

## **ELECTRICAL ENGINEER:**

- 1. Description of Assignment:** Electrical Engineer will assist Estate Manager in day-to-day works pertaining to Electrical Field.
- 2. Procuring Entity's Organization Background:** The SEEPZ-SEZ Authority was established in 2009 an autonomous organization under the Ministry of Commerce, Government of India. The Authority is acting as Developer as per the role defined in the Special Economic Zone Act 2005.
- 3. Assignment Background:** The Authority is involved in development of infrastructure in the SEEPZ Special Economic Zone for promotion of exports. Various electrical works are being carried out on day to day basis for development of the Zone including electrical maintenance, hence required Electrical Engineer to resolve the issues related with electrical work.
- 4. Statement of Purpose/Objectives :**The Authority is involved in development of infrastructure in the SEEPZ Special Economic Zone for promotion of exports. Various electrical works are being carried out on day to day basis for development of the Zone including electrical maintenance, hence required Electrical Engineer to resolve the issues related with electrical work.
- 5. Statement of Assignment Outcomes :**

Electrical Engineer shall be deployed on lump-sum (fixed price Contract) during the contract period of one year. Electrical Engineer shall perform the assigned duties/Tasks as given below.

### **6. Detailed Scope of Work:**

#### **a. Tasks, Activities, dependencies, bar chart and Gantt Chart, Milestones**

- To assist Estate Manager in day-to-day works related to Electrical works.
- Confer with engineers, customers, and others to discuss existing or potential engineering projects and products.
- Design, implement, maintain, and improve electrical instruments, equipment, facilities, components, products, and systems for commercial, industrial, and domestic purposes.
- Operate computer-assisted engineering and design software and equipment to perform engineering tasks.
- Direct and coordinate manufacturing, construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and customer requirements.
- Perform detailed calculations to compute and establish manufacturing, construction, and installation standards and specifications.

- Any other work assigned by the Competent Authority during the contract period.
- Will furnish the Utilization Certificate on completion of major/minor works after due inspection/verification of documents
- To plan and undertake scheduled maintenance.
- To respond to breakdowns
- To diagnose faults.
- To repair equipment.
- To supervise engineering and technical staff.
- To obtain specialist components, fixtures or fittings.
- To manage budget.

**b. Place of Assignment and Touring Requirements if any**

SEEPZ SEZ, Andheri(E), Mumbai. No Outstation Touring.

**c. Length and Duration of assignments**

One Year which may be extended on mutual agreement based on the requirement and performance at the sole discretion of the Chairperson SEEPZ-SEZ Authority. The contract period can be terminated at any point of time due to failure to execute the assigned work or breach of contract.

**7. Qualification Requirements for the Electrical Engineer (and any other requirements which will be used for evaluating the key experts under the Bid data sheet):**

One Electrical Engineer with following qualifications and experience:

- (a) Bachelor's degree in Electrical Engineering with 60% from recognized University/Institute.
- (b) Experience of at least 5 years in handling the work related with the civil and electrical works/projects.
- (c) Age- Not more than 45 years

**8. Deliverables, Reporting Requirements and Time Schedule for Deliverables [If no reports are to be submitted, state here "Not applicable." ] :**

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**9. Background material, Data, reports, records of previous surveys and so on, to be provided to the Executive (Mention a caveat about reliability of material provided and need for the consultant to verify and crosscheck vital aspects) :**

As per scope of work.

**10. Facilities such as local conveyance, office space, office machines, secretarial assistance, utilities, local services, etc., which would be provided to the Electrical Engineer by the Procuring Entity(Specifically mention, what facility/utilities would not be provided and also, charges if any for facilities offered) :**

- Remuneration : A Lump-sum (fixed price) monthly package of Rs.50,000/- which includes fixed and variable components without any other benefits which are applicable to regular employees of the SEEPZ Authority.
- No Accommodation either owned or leased will be provided
- No local conveyance will be allowed, however Outstation travelling allowance will be admissible with the approval of the Competent Authority only for official purpose.
- Suitable Office Space, Office equipment and secretarial assistance commensurate to the level/position of the consultant will be provided free of cost.

**11. Institutional and organizational arrangement**

**a. Counterpart Project Manager and Team**

He will be assisting the Estate Manager of SEEPZ SEZ Authority.

**b. Chain of Command for reporting**

He/she will report to the Competent Authority, SEEPZ-SEZ

**13. Procedure for review of the work of consultant after award of contract**

d) The performance of the candidate will be evaluated on monthly basis on the following parameter vis-à-vis the scope of work as indicated at Sl. No. 6 above:-

- k) Leadership quality
- l) Knowledge of subject assigned.
- m) Quality & Timely execution of the project/work.
- n) Achievement of targets assigned
- o) Integrity, Punctuality, discipline & honesty

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