

<b>NTPC LTD</b> VEC, RAIPUR		
1	<b>CEG No.</b>	<b>MP-102 &amp; MP-103</b>
2	<b>Brief description of CEG</b>	<p><b>MP-102:</b> Packages having scope of works of deployment of manpower (which also includes <b>deployment of 'Specialized/ expert manpower'</b> as defined at '1A' and '1B' below) for assistance in NTPC Stations/Projects/Sites/ Offices</p> <p><b>MP-103:</b> Packages having scope of works of <b>deployment of manpower</b> (which only includes deployment of manpower as defined at '2A' and '2B' below) and contracts pertaining to <b>House-keeping/ Sanitation/ Area Cleaning/ Grass cutting/ Area Upkeeping/ Drain cleaning/ Pit Cleaning</b> at NTPC Stations/Projects/Sites/ Offices</p>
3	<b>Responsibility Centre</b>	<b>VEC</b>
4	<b>Enlistment Category</b>	<b>From Rs. 4.0 Crs. – Rs. 50.0 Crs.</b>
5	<b>Brief scope of work</b>	<p><b>1.0 MP-102 (Rs. 4.0 Crs. – Rs. 50.0 Crs.)</b></p> <p><b>Packages having scope of works of deployment of manpower (which also includes deployment of 'Specialized/ expert manpower' as defined at '1A' and '1B' below) for assistance in NTPC Stations/Projects/Sites/ Offices.</b></p> <p><b>1A. Deployment of 'Highly Skilled'/'or Higher category' (having wage higher than HSW) in at least one or more of the following Areas:</b></p> <p style="padding-left: 40px;">Manpower for Supervision/ Operation/ Commissioning/Erection/Maintenance related activities.  Manpower for Supervision/ Monitoring of R&amp;R and CSR activities.  Manpower for CW treatment/ Chemical Handling/ Sampling and testing in Coal sampling/ Chemistry lab  Engagement of Legal assistant/ Lawyers.  Engagement of Ex-PSU/ Ex- Govt. staff from Supervisory/ executive/ Officer cadre  Engagement of Draftsmen.  Engagement of IT professionals.  Engagement of Engineers having degree in Engineering.  Deployment of technical staff/ lab technicians in FQA.</p> <p><b>1B. Deployment of Specialized manpower in one or more of the following areas irrespective of the category:</b></p> <p style="padding-left: 40px;">Safety Stewards/ Safety Supervisors/Safety Engineer/Safety Auditor.  Paramedical Staff/ Doctors/ Technicians related to Health Services.  Loco-pilot/ Assistant loco-pilots/ retired Railway staff/ Station Master/ Shunt men/ Pointsmen deployed in Merry Go Round (MGR)/Railway System.  Drivers/ Operators for Dozer, Payloader, Hydra, JCB, Crane, EOT, Excavators, Manlifts</p>

Note : Applicability of Manpower Enlistment (MP-102) w.r.t type of proposals (Manpower deployment/ Job contracts/ Mixed proposals)

S No	Type of contract	Applicability
a	Exclusive Manpower deployment contracts	Applicable only when UoM in proposal is Man-days (MD)/ Man-months (MME) only)
b	Job contracts	Not applicable for any type of Job contract
c	For Mixed proposals having manpower deployment (with UoM as MD/MME) as well as some portion as Job Contract	Applicable only when estimate of line items having manpower deployment contributes more than 95% of total Estimate.

**2.0 MP-103 (Rs. 4.0 Crs. – Rs. 50.0 Crs.)**

Packages having scope of works of **deployment of manpower** (which only includes deployment of manpower as defined at '2A' and '2B' below) and job contracts such as **House-keeping/ Sanitation/ Area Cleaning/ Grass cutting/ Area Upkeeping/ Drain cleaning/ Pit Cleaning** at NTPC Stations/Projects/Sites/ Offices

2A. Deployment of **Unskilled/ Semi-skilled/ Skilled manpower** for assistance in various areas (except Specialized manpower mentioned at '1B' above)

2B. Deployment of **\*HSW manpower** for assistance in following areas of various NTPC Stations/Projects/Sites/ Offices:

Manpower for office assistance including attendants, data entry operators and manpower required by various departments of NTPC.

Drivers and helpers for operation of various equipment, HMV and other vehicles excluding Dozer, Payloader, Hydra, JCB, Crane, EOT, Excavators, Manlifts.

Manpower for housekeeping & cleaning in plant, township, hospital etc.

Manpower in MGR (except specialized manpower mentioned in '1A' & '1B' above)

Manpower for co-ordination/ liasioning works.

Manpower for maintenance of records

Engagement of secretarial assistance.

Note : \*-Applicability of Manpower Enlistment (MP-103) w.r.t type of proposals (Manpower deployment/ Job contracts/ Mixed proposals)

S No	Type of contract	Applicability
a	Exclusive Manpower deployment contracts	Applicable only when UoM in proposal is Man-days (MD)/ Man-months (MME) only)
b	Job Contracts	<b>(i) Applicable</b> for Job contracts for Area Cleaning/ House-

			keeping/ Sanitation/ Grass cutting/ Area Upkeeping/ Drain cleaning/ Pit Cleaning. <b>(ii) Not Applicable</b> For any other type of Job contracts
		c For Mixed proposals having manpower deployment (with UoM as MD/MME) as well as some portion as Job Contract other than mentioned in b(i) above.	Applicable only when estimate of line items having manpower deployment contributes more than 95% of total Estimate.
		<i>Note: The detail scope of work &amp; other Terms &amp; conditions would be specified separately in the Tender against the specific requirements</i>	
6.	<b>Technical Qualifying requirements</b>	<p><b><u>6.1 Technical Criteria for Qualification under MP-102</u></b></p> <p>6.1.1 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 style="text-align: center;"><b>AND</b></p> <p>6.1.2 The applicant should have executed contract(s) for deployment of 'Specialized Manpower', with executed value of deployment of 'Specialized Manpower' work not less than <b>Rs. 50 Lacs</b> in a single (1) contract in the preceding Five (5) years from the last date of submission of application.</p> <p><b>Notes for 6.1:</b></p> <p>(i) For 6.1.1, Reference Work Order(s) for deployment of any type of manpower i.e. <b>Unskilled/ Semi-skilled/ Skilled / Highly Skilled or Higher category</b> can be submitted. Reference work order(s) submitted by applicant may also include deployment of Specialized Manpower.</p> <p>(ii) For the purpose of qualification under 6.1.1 above, Reference work orders of Job Contract for Area Cleaning/ House-keeping/ Sanitation/ Grass cutting/ Area Upkeeping/ Drain cleaning/ Pit Cleaning shall also be considered.</p> <p>(iii) Applicant can submit same or different reference works in support of their claim to comply qualification criteria 6.1.1 &amp; 6.1.2</p> <p>(iv) 'Specialized Manpower' (as mentioned in 6.1.2 above) shall mean deployment under following:</p> <p style="margin-left: 40px;">A. Deployment of '<b>Highly Skilled</b>'/'or <b>Higher category</b>' (<b>having wage higher than HSW</b>) in <b>at least one or more of the following Areas:</b></p> <ul style="list-style-type: none"> <li>• Manpower for Supervision/ Operation/ Commissioning/Erection/Maintenance related activities in any industry/ Plant.</li> <li>• Manpower for Supervision/ Monitoring of R&amp;R and CSR activities.</li> <li>• Manpower for CW treatment/ Chemical Handling/ Sampling and testing in Coal sampling/ Chemistry lab.</li> <li>• Engagement of Legal assistant/ Lawyers.</li> </ul>	

- Engagement of Ex-PSU/ Ex- Govt. staff from Supervisory/ executive/ Officer cadre
- Engagement of Draftsmen.
- Engagement of IT professionals.
- Engagement of Engineers having degree in Engineering.
- Deployment of technical staff/ lab technicians in Quality department
- Engagement of Teachers/ Academic Faculty/ Consultants.

B. Deployment of following specialized manpower in one or more of the following areas irrespective of the category:

- Safety Stewards/ Safety Supervisors/Safety Engineer/Safety Auditor.
- Paramedical Staff/ Doctors/ Technicians related to Health Services.
- Loco-pilot/ Assistant loco-pilots/ retired Railway staff/ Station Master/ Shunt men/ Pointsmen deployed in Merry Go Round (MGR)/Railway System.
- Drivers/ Operators for Dozer, Payloader, Hydra, JCB, Crane, EOT, Excavators, Manlifts

### **6.2 Technical Criteria for Qualification under MP-103**

6.2.1 The applicant should have executed contract(s) for '**Deployment of Manpower**' in preceding Five (5) years from the last date of submission of application.

#### **Notes for 6.2:**

- Reference Work Order(s) for deployment of any type of manpower i.e. **Unskilled/ Semi-skilled/ Skilled / Highly Skilled or Higher category** can be submitted. Reference work order(s) submitted by applicant may also include deployment of Specialized Manpower.
- For the purpose of qualification, Reference work orders of Job Contract for Area Cleaning/ House-keeping/ Sanitation/ Grass cutting/ Area Upkeeping/ Drain cleaning/ Pit Cleaning shall also be considered.

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

- Applicants meeting Criteria 6.1 above, shall be Enlisted for MP-102 & MP-103 both with same Execution Capability (EC) & AATO.
- Applicants meeting criteria 6.2 only, shall be enlisted for MP-103 only.
- 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.
- The executed value of only those BOQ Items shall be considered which are pertaining exclusively to "Deployment of manpower".
- 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.

7.	<b>Financial Qualifying Requirement</b>	<p><b>7.1</b> The average annual turnover of the Applicant, in the preceding three (3) financial years as on the date of submission of application, shall not be less than <b>Rs. 4.0 Crores (Rupees Four Crores only)</b>.</p> <p><b>7.2</b> In case the Applicant does not satisfy the financial criteria, stipulated at Cl. No. 7.1 above on its own, its Holding Company would be required to meet the stipulated turnover requirements at Cl. No. 7.1 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 Applicant would be required to furnish along with its Application, a Letter of Undertaking from the Holding Company, supported by the Holding Company's Board Resolution, as per the format enclosed in the Bid Documents, pledging unconditional &amp; irrevocable financial support for the execution of the contract by the Applicant in case of award.</p> <p><b>7.3 Net worth</b> 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.</p> <p>Net worth in combined manner shall be calculated as follows:</p> $\text{Net worth (combined)} = (X1+X2+X3) / (Y1+Y2+Y3) \times 100\%$ <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><b>7.4</b> In case the Applicant is not able to furnish <b>its audited financial statements on stand-alone entity basis</b>, the unaudited unconsolidated financial statements of the Applicant can be considered acceptable provided the Applicant further</p>
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	<p>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 Applicant along with copies of the audited consolidated financial statements of the 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 Financial Statements of the Holding Company</li></ul> <p><b>7.5</b> In cases <b>where audited results for the last financial year</b> as on the date of submission of application opening <b>are not available</b>, the financial results <b>certified by a practicing Chartered Accountant</b> 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 <b>certificate</b> would be required <b>from CEO/CFO</b> as per the format enclosed in the bidding document stating that the financial results of the company are under audit as on the date of submission of application and the certificate from the practicing Chartered Accountant certifying financial parameters is not available.</p> <p><b>7.6</b> <u>Notes for Clause 7.0 above:</u></p> <ol style="list-style-type: none"><li><b>1. 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><b>2. Other income</b> shall not be considered for arriving at annual turnover figures.</li><li><b>3. “Holding Company”</b> and <b>“Subsidiary Company”</b> shall have the meaning ascribed to them as per Companies Act of India</li></ol>
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8	<b>Execution Capability Criteria for Enlistment</b>	<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 only).</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 only)., 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, as established during evaluation of Applications</p> <p>* Illustration(s):</p> <ol style="list-style-type: none"> <li>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 Crores}</math>.</li> <li>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 Crores}</math>.</li> <li>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 Crores}</math>.</li> <li>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.</li> <li>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.</li> </ol> <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>:</p> <p>Upon completion of the enlistment process, the enlisted vendor(s) shall be considered for execution of the value of work from <b>Rs. 4 Crs. to 50 Crs</b> under a future tender as per their qualification established during the process of enlistment.</p> <p><b>Notes for Execution capability MP-102:</b></p> <ol style="list-style-type: none"> <li>1. 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 6.1.1 or 6.1.2 or both 6.1.1 &amp; 6.1.2</li> <li>2. For Calculating execution capability, work orders of Job Contract for Area Cleaning/ House-keeping/ Sanitation/ Grass cutting/ Area Upkeeping/ Drain cleaning/ Pit Cleaning shall also be considered irrespective of Unit of Measurement</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> </ol> <p><b>Notes for Execution capability MP-103:</b></p> <ol style="list-style-type: none"> <li>1. For calculating the execution capability, the 'Executed Value' of only those BOQ Items shall be considered which are pertaining</li> </ol>
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		<p>exclusively to “Deployment of manpower”.</p> <p>2. For Calculating execution capability, work orders of Job Contract for Area Cleaning/ House-keeping/ Sanitation/ Grass cutting/ Area Upkeeping/ Drain cleaning/ Pit Cleaning shall also be considered irrespective of Unit of Measurement.</p> <p>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.</p> <p>4. ‘Executed Value’ means basic value (excluding taxes).</p>
9	<b>Selection of enlisted vendors for issuing tender enquiry</b>	<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> <p>1.Execution capability based on technical criteria. 2.Average Annual Turnover of three(3) years.</p>
10	Documents to be submitted	<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> <ul style="list-style-type: none"> <li>i. POs with BOQ of the highest Executed Values of <b>Manpower Deployment</b> 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.</li> <li>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.</li> <li>iii. NSIC / SSI / MSME registration certificate and PF &amp; GST/Service Tax registration certificate.</li> <li>iv. PAN, PF and GST registration certificates</li> <li>v. Any other documents in addition to the above which the applicant wants to submit to get enlisted.</li> <li>vi. NTPC can ask other documents as necessary during evaluation.</li> </ul>