

**NTPC LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)**

**UNIFIED SHARED SERVICE CENTRE, CPG-1, RAIPUR
CONTRACT & MATERIAL DEPTT**

NOTICE INVITING TENDER (NIT)

FOR

**Empanelment of travel agency for
hiring of vehicles as and when basis at NTPC Nava Raipur for a period of 2 years**

(Domestic Competitive Bidding)

NIT Ref. No: 9900283708

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 aforesaid package, as per the scope of work briefly mentioned hereinafter.

II. **Brief Scope of Work:**

1.1 The contractor shall provide preferably Chhattisgarh State Registered Taxies {CATEGORY-I (Sedan:Maruti Dezire, Honda Amaze, Hyundai Aura, Tata Zest, Tata Tigor, etc.) and CATEGORY-II(Toyota Innova Crysta, Tata Safari, Mahindra XUV 700, etc.) and CATEGORY-III (Toyota Innova Hycross Hybrid, Maruti Suzuki Invicto Hybrid)} of Model 2021 or later, as per the requirements made in this regard by the EIC/Authorized Official. The cars/taxies shall be provided at NTPC office at Nava Raipur Office Sector 24, or any other place as intimated to the contractor for travel within or outside Chhattisgarh State as and when required.

1.2 The contractor shall provide drivers in proper uniform/dress and should be well mannered along with mobile phone having knowledge of different routes as well as repair of cars and valid driving license. The reporting time, place, address etc. shall be strictly followed by the party/ agency.

The detailed scope and description of work covered under this package has been specified in the relevant clause of Detailed Technical Specification.

NTPC intends to finance subject Package through Domestic Commercial Borrowings/Own sources.

III. Detailed Specification, Scope of Work and Terms and Conditions are given in the bidding document, which are available for examination at our e Procurement Portal (<https://eprocurementpc.nic.in/nicgep/app>) and as per the following schedule:

Document Download Commencement Date & Time	As per web NIT
Source of IFB/NIT	Central Procurement Group-1, Raipur
Last date for receipt of queries from bidders (if any)	As per web NIT
Last Date and Time for Bid submission	As per web NIT

Technical Bid Opening Date & Time	As per web NIT
Price Bid Opening Date & Time	Shall be intimated separately.
Cost of Bidding Documents in INR	Rs.2655/- (Rupees Two thousand Six Hundred Fifty Five only)
Bid Security	Rs. 1,00,000/- (Rupees One Lakh only)
Benefit to MSME	Applicable. The bidders may apprise themselves of the relevant provisions of bidding documents in this regard before submission of their bids-
Contract Period	24 months with extension clause of 03 months
Pre-Bid Conference Date & Time (if any)	Not Applicable
Reverse Auction	Not Applicable

“No Queries from Bidders, whatsoever, shall be entertained by the Employer beyond the last date of receipt of Queries/ Pre-Bid Conference (if applicable) as specified on online portal.”

As per provisions of Bidding Documents, the Bidders shall submit “Techno-Commercial Proposal” and “Price Proposal” online (<https://gem.gov.in>), within the bid submission date and time as mentioned above.

Note: For any corrigendum and extension of date of bid submission, please visit the website <https://eprocurmentpc.nic.in>

- I. All bids must be accompanied by Tender Fees (Cost of Bidding Documents), Bid Security and Integrity Pact. ~~Integrity Pact (if applicable) shall be submitted as per instruction mentioned in ITB/ BDS.~~

~~Tender Fee and Bid Security shall be submitted in a sealed envelope separately in physical form by the stipulated bid submission closing date and time at the address given below.~~ Online payment option for Tender Fee and Bid Security is made available at GepNIC portal. Bidders are requested to please avail the facility. Bid Security upto Rs. 1,00,000 (Rupees One Lac only) must be paid online through Gepnic portal.

ANY BID NOT ACCOMPANIED BY AN ACCEPTABLE TENDER FEES, BID SECURITY AND INTEGRITY PACT SHALL BE REJECTED BY THE EMPLOYER AS BEING NON-RESPONSIVE AND SHALL NOT BE OPENED. IN CASE, THE TENDER FEE AND BID SECURITY IS SUBMITTED THROUGH ELECTRONIC FUND TRANSFER (EFT), BIDDER TO SUBMIT THE PROOF OF E-PAYMENT OF BID SECURITY EITHER IN SEPARATE SEALED ENVELOPE OR IN THE E-TENDERING PORTAL

TENDER FEE EXEMPTION SHALL BE APPLICABLE FOR MSE BIDDERS(Registered in Micro or Small category and having valid Udyog Aadhar Certificate). FOR DETAILS, PLEASE REFER ITB/ BDS CLAUSE.

Micro and Small Enterprises (MSEs) having Udyam Registration for Goods produced and Services rendered shall only be eligible for MSE benefits.

In case of an upward change in terms of investment in plant and machinery or equipment or turnover or both, and consequent re-classification, an enterprise shall continue to avail of all non-tax benefits of the category (micro or small or medium) it was in before the re-classification, for a period of three years from the date of such upward change.

II. **Qualifying Requirements for Bidders:**

The bidder who wishes to participate in the bidding shall meet the Qualifying Requirements stipulated hereunder:

5.1 TECHNICAL CRITERIA:

5.1.1 The bidder should have a minimum fleet of ten (10) registered commercial vehicles of variants of Sedan Car(s) and SUV Car(s), out of which the agency should have 40% (4nos) vehicles registered in their name and balance can be either operated on lease basis or holding Power of Attorney in their favour to operate the vehicles on commercial basis.

5.1.2 The bidder should have executed the work of Deployment vehicle(s) in any 'Govt. Dept' / 'Public Sector Organisation' / 'Private sector companies' within the preceding seven (7) years prior to the date of Techno-Commercial bid opening in any of the following manner:

a. One(1) order having executed value not less than **Rs. 38 lakh**

OR

b. Two(2) orders having executed value not less than **Rs. 24 lakh** each

OR

c. Three(3) orders having executed value not less than **Rs. 19 lakh** each

Notes for Clause 5.0 above:

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.

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.

3. The type of fleet of vehicles should be as below and having minimum one number in each category:

A. *SEDAN CAR: Category of cars having engine capacity 1100cc and above.*

B. *SUV CAR: Category of cars having engine capacity 1800cc and above.*

4. For arriving at the executed value of work specified above, basic amount only shall be considered (excluding toll/parking charges wherein the toll/parking charges are reimbursable as per contract). In case contract is inclusive of taxes, bidder should provide the break – up of basic value, reimbursement (towards toll/parking charges) & taxes. **■**

5.2 FINANCIAL CRITERIA:

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 **Rs. 48 Lakh (Rupees forty-eight lakh only).**

5.2.2 In case the Bidder **does not satisfy the financial criteria**, stipulated above on its own, its Holding Company would be required to meet the stipulated turnover requirements, 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 the Holding Company's Board Resolution, as per the format enclosed in the Bid Documents, pledging unconditional & irrevocable financial support for the execution of the Contract by the Bidder in case of award.

5.2.3 In case the bidder is not able to furnish **its audited financial statements on stand-alone entity basis**, 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:

- i) Copies of the unaudited unconsolidated financial statements of the bidder 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 in the bidding documents, stating that the unaudited unconsolidated financial statements form part of the Consolidated Annual Financial Statements of the Holding Company

2.4 In cases **where audited results for the last financial year** as on the date of Techno-commercial bid opening **are not available**, the financial results **certified by a practicing Chartered Accountant** 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 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 in the bidding document 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.

3.0 Notes for Clause 2.0 above:

- (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.
 - (ii) **Other income** shall not be considered for arriving at annual turnover figures.
 - (iii) **“Holding Company”** and **“Subsidiary Company”** shall have the meaning ascribed to them as per Companies Act of India.
- III. 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).
- IV. 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.

- V. Notwithstanding anything stated above, the Employer reserves the right to assess the capabilities and 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.
- VI. '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.**
- VII. 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.

- VIII. 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.
- IX. The bidding document is available online. A complete set of Bidding Documents may be downloaded by any interested Bidder from the Gem 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 at least three working days prior to Technical Opening Date:

- i. Request on the letter head of the Company
- ii. Address Proof
- iii. Copy of GST Registration Certificate & PAN Card,
- iv. Email ID and Contact No.
- v. Name and Designation of the contact person
- vi. Cancelled cheque & E.F.T form duly verified by bank Note:

No Hard Copy of bidding documents shall be issued.

- X. Address for Communication

SM/ AGM (Contracts & Materials)

NTPC Limited,
Unified Shared Service Centre,
Central Procurement Group-1,
Western Region-II Head Quarter, Plot No.-87, Sector-24, Atal Nagar
Nava Raipur, Raipur, Chhattisgarh, Pin Code-492101
Tel. No.: 0771-2515402/0771-2515537
Email: ilaanand@ntpc.co.in /amittiwari@ntpc.co.in

Websites: <https://gem.gov.in>, www.ntpctender.ntpc.co.in or www.ntpc.co.in

XI.

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


Signature Not Verified

Digitally signed by TLA ANAND

Date: 2024.07.16 15:12:29 IST

Location: NTPC Limited eProcurement Portal



 NTPC Tenders A Maharatna Company	NTPC Limited eProcurement Portal	
	Tender Details	
	Date : 16-Jul-2024 03:17 PM	

 Print

Basic Details

Organisation Chain	NTPC Limited Corporate Centre USSC CPG-1		
Tender Reference Number	NTPC/USSC-CPG1/9900283708		
Tender ID	2024_NTPC_88690_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Works	No. of Covers	3
General Technical Evaluation Allowed	Yes [Compliance Required]	ItemWise Technical Evaluation Allowed	No
Payment Mode	Online	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Online Bankers	S.No	Bank Name
	1	SBI Bank

Cover Details, No. Of Covers - 3

Cover No	Cover	Document Type	Description
1	Fee	.pdf	Scanned Fee Details
2	PreQual/Technical	.rar	Technical Details
		.pdf	Mandatory Attachment 3A
3	Finance	.xls	Price Bid

Tender Fee Details, [Total Fee in ₹ * - 2,655]

Tender Fee in ₹	2,655		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	Yes		

EMD Fee Details

EMD Amount in ₹	1,00,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil
BG Required	No	Minimum Direct EMD Payment in ₹	0.00

[Click to view modification history](#)
Work / Item(s)

Title	EMPANELMENT OF TRAVEL AGENCY FOR HIRING OF VEHICLES as and when basis
Work Description	EMPANELMENT OF TRAVEL AGENCY FOR HIRING OF VEHICLES as and when basisat NTPC Nava Raipur for a period of 2 years
Pre Qualification Details	As per tender documents
Independent External Monitor/Remarks	NA
Show Tender Value in Public Domain	No

Tender Value in ₹	0.00	Product Category	Miscellaneous Works	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	120	Period Of Work (Days)	730
Location	Western Region Head QuartersII Plot No. -87, Secto	Pincode	492018	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Western Region Head QuartersII
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	16-Jul-2024 05:00 PM	Bid Opening Date	09-Aug-2024 11:00 AM
Document Download / Sale Start Date	16-Jul-2024 05:00 PM	Document Download / Sale End Date	07-Aug-2024 11:00 AM
Clarification Start Date	16-Jul-2024 05:00 PM	Clarification End Date	26-Jul-2024 05:00 PM
Bid Submission Start Date	18-Jul-2024 05:00 PM	Bid Submission End Date	07-Aug-2024 11:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT	156.41

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	TD.rar	t	19338.03
	2	BOQ	BOQ_91882.xls	PRICE BID	325.00

View GTE Details - SERVICE GTE (OT- SINGLE STAGE-MLC-LAND BORDER CLAUSE)

S.No	Particulars	Expected Value	Mandatory
1.0	Confirm that you are a LOCAL SUPPLIER, and the LOCAL CONTENT included in the PACKAGE FOR COMPLETE SCOPE OF WORK meets the MINIMUM LOCAL CONTENT requirements of the Tender.	Yes	Yes
2.0	Do you accept NTPC Safety Rules	Yes	Yes
3.0	Do you accept the Fraud Prevention Policy of NTPC	Yes	Yes
4.0	Do you accept Withholding and Banning of Business Dealing Policy of NTPC	Yes	Yes
5.0	Do you certify full compliance on clause as per tender documents on Restrictions on procurement from a Bidder of a country which shares a land border with India	Yes	Yes
6.0	Do you certify full compliance on Qualifying Requirements	Yes	Yes
7.0	Do you certify full compliance to all provisions of Bid documents	Yes	Yes

Auto Extension Corrigendum Properties for Tender

Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	1	4
2.	1	4
3.	1	4

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
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1.	ilaanand@ntpc.co.in	Ila Anand	ILA ANAND
2.	ssundarnayak@ntpc.co.in	Suwendu Nayak	SUVENDU SUNDAR NAYAK
3.	amittiwari@ntpc.co.in	Amit Tiwari	AMIT TIWARI
4.	tapasmishra@ntpc.co.in	TAPAS MISHRA	TAPAS MISHRA

A Maharatna Company

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	No
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Sr Manager
Address	Western Region Head QuartersII Plot No. -87, Sector-24, Atal RAIPUR 492018

Tender Creator Details

Created By	Ila Anand
Designation	Dy. Mgr.
Created Date	16-Jul-2024 12:03 PM