

# **NTPC TAMIL NADU ENERGY COMPANY LTD**

*(A Joint Venture of NTPC Ltd and TANGEDCO)*  
**VALLUR THERMAL POWER PROJECT**

## **CONTRACTS & MATERIALS DEPARTMENT**

### **BIDDING DOCUMENT**

*FOR*

**“Providing 32 seater AC bus for School  
going children for two years”**

**Bidding Document No: NTECL/C&M/OT/CS-4026**

(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**

**BIDDOCUMENTNO:NTECL/C&M/OT/CS-4026 date 18.10.2019**

**“Providing 32 seater AC bus for School going children for two years”**

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**SECTION - I**

Ref. NTECL/C&amp;M/OT/CS-4026

Date: 18.10.2019

NTPC Tamilnadu Energy Company Limited (NTECL), a JV of NTPC & TANGEDCO invites sealed bids for its **2 X 500 MW + 1 X 500 MW** Thermal Power Project at Vellivoyal Chavadi Post, Ponneri Taluk, Thiruvallur Distt., Chennai, Tamilnadu from eligible bidders who fulfill the Qualifying Requirements stipulated below, for the following package:

Description of work	Bid Security(EMD)	Contract period
Providing 32 seater AC bus for School going children for two years	Rs.50,000/- (Rupees Fifty Thousand)	02 (Two) Years

**BRIEF SCOPE OF WORK:**

The scope of the subject package envisages “**Providing 32 seater AC bus for School going children for two years**”.

**QUALIFYING REQUIREMENTS:**

A	The average annual turnover of the bidder in the last 03 financial years ending 31/03/2019 should not be less than <b>Rs.18.05 Lakhs (Rupees eighteen lakhs and five thousand)</b>
C	The bidder in the five years prior to BOD (Bid opening date) must have executed contract(s) for operating Public/Private Service Buses on hire basis to companies/institutions, with (i) Single (01) order, value not less than <b>Rs.14.44 Lakhs</b> (Rupees Fourteen lakh Forty Four thousand) OR (ii) Two(02) orders, each of value not less than <b>Rs.9.03 Lakhs</b> (Rupees Nine lakh Three thousand) OR (iii) Three (03) orders, each of value not less than <b>Rs. 7.22 Lakhs</b> (Rupees Seven lakh Twenty Two thousand)
D	The bidder should have <b>Provident Fund code (PF code)</b> number allotted by concerned Regional Provident Fund Authority.
E	The bidder should have <b>GSTIN number/ provisional registration number</b> issued by concerned authorities.
	<b>Note: In case of award, ownership of vehicle shall be only on the name of the bidder and sub-letting of vehicle will not be permitted.</b>

Also the bidder/s should have the following and should submit copy of these documents along with QR Documents (in Envelope - I) as statutory requirement:

- (i) Income Tax **Permanent Account Number (PAN)**.

**BRIEF DETAILS**

Bid Document No.	NTECL/C&M/OT/CS-4026 Date. 18.10.2019
Description of Work	<b>Providing 32 seater AC bus for School going children for two years</b>
Bid Document Sale Period	<b>From 18.10.2019 to 04.11.2019</b>
Cost of Bidding document	<b>Rs.1125 /- (Non-Refundable)</b>
<b>Last Query date (Queries shall be entertained up to this date only)</b>	<b>06.11.2019</b>
Submission of Bids (Both Techno-Commercial Bid and Price Bid) i.e. Envelope – I & II together.	<b>13.11.2019 Up to 14:30 Hours.</b>
<b>Techno – Commercial Bid Opening (Envelope – I)</b>	<b>13.11.2019 at 15:00 Hours.</b>
<b>EMD</b>	<b>Rs.50,000/-</b>
<b>The date of opening of Price Bid (Envelope - II) shall be intimated separately.</b>	
Address for bid submission of Bids	Addl. General Manager (C&M), Contracts and Materials Dept., NTPC Tamilnadu Energy Company Ltd, Vallur Thermal Power Project, Site Office: VellivoyalChavadi Post, Ponneri Taluk, Thiruvallur District Chennai - 600103, Tamilnadu Ph # 9445030151
Location of Tender box in NTECL Site office premises	Contracts & Materials Dept. Hall, NTECL Office Complex. (Site Office)
contact Persons.	Mr. S.Krishna Shankar Executive Secretary (C&M), NTECL Mob. No : 7260814302 Email: <a href="mailto:skrishnashankar@ntpc.co.in">skrishnashankar@ntpc.co.in</a>  (OR)  A.S Rao Sr. Manager (C&M), NTECL Mob. No : 9445869040 Email: <a href="mailto:asrao02@ntpc.co.in">asrao02@ntpc.co.in</a> , <a href="mailto:asrao02ntpc@gmail.com">asrao02ntpc@gmail.com</a>

**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.ntpcntcljv.co.in/tenders.htm](http://www.ntpcntcljv.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 or documentary evidence to the effect that the bidder is exempted from submission of EMD (Please refer clause 8 (d)).
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 xx.xx.2019. Clarifications received after xx.xx.2019 from the agencies will not be entertained. Suitable reply will be given to agencies based on their clarification 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 (duly attested at least by authorized signatory of the tenderer) :
  - a. **Income Tax Assessment order / Up to date copy of Profit & Loss Account and Balance Sheet of last three financial years ending 31<sup>st</sup> March 2019** duly audited by Chartered Accountant. In cases 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 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.
  - 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 Deviation 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. Copy of Permanent Account Number (PAN) issued by Income Tax authorities.
  - d. Copy of GSTIN Number issued by concerned authorities.
  - e. **No Deviation Statement (As per Schedule-A)**

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

- a. Bid security / Earnest Money Deposit (EMD) in separate envelope.
- b. Other documents as follow shall be submitted in a separate envelope :-
  - i. Relevant Documents to meet Qualifying Requirements (QR) of the subject tender.
  - ii. Authorization / Power of attorney on the person signing the bid, Copy of
  - iii. GSTIN Registration, Permanent Account Number (PAN).
  - iv. Provident Fund Code (PF Code) Number allotted by concerned Regional Provident Fund Commissioner (RPFC).
  - v. Employees State Insurance Code (ESI Code) as having registered with ESI authorities.
  - vi. All tender documents signed with name & designation and stamped on each page.
  - vii. No Deviation Certificate. (As per Schedule-A )**

a. Price Bid

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**

<b>ENVELOPE - I</b> <b>(Techno - Commercial Bid)</b>	<b>Shall be opened at 15:00 hours on the day set for submission of Bids.</b>
<b>ENVELOPE - II</b> <b>(PRICE BID)</b>	<b>The date of opening of Price Bids shall be intimated separately.</b>

**8. Earnest Money Deposit :-**

- A. The **EMD** offered shall, at bidders option, be in the form of **(i) Demand Draft/Pay Order/Bankers 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. 50,000.00** shall not be accepted in the form of bank guarantee. EMD shall not be accepted in any other form.
- B. The bid security shall remain valid for a period of Two Hundred Twenty Five (225) days from bid opening date (i.e 180 days BG validity period + 45 days claim period)

**C. 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 RETURNED TO THE BIDDER WITHOUT BEING OPENED.**

- D. **EMD/Tender Fees Exemption for MSEs :** Micro and Small Enterprises (MSEs) registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board 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 MSMED 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.
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. Not with standing 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.

Address for Communication:

The AGM (C&M)  
Contracts & Materials Dept,  
NTPC Tamilnadu Energy Company Ltd  
Vallur Thermal Power Project  
VellivoyalChavadi Post,  
Ponneri Taluk, Thiruvallur District,  
Chennai - 600 103.

OR The Sr. Manager (C&M)  
Contracts & Materials Dept,  
NTPC Tamilnadu Energy Company Ltd  
Vallur Thermal Power Project  
VellivoyalChavadi Post,  
Ponneri Taluk, Thiruvallur District,  
Chennai - 600 103.

Mr. S.Krishna Shankar  
Contracts & Materials Dept,  
NTPC Tamilnadu Energy Company Ltd  
Vallur Thermal Power Project  
VellivoyalChavadi Post,  
Ponneri Taluk, Thiruvallur District,  
Chennai - 600 103.