



GOVERNMENT OF KERALA KERALA STATE PLANNING BOARD

Notification for Empanelment of Nationally Reputed Consulting Firms, Think Tanks, Research Institutions and other Professional Organisations for Professional, Research and Technical Support for Preparation Of Kerala's 15th Five Year Plan (2027–32) And other Assignments

1. Background

The Government of Kerala has commenced preparation of the 15th Five Year Plan (2027–32). The Kerala State Planning Board (KSPB) will prepare the Plan through sectoral and thematic Working Groups comprising experts, Government officials, academics, industry representatives and other stakeholders.

To supplement the expertise available within Government and the Working Groups, KSPB proposes to empanel consulting firms, think tanks, research institutions and other professional organisations to provide specialised professional, research and technical support.

2. Areas of Empanelment

Organisations may seek empanelment in one or more sectors or thematic areas relevant to Kerala's development, including:

- Economic development, employment and labour
- Industry, MSMEs and investment
- IT, digital economy, artificial intelligence, deep tech and other emerging technologies
- Infrastructure and urban development
- Agriculture, plantations and rural development
- Fisheries and marine economy
- Education and skill development
- Health and mental health
- Social development and disability inclusion
- Demography, ageing and care economy
- Environment, climate resilience and disaster management
- Tourism
- Transport and logistics
- Energy
- Governance, data and public finance
- Diaspora, civil society interface and public outreach
- Other relevant sectors and thematic areas

Applicants should clearly indicate the sectors and thematic areas for which empanelment is

sought.

3. Scope of Engagement

Empanelled organisations may be requested to depute suitably qualified professionals to work with KSPB and/or designated Working Groups. Assignments may include:

- Policy, programme and data analysis
- Review of existing schemes and programmes
- National and international benchmarking and identification of best practices
- Identification of strategic priorities and development opportunities
- Development of programmes, projects and implementation frameworks
- Preparation and review of Working Group reports and Plan documents
- Development of measurable outcomes, indicators and monitoring frameworks

Professionals may be deployed for periods generally ranging from two to seven months, depending on the assignment. The empanelled organisation will remain responsible for the quality of services and the work of its deployed professionals.

4. Eligibility

- (a) Applicants must be legally constituted consulting firms, think tanks, research institutions or professional organisations competent to enter into a contract. A department or centre without separate contracting capacity shall apply through its parent institution.
- (b) For each sector applied for, the organisation must have completed at least two relevant policy, research, strategy, programme-design, evaluation or implementation-advisory assignments during the preceding five years.
- (c) Professionals proposed for deployment must hold a degree from a recognised university or a recognised professional qualification relevant to the assignment. Their relevant post-qualification experience shall correspond to the categories in paragraph 5. Any additional subject-specific qualification will be stated when an assignment is offered.
- (d) Applicants must declare that they are not subject to any operative debarment that makes them ineligible for this procurement, and disclose any conflict of interest relevant to the proposed services.

Experience with Governments, public institutions or major development programmes shall be supported by documentary evidence. Not-for-profit institutions are eligible on the same terms

5. Information to be Submitted

Interested organisations should submit the following, signed by an authorised representative:

1. Organisational profile, proof of legal status and authority of the signatory; PAN and GST details, where applicable.
2. Sectors/thematic areas for which empanelment is sought.
3. Details of relevant assignments completed in the preceding five years, with supporting evidence and client/referee contact details.
4. Profiles of proposed professionals, showing qualifications, relevant experience,

association with the organisation and likely availability.

5. Proposed person-month professional rates for the categories below, with applicable taxes and any separately claimed expenses clearly identified.
6. Declarations regarding debarment and conflicts of interest.

The following common experience bands shall be used for quoting rates:

- Junior/Associate: less than 3 years of relevant post-qualification experience.
- Consultant: 3 years to less than 7 years.
- Senior Consultant/Subject Expert: 7 years to less than 12 years.
- Principal/Lead Expert: 12 years or more.

Rates shall be quoted in Indian rupees and include remuneration, organisational overheads and administrative charges. A person-month means full-time deployment for the scheduled working days in a calendar month; part-month deployment will be paid proportionately. Travel or other expenses shall be payable only if expressly agreed in advance.

Quotations shall remain valid for 90 days from the closing date. Submission of rates or empanelment does not constitute acceptance of those rates; the rates and total cost for each assignment shall be approved before engagement.

6. Empanelment and Deployment

Evaluation and approval. Applications shall be scrutinised sector-wise by an Evaluation Committee constituted by the Member Secretary, KSPB. The Committee shall verify the eligibility requirements and supporting documents and record its recommendations. All applicants meeting the published requirements shall be recommended for the relevant sector panel.

Validity. Empanelment shall be valid till April 2031 and shall not guarantee any minimum volume or value of work.

Written terms. Before deployment, a written agreement shall be executed with the selected organisation by the authorised officer, specifying the scope, named professionals, duration, deliverables, total financial ceiling and payment schedule. The agreement shall identify the KSPB officer responsible for supervising the work and certifying deliverables or deployment for payment. Changes in scope, duration or cost require prior written approval of the competent authority.

Performance and payment. Payments shall be linked to accepted deliverables or certified deployment, as specified in the agreement. The organisation shall correct deficient work within the time specified by KSPB; material or repeated failure may lead to termination after notice and an opportunity to respond, with payment confined to work or deployment accepted under the agreement.

Confidentiality and outputs. The organisation and its professionals shall maintain confidentiality of non-public information received during the assignment and disclose any conflict of interest that arises. Reports, data and other outputs prepared specifically for KSPB shall be handed over in editable form, with rights sufficient for Government to use, reproduce and modify them. Any pre-existing or third-party material and restrictions on its use shall be disclosed and agreed before engagement.

7. Submission

Interested organisations shall submit their Expression of Interest, together with the required information and commercial rates within 15 days from the date of this notification.

Applications received after the deadline will not be considered.

KSPB reserves the right to accept or reject any application, seek additional information, or modify the empanelment process as considered necessary.

GOKUL G R I A S

Member Secretary

Approved for Issue

Chief

Plan Coordination Division

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Sajimon S
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