

**SUBJECT : HIRING OF A FINANCE EXPERT/CONSULTANT FOR DEVELOPING
TENDER PROPOSALS ETC ON SHORT TERM CONTRACT**

National Institute of Fashion Technology (NIFT), a Statutory Institute under the Ministry of Textiles, Government of India and a premier Institute of Fashion Business Education with 16 Campuses located across the country, invites applications from Indian nationals for engagement /hiring of Finance Expert/Consultant for developing tender proposals: EOI, TOR & RFP in compliance with GFR Administrative support & guidance in executing projects for Six months. Detail is made available in the Terms of Reference (TOR) document for reference.

How to apply : Interested applicants are requested to send their applications in the prescribed format downloaded from Institute's website www.nift.ac.in with self attested copies of relevant certificates and testimonials in support of age, qualification, experience in an sealed envelope superscribing the name of post applied for to Head (Projects), NIFT Campus, Near Gulmohar Park, Hauz Khas, New Delhi-110016 or on email ID **head.projects@nift.ac.in** on or before 5th **November, 2020**.

Terms of Reference for hiring of Finance Expert/ Consultant for developing tender proposals: EOI, TOR & RFP in compliance with GFR Administrative support & guidance in executing projects for Six months.

TERMS OF REFERENCE

- **Position:** Finance Expert/ Consultant (on Short term basis)
- **Duration of contract:** 6 months (extendable)
- **Compensation** remuneration ranging from Rs. 58,500/- to Rs.66,500/- per month (Consolidated)
- **Duty station:** New Delhi,

About NIFT

National Institute of Fashion Technology (NIFT), set up in 1986 under the aegis of Ministry of Textiles, Government of India, is a Statutory Institute Governed by the NIFT Act 2006. The 3 decades history of the institute is built on the foundation of core values to nurture academic excellence. Ranked consistently as India's premier institute in fashion education, its focus is on integrating and balancing innovation in technology with traditional craft heritage through invigorating thought leadership, research stimulus, industry focus and creative enterprise which have contributed to its distinctive academic repertoire.

Objective:

NIFT Proposed to strengthen its Project Division at Head Office to be able to provide administrative support for executing project with tendering work (developing tender proposal, EOI, ToR, RFP for procurement/hiring of goods & services and experts) and documentation process as per requirement of NIFT in compliance with GFR/Govt. guidelines.

Broad Scope of Work

1. Tendering work and documentation processes i.e. preparation of tender document, Expression of Interest (EOI), Term of Reference (TOR), Reference for Proposal, Bid Evaluation process etc. for procurement/hiring of goods & services and experts as per requirement of NIFT in compliance with GFR norms/Govt. guidelines.
2. Assistance for identifying relevant agencies/experts, hiring/engagement and empanelment as per requirement of NIFT.
3. Formulation of Model Tenders, EOI, TOR, RFP for procurement/hiring of goods & services as per NIFT requirements.

4. Provide guidance/support for formulation of project proposal/DPR as per requirement in compliance with GOI norms.
5. Provide administrative support, guidance, standardising processes on finance related matters for execution of projects.
6. Ensure the compliance with General Financial Rules (GFRs) followed by Central Government offices while processing/dealing with purchase orders and/or Contracts etc.
7. Any other activity including administration matters and work related to on-going programmes as assigned

Qualifications, Education and Experience:

- i) Age limit 65 years as on the last date of submission of Applications
- ii) Degree of a recognised University or equivalent preferably in B.Com or above.
- iii) A minimum 15 years experience of working/job profile as a finance/purchase officer/ expert/ consultant or finance and purchase related work.
- iv) Provided consultancy/finance expert services to atleast 03 organisations/ institute / educational institute.
- v) Having through knowledge of GFR, purchase procedures ,CVC and other related Govt guidelines.
- vi) Having knowledge for working on computer and
- Vii) Fluency in written and verbal in Hindi and English languages.

Desirable

- Professional Qualification MBA/CA/CS/ICWA etc
- Excellent communication and interpersonal skills
- Efficiency, flexibility, high level of professionalism and ability to work under pressure and adhere to strict deadlines
- Ability to work effectively and harmoniously with other colleagues

Input/facilities to be provided to Expert :

Consultant will be associated/ deployed with Project Division HO and will report to Head (Projects)/ DG, NIFT. A office space/room will be provided for working and secretarial assistance available with Project Division would be made available to the Finance Expert. Finance Expert is required to be available in the office during office hours from 9 am to 5:30 pm.

Leave entitlement as per NIFT adhoc/short term contract employee.

GENERAL CONDITIONS

- i) NIFT reserves the right to remove the consultant if the service provided by the expert is found to be unsatisfactory or information provided for hiring is found to be false.
- ii) NIFT reserves the right to reject any application for hiring without assigning any reason.
- iii) Expert is required to submit documentary proof for educational qualification and experience.
- v) Application must be submitted in the prescribed format in a sealed envelope.
- vi) **The last date for submissions of Applications is 5th November, 2020.** Applications may be sent to Head (Projects)/ on email ID head.projects@nift.ac.in clearly mentioning the post in the subject field.

Form : Application Form for engagement/hiring of Finance Expert :

1.	Name of the Consultant	
2.	Complete Address	
3.	Telephone/ Mobile Number	
4.	Email ID	
5.	PAN number	
6.	Educational Qualification (Degree/ name of university/board, year of passing)	
7.	Profession qualification (if any)	
8.	Working / Job Experience dealing financial matter- (Organisation wise details of date/month/year of appointment and date upto which worked with Job profile details.)	
9.	Organisation to whom consultancy/expert service provided (Details of Year of providing service , name of client with location/address, remuneration, subject matter)	
10	Financial quote for consultancy	
11	An undertaking that consultant has not been blacklisted by any Govt./organisation .	

Note: Documentary proof may be provided, in support for Sr. no. 6 to 9 above.

DECLARATION

1. I _____(Name of the person) declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Company/Agency/ Institution/ Organisation does not satisfy the eligibility criteria, our candidature is liable to be cancelled / terminated.
- 2) I understand that the decision taken by NIFT is final in all matters.
- 3) I hereby agree to work as per the terms and conditions of NIFT.
- 4) I understand that the NIFT reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of contract, without assigning any specified reasons whatsoever.

Date_____

Signature_____

Place_____

Name_____