

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR INDIVIDUAL CONSULTANTS AT
HEAD OFFICE IN DEHRADUN**

<u>Sl. No.</u>	<u>Issue</u>	<u>Response</u>
1	Submission of EOI	In addition to submission through e-portal, an applicant can submit alternatively through email " <u>hr.utdb@gmail.com</u> "
2	PPP expert and Procurement Expert	In place of PPP Expert or Finance Expert or Procurement Expert, EOI invited separately for positions of Procurement Expert and PPP Expert as per academic qualification and work experience as annexed.

Designation	Consolidated remuneration per month (INR)	Minimum Qualification	Minimum Professional Experience	Tasks
Procurement Expert	Rs. 60,000 for experience from 2 up to 5 years Rs. 80,000 for experience from 5 up to 10 years Rs. 1,00,000 for experience of 10 years and above	<ul style="list-style-type: none"> • Graduate in any discipline from a recognized University / Institution <p>OR</p> <ul style="list-style-type: none"> • Diploma of minimum 3-year duration • Relevant professional academic qualification of minimum 6 Months duration will be an added advantage. 	Work experience related to procurement activities of minimum 2 years	<ul style="list-style-type: none"> (i) Preparation of Procurement Plans and Procurement Schedules for UTDB as per projects undertaken and approved budgets; (ii) Draft & review the Terms of Reference (TOR) for the various consultancies and outsourced services including Public Private Partnership (PPP) projects conforming to the Uttarakhand Procurement Rules, 2017 along with all subsequent amendments and project specific Guidelines / agreements of Government of India or other agencies; (iii) Draft & review Expression of Interest, evaluate the EOI, review Request for Proposals and evaluate submitted proposals. (iv) Selection of appropriate method for the various consultancies within the frame work of Consultancy Guidelines and Project Agreement; (v) Preparation of the appropriate RFP documents for issue to the consultants; (vi) Preparation of evaluation Committee meeting minutes; (vii) Follow the prescribed Procurement rules and procedures as applicable for the project; (viii) Preparation of the final contract for signature of the parties after conducting negotiation; (ix) Follow the prescribed procedures for the procurement of works, goods and equipment; preparation of appropriate bidding documents, preparation of evaluation reports, and award decisions; (x) Conduct training programs for staff handling procurement and procurement orientation program for all technical staff in the Board; (xi) Attend to all Procurement related meetings of the Board at various <i>fora</i> including Government of India, other agencies and advise them in attending to the issues regarding procurement of the Board; (xii) Participate and guide the Need Assessment Committee / Specification Committee/ Procurement committees / tender scrutiny committees / any other Committee meetings in proper assessments and following the Uttarakhand Procurement Rules, 2017 along with all subsequent amendments and project specific guidelines by Government of India, other agencies as applicable; (xiii) Monitor validity of Bank Guarantees or other instruments submitted for EMD. (xiv) Monitor and assist concerned Sections refund of EMD as per tender document. (xv) Monitor, analyze and report to Chief Executive Officer, UTDB adherence to timeliness in the Procurement Schedules;

Designation	Consolidated remuneration per month (INR)	Minimum Qualification	Minimum Professional Experience	Tasks
				(xvi) Preparation of replies to Court cases, Audit reports, RTI queries and Vigilance enquires relating to Procurement activities of UTDB; and (xvii) Any other assignment referred / assigned by Chief Executive Officer, UTDB.
PPP Expert	Rs. 80,000 for experience from 2 up to 4 years Rs. 1,10,000 for experience from 4 up to 6 years Rs. 1,50,000 for experience of 6 years and above	CA / ICWA / MBA in Finance or Infrastructure Management. Alternatively any graduate with professional academic qualification related to PPP of minimum 6 Months duration	Minimum 2 years of experience in Procurement / Finance and associated with at least one PPP Project.	(i) Preparation of Procurement Plan and Procurement Schedules for PPP projects of UTDB with strict adherence to timelines for PPP Projects; (ii) Preparation of appropriate bidding documents for PPP projects <i>inter alia</i> RFQ, RFP, Financial Projections and draft Concession Agreement in accordance with prevalent Uttarakhand Procurement Rules and PPP Policy; (iii) Preparation of additional documents for approval by competent authorities including Expenditure Finance Committee (EFC) documents <i>inter alia</i> Financial Projections and relevant annexure; (iv) Participate and guide UTDB personnel during all activities related to PPP projects in accordance with prevalent Uttarakhand Procurement Rules and PPP Policy and project specific guidelines by Government of India, other agencies as applicable; (v) Plan, advise and participate in any marketing activity for attracting prospective developers/bidders; (vi) Preparation of Evaluation reports, (vii) Preparation of final contract for signature; (viii) Contract management of all PPP contracts executed and/or managed by UTDB, (ix) Monitor, analyze and report to Chief Executive Officer, UTDB adherence to timeliness for PPP Projects; (x) Preparation of replies to Court cases, Audit reports, RTI and Vigilance enquires relating to PPP Projects; and (xi) Any other assignment/task relating to PPP Projects referred / assigned by Chief Executive Officer, UTDB.