

OFFICE OF THE MANAGING DIRECTOR
ASSAM MEDICAL SERVICES CORPORATION LIMITED
Central Drug Ware House Campus, Patherquerry, Narengi, Guwahati, Assam-781026
Email id: md-amscl@assam.gov.in

Tender Ref. No- 617049

Dated: 20.03.2025

Tender Notice

Sealed Tender in single bid system are invited from the intending Service Provider affixing non refundable court fee stamp of Rs. 8.25(Rupees eight & paisa twenty-five) only or IPO of Rs.10.00 (if they are from outside of Assam) are invited from **service providers to provide training and capacity building sessions for officials working in Assam Medical Services Corporation Limited** to enhance their knowledge and capabilities in data management, MIS reporting and database optimization, as per specification mentioned in tender document.

The original Court Fee Stamp/IPO along with the hardcopy of technical & financial bid should be submitted to the office of the Managing Director, Assam Medical Services Corporation Limited, Assam Central Drug Ware House Campus, Patherquerry, Narengi, Guwahati, Assam-781026 on or before the last date and time of submission of the bid.

E-mail for Communication: md-amscl@assam.gov.in

Important Dates of the Tender:

Sl.No	Scheduled	Start Date	Start Time	End Date	End Time
1	Publication of Tender	20/03/2025	06:00 P.M.		
2	Tender Download	20/03/2025	06:30 P.M.		
3	Last date of Submission of Pre-Bid Queries			26/03/2025	01:00 P.M.
4	Pre-Bid Meeting	27/03/2025	03:00 P.M.		
5	Tender Submission	02/04/2025	01:00 P.M.	09/04/2025	02:00 P.M.
6	Tender Opening	09/04/2025	04:30 P.M.		

-Sd/-

Managing Director
Assam Medical Services Corporation Limited

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TENDER DOCUMENT

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The tender will be received till 09th April, 2025 till 02.00 p.m.

General Terms and Conditions:

- The service provider will be engaged with Assam Medical Services Corporation Limited till the training and capacity building programme covers all the officials of the organization.
- None refundable Tender Processing fee of Rs.2,000/- needs to be submitted in the form of BG/ Fixed Deposit/NEFT from any Indian Nationalized Bank in favour of "Assam Medical Services Corporation Ltd." (Account No.:50100516234601, IFSC Code: HDFC0009584, Bank Name: HDFC Bank, Branch Name: Dispur Secretariat).
- Earnest Money Deposit (EMD) of Rs. 3,000/- needs to be submitted in the form of BG/ Fixed Deposit/NEFT from any Indian Nationalized Bank in favour of "Assam Medical Services Corporation Ltd." Account No.:50100516234601, IFSC Code: HDFC0009584, Bank Name: HDFC Bank, Branch Name: Dispur Secretariat).
- Average Annual Turnover of last three financial year of the service provider should not be less than Rs. 1.50 Lakhs.
- The validity of offer should not be less than 90 days.
- The undersigned reserve the right to accept or reject any or all the tender without assigning any reason thereof.

- g) Price bid should be submitted in the official letter head of the service provider as per **Annexure-I**.
- h) Tender No/Name and Due date of opening must be written on top of the envelope.
- i) The tender document is to be submitted in a sealed envelope super scribing as Tender for “**Hiring of Service Provider to provide training and capacity building sessions on MIS Excel**” and submit to the Office of the Assam Medical Services Corporation Ltd” Narengi, Patharquery, Guewahati-781026.
- j) The Bid document serially numbered sealed and signed by the Service Provider or by duly authorized power of attorney holder in all pages with office seal.
- k) A Checklist (**Annexure-II**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-II** and should be securely tied or bound.

1. Scope of Work for the Service Provider:

- a) Conduct training sessions for officials working in AMSCL on MS Excel to enhance technical proficiency in **MIS tools, data visualization, and database structures**.
- b) The duration of training may be **2** hours per day which may extend upto **3** hours per day. The training is to be imparted to a total of 46 employees and the training programme should be imparted to the total number of employees within a period of one month.
- c) The Service Provider shall comply with all the applicable laws orders, bye-laws, regulations, rules, standards, notifications, guidelines recommended practices, etc. while rendering its services.

d) The eligibility criteria of the consultant are as follows:

i) Qualification: A Bachelor’s degree in a related field such as Computer Science, Information Technology, and Business Administration in Data Analytics **or** a chartered accountant with post qualification experience of over 10 years.

ii) Experience:

i. Proficiency in Excel:

- **Advanced Excel skills** (e.g., PivotTables, VLOOKUP, macros, VBA, Power Query, and data analysis tools).
- A deep understanding of both basic and complex Excel functions and formulas.

ii. Relevant Work Experience:

- **Minimum 5 years of hands-on experience** using Excel in a professional setting (e.g., in data analysis, financial modeling, reporting, etc.).
- Experience working in a role where Excel is heavily used, such as data analyst, accountant, or operations coordinator.

iii. Training Experience:

- **Minimum 5 years training experience** in Excel, especially in a classroom or corporate training environment.
- Ability to design structured learning programs, create training materials, and deliver presentations effectively.

IV. Soft Skills:

- Strong communication and presentation skills to explain complex concepts in simple, relatable terms.
- Patience and adaptability to cater to varying learning speeds.

2. The Service Provider shall be an entity registered under relevant law in India.
3. The Service Provider should have office in the State of Assam.

2. Evaluation:

Tender will be evaluated with reference to various criteria of the requirements and document submitted. L1 bidder shall be selected based on **Total Value Wise**.

3. Security Deposit:

The successful Service Provider shall be required to submit security deposit @ 5% of Purchase Order value in the form of BG/Fixed Deposit/NEFT from any Indian Nationalized Bank in favour of “Assam Medical Services Corporation Ltd.” valid for a period of 6 months from the date of issuance of Purchase Order.

4. Payment:

- i) Price to be quoted in Indian Rupee (INR) only.
- ii) No advanced payment will be made to the successful Service Provider.
- iii) Payment will be made on completion of the training programme.
- iv) Bill needs to be submitted.
- v) Payment will not be release without Performance Security.

Annexure-I
(Financial Bid format)
(In official Letter Head of the Consultant)

Tender Reference No:

Name of the Service Provider:.....

SI	Service Cost	Basic Price (In Rs.)	GST (%)	GST Amount (In Rs.)	Total Price including GST (In Rs.)
1	Total Training Cost for 47 employees for a period of one month.				
All Total Price					

Signature of the Service Provider (with office seal)

Name:

Designation:

Contact No:

Annexure-II
(Checklist)

SI	Particulars	Yes	No	Page No
1	Court Fee Stamp of Rs. 8.25 (Rupees eight & paisa twenty-five) only/IPO of Rs.10/- affixed.			
2	Tender Processing fee of Rs.2,000/-.			
3	Earnest Money Deposit (EMD) of Rs.3,000/-.			
4	CV of the Consultant, Educational Qualification Certificates of the Consultant, Computer Certificates , Experience Certificate of the Consultant			
5	Documentary evidence regarding constitution of the Service Provider such as Certificate of Incorporation, Memorandum& Articles of Association, Partnership Deed/ Municipal Trade License / Registration of Firm etc.			
6	Address of the Office of Service Provider in Assam			
7	Self-attested copy of PAN Card			
8	Self-attested copy of GST Certificate			
9	Average Annual Turnover Certificate of the bidder of last three years (FY 2021-22, 2022-23 & 2023-24)			

Annexure-III
(Draft Contract Agreement)

THIS CONTRACT AGREEMENT is made on

This day of month..... Year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Service Provider:

WHEREAS the Purchaser invited bids for services, viz., [insert: brief description the service] and has accepted a bid by the service provider for providing the service [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Service Provider, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Technical Specifications)
 - (e) The Supplier’s bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award (Order No)
 - (g) [Add here: **any other documents**]

3. In consideration of the payments to be made by the Purchaser to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Service Provider in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

For and on behalf of the Service Provider

Signed: _____

In the capacity of [insert: **title or other appropriate designation**]

In the presence of _____

=====XXXX=====