

Terms of Reference: Deputy Manager- Procurement and Contracts

1. Introduction

This document outlines the Terms of Reference (ToR) for the role of Deputy Manager- Procurement and Contracts within Assam Inland Waterways Company Limited (AIWCL). The Deputy Manager- Procurement and Contracts is responsible for managing procurement processes and ensuring the acquisition of quality goods and services.

2. Position Overview

The Deputy Manager- Procurement and Contracts report to the Assistant General Manager- Procurement & Contracts and is responsible for developing procurement strategies and managing supplier relationships.

3. Responsibilities

The Deputy Manager- Procurement and Contracts responsibilities include, but are not limited to:

- Develop and implement procurement strategies in line with organizational objectives and budgetary constraints.
- Lead the procurement process from sourcing suppliers/vendors to contract negotiation and finalization.
- Collaborate with internal stakeholders to identify procurement needs and requirements.
- Ensure compliance with procurement policies, procedures, and regulatory requirements.
- Evaluate supplier performance and maintain relationships to optimize service delivery and value for money.
- Manage contract administration, including drafting, reviewing, and monitoring contracts to mitigate risks and ensure compliance.
- Conduct market research and analysis to identify cost-saving opportunities and emerging trends.
- Provide guidance and support to junior procurement staff as required.
- Prepare reports and presentations on procurement activities, including expenditure analysis and cost-saving initiatives.
- Stay updated on industry best practices and developments in procurement and contracting.

4. Qualifications and Experience

The ideal candidate for the Deputy Manager- Procurement and Contracts should possess:

- A degree in Business Administration, Supply Chain Management, or a related field.
- 7-12 years of experience in procurement or supply chain management.
- Strong negotiation and communication skills.
- Knowledge of procurement regulations and best practices.
- Experience in World Bank/ Externally Aided Projects/ Govt. projects

will be preferred.

- Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria;
- Review Requisition submitted by the stake holders for completeness and compliance with objective, procurement policies and procedures, guidelines and best practice;
- Provide administrative support to the PMU in procurement management and contract administration, disbursement and contract closure;
- Prepare draft Invitation for Bid/Bidding Document/ Requests for Expression of Interest (REOI)/Request for Proposal (RFP) document/Minutes of pre-bid meeting/Minutes of pre- proposal conference, taking into account applicable policies, procedures, guidelines/ best practice;
- Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/ best practice;
- Prepare Minutes of the Bid/Consultancy Proposal Acceptance Committee meeting taking into account applicable policies, procedures, guidelines/ best practice; Assist in overall administration of the contracting process including contract requisition.
- Prepare procurement documentation to ensure the application of and compliance procurement policies and procedures applicable for the Projects and best practice and assure the integrity of the procurement process;
- Provide reference and guidance to other Support staff on procurement policies and procedures and best practice throughout the contract administration process;
- Assist in finding viable solutions to contract administration issues;
- Identify operational gaps in contract administration procedures and recommend improvements to existing processes, best practice, tools, and systems to achieve operational efficiency;
- Conduct initial routine review of procurement documentation to ensure quality of supporting documents and compliance with established standards;
- Assist during Post Procurement Audit by the Consultants engaged for the task;
- Ensure that any issues and/or deviations from Govt of Assam / World Bank procurement policies and procedures are highlighted to the Deputy Manager- Procurement and Contracts for necessary action/resolution;
- Assist in raising awareness within the contract administration issues, problems and lessons learned; Assist in development and implementation of any plan to correct identified non-compliance issues;
- Any other official responsibilities as assigned by the management

as and when required.

5. Reporting

The Deputy Manager- Procurement and Contracts will report to the Assistant General Manager - Procurement & Contracts.

6. Performance Evaluation

The Manager's performance will be evaluated based on procurement efficiency, cost savings achieved, and supplier performance.

7. Deputation Engagement from Departments / Directorate/ PSUs:

AIWCL would engage or obtain the services of officers or personnel from Government Departments, Directorates, Public Sector Undertakings, Autonomous Bodies or other Government-controlled entities, as may be required for the discharge of functions under this Terms of Reference.

Such engagement may be made on deputation, contract or any other permissible arrangement, for a specified tenure as mentioned in point 8, on such terms and conditions as may be determined by AIWCL, and in accordance with the applicable rules, guidelines and instructions of the Government of Assam, as amended from time to time.

8. Period of Service

The contract shall be initially for 11 months with a provision of further extension on an annual basis, subject to satisfactory performance as assessed by the Managing Director, AIWCL.

9. Remuneration:

The monthly remuneration will be up to Rs. 1,10,000 per month or 30% hike on the existing remuneration whichever is less.