
Notice Inviting Applications

For

Engagement of Individual Consultant(s)

by

Madhya Pradesh Urja Vikas Nigam Limited, Bhopal

No. MPUVN/SPVPP/201-18/2666	Issue Dated 12-10-17
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**OFFICE OF THE MANAGING DIRECTOR,
Madhya Pradesh Urja Vikas Nigam Limited,
“Urja Bhawan”, Near - 5 no. Stop, Shivaji Nagar, Bhopal – 462016**

No. MPUVN/SPVPP/201-18/2666

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Madhya Pradesh Urja Vikas Nigam Limited (MPUVNL) is a Corporation established by the Government of Madhya Pradesh in 1982 as the State Nodal Agency (SNA) for implementing various programs and policies of the Government of India as well as the State Government in the renewable energy sector.

Our scope of activities extends from implementing various schemes for meeting the energy needs of rural areas to the promotion and setting up of industrial and commercial projects for the use of non conventional power. Besides implementing all Government sponsored programs and projects in this sector, MPUVN creates awareness about the benefits of energy conservation and renewable energy among users of various forms of energy.

In order to improve productivity and competitiveness of renewable energy sector, MNRE has taken number of initiatives. MNRE has directed MPUVNL to engage a full time consultant for assistance in development/implementation of various Renewable Energy Projects set on different guidelines provided under the Ministry, which includes Rooftop Program.

For the purpose of implementing various developmental projects/initiatives in the area of Renewable Energy, MPUVN as State Nodal Agency under MNRE Support invites applications for the following positions on contractual basis.

Detailed description of the qualifications and the requirements are provided in the Notice Inviting Applications (NIA) document. The NIA document and format of application are available on website <http://www.mprenewable.nic.in>

MPUVNL invites applications from eligible and interested individuals in the prescribed format as specified in this document.

The last date for receipt of applications is upto 07/11/2017 by 15: 30 hrs. at the address given below:

**To,
Superintending Engineer (SPVPP Section),
Madhya Pradesh Urja Vikas Nigam Limited (MPUVNL),
“Urja Bhawan”, Near - 5 no. Bus Stop, Shivaji Nagar,
Bhopal – 462016 Tel. No: 0755-2556566, 2553595 Fax: 0755 2553122**

Interested individuals may obtain further information or seek any clarifications from the address given above in work days.

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Notice Inviting Applications for “Engagement of individual Consultant(s) for MPUVNL in the state of Madhya Pradesh, India

MPUVNL is involved in developing and facilitating development of small solar power projects in the state of Madhya Pradesh. In this regard, MPUVNL requires services of three expert(s) of relevant field in order to execute the projects taken up by MPUVNL. MPUVNL intends to engage individuals in the areas mentioned in this document for smooth execution of the projects taken up by MPUVNL.

1. Background

Phase-2 of Jawaharlal Nehru National Solar Mission (JNNSM) focuses on a more state-led solar power growth in terms of solar rooftop projects, and new financing models for implementation. The implementation and success of the JNNSM and State Renewable Energy policies will proceed on the basis of the technology advancements and cost reduction, which will be necessary for rapid scale-up. Through MPUVNL, the overall objective of engagement of individuals is to assist MPUVNL in carrying out various activities involved in execution of solar rooftop program.

2. Conditions of Eligibility

- 2.1. Interested individuals must read the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein carefully. Applications of only those individuals who satisfy the Conditions of Eligibility will be considered for evaluation. Therefore, the interested individual should fulfill the minimum criteria corresponding to the position in contention as mentioned in **Annexure 1: Qualification requirements**.
- 2.2. The individual must meet the qualification and experience requirements mentioned in the Annexure 1: Qualification requirements corresponding to the profile.
- 2.3. The selected individual consultants shall present the original documents corresponding to the submitted copies of the documents during the process of selection, on the date of joining.

3. Schedule of Selection Process

A	Issue of RfA Document	...12.../...10.../2017
B	Time and date for submission of application	On or before 15:30 Hrs. of07.../...11.../2017. Applications complete in all respect should addressed to: The Superintending Engineer (SPVPP Section), Madhya Pradesh Urja Vikas Nigam Limited, "Urja Bhawan", Near Stop No.05, Shivaji Nagar, Bhopal- 462016, Madhya Pradesh
C	Written test and Interview of shortlisted individuals	As notified to them separately
D	Validity of Application	Minimum 60 calendar days from submission deadline.

4. Positions available

Following are the positions available for which the interested applicants can apply provided they meet the qualification requirements

Sr. No.	Post/Area of Expertise	No. of Position	Consolidated Compensation
01	Consultant- Solar PV Rooftop Program.	03	Rs. 50, 000/- Inclusive of GST any other tax/charges. (please ref. terms and conditions)

5. Duration of the Contract

MPUVN will engage consultants for one year, which may be extended for another two years depending on the requirement of services, performance and further suitability of the Consultant for the assigned tasks. An annual review would be held at the first and second years based upon which the decision regarding extension would be taken. On the basis of the same review, decision for annual increase of 10 % in the consolidated compensation would also be taken. After one year, the decision on extension would depend upon then prevalent requirement and would be at the discretion of the management.

6. Remuneration

The remuneration mentioned in Section 4 for the individual(s) is inclusive of the conveyance charges, Dearness allowance, Income tax applicable, etc. The individual shall arrange for his/her accommodation etc. at his/her own cost. Travel outside bhopal, on the direction of MPUVNL, would be paid by MPUVNL on actual at the rates as

admissible in MPUVNL. Tax deduction at source shall be done as per the applicable rules.

7. Payment:

The payment for a month shall be made in the first week of the subsequent month, except for the payment of last month of the contract. In case of last month of the contract, the payment shall be made in the form of final settlement as applicable.

8. Working hours:

The working hours and holidays applicable shall be as per GoMP policies. However, it may be noted that the selected individual shall be available and work for the required duration without any additional remuneration in case of work exigencies, which may include working on weekdays and holidays.

9. Criteria for Evaluation

9.1. Evaluation of application

- 9.1.1. Evaluation of application would involve screening of the profiles of the applicants on the basis of the area of the expertise as prescribed and showcased in the application. The profile of the applicant shall be decided on the basis of return examination and by the selection committee constituted by MPUVNL with respect to the qualification requirement and minimum experience requirement mentioned in **Annexure 1: Qualification requirements** corresponding to the position(s) as specified in Section 4. The committee may seek any further supporting documents as may be required by the Committee from the applicants, which shall be provided by the applicant in the limited timeline provided by the Committee. Those applicants who meet the qualification requirements as mentioned above shall be considered as qualified applicants.
- 9.1.2. Not more than 15 qualified applicants shall be shortlisted for the presentations based on their performance in the written test.
- 9.1.3. Shortlisted candidates shall be asked to make a presentation regarding their understanding of their role in MPUVNL and how they would justify their employment towards achieving those goals. This presentation shall be followed by an interview.
- 9.1.4. The time and venue for the return test, followed by presentation and interview shall be intimated to the applicant.

10. Confidentiality of Data and Documents

All Intellectual Property Rights (IPR) of data collected as well as the deliverables produced shall remain with MPUVNL. All knowledge and information, which may be acquired during the assignment, shall be for all times and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, without the explicit written permission of the MPUVNL.

11. Conflict of Interest

The selected candidate shall not engage in any personal, business or professional activity, which conflicts or could conflict with any of his/ her obligations in relation to this engagement.

The selected candidate shall notify MPUVNL immediately of any actual or potential conflict, along with recommendations, as to how the conflict can be avoided or mitigated.

The selected candidate shall observe, in competing for and executing the engagement, the laws against fraud and corruption (including bribery). The selected candidate shall also furnish information on commissions, gratuities and fees, if any, paid or to be paid to agents or any other party relating to this proposal and, if awarded, contract execution.

In case of failure to comply with any of the above, the office reserves the right to terminate the contract immediately, without any financial obligations or liabilities.

12. Rights of MPUVNL:

MPUVNL reserves the right to cancel this notice, and not to proceed in the matter, at any stage accept or reject any or all applications, without giving any explanations, whatsoever.

13. Termination of Contract

MPUVNL may, by way of written notice, terminate the contract under the following conditions:

- The selected candidate is consistently unable to address the assigned works;
- Quality of the assigned work is not to the satisfaction of the MPUVNL;
- The selected candidate fails to meet the prescribed timelines assigned under the prescribed time period from time to time; and
- The selected candidate commits any material or persistent breach of its obligations under the contract.
- The selected candidate fails to meet the requirements of the position for site visits, etc. as may be required from time to time.

This engagement is on a contract basis and in case that MPUVNL does not feel the need of the personnel in contention, MPUVNL shall serve a notice for discontinuation of service.

14. Notice Period

The selected candidate as well as MPUVNL shall give a notice in case of discontinuation of services at its own discretion. Under such circumstances, the selected candidate shall serve for a period of one (01) month on notice period.

Before the end of this notice period, the selected candidate shall hand over all the ongoing work details and records to MPUVNL staff for smooth transitioning.

15. Application Submission

The application is to be submitted in a sealed envelope transcribed in the following manner:

“Application for Engagement of individual consultants for Madhya Pradesh Urja Vikas Nigam Limited”

To,

Superintending Engineer,

Madhya Pradesh Urja Vikas Nigam Limited,

Urja Bhawan, Near - 5 no. Bus Stop, Shivaji

Nagar, Bhopal – 462016

{Name of the Individual Consultant}

15.1. The application shall contain the following documents:

- Application as per format
- Details of the Applicant
- C.V in the prescribed format
- Self-attested copies of supporting documents substantiating the C.V

15.2. The Covering Letter and application form should be submitted in a sealed envelope to the Superintending Engineer, MPUVNL, Bhopal, within the specified time limit;

15.3. The candidate has the option of sending his application by courier/registered post/speed post or submitting in person so as to reach at the designated address by the time and date stipulated in this RfA. Application submitted by telex/ fax/ email shall not be considered under any circumstances. The MPUVNL shall not be responsible for any delay in receipt of Response. Any application received after the time and date for submission stipulated in the RfA shall not be opened and returned unopened;

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- 15.4. No change or supplemental information to the response to RfA already submitted will be accepted after the scheduled date and time of submission of response to RfA. Notwithstanding the above, the MPUVNL reserves the right to seek additional information from the applicant, if found necessary, during the course of evaluation of response; and
- 15.5. If the envelope is not closed and not superscripted as per the requirement, the MPUVNL will assume no responsibility for its misplacement or premature opening.

16. Validity

The application shall be valid for the period of 60 days from the last date of submission of the application as specified in this RfA. The application with validity of less than 60 days may be rejected as non-responsive.

17. Amendments

At any time prior to the deadline for submission of the proposal, MPUVNL may for any reason, modify this invitation. The prospective respondents having expressed interest shall be notified of the amendments and such amendments shall be binding upon them.

18. Code of Conduct

In case of proven misconduct, gross negligence, dishonesty or fraud on behalf of the candidate, the engagement may be suspended / terminated.

Annexure 1: Qualification requirements

Following are the qualification requirements for the corresponding areas of expertise:

Sr. No.	Post/Area of Expertise	Qualification and Experience
01	Consultant- Solar PV Rooftop Program	<p><u>Qualification:</u></p> <p>AICTE approved Bachelor Degree in Electrical/ Electronics/ Electronics and telecommunication Engineering with minimum of 60% marks or equivalent grade in engineering degree examination.</p> <p>MBA in Power Management or M.Tech. in Energy related field shall be desirable</p> <p><u>Experience:</u></p> <p>Minimum 05 years experience in execution of Solar Rooftop project from any govt/private/multilateral organization which is empanelled/ associated with ministry of new and renewable energy, govt of india under SPV Roof top programm</p>

Annexure 2: Formats & instructions for Response to RfA

The following formats are required to be included in the Applicant's Response to RfA.

1. Format for the Covering Letter
2. Format for Details of Applicant
3. Format for Curriculum Vitae

Applicant may use additional sheets to submit the information for its detailed Response.

1. Format for Covering Letter

Date: (dd-mm-yyyy)

To

Superintending Engineer (SPVPP Section),
Madhya Pradesh Urja Vikas Nigam Limited,
Urja Bhawan, Near - 5 no. Bus Stop
Shivaji Nagar, Bhopal – 462016

Sub: Application in response to the RfA for engagement of individual Consultant(s) for works of solar PV rooftop program for Madhya Pradesh Urja Vikas Nigam Limited.

Dear Sir,

Having reviewed and fully understood in detail all the information provided in the invitation document, I hereby submit application in full compliance with the provisions specified in the TOR document for “Engagement of individual consultants for miscellaneous works for Madhya Pradesh Urja Vikas Nigam Limited.”

I am enclosing herewith the following information with duly signed formats as desired by you for your consideration:

Documents as required under RfP document Applicant Details	Mark on appropriate Enclosed (Yes/No)
Latest Employment details/document(s)	Yes/No
Experience and relieving certificate	Yes/No
Degree Certificate	Yes/No
Post Graduation Certificate	Yes/No
B.Tech./ BE Mark sheet(s) (Semester wise)	Yes/No
S.S.C. Mark sheet/Certificate	Yes/No
H.S.C. Mark sheet/Certificate	Yes/No
Certificate of nationality	Yes/No
Separate sheet for work experience/profile	Yes/No
Any other certificate(relevant, if any)	Yes/No

I understand that the selection shall be as per the details mentioned in the RfA document. I agree to abide by the provisions laid down under the invitation document issued by MPUVNL, Bhopal.

I declare that the information as submitted in this application is true to the best of my knowledge. In case any information given in this application or attached documents is found to be incorrect at any point of time, I understand that the MPUVNL may reject my response to this invitation, and cancel the order, if issued.

Yours truly

(Signature)

(Address)

(Contact details: telephone no. , fax no.)

2. Format for Details of Applicant

1.	Name of the Applicant : Correspondence address: Telephone no.: Fax no.: e-mail:
2.	Detail of experience in solar rooftop projects (use separate sheet if required)
3.	Readiness to travel to the site whenever required (Yes / No)
4.	Any other information (Use separate sheet, if required)

3. Format of Curriculum Vitae

1. Name: _____

2. Proposed Position: _____

3. Latest Employer: _____

4. Date of Birth: _____ Nationality: _____

5. Education:

<u>School, college and/or University Attended</u>	<u>Degree/certificate or other specialized education obtained</u>	<u>Date Obtained</u>

6. _____

7. Languages: _____

8. Employment Record

i. From [*Year*]: _____ To [*Year*]: _____

Employer: _____

Positions held: _____

9. Work Undertaken that Best Illustrates Capability to Handle the Tasks defined in the scope of work (Enlist all that may seem relevant)

Name of assignment or project: _____

Year: _____

Location: _____

Main project features: _____

Positions held: _____

Activities performed: _____

References: _____

Declaration: All the details provided in this CV is true to the best of my knowledge and if found erroneous, my candidature may be deemed invalid and the engagement may be terminated.

Date :

Place:

Signature: