



JAIPUR METRO

# JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)  
Admin Building, Metro Depot, Bhrigu Path, Mansarovar, Jaipur-302020  
E-mail: edca@jaipurmetrorail.in

No. F.1(H- 205)/JMRC/DCA/Consultant/2019/3580

Dated: August, 2019  
**27 AUG 2019**

Sh. R. M. Behl,  
2-KA-28, Kamla Nehru Nagar,  
Ajmer Road, Jaipur.

**Sub:** Consultancy services for preparing the reservation Roster of various cadres in Jaipur Metro Rail Corporation Limited - regarding.

Jaipur Metro Rail Corporation seeks your proposal for engagement as professional consultant for preparing reservation roster of all categories of various cadres in JMRC in accordance with the extant reservation rules of Government of Rajasthan. The Terms of References (ToR) are enclosed at Annexure - A.

In preparing the financial proposal, you are expected to take into account the requirements and conditions of the ToR. You shall also 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 02.09.2019 to the EXECUTIVE DIRECTOR (CORPORATE AFFAIRS), II FLOOR, ADMIN BUILDING, METRO DEPOT, BHRIGU PATH, MANSAROVAR, JAIPUR - 302020.

(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy to: 3581-82

1. IT Cell to upload on JMRC website & spp. Portal
2. Personal File / Guard File

ENGAGING PROFESSIONAL FOR PREPARING THE RESERVATION ROSTER FOR ALL CATEGORIES OF VARIOUS CADRES IN JAIPUR METRO RAIL CORPORATION IN ACCORDANCE WITH EXTENT RESERVATION RULES OF GOVERNMENT OF RAJASTHAN.

**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 prepare a reservation roster for all categories of various cadres in JMRC as per the extent reservation rules of GoR.

**2. Scope of Work**

- 2.1. The Professional shall work in coordination with Manager (HR).
- 2.2. The scope of the work in accordance with these Terms of References (ToR) includes preparation of the reservation roster in accordance with the DoP, GoR circular dated 29.03.2019, for the following cadres as per the prevailing reservation rules of GoR:
  1. Station Controller/Train Operator (SC/TO)
  2. Junior Engineer (Electrical)
  3. Junior Engineer (Electronics)
  4. Junior Engineer (Civil)
  5. Junior Engineer (Mechanical)
  6. Customer Relations Assistant (CRA)
  7. Maintainer (Electrician)
  8. Maintainer (Electronics)
  9. Maintainer (Fitter)
  10. Maintainer (R&AC)

**3. Responsibility and Duties of the Professional:**

To work in HR Cell of JMRC and prepare reservation roster of all categories of the above mentioned cadres of JMRC in accordance with the extant reservation rules of Government of Rajasthan.

**4. Experience of the Professional:**

The Professional must have experience of working with Government Departments / Undertakings / Corporations and having knowledge of reservation rules & establishment matters and must have provided such services to the Government Departments / Corporations.

**5. Commencement of the Work:**

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



**6. Time Period of assignment**

6.1 The Assignment shall be for a period of One Month.

**7. Remuneration & Payment Schedule**

7.1 50% of the total payable amount is to be paid on submission of initial draft roster of all the categories of the above mentioned cadres in para 2.2 of this ToR.

7.2 50% of the total amount is to be paid on final submission of draft of roster of all the categories of the above mentioned cadres in para 2.2 of this ToR and duly accepted by JMRC.

**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. 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 **seven days**, 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
1.	To work in accordance with the Terms of References (ToR) which includes preparing reservation roster of all categories for following cadres as per the prevailing reservation rules of GoR: <ol style="list-style-type: none"><li>1. Station Controller/Train Operator (SC/TO)</li><li>2. Junior Engineer (Electrical)</li><li>3. Junior Engineer (Electronics)</li><li>4. Junior Engineer (Civil)</li><li>5. Junior Engineer (Mechanical)</li><li>6. Customer Relations Assistant (CRA)</li><li>7. Maintainer (Electrician)</li><li>8. Maintainer (Electronics)</li><li>9. Maintainer (Fitter)</li><li>10. Maintainer (R&amp;AC)</li></ol>	
	Total Rate	
	Service Tax (GST) to be paid extra by JMRC as applicable	

Signature & Name with Address of the Professional

