

ADVERTISEMENT DOCUMENT

FOR ENGAGEMENT OF RETIRED EXECUTIVE ENGINEERS (CIVIL / MECHANICAL / ELECTRICAL) ON CONTRACT BASIS

1. Introduction

Rajiv Gandhi Centre for Aquaculture (RGCA), the R&D arm of MPEDA, Ministry of Commerce & Industry, invites applications from Retired Executive Engineers to assist in the civil, electrical, mechanical constructions, repairs, maintenance works, and procurement activities of aquaculture projects.

2. Eligibility Criteria

Refer to the Notice Inviting Applications.

3. Scope of Work

Detailed in **Annexure-1 (Scope of Work)**.

4. Payment Terms

Payments to be made based on stage-wise milestones as in **Annexure-2 (Payment Terms and Methodology)**.

5. Contract Duration

Engagement is purely on fixed-term contract basis initially for a period of SIX months, but extendable up to 1 YEAR as per the project needs.

6. Termination Clause

RGCA reserves the right to terminate contract with 15 days' notice for non-performance or administrative reasons.

7. Application Submission

Applicants should submit: - Application Form (Annexure-3) - Self-attested copies of: - Degree Certificate. - Retirement Order. - Experience Certificate. - PAN, GST Registration. - Address Proof. - Declaration regarding legal standing and blacklisting status.

Applications should be addressed to: **The Director, Rajiv Gandhi Centre for Aquaculture (RGCA), 3/197, Poompohar Rd., Karaimedu Village, Sattanathapuram Post, Sirkali Tk., Mayiladuthurai Dist., Tamil Nadu – 609109, Email: admnrsgca@gmail.com**

8. Evaluation Process

Evaluation based on qualification, experience, and interview. Date and time of interview will be intimated later by email / contact details provided.

Annexure-1: Scope of Work

Engagement of Retired Executive Engineer to Oversee Civil, Electrical, and Mechanical Repairs, Maintenance Works, and Procurements for RGCA Aquaculture Projects across India

Scope of the Work:

To ensure the successful execution of the Hatchery Building, farms, and other related constructions, repair, and maintenance works, Electrical and Mechanical Repairs and Maintenance work, Procurement of Electrical / Electronic / Mechanical instruments / Equipments / Machineries above a total value of Rs. 2.50 lakhs for the aquaculture related works.

RGCA is proposed to engage retired and experienced Executive Engineers under various categories as mentioned below: The selected Engineers will provide comprehensive technical expertise and a streamlined approach to project execution. In this regard, the following specialized technical expertise is required and the details are furnished below:

Sl. No.	Particulars	Educational Qualification	Professional Qualification
1	Civil Engineer	BE / B.Tech (Civil)	Retired Executive Engineer from State / Central Government organizations/departments/PSUs
2	Electrical Engineer	BE / B.Tech (Electrical)	Retired Executive Engineer from State / Central Government organizations/departments/PSUs
3	Mechanical Engineer	BE / B.Tech (Mechanical)	Retired Executive Engineer from State / Central Government organizations/departments/PSUs

- 1. Technical Evaluation:** The Engineer shall scrutinize, evaluate and certify the civil drawings, layout plans, and detailed building designs prepared by RGCA Engineers. The bid / tender documents and BOQ prepared based on the approved designs by the RGCA Engineers/officers has to be vetted by Retired Executive Engineers based on government norms and guidelines before placing it in the Tender Monitoring Committee.
- 2. Cost Estimation (Civil Work):** A Comprehensive cost estimate based on the scheduled rate of Delhi / concerned state / PWD for all components, including building materials and steel structures prepared by RGCA Engineers shall be evaluated and certified by the Engineer before publishing in CPP portal.

3. **External Expert for Bid Evaluation:** The selected engineers will serve as committee members and act as External Experts during the evaluation of technical and financial bids. They will also sign the Minutes of Meeting for both technical and financial evaluations.
4. **Site inspections, Assessment and Supervision of Civil Work:** During various levels of execution the work, progress and quality will be assessed and address the technical issues if any. Minutes of Meetings conducted in this regard shall be submitted to the Director, RGCA. Additionally a monthly Work Progress Report shall be submitted on or before the 5th of the following month.
5. **Certification of Bills:** Bills shall be verified and countersigned by the Engineers
6. **Work Completion Report:** Upon completion of work, the engineer has to issue the Completion Certificate duly certified by him.

In short, the selected retired officer will act as a 3rd party consultant on all committees, assisting with preparing, evaluating, and signing BOQs for civil, Electrical and Mechanical works of relevant nature. All the procedures will be followed to submit documents to the Tender Monitoring Committee.

Annexure-2: Payment Terms and Methodology

Payment Terms:

Emoluments for the Services:

- a. The contract related to services such as Civil, Electrical, and Mechanical works (including procurement of equipment and machinery) shall be awarded to the selected Retired Executive Engineer on a percentage (%) basis. Payments will be released based on the services rendered.
- b. The quoted rate must be all-inclusive and shall cover consultancy fees, transportation, boarding and lodging, all applicable taxes, and any incidental expenses. These include, but are not limited to, equipment hire, insurance, testing, fabrication, staff/labour charges, and statutory compliance costs for all project locations within Tamil Nadu and Karaikal. No additional charges will be entertained beyond the quoted rate. For project locations outside Tamil Nadu and Karaikal, Travel Allowance (TA) and Daily Allowance (DA) will be provided as per actuals and based on project requirements.

Methodology for Measurement of executed Project Value

Payment Schedule:

(a) Service contract

Stage	Description	Percentage of Payment Entitled
Milestone I	Review and certify designs, BOQ, and tender documents as per government norms. Validate cost estimates based on state/PWD rates. Evaluate technical and financial bids and sign the MoM for TMC submission. (Scope of Work - Sl. No. 1, 2 & 3)	1.5% of Estimated value
Milestone 2	After approval of each Running Bills from the Competent Authority of MPEDA-RGCA (Scope of Work - Sl. No. 4 & 5)	1 % of Running Bill value
Milestone 3	After successful completion of work and issuing of Work Completion Certificate. (Scope of Work - Sl. No. 6)	0.5% of Total Bill value

(b) Procurement of Equipments / Machineries above 2.5 lakhs

Stage	Description	Percentage of Payment Entitled on the Total Bid Value
Milestone I	Review and certify bid / tender documents and validate cost estimate as per government norms. Evaluate technical and financial bids and sign the MoM for getting approval from the Tender Monitoring Committee (TMC).	1 % of Estimated value
Milestone 2	After approval of Bills from the Competent Authority of MPEDA-RGCA and successful installation and commissioning of Equipments /Machineries and issuance of Completion Certificate.	1% of Contract Value