

# RAJASTHAN GRAMEEN AAJEEVIKA VIKAS PARISHAD

(3<sup>rd</sup> Floor, RFC Block, Udyog Bhawan, Tilak Marg, Jaipur Ph. - 2227416)

File No: F.30(20)RD/RGAVP/Consultant OM/2020 | 13392 Date: 06/10/2020

Sh. Abdul Gaffar,  
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Contact No. - 9460841275

**Subject:** - Proposal for Consulting Services for appointment of Consultant (Office Management).

Sir,

Under clause 31 of RTPP Act, 2012 and Rule 17 of RTPP Rules 2013, we are seeking your proposal/consent for appointment of Consultant (Office Management) for satisfactory operations of Office Management and inter department coordination in different official matters :-

1	Name of Post	Consultant (Office Management)
2	Method of Selection	Single Source Selection (SSS)
3	Approx. cost of procurement	Rs. 3,60,000/-
4	Total cost of project	Rs. 3,60,000/-
5	Last date of submission of consent	12 <sup>th</sup> October, 2020 up to 01:00 PM
6	Work Period	12 Months
7	Payment Method	Monthly Basis
8	Position	SPMU, RGAVP

You are requested to submit your Financial Proposal in a sealed envelope as per the Terms and conditions of the enclosed Terms of Reference (ToR) latest by 12<sup>th</sup> October, 2020 (Monday) at 01:00 PM at place mentioned below:-

State Mission Director,  
Rajasthan Grameen Aajeevika Vikas Parishad,  
1<sup>st</sup> Floor, B-Block, Udyog Bhawan,  
Tilak Marg, C-Scheme, Jaipur - 302005

Enclosed: Terms of Reference and Financial Performa.

  
Project Director (LPs & SHGs)  
RGAVP



## Tor for Consultant (Office Management)

### Summary of the Post:

Name of Post	Consultant
Level of Posting	State level
Qualification & Experience	Graduate, 3 Years of post qualification experience in Office Management and inter department coordination work (Govt. dept preferably) the knowledge of work on computer.
Type of Appointment	Direct Contract
Salary (Rs.)	Rs. 30000/- Per month
Duration	12 Months

Position-I RGAVP Head office 'Rajeevika'

### Role Summary:

- (1) Consultant (OM) For NRLM Project, Satisfactory operations of Office Management and inter department coordination in different official matter having knowledge of working on computer.

### Role Summary-

RGAVP is implementing project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained community. State Project Management Unit has 33 District Project Management unit offices. This post requires –

1. Organization and arrangements of inter department meetings,
2. Perfect Management in the office of Rajeevika in respect of plantation, dissemination of Rajeevika product in office premise as well as different departments.
3. Monitoring / Security and Management of official equipments.

### Job Profile

Consultant (Office Management) for satisfactory operations of office Management having knowledge of working on computer, parliamentary and Assembly information's related to establishment. Any other activities as assigned by the State Mission Director as required.



### **Reporting**

As part of Rajeevika the incumbent will report to the SMD.

### **Qualification and Experience-**

Graduate, 3 years of post qualification experience in Office Management work with the knowledge of work on computer. Experience of working in Govt department would be an added advantage.

### **Salary**

- Rs. 30,000 per month.
- This position will require field travel as and when required.

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**Format of Financial Offer**

**Name of Procurement :-** Consultant (Office Management) for satisfactory operations of Office Management and inter department coordination in different official matters

<b>S.N.</b>	<b>Procurement</b>	<b>Offered price per month</b>
<b>1.</b>	Providing services of a Consultant (Office Management) under clause 31 of RTPP Act, 2012 and Rule 17 of RTPP Rules, 2013 for Satisfactory operations of Office Management and inter department coordination in different official matters	
<b>(Price in Rupee _____ )</b>		

I hereby agree to execute the work on rates quoted above as per condition of RGAVP without any reservation.

**Signature of Applicant/Consultant  
(Name, Address & Mobile No.)**