

F.No.110011(2)/2017-Genl (DPE)  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhawan,  
Block No.14, CGO Complex,  
Lodhi Road, New Delhi-110003.  
Dated, the 14<sup>th</sup> November, 2019

**Request for Proposal (RFP) for engagement of one Consultant (IT Professional) in  
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.

As follow-up action on the recommendations of CPSE Conclave 2018, DPE has developed two portals viz. (i) a Knowledge Management Portal 'SAMANVAY' and (ii) action plan monitoring dashboard 'DRISHTI'. In order to monitor various activities related to these two portals, a dedicated Cell has been set up in Department which inter-alia will have one position of Consultant (IT Professional).

**Proposal**

The Department proposes to engage one Consultant (IT Professional) initially for a period of 1 year but extendable up to 3 years, in order to meet the requirements arising out of the additional work of monitoring of activities related to CPSE Conclave.

**Scope of Work**

The scope of work of Consultant (IT professional) would involve the following:

- (i) Compiling the data/information from both portals, analysing the same and preparing analytical reports periodically.
- (ii) Interacting/Coordination with CPSEs and Ministries on regular basis for collection and updation of information on both portals.
- (iii) Extending necessary support to DPE officials in smooth functioning of both portals
- (iv) Any other tasks as may be assigned by DPE



## Proposal Submission

Interested candidates should submit their applications as per attached Annexure A (application) and Annexure B (undertaking). Complete application and undertaking should be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment "**Engagement of Consultant (IT Professional) in Department of Public Enterprises**". The applications should reach to the Under Secretary (Admn.), Department of Public Enterprises, Room No. 409-A, Block No.14, CGO Complex, Lodhi Road, New Delhi-110003 **by 03.12.2019.**

## Eligibility Criteria

- (i) **Educational Qualification** - Candidate should have post-graduate degree from Government recognized university/institute and degree/diploma in Computer Science/Applications from Government recognized university/institute. Candidate having higher level of proficiency in IT skills would be preferred.
- (ii) **Work Experience** - Candidate having prior work experience in Government/Public Sector will be preferred.
- (iii) **Age** - Candidate should not be more than 35 years as on last date of application

## Selection Process

The selection process and other conditions for engagement of consultant (IT professional) would be as under:

- (i) The Screening Committee (SC) will scrutinise the applications received and shortlist a panel of maximum ten candidates for interview by Selection Committee. The Screening Committee comprises of the following officers of DPE:

- (a) Director (Management) - Chairman
- (b) Director (MoU) - Member
- (c) Deputy Secretary (Admin.) - Member

- (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 1-2 candidate(s) in the waiting list who could be engaged for any future requirements, if required. The Committee would interview the shortlisted candidates and 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.

Contd...page 3.



The Selection Committee comprises of the following officers of DPE:

- |    |                       |            |
|----|-----------------------|------------|
| a. | AS (Administration)   | - Chairman |
| b. | Adviser (GM & Policy) | - Member   |
| c. | DS/Director (IFW)     | - Member   |

(iii) The services shall be rendered through regular physical performance in DPE or any other location as may be decided by DPE. DPE reserves the right to seek their physical presence beyond office hours or on holidays if need arises.

(iv) The IT Professional 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).

(v) IT Professional shall be allowed TA/DA for their travel within country in connection with the official work after approval of competent authority, in case a need so arises.

(vi) The remuneration payable to the consultant would be on fixed monthly basis of @ Rs.30,000/- (Rupees thirty thousand only).

(vii) In case of unsatisfactory services, his/her services 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 as per Annexure B before award of the assignment.


(x) The relevant documents regarding eligibility criteria and experience will have to be produced by the candidates called for interview.

#### Disclaimer

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

(ii) 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.

For any clarification, Sh. Kranti Kumar, Assistant Director can be contacted on email - [kranti.kumar84@gov.in](mailto:kranti.kumar84@gov.in).



(P.K.Sharma)

Dy. Secretary to the Govt. of India

Copy to :-

1. All Ministries/Departments.
2. NIC, DPE with the request to upload the RFP on the official website of DPE for wide circulation.
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	

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.

Place:  
Date:

Signatures of the applicant  
Name



**Annexure - B**

**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