

Himachal Pradesh Irrigation & Public Health Department

Irrigation & Public Health Division Hamirpur

Request for Expression of Interest (EoI) [Individual Consultant]

The Himachal Pradesh Irrigation & Public health department intends for taking consulting services in the field of evaluation of electricity charges bills of various WSS/LIS including energy auditing of electric bills etc.

The IPH Department now invite eligible individual consultants [“Electrical Consultant”] to indicate their interest in providing the services as per Terms of Reference (ToR). Interested consultants should provide /submit their personal information (Resume) demonstrating that they have required qualification and experience to perform Services on prescribed form as per Annexure I & II.

Terms of Reference (ToR) for the consultancy services [“the Services”] can be downloaded from www.hpiph.org

S.No	Name of Post	No of Posts
1.	Consultant (Electrical)	1

Expressions of Interest must be submitted to undersigned through mail /hard copy latest by 5:00 PM Local time on **10th August 2018**. Further information if any undersigned may be contacted.

Executive Engineer
IPH Division, Hamirpur.
Himachal Pradesh 177 001-INDIA
Telephone: +91 01972-222346
Email: iphhamirpur@gmail.com; seiph_hmr123@rediffmail.com

**Evaluation Criteria for
Electrical Consultant**

Criteria	Description	Maximum Score
1.	Educational Qualification (20%)	10
2.	Relevant Experience as per ToR (40%)	20
3.	Experience in similar conditions (Hilly area Experience) (10%)	5
4.	Past experience of working as electrical consultant with any Govt deptt/PSU's (10%)	5
5.	Presence of appropriate skills and proven ability to work proactively, initiative, interface with stakeholders and co-ordinate a multidisciplinary team (20%)	10
	Total	50

Shortlisted candidate(s) will be called to appear for interview / negotiation to finalize the monthly fee. Monthly fee or rates shall be negotiated keeping in view rates allowed/recommended in other projects of H P.

ANNEXURE-I

Paste Your passport
size photo

APPLICATION PROFORMA FOR THE POST OF CONSULTANT

Himachal Pradesh
Irrigation and Public Health Department (HZ) Hamirpur

- Name :
- Date of Birth :
- Gender :
- Educational Qualifications:
- Mobile No. :
- Email ID :
- Details of employment in the chronological order, if applicable.

(Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

- Details of courses/ training programmes attended, if any:
- Details of publication, if any:
- Languages known :
- Details of previous Consultancy, if any:
- Additional information, if any, which you would like to mention in support
of your suitability for the post. Enclose a separate sheet, if need be:
- Remark:

Date:

(Signature of candidate)

Address:

ANNEXURE-II

(To be submitted separately in a sealed cover giving expected remuneration & perks)

Paste your
passport size
photo here

APPLICATION PROFORMA FOR THE POST OF CONSULTANT

Himachal Pradesh
Irrigation and Public Health Department (HZ) Hamirpur

Name :

Date of Birth:

Gender:

Educational Qualifications:

Mobile No. :

Email ID:

Expected Remuneration & Perks:

Remarks:

Date:

(Signature of candidate)

Address:

Terms of Reference for Electrical Consultant

Duties & Responsibilities of Consultant (Electrical) :

1. Inspection of pumping stations and supervision of SOP works being executed by HPSEBL at random and to suggest/ recommend the remedial measures for efficient and economical working of existing pumping stations and to ensure the quality of SOP works.
2. To scrutinize the SOP estimates for their specifications/ capacities and cost effectiveness on sample basis and utilization certificates on completion of SOP works.
3. To scrutinize the energy bills as per prevailing HPSEBL tariff structure on sample basis and give report on genuineness of energy bills of HPSEBL & suggest corrective measure.
4. To give recommendations regarding designs/ specification/ capacities for future installation of electrical works based on departmental requirements, specifications and norms within 6 months in the shape of a recommendation report.
5. To guide and supervise automation of water supply, sewerage & irrigation schemes in department.
6. To carryout energy audit of select major schemes of the IPH department.
7. To prepare agenda to review meeting with HPSEBL at head office level and coordinate the same.
8. To draft petition for rationalization of tariff for various usage in the department with Electricity Regularly Authority time to time & vetting of replies related to disputes of the electricity.

In order to carry out the above jobs it is imperative that at least the consultant would require the full time services of one Electrical Engineer, one experienced draughtsman, one steno having knowledge of shorthand and computer typing and a multitask worker.

It is proposed that the Consultant may recruit the staff required to assist the consultant on contract basis initially for one year.

The duties and functions of the staff assisting the consultant shall be as under:-

(1) Electrical Engineer:-

He will assist the consultant in scrutinizing energy bills as per prevailing HPSEBL tariff structure. He will also assist the consultant in inspection of Pumping stations and supervision of SOP works including preparation of reports.

(2) Draughtsman:-

He will be responsible for scrutiny of SOP estimates for their correct specifications/capacities and cost effectiveness. He will also ensure that the estimates are consistent with the regulations framed by the HPERC & standing instructions of the HPSEBL. In addition he will also assist the Consultant in scrutinizing the utilization certificates on completion of SOP work by the HPSEBL.

(3) Steno/Computer Operator

He will be responsible for all the typing work as well as up-keeping of office record besides operation of Computer, Photostat & Fax etc.

(4) Multi task worker

He will carry out the duties of Peon and ensure cleanliness of office besides delivery of dak and other outdoor duties.

TERMS OF REFERENCE

Based on the above duties & functions the terms of reference for appointment of Consultant shall be as under: -

- (i) To inspect the Pumping stations on sample basis and submit to the concerned SE/EE of IPH Department a report of inspection alongwith his observations/recommendation on their working including remedial measures for better efficiency and economy.
- (ii) To give recommendations regarding design/specifications/capacities for future installation of electrical works based on departmental requirements, specifications and norms within 6 months in the shape of recommendation report.

- (iii) To scrutinize & vetting of the SOP estimates and DNIT of Pumping Machinery at random for their specifications/capacities/ compatibility and cost effectiveness.
- (iv) To scrutinize the energy bills on sample basis as per prevailing HPSEBL tariff structure and give his report on genuineness of energy bills of HPSEBL.
- (v) To supervise at appropriate level the SOP works being executed by HPSEBL at random to ensure the desired quality of work and conformation to provisions and technical specification of approved SOP estimate. In case of any flaw/deficiency is observed with regard to quality of work and there are deviations from the approved SOP estimate provision and specifications the Consultant will bring it to the notice of concerned SE/EE of I&PH Department for taking further necessary action.
- (vi) To scrutinize utilization certificates on completion of SOP work by the HPSEBL.
- (vii) To suggest measures to department to effect overall economy in power bills based on tariff structure and time schedule of HPSEBL and by improvement in design specifications of pumping machinery, electrical works and SOP installations etc.
- (viii) To assist department in design supervision and guide for automation of water supply, irrigation & sewerage schemes.
- (ix) To develop S.O.P. for inspection and maintenance of electrical motors, panels boards, MCBs & other related accessories / equipments.
- (x) To carry out Energy Audit of select major schemes of the department & prepare annual report on performances evaluations of same.
- (xi) To suggest ways & measure to optimize energy bills & efficiency of pumping machinery.

REMUNERATION & ENTITLEMENTS:-

- (i) The consultant will be paid an all- inclusive mutually agreed upon monthly remuneration, depending on qualification, past experience and his/her performance in the interview.
- (ii) The employment will be strictly contractual and will not confer any other benefit to the selected candidate.

- (iii) Office expenses and conveyance allowance (Out station) shall be paid as mutually agreed on.
- (iv) Those selected are required to enter into a contract with the Irrigation and Public Health Department in a prescribed format w.e.f. the actual date of appointment as Consultant.
- (v) The I&PH Department shall nominate a Nodal officer who will be responsible for supplying the information required by the consultant and to pass on the recommendation/ suggestions to the concerned units of the I&PH Department.

JOB LOCATION:-

Irrigation and public health department Hamirpur Zone Hamirpur. Depending upon the nature of duties assigned to the consultant from time to time, he/she may be given office space within premises of IPH Zonal office Hamirpur or may be asked to work from their own premises and submit periodic reports to the department.

DURATION OF ASSIGNMENT

The duration shall be for minimum period of one year, to be reviewed and renewed based on review of performance and work requirement.

QUALIFICATION AND EXPERIENCE

Minimum Bachelor degree in Electrical Engineering or equivalent with minimum ten years of experience in leading and managing communications and outreach programs in the social sector, preferably with experience in working with government programs.

The applicant should be a retired officer from HPSEBL from the rank of Chief Engineer/ Superintending Engineer.

Age of candidates should not be more than 70 years at the time of application.