

## **SECTION-I**

### **INVITATION FOR BIDS/NOTICE INVITING TENDER (IFB/NIT)**

***'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.'***

**1.0 NTPC Ltd , CPG-1 , C&M department , Raipur invites online bids on **SINGLE STAGE TWO ENVELOP BIDDING** basis from Eligible bidders for aforesaid Package **as per the Scope of Work** briefly mentioned herein after :**

#### **2.0 Brief Details:**

<b><u>Brief Scope: Temporary Office Support Service for NTPC Solapur.</u></b>		
2.1	NIT NO	<b>9900252195</b>
2.2	Description of work:	<b>Temporary Office Support Service for NTPC Solapur.</b>
2.3	Source of NIT	CPG-1, C&M (Raipur), NTPC Ltd.
2.4	Contract Classification	<b>Service contract.</b>
2.5	Approved Cost Estimate (INR)	<b>Rs. 2,23,63,234.80 /- plus GST 18% extra.</b>
2.6	Last Date and Time for Bid Submission	All the critical dates are as per GEM Portal.
2.7	Last Query Date	All the critical dates are as per GEM Portal.
2.8	Technical Bid Opening Date & Time	All the critical dates are as per GEM Portal.
2.9	Price Bid Opening Date & Time	Shall be intimated to qualified bidders after evaluation of Techno-Commercial Bid through GeM Portal.
2.10	Tender Fee	<b>NIL</b>
	Bid Security/EMD	<b>INR 2,00,000/- (Rs. Two Lakhs only).</b> <b>Tender Fee/EMD exemption is applicable in the subject NIT for MSE Registered Bidders Only.</b>

2.11	INTEGRITY PACT (To be submitted online only)	<b>Not Applicable.</b> For Format, refer Section-VII "Forms & Procedure of the Bidding Document."
2.12	<del>Bid Security Declaration</del>	<b>NA.</b>
2.13	MSE Benefits	<b>Applicable.</b>
2.14	Make in India Policy	<b>APPLICABLE</b> (For details refer ITB) <i>'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."</i>
2.15	Preference to Class-I Local Suppliers	<b>Preference to Class-I Local Suppliers:</b> <b>Class-I Local Suppliers</b> only are eligible to participate in this tender.
2.16	Contract Period	<b>Twelve(12) Months</b> from the date of Letter Of Award (LOA).
2.17	Splitting of quantity (MSE)	<b>Allowed/ Not allowed.</b>
2.18	Reverse auction	Applicable / Not Applicable
2.19	Tentative DOS	-.
2.20	Mobilization Period	07 days from Issue of LOA
2.21	First time users not allotted any vendor code are requested to approach NTPC at least ten working days prior to Document download close date and submit the Following:  <b>a) For Creation of Vendor Code:</b> i) Request letter on company's letter head of the bidder ii) Copy of GST Registration , PAN No. iii) valid E-mail-ID iv) Address Proof v) Cancel Cheque & EFT Form(to be verified by bank) Note: Format of E.F.T(Electronic Fund Transfer) Form is attached along with tender document.	
2.22	All bids must be accompanied by Bid Security as stipulated in the Bidding documents.	

	<p>While submitting the bid for the subject work, please upload EMD/Bid Security online along with your offer.</p> <p><b>"ANY BID NOT ACCOMPANIED BY AN ACCEPTABLE BID SECURITY, ( "Online" or "In a Separate Sealed Envelope-In case of Offline payment)", SHALL BE REJECTED BY THE EMPLOYER AS BEING NON- RESPONSIVE D SHALL NOT BE OPENED."</b></p>
3.0	<p><b>Address for communication:</b></p> <p><b>DGM/AGM (CPG-I/C&amp;M)</b>NTPC Limited, Unified Shared Service Centre,Central Procurement Group-I, Western Region-II Head Quarter, Plot No.-87, Sector-24, Atal NagarNava Raipur, Raipur, Chhattisgarh, Pin Code-492101 Email: Email: kspratap@ntpc.co.in / <a href="mailto:gauravsaraswat@ntpc.co.in">gauravsaraswat@ntpc.co.in</a> Phone: 0771-2515569/0771-2515220</p> <p><b>Websites:</b> <a href="https://gem.gov.in">https://gem.gov.in</a> or <a href="http://www.ntpctender.ntpc.co.in">www.ntpctender.ntpc.co.in</a> or <a href="http://www.ntpc.co.in">www.ntpc.co.in</a></p> <p><b>Registered Office</b></p> <p>NTPC Limited NTPC Bhawan, SCOPE Complex,7, Institutional Area, Lodi Road, New Delhi-110003 Corporate Identification Number: L40101DL1975GOI007966.Website: <a href="http://www.ntpc.co.in">www.ntpc.co.in</a></p>

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	<p>While submitting the bid for the subject work, please upload EMD/Bid Security online along with your offer.</p> <p><b>"ANY BID NOT ACCOMPANIED BY AN ACCEPTABLE BID SECURITY, ( "Online" or "In a Separate Sealed Envelope-In case of Offline payment)", SHALL BE REJECTED BY THE EMPLOYER AS BEING NON- RESPONSIVE AND SHALL NOT BE OPENED."</b></p>
3.0	<b>QUALIFYING REQUIREMENTS FOR BIDDERS:</b>
	The bidders who wish to participate in the bidding shall satisfactorily establish that they fulfill the following Qualifying Requirements:
3.1.0	<b><u>TECHNICAL CRITERIA:</u></b>
3.1.1	<p>The Bidder should have executed work(s) of 'facility management' and/or housekeeping and/or sanitation and/or 'manpower supply' and/or 'ash handling area' and/or 'coal handling area' and/or 'MGR area' and/or 'Civil work' and/or maintenance and/or 'horticulture work' within the preceding seven (7) years prior to the date of Techno-Commercial bid opening, in any of the following manner:</p> <p>a. One(1) order having executed value not less than <b>Rs. 179 lakh</b></p> <p>OR</p> <p>b. Two(2) orders having executed value not less than <b>Rs. 112 lakh each.</b></p> <p>OR</p> <p>c. Three(3) orders having executed value not less than <b>Rs. 89 lakh each</b></p> <p><b>Notes for Clause 1.0 above :</b></p> <p>1. The word "Executed" mentioned above means that the bidder should have achieved the criteria specified above, even if the total contract is started earlier and/or is not completed/closed.</p> <p>2. In case of orders under execution, the value of work executed prior to the date of Techno- Commercial bid opening duly certified by bidder's client shall be considered acceptable.</p> <p>3. Reference work executed by the bidder as a sub-contractor may also be considered provided the certificate issued by main contractor is duly certified by owner specifying the scope of work executed by the sub-contractor in support of qualifying requirements.</p> <p>4. 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>
3.2	<b><u>FINANCIAL CRITERIA:</u></b>
3.2.1	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 <b>Rs. 224 Lakh (Rupees Two hundred and twenty four lakh only).</b>
3.2.2	In case the bidder does not satisfy the financial criteria, stipulated at Cl. 3.2.1 above on its own, its Holding Company would be required to meet the stipulated turnover requirements at Cl. 3.2.1 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.
3.2.3	In case the bidder is not able to furnish <b>its audited financial statements on stand-alone entity basis</b> , 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. <ul style="list-style-type: none"> <li>• Copies of the unaudited unconsolidated financial statements of the bidder along with copies of the Audited consolidated financial statements of its Holding Company.</li> <li>• 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 Report of the company.</li> </ul>
3.2.4	In cases <b>where audited results for the last preceding financial year</b> as on the date of Techno-Commercial bid opening <b>are not available</b> , the financial results <b>certified by a practicing Chartered Accountant</b> 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 of three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further, a <b>certificate</b> would be required <b>from the CEO/CFO</b> as per the format enclosed in the bidding documents 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 the financial parameters is not available.
3.3.0	<b><u>Notes for Clause 2.0 above:</u></b> <ol style="list-style-type: none"> <li>1. <b>Net worth means</b> 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.</li> <li>2. <b>Other income</b> shall not be considered for arriving at annual turnover figures.</li> <li>3. <b>“Holding Company”</b> and <b>“Subsidiary Company”</b> shall have the meaning ascribed to them as per Companies Act of India.</li> </ol>

**Please refer ITB 5.4 and Attachment-3: submit all the documents in support of Technical Qualification Requirements (such as copy of Purchase Orders/ Work Orders/ Contract Agreements/ Client Certificates etc.), duly certified and verified for authenticity from Independent Statutory Auditor of their Company or specified Third-Party Inspection Agency (TPIA).**

**A) Proprietorship and Partnership Firms are required to submit Undertaking/Certificate of authenticity from Third Party Inspection Agency (TPIA) only.**

**Bidder as Company can submit Certification/Undertaking for authenticity of documents either from Independent Statutory Auditor of their company or from specified TPIA.**

**B) If any of the Submitted Reference work executed by Bidder are directly awarded to them by NTPC or Subsidiary / JV companies of NTPC ; then for those reference works only , Bidder shall not be required to submit Client Certificate (s) or Certificate of authenticity from Independent Statutory Auditor or specified TPIA.**

**C) The undertaking/Certificate of authenticity issued from Independent Statutory Auditor or specified TPIA submitted for any reference work/s in earlier tender/s floated from NTPC; can be submitted by the bidder in the present tender or any future tenders subject to fulfilment of QR criteria as stipulated in NIT. The same would be acceptable subject to conditions mentioned at NOTE at A) above.**

**D) Further if any of the reference work submitted in the present tender, have already been submitted and verified/accepted by NTPC in earlier tender/s , details of NIT no, tender inviting authority etc of that earlier tender/s are to be filled up by the bidder in Attachment-3 of the present tender. The same may be accepted for the purpose of authenticity ; subject to confirmations & fulfilment of qualifying requirement of the present tender.**

**However, if required by NTPC, the bidder shall have to submit Undertaking/Certificate of authenticity issued from Independent Statutory Auditor or specified TPIA for any of the reference work(s) submitted in earlier tender .**

**E) Notwithstanding anything stated above, the Employer reserves the right to assess the credentials/capabilities/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.**

**F) 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.**

**\* Note: 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).**

4. 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).

5. Notwithstanding anything stated above, the Employer reserves the right to assess the credentials/capabilities/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.

6. The reference works whose details have been declared in their bid shall only be considered to ascertain the bidder's compliance to the specified qualifying Requirement (QR). 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 plant for conforming to the specified qualifying Requirement shall be sought, offered or permitted”.

7. **'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.**

8. 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.

9. NTPC reserves the right to reject any or all bids or cancel / withdraw the Invitation for Bids/NIT without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action.

10. The bidding document is available online. A complete set of Bidding Documents may be downloaded by any interested Bidder from the [Gem](https://gem.gov.in) Portal (<https://gem.gov.in>). The Bidder would be required to register on the website.

First time users are required to register themselves on GeM Portal only. 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 atleast 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.

**11. Address for communication: DGM/AGM (CPG-I/C&M)**

NTPC Limited, Unified Shared Service  
Centre, Central Procurement Group-I,  
Western Region-II Head Quarter, Plot No.-87, Sector-24,  
Atal Nagar Nava Raipur, Raipur, Chhattisgarh, Pin Code-  
492101

Email: Email: [kspratap@ntpc.co.in](mailto:kspratap@ntpc.co.in) / [gauravsaraswat@ntpc.co.in](mailto:gauravsaraswat@ntpc.co.in)

Phone: 0771-2515569/0771-2515220

**Websites:** <https://gem.gov.in> or [www.ntpctender.ntpc.co.in](http://www.ntpctender.ntpc.co.in) or [www.ntpc.co.in](http://www.ntpc.co.in)

**12. 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](http://www.ntpc.co.in)



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3108861  
Dated/दिनांक : 03-03-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	24-03-2023 20:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	24-03-2023 20:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Power
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Ntpc Limited
Office Name/कार्यालय का नाम	Cg
Item Category/मद केटेगरी	Custom Bid for Services - Temporary Office Support Service for NTPC Solapur
Contract Period	1 Year(s)
MSE Exemption for Years of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover	No
Startup Exemption for Years of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	22363235
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	ICICI
EMD Amount/ईएमडी राशि	200000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank	ICICI
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	15

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

DGM

NTPC Limited, Unified Shared Service Centre, Central Procurement Group-I, Western Region-II Head Quarter, Plot No.-87, Sector-24, Atal Nagar Nava Raipur, Raipur, Chhattisgarh, Pin Code- 492101 Email: Email: kspratap@ntpc.co.in/gauravsaraswat@ntpc.co.in Phone: 0771-2515569/0771-2515220 (Kumar Shailendra Pratap)

**Splitting/विभाजन**

Bid splitting not applied.

**MII Compliance**

MII Compliance	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price

within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.  
 2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Qualification/Data Required**

**Scope of Work:**[1675946634.pdf](#)

**Service Level Agreement (SLA):**[1675946642.pdf](#)

**Payment Terms:**[1677844960.pdf](#)

**GEM Availability Report ( GAR):**[1675946662.pdf](#)

**Pre Qualification Criteria ( PQC ) etc if any required:**[1677842208.pdf](#)

**Custom Bid For Services - Temporary Office Support Service For NTPC Solapur ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Temporary Office Support Service for NTPC Solapur
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement
1	Patricia Priyanath	413215,Solapur STPP PO-HOTGI STATION 413215 SOUTH SOLAPUR, SOLAPUR	1	N/A

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

### 3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

### **INVITATION FOR BIDS/NOTICE INVITING TENDER (IFB/NIT)**

'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.'

**1.0** NTPC Ltd , CPG-1 , C&M department , Raipur invites online bids on **SINGLE STAGE TWO ENVELOPE BIDDING** basis from Eligible bidders for aforesaid Package **as per the Scope of Work briefly mentioned herein after :**

2.0 Brief Details:

<b>Brief Scope: Temporary Office Support Service for NTPC Solapur.</b>		
2.1	NIT NO	<b>9900252195</b>
2.2	Description of work:	<b>Temporary Office Support Service for NTPC Solapur.</b>
2.3	Source of NIT	CPG-1, C&M (Raipur), NTPC Ltd.
2.4	Contract Classification	<b>Service contract.</b>
2.5	Approved Cost Estimate (INR)	<b>Rs. 2,23,63,234.80 /- plus GST 18% extra.</b>

2.6	Last Date and Time for Bid Submission	All the critical dates are as per GEM Portal.
2.7	Last Query Date	All the critical dates are as per GEM Portal.
2.8	Technical Bid Opening Date & Time	All the critical dates are as per GEM Portal.
2.9	Price Bid Opening Date & Time	Shall be intimated to qualified bidders after evaluation of Techno-Commercial Bid through GeM Portal.
2.10	Tender Fee  Bid Security/EMD	NIL  INR 2,00,000/- (Rs. Two Lakhs only).  Tender Fee/EMD exemption is applicable in the subject NIT for MSE Registered Bidders Only.

2.11	INTEGRITY PACT  (To be submitted online only)	Not Applicable.  <del>For Format, refer Section-VII "Forms &amp; Procedure of the Bidding Document."</del>
2.12	<del>Bid Security Declaration</del>	<del>NA.</del>
2.13	MSE Benefits	Applicable.
2.14	Make in India Policy	APPLICABLE (For details refer ITB)  <i>'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 DP IIT. The bidders may apprise themselves of the relevant provisions of bidding documents in this regard before submission of their bids."</i>
2.15	Preference to Class-I Local Suppliers	Preference to Class-I Local Suppliers:  Class-I Local Suppliers only are eligible to participate in this tender.
2.16	Contract Period	Twelve(12) Months from the date of Letter Of Award (LOA).

2.17	Splitting of quantity (MSE)	Allowed/ Not allowed.
2.18	Reverse auction	Applicable / Not Applicable
2.19	Tentative DOS	-.
2.20	Mobilization Period	07 days from Issue of LOA
2.21	<p>First time users not allotted any vendor code are requested to approach NTPC at least ten working days prior to Document download close date and submit the Following:</p> <p>a) <u>For Creation of Vendor Code:</u></p> <p>i) Request letter on company's letter head of the bidder ii) Copy of GST Registration , PAN No. iii) valid E-mail-ID iv) Address Proof v) Cancel Cheque &amp; EFT Form(to be verified by bank)</p> <p>Note: Format of E.F.T(Electronic Fund Transfer) Form is attached along with tender document.</p>	
2.22	All bids must be accompanied by Bid Security as stipulated in the Bidding documents.	

	<p>While submitting the bid for the subject work, please upload EMD/Bid Security online along with your offer.</p> <p><b>"ANY BID NOT ACCOMPANIED BY AN ACCEPTABLE BID SECURITY, ( "Online" or "In a Separate Sealed Envelope-In case of Offline payment)", SHALL BE REJECTED BY THE EMPLOYER AS BEING NON- RESPONSIVE AND SHALL NOT BE OPENED"</b></p>	
3.0	<b>QUALIFYING REQUIREMENTS FOR BIDDERS:</b>	
	The bidders who wish to participate in the bidding shall satisfactorily establish that they fulfill the following Qualifying Requirements:	
3.1.0	<b><u>TECHNICAL CRITERIA:</u></b>	



3.1.1	<p>The Bidder should have executed work(s) of 'facility management' and/or housekeeping and/or sanitation and/or 'manpower supply' and/or 'ash handling area' and/or 'coal handling area' and/or 'MGR area' and/or 'Civil work' and/or maintenance and/or 'horticultural work' within the preceding seven (7) years prior to the date of Techno-Commercial bid opening, in any of the following manner:</p> <p>a. One(1) order having executed value not less than <b>Rs. 179 lakh</b></p> <p>OR</p> <p>b. Two(2) orders having executed value not less than <b>Rs. 112 lakh each.</b></p> <p>OR</p> <p>c. Three(3) orders having executed value not less than <b>Rs. 89 lakh each</b></p> <p><b>Notes for Clause 1.0 above :</b></p> <ol style="list-style-type: none"> <li>1. 1. The word "Executed" mentioned above means that the bidder should have achieved the criteria specified above, even if the total contract is started earlier and/or is not completed/closed.</li> <li>2. 2. In case of orders under execution, the value of work executed prior to the date of Techno- Commercial bid opening duly certified by bidder's client shall be considered acceptable.</li> <li>3. 3. Reference work executed by the bidder as a sub-contractor may also be considered provided the certificate issued by main contractor is duly certified by owner specifying the scope of work executed by the sub-contractor in support of qualifying requirements.</li> <li>4.</li> <li>5. 4. 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.</li> </ol>
3.2	<b>FINANCIAL CRITERIA:</b>
3.2.1	<p>The Average Annual Financial Turnover (AATO) of the bidder during preceding three (03) consecutive financial years as on the date of Techno - Commercial bid</p>
	<p>opening should not be less than <b>Rs. 224 Lakh (Rupees Two hundred and twenty four lakh only).</b></p>

3.2.2	<p>In case the bidder does not satisfy the financial criteria, stipulated at Cl. 3.2.1 above on its own, its Holding Company would be required to meet the stipulated turnover requirements at Cl. 3.2.1 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.</p>
3.2.3	<p>In case the bidder is not able to furnish <b>its audited financial statements on stand-alone entity basis</b>, 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.</p> <ul style="list-style-type: none"> <li>· Copies of the unaudited unconsolidated financial statements of the bidder along with copies of the Audited consolidated financial statements of its Holding Company.</li> <li>· 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 Report of the company.</li> </ul>
3.2.4	<p>In cases <b>where audited results for the last preceding financial year</b> as on the date of Techno-Commercial bid opening <b>are not available</b>, the financial results <b>certified by a practicing Chartered Accountant</b> 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 of three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further, a <b>certificate</b> would be required <b>from the CEO/CFO</b> as per the format enclosed in the bidding documents 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 the financial parameters is not available.</p>

**3.3.0****Notes for Clause 2.0 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 figures.
3. **“Holding Company”** and **“Subsidiary Company”** shall have the meaning ascribed to them as per Companies Act of India.

**Please refer ITB 5.4 and Attachment-3: submit all the documents in support of Technical Qualification Requirements (such as copy of Purchase Orders/ Work Orders/ Contract Agreements/ Client Certificates etc.), duly certified and verified for authenticity from Independent Statutory Auditor of their Company or **specified Third-Party Inspection Agency (TPIA).****

**A) Proprietorship and Partnership Firms are required to submit Undertaking/Certificate of authenticity from Third Party Inspection Agency **(TPIA) only.****

**Bidder as Company can submit Certification/Undertaking for authenticity of documents either from Independent Statutory Auditor of their company or from **specified TPIA.****

**B) If any of the Submitted Reference work executed by Bidder are directly awarded to them by NTPC or Subsidiary / JV companies of NTPC ; then for those reference works only , Bidder shall not be required to submit Client Certificate (s) or Certificate of authenticity from Independent Statutory Auditor**

**or specified TPIA.**

**C) The undertaking/Certificate of authenticity issued from Independent Statutory Auditor or specified TPIA submitted for any reference work/s in earlier tender/s floated from NTPC; can be submitted by the bidder in the present tender or any future tenders subject to fulfilment of QR criteria as stipulated in NIT. The same would be acceptable subject to conditions mentioned**

at NOTE at A) above.

D) Further if any of the reference work submitted in the present tender, have already been submitted and verified/accepted by NTPC in earlier tender/s, details of NIT no, tender inviting authority etc of that earlier tender/s are to be filled up by the bidder in Attachment-3 of the present tender. The same may be accepted for the purpose of authenticity; subject to confirmations & fulfilment of **qualifying requirement of the present tender.**

to submit Undertaking/Certificate of authenticity issued from Independent Statutory Auditor or specified TPIA for any of the reference work(s) submitted

~~Notwithstanding~~, if **in earlier tender.**

E) Notwithstanding anything stated above, the Employer reserves the right to assess the credentials/capabilities/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**

F) 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.**

**\* Note: 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**

	<b>Identification Number (UDIN) generated in line with the Gazette Notification of Council of Institute of Chartered Accountant of India (ICAI).</b>
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4. 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).
5. Notwithstanding anything stated above, the Employer reserves the right to assess the credentials/capabilities/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.

6. The reference works whose details have been declared in their bid shall only be considered to ascertain the bidder's compliance to the specified qualifying Requirement (QR). 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 plant for conforming to the specified qualifying Requirement shall be sought, offered or permitted".
7. **'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.**
8. 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.

9. NTPC reserves the right to reject any or all bids or cancel / withdraw the Invitation for Bids/NIT without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action.
10. The bidding document is available online. A complete set of Bidding Documents may be downloaded by any interested Bidder from the [Gem](https://gem.gov.in) Portal (<https://gem.gov.in>). The Bidder would be required to register on the website.

First time users are required to register themselves on GeM Portal only. 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 atleast 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.

**11. Address for communication: DGM/AGM (CPG-I/C&M)** NTPC Limited, Unified Shared Service Centre, Central Procurement Group-I, Western Region-II Head Quarter, Plot No.-87, Sector-24, Atal Nagar Nava Raipur, Raipur, Chhattisgarh, Pin Code- 492101  
Email: Email: [kspratap@ntpc.co.in](mailto:kspratap@ntpc.co.in) / [gauravsaraswat@ntpc.co.in](mailto:gauravsaraswat@ntpc.co.in)  
Phone: 0771-2515569/0771-2515220

**Websites:** <https://gem.gov.in> or [www.ntpc.co.in](http://www.ntpc.co.in) or [www.ntpc.co.in](http://www.ntpc.co.in)

## 12. Registered Office

NTPC Limited

NTPC Bhawan, SCOPE Complex  
, 7, Institutional Area, Lodi Road  
, New Delhi - 110003  
Corporate Identification Number: L40101DL1975GOI0079  
66.Website: [www.ntpc.co.in](http://www.ntpc.co.in)

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.

4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**