



कामये दुःखतप्तानाम् प्राणिनामार्तिनाशनम्

Expression of Interest
for
Empanelment of Central Public Sector Undertaking (PSUs)
as a
Service Provider
for
Hiring and Management of Human Resources
in
Pharmacy Council of India (PCI)

Issued by:

Pharmacy Council of India

**A Statutory body under the Ministry of Health & Family Welfare
Government of India**

Table of Contents

1.0 About the Department – Pharmacy Council of India	1
2.0 Invitation for Expression of Interest	2
2.1 Invitation.....	2
2.2 Fact Sheet.....	3
3.0 Instructions for the Proposals	4
3.1 Proposal Submission Process	4
3.2 Format & Signing of Proposals	4
3.3 Evaluation Criteria:	5
Stage 1: Evaluation of Pre-Qualification	5
Stage 2: Evaluation of Technical Proposals	8
Stage 3: Commercial Evaluation	14
3.4 Evaluation Methodology:	15
3.5 Right to Change	16
3.6 Right to Accept/Reject the Proposal	16
3.7 Clarifications	16
3.8 Performance Bank Guarantee	16
3.9 Clarifications on this document.....	17
4.0 Scope of Work.....	17
4.1 Indicative Lists of Job Profiles	17
4.1 Detailed Scope of Work.....	55
4.1.1 Hiring.....	55
4.1.2 Human Resource Management:.....	56
4.1.3 Hiring of Staff	57
4.1.4 Other Terms and Conditions	58
5.0 Project Duration:.....	61
6.0 Definitions	62
7.0 Proposal Submission Forms and Templates.....	64
Annexure 1: Pre- Qualification Proposal Submission Form	64
Annexure 2: Technical Proposal Submission Form	67
Annexure 3: Commercial Proposal Submission Form	68
Annexure 4: Commercial Proposal Template	70

Annexure 5: Experience in Hiring Multiple Job Profiles 73
Annexure 6: Geographical Locations 75



कामये द्, स्वतप्तानाम् प्राणिनामार्तिनाशनम्

1.0 About the Department – Pharmacy Council of India

The Pharmacy Council of India (PCI) is a statutory body working under the Ministry of Health and Family Welfare (MoHFW), Government of India, New Delhi. It is constituted under section 3 of the Pharmacy Act, 1948, and is responsible for the regulation of pharmacy education, for registration as a pharmacist under the Pharmacy Act, regulation of profession and practice of pharmacy.

The main objectives of the PCI are –

1. To prescribe the minimum standard of education required for qualifying as a pharmacist i.e., framing of education regulations prescribing the conditions to be fulfilled by the institutions seeking approval of the PCI for imparting education in pharmacy.
2. To ensure uniform implementation of the educational standards throughout the country.
3. To approve the courses of study and examination for pharmacists i.e., approval of the academic training institutions providing pharmacy courses.
4. To withdraw approval, if the approved course of study or an approved examination does not continue to conform with the educational standards prescribed by the PCI.
5. To approve qualifications granted outside the territories to which the Pharmacy Act extends i.e., the approval of foreign qualifications.
6. To maintain the Central Register of Pharmacists based on data forwarded by the State Pharmacy Councils.

2.0 Invitation for Expression of Interest

2.1 Invitation

PCI is inviting Expressions of Interest with proposals for the Empanelment of Central PSUs as a service provider for Hiring and Management of Manpower/Human Resources in the Pharmacy Council of India (PCI).

The successful Central PSU will be engaged in providing Hiring & Management of Human Resource Services at the Pharmacy Council of India (PCI) for the requirements defined in the Scope of Work and Terms of Agreement.

The agreement will be initially for 36 months from the date of signing of the MoU and may be extended further at the same rates, terms, and conditions based on the approval of the competent authority for another one (1) year.

For the submission of the proposal, kindly refer to the following conditions as mentioned below:

- a) The Central PSUs are advised to study the EoI document carefully. Submission of Proposals shall be deemed to have been done after careful study and examination of the proposal document with a full understanding of its implications. Central PSUs are advised to follow the instructions provided in the EoI for submission of the Proposals through offline mode via courier services at the registered address of the PCI.
- b) Proposal documents should be signed by authorized signatory appointed by the bidding organization's board of directors or delegated representative having power of attorney to represent the bidding organization.
- c) Intending Central PSUs are advised to check the PCI website <https://pcionline.co.in/> or <https://pci.nic.in/> tender section at least three days prior to the closing date of submission of tender for any corrigendum/addendum/ amendment on this EOI.
- d) Proposals will be opened as per the date/time mentioned in the EOI documents. After the opening of the prequalification/ technical proposal in the presence of the authorized

representative, the results of bid qualification as well as the commercial proposal opening date will be intimated separately to the participants.

- e) Not more than one tender shall be submitted by one bidder or Central PSUs having a business relationship.
- f) The Pre-Qualification criteria for the Central PSUs should be fulfilled for consideration of the Proposals. The bid document is confidential and not transferable.
- g) The Fact Sheet is enclosed below:

2.2 Fact Sheet

Table 1: Fact Sheet

Name of the Purchaser	Pharmacy Council of India
Addressee and Address:	The Registrar, Pharmacy Council of India (PCI) NBCC Centre, 3rd Floor, Plot No.2, Community Centre, Maa Anandamai Marg, Okhla Phase – I, Landmark - (Near Hotel Crowne Plaza), New Delhi – 110020
Name of the Contact Person for any clarification	Sh. Anil Mittal Registrar-cum-Secretary <i>E-mail: registrar@pci.nic.in</i> Note: Queries should be submitted via E-mail only within the specified period.
Date of publication	01-10-2024
Pre-Proposal Meeting (In Office)	04-10-2024 at 11:30 AM
Proposal submission start date	07-10-2024
Proposal submission end date	22-10-2024
Proposal opening date	To be notified further by the PCI
Commercial Proposal Opening Date	To be notified further by the PCI

Note: The above dates, time, and venue may be altered by the PCI at its sole discretion after giving prior notice to the Central PSUs. Some of the information provided in the above table is further elaborated in the subsequent sections of this document and the information provided in the table and subsequent sections of this document are to be read in conjunction and are to be interpreted harmoniously.

3.0 Instructions for the Proposals

3.1 Proposal Submission Process

- a) The Financial Proposal as mentioned in the Commercial Proposal is provided in annexures along with this document. Central PSUs are advised to download this Bill of Quantity (BOQ) as it is to quote their offer/rates in the permitted column and upload the same in the Commercial Proposal. The Central PSUs shall not tamper/modify the downloaded price bid template in any manner. In case, the same is found to be tampered/modified in any manner, the bid will be rejected.
- b) The Commercial Proposal should clearly indicate the price to be charged without any qualifications whatsoever and should separately mention all other charges as may be applicable in relation to the activities proposed to be carried out. The cost of all activities and statutory liabilities other than taxes and duties incidental to the discharge of responsibilities under this EOI shall be covered under service charges and the bidder shall quote its prices accordingly.
- c) The Central PSUs are advised not to indicate any separate discount. Unconditional discounts, if any, should be merged with the quoted prices. Discounts of such type, indicated separately, will not be taken into account for evaluation purposes. However, if such an offer, without considering discount, is found to be the lowest, the PCI shall avail such discount at the time of award of the contract.

3.2 Format & Signing of Proposals

- a) The proposal must contain the name, office, and office addresses including telephone number(s) of the person(s) who are authorized by the tenderer to submit the proposal with their signatures.
- b) Un-signed, un-stamped, and without a certificate for an authorized person, the proposal shall not be accepted.

3.3 Evaluation Criteria:

The evaluation will be done in three phases by the Technical Evaluation Committee (TEC) set up by PCI. At any time during the process of evaluation, the PCI may seek specific clarifications from any or all companies on the recommendation of the Evaluation Committee:

1. Evaluation of Pre-Qualification Proposal.
2. Evaluation of Technical Proposal.
3. Evaluation of Commercial Proposal.

The Technical Evaluation Committee (TEC) shall first evaluate the Pre-Qualification Proposal as per the Pre-Qualification Criteria mentioned below. The Pre-Qualification Proposal shall be evaluated based on the information provided by the company in the Pre-Qualification Proposal and the supporting documents. Companies' Proposals failing to either meet any of the Pre-qualification criteria or not furnishing the requisite supporting documents/documentary evidence will be rejected.

Stage 1: Evaluation of Pre-Qualification

Sl. No	Parameters	Pre-Qualification Criteria	Documents Required
1.	Legal Entity/ Registration	a. Central PSUs must be incorporated in India under the Companies Act, 1956 and subsequent amendments thereto. b. Central PSUs should have their own GST Registration No. and	a. The attested copy of Certificate of Incorporation or Registration as the case may be from the Authorized Signatory. b. The attested copy of valid GST Registration Certification and PAN

		PAN Number	Card Number from the Authorized Signatory.
2.	Similar Experience in providing Manpower Hiring services	<p>The Central PSUs should have a minimum of five years of experience as on 31.03.2024 in hiring various resources as mentioned in the scope of work i.e. IT Professionals, Management Professionals, Administrative, Legal, Accounting, Consultants, etc. for Government Departments/ Statutory/ Autonomous Bodies/ Public Sector Undertakings/ Banks/ Financial Institutions. Central PSUs must have hired at least 50 Manpower in the last three financial years ending 31.03.2024.</p>	<p>a) Copy of the oldest work order or contract or Completion Certificate or copy of invoice raised along with proof of transactions relating to hiring activities related to similar profiles.</p> <p>b) Copy of the audited report for the last three years which shows the number of resources hired for their clients. In case the audited report not showing the same then a certificate from CA should be submitted.</p> <p>Alternatively, the Central PSU can submit a set of invoices raised to their clients along with proof of transactions and other supporting documents to ascertain the number and field of hired</p>

			resources.
3.	Similar Nature of Client and Annual Average Turnover	Central PSUs should have at least 3 clients from Government Departments/Statutory/Autonomous Bodies/Public Sector Undertakings/ Banks/ Financial Institutions/ with total annual billing related to the hiring of resources i.e. IT Professionals/ Management Professionals/Administrative /Legal/ Accounting/ Consultants etc. or human resource management service of at least Rs. 5 Cr in last three financial years (2021-22, 2022-23, 2023-24).	Copy of work order/copy of the contract or client's completion certificate showing annual billing of the client. In case the client's certificate regarding satisfactory completion is not available, proof of completion in the form of a complete set of invoices raised along with proof of transactions in respect of the claimed work or a certificate from the Chartered Accountant indicating the year-wise value received by the Central PSUs under the claimed work orders/contracts may be considered.
4.	Geographical Presence	Central PSUs should have experience in hiring and/or management of human resources for a minimum duration of two years at the Delhi/NCR.	Copy of work order/contract or client's certificate of successful completion/ part completion (in the case of ongoing work) of work issued by the client.
5.	Experience in hiring in multiple job profile	The Central PSUs must have experience in hiring at least two job profiles in the	Copy of work order/contract indicating job family. In case job families are not

		Accounts, Policy, Administration, Inspection, Legal, and IT sections mentioned in the indicative job profile list. If the job profiles mentioned in specific sections are less than or equal to 3 then Central PSUs must have experience in hiring at least one job profile.	mentioned in the work order/Contract then Central PSU may submit the Job profile shared by the client during hiring to ascertain the claim. Alternatively, the Central PSU can submit other supporting documents to ascertain their claims.
6.	Non-Blacklisting	The Central PSUs should not be blacklisted or barred from any Govt/PSU/large enterprise organizations/ Autonomous Bodies/BFSI	Certificate/Declaration from the Authorized Signatory

Stage 2: Evaluation of Technical Proposals

The Technical Proposals of only those Central PSUs will be evaluated, who qualify in the evaluation of the Pre-qualification Proposals. The Technical Proposals/presentations given by the shortlisted central PSUs will be analyzed by the Technical Evaluation Committee (TEC) constituted by the PCI.

The qualification of the Central PSUs and the evaluation criteria for the Technical Proposal shall be as defined below in the Table. Each responsive proposal will be given a technical score.

A Bid shall be rejected at this stage if it does not respond to important aspects of this EOI or if it fails to achieve the minimum technical score i.e. 70 Marks.

Sl. No	Evaluation Criteria	Max. Score	Proof Required
1	<p>Number of years of similar work experience as of 31.03.2024 in hiring various resources as mentioned in the scope of work i.e. IT Professionals, Management Professionals, Administrative, Legal, Accounting and Finances, Consultants, etc. for Government Departments/ Statutory/ Autonomous Bodies/ Public Sector Undertakings/ Banks/ Financial Institutions.</p> <ul style="list-style-type: none"> • More than 7 years - 10 marks • More than 5 years & up to 7 years - 8 marks • Up to 5 Years – 5 marks 	10	<p>The copy or Completion Certificate of the satisfactory completion of the work by the competent authority.</p> <p>Or</p> <p>Copy of the oldest work order or contract or Completion Certificate or copy of invoice raised along with proof of transactions.</p>

2	<p>Annual Average Turnover: Central PSUs should have executed the projects related to hiring various resources as mentioned in the scope of work within a year in the last three financial years as on 31.03.2024 i.e. 2021-22; 2022-23; and 2023-24.</p> <ul style="list-style-type: none"> • More than Rs. 5.0 Cr - 15 Marks • Rs. 3.0 Cr to Rs. 5.0 Cr – 10 Marks • Less than 3.0 Cr – 8 Marks 	10	Copy of the work order or agreement copy/ MoU or Completion Certificate relating to Hiring and Management services.
3	<p>Central PSUs should process the following certificates regarding ISO Certifications and these certificates need to be valid at the time of submission of a Bid.</p> <ul style="list-style-type: none"> • ISO 9001:2015 certification – 5 Marks • ISO 30409:2016 – 5 Marks 	10	A valid certificate copy for the mentioned certifications must be required.

4	<p>Average Number of professionals hired in the past three years ending on 31.03.2024 for the job profiles belonging to the following sections i.e. Legal, Policy, and Inspections.</p> <ul style="list-style-type: none"> • 10-20 resources - 07 marks • 21-25 resources - 10 marks • More than 25 resources - 15 marks 	15	<p>Copy of audited report of last three years which shows a number of resources hired for their clients. In case audited reports are not showing the same then a certificate from CA should be submitted.</p> <p>Or,</p> <p>Copy of the work order or agreement copy/ MoU or Completion Certificate relating to Hiring and Management services.</p>
5	<p>Average Number of professionals hired in the past three years ending on 31.03.2024 for the job profiles belonging to the following sections i.e. IT, Admin, Accounting and Finance, and others.</p>	15	<p>Copy of audited report of last three years which shows a number of resources hired for their clients. In case audited reports are not showing the same then a certificate from CA should be submitted.</p> <p>Or,</p>

	<ul style="list-style-type: none"> • 15-20 resources - 07 marks • 21-30 resources - 10 marks • More than 30 resources - 15 marks 		Copy of the work order or agreement copy/ MoU or Completion Certificate relating to Hiring and Management services.
6	Presentation by Central PSUs: Central PSUs need to submit the presentation to PCI with a detailed approach.	15	Detailed Technical presentation to be submitted.
7	<p>The number of states where Central PSUs have provided hiring and management of human resource services in the past 5 years ending on 31.03.2024:</p> <ul style="list-style-type: none"> • 1 State - 05 marks • 3 States - 07 marks • More than 4 States - 10 marks 	10	HR declaration on company letterhead or, Copy of the work order or agreement copy/MoU or Completion Certificate relating to IT Projects/Software Services/Development/Maintenance and support activities.
8	Number of Technical/Non-Technical professionals hired by Central PSUs on CTC of 7 lakhs per year and above within a year	15	<p>Copy of work order/contract or client's certificate of successful completion/part completion (in the case of ongoing work) of work issued by the client.</p> <p>The work order/contract and/or client's certificate for experience should mention the</p>

	<p>in the last three financial years as on 31.03.2024.</p> <ul style="list-style-type: none"> • Up to 10 Resources: 7 Marks • 10 to 20 Resources: 10 Marks • 20 to 25 Resources: 12 Marks • More than 25 Resources: 15 Marks 		<p>area of specialization/job field of hired resources and their yearly Cost to Company (CTC).</p>
	Total Marks	100	

After receipt of the technical proposals and detailed presentations by the shortlisted central PSUs, the PCI committee will select the Central PSU based on the assessment of technical capability. The decision of the council in this regard will be final.

- PCI may seek clarification/ original documentary evidence on any of the submitted documents at any point during the evaluation. Central PSUs may have to submit supporting documents if required during the evaluation. However, that would not entitle the Central PSUs to change or cause any change in the substance of the Proposal submitted or the price quoted.
- When deemed necessary, PCI may seek clarification on any aspect from the Central PSUs.
- PCI may independently verify the claims made by the Central PSUs in the technical Proposal if required.

Stage 3: Commercial Evaluation

- Commercial Proposals of only those Central PSUs who are technically qualified shall be opened on the date and time communicated by the PCI.
- The evaluation methodology for this tender is based on the QCBS Method.
- If a firm quotes NIL charges/consideration, the proposal shall be treated as unresponsive and will not be considered.
- Evaluation of the Proposal will be online and offline, and comments of the offline committee will be uploaded as per the online process.
- Only fixed-price commercial Proposals indicating total prices for all the deliverables/services specified in this Proposal document will be considered.
- The Proposal price will include all taxes and levies and shall be in Indian Rupees (up to two decimal points and not in percentages) and mentioned separately.
- Any other charges quoted by the Central PSU shall include all the costs associated with the assignment.
- Any conditional/incomplete proposal will be rejected.
- Testing of candidates during the hiring process shall be done by the Purchaser; hence cost towards this may not be included in the service charges.
- The total service charges against hiring and HR Management indicated in the Commercial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Commercial Proposal, it shall be considered non-responsive and liable to be rejected.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: “If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.
- Errors & Discrepancies: Any errors and discrepancies in the information given in financial and technical Proposals, calculations, mismatch in rates and costs, etc. will lead to rejection of the Proposal.

- Information provided in other than the format mentioned will not be considered for evaluation.
- Prices in any form or by any reason before opening the Commercial Proposals should not be revealed, failing which the offer shall be liable to be rejected.

3.4 Evaluation Methodology:

Under QCBS Selection, the technical Proposals will be allotted a weightage of 70% (Seventy Percent) while the financial Proposals will be allotted a weightage of 30% (Thirty Percent). A proposal with the lowest cost may be given a financial score of 100 (hundred) and other Proposals are given financial scores that are inversely proportional to their prices w.r.t the lowest offer. Similarly, Proposals with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (hundred) and other Proposals be given technical scores that are proportional to their marks w.r.t the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. The bid obtaining the highest total combined score in the evaluation of quality and cost will be ranked as H-1 followed by the Proposals securing lesser marks as H-2, H-3 etc. The Proposal securing the highest combined marks and ranked H-1 shall be recommended for the award of the contract. In the event, that two or more Proposals have the same score in the final ranking, the Bid with the highest technical score will be H-1. In such as case, the Evaluation Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid.

$$B = C(\text{Low})/C X + T/T (\text{High}) (1-X)$$

Where;

C = Evaluated Bid Price

C (Low) = the lowest of all evaluated Bid Prices among responsive Proposals.

T = The total technical score awarded to the Bid.

T (High) = The technical score achieved by the Bid that was scored best among all responsive Proposals.

$X =$ Weightage of the price as specified in the BDS.

The Bid with the best-evaluated Bid score (B) among responsive Proposals shall be the most advantageous.

3.5 Right to Change

PCI may at any time during the period of engagement, by a written order given to the Central PSUs, make changes within the general scope of the engagement.

3.6 Right to Accept/Reject the Proposal

PCI reserves the right to accept and reject all Proposals at any time before the engagement of agencies, without thereby incurring any liability to the affected Bidder or Central PSUs or any obligation to inform the affected Central PSUs of the grounds for the PCI action.

3.7 Clarifications

When deemed necessary, PCI may seek clarification on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Proposals submitted or the price quoted.

3.8 Performance Bank Guarantee

- Within 14 days after the issuance of the Award by the Purchaser to the Central PSUs but before the signing of the contract, the successful Central PSUs shall furnish the Performance Bank guarantee.
- The successful bidder shall be required to furnish a Performance Guarantee equivalent to 5% value of the total landed value of the contract (including all taxes, duties, and other costs and charges).
- The Performance Guarantee shall be in the form of a Bank Guarantee issued by an RBI-scheduled bank in India in the prescribed format on a non-judicial stamp paper.
- The PBG (s) shall remain valid for a period of Guarantee/warranty plus three months.
- GST shall be applicable on Performance Guarantee forfeiture and will be extra and recovered from suppliers/bidders.

3.9 Clarifications on this document

A prospective Bidder or Central PSU requiring any clarification of the Bid Document may notify the PCI in writing at the PCI mail address i.e. registrar@pci.nic.in. The queries must be submitted in Excel format.

4.0 Scope of Work

The objective of engaging Central PSUs for Hiring and Management of Human Resources is to onboard a reputed Central PSU for the following services to PCI:

- Hiring Services–Hiring of technical and non-technical professionals, Management professionals, and other resources on the requirement of PCI and deploying them at the PCI office.
- Human Resource Management Services–Providing HR Management Services to PCI, including but not limited to staff performance appraisals, payroll management, leave management, travel/expense management, role-based training needs identification, training and skilling, human resources onboarding, background/Character checks/police verification, etc.
- Management and onboarding of existing PCI contractual staff on the same pay level.
- The Pharmacy Council of India shall as and when required have the sole discretion to increase and decrease the manpower and decide their remunerations.


On award of the contract, successful participants i.e. Central PSUs will be required to provide the services as per the detailed scope of work. The number of Persons required for each specific profile will be communicated later on based on the requirements of the PCI. The overall tenure for each resource will be 1 year subject to extension based on merit and performance for respective employees.

4.1 Indicative Lists of Job Profiles


The indicative list of job positions at PCI for which hiring is expected, but not limited to, during the period of the contract is as under.

Table 2: List of Indicative Job Profiles

#	Post	Section	Education Qualifications/Experience	Age (from the date of the advertisement)	Skillset Required
1.	Advisor: Policy Bureau	Policy	<p>Educational Qualification: Ph. D in Pharmacy with UG and PG (M. Pharm or Pharm. D) qualification in Pharmacy obtained from an institution approved under section 12 of the Pharmacy Act, 1948.</p> <p>Experience: Minimum 15 years post qualification experience in teaching/research / regulatory out of which 5 years should be in administrative responsibility.</p>	Not more than 50 years	<p>Essential skills:</p> <ul style="list-style-type: none"> • Proficiency in framing policies and schemes as per the provisions of the Pharmacy Act 1948 and various Regulations made thereunder. • Management of amendments in the Pharmacy Act and Regulations made thereunder. • Pursuance with parent ministry / other departments. • Management of various meetings of the Council.

			 <p data-bbox="453 1429 1136 1496">कामये दुःखतप्तानाम् प्राणिनामर्तिनारुणम्</p>	<ul style="list-style-type: none"> • Management of RTI, Court cases, and Public Grievances. • Providing supporting data for the preparation of replies to Parliament Questions. • Any other work as assigned by the Competent Authority from time to time. <p>Desirable skills</p> <ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written communication. • Knowledge of modern management techniques, and computer applications. • Experience with computer-based surveys and a wide range of
--	--	--	--	---

					cognitive or educational measures
2.	Advisor: Approval Bureau	Inspection	Educational Qualification Ph. D in Pharmacy with UG and PG (M. Pharm or Pharm. D) qualification in Pharmacy obtained from an institution approved under section 12 of the Pharmacy Act, 1948. Experience: Minimum 15 years post qualification experience in teaching / research / regulatory out of which 5 years should be in the administrative responsibility.	Not more than 50 years	Essential skills: <ul style="list-style-type: none"> • Management of the Approval process of Pharmacy institutions under the Pharmacy Act 1948 and Regulations made there under which includes evaluating the inspection reports, office note for any shortcomings and prepare the agenda. • RTI and Public Grievances management. • Provide supporting data for preparation of replies to court matters and Parliament Questions. • Any other work

					<p>as assigned by the Competent Authority from time to time.</p> <p>Desirable skills</p> <ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written communication. • Knowledge of modern management techniques, and computer applications. • Experience with computer-based surveys and a wide range of cognitive or educational measures.
--	--	--	---	--	---

3.	Advisor: Accounts and Finance Bureau	Accounting & Finance	Educational Qualification: CA or Master in Commerce and Accounts Experience: Minimum 15 Years experience of Central or State Governments or Central / State Govt. Universities or Autonomous Bodies set up by Government in accounting/budgeting/auditing / Indirect Tax/cash and general finance matters. Knowledge of Government rules and regulations.	Not more than 50 years	Essential skills <ul style="list-style-type: none"> • Proficiency in the Preparation of budgets under Plan and Non-Plan Head for various schemes. • Preparation of Annual Accounts of the Council and submission to MoHFW and CAG. • Coordination with CAG in conducting certification & transaction Audits every year. • RTI and court matter management. • Ensure compliance with various laws like GST, Income Tax, or any other applicable law/s. • Any other work as assigned by
----	---	---------------------------------	---	------------------------	---

					<p>the Competent Authority from time to time.</p> <p>Desirable skills</p> <ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written communication • Knowledge of modern management techniques, and computer applications related to accounts software like Tally, etc.
4.	Technical officer (Approval Bureau)	Inspection	<p>Educational Qualification:</p> <p>Ph. D in Pharmacy with UG and PG (B. Pharm and M. Pharm) qualification in Pharmacy obtained from an institution approved under section 12 of the Pharmacy Act, 1948.</p> <p>Experience:</p>	Not more than 35 years	<p>Essential skills</p> <ul style="list-style-type: none"> • Management of the Approval process of Pharmacy institutions under the Pharmacy Act 1948 and Regulations made there which includes evaluating the

			<p>5 Years of experience in teaching/ research/ regulatory/ hospital pharmacy / out of which preferably 2 years shall be in a responsible administrative position.</p>		<p>inspection reports, office notes for any shortcomings, and preparing the agenda.</p> <ul style="list-style-type: none"> • Provide supporting data for the preparation of replies to court matters and Parliament Questions. • Any other work as assigned by the Competent Authority from time to time. <p>Desirable skills:</p> <ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written communication. • Knowledge of modern management techniques, and computer applications. • Experience with computer-based
--	--	--	--	--	--



					surveys and a wide range of cognitive or educational measures.
5.	Technical Assistant (Policy Bureau)	Policy	<p>Educational Qualification: M. Pharm from an institution approved under section 12 of the Pharmacy Act, 1948.</p> <p>Experience: 3 Years' experience in teaching/ research/ regulatory/ hospital pharmacy / out of which preferably 1 year shall be in a responsible administrative position</p>	Not more than 30 years	<p>Essential skills</p> <ul style="list-style-type: none"> • Proficiency in framing policies and schemes as per the provisions of the Pharmacy Act 1948 and various Regulations made thereunder. • Management of various meetings of the Council. • Management of RTI, Court cases, and Public Grievances. • Providing supporting data for the preparation of replies to Parliament

					<p>Questions.</p> <ul style="list-style-type: none"> Any other work as assigned by the Competent Authority from time to time. <p>Desirable skills</p> <ul style="list-style-type: none"> Fluency in English. Proficiency in verbal and written communication. Knowledge of modern management techniques, and computer applications. Experience with computer-based surveys and a wide range of cognitive or educational measures.
6.	Technical Assistant	Policy/Inspection	<p>Educational Qualification:</p> <p>Pharm. D / Pharm. D (PB) from an institution approved under section 12 of the Pharmacy Act, 1948.</p>	Not more than 30 years	<p>Essential skills</p> <ul style="list-style-type: none"> Implementation of Pharmacy Practice Regulations, 2015. Preparation of Presentations

			<p>Experience: 3 years of experience in teaching/ research/ regulatory/ hospital pharmacy / out of which preferably 1 year shall be in a responsible administrative position.</p>		<p>for the Ministry on various Education Regulations.</p> <ul style="list-style-type: none"> • RTIs and Public Grievances • Providing supporting data for preparation of replies to Parliament Questions • Any other work as assigned by the Competent Authority from time to time. <p>Desirable skills</p> <ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written communication. • Knowledge of modern management techniques, and computer applications. • Experience with computer-based surveys and a wide range of
--	--	--	--	--	--



					cognitive or educational measures.
7.	Accountant	Accounting & Finance	<p>Educational Qualification: B. Com</p> <p>Experience: Minimum 3 year's experience in accounting/budgeting/handling of bills, cash, and general finance matters. Knowledge of Government rules & regulations</p>	Not more than 30 years	<p>Essential skills</p> <ul style="list-style-type: none"> • Reconciliation of various bank accounts. • Scrutiny of the bills submitted by PCI inspectors, suppliers, vendors service providers, etc. and submit for approval of the competent authority as per the timeline SOP of the council. • Finalization of pay bills for the employees of the council and pensioners and timely release of salaries and pensions or any other approved request. • Any other work as assigned by the competent

					<p>authority from time to time</p> <p>Desirable skills</p> <ul style="list-style-type: none"> • Knowledge of modern management techniques, and computer applications related to accounts software like Tally, etc.
8.	Senior Accountant	Accounting & Finance	<p>Educational Qualification: M. Com</p> <p>Experience: 5 years of experience in finance and accounts in a reputed organization.</p>	Not more than 30 years	<p>Essential skills</p> <ul style="list-style-type: none"> • Preparation of Budget. • Finalization of Annual Accounts. • To get the accounts audited from the statutory bodies. • Reply to the observations of the Audit party. • GST and TDS calculations and timely submission of Challans with the concerned statutory

					<p>bodies.</p> <p>Desirable skills</p> <ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written communication • Knowledge of modern management techniques, computer applications relating to Accounts work like Tally, etc.
9.	Data Entry Operator	Inspection	<p>Educational Qualification: B.Sc./B.A/BBA/B.Com/BCA from recognized institutions.</p> <p>Experience: 2 years of experience in a reputed organization</p>	Not more than 25 years	<p>Essential skills</p> <ul style="list-style-type: none"> • Minimum 35 words per minute typing speed on computer. • Specialization in MS Office/MS Excel/TALLY. <p>Desirable skills</p> <ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written

					<p>communication</p> <p>.</p> <ul style="list-style-type: none"> • File work.
10.	System Analyst	IT	<p>Educational Qualification B.Tech. in Computer Science or MCA.</p> <p>Experience 3 years of experience.</p>	Not more than 30 years	<p>Essential skills</p> <ul style="list-style-type: none"> • Familiarity with different operative systems, hardware configurations, programming languages, and software and hardware platforms. • To ensure that systems, infrastructures, and computer systems are functioning effectively and efficiently. • Implement best practices for scalability, supportability, ease of maintenance, and system performance. • Data mapping and providing documentation



					<p>of all processes and training as needed.</p> <ul style="list-style-type: none"> • Define and coordinate the execution of testing procedures and develop test cases to serve the overall quality assurance process. • Develop and implement maintenance procedures, monitor systems health, gather system statistics, and troubleshoot. • Perform design, implementation, and upgrades of information systems to meet the Council's needs. • To create the action plan
--	--	--	---	--	--

					<p>based on the current system, procedure, and processes.</p> <ul style="list-style-type: none"> To fetch and analyze the data of institutions, faculty, etc. as per the requirement and suggest the action plan. <p>Desirable skills</p> <ul style="list-style-type: none"> Fluency in English. Proficiency in verbal and written communication
11.	Assistant Programmer	IT	<p>Educational Qualification B.Tech. in Computer Science or MCA.</p> <p>Experience: 3 years of experience in developing customized software, writing programs, etc.</p>	Not more than 30 years	<p>Essential skills</p> <ul style="list-style-type: none"> To develop customized software to the Council's requirements. Write / Rewrite programs as instructed to increase operating efficiency.

					<ul style="list-style-type: none"> • Train and supervise data entry operators. • Prepare and update user manuals. • Assist users on software-related issues through the Help Line service. <p>Desirable skills</p> <ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written communication
12.	Public Relations Officer	Policy/Admin	<p>Educational Qualification: Bachelor in Journalism and mass communication from a recognized Institute/University.</p> <p>Experience: 2 years of experience in handling media in Central or State Government Organizations Public</p>	Not more than 30 years	<p>Essential skills</p> <ul style="list-style-type: none"> • Skills to handle both electronic and print media. • To handle Twitter, Facebook, and other social media accounts of PCI. • Coordination with PCI members i.e.

			Sector Undertakings or Autonomous bodies or Research Institutes		<p>timely disposal of their queries by coordinating with the Council's concerned departments.</p> <p>Desirable skills</p> <ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written communication.
13.	Consultant (Administration)	Admin	<p>The salary Govt. retired persons as consultants will be paid remuneration @ Last basic pay drawn Basic Pension + DA at prevailing rates.</p>	<p>They should attain not more than 63 years of age as of the last date of receipt of the application</p>	<p>Essential Skills</p> <ul style="list-style-type: none"> • Ability to plan, execute, and oversee administrative projects from initiation to completion. • Strong ability to manage and prioritize multiple tasks and projects. • Experience with managing and guiding organizational changes and

					<p>process improvements.</p> <ul style="list-style-type: none"> • Experience in managing relationships with external vendors and service providers. • Understanding of budgeting, financial forecasting, and cost management as per the government norms. <p>Desirable Skills</p> <ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written communication.
14.	Associate (HR Admin)	Admin	<p>Educational Qualification: B. Pharm+ MBA Or MBA from a recognized University</p> <p>Desirable:</p>	Not more than 35 years	<p>Essential Skills</p> <ul style="list-style-type: none"> • Maintain employee records Update HR databases (e.g. new hires, separations, vacation, and


		<p>B. Pharm+ MBA and Candidates who had experience in any Government office would be preferred.</p>	 <p>कामये दुःखतप्तानाम् प्राणिनामर्तिनारणम्</p>	<p>sick leaves).</p> <ul style="list-style-type: none"> • Assist in payroll preparation by providing relevant data, like absences, bonuses, and leaves Prepare paperwork for HR policies and procedures. • Process employees' requests and provide relevant information Collaborate with the Recruiter. • Manage the department's telephone center and address queries accordingly. Prepare reports and presentations for internal communication s. <p>Desirable skills</p>
--	--	---	--	---

					<ul style="list-style-type: none"> • Fluency in English. • Proficiency in verbal and written communication.
15.	Consultant (Hindi)	Policy	The officer should have retired from the post pertaining to the Official Language (Hindi) in the Central Government, Statutory Body, or Autonomous Body. Must have excellent command of both English & Hindi Languages	Should attain not more than 63 years of age as of the last date of receipt of the application	<ul style="list-style-type: none"> • Assistance to take action on the orders, and guidelines received from the Ministry, Official Language Dept., TOLIC, • Assistance in preparation of various reports, received from the sections. • Hindi Correspondence , compliance to various rules/guidelines of the Government of India for implementation of progressive use of Hindi in official correspondence.

				<ul style="list-style-type: none"> • Assistance in Correspondence with various organizations. • Assistance in organizing Hindi workshops and Hindi month. • Translation of various circulars, office orders, memoranda, etc. • Translation work of the various schemes., • Translation of Annual Report, Administrative Report, Web material, and documents received from Ministry. • Assistance in preparation for various Official Language Inspections i.e. Parliamentary Committee,
--	--	--	---	---

					Department of Official Language, and also from ministry.
16.	Junior Hindi Translator (Associate)	Policy	<p>Master's degree from a recognized University in Hindi/English with English/Hindi as a compulsory, elective subject or as a medium of examination at the degree level</p> <p>Or</p> <p>Master's degree from a recognized University in any subject other than Hindi/English with Hindi and English as compulsory elective subjects or either of two as a medium of examination & the other as compulsory/elective subjects at a degree level.</p> <p>Or</p> <p>Master's degree from a recognized University in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory /elective</p>	Not more than 35 years	<ul style="list-style-type: none"> • Translation work Hindi to English and vice-versa.

			<p>subject or a medium of examination at degree level.</p> <p>Or</p> <p>Bachelor's degree from a recognized University with Hindi & English as compulsory/elective subjects or either of the two as a medium of examination and the other as a compulsory/elective subject.</p>		
17.	IT Assistant	IT	<p>Educational Qualification:</p> <p>Graduate B. Tech/BE(IT)/BCA Degree from a recognized university</p>	Not more than 40 years	<p>Essential Skills</p> <ul style="list-style-type: none"> • Understanding of computer components, peripherals, and basic troubleshooting techniques. • Familiarity with operating systems (e.g., Windows, macOS, Linux) and common software applications (e.g., Microsoft Office Suite). • Ability to diagnose and resolve

			 <p data-bbox="453 1429 1136 1496">कामये दुःखतप्तानाम् प्राणिनामर्तिनारणम्</p>		<p data-bbox="1273 143 1469 286">hardware, software, and network issues.</p> <ul data-bbox="1225 309 1485 1227" style="list-style-type: none"> • Proficiency in documenting technical issues, and solutions, and maintaining IT inventory and records. • Skills in setting up and configuring hardware components, including computers, printers, and other peripherals. <p data-bbox="1177 1301 1390 1335">Desirable Skills</p> <ul data-bbox="1225 1357 1485 2051" style="list-style-type: none"> • Familiarity with server management, Active Directory, and user account management. • Understanding of database concepts and basic management tasks.
--	--	--	---	--	--

					<ul style="list-style-type: none"> • Experience in participating in or managing IT-related project
18.	Legal Associate	Legal	<p>Educational Qualification: LLB or Desirable – LLM degree from a recognized university.</p> <p>Experience: Min 3 years of experience in handling legal work in a reputed government organization.</p>	Not more than 35 years	<p>Essential Skills</p> <ul style="list-style-type: none"> • Expertise in drafting legal documents, including memos, briefs, contracts, and agreements. • Skills in organizing and managing case files, deadlines, and documentation. • Solid understanding of legal principles, procedures, and practices relevant to the area of law practiced. <p>Desirable Skills</p> <ul style="list-style-type: none"> • Proficiency in multiple languages • Fluency in

					English.
19.	Legal Assistant	Legal	<p>Educational Qualification: LLB or Desirable – LLM degree from a recognized university.</p> <p>Experience: Min 2 years of experience in handling legal work in a reputed government organization.</p>	Not more than 30 years	<p>Essential Skills</p> <ul style="list-style-type: none"> • Understanding basic legal concepts, terminology, and processes is crucial. • Ability to conduct legal research using databases, case law, statutes, and other resources to support legal tasks and case preparation. • Proficiency in written and verbal communication is essential for drafting legal documents. • Ability to handle sensitive information with discretion and maintain confidentiality at all times. <p>Desirable Skills</p>

					<ul style="list-style-type: none"> • Proficiency in multiple languages • Fluency in English.
20.	Tele Caller	IT	Any graduate degree from a recognized university	Not more than 30 years	<p>Essential Skills:</p> <ul style="list-style-type: none"> • Strong verbal communication skills are crucial. • Proficiency in handling inquiries, resolving complaints, and providing a positive customer experience. • Accuracy in recording customer information and interactions in CRM systems. <p>Desirable Skills:</p> <ul style="list-style-type: none"> • Fluency in English. • Comfort with using various telecommunication tools and



					technologies.
21.	Receptionist	Admin	Educational Qualification: Graduate from a recognized institution. Experience: 2 years of experience in a reputed government organization.	Not more than 25 years	Essential skills: <ul style="list-style-type: none"> Specialization in MS Office/MS Excel Desirable skills <ul style="list-style-type: none"> Fluency in English. Proficiency in verbal and written communication File work.
22.	MTS	(Policy/Accounting and Finance/Admin/Inspection)	Minimum 12 th Qualified or any Graduate	Not more than 40 years	Essential skills Specialization in handling work pressure. Providing Assistance to Staff
23.	Driver	Admin	Minimum 12 th Qualified or any Graduate	Not more than 40 years	Excellent driving skills and driving license for 2-wheeler and 4-wheeler
24.	Account Officer - Consultant	Accounting and Finance	CA/ Inter CA/ CS / ICWA/ MBA (Finance) with B. Com Desirable: Retired Government / PSU Accounts officer will be preferred	Not more than 40 years	Experience in MS Office, Tally, GST, TDS, Accounts finalization, Audit and Budget, etc.
25.	Account Assistant etc	Accounting and Finance	B. Com	Not more than 35 years of age	Experience in MS Office, Tally, Accounts related, etc.

26.	PA to President	Admin/Other s	Educational Qualification- Any Degree Desirable: Post Graduation Experience: 1-year experience in Private/Government organization	Not more than 40 years from the date of the advertisement	Essential skills <ul style="list-style-type: none"> To assist the President in carrying out its activities as per the Pharmacy Act, 1948, and Regulations made thereunder. Fluency in English with good communication skills. Desirable skills <ul style="list-style-type: none"> Knowledge of modern management techniques & computer applications.
27.	OSD to President	Admin/Other s	Educational Qualification: B. Pharm. from PCI-approved Institute. M. Pharm is preferable Experience: 5 years of experience in academics / regulatory/research with reasonable	Not more than 40 years from the date	Essential skills <ul style="list-style-type: none"> To assist the President in carrying out its activities as per the Pharmacy Act, 1948, and Regulations made thereunder. Fluency in English with

			<p>administrative experience.</p> <p>OR Retired Government official not below the rank of Deputy Secretary</p>		<p>good communication skills.</p> <p>Desirable skills</p> <ul style="list-style-type: none"> • Knowledge of modern management techniques & computer applications.
28.	Security Guard	Admin	<p>Educational Qualification:</p> <p>Minimum 12th Qualified or any Graduate</p> <p>Experience:</p> <p>5-years of similar experience in Private/Government organization</p>	Not more than 40 years of age	
29.	House Keeping Staff	Admin	<p>Educational Qualification:</p> <p>Minimum 12th Qualified or any Graduate</p> <p>Experience:</p> <p>3-years of similar experience in Private/Government organizations.</p>	Not more than 35 years of age	

30.	Assistant Manager-cum-Store Keeper	Admin	Educational Qualification (a) Bachelor in Commerce from a recognised University; or (b) Graduate in any discipline from a recognised university with one year Diploma in Book Keeping or Store Keeping; and (c) Five years' experience in a Government Department or Undertaking in handling Stores or Accounts.	Not more than 45 years on the date of advertisement	<ul style="list-style-type: none"> • Forecasting demand and ensuring adequate inventory levels • Helping place orders for items that are low on supply and tracking their shipment • Inspecting the shipments for any defects and ensuring proper documentation of the items received • Maintaining strong relationships with suppliers and vendors to negotiate prices, expedite shipment based on priority and get early access to exclusive items • Performing stock rotation to ensure utilisation of goods and minimise wastage, especially at convenience stores. • Conducting periodic audits of the inventory, such as physical counting, verification, quality checks and organising to identify areas of improvement. • Moving items from the warehouse to the store whenever necessary • Verifying the order details, including items,
-----	------------------------------------	--------------	---	---	---

					<p>quantities, delivery address and any special instructions</p> <ul style="list-style-type: none"> • Checking the availability of the items requested and notifying the customer of potential delays along with an estimated delivery date if there is insufficient stock • Recording the details of each step to provide real-time order status updates to customers. • To maintain the Quality of Food etc. and maintain the hygiene in the Canteen premises. • Other requirements received form office time to time. • Any other duty allotted/assigned by the office.
31.	Halwai-cum-Cook	Admin	<p><u>Educational Qualification</u> (a) Diploma/ Bachelor in Hotel Management (b) Five years experience in cooking preferably in a Government Department or Undertaking.</p>	Not more than 45 years on the date of advertisement	<ul style="list-style-type: none"> • Expert in preparation of various cuisine like Indian/Chinese etc. • Expert in preparation of lunch/meals i.e. chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, sweat-dish, vegetable salad and sweet dishes etc. • Expert in preparation of various snacks

					<p>and beverages such as bonds, butter-toast, dosa, idly, vada, paneer pakoda, smosa, matthi, vegetable cutlet, vegetable sandwich/pakoda etc.</p> <ul style="list-style-type: none"> • Culinary arts • Event management • Soft skills • Food and beverage preparation • Housekeeping operations • Front office operations • Computer applications • Any other duty allotted by the in-charge of Canteen/office.
32.	Assistant Halwai-cum-Cook	Admin	<p><u>Educational Qualification</u></p> <p>(a) 10th Class Pass from recognized board</p> <p>(b) A certificate or Diploma in Catering</p> <p>(c) One year experience in cooking</p> <p>A trade skill set for cooking including maintenance of hygiene etc.</p>	Not more than 45 years on the date of advertisement	<ul style="list-style-type: none"> • Expert in preparation of lunch/meals i.e. chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, sweat-dish, vegetable salad and sweet dishes etc. • Expert in preparation of various snacks and beverages such as bonds, butter-toast, dosa, idly, vada, paneer pakoda, samosa, matthi, vegetable cutlet, vegetable sandwich/pakoda etc. • To assist the Halwai-cum-Cook/ Canteen staff.

33.	Personal Assistant - cum-Steno	Admin	<p>1. 12th class pass or equivalent from a recognized Board or University.</p> <p>2. Skill Test Norms: Dictation: 10 Minutes @ 80 words per minute. Transcription: 50 minutes (English), 65 minutes (Hindi) (Only on computers).</p>	Not more than 45 years on the date of advertisement	<ul style="list-style-type: none"> • Expert in preparation of drafts, noting etc. • Knowledge of MS Word/Excel etc. • Computer applications.
34.	Social Media Executive	Media	<p>Educational Qualification: Bachelor's Degree in marketing/Public relations/Journalism. Digital marketing/social media management certifications will be preferable.</p> <p>Experience: 5 years of experience in handling marketing, communications, social media or digital media at any Government organisations</p>	Not more than 40 years from the date of advertisement	<p>Essential skills</p> <ul style="list-style-type: none"> • Content Creation: Writing, graphic design, and video editing. • Analytics: Understanding social media metrics and tools (e.g., Google Analytics, Facebook Insights). • Communication Skills: Strong verbal and written communication. • Creativity: Ability to generate engaging content ideas. • Adaptability: Staying updated with trends and platform changes. • Public

					<p>Engagement: Understanding audience interaction and community management.</p> <ul style="list-style-type: none"> • Understanding of search engine optimization to enhance content visibility. • Familiarity with social media management tools and basic HTML/CSS for formatting posts.
35.	Graphic Designer	Media	<p>Educational Qualification: Bachelor's Degree in Journalism/Multimedia/Graphic Designing/Mass Communication/Animation/ Design. Designing tools certifications will be preferable.</p> <p>Experience: 5 years of experience in handling designing and advertisements at any Government organisations.</p>	Not more than 40 years from the date of advertisement	<p>Essential skills</p> <ul style="list-style-type: none"> • Proficiency in various editing software such as Adobe Photoshop, InDesign, Illustrator, CorelDraw, Aftereffects for graphic designing/Motion graphics. • Editing of visuals and video as per the requirements of Council. • Creating high-end Graphic

					<p>Templates and Animations for publishing Council pamphlets, brochures, newsletters etc.</p> <p>Desirable Skills</p> <ul style="list-style-type: none"> • Knowledge and experience of UI/UX designing including handling of works like wireframing, and mock-ups using tools like Figma would be an added advantage.
--	--	--	--	--	---



Note:

कामये दु स्वतप्तानाम् प्राणिनामार्तिनाशनम्

- The Purchaser has the sole right to determine the number and nature of the job positions for which the hiring would be conducted under the scope of work.
- The number and nature of job positions for which hiring would be conducted may vary as per the requirement of the Purchaser.
- The brief responsibility of resource/experience required as mentioned in the above table is just indicative and can be changed as per actual requirements. Further, the details mentioned in the table are merely indications of estimated requirements and are for assistance to Central PSUs in preparation for their Bid.

- The requirement of hiring would depend on the number of actual vacancies/job openings under various job positions. It is also possible that the number of hires increases or decreases in a specific domain/group or nil requirement in one or more group(s).
- The Scope of Work does not guarantee any business to the successful Central PSU. The successful Central PSU shall not be entitled to any compensation in case the hiring/service management does not require any of the positions indicated in the table.
- The purchaser may transfer/move their existing resources to the Central PSU/service provider in case required.

4.1 Detailed Scope of Work

4.1.1 Hiring

The Central PSUs shall provide resources for an initial period of one year to PCI upon presentation of the desired requisition by PCI for a specific work profile. The service provider shall be responsible for the following:

- Sourcing of relevant CVs as per the job description and the minimum requirements provided by PCI.
- Oversee job requisition and job posting process for effectiveness and legal adherence.
- Maintain up-to-date requisition log and applicant register.
- Counsel prospective Human Resource Manpower concerning available positions, on benefits and work requirements of PCI.
- Pre-screening Assessment and shortlisting of the candidates who are eligible for the Assessment Test by Central PSU and/or interviews by the PCI committee.
- Organizing Assessment Test/Panel Assessment and facilitating objective evaluation of shortlisted candidates.
- Finalization of minutes of the Assessment Committee with close coordination with Assessment panel members.
- Salary negotiation with recommended candidates.
- Drafting contract agreements with selected manpower/resources and seconding them to PCI. The hired resources shall be on the payrolls of the service provider and shall be seconded / loan-staffed to PCI for an initial period of one year which can be renewed

every year, as desired by PCI.

- Ensuring compliance with Indian Laws and other applicable manpower regulatory and statutory taxation requirements.

4.1.2 Human Resource Management:

The Central PSUs shall provide end-to-end Human Resource Management Services for seconded resources and management of the existing PCI staff. The end-to-end solutions must include the HRMS solutions providing digital reporting to the PCI

This shall include, but not be limited to, the following:

- **Onboarding:** Onboarding of new joiners in the PCI office.
- **Background Verification Checks:** Acquire/perform and maintain background check reports of resources at PCI including Address and identity verification, Verification of educational and academic credentials, Verification of prior employment, and Criminal background checks for convictions including police verification checks.
- **Payroll and Expense:** Processing salaries and expense reimbursements for human resource manpower seconded to PCI and ensuring that seconded staff are paid their salaries in a timely manner. This should also include proper reporting and management of records in an HRMS solution visible at the end of PCI and employee.
- **Separation and Exit:** Central PSU shall coordinate in smooth separation management/exit management process for seconded resources leaving PCI. Separation could be attributed to staff whose services are no longer needed by PCI or otherwise, upon resignation of staff.
- **Legal:** The Central PSU is expected to be up-to-date with the current legal provisions and law of the land.
- **General Administration:** Maintain Human Resource Division filing system, monitor levels of employment and benefits forms, materials, and supplies, facilitate interrelations with the payroll/finance department for problem resolution, Track and prepare reports on new hires, promotions, transfers, and termination via digitalized

HRMS solutions.

4.1.3 Hiring of Staff

- The Central PSUs will be responsible for end-to-end management of the hiring process as requested by PCI from time to time. PCI will provide a work order that contains the name of the position and the number of positions to be hired, Job description, experience, salary band, location of posting, etc. in the work order. PCI has the right to ask the Central PSU to assist in the preparation of JD for such positions.
- The Central PSUs will advertise the position on job portals, the recruitment portal of PCI, and print media/social media platforms and ensure the potential candidates meet the eligibility criteria in all possible ways. The Central PSU should ensure that positions are open for normally one month in the public domain. The Central PSU shall ensure that the individual resource deployed in the PCI conforms to the educational, skill qualifications, and experience prescribed in the Job description provided by PCI in the work order for the hiring of resource(s).
- The Central PSUs shall maintain the highest degree of transparency. The Central PSU shall ensure that the screening and selection process is scientific and transparent to substantially eliminate biases and unethical practices. The Central PSU will ensure the selection of only those candidates who fulfill the eligibility criteria prescribed for the respective positions.
- The Selection Process comprises of Assessment done by PCI in the form of tests/interviews/assessments. Assessment shall be done by PCI or Central PSU engaged by it for this purpose based on the approval from PCI.
- Central PSUs will be responsible for coordinating with panel members of PCI and arranging the panel assessment in the form of tests/interviews with qualified candidates. Based on performance in the Panel Assessment and/or Assessment Test, the Assessment Committee/panel will recommend selected and/or waitlisted candidates to the Central PSU.
- Central PSUs and/or PCI will negotiate salary with recommended and/or waitlisted

candidates as per the standard prescribed by PCI.

- Central PSUs will submit the recommendation of the Assessment panel with a compensation package to be offered (CTC) to the selected candidate(s) for getting the formal approval of PCI for the onboarding of selected candidates. The decision of PCI would be final on the hiring of resources.
- Resource will be onboarded for One year initially (PCI has the right to onboard resources for a lesser/more period than one year as per the requirement).

4.1.4 Other Terms and Conditions

- a) The persons deployed by the Central PSU should not have any olice record/criminal cases against them. The Central PSU should make adequate inquiries about the character and antecedents of the persons whom they are recommending. Any person deployed by the contracting Central PSU should not indulge in acts of misconduct. In case any such incident comes to the knowledge or is brought to the knowledge of the Council, the Central PSU will withdraw such person immediately and the Council will be at liberty to take appropriate action against such person as well as the contracting Central PSU.
- b) The Central PSU shall conduct a thorough background verification of the candidate at its own cost. The background verification shall essentially include the verification of the following credentials:
 - Verification of education and academic credentials
 - Verification of prior employment
 - Criminal background checks for convictions including police verification
 - Identity and address verification.
- c) The Central PSU shall submit the report of background verification of the candidate within one month of his/her deployment at PCI. In case the background verification report is delayed, an interim report needs to be submitted to PCI within one month. Subsequently, the final background check report should be made available within 60 days (max) of the date of joining of candidate.
- d) The Central PSU shall ensure that the personnel deployed are medically fit. The Central

PSU shall withdraw such employees who are not found medically suitable by the office immediately upon receipt of such a request.

- e) Central PSU should ensure that the deployed resources shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/ organizational matters as all are of confidential/ secret nature. PCI may require the persons deployed under the contract to sign an Undertaking in the form annexed.
- f) The contracting Central PSU shall provide Photo Identity Cards to all the deployed resources within 30 days of their deployment.
- g) The Central PSU shall be responsible for payment of maternity benefits to the individual resource deployed under the contract and who are eligible for payment of such benefits under the provisions of the Maternity Benefit Act, 1961.
- h) The PCI follows the Central Government's office timings and has five working days (i.e. Monday to Friday) in a week from 0930 hrs to 1800 hrs with a lunch break of ½ hour from 13:00 hrs to 13:30 hrs. The employees will have two weekly days off. Besides this, the PCI also observes the gazetted holidays notified by the Government of India from time to time. However, the work hours may be rescheduled on a shift basis and the employees may have to report for work occasionally on weekends or holidays.
- i) The attendance shall be recorded on the Aadhaar Enabled Biometric Attendance System or any other mechanism and shall be made available to the Central PSU immediately upon completion of a month.
- j) Resources deployed at PCI may be required to travel. However, when an individual resource is required to travel due to duties assigned, he/she will be entitled to traveling and other allowances as applicable.
- k) PCI will follow standard industry policy on leave, the entitlement of traveling allowances, and other allowances, and detailed policy will be conveyed to Central PSU after engagement.
- l) The Central PSU shall disburse the remunerations to the individual resource within 3-5 working days of every month through electronic transfer directly in the bank account of the individual resources. The contracting Central PSU shall submit the proof of

disbursement of remuneration to the individual resources along with the monthly invoice.

- m) PCI may provide annual salary hikes to resources considering various parameters like performance appraisal of resources, average Salary hikes in industries, etc.
- n) PCI can relieve the onboarded resource from their services from PCI to Central PSU by giving the 30-day notice period to a resource.
- o) In case of resignation of onboarded resources, Central PSU can accept the resignation with a 30-day notice period. However, in case of resignation, prior approval of PCI will be required before reliving services at PCI. Once resources are onboarded by Central PSU in PCI after completion of all formalities, Central PSU cannot onboard such resources to their other client without prior approval of PCI.
- p) The contracting Central PSU shall nominate a Coordinator for the office of the PCI where the resources are deployed under the contract, who will be responsible for interaction with PCI in all matters related to hired resources. Contracting Central PSU shall ensure bimonthly meetings with deployed resources to attend to their grievances.
- q) Contracting Central PSU shall ensure that deployed resources shall not make any representation directly to PCI.
- r) The persons deployed by the contracting Central PSU shall not claim nor shall be entitled to pay, perks, and other facilities admissible to regular/confirmed employees of the PCI during the currency or after the expiry of the contract. The contracting Central PSU's personnel shall not have any right to claim any benefit/compensation/absorption/regularization of services with the Council.
- s) For all intents and purposes, the Central PSU shall be the "Employer" within the meaning of legislations in respect of resources employed and so deployed in the Pharmacy Council of India. The persons deployed by the Central PSU in the Council shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against the Council.
- t) The Council shall not be liable for any loss, damage, theft, burglary, or robbery of any personal belongings, equipment, or vehicles of the personnel of the contracting Central PSU.

- u) The Central PSU shall be responsible for any damages done to the property of the Council by the personnel so employed. The PCI will be free to recover it from the Performance Bank Guarantee given by the contracting Central PSU or from any other monthly payments to the contracting Central PSU.
- v) The PCI shall not be responsible for any financial or other injury to any person deployed by Central PSU in the course of their performing the functions/duties, or for payment towards any compensation.
- w) The contracting Central PSU shall be liable for depositing all taxes, levies, cess, etc. on account of service rendered by it to PCI to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case, the contracting Central PSU fails to comply with any statutory/ tax liability under appropriate law, and as a result thereof the PCI is put to any loss/obligation, monetary or otherwise, the PCI will deduct the same from the monthly bills and or the Performance Bank Guarantee Deposit of the Central PSU, to the extent of the loss or obligation in monetary terms.
- x) The contracting Central PSU shall not assign, transfer, pledge or sub-contract the performance or service without the prior written consent of the Council.
- y) The contracting Central PSU shall submit a declaration cum indemnity bond to indemnify the Council, its officers and employees, and representatives against all third-party claims, charges, penalties, fines, expenses, losses, damages, costs, suits, or any other levy against the Council and/or the officers and employees due to the failure of the Central PSU.

5.0 Project Duration:

Central PSUs shall be responsible for the Hiring and Human Resources Management services, and onboarding of the resources as required by the PCI for the period of 36 Months. PCI may further extend the period on the discovered prices based on the performances and further approval from competent authorities of PCI for another one (1) Year.

6.0 Definitions

Unless the context otherwise requires, the following terms whenever used in this document have the following meanings:

- a) **“Applicable Law”** means the laws and any other instruments having the force of law in the Government’s country, as they may be issued and in force from time to time.
- b) **“Bidder/s”** means any Central PSU/s that will provide the Services to the Purchaser as defined in this document. "The terms 'Bidder/s' and 'Central PSU/s' are used interchangeably in this document to convey the same meaning."
- c) **“Bid”** means any proposals submitted by the Central PSUs to the PCI in response to this EoI. The terms “bid” and “proposal” are used interchangeably in this document to convey the same meaning.
- c) **“Letter of Engagement”** means a letter that shall be signed and submitted by the Manpower agency to PCI post Engagement.
- d) **“Contract”** means the Contract signed by the Manpower agency with PCI for providing manpower services in PCI.
- e) **“Effective Date”** means the date on which this Engagement comes into force and effect pursuant to the Effectiveness of Engagement.
- f) **“Agency”** means the Bidder Company selected under this Engagement process. The expressions “Agency”, “Contracting Agency” and the “Manpower Agency” carry the same meaning.
- g) **“Stakeholders”** - means all the agencies (internal as well as external) that are engaged by PCI.
- h) **“Government”** means the Government of the Purchaser’s country.
- i) **“In writing”** means communicated in written form with proof of receipt.
- j) **“Party”** means the Purchaser or the Bidder, as the case may be, and “Parties” means both of them.
- k) **“Purchaser”** means the entity acquiring the services under this Engagement i.e. PCI
- l) **“Resident”** means a normal resident of India.
- m) **“Services”** means the work to be performed by the Bidder according to Engagement under this EOI.

n) “PCI” means Pharmacy Council of India and is referred to as the Purchaser. The expressions “PCI” and “Council” carry the same meaning.



कामये द्, स्वतप्तानाम् प्राणिनामार्तिनाशनम्

7.0 Proposal Submission Forms and Templates

Annexure 1: Pre- Qualification Proposal Submission Form

To,
The Registrar,
Pharmacy Council of India (PCI)
NBCC Centre, 3rd Floor, Plot No.2,
Community Centre, Maa Anandamai Marg,
Okhla Phase – I, Landmark - (Near Hotel Crowne Plaza),
New Delhi – 110020

Dear Sir,

With reference to your EOI Document, I/we, the undersigned, having examined all relevant documents and understood their contents, hereby submit our bid/proposal to provide services for Hiring and Management of Human Resources in PCI in accordance with your Request for Proposal dated _____. We are hereby submitting our proposal, which includes this Pre-qualification proposal, a Technical Proposal, and Commercial Proposals as mentioned through the post to the PCI office address. The proposal is unconditional and unqualified.

- a) I/We hereby declare that all the information and statements made in this Proposal and in the Appendices are true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals and accept that any misinterpretation contained in it may lead to our disqualification.
- b) I/We shall make available to the PCI any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
- c) I/We declare that I/We have examined and have no reservations about the EOI Documents, including any Addendum/Clarification issued by the PCI and I/We do not have any conflict of interest in accordance with EOI Documents.

- d) I/We undertake, if our Proposal is accepted and we have been engaged for providing the services to PCI, we shall abide by the conditions of the EOI.
- e) I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Applicants in accordance with clauses of the EOI document. I/We understand that you have the right to reject our application without assigning any reason or otherwise. I/we hereby waive our right to challenge the same on any account whatsoever.
- f) I/We agree and understand that the proposal is subject to the provisions of the EOI document. In no case, shall I/we have any claim or right if the proposal is not opened or rejected.
- g) I/We agree to keep this offer valid for 180 days after the last date of submission of Proposals specified in the EOI.
- h) A Power of Attorney in favor of the authorized signatory to sign and submit this Proposal and documents is attached herewith.
- i) The Financial Proposal is being submitted separately as specified in the EOI. This prequalification proposal read with Technical Proposal and Financial Proposal shall constitute the Application which shall be binding on us.
- j) I/We certify that (Company Name) has not been banned from carrying out business either with the entire Government of India or the PCI as on this date. I/We also undertake that a similar ban imposed before the award of the contract under this EOI shall disqualify the company from being considered and all claims arising out of this EOI, other than the refund of the bid security, shall stand forfeited.
- k) I/We certify that M/s (Company Name) is a Single Applicant in response to your EOI for Providing for Hiring and Management of Human Resources in PCI.
- l) I/We agree and undertake to abide by all the terms and conditions of the EOI Document. I/we hereby unconditionally accept the EOI conditions of PCI EOI documents in their entirety for the above work.

In witness thereof, I/we submit this proposal under and in accordance with the terms of the EOI Document.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Address:

Location:

Date:



कामये दु स्वतप्तानाम् प्राणिनामार्तिनाशनम्

Annexure 2: Technical Proposal Submission Form

To,
The Registrar,
Pharmacy Council of India (PCI)
NBCC Centre, 3rd Floor, Plot No.2,
Community Centre, Maa Anandamai Marg,
Okhla Phase – I, Landmark - (Near Hotel Crowne Plaza),
New Delhi – 110020

Dear Sir,

With reference to your EOI Document, I/we, the undersigned, having examined all relevant documents and understood their contents, hereby submit our offer to provide services for Hiring and Maintenance of Human Resources in PCI in accordance with your Request for Proposal dated. We are hereby submitting our Technical Proposal, and a Commercial Proposal as mentioned through the post to the PCI office address. The proposal is unconditional and unqualified.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, that if our Proposal is accepted and we are declared empanelled for providing the services to PCI, we shall abide by the conditions of the EOI.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Address:

Location:

Date:

Seal:

Annexure 3: Commercial Proposal Submission Form

To,
The Registrar,
Pharmacy Council of India (PCI),
NBCC Centre, 3rd Floor, Plot No.2,
Community Centre, Maa Anandamai Marg,
Okhla Phase – I, Landmark - (Near Hotel Crowne Plaza),
New Delhi – 110020

Dear Sir,

We, the undersigned, submitting a bid to provide services for Hiring and Management of Human Resources in PCI in accordance with your Request for Proposal dated. Our attached Commercial Bid in the form of service charges is _____ percentages of the overall fixed salary per month of the respective manpower. The mentioned service charges will be including GST.

Our Commercial Bid shall be binding upon us up to the expiration of the validity period of the Bid, i.e. 180 days after the last date of submission of Proposals prescribed by the PCI.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We undertake that, in competing for (and, if the award is made to us, in executing) the above Engagement, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act, 1988”.

We understand you are not bound to accept any Bid you receive.

Enclosing the Commercial Bid for your kind reference.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Address:

Location:

Date:

Seal:



कामये द्, स्वतप्तानाम् प्राणिनामार्तिनाशनम्

Annexure 4: Commercial Proposal Template

<p>Name of Assignment: Empanelment of Central PSUs as a service provider for Hiring and Management of Manpower/Human resources in the Pharmacy Council of India (PCI).</p>					
<p>Bidder Name:</p>					
<p><u>PRICE SCHEDULE</u></p> <p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p>					
S. No	Job Profiles	Salary Per Month (In INR)	% of Service Charge to be taken by the Service Provider (Must be same across all job profiles)	Total Amount (In Figures)	Total Amount (In Words)
1	Advisor: Policy Bureau	Up to 1,00,000			
2	Advisor: Approval Bureau	Up to 1,00,000			
3	Advisor: Accounts and Finance Bureau	Up to 1,00,000			
4	Technical officer (Approval Bureau)	Up to 70,000			
5	Technical Assistant (Policy Bureau)	Up to 60,000			
6	Technical Assistant	Up to 60,000			
7	Accountant	Up to 45,000			
8	Senior Accountant	Up to 55,000			

9	Data Entry Operator	Up to 27,000			
10	System Analyst	Up to 60,000			
11	Assistant Programmer	Up to 70,000			
12	Public Relations Officer	Up to 50,000			
13	Consultant (Administration)	Up to 90,000			
14	Associate (HR Admin)	Up to 60,000			
15	Consultant (Hindi)	Up to 60,000			
16	Junior Hindi Translator (Associate)	Up to 27,000			
17	IT Assistant	Up to 35,000			
18	Legal Associate	Up to 80,000			
19	Legal Assistant	Up to 55,000			
20	Tele Caller	Up to 27,000			
21	Receptionist	Up to 25,000			
22	MTS	Up to 25,000			
23	Driver	Up to 30,000			
24	Account Officer - Consultant	Up to 75,000			
25	Account Assistant	Up to 45,000			

26	PA to President	Up to 45,000			
27	OSD to President	Up to 100,000			
28	Security Guard	Up to 25,000			
29	Housekeeping Staff	Up to 25,000			
30	Assistant Manager-cum- Store Keeper	Up to 50,000			
31	Halwai-cum-Cook	Up to 65,000			
32	Assistant Halwai-cum- Cook	Up to 40,000			
33	Personal Assistant -cum- Steno	Up to 30,000			
34	Social Media Executive	Up to 45,000			
35	Graphic Designer	Up to 45,000			
			Total Amount		

Note:

1. The rates shall be quoted in Indian Rupee only.
2. The price quoted is inclusive of all taxes (except Service Charges), fees, levies, etc., and any revision in the statutory charges, taxes, fees, etc. will be the responsibility of the Central PSUs.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The quoted price shall remain firm throughout the tenure of the contract and no revision is permissible for any reason except the statutory obligations.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Address:

Location:

Date:

Seal:

Annexure 5: Experience in Hiring Multiple Job Profiles

Sl. No.	Criteria	Year	Number of professionals hired by the client with a minimum CTC of up to 7 Lakh per annum	Number of professionals hired for their client with minimum CTC of more than 7 lakh per annum	Reference documents page no.
1	Bidders Capacity	2023-24			Name of client: Work order date: Work completion date:
2		2022-23			
3		2021-22			
4		2020-21			
5		2019-20			

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Seal:



कामये दृ स्वतप्तानाम् प्राणिनामार्तिनाशनम्

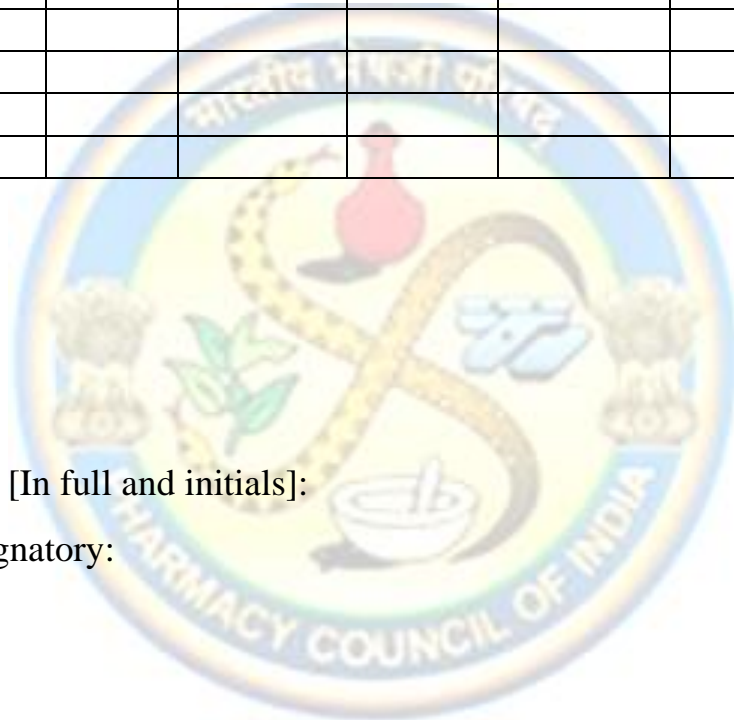
Annexure 6: Geographical Locations

Sl. No.	Location	Name of the Work Order	Name of the Client	Contract start date	Contract end date	Type of work (hiring/ Human resource support service)	Job profile of work	Reference documents page no.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:



कामये दु स्वतप्तानाम् प्राणिनामार्तिनारुणम्

Seal: