

**Solar Energy Corporation of India Limited
New Delhi-110017**

Ref: SECI/SD/GM/PMC

Date: 19.09.2016

Engagement of consultant(s) for Project Management

Solar Energy Corporation of India Limited (SECI) has been assigned “Project Management Consultancy” (PMC) and other Consultancy assignments by various Organizations to set up Solar Projects on their behalf, in various parts of the country. Apart from the above, SECI has been setting up its own Projects and also implements various MNRE Schemes. To carry out such program (s) in a time bound and successful manner, SECI intends to engage Consultant(s) on Retainer basis. Individuals having vast experience in various areas of Project Management functions may apply for engagement in SECI. Such Consultants engaged by SECI shall be responsible for facilitating successful completion of various activities related to the Projects undertaken by SECI on Project Management assignment (PMC) basis and/or Consultancy basis and/or Development of Projects owned by SECI or any other assignments wherein SECI is involved.

The brief terms of reference (TOR) for engagement of the consultant(s) by SECI through this advertisement shall be as follows:

1) Scope of assignment:

- To liaison with the Clients and various stakeholders including Government Departments/ Authorities for the successful implementation of Program (s) /Projects.
- Finalization/ Review of Project Implementation Program for Solar/RE Power Projects/ Solar parks/ MNRE Schemes etc., to be carried out during various stages of development of Projects/ Parks.
- The project implementation Program shall include involvement in preparation of business proposals, Project conceptualization, Project feasibility assessment, Project Design, Finalization of Project implementation plans, Bid

process management, Project execution, quantity survey, cash flow management, payment to contractors, Commissioning, Project operation, interfacing with contractors for smooth execution of contracts, etc.

- To undertake capacity building of SECI Project management Team and streamline the Project Management Processes.
- 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 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 have a basis degree in Engineering and work experience in various aspects of Project management. The persons having experience with large (central / state) public sector companies in various fields related to Project management of large Projects, having a minimum experience of 20 years. The person should have one or more experience in various areas like Project planning, Project design, Project detailed engineering, Contract Management Project execution, O&M management etc. Persons having more years of relevant experience and Experience in Power sector and /or Solar sector will have added advantage.

3) Engagement Period

- SECI intends to select one consultant through this advertisement with an initial appointment period of 1 year from the date of appointment with a provision to extend further.
- SECI at its discretion may empanel the suitable consultant (s) for its future assignments also.

4) Compensation:

The method of employment will be on Retainer basis. The compensation payable shall be arrived in following manner unless otherwise agreed by SECI. The compensation shall be calculated on Man-day basis @Rs. 5000/ Man Day (Plus Service Tax as applicable) and the compensation shall be paid on monthly basis. The

maximum Man-days shall be limited to 20 days per month. Monthly payment shall be made after deduction of applicable taxes.

The selected person shall submit the invoice every month supported with details of the activities carried out.

For outstation assignments as and when required by SECI, the selected person (s) 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) Reporting:

The selected person (s) shall have to report to SECI Office in New Delhi unless otherwise specifically agreed upon.

6) 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. All the relevant documents should be attached with the application to prove their Qualification and Experience The envelope may be super scribed as “Appointment of consultant for Project Management”

The applications can be submitted through E-mail in following address: corporate@seci.co.in with a copy to kumarramesh@seci.co.in, abhinavkumar@seci.co.in. The hard copy of the application along with supporting documents should also be submitted 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-110017

The last date for acceptance of application by SECI shall be: 14.10.2016 (3 pm).

6) Selection process and Engagement:

The applications received by SECI shall be scrutinized based on the qualification and relevant experience and SECI may also call for personal interview if felt necessary. The persons found suitable shall be shortlisted and kept in a panel and the engagement shall be made from this Panel depending on the requirement time to time. The validity of this Panel shall be kept by SECI for a period which will be finalized based on the responses received, meeting the relevant experience for shortlisting and the requirements of SECI. The selected person (s) shall be intimated through registered post / e-mail as and when required. The persons not selected in the process shall not be given any separate intimation. SECI reserves the right to cancel this process at any point of time without assigning any reasons whatsoever or engage one or more persons for the purpose and/or short close the assignments and the decision of SECI Management shall be final and binding.
