



भारतीय अंतर्देशीय जलमार्ग प्राधिकरण  
INLAND WATERWAYS AUTHORITY OF INDIA  
(Ministry of Shipping, Govt. of India)  
Head Office, A-13, Sector -1, Noida – 201301 (U.P.)  
Phone : 0120 – 2474050 & 2544036

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No. 12-IWAI/Estt.R&T/01/2018

Date: 8/6/2020

**Sub: Offer of Engagement to the position of Senior Consultant (Marketing & Logistics) purely on Contractual Basis, initially for a period of two years at IWAI, Head Office, Noida against the Employment Notice No. IWAI/R/Contrl.06/2020 Dated 10.02.2020 – reg.**

With reference to your application for the position of Senior Consultant (Marketing & Logistics) vide which, inter alia, you had represented that you have the requisite professional skills and technical resources for the position of Senior Consultant (Marketing & Logistics) and the Interview held on 03/06/2020, Competent Authority has approved your engagement as Senior Consultant (Marketing & Logistics) purely on Contractual Basis on the following terms and conditions:

- 1) **Period of Engagement:** Your term of engagement as Senior Consultant (Marketing & Logistics) will be for a period of two years with effect from the date of your joining IWAI. The term of engagement however can be terminated by either side by giving a notice of not less than 30 days.
- 2) **Remuneration:** You will be paid a consolidated remuneration of Rs. 1,00,000/- (Rupees One Lakh only) per month. You will not be entitled to any allowances. Income Tax shall be deducted under Section 192 of the Income Tax Act, 1961.
- 3) **TA/DA:** The engagement may involve travel to different places for the purpose of official works. While on official tour outside the Head office of IWAI, Noida, you will be entitled to draw TA/DA at the rates admissible to an official drawing GP Rs. 7,600/- in the Inland Waterways Authority of India.
- 4) **Headquarters:** Your headquarters during the engagement as Senior Consultant (Marketing & Logistics) will be Head Office of IWAI at Noida, and you will be reporting to Member (Traffic & Logistics), IWAI, Noida.
- 5) **Other assignment(s) during the period of consultancy with IWAI:** You will not be permitted to take up any other part time or full time assignment(s) or engage in any business during the period of your engagement as a Senior Consultant (Marketing & Logistics). In case it comes to notice that you have taken up any such assignment(s) during the currency of this engagement, your engagement shall be liable to be terminated from the date of taking up of such outside assignment(s)/forthwith and the remuneration paid to you by IWAI, if any, for that period, shall be liable to be refunded by you to IWAI.
- 6) **Local Transport:** You will be provided transport facility for the journeys performed by you locally in Noida in connection with the official duties from and to Head Office, IWAI, Noida. In case transport facility is not provided then reimbursement as per IWAI rules can be claimed.
- 7) **Leave:** Leave will be eligible for twelve (12) days leave in a Calendar year on pro-rata basis. No Compensatory Leave will be granted for attending office on Saturdays and other Holidays.

8) **Duties and Responsibilities of Senior Consultant (Marketing & Logistics):**

The Consultant would be responsible for, but not limited, to the following activities;

- (i) Compilation and analyses of present and potential traffic data and preparation and submission of reports.
- (ii) Marketing, regular meeting with shippers/customers with the objective of modal shift of cargo to Inland Waterways.
- (iii) Planning of cargo movement/collection and compilation of cargo data. Monitor the movement of vessels and loading/unloading at terminals.
- (iv) Organize regular trade meets at various locations. Maintain profile of present and potential customers.
- (v) Any other work assigned by Management (IWAI).
- (vi) Identify the problems/bottlenecks in transportation of cargo by IWT mode.
- (vii) Persuasion for modal shift and preparation of roadmap/market strategy to affect modal shift from road based transportation to inland water transportation and comparative economics for the same.

9) **Confidentiality:** Except with the prior written consent of the Competent Authority in IWAI, Senior Consultant (Marketing & Logistics) shall not divulge or disclose to any third party or entity any information relating to IWAI or its Projects, particularly the operational processes, technical knowhow, security arrangements, administrative/organizational matters, information, classified data etc. acquired by you in the course of your assignment in IWAI or the recommendations formulated in the course of his engagement. Disclosure of any such information shall be construed as a violation of the Official Secret Act, 1923 and terms of this engagement and would be a ground for termination of your engagement with IWAI and for any such other action as may be deemed necessary.

- (i) The Senior Consultant (Marketing & Logistics) shall be required to submit to his controlling/reporting authority periodical reports as prescribed by IWAI indicating the tasks assigned to him and completed by him during the relevant period(s).
- (ii) The Senior Consultant (Marketing & Logistics) shall be responsible and accountable for the services rendered / advice given by him since such advice / service is the result of Contractual relations between the Consultant and the employer.
- (iii) Any document, report etc. prepared by the Senior Consultant (Marketing & Logistics) in connection with this engagement shall be the property of IWAI and upon termination or expiration of the engagement, all such documents and reports shall be handed over to IWAI, along with proper inventory.
- (iv) The Senior Consultant (Marketing & Logistics) shall hold the IWAI's interest paramount without any consideration for future work and strictly avoid any conflict of interest while discharging contractual obligation and bring, beforehand, any possible instance of conflict of interest to IWAI. Further, the Senior Consultant (Marketing & Logistics) is also expected to undertake the assignment only in the areas of his expertise and where he has the capability to deliver efficient and effective advice / service.
- (v) The Senior Consultant (Marketing & Logistics) shall keep in view transparency, competitiveness, economy, efficiency and equal opportunity to all prospective bidders and IWAI's applicable procurement guidelines while rendering any advice to IWAI in regard to selection of technology, determination of design and specification of the subject matter, bid eligibility criteria, bid evaluation criteria, mode of tendering, tender notification etc. Senior Consultant (Marketing & Logistics) shall not accept for his own benefit any trade commission, discount or similar payment in connection with his activities pursuant to this assignment or in the discharge of his obligations in IWAI and any discounts or commissions obtained by the Senior Consultant (Marketing & Logistics) in the exercise of his responsibility shall be for the account of IWAI.

- (vi) Upon joining IWAI, you shall be required to execute an Agreement in the prescribed format containing the details of your engagement, which will be effective from the date of your joining IWAI in pursuance of this offer of engagement.

10) If the above terms and conditions are acceptable, you may kindly send your acceptance to the undersigned immediately and join your duties not later than 10 days from the date of receipt of this offer letter.

*Neeraj Singh* 8.6.2020  
(Neeraj Singh)

Assistant Secretary (Admn. & Rectt.)

To,

**Sh. R.L. Narasimham,**  
C/o Sh. R. Srinivas Rao,  
D. No. 2-2-1137/5/B1&B2,  
Tilak Nagar, New Nallakunta,  
Hyderabad – 500 044,  
Mobile No: 8309363129  
E-Mail Id: rlnstc@gmail.com

Copy to: - (By E-mail)

- (i) Chief Engineer (Technical) / Chief Engineer-Project Manager (JMVP) / Chief Engineer (Traffic) / Hydrography Chief / Director (F&A), IWAI, Noida.
- (ii) Director (NWs)/Director(M)/Director (NER)/Director (Traffic)/Director Technical / Director (Hy.), IWAI, Noida.
- (iii) Dy. Director, IWAI, Patna/Deputy Secretary, Office-In-charge NINI, Patna.
- (iv) Director, IWAI, Kolkata/Kochi/Guwahati.
- (v) Officer-In-Charge of Sub Offices, Varanasi, Prayagraj, Sahibganj, Vijayawada, Bhubaneswar.
- (vi) PCSA (IT), IWAI, Noida – for uploading on IWAI website.
- (vii) Hindi Cell- for Hindi translation.

Copy for information to: - (By E-Mail)

PPS/PS/PA to Chairperson / Vice-Chairman / Member (Finance) / Member (Technical) / Member (Traffic & Logistics) / Secretary, IWAI, Noida.

*Neeraj Singh* 8.6.2020  
Assistant Secretary (Admn. & Rectt.)

**CONTRACT FOR SENIOR CONSULTANT/ CONSULTANT/ SPECIALIST'S SERVICES**

between

**Inland Waterways Authority of India**  
(Name of the Employer)

And

\_\_\_\_\_  
(Name of the Service Provider)

Dated: \_\_\_\_ day of \_\_\_\_\_ month 2020

**Form of Contract**

This CONTRACT (hereinafter called the "Contract") is made on the \_\_\_\_ day of the \_\_\_\_ 2019, between, Inland Waterways Authority (**IWAI**) (hereinafter called the "Employer"), on the one hand and \_\_\_\_\_, (hereinafter called "Senior Consultant/ Consultant/ Specialist") on the other hand.

**WHEREAS**

(a) the "Employer" received applications, which were invited through advertisement dated \_\_\_\_\_, from suitable persons to provide certain services as defined in this contract and mentioned Appendix A of the contract (herein after called the "Services");

(b) the Senior Consultant/Consultant/ Specialist, having applied to the "Employer" that he has the requisite professional skills and technical resources, has agreed to provide the Services to the "employer" on the terms and conditions set forth in this Contract;

**NOW THEREFORE** the parties hereto hereby agree as follows:

**1. The following documents attached hereto shall be deemed to form an integral part this Contract:**

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;
- (c) The following Appendices:
  - (i) Appendix A: Description of Services
  - (ii) Appendix B: Reporting Requirements
  - (iii) Appendix C: Total cost of services
  - (iv) Appendix D: Duties of the "Employer"

**The Mutual rights and obligations of the "Employer" and the Senior Consultant/ Consultant/ Specialist shall be as set in the Contract in particular:**

The Senior Consultant/Consultant/ Specialist Shall carry out the Services in accordance with the provisions of the Contract; and

The "Employer" shall make payments to the Senior Consultant/Consultant/ Specialist in accordance with the provisions of the Contract.

WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective schemes as on the date, month and year first above written.

For and on behalf of Employer

\_\_\_\_\_  
Director(A&V), IWAI

**Senior Consultant/ Consultant/ Specialist**

\_\_\_\_\_  
Shri /Smt \_\_\_\_\_