



# UNIVERSITY OF CHAKWAL

Phone 0543-602003

## Performa

### Hiring of Individual Consultant for office of the Vice Chancellor

#### 1. Instructions:

- All columns should be filled carefully and all questions should be answered, where applicable.
- All information provided in this form must be supported with attested copies of certificates for confirmation of authenticity of information.
- Columns where dates are required should be filled-in with proper dates instead of month/year only.
- Incomplete certificates/degrees need not to be mentioned.
- Use extra sheets wherever required.

#### 2. Personal Information:

1. Name of Applicant:												
2. Father's Name:												
3. Date of Birth:		Day		Month		Year		Age				
4. Domicile:			Province			District			Tehsil			
5. C.N.I.C No.							-				-	
6. Religion						7. Marital Status:						
8. Postal Address:												
9. Permanent Address:												
10. Telephone No. (Off)			(Res.)			(Mob)						

#### 3. Academic Qualifications.

Name of Certificate/ Degree	Name of Institution/ Board/ University	Year of Passing	Marks / CGPA			Major Subject(s)
			Total Marks	Marks Obtained	% age	
Matriculation/ O' Level						
Intermediate/ A' Level						
Bachelors (Two Years)						
Bachelors (Four Years)						
Masters						
MPhil/MS						
PhD						
Any Other						

**4. Computer Literacy:** (Tick the relevant column)

Skill	Excellent	Good	Poor	Certificate/Diploma
MS Word				
MS Excel				
MS Power Point				
Internet Surfing				
Other Software				

(Please specify only name of Certificates / Diploma).

**5. Experience:** (Starting with most recent appointment/job).

Name of Department/ Organization /Firm	Post held (with grade)	Period Served		
		From	To	Total Duration

**6. Undertaking by the Applicant:** It is solemnly affirmed that facts & figures given above are true to the best of my knowledge. Any false information, given by me, shall automatically disqualify me from the candidature of the post applied for.

**SIGNATURE OF THE APPLICANT**

**DATE**

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# **TERMS OF REFERENCES (TORs) FOR HIRING OF INDIVIDUAL CONSULTANT FOR THE OFFICE OF THE VICE CHANCELLOR**

## **DUTIES/ JOB DESCRIPTION**

The consultant will provide his expertise and assistance on the following matters;

1. To provide expert opinions on HR management, preparation and execution of development projects, financial management and mobilization of financial resources, new initiatives, analyze reports and assist the office of the Vice Chancellor and authorities of the University on such academic and administrative matters as may be assigned to him/her.
2. To assist the University administration regarding formation of rules/regulations for effective and smooth functioning of the University for further processing by the Registrar through statutory bodies.
3. Further, the Consultant will perform all such functions assigned to him/her by the competent authority from time to time.
4. He will directly report to the Vice Chancellor.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

1<sup>st</sup> Class Master's degree from a recognized University with relevant administrative/academic experience ( at least 14 years administrative and at least 15 years teaching experience) on a post of responsibility. Preference will be given to those candidates who possess the experience of university/board administration or administrative experience of public institution/organization at district/divisional level.

## **TENURE OF CONSULTANCY**

The consultant will be hired for a period of one year. However, consultancy period may be extended on the basis of performance of the consultant and need of the University.

### **AGE:**

45 to 65 Years.

## **FACILITIES ENTITLEMENT FOR CONSULTANTS;**

Such Transportation / Vehicle facility and TA/DA would be admissible for performance of the duties to the Consultant as equivalent to an officer of BS-20.

The Consultant shall not be entitled to any residential accommodation on the University Campus; provided that the Vice Chancellor may, in the best interest of the University, grant special permission for campus residential facility (if available) upon deduction of house rent equivalent to the officers if BS-20 after assessing the essential needs of the University and recording the reasons thereof. However, leave entitlement will be applicable as per Government leave rules, but no payment would be made for absence period if any.

## **OBSERVANCE OF RULES, REGULATIONS, STATUTES, POLICIES OF THE UNIVERSITY**

The consultant shall be bound to follow the University rules, statutes, policies and instructions issued from time to time.

## **PERFORMANCE OF DUTY;**

The Consultant shall be liable to perform all kinds of duties in the public as well as in the best interest of the University as may be entrusted by the appointing authority from time to time.

## **TERMINATION OF THE CONTRACT:**

The contract of the consultant can be terminated without assigning any reason during the currency of the contract by both the parties by giving one month's notice or payment of one month's remuneration in lieu thereof.

## **OTHER TERMS & CONDITIONS**

1. The Tender, complete in all respects along with 2% Bid Security in the shape of pay order/bank draft in favor of Treasurer, University of Chakwal should reach in the office of the Registrar, University of Chakwal.
2. Single Stage – Two Envelopes bidding procedure will be adopted as per PPRA Rules 38-2(a). The Envelopes should be marked in legible letters as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL”.
3. The best and final rates inclusive all taxes, should be quoted on DDP.
4. Selection of individual consultant will be made under Section 45 Clause 3 of PPRA rules 2014.
5. Any conditional, ambiguous, incomplete, supplementary or revised offer after opening of tender shall not be entertained.
6. Agreement on stamp paper should be submitted by the Individual Consultant.
7. The **University of Chakwal**, however, reserves the rights to reject all bids at any time prior to acceptance of a bid as per clause 35 of the Punjab Procurement Rules, 2014 and grounds of rejection will be conveyed to the bidders upon their request, but shall not be required to justify those grounds.
8. Taxes will be applicable as per Govt. Rules & Regulations.
9. Successful bidder shall be required to furnish a performance guarantee @ 1 percent of the contract amount.
10. In case of closed/forced holidays, tender opening time/date will be considered as the next working day.
11. The Consultancy services shall be hired for the period of One Year yet extendable further on the basis of satisfactory performance.
12. The Consultant will abide by all the rules, regulations of the University and time to time its amendments.
13. The bidder must sign and stamp all Pages of Tender Documents.
14. Bids received till 12-04-2021 at 1:00 PM and shall be opened on the same day at 1:30 PM in the presence of bidders or their representatives duly authorized by bidders.

-Sd-

**(ALI HUSSAIN NAQVI)**  
*Registrar*