

অসম চৰকাৰ



GOVERNMENT OF ASSAM

# ASSAM URBAN INFRASTRUCTURE DEVELOPMENT AND FINANCE CORPORATION LTD.

## Department of Housing and Urban Affairs

4<sup>th</sup> Floor, Aditya Tower, Opp. Down Town Hospital, Guwahati, Assam-781006

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Ref.No. AUIDFCL/10/2024/149

Date:08.09.2024

### ADVERTISEMENT FOR RECRUITMENT

Applications are invited to recruit the following vacant position under Assam Urban Infrastructure Development & Finance Corporation Ltd., in prescribed format as per **Annexure-A** along with all relevant 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](mailto:career.auidfcl@gmail.com), latest by **5:00 P.M. on 22<sup>nd</sup> September, 2024**. Detailed TOR & Application Procedure can be seen in the website <https://dohua.assam.gov.in>

Sl. No.	Position	Qualification & Experience	No of Position	Remuneration Per Annum *
1	Manager (Procurement)	<ul style="list-style-type: none"><li>• <b>B.E./B.Tech. in Civil Engineering</b> from a recognized University. Certification course in Project Management from World Bank, ADB, etc. or Full time Master Degree in any discipline (Engineering, Finance, Business) will be given preference.</li><li>• <b>8 years</b> of experience in procurement and contract management. Candidates having experience in procurement and contract management in any externally aided project shall be given preference.</li><li>• Good Knowledge of Contract management and Procurement and CVC/FIDIC guidelines/State Procurement along with other relevant guidelines related to the externally aided projects is a must.</li><li>• Knowledge of e-procurement is a must.</li></ul>	01	Rs. 9.6-12 Lakh

Sl. No.	Position	Qualification & Experience	No of Position	Remuneration Per Annum *
		<ul style="list-style-type: none"> <li>• Knowledge of bidding procedures and preparation of tender documents/contract documents for hiring of consultancy services including selection of contractors/vendors etc. for externally aided projects.</li> <li>• Knowledge of preparation of contract documents for different types of procurement, knowledge of preparation of project's cost estimate &amp; DPR.</li> <li>• Knowledge of contract termination, dispute resolution procedures, raising and resisting claims and issues beyond contract.</li> <li>• Knowledge of escalation/inflation and updating of BOQ as a part of bid document etc.</li> <li>• Age limit 45 years as on 30<sup>th</sup> September, 2024.</li> </ul>		

- No applications after the last date will be entertained.
- **In service personnel need to apply through proper channel.**
- The position is contractual and initially for a period of 11 months (extendable)
- The remuneration is indicative and the remuneration for the above-mentioned post will be subject to negotiations, existing pay package, performance, skill and delivery.
- Only shortlisted candidates will be called for interview/written test.
- The candidates are requested to attend the interview/written test at their own cost. No TA/DA will be provided to the candidates for appearing in the interview/written test.
- Screening and eligibility shall be solely decided by the selection committee.

**Sd/-**  
**Managing Director,**  
**AUIDFCL**

## **TERMS OF REFERENCE OF MANAGER (PROCUREMENT)**

### **About AUIDFCL:**

To enable holistic and efficient development in urban sector of the State the Cabinet has approved the establishment of the Assam Urban Infrastructure Development and Finance Corporation Ltd. (AUIDFCL) under Department of Housing and Urban Affairs (DoHUA), Govt. of Assam. The AUIDFCL has been registered under Company Act, 2013 and the Certificate of Incorporation has been issued by the Ministry of Corporate Affairs on 31.10.2022.

The salient features of the Company is to act as single Nodal Agency for all Multi-lateral Financing Institutions (MFI), Govt. of India (GoI) and Govt. of Assam (GoA) funded projects and Missions by merging Project management Units (PMUs)/National Missions to provide assistance and consultancy to urban development verticals, preparation of Detailed Project reports (DPRs), implement projects including municipal e-Governance, facilitating access of Urban Local Bodies (ULBs), conceptualize and implement Institutional as well as financial reforms, provide technical and other assistance for development of projects and implementation of Master Plans etc.

The AUIDFCL will also execute an Externally Aided Project – Assam Urban Sector Development Project (AUSDP) worth INR 1250 Cr. with the financial assistance from Asian Development Bank (ADB). The Project includes implementation of water supply schemes in 6 towns of Assam viz. Nalbari, Barpeta, Goalpara, Dhubri, Bongaigaon and Golaghat; storm water drainage for Bahini and Hatinala basins in Guwahati City and various reforms as well as institutional/capacity development Components.

### **Name of the position: Manager (Procurement)**

#### **Job Responsibility:**

- Support in conducting SPP study;
- Support in preparing Contract Management plan;
- 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;
- Organizing SPP Workshop, and bidder's site visits (if applicable);
- Assist in Procuring any office–vehicles, supplies and equipment;
- 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.;
- Ensure implementation of applicable rules and procedures as per ADB or any funding agency and/or local guidelines.

**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. Email ID :
12. Date of Birth (attach a copy of evidence) (dd/mm/yyyy):
13. Age (As on 30.09.2024) : \_\_\_\_\_ Years \_\_\_\_\_ month(s)
14. Current Designation:
15. Current Employer's Full Address with contact email and phone number:
16. Educational Qualification (attach a copies of certificates):

Paste self-attested  
Recent Passport  
Photo

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)					

17. 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.			

18. Total Professional Experience: \_\_\_\_\_ years \_\_\_\_\_ months
19. Total Experience in Procurement: \_\_\_\_\_ years \_\_\_\_\_ months
20. Total Experience in Externally Aided Project, if any: \_\_\_\_\_ years \_\_\_\_\_ months
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.**