



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

A-211, Admin Building, Metro Rail Depot, Bhriugu Path, Mansarovar, Jaipur-302020

E-mail: edca@jaipurmetrorail.in; Telephone: 0141-2822752

No. F.1 (78)/JMRC/DCA/Rev/Consultant/2016-17/ 6806

Dated: .12.2019

(Through Speed Post)

23 DEC 2019

To,

Mr. Padam Kumar Jain.
Plot No. 4, Bhanwar Colony,
Jila Pustkalye Ke Samne,
Tonk, Raj. -304001

Subject: Request for Financial Proposal for consultancy Services in JMRC.

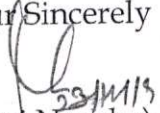
Dear Sir,

JMRC is intending to engage you for providing consultancy services in Jaipur Metro Rail Corporation for supporting JMRC's non-fare revenue contract management work for a period of one year as per Terms of Reference enclosed herewith as Annexure 'A'.

You are, therefore, requested to submit your financial proposals in Annexure 'B' within 7 working days from the issue of this letter to the undersigned.

Thanking you.

Your Sincerely


(Neeraj Naruka)

ED (Corporate Affairs)

Encl.:

1. Terms of Reference (ToR)
2. Format for Financial Proposal Annexure 'B'

ENGAGING PROFESSIONAL FOR THE CONSULTATION FOR SUPPORTING ITS NON-FARE REVENUE CONTRACT MANAGEMENT WORK OF JMRC.

Ref: RFQ No. F.1(78)/JMRC/DCA/Rev/Consultant/2016-17/6806 Dated: 23.12.2019

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 Government of India, 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 non-fare Revenue contract management related works mentioned in the Scope of work.

2. Scope of Work

- 2.1. The Professional will work under the officers of the level of Joint General Manager & above in Administration 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.
- 2.3. Non-fare revenue contracts have been finalized or to be finalized in future by CA directorate in JMRC which require regular monitoring in terms of timely invoicing, revenue recovery & reconciliation, annual increment of license fee/lease amount & resolution of day to day issues of the lessee(s)/licensee(s).
- 2.4. The consultant will also assist JMRC in estimation, revenue projection and RFP preparation.

3. Responsibility and Duties of the Professional:

- 3.1 To submit draft of invoices of all non fare revenue contracts in operation at least 5 days before the due date of preparation.
- 3.2 Reconciliation of amounts received against the invoices issued.
- 3.3 Calculations of interest penalty if any due in reference to the delay receiving of amounts against the invoices.
- 3.4 To examine preliminary draft of RFP within 7 days of initial briefing after studying similar RFPs of other Metro Rail Corporations & prepare of power point presentation including main terms & conditions proposed.
- 3.5 To assist Revenue Cell of JMRC during pre bid meetings, preparing clarifications, Bid evaluations (technical & financial) and preparing various reports.
- 3.6 Monthly updation of status report of invoices issued/payments received and status of contracts and to suggest required action, if any.
- 3.7 Physical verification of leased/licensed spaces as & when required.
- 3.8 Preparation of up-dated vendor-wise information of invoices duly reconciled with Finance Directorate of JMRC.
- 3.9 Preparation of any other Revenue related information required by Management of JMRC

3.10 To assist JMRC Officers of Revenue Cell in revenue matters.

3 Qualifications of the Professional:

- 4.1 The Professional must be a retired employee of Govt. of Rajasthan or any undertaking etc. under the same.
- 4.2 Professional must have experience of more than 30 years of work in Government Departments preferably in accounts/finance related matters.
- 4.3 Professional must have Knowledge of revenue matters.
- 4.4 Professional must have experience of contract management.

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 One Year and extendable with the approval of competent authority as per JMRC norms.

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 12 days casual leave in an year and if he avails leave more than 12 days in a year, then payment will be deducted on pro-rata 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 revenue files of JMRC.
- Ensuring proper and timely payments related to license fee/lease amount.
- Proper monitoring of timely invoicing, revenue recovery & reconciliation, annual increment of license fee/lease amount of

revenue matters, JMRC.

- Resolution of day to day issues of the lessee(s)/licensee(s).
- 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 Revenue Cell of JMRC dealing with Revenue matters as mentioned in point 3 of terms of reference.	
	Offered Rate per Month (In Words)	
	GST to be paid extra by JMRC as applicable	

Signature & Name with Address of the Professional