

<b>NTPC LTD</b> VDC, RAIPUR		
<b>1</b>	<b>CEG No.</b>	<b>MP-99</b>
<b>2</b>	<b>Brief description of CEG</b>	Enlistment of vendors for hiring of manpower (Unskilled/ Semiskilled/ Skilled / Highly Skilled / Specialized manpower) for assistance in various NTPC Stations/Projects/Sites/ Offices
<b>3</b>	<b>Responsibility Centre</b>	VDC
<b>4</b>	<b>Enlistment category</b>	From Rs. 4 Crs. – Rs. 50 Crs.
<b>5</b>	<b>Brief scope of work</b>	<p>Manpower Hiring contract (Unskilled/ Semi-skilled/ Skilled / Highly Skilled / Specialized manpower) for assistance in following areas of various NTPC Stations/Projects/Sites/ Offices.</p> <ol style="list-style-type: none"> <li>1. Manpower for Supervision/ Assistance of Operation/ Commissioning/Erection/Maintenance related activities.</li> <li>2. Safety stewards/ Safety Supervisor/ Safety Auditor.</li> <li>3. Manpower for Office Assistance including data entry Operators and Manpower required by various departments of NTPC.</li> <li>4. Paramedical Staff/ Doctors/ Technicians etc. for NTPC Hospitals</li> <li>5. Operators, Drivers and Helpers for Operation of various equipment, HMV and other vehicles.</li> <li>6. Manpower for Housekeeping &amp; Cleaning.</li> <li>7. Manpower in MGR e.g. Loco-pilot, Assistant loco-pilots, Retired Railway staff, Station Master, Stuntmen, Shunt men/ Pointsmen, Guards etc.</li> <li>8. Manpower for Supervision/ monitoring of R&amp;R and CSR activities.</li> <li>9. Manpower for Sampling and testing in Coal sampling/ Chemistry lab etc.</li> <li>10. Manpower for Manning of Elevators.</li> <li>11. Manpower for Co-ordination works</li> <li>12. Manpower for Maintenance of Records</li> <li>13. Manpower for any type of Supervisory Assignment.</li> <li>14. Manpower required for Performance Monitoring and Condition Monitoring</li> <li>15. Engagement of Legal assistant/ Law expert.</li> <li>16. Engagement of Ex-PSU/ Ex- Govt. staff</li> <li>17. Engagement of Lab Technicians</li> <li>18. Engagement of Draftsmen.</li> <li>19. Engagement of Secretarial Assistance.</li> <li>20. Engagement of USW / SSW/SW/ HSW for any other misc. works.</li> </ol> <p><i>Note: The detail scope of work &amp; other Terms &amp; conditions would be specified separately in the Tender against the specific requirements</i></p>
<b>6.</b>	<b>Technical Qualifying requirements</b>	<p><b>A. Technical Criteria</b></p> <p>6.1 The applicant should have executed contract(s) for ‘<b>Deployment of Manpower</b>’ in preceding five (5) years from the last date of submission of application.</p> <p><b>AND</b></p> <p>6.2 The applicant should have executed contract(s) for deployment of ‘Specialized Manpower’, with executed value of deployment of ‘Specialized Manpower’ work not less than Rs. 50 Lacs in a single(1) work order in the preceding 5 (Five) years from the last date of submission of application.</p> <p><b>Notes for 6.1:</b></p> <p>i. Reference Work Order(s) for deployment of any type of manpower i.e. Unskilled/ Semi-skilled/ Skilled / Highly Skilled can be submitted.</p>

ii. Reference work order(s) submitted by applicant may also include deployment of Specialized Manpower.

**Notes for 6.2:**

i. Reference Work Order(s) In respect of 6.2 above, should include deployment of 'Specialized Manpower' where 'Specialized Manpower' shall mean deployment of '**Highly Skilled**/'or **Higher category**' manpower in at least one or more of the following:

- Manpower for Supervision/ Operation/ Commissioning/Erection/Maintenance related activities in any Industry/Plant.
- Safety Stewards/ Safety Supervisors/Safety Engineer/Safety Auditor.
- Paramedical Staff/ Doctors/ Technicians related to Health Services.
- Manpower in Merry Go Round (MGR)/Railway System: Locopilot/ Assistant loco-pilots/ retired Railway staff/ Station Master/ Stuntmen/ Shunt men/ Pointsmen/ Guards.
- Manpower for Supervision/ Monitoring of R&R and CSR activities.
- Manpower for Sampling and testing in Coal sampling/ Chemistry lab
- Manpower required for Performance Monitoring and Condition Monitoring of equipment.
- Engagement of Legal assistant/ Lawyers.
- Engagement of Ex-PSU/ Ex- Govt. staff from Supervisory/ executive/ Officer cadre
- Engagement of Draftsmen/ Data Entry Operator. Engagement of HSW/' or Higher Category' for any other specialized work.

**Common Notes for 6.1 & 6.2 above:**

- i. For arriving at the 'executed value', basic amount only shall be considered. In case contract is inclusive of taxes, applicant should provide the break-up of basic value and taxes
- ii. The executed value of only those BOQ Items shall be considered which are pertaining exclusively to "Deployment of manpower".
- iii. Applicant can submit same or different reference works in support of their claim to comply qualification criteria 6.1 and 6.2.
- iv. 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

**B. Financial Criteria**

1.0 Net worth of the Applicant as on the last day of the preceding financial year (as on the day of submission of application) should not be less than 100% of the Applicant's paid up share capital. In case the Applicant does not satisfy the Net worth criteria on its own, it can meet the requirement of Net worth based on the strength of its Subsidiary(ies) and/or Holding Company and/or Subsidiary(ies) 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:

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

		<p>Where X1, X2, X3 are individual Net worth which should not be less than 75% of their respective paid-up share capitals and Y1, Y2, Y3 are individual paid up share capitals.</p> <p>2.0 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 the Holding Company. ii. A certificate from the CEO/CFO of the Holding Company, as per the format enclosed, stating that the unaudited unconsolidated financial statements form part of the Consolidated Annual Financial Statements of the Holding Company.</p> <p>In cases where audited results for the last preceding financial year as on the day of submission of application are not available, the financial results certified by a practicing Chartered Accountant shall be considered acceptable. In case, Applicant 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 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.</p> <p><b>Notes for clause 1.0 of Financial Criteria:</b></p> <ol style="list-style-type: none"> <li>i. 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.</li> <li>ii. Other income shall not be considered for arriving at annual turnover figures.</li> <li>iii. “Holding Company” and “Subsidiary Company” shall have the meaning ascribed to them as per Companies Act of India.</li> </ol>
7	<p><b>Execution Capability Criteria for Enlistment</b></p>	<p>The minimum threshold limit for Execution Capability (EC) and Average Annual Turnover (AATO) of Enlisted Vendors shall be Rs.4,00,00,000 (Rs. Four Crores).</p> <p>If any applicant does not submit the required documents so that their Execution Capability/ AATO equals or exceeds Rs.4,00,00,000 (Rs. Four Crores), such applicant shall not be considered for enlistment even if they meet the qualifying Requirement (QR) of subject Enlistment.</p> <p>The Execution Capability (EC) based upon Technical Criteria will be defined / calculated as under:</p> <p>Execution Capability (EC) = 1.25 x * Max Value of Work Executed in a Single PO / Work Order (meeting the requirement of 6.1 or 6.2 or both 6.1 &amp; 6.2 read in conjunction with Notes of Technical Criteria), as established during evaluation of Applications</p> <p>* Illustration(s):</p>

	<p>1)Maximum value of work executed in single PO of applicant is Rs 3.2 Crore. Then, his execution capability (EC) will be considered as <math>1.25 \times 3.2 = \text{Rs. } 4</math> Crores.</p> <p>2)Maximum value of work executed in single PO of applicant is Rs 20 Crore. Then, his execution capability (EC) will be considered as <math>1.25 \times 20 = \text{Rs. } 25</math> Crores.</p> <p>3)Maximum value of work executed in single PO of applicant is Rs 40 Crore. Then, his execution capability (EC) will be considered as <math>1.25 \times 40 = \text{Rs. } 50</math> Crores.</p> <p>4)Maximum value of work executed in single PO of applicant is Rs 45 Crore. Then, his execution capability (EC) will be considered as Rs. 50 Crores.</p> <p>5)Maximum value of work executed in single PO of applicant is Rs 100 Crore. Then, his execution capability (EC) will be considered as Rs. 50 Crores. Thus, as illustrated above, even if an Applicant / Vendor submits PO of executed value greater than Rs 40 Crore, his execution capability (EC) based on Technical Criteria will be limited and considered upto Rs 50 Crore.</p> <p>Thus, as illustrated above, even if an Applicant / Vendor submits PO of executed value greater than Rs 40 Crore, his execution capability (EC) based on Technical Criteria will be limited and considered upto Rs 50 Crore.</p> <p><b>Notes for Execution capability:</b></p> <ol style="list-style-type: none"> <li>1. 'Executed Value' of single highest PO/Work order(meeting the requirement of 6.1 or 6.2 or both 6.1 &amp; 6.2), for Manpower Deployment submitted by applicant shall be considered for the purpose of calculation of execution capability</li> <li>2. For calculating the execution capability, the 'Executed Value' of only those BOQ Items shall be considered which are pertaining exclusively to "Deployment of manpower" meeting the requirement of 6.1 or 6.2 or both 6.1 &amp; 6.2 .</li> <li>3. 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.</li> <li>4. 'Executed Value' means basic value (excluding taxes)</li> <li>5. Purchase Order/Work Order having 'Executed Value' less than INR 3.2 Crore shall not be considered.</li> </ol>
8	<p><b>Selection of enlisted vendors for issuing tender enquiry</b></p> <p>For a particular tender, eligible vendors shall be selected from the "list of enlisted vendors" considering the following as detailed in the enlistment document:</p> <ol style="list-style-type: none"> <li>1.Execution capability based on technical criteria.</li> <li>2.Average Annual Turnover of three (3) years.</li> </ol>
9	<p><b>Documents to be submitted</b></p> <p>Documents required in support of meeting Technical Qualifying Requirements: Relevant PO copy and Client's Completion Certificate/RA Bill/Final Deviation Statement.</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>

	<p>i. POs with BOQ of the highest Executed Values of Manpower Deployment 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.</p> <p>ii. Audited balance sheet including Profit &amp; 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.</p> <p>iii. NSIC / SSI / MSME registration certificate and PF &amp; GST/Service Tax registration certificate.</p> <p>iv. PAN, PF and GST registration certificates</p> <p>v. Any other documents in addition to the above which the applicant wants to submit to get enlisted.</p> <p>vi. NTPC can ask other documents as necessary during evaluation.</p>
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**Note- The terms and conditions as above shall supplement/amend the Special Terms & Conditions (STC) uploaded in the VDC portal. Wherever there is a conflict, the provisions in this document shall prevail over those in the STC.**