



GOVERNMENT OF ASSAM
ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)
4th Floor, Nayantara Supermarket, Sixmile, Guwahati-781022

ECF No:762360/16

TERMS OF REFERENCE (ToR) FOR
PROCUREMENT EXECUTIVE (PE)

A. BACKGROUND AND OBJECTIVES OF THE PROJECT

- i. The Assam Health Infrastructure Development & Management Society (AHIDMS) has been created under the Medical Education & Research Department, Government of Assam (GoA), headed by Hon'ble Health Minister as Chairman and Senior Most Secretary, Medical Education & Research Department, GoA as the Member Secretary of the Governing Body. The Project Management Unit (PMU) is headed by a Project Director (PD). The key mandate of the Society is to function as an apex autonomous body of the GoA for monitoring, coordination and/or implementation of JICA, World Bank and any other Externally Aided Project (EAP).
- ii. AHIDM Society is implementing Assam Health System Strengthening Project (AHSSP) with financial and technical support from the Japan International Cooperation Agency (JICA). It is an important project in the health sector of Assam as the project aims to improve access to public medical services and quality medical services to rural residents, through the improvement of secondary and tertiary medical institutions which are core medical centers. The main objectives of the project is improve the quality of medical services for the residents of the target areas in the state of Assam by comprehensively promoting the development of public medical institutions, mainly secondary and tertiary medical facilities that will serve as core medical centres, the capacity development of medical personnel, and improvement of the management of medical services, thereby contributing to achieve Universal Health Coverage (UHC) in the state.
- iii. The project is under execution by forming Project Management Unit (PMU) and Project Implementation Units (PIUs) at different functions as per defined structure.

With this background, the project intends to hire a Procurement Executive as a contractual member of the Project Implementation Unit (PIU) at Directorate of Medical Education, Assam under AHSSP funded by JICA, to support the procurement related activities under the project as per the schedule mentioned below.

Sl. No.	Name of the position	Place of Vacancy	Number of positions	Date of Interview	Reporting time
1.	Procurement Executive	PIU, DME	1 no.	03/09/2026	10:00 am

B. OBJECTIVES OF THE ASSIGNMENT & JOB RESPONSIBILITIES:

The Procurement Executive shall work under the overall supervision of the Director of Medical Education and Project Manager, AHSSP (under the overall command of the Project Director, AHIDMS) and will perform procurement related activities of DME and AHSS Project. The key responsibilities shall include:

- Assist in the preparation of technical specifications, scope of work, bill of quantities (BoQ), cost estimates, bidding documents, Requests for Quotations (RFQ), Requests for Proposals (RFP), comparative statements, bid evaluation report and other procurement-related documents in consultation with the concerned technical departments.
- Planning and implementing procurement activities of DME & AHSSP in accordance with JICA Procurement Guidelines, Government of Assam rules and Government e-market place.

- Coordinate procurement processes, including bid invitation, evaluation, contract award, and contract management.
- Liaise with PMU, DME, Medical Colleges, suppliers, consultants, and other stakeholders to ensure timely procurement and delivery.
- Monitor procurement progress, maintain procurement records and contract registers, and prepare periodic procurement reports.
- Monitor the progress of procurement packages to ensure adherence to approved timelines and promptly identify and resolve procurement related bottlenecks.
- Ensure proper documentation and compliance with procurement policies, audit requirements, and project guidelines.
- Assist in the procurement of goods, works, consulting, and non-consulting services required under the project.
- Provide procurement-related support during audits, review missions, and project monitoring activities.
- Prepare procurement-related correspondence, official communications, and reports as required by PIU and PMU.
- Maintain proper filing and documentation of procurement records, including physical and electronic records, ensuring audit readiness and traceability.
- Perform any other procurement or project-related duties assigned by the competent authority from time to time.

C. QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES, AGE:

- i. **Educational Qualification:** The PE must possess at least a Bachelor of Engineering / Post Graduate Diploma (minimum two years duration) in Procurement from any Govt. recognized university/institution. Candidates having IT Background, Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) may be given preference.
- ii. **Working Experience:** The Procurement Executive (PE) should have at least 5 (five) years of professional experience in procurement management in any public/private sector organization or externally aided project, of which a minimum of 2 (two) years of hands-on experience in handling procurement through GeM and e-procurement systems is essential.
- iii. **Computer Skills:** The PE must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including MS Word, MS Excel, MS Power Point, related applications and software & hardware computer systems.
- iv. **Language:** Knowledge of Assamese, English, and Hindi will be an added advantage.
- v. **Age:** Age of the candidate should not be more than 45 years as on 1st Jan 2026.

D. SALARY AND SERVICE TERMS:

- i. Consolidated Pay in the range of Rs. 60,000/- to Rs. 90,000/-per month. The selected candidate will be offered 30% enhancement on the last drawn salary. However, in case the selected candidate's current remuneration is more than the initial range of the position applied for, the candidate will be provided 30% enhancement to the current remuneration. And in case, the selected candidate's current remuneration with 30% enhancement exceeds the maximum range of the position, the highest pay range of the position will be offered. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive. However, in the case of an exceptionally deserving candidate, the Project Director, AHIDMS, reserves the right to offer a higher remuneration.

- ii. The assignment shall be on purely contractual basis. The tenure of the contract is initially for eleven (11) months which is extendable based upon his/her satisfactory performance.
- iii. The provisions of leave shall be as per the approved leave policy of AHIDMS.

The candidates shall have to bring **laptop, all the original certificates/testimonials and other experience details as mentioned along with a set of self- attested copies of the same, for the interview/test along with the filled in application form for the position** provided in the website **www.ahidms.assam.gov.in**. 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.

The PD, AHIDM Society reserves the right to cancel the recruitment process or modify the required qualification/ experience/ number of the positions etc. at any stage.

Digitally signed by
SIDDHARTH SINGH
Date: 14-08-2026
18:05:57

Project Director
AHIDMS