

Bhubaneswar-Puri Transport Services

BMC Campus, Vivekananda Marg, Bhubaneswar-751014, Odisha, India

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CIN: - U60210OR2010NPL011624

Notice No.: 425/BPTS

Date: 01.08.2017

VACANCY

Applications are invited from the eligible candidates for engagement in Bhubaneswar-Puri Transport Services (BPTS) on contractual basis for the following positions:

| Sl. No. | Name of the Post | Position |
|----------------|---|-----------------|
| 1. | Procurement and Contract Management Officer | 01 |
| 2. | Transport Planner | 01 |

Interested candidates may obtain Terms of Reference for details from: www.bmc.gov.in and www.urbanodisha.gov.in. Eligible candidates may apply for this post by submitting the applications through Registered Post / Speed Post/ Courier along with CV and self-attested photocopies of all documents in support of date of birth, educational qualifications, experience etc. on or before 24-08-2017 to the BPTS office address.

Sd/-

Managing Director

Bhubaneswar-Puri Transport Services

TERMS OF REFERENCE

Application for Contractual Appointment for following positions:

- 1. Procurement and Contract Management Officer (One)**
- 2. Transport Planner (One)**

Note:

- Apply separately for each post.
- Eligible candidates may apply for this post by submitting the applications through Registered Post/Speed Post/Courier along with CV and all the documents in support of date of birth, educational qualifications, experience etc. in sealed envelope super scribed "**Application for the Post of <Post Name>**" on or before 24-08-2017 to the BPTS office address. BPTS will not be held responsible for any delay on receipt of applications by Post/Courier and the same will be rejected if received after due date.
- The date & time of interview will be communicated to the shortlisted candidates.
- All the appointments are contractual in nature, for an initial period of one year and can be terminated at any time by giving one month notice without assigning any reason thereof. Continuance in the post is subject to satisfactory performance.

Position 1: PROCUREMENT AND CONTRACT MANAGEMENT OFFICER

Qualification:

MBA (Finance) or Construction management from NICMAR or equivalent.

Experience:

At least 5 years of experience in procurement of goods and services. The candidate should have the knowledge of tender document preparation, bid process management and preparation of financial models for the project. Knowledge in advanced excel or other statistical software shall be preferred.

Scope of Works:

1. Co-ordinate with the other experts for procurement needs of the unit.
2. Design procurement documents including Expressions of Interest (EoIs), Request for Proposals (RFPs) etc.
3. Develop notices for EoI /RFPs and advertising the same in public domain.
4. Perform contract negotiations and appointment of agency keeping in mind principles of economy and value for money.
5. Schedule the study, manage outputs, authorize payments and ensure quality of the work.
6. Oversee the entire evaluation including co-ordination with experts for technical evaluation, conducting financial evaluation and negotiation with preferred bidder.
7. Interview and correspondence with agencies; to keep himself informed of new trends.
8. Undertake any other reasonable duties as may be requested from time to time.

Remuneration:

An all-inclusive monthly remuneration shall be provided for this position depending upon the skills and experience.

Duration:

The duration of this contract shall be initially for 1 (one) year & contractual in nature. Continuance in the post is subject to satisfactory performance & can be terminated at any time by giving 1 month notice without assigning any reason thereof.

Position 2: TRANSPORT PLANNER

Qualification:

Masters in Transportation Planning or Masters in Transportation Engineering from a reputed University/ Institution or equivalent.

Experience:

1. Minimum 3 years of professional experience in the field of transport planning, preference will be given to those who have previous experience in bus transport system particularly in bus operations and management.
2. Candidate must be well versed with bid process management/ preparing detailed project report/ Request for Proposals in bus transportation sector.
3. Knowledge of transportation modelling shall be preferred.
4. Excellent spoken & written skills in English language.
5. Experience to work in co-ordination with multiple agencies will be considered.
6. Efficiency in software – MS-Office, GIS, Adobe ID, Adobe-Ai.

Scope of Work:

1. Review the work of various consultants and assist in implementation work.
2. Preparing different RFP documents for bus systems improvement and manage the bid process.
3. Monitor the performance of the bus operator.
4. Analyse the data and provide suggestions/ modifications in city bus operations.
5. Prepare strategic plans for system improvement.
6. Prepare report and presentation.
7. Coordinate with various agencies- Bhubaneswar Municipal Corporation, Bhubaneswar Development Authority, Bhubaneswar Smart City Limited and other Govt. organizations or agencies.
8. Assist in other office work of BPTS.

Remuneration:

An all-inclusive monthly remuneration shall be provided for this position depending upon the skills and experience.

Duration:

The duration of this contract shall be initially for 1 (one) year & contractual in nature. Continuance in the post is subject to satisfactory performance & can be terminated at any time by giving 1(one) month notice without assigning any reason thereof.