
Request For Proposal

For

Engagement of Land Consultant

by

Rewa Ultra Mega Solar Limited (RUMSL)

Request for Proposal No. F/RUM/2021/RFP/049/181, Dated 19/03/2021

No. F/RUM/2021/RFP/049/181	Issue date: 19/03/2021
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RfP Applications for “Engagement of Land Consultants for RUMSL in the state of Madhya Pradesh, India

Rewa Ultra Mega Solar Ltd (RUMSL) is an equal equity Joint venture company of MPUVNL (GoMP) and SECI (GoI), 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 having relevant field experience of Revenue Matters related to Land demarcation, possession, allotment, purchase, etc. for smooth execution of the Renewable Energy projects intended by RUMSL.

1. Conditions of Eligibility

- 1.1. The candidates must be retired from State Administrative Services (SAS) of Government of MP between 01/01/2019 to 28/02/2021. They should meet the qualification and experience requirements mentioned in the Annexure 1: corresponding to the profile of interest.

2. Schedule of Selection Process

A	Issue of RfP Document	19/03/2021
B	Time and date for submission of application	On or before 15:30 Hrs. of 05/04/2021. 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 *
C	Validity of Application	Minimum 60 calendar days from submission deadline.

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

3. 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.

4. Remuneration

The remuneration would be **last pay drawn MINUS Pension or ₹ 50,000 per months whichever is less** for the candidates 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 Head quarter, 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.

5. 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.

6. 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.

7. Criteria for Evaluation

7.1. Evaluation of application

7.1.1. 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. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. Application Submission

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

“Application for Engagement of “Land consultants” for Rewa Ultra Mega Solar Limited.

To,

Executive Engineer (Land Management Section),

Rewa Ultra Mega Solar Limited,

Urja Bhawan, Near - 5 no. Bus Stop,

Shivaji Nagar, Bhopal – 462016

{Name of the Individual Consultant}

13.1. 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
- Self-attested copies of Pension certificates, Bank Pass book, recent 5 pension entries, etc

13.2. The Covering Letter and application form should be submitted in a sealed envelope to the Executive Engineer (Land Management Section), RUMSL, Bhopal, within the specified time limit;

13.3. 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;

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- 13.4. 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
- 13.5. 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.

14. Validity

The application shall be valid for the period of 30 days from the last date of submission of the application as specified in this RfP. The application with validity of less than 30 days may be rejected as non-responsive.

15. 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.

16. 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: 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 (Land Management Section),
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 Rewa Ultra Mega Solar Limited.

Kind Attention: Executive Engineer (Land Management Section), 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 RfP document	Enclosed (Yes/No)
1	Applicant Details Checklist of supporting documents - _____ - _____	(Yes/No)

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	<u>Consultant (Land)</u>
2.	Name of the Applicant Last Designation 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: