

STANDARD TERMS & CONDITIONS (STC) AND GUIDELINES FOR ENLISTMENT OF VENDORS ON PAN NTPC BASIS Rev-2

1.0 INTRODUCTION:

NTPC Limited (A Government of India Enterprise), a Maharatna Company is India's largest power utility with present installed capacity of more than 68,000 MW with 23 Coal based, 7 Gas/ Liquid fuel based, 2 Hydro Power Plant, 11 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 OPPORUNITY:

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:

NTPC Limited is in the process of online vendor enlistment, for Procurements & Contracts (covering O&M, Non O&M / Service departments and Civil works). 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/ Subsidiaries/ Joint Ventures. 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 themselves in the approved list can do so as per Enlistment Calendar. However, such request shall be evaluated in the subsequent cycle only.

Enlistments shall be done for Regular Contracts/ Procurements and also Mega Contracts/ Procurements of Estimated Cost as per following categories for NTPC Stations/Projects:

Category -1: (Regular Enlistments)	CEGs upto 4 Crs
	MEGs upto 15 Crs
Category -2: (Mega Cases)	CEGs above 4 Crs & upto Rs 50 Crs
	MEGs above 15 Crs & upto Rs 50 Crs

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

Material 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 website www.vendor.ntpc.co.in

Technical qualifying requirements to be met by applicants against each MEG / CEG, are also available in the website.

6.0 RESPONSIBILITY CENTRE FOR VENDOR ENLISTMENT:

Vendor Development Cell (VDC) of NTPC, situated at Sector-24, Naya Raipur (C.G.), shall be the Responsibility Centre for enlistment of MEGs / CEGs as per Enlistment Calendar.

The address and contact details of VDC along with the details of MEGs/ CEGs, are available at website www.vendor.ntpc.co.in

Apart from regular Enlistments, Special group(s) may be published in the portal for enlistment/ empanelment/ registration. For such groups, Responsibility Centres shall be as indicated in the Enlistment Notification itself.

7.0 ENLISTMENT CALENDAR:

In order to optimize the enlistment process, vendor enlistment & up gradation of each enlistment group shall be done once in year as per the 'Enlistment Calendar'.

The 'Enlistment Calendar' shall commence from 01st April and end on 31st December. A period of six weeks shall be allotted against each MEG/ CEG, for inviting applications from vendors.

8.0 UPLOADING MEGs/ CEGs & PUBLICITY:

List of MEGs/ CEGs with relevant details as mentioned above shall be updated at website www.vendor.ntpc.co.in time to time.

Vendor Development Cell will publish the abridged version of the notice for enlistment for the MEGs/ CEGs on our websites www.vendor.ntpc.co.in & www.ntpctender.com as per the Enlistment Calendar.

9.0 HOW TO APPLY FOR ENLISTMENT:

Interested potential vendors / contractors are advised to regularly visit the website www.vendor.ntpc.co.in for updates 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.

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

It is required to submit applications with digitally signed relevant credentials by the Authorized Signatory. The same should be uploaded on the website for vendor enlistment in respect of individual MEG/ CEG as per required documents/ details and corresponding specified QR.

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.

Any Certificate(s) / Financial Statement(s) / Audited Balance Sheet and P&L Account (wherever applicable) undertaken/ signed by a Member of Institute of Chartered Accountant of India (ICAI), which Applicants submit, will carry Unique Document Identification Number (UDIN) generated in line with the Gazette Notification of Council of Institute of Chartered Accountant of India (ICAI).

Applicants, required to submit the details of the past experiences, shall submit all the documents, such as copy of Purchase Orders/ Work Orders/ Contract Agreements/ Client Certificates etc., duly certified and verified for authenticity from Independent Statutory Auditor of their Company or specified Third-Party Inspection Agency (TPIA).

Further, wherever information can be drawn from books of accounts, records and other relevant documents, Applicants can also submit a certificate issued by their Independent Statutory Auditor certifying the data required in support to their past experiences.

Such applicant shall be required to submit duly certified and verified documents from their Statutory Auditors or specified TPIA along with a certificate regarding verification of authenticity of documents as per the format placed at *Annexure-IIIA* (Undertaking from Statutory Auditor) and/ or *Annexure-IIIB* (Undertaking from TPIA). All the documents submitted by the applicant shall be digitally signed by the Statutory Auditor and/ or specified TPIA.

In case documents are certified & verified for authenticity through TPIA, the verification and certification of authenticity of documents is acceptable from any of the following TPIAs:

1. Société Générale de Surveillance / SGS India Pvt. Ltd.(SGS)
2. Gulf Lloyds Industrial Services (India) Pvt. Ltd (GLISPL)
3. International Certification Services (ICS)
4. TUV Rheinland (India) Pvt. Ltd.
5. TÜV SÜD South Asia Pvt. Ltd.

6. TUV India Pvt. Ltd. (TÜV Nord Group)
7. Intertek India Pvt. Ltd.
8. Moody International (India) Pvt. Ltd.
9. RINA India Pvt. Ltd.
10. Competent Inspectorate and Consultants LLP

The following website may be referred for contact details of above ten (10) TPIAs:

http://nabcb.qci.org.in/accreditation/reg_bod_inspection_bodies.php

Any document pertaining to reference works/ plants in support of Technical QR, which is not certified by specified TPIA or Statutory Auditor of the applicant, as per the format enclosed, shall not be considered verified/ certified for the purpose of evaluation, and the application shall be liable for rejection.

The Applicant shall be responsible to get their documents/ credentials verified & certified by their Statutory Auditor(s) and/ or specified TPIAs. All the costs pertaining to third party verification and certification (including those by statutory auditors) shall be borne by the Applicant. NTPC shall have no liability (financial or otherwise) towards the same and shall not be liable for any claim/ dispute between the bidder and TPIA and/ or Statutory Auditor.

10.0 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/or 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 NCLT/ NCLAT or banned/ blacklisted/ Under Withholding/ Under Suspension of Business Dealing 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/ Withholding/ Suspension period. If any vendor, is debarred/ banned in participating at any tender for working/ supplying at 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.

11.0 CUT OFF DATE TO APPLY FOR ENLISTMENT:

Vendor enlistment & up gradation for each enlistment group shall be done once in year as per the 'Enlistment Calendar'. The 'Enlistment Calendar' shall commence from 01st April and end on 31st December. A period of six weeks shall be allotted against each MEG / CEG, for inviting applications from vendors.

Identification of MEGs / CEGs for a particular six-week period in the aforesaid calendar shall be notified in the portal time to time. Vendors intending to get themselves enlisted within the cycle need to apply online within cutoff date. All applications received within stipulated cutoff date shall be evaluated progressively.

Vendor should ensure that only relevant documents are uploaded. After the cutoff date and time for any particular evaluation cycle, vendor will not be permitted for any such change. In case, during evaluation of credentials, if any additional or relevant documents is required by NTPC, the same should be uploaded online in response to the time-bound clarification(s) sought.

12.0 INSTRUCTION FOR APPLYING ONLINE:

Interested vendors may open the website (www.vendor.ntpc.co.in) and create USER-ID themselves for enlistment by filling USER-ID creation 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 digitally signed (by the authorized signatory) document of the relevant credential shall be uploaded in "PDF form" as per the instructions shown on the page. Star (*) marked fields are mandatory.

13.0 HOW TO FILL THE APPLICATION FOR ENLISTMENT:

For creation of User-ID, 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.
- B. Mobile no: Cell no of authorized signatory.
- C. LETTER OF UNDERTAKING (LOU)- The format is available on the home page of website www.vendor.ntpc.co.in . Letter of Undertaking (LOU) should be executed on stamp paper of requisite value. Digitally Signed (by the authorized signatory of the vendor) copy of the same should be uploaded online along with their application.
- D. POWER OF ATTORNEY- Power of Attorney format given on the home page of website www.vendor.ntpc.co.in . Power Of Attorney (POA) should be executed on stamp paper of requisite value. Digitally Signed (by the authorized signatory of the vendor) copy of the same should be uploaded online along with their application.
- 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. MSE 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 with **Unique Document Identification Number (UDIN)**, 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. Documents should be **duly certified and verified for authenticity from Independent Statutory Auditor of their Company or specified Third-Party Inspection Agency (TPIA)**, failing which the application for enlistment is liable for rejection.
- 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.
- Y. GePNIC ID- All prospective applicants are required to register themselves on Government e-procurement system of NIC on <https://eprocurementpc.nic.in> and GePNIC vendor ID is to be provided.

14.0 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 **duly certified and verified for authenticity from Independent Statutory Auditor of their Company or specified Third-Party Inspection Agency (TPIA)**, 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.

15.0 ONLINE DOCUMENTS:

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

The “Power of attorney” and “Declaration regarding authenticity of the credentials i.e. Letter of Undertaking (LOU)” are required to be executed on stamp paper of requisite value. Digitally Signed (by the authorized signatory of the vendor) copy of the same should be uploaded online along with their application.

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

The name of the responsibility centre for processing of the enlistment against each MEG/CEG is mentioned in the website www.vendor.ntpc.co.in . Vendors should make sure that the submission of application is completed well in advance to avoid last minute rush.

16.0 OFFLINE DOCUMENTS:

No hardcopy is required to be sent / submitted while submitting the application.

All the uploaded documents are to be kept with vendor in original and shall have to be provided whenever asked for. Failing to do so, may lead to action inline to the NTPC Withholding & Banning policy.

17.0 EVALUATION CRITERIA & PROCESSING OF APPLICATIONS:

17.1 Application received up to predetermined cutoff date shall be considered for evaluation. The received applications evaluation shall start only after notified cutoff date in the priority as decided by NTPC. 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 applicants 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.

17.2 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.

17.3 Mapping of data of enlisted vendors (Average Annual Turnover and Execution Capability):

Average annual turnover and Execution Capability 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): Audited 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 submission of application for enlistment, has to be furnished.

Any Certificate(s) / Financial Statement(s) / Audited Balance Sheet and P&L Account (wherever applicable) undertaken/ signed by a Member of Institute of Chartered Accountant of India (ICAI), which Applicants submit, will carry Unique Document Identification Number (UDIN) generated in line with the Gazette Notification of Council of Institute of Chartered Accountant of India (ICAI).

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 (EC): 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 Purchase Orders submitted i.e. Copies of invoices, LR, e-way bills, 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. 20.0 & 21.0 below.

Notes:

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 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.

18.0 VALIDITY OF ENLISTMENT:

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

19.0 CERTIFICATE OF VENDOR ENLISTMENT:

After approval, Certificate of Enlistment indicating enlistment details and terms & conditions shall be made available to the enlisted vendors for downloading online from portal. The enlistment certificate shall be system generated and no signature shall be required.

20.0 SELECTION OF ENLISTED VENDORS FOR ISSUING TENDER ENQUIRY FOR CATEGORY-1 ENLISTMENTS (COST ESTIMATE FOR CEGS UP TO 4 CR & MEGS UP TO 15 CR):

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

(Note: AATO is annual average turnover, EC is estimated cost and CP is completion period/delivery period in months)

(a) For MEGs:

i) Delivery period upto one year:

Vendors having $AATO \geq EC$

and

Execution Capability $\geq EC$ will be eligible to participate in the tender

ii) Delivery period > 1 year:

Vendors having $AATO \geq EC \times 12 / CP$

and

Execution Capability $\geq EC$ will be eligible to participate in the tender

(b) For CEGs:

i) Annual and less duration contracts:

Vendors having $AATO \geq EC$

and

Execution Capability $\geq EC$ will be eligible to participate in the tender.

ii) Completion period > 1 year but less than 2 years:

Vendors having $AATO \geq EC \times 12 / CP$

and

Execution Capability $\geq EC$ will be eligible to participate in the tender.

iii) Biannual or above duration contract:

Vendors having AATO >= ECX12/CP

and

Execution capability >= ECX12/CP will be eligible to participate in the tender

Execution Capability (only for Category-1 enlistments) of the vendor to execute similar work shall be calculated based on the values of the three POs of highest execution value submitted by the vendor as defined in the following table with an example:

AA TO	Capability of execution of similar work as per PO values	PO-1	PO-2	PO-3
80	PO values	70	60	55
	Execution Capability as per One/two/three POs	70x1.25=87.5 (E.C. up to 87.5 L)	60x2=120 (E.C. up to 120 L)	55x2.5=137.5 (E.C. 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 and highest of the three eligibility limits shown in the table will be recorded in the system for selection of Enlisted vendors for issuing tender enquiry.				

21.0 SELECTION OF ENLISTED VENDORS FOR ISSUING TENDER ENQUIRY FOR CATEGORY-2 ENLISTMENTS/ ENLISTMENT FOR MEGA CONTRACTS (COST ESTIMATE FOR CEGS ABOVE 4 CR & MEGS ABOVE 15 CR AND BOTH UP TO 50 CR):

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

(Note: AATO is annual average turnover, EC is estimated cost and CP is completion period/delivery period in months)

For both MEGs & CEGs:

i) Delivery period up to one year:

vendors having AATO \geq EC

ii) Delivery period > 1 year:

Vendors having AATO \geq ECX12/CP

Only AATO of the vendors who meets the technical QR and Net Worth criteria of financial QR will be recorded in the system for selection of Enlisted vendors for issuing tender enquiry.

22.0 SELECTION OF ENLISTED VENDORS FOR ISSUING TENDER ENQUIRY FOR TERM / PERIODIC CONTRACT (APPLICABLE FOR ONLY CEGS IN BOTH CAT-1& CAT-2):

For Term / Periodic contract(s) selection of vendors for issuing Tender Enquiry from the enlisted vendors shall be done on annualized cost estimate basis. Further, the PRs of regular nature (Category-1) having overall cost estimate more than INR 4 Cr and annualized cost estimate less than INR 4 Cr shall be considered for tendering against enlistments (CEGs) of Category-1. Same procedure shall be adopted for vendor selection from the enlisted vendors for Mega Contracts (Category-2).

23.0 REVIEW & UPDATION OF VENDOR ENLISTMENT

After the completion of initial vendor enlistment for a new MEG / CEG, the enlistment process for these enlistment groups shall be re-opened after six months in the first instant and thereafter in next year Enlistment Calendar, for enabling the new vendors (who could not participate in the previous enlistment process) and already enlisted vendors (who want to upgrade their credentials) to participate and submit their application for vendor enlistment / up gradation.

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.

24.0 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 from NTPC.**

25.0 E-TENDER (GePNIC & GeM) REQUIREMENT FROM ENLISTED VENDOR:

NTPC is procuring goods & services through e-tender mode. Enquiry is issued either in Government e-procurement system of NIC (GePNIC) or in Government e- marketplace (GeM) portal. Hence, vendors are advised to register themselves on GePNIC portal <https://eprocurementpc.nic.in> and <https://gem.gov.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 and GeM portals.

26.0 FRAUD PREVENTION POLICY:

Provisions of NTPC Fraud Prevention policy shall apply for the enlistments being done. The applicant shall strictly adhere to the Fraud Prevention policy of NTPC.

Copy of the same is available at portal (www.vendor.ntpc.co.in).

27.0 WITHHOLDING & BANNING POLICY:

Copy of the "Withholding & Banning policy" of NTPC available at portal (www.vendor.ntpc.co.in).

28.0 REVIEW OF ENLISTED VENDORS FOR POOR PERFORMANCE, FRAUDULENT ACTS:

In case of unsatisfactory performance of the enlisted vendors, respective Station shall take necessary action against the Vendor for withholding/ banning business dealings, in line with NTPC banning policy.

Vendor shall be de-enlisted for the balance period of his enlistment if Pan NTPC banning action taken against any vendor.

If any of the applicant / enlisted vendor is found to have been involved in any fraudulent activities like submission of fake credentials/ document/ information as defined in NTPC Fraud prevention policy/ banning policy during enlistment process of VDC, VDC shall take necessary action in line with Fraud Prevention Policy.

29.0 DELISTING OF ENLISTED VENDORS

The enlisted vendor shall be de-listed from the approved Vendor list for the balance validity period of enlistment on the following ground:-

If any enlisted vendor for a particular MEG / works package does not participate at least once in Three years in any of the tenders issued to them from any NTPC stations/ SSC/USSC, then they may be delisted from the approved Vendor List.

30.0 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.

31.0 COURT OF JURIDICTION:

The Courts at Raipur 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 tendering at any NTPC stations/ SSC/ USSC. 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.

ix. The minimum threshold limit for Execution Capability (EC) and Average Annual Turn Over (AATO) of enlisted vendors shall be Rs.5,00,000/- (Rupees Five Lakhs). If any vendor does not submit the required documents so that their Execution Capability exceeds Rs.5,00,000/- (Rupees Five Lakhs), such vendor shall not be considered for enlistment even if they meet the Qualifying Requirement (QR) of that MEG/ CEG.

Yours faithfully,

For and on behalf of NTPC Ltd

Documents / Details available on Home Page for vendor enlistment

www.vendor.ntpc.co.in

1. STC for Enlistment
2. MEGs details
3. CEGs details.
4. Format-LOU
5. Format-POA
6. Fraud Prevention Policy
7. Banning Policy
8. HELP Document

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

Applicants are required to upload following documents (digitally signed 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 USER-ID creation :- 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.	GePNIC	GePNIC Registration		Mandatory
4.	Manufacturer	Proof of manufacturing- statutory document as a proof of being manufacturer of the required material		Mandatory
5.	MSE Registration	MSE Registration Certificate (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
6.	ISO 9001 Certificate	ISO 9001 Certificate		Optional
7.	ISO 14000 Certificate	ISO 14000 Certificate		Optional

B) For type of company: Documents to be uploaded as applicable (Mandatory)		
8.	Proprietorship Co.	<ol style="list-style-type: none"> 1. The full name of the individual proprietor, his/her parentage, documentary proof of his/her age, permanent address and present postal address/ contact details. 2. Specimen signature of the Proprietor duly attested by a scheduled Bank or First Class Magistrate. 3. A deed of declaration by the Proprietor, that no other individual or company has any share in the concern.
9.	Partnership Co.	<ol style="list-style-type: none"> 1. Certified photocopy of the Partnership Deed, with up to date amendments (if any). 2. Specimen signature of the Partners duly attested by a scheduled Bank or First Class Magistrate. 3. Registration certificate issued by the Registrar of Firms concerned.
10.	Private Limited Co.	<ol style="list-style-type: none"> 1. Certified to be true and up to date amended copy of Memorandum and Articles of Association of the Company. 2. Certificate of incorporation of the Company. 3. 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 style="text-align: center;">OR</p> <p style="text-align: center;">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"> 4. Specimen signatures of the Executive Director(s)/ authorized person above duly attested by a scheduled Bank or First Class Magistrate.

11.	Public Ltd. Co.	<ol style="list-style-type: none"> 1. Certified to be true copy of Memorandum and Articles of Association of the Company and/or the relevant Statute/Act. 2. 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. 3. 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. OR 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. 4. 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.
12.	Public Sector Undertaking	Self-Certification by authorized person
13.	For annual turnover	Copy of Audited Profit & Loss Account / Balance Sheet for last three preceding years with Unique Document Identification Number (UDIN)
14.	For experience	Copies of three Purchase orders of highest value executed during last 5(five) years from the date of application, execution proof like invoices, client certificate, stores receipt vouchers, any other document etc. indicating corresponding order number, dates & material supply value etc., duly certified and verified for authenticity from Independent Statutory Auditor of their Company or specified Third-Party Inspection Agency (TPIA).
15.	Other documents as asked in qualifying requirement	<ul style="list-style-type: none"> • Proof of manufacturer • Manufacturing / Testing facilities details (Self Attested) • Client certificate for successful operation period (as applicable)

“LETTER OF UNDERTAKING” (LOU)

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

Ref.:

Date: ---, ----

To,
HEAD OF VDC (USSC/CPG-1)
NTPC LIMITED,
PLOT NO:87, SECTOR-24,
NAYA RAIPUR, CG - 492018

Subject: Application for Enlistment

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

d. Execution Capability (Highest 3 Nos PO/ Work orders execution details for similar work)

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)" should be duly executed on stamp paper of requisite value. Digitally Signed (by the authorized signatory of the vendor) copy of the same should be uploaded online along with their application. Applicant should keep Original hardcopy with them and shall have to be provided whenever asked for.

“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:

Place:

Name:

Date:

Designation:

(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

Name:

Address:

Witness-2

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 “Letter of Undertaking (LOU)” should be duly executed on stamp paper of requisite value. Digitally Signed (by the authorized signatory of the vendor) copy of the same should be uploaded online along with their application. Applicant should keep Original hardcopy with them and shall have to be provided whenever asked for.

Undertaking from Independent Statutory Auditor

(On letter head digitally signed by a person duly authorized to Sign on behalf of the Statutory Auditor)

Ref. No:

DATE:

To,
NTPC Ltd.
.....

Subject: Authentication of veracity of documents submitted by M/s in support of credentials for Enlistment

Ref: NIA no. / Enlistment Cycle no:
Name of the MEG/ CEG:

Dear Sir,

M/s (hereinafter called Applicant) having Registered office at intend to participate in above referred Enlistment of NTPC Ltd.

We, M/s has been appointed as Statutory Auditor for the Applicant i.e. M/s (Relevant documents on our appointment attached)

The Enlistment condition stipulates that the Applicant shall submit supporting Documents pertaining to Technical Qualifying Requirement duly verified and certified by Statutory Auditor.

In this regard, it is hereby confirmed that we have examined the following documents, which are also attached with this letter. The same has been verified from the Original Documents and/ or Client for authenticity.

We hereby confirm that the following documents are found to be genuine and authentic.

1. Doc ref. no. dated(name of Documents)
2. Doc ref. no. dated(name of Documents)
3.

All the aforesaid documents have been duly signed and stamped and/ or digitally signed by us as a certificate of authenticity.

*Further, we have examined the books of accounts, records, and other relevant documents, along with other necessary information and explanations furnished by M/s. _____(Applicant)..... and hereby certify following:

.....

This certificate is issued at the request of M/s (Applicant) for the purpose of participating in Enlistment.

Thanking you,

.....

** Strike off, whichever is not applicable.*

Undertaking from Third Party Inspection Agency

(on letter head digitally signed by a person duly authorized to Sign on behalf of the TPIA)

Ref.: _____

Date:

To,
NTPC Ltd.
.....

Dear Sir,

Subject: Authentication of veracity of documents submitted by M/s..... in support of credentials for Enlistment

Ref : NIA no. / Enlistment Cycle no:
 Name of the MEG/ CEG:

M/s. (hereinafter called Applicant) having Registered office at intend to participate in above referred Enlistment of NTPC Ltd.

The Enlistment condition stipulates that the Applicant shall submit supporting Documents pertaining to Technical Qualifying Requirement duly verified and certified by a specified independent Third Party Inspection Agency as per the list mentioned in the Enlistment documents.

In this regard, it is hereby confirmed that we have examined the following documents, which are also attached with this letter. The same has been verified from the Original Documents and / or Client for authenticity.

We hereby confirm that the following documents are found to be genuine and authentic.

1. Doc ref. no. dated (name of Documents)
2. Doc ref. no. dated (name of Documents)
3.

All the aforesaid documents has been digitally signed by us as a certificate of authenticity.

We further confirm that we neither have any vested interest in aforesaid Enlistment nor have any conflict of interest in respect of above Enlistment.

This certificate is issued at the request of M/s (Applicant) for the purpose of participating in the subject Enlistment(s).

Thanking you,

.....

** Strike off, whichever is not applicable.*