

Invitation of applications for the post of Procurement Expert/IT

Sports Authority of Andhra Pradesh Government of Andhra Pradesh

Background and context:

The Sports Authority of Andhra Pradesh (SAAP) is an apex body for promotion of sports in the state of Andhra Pradesh. SAAP implements various sport development programs, schemes of Govt. of India/Sports authority of India, and engages in construction/maintenance of sports stadiums across the state. SAAP is currently playing a pivotal role in various strategic initiatives for the state and expanding its team to deliver its mandate. In this connection SAAP invites application from experienced professionals (Individual Consultant) for the post of Procurement Expert/IT.

Invitation of applications for the post of Procurement Expert/IT:

The detailed Terms of Reference along with the Scope of Work including eligibility criteria & required qualifications for the Post of Procurement Expert/IT is given in the Annexure I.

General Terms

- All communications for the proposed post will be issued in English Language only.
- Applications submitted by fax, telex, or telegram shall not be entertained and shall be rejected; the appropriate mode of submission is through registered/speed post.
- The consultant will be selected based on his general management ability.
- The selected consultant will have to sign an agreement with the authority.
- The application of candidates shall be valid for period of 60 days from the last date of submission of applications.
- No applicant shall submit more than one application for the said post.
- The applicant shall be responsible for all costs associated with the preparation of their application and their participation and selection process, visits to SAAP, etc.
- Not with standing anything contain in this document, SAAP reserves the right to accept or reject any application and to annul the selection process and reject all applications.
- At any time without any liability or any obligation for such acceptance, rejection or cancellation at any time, a material miss representation is made or uncovered.
- When the application does not provide, within the time specified by SAAP, they additional information sought by SAAP in evaluation of the application.

Person Specification

The Procurement Expert should have post graduate degree in management or related field with at least 3 years of experience in handling IT Development Projects, bidding and procurement procedures of government organizations. The essential qualifications are:

- Proven ability to perform broad range of specialized activities related to contract and procurement management.
- Experience in State and Central Procurement Portal, Detailed knowledge on Tendering process, works management.
- Track record of developing and implementing procurement plans and ensuring their implementation with required transparency and accountability
- Proven experience in managing teams and communicating clearly with clients
- Must possess good IT skills in particular MS word and MS projects
- Knowledge and experience with state level and national level procurement policies, procedures and guidelines is required.
- Excellent fluency in spoken and written English; working knowledge of Telugu would be an advantage

Reporting and location

The Expert shall report to Vice Chairman and Managing Director, SAAP. The base location of consultant shall be Vijayawada. The consultant shall be required to take frequent trips to Vijayawada and other locations within the country whenever required. The expert shall be entitled for Travel Allowance and Dearness Allowance for official trips undertaken outside of the Vijayawada.

Support from SAAP

The Expert shall be extended full support from SAAP through its designated representatives, regarding access to basic available data and information related to execution of the scope of work. However, it is sole responsibility of the Consultant to contact internal and external stakeholders as may be required, gather the necessary information, synthesize and analyze it as well as prepare all deliverables/extend support as required from time to time. All data, working documents and deliverables shall solely be the property of SAAP.

Period of Consultancy

The consultant will be initially for a period of Two year with the possibility of renewal subject to work requirements and satisfactory performance of the Expert.

Remuneration

The Expert shall be eligible for monthly remuneration of Rs. 75,000. The Expert shall raise monthly invoices for payment of the monthly remuneration. The payment shall be made by SAAP by means of transfer of funds into the bank account of the Consultant within a period of 15 days. Deductions such as Tax deducted at Source (TDS) shall be deducted by SAAP as per applicable Income Tax rules. All other expenses connected to outstation travel shall be provided for or reimbursed by SAAP.

Submission of application

Interested individuals must provide information strictly as per the format provided in the Annexure. The completed application should be sent by registered post only to the below address on or before 05:00 pm on 18.02.2019.

Vice Chairman and Managing Director
Sports Authority of Andhra Pradesh
I.G.M.C Stadium, Labbipet, Bundar Road,
Vijayawada-520010
Email: saapitdept@apsports.in

Telephone: 0866-2499699

Failure to submit the application before the aforesaid date shall result in disqualification of the same.

Evaluation and selection

The Expert will be evaluated and selected based on the critical appraisal of their experience, expertise and performance in different circumstances with depth of his knowledge in management, IT and its related activities (for which additional weight age shall be provided). A list of preferred candidates shall be invited for an interview. Following the interview, SAAP shall select the most suitable candidate. The decision of SAAP in selection of the Expert shall be final and binding.

Enquiries

Interested candidates who wish to clarify certain aspects or procure more information may do so via email to the email address provided above. SAAP does not guarantee providing responses to all queries received.

Annexure –I

Scope of services of the Procurement Expert / IT

Job chart:

- Develop Procurement plans and update as necessary for monitoring the progress of procurement activities.
- Draft and arrange the publication of procurement notices / Expression of Interest (EOI), Request for proposals / Quotations in accordance with applicable national and state level procurement guidelines.
- Prepare customized bidding documents and request for proposals (RFP) for goods, works and services, including consultant services.
- Review Bidding Documents and Request for proposals to ensure their conformity with the agreed formats and their adequacy for the type of works, goods and services, including consultant's services being procured.
- Provide expert advice on strategic procurement decisions like procurement method, size and composition of lots of goods and or works, delivery schedules, delivery terms, employment of consulting firms or individuals.
- Assist the technical experts in the preparation of Terms of reference, evaluation criteria and methodology, delivery terms and other technical and commercial conditions to ensure overall consistency with in the bidding documents, conformity with prevailing industry standards or local conditions and with current market conditions.
- Initiate the procurement process, and assist SAAP in the establishment of shortlists for consultancy services and the pre-qualification of contractors and suppliers (when applicable).
- Coordinate the timely forwarding of procurement communications and documentation to higher government departments and stakeholders where required.
- Ensure timely response to request for clarifications by bidders.
- Provide assistance to the bid opening and evaluation committees for the preparation of bid opening, pre-bid meeting and of evaluation reports in formats as required by SAAP.
- Assist in preparation and finalization of draft contract documents between selected bidders and SAAP for approval by SAAP and the government of Andhra Pradesh or other stake holders as required.
- Ensure the maintenance of all records of SAAP related to procurement activities in an organized manner.
- Carry out any other procurement and contract management related duties requested by SAAP.

Annexure II:

Letter of Application

Date:

To:

Vice Chairman and Managing Director
Sports Authority of Andhra Pradesh
I.G.M.C Stadium, Labbipet,
Bundar road, Vijayawada-520010.

Sub: Application for the post of Procurement Expert/ IT for Sports Authority of Andhra Pradesh (SAAP).

Dear Sir,

1. With reference to your advertisement, and having examined the invitation and understood their contents. I hereby submit this proposal for the said post. My proposal is unconditional and unqualified.
2. I acknowledge that SAAP will be relying on the information provided in the invitation for selection and I certify that all information provided therein is true and correct: nothing has been omitted which renders such information misleading; and all documents accompanying this proposal are true copies of their respective originals.
3. I shall make available to SAAP any additional information it may find necessary or require to supplement or authenticate the proposal.
4. I acknowledge the right of SAAP to reject the proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that I fulfill the qualification and experience as sought by SAAP.
6. I also certify that the proposal is valid for a period of 60 days from the last date for submission of the application.
7. I further certify that no investigation by a regulatory authority is pending against me.

Yours faithfully,

Name of the Applicant:

Signature:

Date:

Address:

Mobile Number:

Email id:

Format for providing Curriculum Vitae:

1.	Proposed position:	Procurement Expert / IT			
2.	Name of the candidate:				
3.	Date of Birth:				
	Nationality:				
4.	Education				
	Institutions [Year from – Year to]	Degree obtained			
5.	Membership in Professional Associations:				
6.	Other training:				
7.	Countries of work experience:				
8.	Languages (Use proficiency indicators as below: E - Excellent G - Good B - Basic)	Languages	Read	Speak	Write
9.	Employment record:				
	Period [Month Year from – Month Year to]	Employer / Position held			
10.	Work undertaken that best demonstrates suitability for the position (add additional rows for including more assignments):				
	Name of the assignment: Year: Location: Main project features: Position held: Activities performed:				
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	Activities performed:
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11.	<p>Certification</p> <p>I, the undersigned, certify to the best of my knowledge and belief that this CV correctly describes myself, my qualification and my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal, if engaged.</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>