



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)
2nd Floor, RSIC Building, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005
E-mail: dgmhr@jaipurmetrorail.in

No. F.1/JMRC/DCA/HR/2015-16/ 1533

Date: 14 June, 2017

Sh. Anand Singh Chouhan,
A-169, Gokhale Marg,
Nehru Nagar, Jaipur.

Sub: Proposal for appointment for consultation, monitoring and liasoning of works related to HR, Establishment & Administration for Jaipur Metro Rail Corporation Ltd.

Jaipur Metro Rail Corporation (JMRC) seeks your proposal for engagement as professional for consultation, monitoring and liasoning of works related to HR, Establishment & Administration as per Terms of References (ToR) enclosed at Annexure-A.

In preparing the Financial Proposal, you are expected to take into account the requirements and conditions of the ToR. The Professional shall consider all the costs associated with the Assignment, while quoting the financial proposal.

You are requested to submit your financial proposal/ bid in the format at Annexure-B along with duly accepted ToR as per Annexure-A by 20.06.2017 to the **EXECUTIVE DIRECTOR (CORPORATE AFFAIRS), II FLOOR, RSIC BUILDING, UDYOG BHAWAN, TILAK MARG, C-SCHEME, JAIPUR-302005.**

Thanking you,

Encl: As above.

Yours Sincerely,

(Sunil Kumar Yadav)
Dy. General Manager (HR)
Phone: 0141-5192406

Copy to: 1534

1. IT-Cell to upload on JMRC website & spp. portal.

ENGAGING PROFESSIONAL FOR HR WORK OF JMRC AND LIASONING OF WORKS RELATED TO UDH DEPARTMENTS, FINANCE DEPARTMENT, AND OTHER GOVERNMENT DEPARTMENTS FOR JAIPUR METRO RAIL CORPORATIONS.

TERMS OF REFERENCE

1. Introduction & Objective of assignment

- 1.1. Jaipur Metro Rail Corporation Ltd. (JMRC), hereinafter referred to **the "Corporation"**, is a Special Purpose Vehicle (SPV) formed by the State Government of Rajasthan, as a wholly owned State Enterprise for execution of the Jaipur Metro rail project.
- 1.2. JMRC desires to engage a consultant for supporting its HR and general administration related works.

2. Scope of Work

- 2.1. The Professional will work under the officers of the level of Dy. General Manager & above in HR Cell of the Corporation.
- 2.2. The scope of the services in accordance with these Terms of References (ToR) include working in close co-ordination with the Corporation that will ensure consistent working.

3. Responsibility and Duties of the Professional:

- 3.1 To work in HR Cell of JMRC dealing with Establishment matters, Personal files/Service Book of Maintainers, Maintain Record of Annual Immovable Property Return (IPR), Medical Claims, Insurance, Hospitals, NPS related matters, NOC/Permission for passports/exam/ further study related matters, Acknowledging intimation/permission of acquisition of immovable/movable property, Intimation about giving or taking loan, Maintaining roster/seniority of all Maintainers, Disciplinary proceedings, Annual verification of service & Leave record of Maintainers. Preparation of JMRC HR policies etc.
- 3.2 To assist JMRC Officers of HR/Admin Cell in establishment/HR/administration matters

4. Qualifications of the Professional:

- 4.1 The Professional must be a retired employee of the Govt. of Rajasthan or any undertaking etc. under the same.
- 4.2 Professional must have experience of more than 25 years of work in Government Departments.
- 4.3 Professional must have Knowledge of establishment matters.
- 4.4 Professional must have experience of HR related works.

5 Commencement of Consultancy:

- 5.1 The Professional shall commence their consultancy with the date of issue of LOA (Letter of Acceptance).

6 Time Period of assignment

The Assignment shall be for a period of Six Month.

7 Remuneration & Payment Schedule

- 7.1 The remuneration of the Professional will be paid monthly as approved and mentioned by JMRC in the letter of acceptance subject to maximum up to One Year.
- 7.2 The reimbursement of mobile/telephone/internet expenses will be paid to the Professional equivalent to entitlement for the retired contact employees to JMRC.
- 7.3 The payment will be released to the Professional after due verification of reporting officer on the basis of monthly attendance.
- 7.4 The duty hours of the Professional are from 09.30 AM to 06.00 PM. The Professional is entitled for all the Govt. Holidays; however Professional may be called after duty hours or on any Holidays as per the requirement and no extra payment will be made for it.
- 7.5 The Professional is entitled for 10 days casual leave in an year and if he avails leave more than 10 days in a year, then payment will be deducted on prorata basis.

8 Conflict of Interest

The Corporation requires that the Professional provides professional objective, and impartial advice and at all times hold the Corporation's interests paramount, avoids conflicts with other assignments or its own corporate interests, and acts without any consideration for future work. The Professional shall not engage, either directly or indirectly, during the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement.

9 Key Performance Indicators

The services of the professional shall be monitored regularly on the following criteria, broadly known as Key Performance Indicators (KPIs):

- Monitoring movement of establishment files of JMRC in GoR offices
- Streamlining of complicated NOC/Permission regarding competitive exams and further studies related processes in HR.
- Ensuring proper and timely payments related to Mediclaim
- Proper updating and upkeeping of leave record and service books of all Maintainers working in JMRC
- Punctuality in office hours and office working

10 Termination of Assignment:

An Agreement shall be executed between the Professional and Corporation. The agreement between the Professional and the Corporation can be terminated by the Corporation by giving a written notice of not less than one month, if the Professional fails to perform its part of the duties and responsibilities substantially. The Corporation after having terminated the contract shall have the right to deploy another Professional.

Accepted

Signature & Name of the Professional

Format of Financial Offer

S.N.	Work	Offered Rate per Month
1.	To work in HR Cell of JMRC dealing with Establishment matters, Personal files/Service Book of Maintainers, Maintain Record of Annual Immovable Property Return (IPR), Medical claims, Insurance, Hospitals, NPS related matters, NOC/Permission for passports/exam/ further study related matters, Acknowledging intimation/permission of acquisition of immovable/movable property, Intimation about giving or taking loan, Maintaining roster/seniority of all Maintainers, Disciplinary proceedings, Annual verification of service & Leave record of Maintainers Preparation of JMRC HR policies etc.	
	Total Rate per Month	
	Service Tax to be paid extra by JMRC as applicable	

Signature & Name with Address of the Professional