

TERMS OF REFERENCE & SCOPE OF SERVICES FOR EXPERTS AND OTHER STAFF

1. Background:

Uttarakhand Tourism Development Board is the highest body to advise Government on all matters relating to tourism in the State. The statutory board is chaired by the Tourism Minister Govt. of Uttarakhand and Chief Secretary of Uttarakhand is its Vice Chairman. The Principal Secretary/Secretary tourism acts as Chief Executive Officer. It also has five non-official members from the private sector and experts in tourism related matters.

The Board also functions as a regulatory and licensing Authority.

Mission & Vision.

- To place Uttarakhand on the tourism map of the world as one of the leading tourist destinations, and to make Uttarakhand synonymous with tourism.
- To develop the manifold tourism related resources of the State in an eco-friendly manner, with the active participation of the private sector and the local host communities.
- To develop tourism as a major source of employment and income/revenue generation and as a pivot of the economic and social development in the State.

2. Objective of the assignment:

The objective of this assignment is to assist the Chief Executive Officer, Uttarakhand Tourism Development Board (UTDB) and her/his officers, staff in functioning of UTDB.

3. Qualification, Professional Experience, Tasks:

As given in the Annexure -1.

4. Format for submitting application:

Suggested format as per Annexure - 2. In case experience certificate is not readily available, self-undertaking will be considered. However, UTDB reserves the right to verify the same.

5. Contract Period:

On full-time basis in UTDB head office at Dehradun for three years, subject to satisfactory performance, which will be reviewed periodically at least once a year. It may be renewed for further periods but not exceeding in aggregate one year on same terms and conditions.

In case performance is found to be not satisfactory, contract can be terminated with 30 days' prior written notice or remuneration *in lieu* thereof.

Contract format is attached as Annexure - 3

6. Data, services and facilities to be provided by the UTDB:

- (i) All the concerned Project / Programme documents as may be required;
- (ii) Appropriate office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Transport for official work; and
- (iv) Travel, lodging & Boarding entitlements as per applicable Board's rules during official tours outside Headquarters (Dehradun).

The Experts / Assistants shall be responsible for transport from residence to office and back at their own cost.

7. Final outputs that will be required of the Experts:

Monthly report of work/tasks accomplished during previous month.

In addition, periodical reports and documents to the Chief Executive Officer, UTDB, their officers and staff as and when required for the completion of the various tasks assigned.

8. Review and monitoring of the Expert work:

The Nodal officer nominated by CEO will review the work of the Experts/Assistants monthly and recommend payment of monthly remuneration subject to satisfactory performance.

9. Remuneration & Leave:

A consolidated amount per month given in the Annexure shall be paid. No other emoluments or reimbursement of taxes will be paid.

An annual increase of 10% in the monthly remuneration will be considered, if performance is very good. Otherwise, same remuneration as during the previous year will continue.

The Experts/Assistants will be eligible for an annual paid leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the Chief Executive Officer may relax this condition.

10. General Terms:

- (i) All communications including Expression of Interest for the proposed assignment will be issued in English language only.
- (ii) EOI submitted in any mode other than through www.uktenders.gov.in shall not be considered and shall be rejected. Applicant needs appropriate Digital Key. For any guidance, may contact helpdesk of the GoUk e-portal.
- (iii) The Experts/Assistants will be selected in accordance with the Uttarakhand Procurement Rules, 2017 and this EOI.
- (iv) The selected Experts/Assistants will have to sign an Agreement with the Authority.
- (v) The EOI shall be valid for a period of 90 days from the date of opening of the EOI.
- (vi) The Applicants shall be responsible for all of the costs associated with the preparation of their EOI, Digital Signature and their participation in the Selection Process including visits to the Authority's office, interview, etc., The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.
- (vii) Interview of the candidates shall be in-person or through VC.
- (viii) Consultants shall be grouped in various working teams as per requirement. Each team will have a Team Leader to be identified by CEO. Team Leader will co-ordinate the work of other members in the team.
- (ix) In case of Ex. Government employees, the indicative remuneration will be subject to 'Pay less pension' policy.
- (x) Shortlisting will be valid for one year for selection in case of selected candidates resign / need replacement.
- (xi) UTDB reserves the right to cancel any specific post given in this EOI and also to increase number of posts during the validity of the shortlisting to meet the UTDB requirement.

11. Right to reject any or all EOIs:

Notwithstanding anything contained in this document, the Authority reserves the right to accept or reject any EOI and to annul the Selection Process and reject all EOIs, at any time without any liability or any obligation for such acceptance, rejection or cancellation, and

- (i) The Authority reserves the right to reject any EOI, if:
 - (a) at any time, a material misrepresentation is made or uncovered, or
 - (b) the Expert/Assistant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the EOI.
- (ii) At any time before the submission of EOI, the Authority may, whether at its initiative or in response to a clarification requested by a potential applicant amend the EOI by issuing an addendum. The addendum shall be uploaded on official website: www.uktenders.gov.in & www.uttarakhandtourism.gov.in to give potential Experts/Assistants a reasonable time in which to take an amendment into account in their EOI, the Authority may at its discretion, if the amendment is substantial, extend the deadline for the EOI submission.

12. Seeking clarifications and Submission of EOI:

Prospective candidates may seek clarifications through e-mail from tourismkarmik@gmail.com with CC to ddtourismddn@gmail.com, pk.utdbpmu@gmail.com.

Expression of Interest must be submitted online through www.uktenders.gov.in before **2:00 PM on 3rd November 2021** and will be opened on the same day at 2:30 PM.

Chief Executive Officer,
Uttarakhand Tourism Development Board
Dehradun.

| Sl. No. | Designation | Post | Consolidated remuneration per month (INR) | Minimum Qualification | Minimum Professional Experience | Tasks |
|---------|--------------|------|---|--|---|--|
| 1 | Town Planner | 1 | Rs. 1,50,000 | Graduate in Architecture or Civil engineering from a recognized University / Institution | Post qualification relevant work experience of minimum 15 years | <ol style="list-style-type: none"> 1. Identify methodology & strategy for town planning or architectural designing of projects identified by UTDB. 2. Preparation of base maps, spatial attribute data collection and vetting of maps. 3. Developing planning policy taking into account transport, the local economy, jobs, green infrastructure, renewable energy, climate change and the historic environment at identified sites. 4. Reviewing and monitoring existing planning policy documents 5. Assisting with the preparation and implementation of transport policies and strategies to create an efficient transport network, possibly including cycle routes, and road routes. 6. Helping to ensure that areas are attractive, safe and pleasant to live, work in and visit. 7. Working to energize places that have become run-down. 8. Conducting appropriate research to inform planning applications. 9. Helping to draft and review planning applications. 10. Assisting with consultations and negotiations with consultants and developers. 11. Enforcing planning controls for developments. 12. Preparing policy or guidance documents on how to manage historic environments, or refurbish or re-use listed buildings. 13. Producing planning submissions, appeals, design and access statements and other documents. 14. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |

| Sl. No. | Designation | Post | Consolidated remuneration per month (INR) | Minimum Qualification | Minimum Professional Experience | Tasks |
|---------|-------------|------|---|---|--|---|
| 2 | Architect | 1 | Rs. 1,00,000 | <ul style="list-style-type: none"> • Bachelor's degree in Architecture from a recognized University / Institution • Member of Council of Architecture (India) | Post qualification relevant work experience of minimum 10 years. | <ol style="list-style-type: none"> 1. Control project from start to finish to ensure high quality, innovative and functional design 2. Identify needs and put together feasibility reports and design proposals 3. Develop ideas keeping in mind needs, building's usage and environmental impact 4. Produce detailed blueprints and make any necessary corrections 5. Compile project specifications 6. Ensure that all works are carried out to specific standards, building codes, guidelines and regulations 7. Cooperate and liaise with construction professionals 8. Follow architectural trends and advancements 9. Ability to translate ideas into visual and/or tangible references such as drawings or models. 10. Knowledge of building codes and regulatory standards. 11. Prepares and presents designs, specifications, estimated costs, and proposed construction schedule. 12. Creates detailed plans integrating engineering, electrical, and HVAC considerations; presents plans for review and approval. 13. Modifies new or existing plans as required. 14. Prepares scale drawings and contract requirements and submits for bids. 15. Collaborates to select and award construction contracts. 16. Collaborates with head builder and clients to facilitate the building process to meet specifications. 17. Creating building designs and highly detailed drawings both by hand and by using specialist computer-aided design (CAD) applications |

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|---------|--------------------|------|---|---|---|---|
| | | | | | | <ul style="list-style-type: none"> 18.liaising with construction professionals about the feasibility of potential projects 19.working around constraining factors such as town planning legislation, environmental impact and project budget 20.working closely with a team of other professionals such as building service engineers, construction managers, quantity surveyors and architectural technologists 21.applying for planning permission and advice from government and legal departments 22.writing and presenting reports, proposals, applications and contracts 23.adapting plans according to circumstances and resolving any problems that may arise during construction 24.Make on-site visits to check on project status and report on project 25.Any other assignment referred / assigned by Chief Executive Officer, UTDB. |
| 3 | Tourism Consultant | 1 | Rs. 85,000 | <ul style="list-style-type: none"> • Graduate in any discipline from a recognized University / Institution • Post graduate qualification of minimum 1 year duration in Regional planning / Geography / Tourism planning | Post qualification relevant work experience of minimum 3 years. | <ul style="list-style-type: none"> 1. Prepare Concept reports for identified projects. 2. Suggest Strategy and Action Plan for promotion of Tourism 3. Propose activities which would lead to achieving the objectives of the strategy 4. Identify specific policies which need to be designed in developing proper functioning of the tourism industry in the State; 5. Identify projects and potential donors in the field of tourism; 6. Assist the Tourism dept. staff to set up touristic zones as per the circuits identified (Rural, spiritual, Niche, Eco....) and draft the regulatory plans of the zones; 7. Facilitate in finalizing project proposals for |

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|---------|-------------------------------|------|---|--|--|---|
| | | | | | | <p>the touristic product development</p> <p>8. Continue with the identification of touristic products and produce a guide with all identified landmarks;</p> <p>9. Identify the gaps in touristic services with regard to touristic product and propose measures to improve them.</p> <p>10. Provide on the job training and coaching to the relevant staff in the division/department.</p> <p>11. Any other assignment referred / assigned by Chief Executive Officer, UTDB.</p> |
| 4 | GIS and Remote Sensing Expert | 1 | Rs. 70,000 | Degree in Urban / Town planning / Geography and specialize training in GIS / Remote Sensing from recognized University / Institution | Post qualification relevant work experience of minimum 3 years | <ol style="list-style-type: none"> 1. Identify methodology & strategy for town planning or architectural designing of projects that would be justified subsequently with details in the report. 2. Preparation of base maps, spatial attribute data collection and vetting of maps. 3. Professional advice / assistance including conducting surveys and preparation of reports as and when required 4. Use spatial data to assess land cover, forest change and developments. 5. Obtaining and managing existing spatial data including maps of land cover. 6. Analyzing remotely sensed data. 7. Critically analyze and derive results from a variety of data both raster and vector to generate statistics and indicators. 8. Create GIS development plans, by identifying ministry's GIS requirements. 9. Provide advice on spatial data standards, including symbols and legend. 10. Preparing map services for map-based websites, requiring use of Arc GIS Server and Arc GIS Online. 11. Able to produce reports and other standards |

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|---------|---------------|------|---|---|---|--|
| | | | | | | documents, in English, up to a professional standard. 12. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |
| 5 | IT Programmer | 1 | Rs. 80,000 | Graduate / Post graduate qualification in computer programming from a recognized University / Institution | <ul style="list-style-type: none"> • At least 5 years of experience in software development • Ability to program in Object-oriented languages such as C++, Java (J2EE), VB.NET, XML, Python etc. • Familiarity with HTML, JavaScript, CSS, and AJAX • Experience with Agile software development methodologies a plus • Experience in developing web applications and preferable experience with mobile applications • Excellent knowledge of relational databases like SQL • Experience using Microsoft Office tools (Excel, Visio) | <ol style="list-style-type: none"> 1. To design, install and maintain IT applications required / identified by UTDB under guidance of Team Leader PMU Cell. 2. Writing and testing code for software apps 3. Updating existing programs 4. Identifying and correcting coding errors 5. Secure programs against cyber security threats 6. Collaborate with business analysts / business users to produce software designs that adhere to UI standards. 7. Formulate program specifications and basic prototypes 8. Create User Requirement specifications 9. Transform software designs and specifications into high functioning code in the appropriate language 10. Integrate individual software solutions to higher level systems 11. Test code periodically to ensure it produces the desirable results and perform debugging when necessary 12. Perform upgrades to make software and systems more secure and efficient 13. Collaborate with business users to create documentation for user support 14. Develop and deploy computer applications. 15. Execute code builds to test and production environments. 16. Maintain application and process documentation as per company standards. 17. Provide testing, documentation, training, and support for third-party software products. 18. Resolve user-submitted problems and |

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|---------|------------------|------|---|--|---|---|
| | | | | | | questions. 19. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |
| 6 | Data Analyst | 1 | Rs. 60,000 | Graduate in Mathematics from a recognized University / Institution with Post graduate qualification of minimum 1 year duration in Statistics or graduation in Statistics. | Post qualification relevant work experience of minimum 5 years | <ol style="list-style-type: none"> 1. To assist Senior. Research Officer in data collection, data analysis and preparation of periodical reports including presentations at various <i>fora</i>. 2. Collection / compilation and recording data. 3. Analysing and interpreting data. 4. Identifying tourist trends and on its basis drawing projections. 5. Designing processes for data collection 6. Assist in decision making. 7. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |
| 7 | Marketing Expert | 1 | Rs. 1,50,000 | <ul style="list-style-type: none"> • Graduate in any discipline from a recognized University / Institution. • Post graduate qualification of minimum 1 year duration in Marketing or Mass Communication. | Post qualification relevant work experience of minimum 15 years | <ol style="list-style-type: none"> 1. Identify methodology & strategy for development of tourist destinations. 2. Design appropriate marketing action plan for selected destinations / programs. 3. Co-ordinate with Consultants / Agencies of UTDB for Website Management and Public Relation. 4. Plan and co-ordinate participation in Travel Marts / Exhibitions. 5. Assist in designing promotional material for print and electronic media. 6. Monitor performance of Website Management and Public Relation agencies. 7. To provide suggestion on various content marketing initiatives under digital, electronic, print and outdoor media platforms such as website, social media, magazines, bill boards, etc. for the organization. 8. Suggest and support department in content and creative creation through affiliated agencies such as social media agency, website management agency, media and advertising |

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|---------|-----------------------------------|------|---|---|---|--|
| | | | | | | <p>agency or PR agency for events and promotions of the department under the supervision of UTDB.</p> <p>9. Provide suggestion and support in creating the annual communication plan under the supervising of the department.</p> <p>10. Advice department in managing the various media agencies affiliated with department in terms of their scope of work and quality of content under the supervision of department.</p> <p>11. Support department in identifying the media and communication platforms as per the direction of UTDB for any fresh project publicity.</p> <p>12. Interact with media houses and facilitators such as newspaper agencies, magazine houses or channels under the supervision of UTDB for publication and promotion of content.</p> <p>13. Any other assignment referred / assigned by Chief Executive Officer, UTDB.</p> |
| 8 | Administration and Estate Manager | 1 | Rs. 1,00,000 | <ul style="list-style-type: none"> • Graduate in any discipline from a recognized University / Institution. • Post graduate qualification of minimum 1 year duration in HR / Personnel administration / General administration will be an added advantage | Post qualification relevant work experience of minimum 10 years | <ol style="list-style-type: none"> 1. To assist direct administration / CAO, personnel admiration in office administration, upkeep a personnel management. 2. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |

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|---------|--|------|---|--|--|--|
| 9 | Staff Officer to CEO | 2 | Rs. 1,00,000 | <ul style="list-style-type: none"> • Graduation in any discipline from a recognized University / Institution • Computer typing skill in Hindi and English • Knowledge of Stenography will be an added advantage | <ul style="list-style-type: none"> • Minimum 10 years of work experience in drafting and typing correspondence • Experience in Government office will be an added advantage. | <ol style="list-style-type: none"> 1. Drafting and typing of letters in Hindi / English. 2. Preparation of summery notes on referred case files. 3. Proof reading of drafts. 4. Maintenance of correspondence. 5. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |
| 10 | Policy Expert | 1 | Rs. 1,00,000 | Graduate in any discipline from a recognized University / Institution | Minimum 10 years of Government Department / Undertaking experience in drafting policies. | <ol style="list-style-type: none"> 1. Dealing with policy / laws / regulations related issues. 2. Assist CPPGG and other departments by advising on policy matters across the sectors and developing Frameworks for emerging challenging areas. 3. Giving inputs to State Government on existing policies across the sectors and provide support in revising, as required. 4. Co-ordination with all the departments of the Government of Uttarakhand. 5. Helping develop proposals and concept papers for special-status jurisdictions and new policies. 6. Co-ordination with Central Government on matters related to policies and frameworks. 7. Participate in conferences related to policy development and assist Team Leader and other team members in preparing reports, as required. 8. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |
| 11 | Documentation and Archiving Consultant | 1 | Rs. 60,000 | <ul style="list-style-type: none"> • Graduate in any discipline from a recognized University / Institution | <ul style="list-style-type: none"> • Post qualification relevant work experience of minimum 5 years • Computer literate for accessing databases and | <ol style="list-style-type: none"> 1. To assist Senior Research Officer for archiving reports and other documents for ready reference. 2. Organizing an archiving system. 3. Labeling, sorting and categorizing documents for ease of use. |

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|---------|----------------------|------|---|---|---|---|
| | | | | Post graduate qualification of minimum 1 year duration in documentation / records management. | other electronic document management tools. • Proficiency with scanning and administrative technology. | <ol style="list-style-type: none"> 4. Retrieving documents upon request. 5. Outlining a long-term storage strategy. 6. Adhering to regulatory requirements. 7. Working with colleagues to ensure consistency of documentation practice across the board. 8. Training employees on efficient documentation usage. 9. Assisting with both internal and external audits. 10. Ensuring documentation integrity. 11. Controlling access to documents. 12. Removing documents that are obsolete. 13. Utilizing storage software and applications for electronic filing and scanning. 14. Performing transcription and conversion work. 15. Proofreading documents upon request. 16. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |
| 12 | Cost Accountant | 1 | Rs. 1,00,000 | MBA Finance or Member of ICWA | Post qualification relevant work experience of minimum 10 years | <ol style="list-style-type: none"> 1. Assist in preparation of Financial Models / budgeting for PPP and other projects / programs under the guidance of Director Finance. 2. Vetting of Cost estimates / Financial Proposals submitted by Contractors / Consultants / Sections. 3. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |
| 13 | Chartered Accountant | 1 | Rs. 1,00,000 | Member of Institute of Chartered Accountants of India | Post qualification relevant work experience of minimum 10 years | <ol style="list-style-type: none"> 1. To prepare Annual financial statements including Balance sheet and Profit & loss under guidance of Director Finance. 2. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |
| 14 | Account Assistant | 1 | Rs. 45,000 | B. Com / MBA Finance from a recognized University / Institution with computer knowledge | Post qualification relevant work experience of minimum 5 years | <ol style="list-style-type: none"> 1. Preparation and maintenance of Tally and PFMS as per UTDB requirement. 2. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |

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|---------|---|------|---|--|---|--|
| 15 | Contract Management and Dispute Resolution Specialist | 1 | Rs. 1,50,000 | <ul style="list-style-type: none"> • Graduate in any discipline from a recognized University / Institution. • Post graduate qualification of minimum 1 year duration in Procurement / Materials Management / Supply Chain Management. • Degree in Law or Post graduate qualification of minimum 1 year duration in Contract Management / Dispute Resolution / Arbitration will be an added advantage. | Post qualification relevant work experience of minimum 15 years | <ol style="list-style-type: none"> 1. Examine and vet draft Contract in tender documents. 2. Assist pre-contract negotiations. 3. Examine and vet final Contract before signature. 4. Conduct training programs for staff regarding Contract Management and Dispute Resolution. 5. Monitor validity of Bank Guarantees or other instruments submitted for Performance Security and Advance Payment. 6. Monitor and assist concerned Sections refund of Bank Guarantees or other instruments. 7. Monitor, analyze and report to Chief Executive Officer, UTDB adherence to deliverables, SLAs and KPIs as per Contracts including under Externally Aided Projects. 8. Conduct site visits for inspection of Contract execution. 9. Assist UTDB in resolution of disputes during Contract execution. 10. Assist UTDB in preparation of case briefs for Arbitration / Court cases. 11. Attend Arbitration and Court hearings for guiding / assisting UTDB Arbitrators / Advocates. 12. Preparation of replies to Court cases, Audit reports, RTI queries and Vigilance enquires relating to Contracts signed. 13. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |
| 16 | Procurement Expert | 1 | Rs. 1,00,000 | <ul style="list-style-type: none"> • Graduate in any discipline from a recognized University / Institution. • Post graduate qualification of | Post qualification relevant work experience of minimum 10 years | <ol style="list-style-type: none"> 1. Preparation of Procurement Plans and Procurement Schedules for UTDB as per projects undertaken and approved budgets; 2. Draft & review the Terms of Reference (TOR) for the various consultancies and outsourced services including Public Private Partnership (PPP) projects conforming to the Uttarakhand |

| Sl. No. | Designation | Post | Consolidated remuneration per month (INR) | Minimum Qualification | Minimum Professional Experience | Tasks |
|---------|-------------|------|---|--|---------------------------------|---|
| | | | | minimum 1 year duration in Procurement / Materials Management / Supply Chain Management. | | <p>Procurement Rules, 2017 along with all subsequent amendments and project specific Guidelines / agreements of Government of India or other agencies;</p> <ol style="list-style-type: none"> 3. Draft & review Expression of Interest, evaluate the EOI, review Request for Proposals and evaluate submitted proposals. 4. Selection of appropriate method for the various consultancies within the frame work of Consultancy Guidelines and Project Agreement; 5. Preparation of the appropriate RFP documents for issue to the consultants; 6. Preparation of evaluation Committee meeting minutes; 7. Follow the prescribed Procurement rules and procedures as applicable for the project; 8. Preparation of the final contract for signature of the parties after conducting negotiation; 9. Follow the prescribed procedures for the procurement of works, goods and equipment; preparation of appropriate bidding documents, preparation of evaluation reports, and award decisions; 10. Conduct training programs for staff handling procurement and procurement orientation program for all technical staff in the Board; 11. Attend to all Procurement related meetings of the Board at various <i>fora</i> including Government of India, other agencies and advise them in attending to the issues regarding procurement of the Board; 12. Participate and guide the Need Assessment Committee / Specification Committee/ Procurement committees / tender scrutiny committees / any other Committee meetings in proper assessments and following the |

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|---------|-----------------------|------|---|---|--|---|
| | | | | | | <p>Uttarakhand Procurement Rules, 2017 along with all subsequent amendments and project specific guidelines by Government of India, other agencies as applicable;</p> <p>13. Monitor validity of Bank Guarantees or other instruments submitted for EMD.</p> <p>14. Monitor and assist concerned Sections refund of EMD as per tender document.</p> <p>15. Monitor, analyze and report to Chief Executive Officer, UTDB adherence to timeliness in the Procurement Schedules;</p> <p>16. Preparation of replies to Court cases, Audit reports, RTI queries and Vigilance enquires relating to Procurement activities of UTDB; and</p> <p>17. Any other assignment referred / assigned by Chief Executive Officer, UTDB.</p> |
| 17 | Procurement Assistant | 1 | Rs. 45,000 | Graduate from a recognized University / Institution with computer knowledge | Post qualification relevant work experience of minimum 5 years | <ol style="list-style-type: none"> To assist Nodal Officer for procurement / Procurement Specialist. To upload / download procurement related documents other than PPP Cell on Government of Uttarakhand e-portal. Maintenance of records in Procurement Section. Preparing periodical procurement reports. Any other assignment as directed by Chief Executive Officer, UTDB. |
| 18 | Program Assistants | 4 | Rs. 35,000 | Graduate from a recognized University / Institution with computer knowledge | Post qualification work experience of minimum 5 years in data entry and office works | <ol style="list-style-type: none"> To assist reporting officer and concerned Section staff in day-to-day office work. Maintenance of office records Preparation of presentations for meetings. Preparing, submission and uploading of periodical reports as per requirement. Any other assignment as directed by Chief Executive Officer, UTDB. |

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|---------|---------------------|------|---|---|---|---|
| 19 | Data Entry Operator | 7 | Rs. 25,000 | Graduate from a recognized University / Institution with computer knowledge | <ul style="list-style-type: none"> • Post qualification work experience of minimum 3 years in data entry / office works • Working knowledge of Hindi and English typing | <ol style="list-style-type: none"> 1. Computer based assistance to reporting officer and concerned Section staff in day-to-day office work. 2. Maintenance of office records 3. Preparing, submission and uploading of periodical reports as per requirement. 4. Any other assignment as directed by Chief Executive Officer, UTDB. |
| 20 | Interns | 2 | Rs. 15,000 | Management Graduate in any discipline from a recognized University / Institution. | | <ol style="list-style-type: none"> 1. To assist UTDB officials as per direction of CEO, UTDB. 2. Any other assignment referred / assigned by Chief Executive Officer, UTDB. |

APPLICATION FORM

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| Passport size photograph |
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|-----|---------------------------------|--|
| 1. | Position applied for: | |
| 2. | Name: | |
| 3. | Date of Birth: | |
| 4. | Current postal address: | |
| 5. | Permanent address: | |
| 6. | Email ID: | |
| 7. | WhatsApp number: | |
| 8. | Aadhar Number: | |
| 9. | Educational qualifications: | |
| 10. | Work experience from latest: | |

(DRAFT CONTRACT FORMAT)**CONSULTANCY SERVICE AGREEMENT**

This Consultancy Service Agreement made on this day of 2021 between Uttarakhand Tourism Development Board through its (Designation and Name), Pandit Deedayal Upadhaya Paryatan Bhawan, Near ONGC Helipad, Garhi Cantt., Dehradun – 248 003 (herein after known as the UTDB or First Party) of one Part and (Name and Address) (hereinafter referred to as the Consultant or Second Party) of the other part.

Both the terms First Party / UTDB and the Second Party / Consultant shall always deem to include and mean their respective heir, successor, transferee, assignee, legal representatives and all other such persons as may be claiming through them unless and until repugnant to the context herein.

Recitals:

Whereas the UTDB had advertised for requirement of Consultant as and the Consultant has been selected by the UTDB for the said post vide letter no. Dated: on remuneration and terms and conditions as stipulated in this Agreement and the Consultant has agreed to offer the services on the aforesaid post on remuneration and terms and conditions as stipulated herein after in this Agreement.

Scope of duties of the Consultant:

The Consultant shall be responsible as under supervision and control of the CEO and Board of the UTDB.

The Job requirement of the Consultant shall include the tasks listed below on regular basis and get feedback of the staff, public and all other persons associated with the tourism trade and such other persons and sources as she may deem fit and put the same along with suggestions and improvement to the board including the following:-

- (i)
- (ii)

Data, services and facilities to be provided by the UTDB:

- (i) All the concerned Project / Programme documents as may be required;
- (ii) Appropriate office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Transport for official work; and
- (iv) Travel, lodging & Boarding entitlements as per applicable Board's rules during official tours outside Headquarters (Dehradun).

The Experts / Assistants shall be responsible for transport from residence to office and back at their own cost.

Final outputs that will be required of the Experts:

In addition, periodical reports and documents to the Chief Executive Officer, UTDB, their officers and staff as and when required for the completion of the various tasks assigned.

Detailed reports will be submitted to the Chief Executive Officer in respect of the works done in each calendar month (from the beginning to the last working day).

Review and monitoring of the Expert work:

The Nodal officer for the Consultant is (.....), who will review the work of the Consultant monthly and recommend payment of monthly remuneration subject to satisfactory performance.

Remuneration to be paid to Consultant:

The Consultant shall be paid by the UTDB a consolidated sum of Rs./- (RupeesOnly) per month along with the following, which shall consist of and be limited to:

- i. Normal and customary expenditures for official travel; Travelling Allowance (TA) and Dearness Allowance (DA) at the rates applicable for comparable and equivalent cadre of officers and to be authorized by the Director Finance of the UTDB.
- ii. Such other expenses as approved in advance by the Director Finance of UTDB.

An annual increase of 10% in the monthly remuneration will be considered if performance is very good. Otherwise, same remuneration as during the previous year will continue

Leave:

Consultant will be eligible for an annual (to be counted from the Date of Contract) paid leave of 12 (twelve) working days, excluding 2 (two) days of Restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the Chief Executive Officer may relax this condition.

Duration of Service:

On full-time basis in UTDB head office at Dehradun for three years subject to satisfactory performance, which will be reviewed periodically at least once a year. It may be renewed for further periods but not exceeding in aggregate one year on mutually agreed terms and conditions.

Earlier Termination of this Service Agreement:

Both the parties may after giving notice of one month terminate this Consultancy Service Agreement without assigning any reason for the same or pay one month remuneration in lieu of the notice period.

That in case of default or breach of any condition as contained in this Agreement, the UTDB has the right to terminate this Agreement after giving a 30 days' notice to the Consultant to rectify the said breach.

Applicability of the Rules and Regulations:

All the Rules and Regulation as framed under the Act (Uttarakhand Tourism Development Board Act, Uttarakhand act 12 of 2001) or by the Board of UTDB shall be applicable to the Consultant and if any clause of this Agreement is in contravention to any Rule or Regulation framed under the aforesaid Act or by the Board of the UTDB then this Agreement shall deem to be amended to the extent and the rule framed under the Act or by the Board shall stand substituted to that extent.

Appointing Authority:

For the purpose of this Agreement and for any other purpose the CEO of the UTDB shall be the Appointing and controlling authority of the Consultant. And he shall perform all his duties under the supervision and control of the CEO of UTDB and the Board of the UTDB.

Notices:

Any notice and other communications provided for in this Agreement shall be in writing and shall be first transmitted by facsimile / electronic transmission and then confirmed by internationally recognized courier service or Speed post / Registered post, in the manner as elected by the Party giving such notice to the following addresses:

In this case of notices to the First Party / UTDB:

Name : Chief executive Officer
Address : Uttarakhand Tourism Development Board
Pt. Deendayal Upadhaya Paryatan Bhawan
Near ONGC Helipad, Garhi Cantt,
Dehradun – 248 003

Email : ceo.tourism.uk@gmail.com

In the case of notices to the Second Party / Consultant

Name :
Address :
.....
Email :

All notices shall be deemed to have been validly given on (i) the business date immediately after the date of transmission with confirmed answer back, if transmitted by facsimile / electronic transmission, or (ii) the business date of receipt, if transmitted by courier or registered mail.

Any Party may, from time to time, change his / her / its address or representative for receipt of notice provided for in this Agreement by giving to the other Party not less than 30 days prior written notice.

Amendment:

No modification or amendment to this Agreement and no waiver of any of the terms or conditions hereto shall be valid or binding unless made in writing and duly executed by both Parties.

Severability:

The Parties agree that the covenants, obligations and restrictions in this Agreement are reasonable in all circumstances. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under any law, (i) such provision shall be fully severable; (ii) this Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part hereof; and (iii) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance here from.

Entirety:

This Agreement contains the whole Agreement between the First Party and the Second Party in relation to the transactions contemplated by this Agreement and supersedes all previous Agreements, if any, in relation to same between the First Party and the Second Party.

Non-Waiver:

Non-omission or delay on the part of any Party in requiring a due and punctual fulfilment by any other Party of its obligations hereunder shall constitute or be deemed to constitute a waiver of any of such

Party's rights to require such due and punctual fulfilment and in any event shall not constitute or be construed as a continuing waiver and / or as a waiver of other or subsequent breaches of the same or other (similar or otherwise) obligations of such other Party hereunder or as a waiver of any remedy.

In witness whereof this Agreement has been signed and executed on the day, month and year first above mentioned at Dehradun by the Parties hereto.

For UTDB

For Consultant

(Name)

(Name)

(Designation)

Address

Uttarakhand Tourism Development Board Pandit

Deedayal Upadhaya Paryatan Bhawan, Near

ONGC Helipad, Garhi Cantt.,

Dehradun – 248 003

1. Witness

2. Witness