



EXPRESSION OF INTEREST - (EOI) FOR ENGAGEMENT OF HR CONSULTANTS

EOI ISSUE DATE: 10:00 PM, 05.08.2021

LAST DATE FOR SUBMISSION: 04:00 PM, 31.08.2021

Sealed envelope by eligible applicant should be forwarded to:
DY GENERAL MANAGER (HRD) MPPR
OPTCL, Janpath, Bhubaneswar-751022

1. INTRODUCTION:

ODISHA POWER TRANSMISSION CORPORATION LIMITED (OPTCL), one of the largest Transmission Utility in the country was incorporated in March 2004 under the Companies Act, 1956 as a company wholly owned by the Government of Odisha to undertake the business of transmission and wheeling of electricity in the State. The registered office of the Company is situated at Bhubaneswar, the capital of the State of Odisha. Its projects and field units are spread all over the State.

OPTCL has organization hierarchy consisting of Circles, Divisions and Sub-divisions for functional areas of Construction, Operation & Maintenance, Telecom, Stores and Civil along with headquarters division consisting of multiple administrative offices.

Presently the Company is carrying on intra state transmission and wheeling of electricity under a license issued by the Odisha Electricity Regulatory Commission. The Company is also discharging the functions of State Load Despatch Centre. The Company owns Extra High Voltage Transmission system and operates about **14,839.435 ckt. kms** of transmission lines at 400 kV, 220 kV, 132 kV levels and **165 nos.** of substations with transformation capacity of **22,341 MVA** having **425 nos.** of transformers.

OPTCL undertakes the following functions:

- Transmission of electricity through EHT Intra-State transmission system.
- Discharges all functions of planning and coordination relating to intra-state transmission system with PGCIL, NTPC and other generating companies supplying power.
- Supplies emergency power to CGPs and wheels CGPs' power to their industries located elsewhere, inside the state.
- Conveyance of power incidental to Inter-State transmission
- Transmission of power for both long term and short term open access customers as per OERC (Orissa Electricity Regulations Corporation) regulations, 2005.
- Ensures development of an efficient, coordinated and economical system of Intra-State transmission lines for smooth flow of electricity from generating stations to the load centres.

2. OBJECTIVE:

This Expression of Interest ["EOI document" or "EOI"] has been prepared exclusively for the purpose of inviting proposals from HR Consulting Firms hereinafter referred to as "The Consultant" for undertaking "HR Consulting Work for framing of different policies and developing performance Management System considering the emerging business scenario at OPTCL".

3. DURATION OF ENGAGEMENT

The engagement shall be for a period of One (01) year.

4. SCOPE OF WORK:

In the light of above and considering the current organisational dispensation, HR needs commensurate with the business volumes, the following key issues are to be taken up by external consultant.

- I. Framing of Different Policies:
 - a. Officers Service Regulation including Recruitment, Seniority and Promotion Policy.
 - b. Revision/ Updation of Standing Order
 - c. Framing of Training Policy and Manual
- II. Development of KPI/KRA based Performance Management System and Competency Mapping.

Note: The Agency can submit the proposal for either of the above work (i.e 4(I) or 4(II)) OR submit the proposal for both of the above (i.e 4(I) and 4(II))

Eligibility Criteria:

OPTCL invites consultancy firms/ organisations to submit their EOI to demonstrate their successful performance track records & HR Competencies in PSU environment for diagnostic survey design, implementation/ roll out of competency based e-PMS. The eligibility criteria are mentioned below:

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The HR Consultant should be a consulting firm/company/body registered or incorporated in India.	Certificates of incorporation OR Registration Certificates
2	Experience	The bidder must have completed/assigned at least three HR consulting works/assignments of Government Organization/ PSU / reputed Private Organisation in last three years from the last date of submission of the EOI.	Copy of Work Order & Satisfactory Work Completion Certificates from the client

5. SUBMISSION OF PROPOSALS:

The HR Consultant should submit their proposal in **Form I** along-with documentary evidence and self- declaration as required in Prescribed Annexures given in **Form II** . Only those who fulfil all the eligibility criteria are eligible to participate in the EOI. HR Consultant are not barred from producing any additional evidences or testimonials other than the ones asked for in this EOI which may be relevant.

The offer for EOI as per this document shall be valid for a period of 180 days from date of submission which may be extended further if required, at the discretion of OPTCL.

Consultant shall bear all costs associated with preparation and submission of its proposal. Any deviation from the prescribed Forms and Annexures will entail the Consultant for disqualification. The Consultant should ensure that all the Forms and Annexures should be serially numbered and all pages duly signed by the Authorized Signatory.

6. TIME - LINE FOR SUBMISSION OF THE PROPOSAL:

Proposal should be submitted during office hours (10.30 AM to 5.30 PM) but not later than 4:00 pm IST on 31.08.2021 , in hard copies in a sealed cover superscribed as “**Proposal for HR Consultant**” within the stipulated timeline to “**DGM-HRD, MPPR, OPTCL HQRS, Janapath, Bhubaneswar-751022**” through speed-post, courier, Regd. AD . OPTCL will not be responsible for delay in postal or courier delivery.

7. EVALUATION PROCESS:

- I. EOIs shall be screened by Evaluation Committee of OPTCL as per eligibility criteria and based on the documents submitted as listed out in **Form No.II**.
- II. The Consultants whose proposals fulfil the eligibility criteria shall be required to make a presentation on the prescribed date and time to be intimated later. The Presentation should cover, inter-alia, the details of execution of similar projects in the past, clarity and understanding of Scope of Work given and showcase their approach for execution of Scope of the Work and various deliverables with specific timelines.
- III. The Evaluation Committee shall shortlist a maximum of Top Three Consultants (in case the number of Eligible Proposers are less than three, all will be shortlisted) based on their presentations as also taking into consideration the past experience of handling similar kind of projects, strength and qualification of their manpower of the Proposer, financial strength, Completion of consultancy with automation, etc.. The decision of the Evaluation Committee shall be final in this regard.
- IV. OPTCL will take up references and reserves the right to pay due heed to the Consultant's performance elsewhere and any past experience with OPTCL.
- V. Shortlisted Consultants will be issued Bid Documents containing detailed Scope of work/ Terms of Reference, deliverables, payment terms, other terms and conditions etc. and have to submit their Bid in a sealed envelope as per the procedure, details, formats furnished thereupon.
- VI. The bidder quoting the lowest rate in response to the Bid issued shall be declared as successful bidder. However, in case of bidders quoting the same lowest rates, the bidder who has scored more marks in shortlisting process (for issuance of Bid) shall be declared as the successful bidder. The successful bidder will be required to execute a contract with OPTCL, the terms of which will be largely based on the bid document to be issued in later stage.

The Evaluation Committee reserves the right and therefore may waive any minor insufficiency, non- conformity or irregularity in the response to the EOI that does not constitute a significant material deviation provided such waiver does not prejudice or affect the shortlisting of any Consultant. No query shall be entertained from any unsuccessful Bidder by OPTCL.

8. CONFIDENTIALITY OF DATA AND DOCUMENTS:

- I. The intellectual Property Rights (IPR) of the data collected as well as deliverables produced for OPTCL shall remain with OPTCL.
- II. The Consultant engaged, shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for OPTCL, without the express written consent of the Competent Authority.
- III. The consultant shall be bound to return/hand-over all the records of assignment to authorized officer/ authority before the expiry of the contract and before the final payment is released by OPTCL.

9. CONFLICT OF INTEREST:

- I. OPTCL may terminate the contract of engagement of the consultant in following conditions:
 - a) Consultant is unable to address the assigned work;
 - b) Quality of the work is not satisfaction of the concerned Trade/service divisions;
 - c) The consultant fails in timely achievement of the milestones as finally decided by OPTCL.
 - d) Consultant is found lacking in honesty and integrity.
- II. OPTCL reserves the right to terminate the engagement by serving 15 days written notice on the consultant. Termination shall be affected on the day right after the completion of 15 days of delivery of such notice.

(On Letterhead of the Agency)

Form-I

PROPOSAL FOR ENGAGEMENT

To
The Deputy General Manager (HR),
OPTCL, Bhubaneswar

Subject: **EOI dated 05.08.2021 regarding Engagement of HR Consultant to design, develop, integrate, implement and support end to end human resource management solution for emergent business scenario.**

Dear Madam/Sir,

With reference to your EOI dated 05.08.2021 we, having examined and understood the contents of the document including all annexures hereby submit our Proposal for engagement of human resource consultant (HR Consultant) to design, develop, integrate, implement and support end to end human resource management solution and the Proposal is unconditional and unqualified.

1. We agree to keep this offer valid for 180 days from the date of submission of Proposal specified in this EOI.
2. We agree and undertake to abide by all the terms and conditions of this EOI.

We submit this Proposal under and in accordance with the terms of this EOI. Our Proposal is consistent with all the requirements of submissions as stated in this EOI and will be kept compliant in case of any subsequent communication from OPTCL.

We confirm that the information submitted by us in our Proposal is true and correct.

Yours Faithfully,

Authorised Signatory
Full Name: (In Capital Letters)
Designation:

FORMAT FOR EOI RESPONSE

Following details may be furnished by the interested companies:

Note: Separate sheets may be used wherever necessary.

1. Name & Address of the Organisation:
2. Type of Organisation :
3. Name & Designation of the concerned officer to whom all references shall be made :
4. Fax nos.:
5. Phone nos. / Mobile Nos. :
6. E-Mail ID :
7. Chief of the Organization :
E-mail Id:
Telephone:
8. Total No. of Employees/Manpower Strength:
9. Documents to be attached as per Annexure-A
10. **Manpower:** Manpower Strength of the firm to be furnished.
11. **Educational Qualification, Certification in HR Competencies & Experience:** Educational Qualification and Experience of the Project Team Members to be furnished.
12. **Additional Information:** Additional information may be provided if any.
13. Name & address of local representative, if any :

Place :

Date :

Signature of Party:

Name in Full:

Designation/Status:

Company Seal:

DOCUMENTS REQUIRED TO BE SUBMITTED FOR FULFILLING ELIGIBILITY CRITERIA

S. No.	Criteria	Documents Required
1	The HR Consultant should be a consulting firm/company/body registered or incorporated in India.	Certificates of incorporation OR Registration Certificates
4	The bidder must have completed/assigned at least three HR consulting works/assignments of Government Organization/ PSU / reputed Private Organisation in last three years from the last date of submission of the EoI.	Copy of Work Order & Satisfactory Work Completion Certificates from the client.
6	The Consultant should not have been blacklisted by any Central /State Govt. /PSU /Autonomous body of the Govt. in last 05 years as on the last date of submission of proposal	Undertaking on Consultant's letterhead as per Annexure "B".
7	The selected Consultant shall not be allowed to assign the work under this EOI to any other party.	Self-Declaration on Consultant's letterhead.
8	Authorization to sign the proposal	Power of attorney or duly signed authorization letter (by power of attorney holder, copy of which to be attached).

Certificate of Authorisation & No Blacklisting

I _____ son /wife of Shri
_____ am the Proprietor/Director/Partner/
Authorized Signatory of M/s _____ and do
hereby solemnly affirm and declare as under:

a) That I am the Authorized Signatory of M/s
_____.

b) That we M/s _____ have not been blacklisted and/or debarred by
any Central /State Govt./PSU/ Autonomous body of the Govt. in last 05 years as on the date of
submission of the proposal.

In case the above declaration is found to be incorrect or wrong, the contract, if awarded to us, shall be terminated immediately and the Organisation shall be liable to be blacklisted/debarred for future works/contract with OPTCL. Any such action shall, however, be without prejudice other rights of OPTCL including indemnifying losses under the law.

The above declarations are given in accordance with Proposal conditions.

(Authorized Signatory)

(Name of the signatory along with seal)

Note: - The signatory should not affect any variation in the text of declaration. Declaration in any other form shall not be acceptable and shall render the Consultant for disqualification of the Proposal.