



ASSAM URBAN INFRASTRUCTURE DEVELOPMENT AND FINANCE CORPORATION LTD.
Department of Housing and Urban Affairs

Dispur, Guwahati, Assam-781006

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No. AUIDFCL/10/2024/80

Date:01.06.2024

VACANCY

Applications are invited against the following contractual position in **Project Management Unit (PMU)** of **Assam Urban Sector Development Project** under **Assam Urban Infrastructure Development & Finance Corporation Ltd. (AUIDFCL)**, **Government of Assam**. Eligible candidates may submit their CVs along with self-attested documents of Educational Qualifications, Work Experience, Proof of Birth and colored passport size photograph to the office of the Managing Director, AUIDFCL via email career.auidfcl@gmail.com, **latest by 24:00hrs on 8th July 2024.** Detailed TOR & Application Procedure can be seen in the website <https://dohua.assam.gov.in>

Name of the Positions	Qualification & Experience	No. of Position
Procurement Expert (Intermittent)	<ul style="list-style-type: none">Master's degree in Civil Engineering from a recognized University.Preferably 20 years of general experience in Civil Engineering projects out of which minimum 10 years of specific experience in procurement and contract management for major civil works, goods and consulting services.Must have minimum seven years of experience in ADB Procurement Policy, Regulations, Standard Bidding Documents works, goods and consulting services. Experience of working in FIDIC forms is essential.Work experience in procurement and contract management of ADB/World Bank funded projects in Urban Sector is desirable.	1

- Any application received after end date and time shall not be considered.
- The date of interview shall be intimated to the shortlisted candidates via email.
- The shortlisted candidates shall bring the above listed original documents for interview.
- Relaxation in the mentioned criteria of the respective TOR shall be given to the deserving candidates with good working experiences & knowledge as per the position.
- Screening and eligibility shall be solely decided by the selection committee.

Sd/-
Managing Director, AUIDFCL

Terms of Reference (ToR)

Procurement Expert - (Intermittent) under AUIDFCL

Qualifications: Master's degree in Civil Engineering from a recognized University

- **Experience:** Preferably 20 years of general experience in Civil Engineering projects out of which minimum 10 years of specific experience in procurement and contract management for major civil works, goods and consulting services.
- Must have minimum seven years of experience in ADB Procurement Policy, Regulations, Standard Bidding Documents works, goods and consulting services. Experience of working in FIDIC forms is essential.
- Work experience in procurement and contract management of ADB/World Bank funded projects in Urban Sector is desirable.

Responsibilities: The Procurement Expert will undertake the following tasks, but not limited to:

- undertake strategic procurement planning (SPP) study, conduct SPP Workshop and discuss/ assess contract management support requirement and prepare draft Contract Management Plan(s) during pre-contract award stage for finalized subproject contract packages for the ensuing project (proportional to complexity, risk, and value of the contract; and due consideration to whether large subprojects have an individual Contract Management Plan and/or one Contract Management Plan can cover a group of similar contract packages of a similar size for smaller contract packages, etc.), arrive at Procurement Strategy in SPP Study, and prepare SPP Report in consultation with Client, to be submitted to ADB or any funding for review and approval;
- based on SPP study outcome/ procurement strategy arrived at, prepare Procurement Plan in consultation with funding agency (including any subsequent review/ updation, as felt required during PRF implementation) for the identified subproject contract packages with appropriate details of suitable contract modalities, such as contract package name/ description/ estimated value, procurement method, review mechanism [prior review/ post review (sampling)], bidding procedure, etc., and coordinate the preparation of procurement documents, such as IFBs, bid documents, expression of interests, request for proposals/ quotations, etc., for procurement of finalized subproject contract packages (goods, plants and equipment/ civil works) and any consulting/ non-consulting services, related to integrated urban sector's work components;
- prepare bid documents in line with relevant policies and guidelines/SBDs of the ADB or any other funding agency for the procurement of works, goods and plant, and any consulting/ consulting services. Ensure bid documents/ contracts to comply with measures as set out in the IEE/ EIA (as applicable), EMP, and RP (to the extent they may cause impacts to affected people) as well as corrective action plans;
- Carry out procurement progress reporting and annual review of the Procurement Plan with appropriate details of contract packaging, such as contract package name/ description/ estimated value, procurement/ selection method, review mechanism [prior review/ post review/ post review (sampling)], bidding procedure, expected advertisement timeline, etc.;
- Carry out bid evaluation and assist recommendation committee in the coordination for the bidding process for the procurement of works, goods and plant, and any consulting/ non-consulting services;
- Assist in (i) the preparation and publication of invitations for bids, (ii) answers to bidders' queries, (iii) bid openings and evaluation of tenders, and (iv) preparation of bid evaluation reports; and similarly support the procurement process for any consulting/ non-consulting services;
- work together with the Client and other stakeholder authorities to coordinate the processes of obtaining no-objection from the ADB or any funding agency, during the bid evaluation and for bid evaluation reports;
- manage all procurement processes, documentation/ reports, claims, etc.;
- Preparation of the necessary documentation for contract signing, and contractor and/or consultant mobilization;
- provide inputs on procurement status/ any issues to periodic and annual reports, as required;

General Conditions:

1. All positions are contractual in nature and for a period of 1 year initially subject to extension depending on satisfactory performance and requirement of the project
2. Performance review will be done as per AUIDFCL Human Resource policy on an annual basis prior to contract extension
3. **Remuneration for the positions will be based on prevailing market rate and will be decided based on existing pay and allowances of the selected candidates**

APPLICATION FORM FOR THE POSITION OF.....

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband's Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality (attach a copy of evidence):
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available) (attach a copy):
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 29th Feb 2024) : _____Years _____ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:

Paste self attested Recent Passport Photo

18. Educational Qualification (attach a copies of certificates):

Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

19. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. Total Professional Experience : _____ Years _____ month(s)

21. Details of Professional Experience (Starting from latest **) (attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided

** Attach latest salary certificate.

22. Languages proficiency: (please tick ✓)

Sl.	Language	Read	Write	Speak

23. Computer proficiency :

Sl.	Program/Software/Applications	Excellent	Good	Average

24. 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 5 years)

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

25. Do you have any criminal or corruption charges against you? *(If yes furnish details)*

26. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? *(If yes furnish details)*

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

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 AUIDFCL 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 AUIDFCL would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :
Place :

Signature of the Candidate

IMPORTANT Notes:

- Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete application along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.**
- Self attested copies of all the relevant certificates/testimonials needs to be brought along with the application while appearing the Walk-In Interview. Candidates are to note that **applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.**