

NTPC LIMITED
(A Government of India Enterprise)



SECTION – I

NOTICE INVITING TENDER (NIT/IFB)

NTPC Limited
(A Government of India Enterprise)

SHARED SERVICES CENTRE – CMHQ-RANCHI
CONTRACT & MATERIAL DEPTT.

NOTICE INVITING TENDER (NIT)
FOR

PACKAGE NAME: Engagement of External Consultant for the formulation of NML HR Policies

(Domestic Competitive Bidding)

Mode of Tendering: Open Tender

- I. 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 aforementioned package as per Scope of Work mentioned hereinafter.
- II. **Brief Scope of Work** : Framing and delivery of HR Policies of NTPC Mining Limited to Sr. Management of NTPC Mining Limited.
- III. Detailed Specification, Scope of Work and Terms and Conditions are given in the bidding document, which are available on-line as per the following schedule:

Tender Reference No.	Refer NTPC GEM Portal	
Tender ID:		
Date of issue of IFB		
Downloading of Bidding Document		
Pre-Bid Conference date		
Last date for receipt of queries on Bidding Documents from Bidders (No Queries from Bidders, whatsoever, shall be entertained by the Employer beyond the last date of receipt of Queries/ Pre-Bid Conference (if applicable))		
Last date & Time for submission of online bids		
Date and Time for opening of Techno-Commercial bids		
Opening of Price Bids		
Cost of Bidding Documents		
Bid Security (EMD)		INR 50000
Minimum Percentage towards compliance of safety aspect (As per SCC clause 2.0)		Not Applicable
Evaluation criteria (As per SCC clause 30.0 and ITB clause 23.0)		PACKAGE WISE EVALUATION WITHOUT SPLITTING

Contract Category

(As per SCC clause 27 and GCC Sub-Clause 45.2)

Contracts Other than overhauling

Note: For any corrigendum and extension of date of bid submission, please visit the website www.gem.gov.in

IV. Bidder may submit EMD (if applicable) in a sealed envelope separately offline along with other documents mentioned in the tender documents by the stipulated bid submission closing date and time at the address given below in accordance with the provisions set forth in the bidding documents, failing which, online bid shall be treated as non-responsive and shall not be opened.

V. Qualifying Requirements for Bidders: Not Applicable

VA. 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).

V B. Evaluation Criteria:

The Quality and Cost Based Selection (QCBS) shall be adopted for Selection of Consultants for award. The detailed **Bid Evaluation Method** is enclosed at **Annexure- A** to this NIT.

VI. 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.

VII. 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://gem.gov.in>.

VIII. Issuance of bid documents to any bidder shall not construe that such bidder is considered to be qualified.

IX. Transfer of Bidding Documents purchased by one intending Bidder to another is not permissible.

~~**X.** '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.~~

XI. 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.

Further, any bidder (including bidder from India) having specified Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India, will be eligible to bid only if the bidder is registered with the same competent authority.

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.

XII. Address for Communication/Location of Bid opening

Sr. Manager (C&M)/AGM (C&M)

Shared Services Centre – Coal Mining HQ

NTPC Ltd.,

Coal Mining HQ, Ginni Plaza,

Opposite Chutia Police Station,

Distt : Ranchi -834001

Mob. 9650997770, 9650992016

E-mail: abhayanand@ntpc.co.in / ksudhakar@ntpc.co.in

Registered Office:

NTPC Limited

NTPC Bhawan, SCOPE Complex,

7, Institutional Area, Lodi Road,

New Delhi – 110003

Corporate Identification Number:L40101DL1975GOI00796

Bid Evaluation Method
Quality and Cost Based Selection (QCBS)

EVALUATION: The Quality and Cost Based Selection (QCBS) shall be adopted for Selection of Consultants for award. The technical proposal shall be allotted weightage of 70% while the financial proposal will be allotted the weightage of 30%:

1.0 Evaluation of Quality-Technical Proposals:

Technical evaluation of bid proposal will be done based on following criteria and weights (Scoring to be considered up to 2 decimals) on a relative scale for each criteria. Zero score would be given, wherever minimum value specified against any criteria is not met.

S. No.	Technical Evaluation Criteria	Maximum Marks
1	Relevant Experience (same credentials can be submitted across three categories mentioned below if the requirements are met)	
1.1	Experience in HR consulting in Navratna/ Maharatna/Government/PSUs in India in last 5 years : (i) minimum 2 projects having cumulative value not less than 40 lakhs: 6 marks. (ii) minimum 4 projects having cumulative value not less than 50 lakhs: 8 marks, (iii) minimum 6 projects having cumulative value not less than 60 lakhs: 10 marks	10
1.2	Experience in HR Consulting in Mines/Mineral Sector in last 05 years (minimum 1 project: 3 marks 2 and above projects: 5 marks)	5
1.3	Minimum average Turnover in last 3 years (minimum Rs 50 lakh: 3 marks More than Rs 50 lakh and upto Rs 1 crore: 4 marks More than Rs 1 crore: 5 marks)	5
	Note: Bidders must get the documents furnished at Sl. No. 1.1 and 1.2 Authenticated from their Statutory Auditor or TPIA as per Appendix-I/II to Annexure-IA	

	Sub Total	20
2	CVs of personnel proposed by the Bidder (separate CVs to be furnished against each category)	
2.1	Project Director (Qualification and experience) Minimum 12 yrs of experience in HR consulting and shall have experience of handling minimum 3 such assignments in last 5 years	15
2.2	Team Leader (Qualification and experience) Min. 8 yrs of experience in HR consulting and shall have experience of handling minimum 3 such assignments in last 5 years.	15
2.3	Team Members (qualification and experience) Min. 5 yrs. Of experience in HR Consulting and shall have experience of handling minimum 3 such assignments in last 5 years.	10
	Sub Total	40
3	Approach & Methodology (A&M)	
3.1	Proposed Approach & Methodology and its applicability to meet assignment's objective	15
3.2	Understanding of the assignment & objectives	10
3.3	Detailing of the Project plan, milestones, team deployment w.r.t all activities that need to be undertaken as part of the project in Conformance of plan with the timelines specified in RFP	10
3.4	Approach for knowledge transfer and training	5
	Sub Total	40
	Grand Total	100

- a. Bidders have to Score minimum Technical Score of 11 against Sl. No. 1 and Technical Score of 40 against Sl. No. 2 above. The Bids of Consultants, not scoring the above marks, shall not be further evaluated and their Price Bid shall not be opened.
- b. Further, Consultants would be invited to make Presentation before Assessing Committee comprising Tender Committee and expert members (senior level persons) of NTPC. The presentation which would cover approach, tools, framework, understanding and experience in the domain across industries, objective of the assignment, alignment with scope of work and terms of reference.

- c. Scheme for allotting marks for various technical criteria / attributes will be as per table given below. The total maximum score will be 100.
- d. The technical score on the presentation of the bidders shall be given by the Assessing Committee. Large difference (if any) in the scores given by the Assessing Committee members should be examined and justification for abnormally high and abnormally Low score shall be recorded. The average score given by the Assessing Committee members shall be assigned as technical score / marks for the methodology / presentation.
- e. The total scores of all the technical criteria / attributes including presentation on methodology obtained shall be added together for ascertaining the total technical score (upto 2 decimal digits).
- f. For the purpose of evaluation of the offers, acceptable documents will be (i) Copy of Board resolution/ Power of Attorney etc. regarding authorized signatory (ii) Certificate from CEO or Managing Directors or person authorized by Board for accuracy of data/ information submitted against respective criteria (iii) for list of assignments handled should have document evidence such as copy of award letter/ email etc. along with brief of work.
- g. Bidders may be asked for any clarification/ Additional information, if required by Assessing Committee/ tender committee. The same shall be submitted within two working days in writing.

2.0 Evaluation of Cost

- (i) The price bids received from the Bidders shall be converted to financial scores. The scoring of price bids shall be done on a scale of 100 marks/score.
- (ii) The price bid with the lowest evaluated price shall be given a score of 100 and other price bids shall be given financial scores that are obtained after multiplying the ratio of the lowest evaluated price to the respective evaluated bid price with 100 (upto 2 decimal digits). This way, the bid with lowest evaluated price gets the highest price score of 100 and other price bid scores will get lesser financial scores.
- (iii) After evaluating the financial scores of all the price bids, the financial scores are multiplied by the percentage weightage for the cost part as specified in the bidding documents towards calculation of the final financial score.

3.0 Evaluation of Quality and Cost: The total score shall be obtained by applying the corresponding weightage to the quality / technical score and cost score and adding them, as follows:

(i) **Technical Score (Ts)** of the Bidder shall be calculated as below:

$$Tp = \frac{100 \times T}{Tb}$$

Tp = Normalized Technical Score assigned to Bid under evaluation

Tb = Technical Score achieved by the Bid that was scored best among all responsive Bids

T = Technical Score given to Bid under evaluation

Ts = Tp x weightage of quality

(ii) **Financial Score (Fs)**: The price bid submitted by a bidder shall be converted to Financial Score (Fs) in the following manner: The lowest evaluated price bid will be given the maximum Financial Score i.e. 100. The Financial Score (Fp) of the other Financial Proposals will be computed as follows:

$$Fp = \frac{100 \times Fm}{F}$$

Fp = Normalized Financial Score of the bid under evaluation

Fm = Lowest bid Price

F = Bidder's price under evaluation.

Fs = Fp X weightage of cost

(iii) **Combined Score for quality and cost shall be calculated as follows:**
Combined Score (Cs) = Technical Score (Ts) + Financial Score (Fs)

a. Subsequently, the bidders shall be ranked in terms of the Combined Scores obtained starting from bidder getting highest Combined Score (H-1) and so on. The work shall be awarded to the bidder obtaining the highest Combined Score.

- b. In the event of two or more Bidders having the same Combined Score, the Bidder with higher Technical Score shall be considered as Successful Bidder. However, in the event of Bidders having same Technical score, the Bidder scoring the highest score in S.No.3 of Technical evaluation criteria shall be considered as Successful Bidder.