



Notice Inviting Expression of Interest (Eoi)

(Eoi invited through e-Tendering mode only)

Empanelment of Individual Consultant for CSR activities

No. RECPDCL/AGM/CSR/EOI/2014/647 Dated.:04/07/2014

By



REC Power Distribution Company Limited
(A wholly owned subsidiary of REC, a 'Navratna CPSE'
under the Ministry of Power, Govt of India)

Corporate office

1016-1023, Devika Tower, Nehru Place,
New Delhi-110019

Telefax : 011-44128768

Website : www.recpdcl.in

Description of task, qualification required, Eoi submission format and procedure is available on RECPDCL website (www.recpdcl.in), REC website (www.recindia.com), Central Publication Portal (www.eprocure.gov.in).

Important Dates for E- Tendering mode	
Date of Release of NIT	04.07.2014
Last date for queries / seeking clarification	15.07.2014
Last date of submission of Eols	21.07.2014 up-to 15:00 hrs.
Date of Opening of EOI response	21.07.2014 at 16:00 hrs.
Date & time of presentation	will be intimated later

Note:

Online registration on e-tendering website i.e. www.tenderwizard.com/REC shall be open till **21.07.2014 up to 15:00hrs.**

**-Sd-
(S.C. Garg)
Addl. General Manager (Tech.)**

[This document is meant for the exclusive purpose of consultant against this Eoi and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]



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SECTION-I **EOI INFORMATION**

Name of the assignment: **Empanelment of professionally qualified highly experienced individual Consultant for CSR activities.**
Important information

Sl. No.	Event	Information to the agencies
1	Date and Time of Release of Eol	04.07.2014 at 15.00Hrs.
2	Last Date & Time for online Submission of Eol response	21.07.2014 Up-to 15:00 hours
3	Last date for queries / seeking clarification	15.07.2014
4	Date of Opening of Eol response	21.07.2014 at 16:00 hours
5	Eol document	The details can be downloaded free of cost from the websites www.recpdcl.in (or) portal.recpdcl.in (or) www.recindia.com (or) www.eprocure.gov.in (or) www.tenderwizard.com/REC
6	Processing fee	No processing fee
7	Date & time of presentation	will be intimated later
8	Address for communication	REC Power Distribution Company Limited., 1016-1023, 10 th Floor, Devika Tower, Nehru Place, New Delhi-110019, India. Telefax : +91-11-44128768, Phone:+91-11- 44128760/67, Email- recpdcl@rediffmail.com
9	Contact Person	Sh. S.C. Garg, Addl. General Manager (Tech) Phone:011-44128753; Fax:011-44128768 Email-recpdcl@rediffmail.com



SECTION-II **PREFACE**

REC Power Distribution Company Limited, hereinafter referred as “**REC PDCL**” or “**REC Power Distribution Company Limited**” is a wholly owned subsidiary of Rural Electrification Corporation Limited (A ‘Navratana’ Company and Government of India Enterprise) has been in operation for the last six years and carrying out third party inspection of works executed under RGGVY 10th Plan & 11th Plan Projects and also carrying out an independent quality and quantity inspection of distribution net work executed under various Power utilities.

2.1 Work Executed and Under Execution

The company has not only excelled in the area of Third Party Inspection (TPI) but also set its quality benchmark in preparation of DPRs through GPS based field survey. Its reports have been widely appreciated at various platforms in general and our valued customers in particular. During the financial year 2013-14, the company has set the benchmark as follow:

- Preparation of 98 DPRs under RGGVY 12th plan and 33 DPRs under RE works for Rajasthan Discoms.
- Third party Inspection (TPI) of more than 11000 Villages as REC Quality Monitors.

Executed other works like Material Inspection, Cost Data Preparation, Project Management Consultantancy work under RGGVY, MRI based billing during the Financial Year 2013-14.

In order to meet the requirement, support and building internal strength, the proposal for individual consultants in assisting for the CSR activities is prepared.

In view of further building the strength and widening its scope of operations **REC Power Distribution Company Limited now intends to empanel technically and professionally qualified highly experienced individual Consultant for the CSR activities.** The document of EoI comprises the following:

- (i) Section I- EOI Information
- (ii) Section II- Preface
- (iii) Section III- Scope of Work
- (ii) Section IV- Instruction to the Consultant
- (iv) Section V- Eligibility/Qualifying Criteria
- (iv) Section VI- EoI Evaluation Methodology
- (v) Section VII- General Condition of the Contract
- (vii) Section VIII- EOI Forms

Consultant are requested to note that no deviation, whatsoever, are permitted by REC PDCL to any of the provisions of the EoI Documents and that the Consultant shall comply with all the requirements of the EoI Documents.

REC PDCL shall not be responsible for any delay or server problem etc. and reserves the right to reject any or all offers without assigning any reasons thereof.



SECTION-III **SCOPE OF WORK**

3.1 Scope of Work

Brief outline of works for which RECPDCL is looking for empanelment of individual Consultant are given below.

Consultant has to choose their core competency areas. These areas should be chosen after much thought in which consultant can provide the consultancy by adopting the approach of “consultancy from concept to commissioning”. However, consultant may also opt to indicate their preferential area/(s) in which he/she feels to provide his/her expert consultancy services, effectively. Such preferential areas should be indicated in separate column/place provided in the format.

Consultant has to prove their competency by submitting either through case studies or write ups to carry out the each core competency activity and same shall be discussed/ presented before the evaluation committee. Preferential areas indicated shall also be discussed by the evaluation committee and a decision shall be taken by the committee to consider the consultant for core competency areas & preferential areas as well.

The consultant may be engaged for conducting, super wising and to complete the entire assignment in a time bound manner as per the requirement of REC PDCL. Consultant shall assist REC-PDCL for all the activities wherever REC-PDCL requires for it.

RECPDCL now planning to undertake assignments related to CSR activities broadly as follows.

1. Updates of CSR related Policies and other developments/ happenings within the country and across the globe.
2. Initiatives relating to CSR with the Institutions, Corporates etc.
3. Initiatives in collaboration with NGOs/ Specialised agencies working for Social upliftment, Environment conservation etc.
4. Establishment of system for preparing CSR projects selection, its scheduling, need assessment, base line survey etc.
5. Establishment of system for evaluation and audit of process, systems at Corporates and preparing their Sustainability Report
6. Establishment of system for monitoring, evaluation and audit of CSR projects of Corporates
7. Establishment of system for carrying out due diligence of NGOs, Specialised Agencies engaged with Social Work
8. Establishment of system for instituting CSR Awards for Corporates, NGOs, and Specialised Agencies engaged with Social Work.



SECTION-IV **INSTRUCTIONS TO CONSULTANT**

4.1 Submission of Eols

Consultant shall submit their responses online through e-tendering website www.tenderwizard.com/REC

A. The submission and opening of Eols will be through e-tendering process.

Consultant can download Eol document from the RECPDCL web site i.e. <http://www.recpdcl.in> or portal.recpdcl.in or www.recindia.com or eprocure.gov.in and e-tendering regd. link is given in RECPDCL website i.e. www.tenderwizard.com/REC

(Note: To participate in the e-Eol submission, it is mandatory for consultant to have user ID & Password. For this purpose, the consultant has to register them self with REC through tender Wizard Website given below. Please also note that the consultant has to obtain digital signature token for applying in the Eol. In this connection vendor may also obtain the same from tender Wizard.)

Steps for Registration

- (i) Go to website <http://www.tenderwizard.com/REC>
- (ii) Click the link 'Register Me'
- (iii) Enter the details about the E-tendering as per format
- (iv) Click 'Create Profile'
- (v) E-tender will get confirmation with Login ID and Password

B. Steps for application for Digital Signature from Eol Wizard:

Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided therein. In case of any assistance you may contact RECPDCL officers whose address is given at the Eol.

Eol to be submitted through online mode on website www.tenderwizard.com/REC in the prescribed form.

C. The Consultant qualifying the above criteria should upload Eol document with duly signed soft copy of the documents given below for the pre-qualification response:

- i. Form-I ----- letter of submission of EOI
- ii. Form-II -----CV of the Consultant
- iii. Form-III-----Professional Experience of the Consultant

The all document should be addressed to.

Addl. General Manager (Tech)
REC Power Distribution Company Ltd.
1016-1023, 10th Floor,
Devika Tower, Nehru Place,
New Delhi - 110019

(Note: All papers that comprise the Eol document of the concerned Eol must be numbered. An index of each page should also be provided.)



4.2 Delivery of Eols

- i. The Eol should be submitted through online upto the date, time specified in Section - I.
- ii. Eols received through FAX or e-mail will not be accepted for consideration.

4.3 Signature of Eols

(a) The Eol must contain the name and place of residence of the person making the Eol and must be signed by the Individual Consultant.

4.4 Last date for Submission of Eols

(a) Eols will be submitted through online at the mention webpage which is specified in Section -IV, not later than the time & date mentioned in the Section-I. and as per amendment issued thereafter.

(b) The REC PDCL may, at its discretion, extend the last date for the submission of Eol.

4.5 Modification and Withdrawal of response of Eols

No modification in the response submitted by the Consultant shall be permitted after submission of Eol.

4.6 Processing Fee:

There is no processing fee for the above Eol, however the current Eol is through e-tendering mode, so the consultant whosoever participating in the Eol shall require to pay regd. fee to open an account on E-tender webpage and also should have digital signature which is mandatory for e-tendering.

4.7 Period of validity of Empanelment

Empanelment shall be initially for a period of Two years, which may be renewed for further period(s) at the sole discretion of RECPDCL.

4.8 Understanding of Eol

A prospective consultant is expected to examine all instructions, forms, terms, specifications and requirements in the Eol and fully inform himself as to all the conditions and matters which may in any way affect the scope of work or the cost thereof. Failure to furnish all information required by the Eol will be at the Consultant risk and may result in the rejection of its Eol.

4.9 No Deviations

(a) Eols containing any deviations from provisions in the invitation of Eol will be considered as non-responsive and such Eols shall not be considered for evaluation.

(b) Consultant should submit a certificate as per the Performa given under FORM-I (Letter of submission) at the **time of online submission of Eols confirming that the stipulation of all the clauses of Eol are acceptable to them and they have not taken any deviation. In the absence of such certificate, the Eol is liable to be rejected.**



(c) Completeness of Eol is key to the evaluation and selection, the Consultant have to ensure that the expressed Eol is prepared in line with invitation of Eol including instructions to Consultant. The Eol quality will be a reflection of the Consultant' capabilities and interest in the assignment. Presentation of individual Consultant would be the another important way for presenting the capability and experience of individual and hence should be supported with proper relevant case studies

4.10 Price Basis

The consultant shall be paid on per day fixed basis Rs. 5000/-; however minimum payment hour would be half day. Consultant would also be entitled for outstation TA/DA in case of any approved visit to the site location equivalent to E3 of REC for Consultant.

All the taxes and duties etc. as admissible shall be payable separately. No escalation for any reason whatsoever shall be allowed over and above the Eol price. Income tax at source will be deducted by REC PDCL as per the applicable law and regulation and TDS certificate shall be issued to the selected consultant by REC PDCL.

The engagement of consultant shall be mainly on per day basis as per actual requirement. The minimum unit of engagement shall be half a day. The consultant shall carry his work with his presence at the RECPDCL office or at the place as required by REC PDCL.

4.11 Corrigendum

At any time before the last date of submission of Eols, the REC PDCL may, for any reason, whether at its own initiative or in response to a clarification requested by a Consultant, modify the Eol document. The amendment will be posted on the website and will be binding on the Consultant and the Consultant will give due consideration to the same, while they submit their Eols, and would invariably enclose documents/ information, as required, on account of the amendment, as a part of the Eol. REC PDCL may, at its discretion, extend the deadline for the submission of Eols.

4.12 Cost and expenses of Eol

The consultant shall bear all costs and expenses of any nature associated with the preparation and submission of its Eol including post Eol discussions, presentations, etc, and the REC PDCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Eol evaluating process.

4.13 Disclaimer

(a) "This Expression of Interest (Eol) has been prepared by the REC POWER DISTRIBUTION COMPANY LIMITED (REC PDCL) to empanel technically and professionally qualified highly experienced individual Consultant for various activities in CPSE/PSU/ State Govt. Organization .

(b) All information submitted in response to the Eol become the property of REC PDCL and REC PDCL does not accept any responsibility for maintaining the confidentiality of the material submitted or any trade secrets or proprietary data contained therein.



(c) In submitting an Expressed EoI in response to the EoI, the consultant certify that he understands, accepts and agrees to the disclaimers on this page. Nothing contained in any other provision of the EoI nor any statements made orally or in writing by any person or party shall have the effect of negating or superseding any of the disclaimers set forth herewith.”

SECTION-V **Eligibility/ Qualification Criteria**

The Consultant intending to be empanelled for areas specified in Section-III should fulfill the following **eligibility criteria** and shall provide documentary evidence towards the following:-

- A. The Consultant must be an Indian citizen holding valid PAN Card and valid residential proof.
- B. The consultant should have all the required degree certificates and qualification proof in the respective areas wherein he/she are intended to apply / associate.

Minimum essential qualifications for the above requirement are as below:

Descripti on	Min. Essential qualification	Desirable	Documents required.
Individu al Consult ant	1. BE/B.Tech/B.Sc in Engineering with minimum 20 year of experience. 2. Should have handled the CSR related activities at Senior level Management worked in a company having a minimum turnover of Rs 75 cores during the executing year of the above activities.	1. MBA / M.Tech or PGDC in Social work/ Rural Development in related area/ subject. 2. Ex-Employees not below the level DGM/equivalent grade from PSU/Govt/ Govt Undertaking/Autonomous Bodies.	1. Bachelor Engineering Degree Certificate. 2. Documents related to Experience. a. Experience Certificate from present as well as previous employer. b. CSR related experience certificate from present as well as previous employer. 3. Copy of Annual report of the company during the executing year of the above activities. (download document may be acceptable) 4. Certificate related to Other Qualifications

** The detailed supporting document duly signed by the consultant relating essential qualification and desirables are to be submitted online through E-tendering webpage.



Note:

1. Responses of responder(s) not fulfilling the eligibility criteria/ pre-qualification conditions given above shall be summarily rejected.
2. No Consortium or Joint venture of Consultants are allowed, in any case.
3. RECPDCL reserves the right to verify/confirm all original documentary evidence submitted by responder(s) in support of above mentioned clauses of eligibility criteria. The consultant has to submit relevant documents to support the credentials, experience etc through online mode. Each page of the document should be signed by the consultant.
4. Empanelment shall be initially for a period of Two years, which may be renewed for further period(s) at the sole discretion of RECPDCL.
5. Empanelment with RECPDCL does not confer any right to a consultant to be invited for participating in any Eols, etc. floated by RECPDCL. RECPDCL reserves the right to call Eols/assign work/associate the agency/(s) in any area as may be deemed fit by REC PDCL depending upon the profile provided by the consultant and requirement of assignment.
6. REC PDCL reserves the right to accept or reject any or all requests/proposals for empanelment without assigning any reason thereof.
7. The RECPDCL reserves the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to this Eol.
8. RECPDCL reserves the right to cancel or annul the Expression of Interest (Eol) at any stage and call for fresh Eol and/or Eol for any and /or all of the tasks
9. RECPDCL reserves the right to call for fresh Eols at any stage even if the EOI is in evaluation stage or the responders have been empanelled.
10. RECPDCL reserves the right to procure /to avail services of any items in any task from sources/ Consultant other than those empanelled with RECPDCL during the period of empanelment.
11. The RECPDCL at its discretion may use the complete proposed solution and/ or a part of, technical specifications or any other material of the proposal as submitted by any responder(s) with the response(s) for further stages. The said usage does not confer any right and/or claim of any sort and/or manner on the responder(s) for this Eol and/or Eol irrespective of the outcome of this Eol.
12. The responder shall bear all costs associated with the preparation and submission of its response, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the Eol process.
13. The consultant shall also have to submit their acceptance on the terms and conditions of REC PDCL in the form of an agreement.



SECTION-VI **EOI EVALUATION METHODOLOGY**

6.1 Evaluation of Eols

Step 1

RECPDCL will identify the eligible consultant based on their qualification, experience and the documents submitted as per Annexure. Consultant will be shortlisted for step 2 below based on the qualifying / eligibility criteria.

Step 2

Such shortlisted consultant under step 1 will be required to make a detailed presentation of their strength/ weakness, experience, understanding of the work for which they are likely to provide the consultancy to RECPDCL, before the evaluation committee. The evaluation committee shall evaluate each shortlisted consultant under step 1 through their experience, background, case studies/ reports/ write ups, presentation and discussions with the individual consultant. The final decision taken by RECPDCL would be intimated to each shortlisted consultant through letter/ mail/phone.

Mechanism for Engagement of Consultant:

Whenever RECPDCL feels that the services of empanelled consultant/s is/are required, the work requirement along with other details if available would be intimated to the respective empanelled consultants over mail/ phone. Based on the discussion the engagement of consultant would be done on sole discretion of RECPDCL as per the suitability and particular requirement.

The consultant shall make available the services as may be required for successful execution of the assignment and or as may be required by REC PDCL on specified date's venues and time in order to meet the requirements of RECPDCL.

Terms of Payment

The Consultancy Fee to the consultant shall be paid on monthly on the basis of actual days of their working against satisfactory certification by concerned division.

Pre-receipted invoice on monthly basis along with daily work sheet should be submitted in favour of REC PDCL. Payment shall be made within 7-10 days from the date of receipt of invoice to the consultant.

Liquidated Damages for Delay in Completion:

1. If the Consultant fails to deliver deliverables within the time fixed under the Contract, the Consultant shall pay to the REC PDCL as liquidated damages, a sum of 25% percent of the per day fee shall be deducted from the fee payable for delayed period. However, in case of mutual agreement regarding extension or incase of increase in assignment or the reasons not attributable to the consultant i.e. in case of recommendation of extension by RECPDCL and its approval by the Competent Authority, there will be no LD charges.
2. The liquidated damages amount if any shall be deducted from the payments under the Contract.
3. The REC PDCL shall have the right to exercise the Right to Set Off against any amount due and payable to the Consultant in any other assignment.



SECTION-VII **GENERAL CONDITIONS OF CONTRACT**

- I. All claims shall be raised by the Consultant as per the terms of payment after being due, and would be accepted for payment based on satisfactory progress and quality of the work at the sole discretion of the RECPDCL.
- II. In case the performance of the Consultant is not satisfactory, the Consultant will be asked to improve upon only once. In case the performance is not found upto mark, the Consultant shall not be engaged for further assignment. Even the existing assignment may also be carried out by engaging another consultant or by any other means at the sole discretion of REC PDCL and no payment would be made in such case.
- III. REC PDCL on its sole discretion can cancel the contract at any stage of the work, in case it is found that the knowledge of Consultant and or his/her performance is not satisfactory, any information given at the time of submission of the EoI is found to be incorrect.
- IV. Given the nature of the work being entrusted, the consultant would have to give an undertaking to the effect that the contents/ essence of any reference/ documents given would not be disclosed to any third person without the approval of REC PDCL, failing which the engagement of the consultant would be terminated and/or action under prevailing rules/laws may be taken.
- V. If due to any reason or decision of the Govt/ Client, the Assignment is dropped and the Consultant is directed to discontinue work, the "Drop Dead Fee" would be limited to the actual days of working by the consultant.
- VI. **Conflict of Interest:** Such consultant would not be engaged for any work whose interests are in conflict with their prior or current obligations to the other organizations/ clients or that may place them in a position of being unable to carry-out the work assigned to them at any point of time during the currency of engagement by REC PDCL or above all enable them to pose a threat to REC PDCL's consulting business in future.
- VII. The Consultant shall keep REC PDCL, both during and after the term of this Contract, fully and effectively indemnified against all losses, damages, injuries, deaths, expenses, actions, proceedings, demands, costs and claims, including, but not limited to, legal fees and expenses, suffered by REC PDCL or any Third Party, where such loss, damage, injury or death is the result of a wrongful action, negligence or breach of contract by the Consultant, or the Consultant's personnel, including the use or violation of any copyright work or literary property or patented invention, article or appliance.

Signing of Contract

1. In the event of engagement, the selected Consultant will be required to enter in to a Contract Agreement / Confidentiality Agreement with the REC PDCL within 10 (ten) working days from the date of the Letter of empanelment or within such extended time, as may be granted by the REC PDCL.
2. Formal Contract Agreement will be executed on Non-judicial stamp paper of Rs. 100/- (Rs. one hundred only) as per the format provided by REC PDCL. Non-Judicial Stamp papers of Rs.100/- and water mark papers to be purchased by the Consultant from Delhi State.
3. The date of execution of the contract agreement in no case shall alter the date of start or completion period of the work.



4. Till the time a 'Contract Agreement' is prepared and executed, the Letter of empanelment and Letter of engagement for particular activity shall be read in conjunction with the EoI Documents and will constitute a binding contract.

VIII. Intellectual Property:

The Consultant shall ensure that while he/she uses any software, hardware, processes, document or material in the course of performing the Services, it does not infringe the Intellectual Property Rights of any person and the Consultant shall be solely liable for any such infringement, claim, demand, loss etc. and shall keep the REC PDCL and its personnel indemnified against all costs, expenses and liabilities.

IX. Settlement of Disputes:

- (I) If any dispute, difference, question or disagreement arises between the Parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the Contract or breach thereof which Parties are unable to settle mutually within a reasonable period, the same may be referred for arbitration:
 - (a) A Party wishing to commence arbitration proceeding shall invoke Arbitration clause by giving 30 days notice to the other party
 - (b) The party invoking arbitration shall specify all the points of disputes with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter.
 - (c) It is agreed that Chairman, REC PDCL shall nominate a sole arbitrator.
 - (d) It is agreed that there will be no objection that the Arbitrator appointed holds equity shares of REC PDCL or is a retired employee of REC Ltd or RECPDCL.
 - (e) If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from his proceedings, it shall be lawful for Chairman, REC PDCL to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor has left if both parties consent for the same; otherwise, he shall proceed de novo
 - (f) It is a term of the Contract that neither party shall be entitled for any pre-reference or pendent-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
 - (g) The arbitrator shall give reasoned and speaking award and it shall be final and binding on the parties
 - (h) The parties to the arbitration will bear the fees and expenses equally.
 - (i) The venue of the arbitration will be at New Delhi
 - (j) Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceeding under this clause.
- (II) The courts / Tribunals at New Delhi alone shall have exclusive jurisdiction on any dispute relating to or arising out of this contract.
- (III) Jurisdiction and applicable law: The agreement including all matter connected with the Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to exclusive jurisdiction of the Indian Courts/Tribunals at Delhi.



SECTION- VIII

EOI FORMS

Letter for Submission of EOI

To,
Chief Executive Officer,
RECPDCL,
1016-1023, 10th Floor,
Devika Tower,
Nehru Place, New Delhi-110019

Sub.: Empanelment of Individual Consultant for CSR activities

Sir,

1. With reference to your Eoi No. ----- dated ----- for **Empanelment of Individual Consultant for CSR activities**, I wish to apply for empanelment with RECPDCL as "Individual Consultant"

Further, I hereby certify that

I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Eoi are acceptable to me and I have not taken any deviation to any clause.

2. I further confirm that any deviation to any clause of Eoi found anywhere in my Eoi, shall stand unconditionally withdrawn, without any cost implication whatsoever to the REC PDCL.

Date:
Place:

Signature.....
Full Name.....
Designation.....
Address.....

Note: In absence of above declaration/certification, the EOI response is liable to be rejected and shall not be taken into account for evaluation.

CV OF THE CONSULTANT

Sl. No.	Particulars	Details to be provided by the consultant			
1	Name				
2	Place of location				
3	Date of Birth				
4	Address				
5	Contact No.	Mobile No.	Land Line No. with STD Code		
6	Email address				
7	Educational Qualification				
8	Total experience (in No. of years)				
	Service Tax Registration No. (Pl. enclose photocopy)				
	PAN NO. (Pl. enclose photocopy)				
9	Experience				
	Positions held	Duration		Name of Organization	Brief Responsibilities
		From	To		
10	Whether Empanelled with any other Organization, give details with assignments.				

Continued on next page..



REC Power Distribution Company Limited

11	Organization Annual turnover in cores during his tenure.	
12	Work undertaken that best illustrates the capability to handle the proposed task :	Name of Assignment/job or project: Year: Location: Employer: Main project features: Positions held: Activities performed:
Declaration: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.		
Place		Signature of the applicant:
Date		Name of the applicant:



PROFESSIONAL EXPERIENCE OF THE CONSULTANT

In years :

Empanelled with any other Organization (If any) :

Areas of Professional experience :

Experience in India:

No of Assignments undertaken related with CSR :

List of assignments with clients' name:

Experience in Abroad:

No of Assignments undertaken related with CSR:

List of assignments with clients name & location against each assignment, duration in Months.:

(Signature of the Consultant)

(Additional sheet may be attached if required supported with relevant document proof)