

**NTPC LIMITED**  
**(A Govt. of India Enterprise)**

**CORPORATE CONTRACTS**

**INVITATION FOR BIDS (IFB)**  
**(DOMESTIC COMPETITIVE BIDDING)**

**FOR**

**Hiring Consultant for Carrying out**  
**Revision and Preparation of Finance Process Manuals.**

**IFB No.: NTPC/EOC/9900319106**

1. NTPC invites online bids on **Single Stage Single Envelope Bidding Basis** for aforesaid Package, as per the Scope of Work mentioned hereinafter.
2. The Bidding Documents for the aforesaid package has been uploaded on website <https://eprocurmentpc.nic.in/nicgep/app> and may be downloaded through the same.

**3. BRIEF SCOPE OF WORK**

The Scope of Work of such legal consultants shall include but not limited to:

To prepare comprehensive process manuals for the Finance processes. The purpose of this project is to create detailed documentation of all financial operations, procedures, and workflows, ensuring consistency, compliance, efficiency, and transparency across NTPC Ltd.'s finance function.

These manuals will serve as key resources for training, process improvement, and ensuring adherence to regulatory requirements and best practices in financial management. Detail Scope of Work shall be as per Terms of Reference (TOR)

4. NTPC intends to finance the subject package through Mix of Debt and Equity.
5. Detailed specification, scope of work and terms & conditions are given in the Bidding Documents, which are available at the GePNIC (e-tender) portal at <https://eprocurmentpc.nic.in/>. The Bidding Schedule\* for the Tender is as under:

Issuance of IFB	<b>11.02.2026</b>
Last date of receipt of queries from Bidders (if any)	<b>14.02.2026</b>
Pre-Bid Conference date & time	<b>Not Applicable</b>

Bid receipt date & time	<b>19.02.2026 Up to 15:00 hrs. (IST)</b>
Date & Time for opening of bid	<b>20.02.2026 at 15:00 Hrs. (IST)</b>
Cost of Bidding Documents in INR	<b>NIL</b>
EMD	<b>INR 1,00,000/-</b>

\*\*It is to be noted that “No Queries from Bidders, whatsoever, shall be entertained by the Employer beyond the last date of receipt of Queries as specified at the tender portal”.

6. All bids must be accompanied by Bid Security for an amount of **INR 1,00,000/- (Indian Rupees One lakh only)** as per the provision of Instructions to Bidders (ITB). Bid security should be through Electronic Fund Transfer. However, MSES\* shall be exempted from paying Bid Security.

**"ANY BID NOT ACCOMPANIED BY AN ACCEPTABLE BID SECURITY IN A SEPARATE SEALED ENVELOPE SHALL BE REJECTED BY THE EMPLOYER AS BEING NON-RESPONSIVE AND SHALL NOT BE OPENED. IN CASE, THE 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**

*\*Micro and Small Enterprises (MSEs) registered with Udyam Registration Portal as per MSMED Act 2006 for goods produced and services shall be eligible for MSE benefits.*

*It is advised that all the Prospective Bidders shall register and obtain Udyam Registration Certificate. It may be noted that w.e.f. 1st April 2022, Udyam Registration Certificate shall be only valid Certificate to avail the benefits as per Public Procurement Policy.*

*MSEs seeking exemption and benefits should enclose an attested/self-certified copy of registration certificate as a part of his bid, giving details such as stores/services, validity (if applicable) etc. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.*

#### **7. Qualifying Requirements for Bidders: Not Applicable**

8. Detailed specification, scope of work and terms & conditions are given in the Bidding Documents, which may be downloaded from our e-Tender website (<https://eprocurementpc.nic.in/nicgep/app>).
9. '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."
10. 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.

11. NTPC reserves the right to reject any or all bids or cancel/withdraw the Invitation for Bids (IFB) without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.

**12. NTPC reserves the right to impose additional performance security wherever required, at its discretion to safeguard the Company's interests for contract execution.**

13. **Address for communication:**

Sr. Manager (CM)/ DGM(CM)  
NTPC Limited  
Plot A-8A, Sector 24, Noida-201301  
State of U.P. India  
e-mail: [deepaverma@ntpc.co.in](mailto:deepaverma@ntpc.co.in) / [ramgopal01@ntpc.co.in](mailto:ramgopal01@ntpc.co.in)  
Phone : +91 120-494-6559/ 91 120-494-6529

14. **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](http://www.ntpc.co.in)