



**NOTICE INVITING APPLICATION NO.  
RGPPPL/C&M/Vendor Empanelment/**

**Oct - 2020**

**“Empanelment of Vendors for procurement  
of Services & Materials”**



**Sub: VENDOR REGISTRATION 2020**

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**APPLICATION FOR EMPANELMENT OF AGENCIES FOR SERVICES / MATERIALS FOR  
RGPPPL, RATNAGIRI, MAHARASHTRA**

RGPPPL invites applications from eligible agencies for the procurement of services/materials mentioned in **Annexure A** for RGPPPL Site, Ratnagiri.

Application for Enlistment/Registration duly filled in shall be received upto on **27.12.2020** at following address.

1. Vide Email on: [vendor.empanelment@site.rgpppl.com](mailto:vendor.empanelment@site.rgpppl.com)  
(**email should have subject work for vendor registration**)

OR

2. Hard Copy submission on the following address:  
(**envelop should scribed as vendor registration and have subject work**)

C & M Dept,  
Ratnagiri Gas & Power Pvt. Ltd.,  
AT & PO: Anjanwel,  
Taluka: Guhagar,  
Dist.:Ratnagiri,  
Maharashtra – 415634

Any change in last date for submission of application will be published only in our websites  
[www.rgpppl.com](http://www.rgpppl.com)

For further details, may contact as detailed below;

For Contracts: DGM (C&M) / Manager (C&M)  
[dipak.patil@site.rgpppl.com](mailto:dipak.patil@site.rgpppl.com) / [amrita.sharma@site.rgpppl.com](mailto:amrita.sharma@site.rgpppl.com)  
or at Tel. no:02359–241134

For Materials: Materials (C&M)  
[gautam.kumar@site.rgpppl.com](mailto:gautam.kumar@site.rgpppl.com)  
or at Tel. no:02359–241104

**Page 2 of 25**

Corporate Identification Number: U40105DL2005 PTC138458

Registered Office : NTPC Bhawan, Core-7, SCOPE Complex 7, Institutional Area, Lodi Road, New Delhi 110003

Noida Office : The Landmark, Second Floor, Plot No. A35, Sector 2, Noida-201301 (U.P), Tel: 0120- 4148900, Fax: 0120-4148913

Mumbai Office : Samruddhi Venture Park, 5th Floor, MIDC, Marol, Andheri (E), Mumbai - 400093. Tel: 022- 28216613, Fax: 022-28269057

Project Site : PO RGPPPL Anjanwel, Taluka Guhagar, Distt. Ratnagiri (Maharashtra) 415634, Tel: 02359- 241073, Fax: 02359- 241118

Email : [cs@rgpppl.com](mailto:cs@rgpppl.com) (Noida Office), [pr@rgpppl.com](mailto:pr@rgpppl.com) (Mumbai Office), [site.rgpppl@gmail.com](mailto:site.rgpppl@gmail.com) (Site office), Web Site:[www.rgpppl.com](http://www.rgpppl.com)



## **Sub: VENDOR REGISTRATION 2020**

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- 1. INTRODUCTION:** Ratnagiri Gas and Power Pvt. Ltd (RGPPL) is a joint venture Company promoted by NTPC Ltd & GAIL (India) Ltd., 1967 MW gas-based power generation plant. Ratnagiri Gas & Power Project is situated at village Anjanwel, Taluka – Guhagar, Dist. Ratnagiri (Maharashtra). The project site is located at a distance of approx. 10 KMS North of Guhagar Town & 50 kms from Chiplun City (On Mumbai-Goa highway).  
  
Nearest Airport: Mumbai at a distance of 300 kms. by road.  
Nearest Railway Station: Chiplun station (Mumbai–Madgaon Route, KONKAN Railways) at a distance of about 50 km from the site.
- 2. MAJOR BUSINESS OPPORUNITY:** The requirement of spares, consumables & works contract for RGPPL, offers major business opportunity to the vendors & contract executing agencies.
- 3. SCOPE OF ENLISTMENT:** The Company is in the process of **vendor enlistment**, for procurement of materials and works packages mainly for Operation & maintenance of RGPPL. However, RGPPL at its discretion may use this vendor enlistment for other procurement activities also. The intent of this enlistment is to identify and enlist prospective vendors / contractors who meet Technical Qualifying Requirements envisaged. This enlistment will be applicable for RGPPL. Vendor enlistment process is a continuous process with the option to add / delete/ modify any Material / Service at any time without any prior notice. Similarly, any vendor desirous to get their names enlisted/ updated himself or herself in the approved list; they can do so at any time. However, such request shall be evaluated in the subsequent cycle only.
- 4. STANDARD TERMS & CONDITIONS (STC) FOR ENLISTMENT:** This document will be applicable for enlistment of vendors both for works packages and supply of materials, as identified / to be identified time to time, as per the requirement of RGPPL. The document explains the details regarding the modality and terms & conditions for enlistment.
- 5. MATERIALS/ WORKS FOR WHICH ENLISTMENT IS REQUIRED:** Materials identified for enlistment are segregated into various groups termed as Materials. Similarly, the works packages are classified as Services. List of materials and services under enlistment are as per Annexure-A. Technical qualifying requirements to be met by applicants against each Material / Services and tentative list of items along with their annual consumption & works packages covered therein, are also available on the website [www.rgppl.com](http://www.rgppl.com) on the respective tabs.
- 6. RESPONSIBILITY CENTRES FOR VENDOR ENLISTMENT:** C&M Department at RGPPL Site, shall be the Responsibility Centers for this enlistment of Materials / Services.
- 7. UPLOADING Materials/Services & PUBLICITY:** Qualifying Requirement of Materials/Services with relevant details as mentioned above shall be updated by on our website [www.rgppl.com](http://www.rgppl.com). RGPPL will publish the abridged version of the notice for enlistment for all Materials / Services on our websites [www.rgppl.com](http://www.rgppl.com) once in a year.



## **Sub: VENDOR REGISTRATION 2020**

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### **8. HOW TO APPLY FOR ENLISTMENT:**

Interested potential vendors / contractors are advised to regularly visit the website [www.rgppl.com](http://www.rgppl.com) to download the NIA and QR document for the Materials / Services of their interest and for which they would meet corresponding Technical Qualifying Requirement mentioned against the Materials / Services. Interested vendors needs to submit the relevant documents (credentials) as required for enlistment against corresponding Materials / Services either by email or hard copy. 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.

It should be clearly noted by the applicant that while applying for vendor enlistment, the basic and financial information need to be filled as per the Annexures. The Materials / Services related information should be filled up for each Materials / Services separately. The applicant can apply for as many Materials / Services as he wishes, provided that he has required technical qualification.

No fee is required to be paid for enlistment.

### **9. BASIS FOR ENLISTMENT:**

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

RGPPL 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, RGPPL may seek additional information/ clarification and vendor must be ready to furnish promptly any such information, so asked for.

### **10. CUT OFF DATE TO APPLY FOR ENLISTMENT:**

The cutoff date for submission of completed application as mentioned in this notification is only for the purpose to commence first cycle of evaluation only. Vendors intending to get themselves enlisted within the first cycle needed to apply within this cutoff date. Application submitted after this date will be considered for enlistment in the next cycle. All applications received within stipulated cutoff date will be evaluated within next six months progressively.



## **Sub: VENDOR REGISTRATION 2020**

Vendor should ensure that only relevant documents are submitted. Vendor will be free to modify the given input / submit the document till the cutoff date and time. After the cutoff date and time for any particular evaluation cycle, vendor will not be permitted for any such change. However, in case any change is needed, vendor may re-submit / modify the same for evaluation in subsequent cycle only. In case, during evaluation of credentials, if any additional or relevant documents is required by RGPPL, the same should be furnished by e-mail attaching scanned copy of documents duly signed & stamped by the authorized person.

**11. VALIDITY OF ENLISTMENT:** Vendors shall be enlisted for three years from the date of approval, subject to fulfillment of the terms & conditions.

**12. CERTIFICATE OF VENDOR ENLISTMENT:** After approval, RGPPL shall also issue certificate of enlistment to the approved vendors.

### **13. SELECTION OF ENLISTED VENDORS FOR ISSUING TENDER ENQUIRY:**

When actual requirement emerges, based on the estimated cost and completion period required, selection of eligible vendors from amongst enlisted vendors shall be done as per following:

**A. For Material cases:**

**I. Delivery period up to one year, vendors having**

- a) AATO  $\geq$  ECI and,
- b) Execution Capability  $\geq$  ECI, will be eligible to participate in the tender

**II. Delivery period > 1 year, vendors having**

- a) AATO  $\geq$  ECI X12/CP and,
- b) Execution capability  $\geq$  ECI, will be eligible to participate in the tender

**B. For Services cases:**

**I. Annual and less duration contract, vendors having**

- a) AATO  $\geq$  ECI and
- b) Execution Capability  $\geq$  ECI, will be eligible to participate in the tender.

**II. Completion period > 1 year but less than 2 years**

- a) AATO  $\geq$  ECI X12/CP
- b) Execution capability  $\geq$  ECI, will be eligible to participate in this tender.

**III. Bi annual and above duration contract, vendors having**

- a) AATO  $\geq$  EC X12/CP and,



**Sub: VENDOR REGISTRATION 2020**

b) Execution Capability  $\geq EC \times 12/CP$ , will be eligible to participate in the tender.

Where **AATO** is the *Average Annual Turnover*, **ECI** is the *Estimated Cost* and **CP** is the *completion period/delivery period in months*.

Execution capability of the vendor to execute similar work shall be calculated based on the values of the three POs submitted by the vendor as defined in the table with example

**Example:-** Say Average annual 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 L	<b>PO values</b>	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= <b>137.5</b> (C.E up to 137.5 L)
	Execution Capability of the vendor to execute similar work	<b>137.5</b> (Highest of 87.5, 120 and 137.5) Vendor is capable to execute work up to cost estimate 137.5 L i.e <b>eligibility limit for enlistment up to cost estimate 137.5 L</b>		
<b>AATO means:</b> 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.				

**14. REVIEW & UPDATION OF VENDOR ENLISTMENT**



## **Sub: VENDOR REGISTRATION 2020**

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After the completion of initial vendor enlistment for a particular Material/Services, the enlistment process shall again be re-opened after a period of 1 year so that all the new vendors who could not participate in the enlistment process can participate and submit their application for enlistment at any time. Applications received up to the cutoff date will be evaluated during next 6 months

Already enlisted vendors need not apply again as they are enlisted for a period of 3 years. Even then if any enlisted agency wants to upgrade its credentials, it can submit the application with revised credentials for experience related to preceding five years and for annual turnover relating to preceding three financial years shall be considered with reference to the date of submission of revised application by the agency.

**New vendors:** If any new applicant gets qualified in line with the aforesaid procedure, their name shall be included in the enlisted vendors list for a period of 3 years from the date of approval for that particular Material/Services.

**Note: Abridged version of reminder intimation / notice to be published every year:** Every year, intimation through [www.rgppl.com](http://www.rgppl.com) shall be given that Vendors who have not applied earlier can apply. Those already enlisted can also apply for up-gradation of credential. Applications shall be evaluated six monthly.

**15. 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 agencies will automatically be deleted from the enlisted vendor list 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 and stop getting tender enquiries originated from RGPPL.

### **16. INSTRUCTION FOR APPLYING:**

- 16.1 The applicant will have to submit his application through registered/ speed post/in person/email after carefully examining the documents/conditions
- 16.2 Applicants will submit the duly completed application along with all the required documents. Subject work of the application for which the agency is applying should be clearly mentioned on the envelope/email. RGPPL shall not be responsible for any delay or non-receipt of application in time.
- 16.3 Further, applicants are required to fill up all the required data/information sought in **Annexures**



## **Sub: VENDOR REGISTRATION 2020**

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- 16.4 The applicant shall submit the Power of Attorney duly authorized for the person signing and submitting the application on behalf of the applicants.
- 16.5 The applicant shall strictly adhere to the "Fraud Prevention Policy" & Banning Policy of RGPPPL as per Annexures of the application.
- 16.6 All cost incurred by applicants for preparing and submitting the application, providing clarification or any other expenses whatsoever shall be borne by applicants themselves.
- 16.7 The information sought shall be filled in completely and wherever not applicable it should be written as "Not Applicable".
- 16.8 The Applicant may modify, substitute or withdraw his original application for Enlistment after its submission, but in any case, before the specified deadline for submission. For doing so, a corresponding written notice of the modification or substitution or withdrawal has to be submitted by the Applicant to the Employer prior to the last date notified for receipt of the applications.
- 16.9 No applications shall be modified, substituted or withdrawn by the Applicant subsequent to the last date notified for receipt of the applications.
- 16.10 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.
- 16.11 RGPPPL reserves the right to cross check and confirm the information /details furnished by the Applicant.
- 16.12 Any change in last date for submission of application will be published only in our websites [www.rgppl.com](http://www.rgppl.com).
- 16.13 **Make sure that the submission of application is completed well in advance of the time specified.**
- 16.14 Applicant's attention is drawn that during the period, the applications are under consideration, the applicant is advised to refrain from contacting by any means, the Employer and/or his employees/representatives on matters related to the applications under consideration. Any effort by an Applicant to influence the Employer's processing of applications for Enlistment will result in the rejection of the Applicant's application for Enlistment/Registrations. During the evaluation of the Applications, the Employer may, at its discretion, ask the Applicant for clarification to the applications including documentary evidences.

### **17. Important instructions:**

- 17.1 Fee: There will be no fee applicable for submitting application for enlistment.
- 17.2 The applicant is required to correctly specify the Material/Services for which they intend to get enlisted. They should read the Technical Qualifying Requirement (QR) for enlistment for the Material/Services carefully. The documents required must be copied, signed by the authorized signatory, stamped with the company seal and submitted.
- 17.3 Documents which are mandatory must be submitted, failing which the application for enlistment is liable for rejection.
- 17.4 Incomplete applications are liable for rejection.





## **Sub: VENDOR REGISTRATION 2020**

17.5 RGPPPL 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.

### **18. EVALUATION CRITERIA & PROCESSING OF APPLICATIONS:**

18.1 Documents submitted up to pre-determined cutoff date as notified in the abridged NIA will be considered for evaluation. Submitted documents in support of execution of similar supply/ works shall be verified as per requirement by the evaluation committee from the respective certificate issuing agency. The bidders meeting the technical qualifying requirements against the respective supply / service shall be shortlisted for enlistment.

18.2 The evaluation of credentials for enlistment of vendors shall be done by the C&M department RGPPPL Site. HOD(C&M) or his/ her nominated person(s) of the respective office shall be the nodal officer for any clarification / correspondence in this regard.

18.3 **Physical Assessment:** For the vendors shortlisted by the respective evaluation committee, at the sole discretion of RGPPPL, physical assessment of establishment (s)/ verification of document (s)/ may also be carried out, if felt necessary by RGPPPL. 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.

18.4 **Mapping of data of enlisted vendors (Average Annual Turnover and execution experience):** Average annual turnover and execution experience value will be mapped against each technically qualified vendor. The vendor has to submit financial details and submit supporting documents which shall be the basis for ascertaining their financial capability as per laid down policy of the company. Presently no pre-determined financial criteria (Average Annual Turnover) **and** execution capability criteria are being stipulated. However, all applicants have to submit necessarily the following documents:

- i. **Average Annual Turnover (AATO):** Balance sheet and Profit & loss account for last three completed financial years reckoned from the date of submission of application.

*Audited Balance sheet and Profit & Loss statement of the company giving annual sales turn over during preceding three completed financial years reckoned from the date of submission of application for enlistment, has to be furnished. In case where the audited results of the last preceding financial year are not available, certification of financial statements from a practicing Chartered Accountant may be considered acceptable. From this, Average Annual Turnover (AATO) of the company shall be worked out and shall be recorded against the supply/service for the enlisted vendors. This will be the **eligibility limit for Average Annual Turnover** of the respective enlisted vendor for sending tender enquiry later (but during the validity period of enlistment only)*



## **Sub: VENDOR REGISTRATION 2020**

- ii. **Execution capability:** Three Purchase Orders of highest executed value for similar supply / works during last five years reckoned from the date of submission of application  
*Three Purchase orders of highest executed values for similar item(s) / works during past 05 (Five) years from the date of submission of application for enlistment along with documents to ascertain the execution of supplies made i.e. copies of invoice & LR / completion certificate from the client, have to be furnished. The eligibility limit of the vendors for execution capability shall be worked out as follows:-*

### **A. Determination of execution capability**

If the vendor gives one PO with highest executed value of P, then the vendor will be eligible for tender enquiry up to the cost estimate limited to value equal to "1.25xP" subject to other conditions.

In case of two POs submitted with highest executed values P & Q (where P>Q), then higher of the two figures obtained from "1.25xP and 2xQ" shall be the limit of cost estimate up to which the vendor is eligible for tender enquiry subject to other conditions.

If the company furnishes three Purchase orders with highest executed value as P, Q & R (where P>Q>R), then out of the figures obtained from: "1.25xP, 2xQ and 2.5xR", the highest value is the limit of cost estimate up to which the vendor is eligible for tender enquiry subject to other conditions.

**B. Selection of enlisted vendors for sending tender enquiry:** When actual requirement emerges, based on the estimated cost and completion period required, selection of eligible vendors from amongst enlisted vendors shall be done as per Para 13.0 above:

### **Note:**

- 1) Vendors, in their own interest, should furnish the orders with highest value(s) executed by them along with documentary proof for the execution of said orders. It may also be understood that such past execution values shall determine their execution capability and eligibility to consider for sending tender enquiry against the material / work later.
- 2) Documentary evidence of execution of supply of similar item in the past, only in the name of the organization which is submitting the application for enlistment shall be considered.
- 3) For the purpose of Enlistment, Applicants shall be evaluated on the basis of required supporting documents submitted for Technical Requirements along with financial documents, order copies & execution proof etc. Even though an Applicant



## **Sub: VENDOR REGISTRATION 2020**

may satisfy the above requirements, he would be liable to disqualification if he has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the application.

- 4) Submission of application form by vendor cannot be construed to mean that the vendor is qualified & entitled for issue of any / all tenders by RGPPL.
- 5) If applying for upgradation of Execution Capability and or AATO, applicant should submit all the purchase order and financial related documents afresh. Documents submitted in earlier cycle may not be taken into cognizance while evaluating the application.

**19. ASSISTANCE IN FILLING APPLICATION DOCUMENT:** For any assistance regarding filling the application / submitting the documents, Vendor may contact or visit the RGPPL.

**20. 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 RGPPL which is available on the home page of our web site [www.rgppl.com](http://www.rgppl.com)

**21. BANNING POLICY:** The banning policy of RGPPL available on the home page of our web site [www.rgppl.com](http://www.rgppl.com) shall be applicable

**22. REVIEW OF PERFORMANCE OF ENLISTED VENDORS:** The performance of the enlisted vendors shall be reviewed periodically by the RGPPL. In case of unsatisfactory performance of the enlisted vendors, respective department shall send a detailed report about their poor performance in supply of materials/ execution of works with clear recommendation for taking action against them.

The standing committee for evaluation shall examine at the end of every quarter, the performance reports received from respective department about the enlisted vendors and issue 15 days show-cause notice to the enlisted vendor for explaining about his case.

After analyzing the reply of the vendor, the standing committee shall recommend the action against the vendor for withholding/ banning of business dealings & put up the proposal accordingly for approval of competent authority in line with RGPPL banning policy for the same.

After the approval of withholding or banning as the case may be by the competent authority, RGPPL shall update the same against the said Vendor in the Vendor enlistment.

The order of withholding/ banning will be issued to the Vendor.

If any of the enlisted Vendors is found to have been involved in any fraudulent activities like submission of fake credentials/ documents/ information as defined in RGPPL Fraud prevention policy/ banning policy during pre-award / execution stage, the action in line with the said policy shall be taken.

**23. DELISTING OF ENLISTED VENDORS:**

**Non participation in RGPPL tender:** The enlisted vendor shall be de-listed from the approved vendor list by RGPPL for the balance validity period of enlistment on the following ground:-

If any enlisted Vendor for a particular Materials /Services does not participate at least once in 3 tender in any of the tenders issued to them from RGPPL.



## **Sub: VENDOR REGISTRATION 2020**

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24. **SUBCONTRACTING PROVISION FOR WORKS PACKAGES:** The enlisted contractor shall only be given the award based on evaluation of the bids. Generally subcontracting of the work will not be permitted for site awarded works packages. If any subcontractor is found executing the contract awarded to the enlisted contractor without approval of RGPPL, action against the main contractor will be taken for withholding/ banning of business dealings as per RGPPL Policy.

### **GENERAL NOTES:**

1. Only sales / works Turnover shall be considered as annual Turnover. Other income shall not be considered.
2. The vendor enlistment is an independent activity which has no link with site tendering. During enlistment process, focus will be on selection of competent and capable vendors. This process shall not be influenced by any specific ongoing tender at RGPPL. Once enlistment is approved, the enlisted vendors uploaded will be considered for tendering for subsequent cases.
3. For Materials, Basic value of PO shall be taken into account to determine execution capability. For Contract / Services only the net contract value shall be considered. Any separate re-imburement / escalation shall not be considered.
4. RGPPL 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 RGPPL in regard to any interpretation including similar work / similar item shall be final and binding.
5. RGPPL 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 RGPPL. 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.
6. Vendor is free to seek clarification / interpretation/ scope / similar item etc before submitting the application for enlistment.
7. After enlistment, in the event of any change in status / credential, it will be the responsibility of the enlisted vendor to inform RGPPL timely.

Yours faithfully,  
For and on behalf of RPPL Ltd



**Sub: VENDOR REGISTRATION 2020**

**Annexure-A**

<b>Sr. No</b>	<b>Services Description</b>
1	Hiring of 100 Tonne or higher capacity mobile crane services
2	Maintenance of RGPPPL owned vehicles
3	Hotline washing of 400 KV switchyard Bay
4	Electrical protection testing of 400 KV switchyard, Generator, power Transformers, HT motors & feeders
5	Electrical equipment testing
6	Miscellaneous civil works
7	Waterproofing works
8	Repairing of faulty GE make control card
9	Comprehensive maintenance contract for PCs and Peripherals
10	Operation of fuel pump at RGPPPL Premises
11	Annual contract for cooling water treatment
12	AMC for carrying out vibration analysis and monitoring of the equipment's
13	Custom Clearance, handling forwarding and transportation of imported goods

<b>Sr. No.</b>	<b>Materials Description</b>
1	Mild Steel/Carbon Steel Pipes (Non-IBR Category) ERW/EFW
2	Mild Steel/Carbon Steel Seamless Pipes (Non-IBR Category)
3	SS Pipes (Non-IBR Category)
4	Hot Dipped GI Pipes & Accessories (Non-IBR Category)
5	Structural Steel (Angles/Channel/Beam/Others) including Hot dipped GI
6	HDPE/PP/PVC Pipe & Fittings
7	HDPE/PP/PVC Hoses & Fittings
8	Paint including Food Grade
9	Fasteners (General/SS/HT/Teflon Coated)
10	Thermal Insulation
11	HDG Scaffolding Pipes & Accessories
12	FRP Gratings/ Handrails/ Structurals
13	General MS/CS Valves for Water / Air Application
14	General PP/PTFE/PFA Lined Valves for Water / Air Application
15	Troughed Aluminium Roofing Sheet
16	Tarpaulin
17	Submersible Pumps
18	Pressure, DP Transmitter



## **Sub: VENDOR REGISTRATION 2020**

19	Ultrasonic Flow Transmitter
20	Radar / Ultrasonic Level Transmitter
21	SS Fittings
22	Analytical Instruments (pH, Conductivity, Silica, Sodium)
23	Electrical Switchgear items (LV & MV)
24	Carbon Di Oxide Gas in Cylinders
25	Nitrogen Gas in Cylinders
26	Hydrogen Gas in Cylinders
27	Liquid Carbon Di Oxide
28	Hydrochloric Acid as per IS:265-1993 (Fourth revision) (Amendment 2)
29	Liquid Chlorine as per IS:646 specification
30	Sodium Hypochlorite Solution Grade I
31	Rayon Grade Caustic Soda Lye (as 100%)



**Sub: VENDOR REGISTRATION 2020**

**Annexure-B**

**Agency's Application Form**

Material / Services Applied for	List of Supporting Documents Submitted

**Agency applying for more than one service/material shall apply in separate envelope. And each envelope should contain all supporting documents.**



**Sub: VENDOR REGISTRATION 2020**

**Annexure-C**

**List of documents to be submitted by vendor with application for enlistment**

Vendors are required to submit following documents (attested by the authorized signatory) as asked while submitting the application:

<b>A ) For Registration :- Documents to be submitted as applicable</b>					
Sr. No.	Details	Documents to be submitted	Validity	Document Submitting	Reference of document and page number
1	Permanent Account No (PAN)	Copy of PAN card		Mandatory	
2	GSTIN	GST registration certificate		Mandatory	
3	Manufacturer	Proof of manufacturing- NSIC/SSI/MSME registration certificate/Udyam Registration Certificate/BIS license / ISO certificate/ Certificate of registration from the concerned excise department/ any other statutory document as a proof of being manufacturer of the required material		Mandatory if applicable	
4	SSI/NSIC unit	Valid SSI/NSI certificate with goods list as applicable to be uploaded.		Mandatory if applicable	
5	MSME Registration/Udyam Registration Certificate	Registration Certificate from the Concerned directorate to be submitted (Agencies under MSME/Udyam Registration Certificate falling under SC/ST category should combine both (MSME registration		Mandatory if applicable	





**Sub: VENDOR REGISTRATION 2020**

		certificate/Udyam registration certificate and SC/ST certificate) in one sheet and scanned copy of the same should be			
6	ISO 9001 Certificate	ISO 9001 Certificate		Optional	
7	ISO 14000 Certificate	ISO 14000 Certificate		Optional	
8	ISO 14000 Certificate	ISO 14000 Certificate		Optional	
9	BIS License			Optional	
<b>B) For type of company:</b> Documents to be uploaded as applicable (Mandatory)					<b>Reference of document and page number</b>
9	Proprietorship Co.	<ol style="list-style-type: none"> <li>The full name of the individual proprietor, his/her parentage, documentary proof of his/her age, permanent address and present postal address/ contact details.</li> <li>Specimen signature of the Proprietor duly attested by a scheduled Bank or First Class Magistrate.</li> <li>A deed of declaration by the Proprietor, that no other individual or company has any share in the concern.</li> </ol>			
10	Partnership Co.	<ol style="list-style-type: none"> <li>Certified photocopy of the Partnership Deed, with up to date amendments (if any).</li> <li>Specimen signature of the Partners duly attested by a scheduled Bank or First Class Magistrate.</li> <li>Registration certificate issued by the Registrar of Firms concerned.</li> </ol>			
11	Private Limited Co.	<ol style="list-style-type: none"> <li>Certified to be true and up to date amended copy of Memorandum and Articles of Association of the Company.</li> <li>Certificate of incorporation of the Company.</li> <li>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.</li> </ol> <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>			



**Sub: VENDOR REGISTRATION 2020**

		4. Specimen signatures of the Executive Director(s)/ authorized person above duly attested by a scheduled Bank or First Class Magistrate.	
12	Public Ltd. Co.	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. Certificate of Commencement of Business - In case of public limited Co. only. 3. 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. OR 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. 5. 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.	
13	Public Sector Undertaking	Self-Certification by authorized person	
14	<b>For annual turnover</b>	Copy of Audited Profit & Loss Account / Balance Sheet for last three preceding	
15	<b>For experience</b>	Copies of three Purchase orders of highest value executed during last 5(five) years from the date of application, execution proof like Excise invoices/client certificate/stores receipt vouchers / any other document etc. indicating corresponding order number, dates & material supply value etc.	
16	<b>Other documents as asked in qualifying requirement</b>	1. Proof of manufacturer/dealer 2. Manufacturing / Testing facilities details (Self Attested) (as applicable) 3. Client certificate for successful operation period (as applicable)	

**Note: All submitted document must be self attested by the authorized signatory along with company seal**



**Sub: VENDOR REGISTRATION 2020**

**Annexure-D**

**Vendor Information Form:**

Agencies are requested to furnish the following information & enclose the valid documentary evidence against the same:

Sr. No						
1	<b>Name &amp; Address of the Company :</b>					
1.1	Regional Office:					
1.2	Registered / Head office :					
2	<b>Name &amp; Designation of the key person authorized for this application</b>					
3	<b>Contact information:</b>					
3.1	Mobile no					
3.2	Telephone No					
3.3	Email address					
4	<b>Status of the Company</b> (Please mark tick as √)					
	Proprietary	Partnership	Private Ltd	Public Ltd	Central/State Govt./PSU's	Others (Please Specify)
5	<b>Registration no. of the Company / Firm</b>					
6	<b>PAN No:</b>					
7	<b>GST No:</b>					



**Sub: VENDOR REGISTRATION 2020**

- **Agencies are requested to enclose the copy of supporting documents along with the application for verification.**

**Annexure-E**

**POWER OF ATTORNEY" (POA)**

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 SERVICES TO RGPPL** 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 RGPPL.

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:**

**Name:**

**Designation: Place: Date:**

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

- This Document to be attested by certified bank or duly attested by a Notary Public or First Class Magistrate
- Hard Copy of "Power of Attorney (POA)" duly signed and completed should be sent by post to the RGPPL Site so as to reach preferably within 15 days from the date of submission of application. Without receipt of original LOU & POA, "certificate of enlistment", even if found qualified, shall not be issued.

**Page 20 of 25**

Corporate Identification Number: U40105DL2005 PTC138458

Registered Office : NTPC Bhawan, Core-7, SCOPE Complex 7, Institutional Area, Lodi Road, New Delhi 110003

Noida Office : The Landmark, Second Floor, Plot No. A35, Sector 2, Noida-201301 (U.P), Tel: 0120- 4148900, Fax: 0120-4148913

Mumbai Office : Samruddhi Venture Park, 5th Floor, MIDC, Marol, Andheri (E), Mumbai - 400093. Tel: 022- 28216613, Fax: 022-28269057

Project Site : PO RGPPL Anjanwel, Taluka Guhagar, Distt. Ratnagiri (Maharashtra) 415634, Tel: 02359- 241073, Fax: 02359- 241118

Email : cs@rgppl.com (Noida Office), pr@rgppl.com (Mumbai Office), site.rgppl@gmail.com (Site office), Web Site:www.rgppl.com



**Sub: VENDOR REGISTRATION 2020**

**Annexure-F**

**"LETTER OF UNDERTAKING" (LOU)**

**Ref.:**

**Date: --,--, ---**

To,  
HEAD OF C&M  
Ratnagiri Gas & Power Private Limited  
At & Post: RGPPL Anjanwel, Taluka: Guhagar  
Ratnagiri, Maharastra-415634

**Subject: Enlistment NIA NO: /**

**Date:**

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 & submit enlistment documents, is attached herewith.
3. I/ We have read and examined and understood the requirements of NIA, Material/Service 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. Material/Services related Qualifying requirement (QR) & QR questionnaire



**Sub: VENDOR REGISTRATION 2020**

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- d. Execution Capability (Highest 3 Nos PO/ Work orders execution details for similar work)
4. I/We understand that statement made by us is initially subject to verification with the documentary evidence by RGPPPL for which relevant documentary evidence are submitted being submitted by us. I/ We also understand that in absence of relevant documentary evidence RGPPPL shall be at full liberty to ignore the furnished information.
  5. I/ We also confirm that we shall furnish additional clarification / additional document, if any, desired by RGPPPL at any time (during / after enlistment)
  6. 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.
  7. I/ We also confirm that we shall update RGPPPL for any change in status / furnished information appropriately within the currency of enlistment. In any furnished information submitted document found to be incorrect/ forged during the process of enlistment or after enlistment, RGPPPL may take appropriate action as deemed fit as per Fraud Prevention Policy/ Integrity Pact of RGPPPL but not limited to Banning Business Dealing / Cancellation of enlistment etc.
  8. I/ We agree to abide by and fulfill all the term conditions and provisions of the Vendor Enlistment Certificate, if issued in our favors.
  9. This undertaking is for consideration of RGPPPL for considering our documents for enlistment of suppliers/ contractors against subject NIA for Material/ Services.

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 "Power of Attorney (POA)" duly signed and completed should be sent by post to the RGPPPL Site so as to reach preferably within 15 days from the date of submission of application. Without receipt of original LOU & POA, "certificate of enlistment", even if found qualified, shall not be issued.



**Sub: VENDOR REGISTRATION 2020**

**Annexure-G**

**FORM OF ACCEPTANCE OF FRAUD PREVENTION POLICY**

To,  
RATNAGIRI GAS AND POWER PRIVATE LIMITED,  
At & Post: Anjanwel, Tal. Guhagar,  
Dist.: Ratnagiri,  
Maharashtra, India – PIN 415 634  
Phone: 02359 – 241134.

Sir/Madam,

We have read the contents of the Fraud Prevention Policy of RGPPPL displayed on its website <http://www.rgpppl.com> and undertake that we along with our associate /collaborator/ subcontractors / sub-vendors / consultants / service providers shall strictly abide by the provisions of the Fraud Prevention Policy of RGPPPL.

Yours faithfully,

Date:

Place:

(Signature) .....

(Printed Name).....

(Designation).....

(Common Seal).....



**Sub: VENDOR REGISTRATION 2020**

**Annexure-H**

**DECLARATION ON BANNING POLICY**

To  
AGM (C&M)  
Ratnagiri Gas & Power Pvt. Ltd.,  
Ratnagiri Gas & Power Project,  
At: Anjawel, Tal. Guhagar,  
Dist.: Ratnagiri – 415 634.

- i. We have read the contents of the Banning Policy of RGPPPL displayed on its tender website <http://www.rgppl.com> and agree to abide by this policy. Further, in terms of requirement under Banning policy we hereby declare the following:
  - 1. We have not been Banned/Blacklisted as on date of submission of bid by Ministry of Power or Government of India.
  - 2. We have not employed any public servant dismissed/removed or person convicted for an offence involving corruption or abetment of such offences.
  - 3. Our Director(s)/Owner(s)/Proprietor/Partner(s) have not been convicted by any court of law for offences involving corrupt and fraudulent practices including moral turpitude in relation to business dealings with Government of India or NTPC or RGPPPL during the last five years.
- ii. We further declare as under:  
that if at any point subsequent to award of Contract, the declarations given above are found to be incorrect, RGPPPL shall have the full right to terminate the Contract and take any action as per applicable laws for breach of contract including forfeiture of Bid Security/Performance Bank Guarantee.

Signature along with Seal of Company

.....

Name.....

Designation .....

Name of Co.....

\*While referring the policy, NTPC is to be read as RGPPPL.





## **Sub: VENDOR REGISTRATION 2020**

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\*\*While referring the policy, at S.no.3 clause vi), [www.ntpctender.com](http://www.ntpctender.com) shall be replaced & read as [www.rgppl.com](http://www.rgppl.com).

Corporate Identification Number: U40105DL2005 PTC138458

Registered Office : NTPC Bhawan, Core-7, SCOPE Complex 7, Institutional Area, Lodi Road, New Delhi 110003

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Email : [cs@rgppl.com](mailto:cs@rgppl.com) (Noida Office), [pr@rgppl.com](mailto:pr@rgppl.com) (Mumbai Office), [site.rgppl@gmail.com](mailto:site.rgppl@gmail.com) (Site office), Web Site:[www.rgppl.com](http://www.rgppl.com)