

TERMS OF REFERENCE FOR CONSULTANT (TENDERS)

1. Purpose of assignment

IPA invites applications for the two consultants (Tenders) for preparation of ToR, RFP and evaluation of Tenders/application for empanelment of firms on various areas of Port Operation & Management.

2. Eligibility Criteria

2 (i) Retired Government Officer/PSUs or Working Government Officer at the time of US DS/PSUs.

- Post Graduate with 10 years of experience in the Contract & Procurement/ Materials Management/ Stores & Purchase or equivalent department in State/ Central Government/ Undertaking(s)
- Having knowledge of Guidelines of CVC, GFR 2005 and DGS&D.
- Should have excellent drafting & Presentation Skill.

Or

2(ii) A person who have worked in Multi –Lateral Agencies

- CA/ICWA/MBA or equivalent with 10 years of experience in the Contract & Procurement/ Materials Management / Stores & Purchase or equivalent department in State/ Central Government/ Undertaking(s)
- Having knowledge of Guidelines of CVC, GFR 2005 and DGS&D.
- Should have excellent drafting & Presentation Skill.

3. Age Limit

Not exceeding 65 years.

4. Consultancy Fee

- (i) Fee in case of retired Government officials/ other Individuals , shall be fixed based on out puts subject to maximum of Rs. 1,00,000/-PM (negotiable)
- (ii) Fee in case of working government official will be existing pay plus deputation allowance as per Seventh Central Pay Commission.

5. Terms of Engagement

The position is initially for a period of six months and extendable subject to satisfactory performance and requirement.

6. Job Profile

- Preparation of RFPs, TOR, RFQ and Evaluation of Tenders
- Knowledge of E-Tendering.
- Preparation of Purchase Orders
- Prepares regular status reports on ongoing tendering & evaluation report
- Coordinates the preparation and submission of RFPs/ RFQs
- Negotiation with Bidders
- Knowledge in all methods of Procurement.

The last date of submission of application is 21st August, 2018. Please apply in plainpaper with C.V. and attested copies of the testimonials to the

Managing Director,
Indian Ports Association,
1st Floor, South Tower, NBCC Place,
Bhisham Pitamah Marg, Lodi Road,
New Delhi – 110 003