

**NTPC LIMITED**  
**Corporate Materials Management**

**Ref. No. 01/CMM/CMPG/28MEG-02**

**STANDARD TERMS & CONDITIONS (STC) AND GUIDELINES**  
**FOR ENLISTMENT OF VENDORS FOR DESIGN & PRINTING OF ANNUAL**  
**REPORT & NOTICES FOR AGM/EGM AND OTHER STAKEHOLDERS MEETING**

**1.0 SCOPE OF ENLISTMENT:**

The Company is in the process of online **vendor enlistment**, for “**Design & Printing of Annual Report & Notices for AGM/EGM and other Stakeholders meeting**”. The intent of this enlistment is to identify and enlist prospective vendors who meet Technical Qualifying Requirements envisaged. Any vendor desirous to get their names enlisted/ updated themselves in the approved list; they can do so once in a year.

**2.0 STANDARD TERMS & CONDITIONS (STC) FOR ENLISTMENT:**

This document will be applicable for enlistment of vendors for “Design & Printing of Annual Report & Notices for AGM/EGM and other Stakeholders meeting” only. The document explains the details regarding the modality and terms & conditions for enlistment.

**3.0 RESPONSIBILITY CENTRES FOR VENDOR ENLISTMENT:**

Corporate Material Group of NTPC, situated at the Engineering Office Complex at Sector-24, Noida shall be the Responsibility Centers for this enlistment. The address and contact details of Responsibility Centers along with the details of proposed enlistment are available on the portal [www.vendor.ntpc.co.in](http://www.vendor.ntpc.co.in) .

**4.0 HOW TO APPLY FOR ENLISTMENT:**

Interested potential vendors are advised to regularly visit the website [www.vendor.ntpc.co.in](http://www.vendor.ntpc.co.in) to update them and apply online for the **EG** of their interest and for which they would meet corresponding Technical Qualifying Requirement. Interested vendors are to apply and upload / submit **only online** the relevant documents (credentials) as required for enlistment against corresponding EG. 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.**

**No fee is required to be paid for enlistment. No off line application would be entertained by NTPC. Only Power of Attorney & letter of Undertaking have to be send in hard copy to the responsibility center address.**

**5.0 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 EG. 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 EG 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.

#### **6.0 CUT OFF DATE TO APPLY FOR ENLISTMENT:**

In the initial vendor enlistment process, an abridged version of Notice Inviting Application (NIA) shall be uploaded on NTPC websites [www.vendor.ntpc.co.in](http://www.vendor.ntpc.co.in) and [www.ntpctender.com](http://www.ntpctender.com).

The cutoff date for submission of completed application as mentioned in this notification only for the purpose to commence second cycle of evaluation only. Vendors intending to get themselves enlisted within the second cycle need to apply online within this cutoff date. Application submitted after this date will not be considered for enlistment in the second cycle.

Vendor should ensure that only relevant documents are uploaded. Post application submission & before the cut off date, if the applicant needs to modify/edit the submitted application, an e-mail from the registered e-mail of the applicant is required to be sent on. During evaluation of the application, if the evaluation committee requires any documents, the same shall be sought & responded by the applicant through the portal only. .

#### **7.0 UPLOADING OF ENLISTED VENDORS LIST:**

The list of approved vendors for enlistment shall be uploaded on the website [www.vendor.ntpc.co.in](http://www.vendor.ntpc.co.in). Against each enlisted vendor, their respective Average Annual Turnover (AATO) during preceding three completed financial years and execution capability (EC) of similar supply / work during preceding five years from the date of submission of their application shall be mentioned.

#### **8.0 VALIDITY OF ENLISTMENT:**

Vendors shall be enlisted for three years from the date of uploading of list on website, subject to fulfillment of the terms & conditions.

#### **9.0 CERTIFICATE OF VENDOR ENLISTMENT:**

After approval, certificate of enlistment shall also be issued by the respective responsibility Centre to the approved vendors.

#### **10.0 SELECTION OF ENLISTED VENDORS FOR ISSUING TENDER ENQUIRY:**

After enlistment, whenever requirement emerges, based on the cost estimate and the execution period of the PR, the list of vendors to whom enquiry can be issued (out of all the technically

qualified enlisted vendors) shall be selected as follows:- **Example:-** Say Average annual Financial 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
	<b>PO values</b>	70	60	55
80	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= <b>137.5</b> (C.E up to 137.5 L)
	Execution Capability of the vendor to execute similar work	<b>137.5</b> (Highest of 87.5, 120 and 137.5) Vendor is capable to execute work up to cost estimate 137.5 L i.e <b>eligibility limit for enlistment up to cost estimate 137.5 L</b>		
<b>AATO means:</b> 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.				

#### Selection of Vendors as per enlistment for a procurement / works case:-

A) **Average Annual Turnover required** shall be calculated as:

i) For procurement / works cases with cost estimate and completion period **more than 12 months**,

$$\text{AATOR} = \text{EC} \times 12 / \text{CP}, \text{ Where:}$$

AATOR = Average Annual Turn Over Required

EC = Estimated Cost

CP = Job / supply Completion in Months

ii) For procurement / works case with cost estimate and completion period **up to 12 months**,

$$\text{AATOR} = \text{EC}, \text{ Where:}$$

AATOR = Average Annual Turn Over required

EC = Estimated Cost

B) **Execution Capability** of the vendor to execute similar work shall be calculated based on the values of the 03 POs submitted by the vendor as defined at the above table.

The enlisted vendors with execution capability more than the cost estimate of the works/ procurement and having AATO more than AATOR as defined above shall be selected by the system and the same shall be referred to as **Eligible Enlisted Vendors** for that case.

**By feeding the cost estimate and the Job/ supply Completion period, MEG/CEG,**

the list of vendors to whom enquiry can be issued shall be generated by the system.

#### **11.0 YEARLY REVIEW & UPDATION OF VENDOR ENLISTMENT**

**All applications received within the cutoff date notified in the initial enlistment will be evaluated as mentioned at para 5.0 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.*

*Application for fresh enlistment/ upgradation shall be open after one year.*

**Already enlisted vendors:** If any enlisted vendor wants to upgrade their credentials (Average Annual Turn Over and / or Execution Capability/ any other information) during the validity of enlistment, they can apply online with revised credentials for up gradation. *However, the revised credentials for Execution Capability related to preceding five years and annual turnover related to preceding three financial years shall be considered for evaluation, from the date of revised application.*

**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 uploading on the website.

**Note: Existing enlisted vendor/ prospective vendor to visit the portal regularly to keep themselves abreast with the latest offerings.**

#### **12.0 RENEWAL OF ENLISTMENT:**

System will keep a track of the validity dates of the enlisted Vendors. To remind them for renewal, 90 days prior to the expiry of validity, a system generated mail will be sent to the respective vendors. 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.

#### **13.0 INSTRUCTION FOR APPLYING ONLINE**

Interested vendors may open the website ([www.vendor.ntpc.co.in/enlistment](http://www.vendor.ntpc.co.in/enlistment)), click on create login button, select the enlistment category, and fill in the relevant details to create login credentials. 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.

#### **14.1 How to fill the application for enlistment**

The application form is divided into 4 sections namely General, Financial, Technical and works / additional info. The attributes corresponding to data and information are self explanatory.

A help document for enlistment application is available on [www.vendor.ntpc.co.in/enlistment](http://www.vendor.ntpc.co.in/enlistment) page under the 'Help' tab. Helpdesk numbers and email for assistance are mentioned in the pop-up.

The mandatory attributes are super scribed by \*.

on application submission, a system generated confirmatory mail is triggered to the registered email of the applicant

## **14.2 Important instructions**

**I. Fee:** There will be no fee applicable for submitting application for enlistment.

**II.** The applicant is required to correctly select the Enlistment Group (EG) for which they intend to get enlisted. They should read the **Technical Qualifying Requirement (QR)** for enlistment for the EG 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.

## **15.0 ONLINE DOCUMENTS:**

All applications received till the cutoff date shall be considered for enlistment.

Even after submission, but before cutoff date for application submission, if the applicant wants to modify the data, they can do so by sending a request email to [cpcadmin@ntpc.co.in](mailto:cpcadmin@ntpc.co.in) from their registered email for unlocking the submitted application. The applicant should mention their CPC Vendor Portal User ID, enlistment group (EG) and date of application submission. It is the sole discretion of NTPC Limited whether to unlock a submitted application before the cut-off date.

## **16.0 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 center:

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 of the Responsibility center 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 super scribed as follows:

**“Letter of Undertaking” & “Power of attorney” for Vendor Enlistment Group:  
Responsibility Centre:  
From----- (Name of company)**

## **17.0 EVALUATION CRITERIA & PROCESSING OF APPLICATIONS**

**17.1.** The applicant meeting the technical qualifying requirements against the respective Enlistment Group(EG) shall be shortlisted for enlistment subject to physical assessment clearance, if applicable.

The evaluation of credentials for enlistment of vendors shall be done by the Responsibility Centre as indicated against that EG.

### **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 experience):**

Average annual turnover and execution experience value will be mapped against each enlisted vendor.

## **18.0 ASSISTANCE IN FILLING APPLICATION DOCUMENT**

For queries related to enlistment, the contact details are mentioned under the contact us ----> responsibility Centre tab on the enlistment page.

For assistance regarding IT issues, the details are mentioned in point 14.1 above.

## **19.0 E-TENDER REQUIREMENT FROM ENLISTED VENDOR**

NTPC is procuring goods & services through e-tender mode. Hence, vendors are advised to obtain CLASS III Digital Signature (with Organization name), NTPC vendor code in SRM for participation in e-tender. Enquiry will be issued on e-tender platform only.

Bidders will not be able to receive & participate in e-tender if they do not have the required digital certificate. The vendors may contact the concerned Responsibility Centre for creation of vendor code or replication in SRM. For further details vendor may visit our e-tender (SRM) Site: <https://etender.ntpclakshya.co.in/sap/bc/gui/sap/its/bbpstart>

## **20.0 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** [www.vendor.ntpc.co.in](http://www.vendor.ntpc.co.in)

## **21.0 BANNING POLICY:**

The banning policy of NTPC available on **the home page of our web site** [www.vendor.ntpc.co.in](http://www.vendor.ntpc.co.in) shall be applicable.

## **22.0 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 user deptt..*

## **23. 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. Only sales / works Turnover shall be considered as annual Turnover. Other income shall not be considered.
- ii. 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.
- iii. 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.
- iv. Vendor is free to seek clarification / interpretation/ scope / similar item etc before submitting the application for enlistment.
- v. 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

**Documents uploaded on Home Page for vendor enlistment on our website  
[www.vendor.ntpc.co.in](http://www.vendor.ntpc.co.in) -**

- 1. Vision Document**
- 2. STC for Enlistment**
- 3. EG details**
- 4. Responsibility Centre**
- 5. List of Documents to be uploaded by applicant.**
- 6. Format-LOU**
- 7. Format-POA**
- 8. Fraud Prevention Policy**
- 9. Banning Policy**



## NTPC Limited

### 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 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.**

S.No.	Details	Documents to be up loaded	Document uploading
1	Permanent Account No (PAN)	PAN card	Mandatory
2	GSTIN	GST registration certificate	Mandatory
3	Date of incorporation	Certificate of incorporation	Mandatory
4	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
5	SSI/NSIC unit	Valid SSI/NSI certificate with goods list as applicable to be uploaded	Mandatory if applicable
6	MSME Registration	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
7	ISO /SA 8000 Certificate(s)	Relevant Certificate	Mandatory if applicable
8	Change of entity	Relevant document pertaining to merger / acquisition / change of ownership /change in type of company	Mandatory if applicable
9	Type of Company	Mandatory	
9 a.	Proprietorship Co.	<ol style="list-style-type: none"> <li>1. The full name of an individual proprietor, his/her parentage, documentary proof of his/her age, permanent address and present postal address/ contact details.</li> <li>2. Specimen signature of the Proprietor duly attested by a scheduled Bank or First Class Magistrate.</li> <li>3. A deed of declaration by the Proprietor, that no other individual or company has any share in the concern.</li> </ol>	

9 b.	Partnership Co.	<ol style="list-style-type: none"> <li>1. Certified photocopy of the Partnership Deed, with up to date Amendments (if any).</li> <li>2. Specimen signature of the Partners duly attested by a scheduled Bank or First Class Magistrate.</li> <li>3. Registration certificate issued by the Registrar of Firms concerned.</li> </ol>
9 c.	Private Limited Co.	<ol style="list-style-type: none"> <li>1. Certified to be true and up to date amended copy of Memorandum and Articles of Association of the Company.</li> <li>2. Certificate of incorporation of the Company.</li> <li>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.</li> </ol> <p>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"> <li>4. Specimen signatures of the Executive Director(s)/ authorized person above duly attested by a scheduled Bank or First Class Magistrate.</li> </ol>
9 d.	Public Ltd. Co.	<ol style="list-style-type: none"> <li>1. Certified to be true copy of Memorandum and Articles of Association of the Company and/or the relevant Statute/Act.</li> <li>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.</li> <li>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.</li> </ol> <p>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"> <li>5. 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.</li> </ol>
9 e.	Public Sector Undertaking	Self-Certification by authorized person
10	<b>For annual turnover</b>	Copy of Profit & Loss Account / Balance Sheet for last three preceding years
11	<b>For execution capability</b>	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 corresponding order number, dates & material supply value etc.
12	<b>Other documents as asked in qualifying</b>	<ol style="list-style-type: none"> <li>1. Proof of manufacturer</li> <li>2. Manufacturing / Testing facilities details (Self Attested)</li> </ol>

	<b>requirement</b>	3. Client certificate for successful operation period ( <b>as applicable</b> )
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Note: All uploaded documents 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,  
AGM(CM)  
NTPC Ltd,  
Engineering Office Complex  
Sector 24,  
NOIDA 201301

**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, EG 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 :-

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

Witness

Signature

Signature:

Name of Executants

Name

Designation

Address

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.

**NTPC LIMITED**  
Central Procurement Cell, 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 enlistment Notice Inviting Application (NIA) **for ENLISTMENT OF VENDORS FOR “Design & Printing of Annual Report & Notices for AGM/EGM and other Stakeholders meeting”** 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

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 "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.

**NTPC LIMITED**  
Corporate Material, Noida

**VENDOR ENLISTMENT CERTIFICATE**

Ref No: 01/CC/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:**

<b>MEG / CEG No</b>	<b>Brief Item Description</b>	<b>*AATO (Rs)</b>	<b>Execution Capability (Rs.)</b>	<b>Validity of enlistment</b>

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

**2.0 Terms and Conditions:**

a) 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.

b) 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.

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:

**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 Corporate Centre. 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: