

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

Phone No: 0141-2228060, Fax No: 0141-5111040

CIN: U24232RJ2011SGC035067

E\_mail : [osdrmsc@nic.in](mailto:osdrmsc@nic.in)

Website : [www.rmsc.health.rajasthan.gov.in](http://www.rmsc.health.rajasthan.gov.in)

S. No: F. 4()/RMSC/Admin./BME/2021/ 27

Dated: 19.04.2021

**Consultants Required for Bio-Medical Engineering Services**

Services of fourteen Consultants in the field of Bio-Medical Engineering are required in the Corporation. The terms of reference (ToR), essential qualifications, experience required and other details may be accessed at [www.rmsc.health.rajasthan.gov.in](http://www.rmsc.health.rajasthan.gov.in). The proposal along with bio data and other documents may be submitted during office hours up to date 06.05.2021.

  
**Managing Director**

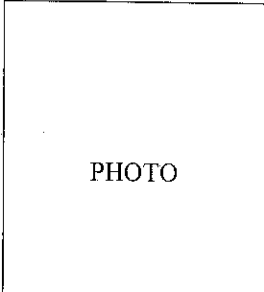
**APPLICATION FORM FOR THE BIO MEDICAL ENGINEER CONSULTANCY SERVICES**

Note: The application form should be submitted by registered post in office hours on or before **06.05.2021** along with attested Documents on following postal address

MD, Rajasthan Medical Services Corporation, Gandhi Block, Swasthya Bhawan, Tilak marg, C-Scheme, Jaipur 302005

(Please fill the information in capital letters only)

1. Name of Applicant:.....
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			
B.E.(Bio-medical)			
Others			

10.Experience Detail (Minimum 5 years/2 years in Govt. Dept/Board/ Corporation of GoR):-

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 false.

Signature of Applicant

Date : ...../...../.....

# **Rajasthan Medical Services Corporation Limited**

## **TERMS OF REFERENCE FOR CONSULTANCYS (BIO-MEDICAL ENGINEERING)**

### **Background:-**

The RMSCL is a public sector undertaking of Government of Rajasthan established in Oct. 2011 and is a nodal agency for procurement of drugs, surgical, sutures and equipment to all govt. hospitals/health facilities across the State. The Services of consultant are required in Equipment, Procurement and Maintenance Cell (EPM) of RMSC.

The major areas are preparation of technical specifications of equipment for procurement, inventory management, technical examination of Bidder's representation and looking after the maintenance works. The equipment maintenance may be undertaken by in-house teams or contracting out to private sector. The EPM-Cell will supervise & monitor the performance of the private sector and in-house equipment maintenance teams.


### **An outline of the task to be carried out by Consultant Bio Medical Engineer:-**

#### **Equipment Procurement Cell:-**

1. Preparation of technical specification of equipment, instrument and other hospital supplies and technical examination of Bidder's representation.
2. Set specifications and maintenance standards in consultation with respective technical committee members and other staff of EPM Cell and set specifications, matching with services and level of facility.
3. Identification of vendors/manufacturers and surveying of their units.
4. Advise and assist in the process of procurement of goods and equipment in preparation of procurement plans and finalization of tender /consultancy services etc.
5. To assist in scheduling procurement process.
6. To assist in technical evaluation of bid document.
7. Examine of Letter of Acceptance (LOA), Schedule of rate and Rate Contract (RC).
8. Collection and compilation of requirements for annual equipment procurement and replacement along with necessary maintenance services and budgetary provision etc.
9. Managing supply of procured equipment at zonal level.

#### **Monitoring of Supplies at Health Institutions and Maintaining Quality Assurance (Zonal Level):-**

1. Establish systems to ensure and undertake corrective and preventive maintenance by approved agencies, and advise on evolving equipment strategies.
2. Assist in setting up of in-house maintenance services including: advise on hiring of suitable staff, designing, organizing and participating in training of technicians etc. Establishing the maintenance network at regional and district levels based at strategically selected locations throughout the state.
3. Advise and assist in equipment management including installation, commissioning, large-scale maintenance network of bio-medical equipment etc.
4. Ensure compliance of maintenance services provided by in-house teams, suppliers/manufacturers or third-party service firms with quality assurance standards defined by EPM.

  
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5. Arrange and supervise necessary training programs for end-users of equipment including ensuring that basic operating instructions and care/first-line maintenance materials are available at installation sites.
6. Managing supply status of procured equipment by RMSCL and submit monthly report to EPM Cell, RMSCL.
7. Managing repair and maintenance programme with the help of e-Upkaran software.
8. Shall ensure the specification, nomenclature and description as mentioned in the Purchase Order are correct as per R.C. A copy of purchase order is always endorsed to the concerned health facility incharge for this purpose.
9. Zonal Bio-Medical Engineer shall inspect hospital supplies and equipment. In case of Quality Assurance (QA) of supply at CD Store, Zonal BME Jaipur shall comply with the guidelines of Quality Assurance.
10. Detailed inspection with Samples and Procedure for drawl of Samples:

The hospital supplies and equipment will be checked to conform to the specification and/or drawings given in the purchase order and in case of approved samples the supply shall conform also to the approved samples. In all such cases, the sample will be supplementary to and will not supersede the specifications and/or drawings; and

The hospital supplies and equipment will be received subject to tests in cases where laboratory tests are to be carried out.


In any case, the number of articles picked for inspection shall not be less than 10% of the hospital supplies and equipment unless this is impracticable.

Zonal Bio-Medical Engineer inspecting the hospital supplies and equipment shall pick up articles from the hospital supplies and equipment and compare these articles with the sample and/or the specifications, with a critical eye, to ascertain whether the articles supplies conform in all respects, with the sample and/or specifications. If required, request for sample kept as control (approved sample) at RMSCL Head Quarter may be asked for comparison with relation to the supplied items.

Where necessary or prescribed or practicable, tests shall be carried out for random samples to adjudge the suitability of the hospital supplies and equipment. These random samples shall be sent to such inspecting agencies like Council of Industrial and Scientific Research (CISR)/ Rail India Technical and Economic Service (RITES) or prescribed by RMSCL.

It would be pertinent to mention here that the inspection of 10% of the hospital supplies & equipment is indicative. The purpose is to ensure quality of the hospital supplies and equipment and if possible inspect the maximum number of items supplied. If the number of hospital supplies & equipment is in permissible limits then whole lot of supply should be inspected.

All equipment shall be inspected which cost above Rs. 5.0 lacs.

  
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### **Inventory Management Cell:-**

1. Planning and Management of Repair and Maintenance Program using e-Upkaran software such as complaint redressal and management, coordination with OEM to provide service and spares to Service Provider (R&M Program), managing equipment under Repair and Maintenance program, Correspondence with NHM and IT Cell for various issues related to Repair and Maintenance Program. Look over progress of service provider functions such as repair, calibration, preventive maintenance and training.
2. To organize weekly R&M program meeting for coordination between Rajasthan Health Department and Service Provider.
3. Compiling supply status of equipment instruments and other hospital supplies and there installation and quality assurance report shall be submitted by zonal Bio Medical Engineers to IM Cell Bio Medical Engineers.

### **Qualification & Experience:-**

The Consultant (BME) shall be a B.E./B.Tech. (Bio-Medical) with minimum experience detail (Minimum 5 years/2 years in Govt. Dept/Board/Corporation of GoR).

### **Terms and Conditions:-**


- (i). Services shall be taken for 12 Months which may be extendable for 12 months after satisfactory completion of first 12 months.
- (ii). The Performance shall be reviewed after one year.
- (iii). Fees/Remuneration: Rs. 5,40,000/- total amount (@45,000/- per month) for one year, however, will be increased by 10% after 12 months if extension is given.
- (iv). The Consultant (BME) may have to travel extensively within the state and outside.
- (v). In Case of journeys performed on duty, TA and DA as applicable to the scale of state service officers of Government of Rajasthan shall be paid.
- (vi). During the period of consultancy, consultant shall keep all official information i.e., obtained or collected strictly confidential.
- (vii). The Consultancy services may be terminated by giving a one month notice.
- (viii). In Case any of the above conditions is violated the consultancy services shall automatically stand cancelled.
- (ix). The Corporation reserves the right to alter the terms & conditions.—

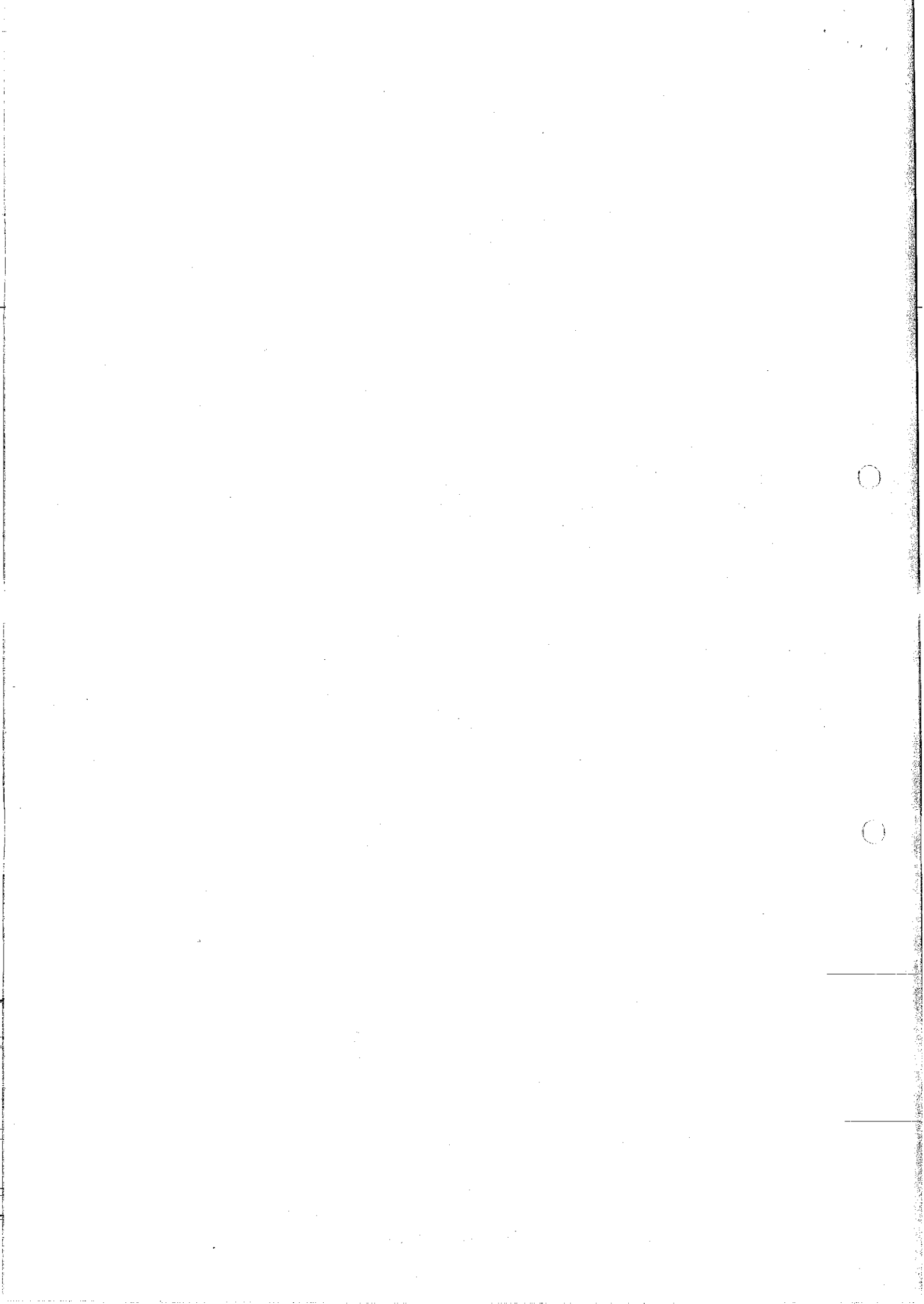
### **There will be a Review Committee consisting of the following members of RMSC:-**

- (i). Managing Director
- (ii). OSD
- (iii). Executive Director (EPM)
- (iv). Executive Director (F)

Review Committee will decide the fees of the potential consultant on the basis of his/her qualification, experience and expertise. After engaging services of consultant, the Review Committee shall review and monitor the effectiveness of working of consultant (BME) on the basis of which the consultancy may be extended, if required.

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# **Rajasthan Medical Services Corporation Limited**

## **JOB CHART FOR CONSULTANT (BIO MEDICAL ENGINEER)**

The role & responsibilities of Consultant, in the field of Bio Medical Engineering will be as follows:-

### **An outline of the task to be carried out by Consultant Bio Medical Engineer:-**

#### **Equipment Procurement Cell:-**

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3. Advise and assist in equipment management including installation, commissioning, large-scale maintenance network of bio-medical equipment etc.
4. Ensure compliance of maintenance services provided by in-house teams, suppliers/manufacturers or third-party service firms with quality assurance standards defined by EPM.
5. Arrange and supervise necessary training programs for end-users of equipment including ensuring that basic operating instructions and care/first-line maintenance materials are available at installation sites.
6. Managing supply status of procured equipment by RMSCL and submit monthly report to EPM Cell, RMSCL.
7. Managing repair and maintenance programme with the help of e-Upkaran software.

  
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## Terms and Conditions:

1. Services shall be taken for 12 Months which may be extendable for 12 months after successful completion of first 12 months.
2. The Consultant will report to Managing Director (RMSC) or any other functionary authorised by MD, RMSC for this purpose.
3. During the tenure of the contract consultant shall keep all official information that is obtained or collected, strictly confidential.
4. Since the consultancy services are under the RTPP Act 2012 & RTPP Rules 2013 therefore, 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.
5. The consultant shall be paid a consolidated pay of Rs. 5,40,000/- for one year. The payment of this amount will be made monthly on proportionate basis i.e. Rs. 45,000/- p.m. However, it will be increased by 10% after 12 months if extension is given. TDS on income, if due, shall be recovered from package payable to consultant Bio Medical Engineer working under EPM Cell, RMSC.
6. 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 allowed to the consultant from office/residence to Bus/Railway station & vice-versa at the time of outstation travel.
7. The consultant shall not be provided any loans and advances.
8. No bonus shall be payable to the consultant.
9. The consultant will not leave headquarter or avail of any type of leave without prior permission of competent authority.
10. The candidate shall be eligible for 12 days casual leave in a year/06 days in 6 months.
11. The agreement 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. However, in case any of the conditions are violated the contract may be cancelled by second party without any prior notice.
12. The Consultant may have to travel extensively within & outside the state.
13. The Corporation reserves the right to alter the terms & conditions.
14. General conditions, ethics and observance:
  - a. The first party shall observe general satisfactory conducts and ethics at the level expected under orders/rules and instructions issued by higher authorities/second party.
  - b. The first party will not accept any full time/part time employment or engage in any other work, business occupation or pursuer any study course without the prior approval of the second party.
  - c. All manufacturing or construction departments/ organizations/ consultancies etc. with which the first party 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 project of which this first party assignment forms a part.
  - d. In case uniform/livery is compulsory, the first party will comply the instructions, for which no extra payment will be made by second party.

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**Review Committee to monitor consultant's work**

- A committee comprising Managing Director, Executive Director (Admin.), Executive Director (Finance) and Executive Director (Logistics), Executive Director (EPM)/Concerned Executive Director, Rajasthan Medical Services Corporation, may review the performance of the consultant from time to time.
- The review committee, if finds that the services of the consultant are required further, may recommend for extension of the services of consultant on the basis of satisfactory performance and in the interest of the corporation.

**Deliverables expected from the Consultant**

Shall report to head office regularly as per requirement and directions.

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