

Terms & Conditions for the engagement of e-Tendering Professional at National SC-ST Hub Offices (NSSHO) of NSIC

I. Scope of Work:-

1. Responsible for achievement of KPIs with regards to providing handholding support to the SC-ST MSEs in e-tendering (through NSIC or directly) which include facilitation of SC/ST MSMEs in understanding the various clauses, ascertain the eligibility and provide handholding support for bid preparation and submission.
2. Responsible for achievement of KPIs with regards to registration of SC/ST MSEs with CPSEs / Central Govt. departments as Approved Vendors
3. Offer technical troubleshooting to SC/ST MSEs coming to NSSHO
4. Conduct / Organize training workshops for SC-ST MSEs in e-tendering
5. Mapping of SC-ST MSEs with CPSEs by leveraging Sambandh Portal
6. To create awareness of the support in e-tendering amongst SC/ST MSEs through awareness campaigns
7. Organize Special Vendor Development Programmes for SC/ST MSEs with CPSEs / Central Govt. Departments
8. Maintain record of the SC/ST MSEs assisted.
9. Any other activities / work assigned by the NSSHO head

II. Eligibility:-

1. The applicant must be a retired (superannuated / VRD opted) professional from PSUs (Central / State) with minimum graduate qualification and less than 65 years' age.
2. The professionals should be proficient in speaking, reading and writing in the local language where He/She is proposed to be deployed.
3. The applicant must have total 15 years of work experience out of which minimum 5 years' work experience in the procurement/ e-procurement domain in Central / State PSUs or Govt. Department.
4. The applicant should have proper understanding of the tendering process, documentation, procurement processes for various values of tenders, taxation, CVC guidelines, costing of deliverables, reading and comprehending the tender notices/documents, **online tender participation** and subsequently guide the entrepreneurs in preparing the bids.

III. Emoluments:-

The consolidated emoluments on lump sum basis payable to the e-tendering professionals would be Rs.50,000/- per month.

IV. Period of engagement:-

- (i) The applicants shall be engaged on contractual basis for a period upto 31.03.2021. Extension beyond the initial contract period may be considered subject to continuation of NSSH Scheme with NSIC, requirement of NSSH

Scheme and performance of the individual.

- (ii) The applicants so deployed will be entitled for 12 days' leave during one calendar year.
- (iii) The selected candidates once deployed can be dispensed with by the Corporation without assigning any reason after giving 15 days' notice.

V. Place of deployment:-

1. The e-tendering professionals may be posted at National SC-ST Hub Offices of the Corporation as advertised in the newspaper.
2. The professionals have to work on full time basis at designated office & will have to visit other field offices under respective zones for carrying out the assigned work. The travel and boarding expenses in such cases will be borne by the company as per defined guidelines and to be treated at par with Chief Manager of the Corporation.

VI. Performance:-

The performance of such professionals shall be reviewed every month and non-performers would be removed by giving 15 days' notice to the applicant.

VII. Method of Selection: -

1. Applications are invited in the prescribed format with CVs from individual applicants ready for deployment as e-tendering professionals at any / all the locations mentioned in the advertisement.
2. The selection shall be made by the "Selection Committee" duly constituted for this purpose at NSIC through a personal interview of the eligible candidates at a location to be decided by NSIC. The candidates will have to appear for such interview. They will be reimbursed to & fro travel (restricted to 2nd AC Rail fare).
3. Preference would be given to the SC/ST candidates.

VIII. Payment:-

The concerned field offices of NSIC would release the payments to the selected applicants once deployed on monthly basis.

Note: - The scope of work/requirement given above is indicative & can be changed by the management as per requirement of the Corporation.