

## **JOB DESCRIPTION**

### **General Manager- Equipment Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow, Uttar Pradesh**

**1. POSITION VACANT:** General Manager- Equipment Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow, Uttar Pradesh

#### **2. ORGANIZATION BACKGROUND:**

Headquartered in Lucknow, **Uttar Pradesh Medical Supplies Corporation (UPMSC)** is registered under the Companies Act 2013. 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's 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](http://www.upmsc.in)*

#### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to the **Managing Director/ Executive Director**, the **General Manager- Equipment Procurement** shall be responsible for managing procurement of medical equipment in Uttar Pradesh. He shall be supported by Manager- Equipment Procurement.

#### **Key Roles and Responsibilities:**

- (1) Assisting in maintaining and updating database of all equipment available at all healthcare facilities in the State;
- 2) Carrying out equipment gap analysis at all healthcare facilities against norms set by the Department of Medical and Health, Govt. of U.P.;

- (3) Preparing Annual Procurement Plan, including budgetary requirement for indicative requirement of medical equipment required at healthcare facilities and seeking approval from competent authority;
- (4) Finalizing Draft Bid Document for inviting bids for procurement of equipment and seek approval from competent authority;
- (5) Ensuring that open competitive bidding (paper-based / e-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;
- (6) Conducting Pre-Bid Meeting and finalizing draft responses to queries sought by prospective bidders and seeking approval from competent authority;
- (7) Approving Minutes of technical and Price bid opening;
- (8) Arranging need based Demonstration of equipment by the committee constituted by Managing Director, UPMSC;
- (9) Finalizing draft Bid Evaluation Report and recommendation for award of contract, including price reasonability assessment of rates quoted by the lowest technically qualified bidders and seeking approval of Bid Evaluation Committee appointed by Managing Director, UPMSC;
- (10) Undertaking need based price negotiations with suppliers to finalize a competitive price for the equipment procured;
- (11) Issuing Notification of Award (NOA) to selected bidder, ensuing receipt of Performance Securities and expeditious signing of Contracts;
- (12) Continuously evaluating performance of all the equipment suppliers to **UPMSC** and ensuring fulfillment of pre-defined quality norms;
- (13) Resolving procurement related complaints and grievance redressal;
- 14) Performing any other related tasks as assigned from time to time.

#### **4. QUALIFICATION, SKILLS AND EXPERIENCE:**

##### **Qualification:**

###### **Essential**

Applicants must have Graduate degree in Electrical/ Electronics/ Bio Medical Engineering.

###### **Desirable**

- (1) Post Graduate degree or diploma in Business Management from a recognized institution/ university;
- (2) Certificate/ Diploma in Procurement/ Supply Chain Management or related fields.

##### **Experience:**

###### **Essential**

Applicants must have:

- (1) Minimum 8 years of post-qualification experience of which at least 5 years in procurement of medical equipment for public agencies;
- (2) Minimum 3 years of supervisory experience.

##### **Skills and Attitude:**

- (1) Good knowledge of the pharmaceutical market and public procurement rules and practices;
- (2) In-depth knowledge of medical equipment procurement processes, including national/ international quality/ safety standards and regulatory requirements;
- (3) Good Understanding of contracts related to drugs and medical supplies;
- (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, based on performance and subject to further approval by the **UPMSC**.

**8. COMPENSATION OFFERED:**

Maximum consolidated emolument for the position is approx. Rs. 1,40,000 per month.

**9. LOCATION:** Lucknow

**10. REFERENCE:** GM-EP

**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](http://www.sams.co.in) by or before **June 8, 2018, 11:59:59 pm**.

Online application link: <https://bit.ly/2s633eQ>

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