

**TERMS OF REFERENCE & SCOPE OF SERVICES FOR
INDIVIDUAL CONSULTANT**

1. Organization Introduction:

Uttarakhand State Co-operative Federation Ltd. UCF was registered on 15th July 2002 after bifurcation from U.P. Co-operative Federation Ltd, (PCF) Lucknow as a result of formation of Uttarakhand State on 9 November 2000. It operates from the state capital Dehradun. Distribution of Chemical Fertilizer, Biofertilizer, certified seeds & pesticides to farmers through PACS, Purchase of wheat & Paddy through PACS, Supply of Ayurvedic medicines in the government hospitals all over India and to get the farmers the right price for their produce. Apart from this the association does various functions. Also providing safe and good quality products at competitive price to the consumers.

Our prime objectives are to make available robust support base for the farming community across the State by providing fertilizers and other inputs at affordable rates through co-operatives and to effect the market interventions for price stabilization of agricultural produces. Our procurement and marketing strategies bring about great relief to the farmers in the current state of agrarian crises.

Keeping up with its core values and keeping in mind the challenges ahead, UCF has recently formulated its plans to expand business operations. This includes aggressive intervention through procurement of agricultural products and branding and marketing of Uttarakhand's own products with emphasis on value-added wheat, rice finger millet, barnyard millet, pulses and other organic products of Uttarakhand.

2. Objective of the Assignment:

UCF intends to hire eligible individual Consultant through open competitive selection process to assist the organization in procurement related activities. The interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services as mentioned in the Annexure-1.

3. Qualification, Professional Experience, Tasks:

As given in the Annexure -1.

4. Application Form:

As per Annexure - 2. (Application submitted on any other format may likely to be rejected). In case experience certificate is not readily available, self-undertaking will be considered. However, Client reserves the right to verify the same.

5. Contract Period:

On short time basis for likely period of six months at head office in Dehradun and may be extended as per requirement.

Draft Contract to be signed with the Individual Consultant.

6. Facilities to be provided by the Client:

- (i) Available information and documents relevant for the assignment;
- (ii) Office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Local transport for official work; and
- (iv) Travel, Lodging & Boarding entitlements as per applicable Client's rules during official tours outside Headquarters (Dehradun).

7. Payment to Consultant:

Consultant hired shall be required to raise monthly Invoice along with Monthly report of work/tasks accomplished during previous month. Payment shall be made as per contract after deduction of TDS.

8. Review and monitoring of the Consultant work:

Managing Director will review the work of the Consultant and recommend payment of remuneration.

9. General Terms:

- (i) All candidates are required to apply / submit their application through e mail: “ucfdehradun@gmail.com” till 5.00 pm on 9.12.2024 5.00 PM. Application submitted in any other mode and late applications shall not be considered and shall be rejected.
- (ii) All applicants are required to upload a copy of education certificates in support of required qualification and relevant work experience certificates in support of required work experience.
- (iii) Only those applications which are received within scheduled date and time shall be considered for evaluation. Late application shall not be accepted.
- (iv) Client at its discretion may extend the last date for submission of applications.
- (v) Only shortlisted candidates will be called for Interview. Candidates will be informed through e mail: ucfdehradun@gmail.com w.r.t interview and final selection. Any act of influencing the selection process may lead to rejection of the application. Candidates are advised not to contact any officer/consultant of the Client during the selection process.
- (vi) The selected Consultant will have to sign the Contract with the Client
- (vii) The Applicants shall be responsible for all the costs for their participation in the Selection Process including visits to the Client’s office, interview, etc., The Client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.
- (viii) Interview of the candidates shall be in-person or through VC.

10. Right to reject any or all applications:

Notwithstanding anything contained in this document, the Client reserves the right to accept or reject any or all applications at any time without any liability or any obligation for such acceptance, rejection or cancellation, and

- (i) The Client reserves the right to reject any Application, if:
 - (a) at any time, a material misrepresentation is made or uncovered, or
 - (b) the applicant does not provide, within the time specified by the Client, the supplemental information sought by the Client
- (ii) At any time, the Client may change any condition or time schedule by issuing an addendum. The addendum shall be uploaded on official website: ucf.org.in

11. Seeking clarifications:

Prospective candidates may seek clarifications through e-mail: ucfdehradun@gmail.com.

Managing Director
Uttarakhand State Cooperative Federation Ltd
“UCF Sadan”, Vishnu Vihar, Deep Nagar Road.
Dehradun – 266 5020

Sl. No.	Designation	Post	Remuneration (INR)	Minimum Qualification	Minimum Professional Experience	Tasks
1	Procurement Consultant	1	10 days on-site per month Rs. One lakh	<ul style="list-style-type: none"> • Graduate in any discipline from a recognized University / Institution. • Post graduate qualification of minimum 1-year duration in Procurement / Materials Management / Supply Chain Management with additional qualification in PPP 	<ul style="list-style-type: none"> • Minimum 10 years of procurement related work experience with at least 5 years in government sector • Minimum 2 years of work experience in accordance with Uttarakhand Procurement Rules • Having handled at least 3 projects under PPP 	<ol style="list-style-type: none"> 1. Examination of Client's available properties 2. Preparation of Concept report for utilization of Client's properties 3. Conducting site visits and organizing surveys for the Client's properties / identified PPP projects 4. Preparation of Feasibility report for utilization of Client's properties 5. Preparation of Financial models for PPP projects on optimum Value for Money basis. 6. Selection of appropriate method of procurement in accordance with State Procurement Rules 7. Guide the Client in obtaining Clearances from various authorities, whenever required for PPP projects 8. Preparation of suitable tender documents 9. Preparation of Evaluation reports 10. Providing

Sl. No.	Designation	Post	Remuneration (INR)	Minimum Qualification	Minimum Professional Experience	Tasks
						Assistance in Pre-Contract Negotiations 11. Vetting of final contract 12. Any other assignment referred / assigned by Client

APPLICATION FORM

1.	Position applied for		Affix a recent passport size photograph duly attested by the candidate
2.	Advertisement No.		
3.	Name (in capital letters)		
4.	Father's/Husband's name		
5.	Date of birth (DD/MM/YYYY):		
6.	Marital status		
7.	Aadhar number		
8.	E mail: ucfdehradun@gmail.com id		
9.	Contact Mobile Number		
10.	Postal address for communication with pin code		
11.	Permanent address with pin code		

12. Educational/Professional and Technical Qualifications (Starting from class 10):

Sl. No.	Examination Passed	Name of the Board/ University	Duration of Degree/ Diploma/ Training	Year of Passing

13. Details of employment in reverse chronological order (Attach separate sheet, if necessary).

Sl. No.	Department / Organization	Post held	Period of Employment	
			From	To

DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained above and notes given below and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information, which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any assignment and if already engaged, my assignment will be terminated forthwith.

Place:

Date:

Signature of the Applicant