

**NTPC GREEN ENERGY LIMITED**  
(A Wholly Owned Subsidiary of NTPC Limited)



**NOTICE INVITING APPLICATIONS (NIA)**

**FOR**

**ENLISTMENT OF CONSULTANTS BY NGEL FOR CARRYING OUT  
REGISTRATION/RENEWAL/VERIFICATION EXERCISE FOR PROJECTS OF NTPC  
AND ITS SUBSIDIARIES UNDER GHG REDUCTION PROGRAMS**

**NIA No: NGEL-CS-0000-004(CONSULTANT)-9**

**Date: 24.07.2023**

**Enlistment Document No: NGEL-CS-0000-004(CONSULTANT)-9**

**1.0 NGEL invites online applications from eligible bidders for ENLISTMENT OF  
CONSULTANTS BY NGEL FOR CARRYING OUT  
REGISTRATION/RENEWAL/VERIFICATION EXERCISE FOR PROJECTS OF  
NTPC AND ITS SUBSIDIARIES UNDER GHG REDUCTION PROGRAMS**

**2.0 BRIEF SCOPE OF WORK**

**VALIDATION AND REGISTRATION OF PROJECT:**

**I. Preparation of Project Submission Form (PSF)/ Project Design Document**

**(PDD)** Agency will prepare the Project Submission Form (PSF) / Project Design Document(PDD) as per the prevailing guidelines of the GHG reduction program for registration of project. The Client would provide agency all the technical information/data required for preparing the PSF/ PDD.

Agency shall prepare the following documents:

- **Baseline Study:** The baseline document will be as per the requirements of PSF/PDD. The baseline study will cover issues like additionality, leakage and MS Excel based calculation for the emission reductions. The Client will provide all supporting information to determine the project activity is additional through

investment analysis and/or barrier analysis.

- **M & V protocol:**

- Monitoring and Verification (M & V) protocol to be made in line with the practice followed at site.
- Finalization of project boundary in line with the practice followed at site.
- Calibration Frequency to be made in line with the practice followed at site.
- The Monitored parameters to be finalized considering the approach followed at site.
- Data monitoring frequency as well as approach to be assessed.
- **Common Practice Analysis:** Common Practice Analysis of Additionality section of PSF/PDD will be based on CDM requirements. The Client will provide the necessary data which may be required to be collected from State and Central Government Departments to conduct Common Practice Analysis.
- **Environmental Impact:** Environmental Impact Assessment (EIA) documents and/or other environmental impact related documents, if available, will be made available to Consultant/ Agency, which will be used to prepare documents as per GHG reduction program requirements outlining positive and/or negative environmental impacts.
- **Stakeholders Consultation:** Stakeholder section of the PSF/ PDD will be based on GHG reduction program requirements. Consultant/ agency shall provide advice on inviting stakeholders' comments on the project(s), site visit is to be planned by consultant as directed by EIC.
- **No Net Harm Assessment:** A review of project documents shall be carried out to assess any net harm due to the project activity in line with GHG reduction program guidelines. Monitoring measures in case any negative impact is assessed shall be detailed.
- **Assessment of Safeguarding Principles:** A review of project documents shall be carried out to assess impacts due to the project activity in line with GHG reduction program guidelines. Monitoring measures in case any negative impact is assessed shall be detailed.
- **SDG Reporting:** The client will provide all the supporting for all Activities carried out at or near the project site to align with SDG Parameter in a timely

manner.

- **Validation Site Visit:**

- The consultant shall do the pre-validation assessment of site soon after the award of work on hearing from NTPC and its subsidiaries, on-site review of pre-validation activities, and review with the project executives about the Project Submission Form (PSF) / Project Design Document (PDD) as per the pre- vailing guidelines of the GHG reduction program for registration of project.
- Based on their visit, the consultant shall decide to collect the data and relevant supporting documents then and there or in due course for the preparation of Project Submission Form (PSF) / Project Design Document (PDD).
- The purpose of site visit review is to facilitate minimizing the data gap to the minimum extent possible.
- During Validation of each project site visit is to be planned by consultant along with auditors/verifiers in consultation with EIC.
- Travelling, boarding, etc expenses of consultant and DOE personnel shall be borne by consultant/DOE.
- Scope shall include but not limiting to preparation of Design Document and submission of documents for Registration

## **PART-B. VERIFICATION:**

### **I. Preparation of Monitoring Report (MR)**

Agency shall prepare the MR based on the guidelines of GHG reduction program. NTPC and its subsidiaries would provide agency all the technical information/data required for preparing the MR. Agency shall assist the NTPC and its subsidiaries in:

- Collection of Documents.
- Preparation of monitoring reports as per the applicable formats and forms of the GHGreduction program at the time of monitoring report webhosting.
- Assistance in identification of the Verifier for completing verification of the projectactivities.
- Arrangement of site visit & completing the site visit as per the requirement of

the Verifier.

- Resolution of CAR & CL identified by the auditor in the DVR reports.
- Successful Closure of the DVR & conversion to FVR
- Submission for the FVR to GHG reduction program board.

The Consultant/ agency shall provide the MR to the Verifier. Consultant/ Agency shall help the NTPC and its subsidiaries to prepare answers to the queries posted by public/parties, if any.

Scope shall include but not limiting to preparation for MR and submission of documents to GHG reduction program.

## **II. Appointment and Liaisoning with DOE**

The consultant/agency shall select and appoint a DOE eligible under GHG reduction program to get the project registration and verification completed. In line with the GHG reduction program guidelines, the Financial Part of the DOE contract will be signed by the Consultant/agency and the Technical/ Service part of the agreement of the DOE contract shall be signed by the NTPC and its subsidiaries, if required, in line with the GHG reduction program board guidelines, however, the complete execution of the DOE contract shall

be the responsibility of the consultant/agency including all financial obligations under the contract.

- III. Pre-Verification Site Visit:** The consultant shall do the pre-verification assessment of site soon after the award of work on hearing from NTPC and its subsidiaries, on-site/remote review of pre-verification activities, and review with the project executives about the Monitoring and Verification requirements of the GHG reduction program project as set out in the PDD and Monitoring Plan. Consultant shall also see that the data collection system is in order and advise as appropriate. On the basis of their visit, the consultant shall decide to collect the data and relevant supporting documents then and there or in due course for the preparation of Monitoring report which shall be compiled to be given to the Auditor. The purpose of Pre-verification visit/remote review is to facilitate for minimizing the data gap to the minimum extent possible.

Travelling expenses, etc by consultant and DOE personnel shall be borne by consultant/DOE.

**IV. Fee payable to GHG reduction program**

- Registration Fee as applicable for registration of project payable to GHG reduction program shall be paid separately after production of invoice to NTPC and its subsidiaries.

**V.** Travelling expenses, etc. by consultant/agency and DOE personals shall be borne by agency.

**3.0** Detailed Terms & Conditions are given in the enlistment documents (as specified in this notice) and as per the following schedule:

NIA No.	NGEL-CS-0000-004(CONSULTANT)-9
Issuance of NIA	24.07.2023
Documents issuance Start Date	24.07.2023
Documents issuance Close Date	22.08.2023
Last date and time for receipt Enlistment Applications	22.08.2023 upto 15:00 Hrs
Date and time for opening of Applications	23.08.2023 at 12:00 Hrs

**4.0 QUALIFYING REQUIREMENT (QR) /ELIGIBILITY CRITERIA (EC)**

The Vendor who wishes to participate in the enlistment shall satisfactorily establish that it fulfils the QR stipulated hereunder in Clause **1.0 and 2.0**.

**1.0 TECHNICAL CRITERIA**

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The Consultant should have experience in providing consultancy services for Registration or Renewal or Verification of projects under CDM or VCS or GCC program and should have done Registration or Renewal or Verification of at least one or more project(s) under CDM or VCS or GCC program in the last 7 years as on the date of bid opening.

Notes:

- a) These activities (Registration or Renewal or Verification) can be in same project or different projects.
- b) Consultant shall submit copies of respective contracts, along with documentary evidence in respect of satisfactory execution of each of those contracts, in the form of copies of any of the documents (indicating respective contract number and type of services), such as -
  - (i) Satisfactory completion / performance report (OR)
  - (ii) proof of release of Performance Security after completion of the contract (OR)
  - (iii) proof of settlement / release of final payment against the contract (OR)
  - (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.

## 2.0 FINANCIAL CRITERIA

- 2.1 The average annual turnover of the Consultant in the preceding three (3) financial years as on the date of opening of techno-commercial bids should not be less than **INR 1.90 Crore (Rupees One Crore Ninety Lakh only)**.

In case a consultant 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 Consultant would be required to furnish along with its techno commercial bid, a Letter of Undertaking from the holding company, supported by Holding Company's 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 Consultant in case of award.

- 2.2 Net Worth of the Consultant as on the last day of the preceding financial year should not be less than 100% (hundred percent) of consultant's paid-up share capital. In case the Consultant 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 Subsidiaries of its Holding companies wherever applicable, the Net worth of the Consultant 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% (hundred percent) of their total paid up share capital. However individually, their Net worth should not be less than 75 % (seventy-five percent) 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.

**2.3** In case the Consultant is not able to furnish its audited financial statements on standalone entity basis, the unaudited unconsolidated financial statements of the Consultant can be considered acceptable provided the Consultant further furnishes the following documents on substantiation of its qualification:

- a) Copies of the unaudited unconsolidated financial statements of the Consultant 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 Report of the Company.

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

Notes for Clause 2.0:

- i. Net worth means the sum total of the paid up share capital and free reserves. Free reserves 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.
- ii. Other income shall not be considered for arriving at annual turnover.
- iii. "Holding Company" and "Subsidiary" shall have the meaning ascribed to them as per Companies Act of India.

**5.0** The proposed enlistment shall be used for tenders to be invited by NGEL for "Carrying out Registration/Renewal/Verification exercise for projects of NTPC and its subsidiaries under GHG reduction programs".

**6.0** NGEL reserves the right to reject any or all applications or cancel/withdraw the Invitation for enlistment application without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action.

**7.0** A complete set of **Enlistment Application Documents** can be downloaded downloaded by any interested Bidder from e-tender Portal (GePNIC Portal) of NTPC/NGEL <https://eprocurmentpc.nic.in/nicgep/app>.

**8.0** Transfer of Enlistment Documents purchased by one intending applicant to another is not permissible

**Note: No hard copy of Application Documents shall be issued.**

**9.0** Issuance of Enlistment Application Documents to any applicant shall not construe that such applicant is considered qualified. **Application duly filled in and signed along with the relevant documents/Certificates in original shall be submitted online through e-tender Portal (GePNIC Portal) before the stipulated Enlistment Application submission closing date and time.**

**10.0 Address for communication:**

*Senior Manager (RE-CS) / AGM (RE-CS)  
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