

NTPC Limited
(A Government of India Enterprise)



**Enlistment of Domestic RLNG Suppliers for Procurement of Spot
RLNG on Reasonable Endeavour basis for NTPC's existing Gas
Stations**

DOCUMENT NO.: CS-SFLN-EN001-9

NTPC LIMITED

(A Government of India Enterprise)

CORPORATE CONTRACTS, NOIDA

NOTICE INVITING APPLICATIONS(NIA)

FOR

ENLISTMENT OF DOMESTIC RLNG SUPPLIERS FOR PROCUREMENT OF SPOT RLNG ON REASONABLE ENDEAVOUR BASIS FOR NTPC'S EXISTING GAS STATIONS

- 1.0** NTPC Limited invites online applications from eligible domestic Agencies for the above-mentioned Enlistment. All the interested applicants may refer the Instructions to Applicants and application forms which are to be submitted along with application at the link <https://vendor.ntpc.co.in/ContractEnlistment>.

Applicants shall be required to create login at the Link <https://vendor.ntpc.co.in/ContractEnlistment> under category selection "Applying For Consultancy Packages" and then selection of above mentioned package. After login creation, applicants shall be required to login under 'region name', 'CS' to submit application under current category. Details guidelines is mentioned in the Instructions to Applicants.

2.0 Brief scope of Enlistment

- (i) NTPC Ltd. has total gas based capacity of 3658 MW. It has CCGT power plants at Anta (Rajasthan), Auraiya (UP), Dadri (UP), Faridabad (Haryana), Kawas (Gujarat) and Gandhar (Gujarat). All these power plants are connected to GAIL's HVJ pipeline network. Kawas and Gandhar power plants are also connected to the Gujarat State Petronet Limited's pipeline network. Dadri power plant is also connected to IOCL's Dadri-Panipat pipeline.
- (ii) The plants have been allocated domestic gas by Govt. of India. However, due to diversion of domestic gas to CGD sector as per MoP&NG guidelines, NTPC gas plants are not receiving domestic gas w.e.f. 16.06.2021. NTPC has a long term RLNG supply agreement. To meet the balance gas requirement, NTPC procures Spot RLNG from domestic suppliers.
- (iii) NTPC intends to do fresh enlistment of domestic RLNG suppliers. Subsequent to enlistment, NTPC shall invite tenders from enlisted suppliers for supply of Spot RLNG to existing gas stations. The tenders shall be invited usually on a monthly basis for meeting the gas requirement. The RLNG supplies shall be on RE (Reasonable Endeavour) basis by the suppliers, i.e., without Take-or-Pay or Supply-or-Pay obligations. The suppliers shall supply RLNG on delivered basis, i.e., the seller shall make arrangement for transportation of gas up to the station boundary. Daily Spot RLNG requirement will be met by aggregating the quantities available with different suppliers. Daily offtake of gas at various stations shall be on the basis of ascending order of prices of various gases at each station.

- 3.0** The Enlistment Documents will be available as per following schedule or schedule as

mentioned at the portal for initial enlistment:

Start date for submission of Application	21.03.2022
Last date for submission of Queries*	24.03.2022
Last date for submission of application#	05.04.2022
Cost of Enlistment Documents	NIL

* No Queries from applicants, whatsoever, shall be entertained by the Employer beyond the last date of receipt of Queries as specified above.

Employer may change Dates and same shall be reflected at the portal shall be applicable for all the applicants.

4.0 Qualifying Requirement for Enlistment

4.1 Technical Criteria

Applicant should have supplied at least 2.10 MMSCM (approx.) RLNG in any month to one or many consumer(s) on plant boundary delivery basis within last 3 years as on the last date notified for receipt of Application.

4.2 Financial Criteria:

4.2.1 Financial Criteria of Applicant

- a) The average annual turnover of the Applicant, in the preceding three (3) financial years as on the last date notified for receipt of Application, should not be less than INR 2430 Million (Indian Rupees Two Thousand Four Hundred Thirty Million only) or in equivalent foreign currency.

In case the Applicant does not satisfy the financial criteria, stipulated above on its own, its Holding Company would be required to meet the stipulated turnover requirements as above, provided that the net worth of such Holding Company as on the last day of the preceding financial year is at least equal to or more than the paid-up share capital of the Holding Company. In such an event, the Applicant would be required to furnish along with its Application, a Letter of Undertaking from its Holding Company, supported by Board Resolution of the Holding Company, as per the format enclosed in the enlistment documents, pledging unconditional and irrevocable financial support for the execution of the Contract by the Applicant in case of award.

- b) The Net Worth of the Applicant should not be less than 100% of the Applicant's paid up share capital as on the last day of the preceding financial year. In case the Applicant meets the requirement of Net worth based on the strength of its Subsidiary(ies) and/or Holding Company and/or Subsidiaries of its Holding companies wherever applicable, the Net worth of the Applicant and its Subsidiary(ies) and/or Holding Company and/or Subsidiary(ies) of the Holding Company, in combined manner should not be less than 100% of their total paid up share capital. However individually, their Net worth should not be less than 75% of their respective paid up share capitals. Net worth in combined manner shall be calculated as follows:

$$\text{Net worth (combined)} = (X1+X2+X3) / (Y1+Y2+Y3) \times 100$$

Where, X1, X2, X3 are individual Net worth which should not be less than 75% of the

respective paid up share capitals and Y1, Y2, Y3 are individual paid up share capitals.

- c) In case, the Applicant is not able to furnish its audited financial statements on stand alone entity basis, the unaudited unconsolidated financial statements of the Applicant can be considered acceptable provided the Applicant further furnishes the following documents for substantiation of its qualification:
- (i) Copies of the unaudited unconsolidated financial statements of the Applicant along with copies of the audited consolidated financial statements of its Holding Company.
 - (ii) A Certificate from the CEO/CFO of the Holding Company, as per the format enclosed with the enlistment documents, stating that the unaudited unconsolidated financial statements form part of the consolidated financial statements of the Holding Company.

In case where audited results for the last financial year as on the last date notified for receipt of Application are not available, the financial results certified by a practising Chartered Accountant shall be considered acceptable. In case, Applicant is not able to submit the Certificate from practising Chartered Accountant certifying its financial parameters, the audited results of three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further a Certificate would be required from the CEO / CFO as per the format enclosed in the enlistment documents stating that the financial results of the Company are under audit as on the last date notified for receipt of Application and the Certificate from the practising Chartered Accountant certifying the financial parameters is not available.

Notes for clause 4.2.1

- (i) "Holding Company" and "Subsidiary" shall have the meaning ascribed to them as per Companies Act, 2013, in vogue.
- (ii) Net worth means the sum total of the paid up share capital and free reserves. Free reserve means all reserves credited out of the profits and share premium account but does not include reserves credited out of the revaluation of the assets, write back of depreciation provision and amalgamation. Further any debit balance of Profit and Loss account and miscellaneous expenses to the extent not adjusted or written off, if any, shall be reduced from reserves and surplus.
- (iii) Other income shall not be considered for arriving at annual turnover.

Additional notes:

- (i) Reasonable Endeavour basis means without Take-or-Pay obligation on buyer and Liquidated damages on supplier
- (ii) Plant boundary delivery basis means gas transportation is to be tied up by the gas supplier.

5.0 Subsequent to Enlistment, only the Enlisted Agencies will be invited to submit bids in respect of specific enquiry till the time enlistment is valid.

6.0 NTPC reserves the right to reject any or all applications or cancel/withdraw the 'Notice Inviting Applications' without assigning any reasons whatsoever and in such case no Applicant or intending Applicant shall have any claim arising out of such action. NTPC shall also have the right to verify any information/document furnished by the

Applicant/Agency/Company/Firm and inspect the works carried out by the Applicant/Agency/Company/Firm, if so required.

- 7.0** Applicants who respond within due date with application as mentioned above against this NIA will only be considered for Enlistment. Application for enlistment shall be invited through online mode only at the portal at <https://vendor.ntpc.co.in/ContractEnlistment>. This enlistment shall be valid for a period of Three (03) years from the date of Enlistment.
- 8.0** Issuance of Enlistment Documents to any Applicant shall not construe that such Applicant is considered to be qualified. The Applicant shall bear all costs incurred in the preparation and submission of the application and other actions implied. NTPC shall not be responsible or liable for such costs, regardless of the outcome of the Enlistment process.
- 9.0** After the completion of initial vendor enlistment as mentioned above, the enlistment process shall again be re-opened after a period of 6 months and shall be kept open so that all the new vendors who could not participate in the enlistment process can participate and submit their application for enlistment at any time.

10.0 Address for communication:

Sr Manager (CS-P&S) / AGM (CS-P&S)
NTPC LIMITED.
6th Floor, Engineering Office Complex,
Plot No.A-8A, Sector -24, Noida – 201 301
Distt. Gautam Budh Nagar, State of U.P., INDIA,

Mobile- 9771440920
Phone No: 0120-4948687
Email: ravikumar04@ntpc.co.in , neerajkumar02@ntpc.co.in

Websites: <https://vendor.ntpc.co.in/enlistment> or <https://ntpctender.ntpc.co.in/> or www.ntpc.co.in

INSTRUCTIONS TO APPLICANTS (ITA)

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1.0 DISCLAIMER

NTPC reserves the right not to proceed further, to change the process or procedure to be applied for Enlistment. It also reserves the right to decline to discuss further with any Applicant applying for Enlistment.

2.0 BRIEF SCOPE OF ENLISTMENT

- (i) NTPC Ltd. has total gas based capacity of 3658 MW. It has CCGT power plants at Anta (Rajasthan), Auraiya (UP), Dadri (UP), Faridabad (Haryana), Kawas (Gujarat) and Gandhar (Gujarat). All these power plants are connected to GAIL's HVJ pipeline network. Kawas and Gandhar power plants are also connected to the Gujarat State Petronet Limited's pipeline network. Dadri power plant is also connected to IOCL's Dadri-Panipat pipeline.
- (ii) The plants have been allocated domestic gas by Govt. of India. However, due to diversion of domestic gas to CGD sector as per MoP&NG guidelines, NTPC gas plants are not receiving domestic gas w.e.f. 16.06.2021. NTPC has a long term RLNG supply agreement. To meet the balance gas requirement, NTPC procures Spot RLNG from domestic suppliers.
- (iii) NTPC intends to do fresh enlistment of domestic RLNG suppliers. Subsequent to enlistment, NTPC shall invite tenders from enlisted suppliers for supply of Spot RLNG to existing gas stations. The tenders shall be invited usually on a monthly basis for meeting the gas requirement. The RLNG supplies shall be on RE (Reasonable Endeavour) basis by the suppliers, i.e., without Take-or-Pay or Supply-or-Pay obligations. The suppliers shall supply RLNG on delivered basis, i.e., the seller shall make arrangement for transportation of gas up to the station boundary. Daily Spot RLNG requirement will be met by aggregating the quantities available with different suppliers. Daily offtake of gas at various stations shall be on the basis of ascending order of prices of various gases at each station.

3.0 INSTRUCTIONS TO APPLICANTS

The intent of this enlistment is to identify and enlist prospective agencies who meet Technical and Financial Qualifying Requirements mentioned at Annexure-I to this application document.

The Application is open to applicants within the Employer's country only, subject to fulfillment of conditions specified in the Clause "Restrictions on procurement from a Applicant of a country which shares a land border with India".

The notice inviting application for enlistment shall be published on websites <https://vendor.ntpc.co.in/enlistment> and <https://ntpctender.ntpc.co.in/>.

Interested potential vendors (domestic) / contractors (domestic) are advised to visit the website <https://vendor.ntpc.co.in/enlistment> and login to update and/or apply online for the respective "Corporate Contracts Consultancy Enlistment Group" (CCG) to meet the Technical Qualifying Requirement and financial parameters mentioned against this enlistment.

All costs incurred by applicant for preparing and submitting the application for enlistment, in providing clarification or any other expenses whatsoever shall be borne

by applicants themselves.

The language for submission of application for enlistment shall be English. The units of measurement shall be metric systems of measures, unless otherwise specified elsewhere. Financial data should be given in Indian rupees only.

The information should be provided in the application form in line with the information sought and the same shall be filled in completely and wherever not applicable it should be written as "Not Applicable". Applicants should furnish the required information and desist from writing "shall be furnished later" or submitting the blank form.

In case the applicant intends to give additional information for which specified space in the given format is not sufficient, it can be furnished in additional information section.

Applicants shall be required to meet the Qualifying Requirement documents at Annexure-I to the ITA.

Subsequent to Enlistment, only the Enlisted Agencies will be invited to submit bids in respect of specific enquiry for the subject enlistments.

3.1 CREATION OF LOGIN

To create login, bidder may visit at the website <https://vendor.ntpc.co.in/enlistment> and follow steps mentioned below:

- Click on "CREATE LOGIN".
- Select "Applying For Consultancy Packages / Finance Audit Services ?" and click on Apply.
- Select respective package (CCG-08) as per the enlistment and press on continue.
- Follow the steps with entering the data in the respective fields and upload the requisite documents. Applicants shall be required to enter correct PAN no, as in the latter stage option won't be there to change it.
- Login shall be created and login credentials shall be sent to the email ID.

3.2 LOGIN:

After creation of login, Applicant shall be required to login at https://vendor.ntpc.co.in/enlistment_using login ID and password received in email. Password shall be required to be changed after first login. **Login shall be required under 'region name' "CS" for submission of applications under current enlistment group.**

3.3 Submission of Applications:

After login, applicants shall be required to enter GST detail and enter details and upload documents under following five categories:

- (i) Reviews For Step 1 - General Information
- (ii) Reviews For Step 2 -Financial Information
- (iii) MEG Review / Update
- (iv) Reviews For Step 3 -CS Docs
- (v) Additional information

Under step (iii), Applicant shall be required to select required enlistment group (CCG-08) and submit documents under step (iii) and (iv) regarding Qualifying

Requirements.

- 3.4 Applicants are required to certify their full compliance to all the provisions of Enlistment Documents and its subsequent Amendment(s) / Clarification(s) / Addenda / Errata, if any, issued by the Employer by accepting the following in the application form :

“Do you certify full compliance to all provisions of Enlistment Documents?”

Acceptance of above condition shall be considered as Applicant's confirmation that any deviation to the any Provisions found anywhere in their Proposal, implicit or explicit, shall stand unconditionally withdrawn, without any cost implication whatsoever to the Employer, failing which the application shall be rejected.

- 3.5 Applicants are required to certify their compliance on the Qualifying Requirements, by accepting the following in the Application form :

“Do you certify full compliance on the Qualifying Requirements?”

Acceptance of above condition shall be considered as Applicants' confirmation to the following conditions:

- a) The numbers of reference works quoted by the Applicant in Schedules of their Application, for establishing compliance to the Qualifying Requirements (QR) specified to the Enlistment Documents, are not more than three (3) times the number of works as specified in the Qualifying Requirements. The number of reference works declared more than three (3) times the number of works as specified above shall not be considered for evaluation / establishing compliance to the Qualifying Requirements (QR) as specified at the Enlistment Documents.
- b) No change or substitution in respect of reference works, as specified, by new/additional works for meeting the specified Qualifying Requirements (QR) shall be offered by the Applicant.
- c) Declaration of Reference Works

The reference works whose details have been declared as per the specified formats in schedules shall only be considered to ascertain the Applicant's compliance to the Qualifying Requirements (QR) specified at **Annexure-I to ITA**. However, the Applicants are not permitted to quote more than three (3) times the number of reference works as specified in the Qualifying Requirements.

The Employer at its discretion may seek any clarification and/or documentary evidence only for the reference works as mentioned above. However, no change or substitution of the reference works by new/additional works for conforming to the specified QR shall be sought, offered or permitted.

4.0 INFORMATION REQUIRED AS PART OF APPLICATION FOR ENLISTMENT

Applicants are required to submit the information along with their supporting documents/ certificates in the attached formats as sought in the schedules captured in online application form.

Throughout these enlistment documents, the term “Eligibility Criteria” and “Qualifying Requirements” appearing anywhere in the documents shall have the same meaning and are synonymous to each other.

Documents to be submitted in this Enlistment:

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

- i. Certificate of registration
- ii. Permanent Account No (PAN) Copy of PAN card
- iii. GST Registration -GST registration certificate
- iv. MSME/SSI/NSIC unit - SSI/NSI/MSME/ Udyog Adhar/ Udyam Adhar certificate , as applicable.
- v. ISO certificate- ISO9000, ISO 14000, ISO18500, SA8000 Certification to be confirmed. Copy of relevant Certificate to be uploaded. (As applicable)
- vi. EFT Form.
- vii. PF number- Certificate of PF number
- viii. For annual turnover and net worth data -Copy of Profit & Loss Account & Balance Sheet for last three preceding years. Audited balance sheets and related annexures of the last three completed financial years to be furnished. In case the audited documents are not ready/available, then certified copy by a registered practicing-chartered accountant may be submitted.
- ix. For experience - Copies of Purchase orders/Invoice/ work orders as mentioned in the eligibility criteria, execution proof like execution certificate/ completion certificate/ certified RA bills / any other document etc. indicating PO No, execution value, period of contract etc
- x. Date of incorporation- to be mentioned and certificate of incorporation to be uploaded.
- xi. Change of entity of organization: Details to be filled and uploaded.
- xii. Type of company: Proprietorship, partnership etc to be selected.
- xiii. Qualifying Requirement specific supporting documents
- xiv. Information/ declaration pertaining to various schedules of the respective enlistment group.

5.0 SUBMISSION OF APPLICATION FOR ENLISTMENT

- (a) The work orders furnished online in the Purchase Order fields in the portal and the reference works mentioned by the applicant in their online application towards fulfillment of specific eligibility criteria by the applicant, shall ONLY be considered for evaluation /establishing compliance to the technical eligibility criteria as specified at Annexure-I to ITA.

Along with the above documents, applicants will also be required to furnish their audited financial statements along with all its annexure as per Financial Qualifying requirement.

Vendor should ensure that only relevant documents are uploaded. Vendor will be free to modify the given input / upload document till the cut-off date and time by requesting to Employer via email. After the cut-off date and time for any particular evaluation cycle, vendor will not be permitted for any such change. However, in case any change is needed, vendor may re-submit / modify the same for evaluation in subsequent cycle only. In case, during evaluation of credentials, if any additional or relevant documents is required by NTPC, the same should be furnished by e-mail attaching scanned copy of documents duly signed & stamped by the authorized person. Vendors should make sure that the submission of application is completed well in advance to avoid last minute rush.

- (b) No change or substitution in respect of reference works, as specified, by new/additional

works for meeting the specified eligibility criteria shall be offered by the applicant after the application submission time.

- (c) Power of Attorney duly notarized by a notary public indicating that the person(s) signing the application has/have the authority to sign the application and the application is binding upon the applicant during the full period of its validity backed by a copy of board resolution/other relevant documents to demonstrate the authority of the person issuing the power of attorney to be furnished along with the application.

Power of attorney to the authorized signatory of the applicant for signing of application, to be submitted along with application and should be dated not later than the date of signing the application.

The Applicant shall submit 'Power of Attorney' duly authorized for the person signing & submitting the application on behalf of the applicant and the 'Letter of Undertaking' by the person authorized in POA. The aforesaid 'Power of Attorney' and 'Letter of Undertaking' shall be submitted online along with the application.

6.0 CUT OFF DATE TO APPLY FOR ENLISTMENT

The cut-off date for submission of completed application as mentioned in this notification only for the within the first cycle need to apply online within this cut-off date. All applications received till the cut-off date (in the first enlistment process) shall be considered for evaluation for enlistment. Application submitted after this date shall not be considered for first cycle of evaluation. All applications received within stipulated this cut-off date will be evaluated within next six months progressively.

After the completion of initial vendor enlistment of respective packages, the enlistment process shall again be re-opened after a period of 6 months and shall be kept open forever so that all the new vendors who could not participate in the enlistment process can participate and submit their application for enlistment at anytime.

7.0 CLARIFICATION ON APPLICATION FOR ENLISTMENT

During the period when the applications are under consideration, applicants are advised to refrain from contacting by any means, the employer and /or his employees/representatives on matters related to the applications under consideration. Any effort by an applicant to influence the employer's processing of applications or enlistment will result in rejection of the applicant's application for enlistment.

During the evaluation of the applications, the employer may, at its discretion, ask the applicant for clarifications to the application including documentary evidence pertaining to the reference works declared in the application for the purpose of meeting eligibility criteria specified or any other document mentioned in the bid document. The request for clarification and the response shall be in writing and no change in the substance of the application including substitution of reference works in the application by new/additional works for conforming to eligibility criteria shall be sought, offered or permitted.

A prospective Applicant requiring any clarification to the Enlistment documents may notify the Employer through e-mail, if any. Any request for clarification received after the date specified before last date of submission of application will not be entertained.

8.0 MODIFICATION, SUBSTITUTION AND WITHDRAWAL OF APPLICATION FOR ENLISTMENT

The Applicant may modify, substitute or withdraw his original Application for Enlistment after its submission, but in any case before the specified deadline for submission. For doing so, a corresponding written notice of the modification or substitution or withdrawal has to be submitted by the Applicant to the Employer prior to the last date notified for receipt of the Applications.

No application shall be modified, substituted or withdrawn by the applicant after it has been uploaded in the website.

Any information / data furnished by the applicant found to be incorrect or false or misleading at any point of time would render him liable to be debarred from the enlistment / tendering / taking up of work in NTPC.

NTPC reserves the right to cross check and confirm the information details furnished by the applicant. No Joint Venture or Consortium of firms shall be allowed to apply for the Enlistment.

Depending upon unit size and number of units, the tendered quantity of various works may vary. Irrespective of the tendered quantities of project specific packages, the applicants have to meet the qualifying parameters given in the enclosed eligibility criteria and financial parameters given in the enlistment document.

9.0 EVALUATION CRITERIA FOR ENLISTMENT

NTPC shall evaluate the credentials uploaded by the applicant to determine as to whether technical aspects and financial requirements are in accordance with the Qualifying Requirements (QR). 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 who meet financial criteria shall be enlisted against respective CCG.

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

The reference works whose detail have been declared in the vendor enlistment portal and as per the specified format in the schedules with relevant documents like copies of authentic work order, client's completion certificate / project authority certificate as applicable, contract agreement etc. shall only be considered to ascertain the applicant's compliance to the specified eligibility criteria. However, if any of the reference work pertains to the contract(s)/works executed by applicant for NTPC

in the past, then in respect of such contract(s) /works, applicant shall not be required to enclose client certificate(s) along with its application. The reference works which are uploaded online in the purchase order fields and whose details are declared online as per the specified formats in the relevant schedules shall only be considered to ascertain the applicant's compliance to the specified eligibility criteria.

Notwithstanding anything stated above, the Employer reserves the right to verify any information/documents furnished, inspect the works carried out by the Applicant and also to undertake a physical assessment of the capacity and capability of the Applicant/his collaborator/subsidiaries/group companies to perform the contract, should the circumstances warrant such assessment in the overall interest of the Employer.

The physical assessment shall include but not be limited to the assessment of the office/facilities/reference works by the Employer. A negative determination of such assessment of capacity and capabilities may result in the rejection of the Application.

The above right to undertake the physical assessment shall be applicable for the qualifying requirements stipulated in the Enlistment documents

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 suppress the information in the forms, statements and enclosures required in the application for enlistment.

10.0 CANCELLATION OF ENLISTED SUPPLIERS

The Enlistment of Supplier(s) shall be cancelled by NTPC in case of their poor performance, abandoning of allotted work, delay in completion of work, bankruptcy and activities detrimental to the interest of NTPC. The decision of NTPC in this regard shall be final and binding on the Supplier.

In case of change of name of the enlisted Applicant without change of constitution/ partners, the same shall be intimated along with proof of such change to NTPC immediately but in no case later than thirty (30) days from the date of which such change, failing which the Enlistment of Supplier by that name shall be cancelled.

11.0 RIGHT TO ACCEPT OR REJECT APPLICATION

11.1 Notwithstanding anything contained in this Application for Enlistment, NTPC reserves the right to accept or reject any Application and annul the process and reject all Applications at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reason.

11.2 Applicant may note that mere submission of filled in Application for Enlistment and/ or submission of additional information do not automatically entitle him to claim for enlistment. NTPC at its sole discretion may re-invite or modify or annul the process without assigning any reason whatsoever.

12.0 UPDATION OF VENDOR ENLISTMENT:

After the completion of initial vendor enlistment as mentioned above, the enlistment

process shall again be re-opened after a period of 6 months and shall be kept open forever so that all the new vendors who could not participate in the enlistment process can participate and submit their application for enlistment at any time. Evaluation shall be carried out at every six (06) months, subject to the receipt of the applications.

New vendors, if found qualified shall be recommended for inclusion in the enlisted vendor's list in line with the aforesaid procedure. These new vendors will also be enlisted for a period of 3 years from the date of enlistment.

Already enlisted vendors need not to apply again as they are enlisted for a period of 3 years. Before completion of three (3) years, already enlisted vendors can apply with their revised credentials for enlistment for a further period of three (3) years. In such case, evaluation shall be done based on the revised credentials as applicable from the date of application.

If their revised credentials are found to be in order by the standing committee for evaluation, their enlistment shall be upgraded /extended accordingly in line with the procedure defined above. Their enlistment shall be valid for three years from this date of enlistment. In this way enlistment process shall be continuous.

13.0 PERIOD OF ENLISTMENT

The enlistment shall be valid for a period of Three (03) years from the date of Enlistment.

14.0 POLICY FOR WITHHOLDING AND BANNING OF BUSINESS DEALINGS

NTPC has in place a Policy for withholding and Banning of Business Dealings available on our web site www.vendor.ntpc.co.in under tab "Policy documents". Business dealings may be withheld or banned with the Agencies on account of any Default by the Agency under any of the grounds as detailed in the said Banning Policy.

Applicant shall be required to accept following in the Application form:

(i) We have read the contents of the Withholding and Banning Policy of NTPC and agree to abide by this policy. Further, in terms of requirement under Banning policy we hereby declare the following:

- a) We have not been Banned/Blacklisted as on date of submission of application for subject enlistment by Ministry of Power or Government of India.
- b) We have not employed any public servant dismissed/removed or person convicted for an offence involving corruption or abetment of such offences.
- c) Our Director(s)/Owner(s)/Proprietor/Partner(s) have not been convicted by any court of law for offences involving corrupt and fraudulent practices including moral turpitude in relation to business dealings with Government of India or NTPC or NTPC's group companies during the last five years.

(ii) We further declare as under:

That if at any point subsequent to Enlistment, the declarations given above are found to be incorrect, NTPC Limited shall have the full right to terminate the Enlistment and take any action as per applicable laws.

15.0 FRAUD PREVENTION POLICY

The applicant shall strictly adhere to the fraud prevention policy of NTPC displayed on our web site www.vendor.ntpc.co.in under tab "Policy documents". The Applicants shall immediately apprise the employer about any fraud or suspected fraud as soon as it comes to their notice.

Applicant shall be required to accept following in the Application form:

We have read the contents of the Fraud Prevention Policy of NTPC displayed on our web site www.vendor.ntpc.co.in and undertake that we along with our associate/collaborator/subcontractors/sub-vendors/consultants/service providers shall strictly abide by the provisions of the Fraud Prevention Policy of NTPC.

16.0 Restrictions on procurement from an applicant of a country which shares a land border with India

Any 'Applicant from a country which shares a land border with India', will be eligible to apply in this enlistment only if applicant is registered with the Competent Authority as mentioned in the Application Documents.

However, the said requirement of registration will not apply to Applicants from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects.

- 16.1 Any Applicants from a country which shares a land border with India will be eligible to bid in this tender only if bidder is registered with the Competent Authority as mentioned in the order of Department of Expenditure (DoE), Ministry of Finance, OM ref. no. F.No.6/18/2019-PPD dated 23.07.2020.

Such registration should be valid for the entire period of bid validity or any extension thereof. However, in case the validity period of registration is less than bid validity period, the Bidder shall be required to submit the extension of the validity period of registration before the opening of price bids, failing which the bid shall be rejected.

Further the successful bidder shall not be allowed to sub-contract supplies/services/works to any "Sub-contractor" from a country which shares a land border with India unless such Sub-contractor is registered with the competent Authority.

However, the said requirement of registration will not apply to bidders/sub- contractors from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Bidders may apprise themselves of the updated lists of such countries available in the website of the Ministry of External Affairs.

- 16.2 "Applicant" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
- 16.3 "Sub-contractor" (including the term 'Sub-vendor'/Sub-supplier' in certain contexts)

means any person or firm or company, every artificial juridical person not falling in any of the descriptions of Sub-contractors stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

16.4 “Applicant from a country which shares a land border with India” / “Sub-contractor from a country which shares a land border with India” mentioned in para 16.1 above means;

- a) An entity incorporated, established or registered in such a country; or
- b) A subsidiary of an entity incorporated, established or registered in such a country; or
- c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d) An entity whose beneficial owner is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

16.5 The beneficial owner for the purpose of clause “16.4” above will be as under;

- (a) In case of company of Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation-

- (i) “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of shares or capital or profits of the company;
 - (ii) “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholdings or management rights or shareholders agreements or voting agreements;
- (b) In case of a partnership firms, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more judicial person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 - (c) In case of an unincorporated associations or body of individuals, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 - (d) Where no natural person is identified under (a) or (b) or (c) above, the beneficial owner is the relevant natural person who holds the position of senior managing officials;
 - (e) In case of a trust, the identifications of beneficial owner(s) shall include identification of the author of trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

16.6 An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

Qualifying Requirements for Enlistment of Domestic RLNG Suppliers for Spot RLNG Procurement for NTPC's existing gas stations on Reasonable Endeavour basis

1.0 Technical Criteria

- 1.1 Applicant should have supplied at least 2.10 MMSCM (approx.) RLNG in any month to one or many consumer(s) on plant boundary delivery basis within last 3 years as on the last date notified for receipt of Application.

2.0 Financial Criteria:

2.2 Financial Criteria of Applicant

- d) The average annual turnover of the Applicant, in the preceding three (3) financial years as on the last date notified for receipt of Application, should not be less than INR 2430 Million (Indian Rupees Two Thousand Four Hundred Thirty Million only) or in equivalent foreign currency.

In case the Applicant does not satisfy the financial criteria, stipulated above on its own, its Holding Company would be required to meet the stipulated turnover requirements as above, provided that the net worth of such Holding Company as on the last day of the preceding financial year is at least equal to or more than the paid-up share capital of the Holding Company. In such an event, the Applicant would be required to furnish along with its Application, a Letter of Undertaking from its Holding Company, supported by Board Resolution of the Holding Company, as per the format enclosed in the enlistment documents, pledging unconditional and irrevocable financial support for the execution of the Contract by the Applicant in case of award.

- e) The Net Worth of the Applicant should not be less than 100% of the Applicant's paid up share capital as on the last day of the preceding financial year. In case the Applicant meets the requirement of Net worth based on the strength of its Subsidiary(ies) and/or Holding Company and/or Subsidiaries of its Holding companies wherever applicable, the Net worth of the Applicant and its Subsidiary(ies) and/or Holding Company and/or Subsidiary(ies) of the Holding Company, in combined manner should not be less than 100% of their total paid up share capital. However individually, their Net worth should not be less than 75% of their respective paid up share capitals. Net worth in combined manner shall be calculated as follows:

$$\text{Net worth (combined)} = (X1+X2+X3) / (Y1+Y2+Y3) \times 100$$

Where, X1, X2, X3 are individual Net worth which should not be less than 75% of the respective paid up share capitals and Y1, Y2, Y3 are individual paid up share capitals.

- f) In case, the Applicant is not able to furnish its audited financial statements on stand alone entity basis, the unaudited unconsolidated financial statements of the Applicant can be considered acceptable provided the Applicant further furnishes the following documents for substantiation of its qualification:
- (i) Copies of the unaudited unconsolidated financial statements of the Applicant along with copies of the audited consolidated financial statements of its Holding Company.

- (ii) A Certificate from the CEO/CFO of the Holding Company, as per the format enclosed with the enlistment documents, stating that the unaudited unconsolidated financial statements form part of the consolidated financial statements of the Holding Company.

In case where audited results for the last financial year as on the last date notified for receipt of Application are not available, the financial results certified by a practising Chartered Accountant shall be considered acceptable. In case, Applicant is not able to submit the Certificate from practising Chartered Accountant certifying its financial parameters, the audited results of three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further a Certificate would be required from the CEO / CFO as per the format enclosed in the enlistment documents stating that the financial results of the Company are under audit as on the last date notified for receipt of Application and the Certificate from the practising Chartered Accountant certifying the financial parameters is not available.

Notes for clause 2.1

- (i) "Holding Company" and "Subsidiary" shall have the meaning ascribed to them as per Companies Act, 2013, in vogue.
- (ii) Net worth means the sum total of the paid up share capital and free reserves. Free reserve means all reserves credited out of the profits and share premium account but does not include reserves credited out of the revaluation of the assets, write back of depreciation provision and amalgamation. Further any debit balance of Profit and Loss account and miscellaneous expenses to the extent not adjusted or written off, if any, shall be reduced from reserves and surplus.
- (iii) Other income shall not be considered for arriving at annual turnover.

Additional notes:

- (iii) Reasonable Endeavour basis means without Take-or-Pay obligation on buyer and Liquidated damages on supplier
- (iv) Plant boundary delivery basis means gas transportation is to be tied up by the gas supplier.

APPLICATION FORM

APPLICATION FORM

Subject: Enlistment of domestic RLNG Suppliers for Procurement of Spot RLNG on Reasonable Endeavour basis for NTPC's existing Gas Stations

Dear Sir,

- 1.0** Having examined the Enlistment document, including subsequent amendments and clarifications, if any, the receipt of which is hereby acknowledged, we the undersigned, furnish our details in full conformity with said Enlistment Document.
- 2.0 Attachments to the Application form:**
- In line with the requirements of the Enlistment documents we enclose herewith the following Attachments to the Application for Enlistment to establish QR:
- (a) **Attachment- 1:** The documents ascertaining general particulars of our company and a power of attorney duly authorized by a Notary Public indicating that the person(s) signing and submitting the application has/have the authority to sign the application and thus the application is binding upon us during the full period of its validity. The hard copy of the Power of Attorney for undersigned, duly authorized and notarized is available with us and shall be submitted to NTPC on demand.
- (b) **Attachment- 2 & 3:** The documentary evidences establishing Eligibility Criteria as per Qualifying Requirements (QR) stipulated at **Annexure-I** to Enlistment Documents. The qualification data has been furnished as per your formats enclosed the Enlistment documents.
- (c) **Attachment- 4:** Additional Information, if any, provided with our Application.
- 3.0 We declare that we have studied the Enlistment documents and we are making this Application with a stipulation that subsequent to Enlistment, only the Enlisted suppliers will be invited to submit the bids in respect of specific enquiry by NTPC Corporate Centre for Procurement of Spot RLNG on Reasonable Endeavour basis for NTPC's existing Gas Stations.
- 4.0 We understand that mere submission of filled in Application for Enlistment and/or submission of additional information do not automatically entitle us to claim for Qualification/ Enlistment. Further, we understand that NTPC at its sole discretion may re-invite or modify or annul the process without assigning reason whatsoever.
- 5.0 We accept the conditions mentioned at Clause 3.4 of ITA regarding "Do you certify full compliance to all provisions of Enlistment Documents?".
- 6.0 We accept the conditions mentioned at Clause 3.5 of ITA regarding "Do you certify full compliance on the Qualifying Requirements?".
- 7.0 We accept the conditions mentioned at Clause 15.0 of ITA regarding "FRAUD PREVENTION POLICY"
- 8.0 We accept the conditions mentioned at Clause 14.0 of ITA regarding "POLICY FOR WITHHOLDING AND BANNING OF BUSINESS DEALINGS".

9.0 We accept the conditions in ITA regarding “Restrictions on procurement from a Applicant of a country which shares a land border with India” as follows:

(i) We have read the contents of the clause “Restrictions on procurement from a Applicant of a country which shares a land border with India” in this Application Document and agree to abide by this provisions.

(ii) We further declare as under:

that if at any point subsequent to Enlistment, the declarations given above are found to be incorrect, NTPC Limited shall have the full right to terminate the Enlistment and take any action as per applicable laws.

In case of a successful applicant, if it is established that the Applicant has not complied with terms of aforesaid Clause, during execution of contract, this would be a sufficient ground for immediate termination of the contract and shall be dealt accordingly.

10.0 Any information/data furnished by the applicant found to be incorrect or false or misleading at any point of time would render him liable to be debarred from the Enlistment/tendering/taking up of work in NTPC.

Thanking you,

Yours faithfully,

Date: Name of Authorized Person....

Place: Designation.....

Business Address:

Email Address:

Phone No.:

Note: Applicants may note that no prescribed proforma has been enclosed for Power of Attorney. Applicants may use their own proforma for furnishing the required information with the Application.

GENERAL PARTICULARS/ DETAILS OF THE APPLICANT

1.Applicant's Name & Address:

a) Name :

b) Address :

c) Email id :

2.Name & Designation of the Authorized Signatory who has been given power of Attorney to sign and submit the Application on behalf of the Applicant:

3. Contact Details of the Authorized Signatory:

a) Landline :

b) Mobile no. :

c) E-mail id :

4. Name & Designation of Alternate Contact Person:

a) Landline :

b) Mobile no. :

c) E-mail id :

Date

Name of Authorized Person

Place:

Designation

DETAILS FOR QUALIFYING REQUIREMENTS(QR)

Technical Criteria 1.1

In order to satisfy the requirements stipulated at Clause 1.1 of Qualifying Requirements (Annexure-I), We declare that We have supplied at least 2.10 MMSCM (approx.) RLNG in any month to one or many consumer(s) on plant boundary delivery basis within last 3 years as on the last date notified for receipt of Application, as per the details given below:

Sl. No.	Particulars	Reference Work #1	Reference Work #2	Reference Work #3	Reference Work #.....	Total quantity
1	Name of Work					-
2	Name, address and email of Client					-
3	LOA/PO Ref. No. and date of award					-
4	Whether the supply was done on 'plant boundary delivery basis' (YES/NO)					-
5	Month of Supply*					
6	Maximum Quantity of RLNG supply (MMSCM) in any month					
7	Documentary evidence for support of above information are enclosed at					-

Applicant may add continuation sheets for additional reference works to meet QR, if required.

* The month of supply for all the reference works shall be same i.e if applicant is declaring details for a month say for January 2022, then the quantity executed shall be taken as summation of quantities executed at different works only for the month of January 2022. (This is for illustration purpose)

Note:

- (i) Reasonable Endeavour basis means without Take-or-Pay obligation on buyer and Liquidated damages on supplier
- (ii) Plant boundary delivery basis means gas transportation is to be tied up by the gas supplier.

We further confirm that no change or substitution in respect of Reference Works (as declared in our Application for Enlistment) by new / additional work for meeting the specified Qualifying Requirements shall be offered by us.

Signature
Name of authorized person

DETAILS FOR QUALIFYING REQUIREMENTS(QR)

Financial Criteria 2.1(a)

In order to satisfy the requirements stipulated at Clause 2.1(a) of Qualifying Requirements (Annexure-I) , We confirm that our average annual turnover*, in the preceding three (3) financial years as on the last date notified for receipt of Application, is not less than INR 2430 Million (Indian Rupees Two Thousand Four Hundred Thirty Million only) or in equivalent foreign currency.

In support of above, we are enclosing audited financial statements.

S. No.	Financial Year	Annual Turnover (INR in Million)
1	FY 1	
2	FY 2	
3	FY 3	
4	Average Annual Turnover for the preceding three (3) Financial Years as on the last date notified for receipt of application	
5	We have enclosed Audited financial statements for the last 3 financial years	** Yes/ No

* Other income is not considered for arriving at annual turnover

Date:

Name and Signature of Authorized Person

Place:

Designation.....

DETAILS FOR QUALIFYING REQUIREMENTS(QR)

Financial Criteria 2.1(b)

In order to satisfy the requirements stipulated at Clause 2.1(b) of Qualifying Requirements (Annexure-I) , we hereby confirm that net worth of our company as on the last day of the preceding financial year** is not less than 100% of its paid-up share capital. The Details are as under:

S. No.	Description	As on last day of the preceding financial year
1	Paid-up Share Capital (INR in Crores)	
2	Net Worth* (INR in Crores)	
3	%age of Net Worth to Paid-up Share Capital	
4	Documentary evidence like Audited financial statements for the last 3 financial years* in support of above is enclosed at Annexure.....	
5	Since we are not able to furnish our audited financial statements, on standalone entity basis, we are submitting the following documents for substantiation of our Qualification:	
(a)	Copies of unaudited unconsolidated financial statements of the applicant along with copies of the audited consolidated financial statements of the Holding Company M/s..... for the last 3 years enclosed at Annexure.....	
(b)	Certificate from the CEO/ CFO of the Holding company stating that the unaudited unconsolidated financial statements form part of the consolidated Annual Report of the Company, is enclosed as per the format at Appendix- 1 to Attachmnet-3.	

* Net worth means the sum total of the paid up share capital and free reserves. Free reserve means all reserves credited out of the profits and share premium account but does not include reserves credited out of the revaluation of the assets, write back of depreciation provision and amalgamation. Further any debit balance of Profit and Loss account and miscellaneous expenses to the extent not adjusted or written off, if any, shall be reduced from reserves and surplus.

** In case where audited results for the last financial year as on the last date notified for receipt of Application are not available, the financial results certified by a practising Chartered Accountant shall be considered acceptable. In case, Applicant is not able to submit the Certificate from practising Chartered Accountant certifying its financial parameters, the audited results of three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further a Certificate would be required from the CEO / CFO as per the format enclosed in the enlistment documents stating that the financial results of the Company are under audit as on the last date notified for receipt of Application and the Certificate from the practising Chartered Accountant certifying the financial parameters is not available.

Name.....

Signature.....

DETAILS FOR QUALIFYING REQUIREMENTS(QR)**Financial Criteria 2.1(a)****HOLDING COMPANY**

- (A)** In order to satisfy the requirements stipulated at Clause 2.1(a) of Qualifying Requirements (Annexure-I), We confirm that our average annual turnover*, in the preceding three (3) financial years as on the last date notified for receipt of Application, is not less than INR 2430 Million (Indian Rupees Two Thousand Four Hundred Thirty Million only) or in equivalent foreign currency. We also confirm that net worth of our company as on the last day of the preceding financial year** is not less than 100% of its paid-up share capital.
In support of above, we are enclosing audited financial statements.

- I. Name and Address of the Holding Company
- II. **Annual Turnover details of the holding Company:**

S. No.	Financial Year	Amount in (INR in Million) (as on the last date of preceding financial year)
1	FY 1	
2	FY2	
3	FY 3	
4	Average Annual Turnover for the preceding three (3) Financial Years as on the last date notified for receipt of Application for Enlistment	
5	We have enclosed Audited financial statements for the last 3 financial years	*Yes/ No

- (B)** Since we do not meet the Qualification requirement at Clause 2.1(b) on our own, we meet the requirement of net worth based on the strength of our *Subsidiary (ies) and/or *Holding Company and/or *Subsidiaries of our Holding companies, and the Net Worth of our company and our *Subsidiary (ies) and/or *Holding Company and/or *Subsidiaries of our Holding Company, in combined manner is not less than 100% of our total paid up share capital and individually, our Net worth is not less than 75% of our respective paid up share capitals.

- III. Name and Address of the *Subsidiary (ies) and/or *Holding Company and/or *Subsidiaries of its Holding companies:
.....

- IV. **Net worth Details of the *Subsidiary (ies) and/or *Holding Company and/or *Subsidiaries of its Holding companies:**

(* Applicant to strike out whichever is not applicable.)

S. No.	Description	As on the last day of the preceding financial year
1	Paid-up Share Capital (On individual basis) of *Subsidiary (ies) and/or *Holding Company and / or *Subsidiaries of its Holding companies (INR in Crores)	
2	Net Worth (On individual basis) of *Subsidiary (ies) and/or *Holding Company and / or *Subsidiaries of its Holding companies (INR in Crores)	
3	%age of Net worth to Paid-up Share Capital (On individual basis) Of *Subsidiary (ies) and/or *Holding Company and / or *Subsidiaries of its Holding companies	
4	%age of Net worth to paid-up Share capital in combined manner	
5	Documentary evidence like Annual Report/ Audited Financial Statements together with relevant schedules for the preceding financial year/certification of financial statements from a practicing Chartered Accountant etc. in respect of Holding Company in support of above is enclosed at Annexure..... to this Schedule-B	

- V. A Letter of Undertaking from the holding company supported by Board Resolution, pledging unconditional and irrevocable financial support for execution of the contract by the applicant in case of award against project specific enquiry after the enlistment, is enclosed as per the format enclosed at Appendix 2 to Attachment-3. A power of attorney of the person signing on behalf of holding company is also enclosed at Annexure..... to Attachment-3.

Note:

- (i) "Holding Company" and "Subsidiary" shall have the meaning ascribed to them as per Companies Act, 2013, in vogue.
- (ii) Net worth means the sum total of the paid up share capital and free reserves. Free reserve means all reserves credited out of the profits and share premium account but does not include reserves credited out of the revaluation of the assets, write back of depreciation provision and amalgamation. Further any debit balance of Profit and Loss account and miscellaneous expenses to the extent not adjusted or written off, if any, shall be reduced from reserves and surplus.
- (iii) Other income shall not be considered for arriving at annual turnover.

Date:

Name of Authorized Person.....

Place:

Designation.....

PROFORMA OF CERTIFICATE FROM THE CEO/ CFO OF THE HOLDING COMPANY IN ACCORDANCE WITH CLAUSE NO. 2.1 (c) (ii) OF QUALIFYING RQUIREMENTS

Ref.:

Date:

Dear Sir,

1.0 I, _____ (CEO of M/s _____ (Name of the Holding Company) / CFO of M/s _____ (Name of the Holding Company)) *, declare that M/s _____ (Name of the Holding Company) is the Holding Company of M/s _____ (Name of the Applicant).

2.0 I hereby confirm and undertake that the unaudited unconsolidated financial statements of M/s _____ (Name of the Applicant) submitted as part of the Application under reference no. _____ dated _____ have been considered for the purposes of the finalization of Audited Consolidated financial statements of the M/s _____ (Name of the Holding Company) as part of the Annual Reports.

3.0 I further, certify that the figures in the aforesaid unaudited unconsolidated financial statements are true and correct and same have been duly reflected in the audited consolidated financial statements and/ or Annual Report of M/s _____ (Name of the Holding Company).

Yours faithfully,

Date:
Person.....

Signature of Authorized

Place:
Designation.....

Name &

Note: * Strike out whichever is not applicable.

PROFORMA OF LETTER OF UNDERTAKING

(TO BE FURNISHED ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

(To be executed by the Holding Company Supported by Board Resolution and submitted by the Applicant)

Ref. :

Date :

To

.....

Dear Sirs,

1.0 We, M/s..... declare that we are the holding company of M/s (Name of the Applicant) and have controlling interest therein.

M/s. (Name of the Applicant) proposes to submit the application for the package (Name of the package) under bid reference no. dated and have sought financial strength and support from us for meeting the stipulated Financial Qualifying Requirement as per Clause 2.1 of the QR.

2.0 We hereby undertake that we hereby pledge our unconditional & irrevocable financial support for the execution of the said package to M/s. (Name of the Applicant), in case they are enlisted. We further agree that this undertaking shall be without prejudice to the various liabilities that M/s (Name of Applicant) would be required to undertake obligations of the Applicant.

3.0 This undertaking is irrevocable and unconditional, and shall remain in force till the successful execution and performance of the entire contract and/or till it is discharged by Employer.

4.0 We are herewith enclosing a copy of the Board Resolution in support of this undertaking.

Yours faithfully

(Name & Signature of Authorised Signatory
on behalf of the Holding Company)
Name of Holding Company

PROFORMA OF CERTIFICATE FROM THE CEO/CFO OF THE COMPANY

Dear Sirs,

1.0 I, Mr. (CEO of the Company / CFO of the Company)* confirm and undertake that the Financial results of the company for the preceding financial year to be submitted are under audit as on the date of application submission and the certificate from the practicing chartered accountant certifying the financial parameters for the preceding financial year is not available.

Yours faithfully

(Signature)

Date : (Name & Designation).....

Place : (Name of the Company)

ADDITIONAL INFORMATION

Dear Sirs,

We hereby furnish the following additional information:

a.

b.

Date:

Name of Authorized Person.....

Place:

Designation.....