

April <sup>th</sup>, 2025.

**Annexure 1**

**ADVERTISEMENT FOR INVITING APPLICATIONS FROM NGOs/CBOs  
FOR SELECTION**

The National AIDS Control Organisation (NACO) is a division of India's Ministry of Health and Family Welfare which has received Domestic Budgetary Support (DBS) towards the cost of the National AIDS and STD Control Programme (NACP) and it is intended that a part of the proceeds of this grant will be applied to eligible payments under the contract for which this invitation for consultancy is issued. **The project is an intervention with a goal of reducing the burden of HIV/AIDS cases in the country.** The components of the project are prevention, testing and treatment, Outreach Services, programme management and strategic information management with sub-components being targeted interventions, Link Worker Scheme for high risk groups and vulnerable population, as well as partnering with Civil Society Organizations/NGOs/CBOs for providing access of vulnerable populations to various HIV/AIDS interventions.

Applications are invited from interested NGOs/CBOs in the State of Tripura for selection of Targeted Intervention NGOs to

1. Implement HIV/AIDS targeted interventions
2. Work in providing access to HIV/AIDS interventions services like testing and treatment, reaching out to people living with HIV/AIDS and other vulnerable groups.

CBOs/NGOs that are registered societies / trusts and active in community work are eligible to apply. Applications in the specified format which is available in the web-site (<https://tsacs.tripura.gov.in/>) or would be mailed ([sacstripura2008@gmail.com](mailto:sacstripura2008@gmail.com), [prevention.tripurasacs@yahoo.com](mailto:prevention.tripurasacs@yahoo.com)) on request would need to be submitted on or before 30.04.2025.

Letters of interest with accompanying materials (formats are available at the web-site given below) seeking selection should be submitted to the:

Project Director

Tripura State AIDS Control Society

Department of Health & FW

Government of Tripura

Akhaura Road, Opposite to IGM Hospital

Agartala, West Tripura - 799001

Email: [sacstripura2008@gmail.com](mailto:sacstripura2008@gmail.com),

[prevention.tripurasacs@yahoo.com](mailto:prevention.tripurasacs@yahoo.com)

Website: <https://tsacs.tripura.gov.in/>

*[Signature]*  
04.04.25  
(Dr. Samarpita Dutta)  
Project Director  
Tripura State AIDS Control  
Society

## Annexure- 2

### Format for information related to Expression of Interest

#### Section A: Basic Information

1. Name of the Organisation:\_\_\_\_\_
2. Postal Address:\_\_\_\_\_
- PIN: \_\_\_\_\_ District: \_\_\_\_\_
3. Telephone : Tele \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_ Website (if any): \_\_\_\_\_
4. Legal status : ( ) Society ( ) Company ( ) Others(specify) \_\_\_\_\_
5. Registration Details : Registered on ( \_\_\_\_\_ )

By \_\_\_\_\_

6. If Organisation / Society claimed as Community Based Organisation (CBOs)  
Provide the details of Community members those are part of the Governing Board/Executive Board:

S. No	Full Name	Designation	Contact details

7. Registration No. of NITI Aayog web portal (Copy to be enclosed): -----  
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8. Name of contact person and contact number: \_\_\_\_\_

Designation: \_\_\_\_\_

#### Section B: Organisational Background

9. Assets / Infrastructure of the organisation

Category      Worth in rupees      (eg. Land,building)

10. (a) Please provide details, regarding the annual budget of your organisation at least last 3 years (attach the detailed audited statement for 3 years)

Year	Source of funding	Amount (in Rs.)	List of activities	Activities similar to the TOR/Scope of Work	Geographical area of activities as mentioned in column no. 5
1	2	3	4	5	6

(b) Whether blacklisted/debarred by any agency (both government, private or World Bank/ UN bodies) in the past? If yes, provide details in an Affidavit.

(c) Whether any staff or board member of your organization is part of any SACS / TSU staffs currently or in the past. Please provide the above information in the form of an Affidavit.

### Section C: Current Programmes being run by the organisation

11. Geographical location of Work List -Village, Panchayat, Block, Taluk/SubDivision, District (Each location should be separately specified)

12. Population with which they are presently working:

- ( ) Rural/Urban:
- ( ) Socioeconomic group :
- ( ) Occupational group :
- ( ) Sex groups :
- ( ) Students/Educational Institution :
- ( ) Youth :
- ( ) Women groups :
- ( ) Others :

13. Please provide basic information on the key projects carried out by your organisation since the last three years (5 lines for each subject - attach separately).

- Community served



- Objective
  - Strategies
  - Main outcomes
  - Evaluation methods employed
  - Evaluation results
14. A brief write up on the programmes the organisation currently runs(*not more than three pages*)
  15. Agencies with experience in Health and HIV sector. Please specify and provide details of the client/donor agency, nature of projects, project period, contract value, continuing/completed.
  16. Agencies with experience of working with projects supported by SACS/DACS. If yes, provide in details name of the SACS/DACS, nature of projects, project period, status of the project (continuing/completed/terminated). In case of termination please provide the reason for termination. Attach any relevant document issued by SACS/DACS clarifying termination or the relevant reports including evaluation reports.

#### Section D: Documents Required

17. Copies of the following documents need to be provided with self-attestation by competent authority of the organisation
  - i. Copy of the valid Society Registration certificate / Trust Deed furnished
  - ii. Copy of Memorandum of Association and Article of Association furnished.
  - iii. Copy of Audited Statement attached (For NGOs - 3 years For CBOs - At least 1 year) Activity Report / Annual Reports furnished (For NGOs - 3 years For CBOs - At least 1 year)
  - iv. Copy of the PAN Card
  - v. List of Executive Committee/ Governing Board members with Contact details and occupation
  - vi. Copy of valid registration/number of NITI Aayog -Darpan portal
  - vii. *Copy of last or latest filled Income Tax Returns (ITR)*
  - viii. Identification document of Authorized signatory submitting EoI (copy PAN and AADHAAR Card)
  - ix. Resolution by Executive Committee/ Governing Board members for submission of EoI to SACS
  - x. Record of discussions / minutes of Executive Committee/ Governing Board for the last three years (in the case of CBO for minimum one year).
  - xi. Copies of the affidavit as required
    - Indicating that is not involved in any corrupt practices and they have never been blacklisted/debarred by any agency (both government, private and World Bank/UN bodies).
    - In case the agency has been blacklisted/debarred in the past, the details of such blacklisting/debarment should be provided in the Affidavit.
    - Affidavit should also indicate that no staff or board member is part of any SACS/TSU staffs currently (or in the last 3

years which may create conflict of interest).

- xii. Copy of last filled Income Tax Returns (ITR)
  - xiii. Copy of valid registration/certificate under section 12A or 80G of Income Tax Act/ Valid Tax exemption certificate
  - xiv. Organogram reflecting staff of similar nature/scope of work projects in last three financial year. Experience of:
17. HIV/AIDS Project experience in carrying out Targeted Interventions/Link Worker Scheme with Core/ Vulnerable groups, Community Care Centres, Community Support Centre, Drop-In Centres (DIC) for PLHAs or any other activity as per guidance of NACO/SACS in last three financial year.
  18. Managing other health projects such as RCH, Sexual health project, TB, Family planning in last three financial year.
  19. Managing community development projects in last three financial year. (Health, Education, Skill development, Rural Development, SHGs formation, etc.)
    - xv. Experience in forming / establishing community based networks
    - xvi. Document showing any member of the target community in the advisory committee of the NGO/For CBO any professional in the advisory committee.
    - xvii. NGO/CBO have any document explaining their experience of involving different Stakeholders in their work?, such as
  20. Civil Society Organizations
  21. Government Departments
  22. Private Sector
  23. Faith Based Organizations Cooperatives
    - xviii. NGO/CBO being a part of any consortium /network
    - xix. NGO/CBO involved in any committees formed by SACS / government departments
  24. Name of the person who filled this form:

Qualification and experience:

Designation:

Address:

**Signed by Samarpita Dutta**  
**Date: 04-04-2025 13:10:55**