

## Recruitment Notice

### Recruitment Notice

Punjab Municipal Infrastructure Development Company (PMIDC), Government of Punjab

Punjab Municipal Services Improvement Project (PMSIP)

**(Funded by The World Bank & Asian Infrastructure Investment Bank)**

Recruitment Notice Reference No. IN-PMIDC/GM(F&A)/WB&AIIB/PMSIP/2022-23/6274

Applications are invited for following positions for experienced staff for the **Project Management Unit (PMU)** of PMSIP which is supporting the implementation of a Surface Water Bulk Supply Project and Improved Urban Services in Amritsar and Ludhiana on a fixed-term contract basis.

Sr. No.	Reference No.	Name of the Post	Number of vacancies	Tentative Remuneration per month in Rs.
1	IN-PMIDC-378564-CS-INDV	Team Leader, PMU, PMSIP	01	Rs. 2.0 Lac – 2.75 Lac
2	IN-PMIDC-378565-CS-INDV	Contract Management Officer	01	Rs. 1.25 Lac – 1.50 Lac
3	IN-PMIDC-378568-CS-INDV	Procurement Assistant	01	Rs. 1.10 Lac – 1.25 Lac
4	IN-PMIDC-378570-CS-INDV	Administrative Assistant	01	Rs 25,000 – 35,000

For detailed vacancies, job descriptions and brief terms of reference, please refer to <https://pmidc.punjab.gov.in>.

Interested candidates should send their CV along with an Expression of Interest (Eoi: 400-450 words) and filled-in Application Form before **20 September 2023 upto 5:00 PM**

Note: Any Corrigendum(s) to the recruitment notice shall be published on the above website.

**General Manager (F&A)  
PMIDC**

**Job Description for Contract Management Officer**

**Name of Designation - Contract Management Officer**

**No. of Post - 1 No.**

**Background: Project Introduction**

The Government of Punjab has applied for financing in the amount of US\$ 210 Million equivalent from the World Bank toward the cost of the Punjab Municipal Services Improvement Project, and it intends to apply part of the proceeds to payments for works to be procured under this project.

Punjab Municipal Infrastructure Development Company (PMIDC), under the department of Local Government is the Nodal Agency and Municipal Corporations of Amritsar and Ludhiana are the implementing agencies.

The project is aimed to construct a New Drinking Water Supply System to cover the entire city of Amritsar and city of Ludhiana in the State of Punjab to deliver required quality surface water to consumers and improve service delivery in Amritsar & Ludhiana Municipal Corporation (AMC and LMC). The objective is to replace the ground water-based water supply scheme with a canal- based surface water supply scheme.

On March 31, 2021, World Bank approved financing for Punjab Municipal Services Improvement Project (PMSIP) of project value US\$300 Million. World Bank has committed to finance US\$ 105 Million of project costs, whereas AIIB (Asian Infrastructure Investment Bank) would contribute to another US\$ 105 Million, and Govt of Punjab will finance remaining US\$90 Million from its own resources. Two major investments under this project are (a) Design Build and Operate a 440 MLD Water Treatment Plant and associated Transmission Network in city of Amritsar; and (b) Design Build and Operate a 580 MLD Water Treatment Plant and associated Transmission Network in city of Ludhiana. While contract of Amritsar investment is already awarded; tender for Ludhiana investment is yet to be floated. Both contracts are being procured using World Bank Procurement Regulation for IPF Borrowers. Tender documents are drafted using World Bank Standard Procurement Documents which mandates the use of FIDIC DBO Form of Contracts. Under project implementation arrangements, PMIDC (Punjab Municipal Infrastructure Development Company) is responsible for the tendering process, and MCA (Municipal Corporation of Amritsar) & MCL (Municipal Corporation of Ludhiana) are responsible for management of resulting contracts for respective cities.

**1. The Project includes the following major components:**

**COMPONENT 1**

**(a) Sub-component 1a: Strengthening urban governance and finance systems of Amritsar and Ludhiana by**

- (i) Carrying out e-governance and administrative improvements;
- (ii) Right-skilling and strengthening MC staff capacity;
- iii) Developing and operationalizing a capital investment plan and an asset management system in both MCs;
- (iv) Strengthening property tax and water tariff collection; and
- v) Strengthening social accountability, citizen outreach and grievance redress systems

**(b) Sub-component 1b: Strengthening water service management. The Project will support the institutional development of the two WSS utilities.**

- (i) Establishing water and wastewater utilities in Amritsar and Ludhiana;
- (ii) Implementing communication campaigns and outreach activities.

**COMPONENT 2**

**Two (02) numbers of Design, Build and Operate (DBO) Contracts for Water Treatment Plant and associated Transmission Networks for each of the two cities which includes scope of:**

- i. Design, Engineering, Procurement and Construction, Operation and Maintenance for the period specified in RFP document for Raw Water Intake Works from canal, Water Treatment Plant for a treated output capacity of 440 MLD for Amritsar and 580 MLD for Ludhiana.
- ii. Providing, Laying, Jointing, Testing & Commissioning, Operating and Maintaining for the period specified in the RFP document for Clear Water Pumping systems, and Transmission Network for respective cities.
- iii. Design, Engineering, Procurement and Construction, Operation and Maintenance for the O&M period specified in RFP document for Overhead Storage Reservoirs

- iv. Delivering Water Supply to all the reservoirs such that water supply can be ensured to all the consumers in the city at 24/7 or
- v. Continuous supply using automated systems such as SCADA/ IA systems for options and to monitor various performance parameters
- vi. The work does not include laying distribution lines from reservoirs to consumers and procurement of supervision consultancy services.

**COMPONENT 3: COVID-19 CRISIS RESPONSE** - Extending sub-grants to municipal corporations in Punjab to finance short- or medium- terms non-medical interventions to address impacts of the COVID-19 crisis and improve readiness to disasters (including natural disasters)

**COMPONENT 4: PROJECT MANAGEMENT** - Providing support for the coordination, implementation (including safeguards), monitoring and evaluation of the Project and the carrying out of studies relevant to urban governance and water supply.

A team called “Project Management Unit”, (PMU), shall be overall responsible for project implementation as per agreement of Loan from World Bank & positioned at ‘Punjab Municipal Infrastructure Development Company’ (PMIDC), a Govt. of Punjab Agency created as apex body for Municipal Infrastructure. Another team called “Project Implementation Unit”, (PIU), shall be for execution of works at the concerned Municipal level. Accordingly, at PMU and PIU, deployment of the adequate staff is required for timely completion of the two projects.

**PMIDC now intends to hire One (1) Contract Management Officer to be a part of the Project Management Unit (PMU) at Chandigarh.**

**Job Description – Contract Management Officer**

**Name of Designation - Contract Management Officer**

**No. of Post - 1 No.**

**Qualification and Experience Required -**

Graduate in Engineering with PG in construction management or equivalent.

Must have a minimum of 10 years in in contract management and administration of large and complex construction contracts,

Working knowledge on FIDIC Gold Book Contracts with experience for minimum for two years is highly desirable, desirable experience of 3 years in water supply projects

**Responsibilities-**

- i. Work together with PIUs and PMU including the Independent Verification Agency and Design Review Consultants and ensuring that the contract is implemented successfully and timely in letter and spirit.
- ii. Ensure that the construction methods as proposed by the Contractor for carrying out the works are satisfactory as per prudent industry practice, with particular reference to the technical requirements of sound environmental standards, inspection of Contractor's construction equipment, safety of the works, property, personnel, and general public.
- iii. Review and recommend proposed programs for Contractor's suppliers, work programs and method statements. The programs must include the implementation of the environmental and social management, safety and health plans. The Consultant shall follow up on performance of the Contractor's suppliers by undertaking an objective analysis of progress, resource mobilization and utilization.
- iv. Review compliance requirements on health and safety issues and recommend improvements in compliance to the requirements of the contract safety plan and ensure that the Contractor's staff and suppliers follow safe working practices in all installation/construction/erection/ commissioning and immediately draw attention to any instances where this policy is not followed, advising the Contractor's suppliers to carry out all such works deemed necessary in case of emergency affecting the safety of personnel, works and adjacent property.

- v. Support PIU in administering the contracts, in approving materials, and in arranging orders to the Contractor and ensure that the quality of the works is in accordance with contractual specifications.
- vi. Approve/suggest modifications in the Contractor's work program, material sources, etc;
- vii. Review and guide PIU on Contractor's proposed personnel in Construction and O&M period for positions nominated in the Contract.
- viii. Coordination with IVA consultant and PIU.
- ix. Use suitable MIS software to report all the infrastructure activities of the project implemented in both the cities which include documents, geo-tagged photographic evidence, etc.
- x. Responsible for Effective Management of Contract Agreement between DBO Contractors and Municipal Corporation(s) for the Amritsar / Ludhiana Surface Water Project and other contracts under PMSIP. He/she should be responsible to prepare notices/letters to the contractors for various non-compliances.
- xi. Regularly convene or participate in review meetings with contractors and consultants to allow ample opportunity for the identification and early resolution of bottleneck issues, if required.
- xii. Guide PIUs on issuing notices and responding to contractor notices.
- xiii. Ensure proper record management procedures are followed at PIUs related to contract management.
- xiv. Ensure timely processing of contract modifications review requests for World Bank's review and no objection.
- xv. Review contractor procurement plan, review all procured material and components.
- xvi. Develop appropriate contract management tools, guidelines and manuals for standardisation and knowledge sharing purposes based on World Bank norms.

**Duty Station:**

The duty station of the expert will be at PMU, PMIDC. The Expert will be required to travel as and when required within and outside the State for project purposes.

**Remuneration:**

Tentative Pay range is Rs. 1.25 Lac – 1.50 Lac per month and shall commensurate with experience and qualification.

**Duration:**

The appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance for subsequent year thereon. The engagement of candidate will be on full time basis.

**Reporting arrangements:**

The Contract Management Officer will report to Procurement & Contract Management Specialist, PMU, PMIDC and Chief Engineer (M), PMIDC.