

**GOVERNMENT OF ASSAM**  
**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT**  
**SOCIETY**

**4<sup>th</sup> Floor, Nayantara Supermarket, Sixmile, Guwahati-781022**

**TERMS OF REFERENCE**  
**For**  
**PROCUREMENT SPECIALIST**

**WALK IN INTERVIEW FOR THE POST OF PROCUREMENT SPECIALIST ON CONTRACTUAL BASIS.**

Position: Procurement Specialist: Office of the Director of Medical Education & Research,

Location: Guwahati, Assam

Contract Type: Contractual

**OBJECTIVE(S) OF THE ASSIGNMENT:** The objective of the assignment is to provide technical and operation support for all the procurement related activities and the intermediate steps required for completion of procurement process for goods, services, consultancies (firms and individuals) and civil works, till the time of contract signing and closure of the contract on completion of work.

**SCOPE OF WORK:** The Procurement Specialist (PS) will work under the overall guidance and supervision of the Director of Medical Education and work closely with State health procurement corporation. The Specialist will be stationed in Guwahati, Assam and will provide technical support to the procurement related activities planned under the Directorate and its various projects.

**JOB RESPONSIBILITIES:**

The job responsibilities of the PS shall include the following:

- (a) Responsible for overall planning and implementation of all procurement activities including contract management functions.
- (b) Prepare and update procurement plan under DME, with cost estimates, appropriate procurement method, procurement timelines, etc.
- (c) Identify risks in different procurement activities and suggest appropriate mitigating measures.
- (d) Drafting of all procurement documents such as Invitation of bids (IFB), Request for Expression of Interests (REOI), Terms of Reference (ToR), technical specifications (TS), Request for Proposals (RFPs), Bidding Documents (BDs), etc.
- (e ) Inviting bids/ proposals, pre-bid/ pre-proposal conference meetings, bid/ proposal opening, evaluation process, contract negotiations, etc. during the procurement cycle.
- (f) Preparing shortlist of consultants, bid evaluation reports (BER), draft contract agreements and any other related procurement documents.
- (g) Drafting response to queries received from the bidders/consultants, minutes of pre-proposal/pre-bid conference and issue amendment/s to the procurement documents.
- (h) Handling all procurement undertaken through GeM.

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- (i) Review and manage technical, commercial and legal aspects of procurement in consultation with technical, legal and policy teams as found necessary.
- (j) Resolve procurement issues and queries from various stakeholders on bidding and contract award.
- (k) Prepare a range of procurement-related documents and reports as required.
- (l) Manage all the contracts relating to the procurement activities after consultation with technical experts and take necessary actions as directed.
- (m) Maintain systematically all the procurement related records, database and documentations for audit by the Government.
- (n) Provide procurement related reports/updates, contract details to the concerned, as and when required.
- (o) Required to undertake field-visits, etc. as directed by the Director of Medical Education.
- (p) The responsibilities shall extend beyond the ASSIST Project to encompass both the ongoing operations of the college medical hospitals and the implementation of other EAPs within the same health sector domain.
- (q) Any other tasks as per requirement related to procurement and as assigned by the Director of Medical Education.

**DELIVERABLES:**

- (a) Development of procurement plans along with specification and timely revision of the same agreeable to the Director of Medical Education.
- (b) Provide implementation support to projects in managing the procurement process as and when needed.
- (c) Periodic review of procurement plans and its progress.
- (d) Conduct field visits and meetings with Government departments and other stakeholders to resolve procurement related issues
- (e) Development of procurement documents.
- (f) Any other task as assigned by the Director of Medical Education.

**KEY QUALIFICATION AND SKILLS:**

Interested eligible Candidates who are citizen of India as defined under the Constitution of India and fulfill the eligibility norms of educational qualification, experiences, age, etc. may walk-in accordingly for the interview along with **all the original certificates/documents relating to qualification, experience, age identity proof, latest salary certificate, two passport size-colored photographs etc. and also a set of self-attested copies of the same.**

The required qualifications & experience, in brief, age for the position is mentioned below:

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Sl. No.	Position	Essential Qualification and Experience	Remuneration per month	Age Limit
1.	Procurement Specialist (1No.)	<p>(a) Essential Qualification:</p> <ul style="list-style-type: none"> <li>Bachelor's degree in a relevant discipline (e.g. Engineering, Public Procurement, Finance, Business or Commerce) from any Government recognized university/ institution.</li> <li>Relevant training in public procurement works, Supply Chain Management, Finance, Business or Commerce will be preferred.</li> <li>Candidates having Professional Diploma in Public Procurement (PDPP), Certificate Program in Public Procurement (CPPP), Certificate in Contract Management Program (CPCM) will be preferred.</li> </ul> <p>(b) Experience:</p> <ul style="list-style-type: none"> <li>Must have at least 10 years' professional experience in the field of procurement and related activities in any State Government/ Central Government / Semi Government Bodies/PSUs.</li> <li>Experience of handling GeM &amp; e. procurement portal.</li> </ul> <p>(c) Skills and Competencies:</p> <ul style="list-style-type: none"> <li>Specialized knowledge of &amp; experience in 2-3 substantive areas/ aspects of procurement (e.g procurement of goods, various forms of construction contracts, selection/ contracting of consultant services, preparation of bidding/ contract documents for the international procurement of goods, works, services, public procurement policies; practices).</li> <li>Excellent communication and presentation skills, analytical and interpersonal abilities along with advocacy and negotiations skills.</li> <li>Excellent oral and written communication skills in English language is essential.</li> <li>Demonstrated ability to work in a multi-disciplinary team environment.</li> </ul>	Rs. 2,00,000 - Rs. 2,50,000	Upto 50 years as on 01/01/2025

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		<ul style="list-style-type: none"> <li>• Willingness to travel as and when necessary, to provide technical assistance &amp; ability to work on different assignments simultaneously to meet the timelines for assignments.</li> <li>• Non discriminating, transparent, participative, Advocacy, Negotiations, and communication skills.</li> <li>• Excellent ICT &amp; Computer skills.</li> </ul>		
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**SALARY AND CONTRACT TERMS:**

The salary of the selected candidate shall be in the Range of Rs. **2,00,000** /- to Rs. **2,50,000** per month. However, in case the selected candidate current remuneration with 30% enhancement comes below Rs. **2,00,000** /- per month, the lower remuneration will be offered. Moreover, in case, the selected candidate current remuneration with 30% enhancement exceeds **Rs. 2,50,000** /-per month, the highest pay range i.e. Rs. **2,50,000** /-per month will be offered. However, **Salary is not a bar for the right candidate.**

**Method of selection:** Selection of the candidate will be in two stages:

**1. Skill test:** Will be based on their score in written test or PPT presentation.

**2. Personal interview:** Based on the performance of the skill test top 5 candidates will be selected for personal interview.

The candidates shall have to bring **laptop, original certificates/testimonials along with a set of self-attested copies of the same**, for the interview/test along with the application form and the tabulated sheet for the individual positions provided on the website, the originals of certificates/documents will be returned after corroboration with the self-attested copies of the same. If at any stage, the information furnished in the application or supporting documents is found to be forged/ misrepresented/ incomplete/ false, the candidature shall be liable for cancellation and penal action as per law may be taken.

**Note:** This is a draft indicative ToR; The PD, AHIDM Society reserves the right to cancel the recruitment process or modify the required qualification/ experience/ number of the positions at any stage.

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