

Chief Project Manager :

[Appointment - of Chief Project Manager - SUTP Application Format and TOR Dt 21-01-2013](#) **NEW**



nayaraipur
नया रायपुर

NAYA RAIPUR DEVELOPMENT AUTHORITY (NRDA)

Near D.K.S. Bhawan, Ghadi Chowk, Raipur – 492001 (C.G.)

Ph: 0771 – 4066011 Fax: 4066188, E-mail: ceo@nayaraipur.com;

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Appointment of (1)Chief Project Manager and (2)Transport Planner for PIU-NRDA

No. 334/461-CPM/462-TP/9-CEP/NRDA/2012

Date: 21/01/ 2013

Naya Raipur Development Authority (NRDA) is implementing Bus Rapid Transit System (BRTS) under the UNDP-GEF-World Bank assisted Sustainable Urban Transport Project (SUTP). Separate applications are in prescribed formats for the captioned position for PIU-NRDA to be appointed on contract. Duly filled and signed applications should reach the office of NRDA on or before 05:00pm on **12/02/2013**. Application forms and other terms and conditions can be downloaded from the website www.nayaraipur.com. Modifications/ amendments, if any, shall be uploaded in the website only.

Chief Executive Officer

NAYA RAIPUR DEVELOPMENT AUTHORITY

Near Mahanadi Dwar, Mantralaya, Raipur - 492001
Tel : 0771-4066011, Websites: www.nayaraipur.com,
E-mail : ceo@nayaraipur.com, psc@nayaraipur.com

No. 335/461/9-CEP /NRDA /2012

Raipur, Dated: 21/01/2013

Appointment of Chief Project Manager on Contract

NRDA invites proposals in prescribed format for Appointment of Chief Project Manager on Contract from qualified and experienced professionals. The minimum qualification and experience are set out below. The applications should be submitted in hard copies so as to reach the office by 12/02/2013. Application Form and Financial Proposal in the specified format shall be submitted and marked as follows on the top:

“Application for Appointment of Chief Project Manager on Contract”

Application Forms completed in all respect and submitted in the format specified shall only be considered. Candidates will be shortlisted and selected on the basis of their relevant experience, qualification and capability to carry out the assignment as provided in the Guidelines for selection and employment of consultants of the World Bank. The short listed candidates shall be invited for personal interview and selected after reaching an agreement on the satisfactory terms and conditions of the contract including reasonable fees and other expenses. However, the candidates shall have to bear cost of traveling etc. for attending the interview. Based on the qualification and experience a shortlist of candidates shall be prepared.

Background

- (i) "**Naya Raipur**"- a green field city; is being developed by Naya Raipur Development Authority (NRDA) constituted by Government of Chhattisgarh, to serve as the administrative capital of the State. **Naya Raipur** has been selected for development of Bus Rapid Transit System (BRTS) Phase -I at a tentative project cost of INR 179 cr. (US\$ 37.4 million) under the **GEF/World Bank assisted Sustainable Urban Transport Program (SUTP)** by Government of India.
- (ii) NRDA intends to operate Bus Services for providing connectivity between Raipur and within Naya Raipur through BRT and City Buses. A Project Implementation Unit (PIU) is in place, in NRDA to implement the Project. NRDA envisages creating a cell which will manage the operation of Bus Services. NRDA envisages to appoint a qualified and experienced Resource on contract to assist the Chief Project Manager of the PIU during the project implementation phase and to take over subsequently the responsibility of management of operation of Bus Services.

Minimum Experience and Qualification

Given the specialized nature of the project, NRDA requires an Chief Project Manager with the following minimum experience and qualification –

Minimum Total Years of Experience	Minimum Qualification	Other criteria
Minimum Total Years of Experience: 15 years	Graduation: Engineering in Civil or Electrical or Mechanical OR Architecture Post Graduation Post Graduate in Management OR Transport Planning or Transport Engineering or Transport Economics	A. The candidate - 1. should have excellent communication and interpersonal skills 2. should be able to read, write and speak both in Hindi and English language 3. should have experience in managerial role in supervising implementation of urban and transport infrastructure projects in India

Conditions of work:

- i. **Location:** Raipur / Naya Raipur, Chhattisgarh
- ii. **Duration of Contract:** Initial contract period for 2 years, renewable there after annually, up to 5 years, upon satisfactory performance. Enhancement of 10 (Ten) percent of fees, after satisfactory completion of services of a complete year, shall be made in each year on previous year's fees.
- iii. The holidays, working hours and the timings for working days shall be in accordance with those prevailing in NRDA, Which may be further discussed at the time of contract negotiation
- iv. The expenses on account of travel in connection with the official work will be paid by NRDA provided that the travel is made with the prior written approval of NRDA or when the travel has been made as per the written instruction of NRDA. However, the eligibility for the travel would be Economy class flight for travel and a lump sum amount - per day for out of pocket expenses on lodging, boarding and local travels etc as admissible to NRDA employees of similar rank and status. This will be discussed at the time of contract negotiation.
- v. Communication allowance of Rs. 1000/- per month shall be paid by NRDA
- vi. Conveyance will not be provided by NRDA.
- vii. Income Tax as applicable shall be deducted at source. Service Tax as applicable, shall be reimbursed in addition to the fees.

Details of application:

- i. **Last date and Time of receipt of application with updated CV:** 12/02/2013 upto 05:00 pm
- ii. **Applications received in hard copies / e-mail only will be considered for evaluation**
- iii. Application Form and Financial proposal in the specified format shall be submitted by an applicant be sealed and marked as follows on the top:
“Application for Chief Project Manager” Application Forms completed in all respect and submitted in the format specified shall only be considered
- iv. Only shortlisted candidates will be informed and will be invited for participating in the subsequent stages of the selection process

Terms of Reference

Terms of Reference of the Chief Project Manager shall include but not limited to the following:

- I. The Chief Project Manager (CPM) shall assist the CEO, NRDA in coordinating all activities for Project Preparation, Project Management, Project Execution and Project Completion of all project components and sub-components under the SUTP Naya Raipur.
- II. The CPM, shall be responsible for monitoring the performance and deliverables of the consultants and contractors with respect to their scope of work for consultants, assist the CEO, NRDA, in co-ordination with the Contractors, in coordination with other government agencies and getting clearances from all concerned, administering the contract, ensure necessary periodical inspection of plant, materials and workmanship by the nominated / authorized persons, co-ordinate among consultants and PIU members for making engineering decisions, where ambiguities or unforeseen circumstances occur, by the responsible consultants.
- III. The CPM will act impartially, give proper and timely advice to the PIU to ensure adequate planning, design and execution without any delay, and give reasons for his recommendations and decisions when called by the CEO, NRDA. S/he will ensure keeping of proper records including those for inspection, rejection or acceptance of work / supply, by the concerned agencies and shall ensure to make available such records by the responsible agency, as may be called for by the CEO, NRDA.
- IV. The Chief Project Manager (CPM), NRDA shall be the single point contact for all stake holders during the planning, design, execution, completion and operation of all components and sub-components of SUTP Naya Raipur, so s/he will be responsible for co-coordinating, guiding, supervising all service providers, suppliers and all contracts.
- V. S/he will be responsible for all documentation, ensure timely preparation and submission of reports by the PIU with the help of responsible consultants, and management of files, reports, and communications in assistance of the other PIU members and consultants.

- VI. S/he will be responsible to co-ordinate supervision of testing and commissioning of all infrastructure, rolling stock and ITS components by the responsible agencies before formal inauguration of the services to ensure correctness and readiness of all components and sub-components
- VII. S/he will in review RFP documents/tenders for all procurements related to Bus Services and assist bid process management.
- VIII. Liaising with all stake holders, ensure regular and timely communication with state and central government authorities, departments, ministries, regulatory bodies to ensure timely submission of applications for approvals, clearances and regular following up for obtaining a grant of permission / approval well in advance
- IX. Any other related task entrusted by the competent authority.

Contact Details

The Chief Executive Officer
Naya Raipur Development Authority
Near D.K.S. Bhawan, Ghadi Chowk
Raipur – 492001, Chhattisgarh

Website: <http://www.nayaraipur.com>
Email Address: psc@nayaraipur.com

Annexure 1:

Application Form

S. No.	Description of Heads	Description of the candidate	Minimum eligibility criteria / Description	
1	Name of candidate			
2	Date of Birth: (DD/MM/YYYY)			
3	Permanent Address:			
4	Address for correspondence:			
5	Contact Mobile No.:			
6	e-Mail ID:			
7	Education	Graduation	Engineering in Civil or Electrical or Mechanical OR Architecture	
		Yr of Passing		
		Name of Institute		
		Post Graduation	Post Graduation in Business Management / MBA OR Transport Planning or Transport Engineering or Transport Economics	
		Specialization		
		Yr of Passing		
		Name of Institute		
8	Work Experience	Total Years of Experience after completion of Graduation	Total Years of Experience is ___ Years and ___ Months	Minimum Total Years of Experience : 15 years
9	Work experience (name of projects)	Experience in managerial role in supervising implementation of urban and transport infrastructure projects in India		
		Work experience with Government / Semi Government / Government Departments / Urban Development Authorities / undertakings in planning, designing and implementation of urban development and transport infrastructure projects		

S. No.	Description of Heads	Description of the candidate	Minimum eligibility criteria / Description
	Associated with planning, designing and implementation of urban transport projects or has worked as transport expert		
	Use separate page for each project indicating the following in support of the above: 1. Project Brief, Location 2. Name of Employer 3. Duration of involvement indicating the start and end date 4. Responsibilities / scope of work		
10	Name and contact details of the present employer		
11	Present designation		
12	Present responsibilities	<i>use separate page if necessary</i>	
13	Reference:	Reference 1: Name: Mobile No.: Address: Reference 2: Name: Mobile No.: Address:	Please provide name of minimum 2 references with their contact details and mobile numbers
14	Existing Salary per year in Indian Rupees including all benefits		Self attested copies of salary sheets of last 3 months to be enclosed

Enclosure

- 1 Enclose financial offer as lumpsum amount per man month as per the format specified (Financial Proposal) in Indian Rupees (Applicants seeking Appointment on Contract shall submit pay slip./certificate of last months pay in stead of financial proposal) yes / no

Certification:

I declare that all the information furnished above are true to the best of my knowledge and belief

Date:

Place:

Signature of candidate

Annexure 2:
Format of Financial Proposal

_____ [Location], _____ [Date]

FROM: [Name and address for communication of Candidate]

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To

The Chief Executive Officer
Naya Raipur Development Authority
In front of Mahanadi Dwar of Mantralaya,
Raipur 492 001, Chhattisgarh

Dear Sir,

Sub: Financial Proposal for Selection of Chief Project Manager for Planning, implementation and operation of World Bank-UNDP-GEF assisted SUTP project in Naya Raipur

I, the undersigned, offer to provide the services for the captioned position for a period of two years on basis of contract for the scope of services mentioned. I have understood the scope of work completely. My Financial Proposal as a lump sum amount per month, over and above the allowances to be paid by NRDA, for the desired services during the first year of the period of contract is Rs...../- (Indian Rupees _____ Amount in words). This amount is inclusive of all taxes, including Service Tax, as applicable. I understand that income tax shall be deducted by the employer as per the applicable laws.

This Financial Proposal shall remain valid till 180 days from this date. My Financial Proposal shall be binding on me, subject to any modifications resulting from contract negotiations, if any, and up to the expiration of the validity period of the this Financial Proposal.

Yours sincerely,

Signature:

Name:

Contact No.: _____

E-mail ID: _____