

Terms of Reference (ToR) for the position of Procurement Executive

Essential Qualification:

- o Bachelor degree in a relevant discipline (e.g. Engineering, Public Procurement, Finance, Business or Commerce)
- o Relevant training in procurement works will be preferred
- o Candidates having 'Professional Diploma in Public Procurement'(PDPP), Certificate Program in Public Procurement (CPPP), Certificate in Contract Management Program (CPCM) will be preferred.

Experience:

- o Minimum 3 Years of procurement related experience with State Government / Central Government / Semi Government Bodies /PSUs.
- o Candidates having hands-on experience in procurement policies & procedures of Externally Aided Projects / State government / Central Government / Semi Government Bodies / PSU for at least one year will be preferred.
- o Knowledge of Assam Public Procurement Act 2017 and Assam Public Procurement Rules 2020 is essential.
- o Hands on experience in e-procurement portal and GeM will be preferred.

Competencies Required:

- o Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- o Ability to work under tight deadlines and Good Knowledge of Contract management.
- o Experience of using internet based applications, using and working with advanced word processing / spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

Key Job Responsibilities:

- o Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria ;
- o Ensure completeness and compliance with objective of JICA Assisted Guwahati Water Supply Project and JICA Assisted Guwahati Sewerage Project as per JICA procurement policies and procedures, guidelines and best practice;
- o Provide procurement support during project preparation / implementation (including prior and post reviews of all procurement documents and decisions);
- o Manage procurements through the e-procurement system of the state;
- o Provide administrative support to the PIU in procurement management and

contract administration, disbursement and contract closure;

- o Prepare draft invitation for Bid / Bidding Document / Requests for Expression of interest (REOI) /Request for Proposal (REP) document /Minutes of pre-bid meeting / Minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines /best practice;
- o Prepare draft Bid Evaluation Report /Technical Evaluation Report /Combined Technical and Financial Evaluation Report,/ Contract document / Minutes of Negotiation, taking into account applicable policies, procedures, guidelines / best practice;
- o Documentation of procurement process undertaken, ensuring systematic maintenance of the procurement related records and documentation.
- o Assist in overall administration of the contracting process including contract requisition;
- o Handling GeM procurements.
- o Monitoring the performance & progress of contracts.
- o Any other duties assigned by the authority

Remuneration:

The monthly fixed remuneration will be in the range of Rs.35,000-45,000per month depending on qualification and experience.

Period of Service:

The contract shall be initially for a period of 11 months with a provision of further extension up to the end of the project, subject to satisfactory performance as assessed by the Project Director, JICA Assisted Guwahati Water Supply Project.

***Attach latest salary certificate.*

22. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

--

23. Languages proficiency:(please tick ✓)

Sl.	Language	Read	Write	Speak

24. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 3 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

<p>Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the GMDW&SB to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by GMDW&SB would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p> <p>Date : _____ Place : _____</p> <p style="text-align: right;">Signature of the Candidate</p>

IMPORTANT Notes:

1. Applications shall be submitted in the prescribed format only else the application shall not be considered.
2. Candidates are to note that applications without self-attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.