



BERHAMPUR MUNICIPAL CORPORATION

EXPRESSION OF INTEREST

No.2101

Date :10.02.2023

The Commissioner, Berhampur Municipal Corporation invites Expression of Interest from Women Self Help Groups (WSHG)/ALF of Ward No. 1 to 42 for “**COLLECTION OF PROPERTY TAX, TRADE LICENSE, USER FEES AND OTHER CHARGES**” for Berhampur Municipal Corporation.

EoI should reach the undersigned on or before 20.02.23 by 17.00 Hr and will be opened on 21.02.23 at 11.00 Hr in the office chamber Addl. Commissioner in presence of the Women Self Help Groups (WSHG)/ALF Representatives who intend to attend. Each WSHG/ALF should submit the details as desired by the undersigned in the EoI. The details can be found in the official website i.e. www.berhampur.gov.in. Further clarifications can be obtained from this office. The undersigned reserves the right to accept or reject any EoI without assigning any reason thereof.

Sd\
Commissioner
Berhampur Municipal Corporation

Memo No.2102

Date:10.02.2023

Copy submitted to the Director, Municipal Administration for favour of kind information with a request to please display a copy of this Notice in his Office Notice Board/Website for wide circulation.

Sd\
Commissioner
Berhampur Municipal Corporation

Memo No.2103

Date:10.02.2023

Copy submitted to the Collector, Ganjam for favour of kind information with a request to please display a copy of this Notice in his Office Notice Board/Website for wide circulation.

Sd\
Commissioner
Berhampur Municipal Corporation

Memo No.2104

Date:10.02.2023

Copy to MIS to hoist in the Office website for wide publication.

Sd\
Commissioner
Berhampur Municipal Corporation



EOI No.2101

Date:10.02.2023

EXPRESSION OF INTEREST

FOR

**EMPANELMENT OF WOMEN SELF HELP GROUPS
(WSHG)/AREA LEVEL FEDERATION (ALF) FOR COLLECTION OF
PROPERTY TAX, TRADE LICENSE, USER FEES AND OTHER
CHARGES AS DEEMED BY BERHAMPUR MUNICIPAL
CORPORATION IN WARD NO. 01 to 42 UNDER THE
JURISDICTION OF BERHAMPUR**

DATED:10.02.2023

LASTDATE:20.02.2023

BERHAMPUR MUNICIPAL CORPORATION BERHAMPUR

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DISCLAIMER

1. Though adequate care has been taken in the preparation of this document, henceforth referred to as the Expression of Interest document or the EoI document, the Applicants should satisfy themselves that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the address mentioned below latest by **11.00 AM on Dt. 16.02.2023** in case, no such intimation is received by the said deadline, it shall be deemed that the applicant is satisfied that the document is complete in all respects.

Commissioner

BERHAMPUR MUNICIPAL CORPORATION

In front of Town Police Station,

Rama Lingeswara Tank Road, Berhampur

Ganjam, Odisha-760002

Email-mcbemc08@gmail.com

website-www.berhampur.gov.in

2. Neither Berhampur Municipal Corporation nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this EoI document. Each prospective Applicant should conduct their own investigations and analysis and check the accuracy, reliability and completeness of the information in this EoI document and obtain independent advice from appropriate source(s) before submission of their EoI.
3. Neither Berhampur Municipal Corporation nor their employees will have any liability to any prospective Applicant or any other person under any law for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this EoI document.
4. Berhampur Municipal Corporation reserves the right, without any obligation or liability, to accept or reject any or all of the EoIs, and at any stage of the process, to cancel or modify this solicitation process, or any part thereof, or to vary any of the terms and conditions, or to cancel this solicitation process to initiate a new process without assigning any reason whatsoever.
5. Neither Berhampur Municipal Corporation nor their employees will have any liability in case of non-receipt of any correspondence from them to the applicants due to the postal delays.
6. The applicable laws for the purpose are the laws of India. Courts of Berhampur will have jurisdiction concerning or arising out of this EoI document.
7. The applicants are expected to know the relevant rules and regulations of the respective authorities concerning to this project.

DEFINITIONS AND INTERPRETATION

In this Volume of the EoI, unless the context otherwise requires, capitalized terms shall have the meaning given below:-

Addendum or Addenda	Means an addendum or addenda to the EoI
Annexure	Means an annexure to this Volume of the EoI
Authority	Means the Berhampur Municipal Corporation (BeMC) or its authorized representatives who has invited Applications from competent and interested Women Self Help Groups (WSHG)/ Area Level Federation (ALF) for empanelment under Berhampur Municipal Corporation for providing services for collection of Property Tax/ Holding Tax and Trade License in Wards under Berhampur Municipal Corporation.
Applicable Law	Means all the laws, acts, ordinances, rules, regulations, notifications, guidelines or bye-laws, in force and effect, as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs or orders of any court of record, as may be in force and effect during the subsistence of this Contract and applicable to the Project.
Application	Means a Women Self Help Groups (WSHG)/ Area Level Federation (ALF), who submits an Application for empanelment/eligibility and qualification submission under this EoI within the stipulated Due Date and Time of submission.
Authorized Signatory	Means the Person Authorized by the Women Self Help Groups (WSHG)/ Area Level Federation (ALF) to sign the Application, correspond with the Authority, make representation to the Authority as part of EoI / bidding process and sign the contract on behalf of the Applicant / bidding firm through valid Authorization document in his/her favour.
EoI Process/Empanelment Process	Means the process adopted by Berhampur Municipal Corporation for empanelment of the Selected Applicants on the terms and conditions set out in the EoI, which has commenced with the issuance of the EoI and which will end on the date of final empanelment of selected applicants is over.
Earnest Money Deposit (EMD)	Means Security to be furnished by the Applicant at EoI stage in accordance with provisions of this EoI.

1. INTRODUCTION:-

The main objectives of Berhampur Municipal Corporation under this EoI is to achieve full and complete coverage of all assesses in respect of Property Tax/Holding Tax and other taxes by involving Women Self Help Groups (WSHG)/ Area Level Federation (ALF) in Berhampur Municipal Corporation:

- Billing & Collection of Property Tax/ Holding Tax based on updated Property Tax/Holding Tax Register based on the provisions made under Odisha Municipal Corporation Act,1950 and any other enactment made by Government of Odisha on the matter of Property Tax/Holding Tax.
- Billing and Collection of Trade License fees/User Fees and other taxes/charges.

2. BRIEF DESCRIPTION OF THE BIDDING PROCESS:-

- (a) Berhampur Municipal Corporation (hereinafter also referred to as „Authority) intends to empanel Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) to support collection of Property Tax, Trade License Fees/ User Fees and other charges from Wards under its jurisdiction. The empanelment shall remain valid initially for a period of 2 (two) year. BeMC reserves the right to extend the empanelment on mutually agreed terms & conditions subject to satisfactory performance for the empanelled Women Self Help Groups (WSHG)/ Area Level Federation (ALFs).
- (b) The Authority has adopted a single-stage bidding process for selection of Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) for award of work pertaining to Collection of Property Tax/ Holding Tax, Trade License and other charges for one ward. The WSHG/ALF meeting the Eligibility Criteria stipulated under Clause no. 4 shall be shortlisted under the Ward in which it is registered. Bcmc shall select maximum 1 (One) WSHG/ ALF for carrying out the work in one ward. In case 2 (Two) or more WSHGs/ ALFs are shortlisted in one ward then in such case the award of work shall be done based on lottery system.
- (c) One WSHG/ ALF will ordinarily be awarded one Ward. However, in the event no WSHG/ALF is shortlisted for a particular ward then in such case suitable decision shall be taken by Berhampur Municipal Corporation regarding award of more than one ward to a particular SHG/ALF basing on its performance & requirement.
- (d) Any further information on the project could be availed from the official website of BeMC www.berhampur.gov.in or by communications to the address mentioned below:-

Commissioner

BERHAMPUR MUNICIPAL CORPORATION
Infront of Town Police Station,
Rama Lingeswara Tank Road, Berhampur
Ganjam, Odisha-760002
Email-mcbemc08@gmail.com
website-www.berhampur.gov.in

- (e) The Authority shall be entitled to disqualify any Applicant at any stage of the Bidding Process in accordance with the guidelines of Government of Odisha or such other laws as applicable from time to time. Applicants must satisfy

themselves that they are qualified to participation bid. Also, suggestions for modification are invited from potential applicants for any suitable amendment to the suggested procedure, eligibility, project structure or any other aspect that the applicant perceives should be changed for the benefit of the Authority/work.

- (f) In this stage, applicants are required to furnish all the information as per this EoI to participate in the qualification process. Only those Applicants that are pre-qualified and short-listed by the Authority shall be awarded the work of collection of property tax/holding tax, Trade License Fees and other charges under one ward in the jurisdiction of BeMC. The Applicants are advised to visit the site and familiarize themselves before submitting application for the work.

3. SCHEDULE OF EoI PROCESS:-

The Authority shall endeavor to adhere to the following schedule:

S. No.	Event Description	Date
1	Issue of Advertisement & Uploading of EoI	10 .02.2023
2	Last date of receiving Queries	Upto 11.00 Hours on Dt. 16.02.2023
3	Pre proposal meeting	Upto 15.00 Hours on Dt.16. 02.2023
4	Last Date of submission of Proposals	Upto 17.00 Hours on Dt.20.02.2023
5	Opening of Proposal	Upto 11.00 Hours on Dt.21.02.2023

The pre-proposal meeting will be held in the conference hall of Berhampur Municipal Corporation as per scheduled date and time provided herein above.

4. ELIGIBILITY OF APPLICANTS:-

Only the applicants satisfying the below mentioned criteria shall be considered applicable for applying for this EoI.

A. GENERAL ELIGIBILITY:-

- (i) The Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) should have been registered under BeMC (A copy of the same to be furnished).
- (ii) The Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) must have an active bank account with regular monthly savings by WSHG/ALF members. (Details of Bank account to be furnished)
- (iii) The Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) should have an active status as on date.
- (iv) The Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) must have availed bank credit and should be regular with the repayment schedule. (A Copy of the Loan Statement to be furnished)

- (v) Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) should have regular and systematic book keeping relating to Meeting Register (Copy of the meeting register to be furnished)
- (vi) At least 2 members of the Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) should have Intermediate (+2/12th) qualification from a recognized school/college with basic knowledge in computers. (Self-certified Bio data of the WSHG/ALF members to be submitted)

B. FINANCIAL ELIGIBILITY

The Agency must fulfill the following criteria:

- (i) The WSHG/ ALF should have an annual income of more than Rs.50,000/-Per Annum in the Financial Year from 1st April, 2021 to 31st March, 2022. A Copy of updated Pass Book shall be considered as a proof of Income.

5. SUBMISSION OF EOI

- (a) The EoI application (As per format given in Annexure 1) shall be submitted in hard copy having the title as "EoI for empanelment WSHG/ALF for Collection of Property Tax/Holding Tax, Trade License fees and other charges under the jurisdiction of Bemc". The applicant shall send the documents by post/by hand to the address mentioned herein below before the submission due date as mentioned in this EoI document:

Commissioner

BERHAMPUR MUNICIPAL CORPORATION
Infront of Town Police Station,
Rama Lingeswara Tank Road, Berhampur
Ganjam, Odisha-760002
Email-mcbmc08@gmail.com
website-www.berhampur.gov.in

The applications should be submitted before the submissions due date in hardcopy bound properly to the address mentioned in section 5 (G) above.

- (b) The application shall include following document (including but not limited to):-
 - i. Letter of Pre-Qualification (Annexure-1)
 - ii. WSHG/ALF detail (Annexure-2)
 - iii. Documents sought under Eligibility Criteria in clause 4 (A) and 4 (B) above
 - iv. List of documents as per Assessment index at Annexure-3 attach to this EoI (Annexure-4)
- (c) Applicants shall submit the EoI in the prescribed format (Annexure 1) in English language only and in case of documents and certificate in other languages, the same shall be supported with translation in English language.
- (d) The EoI shall be submitted along with a covering letter together with the desired supporting documents and proof on the letter head of the Applicant and each page of the Document duly signed by the head or Authorized signatory of the Applicant under a common seal.

6. AMENDMENTS TO EOI :-

- (a) At any time prior to the Application Due Date, the authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify terms and conditions of EoI through issuance of corrigendum and addendum.
- (b) Any Addendum or Corrigendum of reply to queries thus issued will be available only on the website of the authority.
- (c) In order to afford the applicants a reasonable time for taking an Addendum in to account or for any other reason the Authority may, in its sole discretion may extend the Application Due Date.

7. FRAUDULENT AND CORRUPT PRACTICES:-

If an Applicant is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the EoI Process, such Applicant shall not be eligible to participate in any tender or EoI issued by the Authority.

8. RIGHT TO ACCEPT OR REJECT:-

The Authority reserves right to accept or reject any / all application without assigning any reason or incurring any liability to the applicants.

9. SCOPE OF WORK:-

a) UPDATION AND MAINTENANCE OF WARD WISE PROPERTY TAX / HOLDING TAX REGISTER:

Assist Tax Collector/ Ward Officer of BeMC for Updation & maintenance of ward wise Property Tax/ Holding Tax Register, Demand Collection Balance Books (including demand collection status) and Assessment Book in respect of assessment and other information including last payment details in the Property Tax/ Holding Tax Software System(i.e. e-municipality or any other software adopted by BeMC) . The Assessment data collected by the Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) shall always be the Property of BeMC and the WSHG/ALF shall not have any Rights over the same.

b) BILLING & COLLECTION OF PROPERTY TAXES:

- (i) Serve/ distribute the notice to the concerned assesses by the schedule dates as decided by Berhampur Municipal Corporation.
- (ii) Maintenance of necessary books and register regarding generation and issuance of demand bill.
- (iii) Door to door collection of property tax /holding tax using hand held devices/POS machines or any other cashless methods.
- (iv) Collection of Current year demand as well as arrears of the previous year's demand.
- (v) Collection of Property Tax /Holding Tax through all possible mode i.e. cash/cheque/ Demand Draft D/and Online Payment mode.
- (vi) Issuance of system generated money receipts for amount collected.

c) POST COLLECTION UPDATION OF RECORDS:

- (i) All cheques/ Demand Drafts (DD) collected shall be handed over to Ward Officer/ the concerned Ward Officer /Tax Collector of BeMC on same day or maximum by next day. The Tax Collector shall deposit the same in the Bank on the same day or maximum by next date.
- (ii) Submission of a ward-wise collection statement in a prescribed format to the concerned Tax Collector /Ward Officer of BeMC with a copy to the concerned Authority of BeMC along with the proof of deposit of cheques/DDs in the designated bank account of Berhampur Municipal Corporation and Amount swiped through thePOS machine.
- (iii) Updation of demand collection book and/or property tax / holding tax register in Offline/Online mode on the basis of collection on a periodically basis as decided by Berhampur Municipal Corporation along with updation in the online dashboard.

d) LISTING OF DEFAULTERS AND RECOVERY FROM DEFAULTERS:

- (i) Identification and preparation of list of defaulters, who has defaulted in payment of Property tax/Holding Tax after a defined period from scheduled date of payment. The Women Self Help Groups (WSHG)/ Area Level Federation (ALFs) shall also do the analysis of defaulters in association with the Tax cell of BeMC.
- (ii) Serve any kind of notice formulated by BeMC in a prescribed format to the defaulters who has defaulted in payment of Property Tax / Holding Tax and other charges.
- (iii) Conduct a visit to the defaulters to whom red notice issued but returned undelivered.
- (iv) Follow up for recovery/collection of tax from the defaulters to whom red notice issued and submit monthly report to Tax Cell.
- (v) Preparation of list of defaulters who has defaulted in payment in response to red notice.
- (vi) Serve "Show Cause Notice" in a prescribed format, after obtaining approval from BeMC, to the defaulters who has defaulted in payment after issuance of notice.
- (vii) Initiation of recovery procedure for Property Tax / Holding Tax as per the methods as decided/ approved by BeMC, as per prevailing law.

e) SURVEY OF UN-ASSESSED PROPERTY:

- (i) The Women Self Help Groups (WSHG)/ Area Level Federation (ALF) shall survey un-assessed property of the wards under its jurisdiction
- (ii) The WSHG/ALF shall prepare a list of the unassessed Property and submit the Tax Collector of the concerned Ward with a copy to the Addl. Commissioner of Berhampur Municipal Corporation
- (iii) The WSHG/ALF shall collect the demand raised by Berhampur Municipal Corporation towards the un- assessed property in the manner prescribed above

f) RE-ASSESSMENT OF PROPERTIES:

- (i) Berhampur Municipal Corporation shall handover the list of assesses under the concerned ward to the Women Self Help Groups (WSHG)/ Area Level Federation (ALF) shall collect the demand raised by Berhampur Municipal Corporation. In case the WSHG/ALF finds that the property is under-assessed then in such case it shall prepare a list of such property owners in the ward under its jurisdiction whose property is under-assessed and handover the list to the concerned Tax Collector with a copy of the same to Addl. Commissioner of BeMC.

g) SCOPE OF WORK FOR TRADE LICENSE COLLECTION:

- (i) The Women Self Help Groups (WSHG)/ Area Level Federation (ALF) shall collect Trade License renewal fee from the business units present in the ward under its jurisdiction
- (ii) The WSHG/ALF shall prepare a list of business units present in the ward not having trade license and submit to Ward officer of the concerned Ward with a copy to the Deputy Commissioner
- (iii) The WSHG/ALF shall collect the Trade License fee from the Business unit under its jurisdiction
- (iv) The WSHG/ALF shall collect Trade License and Ground rent from Vending zone.

h) SCOPE OF WORK FOR USER CHARGES /FEE COLLECTION:

- (i) The Women Self Help Groups (WSHG)/ Area Level Federation (ALF) shall collect current and arrear User Charges/Fee Collection from business as well as domestic User/Units present in the Ward under its jurisdiction as per Berhampur Municipal Corporation regulation/policy to be decided time to time.
- (ii) Any other collection of Tax/Fees/ Charges as decided by Berhampur Municipal Corporation from time to time.

10. PAYMENT CONSIDERATION:

Sr. No.	Amount collected from Trade License , Holding Tax/Property Tax and other user charges/taxes	Performance Incentive
		Arrear & Current Collection
(A)	Amount Collected upto Rs. 30.00 lakhs (Rupees Thirty Lakhs) only	2 % (Two percent) of the amount collected (2% of "A")
(B)	Amount Collected in excess of Rs. 30.00 lakhs (Rupees Thirty Lakhs) and upto Rs.50.00Lakhs (Rupees Fifty Lakhs)	2 % (Two percent) of the amount collected up to 30 Lakhs and 3% (Three percent) of the amount collected in excess Rs.30.00 lakhs (Rupees Thirty Lakhs) upto Rs.50.00 lakhs (Rupees Fifty Lakhs) (2% of "A"+ 3% of "B")
(C)	Amount Collected in excess of Rs. 50.00 Lakhs (Rupees sixty lakhs)	2 % (Two percent) of the Amount collected till 30 Lakhs and 3% (Three percent) of the amount collected in excess Rs.30.00 lakhs (Rupees Thirty Lakhs) till Rs. 50.00 lakhs (Rupees Fifty Lakhs) and 5% (Five percent) of the amount collected in excess Rs. 50.00 lakhs (Rupees Fifty Lakhs) (2% of "A"+ 3% of "B"+ 5% of "C")

Sd\

**Commissioner
Berhampur Municipal Corporation**

ANNEXURE-1

FORM - 1

**FORMAT FOR COVERING LETTER
(On the Letterhead of the Applicant)**

To

The Commissioner
Berhampur Municipal Corporation
Berhampur

Dear Sir,

**Ref: Expression of Interest for Collection of Holding Tax/Property Tax and License in
Ward Nounder the jurisdiction of BeMC.**

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the information provided in the Empanelment document provided by the Authority in respect of the captioned Empanelment, the undersigned hereby submits the Applications in response to the EoI for Empanelment.
2. I/We have studied the EoI for Empanelment document carefully and understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Empanelment Process including the Empanelment.
3. This statement is made for the express purpose of qualifying as an Applicant for the aforesaid Empanelment.
4. I/We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the qualification statement.
5. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any projector contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any application that you may receive nor to invite the Applicants, without incurring any liability to the Applicants.
7. My/Our Application is consistent with all requirements of submission as stated in the Empanelment Document or in any of the subsequent communication issued by the Authority. I/We would be solely responsible for any errors or omissions in our Application.
8. I/We understand that any omission, commissioner mis-statement in facts provided by us will make our Application invalid at any time during the Empanelment Process and also after the empanelment; the Authority reserves the right to take appropriate action accordingly.
9. I/We understand that the Authority reserves the right to accept or reject any or all the Applications and reserves the right to withhold and/or cancel the Empanelment Process without assigning any reason or otherwise.
10. I/We hereby irrevocably waive any right which we may have at any stage at law or how so ever otherwise arising to challenge or question any decision taken by the Authority in connection with the empanelment of Agencies or in connection with the Empanelment Process itself, in respect of the above mentioned activities and the terms and implementation thereof.

11. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document.
12. Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in my/our Application, I /we hereby represent and confirm that my/our Application is unqualified and unconditional in all respects.

.....
Signature of the Authorized Person

.....
Name of the Authorized Person

Date

ANNEXURE-2

FORM-2

APPLICANT PROFILE AND STATUS

Sr. No.	Description	Particulars
1.	Name of the Women Self Help Groups (WSHG)/ Area Level Federation (ALF)	
2.	Registered under	BeMC / Women Self Help Groups (WSHG)
3.	Berhampur Municipal Corporation Ward no.	
4.	Address with pin code	
5.	Contact person (Management)	
7.	Contact number	
8.	Mobile No.	
10.	Email Id.	
11.	Year of incorporation (Certificate of Registration to be furnished)	
12.	Details of PAN if any (Copy of PAN Card to be furnished)	
13.	Details of GST Registration No. if any (Copy of GST Registration number to be furnished)	
14.	Contact person email ID if any	
15.	Details of members of the applicant	
16.	Income earnings in the Financial Year 2021-22 i.e. from 1 st April, 2021 to 31 st March, 2022	
17.	Documents to be attached	<ul style="list-style-type: none">• Copy of Registration details(Yes/No)• Bank account details(Yes/No)• Copy of the meeting register(Yes/No)• Self-certified CV of Two Women Self Help Groups (WSHG)/ Area Level Federation (ALF) members having 12th qualification having computer literacy(Yes/No)• Updated Pass book for annual income (Yes/No)• Copy of document required as in Assessment index(Yes/No)• Copy of Loan Statement (Yes/ No)

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

Date

ANNEXURE-3

ASSESSMENT INDEX - WOMEN SELF HELP GROUPS (WSHG)/ AREA LEVEL FEDERATION (ALFS)

{For engagement for Collection of Property / Holding Tax in BeMC}

Name, Address and bank A/c no. of SHG/ALF

SI No	Assessment Parameter	Total Marks	Mark obtained	Means of Verification (Document/ Records)	Remarks
1	Adherence to standard Practices of Group (Pancha Sutra)	20		Registered Bank pass book of Mission Shakti Group	<ul style="list-style-type: none">• Regular Meeting - 4• Regular Saving-4• Regular internal lending -4• Regular Repayment -4• Regular Record Keeping-4
2	No. of Active Members	10		Register & Bank pass book of Mission Shakti Group/ALF	<ul style="list-style-type: none">• 10 Active member =10• 7 to 9 active member =8• to 7 Active member =6• Less than 4 active member =0
3	Involvement in Income Generation Activity (IGA)	15		Field visit & document verification	<ul style="list-style-type: none">• 3 Activity =15• 2 Activity =10• 1 Activity =5
4	Turnover of Group	25		Register & Bank pass book of Mission Shakti Group/ALF	<ul style="list-style-type: none">• More than 5 lakh =25• 3 lakh to 5 lakh=15• 1 lakh to 3 lakh=10
5	Investment Capacity	20		Register & Bank pass book of Mission Shakti Group/ALF	<ul style="list-style-type: none">• 3 lakh=20• 2 lakh =15• 1 lakh=10
6	Experience in handling of Business	10		Field Visit	<ul style="list-style-type: none">• 1 year or more =10• Less than 1 year = 5
		100			

Note:-

1. Women Self Help Groups (WSHG)/ Area Level Federation (ALF) having score below 40% shall not be considered for Empanelment.
2. If one to more WSHG/ALF got same mark then the decision will be taken through draw of lot.

ANNEXURE-4

**DETAILS OF DOCUMENT REQUIRED FOR EVALUATION OF
WOMEN SELF HELP GROUPS (WSHG)/ AREA LEVEL FEDERATION (ALFS)**

Sl. No	Subject	Nos. of Page (Mention Sl. No. of Page/s)
1	Women Self Help Groups (WSHG)/ Area Level Federation (ALF) Name, Address and Ph. No	
2	First resolution Copy of WSHG/ALF	
3	Name of the President, Address and Ph. No	
4	Name of the Secretary, Address and Ph. No	
5	WSHG/ALF PAN No. (if any)	
6	Bank statement of WSHG/ALF for last three years	
7	Resolution of MSHG/ALF of last Six month	
8	Business Experience certificate (if any)	
9.	Other documents as per Assessment index	

President
Stamp with Signature

Date: -

Secretary
Stamp with Signature

Date:-

