

NTPC Limited
CC&M, Central procurement Cell
EOC, Noida

STANDARD TERMS & CONDITIONS (STC) AND GUIDELINES
FOR MICRO SMALL ENTERPRISES (MSEs) REGISTRATION

Ref. No.: 01/CC&M/CPC/IT/STC/MSE/

Date: 04.09.2018

As per Appendix to order no 581 dtd: 23/ 03/ 2012, Ministry of MSME, currently 358 items are reserved for procurement by CPSUs from Micro and Small Enterprises.

Notice is being invited from Micro and Small Enterprises (MSEs) to register their details in this website with their product details.

Out of 358 items NTPC procures some of the items for its business. The items list currently procured by NTPC is available in the portal. Accordingly registered vendors details will be maintained item wise. Depending upon value of Notice Inviting Tender (NIT), NTPC may issue tender enquiry to all or selected few vendors for the item.

The applicant (vendor) must be the manufacturer of the product for which he proposes to be registered with NTPC.

The application for registration is completely online (paperless). There is no fee for application. The application workflow is appended at Annexure-A.

Vendors may update their status in the website as and when required using Log in ID and password. NTPC will use the latest information of vendors available in the website.

At the time of issue of tender enquiry, NTPC may ask for certain clarification, additional information, which the vendor shall provide promptly without reservation.

NTPC will extend all the benefits to vendors as per existing law related to MSE.

NTPC will procure items strictly as per the technical specification required and as per quality assurance decided by NTPC.

Vendors are advised to visit the website regularly for information updating by NTPC. The list of documents required to be uploaded are appended at Annexure-B.

Registration in portal does not guarantee issuance of tender enquiry to the vendor. However, registered MSE vendors will be considered for relevant tender.

Steps for online application for MSE Registration

Use Google Chrome or Mozilla Firefox browsers.

Visit <https://vendor.ntpc.co.in>

Press on Enlistment MSE Registration tab

A pop up window opens. Press on Continue & then press on Continue to website

Under the tab "Vendor Category", select MSE (Micro/Small).

If you manufacturer the item(s) offered in the current list, refer to the Standard Terms & Conditions (STC) for MSEs, Fraud Prevention and Banning & Withholding Policy under the Policy Documents tab.

Keep the soft copy of documents as mentioned in STC for MSE ready before applying.

In the login window, Select Region Name as CPC & click on Create Login button.

In the category selection pop-up, select the Applying for MSE Registration (MSE).

Fill New Login creation for MSE Registration

Email ID: If possible use domain email.

Contact person/mobile: He is the person to whom the NTPC units may contact in case of query.

NTPC Vendor Code: If you have an existing NTPC Vendor code. It is a 7 numeral code beginning with 1

NTPC GePNIC ID: Government eProcurement System of NIC (*GePNIC*) is the current NTPC e-procurement platform. Help document for creating GePNIC ID & generating Bidder Enrollment Acknowledgement/ Profile is hyperlinked.

Login credentials creation intimation

Login User ID & password shall be emailed to the email Id provided in the New Login Creation for MSE Registration form.

Click on "Click Here" hyperlink in the Intimation email of Login creation for proceeding for MSE Registration application. In the login window, fill in the User ID & password & choose CPC in the Region Name.

System will prompt for updating the password. Update your password.

The **MSE Registration application** consists of the following forms:

General Info form

MSE Material Review/Update form

Technical Info form

Works Info form

Provision to add more than one works for an item (material) exists.

Application submission

For all items selected, after filling in the technical info & works info for all the selected items, the application is submitted.

Acknowledgement of application submission is send to the email ID provided in the New Login Creation for MSE Registration form.



Documents required for MSE Registration

Sl. No.	Attribute	Upload	Document for upload
1	PAN	Mandatory	PAN
2	GSTIN	Mandatory	GST Registration certificate
3	Date of Incorporation	Mandatory	Certificate of Incorporation
4	Date of Entity Change	If applicable	Certificate of fresh incorporation
5	MSE Type (Micro/Small)	Mandatory	Udyog Aadhar Memorandum (UAM) no. / certificate issued from NSIC / DIC / KVIC / KVIB / Coir Board / Directorate of Handicrafts and Handloom or any other body specified by MSME
6	Type of company i. Proprietor ii. Partnership iii. Pvt. Ltd. iv. Others	Mandatory	UAM no./NSIC else Proprietor Cert./Self Cert. Partnership deed Article of association
7	Category		
	SC ST	Mandatory	UAM no./NSIC certificate with Enterprise Social Class If UAM no./ NSIC certificate with Enterprise Social Class is not available then Caste Certificate(s) of proprietor / partners / promoters (as the type of company be)
	SC ST Women	Mandatory	UAM no./NSIC certificate with Enterprise Social Class If UAM no./ NSIC certificate with Enterprise Social Class is not available then Caste Certificate(s) of proprietor / partners / promoters (as the type of company be)
8	NTPC GePNIC ID	Mandatory	Bidder enrolment acknowledgement/profile as generated from https://eprocurentpc.nic.in
9	Product Catalogue	Mandatory	Product that is offered for registration & the vendor is the manufacturer of that product