

**ADVERTISEMENT FOR EXPRESSION OF INTEREST (EOIs)**  
**FROM NGOS IN CARRYING OUT AWARENESS PROGRAM**  
**AMONG ASPIRANTS TO TAKE ADMISSION IN GOVT.**  
**POLYTECHNIC, BOLANGIR**

The Government Polytechnic, Bolangir is the only Govt. diploma engineering institution of Bolangir district offering 03 years direct admission / 02 years lateral entry admission in to various engineering streams. The institution is currently mobilizing different categories of aspirants from high schools / +2 Science / Vocational level institutions for its current admission session 2022-23.

In this regard, pursuant to PMU, SCTE&VT, Odisha instruction Govt. Polytechnic, Bolangir invites Expression of Interest (EOI) from professional NGOs for carrying out promotional activities like Advertising, PR, Exhibitions / counseling camps, campaigning etc. for the improvement of admission for a period of one year. The pre-qualification criteria, scope of work and procedure for empanelment are as given below.

**Pre-Qualification Criteria**

Only those NGOs who meet the following pre-qualification criteria will be shortlisted and invited for making presentations before a competent committee.

1. Should be legally registered and provide a self attested copy of registration, PAN number & self attested copy of PAN card.
2. Should not be blacklisted by Govt. of India, Govt. of Odisha, other state government agencies, any Indian or International Donor & provide a self declaration by authorized representatives to this effect.
3. Should have a minimum of 3 years of work experience within the district on education & allied activities.
4. Should submit last 3 years audited balance sheet and financial reports to the concerned regulatory authorities.
5. The chief functionary of the institution should not be a formal member of any political party and furnish an undertaking to this effect, an undertaking needs to be submitted.
6. Should not have more than one third of the Governing Body members related to each other and no staff members related to each other should be supervising each other.





7. NGO should preferably have functional offices in Bolangir headquarter. Address, Telephone and location of offices are required.
8. Should have a valid GST number / appropriate tax waiver certificate as applied to NGO.
9. The NGO should have adequate number of experienced professionals / employees with them at their offices. Details of manpower at each office with the salary / remuneration payment proof to be furnished.
10. The NGO must have conducted adequate numbers of similar campaign / promotional events for mobilization in some core sectors of the Bolangir district.
11. The NGO should have interacted with different authorities of local administration in the district.

(The NGO shall submit documentary proof to substantiate their claims. This shall be in the form of Letter of engagement).

#### Others

- The selected NGO is expected to maintain high level of professional ethics & will not act in any manner, which is detrimental to the interest of Govt. Polytechnic, Bolangir interest. NGO should maintain confidentiality on matters disclosed.. Govt. Polytechnic, Bolangir reserves the right to impose penalty in case of any violation of the above.
- The selected NGO should be able to execute assignments at short notices & even on public holidays and during emergency situations.
- The selected NGO shall ensure proper typography and layout for each advertising so that minimum space be used as far as possible.
- Ownership of all IEC materials created will be vested with Govt. Polytechnic, Bolangir and prior approval of the artwork, copy, layout etc. to be taken from Govt. Polytechnic, Bolangir before the publishing of the same.
- If the services of the NGO are not found satisfactory, Govt. Polytechnic, Bolangir shall have the right to terminate the contract at any time without assigning any reason and without any financial compensation to the NGO.
- No right whatsoever shall be created on any empanelled NGO as regards to award of work compulsorily





- The empanelment will be for a period of one year.
- The empanelment may be extended for subsequent years subjected to satisfactory performance.

### **Scope of work**

**The following will be the scope of work for the empanelled NGO:**

1. Coordination with the District and Block-level Govt. High Schools (Targeted students from 8th to 10th standard) to create a school student's database.
2. Create awareness program in the respective district and block-level.
3. Create the district and block-level door-to-door campaigning, along with a survey feedback form, and distribute the leaflet to the students & parents with principal of government polytechnic, to increase the student enrolment.

### **Procedure for Empanelment**

1. Screening of EOIs as per the eligibility conditions based on the details/information submitted and verification of the same.
2. Evaluation of EOIs will be carried out as per the pre-qualification specified above and only those satisfying the pre-qualification criteria will be invited for presentation before the selection committee **on 7<sup>th</sup> June, 2022 at 11.00 AM**. The firms must attend the presentation with all preparedness.
3. The selection committee shall evaluate the presentations/documents submitted based on the criteria specified in Annexure-2 and on the basis of the evaluation will be considered for empanelment. All necessary documents to substantiate the claims/experience shall be submitted along with the proposal.

EOIs should be submitted in the format attached as in Annexure-1 along with duly attested copies of certificates / testimonials.

### **How to Apply:**

The application may be submitted through speed post only to Principal, Govt. Polytechnic, Bolangir, At- Larkipali, Po- Rajendra College, Dist - Balangir-767002. in an envelope superscribed "EOI for engagement of NGO" on or **before 6th June, 2022**. Govt. Polytechnic, Bolangir reserves the right to accept or reject any application for empanelment without assigning any reasons whatsoever.





The following documents needs to be enclosed while applying the EOI.

1. Registration certificate of NGO & PAN Card.
2. Memorandum of Association & amendments if nay.
3. FCRA Registration & Renewal.
4. 12A – Certificate & Renewal.
5. Previous 3 years audited statement of accounts.
6. Previous 3 years Income Tax return.
7. Valid GST number / appropriate tax waiver certificate as applied to NGO.
8. Fixed asset position including its present value & location.
9. Total number of professional staff of the organization.
10. Profile of staff expected to be deputed for the project.
11. MoA / Agreement / any documentary evidence of working for government, education or allied department or any special projects or Govt. undertakings.
12. Address of head & field offices.
13. Previous 3 years Annual Report(self attestation not required).
14. Self-declaration by authorized representatives as non blacklisted agency from any State / Central Govt. or Other Donor Agency.
15. Self-declaration on non-involvement or association with any political parties.



  
**Principal**  
Government Polytechnic  
Bolangir-767002



### Annexure-1

Name of the Agency	
Registered Office	
Address of Bolangir	
Year of Establishment	
Registration Number, if any/ :	
Address of Communication	
Telephone number of the contact Person (Mobile number if any)	
Name of Director / Secretary (With address and telephone No.)	
GST Number(Copy to be attached) / appropriate tax waiver certificate as applied	
Name of Bankers with full address	
Whether any Civil Suit / Litigation has arisen in the contract executed during the last five years/being executed. If yes, please furnish the name of the Contract, employer nature of work, contract value, work order and date and brief details of litigation.	
Are you already an empanelled NGO ? If yes, give details.	
Details of total experience in advertising.	
Details of manpower.	
Details of work relating to Exhibitions and specific events.	

Authorized Signatory

Name & Details





## Annexure - 2

The evaluation will be as per the criteria below:

Sl.No	Criteria	Proof to be submitted
1	Annual Turnover (3years)	Audited balance sheet of the Company
2	Company Profile	Brief profile of key persons including the period in the company and major works handled.
3	Offices across the state	Address proof.
4	Work experience with Govt./ PSUs	Copies of work orders/performance certificates/letters etc.
5	Experience in handling exhibitions & events like Investor meet.	Copies of work orders/performance certificates/letters, Photographs etc.
6	Tie up or offices for conducting various events.	Copies of work done to be submitted
7	Experience in conducting events.	Details of events/ exhibitions / road shows done abroad to be submitted
9	Brochures, In house	Copies of Brochures and Magazines.
10	Certificate of recognitions / awards.	Copies of proof.

