

GOVERNMENT OF ASSAM
DIRECTORATE OF SOCIAL JUSTICE & EMPOWERMENT, ASSAM
LAKHIMANDIR, BELTOLA, GUWAHATI-781028
dsje.assam@gmail.com

No. E- 533511/692

Notice Inviting Expression of Interest (EOI)

Sealed expressions of interest (EOI) are invited affixing non-refundable court fees stamp Rs. 8.00 (Eight Rupees) only from eligible agencies (Society/ NGOs/ Voluntary Organisations/ Clinical Psychologists/ Other Mental health Professionals) experienced in administering neuropsychological tests in Senior Citizens for dementia and other cognitive impairment for ***the Empanelment of Dementia Screening of senior citizens*** in all the districts of Assam. The Expression of Interest (EOI) will be received from **25th February, 2026 till 6th March, 2026**. If for any unforeseen reasons that date of receiving and/or opening happens to be a holiday the EOI will be received and/or opened respectively on the next working day.

The tender Committee reserve the right to accept or reject any/all tenders without assigning any reason thereof.

The intending agency's EOI should be accompanied with a demand draft of Rs.500/- (Five hundred) only in favour of Director, Social Justice & Empowerment, payable at Beltola as processing fees which is non-refundable. The EOI, which does not include the processing fees, would be rejected.

The EOI will be opened on 6th March, 2026 at 3:00 p.m.

Digitally signed by
SUSWAPNA KAKOTY

Date: 24-02-2026

Director

Social Justice & Empowerment, Assam
Beltola, Guwahati-28

Memo No: E-533511/692-A

Copy to:

1. P.A. to the Secretary, to the Govt. of Assam, Department of Social Justice & Empowerment, Assam for kind appraisal of the Secretary.

(e-signed)

Director

Social Justice & Empowerment, Assam
Beltola, Guwahati-28

Annexure I
Covering Letter
(On the letterhead of the intending agency)

To

The Director
Social Justice & Empowerment, Assam
Beltola, Guwahati-28

Sub : Empanelment of Agency for Dementia Health camp among Senior Citizens under Atal Vayo Abhyuday Yojana in all the districts of Assam

Ref : Notice inviting expression of interest (EOI) no.

Madam/Sir,

With reference to the above, I/We would like to inform you that having examined the Short Notice Inviting Expression of Interest relating to the " Empanelment of Agency for Dementia Health camp among Senior Citizens under Atal Vayo Abhyuday Yojana in all the districts of Assam". Our proposal is as per Annexure-A. Our proposal includes all forms of domestic taxes. We hereby confirm our proposal is unconditional and any condition attached to it shall result in rejection of our Expression of interest.

We understand that the Directorate of Social Justice & Empowerment, Assam reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

(Signature of Authorized Person)

Name:

Address:

Date:

Seal:

Covering Letter
(On the letterhead of the intending agency)

Annexure A

Proposal for the Empanelment of Agency for Dementia Health camp among Senior Citizens under Atal Vayo Abhyuday Yojana in all the districts of Assam

Sl. No.	Task	Amount per Camp (Rupees)
1	Dementia Health Camp among Senior Citizens in all the districts of Assam	40,000
	Total	

Amount in rupees (written).....

Yours faithfully,

(Sign of the authorized person)

Name:

Address:

Date:

Seal

Annexure-II**List of documents to be submitted with the proposal**

1. Bank account details. (Account number, Branch and IFSC Code).
2. In-house expertise details (To be enclosed)
3. Up to date registration certificate (Certified copy to be enclosed)
4. Up to date Societies Registration Certificate (Certified copy to be enclosed)
5. PAN number (Certified copy to be enclosed)
6. Proof of office address with all contact details (to be enclosed).
7. Statement of performance (to be enclosed).

Annexure III

TERMS OF REFERENCE (TOR)

FOR EMPANELMENT OF AGENCY FOR CONDUCTING DEMENTIA HEALTH CAMP AMONG SENIOR CITIZENS UNDER ATAL VAYO ABHYUDAY YOJANA IN ALL DISTRICTS OF Assam

1. Background

India is witnessing a steady increase in its elderly population, leading to a higher prevalence of age-related health conditions, including dementia. Dementia affects memory, thinking, orientation, comprehension, calculation, learning capacity, language, and judgment, significantly impacting the quality of life of senior citizens.

Under the **Atal Vayo Abhyuday Yojana (AVYAY)**, initiatives are undertaken to improve the quality of life of senior citizens by providing accessible, affordable, and specialized healthcare services. Dementia health camps are proposed to ensure early identification, counseling, referral, and management support for affected elderly persons across all districts of Assam.

The Directorate of Social Justice & Empowerment, Assam, intends to empanel eligible agencies/NGOs for organizing and conducting Dementia Health Camps.

2. Objectives

The main objectives of the Dementia Health Camp are:

1. Early screening and identification of dementia among senior citizens (60 years and above).
 2. Provide basic medical examination and cognitive assessment.
 3. Provide counseling to patients and caregivers.
 4. Refer diagnosed cases to higher medical centers for further management.
 5. Create awareness about dementia and geriatric mental health.
 6. Maintain database and documentation of beneficiaries.
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3. Scope of Work

The empanelled agency shall be responsible for:

3.1 Conduct of Camps

- Organize Dementia Health Camps in assigned districts.
- Conduct camps at accessible locations such as:
 - o District Hospitals
 - o Sub-Divisional Hospitals
 - o Block PHCs
 - o Community Halls
 - o Old Age Homes

3.2 Screening and Diagnosis

- Conduct registration of senior citizens.
- Perform basic health check-up including:
 - o General physical examination
 - o Blood pressure
 - o Blood sugar (if required)
- Conduct dementia screening using standard tools such as:
 - o MMSE (Mini-Mental State Examination) or equivalent
- Identify suspected dementia cases.

3.3 Medical and Counseling Services

Provide:

- Medical consultation by qualified doctors (preferably neurologist/psychiatrist/physician).
- Counseling services for:
 - o Patients
 - o Family members
 - o Caregivers

3.4 Referral Services

- Refer suspected and confirmed dementia patients to higher centers such as:
 - o Medical Colleges
 - o District Hospitals
 - o Specialized Geriatric Centres
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4. Coverage

- Camps shall be conducted in **all districts of Assam**.
 - Minimum number of camps per district shall be decided by the Department.
 - Each camp shall cover minimum **50–100 senior citizens**.
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5. Eligibility Criteria for Empanelment

Eligible agencies must fulfill the following:

5.1 Institutional Criteria

- Registered Hospital / NGO / Trust
- Experience in geriatric care / mental health preferred

5.2 Mandatory Documents

- Registration Certificate
 - PAN Card
 - GST Registration (if applicable)
 - Experience Certificate
 - List of medical professionals
 - Infrastructure details
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6. Infrastructure and Equipment

Agency shall arrange:

- Tables, chairs, registration desk
 - Screening tools (MMSE format, forms)
 - Basic medical equipment:
 - o BP apparatus
 - o Glucometer
 - o Stethoscope
 - Awareness materials:
 - o IEC materials
 - o Posters
 - o Leaflets
-

7. Reporting and Documentation

The empanelled agency shall submit:

7.1 Camp Report including:

- Date and location
- Number of beneficiaries screened
- Number of suspected dementia cases
- Number of referrals made

7.2 Beneficiary Database

Including:

- Name
- Age
- Gender
- Address
- Screening result
- Referral status

7.3 Photographs and Evidence

- Geo-tagged photographs
- Attendance sheets

Reports must be submitted within **7 days of camp completion.**

8. Payment Terms

Payment shall be made:

- As per approved rate per camp / per beneficiary
- Based on submission and verification of:
 - o Camp Report
 - o Beneficiary List
 - o Photographic Evidence

Payment will be released by the Department after approval.

9. Termination

Empanelment may be terminated if:

- False information is provided
 - Poor performance
 - Violation of TOR conditions
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10. Confidentiality

The agency shall maintain confidentiality of beneficiary information.

11. Expected Outcomes

- Early identification of dementia cases
 - Increased awareness among senior citizens
 - Improved referral and treatment access
 - Strengthened geriatric healthcare system
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