
Notice Inviting Applications

For

Engagement of Individuals

by

Rewa Ultra Mega Solar Limited (RUMSL)

Notice Inviting Number RUMSL/1013/2020-21/587 dtd. 15.09.2020

No. RUMSL/1013/2020-21/588

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Notice Inviting Applications for “Engagement of individuals for RUMSL in the state of Madhya Pradesh, India

RUMSL is involved in developing and facilitating development of large-scale solar power projects in the state of Madhya Pradesh. In this regard, RUMSL requires advisory services of experts across various fields in order to execute the projects taken up by RUMSL. RUMSL intends to engage individuals in the areas mentioned in this document for smooth execution of the projects taken up by RUMSL.

1. Background

Phase-2 of Jawaharlal Nehru National Solar Mission (JNNSM) focusses on a more state-led solar power growth in terms of solar parks and facilities, and new financing models for implementation. The implementation and success of the JNNSM and state solar policies will proceed on the basis of the technology advancements and cost reduction, which will be necessary for rapid scale-up. Government of India has approved various Solar Parks in the state of Madhya Pradesh. Through RUMSL, the Government of Madhya Pradesh (GoMP) has identified various solar projects which RUMSL intends to develop. The overall objective of engagement of individuals is to assist RUMSL in carrying out various activities involved in development of solar parks.

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 fulfil 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 of interest.
- 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 RfP Document | 16/09/2020 |
| B | Time and date for submission of application | On or before 15:30 Hrs. of 08/10/2020. Applications complete in all respect should be addressed to Executive Engineer, RUMSL, submitted to Rewa Ultra Mega Solar Limited, Urja Bhawan, Shivaji Nagar, Bhopal, 462016 on or before 15:30 Hrs. of 08/10/2020. * |
| C | Presentation and Q&A of shortlisted individuals | As notified to them separately for a period of 15-20 mins. |
| D | Validity of Application | Minimum 60 calendar days from submission deadline. |

***Note: Only shortlisted candidates would be intimated for subsequent stages of screening and selection**

4. Positions available

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

| S.No | Post/Area of expertise | No. of position | Consolidated compensation# |
|------|------------------------------------|-----------------|---|
| 1 | Finance Officer/Finance | 1 (one) | ₹ 55,000 per month (inclusive of applicable taxes) |
| 2 | Renewable Energy Specialist (land) | 1 (one) | ₹ 55,000 per month (inclusive of applicable taxes) |
| 3 | Land consultant/advisor | 3 (three) | Last drawn salary - pension drawn (inclusive of applicable taxes) <ul style="list-style-type: none">• One position shall be headquartered in Singoli, Neemuch• One position shall be headquartered Agar, Susner of Agar district• One position shall be headquartered in Shajapur, Moman Badodiya Shajapur district |

*For person retired from Government departments/companies/utilities (In case of 7th Pay Commission applicable, same should be considered)

For the first year

5. Duration of the Contract

The duration of the engagement would be for a period of one year from the date of joining, which would be normally extended to three years. An annual review would be held at the end of the first year and subsequently the second year, based upon which the decision regarding extension would be taken. On the basis of the same review, the decision for increase of 5% in the salary consolidated compensation would also be taken (this does not apply for persons retired from government department/companies or utilities). After three years, 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 individuals is inclusive of the conveyance charges, Dearness allowance, Income tax applicable, etc. The remuneration shall be increased by 5% every year, subject to annual review as discussed in point no 5 above (this does not apply for persons retired from government department/ companies or utilities).The individual shall arrange for his/her accommodation etc. at his/her own cost. Travel outside Bhopal, on the direction of RUMSL, would be paid by RUMSL on actuals at the same rates as admissible in RUMSL. 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 showcased by the application. The profile of the applicant shall be gauged by the selection committee constituted by RUMSL with respect to the qualification requirement and minimum experience requirement mentioned in Annexure 1: Qualification requirements corresponding to the identified position 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 for each position shall be shortlisted for the presentations based on their total years of relevant experience.
- 9.1.3. Shortlisted candidates shall be asked to make a presentation regarding their understanding of their role in RUMSL and how they would justify their employment towards achieving those goals. This presentation shall be followed by a Question & Answer session. The time and venue for the presentation 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 the RUMSL. 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 RUMSL.

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 RUMSL 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 RUMSL:

RUMSL 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

RUMSL 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 RUMSL;
- 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 RUMSL does not feel the need of the personnel in contention, RUMSL shall serve a notice for discontinuation of service.

14. Notice Period

The selected candidate as well as RUMSL 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 two (2) months on notice period. Before the end of this notice period, the selected candidate shall hand over all the ongoing work details and records to RUMSL 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 Rewa Ultra Mega Solar Limited.*”**

To,

Executive Engineer,

Rewa Ultra Mega Solar 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 Executive Engineer, RUMSL, 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 RfP. Application submitted by telex/ fax/ email shall not be considered under any circumstances. The RUMSL shall not be responsible for any delay in receipt of Response. Any application received after the time and date for submission stipulated in the RfP shall not be opened and returned unopened;

15.4. No change or supplemental information to the response to RfP already submitted will be accepted after the scheduled date and time of submission of response to RfP. Notwithstanding the above, the RUMSL 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 RUMSL 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 RfP. The application with validity of less than 60 days may be rejected as non-responsive.

17. Amendments to the RfP

At any time prior to the deadline for submission of the proposal, RUMSL may for any reason, modify the RfP. 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:

| S. No | Post/Area of expertise | Qualification & experience |
|-------|---------------------------|--|
| 1. | Finance Officer / Finance | <p><u>Essential qualification</u></p> <ul style="list-style-type: none"> • Qualified Chartered Accountant/Cost Accountant; <p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of 03 years or more in working with or advising Government departments/ agencies/ utilities/ regulatory commissions/ banks/ banking institutions or any private company in the area of finance and accounting; • Sound knowledge of billing applications, experience in maintaining payment / billing related databases • Financial planning and modeling of infrastructure projects • Well-versed with MS-office applications (word, excel, and power point) and other accounting/financial modeling related software applications <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Knowledge and experience in conventions, Acts, rules, policy & regulatory matters required for planning, procurement, budgeting, accounting and monitoring of power projects, particularly related to renewable energy |
| 2. | Land consultant/ advisor | <p><u>Essential qualification</u></p> <ul style="list-style-type: none"> • Retired Revenue Inspector/SLR/CLR from Revenue department, MP Govt. • The position requires extensive travel to solar park locations. Therefore, the applicant must be willing for travel and field-visits as and when required <p><u>Experience/skills</u></p> <ul style="list-style-type: none"> • Aware of government working • Sound understanding of government working as the position require regular monitoring of the progress of land transactions, anticipate potential land related issues, and proactively communicate the status to relevant authorities to ensure timely execution of land lease/contract • Must possesses good interpersonal skills (in local language) for relationship and trust building as the position requires frequent interaction with landowners, community members, local governments, and the media <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Having experience of working on land issues in at least one of Agar, Shajapur, or Neemuch districts • Preference will be given to candidates who are medically fit for extensive field-work |

| | | |
|----|------------------------------------|--|
| 3. | Renewable Energy Specialist (land) | <p><u>Essential qualification</u></p> <ul style="list-style-type: none"> • Bachelor degree in Mechanical /Electrical/ Electronics/ Energy from AICTE approved university/institute • Must have achieved 60% in BE or its equivalent • Masters, preferably M. Tech, in Energy related field • Experience of working in renewable energy parks • The position requires extensive travel to solar park locations. Therefore, the applicant must be willing for travel and field-visits as and when required <p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of 03 years or more in land related activities for renewable energy sector • Sound understanding of regulatory, allotment, procedural, and commercial aspects of land related issues and regulations of GoMP • Preparation of GIS mapping, land layouts, spatial maps for renewable energy parks/projects • Identification of optimal land patches and clusters for renewable energy projects • Coordination of Environmental and Social Impact Assessment related activities • Expertise in MS Office • Knowledge and experience of professional communication (verbal and written) in Hindi and English <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience in geospatial software applications (Google Earth, ArcGIS etc.) • Preference will be given to candidates who are medically fit for extensive field-work |
|----|------------------------------------|--|

Annexure 2: Formats & instructions for Response to RfP

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

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

Executive Engineer,
Rewa Ultra Mega Solar Limited,
UrjaBhawan, Near - 5 no. Bus Stop
Shivaji Nagar, Bhopal – 462016

Sub: Application in response to the RfP for engagement of individuals for miscellaneous works for Rewa Ultra Mega Solar Limited.

Kind Attention: Executive Engineer, Rewa Ultra Mega Solar Limited

Dear Sir,

Having reviewed and fully understood in detail all the information provided in the RfP 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 Rewa Ultra Mega Solar Limited.”

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

| # | Documents as required under RfPdocument | Enclosed (Yes/No) |
|---|---|-------------------|
| 1 | Applicant Details | (Yes/No) |
| | Checklist of supporting documents | |
| | - _____ | |
| | - _____ | |

I understand that the selection shall be as per the details mentioned in the RfP document. I agree to abide by the provisions laid down under the RfP document issued by RUMSL, 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 RUMSL may reject my response to RfP, and cancel the order, if issued.

Yours truly

(Signature)

(Address)

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

2. Format for Details of Applicant

| # | Description | Details |
|----|--|---------|
| 1. | Desired position Level | |
| 2. | Name of the Applicant Correspondence address: Telephone no.: Fax no.: e-mail: | |
| 3. | Detail of experience in working for / assisting government departments in renewable energy sector (use separate sheet if required) | |
| 4. | Bank Account details: Name of Bank and Branch: Account number: Account type: IFSC Code: MICR Code: | |
| 5. | Readiness to travel to the site whenever required (Yes / No) | |
| 6. | Any other information (use separate sheet) | |

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

From [Year]: _____ To[Year]: _____

Employer: _____

Positions held: _____ Responsibilities undertaken: _____

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 are 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: