



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

2nd Floor, Wing-A, Admin Building, Metro Rail Depot, Bhriugu Path, Mansarovar, Jaipur-302020

Phone: 0141-2822754, E-mail: dgmhr@jaipurmetrorail.in

No. F.1 (H-249)/JMRC/DCA/Consultant (Rev.)/2021-22/3209

Date: Sep, 2021

12¹⁴ SEP 2021

Sh. Kailash Chandra Mathur,
321, Dadu Marg, Barkat Nagar,
Tonk Phatak, Jaipur-302015


Sub: Proposal for appointment for Consultant for facilitating and coordinating for revenue services for various activities related to Jaipur Metro Rail Corporation Ltd

Jaipur Metro Rail Corporation (JMRC) seeks your proposal for engagement as Professional services of Consultant for facilitating and coordinating for revenue Cell for various activities related to Jaipur Metro Rail Corporation Ltd 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 01.10.21 to the Executive Director (Corporate Affairs), Room No. A-210, Admin Building, Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020.

Encl: As above.


24/9/2021
(Sunil Kumar Yadav)
Dy. General Manager (HR)

Copy to: 3210

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



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Annexure-A

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 to provide his services to the Corporation for the Consolation for supporting its non-fare Revenue contract management. The Consultant shall provide to the Corporation the services for the Revenue work mentioned in the Scope of Consultancy.

2. Scope of Consultancy

Non-fair revenue contracts have been finalised or to be finalised in future by CA directorate in JMRC which require regular monitoring in terms of timely invoicing, revenue recovery & reconciliation, annual increment of licence fee/lease amount & resolution of day to day issues of the lessee(s)/licensee(s). The Consultant will also assist JMRC in estimation, revenue projection and RFP preparation.

3. Responsibility and Duties of the Professional:

- 3.1 To submit preliminary revenue estimate after initial briefing from JMRC.
- 3.2 To submit draft of invoices of all non fare revenue contracts in operation at least 5 days before the due date of preparation
- 3.3 Reconciliation of amounts received against the invoices issued.
- 3.4 Calculations of interest penalty if any due in reference to the delay receiving of amounts against the invoice.
- 3.5 To submit 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.
- 3.6 To submit draft RFP after discussions & incorporating changes as suggested by JMRC within 3 working days & prepare an updated power point presentation and present before JMRC officers.
- 3.7 To assist Revenue Cell of JMRC during pre bid meetings, preparing clarifications, Bid evaluations (technical & financial) and preparing various reports.



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- 3.8 Monthly updation of status report of invoices issued/payments received and status of contracts and to suggest required action, if any.
- 3.9 Physical verification of leased/licensed spaces.
- 3.10 Preparation of up-dated vendor-wise information of invoices duly reconciled with Finance Directorate of JMRC.
- 3.11 Preparation of any other Revenue related information required by Management of JMRC

4 Qualifications of the Professional:

- 4.1 The Professional must be a retired government employee of the GoI/GoR 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 preparing RFP, Bid evaluations etc. matters.
- 4.4 Professional must have experience of Non fare revenue Contracts related works.

5 Commencement of Consultancy:

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 initially for a period of one year.

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 expenses will be paid to the Professional equivalent to entitlement for the retired contract 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 a year and if he avails leave more than 10 days in a year, and then payment will be deducted on pro rate basis.



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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 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



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Annexure-B

Format of Financial Offer

S.N.	Work	Offered Rate per Month
1.	Non-fair revenue contracts have been finalised or to be finalised in future by CA directorate in JMRC which require regular monitoring in terms of timely invoicing, revenue recovery & reconciliation, annual increment of licence fee/lease amount & resolution of day to day issues of the lessee(s)/licensee(s). The Consultant will also assist JMRC in estimation, revenue projection and RFP preparation.	
	Total Rate per Month	
	Service Tax to be paid extra by JMRC as applicable	

Signature & Name with Address of the Professional