

STANDARD TERMS & CONDITIONS (STC) AND GUIDELINES FOR ENLISTMENT OF VENDORS ON PAN NTPC BASIS

1.0 INTRODUCTION:

NTPC Limited (A Government of India Enterprise), a Maharatna Company is India's largest power utility with present installed capacity of 53651 MW with 21 Coal based, 7 Gas / Liquid fuel based, 1 Hydro Power Plant, 9 Joint Venture / Subsidiary Power Stations and Renewable Energy Projects and one wind energy project. These projects are located in various geographical locations across the country.

2.0 MAJOR BUSINESS OPPORTUNITY:

The requirement of spares, consumables & works contract for NTPC power plants, offers major business opportunity to the vendors & contract executing agencies.

3.0 SCOPE OF ENLISTMENT:

The Company is in the process of online **vendor enlistment**, for procurement of materials and works packages mainly for Operation & maintenance of its operating stations. However, NTPC at its discretion may use this vendor enlistment for other procurement activities also. The intent of this enlistment is to identify and enlist prospective vendors / contractors who meet Technical Qualifying Requirements envisaged. This enlistment will be applicable for all running NTPC Stations. Vendor enlistment process is a continuous process with the option to add / delete/ modify any Material Enlistment Group (MEG) / Contract Enlistment Group (CEG) at any time without any prior notice. Similarly, any vendor desirous to get their names enlisted/ updated himself or herself in the approved list; they can do so at any time. However, such request shall be evaluated in the subsequent cycle only.

Presently, Enlistment will be done only for Manufacturers. However, for exceptional cases, Authorized Dealers / Agents etc. can be considered for enlistment subject to MEG / CEG specific provision of qualifying requirement. Decision of NTPC in this regard will be final and binding.

4.0 STANDARD TERMS & CONDITIONS (STC) FOR ENLISTMENT:

This document will be applicable for enlistment of vendors both for works packages and supply of materials, as identified / to be identified time to time, as per the requirement of various stations of NTPC. The document explains the details regarding the modality and terms & conditions for enlistment.

5.0 MATERIALS/ WORKS FOR WHICH ENLISTMENT IS REQUIRED:

Materials identified for enlistment are segregated into various groups termed as Material Enlistment Group (MEG). Similarly, the works packages are classified as Contract Enlistment Group (CEG). Updated/ active list of MEGs and CEGs under enlistment are

available **at the home page of our website** www.vendor.ntpc.co.in along with search Option. Technical qualifying requirements to be met by applicants against each MEG / CEG and tentative list of items along with their annual consumption & works packages covered therein, are also available on the website.

6.0 RESPONSIBILITY CENTRES FOR VENDOR ENLISTMENT:

Central Procurement Cell (CPC) of NTPC, situated at the Engineering Office Complex at Sector-24, Noida and Regional Head Quarters (RHQs) of NTPC (presently 07), situated at different locations of the country, shall be the Responsibility Centers for this enlistment of their assigned MEGs / CEGs.

The address and contact details of Responsibility Centers along with the details of MEGs / CEGs assigned to them for enlistment, are available **at the home page of our website** www.vendor.ntpc.co.in.

7.0 UPLOADING MEGs/ CEGs & PUBLICITY:

List of MEGs/ CEGs with relevant details as mentioned above shall be updated by the respective responsibility centre on our website www.vendor.ntpc.co.in time to time.

Central Procurement Cell will publish the abridged version of the notice for enlistment for all MEGs / CEGs on our websites www.vendor.ntpc.co.in; www.ntpctender.com once in a year.

8.0 HOW TO APPLY FOR ENLISTMENT:

Interested potential vendors / contractors are advised to regularly visit the website www.vendor.ntpc.co.in to update them and apply online for the **MEG / CEG** of their interest and for which they would meet corresponding Technical Qualifying Requirement mentioned against the MEG/CEG. Interested vendors are to apply and upload / submit only **online** the relevant documents (credentials) as required for enlistment against corresponding MEG / CEG. It is required that the Xerox copy of the original document of the relevant credential shall be self attested by the authorized signatory with company seal, scanned and uploaded in “**PDF form**”.

It should be clearly noted by the applicant that while applying for vendor enlistment on website, the basic and financial information need to be filled up only once. The MEG/CEG related information should be filled up for each MEG/CEG separately. The applicant can apply for as many MEGs/CEGs as he wishes, provided that he has required technical qualification.

No fee is required to be paid for enlistment. No offline application would be entertained by NTPC.

9.0 BASIS FOR ENLISTMENT:

NTPC shall evaluate the credentials uploaded by the applicant to determine as to whether technical aspects are in accordance with the Qualifying Requirements set for the respective MEG/CEG. Subsequently, at the sole discretion of NTPC, physical assessment of establishment (s)/ verification of document (s)/ may also be carried out, if felt necessary by NTPC. Vendor should not have any objection to such physical assessment / verification etc. All technically qualified vendors shall be enlisted against respective MEG/ CEG and their annual turnover and execution capability shall be mapped in the system for further usage. The decision of NTPC in this regard shall be final and binding.

NTPC shall evaluate only those cases, which are complete in all respects, and which are prima-facie found to be qualified based on the responses given. Any incomplete request or deficiency of document(s) will run the risk of rejection. In the process of vendor enlistment, NTPC may seek additional information/ clarification and vendor must be ready to furnish promptly any such information, so asked for.

Any vendor currently under BIFR or banned / blacklisted on Pan NTPC basis shall not be considered for enlistment. However, such vendors may be considered for enlistment only after expiry of the banning / blacklisting period. If any vendor, is debarred / banned in participating any tender originating from any particular station/ region of NTPC, shall continue to remain debarred/banned for that station/ region even after enlistment on PAN NTPC basis, till expiry of banning/blacklisting period or else banning order is revoked by concerned station/ region.

10.0 CUT OFF DATE TO APPLY FOR ENLISTMENT:

In the initial vendor enlistment process, an abridged version of Notice Inviting Application (NIA) was uploaded on NTPC websites www.vendor.ntpc.co.in and www.ntpctender.com as well as in the news papers for wide publicity.

The cutoff date for submission of completed application as mentioned in this notification was only for the purpose to commence first cycle of evaluation only. Vendors intending to get themselves enlisted within the first cycle needed to apply online within this cutoff date. Application submitted after this date will be considered for enlistment in the next cycle. All applications received within stipulated cutoff date will be evaluated within next six months progressively.

Vendor should ensure that only relevant documents are uploaded. Vendor will be free to modify the given input / upload document till the cutoff date and time. After the cutoff date and time for any particular evaluation cycle, vendor will not be permitted for any such change. However, in case any change is needed, vendor may re-submit / modify the same for evaluation in subsequent cycle only. In case, during evaluation of credentials, if any additional or relevant documents is required by NTPC, the same should be furnished by e-mail attaching scanned copy of documents duly signed & stamped by the authorized person.

11.0 VALIDITY OF ENLISTMENT:

Vendors shall be enlisted for three years from the date of approval, subject to fulfillment of the terms & conditions.

12.0 CERTIFICATE OF VENDOR ENLISTMENT:

After approval, the respective responsibility centre shall also issue certificate of enlistment to the approved vendors.

13.0 SELECTION OF ENLISTED VENDORS FOR ISSUING TENDER ENQUIRY:

After enlistment, whenever requirement emerges at any station, based on the cost estimate and the execution period, the list of vendors to whom enquiry can be issued (out of all the technically qualified enlisted vendors for the respective MEG/CEG) shall be selected as follows:-

For MEGs cases:

- I. Delivery period up to one year, vendors having
 - a) $AATO \geq ECI$ and,
 - b) Execution Capability $\geq ECI$, will be eligible to participate in the tender
- II. Delivery period > 1 year, vendors having
 - a) $AATO \geq ECI \times 12/CP$ and,
 - b) Execution capability $\geq ECI$, will be eligible to participate in the tender

For CEG cases:

- I. Annual and less duration contract, vendors having
 - a) $AATO \geq ECI$ and
 - b) Execution Capability $\geq ECI$, will be eligible to participate in the tender.
- II. Completion period > 1 year but less than 2 years
 - a) $AATO \geq ECI \times 12/CP$
 - b) Execution capability $\geq ECI$, will be eligible to participate in this tender.
- III. Bi annual and above duration contract, vendors having
 - a) $AATO \geq EC \times 12/CP$ and,
 - b) Execution Capability $\geq EC \times 12/CP$, will be eligible to participate in the tender.

Where **AATO** is the Average Annual Turnover, **ECI** is the Estimated Cost and **CP** is the completion period/delivery period in months.

Execution capability of the vendor to execute similar work shall be calculated based on the values of the three POs submitted by the vendor as defined in the table with example

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Example:- Say Average annual turnover of a vendor during preceding 3 financial years is Rs 80 lakh and three highest values of similar work executed against three separate orders during preceding five financial years are :- Rs 70 lakh, 60 lakh and Rs 55 lakh as given below:

AATO	Capability of execution of similar work as per PO values	PO-1	PO-2	PO-3
	PO values	70	60	55
80 L	Execution Capability as per one/two/three POs	70x1.25=87.5 (C.E up to 87.5 L)	60x2=120 (C.E up to 120 L)	55x2.5= 137.5 (C.E up to 137.5 L)
	Execution Capability of the vendor to execute similar work	137.5 (Highest of 87.5, 120 and 137.5) Vendor is capable to execute work up to cost estimate 137.5 L i.e eligibility limit for enlistment up to cost estimate 137.5 L		
AATO means: Average annual turnover of the company during preceding three completed financial years reckoned from the date of submission of application for enlistment				
AATO and highest of the three eligibility limits as shown in the table shall be recorded in the System for each technically qualified vendor. Both parameters will be taken into account while considering for sending enquiry.				



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All eligible vendors will be considered as the approved list of vendors for that tender.

14.0 REVIEW & UPDATION OF VENDOR ENLISTMENT

After the completion of initial vendor enlistment for a particular MEG/CEGs, the enlistment process shall again be re-opened after a period of 6 months and shall be kept open forever so that all the new vendors who could not participate in the enlistment process can participate and submit their application for enlistment at any time. Applications received up to the cut off date in a particular cycle will be evaluated during next 6 months

Already enlisted vendors need not apply again as they are enlisted for a period of 3 years. Even then if any enlisted agency wants to upgrade its credentials, it can submit the application with revised credentials for experience related to preceding five years and for annual turnover relating to preceding three financial years shall be considered with reference to the date of submission of revised application by the agency.

New vendors: If any new applicant gets qualified in line with the aforesaid procedure, their name shall be included in the enlisted vendors list for a period of 3 years from the date of approval for that particular MEG/CEG.

Note: Abridged version of reminder intimation / notice to be published every year: Every year in the month of **January**, intimation through www.ntpctender.com shall be given that Vendors who have not applied earlier can apply any time online. Those already enlisted can also apply for up-gradation of credential. Applications shall be evaluated six monthly.

15.0 RENEWAL OF ENLISTMENT:

Before completion of three (3) years, already enlisted vendors can apply with their fresh credentials for enlistment for a further period. If their credentials are found in order, their enlistment shall be done accordingly. Their enlistment shall be valid for three years from the date of approval. It may be noted that the **system will automatically** delete the enlisted vendor after expiry of its validity. Therefore, Vendor at their interest should take appropriate action to update their records / resubmit the application well in advance so as not to face any such eventualities to deletion of their names from the approved list and stop getting tender enquiries originated from NTPC station(s).

16.0 INSTRUCTION FOR APPLYING ONLINE

Interested vendors may open the website (www.vendor.ntpc.co.in) and register themselves for enlistment by filling registration form online. System generated e-mail shall be sent to the vendor giving ID & password for authentication & activation. Vendors shall log in to the website with this ID and password. After log in, the system shall ask for

change of password, ID remaining same. Vendors, in their own interest should change the password.

After log in, the page opened shall show the details required which should be correctly filled in. It is required that the Xerox copy of the original document of the relevant credential shall be self-attested by the authorized signatory with company seal, scanned and uploaded in “PDF form” as per the instructions shown on the page. Star (*) marked fields are mandatory.

17.0 How to fill the application for enlistment

For registration, following information has to be provided

- a) **Notice Inviting Application (NIA) No:** Refers to NTPC NIA No., if any. Otherwise, leave it blank.
- b) **NTPC SAP VENDOR CODE:** Existing vendors having NTPC SAP vendor code may fill their respective SAP vendor code. Other vendors may leave it blank.
- c) **NAME OF THE ORGANISATION:** Registered Name of the company to be filled.
- d) **Email ID:** Refers to email ID of the applicant vendor, which will be registered with the website. User ID, password will be sent in that e-mail only. Future communication will be made through this email ID & loss of password etc will also be reset with the help of this e-mail. As far as possible, company specific e-mail ID shall be used, as this would be used for all future communication. In case of employee specific e-mail ID complications may arise in future on separation of the concerned employee.
- e) **Landline no:** Telephone no with STD Code to be filled.
- f) **Address for communication:** City, region, country, postal code to be filled.
- g) **Name of the contact person:** The person responsible for future contact, preferably, the authorized signatory in whose name the Power of Attorney is issued.
- h) **Mobile no:** Cell no. of contact person to be filled.

On submitting the above information, system generated user ID and PASSWORD will be mailed to the email ID provided above.

The vendor has to use this USER ID and PASSWORD and log in to the website for providing further information and uploading of required documents and credentials.

This is explained below in brief:

- a) **Name of Authorized Signatory-** The person authorized by the company to sign the documents on their behalf. The competent person of the company should issue the power of attorney in person's name. **Power of attorney is to be uploaded and hard copy in original to be sent to NTPC concerned office.**
- b) **Mobile no:** Cell no of authorized signatory.

- c) **LETTER OF UNDERTAKING (LOU)**- The format is available **on the home page of our website vendor.ntpc.co.in**. LOU duly signed and completed should be uploaded **and hard copy in original to be sent to concerned NTPC office.**
- d) **POWER OF ATTORNEY**- Power of Attorney as per format given on the home page of our website vendor.ntpc.co.in should be issued in favor of authorized signatory to be uploaded and hard copy to be sent to the concerned responsibility centre (CPC /concerned regional office of NTPC, as applicable).
- e) **Choose Option for enlistment**- For Supply or works or both as per their applicable area of business and credentials.
- f) **Permanent account no., GSTIN - PAN & GSTIN of the Company.** Copy to be uploaded.
- g) **Other information** as asked to be filled.
- h) **PF Code**- Applicable for works contact category only. Copy of relevant certificate to be uploaded
- i) **Details of Purchase orders received** from NTPC to be filled.
- j) **MSME Reg no**- As applicable Copy of relevant certificate to be uploaded.
- k) **Choose works category**-Vendor has to select the work category such as: Mechanical works, Electrical works, C&I works, Civil works, Miscellaneous works or other works.
- l) **Choose supplier type**- The vendor has to choose supplier type such as: Manufacturer, Supplier, authorized dealer, agent etc.
- m) **Type of company**: Proprietorship, partnership etc to be selected.
- n) ISO9000, ISO 14000, ISO18500, SA8000 Certification to be confirmed. Copy of relevant Certificate to be uploaded
- o) **Annual Turn Over figure paid up share capital, reserves & surpluses for last three financial years** to be filled and audited balance sheet and profit & loss statement to be uploaded.
- p) **Date of incorporation**- to be mentioned and certificate of incorporation to be uploaded.
- q) **Purchase order no, date, awarding company name, and invoice details**- are to be filled. It may be noted that three highest purchase orders copy received during the last five years to be mentioned and uploaded. It will decide their execution capability. The purchase orders mentioned should be for the same/similar item(s)/works for which vendor are registering for enlistment. Similar work definition for a particular CEG/MEG will be available in Qualifying Requirement document.
- r) **Select the correct MEG /CEG** as per area of business and credentials being uploaded.
- s) **Change of entity of organization**: Details to be filled and uploaded.
- t) (*) is mandatory fields
- u) **Proof of being a manufacturer- NSIC/SSI/MSME registration certificate/BIS license / ISO certificate/ Certificate of registration from the concerned excise department/ any other statutory document as a proof of being manufacturer of the required material.**
- v) **Acceptance of "Fraud prevention policy" and "NTPC banning policy"**.
- w) **Basic order value and basic executed value of the purchase orders received and executed, other income etc are to be filled**

- x) **Information regarding referral to BIFR, Black Listing by Govt/ PSU etc, banning by NTPC.**
- xi) **GePNIC ID-** All prospective applicants are required to register themselves on Government e-procurement system of NIC on <https://eprocentpc.nic.in> and GePNIC vendor ID is to be provided.

18.0 Important instructions

- I. **Fee:** There will be no fee applicable for submitting application for enlistment.
- II. The applicant is required to correctly select the Material Enlistment Group (MEG) / Contract Enlistment Group (CEG) for which they intend to get enlisted. They should read the **Technical Qualifying Requirement (QR)** for enlistment for the MEG / CEG carefully. The documents required must be copied, signed by the authorized signatory, stamped with the company seal and scanned copy of the same should be uploaded in PDF form.
- III. Documents which are mandatory must be uploaded, failing which the application for enlistment is liable for rejection.
- IV. Incomplete applications are liable for rejection.
- V. NTPC reserves the right to verify the authenticity of the information / documents furnished as well as accept / reject application/s in full or part without assigning any reason whatsoever. No correspondence / queries will be entertained in this regard.

19.0 ONLINE DOCUMENTS:

After filling all the required details and uploading the documents online, applicants have to submit the applications online.

All applications received till the cutoff date shall be evaluated during next 6 months. If found eligible, they will be considered for enlistment.

Even after submission, but before cutoff date, if the vendor wants to modify the data, replace/ submit other documents, they can do so by consulting the concerned respective responsibility centre. The name of the responsibility centre for processing of the enlistment against each MEG/CEG is mentioned **on the home page of our website vendor.ntpc.co.in**. The list showing the names of contact persons for each responsibility centre is given **on the home page of our website vendor.ntpc.co.in**. Vendors should make sure that the submission of application is completed well in advance to avoid last minute rush.

20.0 OFFLINE DOCUMENTS:

Vendor has to send hard copy of following documents in original, in the format given on the home page of website so as to reach the concerned responsibility centre.

- i. Letter of Undertaking **(to be executed on non-judicial stamp paper of Rs. 100/-)**
- ii. Power of Attorney **(to be executed on non-judicial stamp paper of Rs. 100/-)**

Original Letter of Undertaking and Power of Attorney duly signed are to be sent by speed / registered post/ courier on stipulated address so as to reach within fifteen days of



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submitting the application. Without receipt of original Letter of Undertaking & Power of Attorney, the applicant shall not be considered for enlistment.

The envelope containing the Letter of Undertaking & Power of Attorney shall be super scribed as follows:

“Letter of Undertaking” & “Power of attorney” for Vendor Enlistment

MEG / CEG:

Responsibility Centre:

From----- (Name of company)

21.0 EVALUATION CRITERIA & PROCESSING OF APPLICATIONS

21.1 Documents uploaded up to pre determined cutoff date as notified in the abridged NIA will be downloaded for evaluation. Submitted documents in support of execution of similar supply/ works shall be verified as per requirement by the evaluation committee from the respective certificate issuing agency. The bidders meeting the technical qualifying requirements against the respective MEGs / CEGs shall be shortlisted for enlistment.

The evaluation of credentials for enlistment of vendors shall be done by the Responsibility Centre as indicated against that MEG/ CEG. HOD(C&M) or his/ her nominated person(s) of the respective office shall be the nodal officer for any clarification / correspondence in this regard.

21.2 Physical Assessment

For the vendors shortlisted by the respective evaluation committee, at the sole discretion of NTPC, physical assessment of establishment (s)/ verification of document (s)/ may also be carried out, if felt necessary by NTPC. Vendor should not have any objection to such physical assessment / verification etc. The observations/ finding of the assessment committee should also be signed by the vendor being assessed.

21.3 Mapping of data of enlisted vendors (Average Annual Turnover and execution experience):

Average annual turnover and execution experience value will be mapped against each technically qualified vendor. The vendor has to submit financial details and upload supporting documents which shall be the basis for ascertaining their financial capability as per laid down policy of the company. Presently no pre determined financial criteria (Average Annual Turnover) **and** execution capability criteria are being stipulated. However, all applicants have to upload necessarily the following documents:

- i) **Average Annual Turnover (AATO):** Balance sheet and Profit & loss account for last three completed financial years reckoned from the date of submission of application.

Audited Balance sheet and Profit & Loss statement of the company giving annual sales turn over during preceding three completed financial years reckoned from the date of



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submission of application for enlistment, has to be furnished. In case where the audited results of the last preceding financial year are not available, certification of financial statements from a practicing Chartered Accountant may be considered acceptable.

*From this, Average Annual Turnover (AATO) of the company shall be worked out and shall be recorded against the MEG/CEG for the enlisted vendors. This will be the **eligibility limit for Average Annual Turnover** of the respective enlisted vendor for sending tender enquiry later (but during the validity period of enlistment only)*

ii) **Execution capability:** Three Purchase Orders of highest executed value for similar supply / works during last five years reckoned from the date of submission of application

*Three Purchase orders of highest executed values for similar item(s) / works during past 05 (Five) years from the date of submission of application for enlistment along with documents to ascertain the execution of supplies made i.e. copies of invoice & LR / completion certificate from the client, have to be furnished. **The eligibility limit of the vendors for execution capability shall be worked out as follows:-***

(a) Determination of execution capability

If the vendor gives one PO with highest executed value of P, then the vendor will be eligible for tender enquiry up to the cost estimate limited to value equal to "1.25xP" subject to other conditions.

In case of two POs submitted with highest executed values P & Q (where P>Q), then higher of the two figures obtained from "1.25xP and 2xQ" shall be the limit of cost estimate up to which the vendor is eligible for tender enquiry subject to other conditions.

If the company furnishes three Purchase orders with highest executed value as P, Q & R (where P>Q>R), then out of the figures obtained from: "1.25xP, 2xQ and 2.5xR", the highest value is the limit of cost estimate up to which the vendor is eligible for tender enquiry subject to other conditions.

(b) **Selection of enlisted vendors for sending tender enquiry:** When actual requirement emerges, based on the estimated cost and completion period required, selection of eligible vendors from amongst enlisted vendors shall be done as mentioned at Para No. 13.0 above.

Note:

1. Vendors, in their own interest, should furnish the orders with highest value(s) executed by them along with documentary proof for the execution of said orders. It may also be understood that such past execution values shall determine their execution capability and eligibility to consider for sending tender enquiry against the material / work later.
2. Documentary evidence of execution of supply of similar item in the past, only in the name of the organization which is submitting the application for enlistment shall be considered.
3. For the purpose of Enlistment, Applicants shall be evaluated on the basis of required supporting documents submitted for Technical Requirements along with financial documents, order copies & execution proof etc. Even though an Applicant



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may satisfy the above requirements, he would be liable to disqualification if he has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application.

4. Submission of application form by vendor cannot be construed to mean that the vendor is qualified & entitled for issue of any / all tenders by NTPC.
5. If applying for upgradation of Execution Capability and or AATO, applicant should upload all the purchase order and financial related documents afresh. Documents uploaded in earlier cycle may not be taken into cognizance while evaluating the application.

22.0 ASSISTANCE IN FILLING APPLICATION DOCUMENT

For any assistance regarding filling the application / uploading the documents online, Vendor may contact or visit the concerned Responsibility Centre. For Vendor's convenience, necessary facilities for filling the application/ uploading the documents online from above location itself by the vendor may be made available.

23.0 E-TENDER (GePNIC) REQUIREMENT FROM ENLISTED VENDOR

NTPC is procuring goods & services through e-tender mode. Enquiry is issued on Government e-procurement system of NIC (GePNIC). Hence, vendors are advised to register themselves on GePNIC portal <https://eprocurmentpc.nic.in>. They require CLASS III Digital Signature (with Organization name), for participation in e-tender. Bidders will not be able to receive & participate in e-tender if they do not have the required digital certificate. For further details vendor may visit our GePNIC portal <https://eprocurmentpc.nic.in>

24.0 FRAUD PREVENTION POLICY:

Provisions of Fraud Prevention policy shall apply for the enlistments being done. The applicant shall strictly adhere to the Fraud Prevention policy of NTPC which is available on **the home page of our web site** vendor.ntpc.co.in

25.0 BANNING POLICY:

The banning policy of NTPC available on **the home page of our web site** vendor.ntpc.co.in shall be applicable.

26.0 REVIEW OF PERFORMANCE OF ENLISTED VENDORS:

The performance of the enlisted vendors shall be reviewed periodically by the respective responsibility centers based on the feedback given by the Head of Station. In case of **unsatisfactory performance** of the enlisted vendors, Head of Station shall send a detailed report about their poor performance in supply of materials/ execution of works with clear recommendation for taking action against them.

The standing committee for evaluation at the respective responsibility centre shall examine at the end of every quarter, the performance reports received from HOSs about the enlisted vendors and issue 15 days show-cause notice to the enlisted vendor for explaining about his case.

After analyzing the reply of the vendor, the standing committee at the respective responsibility centre shall recommend the action against the vendor for withholding/ banning of business dealings & put up the proposal accordingly for approval of competent authority in line with NTPC *banning* policy for the same.

Such proposal shall be routed through CPC for examination. After the approval of withholding or banning as the case may be by the competent authority, CPC shall capture the same against the said Vendor in the central data bank of Vendor enlistment.

The order of withholding/ banning will be issued to the Vendor as well as the concerned Stations / regions or CC by concerned Responsibility Centre.

If any of the enlisted Vendors is found to have been involved in any fraudulent activities like submission of fake credentials/ documents/ information as defined in NTPC Fraud prevention policy/ banning policy during pre-award / execution stage, the action in line with the said policy shall be taken.

27.0 DELISTING OF ENLISTED VENDORS

Non participation in NTPC tender : The enlisted vendor shall be de-listed from the approved vendor list by the concerned Responsibility Centre for the balance validity period of enlistment on the following ground:-

If any enlisted Vendor for a particular MEG / CEG does not participate at least once in 3 year in any of the tenders issued to them from any NTPC stations.

28.0 SUBCONTRACTING PROVISION FOR WORKS PACKAGES

The enlisted contractor shall only be given the award based on evaluation of the bids. Generally subcontracting of the work will not be permitted for site awarded works packages. However, in certain exceptional cases as per site specific requirement it may be allowed with the approval of Head of Station but the due reasons are to be recorded by site in such cases.

However, 100% back to back subcontracting will not be allowed in any case.

If any subcontractor is found executing the contract awarded to the enlisted contractor without approval of NTPC, action against the main contractor will be taken for withholding/ banning of business dealings as per NTPC Policy.

34.029.0 COURT OF JURIDICTION:

The Courts at Delhi shall have the exclusive jurisdiction to entertain and try any dispute relating to online vendor Enlistment process of NTPC.

GENERAL NOTES

- i. Unique fields are not editable.
- ii. Only sales / works Turnover shall be considered as annual Turnover. Other income shall not be considered.
- iii. The vendor enlistment is an independent activity which has no link with site tendering. During enlistment process, focus will be on selection of competent and capable vendors. This process shall not be influenced by any specific ongoing tender at any site of NTPC. Once enlistment is approved and uploaded, the enlisted vendors uploaded will be considered for tendering for subsequent cases.
- iv. For MEG, Basic value of PO shall be taken into account to determine execution capability. For Contract / Services only the net contract value shall be considered. Any separate re-imburement / escalation shall not be considered.
- v. NTPC reserves the right to correct the input given by vendor in respect to turnover and PO / WO execution details based on the documents. Decision of NTPC in regard to any interpretation including similar work / similar item shall be final and binding.
- vi. NTPC reserves the right to cancel the enlistment at any time with prior notice to the enlisted vendors due to change in QR or Technical specifications or any reason in the interest of NTPC. Preferably 6 months advance notice shall be given to the enlisted vendors and during that period fresh enlistment based on the revised QR & Tech specifications may be completed so that immediately after the cutoff date, procurement can take place based on the newly enlisted vendors.
- vii. Vendor is free to seek clarification / interpretation/ scope / similar item etc before submitting the application for enlistment.
- viii. After enlistment, in the event of any change in status / credential, it will be the responsibility of the enlisted vendor to inform NTPC timely.

Yours faithfully,
For and on behalf of NTPC Ltd

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**Documents uploaded on Home Page for vendor enlistment on our website
vendor.ntpc.co.in -**

- 1. Vision Document**
- 2. STC for Enlistment**
- 3. MEG details**
- 4. CEG details**
- 5. Responsibility Centre**
- 6. List of Documents to be uploaded by applicant.**
- 7. Format-LOU**
- 8. Format-POA**
- 9. NTPC running plants**
- 10. Fraud Prevention Policy**
- 11. Banning Policy**
- 12. HELP Document**

List of documents to be uploaded by vendor with application for enlistment

Vendors are required to upload following documents (attested by the authorized signatory) as asked at different stages while filling the application online-

Important Advice:

Please ensure that before starting “online filling of data and uploading documents” all the documents to be uploaded from the list (given below) are converted in PDF form and separate PDF file of each document are readily available.

This will help to complete the document uploading without any trouble.

A) For Registration :- Documents to be uploaded as applicable				
SL	Details	Documents to be uploaded	Validity	Document uploading
1.	Permanent Account No (PAN)	Copy of PAN card		Mandatory
2.	GSTIN	GST registration certificate		Mandatory
3	<u>GePNIC</u>	GePNIC Registration		Mandatory if applicable
4				Mandatory if applicable
5	Manufacturer	Proof of manufacturing- NSIC/SSI/MSME registration certificate/BIS license / ISO certificate/ Certificate of registration from the concerned excise department/ any other statutory document as a proof of being manufacturer of the required material		Mandatory
6	SSI/NSIC unit	Valid SSI/NSI certificate with goods list as applicable to be uploaded.		Mandatory if applicable
7	<u>MSME Registration</u>	Registration Certificate from the Concerned directorate to be submitted (Agencies under MSME falling under SC/ST category should combine both (MSME registration certificate and SC/ST certificate) in one sheet and scanned copy of the same should be uploaded in the application on line.		Mandatory if applicable
8	ISO 9001 Certificate	ISO 9001 Certificate		Optional
9	ISO 14000 Certificate	ISO 14000 Certificate		Optional
10	ISO 14000 Certificate	ISO 14000 Certificate		Optional

B) For type of company: Documents to be uploaded as applicable (Mandatory)		
11	Proprietorship Co.	<ol style="list-style-type: none"> The full name of the individual proprietor, his/her parentage, documentary proof of his/her age, permanent address and present postal address/ contact details. Specimen signature of the Proprietor duly attested by a scheduled Bank or First Class Magistrate. A deed of declaration by the Proprietor, that no other individual or company has any share in the concern.
12	Partnership Co.	<ol style="list-style-type: none"> Certified photocopy of the Partnership Deed, with up to date amendments (if any). Specimen signature of the Partners duly attested by a scheduled Bank or First Class Magistrate. Registration certificate issued by the Registrar of Firms concerned.
13	Private Limited Co.	<ol style="list-style-type: none"> Certified to be true and up to date amended copy of Memorandum and Articles of Association of the Company. Certificate of incorporation of the Company. Board resolution authorizing the Executive Director(s) to sign the bid / execute contracts/agreements etc. and affix common seal thereon in accordance with the provision of Articles of Association of the Company. <p align="center">OR</p> <p>Original Power of Attorney issued by Competent Officer under the common seal of the Company, authorizing the person to sign the bid/ execute contracts/agreements etc.</p> <ol style="list-style-type: none"> Specimen signatures of the Executive Director(s)/ authorized person above duly attested by a scheduled Bank or First Class Magistrate.
14	Public Ltd. Co.	<ol style="list-style-type: none"> Certified to be true copy of Memorandum and Articles of Association of the Company and/or the relevant Statute/Act. Certificate of Incorporation of the company - In case of public limited Co. only. Certificate of Commencement of Business - In case of public limited Co. only. Board resolution authorizing the Director(s)/ Executive Director(s) to sign the bid/ contracts/ agreements and affix common seal thereon in accordance with the provisions of Article of Association of the Company. <p align="center">OR</p> <p>Original Power of Attorney issued by Competent Officer under the common seal of the Company authorizing the person to sign the bid/ execute contracts/ agreements etc.</p> <ol style="list-style-type: none"> Specimen signature of the Director(s)/ Executive Director(s)/ authorized person as in (4) above duly attested by a scheduled Bank or First Class Magistrate.
15	Public Sector Undertaking	Self-Certification by authorized person
16	For annual turnover	Copy of Audited Profit & Loss Account / Balance Sheet for last three preceding
17	For experience	Copies of three Purchase orders of highest value executed during last 5(five) years from the date of application, execution proof like Excise invoices/client certificate/stores receipt vouchers / any other document etc. indicating

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		corresponding order number, dates & material supply value etc.
18	Other documents as asked in qualifying requirement	1. Proof of manufacturer 2. Manufacturing / Testing facilities details (Self Attested) 3. Client certificate for successful operation period (as applicable)

Note: All uploaded document must be self attested by the authorized signatory along with company seal

“LETTER OF UNDERTAKING” (LOU)

(To be executed on non-judicial stamp paper of Rs. 100/-)

Ref.:

Date: --.--. ----

To,

HEAD OF CPC / C&M

.....
.....

Subject: Enlistment NIA NO: /

Date:

Dear Sir,

1. I, _____, son / Daughter / wife of _____ residing at _____ is authorized and empowered to make proposal for vendor enlistment on behalf of M/s _____ with registered office at _____, a (proprietor ship / partnership / company registered under company act) @. Details of (Proprietor/ Partner/ Director) @@of the organizations are as below:-

Name	Son/ Daughter/ Wife of	Residential Address	Mention Proprietor/ Partner / Director (as applicable)

2. The Power of attorney as applicable issued by the competent authority in my company/ organization, authorizing me to sign & upload enlistment documents, is attached herewith.
3. I/ We hereby confirm that I will access the designated web site of NTPC for vendor enlistment with computer generated User ID and given password changed by me. I also confirm that I shall take all possible measures to prevent any unauthorized access to vendor enlistment portal on behalf of my company.
4. I/ We have read and examined and understood the requirements of NIA, MEG/CEG specific qualifying requirement etc. I/ We agree to accept all terms and conditions and subsequent to which desired information being furnished as desired in the following forms for Enlistment :-
- Company Information (KYC)
 - Financial details as per Balance Sheet e.g. Turnover, Profit & Loss, etc
 - MEG/CEG related Qualifying requirement (QR) & QR questionnaire
 - Execution Capability (Highest 3 Nos PO/ Work orders execution details for similar work)

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5. I/We understand that statement made by us is initially subject to verification with the documentary evidence by NTPC for which relevant documentary evidence are uploaded/ being uploaded by us. I/ We also understand that in absence of relevant documentary evidence NTPC shall be at full liberty to ignore the furnished information.
6. I/ We also confirm that we shall furnish additional clarification / additional document, if any, desired by NTPC at any time (during / after enlistment)
7. I/ We also confirm that all furnished information & uploaded documents are correct and genuine to the best of our knowledge. I/ We also confirm that we don't have any objection for any physical verification & assessment and in obtaining confirmation from any relevant authorities/ company regarding any / all information furnished by us.
8. I/ We also confirm that we shall update NTPC for any change in status / furnished information appropriately within the currency of enlistment. In any furnished information / uploaded document found to be incorrect/ forged during the process of enlistment or after enlistment, NTPC may take appropriate action as deemed fit as per Fraud Prevention Policy/ Integrity Pact of NTPC but not limited to Banning Business Dealing / Cancellation of enlistment etc.
9. I/ We agree to abide by and fulfill all the term conditions and provisions of the Vendor Enlistment Certificate, if issued in our favors.
10. This undertaking is for consideration of NTPC LTD for considering our documents for enlistment of suppliers/ contractors against subject NIA for MEG/ CEG.

Witness

Signature:

Name

Address

Signature

Name of Executants

Designation

Postal Address of executants

Date:

Note:

1. Executant must possess valid power of attorney for submission of request for vendor enlistment.
2. Hard copy of "Letter of Undertaking (LOU)" duly signed and completed should be sent by post / courier to the concerned responsibility centre so as to reach preferably within 15 days from the date of submission of application. Without receipt of original LOU & POA, "certificate of enlistment", even if found qualified, shall not be issued.

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“POWER OF ATTORNEY” (POA)

(To be executed on non-judicial stamp paper of Rs.100/-)

Ref.:

Date: --,--, ----

I / We..... (Name/s of the competent authority of the company to issue POA) do hereby appoint and authorize Mr. / Ms..... (Name & designation of authorized person) who is presently employed with our company M/S..... (Name of the company & address) and whose signature is given below, is authorized on behalf of the company to do all or any of the act or things, to sign & upload the application documents against vendor enlistment Notice Inviting Application (NIA) for **ENLISTMENT OF VENDORS / CONTRACTORS FOR SUPPLY OF VARIOUS MATERIALS / EXECUTION OF WORKS CONTRACT TO NTPC'S PLANTS, OFFICES & PROJECTS THROUGHOUT INDIA** and to sign and execute other documents / agreements / participating in meeting / responding to queries / submission of information / documents and shall be binding on the company for all the rights and obligations in relation to and in pursuant to the NIA issued by M/s NTPC Ltd.

In short, he / she is fully authorized to do all, each and every act requisite for the said purpose concerning the company and the company hereby agrees to confirm and ratify all and every act or thing or any documents / agreements executed by our said attorney within the scope of the authority hereby conferred on him and the same shall be binding on the company.

(Signature and name of authorized signatory being given Power of Attorney)

Signature:

Name:

Designation:

Place:

Date:

(Signature and name of the competent authority of the company to issue POA)

Signature of Executants/s:

Name:

Designation:

Seal of firm / Company

Witness-1

Witness-2

Name:

Name:

Address:

Address:

Note:

- i. This Document to be attested by certified bank or duly attested by a Notary Public or First Class Magistrate
- ii. Hard Copy of "Power of Attorney (POA)" duly signed and completed should be sent by post / courier to the concerned responsibility centre so as to reach preferably within 15 days from the date of submission of application. Without receipt of original LOU & POA, "certificate of enlistment", even if found qualified, shall not be issued.

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NTPC LIMITED
(Address of the concerned responsibility centre)

VENDOR ENLISTMENT CERTIFICATE

Ref No: 01/CC/CPC/V.E.Cert./

Date:

M/s..... (Name of Vendor)

.....(Address of vendor)

Email ID:

Phone No :

Sub:- Vendor Enlistment on Pan NTPC- Reg.

Ref:- Your online application dated :

Dear Sir,

With reference to your online application mentioned above, we are pleased to inform you that your organization has been included in our approved list of vendors as per the details given below:-

1.0 Item / Contract Category and validity:

MEG / CEG No	Brief Item Description	*ATTO (Rs)	Execution Capability (Rs.)	Validity of enlistment

* **AATO**: Average Annual Turn Over during preceding three completed fin. Years from the date of your application for enlistment

2.0 Terms and Conditions:

- This enlistment is with intent to make available technically qualified vendor data base by mapping the financial capability and execution capability for use at NTPC for the purpose of issuing tender enquiry in future. Users at NTPC will select only the qualified vendors from this enlistment on case to case basis depending upon estimated cost and completion time for those item(s)/ Job(s) under consideration. Decision of concerned authority who will be issuing the enquiry against their requirement shall be final and binding.
- On-Line Vendor Enlistment Portal is kept open for vendor to update/ upgrade their credentials time to time. It is advisable to update/ upgrade with the change of any of status / information furnished.

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c) NTPC reserves the right to cancel the enlistment at any time with prior notice to the enlisted vendors due to change in QR or Technical specifications or any reason in the interest of NTPC. Preferably 6 months advance notice shall be given to the enlisted vendors and during that period fresh enlistment based on the revised QR & Tech specifications may be completed so that immediately after the cutoff date, procurement can take place based on the newly enlisted vendors.

d) This certificate is subject to the STANDARD TERMS & CONDITIONS (STC) FOR ENLISTMENT available on our enlistment web portal based on which enlistment has been done.

We look forward to have a fair, transparent and mutually beneficial long term business relationship between our both organizations and contribute in the building of our **Nation**.

Yours Faithfully,

()

Name:
Designation:
Date:

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NTPC LIMITED
(Letter Head: Name & Address of Responsibility Centre)

Ref No: (MEC no) / (New or Upgrade)/ PO verif. / **Date:**

M/s
.....
(Name & address of Customer of the applicant i.e Order Issuing Authority)

Sub: - Verification of Documents- Reg

Dear Sir,

NTPC has undertaken the process of Vendor Enlistment which will be valid for its all stations. In the process, the following applicant (vendor) has submitted the credential (document), supposedly issued by your organization, towards substantiating their claim of having executed ----- (define the similar work).

Copy of relevant pages of the said documents is enclosed. Particulars of submitted PO/ WO are as under:-

Name of the applicant (vendor):

Place:

PO/ WO No (issued by your company):

Date:

Name of order Issuing authority:

Designation:

Value of Order:

You are requested to forward a line of communication regarding the genuineness of vendor's claim with respect to the submitted documents, only for the purpose of giving due cognizance to the submitted documents for further processing.

Thanking you

Yours faithfully

()

Name:
Designation:
Phone No:
E-mail ID:

PRESENTLY RUNNING POWER PLANTS OWNED BY NTPC

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NAME OF PLANT	DISTRICT	STATE	CAPACITY (MW)
COAL BASED STATIONS			
Singrauli Super Thermal Power Station, Shaktinagar	Sonebhadra	UP	2000
Rihand Super Thermal Power Station, Rihandnagar	Sonebhadra	UP	3000
Feroze Gandhi Unchahar Thermal Power Station, Unchahar	Raebareli	UP	1050
Tanda Thermal Power Station, Vidyut nagar	Ambedkarnagar	UP	440
Vindhyaachal Super Thermal Power Station, Vindhyanagar	Singrauli	MP	4260
Badarpur Thermal Power Station, Badarpur	New delhi	NCR	705
National Capital Power Station , Dadri	Gautam Budh Nagar	NCR	1820
Korba Super Thermal Power Station, korba	Korba	Chattisgarh	2600
Sipat Super Thermal Power Station, Ujjwal nagar	Bilaspur	Chattisgarh	2980
Farakka Super Thermal Power Station, Nabarun	Murshidabad	West Bengal	2100
Kahalgaon Super Thermal Power Station, Kahalgaon	Bhagalpur	Bihar	2340
Talcher Super Thermal Power Station,	Angul	Odisha	3000
Talcher Thermal Power Station, Talcher Thermal, Kaniha	Angul	Odisha	460
Barh Super Thermal Power Station, Barh	Patna	Bihar	1320
Ramagundam Super Thermal Power Station, Jyothinagar	Karimnagar	Andhra Pradesh	2600
Simhadri Super Thermal Power Station, Simhadri	Visakhapatnam	Andhra Pradesh	2000
Mouda Super Thermal Power Station, Mouda	Nagpur	Maharashtra	1000

JOINT VENTURE / SUBSIDIARY

NAME OF PLANT	DISTRICT	STATE	CAPACITY (MW)
Kanti Bijlee Utpadan Nigam Limited	Muzaffarpur	Bihar	220
Indira Gandhi Super Thermal Power Project	Jhajjar	Haryana	1500
Vallur Thermal Power Project	Chennai	Andhra Pradesh	1000
NTPC-SAIL Power Company Private Limited, Bhilai	Bhilai	Chattisgarh	574
NTPC-SAIL Power Company Private Limited, Rourkela	Rourkela	Odisha	120
NTPC-SAIL Power Company Private Limited, Durgapur	Durgapur	West Bengal	120
Ratnagiri Gas and Power Private Limited	Ratnagiri	Maharashtra	1940

GAS BASED POWER STATION

NAME OF PLANT	DISTRICT	STATE	CAPACITY (MW)
ANTA Gas Power Station, ANTA	Baran	Rajasthan	413
AURAIYA gas Power Station, Dibyapur	Auraiya	UP	652
JHANOR Gandhar Gas Power Project, Urjanagar	Bharuch	Gujrat	648
KAWAS Gas Power Station, Aditya Nagar	Surat	Gujrat	645
Faridabad Gas Power Station, Faridabad	Faridabad	Haryana	430
National Capital Power Station, Dadri	Dadri	UP	830
Rajiv Gandhi Combined Cycle Power Project, Kayakulam	Alappuzha	Kerala	350

HYDRO BASED POWER PROJECT

NAME OF PLANT	DISTRICT	STATE	CAPACITY (MW)
Koldam Hydro Power Project	Bilaspur	Himachal Pradesh	600

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SOLAR BASED POWER PROJECT

NAME OF PLANT	DISTRICT	STATE	CAPACITY (MW)
Dadri Solar PV	Gautam Budh Nagar	UP	5
Portblair Solar PV	Andaman & Nicobar	Andaman & Nicobar	5
Ramagundam Solar PV	Telangana	Andhra Pradesh	10
Talcher Kaniha Solar PV	Kaniha	Odisha	10
Unchahar Solar PV	Unchahar	UP	10
Faridabad Solar PV	Faridabad	Haryana	5
Rajgarh Solar PV	Rajgarh	MP	50
Singrauli Solar PV	Shaktinagar	UP	15