

Terms of Reference

Procurement Support Cell (PSC) for DME Office

S.N	Position	Qualification & Experience	Scope of Work
1	Team Leader (PSC) Maximum Package 1.00 lakhs Per month	Educational Qualification: Biomedical Engineering (B. Tech Degree). Work Experience: For Retired Govt/PSU employee = Minimum 10 (ten) years. For other applicants = Minimum 7 (Seven) years of work experience either in production, maintenance or procurement of medical equipment. <i>For above calculation of experience, the working experience with Original Equipment Manufacturer, Government Institutions or</i>	A. Overall Management Team Leader is responsible for overall management and functioning of the Procurement Support Cell. He/ She shall be responsible for the day to day functioning of the Cell including allocate of Job responsibilities to other members in the team and supervision of their work. All other members in the Cell shall be reporting primarily to the Team Leader. B. Preparation of procurement: 1) Assess validity of rate contract/approved rates available and to advice authorities for fresh tenders regarding rates due for expiry. 2) Finalise List of items/equipment to be procured, Medical institution-wise/Department-wise, in consultation with the DME Assam. C. Finalisation of Specifications 1) Draft technical specification including product specifications, warranty and maintenance terms, and quality and performance parameter in

	<p><i>other multispecialty Hospitals with minimum of three hundred beds shall only be considered.</i></p> <p>Others:</p> <ul style="list-style-type: none"> a) Proficiency in MS Office, Internet, etc. b) Knowledge in e-tendering operations will be an added advantage. <p>Age Limit:</p> <ul style="list-style-type: none"> a) Not more than 55 years as on 31st March 2019. b) Age Limit shall be relaxed for retired government/ PSU employees with similar experience maximum to an extent of 7 years. 	<p>consultation with the specialist and indenting officials (user) as per the requirement.</p> <ul style="list-style-type: none"> 2) Ensure specifications are just and appropriate for the purpose it is intended. 3) Specifications are open and not biased towards any particular brand so that maximum bidder participation can be ensured. 4) Ensure that the specification drafted, as far as possible, are based on energy efficient, environment friendly and state of art technology. 5) Finalise technical specification including product specifications, warranty and maintenance terms, quality and other performance parameters per the requirement of the indenting officials (user) and obtain approval of the respective technical committees. <p>1) Finalise tender document and release the same for publication with the approval of the Tender Committee.</p> <p>D. Pre-bid State</p> <ul style="list-style-type: none"> 1) Respond to queries and clarification raised by prospective bidders especially on technical matters. 2) Ensure all the written queries submitted by the prospective bidders are complied. 3) Ensure corrigendum with respect to specifications and other matters are prepared and placed for approval by the authority, wherever required.
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2	Finance Expert (PSC)	<p>Educational Qualification & Experience</p> <p>Any one of the following:</p>	<p>A. Finalisation of Bid Document</p> <p>Shall ensure that:</p> <ol style="list-style-type: none"> 1) The information given in the tender including the dates, amount and

	<p>Maximum Package 0.6 lakhs Per Month</p>	<p>(a) Chartered Accountant / Cost Accountant with minimum 3 years of post-qualification work experience in any Public Sector Undertaking, Government Agency or Audit Firm handling matters relating to finance/audit. Or</p> <p>(b) Retired Government Auditor (Local Fund or AG) minimum of the rank of Audit Officer.</p> <p>Others:</p> <p>a) Proficiency in MS Office, Internet, etc.</p> <p>b) Knowledge in e-tendering operations will be an added advantage.</p> <p>Age Limit:</p> <p>a) Not more than 45 years as</p>	<p>terms and conditions are consistent, complete, adequate and free from ambiguity.</p> <p>2) The layout, format and content of the tender document are in conformity with the Standard Bid Document.</p> <p>3) The authority duly approves any changes and modification in the tender document.</p> <p>4) Conditions of rejection of bid, evaluation of bid and eligibility criteria of bidders are clearly mentioned.</p> <p>B. Tendering Process:</p> <p>5) Draft minutes of different committee meetings including purchase committee for approving the tender, technical committee to finalise the specification and technical evaluation, pre-bid, bid opening, bid evaluation meetings, etc., along with Biomedical Engineer and get the minutes signed by the members.</p> <p>6) Prepare corrigendum and clarification of the queries raised during the pre-bid in consultation with the members of the committee and place that before evaluation committee.</p> <p>C. Bid Evaluation</p> <p>7) Ensure that the bid submitted in form of hardcopy is same as the bid submitted online. The bid submitted online should prevail in case of any mismatch.</p> <p>8) Check completeness of the bid in all respect as per the checklist and</p>
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		<p>on 31st March 2019.</p> <p>b) Age Limit shall be relaxed for retired government Auditors maximum to the extent of 16 years.</p>	<p>identify incomplete bids.</p> <p>9) Verify correctness, validity, appropriateness, completeness of affidavits, certificates, licenses submitted to identify fake, expired, and inappropriate and fabricated documents.</p> <p>10) Review the financial documents (Audited Balance Sheet and Turn over Certificate, IT or RoC returns, etc.) submitted and ascertain the correctness by cross verification in case of any prima facie mismatch /irregularities noticed.</p> <p>11) Verify validity, correctness of Fixed Deposit Receipts and Bank Guarantee submitted by the bidder from the issuing bank.</p> <p>12) Prepare evaluation sheet, deficiency list for each bidder separately.</p>
3	<p>Procurement Expert (PSC)</p> <p>Maximum Package 0.6 lakhs Per Month</p>	<p>Educational Qualification & Experience:</p> <p>Qualification:</p> <p>Any one of the following:</p> <p>(a) M.Com with Bachelor Degree in Law (LLB).</p> <p>(b) PG Degree in Material Management.</p> <p>(c) Master's Degree in Business Administration.</p> <p>Experience:</p>	<p>A. Finalisation of Bid Document</p> <p>Shall ensure that:</p> <p>1) The information given in the tender including the dates, amount and terms and conditions are consistent, complete, adequate and free from ambiguity.</p> <p>2) The layout, format and content of the tender document are in conformity with the Standard Bid Document.</p> <p>3) The authority duly approves any changes and modification in the tender document.</p> <p>4) Conditions of rejection of bid, evaluation of bid and eligibility criteria of bidders are clearly mentioned.</p> <p>B. Tendering Process:</p>

	<p>Minimum 5 years of post-qualification work experience in any Public Sector Undertaking or Government Agency or Large Manufacturing Company (above Rs 100 Crs. average annual turnover in last 3 Financial Years) handling Procurement/ Quality/ Legal matters.</p> <p>Other Requirements:</p> <p>a) Proficiency in MS Office, Internet, etc.</p> <p>b) Knowledge in e-tendering operations will be an added advantage.</p> <p>Age Limit:</p> <p>a) Not more than 45 years as on 31st March 2019..</p>	<p>5) Draft minutes of different committee meetings including purchase committee for approving the tender, technical committee to finalise the specification and technical evaluation, pre-bid, bid opening, bid evaluation meetings, etc., along with Biomedical Engineer and get the minutes signed by the members.</p> <p>6) Prepare corrigendum and clarification of the queries rose during the pre-bid in consultation with the members of the committee and place that before evaluation committee.</p> <p>C. Bid Evaluation</p> <p>7) Ensure that the bid submitted in form of hardcopy is same as the bid submitted online. The bid submitted online should prevail in case of any mismatch.</p> <p>8) Check completeness of the bid in all respect as per the checklist and identify incomplete bids.</p> <p>9) Verify correctness, validity, appropriateness, completeness of affidavits, certificates, licenses submitted to identify fake, expired, and inappropriate and fabricated documents.</p> <p>10) Review the financial documents (Audited Balance Sheet and Turn over Certificate, IT or Registrar of Company returns, etc.) submitted and ascertain the correctness by cross verification in case of any prima facie mismatch /irregularities noticed.</p> <p>11) Verify validity, correctness of Fixed Deposit Receipts and Bank Guarantee submitted by the bidder from the issuing bank.</p> <p>12) Prepare evaluation sheet, deficiency list for each bidder separately.</p>
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