

# **NTPC LTD**

**(A Government of India Enterprise)**



**C&M, CPG-1, USSC NTPC RAIPUR**

## **NOTICE INVITING TENDER**

**[BID NO: 9900304687](#)**

**(This document is meant for the exclusive purpose of bidding against this Bid Document No. / Specification and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued).**

## **SECTION-I**

### **INVITATION FOR BIDS/NOTICE INVITING TENDER (IFB/NIT)**

*'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."*

**1.0** NTPC Ltd., CPG-1, C&M department, Raipur invites online bids on **SINGLE STAGE TWO ENVELOPE BIDDING** basis from Eligible bidders for aforesaid Package **as per the Scope of Work briefly mentioned herein after :**

#### **1.1 Brief Scope of Work:**

Scope of work broadly includes Biennial Maintenance Contract for Horticulture maintenance in administrative building & plant area at NTPC Ramagundam.

#### **2.0 Brief Details:**

2.1	GeM BID NO/ Tender Reference	<a href="#">GeM BID NO - GEM/2025/B/6356751</a> <a href="#">Tender Reference - 9900304687</a>
2.2	Description of work:	<b>Biennial Maintenance Contract for Horticulture maintenance in administrative building &amp; plant area at NTPC Ramagundam.</b>
2.3	Source of NIT	CPG-1, C&M (Raipur), NTPC Ltd.
2.4	Contract Classification	Service contract.
2.5	Approved Cost Estimate (INR)	<b>INR 1,63,07,903.48/- excluding GST</b> <b>INR 1,92,43,326.11/- including GST@18%</b> <b>Owner Issue Materials- Rs. 1,68,478.70.</b>
2.6	Last Date and Time for Bid Submission	09.07.2025; 16:00 Hrs.
2.7	Last Query Date	02.07.2025; 16:00 Hrs.
2.8	Technical Bid Opening Date & Time	09.07.2025; 16:30 Hrs.
2.9	Price Bid Opening Date & Time	Shall be auto intimated to qualified bidders after evaluation of Techno-Commercial Bid through GeM Portal.
2.10 (a)	Tender Fee	<b>Not Applicable at GeM Portal</b>
2.10 (b)	Bid Security/EMD	<b>INR 2,00,000/- (Two Lakhs Only).</b>  EMD exemption is applicable in the subject NIT for MSE Registered Bidders under <b>UDYAM Only</b> .

2.10 (c)

**Ways for Submitting Bid Security/EMD in Gem Portal :**

1. **Micro and Small Enterprises (MSEs) having UDYAM Registration**, for goods produced and services rendered, **shall be exempted from paying Earnest Money Deposit**. Such registered bidders will have to submit **UDYAM Registration Certificate only**, as a proof of being MSE on GeM Portal. Other MSE certificate will not be considered as a proof of being MSE.

**2. In case of Bidders opting for Bank Guarantee (BG) as Bid Security/EMD then please follow the following process :**

In case the bidder have opted for Bid Security/EMD in the form of **Bank Guarantee or Insurance Surety Bond** :

1. EMD/Bid Security to be submitted in the form of BG/Insurance Surety Bond as per **NTPC Format ONLY** i.e Format provided in the tender documents. A scanned copy of EMD BG is to be uploaded on GeM Portal during Bid submission and hard copy of the same will have to be submitted directly to the Buyer within 5 working days of bid opening, failing which the bid may be treated as incomplete & may lead to rejection of the bid by buyer without making any reference to the seller.

2. While issuing the BG, the Bidder's Bank must send electronic message through secure SFMS (in case of BGs issued from within India) or SWIFT (in case of BGs issued from outside India) to Employer's Beneficiary Bank whose details are provided herein below:-

i	Bank Name	ICICI BANK LIMITED
ii	Branch	CONNAUGHT PLACE BRANCH
iii	Bank Address	9A, Phelps Building, Inner Circle, New Delhi-110001
iv	IFSC Code	ICIC0000007
BG issuing/amending bank must send the BG advice in the form of message format via SFMS (Structured Financial Messaging System) as provided by RBI.  The format of the message for confirmation of the BG shall be as below:		
v	BG Advising Message	IFN 760COV/ IFN 767COV via SFMS
vi	Field Number : Particulars (To be mentioned in Row 1)	7037: NTPCBG (unique identifier)

3. **In case of Bidders opting for Bank Guarantee as Bid Security but unable to submit the Original Bank Guarantee in physical form at the tender opening location before the deadline for submission of bids, bidder shall submit the Original BG in physical form to reach NTPC not later than 10 days from the date of submission of Techno- Commercial bids or before the Price Bid opening, whichever is earlier, subject to meeting of following conditions:**

"The issuing bank shall intimate through their own official e-mail id to C&M department with a copy to Bidder regarding issuance /extension of Bank Guarantee (BG) along with following documents, before the **deadline of submission of bids** failing which its bid shall be rejected and not considered for further evaluation.

- The scanned copy of the BG.
- SFMS / SWIFT message acknowledgement copy sent to NTPC / Employer's banker stating the date of sending.

	<p>c) An undertaking from the issuing Bank strictly as per format enclosed at Annexure-III to SCC (also attached at bottom)."</p> <p><b>4. Address for submitting Physical BG/Insurance Surety Bond</b>  DGM (C&amp;M)/AGM(C&amp;M)  CPG-1, 3<sup>rd</sup> Floor  NTPC Limited,  CPG-1, Plot No. -87, Sector-24, Atal Nagar,  Nava Raipur, Raipur, Chhattisgarh, 492001</p> <p><b>Bidders are advised to ensure that the message is sent by their Bankers.</b></p> <p>5.The BG towards EMD shall remain valid for a period of <b>forty-five (45)</b> days beyond the original Bid validity period or beyond any extension in the period of Bid validity subsequently requested.</p> <p>6.To avail MSE benefit in respect of EMD exemption and purchase preference, Bidder should be a manufacturer/Service Provider of offered product. Traders are excluded from purview of MSE benefit.</p> <p><b>7. Now Bidders's can submit the EMD in the form of E-BG also, for details please refer clause no. 14 of SCC.</b></p>	
2.11	<b>INTEGRITY PACT</b>  <b>(To be submitted online only)</b>	<b>Not Applicable.</b>  <del>For Format, refer Section-VII "Forms &amp; Procedure of the Bidding Document.</del>
2.12	<b>EVALUATION</b>	<b>OVERALL LUMP SUM BASIS</b>
2.13	Whether Joint Venture/Consortium Permitted?	<b>NO</b>
2.14	Whether Associate/Collaborator permitted ?	<b>NO</b>
2.15	MSE Benefits in Award & EMD	<p><b>Applicable.</b></p> <p>Benefits under PPP 2012 for MSEs are applicable only for (a) Goods produced and (b) Services provided by MSEs. In this regard, OM dated 9.11.2016 and its subsequent amendment/clarifications issued by MSME from time to time regarding definition of Goods and Services may be referred. <b>MSE benefits shall not be applicable to Trader/Dealer of Goods. Further, MSE benefits shall also not be applicable for Works Contracts.</b></p> <p><b>Micro and Small Enterprises (MSEs) having Udyam Registration only for Goods produced and Services rendered shall only be eligible for MSE benefits.</b></p> <p>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.</p> <p><b>The benefits to the participating Service Providers under PPP 2012 shall be applicable irrespective of product (Goods / Services) categories for which bidder is registered as MSE.</b></p>

	<p><b>Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are manufacturer of the offered Product or Service (Primary Product / Service - in case of bunch bid with total value wise evaluation) and give specific confirmation to this effect at the time of bid submission and claim EMD exemption and whose credentials are validated online through Udyam Registration website of Ministry of MSME and also through supporting document uploaded during bidding process and validated by the Buyer.</b></p> <p><b>Therefore , For availing exemption Benefit in EMD and Award , Bidders are requested to submit only "UDYAM REGISTRATION CERTIFICATE". Other MSE related documents like "Udyog Aadhar Memorandum (UAM) or "NSIC certificate" etc or any other certificate issued by Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006 , for goods produced and services rendered will not be considered as a MSE exemption certificate.</b></p>	
2.16	Make in India Policy	<p><b>APPLICABLE</b> (For details refer ITB)</p> <p><i>'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.'</i></p>
2.17	Preference to Class-I Local Suppliers	Class-I Local Suppliers only are eligible to participate in this tender.
2.18	Contract Period	<b>24 Months</b> from the date of Letter Of Award (LOA).
2.19	Splitting of quantity (MSE)	<b>Allowed</b> / Not allowed.
2.20	Reverse auction	<b>Applicable</b> / Not Applicable
2.21	Mobilization Period	07 days from Issue of LOA
2.22	<p>First time users not allotted any vendor code are requested to approach NTPC at least ten working days prior to Document download close date and submit the Following:</p> <p><u>a) For Creation of Vendor Code:</u></p> <p>i) Request letter on company's letter head of the bidder</p> <p>ii) Copy of GST Registration , PAN No.</p> <p>iii) valid E-mail-ID</p> <p>iv) Address Proof</p> <p>v) Cancel Cheque &amp; EFT Form(to be verified by bank)</p> <p>Note: Format of E.F.T(Electronic Fund Transfer) Form is attached along with tender document.</p>	

2.23	<p>All bids must be accompanied by Bid Security as stipulated in the Bidding documents in the form of EMD BG.</p> <p>While submitting the bid for the subject work, please upload <b>EMD BG</b> online along with your offer. Hard copy of original EMD BG shall reach CPG-1 Raipur, within 05 working days from Techno-Commercial BOD, as per GeM GTC.</p> <p><b>“Any bid not accompanied by an acceptable bid security in a separate sealed envelope shall be rejected by the employer as being non-responsive. In case, the bid security is submitted as e-BG/EFT, bidder to submit the copy of e-BG/proof of e-payment of bid security either in separate sealed envelope or in the e-tendering portal. Further Stage-II (Price Bid) (in case of Two Stage bidding) not accompanied by requisite bid security extension (in case Bid Security is submitted in the form of BG/ Insurance Surety Bond) in a separate sealed envelope shall be rejected by the Employer as being non-responsive.”</b></p>
2.24	<p><b>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.</b></p> <p><b>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.</b></p> <p><b>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.</b></p>
2.25	<p><b><u>Amount linked to safety aspects/ compliance to safety rules :</u></b></p> <p>“Bidders are advised to price their bids in such a manner that the component for ‘Amount linked to Safety Aspects/ compliance to Safety Rules’ should not be less than <b>2% (Two)</b> of the cumulative total of Service Portion of the Contract, i.e. Civil + Installation/ Erection + Structural Works.</p> <p>Bidders may please note that <b>5% (five)</b> of their total quoted price shall be segregated and considered as the ‘Amount linked to Safety Aspects/compliance to Safety Rules’ and the quoted rate of each item shall be reduced (upto two decimal digit) in such a manner that the total quoted amount against each item is reduced by <b>5% (five)</b>. However, amount reduced/enhanced against each item more or less than <b>5% (five)</b> due to rounding off shall be added/reduced with ‘Amount linked to Safety Aspects/ compliance to Safety Rules’ to keep the total quoted price unchanged.</p> <p>The revised reduced rate (upto two decimal digit) of each item shall be considered in case of award and another price component of ‘Amount linked to Safety Aspects/ compliance to Safety Rules’ as above shall be made available.”</p>
3.0	<b>QUALIFYING REQUIREMENTS FOR BIDDERS:</b>
	The bidder who wishes to participate in the bidding shall meet the Qualifying Requirements stipulated hereunder :
3.1	<b><u>TECHNICAL CRITERIA:</u></b>

The bidder should have executed the work(s) of "**Civil Construction/ Civil Maintenance/ Horticulture/ Landscaping**" in preceding 7 (seven) years, prior to the date of Techno-commercial bid opening meeting the following criteria: -

(i) Single order having executed value of above work(s) not less than Rs. 65 Lakhs.

OR

(ii) Two orders having executed value of above work(s) not less than Rs. 41 Lakhs each.

OR

(iii) Three orders having executed value of above work(s) not less than Rs. 33 Lakhs each.

**Notes for Clause 1.0 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. Reference work executed by the bidder as a sub-contractor may also be considered provided the certificate issued by main contractor is duly certified by owner specifying the scope of work executed by the sub-contractor in support of qualifying requirements.
4. For arriving at the executed value of work specified above, basic amount only shall be considered. In case contract is inclusive of taxes, bidder should provide the break –up of basic value and taxes.

3.2	<b><u>FINANCIAL CRITERIA:</u></b>
3.2.1	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 <b>Rs. 82 Lakhs (Rupees Eighty-Two Lakhs only)</b> .
3.2.2	In case the Bidder does not satisfy the financial criteria, stipulated at Cl. No. 3.2.1 above on its own, its Holding Company would be required to meet the stipulated turnover requirements at Cl. No. 3.2.1 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 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.
3.2.3	In case the bidder is not able to furnish <b>its audited financial statements on standalone entity basis</b> , 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 : <ul style="list-style-type: none"> <li>· Copies of the unaudited unconsolidated financial statements of the bidder 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</li> </ul>



	bidding documents, stating that the unaudited unconsolidated financial statements form part of the Consolidated Annual Financial Statements of the Holding Company.
3.2.4	In cases <b>where audited results for the last financial year</b> as on the date of Techno-commercial bid opening <b>are not available</b> , the financial results <b>certified by a practicing Chartered Accountant</b> 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 <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 Techno-commercial bid opening and the certificate from the practicing Chartered Accountant certifying financial parameters is not available.
	<p><b><u>Notes for Clause 3.2 above:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>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>2. <b>Other income</b> shall not be considered for arriving at Annual turnover figures.</li> <li>3. <b>“Holding Company”</b> and <b>“Subsidiary Company”</b> shall have the meaning ascribed to them as per Companies Act of India.</li> <li>4. MSE -SC/ST &amp; MSE-Women bidders are exempted from meeting the Average Annual Turnover (AATO) requirement of financial QR. Accordingly, for these bidders Evaluation shall be carried out only based on Technical Criteria of Qualification Requirements.</li> </ol>
	<p>Please refer ITB 5.4 and Attachment-3: submit all the documents in support of Technical Qualification Requirements (such as copy of Purchase Orders/ Work Orders/ Contract Agreements/ Client Certificates etc.), duly certified and verified for authenticity from Independent Statutory Auditor of their Company or specified Third-Party Inspection Agency (TPIA).</p> <p><b>A) Proprietorship and Partnership Firms are required to submit Undertaking/Certificate of authenticity from Third Party Inspection Agency (TPIA) only.</b></p> <p><b>Bidder as Company can submit Certification/Undertaking for authenticity of documents either from Independent Statutory Auditor of their company or from specified TPIA.</b></p> <p>B) If any of the Submitted Reference work executed by Bidder are directly awarded to them by NTPC or Subsidiary / JV companies of NTPC; then for those reference works only , Bidder shall not be required to submit Client Certificate (s) or Certificate of authenticity from Independent Statutory Auditor or specified TPIA.</p> <p>C) The undertaking/Certificate of authenticity issued from Independent Statutory Auditor or specified TPIA submitted for any reference work/s in earlier tender/s floated from NTPC; can be submitted by the bidder in the present tender or any future tenders subject to fulfilment of QR criteria as stipulated in NIT. The same would be acceptable subject to conditions mentioned at NOTE at A) above.</p>



	<p>D) Further if any of the reference work submitted in the present tender, have already been submitted and verified/accepted by NTPC in earlier tender/s, details of NIT no, tender inviting authority etc of that earlier tender/s are to be filled up by the bidder in Attachment-3 of the present tender. The same may be accepted for the purpose of authenticity, subject to confirmations &amp; fulfilment of qualifying requirement of the present tender.</p> <p>However, if required by NTPC, the bidder shall have to submit Undertaking/ Certificate of authenticity issued from Independent Statutory Auditor or specified TPIA for any of the reference work(s) submitted in earlier tender.</p> <p>E) Notwithstanding anything stated above, the Employer reserves the right to assess the credentials/capabilities/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.</p> <p>F) The physical or any mode of assessment/verifications by Employer shall include but not be limited to the assessment/verifications of office/ facilities/ banker's/ submitted reference works in lieu of credentials. A negative determination of such assessment of credentials/capacity/capabilities may result in rejection of the bid.</p> <p>* Note: Any Certificate(s) / Financial Statement(s) / Audited Balance Sheet and P&amp;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).</p>
<b>IMPORTANT GUIDELINES REGARDING TENDER :</b>	
<ol style="list-style-type: none"> <li><b>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 their Bid. 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".</b></li> <li><b>'Class-I local suppliers' only are eligible to participate in this tender</b>, as defined in the bidding documents/ Public Procurement (Preference to Make in India), Order 2017 and its subsequent amendments/ revisions issued by DPIIT. <b>The bidders may apprise themselves of the relevant provisions of bidding documents in this regard before submission of their bids.</b></li> <li>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.</li> </ol> <p>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.</p>	

4. NTPC reserves the right to reject any or all bids or cancel / withdraw the Invitation for Bids/NIT without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action.
5. The bidding document is available online. A complete set of Bidding Documents may be downloaded by any interested Bidder from the [GeM Portal \(https://gem.gov.in\)](https://gem.gov.in). The Bidder would be required to register on the GeM Portal as a seller.
6. All bids must be accompanied by Bid Security, Power of Attorney and Integrity Pact. Integrity Pact shall be submitted as per instruction mentioned in ITB/ SCC. 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. **ANY BID NOT ACCOMPANIED BY AN ACCEPTABLE BID SECURITY AS MENTIONED ABOVE SHALL BE REJECTED BY THE EMPLOYER AS BEING NON-RESPONSIVE AND SHALL NOT BE OPENED.**

**Note:** No Hard Copy of bidding documents shall be issued.

7. **Address for communication :**

**DGM/AGM (CPG-I/C&M)**

NTPC Limited, Unified Shared Service

Centre, Central Procurement Group-I,

Western Region-II Head Quarter, Plot No.-87, Sector-24, Atal

Nagar Nava Raipur, Raipur, Chhattisgarh, Pin Code-492101

Phone: 0771-2515240/ 0771-2515568

E-mail : pankajkumar07@ntpc.co.in, rhshankarrao@ntpc.co.in or at office.

**Websites:** [www.gem.gov.in](http://www.gem.gov.in) or [www.ntpctender.ntpc.co.in](http://www.ntpctender.ntpc.co.in) or [www.ntpc.co.in](http://www.ntpc.co.in)

8. **Registered Office**

NTPC Limited

NTPC Bhawan, SCOPE Complex,

7, Institutional Area, Lodi Road,

New Delhi – 10003

Corporate Identification Number:

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