

NOTICE INVITING EXPRESSION OF INTEREST

Greater Chennai Corporation – Buildings Department – Community Development Wing – Notice Inviting Expression of Interest (EOI) for Selection of Non-Governmental Organization (NGO) for SMILE Sub-Scheme “Comprehensive Rehabilitation of Persons Engaged in the Act of Begging”

Accordingly, Greater Chennai Corporation has conveyed its willingness to implement the above scheme. The scheme envisages survey, identification, rescue, counselling, shelter, healthcare, skill development, capacity building and mainstreaming of persons engaged in the act of begging through a comprehensive rehabilitation approach.

In this connection, the Community Development Wing under the Buildings Department, Greater Chennai Corporation, has been actively involved in rehabilitation activities concerning vulnerable and homeless persons through the operation and management of various Urban Homeless Shelters and implementation of welfare initiatives. Considering the experience and expertise available with the Community Development Wing in undertaking rehabilitation activities, it is proposed that the Buildings Department - Community Development Wing may function as the nodal wing for implementation of the SMILE Sub-Scheme and the Superintendent engineering is a nodal officer of the Smile Scheme within Greater Chennai Corporation limits.

Further, as per the operational guidelines of the Government of India, the activities under the scheme are required to be implemented through a competent and experienced Non-Governmental Organization (NGO). Hence, it is considered necessary to invite Expression of Interest (EOI) from eligible NGOs for selection of a suitable implementing agency for carrying out the activities envisaged under the SMILE Sub-Scheme "Comprehensive Rehabilitation of Persons Engaged in the Act of Begging".

The following eligibility criteria are proposed for selection of the NGO/Agency.

- ❖ The agency/NGO must be a registered Society/Trust and shall possess a valid registration certificate under the relevant Acts.
- ❖ The NGO must be registered on the Darpan Portal.
- ❖ The NGO should possess a minimum of three years' experience in one or more of the following areas:
 - ✚ Social sector activities
 - ✚ Providing institutional care for vulnerable persons
 - ✚ Urban homeless welfare
 - ✚ Managing shelters for socially disadvantaged groups; and
 - ✚ Grant management and/or mobilization of local resources.
- ❖ The NGO should have office/s with responsible persons in the GCC jurisdiction.
- ❖ The NGO should have an Internal Committee (IC) to address issues related to prevention and redressal of sexual harassment in the workplace as specified under 13 of the Sexual Harassment of

Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

- ❖ The Director, Trustees, or other key functionaries of the NGO shall not have any criminal pendencies against them.
- ❖ The NGO should ensure that it has a qualified social worker as a counsellor who has experience in counselling.
- ❖ The NGO/Agency should not have been blacklisted by any Government Department, funding agency, or donor organization. A self-declaration letter is to be issued.
- ❖ The NGO/Agency should have a Human Resources (HR) Policy specifying the process of staff recruitment, service rules, and staff welfare measures.
- ❖ Preference shall be given to NGOs having prior experience in working with communities in the specified area of Chennai and possessing a proven track record of community engagement.
- ❖ For NGOs currently managing shelters under GCC, the following additional criteria shall apply along with all other prescribed eligibility conditions:
 - 📌 NGOs managing two or more shelters under GCC shall not be eligible to apply.
 - 📌 The NGO shall ensure that all records and documents are properly maintained at the shelter, including reports, minutes of meetings, and statutory registers. The same shall be reviewed and considered during the selection and evaluation process.

- ❖ All interested NGOs shall submit the following documents:
 - ✚ Income Tax Returns for the last three years along with Audited Utilisation Certificates
 - ✚ A valid 12 A and 80 G registration certificate.
 - ✚ Registration Certificate under the Juvenile Justice (JJ) Act, wherever applicable for NGOs running shelters for children.
 - ✚ Registration Certificates under EPF and ESI, wherever more than 20 staff are engaged.
 - ✚ Corporate Social Responsibility (CSR) Form1,
 - ✚ Income Tax Audit Reports (Form 10B) for the last three years.
 - ✚ FCRA Returns, if registered under the Foreign Contribution Regulation Act (FCRA).
 - ✚ A detailed proposal outlining the vision and management plan for the proposed shelter.
 - ✚ Annual Report of the NGO.
- ❖ A detailed activity report of the shelter, highlighting the impact of the program, if the NGO is currently managing a shelter under GCC.

The Application can be downloaded from the Greater Chennai Corporation website (<http://chennaicorporation.gov.in/>). The letter for Expression of Interest along with the application (as per format) is to be submitted at the below mentioned venue.

Last Date & Time of submission of EoI	Interested NGOs shall submit their applications along with all requisite supporting documents within 14.09.2026.
Address for submission of EoI	Superintending Engineer, Buildings Department, Ripon Building, Amma Maligai, 5 th Floor 'A" Wing, Greater Chennai Corporation, Chennai 600003.
Any clarification please contact	Chief Community Development Officer 044-25303849.

**APPLICATION FOR MANAGEMENT OF SHELTER HOME UNDER THE BEGGARY
REHABILITATION (SMILE PROJECT) IN GREATER CHENNAI CORPORATION**

1	Name of the NGO's / Trust / Pvt Organisation Registration No & Year	:			
2	NGO Registered as Society / Trust	:			
3	Registered address of the NGO's / Trust/Pvt Organization Cell / Phone No's E.mail Id Chennai Address (if the Registration address of the NGO is not Chennai)	:			
4	Short Description about NGO's /Trust/ Pvt Organisation with Profile / Activity	:			
5	Experience in Managing Shelter Homes or Orphanage or any other demonstrable social activities concerning development of the community (If Any)	:	Yes/ NO (If Yes)		
			Category of shelter	Year	No of residents
6	Is the NGO currently managing any shelter under GCC	:	Yes/ NO (If Yes)		
			Category of shelter	Year	No of residents
7	Experience in grant Management / (If Yes) Agencies for which grant obtained/Government International NGO's agencies Period / year	:	Category of shelter		
8	Experience in jointly working in any Government scheme. If Yes, which Scheme.	:			

9	Implementation Sustainability Certificate. If Yes, which Scheme	:	
10	No. of staff in the NGO	:	
11	Do you have trained managers in your organization in counselling /Funds Management / running Organization soft skills	:	
12	Does your NGO have a HR policy that specifies process of staff recruitment, rules of service and staff welfare measures	:	
13	Does your NGO have a HR policy that specifies process of staff recruitment, rules of service and staff welfare measures	:	
14	Have you submitted the I.T return for the last 3 years Do you have I.T exemption Certificate, FCRA 80G, 12A IT Audit report (Form 10B) for the last 3 years	:	
15	Have you submitted detailed proposal	:	
16	Have you submitted detailed proposal	:	
17	Darpan Portal Number	:	
18	Has your NGO been blacklisted by any funding agency?	:	
19	How many persons have been rehabilitated in the shelter previously run by the NGO (Men / Women/ Children/ Elderly/ Psycho-social/ intellectual disability/ persons with disability/ Transgenders / Hospital care givers/ Beggary Project)	:	

20	Annual report of the NGO; Any other success stories	:	
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Please mark the documents enclosed:

- ☐ Income Tax Returns for the last three years along with Audited Utilisation Certificates;
- ☐ A detailed proposal outlining the vision and management plan for the shelter;
- ☐ A valid 12 A and 80 G registration certificate;
- ☐ Registration Certificate under the Juvenile Justice (JJ) Act, wherever applicable for NGOs running shelters for children;
- ☐ FCRA Returns, if registered under the Foreign Contribution Regulation Act (FCRA);
- ☐ Registration Certificates under EPF and ESI, wherever more than 20 staff are engaged;
- ☐ CSR Form-1;
- ☐ Income Tax Audit Reports (Form 10B) for the last three years;
- ☐ The NGO shall submit a detailed activity report of the shelter, highlighting the impact of the programme (Only for the NGOs running, shelter under GCC); and
- ☐ Annual Report of the NGO.