

Notice Inviting Applications
For
Engagement of Individuals
by
Rewa Ultra Mega Solar Limited (RUMSL)

NIT No. F/RUM/2021/REP/01-003/751

Issue date: 24.09.2021

Table of Contents

| | |
|--|----|
| 1. Background | 3 |
| 2. Conditions of Eligibility..... | 3 |
| 3. Schedule of Selection Process | 3 |
| 4. Positions available..... | 4 |
| 6. Remuneration..... | 4 |
| 7. Payment..... | 4 |
| 8. Working hours..... | 5 |
| 9. Criteria for Evaluation..... | 5 |
| 10. Confidentiality of Data and Documents..... | 5 |
| 11. Conflict of Interest..... | 6 |
| 12. Rights of RUMSL..... | 6 |
| 13. Termination of Contract..... | 6 |
| 14. Notice Period..... | 7 |
| 15. Application Submission | 7 |
| 16. Validity | 8 |
| 17. Amendments to the RfP | 8 |
| 18. Code of Conduct | 8 |
| Annexure 1: Qualification requirements | 9 |
| Annexure 2: Formats & instructions for Response to RfP | 11 |

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

RUMSL is involved in developing and facilitating large-scale renewable power projects in Madhya Pradesh. RUMSL require consultancy services of experts across various fields in order to execute the projects, and therefore, RUMSL intends to engage individuals in the areas mentioned in this document for smooth execution of the projects.

1. Background

Government of India has approved various large-scale solar parks in the state of Madhya Pradesh, which includes 1500 MW Agar Shajapur Neemuch Solar Parks, 600 MW Omkareshwar Floating Solar Park, 950 MW Chhatarpur Solar Park, and 1400 MW Morena Solar Park. The overall objective of engagement of individuals is to assist RUMSL in carrying out various activities involved in development of the above-mentioned solar parks.

2. Conditions of Eligibility

- 2.1. The individual must meet the qualification and experience requirements mentioned in the **Annexure 1: Qualification requirements** corresponding to the profile of interest. Applications of only those individuals who satisfy **Essential Qualifications** and **Essential Experience/skills** will be considered for further evaluation.
- 2.2. The selected individual consultants shall present the original documents corresponding to the submitted copies of the documents during the process of selection as well as on the date of joining.

3. Schedule of Selection Process

| | | |
|----------|---|--|
| A | Issue of RfP Document | 24/09/2021 |
| B | Time and date for submission of application | On or before 15:30 Hrs. of 22/10/2021. 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 22/10/2021. |
| C | Written test (if applicable), | The dates will be notified separately ¹ . |

¹ *Note: Only shortlisted candidates would be intimated for subsequent stages of screening and selection

| | | |
|----------|---|--|
| | presentation/interview of shortlisted individuals | |
| D | Validity of Application | Minimum 90 calendar days from submission deadline. |

4. Positions available

The interested applicants can apply for one or more of the following positions depending on their eligibility against the essential qualification requirements:

| S. No | Post/Area of expertise | No. of positions | Consolidated compensation (in the first contract year) |
|-------|---|------------------|--|
| 1. | Renewable Energy Specialist (Management support) | 3 | ₹ 75,000 per month (inclusive of applicable taxes) |
| 2. | Solar Specialist (Field support at site) ² | 4 | ₹ 50,000 per month (inclusive of applicable taxes) |

5. Duration of the Contract

The initial engagement will be for (1) one year from the date of joining and will normally be extended annually up to (3) three years, subject to the decision based on the annual performance review at the end of each year. On the basis of the review, the decision for an increment of maximum up to 10% in the consolidated compensation will also be taken. After three years, the decision on extension will depend upon then prevalent requirement and will be at the discretion of the management. If the contract is further extended, the provision of an increment of maximum up to 10% in the consolidated compensation based on annual review will continue to be applicable.

6. Remuneration

The remuneration mentioned in Section 4 comprise Conveyance charges, Dearness allowance, Income tax applicable, etc. The remuneration shall be increased maximum up to 10% every year, subject to annual review as discussed in point no 5 above. The selected individual shall arrange for his/her accommodation etc. at his/her own cost. Travel outside Bhopal, on the direction of RUMSL, will 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.

² Solar Specialist will be stationed at project site only and all the expenses regarding the accommodation and travel to site shall be borne by specialist at his/her own cost.

8. Working hours:

The working hours and holidays applicable shall be as per GoMP policies and prevalent practices of RUMSL. 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. Monthly Reporting

The selected candidate shall submit a monthly progress report of its work that are assigned to him/her to the reporting officer.

10. Criteria for Evaluation

10.1. Evaluation of application

10.1.1. The evaluation will involve an initial screening of the applications against the essential qualifications. For each post, the profiles of the applicant shall be gauged by the selection committee constituted by RUMSL with respect to the qualification requirements mentioned in Annexure I. 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 timeline provided by the Committee. Applicants meeting the essential qualification requirements as mentioned above shall be considered as qualified applicants.

10.1.2. Shortlisted candidates may be asked to make a presentation/interview 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.

10.1.3. For candidates applying for posts mentioned in schedule 4 there could be a written test of their area of specialization, if the number of applicants exceeds 15 for each post.

10.1.4. Not more than 15 qualified applicants for each position shall be shortlisted for the presentation/interview based on their total years of relevant experience.

10.1.5. The final selection shall be done based on the combined performance on the essential and desirable qualifications and interview.

11. 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.

12. 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.

As the employment is on full-time basis, the selected candidate shall not engage in any other business (including self-practice) or professional paid or unpaid activity during office hours (including extended working hours and weekends, depending on the work load and requirement).

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.

13. Rights of RUMSL:

RUMSL reserves the right to cancel/ restrict/ enlarge/ modify/ alter the selection/ recruitment process at any stage, without issuing any further notice or assigning any reason thereafter.

14. 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 or misconduct or negligence 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.

15. 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.

16. Application Submission

16.1. The application may 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

{Write Name of the Post}

{Write Name of the Individual Consultant}

16.2. The hard copy of application along with requisite documents shall be submitted at above mentioned address and shall also be emailed as a ‘single PDF file’ to ***rumsinfo@mpnred.com***, within the specified time limit.

16.3. The application shall contain the following documents:

- Cover letter
- Resume in the prescribed format

16.4. 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. 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;

- 16.5. No change to the already submitted application or any supplemental information will be accepted after the scheduled date and time. However, the RUMSL reserves the right to seek additional information from the applicant, if found necessary, during the course of evaluation.
- 16.6. 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.

17. Validity

The application shall be valid for the period of 90 days from the last date of submission of the application as specified in this RfP. The application with validity of less than 90 days may be rejected as non-responsive.

18. 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.

19. Code of Conduct

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

20. General Instructions

1. The number of post may vary.
2. The period of training/internship/ articleship shall not be counted towards post qualification experience.
3. Legal jurisdiction will be Bhopal in case of any dispute.
4. No air / train/bus fare / TA / DA shall be payable.

Annexure 1: Qualification requirements

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

| S. No | Post/Area of expertise/Upper Age limit | Qualification & experience |
|-------|---|--|
| 1. | Renewable Energy Specialist (management support) Upper age limit: 35 years | <p><u>Essential qualification</u></p> <ul style="list-style-type: none"> • B.Tech /B.E. in Mechanical/Electronics/Electrical/Energy/Power/Energy/Renewable Energy from AICTE approved university/institute with minimum 60% (CGPA of 6.0 or above on scale of 10; or 2.4 or above on scale of 4) • MBA in renewable energy/energy/power from AICTE approved university/institute with minimum 60% (CGPA of 6.0 or above on scale of 10; or 2.5 or above on scale of 4) <p><u>Essential Experience</u></p> <ul style="list-style-type: none"> • At least four (4) years of experience in Indian energy sector, out of which two (2) years of experience must be in renewable energy sector; <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Sound understanding of regulatory and commercial aspects of Power Sector; • Experience related to bid process management which shall not limited to bid document preparation; • Experience and familiarity with project management, policy and regulatory issues concerning renewable energy sector; • Experience of working in renewable energy parks; • Experience related to new technologies such as floating, hybrid and energy storage; • Understanding of regulations, standards, design, and approval processes of central or state-level transmission and distribution work. • Willingness of applicant for travelling to solar park locations for field-work; • Comfortable in working in MS Office, MS Projects and other cloud-based applications for digital-based working environment; • Knowledge and experience of professional communication (verbal and written) in Hindi and English. |

| | | |
|----|--|---|
| 2. | Solar Specialist (field support at site) Upper age limit: 30 years | <p><u>Essential qualification</u></p> <ul style="list-style-type: none"> • B.Tech /B.E. in Mechanical/ Electronics/Electrical/Energy/Power/Renewable Energy from AICTE approved university/institute with minimum 60% (CGPA of 6.0 or above on scale of 10; or 2.4 or above on scale of 4) <p><u>Essential Experience</u></p> <ul style="list-style-type: none"> • At least four (4) years of experience or more in Power energy sector, out of which one (1) year of experience must be in solar energy sector; <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience of working in renewable energy parks/projects; • Experience related to operation & maintenance of power substation and transmission lines; • Experience related to charging and commissioning of RE projects; • Understanding of regulations, standards, design, and approval processes of central or state-level transmission and distribution work. • Comfortable in working in MS Office and other cloud-based applications for digital-based working environment (online file sharing and editing (e.g., Google drives, google sheets); • These are field-based and site work positions. The selected consultants will be willing to conduct field works like monitoring the progress of sub-station and will be stationed at solar park locations. Preference will be given to candidates who are willing to take up field-work; • Knowledge and experience of professional communication (verbal and written) in Hindi and English; |
|----|--|---|

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 Resume

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,
Urja Bhawan, Near - 5 no. Bus Stop
Shivaji Nagar, Bhopal – 462016

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

Dear Sir,

I am enclosing my Curriculum Vitae/Resume for **{insert name of position}**.

I understand that the selection shall be as per the details mentioned in the RfP document and I agree to abide by the provisions of the RfP document.

I further understand that if short-listed for next round, I will be asked to produce **original documents** for verification in support of my application. Failure to do so would result in cancellation of my application.

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)

(Name)

(Date)

Format of Curriculum Vitae

1. **Name:**
2. **Correspondence** (address, phone, and email):
3. **Gender and Year of Birth:**
4. **Education:**

| Degree/certificate or other specialized education obtained | School, college and/or University Attended | Date Obtained |
|--|--|---------------|
| | | |
| | | |
| | | |

5. **Employment Record (provide details for every position held for each employer)**

Duration: _____

Employer: _____

Positions held: _____

Name of Projects (if any): _____

Responsibilities/activities undertaken: _____

Achievements/accomplishments: _____

References: _____

(use separate sheet if required)

6. **Fluent in Hindi and/or English:**
7. **Other skills (e.g., programming/data analysis/MS Projects):**
8. **Readiness to travel to the site whenever required - (Yes / No)**
9. **Any other relevant certification**