

NTPC VIDYUT VYAPAR NIGAM LIMITED (NVVN)
(A Wholly Owned Subsidiary of NTPC Ltd.)



APPLICATION DOCUMENTS

FOR

**Enlistment of EPC Bidders for Development of Roof Top
Solar PV Power Projects below 10 MW Capacity of NVVN
Ltd.**

Enlistment DOCUMENT NO.: NVVN/C&M/RE-161/2022-23

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

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ANNEXURE I	ELIGIBILITY CRITERIA (EC) / QUALIFYING REQUIREMENTS (QR)
Attachment 1	A power of attorney duly authorised by a Notary Public indicating that the person(s) signing the bid has/have the authority to sign the bid.
Attachment 2:	The documentary evidence establishing in terms of EC/QR . The qualification data has been furnished as per your format enclosed with the Enlistment documents
Attachment 3:	List of Erection Tools & Equipment

Attachment 4	Quality Assurance Plan
Attachment 5:	Additional Information provided by us.
Attachment 6:	Form of Acceptance of 'Fraud Prevention Policy' regarding abiding by Fraud Prevention Policy of Employer displayed on its tender website http://www.ntpctender.com duly filled in as per your format enclosed in the Enlistment documents
Attachment 7:	Integrity Pact (IP) duly signed by us have been submitted
Attachment 8:	Declaration on Policy for withholding and Banning of Business Dealings duly filled in as per your format
Attachment 9:	Information regarding Safety Management

1.0 **DISCLAIMER**

- 1.1 NVVN reserves the right to not proceed further, to change the process or procedure of enlistment. It also reserves the right to reject any or all applications or cancel/withdraw the Enlistment process without assigning any reason whatsoever and in such case no applicant / bidder / intending bidder shall have any claim arising out of such action. It also reserves the right to decline to discuss further with any Applicant applying for Enlistment.

2.0 **INTRODUCTION**

NTPC Vidyut Vyapar Nigam Ltd. (NVVN) was formed by NTPC Ltd in the year 2002, as its wholly owned subsidiary to tap the potential of power trading in the country. NVVN holds a highest Category 'I' power trading license as per latest CERC regulation. NVVN has foray in the field of Electric Mobility and Renewable Projects.

NVVN has already identified a number of Greenfield projects in various parts of the country. Feasibility of execution of few more projects is being explored. To undertake development of Solar Power Projects. NVVN plans to enlist bidders meeting the specified Eligibility Criteria and willing to be associated with NVVN for its upcoming Solar Projects.

3.0 **SCOPE OF WORK**

The Brief Scope of Work for the subject package is as follows:

1. The scope of work includes Designing, engineering, supply, installation, testing and Commissioning of Project as per standard design and specifications and connecting to existing Mains/ACDB and interfacing internal electrical loads with licensee's network/electrical loads with Comprehensive O & M for period of Ten (10) Operational Years for Sale of Solar Power.
2. The successful Bidder would have to take approval for the interfacing the Project with Grid from distribution licensee/ CEIG/any other state agency, as applicable.
3. The design, engineering, supply, installation, testing and performance of the equipment shall be in accordance with latest appropriate IEC/Indian Standards.
4. Remote monitoring of the generation of Solar Power shall be done through appropriate software.
5. Detailed planning of time bound smooth execution of Project.
6. Performance testing for Successful Commissioning of the Project
7. Comprehensive O&M of the Project for Ten (10) Operational Year to assure faultless operation, and inventory maintenance; Supply of Power from Commissioning and acceptance of power plant to Ten (10) Operational Years.
8. Coverage of risk liability of all personnel associated with implementation and realization of the Project.
9. The Bidder shall be responsible to maintain sufficient inventory of the spare parts to ensure that the Project is functional during the O&M period.
10. The Bidder shall be responsible for seeking all sort of approvals from CEIG/Discom/ or any other State Agencies.

4.0 **INFORMATION REQUIRED AS PART OF APPLICATION FOR ENLISTMENT**

- 4.1 Applicants are required to submit the duly filed application form as mentioned below along with their supporting Documents/Certificates in the Attachments enclosed in this document.

5.0 INSTRUCTIONS TO THE APPLICANTS

5.1 Obtaining the Documents:

Enlistment document can be downloaded from GePNIC portal

For the detailed Enlistment Documents please visit at e-procurement portal <https://eprocurmentpc.nic.in> or may contact GM (contracts) / Sr. Manager (Contracts), NTPC Vidyut Vyapar Nigam Limited, 5th Floor, Engineering Office Complex, A-8A, Sector-24, Noida-201301. Email: nvvncontracts@ntpc.co.in.

Registered office: NTPC Bhawan, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi-110003, Corporate Identification Number: U40108DL2002GOI117584, Website: www.nvvn.co.in

- 5.2 All costs incurred by Applicant for preparing and submitting the Application for Enlistment, in providing clarification or any other expenses whatsoever shall be borne by Applicants themselves, regardless of the conduct or outcome of the Enlistment process.
- 5.3 This Application for Enlistment is not transferable
- 5.4 The language for submission of Application for Enlistment shall be English.
- 5.5 The person signing the application and submitting on behalf of the Applicant shall enclose Power of Attorney duly authorized and notarized for the same. The Power of Attorney shall be backed by copy of the Board Resolution of Company.
- 5.6 Bidders are required to furnish the details of the past experiences based on which selection is to be made as per format enclosed in the enlistment documents for the same. However, if any of the reference work pertains to the Contract(s)/Works executed by Bidder for NTPC in the past then in respect of such Contract(s)/Works Bidder shall not be required to enclose Client Certificate (s) along with its bid.

All the bidders, who are required to submit the details of the past experiences, shall submit all the documents, in support of Technical Qualification Requirements (such as copy of Purchase Orders/ Work Orders/ Contract Agreements/ Client Certificates etc.), duly certified and verified for authenticity from Independent Statutory Auditor of their Company or specified Third-Party Inspection Agency (TPIA).

Further, wherever information can be drawn from books of accounts, records and other relevant documents, Bidders can also submit a certificate issued by their Independent Statutory Auditor certifying the data required for meeting the Technical Qualification Requirements.

Such bidder shall be required to submit duly certified and verified documents from their Statutory Auditors or specified TPIA in support of meeting Technical QR along with a certificate regarding verification of authenticity of documents as per the format placed at Appendix D to Attachment-2A (Undertaking from Statutory Auditor) and/ or Appendix E to Attachment-2A (Undertaking from TPIA). All the documents submitted by the bidder in support of meeting Technical QR shall be digitally signed by the Statutory Auditor and/ or specified TPIA.

- 5.7 In case documents are certified & verified for authenticity through TPIA, the verification and certification of authenticity of documents is acceptable from any of the following TPIAs:
- 1) Société Générale de Surveillance / SGS India Pvt. Ltd.(SGS)
 - 2) Gulf Lloyds Industrial Services (India) Pvt. Ltd (GLISPL)
 - 3) International Certification Services (ICS)
 - 4) TUV Rheinland (India) Pvt. Ltd.
 - 5) TÜV SÜD South Asia Pvt. Ltd.
 - 6) TUV India Pvt. Ltd. (TÜV Nord Group)
 - 7) Intertek India Pvt. Ltd.
 - 8) Moody International (India) Pvt. Ltd.
 - 9) RINA India Pvt. Ltd.
 - 10) Competent Inspectorate and Consultants LLP

The following website may be referred for contact details of above ten (10) TPIAs:
http://nabcb.qci.org.in/accreditation/reg_bod_inspection_bodies.php

Any document pertaining to reference works/ plants in support of Technical QR, which is not certified by specified TPIA or Statutory Auditor of the bidder, as per the format enclosed with the bidding documents, shall not be considered verified/ certified for the purpose of evaluation, and the bid shall be liable for rejection.

- 5.8 Financial data should be given in Indian Rupees only. The Audited Balance sheet of the preceding three (03) years prior to the last date of submission of application for enlistment to be submitted
- 5.9 The information furnished with the Application for Enlistment must be sufficient for processing and assessment.
- 5.10 The enclosed attachments shall be filled in completely and wherever not applicable it should be written as "Not Applicable". Applicants should furnish the required information and desist from writing "shall be furnished later" or submitting the blank form.
- 5.11 In case the Applicant intends to give additional information for which specified space in the given attachment is not sufficient, it can be furnished by additional sheets.
- 5.12 All the pages of the Application for Enlistment and attachments should be signed and corrections and over writings should be countersigned by the authorized signatory.
- 5.13 Any information / data furnished by the applicant found to be incorrect or false or misleading at any point of time would render him liable to be debarred from the Enlistment / tendering / taking up of work in NVVN.
- 5.14 NVVN reserves the right to cross check and confirm the information / details furnished by the Applicant at any time during the period of enlistment.
- 5.15 Applicant shall give an undertaking at the time of Application for Enlistment that in case of award against any project specific enquiry, he shall register the awarded work with Safety Council of India (SCI), Mumbai and shall comply with requirements of SCI.

- 5.16 No Joint Venture or Consortium of firms shall be allowed to apply for the Enlistment. While filling the Application for Enlistment, the supporting documents should also be enclosed along with it and the applicant has to clearly confirm whether he is fully meeting all the parameters as per Clause 1.1.1 or 1.1.2 or 1.1.3 or 1.1.4 of Eligibility Criteria (Enclosed at Annexure I). In case the applicant is seeking Qualification as per Clause 1.1.4 of Eligibility Criteria, then in such case the applicant should be an Indian company registered in India and should be Group company/Holding Company/Subsidiary company of a firm meeting the requirement (s) of Clause 1.1.1 or 1.1.2 or 1.1.3 of Eligibility Criteria. Further, the applicant shall be required to furnish an Undertaking jointly executed by the firm qualified (as per clause 1.1.1 or 1.1.2 or 1.1.3 of Eligibility Criteria) and the applicant along with its Enlistment Application for complete performance of the contract (in case of award) jointly or severally, as per the format enclosed in the Enlistment document failing which the Applicant's Enlistment Application is liable to be rejected. If the applicant fails to submit an undertaking in the formats as mentioned above, his application shall be considered as incomplete and shall not be considered for Enlistment.

Bidder shall submit details along with documentary evidence of the experience details of his own or Group Company / Holding company Subsidiary company meeting the specified requirements as per Eligibility Criteria the time of submission of enlistment application

- 5.17 Due to splitting of work into number of packages depending upon unit size and number of units, the tendered quantity of various works may vary. Irrespective of the tendered quantities of project specific packages, the applicants and his associates have to meet the qualifying parameters given in the enclosed Eligibility Criteria given in the Application for Enlistment.
- 5.18 The applicant should own sufficient construction equipment and other required equipment for the proper and timely execution of the work. The applicant should submit details of the same in the enclosed formats as sought in Attachment – 3.
- 5.19 The applicant should have sufficient number of Technical and skilled manpower on its rolls for the proper execution of the Contract. The Applicant should submit details of the same in the enclosed formats as Attachment 2G.
- 5.20 Subsequent to enlistment, the enlisted bidders will be invited to submit the bids in respect of specific enquiry of NVVN for the Development /execution/ implementation Floating /Ground mounted Solar power Projects However, at the time of submission of bid in response to project specific enquiry for above Works, the bidder and his associate(s) may be assessed for the capacity and capability as per the Eligibility Criteria enclosed at Annexure-I.
- 5.21 The Applicant shall strictly adhere to the Fraud Prevention Policy of NVVN displayed on its tender website <http://www.nvvn.co.in> and shall immediately apprise the Employer i.e. NVVN about any fraud or suspected fraud as soon as it comes to their notice. (A certificate to this effect shall be furnished by the applicant along with his application as per the format enclosed at **Attachment 6**).

6.0 SUBMISSION OF APPLICATIONS

The applicants are required to submit duly filled in and signed Application for Enlistment along with the relevant Documents/Certificates, duly uploaded on GePNIC Portal (eprocurementpc.nic.in) on or before the last date and time for submission of applications as per schedule mentioned at GePNIC Portal

7.0 DEADLINES FOR SUBMISSION OF APPLICATIONS:

Applications must be submitted online no later than the time and date stated in the Schedule. NVVN shall not be liable for any delay and if any file gets corrupted.

NVVN may, at its discretion, extend this deadline for submission of applications by amending the Enlistment documents in accordance with **Clause 8.0**, in which case all rights and obligations of NVVN and Applicants will thereafter be subject to the deadline as extended.

8.0 AMENDMENT TO ENLISTMENT DOCUMENTS:

- a) At any time prior to the deadline for submission of Applications, NVVN may, for any reason, whether at its own initiative, or in response to a clarification requested by a prospective Bidder, amend the Enlistment documents.
- b) The amendments will be issued on e-procurement portal <https://eprocurementpc.nic.in>. The amendments will be binding on Bidders / Applicants, and it will be assumed that the information contained therein have been taken into account by the Bidder/Applicant in its Application. Applicants are also advised to regularly check the portal regarding posting of Amendment, if any.
- c) In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, NVVN may, at its discretion, extend the deadline for the submission of Applications.

9.0 OPENING OF APPLICATIONS:

- a) NVVN will open the Applications at the time, on the date and at the place specified in this Enlistment Document. In the event of the specified date for the opening of applications being declared a holiday for NVVN, the applications will be opened at the appointed time on the next working day. Applicant's attendance during the Application opening in NVVN Premises is not envisaged.
- b) Applications which are complete, complying and responsive to the requirements of the Enlistment Document will be considered for evaluation.

10.0 CLARIFICATIONS:

During the evaluation of the Applications, NVVN may, at its discretion, ask the Bidder / Applicant for a clarification of its application including documentary evidence pertaining to only the reference plants declared in the bid for the purpose of meeting Qualifying Requirement specified in the Enlistment Document. The request for clarification and the response shall be in writing and no change in the substance of the application including substitution of reference plants in the application by new/additional plant for conforming to Eligibility Criteria / Qualifying Requirement shall be sought, offered or permitted.

11.0 NOTIFICATION OF ENLISTMENT:

NVVN will evaluate the applications in line with the requirements specified in this enlistment document. Upon meeting the Eligibility Criteria and other requirements of the enlistment documents, NVVN will notify the successful Applicants in writing by registered letter or by telefax to be confirmed in writing by registered letter that its application for enlistment for has been accepted the subject package.

12.0 SCHEDULE:

A summary of the proposed schedule for Application for Enlistment is shown below. NVVN reserves the right to amend the enlistment process and amend the schedule at any stage.

EVENT	DATE
IFB No.	NVVN/C&M/RE-161/2022-23
Issuance of NIA	As per GePNIC Portal
Documents Sale Commencement Date	As per GePNIC Portal
Document Sale Close Date & Time	As per GePNIC Portal
Last date and time for receipt Enlistment Applications	As per GePNIC Portal
Date and time for opening of Applications	As per GePNIC Portal

13.0 EVALUATION CRITERIA FOR ENLISTMENT:

- a) For the purpose of Enlistment, Applicants shall be evaluated on the basis of stipulated Eligibility Criteria along with supporting Documents/Certificates. The details of construction equipment owned, technical & skilled manpower employed, safety aspects etc. shall also be considered while assessing the capacity and capability of the Applicant.
- b) Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has made misleading or false representation or deliberately suppress the information in the forms, statements and enclosures required in the Application for Enlistment.

14.0 CANCELLATION OF ENLISTED AGENCIES:

- a) The Enlistment of agencies shall be cancelled by NVVN in case of their poor performance, abandoning of allotted work, delay in completion of work and handing over of fronts to other agencies, bankruptcy and activities detrimental to the interest of NVVN. The decision of NVVN in this regard shall be final and binding on the Contractor/Agency/Vendor.
- b) In case of change of name of the Enlisted Applicant without change of constitution/partners, the same shall be intimated along with proof of such change to NVVN immediately but in no case later than thirty (30) days from the date of such change occurs failing which the Enlistment of Agency/Contractor by that name shall be cancelled.

15.0 PERIOD OF ENLISTMENT:

This enlistment shall be valid for a period of ONE (1) years from the date of Enlistment with provision for further extension up to one year.

16.0 RIGHT TO ACCEPT OR REJECT APPLICATION:

Notwithstanding anything contained in this Application for Enlistment, NVVN reserves the right to accept or reject any Application and annul the process and reject all Applications at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reasons.

17.0 ADDRESS FOR COMMUNICATION AND SUBMISSION:

GM (C&M) /Sr. Manager (C&M)
 NTPC VIDYUT VYAPAR NIGAM LIMITED
 5th Floor, Engineering Office Complex,

A-8A, Sector-24, Noida-201301
E-mail: nvvncontracts@ntpc.co.in
Corporate Identification Number: U40108DL2002GOI117584,
Website: www.nvvn.co.in

18.0 POLICY OF WITHHOLDING AND BANNING OF BUSINESS DEALING:

NVVN/NTPC has in place a Policy for withholding and Banning of Business Dealings as displayed on its website <http://www.nvvn.co.in> of the Enlistment documents. Business dealings may be withheld or banned with the Bidder/ Contractor on account of any of the grounds and following the procedures as detailed in the said Policy for withholding and Banning of Business Dealings.

19.0 CORRUPT OR FRAUDULENT PRACTICES:

NVVN requires that Bidders / Applicants, Contractors and Suppliers observe the highest standard of ethics during the procurement and execution of the contracts. In pursuance of this policy, NVVN:

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.
- (b) will reject an application for enlistment if it determines that the Bidder/Applicant recommended for enlistment has engaged in corrupt or fraudulent practices.
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, for enlistment if it at any time determines that the firm has engaged in corrupt or fraudulent practices.

20.0 FRAUD PREVENTION POLICY:

The Bidder along with its associate / collaborator / subcontractors / sub-vendors / consultants / service providers shall strictly adhere to the Fraud Prevention Policy of NVVN displayed on its website <http://www.nvvn.co.in> and shall immediately apprise the NVVN about any fraud or suspected fraud as soon as it comes to their notice. A Certificate to this effect shall be furnished by the bidder along with its Application in relevant attachment as per format enclosed in the Enlistment Documents.

21.0 INTEGRITY PACT:

Applicants are required to unconditionally accept the "Integrity Pact (IP)" (executed on plain paper) as per Attachment - 7 to the Enlistment Documents which has been pre-signed by the NVVN and submit the same duly signed on all pages by the Applicant's authorized signatory along with the application. The Integrity Pact (IP) is to be submitted in a separate sealed envelope as per provision of **Clause 6.2**. Applicant's failure to comply with the aforesaid requirement regarding submission of 'Integrity Pact (IP)' shall lead to outright rejection of the application and in such case the application shall be returned unopened to the applicant.