

Application submission date extension
**ENLISTMENT OF AGENCIES FOR ORGANIZING VVIP PUBLIC EVENTS UNDER
SPG PROTOCOLS**

Dates for Online application submission shall be as per the following schedule

Enlistment group No.	CCG-11
Enlistment Docs link	(CCG-11)
Issue of NIA	24.12.2025
Start of Documents download Date	26.12.2025
Last date for receipt of queries from applicants (if any)	09.01.2026
Last Date and Time for Complete Application submission	16.02.2026
Cost of Enlistment Document/ Application Fees	NIL

Note: *Applicants are advised to visit the Vendor Enlistment portal of NTPC <https://vdc.ntpc.co.in> for updated schedule and submission of online application for the said Enlistment .*



**NTPC Limited
(A Government of India Enterprise)**

**Notice Inviting Applications
(NIA)**

for
**ENLISTMENT OF AGENCIES FOR ORGANIZING VVIP
PUBLIC EVENTS UNDER SPG PROTOCOLS**

Application Period (Online only)
26.12.2025-16.01.2026
through NTPC Vendor Enlistment Portal
vdc.ntpc.co.in

ENLISTMENT OF AGENCIES FOR ORGANIZING VVIP PUBLIC EVENTS UNDER SPG PROTOCOLS

CCG NO.	CCG-11
Description	Enlistment of agencies for organizing VVIP public events under SPG protocols
Responsibility Centre	CC&M
Brief Scope of Work	<p>Indicative Brief Scope of Work</p> <p>Main Event Location (Public Event) Arrangements</p> <ul style="list-style-type: none"> a) Preparation of Site including levelling, grading, compacting etc. as per the site conditions. b) Development of hard crusted roads for the venue, helipad, safe house and parking approaches. c) Development of Layout drawings and approval of Govt. Authorities and SPG. d) Establishment of seating capacity for atleast 50,000 public people and as specified in German hanger-based waterproof tentage with proper cooling and ventilation arrangements. e) Establishment of Main stage and side stages with LED, lights including tress lighting system sound system, cooling and ventilation arrangements in line with SPG guidelines and Govt. protocols. f) D-Zone area development and barrication in line with SPG guidelines/norms. g) Roadshow path barrication in line with SPG guidelines/norms. h) Establishment of Sound, Light, LEDs, barrication, proper cooling and ventilation arrangements and allied arrangements etc. for the entire tentage including proper seating arrangement of VVIP, VIP Media person, any other dignitaries and public in line with SPG guidelines/govt. protocols. i) Arrangement of signages for public galleries, VVIP, VIP and officer galleries , Media gallery and other facilities etc. along with direction marking. j) Installation of CCTVs and establishment of network and command control room in line with Govt. directions and security protocols. k) Exhibition arrangement including model display, stand display of site photographs and project salient features. l) Readiness of VVIP and VIP Lounges with all amenities as per SPG guidelines and govt. protocols viz VVIP lounges, at helipad and event location etc. m) Arrangement of Water and Toilets for public in sufficient numbers as per the Govt. norms/directions. n) Arrangement of infrastructure for medical first aid centres, Camps, 10 Bedded Medical Camp Hospital as per the Govt. directions. o) Provision of infrastructure for VVIP, VIP and public Entry and Exit with proper barrication and hold areas along with multiple security/frisking check points as per the Govt. norms/directions. p) Provision of adequate number of fire extinguishers and fire-retardant spray of the venue in line with fire department guidelines and directions. q) Establishment of adequate number of DG sets for main supply along with 100% back up for the connected loads of public, lounges and helipad areas. r) Establishment of adequate number of DG sets for main supply along with 100% back up and UPS for the connected loads of Main stage and main control console including sound, lights, Audio and Video systems.

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	<ul style="list-style-type: none">s) Establishment of dedicated High band width Internet leased line connectivity through three numbers of alternate connections as main and back up and with connectivity to NIC.t) Establishment of two-way connectivity as per the directions of the State Govt.u) Masking of the directed locations with view cutters and barrication in line with SPG directions and security protocols.v) Arrangement of Photography & Videography of the entire event and establishment of media raisers for DD live coverage.w) Printing of Press brochures/booklets.x) Beautification of event location with flower decoration, greenery and branding with approved banners.y) Equipping VVIPs lounges in line with SPG norms and protocols.z) Refreshment/ Lunch arrangements for VVIP, VIP and Media Persons.aa) Establishment of site office with conference facilities for effective coordination and execution of venue activities.bb) Applying and coordinating for getting the necessary NOCs for various statutory authorities viz Fire department, I&PR, electrical safety, PWD and Food safety dept. Etc.cc) Engaging anchors for the function management as per the approved minute to minute program.dd) Police and security logistic arrangements.ee) Any other arrangements required as per protocol requirements of SPG.
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QUALIFYING REQUIREMENTS

The applicant should meet the qualifying requirements stipulated under clause 1.0. In addition, the applicant should also meet the requirements stipulated under clause 2.0 together with the requirements stipulated under Standard Terms and Condition of the enlistment document.

1.0 Technical criteria

1.1 The applicant should have executed at least three (3) large-scale Outdoor Public Infrastructure events having executed value of at-least INR 5 crore each, in the last three (3) years.

AND

1.2 The applicant should have executed at least one (1) large-scale event for the VVIP involving SPG (Special Protection Group) protocols, with crowd capacity of 50000 or more people with German hanger arrangement in the last three (3) years with the State, Central or International Government / PSUs.

Notes for Clause 1.0 above:

1. Large scale event shall mean Outdoor Mass Contact Programs or Public Rallies, or Inauguration Ceremonies involving temporary superstructure (German Hangars), civil works, and crowd management.

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Note: Indoor seminars, banquets, and hotel-based conferences shall NOT be considered.

2. The word "Executed" mentioned above means that the applicant should have achieved the criteria specified in the above eligibility criteria within the preceding three (3) years prior to the date of Techno Commercial bid opening, even if the total contract is started earlier and/or is not completed/closed.
3. In case of orders under execution, the value of work executed prior to the date of Techno Commercial bid opening duly certified by applicant's client shall be considered acceptable.
4. Reference work executed by the applicant as a sub-contractor shall NOT be considered.
5. For arriving at the executed value of work specified above, basic amount only shall be considered. In case contract is inclusive of taxes, applicant should provide the break –up of basic value and taxes.

2.0 Financial Criteria

2.1 The average annual turnover of the Applicant, in the preceding three (3) completed financial years as on the date of submission, shall not be less than Rs. 500 Lakhs (Rupees Five Hundred Lakhs only).

2.2 Net worth of the Applicant should not be less than 100% (hundred percent) of its paid-up share capital as on the last day of the preceding Financial year reckoned from the date of Techno-commercial bid opening.

2.3 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, Applicant is not able to submit the certificate from practicing Chartered Accountant certifying its financial parameters, the audited results for the three (3) consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further, a certificate would be required from CEO/CFO as per the format enclosed in the bidding document 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 financial parameters is not available.

Notes for Clause 2.0 above:

(i) Net worth means the sum total of the paid-up share capital and free reserves. Free reserve means all reserves credited out of the profits and share premium account but does not include reserves credited out of the revaluation of the assets, write back of depreciation provision and amalgamation. Further any debit balance

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<p>of Profit and Loss account and miscellaneous expenses to the extent not adjusted or written off, if any, shall be reduced from reserves and surplus.</p> <p>(ii) Other income shall not be considered for arriving at annual turnover figures.</p>	
<p>Documents to be submitted as proof of meeting the stipulated Qualifying Requirements</p>	<p>Schedule 1 to Schedule 5 under Applicant Qualification Data enclosed as Appendix-1 herewith</p> <p>Relevant legible PO copy / work order with detailed scope of work, terms and conditions, BOQ and Client's Completion Certificate/RA bill/Final deviation statement.</p> <p>NTPC can ask the applicant any further document / information required for verification of the credentials submitted. For jobs carried out in NTPC units, the Execution proofs can be checked from NTPC records</p>
<p>Additional Docs to be submitted</p>	<p>In addition to the documents required in support of meeting Technical Qualifying Requirements as stated above, following documents are required to be submitted by the Applicants applying for enlistment:</p> <p>i.Three POs with BOQ of the highest executed values of similar work during previous five years from the date of application and Copy of Completion Certificate /RA Bill/Final Deviation Statement from the concerned client in support of successful execution of work against each of the POs to be submitted.</p> <p>ii.Audited balance sheet including profit and loss statement for the previous three completed financial years reckoned from the date of application.</p> <p>In case the audited results for the preceding financial year is not available, certification of financial statements from a practicing chartered account may be submitted. In case, applicant 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. Further a Certificate would be required from the CEO/CFO stating that the financial results of the company are under audit as on the date of Application and the Certificate from the practicing Chartered Accountant certifying the financial parameters is not available.</p> <p>iii. NSIC / SSI / MSME registration certificate, if any</p> <p>iv. PF and Service Tax registration certificate</p>

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	v. Any other documents in addition to the above which the applicant wants to submit.
Special Terms and Condition applicable for the said CCG	Appendix-02 as enclosed herewith

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Appendix-01

Applicant's Qualification

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Schedule 1

TECHNICAL QUALIFICATION DATA SHEET

Part 1: Experience for Clause 1.1 (General Outdoor Infrastructure) Requirement: 03 Large-scale Outdoor Events > INR 5 Cr each

S No	Client details (Org Name, Contact Person, Contact No.)	Event Date & Name details	Basic Executed Value (Excl. Tax)	Nature of event *	Role of Bidder as Main Contractor (Select One)	Document Ref (Mention Doc Name & Page No.)
1			INR _____ Cr	<input type="checkbox"/> Large scale Outdoor event <input type="checkbox"/> Indoor Event	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supporting Award and Completion Certificate Documentation is enclosed herewith at _____ and same is uploaded in PO details under technical information section
2			INR _____ Cr	<input type="checkbox"/> Large scale Outdoor event <input type="checkbox"/> Indoor Event	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supporting Award and Completion Certificate Documentation is enclosed herewith at _____ and same is uploaded in PO details under technical information section
3			INR _____ Cr	<input type="checkbox"/> Large scale Outdoor event <input type="checkbox"/> Indoor Event	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supporting Award and Completion Certificate Documentation is enclosed herewith at _____ and same is uploaded in PO details under technical information section

*Large scale event shall mean Outdoor Mass Contact Programs or Public Rallies, or Inauguration Ceremonies involving temporary superstructure (German Hangars), civil works, and crowd management.

Indoor seminars, banquets, and hotel-based conferences shall NOT be considered.

Certified that the above information is correct and the orders listed were executed by us as the Main Contractor.

Signature & Seal of Bidder: _____

Date: _____

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SCHEDULE 2

TECHNICAL QUALIFICATION DATA SHEET

Part 2: Experience for Clause 1.2 (VVIP / SPG Protocols)

Requirement: At least 01 Event for VVIP with SPG Protocols, >50,000 Pax, German Hangar.

Event 01		
Criteria	Bidder Declaration	Page No in supporting doc enclosed.
Name of VVIP		Pg: _____
Was SPG Protocol involved?	<input type="checkbox"/> YES (Attached MOM/Certificate) <input type="checkbox"/> NO	Pg: _____
Crowd Capacity	_____ Pax (Must be > 50,000) (Attached Proof of public Capacity)	Pg: _____
Infrastructure Deployed	German Hangar (Size: _____ sqm) (Attached Proof of German Hanger Capacity)	Pg: _____
Role of applicant	Main Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No	Pg: _____

Event 02		
Criteria	Bidder Declaration	Page No in supporting doc enclosed.
Name of VVIP		Pg: _____
Was SPG Protocol involved?	<input type="checkbox"/> YES (Attached MOM/Certificate) <input type="checkbox"/> NO	Pg: _____
Crowd Capacity	_____ Pax (Must be > 50,000) (Attached Proof of public Capacity)	Pg: _____
Infrastructure Deployed	German Hangar (Size: _____ sqm) (Attached Proof of German Hanger Capacity)	Pg: _____
Role of applicant	Main Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No	Pg: _____

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SCHEDULE 2

TECHNICAL QUALIFICATION DATA SHEET

Part 2: Experience for Clause 1.2 (VVIP / SPG Protocols)

Requirement: At least 01 Event for VVIP with SPG Protocols, >50,000 Pax, German Hangar.

Event 03		
Criteria	Bidder Declaration	Page No in supporting doc enclosed.
Name of VVIP		Pg: _____
Was SPG Protocol involved?	<input type="checkbox"/> YES (Attached MOM/Certificate) <input type="checkbox"/> NO	Pg: _____
Crowd Capacity	Pax (Must be > 50,000) (Attached Proof of public Capacity)	Pg: _____
Infrastructure Deployed	German Hangar (Size: _____ sqm) (Attached Proof of German Hanger Capacity)	Pg: _____
Role of applicant	Main Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No	Pg: _____

Note : Applicant to upload the above declaration along with Supporting documents as applicable.

Certified that the above information is correct

Signature & Seal of Bidder: _____

Date: _____

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SCHEDULE 3

FINANCIAL DATA SHEET

Requirement : Avg annual turnover > 5 Cr and networth + ve and 100 % of capital

Financial Year	Annual Turnover (Rs. Lakhs)	Net Worth (Rs. Lakhs)	Paid-up Share Capital (Rs. Lakhs)	Page No. of Audited Balance Sheet
FY 20__-20__	_____	_____	_____	Pg: _____
FY 20__-20__	_____	_____	_____	Pg: _____
FY 20__-20__	_____	_____	_____	Pg: _____
AVERAGE	_____	_____	_____	_____
Compliance Check	> 500 Lakhs? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is Net Worth Positive and > 100% of Capital? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

Note : Applicant to upload the above details along with Supporting documents as applicable.

Certified that the above information is correct

Signature & Seal of Bidder: _____

Date: _____

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SCHEDULE 4

TECHNICAL PREPAREDNESS

The applicant must confirm capability to execute specific critical line items from the Scope of Work.

SOW Ref	Critical Scope Item	Bidder's Confirmation / Preparedness	Comply? (Yes/No)
Item 1-2	Civil Works: Levelling, grading, and development of hard-crusted roads for venue & helipad.	We confirm possession of/access to road rollers & earthmovers.	
Item 5	German Hangars: Capacity to deploy waterproof German Hangars for atleast 50k - 1 people with ventilation.	We confirm availability of large-span German Hangar inventory.	
Item 8-9	SPG D-Zone: Adherence to strict SPG norms for "D-Zone" barricading and VVIP proximity security.	We understand SPG protocols for D-Zone sanitization.	
Item 12	Command Control: Establishment of Networked Command Control Room with CCTV integration.	We confirm capability to set up IT-integrated Control Rooms.	
Item 16	Medical Infra: Establishment of 10-Bedded Medical Camp Hospital with ICU facilities as per Govt norms.	We confirm tie-ups/capability for medical camp setup.	
Item 18-19	Power Backup: Provision of 100% DG Set backup for ALL loads (Public + VVIP + Helipad).	We confirm deployment of DG Sets.	
Item 20	Connectivity: Provision of 3 dedicated High-Bandwidth Leased Lines with NIC connectivity.	We confirm capability to provision leased lines at remote sites.	

Note: Applicant to upload the above details along with Supporting documents as applicable.

Certified that the above information is correct and the orders listed were executed by us as the Main Contractor.

Signature & Seal of Bidder: _____

Date: _____

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SCHEDULE 5

CLIENT LIST & DETAILS OF PAST ORDERS

(To be filled by the Bidder and submitted with the Enlistment document)

Name of Bidder: _____

A. SUMMARY LIST OF MAJOR CLIENTS

Please list major Government, PSU, or International Government clients for whom you have executed events in the last 5 years.

S. No.	Name of Organization / Client	Event details	Location & State	Year of Association
1				
2				
3				
4				
5				
.....				

Note : Please insert additional rows as applicable

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SCHEDULE 5

B. DETAILS OF SPECIFIC PAST ORDERS

Details of "Outdoor Public Infrastructure Events" and "VVIP/SPG Events" executed in the preceding 3 years.

S. No	Project / Event Name Location & state	Client Name & Address	Work Order (WO) Details	Executed Value (In INR Cr)	Completion Date	Scope Highlights (Tick Relevant)
1	Event: * (Description of work)	Name: Location:	WO No: Date:	₹ _____ Cr (Excl. Tax)		Outdoor Infra German Hangar SPG Protocol
2						
3						
4						
5						
....						

Note : Please insert additional rows as applicable

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SCHEDULE 5

C. ONGOING WORKS (WORKS IN HAND)

List of major projects currently under execution.

S. No	Client Name	Description of Work and Location & state	Order Value (INR)	% Completed	Expected Completion
1					
2					
3					
4					
5					
....					

Note : Please insert additional rows as applicable

**Certified that the above information is correct and the orders listed were executed
by us as the Main Contractor.**

Signature & Seal of Bidder: _____

Date: _____

Standard Terms and Conditions

1.0 SCOPE OF ENLISTMENT:

NTPC is in the process of online Enlistment of vendors for various Services

The intent of this enlistment is to identify and enlist prospective vendors who meet Technical Qualifying Requirements envisaged. Any vendor desirous to get their names enlisted/ updated themselves in the approved list; they can do so once in a year.

2.0 STANDARD TERMS & CONDITIONS (STC) FOR ENLISTMENT:

This document will be applicable **only** for Enlistment of agencies for Items/services identified under Corporate Contracts Group (CCG)

This document explains the details regarding the modality and terms & conditions for enlistment.

3.0 RESPONSIBILITY CENTRES FOR VENDOR ENLISTMENT:

CC&M department shall be the Responsibility Center for CCG enlistment. The address and contact details are mentioned under the para for Addreess for Communication herewith

4.0 HOW TO APPLY FOR ENLISTMENT:

Interested potential vendors are advised to regularly visit the website www.vdc.ntpc.co.in to update them and apply online for the **CCG Enlistment** of their interest and for which they would meet corresponding Technical Qualifying Requirement. Interested vendors are to apply and upload / submit **only online** the relevant documents (credentials) as required for enlistment against corresponding CCG. It is required that the Xerox copy of the original document of the relevant credential shall be attested by the authorized signatory with company seal scanned and uploaded in “**PDF form**”.

No fee is required to be paid for enlistment. No off line application would be entertained by NTPC.

Any Certificate(s) / Financial Statement(s) / Audited Balance Sheet and P&L Account (wherever applicable) undertaken/ signed by a Member of Institute of Chartered Accountant of India (ICAI), which Applicants submit, will carry Unique Document Identification Number (UDIN) generated in line with the Gazette Notification of Council of Institute of Chartered Accountant of India (ICAI).

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Applicants, required to submit the details of the past experiences, shall submit all the documents, 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).

Applicants must verify the accreditation validity of the designated TPIA before engaging them. The website <https://nabcb.qci.org.in/inspection-body/> may be referred to for contact details and accreditation validity

Further, wherever information can be drawn from books of accounts, records and other relevant documents, Applicants can also submit a certificate issued by their Independent Statutory Auditor certifying the data required in support to their past experiences. Such applicant shall be required to submit duly certified and verified documents from their Statutory Auditors or specified TPIA along with a certificate regarding verification of authenticity of documents as per the format placed at Annexure-IIIA (Undertaking from Statutory Auditor) and/ or Annexure-IIIB (Undertaking from TPIA). All the documents submitted by the applicant shall be digitally signed by the Statutory Auditor and/ or specified TPIA

The Applicant shall be responsible to get their documents/ credentials verified & certified by their Statutory Auditor(s) and/ or specified TPIAs. All the costs pertaining to third party verification and certification (including those by statutory auditors) shall be borne by the Applicant. NTPC shall have no liability (financial or otherwise) towards the same and shall not be liable for any claim/ dispute between the bidder and TPIA and/ or Statutory Auditor

5.0 BASIS FOR ENLISTMENT:

NTPC shall evaluate the credentials uploaded by the applicant to determine as to whether technical aspects are in accordance with the Qualifying Requirements set for the respective CCG. Subsequently, at the sole discretion of NTPC, physical assessment of establishment (s)/ verification of document (s)/ may also be carried out, if felt necessary by NTPC. Vendor should not have any objection to such physical assessment / Verification etc. All technically qualified vendors shall be enlisted against respective EG and their annual turnover and execution capability shall be mapped in the system for further usage. The decision of NTPC in this regard shall be final and binding.

NTPC shall evaluate only those cases which are complete in all respects and which are prima-facie found to be qualified based on the responses given. Any incomplete request or deficiency of document(s) will run the risk of rejection. In the process of vendor enlistment, NTPC may seek additional information/ clarification and vendor must be ready to furnish

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promptly any such information, so asked for.

Any vendor currently under BIFR or banned / blacklisted on Pan NTPC basis shall not be considered for enlistment. However, such vendors may be considered for enlistment only after expiry of the banning / blacklisting period.

6.0 CUT OFF DATE TO APPLY FOR ENLISTMENT:

In the initial vendor enlistment process, an abridged version of Notice Inviting Application (NIA) shall be uploaded on NTPC websites www.vdc.ntpc.co.in and www.ntptender.ntpc.co.in for wide publicity.

The cutoff date for submission of completed application as mentioned in this notification only for the purpose of commencing the first cycle of evaluation only. Vendors intending to get themselves enlisted within the first cycle need to apply online within this cutoff date. Application submitted after this date will not be considered for enlistment in the first cycle.

Vendor should ensure that only relevant documents are uploaded. Post application submission & before the cutoff date, if the applicant needs to modify/edit the submitted application, an e-mail from the registered e-mail of the applicant is required to be sent.

During evaluation of the application, if the evaluation committee requires any documents, the same shall be sought & responded by the applicant through the portal only.

7.0 UPLOADING OF ENLISTED VENDORS LIST:

The list of approved vendors for enlistment shall be uploaded on the website www.vdc.ntpc.co.in. Against each enlisted vendor, their respective Average Annual Turnover (AATO) during preceding three completed financial years and execution capability (EC) of similar supply / work during preceding five years from the date of submission of their application shall be mentioned.

8.0 VALIDITY OF ENLISTMENT:

Vendors shall be enlisted for three years from the date of uploading of list on website, subject to fulfillment of the terms & conditions.

9.0 CERTIFICATE OF VENDOR ENLISTMENT:

After approval, certificate of enlistment shall also be issued by the respective responsibility Centre to the approved vendors.

10.0 SELECTION OF ENLISTED VENDORS FOR ISSUING TENDER ENQUIRY:

After enlistment, whenever requirement emerges, based on the cost estimate and the execution period of the PR, the list of vendors to whom enquiry can be issued (out of all the technically qualified enlisted vendors) shall be selected as follows:-

Example:- Say Average annual Financial turnover of a vendor during preceding 3 financial years is Rs 80 lakh and three highest values of similar work executed against three separate orders during preceding five financial years are :- Rs 70 lakh, 60 lakh and Rs 55 lakh as given below:

AATO	Capability of execution of similar work as per PO values	PO-1	PO-2	PO-3
80	PO values	70	60	55
	Execution Capability as per one/two/three POs	70x1.25=87.5 (C.E up to 87.5 L)	60x2=120 (C.E up to 120 L)	55x2.5=137.5 (C.E up to 137.5 L)
	Execution Capability of the vendor to execute similar work	137.5 (Highest of 87.5, 120 and 137.5) Vendor is capable to execute work up to cost estimate 137.5 L i.e eligibility limit for enlistment up to cost estimate 137.5 L		
AATO means: Average annual turnover of the company during preceding three completed financial years reckoned from the date of submission of application for enlistment				
AATO and highest of the three eligibility limits as shown in the table shall be recorded in the System for each technically qualified vendor. Both parameters will be taken into account while considering for sending enquiry.				

Selection of Vendors as per enlistment for a respective category:-

A) **Average Annual Turnover required** shall be calculated as:

- i) For procurement / works cases with cost estimate and completion period **more than 12 months**,

$$\text{AATOR} = \text{EC} \times 12 / \text{CP},$$

Where:

AATOR = Average Annual Turn Over

Required EC = Estimated Cost

CP = Job / supply Completion in Months

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ii) For procurement / works case with cost estimate and completion period **up to 12 months**,

AATOR = EC, Where:

AATOR = Average Annual Turn Over

required EC = Estimated Cost

B) **Execution Capability** of the vendor to execute similar work shall be calculated based on the values of the 03 POs submitted by the vendor as defined at the table.

The enlisted vendors with execution capability more than the cost estimate of the works/ procurement and having AATO more than AATOR as defined above shall be selected by the system and the same shall be referred to as **Eligible Enlisted Vendors** for that case.

By feeding the cost estimate and the Job/ supply Completion period, CCG Enlistment, the Eligible enlisted vendors - list of vendors to whom enquiry can be issued shall be generated by the system.

Note : Eligible enlisted vendors for issuing future tender enquiries as mentioned above may be asked for on site development as per tender conditions stipulated.

11.0 **YEARLY REVIEW & UPDATION OF VENDOR ENLISTMENT**

All applications received within the cutoff date notified in the initial enlistment will be evaluated as mentioned at para 5.0 above.

However, the site will remain open for vendors to apply but these applications shall be considered for evaluation in the next cycle as given below.

Application for fresh enlistment/ upgradation shall be open after one year.

Already enlisted vendors: If any enlisted vendor wants to upgrade their credentials (Average Annual Turn Over and / or Execution Capability/ any other information) during the validity of enlistment, they can apply online with revised credentials for up gradation. *However, the revised credentials for Execution Capability related to preceding five years and annual turnover related to preceding three financial years shall be considered for evaluation, from the date of revised application.*

New vendors: If any new applicant gets qualified in line with the aforesaid

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procedure, their name shall be included in the enlisted vendors list for a period of 3 years from the date of uploading on the website.

Note: Existing enlisted vendor/ prospective vendor to visit the portal regularly to keep themselves abreast with the latest offerings.

12.0 RENEWAL OF ENLISTMENT:

Before completion of three (3) years, already enlisted vendors can apply with their fresh credentials for enlistment for a further period. If their credentials are found in order, their enlistment shall be done accordingly. Their enlistment shall be valid for three years from the date of approval. It may be noted that the system will automatically delete the enlisted vendor after expiry of its validity. Therefore, Vendor at their interest should take appropriate action to update their records / resubmit the application well in advance so as not to face any such eventualities to deletion of their names from the approved list.

13.0 INSTRUCTION FOR APPLYINGONLINE

Interested vendors may open the website (www.vdc.ntpc.co.in) and proceed for NTPC vendor enlistment portal on create login button, select the enlistment category, and fill in the relevant details to create login credentials. System generated e-mail shall be sent to the vendor giving ID & password for authentication & activation. Vendors shall log in to the website with this ID and password. After log in, the system shall ask for change of password, ID remaining same. Vendors, in their own interest should change the password.

After log in, the page opened shall show the details required which should be correctly filled in. It is required that the Xerox copy of the original document of the relevant credential shall be self-attested by the authorized signatory with company seal,scanned and uploaded in “**PDF form**” as per the instructions shown on the page. Star (*) marked fields are mandatory

Applicants, required to submit details of past experiences, shall submit documents (PO, Completion Certificates) duly certified and verified for authenticity from their **Independent Statutory Auditor** or specified **Third-Party Inspection Agency (TPIA)**. All financial documents must carry a UDIN.

14.1 How to fill the application for enlistment

The application form is divided into 4 sections namely General, Financial,

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Technical and works / additional info. The attributes corresponding to data and information are self- explanatory.

A help document for enlistment application is available on https://vdc.ntpc.co.in/UploadedFiles/Documents/VDC_Portal_help.pdf page under the 'Help' tab. Helpdesk numbers and email for assistance are mentioned in the pop-up.

The mandatory attributes are superscribed by *.

on application submission, a system generated confirmatory mail is triggered to the registered email of the applicant

14.2 Important instructions

- I. **Fee:** There will be no fee applicable for submitting application for enlistment.
- II. The applicant is required to correctly select the Corporate Contracts Group (CCG) for which they intend to get enlisted. They should read the **Technical Qualifying Requirement (QR)** for enlistment for the respective CCG carefully. The documents required must be copied, signed by the authorized signatory, stamped with the company seal and scanned copy of the same should be uploaded in PDF form.
- III. Documents which are mandatory must be uploaded, failing which the application for enlistment is liable for rejection.
- IV. Incomplete applications are liable for rejection.
- V. NTPC reserves the right to verify the authenticity of the information / documents furnished as well as accept / reject application/s in full or part without assigning any reason whatsoever. No correspondence / queries will be entertained in this regard.

15.0 ONLINE DOCUMENTS:

All applications received till the cutoff date shall be considered for enlistment.

Even after submission, but before cutoff date for application submission, if the applicant wants to modify the data, they can do so by sending a request email to cpcadmin@ntpc.co.in from their registered email for unlocking the submitted application. The applicant should mention their NTPC Vendor Portal User ID, enlistment group (CCG) and date of application submission. It is the sole discretion of NTPC Limited whether to unlock a submitted application before the cut-off date.

16.0 OFFLINE DOCUMENTS:

No hardcopy is required to be sent / submitted while submitting the application.

All the uploaded documents are to be kept with vendor in original and shall have to be provided whenever asked for. Failing to do so, may lead to action inline to the NTPC Withholding & Banning policy.

17.0 EVALUATION CRITERIA & PROCESSING OF APPLICATIONS

17.1. The applicant meeting the technical qualifying requirements against the respective CCG Enlistment shall be shortlisted for enlistment subject to physical assessment clearance, if applicable.

The evaluation of credentials for enlistment of vendors shall be done by the Responsibility Centre as indicated against that CCG

17.2 Physical Assessment

For the vendors shortlisted by the respective evaluation committee, at the sole discretion of NTPC, physical assessment of establishment (s)/ verification of document (s)/ may also be carried out, if felt necessary by NTPC. Vendor should not have any objection to such physical assessment / verification etc. The observations/ finding of the assessment committee should also be signed by the vendor being assessed.

17.3 Mapping of data of enlisted vendors (Average Annual Turnover and execution experience):

Average annual turnover and execution experience value will be mapped against each enlisted vendor.

18.0 ASSISTANCE IN FILLING APPLICATION DOCUMENT

For queries related to CCG enlistment, the contact details are mentioned under the para for Addreess for Communication herewith

For assistance regarding IT issues, the details are mentioned in point 14.1 above.

19.0 E-TENDER REQUIREMENT FROM ENLISTED VENDOR

NTPC is procuring goods & services through e-tender mode. Hence, vendors are advised to obtain CLASS III Digital Signature (with Organization name), NTPC vendor code in NTPC e Tender Web Site for participation in e-tender. Enquiry will be issued on e-tender platform only.

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Bidders will not be able to receive & participate in e-tender if they do not have the required digital certificate. The vendors may contact the concerned Responsibility Centre for creation of vendor code or replication in NTPC e Tender Web Site.

Vendors must register on **GeM (Government e-Marketplace)** and submit an undertaking to participate in GeM tenders

20.0 FRAUD PREVENTION POLICY:

Provisions of Fraud Prevention policy shall apply for the enlistments being done. The applicant shall strictly adhere to the Fraud Prevention policy of NTPC which is available on **the home page of our web site www.vdc.ntpc.co.in**

21.0 Policy & Procedure for Debarment from Business Dealings:

The Policy & Procedure for Debarment from Business Dealingspolicy of NTPC available on **the home page of our web site www.vdc.ntpc.co.in** shall be applicable.

22.0 REVIEW OF PERFORMANCE OF ENLISTED VENDORS:

The performance of the enlisted vendors shall be reviewed periodically by the respective responsibility center based on the feedback given by the user deptt.

23.0 COURT OF JURIDITION:

The Courts at Delhi shall have the exclusive jurisdiction to entertain and try any dispute relating to online vendor Enlistment process of NTPC.

24.0 CONFLICT OF INTEREST

24.1 An enlisted vendor during their participation in a Tender as a bidder, should ensure that they do not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices to the detriment of Employer's interests.

24.2 The criteria based on which a bidder shall be considered to have a conflict of interest with one or more parties in the bidding process, shall be as per provisions of the bidding documents of the specific Tender.

24.3 During the bidding process/bids invited amongst the enlisted parties, the bidder shall have to submit their acceptance/compliance of provisions of Bidding Documents, regarding "Conflict of Interest".

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24.4 In case it is established that Bidder has provided any false information in pursuance of the aforesaid Clause, while competing for the contract, then its bid shall be rejected and EMD/bid security shall be forfeited.

24.5 In case of a successful bidder, if it is established that the Bidder has not complied with terms of aforesaid Clause, during execution of contract, this would be considered as fraudulent practice as mentioned in the "Policy for Debarment from Business Dealings" and shall be dealt accordingly.

25.0 DELISTING OF ENLISTED VENDORS

25.1 The enlisted vendor shall be de-listed from the approved Vendor list for the balance validity period of enlistment on the following ground:

25.2 If any enlisted vendor for a particular Enlistment Group (CCG) does not participate at least **once in Three years** in any of the tenders issued to them from any NTPC office, then they may be delisted from the approved Vendor List.

26.0 SUBCONTRACTING PROVISIONS

26.1 The enlisted contractor shall only be given the award based on evaluation of the bids. Generally subcontracting of the work will not be permitted.

26.2 However, in certain exceptional cases as per specific requirement it may be allowed with the approval of Competent Authority but the due reasons are to be recorded in such cases.

26.3 100% back to back subcontracting will not be allowed in any case.

26.4 If any subcontractor is found executing the contract awarded to the enlisted contractor without approval of NTPC, action against the main contractor will be taken for withholding/ banning of business dealings as per NTPC Policy.

27.0 ADDRESS FOR COMMUNICATION

Sr Mgr (CS) / AGM (CS)
Corporate Contracts & Materials
NTPC Limited,
6th Floor, Engineering Office Complex,
Noida-201301 (UP)
Tel. No.: +91-9479496797 / 9650998374
E-mail: vipinsharma01@ntpc.co.in/shrishksingh@ntpc.co.in

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GENERAL NOTES

- i. Only sales / works Turnover shall be considered as annual Turnover. Other income shall not be considered.
- ii. The minimum threshold limit for Execution Capability (EC) and Average Annual Turn Over (AATO) of enlisted vendors shall be Rs. **5,00,00,000/- (Rupees Five Crores)**. If any vendor does not submit the required documents so that their Execution Capability exceeds Rs. 5,00,00, 000/- (Rupees Five Lakhs), such vendor shall not be considered for enlistment even if they meet the Qualifying Requirement (QR) of that CCG.
- iii. NTPC reserves the right to correct the input given by vendor in respect to turnover and PO / WO execution details based on the documents. Decision of NTPC in regard to any interpretation including similar work / similar item shall be final and binding.
- iv. NTPC reserves the right to cancel the enlistment at any time with prior notice to the enlisted vendors due to change in QR or Technical specifications or any reason in the interest of NTPC. Preferably 6 months advance notice shall be given to the enlisted vendors and during that period fresh enlistment based on the revised QR & Tech specifications may be completed so that immediately after the cutoff date, procurement can take place based on the newly enlisted vendors.
- v. Vendor is free to seek clarification / interpretation/ scope / similar item etc. before submitting the application for enlistment.
- vi. After enlistment, in the event of any change in status / credential, it will be the responsibility of the enlisted vendor to inform NTPC timely.

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**Documents uploaded on Home Page for vendor enlistment
on our website www.vdc.ntpc.co.in are under following
tabs**

- 1. STC for Enlistment**
- 2. MEGs details**
- 3. CEGs details.**
- 4. Format-LOU**
- 5. Format-POA**
- 6. Fraud Prevention Policy**
- 7. Banning Policy**
- 8. HELP Document**

List of documents to be uploaded by vendor with application for enlistment

Applicants are required to upload following documents (digitally signed by the authorized signatory) as asked at different stages while filling the application online-

Important Advice:

Please ensure that before starting “online filling of data and uploading documents” all the documents to be uploaded from the list (given below) are converted in PDF form and separate PDF file of each document are readily available.

This will help to complete the document uploading without any trouble.

A) For USER-ID creation :- Documents to be uploaded as applicable				
SL	Details	Documents to be uploaded	Validity	Document uploading
1.	Permanent Account No (PAN)	Copy of PAN card		Mandatory
2.	GSTIN	GST Registration certificate		Mandatory
3.	GePNIC	GePNIC Registration		Mandatory
4.	Manufacturer	Proof of manufacturing- statutory document as a proof of being manufacturer of the required material		Mandatory
5.	MSE Registration	MSE Registration Certificate (Agencies under MSME falling under SC/ST category should combine both MSME registration certificate and SC/ST certificate in one sheet and scanned copy of the same should be uploaded in the application on line.		Mandatory if applicable
6.	ISO 9001 Certificate	ISO 9001 Certificate		Optional
7.	ISO 14000 Certificate	ISO 14000 Certificate		Optional

B) For type of company: Documents to be uploaded as applicable (Mandatory)		
8.	Proprietorship Co.	<ol style="list-style-type: none"> 1. The full name of the individual proprietor, his/her parentage, documentary proof of his/her age, permanent address and present postal address/ contact details. 2. Specimen signature of the Proprietor duly attested by a scheduled Bank or First Class Magistrate. 3. A deed of declaration by the Proprietor, that no other individual or company has any share in the concern.
9.	Partnership Co.	<ol style="list-style-type: none"> 1. Certified photocopy of the Partnership Deed, with up to date amendments (if any). 2. Specimen signature of the Partners duly attested by a scheduled Bank or First Class Magistrate. 3. Registration certificate issued by the Registrar of Firms concerned.
10.	Private Limited Co.	<ol style="list-style-type: none"> 1. Certified to be true and up to date amended copy of Memorandum and Articles of Association of the Company. 2. Certificate of incorporation of the Company. 3. Board resolution authorizing the Executive Director(s) to sign the bid / execute contracts/agreements etc. and affix common seal thereon in accordance with the provision of Articles of Association of the Company. <p>OR</p> <p>Original Power of Attorney issued by Competent Officer under the common seal of the Company, authorizing the person to sign the bid/ execute contracts/agreements etc.</p> <ol style="list-style-type: none"> 4. Specimen signatures of the Executive Director(s)/ authorized person above duly attested by a scheduled Bank or First Class Magistrate.

11.	Public Ltd. Co.	<ol style="list-style-type: none"> 1. Certified to be true copy of Memorandum and Articles of Association of the Company and/or the relevant Statute/Act. 2. Certificate of Incorporation of the company - In case of public limited Co. only. 3. Certificate of Commencement of Business - In case of public limited Co. only. 4. Board resolution authorizing the Director(s)/ Executive Director(s) to sign the bid/ contracts/ agreements and affix common seal thereon in accordance with the provisions of Article of Association of the Company. <p>OR</p> <p>Original Power of Attorney issued by Competent Officer under the common seal of the Company authorizing the person to sign the bid/ execute contracts/ agreements etc.</p> <ol style="list-style-type: none"> 4. Specimen signature of the Director(s)/ Executive Director(s)/ authorized person as in (4) above duly attested by a scheduled Bank or First Class Magistrate.
12.	Public Sector Undertaking	Self-Certification by authorized person
13.	For annual turnover	Copy of Audited Profit & Loss Account / Balance Sheet for last three preceding years with Unique Document Identification Number (UDIN)
14.	For experience	Copies of three Purchase orders of highest value executed during last 5(five) years from the date of application, execution proof like invoices, client certificate, stores receipt vouchers, any other document etc. indicating corresponding order number, dates & material supply value etc., duly certified and verified for authenticity from Independent Statutory Auditor of their Company or specified Third-Party Inspection Agency (TPIA) .
15.	Other documents as asked in qualifying requirement	<ul style="list-style-type: none"> • Proof of manufacturer • Manufacturing / Testing facilities details (Self Attested) • Client certificate for successful operation period (as applicable)

ANNEXURE-I: LOU Format

Ref.:

“LETTER OF UNDERTAKING” (LOU)

To,

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

AGM(CS)
Corporate Contracts & Materials,
6th Floor, EOC NTPC Limited,
A-8A, Sector-24 Noida – 201301
(UP)

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

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/ Partners/ Directors) 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, CCG 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:-
 - a. Company Information (KYC)
 - b. Financial details as per Balance Sheet e.g. Turnover, Profit & Loss, etc
 - c. CCG 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 Rs. 100/- or above. 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.

“POWER OF ATTORNEY” (POA)

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

Ref.:

Date: ---. ---

I / We..... (Name/s of the competent authority of the company to issue POA) do hereby appoint and authorize Mr. / Ms..... (Name & designation of authorized person) who is presently employed with our company M/S..... (Name of the company & address) and whose signature is given below, is authorized on behalf of the company to do all or any of the act or things, to sign & upload the application documents against vendor enlistment Notice Inviting Application (NIA) for ENLISTMENT OF VENDORS / CONTRACTORS FOR SUPPLY OF VARIOUS MATERIALS / EXECUTION OF WORKS CONTRACT TO NTPC'S PLANTS, OFFICES & PROJECTS THROUGHOUT INDIA and to sign and execute other documents / agreements / participating in meeting / responding to queries / submission of information / documents and shall be binding on the company for all the rights and obligations in relation to and in pursuant to the NIA issued by M/s NTPC Ltd.

In short, he / she is fully authorized to do all, each and every act requisite for the said purpose concerning the company and The company hereby agrees to confirm and ratify all and every act or thing or any documents / agreements executed by our said attorney within the scope of the authority hereby conferred on him and the same shall be binding on the company.

(Signature and name of authorized signatory being given Power of Attorney)

Signature:

Place:

Name:

Date:

| Designation:

(Signature and name of the competent authority of the company to issue POA)

Signature of Executants/s:

Name:

Seal of firm / Company

Designation:

Witness-1

Witness-2

Name:

Name:

Address:

Address:

Note:

- i. This Document to be attested by certified bank or duly attested by a Notary Public or First Class Magistrate.
- ii. Hard Copy of “Power Of Attorney (POA)” should be duly executed on stamp paper of Rs. 100/- or above. 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.

Undertaking from Independent Statutory Auditor

(On letter head digitally signed by a person duly authorized to Sign on behalf of the Statutory Auditor)

Ref. No:

DATE:

To,
AGM(CS)
Corporate Contracts & Materials,
6th Floor, EOC NTPC Limited,
A-8A, Sector-24 Noida 201301 (UP)

Subject: Authentication of veracity of documents submitted by M/s in support of credentials for Enlistment

Ref: NIA no. / Enlistment Cycle no:
Name of the CCG:

Dear Sir,

M/s. (hereinafter called Applicant) having Registered office at intend to participate in above referred Enlistment of NTPC Ltd.

We, M/s has been appointed as Statutory Auditor for the Applicant i.e. M/s (Relevant documents on our appointment along with ADT form-1 attached).

The Enlistment condition stipulates that the Applicant shall submit supporting Documents pertaining to Technical Qualifying Requirement duly verified and certified by Statutory Auditor.

In this regard, it is hereby confirmed that we have examined the following documents, which are also attached with this letter. **The same has been verified from the Original Documents and/ or Client for authenticity (Strike off, whichever is not applicable).**

We hereby confirm that the following documents are found to be genuine and authentic.

1. Doc ref. no. dated(name of Documents)
2. Doc ref. no. dated(name of Documents)
3.

All the aforesaid documents have been **digitally signed** by us using **official DSC** (Digital Signature Certificate) as a certificate of authenticity.

*Further, we have examined the books of accounts, records, and other relevant documents, along with other necessary information and explanations furnished by M/s. (Applicant)..... and hereby certify following:

This certificate is issued at the request of M/s (Applicant) for the purpose of participating in Enlistment.

Thanking you,

* *Strike off, whichever is not applicable.*

Undertaking from Third Party Inspection Agency

(on letter head digitally signed by a person duly authorized to Sign on behalf of the TPIA)

Ref. No:

DATE:

To,
AGM(CS)
Corporate Contracts & Materials,
6th Floor, EOC NTPC Limited,
A-8A, Sector-24 Noida 201301 (UP)

Dear Sir,

Subject: Authentication of veracity of documents submitted by M/s..... in support of credentials for Enlistment

Ref : NIA no. / Enlistment Cycle no:
Name of the CCG:

M/s. (hereinafter called Applicant) having Registered office at intend to participate in above referred Enlistment of NTPC Ltd.

The Enlistment condition stipulates that the Applicant shall submit supporting Documents pertaining to Technical Qualifying Requirement duly verified and certified by a specified independent Third Party Inspection Agency as per the list mentioned in the Enlistment documents.

In this regard, it is hereby confirmed that we have examined the following documents, which are also attached with this letter. **The same has been verified from the Original Documents and/ or Client for authenticity (Strike off, whichever is not applicable).**

We hereby confirm that the following documents are found to be genuine and authentic.

1. Doc ref. no. dated (name of Documents)
2. Doc ref. no. dated (name of Documents)
3.

All the aforesaid documents have been **digitally signed** by us using **official DSC** (Digital Signature Certificate) as a certificate of authenticity.

We further confirm that we neither have any vested interest in aforesaid Enlistment nor have any conflict of interest in respect of above Enlistment.

This certificate is issued at the request of M/s (Applicant) for the purpose of participating in the subject Enlistment(s).

Thanking you,

* Strike off, whichever is not applicable.

ANNEXURE-IV

Undertaking regarding GeM Registration and participation in NTPC Ltd Tenders

(To be submitted on letter head of Company/ Firm)

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

To

NTPC Limited
Corporate Contracts & Materials,
Sector-24 Noida 201301 (UP)

Sub: Undertaking regarding GeM Registration and participation in NTPC Ltd Tenders

1. I/We M/s(Name of Vendor Applicant)....., Vendor (Applicant) ID:....., PAN (Vendor), hereby undertake the following (select a or b, whichever is applicable):
 - a. I/We hereby confirm that we already have GeM Registration for participation against NTPC Limited Tenders and our GeM Registrations No. is as follows:

GeM Registration No.....

OR

- b. Presently, I/We do not have a GeM Registration. However, I/We undertake that I/We will promptly get GeM Registration done for participation against NTPC Ltd Tenders.
2. I/We also undertake that in the event of being an enlisted vendor, I/We will participate in Tenders of respective Enlistment Group(s) invited by NTPC Limited. Further, in case of non-participation, I/We shall be liable for action against our enlistment(s) as per extant provisions of Standard Terms and Conditions of Enlistment.

(Signature of Authorised Signatory as per Power of Attorney)

Name of Signatory:

Designation:

Email: