

((SHORT TENDER NOTICE))

Sealed tenders affixing court fee stamp worth Rs 8.25(Rupees Eight and Paise Twenty Five) only are hereby invited from experienced reputed Experts/Senior Consultants for providing professional services in Fire & Emergency Services, Assam in the following categories/discipline having requisite qualification and expertise.

Sl. No.	Position	Subjects/Discipline(field)	Requirement
1	Senior Consultant	Administration, Management and Legal & Engineering issues pertaining to Fire & Emergency Services , Assam.	1(one)

(I) Educational Qualification and Experience:

The post being considered is of Senior Consultant, the incumbent therefore must have the following required qualification:

1. Graduate or Diploma in Fire Engineering/Civil Engineering/Disaster Management or Post graduate in any other Science Subjects.
2. Minimum experience of 10 years in the field of administration has to be substantiated through track record with proper documentation to substantiate the experience.
3. Govt. Officers who had retired from a post not below the Director of Fire & Emergency Services in other states/U.T or having equivalent rank of similar organisation would also be eligible for this position.

(II) Terms of Reference(Scope of Services):

1. Act as a Knowledge Partner and provide Administration, Management and Legal & Engineering support pertaining to Fire & Emergency Services, Assam.
2. To organize and facilitate workshops, seminars as and when required.
3. Assist in preparation of DPRs, other tender documents for projects to be undertaken by F&ES, Assam.
4. Development of Long Term Measures for F&ES, Assam. Key policy and regulatory impediments in development of projects and suggested remedial measures.
5. Preparation of draft policy and regulatory frameworks. Various vision documents and infrastructure plans for F&ES, Assam.
6. Capacity enhancement of the F&ES personnel, creating institutional framework on various aspects of safety and disaster management.
7. Training and capacity building of the in-service personnel.
8. Any other work necessary for F&ES, Assam. (List is illustrative and not exhaustive. Additional points may include to it as the case may be)

(III) MODE OF OPERATION:

1. Consultant are to offer their services as and when the Director, Fire & Emergency Services decides to seek advice/guidance/opinion/comments or any issue pertaining to specific fields for delivery of the scope of services or as the case may be.
2. Any aspect pertaining to the subject matter to Administration. The consultant will guide accordingly.
3. The mode of communication will be through e-mail as well as personal visits. Airfare/T.A/D.A will be borne by F&ES Assam.

4. The consultant will also do hand holding of the Officer in actual discharge of the officer when requested.

(IV) REMUNERATION:

Indicative consolidated remuneration will be in the range of **Rs. 75,000/- to Rs.1,00,000/-** per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable.

(V) PERIOD OF SERVICE:

The contract shall be initially for a period of 1 (one) year with a provision of further extension, subject to satisfactory performance.

Interested Individuals can submit their Tenders along with CV conforming to the educational qualification and experience. Tenders will be received upto **1500 Hrs on 04/03/2019** in the Office of the undersigned. The tender will be opened on the same date at **1515 Hrs**. If the office remains closed, the tender will be opened on the next working day at the same time and venue. Tender will be superscribed with **"TENDER FOR SENIOR CONSULTANTS FOR PROVIDING PROFESSIONAL SERVICES IN FIRE & EMERGENCY SERVICES ON ADMINISTRATION, MANAGEMENT AND LEGAL & ENGINEERING ISSUES PERTAINING TO FIRE & EMERGENCY SERVICES, ASSAM"**. Tenders are to be sent to the Spl. Director General of Police cum Director, Fire & Emergency Services, Assam, Guwahati.

TERMS AND CONDITIONS:

1. Tender received after fixed date and time will not be accepted.
2. Tender is open to the eligible professional only having relevant educational qualification and experience in similar nature of work.
3. The engagement of the consultant for the assignment shall be for 1(one) year only and further engagement may be reviewed at the end of the year for further action.
4. The interested professionals will have to furnish work experience certificate of similar nature of work, educational qualification credentials along with a CV.
5. Joint venture of professionals is not allowed .
6. The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof and not to bind him to accept the lowest and may accept which is reasonable.
7. List of shortlisted candidates shall be notified and published in the website www.asfso.org and www.fireandemergencyservices.assam.gov.in. Selected individuals are to appear for a personal interview before a Selection Panel accordingly with all documents/credentials in original.

Director,
Fire & Emergency Services,
Assam, Guwahati

No. F&ES/ 732
Copy to:-

Dated Guwahati the 25-02-2019

1. The Head Asstt., Fire & Emergency Services, Assam, Guwahati for information..
2. Office Website.
3. Notice Board
4. Guard File.

Director,
Fire & Emergency Services,
Assam, Guwahati