

# TERMS OF REFERENCE FOR CONSULTANT EQUIPMENT MAINTENANCE

## **Background:**

The Government of India has received a credit from International Development Association towards the State of Rajasthan. During the first phase of the project, selected BPHC, CHC, District Hospitals will be strengthened through systematic effort to improve their functions. Under the project, the selected facilities will be renovated, equipped and fully staffed in addition to ensuring improved supply of drugs and hospital supplies and to attain the prescribed norms. These inputs will be complemented by the measures to improve service quality through training of staff, institutionalized quality assurance system, and more efficient referral systems.

The Consultant Equipment Maintenance will be the member of Equipment Procurement and Maintenance Cell (EPMC) will oversee the procurement of equipment and other goods under the various project sub-components, particularly the upgrading effectiveness of clinical, management and support services. The responsibilities of the consultant will also include to manage the maintenance of the equipment. The equipment maintenance may be undertaken by in-house teams or contracting out to private sector. The consultant will supervise the performance of the private sector and in house teams as per direction of EPMC & Project Director.

## **Task to be carried out by the Consultant Equipment Maintenance is as follows:**

1. Set equipment and maintenance standards in consultation with strategic planning cell and set specifications for equipments matching with services and level of facility as per bed strength & space norms.
2. Identify vendors/manufacturers and survey their units.
3. Advice and assist in the process of appointing a procurement agent for procurement & maintenance of goods and Equipment in accordance of procurement plans and finalization of bids / consultancy services.
4. He/She will play an important role in scheduled procurement process as per PIP.
5. Establish systems to ensure that undertake corrective and preventive maintenance by approved agencies, and advise on evolving equipment maintenance strategies.
6. Forecast requirements for annual equipment procurement replacement, coordination & maintenance along with necessary maintenance and budgets.
7. Assist in setting up of in-house maintenance services including : Hiring of suitable staff, designing, organizing and participating in training the technicians etc. Establishing the maintenance network at regional and district levels based at strategically selected locations throughout the state.
8. Advice and assist in equipment management including installation, commissioning, large-scale maintenance network of bio-medical equipments etc.
9. Other related work as and when assigned by the Project Director.
10. Ensure compliance of maintenance services provided by in-house teams, suppliers/manufacturers or third-party service firms with quality assurance standards defined by EPMC.
11. Arrange and supervise necessary training programmes for end-users of equipment including ensuring that basic operating instructions and care/first-line maintenance materials are available at installation sites.

12. Prepare the Data Base of the existing equipments available at various facilities and identify the equipments which needs maintenance or otherwise if to be condemned. Suggest the re-allocation of equipments as per requirement.

The RHSDP will initially provide the data wherever such information is available. The Consultant Equipment Maintenance would make to collect the required data and information as required by the Project Director.

### **Qualification & Experience :**

The Consultant Equipment Maintenance should be a BE (In Electronics/ Bio-medical Engineering) with 5 year experience in equipment management including installation commissioning large-scale maintenance network of bio-medical equipment etc.

The Consultant Equipment Maintenance will works directly under the close supervision of Project Director RHSDP. The Consultant Equipment Maintenance will discharge his/her duties in consultation with the Additional Director (EPMC).

### **Terms and Conditions:**

- (i). The tenure of appointment shall be one year.
- (ii). The appointee shall be paid a consolidated pay of Rs. 25000/- per month + service tax and shall not be eligible for any others taxes, other allowances and increment in pay.
- (iii). In case journeys are performed in the interest of Project he/ she shall be eligible for TA and DA as applicable to (8000-12000) scale of state service officers of Government of Rajasthan at minimum of pay scale.
- (iv). The candidate shall be eligible for 20 days casual leave in a year.
- (v). Apart from the benefit covered under the terms and conditions, the candidate is not eligible for any other benefit such as Time Bond Advance, Promotion, Pension, medical reimbursement etc.
- (vi). The contract appointee is bound to make good any loss sustained by Govt. due to his/her misbehaviour or negligence.
- (vii). This contract appointment shall not be considered as permanent for any reasons whatsoever.
- (viii). During the tenure of office the contract appointee shall keep all official information i.e., obtained or collected strictly confidential.
- (ix). In case any of the above conditions are violated the appointment automatically stands cancelled.
- (x). The consultant may have to travel extensively within the state and out side the state of Rajasthan.
- (xi). Advertisement is the part of contract.

### **Duration :**

The duration of consultancy will be one year from the date of start of services, on retainer ship basis. The duration of retainer ship may be mutually extended for further period as per requirement. The duration of consultancy shall be reckoned from the date of appointment of consultant to the satisfactory completion of all the tasks and handing over of all deliverables. In case the consultant is found guilty of breach of the agreement his services can be terminated of a notice of one month without any compensation. If he

gives-up the assignment in between i.e. before the contract period, he shall require to give a prior notice of one month.

**Review Committee will consist of following members.**

- Project Director, RHSDP
- Additional Project Director, RHSDP
- Additional Director, Quality and System Improvement Cell
- Additional Director (EPMC)

Review Committee will review and monitor the effectiveness of working of the Consultant. All final out puts submitted by the Consultant including reports will be reviewed.

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