

**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE CHIEF ENGINEER, PHE, MEGHALAYA  
CUM MISSION DIRECTOR (JJM)  
MEGHALAYA::: SHILLONG**

No.MD/JJM/SPMU/Estt-11/2020/2

Dated Shillong the 14<sup>th</sup> October, 2020

**Advertisement for Engagement of Consultant - Procurement for Jal Jeevan Mission.**

Applications for engagement of Consultant - Procurement to assist the Mission Director JJM/State Co-ordinator JJM in execution of JJM Project in rural areas of Meghalaya in terms of procurement and Contract Management are invited from interested individuals/organization. Interested eligible individuals/organization may submit the duly filled in application online to [cephe.meghalaya@gmail.com](mailto:cephe.meghalaya@gmail.com) on or before 4<sup>th</sup> November, 2020 upto 4:00P.M in prescribed format alongwith all required certificates/documents. The detailed ToR is available on Department website [www.megphed.gov.in](http://www.megphed.gov.in)

*K.D. Talukdar*  
14/10/2020  
(K.D. Talukdar)

**Chief Engineer, PHE  
Cum Mission Director, JJM  
Meghalaya, Shillong**

**Terms of Reference (ToR)**  
**Selection of Individual Sr. Consultant -Procurement**  
**for**  
**Jal Jeevan Mission**

**1. Background :**

Water is a basic necessity. Lack of assured availability of potable water adversely impacts households and local communities. In the absence of access to potable drinking water at home, families, especially women and young girls are forced to spend lots of time and energy every day in carrying water to their homes. During scarcity, State Governments / local administrations take emergency measures to provide water through tankers, trains, etc. With the Government taking a number of steps to improve 'ease of living', people now expect tap water supply in their homes.

In this backdrop, Jal Jeevan Mission (JJM) has been launched in partnership with States, to enable every household in villages to have Functional Household Tap Connection (FHTC) by 2020-2024. It is envisaged that with FHTC, each household will have potable water supply in adequate quantity of prescribed quality on regular and long-term basis. To implement the mission, institutional arrangements at various levels have been made and State's PHE/ RWS Departments are to play a critical role. They have to help Gram Panchayat and/ or its subcommittee to plan, implement, manage, operate and maintain its in-village water supply systems. A sense of ownership has to be installed in the village community as they are at the center of this mission.

Meghalaya is blessed with more than average rainfall and has abundant natural water resources. However, due to the hilly terrain, the run-off is quick and substantial, eliminating any significant percolation. This, thus results in abundant water during the monsoon with acute scarcity during the dry period. This is a major challenge for the state and one of the major issues that need to be resolved. Also, due to detrimental human interference, the water sources, levels etc., are also being adversely affected. Thus, a multi-pronged corrective approach is required by State Government. Indeed, Jal Jeevan Mission(JJM) does provide a definite roadmap to the State to provide clean, potable water to its citizens in their houses, so that the women and girls do not have to face difficulty for fetching clean water. Though, it was noted that Meghalaya has so far not provided tap connections to a large number of households, but the Annual Action Plan was suggestive for extensive work in coming years. To achieve that, a better implementation strategy and arrangements at the village level is needed, for which the State is making/needs to make, elaborate arrangements.

Under Jal Jeevan Mission, water quality testing laboratories at district & state levels are given due priority. Community is being encouraged for surveillance of water quality. PHE Department is facilitating to empower and engage with the community. For this, action plan carried out to incorporate the various planned activities like timely procurement of kits, supply of kits to the community, identification of at least five women in every village, training women for use of Field Test Kits and reporting and collating the reports with laboratory-based findings of the water sources.

The Individual Consultant -Procurement would assist the Mission Director JJM/State Coordinator JJM in execution of JJM projects in rural part of Meghalaya in terms of procurement and contract management.

## **2. Objectives of the assignment:**

- a) Procurement and Contract Management of Goods , Works , Non Consultancy services and services for various activities of State Jal Jeevan Mission including Post Procurement Management.
- b) To support the procurement activities pertaining to JJM in the state closely coordinating with State Water & Sanitation Mission (SWSM) and World Summit on Sustainable Development (WSSD).
- c) Overall, the procurement Consultant will ensure effective, efficient, transparent & accountable procurement, across the entire project, of works, goods and services, including timely and efficient procurement planning and execution, co-ordination with relevant units/Executing Agencies, procurement monitoring and evaluation, reporting and capacity building.

## **3. Scope of the Services:**

The individual Consultant have to :

- a) Prepare the procurement plan for JJM in consultation with all stakeholders.
- b) Identify the projects/works, goods, and services to be procured for JJM in the short term and long term and develop a time chart for procurement.
- c) Assist in preparation of detailed terms of reference/scope of work for procurement of goods, services and works in consultation with subject matter experts.
- d) Prepare standard bidding documents for procurement of Goods, services and works such as EoI, RFQ, RFP and GeM in consultation with subject matter experts.
- e) Develop a framework for reporting deviations from standard bidding documents to meet project specific requirements by JJM.
- f) Prepare variation analysis for deviation from standard bidding clauses for its impact on competitiveness & pricing for the specific procurement and assist the authority in taking appropriate decisions.
- g) Assist the JJM in the development and implementation of an online procurement system for efficient and transparent procurement.
- h) Review the ToR/EoI/RFP/Bid documents prepared by the JJM so as to ensure that the same is, in compliance with, the procurement plan approved and provide inputs/comments/suggestions to them on the course of action to be taken if any;
- i) Assist in incorporation of all suggestions/comments/reviews by the approving authorities in the bidding documents and assist JJM in finalizing the bidding documents.
- j) Organize meetings with JJM for obtaining and incorporating the views/comments of all stakeholders in all procurement related activities including but not limited to Procurement Plan, Procurement documents, method of procurement, Conditions of Contract, Special Conditions of Contract, work requirements and technical specifications, Bill of Quantities(BOQs), implementation schedules, etc.
- k) Manage the entire procurement process through appropriate method, it warrants, including but not limited to, advertisements, arranging public notices, receipt of proposal/bids, monitoring the schedule of procurement, establishing procurement committees, arranging committee meetings, briefings etc.
- l) Conduct pre-bid/pre proposal meetings, Prepare minutes of pre-bid meeting/minutes of pre-bid conference, Prepare the replies to the pre-bid/pre proposal queries, amendments/addendums/ corrigendum to the Bid documents, and assistance in seeking the approval for amendments / addendum/ clarifications from competent

authority, publishing the clarifications, addendums / corrigendum, follow up with the potential bidders on critical issues and providing continuous feedback to the authorities concerned, for appropriate action if any, post pre bid issues/clarifications etc.

- m) Undertake Bidding Process like receipt and acceptance of Bids, safe custody of bids received, managing revised submissions before the due date with the approval of competent authority, opening of the bids/proposal received, preliminary evaluation, record of minutes of bid opening, deposit of bid security, bid process fees in appropriate accounts, etc.
- n) Assist in preparation & Review of Technical Evaluation Report/Bid Evaluation Report/ Combined Technical and Financial Evaluation Report/Contract document/Minutes of Negotiation/Minutes of the Procurement Committee meeting, considering applicable policies, procedures, guidelines/best practices including review of Bid's validity period.
- o) Preparation of Letter of Award & Contract agreement in accordance with relevant clauses of RFP/Bid Document & refund of bid security to unsuccessful bidders.
- p) Review and monitor the existing contracts with regard to variations, time extensions, termination, additional compensation, and claims & other contractual issues etc.
- q) Assist in preparation of implementation schedules, and contract supervision plans including contract performance evaluation criteria;
- r) Assist in Audit & review the contractor's requests for time extensions, variations, and recommend appropriate measures/actions to process necessary approvals assist in prior and post reviews of contracts.
- s) Assist JJM in managing and resolving all procurement related grievances received by the department.
- t) Assist in Maintenance of a proper filing system for all the relevant procurement related documents and record regularly all the procurement related works accomplished for continuity planning, maintain individual contract files including compilation of all procurement documents. Maintain a computerized as well as physical filing system to include all contract documentation to support procurement process, contract administration documents, payment requests, contract closure and evaluation.
- u) Assist in overall administration of the contracts including contract monitoring, payment processing, contract closure, and maintenance of all contract files;
- v) Provide necessary training and capacity building for the staff of JJM on functional areas.
- w) Assist all implementing entities and staff in procurement capacity building activities including support during procurement assessment and the procurement system development process including preparation of Procurement Manuals/Guidelines and other documents.
- x) Provide operational advice to all staff on guidelines and procedures for procurement.
- y) Coordinate with JJM as required, for successful implementation of Project Execute any other work related to contract administration as directed by the Mission department.
- z) To coordinate pre-shipment and post-shipment inspections, if required.
- aa) To monitor the contract management including timely supply of goods and services, release of payment, issuing contract amendments, inventory management etc.
- bb) Any other work assigned by the Mission Director JJM/State Coordinator JJM.

## **2. Reporting**

The consultant will report to the Mission Director–Jal Jeevan Mission(JJM)/State Coordinator, JJM

## **3. Age limit**

The age of the applicant should not be more than 60 years as on 31<sup>st</sup> October 2020.

## **4. Termination / Discontinuance/ Notice**

In case of discontinuance, either party is required to give at least two months' notice or two month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, Mission Director may terminate contract during the contract period.

## **5. Duration of the Assignment:**

Consultant's services would be required for 12 months form date of signing of the agreement or Mission period, whichever is lesser. The contract may be extended as per the need of mission and performance of consultant. Decision of annual honorarium increment will be taken by Mission Director based on the performance of consultant.

## **6. Review Committee and Procedure for Review**

The proposed assignment will be reviewed and monitored by a review committee on a yearly basis at suitable place. Review committee will keep a watch on the deliverables. of the assignments, take actions for the speedy settlement of the issues raised by consultant and timely follow up. Committee is set up under Chairmanship of Mission Director.

## **7. Required qualification and experience:**

Qualification, experience of consultant required for the assignment:

### **A) Education Qualification:**

#### **1) Essential:**

University degree in Business Administration / Management / Engineering / Law / Commerce in any Discipline from any recognized Indian University

#### **2) Desirable:**

- a) Master's Degree in Supply Chain Management/Logistics/Materials
- b) Diploma / certificate in Public Procurement
- c) Public procurement training

### **B) Work Experience:**

#### **1. Essential:**

- a) Minimum 15 years' experience in Procurement Domain
- b) Minimum 10 years of experience in Public Procurement sector with Central Government/ State Government/PSU/Government Undertaking.

- c) Should have at least 10 years of experience in Procurement of Goods, Works , Non Consultancy Services, Consultancy services , empanelment, bid process and bid process management, contract negotiations, costing, procurement planning.
- d) Should have experience with Government of India procurement guidelines, GFR rules, various directives of Ministry of Finance/GoI/State Government.
- e) End to end experience in e-tendering process
- f) Knowledge of Hindi, English and MS Office

2. Desirable:

- a) Experience in working with multilaterals funding agency/external funded projects will added advantage.
- b) Experience in Government e-Marketplace (GeM) procurement
- c) Procurement at State level
- d) Prior and Post review of procurement
- e) Experience in preparation of Procurement Manual

## **8. Method of Selection:**

100 Marks will be distributed as per the following :

- a) 75 marks for Education qualification, Work Experience etc.
- b) 25 marks for personal interview.

Candidate who scores highest marks out of 100 i.e. highest rank (H1) will be called for negotiation and award the contract.

## **9. Professional Fee**

1. The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.
2. The selected consultant will get Consultants-Fees depending upon the past work experience, remuneration/consultancy fee.
3. The selected consultant has to submit invoice/bill for each month based on number of days worked.
4. Applicable TDS will be deducted while making the payment as per the statutory requirements.
5. The rates of TA/DA will be applicable as per the TA/DA policy applicable to Government of Meghalaya employees.
6. TADA Charges to the field for the purpose of the assignment will be calculated from JJM office, Shillong.
7. JJM will release payment to the consultant within 1 (one) week from the date of receipt of invoice.
8. Computer hardware and other items required to perform the duty will be provided by JJM. It is the responsibility of selected consultant to take care of all items provided by the department. In case of any damage/loss of items, consultant has to reimburse/replace or rectify the damage/loss done.

## **10. Submission of Application:**

- a) Application should be submitted in the format provided with this term of reference
- b) Application should be typed and signed on all pages
- c) Application along with copies of all required documents should be submitted online on [cephe.meghalaya@gmail.com](mailto:cephe.meghalaya@gmail.com) on or before 4<sup>th</sup> November 2020 up to 4.00 PM.
- d) Applications received after due date for whatever reason shall not be accepted.
- e) Position for which candidates wish to apply should be mentioned in the subject line of email i.e. Application for Hiring of Individual Sr. Consultant – Procurement.
- f) Incomplete applications will not be considered for further selection process.

Sd/-  
Mission Director  
Jal Jeeva Mission  
O/o the Chief Engineer, PHE.,  
Lower Lachumiere,  
Meghalaya, Shillong-793001

## Meghalaya State Jal Jeevan Mission (JJM) Application Form

To,

**Mission Director  
Jal Jeeva Mission  
O/o the Chief Engineer, PHE.,  
Lower Lachumiere,  
Meghalaya, Shillong-793001**

Latest Passport  
Size photograph of  
applicant

Subject : Application Form for Individual Sr. Consultant – Procurement

### 1. Applicant Details

Name (first-middle-last)	
Date of birth (dd-mm-yyyy)	
Age as on 31/10/2020	
Place of birth	
Gender	[ ] Male [ ] Female
Permanent address	
	Tel. No.: Mobile No.:
Current address (If different than permanent address)	
	Tel. No.: Mobile No.:
Email ID	

2. Notice period required in current Job: days

### 3. Educational Details (From Graduation onwards)

Sr. No.	College/ Institute	University / Board	Qualification	Mark% / Grade	Year of passing	Subjects/ Specialization

### 4. Other Courses / Additional Qualification



Sr. No.	Title of the course / qualification / award	Institute / University	Part Time/ Full Time	Duration & Year of passing

5. Workshops & Trainings Attended

Sr. No.	Name of the Program	Conducted by	Duration	Year

6. Work Experience Details

Sr. No.	Name of Organization	Joining date	Leaving date	Total Experience in Years, Month and Days	Position held	Detailed Role & Responsibilities handled. Detailed work experience may be attached separately

A. Total work Experience: \_\_\_\_\_ Years \_\_\_\_\_ Months

B. Relevant work experience \_\_\_\_\_ Years \_\_\_\_\_ Months

Please write why you find yourself suitable for this position in minimum 200 words:

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7. Details of the current / last employment:

Current/Last Employer Place	Per month Salary in Rs.	Annual Salary in Rs.

8. Languages Known

Please mention fluency level (Very Good/Good/Poor)

Sr. No.	Languages	Speak	Read	Write
1	English			
2	Hindi			
3	Any Other			

9. Extra-Curricular Activities / Interests

10. Computer Skills Details:

(1)

(2)

(3)

11. References:

Sr. No.	Name	Contact No. and email id
1.		
2.		

I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date:

Place:

Signature

Note: Application should be typed and signed on each page