



DENJONG CHARITIES

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(Registered Public Charities Trust: Book No. I, Col. Vol. No. IV, Item No.15, Year '99)

Dated: 9th March 2024

Call for Expression of Interest (EOI)

Denjong Charities Trust (DCT). Invites Expression of Interest for Administrative Office Services for the work
“Administration Services for the Trust ”

DCT requires an Administrative Office service for running the Trust office. This will include but not be limited to activities such as scheduling, coordinating, arranging transportation/couriers, financial tracking, generating/editing documents, travel logistics, etc.

Eligibility criteria:

The interested parties are required to fulfill the following criteria:

- The firm, individual, or organization should be a registered body. An attested copy of the Registration Certificate should be submitted. Documents like certificate of registration, GST certificate, and PAN card should be submitted.
- The firm, organization, or its members should have adequate experience in strategy related projects and must have undertaken at least 1 similar projects with an unblemished track record of having completed the project successfully.
- The firm, individuals, or organizations are required to produce the original documents against the attested copies, as and when required by the trust.
- The firm/organization should have experience or a resource person in such fields of documentation and training. A list of personnel working may also be submitted.

Time schedule:

The work is on an ongoing basis. The initial MOU is to be for 6 months.

Submission of EOI:

The qualified Firm/Organisation/s shall submit an Expression of Interest in Form-I (Format Attached) along with the following documents:

1. Technical bid with a brief document on the proposed approach, methodology, and work plan for the assignment.
2. Financial bid
3. Time of completion of the work.

Date of submission of EOI and the Documents: 15/3/24

Date of opening of EOI and the Documents: 10/3/24

Date of declaration of qualified bidder: 18/3/24

Date of PowerPoint Presentation: 20/3/24



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Place of submission of EOI documents:

And email the documents to admin@denjongcharities.org.

If there are any queries please call +91 98321 81546

Form I

(Should be submitted on the company's letterhead duly seal and signed by the authorized signatory)

To
The _____

Sub: Expression of Interest for “ _____ ”

Sir/ Madam,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work

SI.No	Description	Response
1	Name of the Vendor/ Organization/ Company/ Consortia	_____
2	Address	_____
3	Name, designation & address of the person to whom all references shall be made	_____
4	Mobile No. of the contact person	_____
5	E-mail of the contact person	_____
6	Website	_____

Name of Authorized Signatory: _____

Signature with the seal of the company: _____

Date: _____