



National Aluminium Company Limited
(A Government of India Enterprise)
Nalco Bhavan, Bhubaneswar – 751 061, Orissa, India

EMPANELMENT OF NGOs / CSOs

NALCO, a Navratna Company, is in the process of setting up a Corporate Social Responsibility Foundation and invites applications from reputed national-level NGOs / CSOs, with minimum 5 years of experience, for empanelment. Shortlisted applicants shall be required to make presentations. Selected NGOs / CSOs shall be associated with NALCO CSR Foundation to carry out programmes and make impact studies. Last date of submission of applications is **05.04.2010**.

APPLICATION FORM

Application for Empanelment on letterhead should be addressed to

Chief Manager (CSR),
National Aluminium Company Limited,
Nalco Bhavan, Bhubaneswar – 751 061

with the following details:

1. Name of the NGO / CSO :
2. Year of establishment
(less than 5 years as on 01/03/10 need not apply) :
3. Members of the Governing Body :
4. Core competencies of the NGO / CSO :
5. List of leading organizations with which
the NGO / CSO has been associated :
6. Brief note on major projects undertaken
so far, with financial implication & impact :
7. Whether ever worked in remote tribal
areas of Orissa
(if yes, please specify the project and its impact) :
8. Address of Head Office
(with contact telephone number,
fax number, website & e-mail id) :
9. Names of cities and towns
where branch offices are located
10. Whether exempted under
Sec 80G / 35AC etc. If yes, please indicate :

Besides submitting credentials as deemed fit, the applicants are required to enclose:

- (i) Copy of the Registration Certificate
- (ii) Copy of the Bye-law
- (iii) Audited statement of accounts for last 3 years

- (iv) Activity / Achievement / Annual Report
- (v) CDs / DVDs / Publications (if any)
- (vi) NGO / CSO to give an undertaking that, their organization / directors / managerial persons are not prosecuted / convicted in any civil / criminal proceedings, nor any prosecution proceeding / investigation is pending with any authority. If yes, detail thereof is to be furnished.
- (vii) Names, addresses and contact numbers of two reputed persons of the society to be indicated for referring the credentials of the applicant.
- (viii) Certificate from government authorities, not below the rank of Tahsildar, needs to be furnished for successful completion of any project or CSR activity carried out by the applicant.

SELECTION CRITERIA & VALIDITY OF EMPANELMENT

On the basis of above information, with preference to those who have worked in tribal areas of Orissa, NGOs / CSOs would be shortlisted. The selection committee may also collect such information as required from any source or visit to the site of CSR projects carried out by the applicant, for shortlisting. Subsequently, each NGO / CSO would be given about 20 minutes for making an audio-visual presentation before a selection committee, on the theme:

NALCO: A RESPONSIBLE CORPORATE CITIZEN

Each presentation would be evaluated on a scale of 40 marks – 20 marks for NGO / CSO's profile and 20 marks on the quality of presentation on the specified theme.

Thereafter, on the basis of the presentation, as well as NALCO's requirement, 10 NGOs / CSOs would be empanelled. However, the number could be less or more, depending on the quality of presentations, as also NALCO's future needs.

Since the projects are need-based, empanelment does not entail automatic assignment of projects. Also, for any project if the empanelled NGOs / CSOs are not found suitable, NALCO is free to look for other means of execution. The empanelment is for a period of 2 years; but there shall be periodical review for assessing performance to decide on the continuation of empanelment of each NGO / CSO.

The decisions of NALCO on all matters shall be firm and final. No correspondence in this regard shall be entertained.
