

Term of Reference (ToR) for Empanelment engagement of Consultants for assistance to the Commission

July, 2015



UTTARAKHAND ELECTRICITY REGULATORY COMMISSION
“Vidyut Niyamak Bhawan”,
Near ISBT, P.O. Majra, Dehradun-248171

Uttarakhand Electricity Regulatory Commission (UERC) a statutory body discharging its functions under the provisions of the Electricity Act, 2003, invites applications from eligible candidates for engagement as Consultant for assisting the Commission/office of the Commission on empanelment/engagement basis:

1. Consultant (Transmission & Distribution)

(a) No. of Consultants for empanelment - 01

(b) Qualification & Experience

Qualification: B.Tech. (Electrical)

Experience: Having experience of minimum 25 years in a power utility in the field of project formulation & estimation, Construction, Operation and Maintenance of distribution & transmission system

Desirable: Knowledge of carrying out economic analysis and use of statistical techniques related to power sector.

(c) Scope of Work:

(i) Examination and scrutiny of proposals pertaining to capital expenditures/works submitted by distribution/transmission utilities.

(ii) Any other matter referred to by the Commission with regard to distribution/transmission utilities.

2. Consultant (Generation)

(a) No. of Consultants for empanelment - 01

(b) Qualification & Experience

Qualification: B.Tech. (Electrical /Mechanical)

Experience: Having experience of minimum 25 years of working in a Generation company involved in hydro generation.

Desirable: Knowledge of carrying out economic analysis and use of statistical techniques related to power sector.

(c) Scope of Work:

(i) Examination and scrutiny of proposals pertaining to capital expenditures/works submitted by hydro/thermal generation utilities.

(ii) Any other matter referred to by the Commission with regard to hydro/thermal generation utilities.

3. Terms & Conditions for Consultant (Transmission & Distribution and Consultant (Generation)

- (a) The selected consultant shall be empanelled for a period of one year, subject to curtailment or extension at the discretion of the Commission.
- (b) During the empanelment period, as and when the Commission requires any assistance for carrying out the works as per para (1) (c) & para (2) (c) above, the consultants may be engaged by an Office Order including the terms & conditions namely the fee, period of completion of assignment, type of deliverable required etc. provided therein.

4. Consultant (Information Technology)

(a) No. of Consultants for engagement - 01

(b) Qualification & Experience

Qualification: B.Tech (Computer Engineering/IT)/ MCA.

Experience: Having experience of minimum 3 years of serving in a large company in the IT field and should have worked on computer Networks, Systems and Software Architectures, Databases, Windows Server, Web development, Information Security and should have Working knowledge of Database queries.

(c) Scope of Work: To assist the IT division of the office of the Commission in carrying out following works:

- (i) For drawing IT Security Policy & Audit Policy and Framework. Also, prepare the Commission office for implementation of such policies accordingly.
- (ii) Preparing the Commission for Vulnerability Assessment Audit Exercise and implement Information Security Management System (ISMS) in line with ISO 27001 Information Security Standards.
- (iii) Establishment of Disaster Recovery Plan in perspective of the Commission.
- (iv) UPCL Billing Data Analysis using Structured Query Language (SQL).
- (v) Improvement of the Commission's Website using web tools.

5. Consultant (Accounts-I)

(a) No. of Consultants for engagement - 01

(b) Qualification & Experience

Qualification: Master Degree in Commerce or CA/ICWA

Experience: Having experience of minimum 15 years in management accounting, managing office payrolls, budget, audit and preparation of account statements.

(c) Scope of Work: To assist the Accounts division of the office of the Commission in carrying out following works:

(i) Voucher preparation

(ii) Cash book writing

(iii) Accounting Software (Tally-9) Operations

(iv) Preparation, maintenance and updation of Accounting Registers viz. Pay register, CPF, CPS, TDS, PI, Temp. Advance, Misc. Advance, Securities, Receipts, Mobile/Landline, Medical etc.

(v) Checking & compilation of Income Tax calculation statements

(vi) Submission of information for TDS return filing (Quarterly/ Annually)

(vii) Preparation of Fixed Assets Register/Depreciation

(viii) Preparation & reconciliation of monthly statements

6. Consultant (Accounts-II)

(a) No. of Consultants for engagement - 01

(b) Qualification & Experience

Qualification:

- Graduate Degree
- Person retired from central Govt./CPSUs/State PSUs in the relevant field would only be considered.

Experience: Having experience of minimum 15 years in management accounting, managing office payrolls, budget, audit and preparation of account statements.

(c) Scope of Work: To assist the Accounts division of the office of the Commission in carrying out following works:

(i) Bill scrutiny, pass order for payment

(ii) Cheque register writing (Expenditure A/c & Commission Fund A/c)

(iii) Cheque writing (Expenditure A/c & Commission Fund A/c)

(iv) Cash handling, cash/DD/TDR/CDR receipts and deposition

(v) Adjustment & Closing of Permanent Imprests (Petty expenses)

- (vi) Adjustment & Closing of Temporary Advance being opened from time to time in the name of officers/employees/Drivers (Petty expenses)
- (vii) Reimbursement of Medical claims (OPD & IPD)
- (viii) Reimbursement of T.A. claims
- (ix) Salary bill preparation & Payment and preparation of monthly Pay Slips
- (x) Statutory deductions & remittances of Income Tax, EPF, GPF, CPF, CPS and others.
- (xi) Works related to terminal benefits viz. preparation & remittances of Pension, Gratuity & Leave Salary Contribution (Regular/Deputation) etc.
- (xii) Preparation of CPF Annual Cont. Statements.

7. Terms & Conditions for Consultant (IT), Consultant (Accounts-I) & Consultant (Accounts-II)

- (a) The engagement will for a period of one (1) year subject to curtailment or extension at the discretion of the Commission.
- (b) The consolidated fee will be Rs. 40,000/month.

8. General Terms & Conditions for all Consultants :

- (a) The Commission may hold review meetings, as and when needed, with the consultant.
- (b) The consultant shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected during discharge of his function, without the express written consent of the Commission. The consultant shall be duty bound to hand over the entire record of assignment to the Commission before the expiry of the contract.
- (c) Normal working hours will be 9.30 a.m. to 6.00 p.m. (5 days a week) including half an hour lunch break. The personnel may also be called on a Saturday, Sunday and other gazetted holidays, and required to sit beyond normal working hours in case of exigencies of work.
- (d) Leaves for Consultants shall be governed by the UERC (appointment of consultants) Regulations 2004 and the amendment issued from time to time.
- (e) In case of tour outside Dehradun, the Commission will reimburse the expenses for journey undertaken for official work by the Consultants as per the entitlement of last post held by the Consultant in the Govt. Department in case of retired Govt.

officer or equivalent to the post of Assistant Director in UERC whichever is applicable.

- (f) TDS shall be deducted as per Income Tax Rules.
- (g) The assignment may be terminated earlier by either employer or employee by giving one month's notice or one month's salary in lieu thereof. Provided, in case of disciplinary action, the notice period shall not apply to UERC.
- (h) Appointment under this assignment shall be on purely contracted basis for a limited period only. Such appointment shall not vest any right to claim for regular appointment or continued contractual appointment in UERC.
- (i) UERC reserves the right not to fill up all or any of the above-mentioned positions.
- (j) Only short-listed candidates will be called for an interaction with the Selection Committee.
- (k) Interested and eligible candidates may send their applications, in the prescribed attached format along with requisite documents/certificates to the Assistant Director (Administration), Uttarakhand Electricity Regulatory Commission (UERC), Vidyut Niyamak Bhawan, Near ISBT, PO- Majra, Dehradun-248171 latest by 10.08.2015 through registered/speed post only.
- (l) The Commission reserves the right to reject all the applications received against this ToR.

(Neeraj Sati)
Secretary