



## NTPC SAIL POWER COMPANY PVT LTD

**Durgapur**

(A Joint Venture of NTPC & SAIL)  
 Captive Power Plant -II, D.S.P. COMPLEX  
 DURGAPUR-713203, DIST- BURDWAN (W. B.)  
 Phone: 0343-2005090 / 2005080 / 2005085, Tele Fax-0343-2002395  
 Contracts & Materials Management Department

### Invitation of Applications for Vendor Enlistment

**Ref.No. NSPCL/DGP/ C&M / A4/ 2016**

**Dt. 25.05.2016**

NSPCL, a joint venture of NTPC & SAIL, at Durgapur, West Bengal invites Sealed applications from eligible vendors for enlistment of following items / services for 2 x 60 MW power plant for a period of three (3) years.

Pkg Code	Description of Services(works)	Application Fee in Rs.
B 25	Annual Maintenance Contract for Elec. Hoist / H.T., EOT Crane	Rs.500/-
B26	Annual Maintenance Contract for Ash Disposal Line	Rs.500/-

The application form is available free of cost for download from our website [www.ntpctender.com](http://www.ntpctender.com) / [www.nspcl.co.in](http://www.nspcl.co.in) / collection from office of AGM(C&M), NSPCL, Durgapur up to **04.06.2016** & Last date of submission of application is **08.06.2016**.

Application Form, Qualifying Requirements & Application Fee along with instructions to applicants are elaborated hereunder.

**Addl. General Manager ( C & M )**

**Address for Communication and submission of Completed Application from:****To AGM (C&M),**

NTPC-SAIL Power Company Private Limited,

(A Joint Venture of NTPC & SAIL)

Captive Power Plant -II, D.S.P. COMPLEX

DURGAPUR-713203, DIST- BURDWAN ( West Bengal )

Phone: 0343-2005090 / 2005080 / 2005085 / 2970034 Tele Fax-0343-2002395

Contracts & Materials Management Department

Email Address : nspclgdp.cm@gmail.com, ak Gupta03812@gmail.com

1. **Application form:** The prescribed Application Form enclosed herewith should be furnished by all the applicants for the applicable/ relevant clauses.
2. **Application fee :** Application form to be submitted by the vendor alongwith non refundable application fee as specified against the item/ contract above in the form of a crossed account payee Demand Draft from a nationalized Bank/ scheduled Bank drawn in favour of 'NSPCL Durgapur'. No other mode of payment is acceptable.
  - 2.1 All eligible NSIC / SSI / MSME units with proper certificates from the appropriate authority shall be exempted for payment of application fee. Bidders seeking exemption have to enclose a copy of valid Registration Certificate giving details of Stores, Monetary limit & Validity; failing which their application may not be considered.
3. **Qualifying Requirements (QR) :** 'QR' for the package has been mentioned bellow. Applicants have to meet the QR of the package for which application is submitted. All necessary documents as mentioned in the QR have to be submitted alongwith application.
4. **How to Apply :**
  - a) Interested applicant should submit application form as prescribed duly filled in and signed alongwith covering letter in the letter head of the company.
  - b) Application must accompany with necessary application fee (Non refundable) as instructed in detail.
  - c) Applicants registered with NSIC / SSI / MSME must furnish copy of the valid

certificate to avail exemption of application fee, as elaborated in 2.1 above.

- d) Applicant must meet qualifying requirements as specified for the package. All supporting documents as mentioned in the QR should be submitted alongwith application & Q.R. Format duly filled in details as enclosed.
- e) The application for vendor enlistment complete in all respect should be sent in a sealed envelope super-scribing “ Application for vendor enlistment for (Pkg Code) \_\_\_\_\_, Name of Package \_\_\_\_\_ ”.
- f) The application should be addressed to AGM(C&M), NSPCL, CPP-II, DSP Complex, Durgapur-713203, West Bengal.

**5. General Note:**

- a) Any information/data furnished by the Applicant found to be incorrect or false of misleading at any point of time would render him liable to be debarred from the Enlistment.
- b) NSPCL reserves the right to cross check and confirm the information /details furnished by the Applicant.
- c) Notwithstanding anything contained in this application for Enlistment, NSPCL reserves the right to accept or reject any application and annul the process and reject all applications at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reasons.
- d) NSPCL will process all future procurements / contracts through e-procurement / e-tender only. All the interested applicants should have required facility e.g. Digital Certificate (Class-III), Broadband/Internet Connection etc. for the same.

<b>Application Form for Enlistment of Contractors</b>	
1.0	<b>GENERAL:</b>

1.1	Name of the Organization			
1.2	Full Address for correspondance :			
	Telephone & Fax No. etc.			
	Mobile No. of the Concerned Person(s)			
	Email address			
	Website address			
	i) Registered Office			
ii) Regional Offices				
1.3 (a)	Whether Registered with any other Deptt./ Registration No. Category Govt. /Quasi Govt. Organization etc (Preferably in Power Sector/Industry). Attach attested copies of certificates	Deptt/ Organization	Regn. No.	Products
1.3 (b)	i) Whether the Industry is SSI/NSIC certified ii) documentary evidence submitted	i) Yes/ No		
		ii) Yes/No		
1.4	Organizational set up of the company in detail			
	i) Whether Company	i) Yes/ No		
	ii) Whether Partnership	ii) Yes/No		
	iii) Whether Individual	iii) Yes/No		
1.5 (a)	In case of companies, date, place of Registration and certified copies of Memorandum of Association and Articles of Association to be furnished	Enclosed : Yes/No		
		Name of Directors		Status
	Names, Addresses and particulars of all the Directors should be furnished			
	In case of partnership firm the names	Name of Partner		Address

1.5	of all the partners and their addresses are to be furnished. Attested copies of		
(b)	Partnership deed to be attached. Original partnership deed to be produced for Verification on demand.		
1.5	In case of individual following may be furnished.		
(c)			
	Full Name		
	Address		

	Place and nature of business		
	Cell no, ph no, email address		
1.6	Name & address of allied concerns, if any).		
1.7	Whether already registered or applied for registration in any other station of NSPCL or applied for registration in any other name either in individual or partnership	Yes / No	
		If Yes , details:	
1.8	A solvency certificate granted by a 1 <sup>st</sup> Class Magistrate or a certificate of the banker about turnover of transaction and financial capacity, original to be produced on demand (one copy must be enclosed)	Enclosed	- Yes / No
1.8	Balance sheet of the firm for previous THREE financial year attested by a Chartered Accountant (to be enclosed)	Enclosed	- Yes / No
1.9	Please give following along with copy of certificate / registration		

1	PAN No							
2	Central Sales Tax No							
3	State Sales Tax No							
4	PF No							
5	ESIC Registration No							
6	Service Tax Registration No							
1.1 0	Details of relatives employed in NSPCL giving full particulars i.e. name designation and the department unit in which working							
1.1 1	Expansion plan, if any'							
1.1 2	Brief history of labor Relations in the establishment in last one year. Specify strikes, lockouts, tool-down etc.							
1.1 3	Any other particulars/ merits in favour							
1.1 4	Whether, Micro, Small or Medium Industry as per MSMED Act '2006		MICRO		SMALL		MEDIUM	
2.0	<b>TECHNICAL</b>							
2.1	Package Code (Pkg Code) of Item for which Registration is sought (please mention the category as specified in the Notice/ Advertisement)		SI No	Package Code	Package Name/ Description			
			1.					
			2.					
2.2	If already worked as a supplier/ Contractor (give the following details)							
SI No	Name of the Power Station	Deptt	Items Supplies/ Nature of Work executed	Value	Year			

1.					
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2.						
3.						
4.						
5.						
2.3	List of Machinery Available					
2.4	List of Technical Personnel	Sl	Name	Qualification	Experience	
2.5	Vendors Bank Details	Bank A/C. No.	A/C type	A/C. Name	Banker Name	MICR / IFSC Code
2.6	<i>List of enclosures</i>					
1	Banker's Certificate / Solvency Certificate		Yes / No			
2	PAN Card		Yes / No			
3	Central Sales Tax Registration Certificate		Yes / No			
4	State Sales Tax Registration Certificate		Yes / No			
5	Service Tax Registration No.		Yes / No			
6	List Important Customers		Yes / No			
7	Performance Certificate from	important	Yes / No			
	customers					
8	Balance Sheet for three FYs		Yes / No			
9	PF No		Yes / No			
10	ESIC Registration No		Yes / No			
11	Service Tax Registration No.		Yes/No			

I certify that all the information and data furnished by me in this application form are true and complete to the best of my knowledge.

Signature of the Authorized  
Person of Applicant

Name  
Designation

Seal/ Stamp

Phone, Cell no  
Email address

**Note:**

- 1 A separate sheet may be attached to any column where necessary
- 2 Please indicate your priorities for registration
- 3 Incomplete applications will not be considered
- 4 Vendor need not to correspond on the subject; they shall be informed as soon as registration is finalized

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Name of the package: Annual Maintenance Contract for Elec.Hoist / H.T., EOT Crane

Package Code : B25

Completion Period : One year

### Qualifying Requirement

**1.0 FINANCIAL CRITERIA :** The Average Annual Turnover of the agency, in the preceding three financial years, as on the date of submission of application, shall be not less than Rs. 12.23 Lacs.

**2.0 TECHNICAL CRITERIA :**

2.1 The Bidder should have experience in maintenance of HT-LT switchgears/ MCC/Modules/ Hoist(Electrical)/HT-LT Motors/cables etc in industrial installation.

2.2 The bidder should have executed similar works, within preceding 7 years, as on last date of submission of application as follows :

- a) One Similar executed Order Value, not less than Rs. 9.79 Lacs.



OR

b) Two Similar executed Order Value, not less than Rs. 6.12 Lacs each.

OR

c) Three Similar executed Order Value, not less than Rs. 4.89 Lacs each.

NOTE: 1:- Similar work shall mean, maintenance of HT-LT switchgear/MCC/modules/hoist(Electrical) / HT-LT Motors/cables etc in industrial installation in the past in any Govt. Orgn. / PSU / Joint Venture (one partner of JV must be either Govt. Orgn. Or PSU).

2:- Executed means the bidders should have achieved the progress specified in the selection criteria QR para 2.2 even if the total contract/ order is not completed or not closed till last date of submission of application.

3:- Proof of completion to be submitted – Copy of a) Completion certificate or (b) Final Bill copy. Or (c) Joint protocol signed with customer and bidder OR (d) Running Account Bill. OR (e) Final Amendment of relevant Order as per QR Para 2.2 above.

4:- For Financial Selection criteria, QR para 1.0, agencies must submit copy of audited Balance Sheet & Profit and Loss account statement for the specified period. In case where audited results for the last financial year as on the last date of submission of application 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.

5:- Other income shall not be considered as turn over.

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Name of the package: Annual Maintenance Contract for Ash Disposal Line

Package Code : B26

Completion Period : One year

### Qualifying Requirement

**1.0 FINANCIAL CRITERIA :** The Average Annual Turnover of the agency, in the preceding three financial years, as on the date of submission of application, shall be not less than Rs. 18.36 Lacs.

**2.0 TECHNICAL CRITERIA :**

The Agency must have the experience in successfully executing similar works within preceding 7 years, as on last date of submission of application as follows :

a) One Similar executed Order Value, not less than Rs. 14.69 Lacs.

OR

b) Two Similar executed Order Value, not less than Rs. 9.18 Lacs each.

OR

c) Three Similar executed Order Value, not less than Rs. 7.34 Lacs each.

NOTE: 1:- Similar work shall mean, that the Agency must executed any of the following job a) Annual Maintenance / Running Maintenance/ Overhauling of Ash Disposal Line

OR

b) Replacement / Rotation / Erection-laying of Ash Disposal Line

OR

c) Replacement / Rotation / Erection, laying of any MS/CI pipeline of size not less than 250NB along with associated job.

2:- Executed means the bidders should have achieved the progress specified in the QR para 2.0, even if the total contract is not completed or not closed till last date of submission of application.

3:- Proof of completion to be submitted – Copy of a) Completion certificate or (b) Final Bill copy. Or ( c) Joint protocol signed with customer and bidder OR (d) Running Account Bill. OR (e) Final Amendment of relevant Order as per QR para 2.0 above.

4:- For Financial Selection criteria, QR para 1.0, agencies must submit copy of audited Balance Sheet & Profit and Loss account statement for the specified period. In case where audited results for the last financial year as on the last date of submission of application 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.

5:- Other income shall not be considered as turn over.

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