

**Request for Proposal (RFP) for engagement of Consultant
in the Department of Public Enterprises**

INTRODUCTION

The Department of Public Enterprises is the nodal department for all the Central Public Sector Enterprises (CPSEs) and formulates general policy pertaining to CPSEs. It lays down, in particular, policy guidelines on performance improvement and evaluation, autonomy and financial delegation and personnel management in CPSEs. It furthermore collects and maintains information in the form of a Public Enterprises Survey on several areas in respect of CPSEs.

The Department is in the process of modifying its processes and procedures for implementation of the above mandate and additional work of monitoring CPSE during the year.

1. PROPOSAL

The Department proposes to engage one consultant for a period of 6 months, in order to meet the requirements arising out of the expanded scope of work of the Department.

2. SCOPE OF WORK

The Scope of work of consultant in DPE would involve analysis of Profit and Loss Account, Balance Sheet, Annual Reports, working out financial ratios, preparation of brief of companies based on the Annual Report and sectorial reports. The Consultant shall compile the quarterly data of the CPSEs in the allotted Sector(s)/ Sub sectors during the year and analyse the same and put up desired report to the concerned Director.

3. PROPOSAL SUBMISSION

Interested candidates should submit their applications as per **Annexure A** and **Annexure B** attached. The application format and undertaking shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment "**Engagement of Consultant in Department of Public Enterprises**". The applications should reach Under Secretary (Admn.), Department of Public Enterprises, Room No.424, 4th Floor, Block No.14, CGO Complex, Lodhi Road, New Delhi-110003 **by 15th March, 2019.**

4. ELIGIBILITY CRITERIA

a. Educational Qualification: Candidate should be a Cost Accountant or Chartered Accountant or MBA or a Master in Economics from a recognized institute. Candidate should also have proficiency in Computer skills.

b. Work Experience: Candidate having some work experience will be preferred.

c. Other : Candidate should not be more than 30 years as on 1-1-2019

5. SELECTION PROCESS

The selection process and other conditions for award of the assignment would be as under:

(i) The Screening Committee (SC) will scrutinise the applications received as per eligibility conditions and put up a panel for interview by Selection Committee.

(ii) The selection of the candidate(s) would be done by the Selection Committee based on the interview of the candidate from the panel recommended by the Screening Committee. Based on performance in interview and shortlisting based on meeting eligibility criteria, relevant experience etc. by the Screening committee, the Selection Committee would select a candidate best suited for the job. It may keep few candidates in the waiting list who would be engaged for future requirements, if required. The Committee would interview the shortlisted candidates; the date, time and venue of the same would be intimated separately to the shortlisted candidate. No TA/DA would be paid for the interview.

(iii) The application may be submitted in the pro-forma (**Annexure 'A' and Annexure 'B'**) available with the advertisement.

(iv) The services shall be rendered through physical performance in the office of DPE. However, the department reserves the right to seek their physical presence beyond office hours or on holidays if need arises.

(v) The Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. They will not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis).

(vi) Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of competent authority.

(vii) The remuneration payable to the consultant would be on fixed monthly basis. @ Rs.30,000/- (Rupees thirty thousand only). In case of unsatisfactory/sub-standard services, his/her service would be terminated without further notice and payment.

(viii) Services of the incumbents are liable to be terminated on one month's notice from either side.

(ix) The incumbent will have to furnish a Confidentiality Undertaking (Annexure B) before award of the assignment.

(x) The relevant documents w.r.t. eligibility criteria will have to be produced before the Department by the candidates called for interview.

6. **DISCLAIMER**

(a) The Department reserves the sole right to accept or reject any or all proposals thus received without assigning any reason thereof.

(b) The department will not be responsible for any delay on account of late submission of application. Late receipt of application will not be considered and will be rejected summarily.

(c) For any clarification, the undersigned can be contacted on Telephone No.24360823,



(Samsul Haque)

Under Secretary to the Govt. of India

Copy to :-

1. All Ministries/Departments (As per list)
2. NIC, DPE with the request to upload the RFP on the official website of DPE.
3. Notice Board.

APPLICATION FORMAT

1	Name (in Block Letters)	
2	Date of Birth	
3	Educational Qualification Rank if any	
4	Experience (give details in chronological order)	
5	Experience in CPSE matters/ Government/CPSE	
6	Address for Correspondence	
7	Telephone/Mobile No./E-mail ID	
<p>I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I will be solely responsible for any inaccuracy/wrong facts.</p>		
<p>Place: _____ Signatures of the applicant Date: _____ Name</p>		

UNDERTAKING

I, _____ S/o or D/o _____ R/o _____ hereby,
confirm that in case I am assigned the work of Consultant in the Department of Public
Enterprises; I shall not disclose any information, material, document that comes to my
knowledge/possession during the assignment. I shall maintain strict confidentiality regarding
the work.

Place:

Signatures

Date:

Name