

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): -----

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:
 - a) 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.
 - b) Managing other health projects such as RCH, Sexual health project, TB, Family planning in last three financial year.
 - c) 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
 - a) Civil Society Organizations
 - b) Government Departments
 - c) Private Sector
 - d) 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
18. Name of the person who filled this form:

Qualification and experience:

Designation:

Address:

Signed by Samarpita Dutta

Date: 20-05-2025 18:49:34