

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

Phone No: 0141-2228059-65, Fax No: 0141-5111040

E\_mail : rmisc@nic.in

CIN: U24232RJ2011SGC035067

Website : www.rmisc.nic.in

S. No: F. 4()/RMSC/Admin./Req./2014 /765

Dated: 30.05.2014

**Sh. Raghubir Singh Thakur,  
C-59, Vrindavan Marg, Shyam Nagar,  
Jaipur-302019**

Subject: Outsourcing of External Consultant (Quality Management)

Dear Sir,

With respect to the above cited subject, Corporation is pleased to inform that outsourcing of External Consultant (Quality Management) has been awarded for the 12 months on following terms & conditions. You are advised to give consent in enclosed Performa and execute an agreement on non-judicial stamp paper of ₹ 100 within 3 days of issuing of this letter.

**1. An outline of the task to be carried out by the External Consultant (Quality Management):**

1. To help in development & enforcement in quality policy & procedure of RMSC.
2. To advise and pursue the issues of quality related compliant of end users.
3. To advise & prepare on the various issues related to bid documents in empanelment of laboratories.
4. Legal issues having quality implications.
5. To assist & advise as resource person in imparting training to pharmacists on various quality related issues.
6. To advise on the various issues related to storage of drugs at DDW.
7. To advise in order to maintain the co-ordination between procurement, supply, QC & Logistic Cell.
8. To carry out other related consultancy work as and when assigned by the MD, RMSC.
9. To advise & prepare Monthly NEWS letter (pharma part) in consultation with other officials of RMSC.
10. To advise & plan for modernization of QC cell with new technology.
11. To advise on issues of supply management of drugs to ensure availability of drugs at all times.
12. To advise in order to maintain the total quality management from HQs, RMSCL to consumer.

**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 **External Consultant (Quality Management)** and described in

- detail in **point-1** 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 ₹ 30,000/- 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 15<sup>th</sup> of the following month.

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

1. The tenure of the consultant initially will be for six months from the date of initiation of consultancy services.
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. 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 appointee shall be paid a consolidated pay of ₹ 30,000/- per month.
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 given 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. TDS on income, if due, shall be recovered from package payable to consultant.
10. The consultant will not leave headquarter or avail of any type of leave without prior permission of MD, RMSC.
11. The consultancy services can be terminated at any time without any prior notice.
12. The candidate shall be eligible for 20 days casual leave in a year/10 days in 6 months.
13. Facilities to be provided to the External Consultant (Quality Management), will be as per the decision of the Corporation .
14. 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.



15. General conditions, ethics and observance:

- a. The first party shall observe general satisfactory conduct 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 pursue 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.

In case uniform/livery is compulsory, the first party will comply the instructions, for which no extra payment will be made by second party.

**5. 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.

**6. 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.

**7. DISPUTE RESOLUTION :**

1. Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjustment/arbitration in accordance with the laws of the Client's country.
2. In case of any litigation between the parties, jurisdiction will be Jaipur. 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**

*Sd*  
**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.

(10)  
 30/5  
**Officer on Special Duty**  
**RMSCL**

**APPLICATION FORM FOR THE CONSULTANCY SERVICES FOR  
EXTERNAL CONSULTANT(QUALITY MANAGEMENT)**

(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			
M.Pharma Degree			
Others			

10. Experience Detail (Minimum 10 years/3 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.

Signature of Applicant

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