

**Terms of Reference for Engagement of Consultant (Non - Technical)
Post Code No.2 : Material Management (MM)**

1. **Whether the proposed engagement is against vacant post or for specific work or project.**

The proposed engagement of consultant is for specific work.

2. **Precise statement of Objectives for appointment of tenure based Consultants:-**

To meet urgent Project Schedules of Light Combat Aircraft, AMCA and Navy, TEDBF, qualified person with vast experience in Material Management Procedures to tide over the procurement activities.

3. **Category of work:**

(a) Technical work

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(b) Non-Technical Work

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4. **Number of Vacancies : 01**

5. **Pay level of consultant (at the time of retirement/superannuation):**

Graduate in Engineering and Should have retired at least in pay level-12 / 13.

6. **Discipline or domain, where engagement of Consultants is required.**

Extensive Assistance is scrutiny and handline of high value Contract, purchase orders

7. **The expertise/skills/knowledge required for engagement as consultants.**

- Scrutiny and follow-up of Statement of Work with Indenter, procurement of Goods & Services (Work Package Contracts), assisting them to fulfill the requirements of MM Department and Scrutiny of TCED Reports with special reference to various vendor qualification criteria based on their financial status.
- Study and Implementation of various newly introduced Government Orders received from Ministry of Finance / Ministry of Commerce & Industries and DRDO HQs from time-to-time on procurement matters by following PM-2025 and GFR 2017 guidelines and advices on the ramifications, thereof.
- Study of Audit queries pertaining to Contracts/Pos, in particular to those forwarded to MM Department and assist extensively in the preparation of appropriate replies after detailed analysis.

8. **Outline of the tasks to be carried out :**

- Study and advice on cases of Inadequate response and resultant Single Tenders
- Valuable assistance required in the closure of long-pending cases.
- Checking of payment calculation towards the out-sources work package for customized technical activities.
- Checking on the correctness of FE requirements towards the foreign contracts.

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9. **Estimated time period required for completion of Tasks:** One year and extendable based on performance/requirement of the project.
10. **Remuneration:** A fixed consolidated monthly remuneration shall be admissible as follows:

Pay level of Retired officials	Equivalent Pay Scales of Employees Retired from PSUs	Consolidated Remuneration payable	Conveyance Allowance	Remuneration payable per month
Level- 12	Grade- VI (Chief Manager) (32900-58000)	₹.60,000/-	₹.5000/-	₹.65,000/-
Level- 13	Grade- VII (Dy. General Manager) (90000-240000)	₹.60,000/-	₹.5000/-	₹.65,000/-
