



NTPC–SAIL POWER COMPANY LIMITED
(A Joint Venture of NTPC Ltd. & SAIL)

NOTICE INVITING TENDER
(DOMESTIC COMPETITIVE BIDDING)

NIT NO. : 0230/SSC/OT/78/2022-23/2800008487

Dated: 01/02/2023

NSPCL-Bhilai invites tenders for following package of Power Plant-III, NSPCL-Bhilai:

Sl. No.	Pkg. No.	Description of Work	Estimated Value (Rs) (Excl. GST)	Cost of Tender Document (Rs.)	Contract Period	Sale Start Date / Sale Close Date	Last Date & Time for Receipt of Bid
			EMD				
01	SSC/ 22304	Outsourcing Jobs related to Office Assistance in various Departments of NSPCL Bhilai (Expansion & PP- II) for a period of 2 Years.	2,73,62,898.10/-	2655/- (Online tender form)	02 years	01/02/23	16/02/23 15:00Hrs
			5,48,000/-			10/02/23	

`2250.00+`405.00(GST@18%)=`2655.00/- [For Online Tender/Form (Download from SRM Portal website: <https://sapportal.nspclsrijan.co.in:50200/irj/portal>]. Abridged NIT along with Qualifying Requirement may be viewed at www.ntpc.com, www.ntpc.co.in, www.nspcl.co.in. The details of tender for e-bidding shall be available at <https://sapportal.nspclsrijan.co.in:50200/irj/portal> (RFx/NIT No.: 2800008487)

Instruction for e-bidding:

1. The bidder must have Digital Signature Certificate (Class-III).
2. The bidders who already have valid SRM User ID:
 - a) Login the SRM Portal and click on RFx and Auction button.
 - b) Rfx will be available to view for all the bidders which are already having valid SRM User ID's.
 - c) Interested bidders have to register first against the Bid invitation by clicking on "Register" button placed into Rfx header segment.
 - d) Tender document fee should be submitted on line/offline (Demand Draft / Pay Order / Banker's Cheque only except exemption document and EMD also may be submitted online/offline.
 - e) Once Registration step & Tender fee submission is done by bidder and the tender fee received by the NSPCL and updated into the system then Bidder could be able to "Create Response" and submit the bids against the Bid invitation into the system.
3. New Bidders which are not having SAP/ERP Vendor Code and or SRM User ID:
 - a) In case a new bidder wants to participate for a particular Bid invitation in SRM portal, the bidder first of all has to submit the filled Registration Form & NEFT Form along with required supporting documents e.g. as specified in forms, till **14/02/2023** to C&M department, NSPCL Bhilai in hard copy or scanned copy through e-mail at: rashmikumari@nspcl.co.in
 - b) C&M department will initiate the process for vendor ID creation in SAP & send the bidders SRM Credentials (User ID along with initial Password)
 - c) After creation of SRM Credentials the step 2 (above) shall be followed by the bidder.

EMD through Demand Draft in favour of **a crossed demand draft / pay order / banker's cheque in favour of NTPC SAIL POWER COMPANY LIMITED payable at Bhilai** and EMD documents to be sent to AGM(SSC-C&M), NSPCL/Bhilai – Expansion Site, Near Purena Village, Bhilai (East) PO Distt.-Durg, C.G. 490021 Tel. : 0788-2282446, 2347063, Fax : 0788-2228651 or in person at office. All Corrigendum/Modifications/Updates for the above NITs shall only be published on the aforesaid web sites.

Online Tender fee submission Procedure are attached here with "SRM Online TFE & EMD Payment Manual". May please click on link: - <https://www.nspcl.co.in/pages/nspcl-srm-portal>.

QUALIFYING REQUIREMENT

Name of Work: “Outsourcing Jobs related to Office Assistance in various Departments of NSPCL Bhilai (Expansion & PP- II) for a period of 2 Years”.

1.0	Technical Criteria
1.1	<p>The Bidder should have executed Similar Work(s) during the preceding 7 (seven) years reckoned as on the date of technical bid opening having:</p> <p>a) Single Order having a value not less than Rs. 135 lakh. OR b) Two Orders having a value not less than Rs. 84 lakh each. OR c) Three Orders having a value not less than Rs. 68 lakh each.</p>
Notes	<p>I. The phrase “Similar Works” means: “Office Assistance/Manpower Supply/Assistance to Operation or Maintenance /Housekeeping work in any Organization.”</p> <p>II. The word “Executed” means the bidder should have achieved the criterion specified in Qualifying Requirements, even if the total contract is not completed/closed. A work executed in the preceding seven (7) years reckoned as on the date of technical bid opening, even if it has been started earlier, will also be considered for meeting the requirement against clause 1.1 above. Agency has to furnish proof of executed value of work in the form of copies of RA bills, Relevant PO copy and Client’s completion certificate/ RA bill/ Final Deviation Statement etc. in support of meeting Qualifying Requirement.</p> <p>III. Values as per clause 1.1 shall be considered inclusive of taxes & duties.</p>
2.0	Financial Criteria
2.1	<p>The average annual turnover (AATO) of the Bidder, should not be less than Rs. 168 Lakhs (Rupees One Crore Sixty Eight Lakhs only) during the preceding three (03) completed financial years as on the date of Techno-Commercial bid opening.</p>
2.2	<p>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 certificate from practicing Chartered Accountant certifying its financial parameters, the audited results for the three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further, a Certificate would be required from the CEO/CFO as per the format enclosed in the bidding documents stating that the Financial results of the Company are under audit as on the date of Techno commercial bid opening and the Certificate from the practicing Chartered Accountant certifying the financial parameters is not available.</p>
Notes	<p>1. Other income shall not be considered for computing annual turnover.</p> <p>2. The figures indicated in 2.1 are inclusive of Taxes and Duties. If required, certificate in support of taxes and duties to be provided from Chartered Accountant.</p>

NIT Conditions

1. Bid documents will be issued to all the parties on their request (cost of tender document to be made by a **crossed demand draft / pay order / banker's cheque in favour of NTPC SAIL POWER COMPANY LIMITED payable at Bhilai**) for issue of bid documents without prima-facie examination of their qualification status. However, issue of bid documents shall not mean that bidders are considered qualified. Tender document fee will not be refunded. Request for tender documents received after the last date as mentioned above due to delays postal/courier services shall not be entertained.
2. NSPCL reserves the right to reject any or all bids or cancel / withdraw the Invitation for bids without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such action.
3. Agencies are advised to visit the site to familiarize themselves with the nature of work and the site conditions.
4. If the last date of receiving application and date of bid opening coincide with a holiday, the date will be shifted to the next working day.
5. Micro and Small Enterprises (MSEs) registered with Udyam as specified by Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, for goods produced and services rendered, shall be issued the bid documents free of cost and shall be exempted from paying Earnest Money Deposit & shall be issued the bidding documents free of cost and shall be exempted from payment of Tender Fee.

Other terms and conditions will be intimated in tender documents.

Address for communication:

AGM (SSC)

NTPC-SAIL POWER COMPANY LIMITED,

Post Office: BHILAI (East), Distt. : Durg (CHHATTISGARH), Pin: 490 021

☎ : 0788-2282446, 2347063

Email: sudeepk.das@nspcl.co.in; rashmikumari@nspcl.co.in; usha.kumari@nspcl.co.in,

RNSHUKLA@nspcl.co.in