

JOB DESCRIPTION

Consultant – Equipment & Services Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

1. POSITION VACANT: Consultant- Equipment & Services Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow

2. ORGANIZATION BACKGROUND:

Headquartered in Lucknow, **Uttar Pradesh Medical Supplies Corporation (UPMSC)** is registered under the Companies Act 2013 and set up with a seed capital of Rs. 20 Crores from the state exchequer. It shall be headed by an IAS officer and will act as the nodal organization for centralized procurement and distribution of drugs and equipment to Government Health Facilities in Uttar Pradesh. It shall replace the existing decentralized procurement involving **Chief Medical Store Depot (CMSD)** and district level authorities.

UPMSC' vision is to ensure availability of quality drugs, medical equipment at lowest cost at all public health facilities

Besides procuring medicines and equipment, **UPMSC** will also enter into private-public partnerships for bringing changes in the health sector.

Basic Objective of UPMSC:

- 1) Ensuring coverage of all the essential drugs under Rate Contract;
- 2) Facilitating supplier selection, contract negotiation and share of business allocation;
- 3) Establishment and execution of Centralized procurement systems for the procurement of drugs, consumables and medical equipment in Uttar Pradesh;
- 4) Ensuring quality control and availability of all the drugs & consumables and medical equipment at district drug warehouses, procured through **UPMSC**;
- 5) Ensuring timely payments to the suppliers against the procurement of drugs, consumables and medical equipment by **UPMSC**;
- 6) Maintaining records related to indents/ requirements, purchase orders, supply and consumption of drugs, consumables and medical equipment and support in preparation of annual forecasting and budgeting process;
- 7) Reconciliation of indents vs budgetary allocations and budget variance analysis for procurement of drugs, consumables and medical equipment;
- 8) Procurement of medical equipment or other materials based on purchase requests received from others department/ organization of Government of Uttar Pradesh.

For more information about the organization, please visit www.upmsc.in

3. JOB DESCRIPTION/ RESPONSIBILITIES:

Reporting to the **Managing Director**, the **Consultant – Equipment & Services Procurement** would be supporting procurement of medical & allied equipment, procurement of services and would be one of the members leading PPP initiatives in the state of Uttar Pradesh.

Key Roles and Responsibilities:

- (1) Build strong, trusted relationships with government counterparts;
- (2) Plan and Supervise the preparation of deliverables of General Managers, Managers and other team members that span multiple workstreams;

- (3) Demonstrate deep expertise and an ability to generate insights towards Procurement Processes, Services and New Initiatives;
- (4) Build and maintain a strong internal and external network;
- (5) Demonstrate high levels of drive, ambition and the ability to lead work at high levels of intensity;
- (6) Finalizing Draft Bid Document with the help of General Managers for inviting bids for procurement of equipment/services and services seek approval from competent authority;
- (7) Ensuring that open competitive bidding process is followed to identify the most suitable suppliers based on evaluation of bids against technical specification / performance requirement, quality standards, historical performance, production/supply capacity and fulfillment of regulatory requirements;
- (8) Conducting & Supervising Pre-Bid Meeting with the help of General Managers and finalizing draft responses to queries sought by prospective bidders and seeking approval from competent authority;
- (9) Seeking Approval of Minutes of technical and Price bid opening;
- (10) Advise & seek approval from the Managing Director, UPMSC on demonstration of equipment by the committee constituted by Managing Director, UPMSC;
- (11) Finalizing draft Bid Evaluation Report and recommendation for award of contract, quoted by the technically qualified bidders and seeking approval of Bid Evaluation Committee appointed by Managing Director, UPMSC;
- (12) Undertaking need-based price negotiations with suppliers to finalize a competitive price for the equipment procured
- (13) Grievance redressal with the help of General Managers related to procurement process only
- (14) Performing any other related tasks as assigned from time to time

4. QUALIFICATION, SKILLS AND EXPERIENCE:

Qualification:

Essential

Applicants must have Graduate Degree and Post Graduate Degree or Diploma in Health Management / Hospital Management from a recognized institution/ university in India;

Experience:

Essential

Applicants must have:

- (1) Minimum 12 years of post-qualification experience of which at least 5 years in procurement of medical equipment for public & or Government agencies
- (2) Minimum 3 years of supervisory experience.

Skills and Attitude:

- (1) Good knowledge of the public procurement rules and practices;
- (2) In-depth knowledge of medical equipment and PPP services procurement processes, including national/ international quality/ safety standards and regulatory requirements;
- (3) Good Understanding of contracts related to medical supplies and services.
- (4) Ability to develop and institutionalize procurement processes and controls;
- (5) People Management Skills.

5. AGE: Maximum age limit 45 years

6. VACANCY DETAILS: 1 Vacancy (UR)

7. CONTRACT TYPE AND PERIOD:

The position is on offer on a contractual basis, initially for a period of three years, extendable thereafter for another three years, based on performance and subject to further approval by the **UPMSC**.

8. COMPENSATION OFFERED:

Maximum consolidated emolument for the position is approx. Rs. 2,00,000/- per month.

9. LOCATION: Lucknow

10. REFERENCE: CON-ESP

11. CONTACT INFORMATION:

Senior Consultant
Strategic Alliance Management Services P Ltd.
1/1B, Choudhary Hetram House, Bharat Nagar
New Friends Colony, New Delhi 110 025
011- 2684 2162; 4165 3612

12. LAST DATE FOR APPLICATIONS:

Eligible candidates interested in this position are requested to apply online at www.sams.co.in by or before July 13, 2018, 11:59:59 pm

Online application link: <http://samsjobs.info/site/UPMSC/defaultmsc.aspx>

Please Note: Only online application submitted by the candidates shall be considered valid. Applications received through other sources shall be deemed invalid.