

**Expression of Interest (EOI)
for
CONSULTING SERVICES**

The Department of Administrative Reforms and Training, Govt. of Assam invites eligible consulting firms ("Consultants") or in consortium with not more than two firms to indicate their interest in undertaking the Work Study and mapping of cadre strength of all government departments, fine tuning of service rules, devising a road map for capacity building of state government employees of all the departments and benchmarking of performance of state government employees.

Bidders participating in this EOI will only be considered for RFP.

Eligibility criteria

The interested bidder should meet the following minimum eligibility criteria to participate in the bidding process:

- Minimum of five years of consulting experience that includes minimum of three years of conducting such studies for Govt./PSU or autonomous organizations in the relevant field.
- Completed at least one study of similar nature.
- Minimum average turn over of Rs 500.00 Crore (Rupees Five Hundred Crore Only) in the last three years.

Issue and Receipt of Offer

The offers supported with relevant documentary proof including details of current business profile highlighting financial turnover for the last 3 (three) financial years manpower, infrastructure and relevant past experience to be submitted in sealed cover to the Secretary to the Government of Assam, Department of Administrative Reforms and Training, Block-A, 4th Floor, Assam Secretariat, Janata Bhawan, Dispur, Guwahati – 781006, Assam on or before **25-07-2018**

Evaluation Criteria

The selection process will be as follows:

1. Short listing based on the eligibility criteria of EOI.
2. Selected entity will be invited for technical presentation and pre-bid meeting to be intimated separately either through email or in writing.
3. Detailed Proposal has to be submitted by the qualified short listed entity after the pre-bid meeting set by the government through issue of RFP.

In case of any clarification please contact:

Shri Debajyoti Dutta, ACS

Joint Secretary to the Govt. of Assam

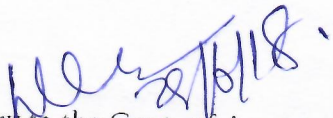
Department of Administrative Reforms and Training

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Secretary to the Govt. of Assam
Administrative Reforms and Training Department