

Rajasthan Medical Services Corporation
Gandhi Block, Swasthaya Bhawan, Tilak Marg, C-Scheme, Jaipur

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E_mail : rmsc@nic.in

CIN: U24232RJ2011SGC035067

Website : www.rmsc.health.rajasthan.gov.in

S. No: F. 4()/RMSC/Admin./2019/ 720

Dated: 04.01.2019

NOTICE INVITING BID

Bid is invited up to date 08-01-2019 at 11:00 am on Single Source Basis as per RTPP act 2012 section 31 (1a) and RTPP rule 2013 17(1) for hiring of the Service of Consultant Sh. Abdul Gaffar (Retired) for 12 (twelve) months.

Rupees 30,000/- per month will be given for this work. If you agreed, send your consent within three days period. Other terms & condition may be accessed at www.rmsc.health.rajasthan.gov.in.


Officer on Special Duty
RMSC

Date 03-01-2019

TERMS OF REFERENCE (Consultant)

Background

Rajasthan Medical Services Corporation has been constituted by the Government of Rajasthan as a central procurement agency for procurement of medicines, surgical and suture items for the department of Medical and Health and Medical Education. The corporation came into existence under companies Act 1956, in May 2011 as a fully Government of Rajasthan owned company.

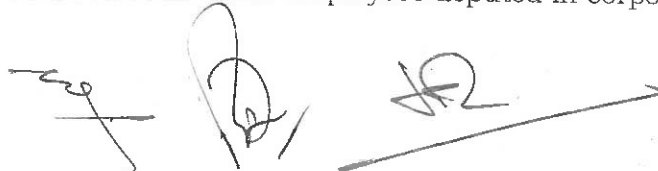
Complaint redressal wing in RMSC is primarily responsible for management of grievances received from patient and institutions about implementation of MNDY. In order to strengthen the activities of Complaint redressal wing of RMSC, Consultant is to be recruited at State level. The Consultant will assist the Managing Director, RMSC for better implementation of MNDY as per the objective.

Eligibility

The candidate should be the administrative experienced and must have knowledge and experience of monitoring of Government institutions.

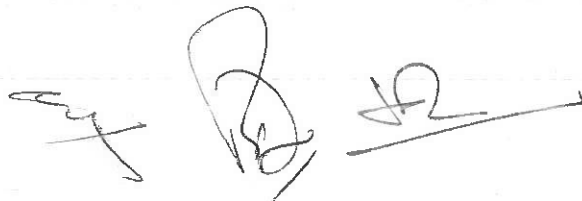
Tasks to be Performed by Consultant

- Monitor the implementation of MNDY scheme in the State in close supervision of Managing Director, RMSC.
- Monitor availability of medicines at healthcare institutions and ensure proper utilization as per the rules.
- Ensure compliance of all orders, circulars and guidelines in field issued by Headquarter time to time.
- Managing complaints/grievances received from patients as well as institutions and ensure their timely solution.
- To Coordinate with the office of ACS, M&H Directorate of Medical & Health services for resolving problems related to implementation of MNDY scheme.
- Liaison with district authorities for better implementation of scheme and coordinate for resolving the problems.
- Matters regarding recruitment of personnel on different posts in Corporation.
- Matters related to inspection under CCA Rules.
- Matters related to selected Pay scale.
- Pension related matters.
- Fraud & ACB related matters.
- Other matters related with MD or employees deputed in corporation.



Terms and Conditions:

1. The tenure of the consultant initially will be for six months from the date of joining.
2. The consultant will be paid an amount of Rs. 30,000 per month.
3. The consultant will report to Managing Director, RMSC.
4. During the tenure of the contract consultant shall keep all official information i.e. obtained or collected, strictly confidential.
5. The consultant will be paid remuneration after submission of bill latest by 7th of continuing month.
6. The consultant shall not be provided any loans and advances.
7. No bonus shall be payable to the consultant.
8. No terminal leave shall be admissible on termination of the contract.
9. In case journeys are undertaken in the interest of 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 & vice versa.
10. The consultant will not leave headquarter or avail any type of leave without prior permission of MD, RMSC.
11. The consultant will be eligible for availing 20 casual leave in a calendar year.
12. 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.
13. 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.
14. 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.



15. 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.

Review Committee to monitor consultant's work

- The consultant will submit monthly progress report of his/her work to the concerned Executive Director.
- A committee comprising Executive Director (Admin.)/OSD, Executive Director- Finance and Executive Director- Logistics, RMSC, may review the progress of the consultant from time to time and on expiry of period of six months
- The review committee, if finds the consultant suitable and beneficial for the Corporation, may recommend for extension of the service of consultant, along with the appraisal report prepared on the basis of monthly progress report submitted by him/her, for another six months or till RMSC gets suitable personnel recruited.

Deliverables expected from the Consultant

- Consultant will report to the Managing director on daily basis regarding progress of the work assigned to him/her.


OSD


ED(F)



ED(L)