

**MINISTRY OF HEALTH & FAMILY WELFARE
National AIDS Control Organization**

EOI DOCUMENT

For

Hiring of firm/Agency/PSUs for Engagement of Consultants

In

**National AIDS Control Organization under Ministry of Health & Family Welfare, Govt. Of
India
Chandralok Building, 9th Floor, 36, Janpath, New Delhi-110001**

EXPRESSION OF INTEREST

NACO invites Expression of Interest (EOI) for Hiring of Firm/Agency/PSUs for Engagement of Consultants.

The EOI Document can be downloaded from e-Portal (<https://eprocure.gov.in/eprocure/app>) as well as from the NACO website www.naco.gov.in. The last date for submission of EOI is 21 days from the date of its publication. The date sheet is as under:

S No.	Description of Activities	Date & Time
1.	Publishing Date	24.6.2020, 15:00
2.	EOI Document available for Download	24.6.2020, 15:30
3.	Meeting for clarifications on Eoi	1.7.2020, 14:00
4.	Minutes of the meeting on clarification and revised Eoi document (if required) to be uploaded on E-Portal	3.7.2020, 14:00
5.	EOI Submission Start Date	3.7.2020, 14:30
6.	EOI Submission End Date	23.7.2020, 15:30
7.	EOI Opening Date	23.7.2020, 16:00



**(H.R. Rana)
Under Secretary to Government of India**

H.R. Rana, Under Secretary
आर.ए. राणा, Under Secretary
स्वास्थ्य एवं परिवार कल्याण विभाग
Ministry of Health & Family Welfare
Dept. of Health & Family Welfare
नई दिल्ली / New Delhi

1. This notice follows the General Procurement Notice under General Financial Rule i.e GFR 2017.
2. National AIDS Control Organization, Ministry of Health & Family Welfare, Govt. of India intends to utilize domestic budget for Hiring of firm/agency/PSUs for Engagement of Consultants.

3. **ABOUT NATIONAL AIDS CONTROL ORGANISATION (NACO)**

a) National AIDS Control Organization (NACO) under the Ministry of Health & Family Welfare envisions an India where every person living with HIV has access to quality care and is treated with dignity. In order to achieve the goal of, "halting and reversing the epidemic", the focus is laid on prevention, care, support and treatment efforts. National AIDS Control Programme (NACP), takes measures to ensure that people living with HIV have equal access to quality health services by fostering close collaboration with NGOs, women's self-help groups, faith-based organisations, positive people's networks and communities. NACO stands committed to building an enabling environment wherein those infected and affected by HIV play a central role in all responses to the epidemic.

b) The overall functioning of NACO can be divided into three broad Domains viz Prevention & Treatment Domain, Testing & Quality Assurance Domain and Institutional Strengthening Domain. There are various Divisions in NACO under these three broad Domains which includes the Technical Programme Divisions and Non-Technical Programme Divisions including Human Resource, Finance, Procurement, Information Education & Communication (IEC) and Mainstreaming etc.

c) The minimum qualification of most of the contractual positions required for its Technical Program division is MBBS or Post Graduation in the relevant field along with required number of years of experience. For the positions related to non-Technical divisions, required minimum qualification is Post Graduation in the relevant field along with the requisite number of years of experience. The details of the minimum qualification are given at Annexure I for reference.

d) Engagement of Consultants is on full working day basis and their place of work is New Delhi except for the Regional Level Positions.

e) Age limit for the consultants is not exceeding 60 years and having sound health to undertake extensive field visits.

f) The appointment of consultants is purely on contractual basis.

g) Indicative monthly consolidated remuneration of the consultants (3 levels) is given below.:

National Consultant : Rs.1,20,000/-

Consultant : Rs.78,000/-

Associate Consultant : Rs.50,000/-

4. Bidding will be conducted through the National Competitive Bidding procedures as per the requirements, under GFR 2017 of Ministry of Finance, GOI, as applicable.
5. The NACO, Government of India now invites eligible firms/agencies/PSUs who are being engaged to source and manage personnel requirements of NACO for its specific requirements. The detailed Role and Responsibilities of Agency are described in point no 11.
6. The contract will be for a period of three years. However, the performance of the services will be reviewed each year for considering continuation of contract in the subsequent year.

7 Qualification criteria

The minimum qualification criteria is as under and the proposal not meeting these criteria shall be rejected:

- a. The firm should be Private/CPSU/State PSU/Govt. /Semi-Government organization.
- b. The firm should have experience in providing similar consultant services as per the requirements given at para 3 (c).
- c. The Firm/Agency must have experience of at least three years of having carried out works of similar nature. The average annual turnover of consultant organization must be at least Rs. 70.00 Cr for last three financial years (FY 2016-17, 2017-18, 2018-19).
- d. The firm should have its PAN and GST registration number.
- e. The firm should have adequate infrastructure and qualified team/professional (minimum 05 numbers) for executing the project.
- f. The signed and scanned copy of documentary evidence in respect of above should be provided along with the proposal of EOI
- g. **"Joint Venture (JV) or Consortium are not eligible for this EOI."**

8. Mode of Evaluation/Screening

I. Experience in similar work in past years - 20 marks

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|------|-----------------|------------|
| i. | 03-04 years | - 10 Marks |
| ii. | 4.01 – 05 Years | - 15 Marks |
| iii. | 05.01 and above | - 20 Marks |

II. Work undertaken (In last five years) - 30 marks

Annual billing must be Rs 10.00 Cr and more.

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|------|---------------------|------------|
| i. | 01 No. of orders | - 10 Marks |
| ii. | 02-03 No. of Orders | - 20 Marks |
| iii. | 04 and above | - 30 Marks |

III. Financial soundness of the firm and turnover - 30 marks

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|----|---------------|------------|
| i. | Rs 70- 100 Cr | - 10 Marks |
|----|---------------|------------|

- | | | |
|------|------------------------|------------|
| ii. | Rs 100.01- 120 Cr | – 20 Marks |
| iii. | Rs.120.01 Cr and above | – 30 Marks |

IV. Technical capability (adequate infrastructure and team) - 20 marks

i) Adequate Infrastructure – 10 Marks

(A) Well Equipped IT system with the basic facilities of web conferencing like Skype, telephone interview, video conferences etc

(B) Well designed conference hall for conducting the interview and enough space for the waiting area of applicants

(C) Basic amenities like water dispenser , toilets (Men & Women separate) , Power back up , Fire safety , First Aids facility , Air conditioning etc

ii) Team / Manpower (Organogram must be enclosed) – 10 Marks

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|--------------------------|------------|
| (A) Team of 5- 10 | – 5 Marks |
| (B) Team of 11 and above | – 10 Marks |

Total	-100 marks
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9. Minimum selection marks will be 70%.

10. EOI should be as concise and focused as possible to give evidence of the above requirements. The short listing will be done on the basis of the above information/documents. RFP documents will be issued to the Shortlisted Firm & the agencies will be selected on least cost (L1) basis.

11. Scope of work/Terms of Reference

The firm will be responsible for the recruitment of the Consultants from the open market. The responsibilities to be borne by the firm can be classified broadly in two categories namely:

- A. Provisioning of Consultants to NACO as per NACO's requirements from time to time;
- B. Effective HR Management and Administration of Consultants including compliance with all statutory provisions

The detailed roles and responsibilities of the firm under both the categories are as follows:

A. Provisioning of Consultants at NACO

I. Pre-recruitment phase:

- Implement Recruitment Strategy, policies and practices as per existing procedure.
- Liaise with NACO to obtain the list of open positions & numbers with Job Descriptions for the open positions.

II. Selection phase

Activities Included

- Co-ordination of the panel(s) creation activity with members of NACO
- Short listing of candidates in consultation with NACO
- Facilitating Interview of candidates and evaluation of candidates
- Negotiation with the candidates and offer generation
- The activities also include facilitation of all the necessary logistical steps required for the interview process
- The selection Committee for interviewing the candidates will be formed in consultation with NACO.

I. Post Recruitment-Joining Phase

- Management of joining and post joining formalities.
- A. **Effective HR Management and Administration (Including Statutory)**
 - Implement the HR policies and arrangements as designed and developed by NACO.
 - Ensure smooth functioning of all administrative responsibilities including maintaining Consultant's records and other routine administrative functions.
 - Facilitate Performance Appraisal process as per the suggested process of Agency in coordination with NACO.
 - Management of funds received from NACO, towards management of the activities under this proposal.

Statutory

- Ensure all compensation and benefits related processes are handled smoothly
- Ensure that statutory and regulatory compliances, including Taxes are adhered to consistently.
- Manage all necessary statutory requirements related to joining and relieving of candidates including accounting and administrative process for the period of employment of the candidates deputed with NACO.

12. The EOI should be submitted in sealed envelope (Hard form) , super scribed as " Hiring of firm/Agency/PSUs for Engagement of Consultants in NACO" to the following address so as to arrive no later than 15:30 hrs on 23.7.2020 Canvassing with the Government of India, NACO, State Government or State AIDS Control Societies (SACS) for further information beyond that specifically made available would potentially lead to disqualification:



Shri H.R.Rana
Under Secretary to Government of India
National AIDS Control Organization
Ministry of Health and Family Welfare
9th Floor Chandralok building
36 Janpath , New Delhi-110001

एच. आर. राणा / H.R. RANA
अवर सचिव / Under Secretary
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नई दिल्ली / New Delhi



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The nature of qualification of the Consultants engaged in NACO (for reference)

- a. Post Graduate in Social Sciences/Social Work/Public Health/Psychology/Masters in Public Health/MBBS with DNB/MD in Medicine/Preventive and Social Medicine.
- b. MBBS with Post Graduate degree in Medicine/Preventive & Social Medicine/Community Medicine/ Masters in Public Health
- c. MD(Preventive & Social Medicine/Community Medicine) /MBBS with Degree/Diploma in Public Health or Fellowship in HIV Medicine/ Masters in Public Health/Health Management/ Medicine/TB/Chest/Pediatrics/ Gynecology /Microbiology
- d. MBBS/ Masters in Public Health/Health Management /Social Sciences
- e. Post Graduate in Social Sciences/Mathematics/Statistics/Biostatistics/Operational Research/Demography/ Public Health/Population Studies
- f. Post Graduate in Social Work/Sociology/ Psychology/ PhD (Microbiology)/ MD (Microbiology)/ DNB-Medical Microbiology /Laboratory Medicine / Masters in Public Health
- g. MBBS preferably with Post Graduate degree in Community Medicine/Public Health/VD/STI/Dermatology/BDS / M.Sc (Medical Microbiology/Biotechnology)/Masters in Public Health
- h. PhD/ MPhil/ MSW/MA (Social Work) / Psychology/ Sociology)/Masters in Public Health/Health Management/Health Administration
- i. MD/DNB(Community Medicine)/ PhD/Post Graduate in Social Sciences/Public Health/Population Studies/Epidemiology/Health Administration/Statistics/ Population Studies/Demography
- j. MCA from AICTE approved institute/university/ Post Graduate in Statistics/ Population Studies/Demography
- k. MBA in Advertising/ Communication /Post Graduate degree in Advertising/Communication/Social Sciences/Management/Public Administration
- l. Post Graduate in Human Resource Management/Social Work/Social Sciences
- m. Post Graduate in Commerce/Science/Pharmacy/Engineering/Management. Diploma in material management will be an added advantage