Seeking response from consulting firms/agencies which may be interested in providing research inputs to Press Wing of President’s Secretariat

The President’s Secretariat seeks to draw a list of consulting firms/agencies which may be interested in providing research inputs to its Press Wing on various issues of public affairs. The consulting firm/agency should be capable of handling the scope of work and meet the qualification as provided in Annexure-I.

2. Interested consulting firms/agencies may communicate their interest and response by post in sealed envelopes in prescribed format (Form-I) to the undersigned. Alternatively, the interest and response in prescribed format (Form-I) may be communicated by email to soadmn@rb.nic.in. In either case, your response should be reached this Secretariat by 15.05.2020.

3. Queries, if any, may be referred in writing to the Deputy Secretary(Adm), at the address mentioned below or Telephone No. 011-23015321 Ex 4317 or at E-mail shiv.chaturvedi@nic.in

“Deputy Secretary (Adm)”
President’s Secretariat
Rashtrapati Bhavan
New Delhi-110004

(Shivendra Chaturvedi)
Deputy Secretary (Admn)
President’s Secretariat
Rashtrapati Bhavan
New Delhi-110004
ANNEXURE-I

Scope of work and Qualification

(I) Consultant agency will provide to Press Wing, research support for carrying out its work. The expected outcomes from the agency shall be:

(a) to assist the press wing for preparation of research based material on different subjects and issues that may be of interest to the Press Wing;
(b) to provide research based reading material, write-ups, papers, etc. as and when they are needed on different topics
(c) to provide analytical reports about media coverage on different aspects and on issues indentified as important.
(d) to provide any other support that calls for carrying out research from primary or secondary sources for the use of Press Wing

(II) Researcher provided by the agency will provide inputs and research based papers, study materials etc. on various issues of public important to Press Wing of President's Secretariat. The topics of the research inputs may lie across a broad spectrum of topics and subjects such as matters of constitution and law, education, science and technology, social issue, history of Indian art, research on prominent personalities or institutions, economy, etc. The list of such issues is not exhaustive. Hence the agency should be able provide a team to researchers that can provide material and inputs across a broad spectrum of topics based on research of credible primary and secondary sources.

(III) It is expected that the support from the agency shall be provided round the clock and at least 03 researchers shall be dedicated by the agency for the work detailed above.

(IV) These researchers should have following qualification:-

(a) Education attainments: Must possess a Graduate Degree
(b) Research Experience: Must have worked on research of similar nature as described above for at least 3 years for Central or State Governments, Ministries and Departments of the Government (Central and State), public Bodies or Public Authorities.
(c) Language Skills: The team of researchers should have excellent writing skill in Hindi and English.

(V) Researchers can be asked to prepare such documents that may be needed by the Press Wing on short notice and with extremely tight deadlines.

(VI) Researchers will maintain confidentiality and discretion as directed by Press Wing.
FORM 1

CONSULTANT’S ORGANIZATION AND EXPERIENCE

A - Consultant’s Organization [Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.

B - Consultant’s Experience [Using the format below, provide information on upto 03 recent Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones detailed in Annexure-I (If possible, the employer shall specify exact assignment / job for which experience details may be submitted). In case of consortium, association of consultant, the consultant must furnish the following information for each of the consortium member separately]

1. Firm's name:
2. Assignment/job name:
3. Description of Project
4. Location within country:
5. Duration of Assignment/job (months):
6. Name of Employer:
7. Address:
8. Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):
9. Start date (month/year):
10. Completion date (month/year):
11. Name of senior professional staff of your firm involved and functions performed.
12. Description of actual Assignment/job provided by your staff within the Assignment/job: Note: Please provide documentary evidence from the client i.e copy of work order, contract for each of above mentioned assignment.