

**NOTICE INVITING EXPRESSION OF INTEREST**

Applications are invited from eligible NGOs/agencies for running shelters for urban homeless established by Greater Chennai Corporation. The eligible agencies/NGO will be empanelled for running the shelter and allotted according to the availability of vacant shelter and their expertise.

The eligibility criteria is as follows:

- The agency/NGO must be a registered society/trust and should have valid registration certificate as per relevant acts.
- The NGO must have registered on the Darpan portal.
- The NGO should have minimum of 3 years of experience working with
  - Social sector activities/
  - Providing institutional care for vulnerable people.
  - Urban homeless/
  - Managing shelter for socially disadvantaged/
  - And experience in grants management/ability to generate local resources.
- The NGO must submit the following
  - IT returns for 3 years
  - FC returns if the NGO has registered under FCRA.
  - Registration under EPF/ESI if more than 20 staff are engaged.
  - Corporate Social Responsibility (CSR) registration certificate (If registered).
  - Corporate Social Responsibility (CSR) Form-1(If registered).
  - Income tax audit report (Form 10B) for the last three years.
- NGO/Agency should not have been blacklisted by any funding agency.
- NGO/Agency should have HR policy that specifies process of staff recruitment, rules of service and staff welfare measures.
- The NGO should have experience in working with the community in the specified area of Chennai. They would be given the preference in the selection.

- The NGO should have office with responsible persons at GCC area.
- The NGO should have an internal Complaints committee to deal with sexual harassment at the work place.
- The NGO should ensure to have a qualified social worker as counsellor who has experience in counselling.

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	On or before 15 <sup>th</sup> February 2026 till 5.00 PM.
Address for submission of EoI	Superintending Engineer, Ripon Building, Buildings Department, Amma Maligai, 5 <sup>th</sup> Floor 'A" Wing Greater Chennai Corporation, Chennai 600003.
Any clarification please contact	City Level Coordinator 044-25303849.