

## DOCUMENTS TO BE SUBMITTED

The interested NGOs/ Agencies/ Organizations are required to submit the following documents:

1. Letter from the Chief Functionary expressing the organization's interest to partner NECBDC in the project.
2. A detailed write-up on the activities and achievements of the Organisation and its suitability in partnering with NECBDC for the project OR Annual Report
3. Valid Registration Certificate from the Registering Authority.
4. Memorandum and Articles of Association of the Organization.
5. Present list of the Governing Body - clearly indicating the Chief Functionary/Chairman and Secretary with names, addresses and contact numbers.
6. Audited Statement of Accounts for the last three years.
7. Annual Report for the last three years.
8. Unique ID No. registration with NGO Darpan, NITI Aayog.
9. Declaration from the Chief Functionary that the NGO is not black listed with the State and Central Government authorities.
10. Preference will be given to those who can provide land on lease for setting up the CFC.
11. All the above documents should be self-attested and the scanned copies can be emailed to [cbtcassam@gmail.com](mailto:cbtcassam@gmail.com) and the hard copies submitted to Managing Director, North East Cane and Bamboo Development Council, G S Road, Burnihat, Assam. Pin - 793101.

**Last date for submission of application EOI is 31<sup>st</sup> December, 2021.**

NOTE: The NECBDC reserves the right to accept or reject any of the applications received without assigning any reasons thereof.

APPLICATION FORMAT

<b>I Institutional Structure/ Registration Details</b>							
A	Legal Status	<ul style="list-style-type: none"> <li>• Central/ State Governments Institution</li> <li>• Society (under Societies Registration Act 1860)</li> <li>• Co-operative Society (under appropriate statute)</li> <li>• Registered as Trust</li> <li>• Proprietary firm/ partnership</li> <li>• Registered under Companies Act 1956</li> <li>• Private Limited Company</li> <li>• Public Limited Company</li> <li>• Company under Section 8</li> <li>• Producer Company under section 581C</li> <li>• Other (specify)</li> </ul>					
B	Date of Incorporation/ Registration	(Attach certificate of Incorporation)					
C	Registered Address						
D	Office Address/ Locations						
<b>II Governance Structure</b>							
A	Composition of the Executive Board / Trustees / Governing Body / Managing Committee and Background of Members	Sl. No	Name of Member	Designation	Background / profile	Contact Number	Email
<b>III Operational Profile</b>							
A	Major Objectives –						
	Vision, Mission, Goal of the organization						
B	What are focus areas of operation						
	Provide key projects/ activities being undertaken in last three years – Brief						

C	description including the project scope, size and duration (mention specific experience in the area/ sector of the proposed project)	
D	Mention key clients/ donors associated with for project implementation along with details on the nature of association	
E	Mention key partnerships/ alliances (if any)	
<b>IV</b>	<b>Bank Account Details</b>	
A	Name of Bank	
B	Branch Name	
C	Bank Account Number	
D	IFSC/RTGS	
E	Cancelled Cheque	
<b>V</b>	<b>Contact Details</b>	
A	Name of Contact Person	
B	Designation of Contact Person	
C	Correspondence Address	
D	Contact Number	
E	Email Address	