

**No. 15(12)/2012-H&FW**  
**Government of India**  
**Planning Commission**  
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Yojana Bhavan, Sansad Marg,  
New Delhi, June 15, 2012

**REQUEST FOR PROPOSAL**

**Subject:**     **Appointment of Consultants for Health & Family Welfare Division, Planning Commission.**

**Letter of Invitation**

1. The Health, Family Welfare and Nutrition Division, Planning Commission is seeking applications from qualified and experienced candidates for appointment initially for a period of nine months to conduct high quality studies, research and analysis on critical issues in the health sector which would be used as inputs in the Planning Process. The period of consultancy can be extended further subject to need of Planning Commission.

**Instructions to Consultants**

**Standard Information :**

2. The candidates should submit bids as per details given below :
  - a) **Technical Bid** - The candidates should submit Technical Bids, as per format at Annexure II. Shortlisting of the candidates for opening of financial bid would be made on the basis of the Technical Bids received.
  - b) **Financial Bid** - The format for Financial Bid has been given at Annexure III. The candidates should submit Financial Bids along with Technical Bid, in separate envelopes. However, the Financial bid of only shortlisted candidates would be opened. The candidates may note that the financial limit is restricted to a maximum of Rs.4,00,000/- for nine months' period in respect of Consultant (Senior) and a maximum of Rs.3,00,000/- for a period of nine months in respect of Consultant (Junior). Those candidates whose financial bids exceed these limits shall not be considered.

- c) **Selection** : The shortlisted candidates, whose financial bids are found valid would be called for interview and written assessment and a merit list on “Quality and Cost Based Selection” would be made for final selection.

### **Assignment specific Information**

3. The Consultants shall be governed by the “Rules and Regulations for Consultants” given in the website at the following address:

[http://www.planningcommission.gov.in/news/circular/consult\\_guideE.pdf](http://www.planningcommission.gov.in/news/circular/consult_guideE.pdf)

### **Terms of Reference**

4. The detailed Terms of Reference are given at Annexure I.

### **List of Key Positions/Professionals required for the assignment**

5. Consultant (Senior) – one  
Consultant (Junior) – two

### **Requirement of Qualification and Experience**

6. (i) **Consultant (Senior):**

(a) The candidates should hold at least a Post Graduate Degree, with a graduate level degree in a “Health related discipline”, with excellent academic and professional track record, including at least 10 years of professional experience in planning or execution of projects or academic work in the Health sector.

(b) Candidates should possess a sound health, and not be over 65 years of age.

(c) Candidates having experience with Government or its agencies shall be preferred.

(d) Candidates with a track record of publications in peer reviewed journals, and those associated with Academic institution shall be preferred.

**(ii) Consultant (Junior) :**

(a) The candidates should hold at least a Post Graduate Degree, with a graduate level degree in a “Health related discipline”, with excellent academic and professional track record, including at least 2 years of professional experience in planning or execution of projects or academic work in the Health sector.

(b) Candidates should possess a sound health, and not be over 40 years of age.

(c) Candidates having experience with Government or its agencies shall be preferred.

(d) Candidates with a track record of publications in peer reviewed journals, and those associated with Academic institution shall be preferred.

**Note :** “Health related discipline” includes, among others, graduation in Medicine, Ayush, Dentistry, Nursing, Pharmacy or Biotechnology.

**Criteria of Bid Evaluation and Selection Procedure:**

**7(i) First Stage of Evaluation**

a) **Technical Bid** - Shortlisting of the candidates for opening of financial bid would be made on the basis of the Technical Bids received.

b) **Financial Bid** - The Financial bid of only shortlisted candidates would be opened.

**7(ii) Second Stage of Evaluation**

c) **Interview and Written Assessment** – The candidates whose financial bids are found valid would be called for interview and written assessment. The date for interview and written assessment would be intimated to these candidates by Planning Commission.

d) **Final Selection** : For the final selection of candidates, two merit lists separately for the positions being advertised would be prepared on the

basis of “Quality and Cost Based Selection” consisting of the following criteria:

Basis	Maximum Marks
Qualifications/Experience	40
Cost Based	20
Written Assessment	20
Interview	20
<b>TOTAL</b>	<b>100</b>

**Phasing of Fees :**

8. (a) The consultancy fee would be released in three installments on satisfactory completion of the job as per Table given below :

Installment	Stage	Percentage to Total
1 <sup>st</sup>	Mobilization Advance	30%
2 <sup>nd</sup>	Presentation of Draft Report	50%
3 <sup>rd</sup>	Acceptance of Final Report and payment of balance after checking of Expenditure	20%
Total		100%

(b) Income Tax on professional services @ 10% as prescribed under the Income Tax Act, Section 194(J) read with clauses (A) & (B) and Education Cess @2% and Secondary & Higher Education Cess @ 1% thereon shall be deducted at source by DDO, Planning Commission before releasing the amount as per the sanction order.

**Submission of Proposals :**

9. Interested candidates may send their applications in the prescribed formats, provided in Annexure II (Technical Bid) and Annexure III (Financial Bid), duly signed on each page, by **1700 hrs on 29<sup>th</sup> June, 2012**. A bigger envelope should contain both these envelopes and should be addressed to the following :

Section Officer,  
Health & Family Welfare Division  
Planning Commission  
Room No. 526-C, Yojana Bhavan,  
Sansad Marg, New Delhi- 110001

**No e-mail application would be entertained.**

**Terms of Reference**

**Consultant (Senior)**

- (a) Preparation of background material and notes on health policy issues by providing technical inputs based on analysis of data, reports and relevant studies;
- (b) Conduct detailed reviews with analysis of evidence on health policy to guide the 12<sup>th</sup> Plan;
- (c) Editing of Chapter on Health for 12<sup>th</sup> Plan;
- (d) In-principle approval of New Schemes received from Departments of Ministry of Health and Family Welfare;
- (e) Refine the inputs received from the Consultants (Junior); and
- (f) Any other work assigned by Adviser(Health).

**Consultant (Junior)**

**I. Performances of Health Sector in States**

- (a) Organize Working Group and Review meetings with States on State Plans;
- (b) Prepare briefs on the performance of States under Flagship Programme;
- (c) Prepare State specific analysis, Action Taken Reports and regular review of State Health Plans;
- (d) Compile best practices of States and lessons learnt from different states;

**II. Performances of Health Sector at the Centre**

- (e) Critically analyse the performance of Flagship Schemes and suggest corrective actions for effective delivery;

**III. Socio Economic Research Studies**

- (f) To engage with reputed organisations and guide submission of proposals for SER Studies, examination of SER study proposals and their regular monitoring; and

**IV. Any other work to be assigned by Adviser(Health).**

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**Annexure II**

**Application format for appointment as Consultant in the Planning Commission**

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Domicile : \_\_\_\_\_
5. Nationality : \_\_\_\_\_
6. Mailing Address (with Tel/Mob No. and Email address) : \_\_\_\_\_  
\_\_\_\_\_
7. Permanent address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Educational Qualification :

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

S.No.	Organization/Institute	Period From To	Nature of Work	Remarks

10. Details of publications
11. Any other specific information (in relation to essential/desirable qualifications and experience).
12. References :
  - (i)
  - (ii)

Signature of candidate with date

**FINANCIAL BID**

1. **Name of the Position**                      **Consultant (Senior)**  
**Consultant (Junior)**
  
2. **Expected lumpsum fee for nine months period**                      **Rs. \_\_\_\_\_**
  
3. **Any other condition (please specify)**

**Signature of candidate with date**