

NTPC TAMILNADU ENERGY COMPANY LTD
(A Joint Venture of NTPC Ltd. and TANGEDCO)



CONTRACTS & MATERIALS DEPARTMENT
VALLUR THERMAL POWER PROJECT

BIDDING DOCUMENT

FOR

"Hiring of Vehicles at NTECL-Vallur TPS"

Bidding Document No: NTECL / C&M / OT / CS - 3690

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

NTPC Tamilnadu Energy Company Limited

BID DOCUMENT NO :NTECL/C&M/OT/CS-3690 dated 04.07.2020

“Hiring of Vehicles at NTECL-Vallur TPS”

I N D E X

Sl.No.	ITEM	DESCRIPTION
1	SECTION - I	Notice Inviting Tender (NIT), Brief Details, Other Terms & Conditions
2.	SECTION - II	Price Schedule / Bill of Quantities
3.	SECTION - III	Scope of Work and Special Conditions of Contract
4.	SECTION - IV	Instructions to Bidders (ITB), Commercial Conditions and General Terms & Conditions of Contract
5.	SECTION - V	List of schedule, Qualifying Requirement Data and Vendor Data & NEFT form

SECTION – I

NTPC Tamilnadu Energy Company Limited Vallur Thermal Power Project

NOTICE INVITING TENDER (NIT) (Domestic Competitive Bidding)

Ref. NTECL / C&M /OT/ CS-3690

Date : 04.07.2020

NTPC Tamilnadu Energy Company Limited (NTECL), a JV of NTPC & TANGEDCO invites sealed bids for its 3 X 500 MW Thermal Power Project at Vellivoyal Chavadi Post, Ponneri Taluk, Thiruvallur District., Chennai 600103, Tamil Nadu from eligible bidders who fulfill the Qualifying Requirements stipulated below, for the following package:

Description of work	Bid Security / Earnest Money Deposit	Contract period
Hiring of Vehicles at NTECL-Vallur TPS	Rs.5,000/- per vehicle	24 (Twenty Four) Months

BRIEF SCOPE OF WORK:

The scope of the subject package envisages Hiring of Vehicles on 12 Hours & 24 Hours duty basis at NTECL-Vallur TPS for a period of 24 months.

QUALIFYING REQUIREMENTS:

A.	The bidder in the last seven years prior to BOD (Bid Opening Date) should have experience of deployment of at least one vehicle for a minimum period of one year in any industry / institute
B.	The bidder should have ownership of at least one commercial vehicle like Jeep / Xylo / Sumo
C.	The bidder should have GSTIN number/provisional registration number issued by concerned authorities. In case of exemption, supporting documents for claiming exemption under GST Act to be submitted along with bid documents.

BRIEF DETAILS:

Bid Document No.	NTECL/C&M/OT/CS-3690 dated 04.07.2020
Description of Work	“Hiring of Vehicles at NTECL-Vallur TPS”
Bid Document Sale Period	From 06.07.2020 to 22.07.2020
Cost of Bidding document	Rs.450/- (Non-Refundable)
Earnest Money Deposit	Rs.5,000/- per vehicle either from BOQ Item No.01 or BOQ Item No.02. The maximum number of vehicles per agency is limited to 03 (Three) Nos. only for BOQ Item No.01 & Item No.02 together.
Last Query date (Queries if any shall be entertained up to this date only)	27.07.2020
Submission of Bids (Both Techno-Commercial Bid and Price Bid) i.e. Envelope – I & II together.	04.08.2020 upto 1430 Hours
Techno - Commercial Bid Opening (Envelope - I)	04.08.2020 at 1500 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 Department Hall, NTECL Office Complex.
Contact Person.	HariPrasad S Sr. Manager (C&M), NTECL Mob. No : 9445002639 Email: hariprasads@ntpc.co.in
	T.Rajeshkumar AGM(Contracts), NTECL Mob. No : 9445869131 Email: rajeshkumart@ntpc.co.in

OTHER TERMS AND CONDITIONS:

1. Detailed specifications, Scope of work, Terms & conditions etc., are given in the bidding documents. Bid documents can be downloaded from NTECL website, www.ntpcntecljv.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.
2. **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. Proof of experience of deployment of at least one vehicle for a minimum period of one year in any industry / institute during the last seven years prior to BOD
 - b. Proof of ownership of at least one commercial vehicle
 - c. Copy of GSTIN Number / Provisional registration number issued by concerned authorities.

7. 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 later 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** be filled properly along with supporting documents.
- iii) The envelope(s) should be 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)
- b) **No Deviation Certificate**
- c) Relevant Documents to meet Qualifying Requirements (QR) of the subject tender **along with Qualifying Requirement Data and vendor data (format enclosed).**
- d) Authority / Power of attorney on the person signing the bid.
- e) Copy of GST Registration (GSTIN) issued by concerned authorities. In case of exemption, supporting documents for claiming exemption under GST Act to be submitted.
- f) All other tender documents (except Price Schedule/Schedule of Items/BOQ) duly signed with name & designation and stamped on each page.

ENVELOPE: II → (Price Bid)

Price Bid (Price Schedule/Schedule of Items/BOQ) 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 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.

8. **Earnest Money Deposit :-**

A. Bidder has to submit Earnest Money Deposit (EMD) along with the offer and the amount shall be calculated at the rate of Rs.5,000/- **per vehicle either from BOQ 1 or BOQ 2. The maximum number of vehicles per agency is limited to 03 (Three) Nos only. In case the agency is quoting**

- **for 1 vehicle,** Earnest Money Deposit (EMD) – Rs 5,000/-
- **for 2 vehicles,** Earnest Money Deposit (EMD) – Rs 10,000/-
- **for 3 vehicles,** Earnest Money Deposit (EMD) – Rs 15,000/-

B. 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.** EMD shall not be accepted in any other form.

C. 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.

A. **Any Bid not accompanied by an acceptable Earnest Money Deposit / Bid Security or Valid EMD Exemption Certificate / Document shall be rejected as being Non Responsive and returned to the Bidder without being opened.**

B. **EMD / Tender Fees Exemption:**

Micro and Small Enterprises (MSEs) 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 the 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 MSEs shall be available only for goods / services produced & provided by MSEs for which they are registered.

MSEs 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 MSEs.

9. **The Price Bid/s of only those Bidders shall be opened who meets the Qualifying Requirements.**
10. 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.
11. 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.
12. 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.
13. 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.
14. Tender documents are not transferable.
15. NTECL reserves the right to extend the date for submission & opening of bids at its sole discretion.
16. 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.
17. 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.
18. 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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