

**Solar Energy Corporation of India Limited
New Delhi**

Ref: SECI/GM/PMC/CONS

Date: 07.02.2016

Appointment of consultant for Project Management

SECI intends to appoint one consultant for Project management of various Solar Projects/ Schemes implemented by Solar Energy Corporation of India Limited (SECI). To begin with, the selected consultant shall be responsible for overseeing the project management activities of Solar PV Project(s) being implemented by SECI in the State of Kerala.

The terms of reference (TOR) for the abovementioned assignment shall be as follows:

1) Scope of assignment:

- Finalization/ Review of Project Implementation systems for Solar/RE Power Projects/ Solar parks/ MNRE Schemes etc. and same shall be carried out during various stages of Projects/ Parks as given below:
- Project conceptualization, Project feasibility assessment, Project Design, Finalization of Project implementation plans, Finalization of Bid documents, Project execution, quantity survey, cash flow management, payment to contractors, Commissioning, Project operation , interfacing with contractors for smooth execution of contracts, etc.
- The above activities shall be carried out for the Projects owned by SECI and/or Projects undertaken by SECI on Project Management assignment (PMC) basis and/or Projects taken up by SECI on consultancy services basis or any other assignment wherein SECI is involved.
- To undertake capacity building of SECI Project management Team and standardization of systems including Quality systems.
- To take up outstation assignments for Site assessments etc. as and when required by SECI. This may also require on-site posting of the consultant during execution of the Project.
- To liaison with different authorities for the implementation of the Project.
- To undertake any other assignments/ activities apart from the above, related to Project management Domain as entrusted by SECI time to time.

2) Eligibility:

The incumbent should be an engineering graduate having worked with large (central / state) public sector companies in various fields related to large Projects preferably Power Projects/ Power Transmission systems, having a minimum experience of 20 years. The person should have worked in various areas like Project planning, Project design, Project detailed engineering, Project execution, O&M management etc. Experience of working in the state of Kerala in large public sector companies, Power sector and /or solar sector in particular will have added advantage.

3) Appointment period

An initial appointment period shall be 1 year from the date of appointment with a provision to extend further.

4) Compensation:

The method of employment will be on retainer-ship basis. The compensation shall be calculated on Man-day basis @Rs. 5000/ Man Day (Plus Service Tax as applicable), paid on monthly basis. Monthly payment shall be made after deduction of applicable taxes. The maximum Man-days/ Month shall be limited to 20 days in a month, unless otherwise agreed by SECI. Unless otherwise instructed by SECI, the selected person shall have to report to SECI Office as and when required by SECI and should report a minimum of 3 Days/ Week in SECI Office. The selected person shall submit the invoice every month supported with details of the assignments carried out. The selected person shall have to take up outstation assignments as and when required by SECI. The selected person will be entitled to travel by flight wherever required in economic class and the Tickets for such assignments shall be arranged by SECI or reimbursed based on production of documentary evidence. The man-days spent by the selected person during outstation assignments shall be included in overall monthly man-days calculated and no separate payment will be made for this. However for outstation assignments, SECI shall pay Accommodation charges/Travelling allowance/ Daily allowance as per the entitlement at GM level, in line with the policy of SECI.

5) How to apply:

Interested persons may submit their applications in sealed envelope with the complete resume indicating the Qualifications and experience relevant to the

assignment. The envelope may be super scribed as “Appointment of consultant for Project Management”

The application may be submitted preferably by hand /speed post/ Courier in the address given below

General Manger (Solar)
Solar energy Corporation of India
D-3, 1st Floor, Wing-A
Religare building
District Centre
Saket
New delhi-11017

The last date for acceptance of application by SECI shall be: 12.02.2016 (3 pm). No application shall be entertained thereafter.

6) Selection process:

After receipt of application SECI scrutinize the application based on the qualification and relevant experience of the person and the selected person shall be intimated through registered post / e-mail. No separate intimation shall be made to the unselected persons. The decision of SECI management shall be final and binding.
