



# GUWAHATI BIOTECH PARK

Technology Complex, IIT Guwahati, Guwahati-781039

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## TERMS OF REFERENCE(TOR) FOR PROCUREMENT EXECUTIVE

### **A. Brief Background and Objectives of Guwahati Biotech Park**

Guwahati Biotech Park (GBP) is an initiative launched by Government of Assam to promote scientific research and development leading to marketable product in biotechnology and allied areas through entrepreneurship development particularly in the North-Eastern region of the country. GBP was incepted in the year 2008 and is a registered Society under the Societies Registration Act, XXI of 1860; currently located at Technology Complex, IIT Guwahati, Guwahati-39, Assam, India.

#### **The objectives of Guwahati Biotech Park are;**

1. To encourage and support the start-up, incubation and development of innovation led, high growth knowledge based business in the multidisciplinary area of biotechnology.
2. To provide state-of art infrastructure facilities and single window services for setting up biotechnology, chemical and biological industries in the park.
3. To act as an engine for the growth of the biotechnology, chemical and biological industry and to act as a facilitator and a catalyst in the process of industry's development.
4. To provide formal and operational links with centers of knowledge creation such as national R&D laboratories, Universities, Medical Institutions and research organizations in India and abroad and create a strong network.
5. To promote setting up biotechnology industrial ventures, contract research organization and healthcare industry.

#### **Structure of Guwahati Biotech Park;**

Following are the components of Guwahati Biotech Park to promote research base entrepreneurship and Biotech industry development:

1. **Business Enterprise Zone**
2. **Business Support Facilities**
3. **Technology Incubation Centre (TIC):** As a first endeavour of the Park's activities an Incubation Centre namely Guwahati Biotech Park Incubation Centre (GBPIC) has been established in the temporary campus within IIT Guwahati premises. This Incubation Centre is being financially supported by DBT, GOI and established through a tripartite

agreement among S & T Department, Government of Assam, DBT, GOI and IIT Guwahati. Ready-to-lease modular laboratories equipped with modern laboratory Work Stations (Laboratory size ranging from 300-1620 SF) and other utilities are available at the current set up of Guwahati Biotech Park Incubation Centre which are leased out to Entrepreneurs/Firms/Societies/Scientists/Students interested in pursuing R&D activities in biotechnology and related areas. The Incubation Centre consists of the following facilities with different sophisticated equipments;

- i. Central Analytical Instrumentation Facility
- ii. Bioprospecting facility
- iii. Micropropagation Facility
- iv. Herbal Extraction Facility
- v. Fermentation Facility
- vi. Utility

#### **4. Consultancy Cell**

**Guwahati Biotech Park now intends to engage a Procurement Executive on contractual basis.**

#### **B. OBJECTIVES OF THE ASSIGNMENT AND SCOPE**

The Procurement Executive will report to the Chief Executive Officer of Guwahati Biotech Park and provide services relating to management of procurements under GBP taking into account applicable policies of GBP, adhering to the procurement procedures /guidelines of the GBP and also the best practices in public procurement. In particular, the responsibility of the Procurement Executive *inter alia* will include the following;

1. Development of procurement plans, implementation schedules and contract supervision plans including contract evaluation criteria.
2. Review the requisitions/indent submitted by various branches of GBP for completeness and compliance with objectives of GBP, public procurement policies and procedure, guidelines and best practice;
3. Provide administrative support to the CEO in procurement and contract management.
4. 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.
5. Prepare Minutes of Bid /Consultancy Proposal Acceptance Committee meeting of GBP.
6. Support the CEO in overall administration of the contracting process including payment processing, contract closure; Review invoices/ requests for payment submitted for accuracy and process for payment, ensuring that payment are processed on a timely basis; Assist in finding viable solutions to contract administration issues;
7. Identify operational gaps in contract administration/payment procedures and recommend to CEO the necessary improvements to enhance operational efficiency.
8. Maintain all the procurement/contract files, including compilation of all procurement documentation. Maintain a computerized as well as physical filing system to include all contract documentations, payment requests, contract closure and evaluation. Ensure that all contract files are up-to-date and contract related documentation are readily available upon request;
9. Make available all procurement related documents to the Auditors of GBP.
10. Any other official responsibilities as assigned by the CEO, GBP.

**C. EDUCATIONAL QUALIFICATION, EXPERIENCE AND AGE**

**Educational Qualification:** Graduate/Post Graduate (Full Time) from any Government recognized University in any subject with in depth knowledge and understanding of public procurement principles and procedures.

**Experience:** Minimum 4 years of experience in supporting procurement related functions in any Government/Autonomous Body/Public Sector Undertaking or agencies/Reputed Private Sector organizations.

Candidates having the requisite minimum experience and along with hands-on experience in managing procurements through e-procurement system of the State/Central Government will be given preferences.

**Age:** The candidate shall not be more than 45 years of age as on 01/08/2018.

**Computer Skills:** Must have proficiency skills in Microsoft Office software including MS word, MS Excel, MS Power Point etc. and internet, email etc.

**D. DURATION OF CONTRACT**

Appointment will be on contractual basis initially for a period of 11 months and shall be extendable for a further period based on performance.

**E. REMUNERATION**

Rs. 45,000/- per month (Consolidated Pay)

Sd/-

Shri. Vinod Seshan, IAS  
Chief Executive Officer