

Government of Odisha

Department of Women & Child Development

F. No. WCD-WE&A-SCHM-0006-2025 30578 /WCD, Dt 03-12-2025

From

Smt. Sumitra Pattanaik, OAS

Additional Secretary to Govt.

To

The Director ,

I&PR Department

Government of Odisha,

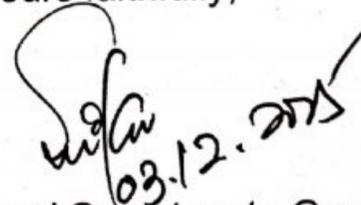
Email [id-ipr.advt@gmail.com](mailto:ipr.advt@gmail.com)

Sub: Publication of Expression of Interest (EOI) Notice No-WCD-WE&A-SCHM-0006-2025 **30528**  
/WCD, Date: **03.12.2025** to empanel eligible implementing agencies to facilitate and execute the Mukhyamantri Kanya Bibaha Yojana (MKBY) in the respective District.

Sir,

With reference to the above cited subject, I am directed to enclose herewith the approved EOI notice and to state that the same may be published on 04.12.2025 in one widely circulated local Odia daily newspapers( All editions) and one widely circulated English daily ( State wide edition of National Daily) for publicity. The soft copy of the EOI Call Notice is enclosed herewith for necessary action.

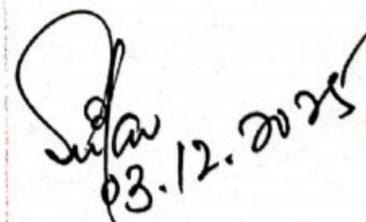
Yours faithfully,



Additional Secretary to Govt.

Memo No. 30579 /Dated, 03-12-2025

Copy forwarded to Supdt. & Ex-Officio Additional Secretary to Principal Secretary, W&CD Department for kind information of the Principal Secretary.



Additional Secretary to Govt.

Memo No. 30580 /Dated, 03-12-2025

Copy forwarded to all Collectors for information and necessary action. They are requested to go through the detailed Eoi and take necessary steps as per the Eoi. **They are to designate a**

place and an officer in the Collectorate for receipt of the Eols submitted by bidders.

Further, they are requested to **upload the Detailed EOI notice on the District website**. Further, they are requested to forward the same to the DIPRO of their respective districts for wide circulation.

*Sd/-*  
03-12-2025

Additional Secretary to Govt.

Memo No. 30581 /Dated, 03-12-2025

Copy forwarded to all DSWOs for information and necessary action. They are to go through the detailed Eol and take necessary steps as per the Eol.

*Sd/-*  
03-12-2025

Additional Secretary to Govt.

Memo No. 30582 /Dated, 03-12-2025

Copy forwarded to Sanjit Pattanaik, Senior Programmer, IT, W&CD Department for information and necessary action. He is requested to publish the EOI notice on the Department website <https://wcd.odisha.gov.in>

*Sd/-*  
03-12-2025

Additional Secretary to Govt.



Government of Odisha

Department of Women and Child Development

Lokseva Bhawan, Odisha

Email id: [dirwcd.or@od.gov.in](mailto:dirwcd.or@od.gov.in)

Website-[wcd.odisha.gov.in](http://wcd.odisha.gov.in)

EXPRESSION OF INTEREST NOTICE

EOI No: WCD-WE&A-SCHM-0006-2025/WCD 30528

Dated: 3-12-2025

Department of Women and Child Development, Government of Odisha intends to empanel eligible implementing agencies to facilitate and execute the Mukhyamantri Kanya Bibaha Yojana (MKBY) across the District.

Applicants fulfilling the prescribed eligibility criteria of the selection process and conditions of the empanelment can access and download the complete EOI Document from the website of the Department <https://wcd.odisha.gov.in/> and all District Administration websites. The tentative schedule under the selection process is:

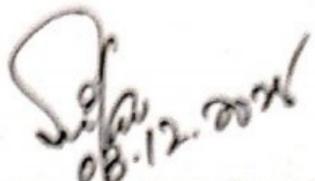
Sl.	Schedule	Timeline
1	Date of Issue of EOI	(04.12.2025)
2	Last date for receipt of Proposals	(26.12.2025)
3	Place of submission	Office of the Collector of the respective District, the addresses of which has been provided in Annexure 1
4	Date and Time of opening of Proposal	Location, Date and Time will be notified at a later date to all bidders by respective DSWO
5	Presentation by qualified bidders	Location, Date and Time will be notified after opening of technical proposals to the Technically Qualified Bidders only. The presentations will be held at the respective District.
6	Notification of Final List of selected implementing agency	Date and Time will be notified after completion of entire evaluation process

The complete proposal, in all respects, must reach the Office of the Collector of the respective District by **26.12.2025 up to 5:00 PM** in a sealed envelope clearly superscribed as "EXPRESSION OF INTEREST – SELECTION OF IMPLEMENTING AGENCIES FOR MUKHYAMANTRI KANYA BIBAHA YOJANA (MKBY)". The proposals shall be submitted only through **Speed Post / Registered Post** and must be addressed to the Office of the Collector of the respective District. Courier delivery shall not be

accepted at the premises. Proposals received after the deadline will be summarily rejected.

Department of Women and Child Development, Government of Odisha reserves the right to cancel the bid at any time or amend/ withdraw any of the terms and conditions contained in the RFP Document without assigning any reason thereof.

Office of the Collector of the respective District, Government of Odisha reserves the right to accept or reject any or all proposals and to cancel the selection process at any stage without assigning any reason thereof.

  
08.12.2024  
Additional Secretary to Govt.,

Department of Women & Child Development

# SELECTION OF IMPLEMENTING AGENCIES FOR MUKHYAMANTRI KANYA BIBAHA YOJANA (MKBY)

Date of Publishing of EOI: 05.12.2025

Last date for submission of Bids: 26.12.2025

**Department of Women and Child Development**

**Government of Odisha**

Department of Women and Child Development

Lokseva Bhawan, Odisha

Telephone Number-0674-2392976, Fax Number-

Email id: dirwcd.or@nic.in

Website - wcd.odisha.gov.in

EOI No: WCD-WE&A-SCHM-0006-2025/WCD/30528

Dated: 03.12.2025

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**Additional Secretary to Govt.,**

**Department of Women & Child Development**

#### DISCLAIMER

This Expression of Interest (EOI) is issued by the Department of Women and Child Development, Government of Odisha.

The information contained in this EOI is prepared in good faith for Selection of Implementing Agencies for Mukhyamantri Kanya Bibaha Yojana (MKBY). The Department of Women and Child Development, Government of Odisha, its officers, employees, advisors, or consultants accept no liability for errors, omissions, misstatements, or for the accuracy or completeness of any information contained herein, except in cases of fraudulent misrepresentation where liability is not disclaimed by law.

All information in this EOI is subject to change, revision, or withdrawal at the discretion of the Department of Women and Child Development, Government of Odisha. This EOI does not purport to provide all information a recipient may require to make decisions regarding participation in this selection process.

The Office of the Collector of the respective district is the sole authority for finalization of the selection process and issuance of the final selection list of implementing agencies under this EOI at the district level.

#### DATA SHEET

This Expression of Interest (EOI) is issued by Women & Child Development Department, Government of Odisha. The EOI aims to empanel eligible Implementing Agencies (IAs) for district-level execution of the Mukhyamantri Kanya Bibaha Yojana (MKBY) for the period 2025–2026 to 2029–2030.

The following Applicant Data Sheet contains all critical administrative, financial, and procedural information that interested organizations must review prior to submission. The data sheet serves as the

primary reference document for all communications and ensures that applicants understand the scope, timeline, and administrative requirements of the empanelment process

This section also provides the essential reference information for organizations interested in applying as Implementing Agencies for the Mukhyamantri Kanya Bibaha Yojana (MKBY). The data sheet contains critical details that applicants must note before proceeding with their proposal submission.

1	EOI Reference Number	WCD-WE&A-SCHM-0006-2025 30528/WCD/30528 ,Date:03.12.2025
2	Scheme Title	Mukhyamantri Kanya Bibaha Yojana (MKBY) Implementation
3	Issuing Authority	Women & Child Development Department, Government of Odisha
4	Implementation Period	2025–2026 to 2029–2030 (Five Financial Years)
5	Geographical Coverage	Respective district covering both rural and urban areas, for which the Implementing Agency is being selected.
6	Scheme Allocation per Eligible Couple	₹51,000 (Rupees Fifty-One Thousand only) per couple — comprising ₹35,000 (Rupees Thirty-Five Thousand only) to be transferred through Direct Benefit Transfer (DBT) to beneficiaries, ₹10,000 (Rupees Ten Thousand only) towards standardised gifts and household articles to be provided in kind at the time of the ceremony, and ₹6,000 (Rupees Six Thousand only) payable to the Implementing Agency towards event management and logistics.
7	IA Support Amount	₹6,000 (Rupees Six Thousand only) per couple to the Implementing Agency towards event management and logistics.
8	Proposal Validity	90 days from submission deadline

9	Selection Basis	Technical evaluation of the Proposal and Presentation to the District Level Scrutiny Committee chaired by District Collector
11	Date of Issue of EOI	04.12.2025
12	Due Date for Submission of Pre-Proposal Query	To be decided by the office of the District Collector
13	Pre-Proposal Clarification Date	To be decided by the office of the District Collector
14	Proposal Due Date	26.12.2025 Upto 5.00 PM
15	Opening of Technical Proposal	Location, Date and Time will be notified at a later date to all bidders by respective DSWO
16	Presentation by qualified bidders	Location, Date and Time will be notified after opening of technical proposals to the Technically Qualified Bidders only. The presentations will be held at the respective District.
17	Notification of Final Empanelment List	Date and Time will be notified after completion of entire evaluation process
18	EOI Processing Fee	Rs. 5,000/- (Rupees Five Thousand Only) via Demand Draft to be drawn on any scheduled commercial bank. The details of Payee of the concerned district have been provided in Annexure 1 and the bidders are expected to use the corresponding details as provided in Annexure 1.
19	Contact Details	Email: wcdwwsec@gmail.com

20	Proposal Submission Address and Mode	<p>Location: Office of the Collector of the respective District, the addresses of which has been provided in Annexure-I.</p> <p>Mode: The proposals shall be submitted only through Speed Post / Registered Post and must be addressed to the Office of the Collector of the respective District. Courier delivery shall not be accepted at the premises. Proposals received after the deadline will be summarily rejected.</p>
21	Place of Opening of Proposal	Office of the Collector of the respective district

Additional Secretary to Govt.,

Department of Women & Child Development

### SECTION 1: LETTER OF INVITATION

**Name of the Assignment: SELECTION OF IMPLEMENTING AGENCIES FOR MUKHYAMANTRI KANYA BIBAHA YOJANA (MKBY)**

1. The Women & Child Development Department, invites proposals from eligible and experienced agencies for **SELECTION OF IMPLEMENTING AGENCIES FOR MUKHYAMANTRI KANYA BIBAHA YOJANA (MKBY)**. MKBY is a flagship initiative aimed at enabling **dignified, legally compliant, group marriages** for economically weaker families. The scheme promotes social inclusion, gender justice, and financial empowerment. Details of the selection process are provided in Section 3 (Terms of Reference).
2. The criteria for selection, the process for evaluation of the proposals, and the subsequent empanelment of organizations will be carried out in accordance with the modalities laid down in this EOI and the policies and procedures prescribed in the "Odisha General Financial Rules, 2023, Chapter-6: Procurement of Goods and Services", as amended from time to time.
3. This EOI contains the following sections:
  - a. Letter of Invitation [Section – 1]
  - b. Information to the Applicant [Section – 2]
  - c. Terms of Reference [Section – 3]
  - d. Technical Proposal Submission Forms [Section – 4]
4. While all information given in the EOI are accurate to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the agencies to check the validity of information included in this EOI. The Client reserves the right to accept/reject any or all proposals/cancel the entire selection process at any stage without assigning any reason thereof.

**SECTION 2: INFORMATION TO THE APPLICANTS**

1. The Department of Women & Child Development undertakes implementation of various social welfare schemes aimed at women's empowerment and child development. The Mukhyamantri Kanya Bibaha Yojana is an initiative, built on three foundational principles: social justice, gender equality, and economic empowerment.
2. The scheme addresses multiple societal challenges simultaneously including:
  1. Prevention of child marriages
  2. Elimination of dowry practices
  3. Promotion of widow remarriage
  4. Providing dignified marriage ceremonies for economically disadvantaged families
3. In pursuance of successful implementation, the Department of Women & Child Development is inviting proposals from reputed and established organizations with proven track record in community mobilization, social welfare, and women's empowerment programs.
4. **Cost of Bid**
  1. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, delivery fees, expenses associated with any demonstrations or presentations or any other costs incurred in connection with or relating to its bid.
  2. All such costs and expenses will remain with the bidder and neither Department of Women & Child Development, Government of Odisha nor the Office of the District Collector of the respective district shall be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the bid, regardless of the conduct or outcome of the bidding process.
5. **Bid Preparation**
  1. The bidder is expected to examine all instructions, forms, terms and conditions in the RFP document. Failure to furnish all information required by the RFP document or submission of a tender not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of the bid.
  2. The bidder shall not make or cause to be made by any alteration, erasure, or obliteration to the text of the RFP document.
  3. The bid documents shall be shared with the agencies via the Department's portal <https://wcd.odisha.gov.in/> There shall be no sale of hard copies of the bid documents. The EOI Processing Fee shall have to be paid at the time of bid submission, unless exempted to be paid by the competent authority.
  4. Bids and all accompanying documents shall be in the English language. In case any accompanying materials are in other languages, an English Translation shall accompany it. The English version shall prevail in matters of interpretation.
  5. The documents comprising the bid shall be completed in all respects and duly signed and

stamped by an authorized representative of the Bidder. Relevant power of attorney for signing the bid should be attached.

6. The proposal shall be properly bound, indexed, and serially numbered.

**6. EOI Processing Fee: (Non-Refundable)**

1. The applicant must furnish as part of technical proposal, the required EOI Processing Fee amounting to Rs. 5,000/- (Rupees Five Thousand Only) in shape of Demand Draft from any scheduled commercial bank. The details of Payee of the concerned district has been provided in Annexure 1 and the bidders are expected to use the corresponding details as provided in Annexure-I.

**7. Right to accept any Bid and to reject any or all bids**

1. Department of Women & Child Development, Government of Odisha is not bound to accept any or all bids and may at any time by giving notice in writing terminate the tendering process.

**8. Conditions of Eligibility**

A	Legal Requirement	The applicant must be a philanthropic and charitable legally registered entity under an appropriate authority such as the Societies Registration Act, 1860, the Indian Trusts Act, 1882, or other relevant legislations governing non-profit organizations (e.g., Indian Partnership Act, 1932 or the Limited Liability Partnership Act, 2008, as applicable).	<ul style="list-style-type: none"> <li>• Certificate of Incorporation / Registration / Trust Deed</li> <li>• Memorandum of Association (MoA) / Articles of Association (AoA) Rules / Bye-Laws</li> <li>• List of Governing Body members / Trustees</li> <li>• Any valid legal document in support of formation of the entity</li> </ul>
B	Number of years in Community Service	Must have completed 5 years in social welfare/community development/ philanthropic activities from the date of incorporation on the last date of submission of proposal.	<ul style="list-style-type: none"> <li>• Certificate of Incorporation / Registration</li> </ul>
C	Undertaking	Applicants must submit a self-declaration certifying non-involvement in corruption, criminal offences affecting public procurement, or debarment by any government body	<ul style="list-style-type: none"> <li>• Self-Declaration from the Applicant on its letter head</li> </ul>
D	Geographical	The applicant must have operational	<ul style="list-style-type: none"> <li>• Documentary evidence of</li> </ul>

	Presence	presence in Odisha with experience of working for last 12 months (1 year) in Odisha.	local presence or prior work experience in Odisha
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**9. Documents / Formats needs to be submitted along with Technical Proposal:**

1. Covering letter (TECH-1) on applicant's letterhead
2. Original Demand Draft for the submission of non-refundable EOI Processing Fee of Rs. 5,000
3. Certificate of Incorporation / Registration / Trust Deed
4. Memorandum of Association (MoA) / Articles of Association (AoA) Rules / Bye-Laws
5. List of Governing Body members / Trustees
6. Any other valid legal document in support of formation of the entity
7. General details of the Applicant (TECH-2)
8. Power of Attorney in favor of the authorized representative (TECH-3)
9. Self-declaration certifying non-involvement in corruption, criminal offences affecting public procurement, or debarment by any government body in the last 3 years. (TECH-4)
10. Documentary evidence of operational presence in Odisha with experience of working for last 12 months ( 1 year) in Odisha.
11. The respective District may ask for additional documents based on their discretion.

**10. Validity of the Proposal**

1. Proposal shall remain valid for a period of 90 days from the date of opening of the technical proposal.

**11. Evaluation Criteria:** The process of evaluation and empanelment shall be conducted in two sequential stages: document-based technical qualification followed by a presentation before the Evaluation Committee. No financial bid shall be invited or considered at any stage. The detailed criteria are as follows:

**1. Document-Based Technical Qualification**

- a. All bids will first undergo scrutiny of documents submitted in support of the prescribed eligibility conditions and compliance requirements.
- b. The evaluation will be strictly on a pass/fail basis. No marks, weights, or rating scales will be applied at this stage.
- c. Only those bidders who satisfactorily meet all documentary requirements shall be declared technically qualified and admitted to the next stage.

**2. Presentation before the Evaluation Committee**

- a. All technically qualified bidders will be invited to make a presentation before the District Level Scrutiny Committee headed by the District Collector.
- b. The presentation shall serve as the sole basis for selection and empanelment.
- c. The purpose of the presentation is to assess the bidder's suitability and readiness to undertake the assignment.
- d. The District Level Scrutiny Committee will evaluate the presentation with reference to (a) Approach and Methodology: soundness, clarity, and relevance of the proposed approach to the objectives of the assignment; (b) Organizational Capacity: adequacy of staffing, technical expertise, infrastructure availability for timely execution. (c) Demonstrated Understanding: depth of insight into the scope of work, challenges likely to be encountered, and strategies to address them and (d) Innovation and Value Addition: any additional features, strategies, or practices proposed by the bidder that may strengthen implementation quality.

### 3. Technical Evaluation Framework

e.

Proposed Scoring matrix for Technical evaluation

Sl.No	Evaluation Criteria	Weightage	Sub Criteria	Marks Allocation
1	Organizational experience in community/women welfare	35	Years of Experience	15
			Experience of implementing Government funded projects	10
			Evidence of interventions undertaken (e.g., beneficiaries, coverage area)	10
2	Experience in conducting group/community events	30	Number and scale of events conducted in last 3 years	15
			Documentation/ evidence/reports/photos of activities undertaken	10
			Experience in similar awareness/advocacy campaigns	5
3	Presence and availability of manpower in Odisha/Local Area	25	Registered office in Odisha	15
			Availability of trained manpower	5

			(staff/volunteers) in Odisha/ proposed districts	
			Network/linkages with local institutions or CBOs	5
4	Approach & methodology for implementation of MKBY	10	Understanding of scheme objectives and context, Clarity on implementation strategy	5
			Monitoring, reporting and feedback mechanisms	5

#### 4. Final Empanelment & Award of Contract

- a. The District Level Scrutiny Committee will be selecting the Implementing Agency basis satisfactory presentation and relevance to the Scope of Work as deemed fit by the District Level Scrutiny Committee.
- b. The number of implementing agencies to be selected shall be determined at the discretion of the District Level Scrutiny Committee, based on programmatic requirements and quality of responses.
- c. The selected Implementing Agencies will be required to commence the assignment at the earliest as per the instructions of District Level Scrutiny Committee.
- d. The decision of the District Level Scrutiny Committee shall be final and binding.

#### 5. Performance Security

- a. To ensure due performance of the contract, Performance Security shall be obtained from the successful Implementing Agency (IA) awarded with the contract. Performance security should be for an amount of three per cent of the value of the contract.
- b. The value of contract implies the amount of contract awarded to the successful IA. In case of award of contract to more than one IAs, the Performance Security to be paid by each shall be calculated on the proportionate value of the contract awarded to each such IA.]
- c. Performance security may be accepted in the form of Insurance Surety Bond, account payee demand draft, fixed deposit receipt, bank guarantee including e- Bank Guarantee from any of the scheduled commercial banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects. The Model Bank Guarantee Format for Performance Security is at Annexure-II.
- d. Performance security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Implementing Agency.

#### 6. Dispute Resolution:

- a. In case of any dispute arises in regards to the tender, the decision of Department of Women & Child Development, Government of Odisha will be final and binding.
- b. In case of litigation, the courts at Bhubaneswar only will have the jurisdiction for deciding the case according to Indian law.

## SECTION 3: TERMS OF REFERENCE

### 1. Background & Strategic Context

The Mukhyamantri Kanya Bibaha Yojana (MKBY) addresses key socio-economic challenges by facilitating dignified, inclusive, and legally valid group marriages for vulnerable communities. The scheme integrates social welfare, gender equality, and cultural respect in a unified framework. It also recognizes Odisha's diverse traditions while ensuring legal safeguards and women's rights.

### 2. Comprehensive Scheme Architecture

The Scheme architecture reflects a carefully calibrated approach to empowerment. The ₹35,000 direct transfer ensures immediate financial independence for the bride, while the ₹10,000 gift package preserves cultural traditions. The ₹6,000 allocation for implementing agencies acknowledges the critical role of professional event management in ensuring dignified ceremonies.

Component	Amount	Sub-Details	Remarks
<b>Total Support Package</b>	<b>₹51,000</b>	-	<b>Total benefit per eligible couple</b>
1. Direct Benefit Transfer (DBT)	₹35,000	Transferred to bride's individual bank account	Within 7 working days post marriage registration
2. Wedding Gift Package	₹10,000	Traditional saree, bangles, anklets, toe rings, etc.	Culturally relevant gift items to be handed over during the marriage ceremony
3. Event Management	₹6,000	Venue selection and decoration	₹6,000 support provided per couple to the IA
		Refreshments, seating arrangements, logistics	
		Official coordination for ceremony	

### 3. Scope of Work for Implementing Agencies

Selected Implementing Agencies will act as lead facilitators for the end-to-end execution of group marriage events under MKBY, ensuring effective community mobilization, lawful solemnization, execution of group marriage (minimum 10 marriages per function) events and transparent reporting. Their scope spans the following functional areas:

#### 1. Community Mobilization & Awareness Generation

- a. Mobilize communities through SHGs, PRI members and field workers.
- b. Organize awareness drives on MKBY benefits and eligibility norms.
- c. Use IEC tools to encourage participation from marginalized communities

**Expected Output:** Verified and mobilized list of eligible couples.

## **2. Application Support**

- a. Assist beneficiaries in form filling, affidavit preparation, and gathering all required documents.
- b. Undertake field verification in coordination with AWWs and other field-level functionaries to prevent duplication and ensure that recently married couples are not selected.
- c. Ensure submission of the list of beneficiaries to DSWOs and support DSWO-level compilation.

**Expected Output:** Submission of complete and eligible application dossiers.

## **3. Administrative Coordination**

- a. Work with CDPOs, DSWOs, and Registrars for event scheduling.
- b. Plan event logistics and alignment with local governance structures.

**Expected Output:** Administrative readiness and coordination clarity.

## **4. Event Management & Logistics**

- a. Venue Preparation: Ensure venues are equipped with basic amenities including safety arrangements, sanitation facilities, potable water, electricity, and sufficient seating capacity.
- b. Logistics & Setup: Arrange tentage, stage/platform, decoration, refreshments, and other necessary logistical elements to create a culturally respectful and inclusive environment.
- c. Ambience & Dignity: Integrate elements of local cultural identity and festive decor to uphold the dignity and celebratory nature of the occasion, ensuring sensitivity to traditions and gender inclusivity.

**Expected Output:** A well-managed, safe, inclusive, and culturally vibrant event site that respects the spirit and social significance of the Mukhyamantri Kanya Bibaha Yojana.

## **5. Legal Marriage Registration**

- a. Assist the couples in the submission of marriage registration documents to the concerned Authority and ensure resolution of issues, if any, towards successful registration of their marriages.
- b. Ensure on-site presence of marriage registrar and full legal compliance.
- c. Ensure that all couples receive official certificates on the day of marriage.

**Expected Output:** 100% lawful solemnization with proper documentation.

## 6. Distribution of Bridal Kits

- a. Ensure coordination with suppliers to guarantee timely delivery of all items to the designated venue.
- b. Organize and oversee distribution in a clean, orderly, and respectful manner.
- c. Obtain proper acknowledgments/receipts from recipients and maintain records for verification and audit purposes.

**Expected Output:** All kits distributed transparently and respectfully during the event, with complete documentation and zero pendency.

## 7. Documentation, Reporting & Audit Preparedness

- a. Maintain high-quality photo/video records, documents, UCs, and feedback forms.
- b. Submit final reports with success stories, complete financial records and receipts.

**Expected Output:** Fully auditable records and impact documentation.

## 8. Beneficiary Identification & Application Management

- a. Establish and apply robust protocols to validate eligibility against scheme guidelines. Implement checks to prevent duplication, misrepresentation, or ineligible inclusion.
- b. Collect and authenticate all mandatory documents (application forms, affidavits, identity proofs, etc.) from beneficiaries.
- c. Maintain digitized repositories and physical files for all collected documents.

**Expected Output:** A fully verified, transparent, and auditable database of eligible couples with complete and secure application dossiers.

The step-by-step process of application processing workflow under MKBY.

Step	Activity	Description	Responsible Entity
A	Community Outreach	Mobilization of community and awareness creation	IA
B	Eligible Couple Identification	Identify potential beneficiaries as per scheme criteria	IA
C	Document Collection & Field Verification	Collect Aadhaar, age, bank passbook, etc.	IA + Applicant
D	Application Form Completion	Fill Annexure-I and II with complete documents	IA + Applicant

Step	Activity	Description	Responsible Entity
E	Initial Screening by IA	Internal check by IA before formal processing	IA
F	Eligibility Check	Assess if all eligibility norms are met	IA
F → G	Passed → Submit to DSWO	Forward application for meeting	IA
F → H	Failed → Provide Guidance for Correction	Return to couple for document correction or clarification	IA
G → I	DSWO Review	DSWO consolidates and reviews applications	DSWO
I → J	District Committee Approval	Final approval by District Committee chaired by Collector	District Committee
J → K	Beneficiary Notification	Approved couples informed formally	DSWO / IA
K → L	Event Scheduling	Group marriage date and logistics planning	DSWO / IA / Registrar / CDPO
H → C	Loop back to Document Verification	Corrections made and resubmitted into process	IA + Applicant

#### 4. Legal Registration Process

Stage	Activities
Pre-Event	<ul style="list-style-type: none"> <li>• Coordinate with Registrar of Marriages</li> <li>• Share beneficiary list and verified documentation</li> <li>• Confirm attendance and requirements</li> <li>• Arrange necessary legal forms and IDs</li> </ul>
Event Day	<ul style="list-style-type: none"> <li>• Ensure Registrar's presence at the venue</li> </ul>

	<ul style="list-style-type: none"> <li>• Verify each couple individually</li> <li>• Conduct legal solemnization under applicable law by Registrar.</li> <li>• Prepare and sign marriage certificates by Registrar</li> <li>• Distribute certificates immediately to couples</li> </ul>
<b>Post-Event (Within 7 days)</b>	<ul style="list-style-type: none"> <li>• Maintain digital records of all registered marriages</li> <li>• Submit certificate copies to CDPO/DSWO/Registrar office</li> <li>• Follow up for any errors or reissuance if needed</li> </ul>

### 5. Engagement Period

- The period of validity of selection shall be 2 (two) years from the date of finalisation of the selection process and issuance of Letter of Award. Upon completion of the initial engagement period, the Authority may renew the engagement for an additional 1 (one) year, subject to satisfactory performance evaluation.
- Performance evaluation shall be conducted by the District Level Scrutiny Committee headed by the District Collector.

### 6. Payment to Implementing Agencies (IAs)

- Each IA will receive ₹6,000 per couple for organizing the group marriage ceremony under MKBY.
- A minimum of 10 couples is mandatory per scheduled mass marriage event.

### 7. Disbursement Schedule

- 40% advance of the total eligible amount will be released 15 days prior to the event, upon formal confirmation of the scheduled ceremony.
- 60% balance will be released within 10 days after the event, subject to submission of:
  - Completion Report
  - Utilization Certificate (UC) in prescribed format
- The District Level Scrutiny Committee may revise the disbursement schedule.

### 8. Compliance with Additional Requirements

#### i. Authority of the District Collector

The IA shall, throughout the period of engagement, comply with any instructions, directions, or additional requirements issued by the Office of the District Collector, of the respective District. Such requirements shall have binding effect and are intended to ensure the effective, accountable, and transparent implementation of the scheme.

**Without limitation, the District Collector may require the IA to undertake the following:**

- a. Adoption of specific protocols for beneficiary verification, submission of the list of beneficiaries to the DSWO for approval by the District Level Monitoring Committee.
- b. Ensure publication of the approved list of beneficiaries prior to the ceremony at key places such as Collectorate, Block and GP offices for inviting objections or claims if any.
- c. Ensure event management, grievance redressal, or risk mitigation.
- d. Submission of utilization certificates, expenditure statements, reconciliation reports, or other financial disclosures in prescribed formats.
- e. Maintenance of updated beneficiary databases, submission of activity reports, event-wise photographic and video evidence, and case studies or success stories.
- f. Participation in review meetings, joint field inspections, or third-party evaluations as directed.
- g. Compliance with statutory norms, contractual obligations, and any changes in scheme guidelines or government directives issued during the contract period.
- h. Assurance of fair practices, non-discrimination, safeguarding of beneficiary dignity, and protection of personal data and privacy.
- i. The District Collector may also introduce district-specific operational requirements to address local conditions, cultural sensitivities, or emergent challenges, and the IA shall ensure full adaptation and adherence.

**ii. Condition of Engagement**

- a. The IA's continued engagement under the scheme shall be conditional upon timely and satisfactory compliance with such directions.
- b. Any discrepancy detected in the identification or selection of beneficiaries shall result in the blacklisting of the Implementing Agency, with due intimation to the Department.
- c. Non-compliance may attract corrective action, including warnings, withholding of payments, curtailment of responsibilities, or termination of engagement, as deemed appropriate by the District Collector.

**SECTION 4: TECHNICAL PROPOSAL SUBMISSION FORMS**

**TECH-1: Covering Letter**

**[Location, Date]**

To  
**District Collector**, [Name of the District]  
[Address]

**Sub:** Submission of Proposal for Selection of Implementing Agencies for Mukhyamantri Kanya Bibaha Yojana (MKBY) (MKBY), EOI Ref. No. WCD-WE&A-SCHM-0006-2025/WCD/30528 dated 03.12.2025

Sir,

I/We, the undersigned, express our interest to be empanelled as an Implementing Agency for

the Mukhyamantri Kanya Bibaha Yojana (MKBY) (MKBY), in accordance with the terms specified under the Request for Proposal issued by the Department of Women & Child Development, Government of Odisha.

I/We, have thoroughly reviewed the EOI Document and understand our responsibilities related to community mobilization, eligibility verification, organizing lawful and culturally inclusive group marriages, facilitating legal registration, and ensuring all documentation and reporting protocols are met.

I/We, undertake that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.

I/We, confirm our eligibility and compliance with all the conditions as per the EOI. We also confirm that all information provided is true and verifiable. We agree to abide by the terms and conditions of the EOI and assure timely and quality implementation of the scheme, if empanelled.

I/We, understand that Department of Women & Child Development, Government of Odisha is not bound to accept any bid.

Yours faithfully,

[Authorized Signatory Name]

[Designation]

[Agency Name]

[Contact Details with Seal]

Note: On the Letterhead of the Bidder

#### TECH-2: Applicant's Organization General Details

Sl.	Description	Full Details
1	Name of the Bidder	
2	Legal Status	
3	Registration No. & Date	
4	Registered Office Address	
5	Local Office in Odisha	Yes/No – [If Yes, mention address]
6	Name and Designation of the contact person to whom all references shall be made regarding this Bid (including contact details)	
7	Agree to Implement MKBY	YES

8	Agree to Terms of EOI	YES
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Yours faithfully,

[Authorized Signatory Name]

[Designation]

[Agency Name]

[Contact Details with Seal]

Note: On the Letterhead of the Bidder

**TECH-3: Power of Attorney (on Stamp Paper)**

**POWER OF ATTORNEY**

Know all men by these presents, we [Name of Organization], a registered [Trust/Society/NGO] with its registered office at [Address], do hereby nominate and authorize [Name, Designation], residing at [Address], who is presently employed with us, as our true and lawful attorney to act on our behalf in all matters relating to the submission of the proposal for empanelment under MKBY.

This authority includes signing all documents, attending meetings, and providing necessary clarifications on our behalf.

In witness whereof, this Power of Attorney is executed on this \_\_\_ day of \_\_\_\_\_, 2025

Thanking you,

Name of the Bidder:

Authorized Signatory:

Verified Signature:

Seal of the Organization:

Date: -

Place: -

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

(Notarized)

**TECH-4: Declaration of Not Being Blacklisted**

**UNDERTAKING FOR NOT BEING BLACKLISTED**

*((on non-judicial stamp paper of Rs. 100/-))*

In response to the EOI for empanelment under Mukhyamantri Kanya Bibaha Yojana (MKBY) (MKBY), we declare that our organization has **not been blacklisted**, debarred, or banned and there has not been any work cancelled against our organisation \_\_\_\_\_ registered address \_\_\_\_\_ for poor performance in the last ten years reckoned from the date of invitation of Bid by any Government Department, Public Sector Undertaking, or any statutory authority.

We further undertake that if any such information is found false at any stage, our proposal shall be summarily rejected and legal action may be initiated.

.....  
Name of the Bidder

.....  
Signature of the Authorized Signatory

.....  
Name of the Authorized Signatory

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Annexure 1**

S. No.	District	Address for the Submission of Proposals	Details for Demand Draft Payee and Payable at
1	Angul	District Social Welfare Officer, Angul Collectorate Campus, Angul -759122	District Social Welfare Officer, Angul
2	Balasore	District Social Welfare Officer, New Collectorate Building, Balasore - 756001	District Social Welfare Officer, Balasore
3	Bargarh	Office of the DSWO, Bargarh, At/Po- Bargarh, Near collectorate Bargarh, Dist- Bargarh Pin- 768028	District Social Welfare Officer, BARGARH
4	Bhadrak	District Social Welfare Officer, At/Po- Bhadrak, Old Collectorate, District- bhadarak	District Social Welfare OfficeBhadrak
5	Bolangir	Office of the DSWO, Balangir, At/Po- Balangir, Near collectorate Balangir, Dist-Balangir, Pin-767001	District Social Welfare Officer, Balangir
6	Boudh	District Social Welfare Officer	District Social Welfare Officer, Boudh

		Collectorate Building Boudh-762014	
7	Cuttack	District Social Welfare Officer, Social Welfare Section, Collectorate, Cuttack	District Social welfare Officer, Cuttack
8	Deogarh	District Social Welfare Officer, New Collectorate Building,Deogarh-768108	District Social Welfare Officer, Deogarh
9	Dhenkanal	District Social Welfare Officer, Dhenkanal,At/Po/Dist- Dhenkanal,Pin- 759001,Odisha	District Social welfare Officer, Dhenkanal
10	Gajapati	Office of the DSWO, Gajapati, At/Po- Paralakhemundi, Near collectorate Paralakhemundi, Dist- Gajapati, Pin-761200	District Social Welfare Officer, Gajapati
11	Ganjam	District Social Welfare Officer, Social Welfare Section, Collectorate, Ganjam	District Social welfare Officer, Ganjam
12	Jagatsinghpur	District social Welfare Officer, Collectorate Building Jagatsinghpur 754103	District Social Welfare Officer, Jagatsinghpur
13	Jajpur	District Social Welfare Officer Jajpur, At/Po- Jajpur Town pin-755001	District Social Welfare Officer, Jajpur
14	Jharsuguda	District Social Welfare Office, Social Welfare Office, AT- Collectorate,Jharsuguda Po-OMP LANE PIN-	District Social Welfare Officer ,Jharsuguda

		768202 Dist - Jharsuguda	
15	Kalahandi	District Social Welfare Officer, Kalahandi Infront of Collectorate residence, Bhawanipatna Pin-766001	District Social Welfare Officer, Kalahandi
16	Kandhamal	DSWO, Collectorate Kandhamal Pin-762001 Odisha	District Social welfare Officer, Kandhamal
17	Kendrapara	District Social Welfare Officer, Collectorate Building, Kendrapara, Pin-754211	District Social Welfare Officer, Kendrapara
18	keonjhar	District Social Welfare Office Keonjhar, Collectorate Campus Keonjhar, 758001	District Social Welfare Officer, Keonjhar
19	khordha	District Social Welfare Officer, Collectorate, Khordha At/Po-Pallahat, Khordha, Pin-752056	District Social Welfare Officer, Khordha
20	Koraput	District Social Welfare Officer, Collectorate koraput, At/Po-Koraput, District-Koraput, Pin Code-764020	District Social Welfare Officer, Koraput
21	Malkangiri	District Social Welfare Officer, Malkangiri At po- DNK, Pin-764045	District Social Welfare Officer, Malkangiri
22	Mayurbhanj	District Social Welfare Office Mayurbhanj, At-Collectorate Mayurbhanj, Baripada PO- Baripada, Pin- 757001	District Social Welfare Officer, Mayurbhanj
23	Nabarangpur	District Social Welfare	District Social Welfare Officer,

		Officer, Collectorate campus, At/Po- Nabarangapur, pin code- 764059	Nabarangapur,
24	Nayagarh	District Social Welfare Officer, Collecorate, Nayagarh -752069	District Social Welfare Officer, Nayagarh
25	Nuapada	District Social Welfare Officer, Nuapada, 2nd Floor, Collectorate Nuapada	District Social Welfare Officer, Nuapada
26	Puri	District Social Welfare Officer, Social Welfare Section, Collectorate Puri.	District Social Welfare Officer Puri
27	Rayagada	District Social Welfare Officer, Rayagada, Colectrate, Rayagada, Pin 765001	District Social Welfare Officer, Rayagada
28	Sambalpur	DSWO, Collectorate Sambalpur, Kacheri Road, Hans Nagar, Sambalpur, pin-768001 Odisha	District Social welfare Officer, Sambalpur
29	Subarnapur	District Social Welfare Officer Collectorate Subarnapur	District Social Welfare Officer
30	Sundargarh	District Social Welfare Officer Collectorate Sundargarh	District Social Welfare Officer Sundargarh

**Annexure-II**