

Engagement of Consultant For Recasting of Working Manual of UPRNN Ltd.

The working manual for UPRNN was published in the year 1984. Over the years procurement policies, working environment, accounting policies, personnel policies etc. has been changed. Keeping in view of the above revisions recasting of existing Manual is needed.

Application is invited from suitable firms specializing in this field and having strong credentials and having such qualifications and experience of working so as to fulfil the above mentioned needs to be consultant of Uttar Pradesh Rajkiya Nirman Nigam Ltd.

Scope of Work:

- The consultant shall recast the existing working manual of UPRNN in English and Hindi language, incorporating various amendments made over the time.
- It should be modified with an objective to lay down the appropriate guidelines, instructions, and procedures ensuring harmonization, uniformity, and requisite transparency for entire works award, execution, monitoring activities for work-execution and its accounting policies, personal policies etc.
- The manual should provide major guidelines that would enable UPRNN to execute projects with incorporating procedures/guidelines issued by Government/Agencies and CVC etc. from time to time.
- Salient features includes but not limited to -
 - Procurement of works.
 - Project formulation and initiation by preparing feasibility/DPR
 - Statutory clearances, Client/Government approval and project financing
 - Procurement policies, monitoring of procurement and compliance of contractual obligations
 - Completion and handing over of projects to client
 - Accounts and finance
 - Personnel/Human resources.
 - Rules/Regulations/Duties and Responsibilities of officers/employees.

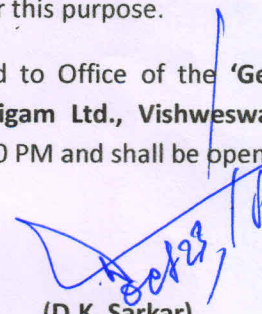
Selection Process: Offer should be submitted in two envelope system -

Envelop 1 (Phase-1): The consultant has to submit its portfolio, experience and exposure in this field with details of clientele and major achievements in the relevant field (in an unsealed envelope).

Envelop 2 (Phase-2): The consultant shall submit offer of performance based fees expected including all taxes (in a sealed envelope and expected time to recast the manual)

Note: The offer shall be valid for 180 days from the date of opening of envelop 2 (Phase 2). UPRNN reserves the right to accept or reject any offer. The corrigendum, if any will be available on UPRNN website www.uprnn.co.in, intending entities are advised to visit this website regularly for this purpose.

Schedule: The Offer of 1st and 2nd phase (hard copy) should be submitted to Office of the 'General Manager (Commercial) , Room No. 601, Uttar Pradesh Rajkiya Nirman Nigam Ltd., Vishweswaraiya Bhavan, Vibhuti Khand, Gomtinagar, Lucknow – 226010' on 07.11.2018 till 3:00 PM and shall be opened on 08.11.2018 at 03:00 PM.



(D.K. Sarkar)

General Manager (Commercial)

UPRNN Ltd, Lucknow.

Lucknow: 23-Oct-2018