

Government of Maharashtra

A World Bank Funded Project

Maharashtra Agricultural Competitiveness Project (MACP)

Invites Applications along with Resumes

The following posts are to be filled on contract for MACP in Project Office at Pune. The Project period is for six years (Jan 2011 to Dec 2016) and the contractual period will be of one year which can be extended further. The posts are as Follows.

Sr. No.	Post	No. of Posts
1	Procurement Specialist	1
2	Procurement Officer	1

Eligible Candidates who wish to apply should send written application in prescribed format along with copies of testimonial and attested copies of certificates. The last date for submission of application is 30/08/2013 up to 5:00PM. For details of job description, qualification and experience required, postal address and application format, please visit websites <http://macp.gov.in>.

- 1. All the Posts shall be filled purely on contractual basis.**
- 2. In all the cases, the contract will be initially for a period of 1 year only and contract may be extended by one year each time upto total period of 6 years/ closure of the project, provided the performance is found to be satisfactory.**
- 3. The candidates selected shall not be absorbed in Government after the closure of the project.**
- 4. Candidate selected for all posts will have to work under the overall control of the Project Director, MACP and under the direct control of any other officer as directed /decided by the Project Director MACP.**
- 5. Candidate must submit signed application in a sealed envelope by mentioning the name of the post applied on the top of the envelope.**
- 6. Project Director reserves the rights to relax the criteria for selection of suitable candidates.**

Project Director

Maharashtra Agricultural Competitiveness Project (MACP)
F/E/78, 1st Floor, Maharashtra state Co-operative Agricultural & Rural Multipurpose Development
Bank's Training Center Building, Near Pune APMC,
Market Yard, Gultekadi, Pune- 411037
Ph. No. 020- 24270315 / 24270316

Qualification and Functions of Personnel in PCU and PIU

1	Procurement Specialist	
	No. of Post	1
	Job description	<p>The job involves planning, supervision, coordination and control over the procurement of goods, works, non-technical services and consultants as per World Bank procurement procedures and will be responsible to see that all the procedures agreed with the Bank are properly followed by obtaining timely clearances as per WB procurement audits / reviews. Specific tasks of the Procurement Specialist are:</p> <p>Procurement Planning and Management: Prepare the procurement plan and schedule for the project by taking care to ensure optimum competition, economy and efficiency and priority of items. Ensuring systematic maintenance of the procurement related records and documentations for procurement audit/ review by the World Bank; Provide procurement related reports/updates, contract details to the World Bank as and when required; Handle the procurement related complaints, if any; provide guidance to project staff members for undertaking all procurement and related activities.</p> <p>Procurement of Goods & Works and Consulting Services: Supervise and Provide guidance to project staff members regarding finalization of the technical specifications/BOQ/drawings for goods & works and the Terms of Reference (TOR) for services; inviting Expressions of interest (EOI) for services through advertisements, their evaluation and finalization of the Shortlist of eligible consultants; preparation of the Invitation for Bid (IFB) document/Request for Proposals (RFP) for various packages based on the standard bidding /proposal documents of the World Bank, issue the advertisement in newspapers or send RFQ to identified eligible suppliers/contractors. Issue the RFP document to the shortlisted consultants, coordinate the pre-bid/proposal conference, prepare the Minutes of conference along with addendum/clarifications and circulate the same to all the bidders/consultants; receive, open and undertake the technical and commercial evaluation of the bids/technical & financial proposal as per the WB procedure; in case of consultancy services, conduct limited negotiations as per WB procedures, prepare draft initialled negotiated contract and minutes of negotiations; Prepare and sign the contract document to the winning bidder/consultant and provide the feedback to unsuccessful suppliers/consultants. Publish the contract award notice; Monitor the contract management, issuing contract amendments, etc.</p> <p>Clearances of World Bank: Obtain the “No Objection” of WB for the Procurement Plan and its updates; to TOR for all consultancy services; and for all prior review cases (a) to RFQ for Goods and Works to be procured as per ICB/NCB procedures; bid evaluations and contracts and (b) to RFPs, addendums, evaluation report and negotiated contracts.</p> <p>He should also perform other duties assigned by the Project Director</p>
	Qualification	Masters degree with a major in a relevant discipline (e.g. Engineering / Law / Procurement / Finance / Business or Commerce) & relevant training in procurement work.
	Experience	Minimum experience for 10 years on a senior level Procurement position in State /Central/ Corporate Sector/ Government/Bank of which minimum two years should be working on World Bank funded project.
	Age Limit	65 Years
	Salary	Consolidated per month- Rs. 60,000/- (negotiable)

Project Director

3	Procurement Officer	
	No. of Post	1
	Job description	<p>The job involves undertaking and Monitoring procurement of goods, works, non-technical services and consultants ensuring optimum competition, economy and efficiency and priority of items as per World Bank procurement procedures under the supervision of Nodal Officer, Project Implementation Unit –(Agri) / Procurement Specialist. Specific tasks of the Procurement Officer are:</p> <p>Procurement Planning and Management: Prepare the procurement plan and schedule for the PIU. Maintenance of the procurement related records and documentations for procurement audit/ review by the World Bank; prepare procurement related reports/updates, provide contract details to the World Bank as and when required; Assist in handling the procurement related complaints, if any.</p> <p>Procurement of Goods & Works and Consulting Services: Undertake procurement activities regarding finalization of the technical specifications/BOQ/drawings for goods & works and the Terms of Reference (TOR) for services with inputs of Subject Matter Specialists; inviting Expressions of interest (EOI) for services through advertisements, their evaluation and finalization of the Shortlist of eligible consultants; preparation of the Invitation for Bid (IFB) document/Request for Proposals (RFP) for various packages based on the standard bidding /proposal documents of the World Bank, issue the advertisement in newspapers or send RFQ to identified eligible suppliers/contractors. Issue the RFP document to the shortlisted consultants, coordinate the pre-bid/proposal conference, prepare the Minutes of conference along with addendum/clarifications and circulate the same to all the bidders/consultants; receive, open and undertake the technical and commercial evaluation of the bids/technical & financial proposal as per the WB procedure; in case of consultancy services, conduct limited negotiations as per WB procedures, prepare draft initialled negotiated contract and minutes of negotiations; Prepare and sign the contract document to the winning bidder/consultant and provide the feedback to unsuccessful suppliers/consultants. Publish the contract award notice; Monitor the contract management, issuing contract amendments, etc.</p> <p>Clearances of World Bank: Prepare documents for World Bank for obtaining the “No Objection” of WB for the Procurement Plan and its updates; to TOR for all consultancy services; and for all prior review cases (a) to RFQ for Goods and Works to be procured as per ICB/NCB procedures; bid evaluations and contracts and (b) to RFPs, addendums, evaluation report and negotiated contracts</p> <p>He should also perform any other duties assigned by the Project Director /any other controlling officer designated by Project Director related to Procurement Management and Control.</p> <p>He should also perform other duties assigned by the Nodal Officer / Project Director.</p>
	Qualification	A degree in a relevant discipline (i.e. Engineering, Law, Procurement, Finance, Business or Commerce) and relevant training in procurement work
	Experience	Minimum experience of 5 years on engineering project in Government/ Bank / Corporate Sector of which minimum two years should be related to the working on World Bank /other internationally funded development project involving a similar job.
	Age Limit	45 Years (Relaxable)
	Salary	Consolidated per month- Rs. 40,000/-

Project Director

Format: Curriculum Vitae (CV) for Proposed Staff

NAME OF THE POST APPLIED	:			
1. GENERAL PARTICULARS				
NAME in Full	:	Name	Father's name	Surname
<i>Gender</i>	:			
Date of Birth	:			
Age as on 1 Aug 2013	:			
Nationality	:			
Marital Status	:			
2. ADDRESS	:			
Applicants Complete Address for Correspondence along with Pincode				
Contact Phone	:			
Mobile	:			
E-mail	:			
3. PROFESSION	:			
4. YEARS OF EXPERIENCE (Provide certificates)	:	Total:	_____ Years ____ Months	
		Relevant to Post:	_____ Years ____ Months	

5. EDUCATIONAL QUALIFICATIONS :

{Provide essential information as per the desired Qualification for the post applied for}
 [Indicate college/university and other specialized education of applicant, giving names of institutions, degrees obtained, and month & year of passing]

Sl No	Degree/ Course Completed	Month & Year of Passing	University/ Board/ Institute	Marks / Grades obtained

6. OTHER TRAININGS: { Indicate significant trainings relevant to the post applied for }

(i)

(ii)

(iii)

(iv)

(v)

7. Membership of Professional Associations: (If any)

(i)

(ii)

(iii)

8. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

Language	Read	Write	Speak

9. Employment Record [Starting with present position, list in reverse order every employment held by applicant since first job, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

Repeat the description in the format below for each job.

From [Month/Year]: _____ To [Month/Year]: _____		
Employer	:	
Position held	:	
Duties performed		{Describe in brief the works handled / duties performed that Best Illustrate the Capability to handle the proposed tasks as per Job Description for the said post} • • • • •

10. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of Applicant] Date: _____
Day/Month/Year

Name of the Applicant: _____

Project Director