NTPC-SAIL POWER COMPANY (PVT.) LIMITED

*(A JOINT VENTURE NTPC & SAIL)*

ROURKELA



**NOTICE INVITING ENLISTMENT APPLICATION ( NIEA)**

Ref. NO.NSPCL/RKL/C&M/16-17/04- VE-16001 DATE: 08.09.2016

NSPCL, Rourkela, Odisha invites applications for enlistment of capable Contractors for the Services as per reference No. NSPCL/RKL/C&M/16-17/04- VE-16001 DATE: 08.09.2016 for the , Operation and maintenance of Power plants / Projects for NTPC- SAIL POWER COMPANY PRIVATE LIMITED, ROURKELA . The application form is available for download from 30.09.2016 to 21.10.2016. The last date of submission of application is on 02.11.2016 upto 15:30 Hrs ( IST ) at the communication address mentioned below.

For Down load of application forms / qualifying requirements and other details, please visit at [www.nspcl.co.in](http://www.nspcl.co.in) or www.ntpctender.com from 30.09.2016 to 21.10.2016. For any query please contact AGM( C&M), NSPCL, Rourkela on Telephone No 0661- 2510355 or Fax No 0661- 2513179 .

Bidders are advised to regularly visit at [www.nspcl.co.in](http://www.nspcl.co.in) or www.ntpctender.com

Communication Address:

AGM( C&M),

NTPC- SAIL Power Company Pvt. Ltd

CPP- II, Adm Building,

SAIL- RSP Complex , Rourkela- 769011

Odisha, Ph no- 0661- 2510355/ 2520644, Fax No 0661- 2513179.

**Enlistment Notice – for AMC of C&I WORKS**

Contents:

1.Enlistment – General Information / Instructions.

2.Annexure-A [LIST OF PACKAGES (WORKS) FOR WHICH ENLISTMENTIS ENVISAGED]

Annexure-B (Qualifying Requirements)

3.Application Format for Enlistment of Agency/Contractor

4.Annexure -C (Check List Qualifying Requirements)

5.ANNEXURE –D (Check list - List of documents to be enclosed)

**Enlistment Notice - for service**

NSPCL Rourkela, Odisha is a coal based thermal power plant of NSPCL ( a joint venture of NTPC & SAIL). The total installed capacity of the plant is 120 MW consisting 2 X 60 MW units and up coming project of 1 X 250 MW Unit.

Applications are invited in prescribed form from eligible Venders for enlistment of following service for a period of three years.

|  |  |  |
| --- | --- | --- |
| Pkg Code | Description of Services ( works ) | Enlistment Fee ( Non Refundable in RS. |
| 16001 | AMC of C&I Equipments | 500/- |

The panel of enlisted agencies / contractors enlisted on PAN- NSPCL basis will be used in future, for issuing Limited Tender Enquiries as and when required. The enlistment shall be done for a period of three years. However NSPCL reserves the right to review the enlisted vendors every year and to delete the vendors based on the performance of the enlisted vendors and to add new vendors as per the credentials available. However, issue of such enquiries to enlisted agencies / contractors or otherwise, will be at the sole discretion of NSPCL and same shall be binding on the enlisted agency.

For the purpose of vendor enlistment, Packages (works) are divided into two categories i.e.

**CATEGORY- A:** Estimate value Rs. **05 -25 Lakhs** and **CATEGORY-B** : Estimate value Rs. above **25 - 50** Lakhs.

Agencies have to apply for each work separately. The vendors who get qualified for category-B works shall also be treated as qualified for category-A works.

The brief details of works / services under consideration is **Maintenance in C&I .**

1. Cost of Enlistment fee : Amount as indicated above.

No cost is required to purchase / download the application form. However , amount as indicated above is to be submitted through DD or Banker's Cheque on Any Nationalized Bank in favor of NSPCL, Rourkela Payable at Rourkela along with submission of empanelment/ enlistment documents , failing which application shall not be considered for empanelment/ enlistment purpose. Small scale industries registered with NSIC/ MSME shall be exempted from payment of cost of enlistment fee. This shall be subject to submission of a self certified / notorized legible copy of valid registration certificate giving details , such as items/ Services for which registered, validity, monetary limits etc

2.Agencies intending to get enlisted are required to furnish the documents mentioned in **Annexure-D.**

3.The Agencies, who are presently banned from business dealings by any of the NTPC / NSPCL units, shall not be considered.

4.Enlistment application forms may be obtained by any interested agency / contractor / bidder on submission of a written application mentioning the name of the work from the office of AGM (C&M), NSPCL Rourkela or can down load the same from web site as mentioned above.

5.To download vendor enlistment form please visit at at [www.nspcl.co.in](http://www.nspcl.co.in) or www.ntpctender.com

6.Last date for the receipt of enlistment forms duly filled, with all enclosures / documents in support of QR, with the enlistment fee for each Package(work) for which enlistment is sought, is **31.10.2016**. The applications complete in all respect should reach AGM (C&M), NSPCL Rourkela , Admin Building , CPP- II , Rourkela, Odisha by post or hand delivered in a sealed envelope super scribed "vender enlistment for package AMC of C&I Equipment".

7.NSPCL shall not be responsible for any postal delay, loss or non receipt of request for application form / application sent through post.

8.Contractor / Agency can apply for more than one package / work ( where ever applicable ) . However, separate Application Form shall be made for each work ( where ever applicable ).

9.Based on the details furnished by intending agencies, NSPCL will evaluate the capacity & capability of the agency with respect to ORGANIZATION, TECHNICAL EXPERTISE, FINANCIAL SOUNDNESS AND PAST EXPERIENCE to enlist agencies for the work. **NSPCL decision shall be final in this regard**.

10.NSPCL , ROURKELA IS NOW PROCESSING THE CONTRACTS THROUGH E-TENDERING. HENCE ALL THE INTERESTED VENDORS SHOULD HAVE FACILITY FOR THE SAME.

11. ALL THE INTERESTED VENDORS SHOULD FILL UP AND SUBMIT RELEVANT Annexure No-I (New Vendors) OR Annexure No-II (Vendors already having vendor code in NSPCL ).

12.NSPCL reserves the right to verify authenticity of the information furnished to assess the capability before enlistment of agency for any specific category, as well as to accept / reject the same without assigning any reason thereof. No correspondence / queries will be entertained in this regard.

**IMPORTANT INSTRUCTIONS:- The contractors who are already working and/or worked earlier at NSPCL Rourkela are also required to apply** according to the above procedure failing which their names will not be Considered.

-Separate applications forms should be submitted for enlistment against each PACKAGE (Work) where ever applicable.

-Mere enlistment of a party / contractor do not confer any right to the contractor to be included in any bidder list for a particular tender. Contractor / Service Providers who are desirous of enlistment should also produce original work order and other documents in original as and when asked by NSPCL for verification. Failure to produce such documents may lead to summarily rejecting of their applications.

-After receipt of the information/ documents above NSPCL would scrutinize and register the names of the qualified parties as per the relevant work area. Decision of NSPCL would be final and no further correspondence will be entertained.

-Incomplete Applications or Application forms received without relevant supporting documents would be summarily rejected and would not be considered. If space is inadequate in any column, separate sheets should be used to give complete details, up to date information and support document copies.

-NSPCL reserves the right to reject any application for enlistment without assigning any reasons whatsoever. -NSPCL also reserves the right to issue equerries to parties other than those who are enlisted in the process.

All corrigenda, amendments, time extensions and clarifications for the NIT will be hosted on at [www.nspcl.co.in](http://www.nspcl.co.in) or www.ntpctender.com only. Bidders shall regularly visit the website to keep themselves updated.

Addl. General Manager (Contracts & Materials), NSPCL Rourkela.

**ANNEXURE-A**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pkg Code** | **Description of Services ( works )** | **Category - A** | **Category- B** |
| 16001 | AMC of C&I Equipments |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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**ANNEXURE-B**

**The QR for Package No. 16001 CS- AMC of C&I Equipments are placed below.**

**01. ( 16001) AMC of C&I equipments**

|  |  |
| --- | --- |
| **Category- A** | **Category- B** |
| 1.0- The bidder should have an average annual turn over not less than Rs. 15.00 lakh during last three financial years. as on date of submission of application. | 1.0- The bidder should have an average annual turn over not less than Rs. 37.50 lakh during last three financial years. as on date of submission of application. |
| 2.0- should have executed similar work during last 5 years from the last date of submission of application as per following | 2.0- should have executed similar work during last 5 years from the last date of submission of application as per following |
| (i) ) Single (01) order of contract value not less than Rs. 12.0 lakh **OR** | (i) ) Single (01) order of contract value not less than Rs. 30.00 lakh **OR** |
| (ii) Two (2) order of contract value not less than Rs. 7.5 lakh **OR** | (ii)Two (02) order of contract value not less than Rs. 18.75 lakh **OR** |
| (iii) Three (3) order of contract value not less than Rs. 6.0 lakh | (iii) Three (3) order of contract value not less than Rs. 15.0 lakh |

For category both A and B, the Bidders should submit copies of purchase orders and other relevant documents issued by Govt. departments / organizations or Semi Govt. departments/ organizations or PSUs or companies or firms as proof of having executed the above works. The bidders should submit Independent PF Code No allotted by Regional Provident Fund Commissioner.

Notes : **For QR No 1.0**, the vendor shall submit the Audited Balance Sheets and Profit & Loss account for the specified period. In case where audited results for the last FY are not available, certificate of financial statements from a practicing chartered accountant shall also be considered acceptable. Other income shall not be considered for arriving at annual turnover.

For **QR No 2.0**, the vendor must submit documentary evidence in support of meeting the QR like copy of completion certificate from client/protocol jointly signed by the owner and the contractor/proof of certificate of final bill payment. The word executed means that the bidder should have achieved the progress specified in the QR even if the total contract is not completed / closed. The same shall be supported by documentary evidence issued by the owner.

**Similar works means**: The vendor should have carried out maintenance /over hauling of Plant C&I equipments/ Plant electrical equipments of power plant having unit size >= 20 MW.

NTPC- SAIL Power Company ( Pvt.) Limited

(A joint venture of NTPC and SAIL )

CPP- II, PO- Rourkela , Sundargarh , Odisha.

Ref. NO.NSPCL/RKL/C&M/16-17/04- VE-16001 DATE: 08.09.2016

APPLICATION FOR ENLISTMENT OF AGENCY/CONTRACTOR

Description of Work/Service for which Enlistment is sought :

|  |  |
| --- | --- |
| Package No. | Description of Work ( 16001- AMC of C&I equipments) |

Category ( (A or B or Both) : (mention A or B or both as the case may be)

1. Name of the Organization / Agency / Contractor :

2. Full Address:

Telephone, Fax, email etc.

i) Registered Office :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii)Regional Offices

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii)Works \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.Whether Registered with any other Department/Organization Govt./Quasi Govt. Organization:

(Attested copies of documentary proof to be attached). Please give details of Name of Deptt./ Organisation Govt./ Quasi Govt. Organization, Regn. No. and nature of Service(s)

1.

2.

3.

|  |  |  |  |
| --- | --- | --- | --- |
| 4. (a) In case of Companies, copies of Certificate of Incorporation, Memorandum | | | Enclosed |
| and Articles of Association to be furnished. | | | Yes / No |
| (b) In case of partnership firm, the copy of Partnership Deed duly registered to be | | | Yes / No |
| furnished (Original partnership deed to be produced for verification on demand). | | |  |
| (c) In case of Single Proprietorship full name, address, place and nature of | | | Yes / No |
| business are to be furnished. | | |  |
| (d) Whether the firm is ISO/Equivalent certified if so furnish copy of certificates. | | | Yes / No |
| 5. Copies of following documents to be Enclosed | | Enclosed |
| (i) | PAN Number | Yes / No |
| (ii) | Sales Tax Registration No. | Yes / No |
| (iii) | Service Tax Registration No. | Yes / No |
| (iv) | VAT Registration No. | Yes / No |
| (v) | ESI Registration No. | Yes / No |
| (vi) | PF Registration No. | Yes / No |
| (vii) | NSIC Certificate. | Yes / No |
| (viii) | SSI Certificate. | Yes / No |

6.Details of relatives employed in NTPC/ NSPCL (giving full particulars i.e. name, designation and the deptt. / unit in which working)

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.Any other particulars (give details of similar services done earlier, their year of service, commissioning and feedback on Performance)

8.If already enlisted (either as individual or partnership) with any NSPCL Power Stations Give details & enclose copy of Enlistment Certificate

|  |  |  |
| --- | --- | --- |
| Name of Project/Station | Work/Services enlisted for | Year of enlistment |
|  |  |  |
|  |  |  |

9.If already enlisted with any PSU/Govt. Deptt. Give details

|  |  |  |
| --- | --- | --- |
| Name of PSU/Govt. Deptt. | Year of Enlistment & Validity Period | Items/Services enlisted for |
|  |  |  |
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**10.**If already executed Works/Services in NSPCL Rourkela of similar nature; give details of 3 or 4 major works done similar to type under consideration.

|  |  |  |  |
| --- | --- | --- | --- |
| LOA NO.& Date/ SAP PO No. & Date | Description of work/services | Awarded value ( Rs. lakh ) | Actual Executed Value ( Rs. lakhs ) |
|  |  |  |  |
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11.No. of workers employed.

Skilled Workers :\_\_\_\_\_\_\_\_\_\_ Semi- Skilled Workers \_\_\_\_\_\_\_\_\_\_ Unskilled Workers :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12 NSPCL may invite all the tenders through e-tendering. To participate in such tenders, you require Class-III digital certificate and P.C. with internet connection. Please confirm that you will continue to participate in our tender, if invited through on-line electronic mode.

13.Mention any other relevant details.

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 and all required Certificates as per list at Note below have been enclosed.

Signature of the Applicant/Authorized Person (Seal)

**List of Enclosures :**

Documents to be enclosed with the Application:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Service Tax Registration Number | - | Yes / No |
| 2. | VAT Registration Number | - | Yes / No |
| 3. | Performance Certificates from important customers | - | Yes / No |
| 4. | List of Important Customers | - | Yes / No |
| 5. | Sales Tax Registration Certificate | - | Yes / No |
| 6. | Copies of dealership certificate, if any | - | Yes / No |
| 7. | NSIC/SSI Registration /Factory License No., if any | - | Yes / No |
| 8. | ESI Registration Number | - | Yes / No |
| 9. | Independent PF Code Number | - | Yes / No |

**Please refer CHECK-LIST Annexure –D for more details of documents to be furnished**.

Note: i) For each package (Work) where ever applicable , application will be submitted along with application fee.

ii)APPLICATION FOR EACH PACKAGE (WORK) where ever applicable SHOULD FURNISHED IN SEPARTE ENVELOP.

iii)No correspondence on the subject from Agency/Contractor will be entertained. They will be informed, in due course, as soon as enlistment is finalized.

iv)All applications shall be super scribed as “Application for Agency Enlistment” and the ‘Package number’ on the envelope.

v)NSPCL reserves the right to accept, reject any or all the applications without assigning any reasons and to seek extra information, if required

vi)Completed forms in all respects along with necessary documents to be submitted by the date indicated in the forms.

vii**)\*\*\*Please submit the relevant documents only\*\*\*.**

**INFORMATION ABOUT THE AGENCY**

**ESI Registration No.**

**PF’s Code No.**

**Service Tax’s Registration No.**

**PAN No.**

**WCT Registration No.**

**TIN No.**

**Signature along with Seal of Company**

**(Duly authorized to sign the tender on behalf of the Bidder)**

|  |  |  |
| --- | --- | --- |
| **Name** | **:** | **……………………………………………** |
| **Designation** | **:** | **……………………………………………** |
| **Name of Co. And postal address** | **:** | **……………………………………………** |
|  |  | **……………………………………………** |
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| **Website** | **:** | **……………………………………………** |
| **Tel. No./ Fax No.** | **:** | **……………………………………………** |
| **e-mail** | **:** | **……………………………………………** |

**Annexure- C**

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|  |  |  |  |  |  |
|  | **Qualifying Requirements FORMAT/CHECKLIST** | | | | | | |
| Ref. NO.NSPCL/RKL/C&M/16-17/04- VE-16001 DATE: 08.09.2016 | | | | | | |  |
| **(Details of documents to be furnished by the bidders with reference Qualifying Requirements.**  **PLEASE MENTION)**   |  |  |  |  | | --- | --- | --- | --- | | Sl No | Description of QR condition | Brief data/values, reflecting the Supporting documents towards meeting the respective QR Condition | Details of supporting documents attached. | | 1 | Annual Turn over during FY- 13-14 | Rs. |  | |  | Annual Turn over during FY- 14-15 | Rs. |  | |  | Annual Turn over during FY- 15-16 | Rs. |  | | 2 | Major Work Order ( of highest value ) as mentioned in the qualifying requirement ( Govt. departments/ organizations or semi Govt. departments / organizations or PSUs or company or firms as proof of having executed the above works. |  | | | 3 | Major Work Order ( of 2 highest value ) as mentioned in the qualifying requirement ( Govt. departments/ organisations or semi Govt. departments / organisations or PSUs or company or firms as proof of having executed the above works. |  | | | 4 | Major Work Order ( of 3 highest value ) as mentioned in the qualifying requirement ( Govt. departments/ organisations or semi Govt. departments / organisations or PSUs or company or firms as proof of having executed the above works. |  | |   **Individual Provident Fund Account No :** | | | | | | | |

**NOTE :**

1.Proof of Annual Turnover should be Balance Sheet Copy/ Profit & Loss Sheet/ Turnover Certificate duly certified by Charted Accountant only.

2.Enclose a copy of Work completion / Executed copies of works actually executed by you in last 07 years.

I /We here by confirm that the details furnished above are true to the best of our knowledge. I / We further confirm that original documents will be produced for the verification of NTPC, as and when called for.

(Signature of the authorized representative):\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Agency/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE –D**

**CHECK LIST (LIST OF DOCUMENTS TO BE ENCLOSED)**

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Enclosed Document Detail** | **Enclosed Yes or not** |
| 1. | Enlistment fee |  |
| 2. | Agency Registration Forms duly filled in |  |
| 3. | Proof of Turnover |  |
| 4. | Balance Sheet copies of last three financial years (Certified by C.A.) |  |
| 5. | P&L sheet copies of last three financial years (certified by C.A.) |  |
| 6. | Certified copy of Turn over from Charted Accountant. |  |
| 7. | Work Order copies of three (3) major works done in similar work (Package) during last five (5) years (Self attested) Note : Copy of work order/ LOAs should clearly indicate the following (i) Award/ Order Value/ date of Order (ii) Specification of items ordered, Quantity ordered with rates, (iii) Detail Scope of work. |  |
| 8. | Proof of execution / work completion indicating final values for above orders |  |
| 9. | Partnership Deed/Articles of Association/Memorandum of Association etc. (Self attested) or Certificate of Incorporation/ Registration of Company /firm /Industry as applicable (Self attested)/ Registration with NSIC / SSI. |  |
| 10. | Service Tax / Works Contract Tax Registration Certificate (Self attested) |  |
| 11. | Photostat coy of Latest Income Tax Clearance Certificate / PAN Number (Self attested). | |
| 12. | Relevant Licenses from appropriate licensing authority to undertake works as “LICENCED CONTRACTOR”, in respect of works for which registration is sought. |  |
| 13. | Bank reference certificate from Nationalised Bank certifying financial soundness of your firm. (Original) |  |
| 14. | Certificate from P.F. Authorities. (Self attested) |  |
| 15. | particulars of manpower with their qualifications / experience and qualifying trade / skill certificates for skilled personnel in relevant trades. |  |
| 16. | Copies of the list of Machinery / Tools/ Equipment to be deployed |  |
| 17. | Copies of Agency Registration with Govt. / PSU organizations (Self attested). |  |
|  |  |  |
| 18. | Experience if any – Furnish your client list and copies of orders executed by you (Self attested) during the Past Seven (07) Years together with related invoice (Self attested) copies to be furnished in support of your experience. |  |
| 19. | Agency registration form duly filled in. All pages to be signed. |  |

**ATTACHMENT EFT (Electronic Fund Transfer) FORM**

**(TO BE RETURNED TO THE COMPANY)**

**To**

**NTPC-SAIL POWER COMPANY PRIVATE LIMITED**

**(A Joint Venture of NTPC &SAIL) CPP-II, ADMINISTRATIVE BUILDING,**

**SAIL\_RSP COMPLEX, ROURKELA-769011**

**Dist.: Sundargarh (ODISHA)**

Dear Sir,

Ref: AUTHORISATION OF ALL OUR PAYMENTS THROUGH ELECTRONIC FUND TRANSFER SYSTEM

I/We hereby authorize NTPC SAIL POWER CO.PVT.LTD to make all my/our payments through Electronic Fund Transfer System. The details for facilitating the payments are given below:-

(FILL IN CAPITAL LETTERS )

1. **NAME OF THE BENEFICIARY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **ADDRESS**

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| PIN CODE | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **TELEPHONE NO.(WITH STD CODE)**

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1. **BANK PARTICULARS**
2. **BANK NAME**

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1. **BANK’S TELEPHONE NO(WITH STD CODE)**

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1. **BANK BRANCH ADDRESS**

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| PIN CODE | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **BANK'S FAX NO.(WITH STD CODE)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **BRANCH CODE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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F) **9 DIGIT MICR CODE OF THE BANK BRANCH (ENCLOSE COPY OF THE CANCELLED CHEQUE)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**G) 11DIGIT IFSC CODE OF THE BANK BRANCH**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**H) BANK ACCOUNT NO**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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I) **BANK ACCOUNT TYPE (TICK Only One)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SAVING** | **CURRENT** | **LOAN** | **CASH CREDIT** | **OTHERS** |
|  |  |  |  |  |

**IF OTHERS PLEASE SPECIFY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **PERMANENT ACCOUNT NUMBER(PAN) (PLEASE ENCLOSE A SELF ATTESTED COPY)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **E-MAIL ADDRESS (FOR INTIMATION REGARDING RELEASE OF PAYMENTS)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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I/We hereby declare that the particulars given above are correct and complete, if any transaction is delayed or credited is not effected at all for reasons of incomplete information, I/We would not hold the company responsible.

SIGNATURE

(Authorized Signatory)

DATE Name :

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**Bank Certification** (OFFICE STAMP)

It is certified that above mentioned beneficiary holds a Bank Account No..........................with our branch and the Bank particulars mentioned above are correct.

Signature

DATE

|  |  |  |  |  |  |  |  |
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Authorized Signatory

Authorization No................................

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NAME :

NB:-(Kindly submit hard copy along with cancelled cheque.)

**Annexure No I**

**Request for Login ID on NSPCL e-Tender**

**If you are not a vendor of NSPCL, and interested in participating in E-tenders of NSPCL, please fill in the following form:**

Form A

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State:\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_ Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Extn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company’s Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Branch:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PAN Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CST Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Excise Regn. Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SSI Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Annexure No II**

**Request for Login ID on NSPCL e-Tender**

**If you are already a vendor of NSPCL , and interested in participating in E-tenders of NSPCL, please fill in the following form:**

**Form B**

**For Existing Venders:**

**Existing Vender Code with NSPCL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Extn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person‘s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address and other detail (Only in case of change)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State: \_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Extn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fax Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company’s Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Branch:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**