**Format for providing the Capability statement**

**Profile of Organization and capability: Format for information related to**

**Expression of Interest**

# Section A: Basic Information

1. Name of the Agency/Supplier:
2. Postal Address:
3. Telephone:
4. Telex Fax Email
5. Legal status: Private ( ) Society ( ) Company ( ) Others (specify)
6. Registration Details: Registered on (Date)
7. Contact person:
8. Designation:

# Section B: Organizational Background

1. Assets/Infrastructure of the agency/supplier

|  |  |
| --- | --- |
| Category | Worth in rupees (eg. Land, building) |
|  |  |
|  |  |
|  |  |

10 a. Please provide details, regarding the annual budget of your agency/supplier and attach the detailed audited statement for 3 years for NGOs and 1 year for CBO.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Source of Funding | Amount (in Rs.) | List of activities | Activities similar to the TOR/Scope ofWork | Geographical larea of activities as mentioned in column no. 5 |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |

1. b.: Whether blacklisted/debarred by any agency (both governments, private or World Bank/ UN bodies) in the past? If yes, provide details in an Affidavit.
2. c.: Whether any staff or board member of your agency is part of any

NACO/SACS/TSU staffs currently or in the past. Please provide the above information in the form of an Affidavit.

# Section C: Current key activities by the agency

1. Geographical location of Work
2. Please provide basic information on the key projects carried out by your agency since the last three years/one year (as applicable) (5 lines for each subject – attach separately) related to biological sample transport for HIV-1 Viral load testing.
3. A brief write-up on the activities of the agency currently runs (no more than two pages)

# Section D: Documents Required

1. Copies of the following documents need to be provided with self-attestation by competent authority of the organization
	* Relevant registration of the agency
	* Activity Report/Annual report (last 3 years)

Annual Audit Report last 3years

* + Income Tax Return Document: (last 3years)
	+ Copy of the PAN Card
	+ Copies of the affidavit as required above
	+ Identification document of Authorized signatory submitting EoI (Govt. photo ID with address)
	+ Documents related to minimum financial turn over criteria (one crore)
1. Name of the person who filled this form: Designation:

Address (with PIN Code): Email address