

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

F/RUM/2022/REP/01-003/374

Issue date: 02.08.2022

RFP issued By
Rewa Ultra Mega Solar Limited

OFFICE OF THE EXECUTIVE ENGINEER,
REWA ULTRA MEGA SOLAR LTD., Bhopal (M.P.)
Urja Bhawan, near - 5 no. bus stop, Shivaji Nagar,
Bhopal – 462016

Table of Contents

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

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

1. Background

- 1.1. 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. RUMSL is involved in developing and facilitating large-scale renewable power projects in Madhya Pradesh.
- 1.2. As Solar Power Park Developer (SPPD), RUMSL is required to coordinate with multiple agencies such as, Regulatory Commission(s), Transmission Companies, Revenue Department, Public Works Department, Rural Road Development Authority, Public Health and Engineering Department etc. Inter-departmental coordination is key to success for the timely completion of the Project, that are strategic in the nature. Therefore, RUMSL wish to onboard energetic, enthusiastic, and dynamic individuals to drive the projects activity and perform to excel in this emerging sector of renewable energy.
- 1.3. This RFP has been published with objective to engage individuals on contract basis in the areas mentioned in this document to support RUMSL in carrying out smooth execution of the project-related activities.

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	02/08/2022
B	Time and date for submission of application	On or before 15:30 Hrs. of 26/08/2022 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 26/08/2022.
C	Written test (if applicable), presentation/interview of shortlisted individuals	The dates will be notified separately ¹ .
D	Validity of Application	Minimum 180 calendar days from submission deadline.

4. Positions available

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

S. No	Designation and place of deployment	No. of positions	Consolidated compensation
1.	Advisor (Land)- Retired personnel (at RUMSL Bhopal office)	1	the maximum remuneration ₹ 1,00,000 per month (inclusive of applicable taxes)
2.	Chief Financial Officer- Retired/Serving personnel (at RUMSL Bhopal office)	1	Retired personnel- the maximum remuneration ₹ 1,00,000 per month (inclusive of applicable taxes) Serving personnel - In case of serving personnel is on deputation, the remuneration & benefits shall be decided based on the last pay certificate received from parent department/ govt. company.

4.2. Candidate can apply against only one Post mentioned above. Application shall be summarily rejected in case Candidate apply for more than one Post.

4.3. The Candidate shall be willing to travel to solar park locations for field-work, if required.

5. Duration of the Contract

5.1. The initial engagement will be for (1) one year from the date of joining and will normally be extended on year-to-year basis. However, the decision regarding the extension will depend upon annual performance review at the end of each performance year, the prevalent requirement and at the discretion of the management.

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

- 5.2. The individual's performance would be subject to review by a committee at end of each performance year. The performances will be judged by a committee comprising not less than (2) two members. Based on the recommendation of the Committee the confirmation would be provided to individual to continue further.
- 5.3. The Individual shall be terminated with one month notice period, in case Committee found the Performance as not-satisfactory at the end of performance year. However, in case of misconduct, negligence, indiscipline, sexual offence, corrupt and fraud practice the Individual shall be terminated with immediate effect without any notice period.

6. Remuneration

- 6.1. The remuneration mentioned in Section 4 comprise Conveyance charges, Dearness allowance, Income tax applicable, etc.
- 6.2. 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:

- 7.1. 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.
- 7.2. Any damage caused to the property of RUMSL shall be recovered from the monthly salary of an Individual.

8. Working hours:

- 8.1. 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.
- 8.2. The selected Individual shall be available at their base location at all the time. Prior intimation shall be provided by the Individual to the reporting Officer at RUMSL, in case Individual wish to leave Base location for any duration. This shall be applicable on Leaves and Holidays as well.
- 8.3. Individual may avail total 13 days of leaves in any Performance Year. (*Performance year is defined as period of 365 days from date of Joining*). The leave shall neither be carry forwarded in Performance years nor be compensated if not availed.

9. Monthly Reporting

- 9.1. 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 & Selection

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. The qualified applicants for each position shall be shortlisted for the presentation/interview based on their total years of relevant experience.
- 10.1.4. The final selection shall be done based on the combined performance on the essential and desirable qualifications and interview.
- 10.1.5. Shortlisted candidates shall be asked to appear for an interview. The time and venue for the interview shall be intimated to the applicant. No cost shall be reimbursed to the candidate for appearing in the interview.

11. Confidentiality of Data and Documents

- 11.1. 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

- 12.1. 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.
- 12.2. 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).
- 12.3. 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.
- 12.4. 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:

- 13.1. 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

- 14.1. RUMSL may, by way of written notice, terminate the contract under the following conditions:
 - 14.1.1. The selected candidate is consistently unable to address the assigned works;
 - 14.1.2. Quality of the assigned work is not to the satisfaction of the RUMSL;
 - 14.1.3. The selected candidate fails to meet the prescribed timelines assigned under the prescribed time period from time to time; and
 - 14.1.4. The selected candidate commits any material or persistent breach or misconduct or negligence of its obligations under the contract.
 - 14.1.5. The selected candidate fails to meet the requirements of the position for site visits, etc. as may be required from time to time.
- 14.2. 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

- 15.1. 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 rumsltenders@gmail.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

17.1. The application shall be valid for the period of 180 days from the last date of submission of the application as specified in this RfP. The application with validity of less than 180 days may be rejected as non-responsive.

18. Amendments to the RfP

18.1. 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

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

20. General Instructions

20.1. The number of post may vary.

20.2. The period of training/internship/ article ship shall not be counted towards post qualification experience.

20.3. Legal jurisdiction will be Bhopal in case of any dispute.

20.4. 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.	Advisor (Land) (at RUMSL Bhopal office) Upper age limit: 65	<p><u>Essential qualification</u></p> <ul style="list-style-type: none"> • Full time Bachelor degree in Engineering. <p><u>Essential Experience</u></p> <ul style="list-style-type: none"> • At least twenty (20) years of total experience in working with MP State Government Office/ Semi government organization/ any undertaking of GoMP in Energy/Renewable Energy sector. • Out of total experience five (5) years of experience must be in Renewable Energy Sector <p><u>Preference:</u></p> <ul style="list-style-type: none"> • Preference shall be given to the candidates who are Retired Government Employee.
2.	Chief Financial Officer (at RUMSL Bhopal office) Upper age limit: 65 Years	<p><u>Essential qualification</u></p> <ul style="list-style-type: none"> • Qualified Chartered Accountant/Cost Accountant/ MBA (finance) Whole-time. <p><u>Essential Experience</u></p> <ul style="list-style-type: none"> • Experience of 20 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; • Should have knowledge of fund management • Should have knowledge of preparing Annual Financial Statements in accordance with Indian Accounting Standards (based on IFRS), Preparation of Annual Budget • Financial planning and modeling of infrastructure projects • Experience in liasoning with banks/financial institutions • Well-versed with MS-office applications (word, excel, and power point) and other accounting/financial modelling related software applications • Sound knowledge of direct and indirect taxation <p><u>Preference:</u> Preference shall be given to the candidates who have experience working in the renewable energy sector.</p>

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**