

NOTICE INVITING TENDER (NIT)
For
Naturapathy/Ayurvedic Services
At the Wellness Centre of
Civil Services Officers' Institute, Assam
Assam Administrative Staff College Campus, Khanapara,
Guwahati-781022

Ph. No: 03612362377

:: Website: csoi.assam.gov.in

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INTRODUCTION

The Civil Services Officers' Institute, Assam is presently functioning at Assam Administrative Staff College campus, Jawaharnagar, Khanapara, Guwahati as a registered body, set up in 2011 and commissioned on 1st May 2014 to provide welfare, recreational and entertainment facilities to the officers of Group 'A' All India Services and the Central Government and officers of the State Government along with all trainees of the Assam Administrative Staff College (AASC).

Civil Services Officers' Institute, Assam (CSOIA) proposes to set up a Wellness Centre funded by AYUSH, Assam to develop the mind and the body of the Officers & Trainees. Therefore CSOIA invites sealed quotations under two-bid system (**Technical & Financial**) from reputed, experienced (atleast 2 years) & financially sound parties/firms/Centers/Individual for providing Naturopathy/Ayurvedic Services in CSOI at the above address.

The NIQ documents maybe collected from CSOIA's office during office hours or can be downloaded from CSOIA's website (www.csoi.assam.gov.in)

TENDER DOCUMENTS

Civil Services Officers' Institute, Assam (CSOIA) proposes to set up a Wellness Centre funded by AYUSH, Assam to develop the mind and the body of the Officers & Trainees. Therefore CSOIA invites sealed quotations under two-bid system (**Technical & Financial**) from reputed, experienced (atleast 2 years) & financially sound parties/firms/Centers/Individual for providing Naturopathy/Ayurvedic Services in CSOI at the above address.

PART I: SCOPE OF WORK

1. To provide skilled & experienced Therapist who has to perform **Shirodhara, Adhyanga, Patra Pottli Sveda, etc & other forms of Naturopathy.**
2. Working hours:
 - Wednesday to Friday- 8.00 AM to 11.00 AM & 5.00 PM to 8.00 PM.
 - Saturday & Sunday- 8.00 AM to 12.00 PM & 4.00 PM to 8.00 PM

PART II: TERMS AND CONDITIONS

1. The Tenderer must have requisite experience/expertise in similar activities and should be able to provide skilled manpower separately for both male & female participants.
2. Attested photo copies of Registration of firms, PAN Card, GST Registration, Profit and Loss Account / Balance sheet of last two financial years of firms/centers/party/individual must be attached.
3. The period of contract under the scope of work shall be for 12 months, which can be further extended by mutual agreement on yearly basis upon satisfactory performance however the contract can be terminated by both the parties with one month prior notice.
4. All the pages of the tender document should be signed by the owner of the firm or his Authorized signatory.
5. Proper maintenance and safety of all furniture & fixtures, materials, goods, electronic items, etc in CSOIA wellness centre.
6. A detailed agreement (SLA) will be signed with the selected /approved firm.
7. Any damages or repair work has to be borne by the operator of the wellness centre.
8. CSOIA will provide the necessary space along with required furniture & fixtures.
9. CSOIA reserves the right to accept or reject any or all bids without assigning any reasons
10. CSOIA reserve the right to cancel the agreement with the winning firm/agency/individual in case of finding of any unlawful action, unsatisfactory services, usage of inferior quality of medicines, oil, herbs etc by any officials of State AYUSH, Health & Family Welfare Dept. of Govt. of Assam or CSOIA.
- 11.

PART - III TECHNICAL BID

- 1) The documents should be submitted in original. All pages, duly signed and stamped, in support of pre-qualifying requirements.
- 2) Acknowledgement of all terms and conditions of the tender.
- 3) Check list of submitted documents.
- 4) Details of Manpower proposed (Minimum one male & one female therapist) to be deployed in CSOIA. (Only certified and experienced therapist will be accepted)
- 5) Procedure to be adopted for the daily maintenance of Well Being centre at CSOIA.
- 6) List of essential medicines, disposables, other consumables etc. to be used.
- 7) Other details, if any.

PART IV: FINANCIAL BID

1. The firm must be registered in GST, TAN, PAN and other necessary legal documents.
2. The monthly rate quoted should includes expenses for the entire operations including manpower (therapists), medicines (oils & herbs), consumables (toiletries, etc), disposables (caps, gloves, etc) & other items if any.
3. A amount of Rs. 5000/- (Rupees Five Thousand Only) is to deposited as refundable security money which will be forfeited against cancellation of the agreement.

PART V: IMPORTANT DATES OF TENDER BID

- a) Issue of Tender Documents in CSOIA : 27th MARCH 2019 , 9.00 AM
- b) Last Date and Time of Submission : 3rd APRIL 2019 , 12.00 PM
- c) Pre Bid Meeting (opening of Technical bid) : 3rd APRIL 2019 , 1.00 PM

By order



Manager,

Civil Services Officers' Institute, Assam
Khanapara, Guwahati-22