

<u>NTPC LTD</u> <u>CORPORATE MATERIALS, EOC, NOIDA</u> VENDOR ENLISTMENT FOR <u>Design & Printing of Annual Report & Notices for AGM/EGM and other Stakeholders meeting</u>		
1	MEG No.	28 MEG-02
2	Brief description of CEG	Design & Printing of Annual Report & Notices for AGM/EGM and other Stakeholders meeting
3	Responsibility Centre	Corporate Center
4	Brief scope of work	<p>The scope includes the following</p> <p>Design & Printing of Annual Report & Notices for AGM/EGM and other Stakeholders meeting</p> <p>Other details shall be given in subsequent tender document.</p>
5	Technical Qualifying requirements	<p>1.0 The Vendor should have printed Annual Reports for at least three years in last five years.</p> <p>2.0 The vendor should own at least:</p> <p>i) 3(three) Nos. fully automatic four color web printing machine capable of printing of 8.25”x 10.75” (finished size) (16.50”x 10.75”) open Size or above</p> <p>ii) 2 (Two) nos. Sheet fed 4 color offset printing machine.</p> <p>iii) 1(one) fully automatic folding machine</p> <p>iv) 1(one) fully automatic gang/ saddle/central stitching machine</p> <p>v) 1(one) fully automatic address printing machine.</p>
	Document to be submitted by Vendor in support of meeting QR	<p>1.0 Relevant POs alongwith Completion Certificate from client for work specified in the QR.</p> <p>2.0 List of Machine, equipment’s etc duly certified by Practicing Chartered Accountant.</p> <p>Copy of Certificate of Incorporation issued by Registrar of Companies/ registration documents in respect of the firm/Partnership Deed/ Affidavit in case Proprietorship concern</p>

6	Additional Documents to be submitted	<p>In addition to the documents required in support of meeting Technical Qualifying Requirements as stated above, following documents are required to be submitted by the Applicants applying for enlistment:</p> <ol style="list-style-type: none"> 1. Three POs with BOQ of the highest executed values of Printing of Annual Reports during previous five years from the date of application and Copy of Completion Certificate from the concerned client in support of successful execution of work against each of the POs to be submitted. 2. Audited balance sheet including Profit & Loss statement for the previous three completed financial years reckoned from the date of application. In case, the audited documents are not ready / available, then certified copy of financial statement by a registered practicing chartered accountant may be submitted. In case, applicant is not able to submit the certificate from practicing chartered accountant certifying its financial parameters, the audited results of three consecutive financial years preceding the last financial year shall be considered for evaluating financial parameters. Further, a certificate would be required from the CEO / CFO as per the format enclosed in the enlistment application stating that the financial results of the company are under audit as on the date of techno-commercial bid opening and the certificate from the practicing chartered accountant certifying the financial parameters is not available 3. NSIC / SSI / MSME registration / Udyog Aadhar (if applicable) 4. Any other documents in addition to the above which the applicant wants to submit. <p>NOTES:</p> <ol style="list-style-type: none"> 1. Value means basic value of the PO. In cases where PO value is composite (i.e. including Service taxes etc.), the applicant has to give break-up of composite PO value mentioning basic value, taxes etc. Any separate re-imburement/ escalation shall also not be considered.
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