

# **Request for Application**

## **“Engagement of Individual Consultant for Grid Connected Renewable Energy Projects”**

### **1. Background**

Office of Commissioner New and Renewable Energy (COM-NRE) is the **Nodal Office** for promotion and development of grid connected renewable energy technologies: Solar, wind, biomass and small hydro in the State of Madhya Pradesh.

The State of Madhya Pradesh (MP) is endowed with vast potential of New and Renewable Energy (NRE). The installed capacity of NRE, as of Dec. 2016, is 3205.88 MW. The State is making all efforts to harness renewable energy resources for maximum benefit.

The State policies for these NRE projects have been declared. The State has tied up capacity of 270 MW in Small Hydel Projects (SHP), 6630 MW in Wind, 4180 MW in Solar and 38 MW in Biomass. Besides, State has a large untied potential.

### **2. Objective**

The individual consultant would be providing high quality support to New and Renewable Energy department/ NRE Office, in the area of solar, wind, biomass, small hydro power, related policy, regulatory and other allied matters, including IT support, as may be required in the related field. The department is looking for consultants in each of the technologies i.e, solar, wind, biomass & small hydel, for day to day support. The support consultants would be reporting to the Executive Engineer office of NRE or as directed.

### **3. Nature of Support**

The consultant engaged would be required to provide support for the following:

1. Technical briefing of New and Renewable Energy (NRE) Projects, especially utility-scale projects;
2. DPR evaluation, sites assessment, assessment of surveys, etc., and related technical matters.
3. Leading and coordinating the process of selection (technical evaluations etc.) and award of projects, conducting and managing bid processes, etc;
4. Monitoring & evaluation of NRE project progress;
5. Technical Assistance in preparation of NRE project formulation and implementation plan;
6. To carry out the work for attraction of investment promotion in field of NRE in the State of MP; and
7. Carry out other relevant works, including
8. IT support, as may be required in related field, as required.

### **4. Required Qualification & Experience**

#### **Essential:**

1. Full time Bachelor degree in electrical/civil/mechanical/electronics& communication/computer/information engineering from AICTE (All India Council for Technical Education) approved University/Institute.

#### **Desirable**

2. Post graduate (MBA/M-TECH) in renewable energy/power/energy from recognized institutions. Experience of working with or advising Government departments/agencies/utilities/Regulatory commissions or any private company, especially in the area of development, assessment or implementation of NRE/ power projects;
3. Experience in Policy & Regulatory framework for NRE/ power projects,

4. Knowledge and experience in the field of evaluation of NRE / power projects;
5. Knowledge and experience in the field of construction of NRE / power project;
6. Knowledge and Experience of proposal documents preparation and their evaluation;
7. Proficiency in computer application (Microsoft Office, GIS based application/MS Projects email, and internet) and financial modelling; and
8. Excellent written and verbal communication skill in Hindi and English.

## 5. Duration of contract

The initial contract is for a period of twelve (12) months. This term can be extended by six (6) months depending upon the performance of the consultant and the requirement of the COM-NRE. Either party, viz., COM-NRE or the Consultant, would have option to terminate the contract by giving a notice, in writing, of 15 days or by payment of a financial termination fees equivalent to 15 days of the consultant's fees in lieu thereof.

## 6. Confidentiality of data and documents

All Intellectual Property Rights (IPR) of data collected, as well as the deliverables produced for COM-NRE, shall remain with COM-NRE. 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 COM-NRE.

## 7. COM-NRE rights

COM-NRE 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.

## 8. Termination of contract

COM-NRE may, by way of written notice, terminate the contract under the following conditions:

1. The consultant is unable to deliver the assigned support;
2. Quality of the assigned works is not to the satisfaction of the COM-NRE;
3. The consultant fails to meet the prescribed timelines assigned by COM-NRE under the prescribed time period; and
4. The consultant commits any material or persistent breach of its obligations under the contract.

## 9. Application evaluation

1. Proposal will be evaluated in two stages. In first stage, the applicant's qualification, citations and experience shall be evaluated out of score of 100. The candidates, who score 70 marks, or above subject to a minimum of 15 candidates shall qualify for the second stage. The score shall have the weightage of 60 marks for the final evaluation. As such the score obtained shall be reduced to 60% for obtaining the stage I score (S-I).
2. The scoring criteria to be used for evaluation for **stage I (S-I)** shall be as follows.

S. No.	Proposal Evaluation Parameter	Maximum Score
1.	Post Graduate with Power/Energy as subject (M-Tech/MSC /MBA)	20
2.	Experience of working with or advising Government departments/agencies/utilities/SERC/CERC or any private company in the area of development, assessment or implementation of NRE/ power projects.	10 per year maximum 30

3.	Experience in Policy & Regulatory framework for NRE / power projects.	50
	<b>Total Score</b>	<b>100</b>

3. **Stage II : Presentation:** All stage I qualified applicants shall be required to make presentations up to 10 minutes, to demonstrate their credentials based on qualification, experience criteria as per Clause 4 along with the following and to submit three (3) hard copies during the presentation (self-attested) –
- Essential qualification
  - Experience of rendering services as Consultant and specifically for NRE projects.
  - Understanding of assignment.

Suggestions in furthering the NRE project development and implementation. The score for Stage II (S-II), presentation shall be evaluated by the panel out of maximum score of 40 and will have weightage of 40 marks. It will be essential for the applicant to score minimum 50 % marks in stage- II, to qualify for the final evaluation.

The time and venue for the presentation shall be intimated to first stage qualified candidate.

4. **Combined and Final Evaluation**

Proposals will finally be ranked according to their combined stage I (S-I) and stage-II (S-II) scores as follows:

$$S = S-I + S-II$$

Where S is the combined score

**10. Application Submission**

The application is to be submitted in a sealed envelope which should be transcript in the following manner:

***"Application for Engagement of Consultant for Grid Connected Renewable Energy technologies in the State of Madhya Pradesh"***

***To,***

***Executive Engineer,***

***Office of the Commissioner,***

***New and Renewable Energy, Bhopal***

***Urja Bhawan, Near - 5 no. bus stop,***

***Shivaji Nagar, Bhopal – 462016***

***"Name of the Consultant"***

- Last Date of Receipt of Application:** The applications shall be received latest by **06-06-2017** till 3.30 PM (Speed post shall reach by late evening) in above mentioned office.
- The *Envelope* shall contain the following documents :
  - Covering letter as per Format
  - Application as per format and
  - Testimonials (self-attested).

3. Sealed envelope, along with the Covering Letter and application form, should be enclosed in Envelope and submitted in sealed form to the Office of Commissioner (New and Renewable Energy, Bhopal) within the specified time limit;
4. The Consultant 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 fax/ email shall not be considered under any circumstances. The nodal office 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 shall be returned unopened;
5. 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 nodal office reserves the right to seek additional information from the candidate, if found necessary, during the course of evaluation of Response; and
6. If the envelopes are not closed and not superscripted as per the requirement, the nodal office will assume no responsibility for its misplacement or premature opening.

#### **11. Payment Terms**

The selected consultant shall be paid consolidated remuneration/consultancy fee of INR 50,000/- (INR Fifty thousand) per month, inclusive of service tax, any other tax and any other charges. The payment shall be made on the basis of monthly bill produced by the consultant.

#### **12. General**

1. The consultant shall be provided with the office facilities and normal secretarial assistance.
2. They shall be required to report for support on all working days and as and, when asked for in exigency of work, on any other days.
3. They shall be allowed leave at rate of one and half days per month.
4. The payment shall be paid within 10 day time of submission of monthly bill.
5. For official travel outside Bhopal, TA and lodging will be reimbursed as per state Govt. TA Rule order no. F-4-2/2016/rule/4 dated 5/11/2016 as applicable for category "D".

## FORMAT FOR COVERING LETTER

(FROM APPLICANT TO DEPUTY COMMISSIONER, NEW AND RENEWABLE ENERGY,  
Bhopal)

(Address of Applicant)

Letter Ref. No. :

Date: (dd-mm-yyyy)

To,

The Executive Engineer,  
Office of the Commissioner,  
New and Renewable Energy Bhopal,  
Urja Bhawan, Near - 5 no. bus stop,  
Shivaji Nagar, Bhopal – 462016

**Sub:** Application in response to the engagement of Individual Consultant for Grid connected Renewable Energy Projects.

**Ref:** RfA No. \_\_\_\_\_, Dated: \_\_\_\_\_

**Kind Attention:** (Executive Engineer)

Dear Sir,

Having reviewed and fully understood in detail all the information provided in the RfA document, I hereby submit application in full compliance with the provisions specified in the RfA document for engagement of Consultant for grid connected renewable energy projects.

I am enclosing herewith the information/ documents in duly signed format as required for consideration:

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 RfA document issued by the office of Commissioner New and Renewable Energy, Bhopal.

I declare that the information, as submitted in this application, is true to the best of my knowledge. In case any information given by me in this application or attached documents is found to be incorrect at any point of time, I understand that the nodal office or any other department authorized by them may reject my application and/or cancel the order, if issued.

Yours truly,

(Signature)

(Address)

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

# **APPLICATION FORMAT**

## **A. GENERAL INFORMATION**

Name \_\_\_\_\_

Father's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Marital Status \_\_\_\_\_

Proficiency in languages \_\_\_\_\_

Address for correspondence

A) Present \_\_\_\_\_

B) Permanent \_\_\_\_\_

Telephone No \_\_\_\_\_ (O), \_\_\_\_\_ (R),  
\_\_\_\_\_ (M)

Email \_\_\_\_\_

Affix recent passport size coloured photograph (self-attested)

## **B. EDUCATION QUALIFICATION**

*(To be mentioned in chronological order starting from SSC Standard. If required, additional sheets may be enclosed)*

Degree/Examination	Year	Board/university	Subject/Specialization	% of Marks

## **C. EDUCATION QUALIFICATION SPECIFIC TO NRE OR POWER SECTOR**

(Give details along with the self-attested document)

**D. EXPERIENCE DETAIL**

*(To be furnished in reverse chronological order, starting from the present employment. If required, additional sheets may be enclosed.)*

Sr. No.	Name of the organisation	Last designation held	Period of Work	
			From	To

Note: Applicants are requested to furnish details on nature of job and responsibilities undertaken in organisation mentioned in the table above as annexure.

**E. EXPERIENCE REALTED TO NRE AND POWER PROJECTS:**

(Give Details which shall be verified at the presentation stage)

**F. OTHER SKILLS**

- Proficiency in computer details of course/training undertaken

**G. ANY OTHER INFORMATION (candidate may wish to furnish)****DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge and belief and nothing has been suppressed there from. Further I understand that in the event of any information being false or incorrect or ineligibility being detected before or after engagement, my engagement is liable to cancelled.

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**Signature**

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**Name of the Applicant****Date:****Place:**