

PROJECT IMPLEMENTATION UNIT (PIU)
UTTARAKHAND JAL SANSTHAN- Program for Result (PforR)
 Jal Bhawan, B-Block, Nehru Colony,, Dehradun Uttarakhand, PIN: 248001

Reference No: UJS/2019-20/.....

The government of Uttarakhand is getting funded from the World Bank towards the cost of proposed second phase of Uttarakhand Water Supply Project (Program for Result). Government of Uttarakhand (GOUK) has notified Uttarakhand Jal Sansthan as the Implementing Agency for Program for Result (P for R) component of the project within the state of Uttarakhand. Application are invited for the post of Procurement Specialist latest by 31-07-2019 for engagement of services on contractual basis under PIU- Uttarakhand Jal Sansthan. Details including ToR, remunerations, type of engagement, job code application forms and terms are given below:-

1. Terms of Reference/Job Description can be downloaded from website.
2. The engagement of services will be purely on contractual basis for a period of 11 month with a provision for extension depending upon requirement and performance. The total experience asked for has to be post qualification.
3. Other terms of engagement are mentioned in the application form which can be downloaded from the link available on the website.

Applications should be sent in the desired format only. Applications may be sent by post or delivered in person to the address- Office of the Chief General Manager, Uttarakhand Jal Sansthan- Jal Bhawan, B-Block, Nehru Colony,, Dehradun Uttarakhand, PIN: 248001

Sl.	Name of Post	No of Post	Consolidated salary per month	Qualification/Experience	Job code	Engagement type
1	2	3	4	5	6	7
1	Procurement/ Contract Specialist	1	Rs. 80,000.00 PM	BE/B.Tech in Civil Engineering having experience of 08 years in the field of Procurement under Govt./Semi Govt./Govt. undertaking/ External Aided Projects viz World Bank, ADB etc	CS	Contractual

Chief General Manager

Uttarakhand Jal Sansthan

Jal Bhawan, B-Block, Nehru Colony, Dehradun Uttarakhand, PIN:248001

web: www.ujs.uk.gov.in

APPLICATION FORM FOR ENGAGEMENT BY SELECTION

			Affix a recent passport size photograph duly attested by the candidate
1. (a) Name of the assignment applied for and Job code:			
1. (b) Period required to join if selected:			
2.	Name in full (in capital letters)		
3.	Father's/Husband's name		
4.	Date of birth (DD/MM/YYYY): Place of birth: Age as on the date of application:		
5.	Nationality		
6.	Gender		
7.	Email id <i>(mandatory as all future communication will be on this email id)</i>		
	Contact Mobile Number <i>(mandatory as all future communication will be on this email id)</i>		
8.	Postal address for communication with PINCODE		
9.	Permanent address with PINCODE		

10.	Have you ever been convicted by a Court of Law or is there any criminal case/disciplinary action pending against you?	Yes / No If YES please give details in separate sheets.
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11. Educational/Professional and Technical Qualifications (Starting from class 10) ***Do not attach any copies/originals, they would be required at the time of interview/verification:***

Sl.	Examination Passed	Name of the Board/University	Regular / Private	Duration of Degree/ Diploma/ Training	Year of Passing	CGPA/% of Marks & Division/ Class	Specialization

12. Details of employment in reverse chronological order (Attach separate sheet, if necessary).

Sl.	Department / Organization	Post held	Regular/ Temporary /Permanent/ Contract	Period of employment		Total No. of years	Key Job Responsibilities	Scale of Pay /
				From	To			Consolidated Salary

13.	Pay in the Pay Band and Grade Pay / Pay in the pay scale / total emoluments in the post currently held:	
14.	Are you a member of any professional body? If yes, give details:	
15. References:		
(i)	Name: Designation & Organisation: Postal address: Phone number E-mail id	Landline: Mobile:
(ii)	Name: Designation & Organisation: Postal address: Phone number E-mail id	Landline: Mobile:
(iii)	Name: Designation & Organisation: Postal address: Phone number E-mail id	Landline: Mobile:
16.	Additional remarks such as special qualification or experience not covered in the preceding columns.	
17.	Language competency: English Hindi (pl mention 'Yes' or 'No' against each)	Read Write Speak

18. Please write one paragraph in own handwriting (not more than 250 words) in the space below justifying your suitability for the assignment applied for:

19. Number of additional sheets enclosed with the application (If space provided is not sufficient):-----

DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained in the above and notes given down below and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the project and if already engaged for any assignment in the project; my engagement will be terminated forthwith.

Place:

Date:

Signature of the Applicant

General Conditions

1. All the assignments are purely on contract basis for an initial period of 11 month with provision of extension depending upon project requirement and individual performance.
2. The selected applicant will not have any claim or right for a permanent job with the project or the Government of Uttarakhand or any of its organisations.
3. The assignments are open only to Indian nationals. However candidates are required to have competency in Hindi language in addition to English.
4. Screening Criteria: In case of more applications, apart from above mentioned criteria screening will be done based on relevant skill set, experience and professional qualifications.
5. Persons working in Government / PSUs/autonomous bodies are required to forward an advance copy of the application and later submit hard copy of the application through proper channel. However they would be required to furnish No Objection Certificate (NOC) at the time of interview/joining.
6. How to apply: **Applications only on the prescribed form should be sent by SPEED POST or delivered in person to the office of Chief General Manager, Uttarakhand Jal Sansthan, Jal Bhawan, B-Block, Nehru Colony, Dehradun Uttarakhand – 248001.**
7. **The envelop should be super scribed with the assignment applied for and the Job Code.**
8. Only Short-listed candidates will be called for interview. Shortlisted candidates will be informed by email /telephone only and no separate communication will be sent. At the time of interview, they should bring Original Certificates of qualifications and experience, NOC and a photocopy of these.
9. No TA /DA will be paid for appearing for the interview.
10. The Project reserves the right to fill up the assignment or increase/decrease the number of assignments or even to cancel the whole process of engagement without assigning any reasons thereof.
11. Canvassing in any form and bringing any influence, political or otherwise will be treated as a disqualification for the assignment applied for and Project reserves the right not to consider such applicants for the selection process.
12. Candidates are advised to keep checking the website (ujs.uk.gov.in) and their emails for any information updates.
13. The Project reserves the right to relax requirements pertaining to any of the assignment at its discretion.

Place:

Date:

Signature of the Applicant

ToR for Procurement Specialist

1. General

The specific objectives of the Procurement Specialist position are:

- To assist the Program Implementation Unit-PIU in procurement of goods, works and consultancy works as per the Uttarakhand Procurement Rule and World Bank guideline
- To monitor and oversee activities regarding preparation of Bidding Documents, Bid Evaluation and award of contracts for works/goods/consultancy.
- To provide the management with regular updates on various procurement activities.
- To flag potential problems with implementation to Program Implementation Unit and work with Consultancy Firm and contractors to resolve them.

2. Specific

Procurement Specialist will be charged with the following tasks:

- Support to Program Implementation Unit in ensuring that procurement under the different schemes is carried out efficiently and in accordance with the Procurement Guidelines of Uttarakhand Govt./Funding Agency (World Bank).
- Developing, updating and publishing periodical procurement plan, reviewing and monitoring the progress of procurement implementation with respect to each bidding package within the schemes scope and promptly inform the Program Implementation Unit of delayed activities or difficulties rising, preparing periodical reports to monitor, the implementation of procurement under the schemes, contract expenditure and progress and to provide recommendations on how to improve procurement and contract management in the Program Implementation Unit
- Provide guidance to the Program Implementation Unit on the provisions of procurement guidelines of Uttarakhand Govt./Funding Agency
- Participate in developing bidding invitations (invitations for bids, requests for expressions of interest) for all procurement packages within the scope of the Scheme.
- Assist the management for Preparation of Terms of References (TORs) and Request for Proposals (RFPs), evaluation of Expression of Interest (EOI) and Technical and Financial Proposals for selection of Consultant.
- Prepare and support the Program Implementation Unit in preparing all related documents during the implementation of procurement activities including but not limited to following documents: Statements to the Chief General Manager, responses to requests for clarifications from bidders, responses to complaints from bidders, communications with service providers, suppliers and vendors, minutes of pre-bid meeting, bid opening, negotiations, contract finalization meetings, and working documents with stakeholders.
- Make regular Update of Procurement Plan and Contract Roaster for procurement of goods, works and Consultancy Services.
- Establish a monitoring system to ensure the completion of procurement process according to the Procurement Plan.
- Provide support to management for monitor invoices and payments in conformity with procurement guidelines of Uttarakhand Govt..

- Flag any irregular financial management issues to management as soon as discovered.
- Assist the management to respond to enquiries on the status of procurement activities. It is anticipated that these will be received from officials, other Government Departments, funding agencies, private sector institutions representing tax payers, individual members of the public.
- Draft and arrange the publication of Specific Procurement Notices (SPN) in accordance with Bank Guidelines and specific requirements of the Loan Agreement.
- Conduct regular co-ordination meetings with Suppliers, Service Providers and contractors to ensure the efficient flow of information between the various projects, and to flag possible problem areas, such as unanticipated slippages in timeframes, so that all parties are aware and mitigating strategies can be adopted.
- Conduct regular meetings with Program Implementation Unit officials, across the various sections, to ensure that tasks assigned to each are being undertaken efficiently, that each one is aware of what is required, and resources are released as appropriate.
- Make regular updates to overall work plan, as implementation progresses.
- Liaison and Coordination with the Funding Agency and its supervision missions.
- To ensure that the reform program is implemented in a manner that meets the reform strategy and implementation plan's requirements.
- Review Monitoring and Evaluation information and provided to State Program Support Unit / State Water & Sanitation Mission.
- Drafting and processing each contract on the basis of finalization proceedings for goods and works.
- Ensure compliance with the World Bank safeguards / guidelines.
- Draft periodic reports of the progress as required.
- Supervising contracts for the supply of goods and equipment in accordance with the respective contract till closing of respective contracts.
- Perform other duties related to World Bank as required by the Program Implementation Unit.
- Any other job assigned by the Employer.

Personnel Specifications

- **Qualifications:** As defined in the advertisement against the post.
- **Experience:** As mentioned in the advertisement against the post.
- Experience on bidding and procurement procedures, preferably ADB/World Bank procedures, safeguards and guidelines.
- Have good IT skills in particular MS word, Explorer and MS projects.
- Ability to perform broad range of specialized activities related to contract, asset and procurement management.
- Proficiency /experience/familiarity with the ADB/World Bank safeguards/guidelines.
- Contract Management to ensure effective implementation of the works under the contracts along with Procurement Activities.

Estimated Time

The estimated time to be spent on the assignment is for 11 month as per the contract signed between First Party (Uttarakhand Jal Sansthan) and the Second Party (Procurement Specialist). The man-month is based upon the regular working hours (10 AM to 5 PM) per day, six days as per week excluding second Saturdays of every month, Sundays and holidays declared by State Government of Uttarakhand. The absence of 2.5 days per month is allowed during the contract period, duly authorized by the competent authority.

Consultant may further be allowed absence subject to submission of medical certificate for a maximum period of 15 days per annum during the contract period.

Review of Performance

The performance of the Procurement Specialist under the assignment shall be subject to periodical or annual review and shall be adjudged on the basis of work assigned and completed by him under the TOR. The consultant shall maintain a diary (hand written or computerized) wherein the details of work done/outputs given shall be entered on a daily basis. The diary shall have to be put up on fortnightly basis before the officer who is administering the contract. This diary will be property of Program Implementation Unit and will be deposited in the office after six month. The performance report will be given by the General Manager and accepted by the Chief General Manager, Uttarakhand Jal Sansthan. On the basis of satisfactory performance, the agreement can be extended on mutual understanding.