

Bid Document No.	NTECL/C&M/OT/CS-3617. Dt.28.12.2018
Description of Work	“Annual Maintenance Contract for Instrument Air/Plant Air Compressors and Ventilation system of main plant/ESP control rooms” at NTECL, Chennai
Bid Document Sale Period	From 28.12.2018 to 11.01.2019
Cost of Bidding document	Rs. 483/- (Non-Refundable) (To be submitted along with request letter and copy of GST Registration (GSTIN))
Last Query date (Queries if any shall be entertained up to this date only)	14.01.2019
Submission of Bids (Both Techno-Commercial Bid and Price Bid) i.e. Envelope – I & II together.	21.01.2019 Up to 14.30 Hours.
Techno - Commercial Bid Opening (Envelope - I)	21.01.2019 at 15.00 Hours.
The date of opening of Price Bid (Envelope - II) shall be intimated separately.	
Address for bid submission of Bids	Addl. General Manager (C&M), Contracts and Materials Dept., NTPC Tamilnadu Energy Company Ltd, Vallur Thermal Power Project, Vellivoyal Chavadi Post, Ponneri Taluk, Thiruvallur District Chennai - 600103, Tamilnadu.
Location of Tender box in NTECL Site office premises	Contracts & Materials Dept. Hall, NTECL Office Complex.
Contact Person.	M. Selvaraju Sr. Manager (C&M), NTECL Mob. No : 9445002409 Email: mselvaraju@ntpc.co.in
	T.Rajeshkumar AGM(Contracts), NTECL Mob. No : 9445869131 Email: rajeshkumart@ntpc.co.in

OTHER TERMS AND CONDITIONS:

- Detailed specifications, Scope of work, Terms & conditions etc., are given in the bidding documents. Bid documents can be downloaded from NTECL website, www.ntpcnteccljv.co.in/tenders.htm, against online payment or can be obtained on request with cost of Bid document in the form of DD in favour of 'NTECL' payable at Chennai along with copy of GST Registration (GSTIN) or documentary evidence to the effect that the bidder is exempted from submission of EMD.
- It is deemed that bidder shall accept all the terms and conditions mentioned in the tender documents without any deviation. For that the bidders are requested to accept the no deviation certificate for fulfillment of technical/commercial compliance. NO DEVIATION IS ACCEPTABLE TO NTECL.**
Any Clarification related to the scope, terms & conditions of contract may please be sought before last query date. Clarifications received after last query date from any bidder will not be entertained. Suitable clarification / reply will be given

to bidders based on their query before scheduled BOD. After this stage, no deviation is acceptable to NTECL.

3. The bids shall be received up to due date & time of bid opening at the Site Office of NTECL and shall be opened on the date and time as stipulated above in the presence of bidders who wish to be present. **Only one authorized representative of the bidder shall be allowed for attending the tender opening.**
4. The bidding documents shall be issued to all bidders upon their depositing the requisite cost of bidding documents along with request letter without prima-facie examination of qualification status. However, such issue of tender documents will not automatically mean that the bidders are considered qualified.
5. The qualification status shall be examined by NTECL during the process of evaluation and the decision of NTECL in this regard shall be final.
6. For fulfilling the Qualifying Requirements, intending bidder shall be required to submit the following documents along with their bid (In Envelope-I) duly attested at least by authorized signatory of the tenderer) :
 - a. **Up to date copy of Profit & Loss Account and Balance Sheet of last three financial years ending 31st March 2018** duly audited by Chartered Accountant. In case 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 Certification 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.
 - b. **Copies of Work Orders / Award Letters** covering awarded value, detailed scope of work / terms and conditions / bill of quantities along with **proof of execution such as completion certificate clearly showing the value of work executed during the period of contract, Bill Copy, Final Amendment Copy etc.** in support of above Qualifying requirements. The bidder shall also provide the reference list of the organizations with contact address and phone numbers.
 - c. Provident fund code (PF Code) number allotted by concerned Regional Provident.
 - d. Copy of GSTIN Number / Provisional registration number issued by concerned authorities.
 - e. **No Deviation Statement** (Schedule "A" of Section-V)
7. **The bidder/s should have the following and submit copy of these documents also in the along with technical bid(in Envelope-I) as statutory requirement:**
 - (i) Employees State Insurance Code (ESI Code) as having registered with ESI authorities.
 - (ii) Copy of Permanent Account Number (PAN) issued by Income Tax authorities.

8. BID SUBMISSION & OPENING:

The bidder **MUST** ensure:

- i) **All the required documents are enclosed appropriately.**
(Please DO NOT mention for any document that “*already submitted*” or “*will be submitted latter on*” - these are not acceptable, failure to enclose relevant document may run the risk of their bid being rejected)
- ii) “**Qualifying Requirement (QR) Data**” format **MUST** have filled properly along with supporting documents.
- iii) **The envelope/s should be of good quality and sealed properly.**

The bids are invited for aforesaid work/s under “**Single Stage Two Envelope**” Bidding system. The bid documents signed and stamped in all pages are to be submitted in two (02) separate sealed envelopes as detailed below:

ENVELOPE: I → (Techno - Commercial Bid)

- a. Bid security / Earnest Money Deposit (EMD) **in separate envelope.**
- b. **No Deviation Certificate** (Schedule “A” of Section-V) **in a separate small envelope along with EMD.**
- c. Letter of Undertaking (on Non - judicial stamp paper of value Rs.100/-)
- d. Relevant Documents to meet Qualifying Requirements (QR) of the subject tender **along with Qualifying Requirement Data and vendor data (format enclosed).**
- e. Authority / Power of attorney on the person signing the bid.
- f. Copy of GST Registration (GSTIN),
- g. Provident fund code (PF Code) number allotted by concerned Regional Provident Fund Commissioner (RPFC).
- h. Employees State Insurance Code (ESI Code) as having registered with ESI authorities, Permanent Account Number (PAN).
- i. All other tender documents (except Price Bid) signed with name & designation and stamped on each page.

ENVELOPE: II → (Price Bid)

- a. **Price Bid** signed with name & designation and stamped on each page.

IT SHOULD BE CLEARLY INDICATED ON THE ENVELOPE WHETHER IT IS ENVELOPE - I OR ENVELOPE - II. THE CONTENT OF THE ENVELOPE/S SHOULD ALSO BE CLEARLY SUPERSCRIBED ON EACH ENVELOPE WITH THE NAME OF WORK, NAME OF BIDDER, BIDDERS ADDRESS & CONTACT NUMBERS, BID REFERENCE, CONTENTS AND DATE OF OPENING ETC.

The envelopes should be of good quality and sealed properly.

All the above two sealed envelopes may be placed in another main envelope, the top of the main envelope **must** indicate, say →>>>>

ENVELOPE - I and ENVELOPE - II ARE AVAILABLE INSIDE.

ENVELOPE - I (Techno - Commercial Bid)	Shall be opened at 15.00 hours on the day set for submission of Bids.
ENVELOPE - II (PRICE BID)	The date of opening of Price Bids shall be intimated separately to the qualified bidders.

9. Earnest Money Deposit :-

- A. The **EMD** offered shall, at bidders option, be in the form of **(i) Demand Draft / Pay Order / Banker's Cheque in favour of 'NTECL' payable at Chennai** or **(ii)** an unconditional and irrevocable Bank Guarantee (BG) from any of the banks specified in the bidding documents. The format of Bank Guarantee towards bid security shall be in accordance with the 'Proforma for BG' included in the bidding documents. While getting the Bank Guarantee issued, Bidders are requested to ensure compliance to the points mentioned in Bank Guarantee Verification Check List in the bidding documents. Bidders are required to fill up this check list and enclose the same along with the bank guarantee. EMD for an amount less than or equal to Rs.50,000/- shall not be accepted in the form of bank guarantee.- EMD shall not be accepted in any other form.
- B. The bid security/earnest Money deposit (EMD) shall be kept valid and operative for a period of 225 days from the date set for opening of tenders (180 days BG validity period + 45 days claim period). During the validity period the tenderer agrees not to vary, alter or revoke his tender either in whole or in part. If the tenderer, however, fails to keep his tender valid for above period, the Owner shall be entitled to forfeit the EMD amount without any notice or proof of damage.
- C. **Any Bid not accompanied by an acceptable Bid Security or Valid EMD Exemption Certificate / Document shall be rejected as being Non Responsive and returned to the Bidder without being opened.**
- D. **EMD / Tender Fees Exemption:**
- MSME registered with District Industries Centre/s or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or Udyog Aadhaar or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises as per MSME Act 2006, for goods produced and services rendered, shall be issued the bidding documents free of cost and shall be exempted from paying Earnest Money Deposit.

The benefit as above to MSMEs shall be available only for goods / services produced & provided by MSEs for which they are registered.

MSMEs seeking exemption and benefits should enclose an attested / self certified copy of valid registration certificate, giving details such as validity, stores/ services etc. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSMEs.

10. The Price Bid/s of only those Bidders shall be opened who meets the Qualifying Requirements.

11. The Bidder or duly authorized representative/s of the Bidder/s, who are present during Bid opening shall sign in the Bid opening register. **Only one authorized representative of the bidder shall be allowed for attending the tender opening.**

The Bidder or their authorized representative of the Bidder/s will be allowed to witness the tender opening (Authorization letter is required). Only one authorized representative of the bidder will be allowed for attending the tender opening. Without authorization letter, the bidder will not be allowed to witness the Bid Opening.

12. NTECL shall not be responsible for any postal delays resulting in non-receipt of request for tender documents/ original tender documents, bids etc. sent by post / courier.
13. Notwithstanding anything stated above, NTECL reserves the right to assess bidder's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NTECL and decision of NTECL in this regard shall be final.
14. NTECL reserves the right to accept / reject any or all bids or Cancel / withdraw the Notice Inviting Tender (NIT) without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action.
15. Tender documents are not transferable.
16. NTECL reserves the right to extend the date for submission & opening of bids at its sole discretion.
17. Any change in Bidder's company name, address etc. should be communicated separately to NTECL with proof of change, reference etc. well before the due date for submission of tender.
18. The laws applicable to the contract shall be the law in force in India. The courts of Chennai alone shall have the exclusive jurisdiction in all matters arising under the contract.
19. If anywhere in the document Service tax/Taxes is mentioned, it shall be read as GST.

Address for Communication

**Addl. General Manager (C&M)
Contracts & Materials Dept,
NTPC Tamilnadu Energy Company Ltd
Vallur Thermal Power Project
Vellivoyal Chavadi Post,
Ponneri Taluk,
Thiruvallur District,
Chennai - 600 103.**

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