



SCOPE OF WORK FOR APPOINTMENT OF LIAISON OFFICER AT NEW DELHI

1. Educational Qualification:- Graduate in any discipline
2. Work Experience: - Five years of relevant work experience specifically with the Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi for submission of bills and realization of payments and other associated activities pertaining to the supplies of OPV Vaccine store.
3. Age: - Preferably below 50 years of age as on the 31st of March, 2021.
4. Your initial engagement as Liaison Officer will be for a period of one year. Further extension of the contract period will be made depending upon the overall performance during the initial period of contract which will mainly include timely recovery of all pending bills, on terms and conditions that the Company may deem fit at that point of time.
(Bills raised on Govt. of India or any other agency that the Govt. may appoint in future.)
5. You will also undertake supplies of EPI vaccine consignments to concerned consignees in the adjoining areas in an around Delhi which will also include Uttar Pradesh and Madhya Pradesh and to collect acknowledgements/inspection notes and submit the same to the concerned Ministry or Head Office. Your additional duties will also include submitting papers to DCGI for Renewal of Licenses and to also follow-up on their status. You may be called upon by any competent authority and assigned works on a periodic basis which you have to accomplish.
6. You will look after the interest of the Company and oversee all of its activities at Delhi keeping specific emphasis on obtaining orders, providing market information and recovery of submitted and pending bills at the Ministry of Health & Family Welfare, Govt. of India or any other agency that the Govt. of India may appoint in future. Your Head Quarter will be at New Delhi and you will attend to all eventualities independently. Your duties will include attending to various supply orders, contracts, amendments & letters issued by Ministry of Health & Family Welfare, Govt. of India from time to time and timely follow up of the tenders issued by various authorities related to products manufactured by the Company. Submission and follow up of vaccine supply bills with the concerned Departments of Govt. of India. You will also perform liaison work with all the Ministries of Govt. of India including Ministry of Health & Family Welfare as well as other Drug Regulatory Authorities besides performing your regular duties regarding tenders/orders, submission of bills and recovery of payment, necessary permissions and approvals etc. It will be your responsibility to collect inspection notes duly signed by the consignees and such other work that may be assigned by the Marketing Manager/Company from time to time.
7. You will maintain proper Accounts records of all the activities and such other necessary details regarding your assignment with the Company. Necessary vouchers, receipts, supporting documents, if any, will also have to be maintained properly. The representatives of the Company whenever required will call upon you to provide them the records thus maintained by you for inspection and scrutiny.

8. During the period of your engagement as Liaison Consultant of the Company, you will obey the instruction issued to you by any competent authority of the Company and observe/comply with the rules and regulations in force and applicable to the personnel in the service of the Company
9. You will expressly agree upon a condition that you will not disclose any confidential information that may be known to you or you may acquire during your tenure with the Corporation.
10. You will be entitled for a remuneration of Rs.30,800/- per month + any expenses that is certified by Head Office or incurred on the instructions of any competent authority or any unavoidable sundry expenses.
11. You will devote your maximum time and skill for Company's Liaison Consultancy affairs and in case of your inability to perform your duties due to your personal problems or indisposition you will immediately inform the Managing Director accordingly.
12. You will maintain proper Accounts/records of all the activities and such other necessary details regarding your assignment with the Company. Necessary voucher, receipts, supporting documents, if any, will also be maintained properly. The representative of the Company whenever required will open all the records thus maintained by you for inspection/scrutiny.
13. You will not engage herself in any other business/trade or service during your tenure with the Company as Liaison Consultant.
14. The Company reserves its rights to terminate this consultancy engagement by giving you one calendar month's prior notice in writing. Similarly you will be at liberty to terminate the consultancy engagement by giving the Company one calendar month's prior notice in writing. However, you will expressly agree upon that, in the event of failure to give one month's prior notice in writing for terminating of the consultancy engagement the defaulting party shall be bound to pay to the other party an amount equal to your one month's consultancy fees. In your case the Company shall recover such amount from the dues payable to you and you shall be deemed to have given your consent for such deduction.
15. The Company reserves its right to terminate this consultancy engagement forthwith in the event of your, violating any terms and conditions of this contract or your acting against the interest of the Company and the decision of the Managing Director will be final in this regard.
16. In the event of any dispute or difference regarding the interpretation of any clause of this consultancy engagement or relating to the rights and obligations of the parties, such disputes or differences shall be referred to the sole arbitration of the Managing Director of the Company, whose award/decision shall be final and binding on both the parties.
17. Only Courts of Mumbai shall have the jurisdiction to decide matters pertaining to this consultancy engagement.