

**Directorate of Tribal Welfare
Adi Dravidar and Tribal Welfare Department
Government of Tamil Nadu**

**Ezhilagam Annex Building, 1st Floor,
Chepauk, Chennai – 600 005, Tamil Nadu.
tntribalwelfare2018@gmail.com | 044 – 28516689**

PUBLIC NOTICE

17 July 2025

Subject: Extension of Last Date for Submission of Expression of Interest (EoI) for NGO Empanelment

Directorate of Tribal Welfare, Adi Dravidar and Tribal Welfare Department, Government of Tamil Nadu, is extending the last date for submission of Expression of Interest (EoI) for NGO Empanelment.

In view of this, the last date for submission of Expression of Interest has been extended as follows:

Event	Earlier Date	Extended Date
Last date for submission of Expression of Interest (EoI)	18.07.2025 (5:00 pm)	31.07.2025 (5:00 pm)

NGOs and Registered Tribal Societies are advised to submit their Expression of Interest (EoI) within the extended deadline.

For further details, please contact:

Directorate of Tribal Welfare,
Ezhilagam Annex Building, 1st floor,
Chepauk, Chennai – 600 005,
Tamil Nadu.
Email: tntribalwelfare2018@gmail.com | Phone: 044 – 28516689

Director
Directorate of Tribal Welfare
Government of Tamil Nadu



DIRECTORATE OF TRIBAL WELFARE GOVERNMENT OF TAMILNADU

EMPANELMENT OF NGOs/ REGISTERED SOCIETIES FOR ADMINISTERING VARIOUS SCHEMES OF THE DIRECTORATE OF TRIBAL WELFARE, GOVERNMENT OF TAMIL NADU

Notification No. – 02/2025 Date of Issue - 03.07.2025

Last Date for Submission - 18.07.2025

**Directorate of Tribal Welfare, Ezhilagam Annex Building, 1st Floor,
Chepauk, Chennai-5**

[Email: tntribalwelfare2018@gmail.com](mailto:tntribalwelfare2018@gmail.com)

Ph:044-28516689

Directorate of Tribal Welfare
Government of Tamil Nadu

**Notice inviting Expression of Interest (EoI) for empanelment of NGOs/
registered societies to facilitate various projects of the Directorate of
Tribal Welfare**

The Directorate of Tribal Welfare is the nodal organization that implements various programmes to improve the quality of life of the tribal people by providing employment linkages, improving the individual economic status, improving educational levels and provision of basic infrastructure.

The Directorate of Tribal Welfare plans to empanel NGOs/ registered societies to ensure adequate number of reputed organisations with adequate experience in providing livelihood and employment linkage opportunities to the tribal population, adequate coverage across all districts in the state, with a focus on districts that have a greater concentration of tribal communities, and to provide timely support to the tribal communities through design and implementation of new projects /activities related to livelihood / employment opportunities.

The Directorate of Tribal Welfare (hereinafter referred to as the “Directorate”) invites Expressions of Interest (EoI) from Non-Governmental Organisations (NGOs)/ registered societies (hereinafter referred to as the “organisations”) for empanelment. Eligible organisations must have prior experience in implementing programmes in one or more of the following sectors: health, education, skill training, livelihood, and agriculture. **These NGOs will provide support to the Directorate of Tribal Welfare in executing and monitoring various welfare schemes and development projects.**

Empanelment does not necessarily entitle an organisation to be engaged for any specific assignment. The validity of the empanelment is for a period of one year which may be extended based on the performance of the organisation until a fresh empanelment is undertaken.

Interested organisations can access and download the EoI and all relevant information on the official website of the Directorate of Tribal Welfare (<https://tntribalwelfare.tn.gov.in/>).

The Directorate of Tribal Welfare reserves the right to cancel/alter the advertisement and reject all or any EoI without assigning any reason whatsoever. Delayed receipt and canvassing in any form will lead to the rejection of EoI.

Director,
The Directorate of Tribal Welfare,
Government of Tamil Nadu

TABLE OF CONTENTS

1.	SECTION 1. BACKGROUND AND GENERAL INFORMATION	4
1.1	IMPORTANT FACT SHEET:	4
1.2	BACKGROUND	5
1.3	OBJECTIVE OF EMPANELMENT	5
1.4	ROLES AND RESPONSIBILITIES OF THE EMPANELLED ORGANISATIONS	6
1.5	VALIDITY OF THE EMPANELMENT	7
1.6	GENERAL INFORMATION:	7
2.	SECTION 2. CRITERIA FOR EMPANELMENT	10
2.1	SELECTION CRITERIA	10
2.2	ELIGIBILITY CRITERIA	10
3.	SECTION 3. EMPANELMENT PROCESS	12
3.1	BRIEF DESCRIPTION OF EMPANELMENT PROCESS	12
3.2	INSTRUCTIONS FOR PREPARATION OF APPLICATION	12
4.	SECTION 4. FORMATS	15
4.1	FORM - 1: COVERING LETTER (TO BE ON THE LETTERHEAD OF THE APPLICANT)	15
4.2	FORM - 2 APPLICATION FORMAT	17
4.3	FORM-3: POWER OF ATTORNEY FOR SIGNING OF PROPOSAL	20
4.4	FORM-4: ELIGIBILITY CRITERIA	22
4.5	FORM-5: SUMMARY OF APPLICANT'S EXPERIENCE	25
4.6	FORM-6: TECHNICAL EVALUATION	26
4.7	FORM 7: FORMAT FOR TURNOVER	29
4.8	FORM-8: DETAILS OF FULL-TIME EMPLOYEES	30

1. SECTION 1. BACKGROUND AND GENERAL INFORMATION

1.1 Important Fact Sheet:

Sl.	Activity	Details
1	Nature of Work	Empanelment of NGOs/ Registered Societies for administering various schemes of the Directorate of Tribal Welfare, Government of Tamil Nadu
2	Name of the issuer of the Expression of Interest (EoI)	Directorate of Tribal Welfare, Government of Tamil Nadu
3	Website for downloading the EoI	https://www.tntribalwelfare.tn.gov.in/ .
4	Last date for receiving the bid	18.07.2025 5.00 PM
5	Mode of receipt of the bids	Physical copies to the Directorate of Tribal Welfare in the below address: Directorate of Tribal Welfare, Ezhilagam Annex Building, 1st Floor, Chepauk, Chennai-5 Soft copy to the email: tntribalwelfare2018@gmail.com Any queries can be clarified either through our mail tntribalwelfare2018@gmail.com or contact 044-28516689.
6	Date of presentation	The date will be communicated later to the applied organisations.
7	Period of engagement	One year, which may be extended based on the performance. If the performance of the bidder is found to be unsatisfactory, the authority reserves the right to cancel the empanelment with the respective organisation at any time.

Note: The Directorate reserves the right to change any schedule items/ dates. Please refer to the website mentioned in the EoI regularly for updates. Proposals must be received not later than the date & time mentioned in the Information Sheet. Proposals that are received after the scheduled date and time mentioned will not be considered and will be summarily rejected without mentioning any reasons thereof. Any Addendum/ Corrigendum/ Cancellation of this EoI can also be seen in the Directorate website.

1.2 Background

- 1.2.1 As per Census 2011, there are about 7.94 lakh tribals in Tamil Nadu that constitute about 1.17% of the State's population. The tribal pockets are classified as Integrated Tribal Development Programme (ITDP) which are generally contiguous areas of the size of one or more blocks in which the population of Scheduled Tribes is 50% or more of the total population. Scheduled Tribe people are concentrated in 22 districts such as Salem, Tiruvannamalai, Tirupathur, Villupuram, Kallakurichi, Vellore, Ranipet, Dharmapuri, Namakkal, Tiruvallur, Kanchipuram, Chengalpattu, Nilgiris, Coimbatore, Krishnagiri, Erode, Tiruchirappalli, Cuddalore, Madurai, Ariyalur, Tirunelveli, and Tenkasi.
- 1.2.2 The Government of Tamil Nadu implements several welfare programmes for the socio-economic and educational development of the Scheduled Tribes in the state. The objectives of these programmes are to end their social seclusion and economic deprivation and to integrate them to mainstream.
- 1.2.3 The Directorate of Tribal Welfare (hereinafter referred to as “**Authority or The Directorate**”) is the nodal organisation that implements various programmes to improve the quality of life of the tribal communities by providing employment linkages, improving educational and economic status and provision of basic infrastructure.
- 1.2.4 The Authority intends to empanel NGOs/ registered societies to facilitate the implementation of various programmes/ schemes of the Directorate to ensure that the Programme is reaching and benefitting the targeted tribal population.

1.3 Objective of Empanelment

1.3.1 The objectives of the empanelment are as follows:

- a) Ensuring adequate number of reputed NGOs/ registered societies with adequate experience in providing livelihood and employment linkage opportunities to the tribal population.
- b) Providing timely support to the tribal communities through design and implementation of new projects/activities related to livelihood / employment opportunities.

1.3.2 Based on the requirements, the empaneled NGOs/ registered societies shall be

requested to undertake one or more of the following:

- a) Identify specific requirements of the tribal communities with the objectives of livelihood creation / employment generation / education / skill development & training activities targeting individual members or groups (e.g., Self Help Groups).
- b) Implement programmes / schemes / projects identified by the authority.
- c) Suggest suitable activities pertaining to livelihood / employment generation / education / skill development & training for the benefit of tribal communities to the authority.

1.4 Roles and Responsibilities of the empanelled Organisations

- a) Conduct awareness and sensitization programmes on community issues, government welfare schemes, and entitlements.
- b) Disseminate information on laws, schemes, and programme components relevant to tribal communities, particularly under Focused Tribal Area Development.
- c) Establish rapport with tribal communities through regular village visits, and active engagement in community spaces.
- d) Organise meetings to gather and communicate the community's demands for livelihood development, in consultation with villagers and with approval from the Directorate of Tribal Welfare.
- e) Facilitate household surveys, baseline studies, and market assessments in project villages using participatory tools such as Participatory Rural Appraisal (PRA).
- f) Assist communities in preparing Village Development and Livelihood Plans and Annual Budgeted Action Plans (ABAP) in an inclusive and participatory manner.
- g) Identify needs and opportunities related to livelihood, employment, education, and health.
- h) Identify and assess the strengths and weaknesses of existing Self-Help Groups (SHGs), Producer Groups, Cooperatives, and similar institutions.
- i) Facilitate the formation of new SHGs, Producer Groups, or Cooperatives to ensure coverage of all households, including landless families.

- j) Prepare and maintain a detailed household database, including vulnerable and excluded groups.
- k) Develop and implement a Capacity Building Plan that includes training, exposure visits, and orientation for communities and Community-Based Organisations (CBOs) on livelihood issues, governance, and service delivery systems.
- l) Conduct regular training for group leaders on organizational management, leadership, financial literacy, and institution-building processes.
- m) Support the implementation of government-assigned or NGO-proposed projects for tribal development.
- n) Design, manage, and execute field-level interventions in collaboration with the Directorate of Tribal Welfare.
- o) Provide technical support and guidance to tribal institutions and groups for effective execution of livelihood and development activities.
- p) Facilitate regular meetings, monitor group functioning, and ensure continuity of institutional processes.
- q) Ensure timely achievement of physical and financial targets in alignment with the Annual Work Plan and programme deliverables.
- r) Collect and report relevant data to the Directorate for monitoring, evaluation, and decision-making purposes.
- s) Assist beneficiaries and beneficiary groups in opening bank accounts with nationalised or rural banks to enable direct fund transfers under programme components.

1.5 Validity of the empanelment

1.5.1 The validity of empanelment is for a period of one year which may be extended based on the performance of the organisation until a fresh empanelment is undertaken.

1.6 General Information:

1.6.1 The Authority reserves the right to:

- a) Empanel nil or any number of organisations applying for the empanelment.
- b) Reject an application at any time/ a material misrepresentation has been made

or discovered.

1.6.2 Empanelment does not necessarily mean that work will be assigned to the empaneled organisations. The Directorate does not guarantee target allocation to any or all NGOs/ registered societies applying through this process.

1.6.3 All information submitted will be the property of the Authority and shall not be returned.

1.6.4 The cost incurred by the Applicants in preparing and submitting this application, in providing clarification or attending discussions, conferences in connection with process of empanelment shall be borne by the applicant and in no case will, the Authority, be responsible or liable for these costs regardless of the conduct or outcome of the process.

1.6.5 The Directorate of Tribal Welfare requires that bidders uphold the highest standards of ethics during the execution of the contract. For the purposes of this provision, if it is found that the bidder has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, it shall constitute sufficient grounds for the Directorate to terminate the contract and initiate blacklisting proceedings against the bidder.

1.6.6 The following terms shall have the meaning here in are respectively assigned to them:

a) "Corrupt practice" means:

- i. the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the application process; or
- ii. engaging in any manner whatsoever, whether during or after the application process, with any person in respect of any matter relating to the project, who at any time has been or is a legal, financial or technical adviser of the Directorate of Tribal Welfare concerning any matter concerning the Project.

b) "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the application process.

- c) "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Directorate of Tribal Welfare with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Application Process.

2. SECTION 2. CRITERIA FOR EMPANELMENT

2.1 Selection Criteria

- 2.1.1 The Evaluation Committee appointed by the Authority will carry out its evaluation based on the details submitted by the Applicant.
- 2.1.2 The Authority intends to empanel 3-5 organisations per district. The following organisations can apply. Eligibility criteria is different for the following categories. The organisation should clearly mention for which category they are applying for.
- a. Registered NGOs
 - b. Registered NGOs/ Tribal Societies with minimum of 75% of the office bearers or Board members from Scheduled Tribes community.
- 2.1.3 Interested organisations should submit the proposal in the following manner.
- Eligibility Criteria
 - Technical Evaluation
 - Presentation (Only if the authority decides to have a presentation round to select the organisations)
- 2.1.4 Only the proposals of the organisations fulfilling the eligibility criteria will be evaluated further for the technical evaluation.
- 2.1.5 The organisations will be empaneled based on the scores of the technical evaluation. If the Authority feels that the presentation round is required before the empanelment, then the empanelment is based on the presentation. Authority's decision is final and conclusive.
- 2.1.6 The date and time for the presentation will be communicated later to the qualified organisations.

2.2 Eligibility Criteria

The eligibility criteria for organisations interested in undertaking the project is mentioned in **Section 4.4, Form 4: Eligibility Criteria**. The Organisation should fulfil the conditions and must also submit the documentary evidence in support of the fulfilment of these conditions. The proposal without documentary evidence will not be considered.

Only the organisations which fulfil the eligibility criteria will be considered for technical evaluation.

3. SECTION 3. EMPANELMENT PROCESS

3.1 Brief Description of Empanelment Process

3.1.1 The Application and instructions with necessary forms can be downloaded from the Tribal Welfare Department website. The Applicant may also refer to below instructions:

- a. The applicant shall go through the instructions carefully.
- b. Applicants shall go through the Notification documents and get ready with all relevant documents in pdf format as indicated therein. In the proposal, applicant may attach an index page wherever necessary, in the beginning, which indicates the details of the files/documents that follow the index page against Application content indicated. This shall also help with easy references later.
- c. Applicants shall be ready with their proposals in filled-in form well in advance to avoid last-minute rush/glitches during submission and once the proposal is ready in all aspects, it should be submitted to the Directorate of Tribal Welfare before the time and date prescribed.
- d. The proposal shall be submitted not later than the date and time specified in the Application Schedule or Corrigendum, if any published.

3.1.2 The information and the details received as part of the proposal will be evaluated and only the qualified applicants will be shortlisted and empanelled.

3.1.3 At any time during the evaluation process, the Directorate of Tribal Welfare may seek written clarification from the applicants if the given information is not sufficient or does not have clarity.

3.1.4 Applicants requiring any clarification on the application may notify the Directorate of Tribal Welfare in writing or by letter and/or e- mail to tntribalwelfare2018@gmail.com.

3.1.5 Empaneled organisations should not sub-contract the works provided by the Directorate of Tribal Welfare.

3.2 Instructions for Preparation of Application

3.2.1 Interested Applicant(s) must provide all the relevant information (in English language only) as per the prescribed format.

3.2.2 All information requested in the enclosed forms should be furnished against the

respective column in the format. If information is furnished in separate documents, reference to the same shall be given against the respective column. However, Applicant(s) are cautioned that non-submission of complete information called for in the required formats may result in the application being summarily rejected.

- 3.2.3 The applicants are advised to attach any additional information which is considered necessary in regard to prove their capabilities. No further information will be entertained after submission of the Application unless it is called for by the Authority.
- 3.2.4 Authority reserves the right to reject an application in case any of the forms are not submitted or are not able to be accessed due to any reason whatsoever.
- 3.2.5 The Application must be duly signed by the Authorized Signatory
- 3.2.6 The Applicant should submit a Power of Attorney as per the format enclosed, authorising the Applicant to sign and submit this Application.
- 3.2.7 All financial information shall be stated in Indian Rupee only.
- 3.2.8 Application should be indexed, and each page of the Application shall be serially numbered, in case of submission of published documents, the first page of the document shall be numbered.
- 3.2.9 The Application should comprise of the following forms and documents as per the submission format mentioned in table below:

Sl.	Form No	Particulars
1	Form-4.1	Covering letter
2	Form-4.2	Application for Empanelment
3	Form-4.3	Power of Attorney for Signing of Proposal
4	Form-4.4	Eligibility Criteria
5	Form-4.5	Summary of Applicant's Experience
6	Form-4.6	Technical Evaluation
7	Form-4.7	Format for turnover
8	Form-4.8	Details of Full-time employees
9	Enclosures	Incorporation Certificate/Certificate of Registration along with other relevant information mentioned in eligibility criteria.
10	Enclosures	Certificate from auditor along with audited balance sheet for the last three financial years – FY 21-22, 22-23 and 23-24.
11	Enclosures	Relevant documentary evidence for Sl. 3 & 4 in Eligibility Criteria – Agreement Copy/ LoI/ Work Order/ Letter of Completion along with Annual Report if available.

12	Enclosures	Address Proof for Office in Tamil Nadu
13	Enclosures	Self-certification in letterhead mentioning the company is not blacklisted or debarred.

4. SECTION 4.FORMATS

4.1 FORM - 1: Covering Letter (To be on the letterhead of the Applicant)

Date:

To,

Director,
Directorate of Tribal Welfare,
Ezhilagam Annex Building, 1st Floor,
Chepauk, Chennai-600005 Tamil Nadu

Sir,

Subject: Submission of Application in response to your Notification for **“Empanelment of NGOs/ Registered Societies for administering various schemes of the Directorate of Tribal Welfare, Government of Tamil Nadu”**.

1. With reference to your Notification dated, I/we,, having examined all relevant documents and understood their contents, hereby submit our Application for **“Empanelment of NGOs/ Registered Societies for administering various schemes of the Directorate of Tribal Welfare, Government of Tamil Nadu”**.
2. All information provided in the Proposal is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Application.
4. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or contract by any public authority nor had any contract

terminated by any public authority for breach on our part.

6. I/We understand that the Directorate may cancel the empanelment process at any time and is under no obligation to accept any proposal received or to empanel any agency. This may be done without incurring any liability to the applicants, in accordance with the terms outlined in the Notification document.
7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast doubt on our ability to undertake the Consultancy for the Study, or which relates to a grave offence that outrages the moral sense of the community.
8. I/We further certify that, with respect to matters concerning the security and integrity of the country, neither we nor any of our affiliates have been charge-sheeted by any government agency or convicted by a court of law for any offence.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the Notification Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)
(Name and seal of the Applicant)

4.2 FORM – 2 APPLICATION FORMAT

1.	Name of the Organization	
2	Head Office Address	
	District	
	State	
	Pin Code	
3	Local Office Address (If the Head Office is not in Tamil Nadu)	
	District	
	State	
	Pin Code	
4	Contact Person (Designated Responsible person)	
	Name	
	Designation	
	Telephone No.	
	Mobile No.	
	E-mail Address	
5	Year of Registration: (Copy of Registration Certificate/ Incorporation Certificate to be annexed)	
6	Operational since (Year)	
7	Experience in implementing relevant projects (No. of Years)	

8	Any awards or achievements at State/ National/ International Level (Supporting documents to be enclosed)			
9	Whether the promotional activities of the organisation are confined to	Block level	<input type="checkbox"/>	
		District Level	<input type="checkbox"/>	
		State level	<input type="checkbox"/>	
		National level	<input type="checkbox"/>	
10	Which are the predominant activities of the organisation? (Mention 1 for the most important, 2 for the next and so on)	<ul style="list-style-type: none"> • Women Empowerment • Skill development • Poverty alleviation • Community Health and Awareness • Education • Tribal Welfare (Livelihood & Social Security) • Child Welfare • Water and Sanitation • Forest Rights Act (FRA) • Agriculture and Allied initiatives • VDKV • Others (pl. specify) 		
11	Whether the organisation was previously affiliated with any Govt Department? If yes, fill the below details	Yes/ No		
	a) Total no. of years of affiliation			
	b) Name of the States/ Districts where affiliation was given			
12	Whether the organisation has previously worked for SC, or ST or PVTG?	Yes/ No If yes, provide the details		
13	Whether the Organisation has previously received CSR funds and implemented related projects?	Yes/ No If yes, provide the details		

14	Has the Organisation received any recognition from Government, Private Agencies and Banks for their performance (Copy to be enclosed)	If Yes, Provide the details and attach documents	
15	Organisation Information		
	Mail ID		
	Phone No.		
	PAN No.		
	TAN No.		
	GST No. (If available)		
	12 A (If available)		
	80G (If available)		
	CSR Registration (If available)		
	FCRA (If available)		
	DARPAN Registration (If available)		
	Bank A/c No.	Saving A/c	Current A/c
	Name of the Bank		
	IFSC code		
Branch			
16	For which category you are applying for? Select one from the list	1. Registered NGOs 2. Registered NGOs/ Tribal Societies with minimum of 75% of the office bearers or Board members from Scheduled Tribes community	
(Signature, name and designation of the authorized signatory) For and on behalf of			

4.3 FORM-3: Power of Attorney for Signing of Proposal

(On Non – judicial stamp paper of Rs 100/- or such equivalent document duly attested by notary public)

Know all men by these presents, We, (name of the Firm along with the address of its registered office) do hereby constitute, nominate, appoint and authorize Mr./Ms. (name of the individual along with his/ her residential address) who is presently employed with/ retained by us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorized Signatory”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for ‘Empanelment Of NGOs/ Registered Societies for administering various schemes of the Directorate of Tribal Welfare, Government of Tamil Nadu’ (the “**Empanelment**”) including but not limited to signing and submission of all documents and providing information / responses to the Directorate of Tribal Welfare (“**Directorate**”), representing us in all matters before the Directorate, and generally dealing with the Directorate in all matters in connection with or relating to or arising out of our application for Empanelment.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Signatory pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2025.

For
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised
Accepted

.....

(Signature, name, designation and address of the Attorney)

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
- In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Legislation Convention, 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.

4.4 FORM-4: Eligibility Criteria

a. Registered NGOs:

Sl.	Criteria	Proof to be Submitted	Page No
1	The applicant must be registered as an NGO, Society, Trust, or under the applicable statutes in India, or as a Section 8 Company under the Companies Act in India.	<ul style="list-style-type: none"> • Registration Certificate or Incorporation Certificate • Trust Deed or Byelaw /Memorandum of Association • 12A Registration • 80G (If available) • PAN/ TAN copy • CSR Registration (only if applicable) • FCRA Registration (only if receives foreign fund) • GST (If available) • DARPAN Registration (If available) 	
2	The Applicant must have proper maintenance of accounting records.	<ul style="list-style-type: none"> • Certificate from the Chartered Accountant along with the copies of audited Balance sheet for last three financial years – FY 22-23, 23-24 and 24-25. 	
3	The Applicant should have a minimum of 3 years of experience in providing services in rural areas in the areas of community livelihood creation/education/ employment linkages/ skill training/ health, etc.	<ul style="list-style-type: none"> • In Form-5 • Relevant documents (Copy of Agreement / LOI) should be submitted. • Annual Report to be attached 	
4	The Applicant must have experience of working in at least two districts of Tamil Nadu.	<ul style="list-style-type: none"> • In Form-5 • Relevant documents (Copy of Agreement / LOI) should be submitted. • Annual Report to be attached 	
5	The Applicant must have an office in Tamil Nadu for at least 2 years.	<ul style="list-style-type: none"> • Lease Agreement or Electricity Bill in the name of the Applicant. 	
6	Applicant should not have been blacklisted or debarred by the Government of India or Government of Tamil Nadu, or any other State	<ul style="list-style-type: none"> • Self-Certification in the letter head. 	

Sl.	Criteria	Proof to be Submitted	Page No
	Governments, any PSU of Central Government or State Government and such bar should not subsist as on the Bid Submission End Date.		

b. Registered NGOs/ Tribal Societies with minimum of 75% of the office bearers or Board members from Scheduled Tribes community

Sl.	Criteria	Proof to be Submitted	Page No
1	The applicant must be registered as an NGO, Society, Trust, or under the applicable statutes in India, or as a Section 8 Company under the Companies Act in India.	<ul style="list-style-type: none"> • Registration Certificate or Incorporation Certificate • Trust Deed or Byelaw /Memorandum of Association • 12A Registration • 80G (If available) • PAN/ TAN copy • CSR Registration (only if applicable) • FCRA Registration (only if receives foreign fund) • GST (If available) • DARPAN Registration (If available) • Community Certificate of the office bearers 	
2	The Applicant must have proper maintenance of accounting records.	<ul style="list-style-type: none"> • Certificate from the Chartered Accountant along with the copies of audited Balance sheet for last three financial years – FY 22-23, 23-24 and 24-25. 	
3	The Applicant should have a minimum of 1 year of experience in providing services in rural areas in the areas of community livelihood creation/education/ employment linkages/ skill training/ health, etc.	<ul style="list-style-type: none"> • In Form-5 • Relevant documents (Copy of Agreement / LOI) should be submitted. 	

Sl.	Criteria	Proof to be Submitted	Page No
4	The Applicant must have experience of working in at least 1 district of Tamil Nadu	<ul style="list-style-type: none"> • In Form-5 • Relevant documents (Copy of Agreement / LOI) should be submitted. 	
5	The Applicant must have an office in Tamil Nadu for at least 1 year.	<ul style="list-style-type: none"> • Lease Agreement or Electricity Bill in the name of the Applicant. 	
6	Applicant should not have been blacklisted or debarred by the Government of India or Government of Tamil Nadu, or any other State Governments, any PSU of Central Government or State Government and such bar should not subsist as on the Bid Submission End Date.	<ul style="list-style-type: none"> • Self-Certification in the letter head. 	

4.5 FORM-5: Summary of Applicant's Experience

Sl.	Project Name	Client Name	Location (Name of the State, District, Block and area)	Project Cost (Rs. in Lakhs)	Project Duration		Summary of the activities performed	Page No.
					From	To		

- Enclose 2–3 pages writeup for each of the Project experience.
- Enclose the Work Order and Experience certificate from the client.

(Signature, name and designation of the authorized signatory)

4.6 FORM-6: Technical Evaluation

a. Registered NGOs:

Sl.	Parameter	Range		Marks	Maximum Marks	Page No
1	Annual average turn-over for last 3 years (FY 2022 – 23, 2023 – 2024 and 2024-25)	< 10 Lakhs		1	20	
		10 - 25 Lakhs		5		
		26 -50 Lakhs		10		
		50 Lakhs- 1 Crore		15		
		> 1 Crore		20		
2	Infrastructure (Office premises)	State Level	Yes / No	5 / 0	10	
		District level	Yes / No	5 / 0		
3	Number of existing experienced Professional Staff	Graduates and Postgraduates (≥5)		5	10	
		Professional and Technical Staff (Social Work, Sociology, Psychology Agriculture, etc.) (≥2)		5		
4	Experience of implementing Livelihood, Skill Training, Forest Rights Act, Health and Education based Projects	<3 years		0	15	
		3 – 5 years		5		
		6 – 10 years		10		
		>10 Years		15		
5	Experience of implementing such projects in the tribal areas	<1 year		0	15	
		1 – 5 years		5		
		5 -10 years		10		
		>10 Years		15		
6	Experience in implementing projects through Government and CSR fund	Government Fund	Yes/ No	10/0	20	
		CSR/ NGO/ Other Fund	Yes/ No	10/0		
7	Awards and Participation in Government	Active member of a district- or state-level government committee	Yes/ No	5/0	10	

Sl.	Parameter	Range		Marks	Maximum Marks	Page No
	Committees	Received award/ appreciation from district or state authorities for contributions to the sector.	Yes/ No	5/0		
Total					100	

b. Registered NGOs/ Tribal Societies with minimum of 75% of the office bearers or Board members from Scheduled Tribes community

Sl.	Parameter	Range		Marks	Maximum Marks	Page no
1	Annual turn-over in the last financial year (FY 2024 – 2025)	< 5 Lakhs		1	20	
		5 - 15 Lakhs		10		
		16 -25 Lakhs		15		
		>25 Lakhs		20		
2	Infrastructure (Office premises)	District level	Yes / No	5 / 0	5	
3	Number of existing experienced Professional Staff	SSLC/HSC (≥ 3)		5	15	
		Graduates and Postgraduates (≥ 2)		5		
		Professional and Technical Staff (Social Work, Sociology, Psychology Agriculture, etc.) (≥ 1)		5		
4	Experience of implementing Livelihood, Skill Training, Forest Rights Act, Health and Education based Projects	<1 year		0	15	
		1 – 3 years		5		
		4 – 6 years		10		
		>6 years		15		
5	Experience of implementing such projects in the tribal areas	<1 year		0	15	
		1 – 2 years		5		
		3 – 5 years		10		
		>5 years		15		
6	Experience in implementing projects through Government, CSR, NGO and other fund	Government Fund	Yes/ No	5/0	10	
		CSR/ NGO/ Other Fund	Yes/ No	5/0		

Sl.	Parameter	Range		Marks	Maximum Marks	Page no
7	Awards and Participation in Government Committees	Active member of a district- or state-level government committee	Yes/ No	5/0	10	
		Received award/appreciation from district or state authorities for contributions to the sector.	Yes/ No	5/0		
8	Office Bearers/ Board of Directors are belonging to ST	<75% belonging to ST		0	10	
		75- 99% belonging to ST		5		
		100% Belonging to ST		10		
Total					100	

4.7 FORM 7: Format for Turnover

This is certified that M/s. _____ has annual average turnover of Rs. _____ in the last three financial years through effective implementation and efficient monitoring of welfare schemes.

S. No.	Financial Year	Annual Turnover in effective implementation, efficient monitoring of welfare schemes and projects
1	2024 – 25	
2	2023 – 24	
3	2022 - 23	
Total		
Average turnover		

(Copy of Audited Statements and Balance Sheet to be enclosed)

Name of the Chartered Accountant (Auditor of Organization):

Address of the Chartered Accountant (Auditor of Organization):

Signature of Authorized Representative
Organization / Representative Seal

4.8 FORM-8: Details of Full-time Employees

Sl ·	Name of the Employee	Designatio n	Gende r	Educational Qualificatio n	Nature of Experienc e	Relevant Experienc e in Number of Years

Note: Please increase the number of lines as required

(Signature, name and designation of the
authorized signatory)