

STANDARD TERMS & CONDITIONS (STC) AND GUIDELINES FOR STANDARDISATION 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 47228 MW with 18 Coal based, 7 Gas / Liquid fuel based, 1 Hydro Power Plant, 8 Joint Venture / Subsidiary Power Stations and 9 Renewable Energy Projects. These projects are located in various geographical locations across the country.

2.0 MAJOR BUSINESS OPPORUNITY:

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

3.0 SCOPE OF STANDARDISATION:

The Company is in the process of **Vendor Standardisation** for procurement of materials mainly for Operation & maintenance of its operating stations. However, NTPC at its discretion may use this vendor Standardisation for other procurement activities also. The intent of this Standardisation is to identify and standardise prospective vendors who meet Technical criteria envisaged. This source standardisation will be applicable for all running NTPC Stations. Vendor Standardisation process is a continuous process with the option to add / delete/ modify any Source Standardisation Group (SSG) at any time without any prior notice. Similarly, any vendor desirous to get their names standardised / updated themselves in the approved list, they can do so at any time. However, such request shall be evaluated in the subsequent cycle only.

Presently, Source Standardisation will be done for Manufacturers only. However, for exceptional cases, Authorized Dealers / Agents etc. can be considered for Standardisation subject to SSG specific provision of Technical criteria. Decision of NTPC in this regard will be final and binding.

4.0 STANDARD TERMS & CONDITIONS (STC) FOR STANDARDISATION:

This document will be applicable for Standardisation of vendors for supply of materials, as identified / will 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 Standardisation.

5.0 MATERIALS FOR WHICH STANDARDISATION IS REQUIRED:

Materials identified for Standardisation are segregated into various groups termed as Source Standardisation Group (SSG). Updated/ active list of SSG under Standardisation are available at the home page of our website www.vendor.ntpc.co.in along with search Option. Technical criteria to be met by applicants against each SSG are also available on the website.

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6.0 RESPONSIBILITY CENTRES FOR VENDOR STANDARDISATION:

Operation Services of NTPC, Engineering Office Complex situated at the Engineering Office Complex at Sector-24, Noida shall be the Responsibility Centres for this Standardisation of their assigned SSG packages.

7.0 UPLOADING SSG & PUBLICITY:

List of SSG's with relevant details as mentioned above shall be updated by NTPC on our website www.vendor.ntpc.co.in time to time. NTPC will publish the abridged version of the notice for standardisation for all SSGs on our websites www.vendor.ntpc.co.in; www.ntpctender.com. Notice Inviting Interest (Expression of Interest, EOI) will be published once in a year in major newspaper. All up-to-date information will be made available in our website mentioned above on real time basis.

8.0 HOW TO APPLY FOR STANDARDISATION:

Interested potential vendors are advised to regularly visit the website www.vendor.ntpc.co.in to update them and apply online for the SSGs of their interest and for which they would meet corresponding standardisation criteria mentioned against the SSG. Interested vendors are to apply and upload / submit **only online** the relevant documents (credentials) as required for source standardisation against corresponding SSG. 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 Standardisation on website, the basic information need to be filled up only once. The SSG related information should be filled up for each SSG separately.

The applicant can apply for as many SSGs as he wishes, provided that he has required Standardisation criteria. No fee is required to be paid for Source Standardisation. No off line application would be entertained by NTPC. However on request by existing vendors of NTPC, data may be entered in his behalf by NTPC in the online application form as per discretion of NTPC.

9.0 BASIS FOR SOURCE STANDARDISATION:

NTPC shall evaluate the credentials uploaded by the applicant to determine as to whether technical aspects are in accordance with the technical criteria set for the respective SSG. Subsequently, at the sole discretion of NTPC, 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 SSG. The decision of NTPC in this regard shall be final and binding. Standardisation criteria for SSG will be displayed in Technical Criteria link.

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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 standardisation, 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 Standardisation. However, such vendors may be considered for Source Standardisation 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 Standardisation on PAN NTPC basis, till expiry of period or else banning order is revoked by concerned station / region.

Note: Currently means as on date of submission of application by vendor.

10.0 CUT OFF DATE TO APPLY FOR STANDARDISATION:

In the initial vendor Source Standardisation process, an abridged version of Expression of Interest (EIA) shall be uploaded on NTPC websites www.vendor.ntpc.co.in and www.ntpctender.com as well as in the news papers for publicity.

The cut off date for submission of completed application as mentioned in this notification only for the purpose to commence first cycle of evaluation only. Vendors intending to get themselves listed within the first cycle need to apply online within this cut off date. Application submitted after this date will not be considered for Standardisation in the first cycle.

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 UPLOADING OF STANDARDISED VENDORS LIST:

The list of approved vendors for Standardisation shall be uploaded on the website www.vendor.ntpc.co.in. For reference of NTPC / Joint Venture / Subsidiary internal use.

12.0 VALIDITY OF STANDARDISATION:

Vendors shall be standardised for three years from the date of uploading of list on website, Subject to fulfilment of the terms & conditions. The list of standardised vendors will be reviewed on yearly basis / as permitted in the approved policy of NTPC.

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13.0 CERTIFICATE OF VENDOR STANDARDISATION:

After approval, certificate of Standardisation shall also be issued by the NTPC to the approved vendors.

14.0 SELECTION OF STANDARDISED VENDORS FOR ISSUING TENDER ENQUIRY:

After Standardisation, whenever requirement emerges at any station, enquiry can be issued to all the standardised vendors for the respective SSG.

15.0 YEARLY REVIEW & UPDATION OF VENDOR STANDARDISATION

All applications received within the cut-off date notified in the initial standardisation will be evaluated as mentioned at para 8.0 above. However, the site will remain open for vendors to apply but these applications shall be considered for evaluation in the next cycle as given below.

The applications received after cut-off date shall be considered for evaluation in the next cycle i.e. the new vendors, who could not participate in the standardisation process can participate and submit their application for standardisation, at any time, later. All applications received during the next one year from the first cut-off date (as notified for initial Standardisation), shall be downloaded and subsequently evaluated by NTPC. All efforts shall be made to evaluate and finalize the Standardisation of fresh application in the following year. Thereafter, further applications received till the end of every year, shall be downloaded by the NTPC and finalized by the end of next year as far as possible.

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 by Competent authority.

Note: Abridged version of reminder intimation / notice to be published every year:

Every year intimation through press advertisement at large & through www.ntpctender.com shall be given so that Vendors who have not applied earlier can apply any time online.

16.0 RENEWAL OF STANDARDISATION:

Please refer clause no. 12.0 & 15.0

17.0 INSTRUCTION FOR APPLYING ONLINE

Interested vendors may open the website (www.vendor.ntpc.co.in) and register themselves for standardisation 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.

18.00 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 NTPC office.

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- 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 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 superscribed as follows:

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

MEG:

From----- (Name of company)

NTPC LIMITED
Operation Service Deptt, Noida

“LETTER OF UNDERTAKING” (LOU)
(To be executed on non-judicial stamp paper of Rs. 100/-)

Ref.:

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

To,
General Manager(OS/C&I)

.....
.....

Subject: Expression of Interest / Date:

Dear Sir,

1. I, _____, son / Daughter / wife of _____ residing at _____ is authorized and empowered to make proposal for vendor Standardisation 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 Standardisation documents, is attached herewith.

3. I/ We hereby confirm that I will access the designated web site of NTPC for vendor Standardisation 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 Standardisation portal on behalf of my company.

4. I/ We have read and examined and understood the requirements of EOI, Standardisation specific Technical Criteria 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 standardisation: -

- a. Company Information (KYC)
- b. Financial details as per Balance Sheet e.g. Turnover, Profit & Loss, etc
- c. SSG related Criteria questionnaire

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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 Standardisation)

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 Standardisation. In any furnished information / uploaded document found to be incorrect/ forged during the process of Standardisation or after Standardisation, 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 Standardisation etc.

9. I/ We agree to abide by and fulfill all the term conditions and provisions of the Vendor Standardisation Certificate, if issued in our favors.

10. This undertaking is for consideration of NTPC LTD for considering our documents for Standardisation of suppliers/ contractors against subject EOI for SSG.

Witness	Signature:
Signature	Name of Executants:
	Designation
	Postal Address of executants:
	Date:

Note:

1. Executants must possess valid power of attorney for submission of request for vendor Standardisation.
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 Standardisation", even if found qualified, shall not be issued.

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Operation Service Deptt, Noida

“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 Standardisation Expression of Interest (EOI) for STANDARDISATION OF VENDORS FOR SUPPLY OF VARIOUS MATERIALS 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 EOI 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: Address:	Name: 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 Standardisation", even if found qualified, shall not be issued.