

NTPC LTD VDC, RAIPUR		
1	CEG No.	MP-01
2	Brief description of CEG	Enlistment of vendors for hiring of manpower (Unskilled/ Semi-skilled/ Skilled / Highly Skilled / Specialized manpower) for assistance in various NTPC Stations/Projects/Sites/ Offices
3	Responsibility Centre	Vendor Development Cell (VDC)
4	Enlistment Category	Category 1 (from INR 50 Lakhs up to INR 4 Crs.)
5	Brief scope of work	<p><i>Manpower Hiring contract (Unskilled/ Semi-skilled/ Skilled / Highly Skilled / Specialized manpower) for assistance in following areas of various NTPC Stations/Projects/Sites/ Offices:</i></p> <ol style="list-style-type: none"> 1. Manpower for Supervision/ Assistance of Operation/ commissioning/Erection/Maintenance related activities. 2. Safety stewards 3. Manpower for office assistance including data entry operators and manpower required by various departments of NTPC. 4. Paramedical staff, doctors, technicians etc. for NTPC Hospitals 5. Operators, Drivers and helpers for operation of various equipment, HMV and other vehicles. 6. Manpower for housekeeping & cleaning. 7. Manpower in MGR e.g. Loco-pilot, Assistant loco-pilots, retired Railway staff, station master, stuntmen, shunt men/ pointsmen, Guards etc. 8. Manpower for Supervision/ monitoring of R&R and CSR activities. 9. Manpower for Sampling and testing 10. Manpower for manning of elevators. 11. Manpower for co-ordination works 12. Manpower for maintenance of records 13. Manpower for any type of supervisory assignment. 14. Manpower required for performance monitoring and condition monitoring. 15. Engagement of legal assistant/ law expert. 16. Engagement of Ex-PSU/ Ex- Govt. staff 17. Engagement of lab technicians 18. Engagement of Draftsmen. 19. Engagement of secretarial assistance. 20. Engagement of USW / SSW/SW/ HSW for any other misc. works. <p><i>Note: The detail scope of work & other Terms & conditions would be specified separately in the Tender against the specific requirements</i></p>
6.	Technical Qualifying requirements	<p>A. Technical Criteria</p> <p>The applicant should have deployed Manpower to any 'Govt. Department'/'Public sector Undertaking'/'Private sector company' in preceding 5 (Five) years from the last date of submission of application.</p> <p>Notes for Clause A above for Qualifying Requirements:</p> <ol style="list-style-type: none"> I. For calculating the execution capability, the executed value of only those BOQ Items shall be considered which are pertaining exclusively to "Deployment of manpower".

		<p>II. For arriving at the executed value of work specified above, basic amount only shall be considered. In case contract is inclusive of taxes, bidder should provide the break – up of basic value and taxes</p> <p>III. In case of contract(s) under execution as on the last date of submission of application, the value of work executed till such date will be considered.</p> <p>IV. For the PO/WO which were awarded prior to preceding 5 years from the last date of submission of application, the value of work executed in the preceding 5 years from the last date of submission of application will be considered.</p>
	Document to be submitted by Vendor in support of meeting QR	Relevant PO copy and Client’s Completion Certificate/RA Bill/Final Deviation Statement.
7	Additional Documents to be submitted	<p>Other Documents to be submitted:</p> <p>In addition to the documents required in support of meeting Technical Qualifying Requirements as stated above, following documents are required to be submitted by the Applicants applying for enlistment-</p> <ol style="list-style-type: none"> i. Three POs with BOQ of the highest executed values of similar work during previous five years from the date of application and Copy of Completion Certificate /RA Bill/Final Deviation Statement from the concerned client in support of successful execution of work against each of the POs to be submitted. ii. Audited balance sheet including Profit & Loss statement for the previous three completed financial years reckoned from the date of application. In case the audited results for the preceding financial year is not available, certification of financial statements from a practicing-chartered accountant is to be uploaded. In case, applicant is not able to submit the certificate from practicing chartered accountant certifying its financial parameters, the audited results of the three consecutive financial years preceding the last financial years shall be considered for evaluating the financial parameters. Further, a certificate would be required from the CEO/CFO stating that the financial results are under audit as on date of application and certificate from the practicing chartered certifying the financial parameters are not available. iii. NSIC / SSI / MSME registration certificate and PF & GST/Service Tax registration certificate. iv. PAN, PF and GST registration certificates v. Any other documents in addition to the above which the applicant wants to submit to get enlisted. vi. NTPC can ask other documents as necessary during evaluation.
8	NOTES:	<p>1.0 Similar work means: Deployment of Manpower to any ‘Govt. Department’/’Public sector Undertaking’/ ‘Private sector company’ read in conjunction with Notes mentioned under QR.</p> <p>2.0 Other income shall not be considered for computing annual turnover.</p> <p>3.0 Executed Value means basic value (excluding taxes) of the P.O. pertaining to executed similar work. Where P.O. value is composite, the applicant should have to give break-up of Composite PO value mentioning Basic Value, taxes etc.</p> <p>4.0 In case the PO includes portion of similar work, then the work executed with respect to Similar work only will be considered for arriving executed value.</p> <p>5.0 The word “executed” means the applicant should have achieved the criteria specified in the qualifying requirements within the preceding Five (5) year period even if the contract has been started earlier and/or is not completed/ closed.</p>

		<p>6.0 For the PO/WO which were awarded prior to preceding 5 years from the last date of submission of application, the value of work executed in the preceding 5 years from the last date of submission of application will be considered.</p> <p>7.0 In case of contract(s) under execution as on the last date of submission of application, the value of work executed till such date will be considered.</p>																
9	Execution Capability Criteria for Enlistment	<p>The minimum threshold limit for Execution Capability (EC) and Average Annual Turnover (AATO) of Enlisted Vendors shall be Rs.50,00,000 (Rs. Fifty Lakh). If any applicant does not submit the required documents so that their Execution Capability/ AATO exceeds Rs.50,00,000 (Rs. Fifty Lakh), such applicant shall not be considered for enlistment even if they meet the qualifying Requirement (QR) of subject Enlistment.</p> <p>Execution Capability of the vendor to execute similar work shall be calculated based on the values of three POs of highest execution value submitted by vendor as defined in the following table with an example:</p> <table border="1"> <thead> <tr> <th>Capability of execution of similar work as per PO values</th> <th>PO-1</th> <th>PO-2</th> <th>PO-3</th> </tr> </thead> <tbody> <tr> <td>PO values</td> <td>70</td> <td>60</td> <td>55</td> </tr> <tr> <td>Execution Capability as per One/two/three POs</td> <td>$70 \times 1.25 = 87.5$ (E.C. up to 87.5 L)</td> <td>$60 \times 2 = 120$ (E.C. up to 120 L)</td> <td>$55 \times 2.5 = 137.5$ (E.C. up to 137.5 L)</td> </tr> <tr> <td>Execution capability of the vendor to execute similar work</td> <td colspan="3"> <p style="text-align: center;">137.5 (Highest of 87.5, 120 and 137.5) Vendor is capable to execute work up to cost estimate 137.5 L i.e. eligibility limit for enlistment up to cost estimate 137.5 L</p> </td> </tr> </tbody> </table>	Capability of execution of similar work as per PO values	PO-1	PO-2	PO-3	PO values	70	60	55	Execution Capability as per One/two/three POs	$70 \times 1.25 = 87.5$ (E.C. up to 87.5 L)	$60 \times 2 = 120$ (E.C. up to 120 L)	$55 \times 2.5 = 137.5$ (E.C. up to 137.5 L)	Execution capability of the vendor to execute similar work	<p style="text-align: center;">137.5 (Highest of 87.5, 120 and 137.5) Vendor is capable to execute work up to cost estimate 137.5 L i.e. eligibility limit for enlistment up to cost estimate 137.5 L</p>		
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