

NTPC LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

UNIFIED SHARED SERVICE CENTRE, CPG-1, RAIPUR

CONTRACT & MATERIAL DEPTT

NOTICE INVITING TENDER (NIT)

SECTION-I

FOR

EMPANELMENT OF TRAVEL AGENCIES FOR HIRING OF VEHICLES FOR NTPC
SOUTHERN REGION HEADQUARTERS AT HYDERABAD 2022-2024
(Domestic Competitive Bidding)

NIT No: 9900244003

Date: As per Web NIT

1. NTPC invites on-line bids on Single Stage Two Envelope Bidding basis (Envelope-I: Techno-commercial Bid & Envelope-II: Price Bid) from Eligible Bidders for aforesaid package, as per the scope of work briefly mentioned hereinafter.
2. Brief Scope of Work
The scope of work under this contract includes:
As per Section-V Scope of work
NTPC intends to finance subject Package through Domestic Commercial Borrowings/Own sources.
3. Detailed Specification, Scope of Work and Terms and Conditions are given in the bidding document, which are available for examination and sale at our e Procurement Portal (<https://eprocurementpc.nic.in/nicgep/app>) and as per the following schedule:

Document Download Commencement Date & Time	As per web NIT
Source of IFB/NIT	Central Procurement Group-1, Raipur
Last date for receipt of queries from bidders (if any)	As per web NIT
Last Date and Time for Bid submission	As per web NIT
Technical Bid Opening Date & Time	As per web NIT
Price Bid Opening Date & Time	Shall be intimated separately.
Cost of Bidding Documents in INR	Rs. 2655/- (Rupees Two Thousand Six Hundred Fifty Five only)
Bid Security	Rs. 1,00,000/- (Rupees One Lakh only)

Benefit to MSME	Applicable. The bidders may apprise themselves of the relevant provisions of bidding documents in this regard before submission of their bids-
Contract Period	24 (Twenty-Four) Months
Pre-Bid Conference Date & Time (if any)	Not Applicable
Reverse Auction	Not Applicable

“No Queries from Bidders, whatsoever, shall be entertained by the Employer beyond the last date of receipt of Queries/ Pre-Bid Conference (if applicable) as specified above.”

As per provisions of Bidding Documents, the Bidders shall submit “Techno-Commercial Proposal” and “Price Proposal” online (<https://eprocurementpc.nic.in/nicgep/app>), within the bid submission date and time as mentioned above. Only Techno-Commercial proposals will be opened on the date and time mentioned above.

Note: For any corrigendum and extension of date of bid submission, please visit the website <https://eprocurementpc.nic.in>

4. All bids must be accompanied by Tender Fees (Cost of Bidding Documents), Bid Security and Integrity Pact. ~~Integrity Pact (if applicable) shall be submitted as per instruction mentioned in ITB/ BDS.~~

Tender Fee and Bid Security shall be submitted in a sealed envelope separately in physical form by the stipulated bid submission closing date and time at the address given below. Online payment option for Tender Fee and Bid Security is made available at GepNIC portal. Bidders are requested to please avail the facility. Bid Security upto Rs. 1,00,000 (Rupees One Lac only) must be paid online through Gepnic portal.

ANY BID NOT ACCOMPANIED BY AN ACCEPTABLE TENDER FEES, BID SECURITY AND INTEGRITY PACT SHALL BE REJECTED BY THE EMPLOYER AS BEING NON-RESPONSIVE AND SHALL NOT BE OPENED. IN CASE, THE TENDER FEE AND BID SECURITY IS SUBMITTED THROUGH ELECTRONIC FUND TRANSFER (EFT), BIDDER TO SUBMIT THE PROOF OF E-PAYMENT OF BID SECURITY EITHER IN SEPARATE SEALED ENVELOPE OR IN THE E-TENDERING PORTAL

TENDER FEE EXEMPTION SHALL BE APPLICABLE FOR MSE BIDDERS(Registered in Micro or Small category and having valid Udyog Aadhar Certificate). FOR DETAILS, PLEASE REFER ITB/ BDS CLAUSE.

5. **Qualifying Requirements for Bidders:**

The bidder who wishes to participate in the bidding shall meet the Qualifying Requirements stipulated hereunder:

- 5.1 **Technical Criteria**

- 5.1.1 ■ The Bidder should have a fleet of Vehicles consisting of different vehicles of all

categories as mentioned in Notes:(1), with a Minimum of 25 Nos. vehicles manufactured in the year 2019 or later, operating with them and of models as mentioned in Notes- (1) (A to E) below, out of which the agency should have 40 % of vehicles registered in their name and balance 60% of vehicles can be either operated on lease basis or holding Power of Attorney in their favour to operate the vehicles on commercial basis .

- 5.1.2 The Bidder should have a minimum experience of 3 Years in running a travel agency business and should have GST Registration and PAN. The agency should have experience in working with any Govt. Dept/ Public Sector Organization, reputed corporate house/ institution in the past.

NOTES for Cl. 5.1.1 above:

1. The type of fleet of vehicles (Car/SUV/Bus) should be as below:
 - A. SEDAN CAR: (TATA Indigo/TATA Zest/Maruti Swift DZire/ Toyota Etios/ Mahindra Verito/ Maruti Ciaz.
 - B. SUV CAR: Toyota Innova/Chevrolet Tavera/Tata Hexa.
 - C. SUV Deluxe CAR: Toyota Innova Crysta/Innova DLX.
 - D. A/C BUS: Bus 22-seater DLX-AC.
 - E. A/C BUS: Bus 32-seater DLX-AC.

5.2 Financial Criteria:

5.2.1 The Average Annual Financial Turnover (AATO) of the bidder during preceding three (03) consecutive financial years as on the date of Techno - Commercial bid opening should not be less than Rs. 60 Lakh (Rupees sixty lakh only)

5.2.2 In case the bidder does not satisfy the financial criteria, stipulated at Cl. 5.2.1 above on its own, its Holding Company would be required to meet the stipulated turnover requirements at Cl. 5.2.1 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 bidder would be required to furnish along with its Techno-Commercial bid, a Letter of Undertaking from the Holding Company, supported by Board Resolution, as per the format enclosed in the bid documents, pledging unconditional and irrevocable financial support for the execution of the Contract by the bidder in case of award.

5.2.3 In case the bidder is not able to furnish its audited financial statements on stand-alone entity basis, the unaudited unconsolidated financial statements of the bidder can be considered acceptable provided the bidder further furnishes the following documents for substantiation of its qualification:

- a. Copies of the unaudited unconsolidated financial statements of the bidder along with copies of the audited consolidated financial statements of its Holding Company.
- b. A Certificate from the CEO/CFO of the Holding Company, as per the format enclosed in the bidding documents, stating that the unaudited unconsolidated financial statements form part of the consolidated annual financial statements of the Holding Company.

5.2.4 In cases where audited results for the last financial year as on the date of Techno-commercial bid opening are not available, the financial results certified by a practicing Chartered Accountant shall be considered acceptable. In case, Bidder is not able to submit the certificate from practicing Chartered Accountant certifying its financial parameters, the audited results for the three (03) consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further, a certificate would be required from CEO/CFO as per the format enclosed in the bidding document stating that the financial results of the company are under audit as on the date of Techno-commercial bid opening and the certificate from

the practicing Chartered Accountant certifying financial parameters is not available

NOTES for 5.2 above:

1. 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.
2. Other income shall not be considered for arriving at annual turnover.
3. "Holding Company" and "Subsidiary Company" shall have the meaning ascribed to them as per Companies Act of India.

6. Any Certificate(s) / Financial Statement(s) / Audited Balance Sheet and P&L Account (wherever applicable) undertaken/ signed by a Member of Institute of Chartered Accountant of India (ICAI), which Bidders submit in support of compliance to Qualifying Requirements (QR), will carry Unique Document Identification Number (UDIN) generated in line with the Gazette Notification of Council of Institute of Chartered Accountant of India (ICAI).
7. Notwithstanding anything stated above, the Employer reserves the right to assess the capabilities and capacity of the Bidder/ his collaborators /associates/ subsidiaries / group companies to perform the contract, should the circumstances warrant such assessment in the overall interest of the Employer.

The physical or any mode of assessment/verifications by Employer shall include but not be limited to the assessment/verifications of office/ facilities/ banker's/ submitted reference works in lieu of credentials. A negative determination of such assessment of credentials/capacity/capabilities may result in rejection of the bid

8. 'Class-I local suppliers' only are eligible to participate in this tender, as defined in the bidding documents/ Public Procurement (Preference to Make in India), Order 2017 and its subsequent amendments/ revisions issued by DPIIT. The bidders may apprise themselves of the relevant provisions of bidding documents in this regard before submission of their bids.
9. Any 'Bidder from a country which shares a land border with India', as specified in the Bidding Documents, will be eligible to bid in this tender only if bidder is registered with the Competent Authority as mentioned in the Bidding Documents.

However, the said requirement of registration will not apply to bidders 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.

10. NTPC reserves the right to reject any or all bids or cancel/withdraw the NIT for the subject package without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.
11. NTPC reserves right to amend any bid/tender conditions through appropriate CORRIGENDUMS published in the portal AT ANY TIME. NTPC also reserves the right to extend/change the bidding schedule through publishing necessary CORRIGENDUMS in the portal if the situation demands so AT ANY TIME. The corrigendum as decided by NTPC and deemed fit would be published in the portal as per provisions therein. This prevails over the relevant provisions elsewhere in the bid document. The corrigendum/amendment as published/posted in the portal will be binding on Bidders and it will be assumed

that the information contained therein will have been taken into account by the Bidder in its bid. Bidders are advised to regularly check the tender regarding posting of Amendments/Corrigendums , if any

12. Issuance of bid documents to any bidder shall not construe that such bidder is considered to be qualified. Bids shall be submitted online and opened at the address given below in the presence of Bidder's representatives who choose to attend the bid opening.
13. **IMPORTANT NOTES FOR THE TENDER:**
 - a) ***Attachment 3 - QR DATA SHEET (ATTACHED separately for the package as bid document) is to be filled up properly as per format given for the stipulated QR parameters and to be submitted in the bid at appropriate file/folder provided for the purpose. The reference works whose details have been declared in Attachment-3 AND/OR in the submitted bid shall only be considered to ascertain the bidder's compliance to the specified qualifying Requirement (QR).***

LATEST PROVISIONS FOR "AUTHENTICATION OF VERACITY OF DOCUMENTS SUBMITTED BY THE BIDDER IN SUPPORT OF QUALIFYING REQUIREMENT" HAS BEEN INCORPORATED IN CLAUSE NO 3.0 OF Bid Data Sheet (Section IV-SCC). AUTHENTICATED DOCUMENTS (AS APPLICABLE- from Independent Statutory Auditor of BIDDER/ or specified Third-Party Inspection Agency (TPIA)) IN LINE WITH THE SAID PROVISIONS TO BE COMPLIED.

14. The bidding document is available online. A complete set of Bidding Documents may be downloaded by any interested Bidder from the NTPC tender website <https://eprocurmentpc.nic.in>. The Bidder would be required to register on the website.

First time users are required to register themselves on NTPC tender website (<https://eprocurmentpc.nic.in>) after filling up the required details. Users whose email address has not been linked to a vendor code allotted by NTPC/ first time users not allotted any vendor code by NTPC, should send a copy of the registration details to the e-mail address specified in this NIT under Address for Communication with following details at least three working days prior to Technical Opening Date:

- a) Request on the letter head of the Company
- b) Address Proof
- c) Copy of GST Registration Certificate & PAN Card,
- d) Email ID and Contact No.
- e) Name and Designation of the contact person
- f) Cancelled cheque & E.F.T form duly verified by bank

Note: **No Hard Copy of bidding documents shall be issued.**

15. Transfer of Bidding Documents purchased by one intending Bidder to another is not permissible.
16. Address for Communication
Sr. Manager/AGM (Contracts & Materials)
NTPC Limited,
Unified Shared Service Centre,
Central Procurement Group-1,
Western Region-II Head Quarter, Plot No.-87, Sector-24, Atal Nagar
Nava Raipur, Raipur, Chhattisgarh, Pin Code-492101
Tel. No.: 0771-2515220/ 0771-2515537/ 9650992003

Email: ilaanand@ntpc.co.in / gauravsaraswat@ntpc.co.in

Websites: <https://eprocurerntpc.nic.in>, <https://ntpctender.ntpc.co.in>,

17. **Registered Office:**

NTPC Limited

NTPC Bhawan, SCOPE Complex,

7, Institutional Area, Lodi Road,

New Delhi – 110003

Corporate Identification Number: L40101DL1975GOI007966.

Website: www.ntpc.co.in



NTPC
Tenders

NTPC Limited eProcurement Portal

Tender Details

Date : 11-Aug-2022 05:12 PM

A Maharatna Company

Print

Basic Details

Organisation Chain	NTPC Limited Corporate Centre USSC CPG-1		
Tender Reference Number	NTPC/USSC-CPG1/9900244003		
Tender ID	2022_NTPC_67716_1		
Tender Type	Open Tender	Form of contract	Service
Tender Category	Services	No. of Covers	3
General Technical Evaluation Allowed	Yes [Compliance Required]	ItemWise Technical Evaluation Allowed	No
Payment Mode	Online	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Online Bankers	S.No	Bank Name
	1	SBI Bank

Cover Details, No. Of Covers - 3

Cover No	Cover	Document Type	Description
1	Fee	.pdf	Scanned Fee Details
2	PreQual/Technical	.pdf	Technical Details
		.pdf	Attachment 3A
3	Finance	.xls	Price Bid

Tender Fee Details, [Total Fee in ₹ * - 2,655]

Tender Fee in ₹	2,655		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	Yes		

EMD Fee Details

EMD Amount in ₹	1,00,000	EMD through BG/ST or EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil

Work /Item(s)

Title	Award of contract of empanelment of travel agencies for Hiring ofVehicle for SRHQ, NTPC Ltd				
Work Description	Award of contract of empanelment of travel agencies for Hiring ofVehicle for SRHQ, NTPC Ltd				
Pre Qualification Details	As per tender documents				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	0.00	Product Category	Serv - Others	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	730
Location	Western Region Head QuartersII Plot No. -87, Secto	Pincode	492018	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Western Region Head QuartersII

Should Allow NDA Tender	No	Allow Preferential Bidder	No
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Critical Dates

Publish Date	10-Aug-2022 06:00 PM	Bid Opening Date	31-Aug-2022 11:00 AM
Document Download / Sale Start Date	10-Aug-2022 06:00 PM	Document Download / Sale End Date	29-Aug-2022 11:00 AM
Clarification Start Date	10-Aug-2022 06:00 PM	Clarification End Date	20-Aug-2022 06:00 PM
Bid Submission Start Date	10-Aug-2022 06:00 PM	Bid Submission End Date	29-Aug-2022 11:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT	67.20

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	TD.rar	Tender Documents	25750.93
	2	BOQ	BOQ_70868.xls	Price Bid	339.50

View GTE Details

S.No	Particulars	Expected Value	Mandatory
1.0	Confirm that you are a LOCAL SUPPLIER, and the LOCAL CONTENT included in the PACKAGE FOR COMPLETE SCOPE OF WORK meets the MINIMUM LOCAL CONTENT requirements of the Tender.	Yes	Yes
2.0	Do you accept NTPC Safety Rules	Yes	Yes
3.0	Do you accept the Fraud Prevention Policy of NTPC	Yes	Yes
4.0	Do you accept Withholding and Banning of Business Dealing Policy of NTPC	Yes	Yes
5.0	Do you certify full compliance on clause as per tender documents on Restrictions on procurement from a Bidder of a country which shares a land border with India	Yes	Yes
6.0	Do you certify full compliance on Qualifying Requirements	Yes	Yes
7.0	Do you certify full compliance to all provisions of Bid documents	Yes	Yes

Tender Inviting Authority

Name	Sr Manager
Address	Western Region Head QuartersII Plot No. -87, Sector-24, Atal RAIPUR 492018