

TERMS OF REFERENCE FOR PROCUREMENT ASSISTANT

Background:

The Government of India has received a credit from international Development Association towards the State of Rajasthan. During initial three years of the project there were procurement support agencies to shoulder the responsibility is completely undertaken by the procurement cell of RHSDP.

The Procurement Assistant will play a major role for efficient and enhanced WB procurement procedures of the project. He will be a member of Equipment Procurement maintenance cell and will assist the cell throughout the procurement procedures.

The task to be carried out by the procurement assistant is as follows

1. Helping in preparation of procurement plan and bid document.
2. Participate in issuing IFB for ICB, NCB and N.S. items in national and international papers as per need.
3. Conducting pre bid meeting and report writing for further dissemination of the report to all concerned.
4. Responsibility for collection of Bid Documents and also helping in bid opening procedures along with noting the minutes of event.
5. Participating actively in evaluation of bids
6. Organizing Procurement Committee Meeting.
7. Factory visit as and when needed along with committee members of EPMC Cell.
8. Involvement in contract signing and for follows up of timely call of pre-dispatch inspection from the firm.
9. Follow up of supply system and status of supplied items at destination like (i) date of supply (ii) installation date/ commissioning date etc.
10. Updated record of payment schedule of each item from user end/destination and monitoring thoroughly for pending payments by analyzing the shortcomings and their resolution to speed up the payment task to firms.
11. Collaboration of procurement with NRHM/ SPO of Medical & Health Department Govt. of Rajasthan.
12. Other related work as and when assigned by the Project Director.

Terms and Conditions:

1. The tenure of appointment shall be of 12 months.
2. The appointee shall be paid a consolidated pay of Rs 30,000/- per month and shall not be eligible for any other taxes, allowances and increment in pay.
3. In case journeys / field visits are performed in the interest of the Project, he/she shall be eligible for TA and DA expenses as per the Government norms / norms approved by RHSDP. No other claims, payments will be admissible to the consultant.
4. The candidate shall be eligible for 20 days casual leave in a year.

5. Apart from the benefit covered under the terms and conditions, the candidate is not eligible for any other benefit such as Time Bound Advance, promotion, pension, medical reimbursement etc.
6. This contract appointment shall not be considered as permanent for any reasons whatsoever.
7. During the tenure of office the contract appointee shall keep all official information; obtained or collected, strictly confidential.
8. Consultant may have to travel within or outside the state in relation to the project work.
9. In case the consultant is found guilty of breach of the agreement his services can be terminated by giving a notice of one month. After termination he/she shall not be entitled to any sort of compensation.
10. If he/she wants to give-up the assignment before end of contract period, he/she shall require giving a prior notice of one month
11. In case any of the above conditions are violated, the appointment automatically stands cancelled

Note: The candidate would be bound by the GoR circular of finance department for appointment on contract on fixed package services in societies etc under sponsored schemes, externally aided projects dated 9.01.2007.

Duration:

The duration of the consultancy will be 12 months from the date of start of services. 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/her 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/she shall be required giving a prior notice of one month.

Review Committee will consist of following members.

- Project Director, R.H.S.D.P
- Additional Director (SPC)
- Additional Director (EPMC)
- Additional Director (H.R.)
- FA&CAO

Review Committee will review and monitor the effectiveness of working of the consultant. All final outputs submitted by the consultant including reports will be reviewed.

Eligibility Criteria: - The person must be a graduate in any discipline from any university recognized by law in India. He should be having minimum three years experience in handling procurement related activity in any public/ government own project. He should be having sufficient skills to work on computers.

Remuneration: - The lump sum monthly remuneration would be Rs. 30,000