File No-1-25/SHEW/DSW/2026-27/3455

Andaman and Nicobar Administration
Directorate of Social Welfare
Goal Ghar, Sri Vijaya Puram

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Dated 05th November 2026

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF NGOs for OUTREACH ACTIVITIES

1. Background: The Andaman & Nicobar Islands comprise geographically dispersed islands and settlements, including rural, remote and tribal communities. Inter-island connectivity and distance from administrative centres can create challenges for consistent last-mile access to information and welfare services.

The Directorate of Social Welfare implements welfare, protection, empowerment and social-security programmes for women, children, persons with disabilities, senior citizens, transgender persons and other vulnerable groups; and undertakes awareness and community-based activities relating to social issues including substance abuse. To strengthen community outreach, the Directorate proposes to develop a panel of credible NGOs with relevant experience, local knowledge, adequate manpower and demonstrable field presence.

2. Objectives: The objective of this EOI is to establish a panel of credible, experienced and eligible NGOs to support the Directorate in strengthening last-mile outreach and community-level delivery of welfare programmes, particularly in remote, rural and underserved areas. Empanelled NGOs will facilitate awareness and empowerment related activities in association with schemes like Hub for empowerment of women, Beti Bachao Beti Padhao (BBBP), One Stop Centre (OSC), Women Helpline (181), Nari Adalat, Pradhan Mantri Matru Vandana Yojana (PMMVY), Minority scheme, child protection, disability inclusion, senior citizens, transgender persons, substance abuse prevention and access to welfare schemes, as per applicable guidelines and approval of the competent authority.

3. Scope of Work

Empanelled NGOs will be assigned to undertake the following activities:

- Conduct awareness programs on welfare schemes, services, rights and entitlements.
- Extend last-mile outreach to remote, rural and underserved communities across the Islands.
- Mobilize beneficiaries, SHGs, youth, community leaders and other stakeholders.
- Facilitate eligible beneficiaries in accessing appropriate Government schemes and services.
- Support workshops, training program, seminars and capacity-building activities.
- Identify community needs, emerging social issues and gaps in service delivery and report them to the Directorate.
- Facilitate linkages with appropriate welfare, protection and support services.

- Coordinate with Panchayats, local bodies, SHGs, community-based organizations, institutions and other stakeholders.
- Disseminate Government-approved IEC materials and information.
- Provide field-level mobilization, coordination and logistical support for approved activities.
- Maintain records and submit reports, attendance, photographs (where appropriate and consented), outcomes and feedback.
- Support special campaigns and comply with departmental monitoring, inspection and evaluation.

Eligibility Criteria for Empanelment of NGOs: Applicants must satisfy all mandatory eligibility criteria below.

No.	Criterion	Minimum requirement	Supporting document
1	Legal registration	Registered in India as a Society, Public Charitable Trust or Section 8 Company under applicable law, with valid registration.	Registration certificate; governing instrument/by-laws/Memorandum and Articles, as applicable.
2	NGO-DARPAN	Possess a valid NGO-DARPAN Unique ID	NGO-DARPAN Unique ID/profile printout.
3	PAN and bank details	Have a valid PAN in the organisation's name and maintain an organisational bank account.	PAN card copy and cancelled cheque/bank confirmation; account details may be requested only for approved payments.
4	Relevant experience	At least two years of demonstrated experience in social welfare or related community-based activities as of the EOI deadline.	Completion/performance certificates, reports or certificates from sponsoring organisations.
5	Relevant completed projects	Evidence of at least two completed projects/programmes in one or more of the themes listed in Section 4 during the relevant experience period.	Project-wise details and documentary proof.
6	Manpower capacity	At least five personnel employed or formally engaged by the organisation and available for assigned activities, subject to the activity's scale.	Staff list with name, role, qualification/experience and status of engagement; supporting proof may be requested.
7	Non-blacklisting	The NGO and its key functionaries shall not be blacklisted, debarred or declared ineligible by a Government department or public authority as on the application date.	Signed self-declaration by authorised signatory.

5. Evaluation and Empanelment Process

- **Preliminary scrutiny:** The Directorate or its authorised committee shall check completeness of the application, eligibility and supporting documents. Applicants failing mandatory criteria may be treated as non-responsive.

- **Technical evaluation:** Eligible applications shall be assessed against the approved scoring matrix below.

S/No.	Evaluation criterion	Marks
a.	Relevant experience in awareness/outreach in last 5 years (one mark for each awareness subject to maximum of 30)	30
b.	Relevant experience in capacity building & skill development in last 5 years (one mark for each program subject to maximum of 30)	30
c.	Qualified manpower and resource persons (1 mark for each staff above 5, subject to maximum of 20 marks)	20
d.	Proposal presentation: Ideas, approach, capabilities, Areas of Interest, Technical Methodology, Innovative Ideas and Proposed Interventions, Implementation Strategy, etc.)	20
e.	Total	100

Based on the evaluation, the panel may comprise up to ten NGOs, subject to the number of qualified applicants and approval of the competent authority. In case of a tie, preference may be given in sequence to higher marks for relevant experience, local field presence and technical approach; any remaining tie shall be resolved by the committee with recorded reasons.

The committee's recommendation shall be submitted to the competent authority for approval. Empanelment shall be communicated in writing.

6. Empanelment Period and Review

The proposed empanelment period is five years from the date of issue of the empanelment letter, subject to approval by the competent authority. The Directorate may review performance periodically and renew or discontinue empanelment based on need, performance and applicable rules.

7. Work Allocation and Activity-Specific Orders

Empanelment shall not confer an automatic right to receive any assignment. For each activity, the Directorate shall identify the requirement, location, theme, expected outputs, timeline and issue a written task order to the selected empanelled NGO.

8. Expenditure on Program Materials: The Department/Scheme shall bear all the expenditure of the outreach program/activity towards the procurement of materials required for the conduct of the program. Such materials shall be procured directly by the Department/Scheme, subject to applicable financial rules, prescribed procedures and approval of the competent authority.

9. Remuneration to Empanelled NGOs: No remuneration, service charges or other payments shall be admissible to empanelled NGOs for conducting outreach programs. However, where resource persons are engaged for specific program activities, the admissible honorarium shall be paid directly to the concerned resource persons by the Department/Scheme, subject to prior approval.

10. Suspension, Removal and Termination: The Directorate may suspend or remove an NGO from the panel for unsatisfactory performance, breach of safeguarding or confidentiality requirements, violation of applicable rules, loss of eligibility or other justifiable grounds. Where required, under applicable rules, the NGO shall be given notice and an opportunity to respond before a final decision is taken.

The Directorate may discontinue a specific assignment in accordance with the terms of the task order and applicable rules. Removal from the panel shall not affect any other lawful action that may be warranted.

Submission Address

The Director
Directorate of Social Welfare
Andaman & Nicobar Administration
Goalghar, Sri Vijaya Puram, South Andaman – 744102

Last date and time for submission: Before 05.00 PM, 20th November 2026
Submission mode: Online and Offline
Official contact: director-sw@and.nic.in

Director (SW)

Copy to:

1. The Chief Editor, The Daily Telegram Sri Vijaya Puram, with the request to publish this press release .
2. The News Editor, AIR, Sri Vijaya Puram, with the request to broadcast this news.
3. The Station Director, Doordarshan, Sri Vijaya Puram, with the request to telecast this news.
4. Sr. Computer Analyst (SW), with the direction to upload this press release on the website of A&N Administration for wide publicity.

Director(SW)