

## 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 Procurement Assistant**

**Name of Designation** - **Procurement Assistant**

**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) Procurement Assistant to be a part of the Project Management Unit (PMU) at Chandigarh.**

**Job Description – Procurement Assistant**

**Name of Designation** - **Procurement Assistant**

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

**Qualification and Experience Required -**

Bachelor degree in a relevant discipline (e.g. Engineering, Law, Procurement, Finance, Business or Commerce) and relevant training in procurement work with minimum 7 years' experience of handling procurements and managing contracts for infrastructural projects.

Expertise in preparation of DPRs is desirable.

Candidates having Master degree and Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) will be preferred

Experience of using the World Bank STEP system to process and manage procurement activities is desirable

Familiarity with the WB or other MDB's procurement policies and Procedures is desirable

Knowledge of Bank procurement procedures and managing all the project procurement in consistent with Bank requirements.

**Responsibilities-**

Tasks and Responsibilities for the above role shall include, but not limited to the following:

- i. Represent Project Management Unit (PMU) on all procurement matters.
- ii. Prepare Contract agreements, procurement documents for consulting services / consultants, as appropriate.
- iii. Maintain systematically the procurement related documents for audit / review by the World Bank as well as the internal/ external auditors.
- iv. Co-ordinate with other project implementing entities on procurement and contract related matters
- v. Seeking necessary internal approval pertaining to procurement and contract management activities.

- vi. Review of monthly progress report containing the list of activities planned for the reporting period, progress towards the target and the result of targeted activities shall be furnished to higher authorities on a monthly basis.
- vii. Responsible for revision and review of Project Procurement Strategy for Development (PPSD) document in accordance with the Procurement Regulations of the World Bank.
- viii. Responsible for drafting procurement plan based on PPSD and timely updating it during the life of Project. Inputs shall be obtained from other members of the Project team. Responsible for updating the procurement plan and activity roadmap in STEP system.
- ix. Preparation of monthly status reports related to procurements under various project components.
- x. Responsible for revision and review of Project Operations Manual (POM) document in accordance with the World Bank.
- xi. Responsible to manage end-to-end procurement processes and contract management for Works, Goods, Non-Consulting and Consulting Services including but not limited to preparation of tender documents, floating tenders through e-procurement system (NIC), organizing pre-bid conference, compiling responses on bidders' queries, ensuring timely completion of the evaluation process including clearances from the World Bank / Financing Agency, monitor contract management activities and ensure that procurement procedures are carried out in accordance with the procurement plan and Procurement Regulations of the World Bank for Domestic Competitive Bidding & International Competitive Bidding.

**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. 1.10 Lac – 1.25 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.

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**Reporting arrangements**

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