

NTPC Limited
(A Government of India Enterprise)
EOC Noida Office
NOTICE INVITING TENDER (NIT)
FOR

Providing Manpower Services at Offices of NTPC Ltd in Delhi, Noida & Greater Noida.
[Domestic Competitive Bidding]

NIT No: GEM/2024/B/5540253

Date: 12/11/2024

1.0 NTPC invites on-line bids from eligible Bidders for aforesaid package, as per the scope of work briefly mentioned herein after:

2.0 Brief Details

NIT Date	12/11/2024
Document Sale Commencement Date & Time	12/11/2024, 14:00 Hrs (IST)
Source of NIT	Delhi & Noida Office (HR-Contract)
Contract Classification	Service
Last Date and Time for Bid submission	22/11/2024, 14:00 Hrs (IST)
Technical Bid Opening Date & Time	22/11/2024, 14:30 Hrs (IST)
Price Bid Opening Date & Time	To be intimated later
Cost of Bidding Documents in INR	Not applicable for tenders on GeM portal
EMD / Bid Security in INR	Rs.20,00,000/-
Pre-Bid Conference Date & Time (if any)	Not Applicable
Reverse Auction	Not Applicable

3.0 The bidding document is available online. A complete set of Bidding Documents may be downloaded by any interested Bidder from GeM portal <https://gem.gov.in/>.

The Bidder would be required to register in the website. First time users are required to register themselves on NTPC tender website after filling up the required details. Users whose email address has not been linked to a vendor code allotted by NTPC/ 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. Copy of GST Registration
- iii. Copy of PAN no.
- iv. Email ID and Contact No.
- v. Name and Designation of the contact person
- vi. Cancelled cheque & EFT form duly verified by bank.

Note: Format of EFT (Electronic Fund Transfer) is attached along with bidding documents

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4.0 Brief Scope of Work and other Specific details:

Providing Manpower Services at Offices of NTPC Ltd in Delhi, Noida & Greater Noida.

5.0 Downloading / Issuance of bidding documents to any bidder shall not construe that bidder is considered qualified.

6.0 ‘Class-I local suppliers’ and ‘Class-II 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.

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.

7.0 Qualifying Requirements for Bidders:

7.1 The bidder should have executed / completed rendering Manpower Services in Govt. Deptt. / PSU / Private institutions / Organizations in India during the preceding seven (7) years as on the date of techno-commercial bid opening.

7.2 The bidder should have executed / completed any one of the following similar work (as defined above at Sl. No.1.0) in the preceding seven (7) years in India as on the date of techno-commercial bid opening:

a) One work having executed value not less than Rs. 929.33 Lakh

Or

b) Two works having executed value not less than Rs. 580.83 Lakh each

Or

c) Three works having executed value not less than Rs. 464.67 Lakh each

Note-1: The work "executed" means the bidder should have achieved the criteria specified in the QR, even if the total contract is not completed / closed.

Note-2 : In case of contracts under execution as on date of techno-commercial bid opening, the value of work completed till the date of bid opening will be considered provided the value of executed work is certified by the employer.

Note-3: The above value of executed work is exclusive of applicable tax / GST.

7.3 The average annual turnover of the bidder, in the preceding three (3) financial years as on the date of techno-commercial bid opening shall not be less than Rs.1161.67 Lakh

In case a Bidder does not satisfy the financial criteria stipulated in Clause 3.1 above on its own, its Holding Company would require to meet the stipulated turnover requirements at Clause 3.1 above,

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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 should be required to furnish along with its Techno-Commercial bid, a letter of undertaking from its Holding Company, supported by Board Resolution of the Holding Company, as per the format enclosed in the bidding documents, pledging unconditional and irrevocable financial support for the execution of the Contract by the Bidder in case of award.

The Net Worth of the Bidder should not be less than 100% of the Bidder's paid up share capital as on the last day of the preceding financial year. In case the Bidder meets the requirement of Net Worth based on the strength of its Subsidiary(ies) and/or Holding Company and/or Subsidiaries of its Holding Company wherever applicable, the Net Worth of the Bidder and its Subsidiary(ies) and/or 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:

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.

In case the Bidder is not able to furnish its audited financial statements on standalone entity basis, the un-audited unconsolidated financial statements of the Bidder can be considered acceptable provided the Bidder further furnishes the following documents for substantiation of its qualification:

- (a) Copies of the un-audited unconsolidated financial statements of the Bidder 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 un-audited unconsolidated financial statements form part of the Consolidated Annual Report of the Company.

Note:

- (a) While computing the turnover other income shall not be considered.
- (b) 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 of three consecutive financial years preceding the last financial year shall be considered for evaluating the 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 the date of Techno-commercial bid opening and the certificate from the practicing Chartered Accountant certifying the financial parameters is not available.

- c) "Holding Company" and "Subsidiary" shall have the meaning ascribed to them as per Companies Act of India, in vogue.

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(d) 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 do 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.

7.4 Bidder should submit an undertaking of having/opening office in National capital region (NCR) as per the prescribed format (attached).

8.0 NTPC reserves the right to reject any or all bids or cancel / withdraw the Notice Inviting Tender [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.

9.0 Address for Communication:

AGM (HR-C&P) NTPC LTD., 1st Floor, EOC, Plot No. A-8A, Sector 24, NOIDA (UP), India-201 301. Phone: 0120 - 2410561, 0120-3776188, Email: skjambhale@ntpc.co.in.	Deputy Manager (HR-C&P) NTPC LTD., 1st Floor, EOC, Plot No. A-8A, Sector 24, NOIDA (UP), India-201 301. Phone: 0120- 4948112 Email: achyutroy@ntpc.co.in.
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