

TERMS OF REFERENCE & SCOPE OF SERVICES FOR EXPERTS AND OTHER STAFF FOR ARMY PROJECT

(1) Background:

- (i) Uttarakhand State Co-operative Federation Ltd (UCF) is the multipurpose Federation of Uttarakhand. 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. The Federation made a humble start with 16 employees of PCF working on deputation with a share capital of 12000-00 only. The present turnover of the Federation is Rs 20123-00 lacs. The Federation is working in the following areas:-
- (ii) Distribution of Chemical Fertilizer, Bio fertilizer, certified seeds & pesticides to farmers through PACS
- (iii) Purchase of wheat & Paddy through PACS.
- (iv) Supply of Consumer Items to state offices/cooperative societies.
- (v) Insurance of farmers through ICICI Prudential life Insurance and IFFCO TOKIO Insurance Company
- (vi) Warehouse operation viz renting of godowns etc.
- (vii) Construction of building, roads, canals etc.
- (viii) Supply of Ayurvedic medicines in the government hospitals all over India. UCF has its own drug manufacturing unit at Ranikhet (Almora).
- (ix) Working as agent of State Government in the field of mining

(2) Objective of the assignment:

The objective of this assignment is to support the Project Manager, UCF and its personal for designing and executive the project for supply of perishable items to army depots located in the state of uttarakhand. This items will be procured different co-operative societies or farmers Producers organizers (FPO)/SHG..

(3) Qualification, Professional Experience, Tasks:

As given in the Annexure -1.

(4) Format for submitting application:

Suggested format as per Annexure - 2. In case experience certificate is not readily available, self-undertaking will be considered. However, UCF reserves the right to verify the same.

(5) Contract Period:

On full-time basis in UCF head office at Dehradun for three years, subject to satisfactory performance, which will be reviewed periodically at least once a year. It may be extended for further periods but not exceeding in aggregate two years on same terms and conditions.

In case performance is found to be not satisfactory, contract can be terminated with 30 days' prior written notice or remuneration *in lieu* thereof.

The extension or the termination shall be based on recommendation of Project Manager and approval of Managing director UCF and Registrar Cooperative Societies

Contract format is attached as Annexure - 3

(6) Data, services and facilities to be provided by the UCF:

- (i) All the concerned Project / Program documents as may be required;
- (ii) Appropriate office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Transport for official work; and
- (iv) Travel, lodging & Boarding entitlements as per client's rules during official tours outside Headquarters (Dehradun).

The Expert shall be responsible for transport from residence to office and back at their own cost.

(7) Final outputs that will be required of the Experts:

Monthly report of work/tasks accomplished during previous month.

In addition, periodical reports and documents to the Managing Director, UCF, as and when required for the completion of the various tasks assigned.

(8) Review and monitoring of the Expert work:

The Project Manager will review the work of the Expert monthly and recommend payment of monthly remuneration subject to satisfactory performance.

(9) Remuneration & Leave:

A consolidated amount per month given in the Annexure shall be paid. No other emoluments or reimbursement of taxes will be paid.

An annual increase of 10% in the monthly remuneration will be considered, if performance is very good. Otherwise, same remuneration as during the previous year will continue.

The Expert will be eligible for an annual paid leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the Chief Executive Officer may relax this condition.

(10) General Terms:

- (i) All communications including Expression of Interest for the proposed assignment will be issued in English/Hindi only.
- (ii) EOI should be submitted through email address to "ucfdehradun@gmail.com". EOI submitted in any other mode shall be rejected.
- (iii) The Expert will be selected in accordance with the Uttarakhand Procurement Rules, 2017 and this EOI.
- (iv) The selected Expert will have to sign an Agreement with the UCF.
- (v) The EOI shall be valid for a period of 90 days from the date of opening of the EOI.
- (vi) The Applicants shall be responsible for all costs associated with the preparation of their EOI, and their participation in the Selection Process including visits to the UCF office, interview, etc., The UCF will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.
- (vii) Interview of the candidates shall be in-person or through VC.
- (viii) In case of Ex. Government employees, the indicative remuneration will be subject to 'Pay less pension' policy.

- (ix) Shortlisting will be valid for one year for selection in case of selected candidate resign / replacement/ additional requirements.
- (x) UCF reserves the right to cancel the post given in this EOI and also to increase number of posts during the validity of the shortlisting to meet the UCF requirement.

(11) Right to reject any or all EOIs:

Notwithstanding anything contained in this document, the UCF reserves the right to accept or reject any EOI and to annul the Selection Process and reject all EOIs, at any time without any liability or any obligation for such acceptance, rejection or cancellation, and

- (i) The UCF reserves the right to reject any EOI, if:
 - (a) at any time, a material misrepresentation is made or uncovered, or
 - (b) the Expert does not provide, within the time specified by the UCF, the supplemental information sought UCF for evaluation of the EOI.
- (ii) At any time before the submission of EOI, the UCF may, whether at its initiative or in response to a clarification requested by a potential applicant amend the EOI by issuing an addendum. The addendum shall be uploaded on official website: www.ucf.org.in to give potential Experts a reasonable time in which to take an amendment into account in their EOI, the UCF may at its discretion, if the amendment is substantial, extend the deadline for the EOI submission.

(12) Seeking clarifications and Submission of EOI:

Prospective candidates may seek clarifications through e-mail from “ucfdehradun@gmail.com”.

Expression of Interest must be submitted online through “ucfdehradun@gmail.com” before **5:00 PM on 10-06-2025** .

Managing director,
Uttarakhand state cooperative federation
Dehradun

Annexure – 1

Sl. No.	Designation	Post	Consolidated remuneration per month (INR)	Minimum Qualification	Minimum Professional Experience	Tasks
1	Deputy Project Manager	1	Rs - 50,000.00	Graduate in any discipline from a recognized University / Institution	Work experience of minimum 10 years supplying goods or liasoning Procurement activities to Army, preferably in Uttarakhand.	<ol style="list-style-type: none"> 1. Coordinate with Army office and stores for identification of material, quantity, delivery schedule 2. Coordinate receipt and inspection of the goods delivered to Army depots. 3. Any other assignment referred / assigned by Managing Director UCF.

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

(DRAFT CONTRACT FORMAT)**CONSULTANCY SERVICE AGREEMENT**

This Consultancy Service Agreement made on this day of 2021 between Uttarakhand State Cooperative Federation through its (Designation and Name), Deep Nagar Road, Vishnu Vihar, Ajabpur Kalan, Dehradun – 248 001 (herein after known as the UCF or First Party) of one Part and (Name and Address) (hereinafter referred to as the Consultant or Second Party) of the other part.

Both the terms First Party / UCF and the Second Party shall always deem to include and mean their respective heir, successor, transferee, assignee, legal representatives and all other such persons as may be claiming through them unless and until repugnant to the context herein.

Recitals:

Whereas the UCF had advertised for requirement of Consultant as and the Consultant has been selected by the UCF for the said post vide letter no. Dated: on remuneration and terms and conditions as stipulated in this Agreement and the Consultant has agreed to offer the services on the aforesaid post on remuneration and terms and conditions as stipulated herein after in this Agreement.

Scope of duties of the Consultant:

The Consultant shall be responsible as under supervision and control of the Managing Director UCF.

The Job requirement of the Consultant shall include the tasks listed below on regular basis

- (i)
- (ii)

Data, services and facilities to be provided by the UCF:

- (i) All the concerned Project / Program documents as may be required;
- (ii) Appropriate office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Transport for official work; and
- (iv) Travel, lodging & Boarding entitlements as per applicable Board's rules during official tours outside Headquarters (Dehradun).

The Expert shall be responsible for transport from residence to office and back at their own cost.

Final outputs that will be required of the Experts:

and documents to the Managing Director, UCF, their officers and staff as and when required for the completion of the various tasks assigned.

Detailed reports will be submitted to the Managing Director in respect of the works done in each calendar month (from the beginning to the last working day).

Review and monitoring of the Expert work:

The Nodal officer for the Consultant is (.....), who will review the work of the Consultant monthly and recommend payment of monthly remuneration subject to satisfactory performance.

Remuneration to be paid to Consultant:

The Consultant shall be paid by the UCF a consolidated sum of Rs./- (RupeesOnly) per month along with the following, which shall consist of and be limited to:

- i. Normal and customary expenditures for official travel; Travelling Allowance (TA) and Dearness Allowance (DA) at the rates applicable for comparable and equivalent cadre of officers and to be authorized by the Managing Director UCF.
- ii. Such other expenses as approved in advance by the Managing Director, UCF.

An annual increase of 10% in the monthly remuneration will be considered if performance is very good. Otherwise, same remuneration as during the previous year will continue

Leave:

Consultant will be eligible for an annual (to be counted from the Date of Contract) paid leave of 12 (twelve) working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the Chief Executive Officer may relax this condition.

Duration of Service:

On full-time basis in UCF head office at Dehradun for three years subject to satisfactory performance, which will be reviewed periodically at least once a year. It may be renewed for further periods but not exceeding in aggregate one year on mutually agreed terms and conditions.

Earlier Termination of this Service Agreement:

Both the parties may after giving notice of one month terminate this Consultancy Service Agreement without assigning any reason for the same or pay one month remuneration in lieu of the notice period.

That in case of default or breach of any condition as contained in this Agreement, the UCF has the right to terminate this Agreement after giving a 30 days' notice to the Consultant to rectify the said breach.

Appointing UCF:

For the purpose of this Agreement and for any other purpose the MD, UCF shall be the Appointing and controlling UCF of the Consultant. And he shall perform all his duties under the supervision and control of the MD of UCF.

Notices:

Any notice and other communications provided for in this Agreement shall be in writing and shall be first transmitted by facsimile / electronic transmission and then confirmed by internationally recognized courier service or Speed post / Registered post, in the manner as elected by the Party giving such notice to the following addresses:

In this case of notices to the First Party / UCF:

Name : Managing Director
Address : Uttarakhand State Cooperative Federation
Deep Nagar Road, Vishnu Vihar
Ajabpur Kalan,
Dehradun – 248 001

Email : ucfdehradun@gmail.com

In the case of notices to the Second Party / Consultant

Name :
Address :
.....
Email :

All notices shall be deemed to have been validly given on (i) the business date immediately after the date of transmission with confirmed answer back, if transmitted by facsimile / electronic transmission, or (ii) the business date of receipt, if transmitted by courier or registered mail.

Any Party may, from time to time, change his / her / its address or representative for receipt of notice provided for in this Agreement by giving to the other Party not less than 30 days prior written notice.

Amendment:

No modification or amendment to this Agreement and no waiver of any of the terms or conditions hereto shall be valid or binding unless made in writing and duly executed by both Parties.

Severability:

The Parties agree that the covenants, obligations and restrictions in this Agreement are reasonable in all circumstances. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under any law, (i) such provision shall be fully severable; (ii) this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part hereof; and (iii) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance here from.

Entirety:

This Agreement contains the whole Agreement between the First Party and the Second Party in relation to the transactions contemplated by this Agreement and supersedes all previous Agreements, if any, in relation to same between the First Party and the Second Party.

Non-Waiver:

Non-omission or delay on the part of any Party in requiring a due and punctual fulfilment by any other Party of its obligations hereunder shall constitute or be deemed to constitute a waiver of any of such Party's rights to require such due and punctual fulfilment and in any event shall not constitute or be construed as a continuing waiver and / or as a waiver of other or subsequent breaches of the same or other (similar or otherwise) obligations of such other Party hereunder or as a waiver of any remedy.

In witness whereof this Agreement has been signed and executed on the day, month and year first above mentioned at Dehradun by the Parties hereto.

For UCF

For Consultant

(Name)

(Name)

(Managing Director)

Address

Uttarakhand State Cooperative Federation
Deep Nagar Road, Vishnu Vihar, Ajabpur Kalan
Dehradun – 248 001

1. Witness

2. Witness