

## Terms of Reference (ToR) for Procurement Expert

### 1. Background:

The Head of Lead Agency on Road Safety, under Commissionerate of Transport, Department of Transport, Government of Assam (hereinafter called as "Authority") is establishing an Accredited Driver Training Center (ADTC) and Automated Driving Testing Track (ADTT) to enhance road safety and driver training initiatives in the state. In this regard, the government is seeking the services of a qualified procurement expert to support the procurement activities related to this project & other activities as & when required.

### 2. Number of Post: 1(one)

### 3. Scope of Work:

The scope of work of the procurement expert will be including but not limited to the following tasks:

- a) Prepare the procurement plan for all goods, works, consulting and non-consulting services to be undertaken.
- b) Develop Request for Proposals for consulting services/bid documents, Pre/Post qualification criteria, and Bidding Procedures.
- c) Assist in the evaluations and undertake bid process management in the shortlisting and final selection process.
- d) Support tendering and all procurement activities.
- e) Assist in developing guidelines for the invitation of bids, preparing bidding documents, opening and evaluation of bids etc.
- f) Assist in the invitation, receiving, and evaluation of bids. Prepare necessary documents for the approval of bids by the Authority.
- g) Support in the preparation of bid evaluation reports for Authority's approval.
- h) Assist in issuing the letter of acceptance to the successful contractors/bidders, contract agreement and Notice to proceed etc.
- i) Provide assistance and advice in contract management, including settlement of contractor's claims, extension of time, termination of contracts, and completion reports/certificates.
- j) Undertake any other procurement-related works/tasks as delegated by the Authority from time to time.
- k) The applicant shall be available on **full time** basis.

### 4. Qualifications and Experience:

The procurement expert should possess the following minimum qualifications and experience:

- a) Bachelor's in Engineering/Technology.

- b) Applicant should have experience of leading design based vendor hiring through tendering process following Government norms of public procurement.
- c) Minimum of 10 years of experience in procurement of goods, civil works, and services with central government/state organizations, Externally Aided Projects (EAP), Multilateral organizations, International NGOs, or reputed corporate organizations.
- d) Should have the experience of budgetary and financial compliances related to procurement processes of Government projects.
- e) Technical skills should include thorough knowledge of MS Office.
- f) Strong negotiation and communication skills.
- g) Experience in automation activities and IT related matters in infrastructure development projects with Automation solutions etc. is desirable.
- h) Ability to execute projects in time bound manner within tight deadlines and as per quality standards.

#### **5. Duration and Reporting:**

The position will be purely on a contractual basis for an initial period of **11 months (full time)**, which can be extended based on project requirements and the performance of the expert. The procurement expert will report directly to the Commissioner of Transport, Assam overseeing the establishment of the Driver Training Center and Testing Tracks etc.

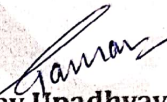
#### **6. Remuneration:**

The monthly remuneration for the procurement expert will be between **INR 1,30,000/- to INR 1,80,000/-** (Inclusive of all) based on qualifications and experience. The per day remuneration will include remuneration, per diem, travel, local travel expenses, report preparation, communications, etc. **No other charges shall be paid by the Authority.**

#### **7. Other Terms and Conditions:**

- a) The interview will take place at the **Office of the Commissioner of Transport, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22** on **01<sup>st</sup> April 2024**.
- b) Registration for the interview will take place from 9:00 AM to 11:00 AM on the walk-in interview date. Registration will close at 11:00 AM, and late candidates will not be accommodated.
- c) The above position is time-bound and co-terminus with the project.
- d) Applicants working in the Government sector shall require a prior NOC from their employer at the time of the Interview.
- e) No TA/DA will be paid for attending the interview.
- f) The engagement under the above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in the Transport Department.

- g) Interested eligible candidates may come for the Walk-in interview and bring their CV and a passport size latest photograph with self-attested copies of all the certificates and testimonials along with the original certificates and testimonials.
- h) The competent authority reserves the right to withdraw the aforesaid advertisement/posts without issuing any prior notice.
- i) The maximum age limit for applicants is 60 years as of the date of the interview.
- j) The Authority reserves the right to adjust or relax any of the eligibility criteria in the event that a suitable candidate cannot be found.
- k) Interested candidates are advised to regularly visit the website [www.comtransport.assam.gov.in](http://www.comtransport.assam.gov.in) for any addendum (if there is any). For further enquiries, candidates may email at [report.ctassam@gmail.com](mailto:report.ctassam@gmail.com).

  
(Gaurav Upadhyay, IPS)

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