

**OFFICE OF THE MANAGING DIRECTOR
ASSAM MEDICAL SERVICES CORPORATION LIMITED
Central Drug Ware House Campus, Patherquerry, Narengi,
Guwahati, Assam-781026**

Tender Ref No: AMSC-ITOPROC/11/2025-ITLOG-AMSCL/39351

Dated: 24/06/2026

e-Tender Notice

Request for Proposal (RFP for selection of an Agency for Facilitation of Statutory Approvals, Licenses, Registrations, and Clearances for Healthcare Infrastructure Development and Operational Licensing in the State of Assam)

e-Tenders in Two Bid System i.e. Technical Bid and Price Bid (BOQ to be uploaded) affixing court fee stamp of Rs 8.25 or IPO of Rs 10/- only, are invited by Assam Medical Services Corporation Limited from **reputed Service Provider/ Agency for Facilitation of Statutory Approvals, Licenses, Registrations, and Clearances for Healthcare Infrastructure Development and Operational Licensing in the State of Assam.**

The complete e-tender documents may be obtained from the website <https://assamtenders.gov.in>. The participating bidders should have valid Digital Signature Certificate (DSC) and must register in the portal <https://assamtenders.gov.in>. The tender should be submitted online on the portal <https://assamtenders.gov.in> on or before the last date and time of submission of bid.

The Bidder shall also submit the proof for payment like non-refundable tender processing fee and EMD as detailed in the Tender document.

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

Important Dates of the Tender:

Sl. No.	Scheduled	Start date	Start Time	End Date	End Time
1	Publication of Tender	24/06/2026	6:00 P.M.		
2	Tender Download	24/06/2026	6:30 P.M.		
3	Last Date of submission of Prebid queries			29/06/2026	01:00 P.M.
4	Pre bid Meeting	30/06/2026	03:00 P.M.		
5	Tender Submission	08/07/2026	01:00 P.M.	14/07/2026	02:00 P.M.
6	Tender Opening	14/07/2026	04:30 P.M.		

-sd/-

Managing Director
Assam Medical Services Corporation Limited

**OFFICE OF THE MANAGING DIRECTOR
ASSAM MEDICAL SERVICES CORPORATION LIMITED
Central Drug Ware House Campus, Patherquery, Narengi,
Guwahati, Assam-781026**

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF
AN AGENCY FOR FACILITATION OF STATUTORY
APPROVALS, LICENSES, REGISTRATIONS, AND
CLEARANCES FOR HEALTHCARE INFRASTRUCTURE
DEVELOPMENT AND OPERATIONAL LICENSING
(NATIONAL COMPETITIVE BIDDING)**

NOTICE INVITING TENDER (NATIONAL COMPETITIVE BIDDING)

Tender Ref No: AMSC-IT0GEN/2/2026-ITLOG-AMSC/39351

Dated: 24/06/2026

Assam Medical Services Corporation LTD (**AMSC**) invites online proposals for selection of an Agency for Facilitation of Statutory Approvals, Licenses, Registrations, and Clearances for Healthcare Infrastructure Development and Operational Licensing in the State of Assam for a period of **One (1) Year (mutually extendable by another one (1) year)**.

Sl. No.	Key Events	Date, Time & Venue
1	Date of publication of e-tender:	24/06/2026 at 6:00 P.M.
2	Availability of Tender Document	Website: https://assamtenders.gov.in/
3	Last date of submission of pre bid queries:	29/06/2026 up to 01:00 P.M.
4	Pre bid meeting Date & Time	30/06/2026 at 3:00 P.M.
5	Start Date & Time for online submission of Bid and Offline Submission on Hard Copies	08/07/2026 from 1:00 P.M.
6	End Date & Time for online submission of Bid and Offline Submission on Hard Copies	14/07/2026 up to 02:00 P.M.
7	Date & Time for opening of Technical Bid	14/07/2026 at 04:30 P.M.
8	Address for Communication	Office of the Managing Director, Assam Medical Services Corporation Limited, Assam. Address: Central Drug Ware House Campus, Patherquary, Narengi, Guwahati, Assam-781026 Email id: md-amsc@assam.gov.in & it-amsc@assam.gov.in
10	Tender Processing fee	Rs 2000/- (Rupees Two Thousand only) through Online Payment Procedure available in https://assamtenders.gov.in/ .

1. INSTRUCTIONS TO BIDDERS

A. Introduction

Assam Medical Services Corporation (AMSCL) was incorporated under the Companies Act 2013 on 22nd June, 2016. The primary objective of AMSCL is to act as the central procurement agency for procurement of essential drugs, surgical, consumables & equipment etc. on behalf of all the directorates/ body/ agency/ mission under Health & Family Welfare Department & Medical Education & Research Department of Government of Assam, This objective extends to any other directorate/ body/ agency/ mission that may be created under the Health & Family Welfare Department & Medical Education & Research Department of Government of Assam

B. Objective

Assam Medical Services Corporation intends to engage a suitable Service Provider (Agency) for Facilitation of Statutory Approvals, Licenses, Registrations, and Clearances for Healthcare Infrastructure Development and Operational Licensing in the State of Assam for a period of **One (1) Year** (mutually extendable by another one (1) year).

C. General Instructions

- i. The bidders are instructed to read the complete bid document beforehand carefully and then prepare and submit the bid in advance to avoid any bottlenecks, whatsoever, in the last minute of submission.
- ii. It is expected from all bidders that they will ensure that documents to be used in bid submission are processed through reliable and responsible person/official. The person/official who shall be authorized by the bidder to submit the bid using the digital signature is a person of integrity to ensure that the confidentiality of your bid submissions including rates is maintained till the time the bid is opened.
- iii. Bidders not fulfilling the eligibility criteria as set out in the bid document should abstain from participating in the bidding process, as their bid shall be rejected and not considered for further evaluation.
- iv. Prospective bidders are requested to submit their suggestions and queries, if any, for clarifications, with respect to any matter covered in the tender document, in writing or by e-mail at least two days

- prior to the scheduled date of pre-bid meeting to facilitate timely compilation and compliance of queries by the concerned authority.
- v. The tender documents shall only be available online, which can be downloaded from the official website: <https://assamtenders.gov.in/>.
 - vi. Earnest Money Deposit amount as specified in the relevant clause of the tender Document should be submitted along with the tender. Non-submission of EMD shall amount to rejection of bid.
 - vii. At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, modify the tender Document by issuing a corrigendum in the e-tender portal. However, in case of any major changes in the tender terms and conditions, reasonable time shall be allowed post modification for the bidders to respond. Corrigendum shall be published in the e-tender portal and prospective bidders are advised to check the e-tender portal on regular interval to keep abreast of any changes.
 - viii. Interested eligible bidders may obtain further information from the office of the Tender Inviting Authority.
 - ix. The Technical Bid should be uploaded on the official website- <https://assamtenders.gov.in>.
 - x. This tender will be governed by Assam Public Procurement Act, 2017 & Assam Public Procurement Rules, 2020.

D. Earnest Money Deposit (EMD)

- i. EMD shall be @ Rs.1,00,000/- (Rupees One Lakhs only). Without minimum EMD, a bid will not be considered at all. STARTUPS registered in Assam and has obtained My Assam STARTUP ID (MASI) only will get 50% exemption from payment of Earnest Money.
- ii. Online Payment Procedure as follows:
 - a) A Bidder shall login to <https://assamtenders.gov.in> using his/her login ID and password.
 - b) Bidder shall initiate payment of pre-defined tender Processing Fees / Bid Security/ EMD for that tender by selecting "Pay Online" option and choose payment option as SBI Bank.
 - c) After accepting the Terms & conditions, system will redirect to State Bank Multi Option Payment System (SBMOPS) to choose mode of online payment from either Internet Banking or NEFT/RTGS.
 - i. Internet banking from any Banks listed at (SBMopS):
Step 1: After selecting the desired Bank for online fund transfer under Net Banking section at SBMOPS on e-

Procurement portal, bidder shall be redirected to the login page of the selected Bank to complete the payment procedure.

Step 2: Bidder shall receive a confirmation message regarding success/failure of the transaction.

Step 3: If the transaction is successful, system will allow that bidder to submit his/her bid.

Step 4: If the transaction is failure, the bidder shall have to try again for payment from Step 1.

ii. **NEFT/RTGS in case of offline payment from any Bank:**

Step 1: After selecting the NEFT/RTGS option under other payment Mode section at SBMOPS on e-Procurement portal, the bidder shall get NEFT/RTGS form with beneficiary details.

Step 2: Bidder has to transfer fund according to the information available in the system generated NEFT/RTGS form under his/her login against any particular RFP. Transfer of fund to any other account details will not be considered.

Step 3 : Once payment is made, the bidder should go back to e-Procurement portal (<https://assamtenders.gov.in>) after sufficient time (generally 4 hours after actual transaction) to reflect the NEFT/RTGS information from the issuer Bank to e-procurement portal, in order to verify the payment made and complete the bidding process.

Step 4: If verification is successful, the system will provide confirmation and allow to submit the bid.

Step 5: If the payment verification is unsuccessful even after sufficient time has elapsed, it indicates that the transaction has failed in which case the amount will be returned to the source account from where it was debited.

- iii. Any Bid submitted without sufficient EMD amount will be summarily rejected. The EMD will be forfeited, if a bidder withdraws its bid after last time and date fixed for receiving bids or in case of a successful bidder, if the bidder fails within specified time to sign the Contract Agreement or fails to furnish performance security deposit.

E. Bid Validity

- i. Bids shall remain valid for acceptance for a period of 180 days after opening. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders' consent for an extension of validity period. A bidder may refuse extension request without forfeiting the bid security.

2. ELIGIBILITY CRITERIA

A. Constitution of the Bidder

- i. Bidder shall be an entity registered under relevant law in India.

B. Turnover Criterion

- i. **Average Annual Turnover of the bidder in the last three financial years 2023-24, 2024-25 & 2025-26 or 2022-23, 2023-24 & 2024-25 shall not be less than Rs. 10.00 Cr.** & the average annual turnover certificate should be certified by CA with UDIN.
- ii. Explanatory Note: In case of merger/amalgamation/transfer of business/transfer of assets etc. of a bidding firm affects the bid condition relating to Turnover in preceding years, the eligibility of a bidder in this regard shall be ascertained by the Tender Committee on the basis of the relevant statutory documents submitted along with the bid and the decision of the Tender Committee shall be final and binding.

C. Work Experience

- i. Bidder should have at least minimum 3 years of work experience in **same or similar services** in public sector including Government / Semi-Government Agencies, Public Sector Undertakings, Urban Local Bodies, Public Listed Company etc.
- ii. Bidder should have successfully executed at **least 1 (One) similar contract in each year during last three financial years for same or similar services** to any client in public sector including Government / Semi-Government Agencies, Public Sector Undertakings, Urban Local Bodies, Public Listed Company etc.
- iii. If a single contract is extended or continued for two years, experience will be considered as 2 years. Similarly, if a single contract is extended or continued for three years, experience will be considered as 3 years.

D. Debarment and Blacklisting

- i. Bidder is not eligible to participate for bidding which is blacklisted or debarred by any State/UT Government / Central Government / other Govt. Procurement Agencies

E. Registration

- i. The Bidder should have registration with appropriate authorities including Income Tax and GST Authorities.

3. PREPARATION AND SUBMISSION OF BID

A. Techno-commercial Bid

- i. Bidders are required to submit online bid through e-Tender portal <https://assamtenders.gov.in>.
- ii. Without EMD, a bid will not be considered at all. In case of EMD, Online Payment Procedure is to be followed as mentioned above.
- iii. Documentary evidence regarding constitution of the bidding firm such as Certificate of Incorporation, Memorandum & Articles of Association, Partnership Deed etc. with details like Name, Address, Telephone Number, Fax Number, E-mail Address of the firm with names of the Managing Director / Partners / Proprietor.
- iv. Attested photocopy of Copy of the Contract (at least 1 (One) similar contract in each year) **for same or similar service** in last three financial years in public sector including Government / Semi-Government Agencies, Public Sector Undertakings, Urban Local Bodies, Public Listed Company etc.
- v. Attested photocopy Power of Attorney, Resolution of Board, etc., authorizing an officer of the bidding firm to submit the bid on their behalf should be enclosed along with the Bid. Such power of attorney holder is only authorized to sign and submit the bid documents.
- vi. Authorization Letter nominating an officer of the Bidder to transact the business with AMSCL, if the officer is different from the above Para, shall also be enclosed.
- vii. Undertaking in the form at **Annexure- I, Annexure- II & Annexure- III**.
- viii. Annual Turnover Certificate in last 3 (three) financial years i.e., **2023-24, 2024-25 & 2025-26 or 2022-23, 2023-24 & 2024-25** in the format as given in **Annexure-IV** and duly certified by the

Auditor/Chartered Accountant. Attested copies of audited “Profit & Loss Statement” and “Balance Sheet” must be submitted along with the Annual Turnover Certificate as issued by the Auditor/Chartered Accountant for the corresponding period.

- ix. Copy of the GST Registration Certificate and PAN Card shall be submitted along with the bid to you.
- x. Undertaking on fraud and corruption in the format at **Annexure-VI**.
- xi. The tender document serially numbered sealed and signed by the Bidder or by duly authorized power of attorney holder in all pages with office seal.
- xii. A Checklist (**Annexure-VII**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-VII** and should be securely tied or bound.

4. SCOPE OF WORK AND SERVICE TO BE PROVIDED

- 4.1** The objective of this Request for Proposal (RFP) is to select a qualified, experienced, and competent agency for providing consultancy, facilitation, coordination, technical scrutiny, and digital platform support services for statutory approvals, licenses, registrations, permissions, and regulatory clearances required for healthcare infrastructure development and operational licensing within the state of Assam.
- 4.2** The selected agency shall assist the Government in establishing and operationalizing an integrated Single Window Healthcare Project Clearance & Facilitation System aimed at streamlining the approval process through a centralized, transparent, technology-driven, and workflow-based mechanism involving multiple directorates and regulatory authorities under Health & Family Welfare Department, Government of Assam.
- 4.3** The selected agency shall function as a facilitation & coordination partner, technical scrutiny agency, and departmental support agency for effective processing, monitoring, and management of healthcare-related approvals and compliance requirements.
- 4.4** However, the sovereign and fiduciary functions including approval, granting, rejection and issuance of Certificates/ Licences/ NOCs/ Permissions/ Registrations shall remain solely with the Health & Family Welfare Department, Government of Assam and/or the respective Competent Authorities concerned.

- 4.5** To facilitate timely processing of statutory approvals, licenses, registrations, permissions, and clearances required for establishment, construction, commissioning, and operation of healthcare facilities.
- 4.6** Coordination with different Directorates, Regulatory Authorities, Local Bodies, and other stakeholder agencies involved in healthcare project approvals and compliance management.
- 4.7** To enhance transparency, accountability, efficiency, and ease of doing business in the healthcare sector through system-driven approval and monitoring processes.
- 4.8** To provide end-to-end digital services to applicants including online application submission, document upload and management, integrated fee payment systems, application status tracking, MIS and dashboard-based monitoring, query handling, and escalation management through a centralized digital platform.
- 4.9** The Service Provider (Agency) shall be responsible for all operational, administrative, manpower, technical, statutory and incidental expenses required for successful implementation and operation of the assignment within the fee so collected.
- 4.10** To facilitate timely processing and issuance of statutory approvals, licenses, registrations, permissions, and regulatory clearances required for establishment, construction, commissioning, and operation of healthcare facilities within defined timelines.
- 4.11** To standardize application formats, approval procedures, technical scrutiny processes, documentation requirements, and regulatory compliance workflows for healthcare establishments.
- 4.12** To reduce procedural delays, manual intervention, and physical interface through digitized processing systems and structured facilitation mechanisms.
- 4.13** To streamline and standardize approval processes, documentation requirements, and regulatory workflows for healthcare establishments.
- 4.14** To reduce approval timelines and improve efficiency, transparency, accountability, and ease of doing business in the healthcare sector.
- 4.15** To provide technical scrutiny and facilitation support relating to healthcare infrastructure planning, statutory compliance, licensing requirements, and healthcare quality standards.

- 4.16** To establish an investor-friendly and citizen-centric regulatory ecosystem for healthcare infrastructure development and healthcare service delivery.
- 4.17** The Director of Health Services (DHS), Assam shall act as the Nodal Agency for implementation of the Priority Area under Compliance Reduction & Deregulation – Phase II pertaining to the Health & Family Welfare Department, Government of Assam.
- 4.18** The selected Service Provider/Agency shall work in close coordination with the Director of Health Services, Assam and other concerned Departments/ Directories/ Authorities for successful implementation, operation, facilitation, monitoring, and management of the proposed Single Window Healthcare Project Clearance & Facilitation System and associated services under the assignment.

4.19 Process Flow:

- a)** The applicant shall submit the online application through the proposed portal along with the prescribed documents and a **non-refundable registration fee of Rs. 1,000/-**.
- b)** Upon preliminary verification and scrutiny of the application/ documents, the selected Agency shall process and forward the application to the concerned Department/ Directorate/ Competent Authority for further examination, verification, and approval along with the prescribed statutory fee for the respective Certificate/ License/ NOC/ Permission, within 5 (five) working days from the date of receipt of complete application.
- c)** In case of any deficiency, discrepancy, or requirement of additional/missing documents at any stage of processing, the Agency shall notify the applicant through the portal/e-mail/SMS for submission or re-submission of the required documents/information. Agency has to intimate the deficiency/requirement of additional document to applicant within 2 working days.
- d)** Upon receipt of final approval/recommendation from the concerned Directorate/ Authority/ Competent Authority, the Agency shall intimate the applicant for submission of the fee charged by Agency (Licensing fee + service charge of agency as prescribed in registration form).
- e)** The Agency shall upload and provide the approved Certificate/ License/ NOC/ Permission/ Registration to the applicant through the portal within 3 (three) working days from the date of receipt of the applicable fee from the applicant.
- f)** The Agency shall maintain complete digital records of all applications, communications, approvals, fees, and issued documents and provide status tracking, monitoring, and MIS reporting through the proposed system.

4.20 Following are the indicative statutory approvals, licenses, registrations, permissions, and regulatory clearances to be facilitated/coordinated by the selected agency along with prescribed/target timelines for processing and obtaining approvals from the concerned authorities.

Sl	Concern Licensing Authority/ Directory under H&FW Department	Nature of Services & Type of Certificate
1	CLINICAL ESTABLISHMENT	Out Patient Care/ Single Doctor Clinic (Provisional)
2	CLINICAL ESTABLISHMENT	Out Patient Care/ Single Doctor Clinic (Permanent)
3	CLINICAL ESTABLISHMENT	In Patient care 1 to 30 beds (Provisional)
4	CLINICAL ESTABLISHMENT	In Patient care 1 to 30 beds (Permanent)
5	CLINICAL ESTABLISHMENT	30 to 100 beds (Provisional)
6	CLINICAL ESTABLISHMENT	30 to 100 beds (Permanent)
7	CLINICAL ESTABLISHMENT	Above 100 beds (Provisional)
8	CLINICAL ESTABLISHMENT	Above 100 beds (Permanent)
9	CLINICAL ESTABLISHMENT	Testing & Diagnostic Centre (Laboratory) (Provisional)
10	CLINICAL ESTABLISHMENT	Testing & Diagnostic Centre (Laboratory) (Permanent)
11	CLINICAL ESTABLISHMENT	Diagnostic & Imaging Centre (X-Ray/ UltraSound/ MRI/ City Scan (Provisional)
12	CLINICAL ESTABLISHMENT	Diagnostic & Imaging Centre (X-Ray/ UltraSound/ MRI/ City Scan (Permanent)
13	ART & SURROGACY	ART Level 1 Clinic
14	ART & SURROGACY	ART Level 2 Clinic
15	ART & SURROGACY	ART Bank
16	ART & SURROGACY	Surrogacy clinic
17	PC-PNDT	Genetic Counseling/ Genetic Laboratory/ Genetic Clinic, Ultrasound Clinic or Imaging centre & Hospital, Nursing Home, Genetic Laboratory / Genetic Clinic, Imaging centre (USG, MRI, CT Scan) any combination thereof.

Sl	Concern Licensing Authority/ Directory under H&FW Department	Nature of Services & Type of Certificate
18	BLOOD BANK	Blood Centre License
19	DRUG LICENSE (PHARMACY)	Retail Drug License
20	DRUG LICENSE (PHARMACY)	Wholesale Drug License
21	MEDICAL DEVICE LICENSE	Medical device including in Vitro Diagnostic Medical Device
22	SCHEDULE- X WHOLESALE DRUG LICENSE	Schedule X Form 19C and additional information wholesale
23	SCHEDULE- X RETAIL DRUG LICENSE	Schedule X Form 19 C additional information
24	MANUFACTURING DRUG LICENSE	Manufacture for sale or for distribution of drugs other than those specified in Schedule C, C (1) and X Form 24
25	MOTOR VEHICLE DRUG LICENSE	Retailer or distribute drugs from a motor vehicle -Form 19AA and additional information
26	MOTOR VEHICLE DRUG LICENSE	Wholesaler or distribute drugs from a motor vehicle -Form 19AA and additional information
27	HOMEOPATHIC DRUG LICENSE	Homeopathic Medicines Form 19 B and additional information Retail
28	HOMEOPATHIC DRUG LICENSE	Homeopathic Medicines Form 19 B and additional information Wholesale
29	RE-PACKING DRUG LICENSE	Application for grant of a licence to repack for sale or distribution of drugs being drugs other than those specified in Schedule C and C Form 24-B
30	FOOD LICENSE & REGISTRATION	License and Registration
31	PHARMACIST REGISTRATION	Pharmacist Registration
32	BIRTH & DEATH REGISTRATION	Birth Certificate
33	BIRTH & DEATH REGISTRATION	Death Certificate
34	LICENSE ISSUED BY AYUSH	Ayush Medicine Manufacturing Units Application A for the grant of No Objection Certificate NOC to manufacture for sale of Ayurveda/Siddha or Unani drug
35	LICENSE ISSUED BY AYUSH	Application B for License to manufacture for sale Ayurvedic (including Siddha) or Unani drugs, Drug License

Sl	Concern Licensing Authority/ Directory under H&FW Department	Nature of Services & Type of Certificate
36	LICENSE ISSUED BY AYUSH	Application D for Certificate of Good Manufacturing Practices (GMP) to manufacture of Ayurveda/Siddha or Unani drugs
37	NURSING INSTITUTE REGISTRATION	Primary Registration
38	NURSING INSTITUTE REGISTRATION	Reciprocal Registration
39	NURSING INSTITUTE REGISTRATION	Additional Registration
40	NURSING INSTITUTE REGISTRATION	Recognition of Institutions
41	NURSING INSTITUTE REGISTRATION	Institutional Affiliation

The details of the Statutory approvals, licenses, registrations, permissions and regulatory clearances are enclosed at **Annexure-X**.

- 4.21** The authority shall not be responsible for any financial loss or any injury to any person deployed by the Service provider (Agency) in the course of their performing the functions/duties.
- 4.22** Non-performance of the contract provisions shall make the Service provider liable to be disqualified to participate in any tender for next 3 years, in addition to forfeiture of security deposit and other penal actions.

5. PRICE BID

- The blank price bid in the form of BOQ should be downloaded from the portal <https://assamtenders.gov.in> and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website. Hard Copy of Price bid will not be accepted. Sample BOQ may be seen at **Annexure-VIII** for reference only.
- PRICE BID (BOQ) has to be submitted online only. The BOQ (excel sheet available in Tender portal) is specific to a tender and is not interchangeable. The BOQ file shall be downloaded from the e-tender portal and quote the prices in the respective fields before uploading it. The Price bids submitted in any other formats will be treated as non responsive and not considered for tabulation and comparison. The BOQ should be submitted on-line in the portal <https://assamtenders.gov.in>.
- The Rates should be quoted for particulars in the BOQ inclusive of GST. Bid with conditional rates shall not be accepted.

- iv. No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Representation to make correction in the Tender documents on the ground of Clerical error, typographical error, etc., committed by the bidders in the Bids shall not be entertained after submission of the bids.

6. EVALUATION, SELECTION & ACCEPTANCE OF RFP

A. Bid Opening

- i. Procuring Entity will open all the bids received online within due date of submission as mentioned in the NIB or as extended by the TIA.
- ii. All bidders (or their authorized representatives) are entitled to be present on the date and time of opening of Bid submitted by them.

B. Technical Evaluation.

- i. The proposals shall be evaluated by an Evaluation Committee to be constituted for the purpose.
- ii. Each of the responses shall be evaluated to validate compliance of the applicant according to the pre-qualification criteria, forms and supporting documents specified in this document.
- iii. Bidders who submitted Court fee stamp of Rs. 8.25 or IPO of Rs.10/-, Tender Processing fee, Earnest Money Deposit (EMD) and heaving required experience on basis of documentary proof shall be verified during technical evaluation.
- iv. Any effort by any bidder to influence the evaluation process may result in the rejection of its bid.

C. Financial Evaluation.

- i. Price Bids of technically qualified bidders will be opened.
- ii. It shall be mandatory for the bidders to quote rates for all services/items specified in the bid document. In case any technically qualified bidder fails to quote for any service/item, the bid shall be treated as non-responsive and shall be rejected during financial evaluation.
- iii. Financial evaluation shall be carried out on the basis of the lowest quoted price (L1) (Total Value Wise Evaluation) among the technically qualified bidders, subject to compliance with all terms, conditions, and requirements stipulated in the bid document.

D. Right to Reject RFP

- i. Tender Inviting Authority reserves the right to accept the tender or to reject the tender at any point of time without assigning any reason.

E. Conditional Bid

- i. Conditions like; “SUBJECT TO AVAILABILITY” etc., will not be entertained under any circumstances and the Bids of those who have given such conditions shall be treated as incomplete and accordingly the Bid will be rejected.

7. TERMS & CONDITIONS

A. General Issues of the Contract

- i. The service agreement with the Service Provider shall be for a period of 1 year from the date of signing of the contract except in case of premature termination of the contract on the ground of non-performance, inadequate performance or otherwise.
- ii. AMSCL/Client may extend the contract period for a period of another one (1) year beyond the original contract period subject to the consent of the Service Provider with similar terms and conditions, if required, without any cost implication.
- iii. The Agency will be abided by the details furnished by it along with the proposal or at a subsequent stage. In case, any of such documents furnished or declaration made by the Agency is found to be false at a later stage, it would be deemed to be a breach of contract making it liable for legal action besides termination of the contract and forfeiture of performance security.
- iv. AMSCL/Client reserves the right to terminate the Contract at any time before its expiry (premature termination) if the service is found to be unsatisfactory in the manner as specified in the termination clause.
- v. The Client/AMSCL shall not be responsible for any financial loss or any injury to any person deployed by the Agency in the course of their performing the functions/duties, or for payment towards any compensation.

B. Payment, Penalty and Dispute Resolution

- i. No additional payment shall be made by the Department/Government

to the Service Provider (Agency) for execution of the services under this assignment.

- ii. The fee collected against each service processed through the proposed system shall be retained by the Service Provider as consideration towards the services rendered under the contract.
- iii. The DHS/ AMSCL reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
- iv. In the event of any dispute arising in the interpretation of the clauses of the contract effort shall be made to resolve through mutual discussion/consultation between the Management and the Agency.
- v. All legal disputes arising under this contract between the parties will be subjected to resolve under jurisdiction of Guwahati Court or High Court of Assam.

C. Termination

- i. The contract can be terminated at any point of time prior to its completion by either of the parties with 60 days of notice period without assigning any reason thereof.
- ii. The Client may, by a notice in writing suspend the agreement if the service provider fails to perform any of his obligations including carrying out the services, provided that such notice of suspension:
 - a. Shall specify the nature of failure, and
 - b. Shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice.
- iii. The Authority after giving 60 days' clear notice in writing expressing the intension of termination by stating the ground/grounds on the happening of any of the events (a) to (b), may terminate the agreement after giving reasonable opportunity of being heard to the service provider.
 - a. If the service provider do not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the Government have subsequently approve in writing.
 - b. If the service provider becomes insolvent or bankrupt.
 - c. If, as a result of force majeure, service provider is unable to perform a material portion of the services for a period of not less than 60 days: or
 - d. If, in the judgment of the Government, the service provider is

engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

D. Debarment/Blacklisting for failure in execution of the Contract

- i. In case of non-execution /non-performance of contract, AMSCL may debar/ blacklist the Service Provider for a period 3 years.

E. Non-communication of Blacklisting or Debarment

- i. In case the Firm is black listed/debarred/banned after submission of bid document, it should inform AMSCL within 15 days of blacklisting/debarring/banning. If the blacklisted/debarred / banned firm does not inform AMSCL within stipulated time, a penalty amounting to Rs.1,00,000/-, shall be imposed.

F. Agreement

The successful bidder shall execute an agreement with Director of Health Services (DHS) on a non-judicial stamp paper of the value of Rs.100/- (stamp duty to be paid by the bidder) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 15 days from the date of issue of order.

G. Security Deposit

- i. The agency within 15 working days from date of receipt of the LOI shall submit Security Deposit of **Rs 10.00 lakh** in the form of either:
 - a) irrevocable Bank Guarantee from any Indian Schedule Bank in favour of “ASSAM MEDICAL SERVICES CORPORATION LTD”. Bank Guarantee confirmation to be sent through SFMS to HDFC Bank (IFSC: HDFC0000264, Currency Chest Building, Subham Buildwell Compound, Guwahati -781005) (Such Bank Guarantee shall be valid for a period of 14 months from the date of Order)
 - b) Deposit through online mode (A/C no. 50100516234601, HDFC Bank, HDFC0009584)
 - c) Fixed Deposit from any Indian Schedule Bank with lien marked in favour of “ASSAM MEDICAL SERVICES CORPORATION LTD”
- ii. If the agency fails to execute the order or fails to perform the contract, the said Performance Security submitted will be encashed and the amount will be forfeited as per agreement, in addition to other penal actions.

H. Force Majeure

- i. The above conditions of are subject to force majeure conditions which are beyond the control of the Service Provider or does not involve fault or negligence of the Service Provider and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. On specific request made by the Service Provider the time period of supply may be extended by the Tender Inviting Authority/Client at its discretion for such period as may be considered reasonable.

I. Fraud& Corruption:

- i. The bidders, suppliers and contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices:
 - a) “Corrupt Practice” means offering, giving, receiving, or soliciting directly or indirectly, anything of value to influence the action of an official in the procurement process or in contract execution.
 - b) “Fraudulent Practice” means misrepresentation or omission of facts in execution of contract.
 - c) “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non-competitive level.
 - d) “Coercive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.
- ii. During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process. However, if any such practices are detected at any subsequent stage or during execution of the contract, the RFP Inviting Authority will reserve the right to cancel the contract and make suitable alternative arrangement at the risk and cost of such offending bidder.

J. Arbitration

- i. Any dispute arising out of or during execution of the contract shall be

settled mutually. In the event, no amicable resolution or settlement is reached within a period of 45 days from the date on which dispute difference arose (in writing), such dispute or difference shall be settled by referring the same to arbitration in accordance with the provisions of The Arbitration and Conciliation Act, 1996 as amended by Arbitration and Conciliation (Amended Act 2015).

- ii. Arbitration shall be held in Guwahati, Assam. The proceedings of the arbitration shall be in the English language. The Arbitrator's award shall be final and binding on the parties.

UNDERTAKING
(IN NON-JUDICIAL STAMP PAPER ONLY)

To

The Managing Director,
AMSCL,
Assam

Tender No. _____

Sir,

- 1) Having read, carefully examined and understood the tender document dated [.....] issued by AMSCL (“Tender Inviting Authority/TIA”) and all annexure and other documents attached thereto and all subsequent addenda and clarifications issued pursuant thereto (collectively the “tender”), we hereby submit our Technical and Financial Bid/Proposal.
- 2) We hereby agree and confirm that our Bid has been prepared strictly in conformance with the instructions in the tender document (including the forms set forth therein) and that we shall at all times act in good faith and abide by all the terms and conditions of the tender during the bidding process.
- 3) We agree that we have inspected and examined the tender and have ascertained that they contain no inconsistencies, errors or discrepancies and have otherwise familiarized ourselves with all conditions of the tender which may affect our Bid and all queries on other contractual matters have been addressed.
- 4) We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT can be forfeited by AMSCL and Client respectively as per the terms and conditions.
- 5) We hereby undertake to pay the penalty as per the terms and conditions of the contract for non-performance and negligence in our part.
- 6) We agree to accept the amount of the bill to be paid by the Client after completion of all formalities and should any amount of the bill

found by the client/auditors to have been over-paid; the amount so found shall be refunded by me/us.

- 7) AMSCL has the right to accept or reject any or all the bids/proposals without assigning any reason.
- 8) We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
- 9) We understand and agree that AMSCL reserves the right to cancel the bid process or the contract agreement at any moment of time without assigning any reason there off.
- 10) We represent and warrant to Client that as of the date of submission of this Bid and till the end of the Bid Validity Period (as may be extended):
 - a. the information furnished by us is complete, accurate, unconditional and fairly presented;
 - b. we have the necessary technical and financial ability and adequate skilled and experienced resources for undertake the scope of Bid as per the tender;
 - c. we are in compliance with all the terms and conditions of the RFP;
 - d. there is no information, data or documents which have not been disclosed which may prejudicially affect TIA's evaluation or decision in relation to evaluation and selection;
 - e. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us (including trustee, director, partner or key officials, etc.) at the moment.
 - f. I/We have not been black-listed or debarred by the AMSCL or by any government (State/Central) agencies/bodies, PSUs or Urban Local Bodies, which is in effect for the time being.
 - g. we acknowledge that we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial client or a judicial pronouncement or arbitration award against us or any of our director or partners, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for any breach of

contract by us.

- 11) We undertake that we will intimate TIA of any material change in facts, circumstances, status or documentation relating to us during the Bid Validity Period (as may be extended in accordance with the tender).
- 12) This Proposal shall be construed, interpreted and governed, in all respects, by the laws of India, without reference to its conflict of law principles. The courts at Guwahati will have exclusive jurisdiction in respect of all matters arising out of this Bid.
- 13) We have agreed that [_____] [Insert Authorized Signatory's name] will act as our representative and has been duly authorized to submit the Proposal and authenticate the same, make amendments thereto and undertake such other actions as set out in the authorization attached with this Proposal, which will be binding on us.
- 14) We undertake that we are not disqualified as per Eligibility Criteria and fulfil all eligibility criteria as stipulated in the Tender.
- 15) If our proposal is accepted, we undertake to perform the services in accordance with the terms and conditions in the tender document.
- 16) We further confirm that, if our proposal is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of the Tender Document for due performance of the contract.
- 17) We agree to keep our Bid valid for acceptance as required in the tender Document, or for subsequent extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
- 18) We further understand that you are not bound to accept the lowest or any Bid you may receive against your above referred request for proposal.
- 19) We confirm that we fully agree to the terms and conditions as

specified under the tender Document, including amendment/
corrigendum if any.

20) We confirm that the hard copies of Bid Documents submitted are
completely identical to the online submission, without any deviation
whatsoever.

21) We have provided details, in accordance with the instructions and
in the form required under the tender.

Yours Faithfully,

[Signature and Details of the Applicant/Authorized Representative]

Name of the Authorized Signatory:

Designation:

Contact Details: Mobile:.....Email:

UNDERTAKING

(IN NON-JUDICIAL STAMP PAPER ONLY)

To

The Managing Director,
AMSCL,
Assam

Tender No. _____

We..... do hereby
declare that presently we do not stand blacklisted by any Central or State
Government or Public Sector organization or debarred from participating in tender
of such organization and are therefore eligible to participate in AMSCL tender
No..... Date.....

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

DECLARATION

I / We M/s_____ represented by its Authorized Signatory/ Proprietor / Managing Director / Partner having its Registered office at _____ and do declare that I / We have carefully read all the conditions of tender in Ref no. _____ dated _____ for floated by the MD, AMSCL, Govt. of Assam and accept all the conditions of the RFP.

I / We declare that we possess the valid licenses as issued by the Competent Authority and complies and continue to comply with the conditions made there under.

I / We agree that the Tender Inviting Authority may forfeit the Earnest Money Deposit or security Deposit and blacklisting me/us for a period of 3 years, if any information furnished by us proved to be false at the time of inspection and not complying the conditions as per the certification.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

ANNUAL TURNOVER STATEMENT OF THE BIDDER**(Should be certified by Auditor / Chartered Accountant with full name and UDIN)**

The Annual Turnover of M/s _____ for the past three financial years are given below and certified that the statement are true and correct.

Sl No.	Financial Year.	Turnover (Rs) in Lakhs
1.		
2.		
3.		
Total -		Rs. _____
Lakhs		
Avg. -		Rs. _____
Lakhs		

Date :

Seal :

Signature of Auditor / Chartered
Accountant
(Name in Capital Letters)
UDIN

DETAILS OF INCOME TAX RETURN

(To be filled by the applicant in Non-Judicial Stamp)

For FY 2023-24:

For FY 2024-25:

For FY 2025-26:

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM:

Email id :

Contact No :

Declaration: I do hereby declare that the information given by my company as detailed above is true best to my knowledge.

UNDERTAKING ON FRAUD & CORRUPTION
(IN NON-JUDICIAL STAMP PAPER ONLY)

We do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of _____
_____under tender reference no
..... we shall strictly observe the terms and conditions against fraud and corruption in force in the country.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

CHECK LIST

All documents must be uploaded on the website <https://assamtenders.gov.in>

Sl.	Cover A	YES	No	PAGE No.
1	Court Fee Stamp/IPO affixed			
2	EMD and tender Processing fee (online only) details to be enclosed with the hard copy of the technical bid			
3	Documentary evidence for the Constitution of the company			
4	Attested photocopy of Copy of Contracts in last three financial year			
5	The Power of Attorney, Resolution of Board etc. & Authorization Letter (where applicable)			
6	Undertaking as per Annexure-I			
7	Undertaking as per Annexure-II			
	Undertaking as per Annexure-III			
8	Annual Turnover Statement for last 3 years as per Annexure-IV & Financial Statements (FY 2022-23, FY 2023-24 & FY 2024-25 or FY 2023-24, FY 2024-25 & FY 2025-26) certified by CA with UDIN along with Profit & loss certificate & balance sheet of those correspondence year			
9	Income Tax return details as Annexure -V (in NON-JUDICIAL stamp paper only) for FY 2022-23, FY 2023-24 & FY 2024-25 or FY 2023-24, FY 2024-25 & FY 2025-26 (with details of acknowledgement (ITR-V) of the correspondence year)			

Sl.	Cover A	YES	No	PAGE No.
10	Copy of Permanent Account Number & GST Registration			
11	Undertaking on Fraud & Corruption as per Annexure VI (in NON-JUDICIAL stamp paper only)			
12	Signature & seal on all pages of the tender Document			
13	Price Bid as BOQ	Must only be uploaded in the portal https://assamtenders.gov.in		

SIGNATURE :
 NAME & DESIGNATION :
 DATE :
 NAME & ADDRESS OF THE FIRM :

Price Bid
(For Reference Only)

Sl. No	Name of the Service/ Certificate/ NOC etc.	Basic Price (in Rs.)	GST Amount (in Rs.)	Total Price (in Rs.) (Including GST)
1	CLINICAL ESTABLISHMENT - Out Patient Care/ Single Doctor Clinic (Provisional)			
2	CLINICAL ESTABLISHMENT - Out Patient Care/ Single Doctor Clinic (Permanent)			
3	CLINICAL ESTABLISHMENT - In Patient care 1 to 30 beds (Provisional)			
4	CLINICAL ESTABLISHMENT - In Patient care 1 to 30 beds (Permanent)			
5	CLINICAL ESTABLISHMENT - 30 to 100 beds (Provisional)			
6	CLINICAL ESTABLISHMENT - 30 to 100 beds (Permanent)			
7	CLINICAL ESTABLISHMENT - Above 100 beds (Provisional)			
8	CLINICAL ESTABLISHMENT - Above 100 beds (Permanent)			
9	CLINICAL ESTABLISHMENT - Testing & Diagnostic Centre (Laboratory) (Provisional)			
10	CLINICAL ESTABLISHMENT - Testing & Diagnostic Centre (Laboratory) (Permanent)			
11	CLINICAL ESTABLISHMENT - Diagnostic & Imaging Centre (X-Ray/ UltraSound/ MRI/ City Scan (Provisional)			
12	CLINICAL ESTABLISHMENT - Diagnostic & Imaging Centre (X-Ray/ UltraSound/ MRI/ City Scan (Permanent)			
13	ART & SURROGACY - ART Level 1 Clinic			
14	ART & SURROGACY - ART Level 2 Clinic			
15	ART & SURROGACY - ART Bank			
16	ART & SURROGACY - Surrogacy clinic			
17	PC-PNDT - Genetic Counseling/ Genetic Laboratory/ Genetic Clinic, Ultrasound Clinic or Imaging centre & Hospital, Nursing Home, Genetic Laboratory / Genetic Clinic, Imaging			

Sl. No	Name of the Service/ Certificate/ NOC etc.	Basic Price (in Rs.)	GST Amount (in Rs.)	Total Price (in Rs.) (Including GST)
	centre (USG, MRI, CT Scan) any combination thereof.			
18	BLOOD BANK - Blood Centre License			
19	DRUG LICENSE (PHARMACY) - Retail Drug License			
20	DRUG LICENSE (PHARMACY) - Wholesale Drug License			
21	MEDICAL DEVICE LICENSE - Medical device including in Vitro Diagnostic Medical Device			
22	SCHEDULE- X WHOLESALE DRUG LICENSE - Schedule X Form 19C and additional information wholesale			
23	SCHEDULE- X WHOLESALE DRUG LICENSE - Schedule X Form 19 C additional information			
24	MANUFACTURING DRUG LICENSE - Manufacture for sale or for distribution of drugs other than those specified in Schedule C, C (1) and X Form 24			
25	MOTOR VEHICLE DRUG LICENSE - Retailer or distribute drugs from a motor vehicle -Form 19AA and additional information			
26	MOTOR VEHICLE DRUG LICENSE - Wholesaler or distribute drugs from a motor vehicle - Form 19AA and additional information			
27	HOMEO DRUG LICENSE - Homeopathic Medicines Form 19 B and additional information Retail			
28	HOMEO DRUG LICENSE - Homoeopathic Medicines Form 19 B and additional information Wholesale			
29	RE-PACKING DRUG LICENSE - Application for grant of a licence to repack for sale or distribution of drugs being drugs other than those specified in Schedule C and C Form 24-B			
30	FOOD LICENSE & REGISTRATION - License and Registration			
31	PHARMACIST REGISTRATION - Pharmacist Registration			
32	BIRTH & DEATH REGISTRATION - Birth Certificate			
33	BIRTH & DEATH REGISTRATION - Death Certificate			

Sl. No	Name of the Service/ Certificate/ NOC etc.	Basic Price (in Rs.)	GST Amount (in Rs.)	Total Price (in Rs.) (Including GST)
34	LICENSE ISSUED BY AYUSH - Ayush Medicine Manufacturing Units Application A for the grant of No Objection Certificate NOC to manufacture for sale of Ayurveda/ Siddha or Unani drug			
35	LICENSE ISSUED BY AYUSH - Application B for License to manufacture for sale Ayurvedic (including Siddha) or Unani drugs, Drug License			
36	LICENSE ISSUED BY AYUSH - Application D for Certificate of Good Manufacturing Practices (GMP) to manufacture of Ayurveda/Siddha or Unani drugs			
37	NURSING INSTITUTE REGISTRATION - Primary Registration			
38	NURSING INSTITUTE REGISTRATION - Reciprocal Registration			
39	NURSING INSTITUTE REGISTRATION - Additional Registration			
40	NURSING INSTITUTE REGISTRATION - Recognition of Institutions			
41	NURSING INSTITUTE REGISTRATION - Institutional Affiliation			
Total				
Note: The L1 bidder shall be determined on the basis of Total Value Wise Evaluation of the Financial Bids submitted by the technically qualified bidders.				

(DRAFT AGREEMENT)

THIS CONTRACT AGREEMENT is made

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 certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the service provider for the supply of those goods and services in the sum of [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 _____

Various Licensing Authority Under Health & Family Welfare Department	
SL. No.	Type of License/Registration
1	CLINICAL ESTABLISHMENT
2	ART & SURROGACY
3	PC-PNDT
4	BLOOD BANK
5	DRUG LICENSE (PHARMACY)
6	MEDICAL DEVICE LICENSE
7	SCHEDULE- X DRUG LICENSE
8	MANUFACTURING DRUG LICENSE
9	MOTOR VEHICLE DRUG LICENSE
10	HOMEOPATHY DRUG LICENSE
11	RE-PACKING DRUG LICENSE
12	FOOD LICENSE & REGISTRATION
13	PHARMACIST REGISTRATION
14	BIRTH & DEATH REGISTRATION
15	DETAILS OF LICENSE ISSUED BY AYUSH
16	NURSING INSTITUTE REGISTRATION

REGISTRATION OF CLINICAL ESTABLISHMENT

ANNEXURE-I

Sl. No.	Nature of Services	Type of Certificate	Registration Authority	Timeline	Required Documents	Applied Thorough	Act Involved	Fee to be Charge						Remarks	Approval Authority	
								Urban		Rural		Metro				
								Provisional	Permanent	Provisional	Permanent	Provisional	Permanent			
1	Out Patient Care/ Single Doctor Clinic	Provisional	District Registering Authority	10 days	1. Form-1	Currently provisional registration is offline due website is under maintenance. (http://www.clinicalestablishments.gov.in)	REGISTRATION OF CLINICAL ESTABLISHMENT UNDER THE CLINICAL ESTABLISHMENT (REGISTRATION & REGULATION) ACT, 2010 AND THE ASSAM CLINICAL ESTABLISHMENT (REGISTRATION & REGULATION) RULES, 2016	500		100		1500		Permanent Registration is still not given.	District Registering Authority under Director of Health Services, Assam, Hengrabari, Guwahati-36	
					2. Pan Card											
		Permanent	do	Not notified	3. In-Charge Doctor Qualification & Registration.			1. Form-1								Yet to be Notified by the National Council
					4. Requirement of minimum Standard and personal for different categories in a format that shall be prescribed by the National Council.			2. Pan Card								

Director of Health Services, Assam
Hengrabari, Guwahati-781036

Sl. No.	Nature of Services	Type of Certificate	Registration Authority	Timeline	Required Documents	Applied Thorough	Act Involved	Fee to be Charge						Remarks	Approval Authority	
								Urban		Rural		Metro				
								Provisional	Parmanent	Provisional	Parmanent	Provisional	Parmanent			
2	In Patient care 1 to 30 beds	Provisional	District Registering Authority	10 days	1. Form-I 2. Pan Card 3. In-Charge Doctor Qualification & Registration.			1000		1000		3000			Permanent Registration is still not given. Yet to be Notified by the National Council	
					1. Form-I 2. Pan Card 3. In-Charge Doctor Qualification & Registration.											
		Permanent	do	Not notified	4. Requirement of minimum Standarded and personal for different categories in a format that shall be prescribed by the National Council .			3000		2000		5000				


Director of Health Services, Assam
Hengrabari, Guwahati-781036

Sl. No.	Nature of Services	Type of Certificate	Registration Authority	Timeline	Required Documents	Applied Thorough	Act Involved	Fee to be Charge						Remarks	Approval Authority	
								Urban		Rural		Metro				
								Provisional	Parmanent	Provisional	Parmanent	Provisional	Parmanent			
3	30 to 100 beds	Provisional	District Registering Authority	10 days	1. Form-I			2000		1000		5000				
					2. Pan Card											
		3. In-Charge Doctor Qualification & Registration.	1. Form-I												Permanent Registration is still not given.	
		2. Pan Card	3. In-Charge Doctor Qualification & Registration.													
		Permanent	do	Not notified	4. Requirement of minimum Standard and personal for different categories in a format that shall be prescribed by the National Council .			5000		5000		10000		Yet to be Notified by the National Council		


 Director of Health Services, Assam
 Hengrabari, Guwahati-781036

Sl. No.	Nature of Services	Type of Certificate	Registration Authority	Timeline	Required Documents	Applied Thorough	Act Involved	Fee to be Charge						Remarks	Approval Authority
								Urban		Rural		Metro			
								Provisional	Parmanent	Provisional	Parmanent	Provisional	Parmanent		
4	Above 100 beds	Provisional	District Registering Authority	10 days	1. Form-I									Permanent Registration is still not given. Yet to be Notified by the National Council	
					2. Pan Card										
		3. In-Charge Doctor Qualification & Registration.								3000	2000	5000			
		1. Form-I													
		Permanent	do	Not notified	2. Pan Card										
	3. In-Charge Doctor Qualification & Registration.														
					4. Requirement of minimum Standard and personal for different categories in a format that shall be prescribed by the National Council.										
				</											


 Director of Health Services, Assam
 Hengrabari, Guwahati-781036

Sl. No.	Nature of Services	Type of Certificate	Registration Authority	Timeline	Required Documents	Applied Thorough	Act Involved	Fee to be Charge						Remarks	Approval Authority					
								Urban		Rural		Metro								
								Provisional	Permanent	Provisional	Permanent	Provisional	Permanent							
5	Testing & Diagnostic Centre (LABORATORY)	Provisional	District Registering Authority	10 days	1. Form-I				500		500	1000								
					2. Pan Card															
		3. In-Charge Doctor Qualification & Registration.	1. Form-I																	Permanent Registration is still not given.
		2. Pan Card																		
		Permanent	do	Not notified	4. Requirement of minimum Standard and personal for different categories in a format that shall be prescribed by the National Council.				3000	2000	5000		Yet to be Notified by the National Council							


 Director of Health Services, Assam
 Hengrabari, Guwahati-781036

Sl. No.	Nature of Services	Type of Certificate	Registration Authority	Timeline	Required Documents	Applied Thorough	Act Involved	Fee to be Charge						Remarks	Approval Authority	
								Urban		Rural		Metro				
								Provisional	Permanent	Provisional	Permanent	Provisional	Permanent			
6	Diagnostic & Imaging Centre (X-Ray/UltraSound/ MRI/City Scan	Provisional	District Registering Authority	10 days	1. Form-1 2. Pan Card 3. In-Charge Doctor Qualification & Registration.			1000	1000		3000			Permanent Registration is still not given.	Yet to be Notified by the National Council	
					1. Form-1 2. Pan Card 3. In-Charge Doctor Qualification & Registration.											
		Permanent	do	Not notified	4. Requirement of minimum Standard and personal for different categories in a format that shall be prescribed by the National Council .			50000	2000		10000					


Director of Health Services, Assam
Hengrabari, Guwahati-781036

Registration process of ART & SURROGACY

Sl No	Nature of services	Form	Applied through	Timeline	Fees	Process of Approval	Validity	Act involved	Approval Authority
1)	ART Level 1 Clinic	Online application	ART & Surrogacy National registry portal	30 Days (After receiving of downloaded complete offline application)	Rs. 50,000 /-	After inspection of side by Appropriate Authority	5 years from the date of Approval	ASSISTED REPRODUCTIVE TECHNOLOGY (ART) (REGULATION) Act, 2021	Appropriate Authority for ART & Surrogacy, Assam
2)	ART Level 2 Clinic	Online application	ART & Surrogacy National registry portal	30 Days (After receiving of downloaded complete offline application)	Rs. 2,00,000 /-	After inspection of side by Appropriate Authority	5 years from the date of Approval		
3)	ART Bank	Online application	ART & Surrogacy National registry portal	30 Days (After receiving of downloaded complete offline application)	Rs. 50,000 /-	After inspection of side by Appropriate Authority	5 years from the date of Approval		
4)	Surrogacy clinic	Online application	ART & Surrogacy National registry portal	90 Days (After receiving of downloaded complete offline application)	Rs. 2,00,000 /-	After inspection of side by Appropriate Authority	3 years from the date of Approval		


 Director of Health Services, Assam
 Hengrabari, Guwahati-781036

Registration process of Genetic Counseling/ Genetic Laboratory/ Genetic Clinic, Ultrasound Clinic or Imaging centre & Hospital, Nursing Home, Genetic Laboratory / Genetic Clinic, Ultrasound Clinic or Imaging centre or any combination thereof under PC & PNDT Act.

Sl. No	Nature of services	Forms	Checklist	Applied through	Timeline	Fees	Process of Approval	Validity	Act involved	Approval Authority
1)	Genetic Counseling/ Genetic Laboratory/ Genetic Clinic, Ultrasound Clinic or Imaging centre & Hospital, Nursing Home, Genetic Laboratory / Genetic Clinic, Imaging centre (USG, MRI, CT Scan) any combination thereof.	Form "A"	1. Affidavit :- An Affidavit of the applicant/proprietor who signed in the application in prescribe format declaring that no sex selection will be done in the said centre/clinic to be made from Local Notary to be enclosed with the Application Form. The Affidavit in the name of any employee or doctor appointed by the proprietor of the clinic should not be accepted. 2. Scratch Map of clinic:- A scratch map of the clinic room with size of the institution to be enclosed with the Form "A".	EODB Portal (eodb.assam.gov.in)	90 Days	Ø As per notification dated 19 th June 2017 ^{as} provided further that no government institution which provides health and Medical services shall be required to pay for registration and renewal of registration. ^{as} *License fees of Rs 25,000/- for Genetic Counseling/Genetic Laboratory/ Genetic. *Clinic, Ultrasound Clinic or Imaging centre & License Fees of Rs. 35,000/- for Hospital, Nursing Home or any combination thereof.	After inspection of side by District Appropriate Authority (Addl. CM & HO (FW) all districts	5 years from the date of Approval	PRECONCEPTION AND PRENATAL DIAGNOSTIC TECHNIQUES (P ROHIBITION OF SEX SELECTION) Act , 1994(Act 57 of 1994)	DHS(FW) & District Appropriate Authority (Addl. CM & HO (FW) all districts


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3. Doctor certificate/ Appointment letter :- The copy of certificate of qualification of the doctor who will be operate the USG machine with appointment letter from the proprietor to be enclosed with the application.									
4. List of employee: - A list of employee with their									
5. Appointment letter engaged with the imaging Clinic to be enclosed with the application Form "A". The list must be signed by the proprietor for authenticity of their engagement.									


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BLOOD CENTRE

Sl.No	Nature of Services	Form	Checklist	Applied through	Timeline	Fees	Process of Approval	Validity	Act involved	Approval Authority
1	Blood Centre License	28-C	i) Application Form 27-C. ii) NOC from ASBTC. iii) Plan Layout of premises. iv) Certificate of qualification, experience, appointment letter of Technical staffs. v) Documents of ownership. vi) SOP vii) Machinery & Equipments etc.	ONDLS Portal (statedrugs.govt.in.)	No Timeline	Licence Fees Rs. 7500/ Medical and Public Health 0210-04-104-0000-000	After joint inspection & verification by the State Inspector of Drugs & Drugs Inspector of CDSCO, Sub-Zone, Guwahati-22 the Drugs Controller i/c, Assam approve the Licence and send to Central Licensing Approving Authority, New Delhi-02 for final approved.	5 years date of issue	Drugs and Cosmetics Act, 1940 & Rules, 1945	Drugs Controller, Assam Pharmacy Council, Hengrabari, Guwahati


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DRUG LICENSE(PHARMACY)

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1)	Retail Drug License	20 & 21	1. Up to date registration of renewal certificate of the registered pharmacist (under Section 32(2) of the Assam Pharmacy Council) 2.Appointment letter of the pharmacist 3.Consent Letter of the pharmacist 4.Court Affidavit of registered pharmacist 5.Court Affidavit of the applicant 6.Educational Qualification certificate of applicant and Pharmacist 7. Educational Qualification certificate of person in charge 8.Record of previous engagement of Pharmacist 9.Proof of availability of cold storage facility 10. Approved layout premises (Min 10 sq.m) 11.Proof of ownership of the premises/tenancy agreement with proof of the ownership of the owner of the premises 12. Proof of constitution of the firm 13. Proof of the residential address and photo identity of the applicant	EODB Portal(codb.assam.gov.in)& ONDLS Portal(statedrugs.gov.in)	45 Days	License fees of Rs 3000/- (Head of Account is "0210-Medical and Public Health, 04- Public Health, 104-Fees and Fines")	After inspection & recommendation by Inspector of drugs,State Drugs Licensing Authority(i.e Drug Controller approve the licenses	5 years from the date of Approval	Drugs & cosmetic Act, 1940 and Rules , 1945	Drugs Controller,Assam Pharmacy Council,Hengrabari, Guwahati


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14. Passport size photograph
15. Joining report of the pharmacist
16. Copy of previous license (for existing license holders)
17. Challan copy of the most recent renewal


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DRUG LICENSE(PHARMACY)

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1	Wholesale Drug License	20B & 21B	1.NOC for stockistship of a modern medicine manufacturing unit. 2. Educational Qualification certificate 3.Proof of availability of cold storage facility 4. Approved layout premises (Min 10 sq.m) 5. Proof of ownership of the premises/tenancy agreement with proof of the ownership of the owner of the premises. 6. Proof of constitution of the firm 8. Proof of the residential address & photo identity of the applicant & person incharge 9. Details of Applicant-Proprietor/Partners 10. Memorandum of Article, if applicable. 11.Experience certificate of the person incharge (Minimum 4 years of experience) 12. Appoint letter of the person incharge. 12. Valid GMP certificate of a modern medicine manufacturing unit.	EODBPportal(eodb.assam.gov.in)& ONDLS Portal(statedrugs.gov.in)	45 Days	License fees of Rs 3000/- (Head of Account is "0210-Medical and Public Health, 04-Public Health, 104-Fees and Fines")	After inspection & recommendation by Inspector of drugs,State Drugs Licensing Authority(i.e Drug Controllerapprove the licenses	5 years from the date of Approval	Drugs Controller,Assam Pharmacy Council,Hengrabari,Guwahati	

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Medical Device License

Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
Medical device including in Vitro Diagnostic Medical Device	41	1. Self certificate of compliance with respect to Good Distribution Compliance	EODB Portal(eodb.assam.gov.in)& ONDLS Portal(statedrugs.gov.in)	30 Days	License fees of Rs. 3000/- (Head of Account is "0210-Medical and Public Health, 04- Public Health, 104-Fees and Fines")	After inspection & recommendation by Inspector of drugs,State Drugs Licensing Authority(i.e Drug Controllerapprove the licenses	5 years from the date of Approval	Drugs & cosmetic Act, 1940 and Rules , 1945	Drugs Controller,Assam Pharmacy Council,Hengrabari,Guwahati
		2. Identity Proof, such as, Aadhar card or PAN Card.							
		3. An undertaking to the effect that the storage requirements to sell, stock, exhibit or offer for sale or distribute a medical device will be complied.							
		4. Details of the applicant or firm including its constitution							
		5. Documentary evidence in respect of ownership or occupancy on rental of the premises.							
		6. Brief description on other activities carried out by applicant namely, storage, of drugs , medical items , food products , stationeries etc. or any other activities carried out by the applicant in the said premises.							
		7. Details of competent technical staff, under whose direction and supervision the sales activity of medical devices shall be undertaken who shall possess the following educational qualification and experience							
		a) Hold a degree from a recognized University / Institution: or b) Is a registered Pharmacist.							
c) Has passed intermediate examination or its equivalent examination from a recognized Board with one –year experience in dealing with sale of medical devices.									


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Schedule X Wholesale Drug License

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1)	Schedule X Form 19C and additional information wholesale	19C	1. NOC for stockistship with valid GMP certificate of a modern medicine manufacturing unit. 2 Educational Qualification certificate 3. Proof of availability of cold storage 4. Approved layout premises (10 sq.m - 5. Proof of ownership of the 6. Proof of constitution of the firm 7. Proof of the residential address & 8. Details of Applicant- 9. Memorandum of Article, if applicable.	EODB Portal(codh.assam.gov.in)& ONDLS Portal(statedrugs.gov.in)	45 Days	License fees of Rs 500/- (Head of Account is "0210- Medical and Public Health, 04- Public Health, 104- Fees and Fines")	After inspection & recommendation by Inspector of drugs, State Drugs Licensing Authority (i.e Drug Controller approve the licenses	5 years from the date of Approval	Drugs & cosmetic Act, 1940 and Rules, 1945	Drugs Controller, Assam Pharmacy Council, Hengrabari, Guwahati


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Schedule X Retail Drug License

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1)	Schedule X Form 19 Additional information	19C	- Up to date registration of renewal certificate of the registered pharmacist (under Section 32(2) of the Assam Pharmacy Council) - Appointment letter and joining report of the pharmacist - Consent Letter of the pharmacist with passport size photograph - Court Affidavit of registered pharmacist & the applicant (Record of previous engagement of Pharmacist is to be attached) - Educational Qualification certificate of applicant & person in charge. - Proof of availability of cold storage facility - Approved layout premises (10 sq.m - 15 sq.m) - Proof of ownership of the premises/tenancy agreement with proof of the ownership of the owner of the premises. - Proof of constitution of the firm. - Proof of the residential address & photo identity of the applicant.	EODB Portal(eodb.assam.gov.in)& ONDLS Portal(statedrugs.gov.in)	45 Days	License fees of Rs 500/- (Head of Account is "0210-Medical and Public Health, 04-Public Health, 104-Fees and Fines")	After inspection & recommendation by Inspector of drugs, State Drugs Licensing Authority (i.e Drug Controller approve the licenses	5 years from the date of Approval	Drugs & cosmetic Act, 1940 and Rules, 1945	Drugs Controller, Assam Pharmacy Council, Hengrabari, Guwahati


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Manufacturing Drug License

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
0.	Manufacture for sale or for distribution of drugs other than those specified in Schedule C, C (1) and X Form 24	24	- Copy of Partnership Deed/Memorandum and Articles of Association - Declaration of Proprietor/Partner/Director etc in affidavit - Copy of Ration Card/Passport/Electoral Card/Aadhar Card/Bank Passbook details in support of residential address & ID proof of the responsible person. - Copies of rent/lease deed in case of Rental premises. - Declaration of owner of the premises own by the applicant firm or company with the documentary evidence of the ownership like registered sale deed etc and or proof of allotment of the site and or building along with latest property tax receipt. - Plan and layout of the premises showing the installation of Machinery and Equipment preferably a blue print approved by licensed engineer and sign by the applicant who sign in the statutory form. - Design and layout of HVAC systems, if applicable. - Detail list of manufacturing and analytical equipment with copies of purchase bills. - Approval of technical staff in the prescribed format with enclosed with the consent letters, copies of qualification certificate, experience certificate, proposed technical staff along with earlier approvals if any, appointment letter of the technical staff. - Permission obtained from the Municipal Authorities/Panchayat Authorities/Certificate in conformity with Factory Act for construction and starting the unit.	EODB Portal(eodb.assam.gov.in)& ONDLS Portal(ondls.drugs.gov.in)	60 Days	License fees of Rs. 7500/- (Head of Account is "0210-Medical and Public Health, 04-Public Health, 104-Fees and Fines")	After inspection & recommendation by Inspector of drugs, State Drugs Licensing Authority (i.e. Drug Controller approve the licenses	5 years from the date of Approval	Drugs & cosmetic Act, 1940 and Rules, 1945	Drugs Controller, Assam Pharmacy Council, Hengrabari, Guwahati


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Motor Vehicle Retail Drug License

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1)	Retailer or distribute drugs from a motor vehicle -Form 19AA and additional information	19AA	1. Registration Certificate of the 2. Driving license of the driver 3. Provision of cold storage facility 4. Experience certificate in the trade. 5. NOC for stockistship with valid 6. Educational Qualification certificate 7. Approved layout premises (10 sq.m - 15 sq.m) 8. Proof of ownership of the premises/tenancy agreement with proof of the ownership of the owner of the premises. 9. Proof of constitution of the firm 10. Proof of the residential address & photo identity of the applicant & person incharge. 11. Memorandum of article, if applicable.	EODB Portal(codb.assam.gov.in)& ONDLS Portal(statedrugs.gov.in)	45 Days	License fees of Rs. 500/- (Head of Account is "0210-Medical and Public Health, 04-Public Health, 104-Fees and Fines")	After inspection & recommendation by Inspector of drugs,State Drugs Licensing Authority(i.e Drug Controllerapprove the licenses	5 years from the date of Approval	Drugs & cosmetic Act, 1940 and Rules , 1945	Drugs Controller,Assam Pharmacy Council,Hengrabari,Guwahati


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Motor Vehicle Wholesale Drug License

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1)	Wholesaler or distribute drugs from a motor vehicle -Form 19AA and additional information	19AA	1. Registration Certificate of the vehicle 2. Driving license of the driver 3. Provision of cold storage facility 4. Experience certificate in the trade. 5. NOC for stockistship with valid GMP certificate of a modern medicine manufacturing unit. 6. Educational Qualification certificate 7. Approved layout premises (10 sq.m - 15 sq.m) 8. Proof of ownership of the premises/tenancy agreement with proof of the ownership of the owner of the premises. 9. Proof of constitution of the firm 10. Proof of the residential address & photo identity of the applicant & person incharge. 11. Memorandum of article, if applicable.	EODB Portal(codb.assam.gov.in) Portal(assamdrugs.gov.in)	45 Days	License fees of Rs. 500/- (Head of Account is "0210-Medical and Public Health, 04-Public Health, 104-Fees and Fines")	After inspection & recommendation by Inspector of drugs, State Drugs Licensing Authority (i.e Drug Controller approve the licenses	5 years from the date of Approval	Drugs & cosmetic Act, 1940 and Rules , 1945	Drugs Controller, Assam Pharmacy Council, Hengrabari, Guwahati


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Homeo Retail Drug License

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1)	Homeopathic Medicines Form 19 B and additional information Retail	19 B	1. Educational Qualification Certificate 2. Approved Layout Premises (10 sq.m-15 sq.m) 3. Proof of ownership of the premises/tenancy agreement with proof of the ownership of the owner of the premises. 4. Proof of constitution of the firm. 5. Proof of residential address and photo identity of the applicant and person incharge.	EODB Portal(codh.assam.gov.in)& ONDLS Portal(statedrugs.gov.in)	45 Days	License fees of Rs 265/- (Head of Account is "0210-Medical and Public Health, 04- Public Health, 104-Fees and Fines")	After inspection & recommendation by Inspector of drugs, State Drugs Licensing Authority (i.e Drug Controller approve the licenses	5 years from the date of Approval	Drugs & cosmetic Act, 1940 and Rules, 1945	Drugs Controller, Assam Pharmacy Council, Hengrabari, Guwahati


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Homeo Wholesale Drug License

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1)	Homeopathic Medicines Form 19 B and additional information Wholesale	19 B	1. Educational Qualification Certificate 2. Approved Layout Premises (10 sq.m-15 sq.m) 3. Proof of ownership of the premises/tenancy agreement with proof of the ownership of the owner of the premises. 4. Proof of constitution of the firm. 5. Proof of residential address and photo identity of the applicant and person incharge.	EODB Portal(codh.assam.gov.in)& ONDLS Portal(standarddrugs.gov.in)	45 Days	License fees of Rs 260/- (Head of Account is "0210-Medical and Public Health, 04-Public Health, 104-Fees and Fines")	After inspection & recommendation by Inspector of drugs, State Drugs Licensing Authority (i.e Drug Controller) approve the licenses	5 years from the date of Approval	Drugs & Cosmetic Act, 1940 and Rules, 1945	Drugs Controller, Assam Pharmacy Council, Hengrabari, Guwahati


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RE-PACKING DRUG LICENSE

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1)	Application for grant of a licence to repack for sale or distribution of drugs being drugs other than those specified in Schedule C and C Form 24-B	24-B	1. Copy of Partnership Deed/Memorandum and Articles of Association. (Notarized). 2. Declaration of Proprietor/Partner/Director etc in affidavit. (Notarized). 3. Copy of Ration Card/Passport/ Electoral Card/Aadhar Card/Bank Passbook details in support of residential address & ID proof of the responsible person. 4. Copies of rent/lease deed in case of Rental premises.	EODB Portal(eodh.assam.gov.in)& ONDLS Portal(statedrugs.gov.in)	60 Days	License fees of Rs. 700/- (Head of Account is "0210-Medical and Public Health, 04-Public Health, 104-Fees and Fines")	After inspection & recommendation by Inspector of drugs, State Drugs Licensing Authority (i.e Drug Controller) approve the licenses	5 years from the date of Approval	Drugs & cosmetic Act, 1940 and Rules, 1945	Drugs Controller, Assam Pharmacy Council, Hengrabari, Guwahati


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5. Detail list of manufacturing and analytical equipment with copies of purchase bills.	6. Permission obtained from the Municipal Authorities/Panchayat Authorities/Certificate in conformity with Factory Act for construction and starting the unit.	7. Clearance from Drugs Controller General (India), New Delhi in case of a New Drugs (either Bulk drug or formulation).	8. Site Master File (refer para 29 of Part 1 of the Schedule M).	9. Technical data in respect of the products of the manufacturer.
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10. Manufacturing procedure of each product.	Official Monographs copies.	11. Details of effluents generated and their treatment followed.	12. Specimen labels of all applied products.	13. Consolidated list of Formulations with packing particulars separately category wise viz. Tablets, Capsules, Injections etc.	14. Manufacturing and Analytical procedure of each product.	15. Specimen labels.
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16. Labels of the similar products moving in the market for formulations not included in IP.	17. Declaration regarding the Brand Names of the product.	18. Copies of monographs of drugs which are not included in IP.							


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FOOD LICENSE & REGISTRATION (UNDER FSS ACT, 2006)

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1	License and Registration	Form C	(for detailed KOB wise document required, document attached as Annexure A)	http://foscos.fssai.gov.in/apply-for-lic-and-regFosCoSportal	within 60 days (Tatkal generated, auto generated)	License fee from Rs 100 and Rs. 5000 as admissible paid online on FoSCoS portal (for detailed KOB wise fees, document attached AS ANNEXURE B)	After scrutiny of application by Licensing Authority or Registering Authority, allotted inspection to Sr.FSO/FSO and after completion of process certificate is issued	Minimum 1 year maximum 5 years as convenient to FBO	Food Safety & Standards Act, 2006 and Regulations, 2011	Licensing and Registering Authority of various districts


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PHARMACIST REGISTRATION

Sl. No.	Nature of Service	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1	Pharmacist Registration	Form G	HS.LC (Admit/Marksheet/Pass Certificate) HS(Science) (Admit/Marksheet/Certificate) University/Board Registration Certificate) Admit Cards (B.Pharm/D.Pharm) Marksheet (B.Pharm / D.Pharm) Pass Certificate (B.Pharm / D.Pharm) Training Certificate (B.Pharm / D.Pharm) Address Proof (PRC/Voter ID/Aadhar Card/Passport) Passport Size Photograph Signature	www.aponline.co.in in (Managed & hosted by Luminous infoways)	No any specific timeline	Registration fees 6000/-	After verification & recommendation by Registrar	5 years from the date of Approval	Pharmacy Act 1948	Register, Assam Pharmacy Council, Hengrabari, Guwahati


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BIRTH REGISTRATION

L. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved
1	Birth Certificate	Birth Reporting form (Form No- 1/3)	Reported 0 - 21 days of occurrence:	For registering Birth/still Birth	30 days(if documents is in order).	NIL	For institutional cases, /c or others responsible person will upload the details in the prescribed format in the CRS Portal within 3 days Of occurrence or before discharge of the Patient. The concerned Registrar will approve the event if it is in order within 20 days or not more than 30 days after getting the information electronically and send the PDF copy to the applicant either WhatsApp or Mail.		The registration of Births and Deaths Act, 1969 AS amended by The Registration of Births & Deaths Amendment Act 2023
			• Birth Reporting form (Form No. 1) /Still Birth Reporting form-3	Institutional: The in-charge of the institution uploads Birth/still Birth Reporting form (Form No- 1/3) along with the Discharge Certificate through the CRS Portal and hands over the Acknowledgement Receipt to the Parents/Attendant.					
				Non-institutional (Domiciliary/others): The Parents/Head of House hold/any others may apply through CRS Portal by uploading the required documents mentioned in "Documents Required" .					
			• Certificate from Doctor(if institutional or birth was under the custody of Doctor) OR Verification Report from ANM/Village Head man / secretary of panchayat (where Gaonburahs are not available)(for non-institutional cases). • ID proof of the parents preferably Aadhaar card.						
			Reported After 21 Days - 30 Days of occurrence:						
			• Birth Reporting form (Form No. 1) /Still Birth Reporting form-3				Applicant -> Registrar		


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• Certificate from Doctor (if institutional or birth was under the custody of Doctor) OR Verification Report from ANM/Village Head man / secretary of panchayat (where Gaonburahs are not available (for non-institutional cases)). • ID proof of the parents preferably Aadhaar card.	https://dc.crsorgil.gov.in/crs/	
Reported 1 Month up to 1 year of occurrence:		
• Birth Reporting form (Form No. 1) /Still Birth Reporting form-3		
• Certificate from Doctor (if institutional or birth was under the custody of Doctor) OR Verification Report from ANM/Village Head man / secretary of panchayat (where Gaonburahs are not available (for non-institutional cases)). • ID proof of the parents preferably Aadhaar card. • Self Attested document in Form No-14		
1. Birth Registration (After 1 year of occurrence)		
The following documents are required as per the categories		• Fees – Rs.100/ to be paid for registration
Institutional:		Institutional : The Parents/Head of House hold/any others may apply through E-District Portal or SEWA SETU Portal for permission
• Birth Reporting form (Form No. 1) /Still Birth Reporting form-3		

NA

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- Discharge Certificate or Doctor Certificate. - ID proof of the parents preferably Aadhaar card. - Order made by a District Magistrate or Sub-Divisional Magistrate or by an executive Magistrate authorized by the District Magistrate	Non-institutional: The Parents/Head of House hold/any others may apply through E-District Portal or SEWA SETU Portal for delayed permission by uploading the required documents mentioned in "Documents Required".	
For Non-institutional cases) Certificate from Medical Officer if birth was occurred under the custody of Medical Officer,OR . Any other documents wherein Date of Birth has been reflected which to be verified by the Local ANM/Village Head man / secretary of Panchayat (where Gaonburahs are not available) - ID proof of the parents preferably Aadhaar card. - Form No-10(Non Availability Certificate) to be issued by the Local Registrar of Births and Deaths,if the occurrence of event was before framing the :Registration of Births and Deaths Rules'1978		Fees – Rs.100/ to be paid for registration.


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DEATH REGISTRATION

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved
1	DEATH CERTIFICATE	Form No. 2	Reporting 0-21 days of occurrence: - Death Reporting form (Form No. 2) . - MCCD Form No-4 (institutional) For Non-Institutional : MCCD in Form No-4A (Domiciliary/others) OR declaration of death by either ANM/ Village Head man/ Secretary of Panchayat (where Gaonburahs are not available). - ID proof of the deceased or relationship documents of the wife/husband with the deceased preferably Aadhaar card.	Institutional: The in-charge of the institution uploads the Death Reporting form (Form No- 2) along with the MCCD Form duly signed by the attending MO by using the CRS Portal and hand over the Acknowledgement Receipt to the Parents/Attendant. Non-institutional: The Parents/Head of House hold/any others may apply through CRS Portal .	30 days (if it is in order)	NIL	For institutional cases, i/c or other responsible person will upload the details in the prescribed format in the CRS Portal within 3 days Of occurrence or before discharge of the Dead Body. The concerned Registrar will approve the event if it is in order within 20 working days or not later than 30 days after receiving the information. For Non-institutional cases same procedures will follow.	PERMANENT	The registration of Births and Deaths Act, 1969 AS amended by The Registration of Births & Deaths Amendment Act 2023


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1. Delayed Death Registration(After 21 days up to 1 year of occurrence			
Reporting 21Days - 30 Days:	Institutional: The in-charge of the institution uploads the Death Reporting form (Form No- 2) along with the MCCD FORM duly signed by the attending MO by using the CRS Portal and hand over the Acknowledgement Receipt to the Parents/Attendant.		For institutional cases, i/c or other responsible person will upload the details in the prescribed format in the CRS Portal within 3 days Of occurrence or before discharge of the Dead Body. The concerned Registrar will approve the event if it is in order within 2 0days or not more than 30 working days after receiving the information. For Non-institutional cases same procedures will follow.
- All the above mentioned doc			- Fees-Rs.20/
	Non-institutional: The Parents/Head of House hold/any others may apply through CRS Portal	20 days	
[2] Reporting 30days - 1 year:			
the above mentioned documents	Institutional: The in-charge of the institution uploads the Death Reporting form (Form No- 2) along with the MCCD FORM duly signed by the attending MO by using the CRS Portal and hand over the Acknowledgement Receipt to the Parents/Attendant.		- Fees-Rs.50/
- Self Attested document in Form No-14			
	Non-institutional: The Parents/Head of House hold/any others may apply through CRS Portal		
[3] Reporting After 1 year:			

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· ID proof of the deceased or relationship documents of the wife/husband with the deceased preferably Aadhaar card.				
· Certificate from Crematory/Burial ground or SL.No of register book against the death event.				
· Order made by a District Magistrate or Sub-Divisional Magistrate or by an executive Magistrate authorized by the District Magistrate.				
· Fees-Rs.100/to be paid for registration.				
	The Parents/Head of House hold/any others may apply through E-District Portal or SEWA SETU Portal for permission. The concerned DPS will approve the event if it is in order within 45 and then concerned Registrar will register the event within 20 working days or not later than 30 days after receiving the delayed permission from the District Magistrate and send the PDF copy to the applicant through Mail or WhatsApp.			
Reporting 21 Days - 30 Days:				
· Death Reporting form (Form No. 2) .				


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ID proof of the deceased or relationship documents of the wife/husband with the deceased preferably Aadhaar card Self Attested document in Form No-14				
[3] Reporting After 1 year: All the above documents. Order made by a District Magistrate or Sub-Divisional Magistrate or by an executive Magistrate authorized by the District Magistrate.				

	Fees- Rs. 50/		
	Fees- Rs. 100/		


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Details of Licenses issued by The Directorate of Ayush, Assam

Sl. No	Nature of services	Forms	Checklist	Applied through	Timeline	Fees	Process of Approval	Validity	Act involved	Approval Authority
1)	Ayush Medicine Manufacturing Units Application A for the grant of No Objection Certificate NOC to manufacture for sale of Ayurveda/Siddha or Unani drug		1. Sketch Map of premises 2. Basis of possession of the premises Copy of conveyance deed or Land Document 3. Minimum two nos technical persons 4. A copy of rent agreement and no objection from the owner if rented		30 Days	Not Applicable	After inspection of side by District Appropriate Authority (Addl. CM & HO (FW) all districts			District Appropriate Authority (Addl. CM & HO (FW) all districts
2)	Application B for License to manufacture for sale Ayurvedic (including Siddha) or Unani drugs, Drug License	FORM 26-D & FORM 24-D	NOC from Drugs Controller or Drug Licensing Authority A copy of Municipality or Gaon Panchayat certificate A copy of key plan A copy of Site Plan as per GMP under schedule T of D and C Act 1940 A copy of Proof of Constitution of firm A copy of letter from authorized signatory A copy of Bio Data Certificates Appointment and Joining letter and affidavit registration certificate of Technical persons A copy of list of formulation with reference process trial reports facimile label trade mark affidavit product proforma A copy of list of necessary machineries and equipments A copy of Non Conviction affidavit of the firm and Directors or Partner or Proprietor under drug and Cosmetic Act 1940 and Drugs and Magic Remedies Act 1954 A copy of analysis report of water A copy of NOC from Pollution Control Board A copy of required space Minimum two nos technical persons Declaration Form Download	EODB Portal (ecdb.assam.gov.in) & e-Aushadhi Portal (Ministry of Ayush)	60 Days	Offline Mode - Application fee of Rs 1015/- paid via challan under the head of account "0210- Medical and public	After inspection & recommendation on by Inspector of drugs, State Drugs Licensing Authority (i.e. Drug Controller approve the licenses	5 years from the date of Approval	Drugs & cosmetic Act, 1940 and Rules, 1945	State Drugs Licensing Authority (i.e. Drug Controller approve the licenses

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3)	Application D for Certificate of Good Manufacturing Practices (GMP) to manufacture of Ayurveda/Siddha or Unani drugs	FORM 25-D & FORM 26-D	1. A copy of Form 25 D or 26 D issuing from Drug Licensing Authority 2. A copy of details of Products.	60 Days	Not Applicable		
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ASSAM NURSES' MIDWIVES' & HEALTH VISITORS' COUNCIL

Sl. No.	Nature of Services	Forms	Checklist	Applied Through	Timeline	Fees	Process of Approval	Validity	Acts Involved	Approval Authority
1	PRIMARY REGISTRATION	Form as per NRTS portal	1. Mark Sheets 2. Provisional Certificate from Institution 3. Attendance certificate (reciprocal registration) 4. 10th Admit 5. Aadhar Card 6. NRTS (reciprocal & additional registration) 7. No objection certificate from other State Nursing Council (reciprocal registration)	Online Through NRTS Website.	60 Days	ANM - 1000 GNM & B.Sc. - 2000	Approval of registration is done after thorough verification of documents submitted by the applicants.	5 YEARS	Assam Nurses' Midwives' & Health Visitors' Registration Act, 1944 (As Amended in 1953) under Section 16	Register, Assam Nursing Council, DHS, Assam, Hengrabar i, Guwahati-36
2	RECIPROCAL REGISTRATION	Form No-IV APPLICATION FOR RECIPROCAL REGISTRATION	8. Registration & Diploma (Additional & Reciprocal registration)	Offline at Council Office	90Days	GNM - 2200/- B.Sc. - 3200/-		5 YEARS	Assam Nurses' Midwives' & Health Visitors' Registration Act, 1944 (As Amended in 1953) under Section 17 & 18	
3	ADDITIONAL REGISTRATION	Form No-III APPLICATION FOR ADDITIONAL REGISTRATION		Offline at Council Office	60 Days	STATE - 1000/- OTHER STATE - 2000/-		LIFETIME	Assam Nurses' Midwives' & Health Visitors' Registration Act, 1944 (As Amended in 1953) under Section 16	
4	RECOGNITION OF INSTITUTIONS	As per INC & ANC Act	1. N.O.C. and essentiality certificate from the Govt. of Assam after submitting of Project report as per guidelines prescribed by INC	Applied through Govt. Assam Nursing Council INC	60 Days	For GNM- 50000 B.Sc Nursing 100000,	First Inspection From Govt for essentiality Certificate. Recognition from state Nursing council	As per INC Norms	Assam Nurses' Midwives' & Health Visitors' Registration Act, 1944 (As Amended in 1953) under Section 22(1) & 22(2)	Register, Assam Nursing Council, DHS, Assam, Hengrabar i, Guwahati-36
5	INSTITUTIONAL AFFILIATION	As per INC & ANC Act	Inspection Format	Online Through Council Website	Annually	Rs. 10000 Per Program every Year	Approver by State Nursing Council & INC	1 Year	As per INC & ANC Act	Register, Assam Nursing Council & Indian Nursing Council

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