

GOVERNMENT OF ASSAM  
**DIRECTORATE OF SOCIAL JUSTICE & EMPOWERMENT, ASSAM**  
LAKHIMANDIR, BELTOLA, GUWAHATI-781028  
[dsje.assam@gmail.com](mailto:dsje.assam@gmail.com)

No:488702/38

Date Guwahati the,15<sup>th</sup> July, 2024

**EXPRESSION OF INTEREST (EOI)**  
**FOR**  
**Consultancy Services for Geriatric Caregivers training under the ATAL VAYO ABHYUDAY**  
**YOJANA(AVYAY).**

**Tender Fee – Rs 500/-**

1	Tender issue date	15/07/2024
2	Last date of submission of Bid	24/07/2024 upto 02:00 PM
3	Place of Submission of tender	Office of the Directorate of Social Justice & Empowerment. Opp. Lakhimandir Beltola, Guwahati-28
4	Tender Opening date	24/07/2024 at 03:00 PM

Sd/-  
Director  
Social Justice & Empowerment  
Beltola, Guwahati-28

## **EOI for conducting Geriatric Caregivers Training Programme under Atal Vayo Abhyuday Yojana (AVYAY)**

### **1. INTRODUCTION**

Geriatric Caregivers Training programme is to bridge the gap in supply and increasing demand in the field of geriatric caregivers and also to create a cadre of professional care givers in the field of geriatrics. The programme ensures availability of dedicated, professionally trained manpower of geriatric caregivers who can attend to diverse and dynamic needs of elderly population. The training modules and courses takes into account the clinical and non-clinical aspect along with wellbeing and companionship for the senior citizens.

### **2. OBJECTIVES**

The objective of the scheme is:

- i. To provide an easy access to promotional, preventive, curative and rehabilitative services to the elderly through community based primary health care approach.
- ii. To identify health problems in the elderly and provide appropriate health interventions in the community with a strong referral backup support.
- iii. To build capacity of the medical and paramedical professionals as well as the care-takers within the family for providing health care to the elderly.
- iv. To provide referral services to the elderly patients through district hospitals, regional medical institutions.

### **3. TARGET GROUP**

The Geriatric Caregivers training under Atal Vayo Abhyuday Yojana will be provided to Anganwadi workers, ASHA Karmis, Staff of Private / Govt. Old Age Home and people associated with NGOs/VOs working for Elderly persons in three districts of Assam, Kamrup (M), Kamrup & Nagaon.

### **4. SERVICES**

<b>Sl.No</b>	<b>Type of Service</b>	<b>Description</b>
1	Fooding of Participants	To be arranged as per Government entitlement
2	Honorarium of Resources Person	Resource person to be engaged from reputed Institutions/Organization (Especially from persons from Medical Science Background) with vast knowledge & experiences in the field of Geriatric.
3	IEC, Stationary items, Banner, Felicitation items etc.	To be provided to all the participants as well as Resource persons & Guest of Honour

4	Photography, Videography, Media Publication	For wide publication of Training Programme
5	Tea and Snacks as may be required	For the Participants & Resources Person during training programme
6	Drinking Water	As per requirement during training programme.
7	Hiring of Conference Hall with Stage decoration, sound system arrangement for the entire training programme at different location for State Level, District Level and Block level.(wherever required)	For smooth conducting of training Programme.

## 5. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible Institutions/Organization should possess all the following qualification criteria. Responses not meeting the minimum qualification criteria will be rejected and will not be evaluated.

Sl. No	Qualification Criteria	Supporting Compliance documents
1	The Institutions/ Organizations registered under the Society Registration Act 1860	Copy of Certificate of incorporation and Partnership Deed, if any
2	The Institution/Organization should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Self-declaration certificate to be enclosed
3	Financial turnover of the bidder: Rs 10.00 Lakhs during last 3(Three ) Financial Year	CA Certificate should be attached
4	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed
5	The firm should have experiences in conducting Geriatric Caregivers training for atleast 02 years as on 31st May, 2024.	Supporting documents to be submitted
6	Preference will be given to agency/organization having prior experience in the field of Senior Citizens of Centrally Sponsored Scheme for any Central / State Govt. / Govt. Autonomous Bodies/any other social work related programme.	Completion/Experience Certificate to be enclosed.
7	The Institutions/Organization must have an office within the state of Assam continuous for 5 years.	Copy of Rent/Lease Agreement to be enclosed.

## 6. Evaluation Criteria

A review panel or committee constituted by the Directorate of Social Justice & Empowerment, Assam will evaluate proposals or would forward to the final authority for final decision.

### Technical

Technical competence of the consulting service shall be considered as the paramount requirement.

- I. The bidder must affix court fee stamp of Rs 8.25 only.
- II. The bidder should have a valid registration certificate
- III. Copy of the PAN Card must be furnished.
- IV. Copy of GST registration and up-to-date GST return.
- V. Annual turnover for the last three years i.e 2020-21, 2021-22 and 2022-23.
- VI. Balance Sheet of the last three years i.e 2020-21, 2021-22 and 2022-23 duly certified by CA.
- VII. The bidder shall furnish Tender fee of Rs 500/- (Non-refundable) in the form of crossed Demand Draft/Bankers Cheque drawn in favour of The Director, Social Justice & Empowerment, Beltola, Assam on any Nationalized Bank/Scheduled Commercial Bank and payable at Guwahati only.
- VIII. The bidder shall furnish Earnest Money Deposit (EMD) of Rs 20,000/- (Rupees twenty thousand Only) of quoted amount (Refundable) in the form of crossed Demand Draft drawn in favour of The Director, Social Justice & Empowerment, Beltola, Assam on any Nationalized Bank/Scheduled Commercial Bank and payable at Guwahati only. The EMD of unsuccessful bidders will be refunded as per application.
- IX. Details of the bidder as per Annexure-II
- X. All the pages along with the EOI document should be signed and stamped by authorized signatory of the bidder.

Agencies that wish to respond to this advertisement are advised to go through the details of the Scheme, mentioned above, on the web site of the Union Ministry of Social Justice & Empowerment, and submit their Proposal to meet the objectives of the Scheme.

## 7. How the Proposals should be Marked, Packaged and submitted

- i. Sealed proposals shall be submitted in one outer and two inner envelopes
- ii. The first inner envelope shall be marked as "Technical Proposal", mentioning the EOI Title on top and addressed as follows:  
**Office of the Directorate of Social Justice & Empowerment, Beltola Assam.**
- iii. The technical proposal should be accompanied with refundable an Earnest Money Deposit of Rs. 16,000.00 (Rupees sixteen thousand only) and a non-refundable tender fees of Rs. 500/- (Rupees five hundred only)
- iv. The Earnest Money Deposit and tender fees should be submitted only through a crossed Demand Draft in favour of the Director, Social Justice & Empowerment, payable at Guwahati failing which the Bid will be rejected.

- v. In case, any Technical Bid is found to be incomplete in any respect, the same shall be rejected summarily.
- vi. The 2<sup>nd</sup> inner envelope shall be marked as 'Financial Proposal', mentioning the EOI Title on top and addressed in the same manner as 1st envelope.
- vii. Clearly, both in figures and in words in Indian currency. The rates quoted should be inclusive of all Taxes. No additional amount will be paid for Taxes, over and above the quoted rates.
- viii. Both inner envelopes, properly sealed, shall be kept in an outer envelope, mentioning the EOI Title on top and addressed in the same manner as the first inner envelope.
- viii. All the three envelopes, that is, two inner and one outer, shall indicate Agencies name and address. Proposals received in any manner other than as outlined above in clauses (i) to (viii) will be invalidated.
- ix. The proposals in all aspect should reach the Office of the Director of Social Justice Empowerment, Assam as per prescribed schedule.
- x. The Director, Social Justice & Empowerment can terminate any award of work with the Agency if its performance is not found upto the mark.

## **8. Evaluation of Bid**

The screening committee will evaluate technical bid at first. Those who qualify the technical bid their financial bid will be evaluate.

1. The bidder with lowest financial bid against the group shall be declared as the successful bidder for that particular group and will be called as L1 bidder. Bid evaluation committee reserves the right to place the order with the L2 bidder, in case the L1 bidder refuses to accept the order or otherwise gets disqualified as per the terms & condition, provided the L2 bidder matches the price quoted by the L1 bidder. In case the 2nd lowest bidder is unable to match the L1 price, Bid evaluation committee reserves the right to place order with the shortlisted L3 bidder and so on.
2. Evaluation will be based on the total lump sum cost quoted by the bidder.
3. In case more than one bidder quotes the same value, then the bidder with most suitable technical proposal will be reckoned as L1. A list of L1, L2, L3 ... and so on will be prepared.
4. In case of selected L1 bidder refuses to work within the time frame given by Bid Evaluation Committee, the offer would be treated as withdrawn and the bidder's EMD will be forfeited and L2 bidder shall be reckoned as L1 for further process. If other bidders refuse to work, their EMD will be forfeited and offer will be extended to another qualified bidder. The defaulted bidder may also be debarred from participating in tenders for a period of 3 years.
5. If there is discrepancy between words and figures, the amount in words will prevail. The decision of Bid Evaluation Committee arrived at above will be final and no representation of any kind shall be entertained.

## **9. Time Schedule of the Programme:**

The successful bidder shall attain completion of the training program within 20 (twenty) days from the date of agreement with the Directorate of Social Justice and Empowerment, Beltola, Assam.

**Note: Directorate of Social Justice & Empowerment or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and Directorate of Social Justice & Empowerment reserves the right to amend/add further details in the EoI.**

**Technical Proposal Covering Letter**

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

Sub : Consultancy Services for Geriatric Caregivers training under Atal vayo Abhyuday Yojana.

Sir,

We, the undersigned, offer to provide services, in accordance with your tender dated..... We are hereby, submitting our tender documents, which includes this Technical Proposal and a Financial Proposal sealed in an envelope.

We hereby, declare that all the information and statements made in these tender are true and we accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held, we undertake to negotiate with the representative officers designated for the purpose. Our tender is binding upon us and subject to the modifications resulting from contract negotiations.

We undertake that we understood all the terms and condition given in this tender document, and if our proposal is accepted, to initiate the services related to the assignment not late than the date indicated in contract award letter. We understand you are not bound to accept any proposal you receive and the decision of the evaluation committee formed under your chairmanship will be final.

Yours sincerely,

Authorized Signature (In full and initials):

Name of Agency:

Name and Title of Signatory:

Address:

Date:

**DETAILS OF THE BIDDER**  
**APPLICATION FORM FOR EOI**

Sl. No.	Particulars	Details to be provided by the application
1.	Name of Organization/Institutions:	
2.	Name of Proprietor/Director/Partner of Organization/Institutions.	
3.	Date of Incorporation	
4.	Full Address of Reg. office Telephone No.: Fax No. E-Mail Address: Website: Mobile no. of Proprietor/Director/Partner:	
5.	GST registration No.: PAN No.	
6.	Financial turnover of the bidder: (CA Certificate should be attached)	Financial Year Amount (Rs. In Lakh) 2020-21 2021-22 2022-23
7.	Registration Certificate of the agency	
8.	Experience of similar nature of works-Work Order/Completion Certificate to be attached	

### Financial Proposal Submission Format

#### Conducting Geriatric Caregivers training under Atal Vayo Abhyuday Yojana.

Sl. No.	Particulars	Rate (INR)
1	Lodging & Fooding of Participants for 3 days	
2	Honorarium of Resources Person	
3	IEC, Stationary items, Banner, Felicitation items etc.	
4	Photography, Videography, Media Publication	
5	Breakfast & Tea for 3days	
6	Lunch for 3 days	
7	Tea and Snacks for 3 days	
8	Drinking Water	
9	Hiring of Conference Hall with Stage decoration, sound system arrangement for the entire training programme at different location for State Level, District Level and Block level.	
<b>Total</b>		

Name of the Bidder:

Designation:

Seal and Signature: