



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

CIN: U60221RJ2010SGC030630

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S.No.- F.7 (C-150)/JMRC/Professional/2015/4297

Dated: 06.10.2015

Sh. R.C. Sharma,
153/24, Shipra Path,
Mansarovar, Jaipur.

Sub: Appointment of Professional for facilitating and coordinating various activities related to Jaipur Metro Rail Project Phase 1 & 2.

Dear Sir,

Jaipur Metro Rail Corporation is executing Jaipur Metro Rail Project Phase 1 from Mansarovar to Badi Chaupar and Phase 2 is under consideration.

We are seeking your proposal for appointment of Professional for facilitating and coordinating various activities related to Jaipur Metro Rail Project Phase 1 & 2.

You are requested to submit your financial proposals as per the term and conditions of the enclosed Terms of Reference latest by 23.10.2015 at 11.00 AM at place mentioned below.

Director (Project), IIIrd FLOOR, RAJSICO BUILDING, UDYOG BHAWAN PREMISES, TALAK MARG, JAIPUR-302005

Thanking you

Yours sincerely,

(Ashwani Saxena)
Director (Project)

ENGAGING PROFESSIONAL FOR FACILITATING AND COORDINATING
VARIOUS ACTIVITIES RELATED TO JAIPUR METRO RAIL PROJECT
PHASE-1 & 2.

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 Government of Rajasthan, as a wholly owned State Enterprise for execution of the Jaipur Metro Rail Project.
- 1.2 The section between Mansarovar Metro Station and Chandpole Metro Station of Jaipur Metro Rail Project Phase-1A has been opened for commercial operation on 03.06.2015. However there are lot of works to be undertaken like land issues related with NWR, Temporary encroachments along the Metro corridor, etc.
- 1.3 The Corporation is executing Jaipur Metro Rail Project Phase-1B (the **‘Project’**) from Chandpole to Badi Chaupar. The work of Design and Construction of Tunnel between Chandpole and Badi Chaupar and reversal line by Shield TBM, Underground Metro Stations at Chhoti Chaupar and Badi Chaupar by Cut & Cover Method by M/s CEC (the agency) is in progress.
- 1.4 The construction work of Jaipur Metro Rail Project Phase-1B is in full swing. Day to day interaction with district administration & local authorities for public awareness and traffic permissions etc. are to be handled in an appropriate manner and in the guidance of a Professional having vast experience in this field. Day to day coordination issues related with land, temple, safety and encroachment are also to be dealt with. Lot of field level interaction with local public and various stakeholders is needed to maintain the pace of work.
- 1.5 Jaipur Metro is exploring the PPP partner for investing in Phase-2 of Jaipur Metro Rail Project. Land parcels for parking/property development near metro stations and identification of land chunk for property development in Phase 2 is also to be explored for allotment of land.

- 1.6 During execution of Phase 1 Project for various works related to land acquisition, etc., Coordination with District Administration, Local Bodies and Government Departments and Community Consultation are frequently required.
- 1.7 To implement these works, services of an experienced Professional who is capable of getting all these jobs done expeditiously is required to maintain the pace of the work of metro project.

2. Scope of Work

- 2.1. The Professional will be called OSD (Coordination) and work under Director (Project) or equivalent level of officers in the Corporation.
- 2.2. The scope of the services in accordance with these Terms of References (ToR) includes working to maintain close co-ordination at field level so as to ensure consistent, on time execution of project works. The scope of services for the Project shall, inter alia, include, but not be limited to the following:

3. Responsibility and Duties of the Professional:

- 3.1 To work for achieving due coordination with District Administration, Local Bodies and Government Departments so as to maintain pace of the project execution.
- 3.2 To perform duties as a Community Consultant for construction of Jaipur Metro Rail Project and undertake community mobilisation activities to serve interests of the project.
- 3.3 To do liaisoning between various directorates of JMRC on the issues related with Project.
- 3.4 To attend meetings, undertake site visits, conferences and workshops as and when required and directed.
- 3.5 To prepare detailed factual reports from Project Directorate side for various court cases related to District courts, High Court and Supreme Court.
- 3.6 To work for constantly improving the brand image of Metro in public mind.

4 Qualifications of the Professional:

- 4.1 Professional must have experience of more than 30 years to work in the Government Department.
- 4.2 Professional must be a retired IAS/RAS.
- 4.3 Professional must have experience of working in a Metro Rail Project.
- 4.4 Professional must have experience of dealing with issues of Land Acquisition, Rehabilitation and Resettlement.

5 Commencement of Service:

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

6 Time Period of assignment

- 6.1 The Assignment shall be for the period of One Year.

7 Financial Proposal

- 7.1 In preparing the Financial Proposal, the Professional is expected to take into account the requirements and conditions of the TOR. The Professional shall indicate all costs associated with the Assignment, like remuneration and reimbursable other services such as vehicle.

8 Payment Schedule

- 8.1 The remuneration of the Professional will be paid monthly. The applicable service tax will be borne by Jaipur Metro Rail Corporation Ltd.
- 8.2 The reimbursement of mobile/telephone/internet expenses up to Rs. 2500 per month.
- 8.3 Lodging charges, boarding charges, local taxi charges and diem allowance for the journeys performed outside the Jaipur for official purpose will be made to the Professional equivalent to entitlement of the officers of GM or equivalent level in the corporation.
- 8.4 The payment will be released to the Professional on the basis of monthly attendance.

- 8.5 The Professional is entitled for all the Govt. Holidays; however Professional may be called after duty hours or on any Holidays as per the exigencies of work and no extra payment will be made for it.
- 8.6 The Professional is entitled for 10 days casual leave in the whole period of this assignment and if he avails leave of more than 10 days then payment will be deducted on prorata basis.

9 JMRC Obligations

- 9.1 The Professional shall be provided with fully furnished office equipped with Desktop Computer, Printer, Landline Telephone Wi-Fi connectivity, stationary and Storage facility to keep records on no-cost to the Professional.
- 9.2 A office boy, data entry operator or management assistant for assigning the services will be given on no-cost to the Professional as per the requirements of the work.
- 9.3 The Professional shall be provided with a corporation owned vehicle and for use as per existing vehicle use policy of the corporation applicable to General Managers i.e. up to 2000 KM per month. Outstation official journeys, if any, shall be excluded from the monthly usage limit. Extra usage in any month, depending upon the nature and exigencies of work, may be allowed by the concerned Director up to 10% and beyond that by the Managing Director on the recommendations of concerned Director. Usage in excess of 2000 km (or higher usage allowed in any month) will be charged at the rates to be decided by the Corporation.
- 9.4 Staff working in Jaipur Metro will assist the Professional in handling this assignment.

10 Conflict of Interest

The Corporation requires that the Professional provide his services in a professional objective and impartial manner and at all times hold the Corporation's interests paramount, avoid conflicts with his other assignments or interests, and act without any consideration for future work. The Professional shall not engage, either directly or indirectly, during the term of this assignment in any business or professional activities which would conflict with the activities assigned to him by JMRC.

11 Termination of Assignment:

The Corporation can terminate the assignment between the Professional and the Corporation by giving a written notice of not less than one month, if the Professional fails to perform his duties and responsibilities in any manner on any occasion.

Signature & Name
of the Professional

Signature & Name
of the Authorised Signatory

Format of Financial Offer

SN	Work	Offered Price per Month
1.	Professional services for facilitating and coordinating various activities related to Jaipur Metro Rail Project Phase 1 & 2.	
	Total Price per Month	
	Service Tax (to be paid by the Corporation)	
	Grand Total per Month	

Signature & Name with Address of the Professional