Madam,

We on behalf of (Name of Non-Governmental Organization/Community Based Organization) and having reviewed and fully understood all of the qualification requirements and information provided hereby submit Expression of Interest cum Proposal for “Garima Greh”. The details as per the requirements of the EOI enquiry are uploaded for your consideration.

The information and statements made in the EOI are correct and any misinterpretation contained may lead to disqualification of our application.

We agree, if our EOI is accepted, we will fully support for technical/financial evaluation and field verification.

Yours faithfully,

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(Signature, Name and designation of the authorized signatory)

(Name of the applicant organisation and complete address)

## **ANNEXURE-II**

### **UNDERTAKING (on the letterhead of the NGO/CBO)**

I /We \_\_\_\_\_ hereby certify that in the last three years, neither the NGO/CBO nor any of its engaged employees have failed to perform on any contract or expelled from any project or contract or have had any contract terminated for breach on our part.

We have not been banned/ suspended by the Government of India/ any State Government/ Govt. agency, Supreme Court/ High Court or any lower Court within last three years as well as:

- i. Possess the necessary professional, technical, financial and managerial resources and competence required issued by the Procuring Entity;
- ii. is having an unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- iii. Do not have any previous transgressions with any entity in India or any other country during the last three years.
- iv. does not have any debarment by any other procuring entity
- v. is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- vi. do not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;

Signature (s) & Seal

**Annexure-III**

**Financial details for turnover (as per audited balance sheet) (in lakhs)**

Kindly provide details for the annual turnover of the past 3 (three) consecutive years

S.no	Name of the Organisation	FY 1	FY2	FY3
		Turnover	Turnover	Turnover

(Note: The above statement should be certified by a Chartered Accountant as below)

Certified that the statement above reflects the true and correct statement of the turnover as per the audited books of accounts of the entity applying for empanelment.

Signature of the Chartered Accountant .....

Date :
Place:
Office seal

Authorized representative of the Applicant (Name) \_\_\_\_\_ (Sign)  
 \_\_\_\_\_

(Name of the entity applying for empanelment)

Attach annual report

Office seal:

Date.....

Place.....

**Annexure-IV**

**Organizational Profile**

(All pages of the application form duly filled in along with requisite documents must be attested by the authorized signatory of the organization in the case of ongoing projects. For new cases all the documents should also either be notarised or attested by with his seal/Gazetted Officer)

Name of the scheme	Support for Marginalized Individuals, Livelihoods and Enterprise
Name of the Organization	
Name of the state where project is proposed	
Complete project location	
Do you have a website	Yes/No
If yes, kindly provide website URL	

**Organization Details**

NGO Name as recorded in (NITI Aayog Portal):	
NGO Unique Id as recorded in (NITI Aayog Portal):	
Address of Registered office of the Organization:	
City / Town / Village:	
District:	
State:	
Mobile No.:	
Telephone:	
Email Address:	
Organizational goals and objectives	
Details of Head of NGO/CBO and contact details	Name of the contact person: Designation: Phone Number: Email ID:
Date of Establishment	
Geographical coverage of the organization (if your organization is working in more than one district, Kindly mention)	
Main area of specialisation	
Number of professional full time staff (core and project)	<b>Number of management staff:</b> <b>Number of programme staff:</b> <b>Number of Support staff:</b> <b>Number of Volunteers:</b>
Office space in square metre and ownership status	
Total work experience of working/engaging with transgender community	
Details of carrying out such special projects for government of India/State government/International organization, if any	

### Organizational strength

Sno.	Name of staff member	Gender	Position/designation	Total work experience in years

Name, Educational Qualification, address and contact details of two key functionaries of the Organisation (such as Secretary, President, Chairman etc.)

Sno.	Name	Educational Qualification	Address	Phone No.	Email ID	Designation

Details of the Act under which Organization is registered:

Name of Act:	
Registration Number:	
Date of Registration of the organization:	
Registration Valid up to (if any):	
PAN Registration Number and Date:	
80G/FCRA registration details (if available)	

Details of the ongoing projects of the organization and their outcome/achievement, if any for (Transgender welfare in the last 5 years)

Nature of work done	Period of work done	Coverage of Beneficiaries	Outcome/Outstanding Achievement and Award,if any	Source of funding	Amount of Fund(In Rs.)


**Kindly submit necessary documents as proof**

A write up on the profile of organization and proposed project along with a broad implementation schedule.

**Annexure V**

**Budget of the Garima Greh**

<b>S.No</b>	<b>Particulars</b>	<b>Amount in Rs</b>
1	<p><b>i. Non-Recurring</b></p> <p>This is a one-time cost for purchasing furniture fixtures, dining table with chairs, 25 beds, mattress, pillow along with Pillow cover, boxes and welcome kits to each inmates. Applicable only to new Garima Greh as one-time cost. The procurement procedure to be followed and the document should be available in the Project Office.</p>	Rs. 1,50,000/-
2	Computer Peripherals for the Office	Rs, 50,000/-
3	Equipment's for Garima Greh This would be used for the purchase of audio visual equipments for Garima Greh (e.g. CCTV, T.V., invertor, DVD Player). Invertor. Fan TV Audio System. Wall clock	Rs. 1,30,000/-
4	Kitchen Items Kitchen items will be gas, cylinder, Safe drinking water, fridge, water cooler, cooking utensils, plates and glasses etc.,	Rs. 1,00,000/-
5	Safety Equipment's	Rs. 22,500/-
6	Skill development-related equipment's (Approx) Amount may be used to purchase equipment of locally popular trades.	Rs, 50,000/-

	Total Cost under Non-Recurring Budget	Rs.5,02,500/-
	<b>II. Recurring</b>	
7	Rent for Building per month (Rs. 40,000x12)	Rs. 4,80,000/-
8	Food includes Breakfast, lunch, Dinner, Two times Tea( Rs.100x25x12 )	Rs.9,00,000/-
9	Project Manger (Rs.20,000x12)	Rs. 2,40,000/-
10	Account Assistant (Rs. 15000 x12)	Rs.1,80,000/-
11	Part Time Doctor ( Rs.15,000x12)	Rs,1,80,000/-
12	Counsellor (Rs.15000x12)	Rs.1,80,000/-
13	Multi Task staff (Rs.10,000x12)	Rs.1,20,000/-
14	Bridge Course Coordinator (15,000x12)	Rs.1,80,000/-
15	Cook (Rs.12000x 12 )	Rs.1,44,000/-
16	Sweeper (Rs.8,000x12)(Part Time)	Rs.96,000/-
17	Watchman (Rs.10,000x12x3)	Rs. 3,60,000/-
18	Administrative expenses ( Rs.7000x12)	Rs. 84,000/-
	Total Cost under Recurring Budget	Rs.31,44,000/-
	<b>Grand Total I +II ( Rs.5,02,500 + Rs.31,44,000)</b>	<b>Rs.36,46,500/-</b>

**Note:** Expenses related to setting up and running of Garima Greh need to be incurred as per the GOI norms