

BUREAU OF PHARMA PSUs OF INDIA (BPPI)

(Society set up under the aegis of Department of Pharmaceuticals, Government of India)



bpipi

**E-1, 8th Floor, Videocon Tower,
Jhandewalan Extn., New Delhi - 110055
Tel. 011- 49431800**



प्रधानमंत्री
भारतीय
जन औषधि
परियोजना

Requirement of 02 Executive (Procurement)

BPPI is the implementing agency for Pradhan Mantri Bhartiya Janaushadhi Pariyojana of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India. The objective of the scheme is to make available quality generic medicines at affordable prices to all. BPPI is expanding its operations and has urgent requirement for **02 Executive (Procurement)** purely on contractual basis. Interested candidates may send their applications to **CEO, BPPI on BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055** through registered post/courier by **30.11.2017 (till 05:00 PM)**. For detailed terms and conditions visit at our website: janaushadhi.gov.in

Chief Executive Officer, BPPI

BUREAU OF PHARMA PUBLIC SECTOR UNDERTAKINGS OF INDIA (BPPI)

(Society set up under the aegis of Department of Pharmaceuticals, Government of India)

E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi - 110055

Requirement of 02 Executive (Procurement)

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Chief Executive Officer

Table – I

S. No.	Post	Age	Eligibility Criteria		Consolidated Remuneration	Conveyance	Telephone	Remarks
			Minimum Qualification	Experience in the relevant functional area				
1	02 Executive (Procurement)	30 Years	B.Pharma.	Minimum 01 year in Procurement of Drugs & Medicines	Rs. 20,000/- per month	Rs. 3,500/-	Rs. 500/-	Candidates having experience in Government sector and Therapy area expertise will be given preference

Note: Candidates having higher qualification of M. Pharma/MBA will be given preference.

Table – II
Post and Job Descriptions

S. No.	Post	Job Description
1.	Executive (Procurement)	<ol style="list-style-type: none">1. Prepares tenders and releases the same for bidding process.2. Collates and ensures proper documentation within the tendering and contract process.3. Acts as a liaison between BPPI and potential suppliers to ensure that all queries are dealt with in a timely manner.4. Prepares regular status reports on ongoing tendering and evaluation activities.5. Conducts an in-depth analysis of all bids received in response to each Tender, Proposal and Quotation to identify the response that best meets the needs of BPPI.6. Communicates with bidding companies to ensure submission of all valid documents necessary for bid processing and evaluation.7. Communicates of the accepted tender and awards the contract to the finalised vendor.8. Manages agreements to be signed with the contract awarding companies.9. Withdrawal of contracts or agreements with companies in case of non compliance or sub standard material delivery10. Prepare purchase orders and send copies to suppliers and to departments originating requests.11. Monitoring and ensuring the timely supplies of products with respect to the issued Purchase Order12. Prepare, maintain, and review purchasing files, reports and price lists.13. Forfeits EMDs in case of quality failure.14. Prepares evaluation reports and other corresponding documents for approval and signoff of finalised proposals.15. Update status for open PO and PR, and reason for PO changes and forward report for open PO to supplier.16. Settle vendor issues related to payment and material quality rejection.17. Identify gaps and initiate actions to strengthen process for smooth work flow.18. Focusing on Therapy area assigned in lines of market understanding and molecule choice for product portfolio.

GENERAL TERMS & CONDITIONS

1. The applicant must ensure that he/she possesses the required qualification and experience.
2. Applicants having additional qualifications from the reputed universities and already worked in a similar position shall have preference.
3. Person having experience of working in Government sector, PSUs and Pharma industry may get preference.
4. BPPI has the right to reject the entire selection process/advertisement at any stage and the decision of BPPI shall be final in this regard.
5. BPPI reserves the right to raise/modify the eligibility criteria of the minimum educational qualification and/or minimum work experience. Mere fulfilling the eligibility criteria shall not confer any right to be considered for selection against the respective position.
6. Appointment will be on whole time contractual basis on the following terms & conditions.
 - a) He/She will be entitled to consolidated remuneration and reimbursement of mobile phone/telephone charges as per rules.
 - b) He/She will be entitled to leaves as per BPPI rules.
 - c) BPPI reserves the right to revise the terms & conditions during the tenure of the contract.
 - d) The contractual appointment will not confer any right or entitlement for claiming absorption against any regular post in BPPI, in future.
7. Initially contractual appointment will be for one year with three months' probation period. Following satisfactory performance after completion of three months' probation period, the employee contract will be extend for the rest of nine months.
8. Contractual appointment will be for one year only after the successfully completion of probation period is subjected to renewal if the performance of employee is found satisfactory.
9. Applicants will have to produce one set of self attested copies of their testimonials for verification at the time of interview, along with the duly filled in attached application form.
10. Applicants should not have Direct/Indirect relation with BPPI employees, suppliers, vendors etc. Contract will get terminated without assigning any reason, if found otherwise.
11. Canvassing in any form shall be a disqualification and the application shall be rejected forthwith.
12. Candidates are advised to check their emails regularly as the interview dates shall be intimated via email.
13. Shortlisted candidates shall be called for interviews.
14. Any change in above terms & conditions will be notified only through our web site.
15. Interested candidates may send their applications through speed post/courier along with one set of self attested copies of their qualification and experience certificates to CEO, BPPI on **BUREAU OF PHARMA PSUs OF INDIA (BPPI), E-1, 8th Floor, Videocon Tower, Jhandewalan Extn., New Delhi – 110055** through registered post/courier to reach him by **30.11.2017 (till 05:00 PM)**.

13. Work experience (Starting from latest organization):

S. No.	Name of the organization	Type of organization (Govt. /PSU/ Pvt.)	Post held	Period			Job responsibilities	Total salary drawn per month
				From	To	Period in years & months		

14. Total Experience (In Years) :

15. Total experience in Pharma Sector (In Years) :

16. Total experience in Procurement of Drugs :

17. Split up details of latest drawn salary :

18. Any other relevant information :

(Signature of the applicant)

Date:

Note: Resume in detail may be attached.