

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 for participation in Tenders (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 on GeM portal or other e-tendering portal.
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 for tender participation, GeM enrolment
4. Conduct / Organize GeM enrolment Camps, 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 Tender participation 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 Professionals must be below 50 years of age and should be B.E./B. Tech or MBA with knowledge of e-Tendering, GeM and related internet technologies.
OR
He/she may be a retired professional (superannuated / VRD opted) from **PSUs** (Central / State) with minimum graduate qualification and less than 65 years' age.
2. The applicant should have sound knowledge of Hindi/ English languages and proficiency in regional languages spoken at the locations of NSSH offices listed in the advertisement.
3. Minimum 5 years post qualification experience in procurement / participation in tenders i.e. scrutiny of the terms & conditions, preparation and submission of bid documents. The applicant should possess minimum 1 year experience in the area of E-procurement.

OR

In case of a retired person, the applicant should have minimum 5 years' work experience in the procurement domain and minimum 1 year experience in the area of e-procurement in the PSUs.

4. The applicants should possess and bring to work, at his/her cost his/her own laptop loaded with required software (Windows, MS Office etc.) and USB data card for internet connectivity. Once deployed, such Professionals should also procure, at his/her own cost, one valid digital signature (with USB token) for demonstration and training in e-tendering purpose. 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 1 year **or** the period upto which National SC-ST Hub scheme is implemented by NSIC, **whichever is earlier**. 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 the target beneficiaries and 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.

**Application for engagement as Finance Facilitation Professional / E-Tendering
Professional at National SC-ST Hub Offices of NSIC**

Please attach
passport size
photograph

1. Location Preferred (maximum 3) : (1) _____
(in order of preference) (2) _____
(3) _____

2. Name (Mr. / Mrs. / Ms.) : _____

3. Gender (Male/Female/ Other) : _____

4. Are you from SC/ST category? (Y/N) : _____
(If Yes, Caste certificate should be produced at the time of interview)

5. Date of Birth (DD/MM/YY) : _____

6. Qualification : _____

7. Regional Languages Known : _____

8. Correspondence Address : _____

District: _____,

State: _____ PIN _____

9. Telephone Number : +91- (STD _____)- _____

10. Mobile Number : +91- _____

11. Email : _____ @ _____

12. Details with experience as per eligibility criteria :
(Please attach CV as annexure _____)

13. Date of superannuation/ VRS : _____

14. Designation and scale of pay at the Time of superannuation / VRS: _____

15. Whether any penalty was imposed during the service (if so give details): _____

I hereby certify that the information furnished by me is correct and I am eligible for the said engagement.

Signature
(Name)

Date:-
Place: -