



## Rajasthan Medical Services Corporation

Gandhi Block, Swasthaya Bhawan, Tilak Marg, C-Scheme, Jaipur

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CIN: U24232RJ2011SGC035067

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S. No: F. 4()/RMSC/Admin./Req./2015/2732

Dated: 30.06.2015

**Sh. Arvind Singhal,**  
**47/177, Moti Path,**  
**Rajatpath, Mansarover,**  
**Jaipur-302020**

Subject: Outsourcing of Consultant (Pharma Logistics & Training).

Dear Sir,

With respect to the above cited subject, Corporation is pleased to inform that outsourcing of Consultant (Pharma Logistics & Training) has been required for the 12 months on following terms & condition. You are advised to give consent in enclosed Performa and execute an agreement on non-judicial stamp paper of ₹ 100 within 7 days of issuing of this letter.

**1. Terms of Reference and scope of services :**

1. The tenure of the consultant initially will be for six months from the date of joining.
2. The consultant will report to Executive Director (Logistics), RMSC.
3. During the tenure of the contract consultant shall keep all official information i.e. obtained or collected, strictly confidential.
4. The consultant will be paid remuneration after submission of bill latest by 7<sup>th</sup> of continuing month.
5. The consultant shall not be provided any loans and advances.
6. No bonus shall be payable to the consultant.
7. No terminal leave shall be admissible on termination of the contract.
8. In case journeys are undertaken in the interest of the corporation, he/ she shall be eligible for TA and DA as per RMSC norms. The consultant will be provided reimbursement of travel expenses on production of tickets. Local transport will also be given to the consultant from office/residence to bus/Railway station and vice-versa.
9. The consultant will not leave headquarter or avail of any type of leave without prior permission of MD, RMSC.
10. The consultant will be eligible for availing 20 casual leave in a calendar year.



11. The consultant can be terminated with notice of one month on either side or by depositing/paying one month's remuneration in lieu of notice. If the consultant gives-up the assignment in between i.e. before the expiry of due date, he shall be required to give a prior notice of one month.
12. General Conditions, ethics and observance:
  - a) The consultant shall observe general satisfactory conduct and ethics at the level expected under orders/rules and instructions issued by higher authority.
  - b) All manufacturing or construction department / organization / consultancies etc. with which the consultant might be associated with, will not be eligible to participate in bidding for any goods or works/consultancy etc. resulting from or associated with the corporation of which the consultant forms a part.
  - c) The consultant will not accept any full time/part time employment or engage in any other work, business occupation without the prior approval of MD, RMSC.
13. All other terms and conditions as given in Finance Department, GoR circular no. F(5). FD Rules/2002, Jaipur Dated 9 January, 2007 along with its enclosed contract document will be applicable in the case of the consultant.
14. The consultant shall not be entitled for any regularization or any special preference in regular recruitment or any other administrative or quasi judicial relief as a consequence of this assignment.

## **2. SERVICES TO BE RENDERED AND CONSIDERATION THEREOF:**

- (i) The first party will present himself at the place and time designated by the second party and render services to the second party and be broadly designated as **Consultant Pharma Logistic & Training** and described in detail in a **job chart attached as Annexure - I** to this agreement. The first party shall be deployed at the head office and shall be required to travel as per the needs of the Corporation.
- (ii) In consideration of the services desired in (i) above, the second party shall pay a consolidated package amount of Rs. **40,000/-** per month. No other amount shall be payable to the first party other than compensatory allowances described later in this agreement.



### **3. RAISING OF BILLS AND PAYMENT FOR CONSULTANCY/ SERVICES RENDERED:**

Monthly package amount shall be paid only on submission of monthly bill of consultancy/service rendered to the satisfaction of second party or his / her authorized officer. First party will submit bill on the fifth of the following month and second party will arrange to make payment upto 15th of the following month.

### **4. OTHER TERMS AND CONDITIONS:**

As per Annexure– II.

### **5. ANNUAL REVISION:**

Second party based on quality and efficiency of consultancy/services rendered in the preceding year. The exact quantum of the hike shall be decided by the Review committee (mentioned in annexure I) based on the performance of the consultant.

### **6. ACTION AGAINST FIRST PARTY:**

- (i) Any misconduct on the part of the first party, if proven, after an enquiry by second party, shall entitle second party to terminate contract of first party.
- (ii) Any unauthorized or willful absence from duty for a period of 7 days would entitle second party to terminate contract without any notice.

### **7. TERMINATION OF CONTRACT:**

- (i) The contract can be terminated with notice of one month by first party or by depositing/ paying one month's package / contract amount in lieu of notice.
- (ii) Second party or any authority approving contractual appointment with first party shall be competent authority for termination of contract etc. without any prior notice.
- (iii) The agreement/ contract period shall stand terminated automatically on expiry of stipulated period if not extended. The extension shall be done only if the services of the consultant are found to be satisfactory for extension by the review committee (mentioned in annexure I).



## **8. STANDARDS OF SERVICE:**

The first party shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regards to the nature and purpose of the assignment and will conduct itself in a manner consistent herewith otherwise will be liable to action under the agreement.

## **9. GENERAL:**

This contract is issued on the understanding that all the information given by the first party in his / her application form and during the interviews is correct, true and complete, if it is found at any time that the information given when seeking appointment is not complete and true and / or any significant information has been knowingly suppressed, the second party will have the right either to withdraw the letter before first party joins or terminate appointment at any time the first party has taken up services with the second party without any notice or compensation.

MD, RMSCL will be at liberty to rescind the contract any time or after giving a 21 days' notice to the consultant without assigning any reason.

**Enclosed : As above**

  
**Managing Director  
RMSCL**

### **Copy to:-**

1. PS to Chairman, RMSCL & Pr. Health Secretary, M & H Dept., GoR.
2. PA to MD, RMSCL, Jaipur, Raj.
3. OSD/All Executive Director, RMSCL, Jaipur, Raj.
4. Guard file.

  
**Officer on Special Duty  
RMSCL**

**APPLICATION FORM FOR THE CONSULTANCY SERVICES**  
**PHARMA LOGISTICS & TRAINING**

(Please fill the information in capital letters only)

1. Name of Applicant:..... **PHOTO**
2. Father/Husband's Name:.....
3. Date of Birth (DD/MM/YYYY) ...../...../19.....
4. Marital Status: Married/Unmarried
5. Permanent Address .....
- .....City.....
- District.....State.....PIN.....
6. Postal Address .....
- .....City.....
- District.....State.....PIN.....
7. Mobile Number .....Phone Number.....
8. Email address: .....@.....
9. Education Qualification:-

Qualification	Board/University	Passing Year	Percentage
Secondary			
Senior Secondary			
Degree/Diploma in Health/Hospital Management			
Others			

10.Experience Detail :-

Name of Govt./Institute/Company	Position	Period

(Applicant may enclose detailed resume/documents)

**Disclaimer**

I hereby declare that above said information is true and best of my knowledge. I will be responsible if any deviation from above information is found.

Signature of Applicant  
Date : ...../...../.....