

PFC Consulting Limited

(A wholly owned subsidiary of Power Finance Corporation Ltd., Govt. of India undertaking)

Ref No.: 08/Adv/2021/Appt/02

Date: 27.08.2021

PFC Consulting Ltd. invites applications for engagement of an Individual Advisor having technical and functional knowledge in the field of **Supervision & monitoring of works related to erection & installation of Meters, Feeders (HT and LT) and Distribution Transformers and works related to meter reading, connections/ disconnections, billing, collection etc.** Applicant should be empanelled in **Area Code A3 (Distribution)** with PFCCL.

1. Scope of Work and other details is as given below:

1.1 Project Planning

- a. To carry out extensive day-to-day coordination with officials of HPSEB Ltd., State Govt., PFCCL, PFC, Advanced Metering Infrastructure (AMI) Implementing Agency appointed by PFCCL as well as local administration in Shimla and Dharamsala with respect to HPSEB Smart Metering assignment.
- b. To coordinate with the AMI Implementing Agency for ensuring that the site survey report, Detailed Project Report (DPR) and Project Implementation Plan are prepared in a timely manner.
- c. To facilitate data collection from various field offices in a timely manner for the preparation of Project Implementation Plan.

1.2 Project Monitoring & Supervision Activities in Shimla and Dharamsala during Project Implementation Period

- a. Assistance in supervising & monitoring the implementation of the project to ensure completion within the stipulated timelines.
- b. Identification of anticipated bottlenecks in project implementation & preparation of remedial action plan in consultation with PFCCL, HPSEB and AMI Implementing Agency
- c. Assisting in verifying & approving the survey reports and network drawings submitted by AMI Implementing Agency.
- d. Day-to-day supervision, coordination & monitoring (including certification) of receipt & issuance of meters & other materials at site, their proper storage and installation by AMI Implementing Agency.
- e. Assist in planning, monitoring and controlling the project in most cost effective manner; ensure quality workmanship, safety & security and regular follow-ups with AMI Implementing Agency for implementation of the Project within the estimated cost and time schedule.
- f. To inspect & evaluate the construction work and wherever necessary clarify any decision, offer interpretation of the drawings/ specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and update PFCCL & HPSEB on regular basis.
- g. To render advice, recommendations and improvement measures on actions, as may be required as well as advice in a timely manner on progress, potential issues, variations or potential variations.

- h. To assist in creation and maintenance of a robust framework for day-to-day project accounting in order to reflect detailed project expenditure in a real-time manner.
- i. To assist in ensuring that the AMI system is integrated with the existing application/ systems of HPSEB as per HPSEB's requirement
- j. To assist in preparing weekly/ monthly/ quarterly physical & financial progress reports for submission to HPSEB and the Nodal Agency.
- k. To assist in ensuring that the work at sites proceeds in accordance with the contract documents/ engineering plans/ drawings and to exercise time and quality controls.
- l. To assist in formulation of the best organizational structure for HPSEB, creation of sufficient team for the project keeping in view the future rollout of Smart Meters and giving recommendations for making suitable changes in the business processes of HPSEB

1.3 Quality Monitoring in Shimla and Dharamsaladuring Project Implementation Period

- a. To assist in finalizing Quality Assurance (QA) Plan with AMI Implementing Agency.
- b. To assist in carrying out performance tests like Factory Acceptance Tests (FAT), Site Acceptance Test (SAT) etc. and regular Field Quality Inspections of the installed infrastructure jointly with PFCCL and HPSEB.
- c. Identification of the defects, if any, and get the same corrected by the AMI Implementing Agency
- d. Joint inspection (along with representative of HPSEB) of material at site on sample basis

1.4 To assist in finalizing Operation & Maintenance Manuals with AMI Implementing Agency.

1.5 To assist in ensuring Operational Acceptance of the project.

1.6 To assist in facilitating regulatory approvals.

1.7 To assist in providing installation record/ certificate to HPSEB indicating the date of installation, service dates, serial number, capacity, make etc. of AMI infrastructure.

1.8 To assist in submission of checklist of documents wherein approvals of HPSEB are required.

1.9 Coordinating, following up, attending meetings/ conferences, making presentations to PFCCL/ HPSEB/ PFC/ MoP or any other agencies/ organizations/ authorities, as may be required and desired by PFCCL

1.10 Project Monitoring & Supervision Activities in Shimla and Dharamsaladuring Operation & Maintenance (O&M) Period

- a. Assistance in supervising & monitoring of the project during O&M Period as per the Service Level Agreements (SLAs) agreed with the AMI Implementing Agency
- b. Assistance in preparing weekly/ monthly/ quarterly reports for submission to HPSEB & the Nodal Agency.

1.11 Project Closure & other related activities

- a. Assistance in recording and submission of as-built vendor data to HPSEB

- b. Assistance in providing an operation & maintenance manual in consultation with AMI Implementing Agency to be followed by HPSEB
- c. Assistance in preparation of reconciliation statement and closure report
- d. Assisting HPSEB in keeping record for unforeseen circumstances during execution
- e. Assisting HPSEB in taking over the executed works

1.12 Managing the site offices of PFCCL in Shimla and Dharamsala

1.13 All other associated works which are not listed above but are essential for successful completion of the assignment are deemed to be included in scope of work without any cost implication to PFCCL

1.14 Any other work as may be assigned from time to time by PFCCL.

2. Minimum Experience required : 30 Years

3. Base station: Shimla, Himachal Pradesh (However, Advisor may require to travel outside Shimla if work mandates)

4. Period of Engagement: Initially 12 months. May extend if work mandates.

5. Monthly Remuneration and other Allowances: Shall be fixed as per suitability of experience with respect to scope of work, years of experience and last designation held by the Individual.

Interested candidates who are empanelled in Area Code **A3 (Distribution)** with PFCCL may apply in the format enclosed at **Annexure-I**

Applicants are required to send their applications latest by **3rd September 2021*, 17: 00 hrs** to the following address:

Chief General Manager (PE-II),

PFC Consulting Ltd,

9th Floor, A wing, Statesman House,

Barakhamba Lane, Connaught Place,

New Delhi-110001

Ph.: 011-23443925

Email: pfcl.hr@pfcindia.com

Application received after 3rd September 2021*, 17: 00 hrs would not be considered. Applicant can also send scanned copy of the application.

Annexure-I

Date: _____

To

**Chief General Manager (PE-II),
9th Floor, A wing, Statesman House,
Barakhamba Lane, Connaught Place,
New Delhi-110001,
Ph.: 011-23443900**

Email: pfccl.hr@pfcindia.com

Sir,

I _____, currently Empanelled with PFC Consulting Limited as an Individual Advisor in the area code _____.

I would like to apply for the post of Individual Advisor, advertise through Ref. No. :_____.

Thanking You,

Yours sincerely,

Signature:

Name of Applicant: