

## **JOB DESCRIPTION**

### **General Manager- Drugs Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow, Uttar Pradesh**

**1. POSITION VACANT:** General Manager- Drugs Procurement, Uttar Pradesh Medical Supplies Corporation (UPMSC), Lucknow, Uttar Pradesh

#### **2. ORGANIZATION BACKGROUND:**

Headquartered in Lucknow, **Uttar Pradesh Medical Supplies Corporation (UPMSC)** is registered under the Companies Act 2013. It shall be headed by an IAS officer and will act as the nodal organization for centralized procurement and distribution of drugs and equipment to Government Health Facilities in Uttar Pradesh. It shall replace the existing decentralized procurement involving **Chief Medical Store Depot (CMSD)** and district level authorities.

**UPMSC's vision** is to ensure availability of quality drugs, medical equipment at lowest cost at all public health facilities

Besides procuring medicines and equipment, **UPMSC** will also enter into private-public partnerships for bringing changes in the health sector.

#### **Basic Objective of UPMSC:**

- (1) Ensuring coverage of all the essential drugs under Rate Contract;
- (2) Facilitating supplier selection, contract negotiation and share of business allocation;
- (3) Establishment and execution of Centralized procurement systems for the procurement of drugs, consumables and medical equipment in Uttar Pradesh;
- (4) Ensuring quality control and availability of all the drugs & consumables and medical equipment at district drug warehouses, procured through **UPMSC**;
- (5) Ensuring timely payments to the suppliers against the procurement of drugs, consumables and medical equipment by **UPMSC**;
- (6) Maintaining records related to indents/ requirements, purchase orders, supply and consumption of drugs, consumables and medical equipment and support in preparation of annual forecasting and budgeting process;
- (7) Reconciliation of indents vs budgetary allocations and budget variance analysis for procurement of drugs, consumables and medical equipment;
- (8) Procurement of medical equipment or other materials based on purchase requests received from others department/ organization of Government of Uttar Pradesh.

*For more information about the organization, please visit [www.upmsc.in](http://www.upmsc.in)*

#### **3. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to the **Managing Director/Executive Director**, the **General Manager- Drugs Procurement** shall be responsible for managing the procurement of drugs and medical supplies in Uttar Pradesh. He shall be supported by **Manager – Drugs Procurement**.

#### **Key Roles and Responsibilities:**

- (1) Developing and maintaining transparent and competitive procurement system to ensure that all drugs and medical supplies are purchased by the organization that meets all regulatory and QA requirements and ensure uninterrupted supply of quality assured drugs and medical supplies;

- (2) Undertaking inventory analysis (ABC, VED, etc.) of drugs and medical supplies at all the healthcare facilities periodically and ensuring that appropriate quantities of drugs and medical supplies are procured as required by various healthcare facilities;
- (3) Undertaking proper material budgeting for drugs and medical supplies in the state of Uttar Pradesh by doing continuous adequacy planning according to the demands/consumption pattern;
- (4) Assisting Department of Medical and Health, Govt. of U.P. in regularly updating Essential Drugs List (EDL);
- (5) Finalizing list of drugs and medical supplies to be procured on rate contract / quantity contract basis based on indicative annual requirement at healthcare facilities in the State and seek approval from competent authority;
- (6) Ensuring that open competitive bidding (paper-based / e-bidding) process is followed to identify the most suitable suppliers based on evaluation of bids against technical specification requirements, quality parameters, historical performance, production capacity and fulfillment of regulatory requirements;
- (7) Finalizing draft bid documents for inviting bids to procure drugs and medical supplies in the state of Uttar Pradesh and seek approval from competent authority;
- (8) Conducting pre-bid meeting and finalizing draft response to queries sought by prospective bidders and seeking approval from competent authority;
- (9) Approving Minutes of technical and price bid opening;
- (10) Finalizing draft Bid Evaluation Report and Recommendations for award of contract, including price reasonability assessment of rates quoted by the lowest technically qualified bidders and seeking approval of Bid Evaluation Committee appointed by Managing Director, UPMSC;
- (11) Undertaking need based price negotiations with suppliers to finalize a competitive price for the drugs and medical supplies being procured;
- (12) Issuing Notification of Award (NOA) to selected bidder, ensuing receipt of Performance Securities and expeditious signing of Contracts;
- (13) Continuously evaluating performance of all the suppliers delivering drugs and medical supplies to **UPMSC** and ensuring fulfillment of pre-defined quality norms;
- (14) Resolving procurement related complaints and grievance redressal;
- 15) Performing any other related tasks as assigned from time to time.

#### **4. QUALIFICATION, SKILLS AND EXPERIENCE:**

##### **Qualification:**

###### **Essential**

Applicants must have full time B. Pharma from a recognized institution/ university.

###### **Desirable**

- (1) Post Graduate degree or diploma in Business Management from a recognized institution/ university;
- (2) Certificate / Diploma in Procurement / Supply Chain Management or related fields.

##### **Experience:**

###### **Essential**

Applicants must have:

- (1) Minimum 8 years of post-qualification experience of which at least 5 years in procurement of drugs or related supplies for public agencies;
- (2) Minimum 3 years of supervisory experience.

##### **Skills and Attitude:**

- (1) Good knowledge of public procurement rules and practices;
- (2) In-depth knowledge of drug procurement processes, including regulatory requirements and QA Protocol;
- (3) Sound knowledge about bidding in e-procurement environment;
- (4) Ability to develop and institutionalize procurement processes and controls;
- (5) People Management skills.

**5. AGE:** Maximum age limit 45 years

**6. VACANCY DETAILS:** 1 Vacancy (UR)

**7. CONTRACT TYPE AND PERIOD:**

The position is on offer on a contractual basis, initially for a period of three years, extendable thereafter, based on performance and subject to further approval by the Government of Uttar Pradesh.

**8. COMPENSATION OFFERED:**

Maximum consolidated emolument for the position is approx. Rs. 1,40,000 per month.

**9. LOCATION:** Lucknow

**10. REFERENCE:** GM-DP

**11. CONTACT INFORMATION:**

Senior Consultant  
Strategic Alliance Management Services P Ltd.  
1/1B, Choudhary Hetram House, Bharat Nagar  
New Friends Colony, New Delhi 110 025  
011- 2684 2162; 4165 3612

**12. LAST DATE FOR APPLICATIONS:**

Eligible candidates interested in this position are requested to apply online at [www.sams.co.in](http://www.sams.co.in) by or before **June 8, 2018, 11:59:59 pm**.

Online application link: <https://bit.ly/2s633eQ>

*Please Note: Only online application submitted by the candidates shall be considered valid. Applications received through other sources shall be deemed invalid.*