

## **CONSULTANT (LABOUR):**

**1. Description of Assignment:** Consultant (Labour) will be responsible for all cases related to Labour as well as he will advice on all matters referred by various Ministry/Dept of Govt. of India. Should have good communication and drafting skills.

**Desirable:** Proficiency of Computers in MS word.

**2. Procuring Entity's Organization Background:** The SEEPZ-SEZ Authority was established in 2009 an autonomous organization under the Ministry of Commerce, Government of India. The Authority is acting as Developer as per the role defined in the Special Economic Zone Act 2005.

### **3. Assignment Background:**

The Authority is handling approx. 300 nos. of companies situated in zone premises and managing approx. 1.00 Lakh visitors daily. These visitors are the employees / labours of the companies. To resolve the issues related to labour, SEEPZ-SEZ Authority required a Consultant (Labour) to dealing such cases that arising time to time.

### **4. Statement of Purpose/Objectives :**

The Authority is handling approx. 300 nos. of companies situated in zone premises and managing approx. 1.00 Lakh visitors daily. These visitors are the employees / labours of the companies. To resolve the issues related to labour, SEEPZ-SEZ Authority required a Consultant (Labour) to dealing such cases that arising time to time.

### **5. Statement of Assignments Outcomes :**

The Consultant shall be deployed on lump-sum (fixed price Contract) during the contract period of one year. The Consultant shall perform the assigned duties/Tasks as given below.

### **6. Detailed Scope of Work:**

#### **a. Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones**

- To advice on all the matters referred by various Ministry/Dept of Govt. of India.
- To look after the govt. litigation works.
- To monitor the court cases.
- To attend any matters related to Parliamentary Committees, audit by CAG.
- To perform administrative and any other work as may be assigned by the Competent Authority.
- Proficiency of Computer is MS word is optional.

b. **Place of Assignment and Touring Requirements if any**

SEEPZ SEZ, Andheri(E), Mumbai. No Outstation Touring.

c. **Length and Duration of assignments**

One Year which may be extended on mutual agreement based on the requirement and performance at the sole discretion of the Chairperson SEEPZ-SEZ Authority. The contract period can be terminated at any point of time due to failure to execute the assigned work or breach of contract.

**7. Qualification Requirements for the Consultant (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):**

One Consultant (Labour) with following qualifications and experience:

- (a) Degree from a recognized University in Labour/ Industrial/ Personal Management/ Labour Welfare
- (b) Min. 5 years experience in tendering advise in any of the fields including litigation, arbitration,
- (c) Age- Not more than 45 years

**8. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here “Not applicable.”] :**

- To advice on all the matters referred by various Ministry/Dept of Govt. of India.
- To look after the govt. litigation works.
- To conduct labour cases and to appear in court on behalf of Central Govt. wherever required.
- To attend any matters related to Parliamentary Committees, audit by CAG.
- To perform administrative and any other work as may be assigned by the Competent Authority.
- Proficiency of Computer is MS word is optional.

**9. Background material, Data, reports, records of previous surveys and so on, to be provided to the consultant (Mention a caveat about reliability of material provided and need for the consultant to verify and crosscheck vital aspects) :**

As per scope of work.

**10. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the consultant by the Procuring Entity(Specifically mention, what facility/utilities would not be provided and also, charges if any for facilities offered) :**

- Remuneration: A Lump-sum (fixed price) monthly package of Rs.50,000/- which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority.
- No Accommodation either owned or leased will be provided
- No local conveyance will be allowed, however Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.
- Suitable Office Space, Office equipment and secretarial assistance commensurate to the level/position of the consultant will be provided free of cost.

**11. Institutional and organizational arrangement**

He will be dealing with the matters pertaining to Labour issues of SEEPZ SEZ Authority.

**12. Chain of Command for reporting**

He/she will report to the Competent Authority, SEEPZ-SEZ

**13. Procedure for review of the work of consultant after award of contract**

The performance of the candidate will be evaluated on monthly basis on the following parameter vis-à-vis the scope of work as indicated at Sl. No. 6 above:-

- p) Leadership quality
- q) Knowledge of subject assigned.
- r) Quality & Timely execution of the project/work.
- s) Achievement of targets assigned
- t) Integrity, Punctuality, discipline & honesty.

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