

**“LETTER OF UNDERTAKING” (LOU)**

(To be executed on non-judicial stamp paper of Rs. 100/-)

Ref.:

Date: ---. ---. ----

To,  
HEAD OF VDC (USSC/CPG-1)  
NTPC LIMITED,  
PLOT NO:87, SECTOR-24,  
NAYA RAIPUR, CG - 492018

Subject: Application for Enlistment

Dear Sir,

1. I, \_\_\_\_\_, son/ Daughter/ wife of \_\_\_\_\_ residing at \_\_\_\_\_ is authorized and empowered to make proposal for vendor enlistment on behalf of M/s. \_\_\_\_\_ with registered office at \_\_\_\_\_, a (proprietor ship / partnership / company registered under company act) @. Details of (Proprietor/ Partner/ Director) @@of the organizations are as below:-

Name	Son/ Daughter/ Wife of	Residential Address	Mention Proprietor/ Partner / Director (as applicable)

2. The Power of attorney as applicable issued by the competent authority in my company/ organization, authorizing me to sign & upload enlistment documents, is attached herewith.
3. I/ We hereby confirm that I will access the designated web site of NTPC for vendor enlistment with computer generated User ID and given password changed by me. I also confirm that I shall take all possible measures to prevent any unauthorized access to vendor enlistment portal on behalf of my company.
4. I/ We have read and examined and understood the requirements of NIA, MEG/CEG specific qualifying requirement etc. I/ We agree to accept all terms and conditions and subsequent to which desired information being furnished as desired in the following forms for Enlistment:-
- Company Information (KYC)
  - Financial details as per Balance Sheet e.g. Turnover, Profit & Loss, etc
  - MEG/CEG related Qualifying requirement (QR) & QR questionnaire

d. Execution Capability (Highest 3 Nos PO/ Work orders execution details for similar work)

5. I/We understand that statement made by us is initially subject to verification with the documentary evidence by NTPC for which relevant documentary evidence are uploaded/ being uploaded by us. I/ We also understand that in absence of relevant documentary evidence NTPC shall be at full liberty to ignore the furnished information.
6. I/ We also confirm that we shall furnish additional clarification / additional document, if any, desired by NTPC at any time (during / after enlistment)
7. I/ We also confirm that all furnished information & uploaded documents are correct and genuine to the best of our knowledge. I/ We also confirm that we don't have any objection for any physical verification & assessment and in obtaining confirmation from any relevant authorities/ company regarding any / all information furnished by us.
8. I/ We also confirm that we shall update NTPC for any change in status / furnished information appropriately within the currency of enlistment. In any furnished information/ uploaded document found to be incorrect/ forged during the process of enlistment or after enlistment, NTPC may take appropriate action as deemed fit as per Fraud Prevention Policy/ Integrity Pact of NTPC but not limited to Banning Business Dealing/ Cancellation of enlistment etc.
9. I/ We agree to abide by and fulfill all the term conditions and provisions of the Vendor Enlistment Certificate, if issued in our favors.
10. This undertaking is for consideration of NTPC LTD for considering our documents for enlistment of suppliers/ contractors against subject NIA for MEG/ CEG.

Witness

Signature:

Name

Address

Signature

Name of Executants

Designation

Postal Address of executants

Date:

Note:

1. Executant must possess valid power of attorney for submission of request for vendor enlistment.
2. Hard Copy of "Letter of Undertaking (LOU)" should be duly executed on stamp paper of requisite value. Digitally Signed (by the authorized signatory of the vendor) copy of the same should be uploaded online along with their application. Applicant should keep Original hardcopy with them and shall have to be provided whenever asked for.