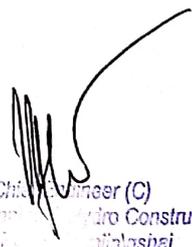


**TERMS OF REFERENCE**  
**HIRING AN INDIVIDUAL CONSULTANT FOR**  
**PROCUREMENT EXPERT**

(World Bank Financed)

The World Bank



Chief Engineer (C)  
Hydro Planning and Hydro Construction  
M.C.E. Shilong  
Shilong - 793001



**TERMS OF REFERENCE**  
**HIRING AN INDIVIDUAL CONSULTANT FOR PROCUREMENT EXPERT**

**1. Background:**

Given Meghalaya Power Generation Corporation Limited (MePGCL) is undertaking various construction activities, primarily focused on civil works, hydro-mechanical systems, and instrumentation, at four dams: Umiam Stage-I, Umiam Stage-111, Umiam Umtru Stage-IV in Ri-Bhoi District, and Myntdu Leshka Stage-I in Jaintia Hills District, as outlined in Appendix I under the Dam Rehabilitation & Improvement Project (DRIP) Phase II & III. This project is funded by the World Bank.

MePGCL is in urgent need of a Procurement Expert for strengthening the procurement system and services and its component entities as per the World Bank Procurement Regulations.

**2. Objectives of the Proposal:**

This proposal is for the Consultancy Services (as an individual Consultant) to be provided for Procurement related activities; to MePGCL, which is Project Implementing Agency DRIP-II&III.

To lead and implement the procurement of goods, works and services required including ensuring that eligible bidders are provided the same information and equal opportunity to compete in provision of the same. The individual is also responsible to spearhead the entire Procurement management process that will include bid opening, technical evaluation of bids, award of contracts and contract management of the same and also to ensure all complaints and grievances are reported and provided with solutions for all vendors.

**3. Scope of Work:**

The Consultant will work with the State Project Management Unit (SPMU) collaboratively and render regular support in implementing the project related activities, including consultancy and capacity building when required. These activities include the following but not limited to:

- 1) To draw up, disseminate and monitor the annual procurement plan in line with World Bank Procurement Regulations requirements as part of annual planning and budget process.
- 2) Management of the procurement portal i.e. STEP in procuring major items of goods, works and services including drawing up tender documents, seeking prior approval from the Bank (where needed), managing the tender process, contract negotiation and enforcement, post/prior reviews by the Bank and procurement audit.



- 3) Examination/ guidance of the completeness of rehabilitation proposals in work package of dam/s, proper procurement documentation of TBER and Financial evaluation report, bid document and processes, bid evaluations, contract award and management of commercial aspects
- 4) Point of contact on behalf of MePGCL for coordination with WB on all procurement related activities
- 5) Examination/ guidance on Quality checking and recommendation on the bid proposals/submissions (Technical bid evaluation)
- 6) Assistance in Financial Bid Evaluation, recommendation for award of works and submission of Bid evaluation reports to the competent authorities
- 7) Monitoring and appraisal of prior and post review proposals, as per financial threshold
- 8) Facilitate uniformity and consistency in the work specifications, procurement procedures and documents of all implementing agencies.
- 9) Coordination and follow up with concerned dam officials, CPMU; for preparation of bid documents, compilation of technical data / procedures, bid evaluations etc.; as and when required.
- 10) Plan, coordinate, implement and monitor an annual procurement plan as part of annual planning and budget process and
- 11) Provide high-level advice and support to the Board and top management. Meet with senior management and/or board members to review performance and address gaps and inconsistencies related to Procurement.
- 12) Responsible to handle all complaints related to the procurement.
- 13) Procurement through Government e-Marketplace (GeM).
- 14) Proficient in e-procurement.

#### 4. **Key Deliverables & Reporting Obligations:**

To be responsible for the creation of tender, end-end Procurement and Contract Management of Goods, Works and Services as per the guidelines of the World Bank

To be responsible for the creation of tender documents for Goods, Works and Services as per the guidelines of the World Bank

- 1) Responsible to spearhead the entire Procurement management process and contract management
- 2) To have knowledge on STEP which is the World Bank Procurement & Contract Management tool
- 3) Responsible for evaluation of bids finalizing TBER, FER, update PP, Complaints, etc, approvals from WB and award of contracts and coordination with the tender evaluation committee nominated by MePGCL.

  
Director (C)



**Reporting Obligations:** The above deliverables will be reported to the Chief Engineer, HP &HC MePGCL on a weekly/monthly basis and a report for monthly status will have to be submitted for monthly remuneration of the Individual consultant.

**5. Qualification and Desired Experience:**

**Qualification:** Bachelor's Degree in any discipline with minimum of 3 years of experience in Purchase/ Material Management, Procurement & Supply Chain/ Inventory & Logistics/Commerce/ Business and Financial Management.

**Desired Experience:**

Minimum 10 years of working experience and must have experience in Purchase, Procurement & Supply Chain. Inventory and Logistic Management related functions.

1. Candidate having at-least 03 years' experience in procurement and Contract Management in World Bank projects would be given preference.
2. To have knowledge on STEP which is the World Bank Procurement & Contract Management tool would be given preference.
3. Candidate shall be conversant with the prevailing State and/or Government Financial Rules (GFR 2017) guidelines of procurement Of Goods, Works and Services.
4. Sound knowledge of preparation of EOI, RFP, BID document, contract agreements of various kinds of contracts, bid/proposal evaluation and negotiation process.
5. Experience of working in North Eastern Region preferably Meghalaya will be given preference.
6. Experience of working with any Central or State PSU, or other similar Government organization of public procurement system will be preferred.
7. Expertise in drafting and negotiating agreements with different kinds of procurement selection methods.
8. Sound knowledge and experience of management of various types of contracts like items rate. consultancy contracts etc.

**Essential Skills:**

1. Good written and verbal communication.
2. Strong Analytical and Negotiation Skills
3. Excellent Decision Making & Problem-Solving Skills.
4. Computer skills like Word Processing, Spread Sheets and Power Point Presentation
5. Excellent management and leadership skills
6. Financial skills particularly focusing on budget management and costs estimations

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**6. Facilities Provided by the Client:**

The Project will provide necessary logistics, office space, furniture, printer and stationery. The Consultant will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.

**7. Review of the Outputs or Monitoring Mechanism:**

The Chief Engineer, HP&HC, MePGCL will review the monthly work and status of the Procurement.

**8. Duty Station:**

- The consultant will be stationed in the office the Chief Engineer (C), HP&HC, MePGCL, Shillong.
- Duration of the assignment shall be 6 (Six) month from the effective date of the Contract. The same may extended further on mutually agreed terms and conditions.

**9. Duration of the Assignment:**

The consultancy will be for an initial period of 6 (six) months and renewable based on the feedback/recommendation of MePGCL, as all of the deliverables and SOW articulated in Section 3 & 4 will require ongoing work beyond this period, subject to satisfactory performance and after the prior concurrence/No Objection from the Bank through STEP Portal before the expiry of the existing contract the consultancy will be subject to extension.

**10. Deployment:**

1. The selected candidate will be engaged on full time basis and will be in Shillong. The assignment shall be a full-time commitment.
2. Operational arrangements such as those relating to official travel etc. will be borne by MePGCL as per rules and regulations
3. Remuneration is negotiable.

**11. Selection Process:**

For selection of the candidate, 80% weightage will be given to suitability of the candidate based on above parameters and 20% weightage will be given to the remuneration sought by the candidate.

  
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Shillong - 793001

SLNo	A. Technical Evaluation (80%)	Maximum Mark
1	Qualification	25
2	Experience	60
3	Extracurricular activities	5
	B. Financial Evaluation (20%)	
1	Remuneration	10

**12. Submission of Offer:**

- Offers for the position should include a detailed resume with supporting documents, a write-up on candidate's suitability for the assignment and expected remuneration.
- The Offer must reach MePGCL in hard copy ( in person or Speed post) addressed to the Chief Engineer (C), HP&HC, MePGCL, and Shillong.
- Office Address: MePGCL, Shillong – 793003, latest by 5:00 PM on/or before 13<sup>th</sup> February 2025.
- Name: K.Thangkhiew  
Address: The Chief Engineer (C). HP&HC, MePGCL, Lumjingshai,  
City: Shillong  
Pin code: 793001  
State: Meghalaya, India.  
Tel: 0364-2590113  
E-mail: [cehphc.mepgcl@gmail.com](mailto:cehphc.mepgcl@gmail.com)

**13. Consultancy Fees:**

The Implementing Agency, MePGCL, shall pay a remuneration of INR 85,000.00 (Indian Rupees Eighty-Five Thousand Only) per month.

TDS (Tax Deduction at Source) will be deducted on the fees to be paid by SPMU to the Consultant, as per Section 194J of income Tax Act and the same shall be deposited with the Income Tax Department by MePGCL.

Goods & Services Tax (GST) payable by Consultant on their fees/reimbursement for travel etc. for providing services to MePGCL shall be paid by MePGCL to Consultant in addition to her fees, as per the applicable rate at any time according to applicable law.

The Consultant must provide their GST registration number to MePGCL in their monthly invoice, along with a copy of the GST registration number and proof of GST payment to the department.

\*Exemption will be provided to Schedule Tribe (ST) of Meghalaya and others where applicable.



**14. Accommodation, Travel:**

The Consultant will arrange their own accommodation at their base location. Whenever the Consultant is required to travel outside his/her base station for carrying out official duties; the travel arrangements will be made by MePGCL (By Air economy class); and cost thereof shall be borne by MePGCL.

For such travels, accommodation will be provided in a suitable Company Guest House or hotel (where Guest House accommodation is not available), as deemed acceptable by the Consultant.

**15. Periods of Presence and Absence:**

The period of presence are defined as the consultant's time spent at their base location, the MePGCL office, the project site, corporate headquarters, regional office, or any other location requested by MePGCL. The period of presence and absence can be negotiated, as the assignment specifies it is full-time rather than time-based.

Periods of absence refer to instances when the Consultant is unable to provide services. The Consultant may avail themselves of a "period of absence" for any reason but must notify the client in advance. Approval from the client official/Deputy Director is required to ensure no impact on project delivery.

**16. Important Dates:**

Submission Deadline: 13<sup>th</sup> February 2025 by 5: 00 PM.



Chief Engineer (C)  
Hydro Planning & Hydro Construction  
MePGCL, Lumjingshai  
Shillong - 793001

**Name:** K. Thangkhiew  
**Address:** Chief Engineer (HP&HC)  
MePGCL, Lumjingshai,  
Short Round Road,  
Shillong-793001.  
Meghalaya.  
**Tel. No.:** 0364 -2590113  
**Email:** cehphc.mepgcl@gmail.com