

	<p>NLC TAMILNADU POWER LIMITED (A JVC between NLCIL & TANGEDCO & a subsidiary of NLCIL) Office of the Chief Executive Officer <u>2*500MW JV Thermal Power Plant, Harbour Estate, Tuticorin- 628004</u> CIN : U40102TN2005GOI058050 CONTRACTS & PURCHASE DIVISION Fax 0461-2352480, Ph:0461-2352840 E-mail: candp.ntpl@nlcindia.in, website: www.ntplpower.com</p>	
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NOTICE INVITING TENDER (NIT) FOR WORKS

(ONLINE TENDER)

EXPRESS LIMITED TENDER (e-Tender) ENQUIRY

(TWO COVER SYSTEM)

1.0 INVITATION

Chief Executive Officer, NLC Tamilnadu Power Ltd, (A JVC between NLCIL & TANGEDCO and subsidiary of NLCIL), Tuticorin, invites **ONLINE BIDS** in the prescribed form for the work given in the "Tender Details" below. The bidders are requested to login to NLCIL e-Contracts site (<https://econts.nlcindia.com>) for participation in e-tender (online tender).

2.0 TENDER DETAILS

2.1	Tender Doc No.	2021000633
2.2	Package Code	NTFINL2675
2.3	Tender File No.	CEO/NTPL/Finance/CONT/ELTE/ 2675/ 2020-21.
2.4	Name of Work	Appointment of GST Auditor for FY2019-20 & FY2020-21
2.5	Period & Time of Audit	Period of Audit : FY 2019-20 & FY 2020-21 Time of Audit : December 2020 & December 2021
2.6	Mode of Tender	E-Tendering System. (Online submission of the Bid)
2.7	Date of NIT (NIB) (Tender document available to bidder to download)	27.11.2020
2.8	Earnest Money Deposit (EMD)/Bid Guarantee	NIL
2.9	Pre-bid Conference Date & Time	NIL
2.10	Start date and time of online submission.	27.11.2020 from 17.00 Hrs. (IST)
2.11	Registration Closing Date	03.12.2020 up to 17.00 Hrs (IST)
2.12	Last date and time of Online submission of Bid.	05.12.2020 at 14.30 hrs. (IST)
2.13	Date & Time of bid opening.	05.12.2020 at 15.00 hrs. (IST)

3.0 **INFORMATION ABOUT THE TENDER**

- 3.1 Tender documents are uploaded in NLC India Ltd. website www.nlcindia.com & CPP Portal www.eprocure.gov.in/epublish/app.
- 3.2 All the terms and conditions such as Scope of work, Technical details, Validity of bid and Instruction to bidder etc., are contained in the Tender Document.
- 3.3 The Tenderer, can participate in the online tender, after registration with NLCIL website under e-contracts portal.
- 3.4 The process of registration shall be completed by the Bidders, before the scheduled registration closing date & Time as given in the table above.
- 3.5 After successful registration, the bidder can login with their user ID, password & DSC and participate in the e-Tender.
- 3.6 *Registration for this tender will be accepted only from the approved firms who is eligible to bid.*
- 3.7 Other registration received if any will be treated as unsolicited and WILL NOT BE CONSIDERED.
- 3.8 The bidder shall furnish copy of GST registration certificate along with the bid.
- 3.9 The bidder shall furnish copy of Permanent Account Number (PAN) along with the bid.
- 3.10 Tenders received in the form of FAX, E.mail etc. will not be considered.

4.0 **BIDDING PRICE**

“Bidders are advised to quote the most competitive price in the initial bid, since there will not be post tendering negotiations with the L1 bidder under any circumstances”.

INSTRUCTIONS TO BIDDERS

Bidder is requested to read the terms & conditions of this tender before submitting **online bid**.

1.0 **TENDER DOCUMENTS:**

1.1 The tender document is uploaded in NLCIL website www.nlcindia.com and Central Public Procurement Portal (CPPP) of Government of India, Portal: www.eprocure.gov.in/epublish/app.

2.0 **BID VALIDITY:**

2.1 Offer shall be kept valid for 90 days from the date set for Tender opening.

3.0 **EARNEST MONEY DEPOSIT (EMD): NIL**

4.0 **CORRIGENDUM:**

Amendments /Errata / corrigendum / clarifications, if any issued for the tender shall form part and parcel of the tender document. Amendments /Errata / corrigendum / clarifications will be posted in NLCIL's web site: www.nlcindia.com, <https://econts.nlcindia.com> and Central Public Procurement Portal (CPPP) of Government of India, website: www.eprocure.gov.in. Bidder is requested to visit the above websites and note the amendments before submission of offer. Any ignorance on the part of the firm in not seeing the website will not be an excuse. Amendments/ Errata /corrigendum / clarification will be numbered serially. The bidder is requested to submit all the Amendments / Errata / Corrigendum / Clarifications issued for the tender.

5.0 **INTEGRITY PACT** (Not applicable)

6.0 **TENDER SUBMISSION:**

6.1 The bidder shall submit their bid in **ONLINE**.

6.2 **SUPPLEMENTAL COVERS:**

Tenderer have to note that no supplemental covers will be entertained. Alternatives or rebate percentage etc. if any should be spelt out by the tenderer in the Quotation itself. Offer contained in supplemental / additional covers shall be summarily rejected.

6.3 Bidder may modify (or) withdraw their bids before the time prescribed for submission of tender documents.

6.4 All the information in the Tender shall be in English language.

6.5 Price shall be in the prescribed format only. NTPL reserves the right to reject such bids, which are not in conformity with the above requirement.

6.6 The bidder is advised to visit the site on any of the working days and assess the nature of work and other details at their own cost to make themselves fully conversant with the scope of the work, technical requirements etc prior to submission of bids.

6.7 Tenders received in the any other mode other than specified will not be accepted.

7.0 **TENDER OPENING:**

- 7.1 The e-Tender is to be submitted before the date and time mentioned in NIT (NIB).
- 7.2 The tender will be opened in the **Contracts & Purchase Division** / NLC Tamilnadu Power Ltd., Tuticorin in the presence of the tenderer who may attend in person (or) represented by authorized person with authorization letter, not exceeding one person. If the tenderer does not attend the tender opening and dispute arises if any over his bid, NTPL 's decision will be binding on the tenderer.
- 7.3 If the closing date of submission of Tender is later declared as a holiday, there will not be any extension for submission of online tender. i.e. the original scheduled closing date of submission of tenders shall be adhered to by the bidders. Online tender will be opened on the next working day.
- 7.4 Techno-Commercial Bid (Cover-I) will be opened on the scheduled date and time of tender opening as mentioned in NIT (NIB). The opening date and time of Price Bid (Cover-II) will be intimated to the qualified bidder on Cover-I criteria.

8.0 **DELAY:**

- 8.1 NTPL shall not be responsible for any delay in online submission of bid.

9.0 **STATUS OF FIRM: NA**

10.0 **PRE-BID CONFERENCE: NIL**

11.0 **PROCESSING OF TENDER:**

- 11.1 Offer should be submitted in Two Cover system, which should contain the details as follows:

1. **Techno-Commercial Bid (Cover -1):**

a. **Online submission of the Bid (Digital form):**

Techno-Commercial offer and scanned copy of relevant documents to fulfil the tender conditions.

2. **Price Bid (Cover-II):**

Price / Tender Schedule only (**Price Bid to be submitted only in Online Digital form**).

- 11.2 Techno-Commercial bid shall be opened on the scheduled date of tender opening.
- 11.3 The bidders who get qualified on Techno-Commercial aspects shall alone be considered for price bid opening.
- 11.4 The price offers/bids of the shortlisted bidders shall be opened, and the bidders will be ranked as R1, R2, R3..., starting from the lowest offered price and increasing in the ascending order.
- 12.0 **REVERSE AUCTION is (NOT APPLICABLE).**

13.0 **OTHERS:**

- 13.1 The quantum of work mentioned in the Schedule is only an indication of the probable quantity that may have to be done during the currency of the contract. NTPL reserves the right to increase or decrease the quantum of work to suit the site requirements and exigencies and the Contractor shall execute the work on the same terms and conditions and rate throughout the contract period.
- 13.2 NTPL reserves the right to reject any or all tenders and/or to split up the work and award to two or more tenderers at its own discretion without assigning any reason. NTPL also reserves the right to have parallel contract with one or more contractors at the same, lower or higher rates.
- 13.3 The Contractor shall agree to execute the work confirming to the Notice Inviting Tender, Instructions to Bidders, Scope of work and Special Conditions.
- 13.4 NLC Tamilnadu Power Limited shall not entertain any claim on account of preparation of tenders.
- 13.5 The successful bidder shall give their acceptance of Letter of Award (LOA) within 7 days from the date of receipt of LOA, failing which it will be construed that the LOA has been accepted by the bidder.
- 13.6 Issuance of tender documents does not mean that the offer of such bidder would be automatically considered.

14.0 **BIDDING PRICE:**

“Bidders are advised to quote the most competitive price in the initial bid, since there will not be post tendering negotiations with the L1 bidder under any circumstances”.

15.0 **INSTRUCTION FOR SUBMISSION OF ONLINE BID THROUGH e-TENDER**

- 15.1 Bidder is requested to read the terms & conditions of this tender before submitting their online bid.

15.2 **PRE-REQUISITES FOR ACCESSING NLCIL WEBSITE**

15.2.1 **Software Requirements**

- a. Operating system: Windows XP-- SP3 & above.
- b. Web browser: Internet Explorer 10 and above, latest version of Chrome and Firefox
Java: JRE6/JRE 1.8 or above.
- c. PDF reader: Adobe Acrobat Reader 8 or above.

May refer to NLCIL's portal (<https://econts.nlcindia.com>) for System Requirements.

15.2.2 **Digital Certificate**

Bidder should have a legally valid CLASS III Digital Certificates (i) Digital Signature, non-repudiation certificate (used for Signing) and (ii) Key Encipherment Certificate (used for encrypting Bid Document) with Organisation name from any of the licensed Certifying

Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. Ensure that all necessary trust certificates and drivers are installed as per CA's instruction and working properly. For detailed guidance about browser and Java configuration the bidder is advised to go through the guide available in the portal.

15.3 **REGISTRATION:**

- a. The process involves Bidder registration with NLCIL website under E-Contracts portal. Only after successful registration, the Bidder can submit his/their bid electronically. Bidder is required to make their own arrangement for bidding from a computer connected with Internet. NTPL shall not be responsible for making such arrangements.
- b. The bidder is required to register in the URL and click on "New Bidder" and fill up the registration form with their details like Bidder address, user ID and Password etc., and submit. Kindly note that Bidder name will be captured from Digital Signing Certificate (DSC). Bidder is advised to keep note of the same. It may be noted that no separate user id and password will be provided by NTPL. Acceptance or Rejection of Registration request for the Tender will be intimated by a separate e-mail message. After the successful registration, the bidder can login with their user ID, password & DSC and participate in the e-Tender.

15.4 **BIDDING PROCESS:**

15.4.1 **E-Tender**

a. **Preparation of Bid**

The Bidder will be able to prepare his Bid, online using the respective forms. For Guidelines please refer to the help in the Portal. Bidder can edit and save his offer any number of times till closing time of the bid. However, once he submits his bid, he will not be able to edit it. If Bidder wants to edit his submitted bid then he has to first delete his submitted offer and then edit his offer and resubmit. Only submitted bids will be considered for evaluation. Any saved bids that are not submitted will be deleted by the system after the due date of opening. Bidder can attach files containing company profile details, scanned copies of dealership certificate, scanned copies of technical drawings, etc., which are required for the enquiry. The documents attached should be in PDF format.

- b. File Size: 5MB is the maximum size of a single file that can be attached.

c. **e-Bid Submission and Signing.**

Submission of e-Bids online is a two-step process. In the first step, the Techno-Commercial bid and Price Bid have to be filled and submitted. In the second step, these bids have to be digitally signed using Bidder's Digital Signing Certificate (DSC).

- d. Bidder cannot submit any offer after the due date and time stipulated in the e-Tender. All bids submitted by Bidder can be viewed by clicking on the link Submitted bids provided in the left menu of the corresponding Bidder's home page.
- e. All notices and correspondence to the bidder(s) shall be sent by email message only during the process till finalization of tender. Hence the bidders are required to ensure that their email address provided at the time of registration is valid and updated. Non receipt of email will not entitle any bidder to lodge any claim and no complaint in this regard shall be entertained. Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate). Bidders are advised to see the web site regularly to remain updated with latest information to ensure that they do not miss out any corrigendum /addendum uploaded against the said e-tender after downloading the e-tender.
- f. The responsibility of downloading the related corrigendum, if any, will be that of the bidders.
- g. The offers/Bids are to be submitted in two cover system.

The Cover- I (Techno-Commercial Bid) shall contain the following:

- Techno-commercial requirements
- h. The Cover- II (Price Bid) shall contain Price Schedule only.
- i. Process of e-Tender:
 - i. On the scheduled date and time of tender opening, Tender Opening Committee will open the Techno-Commercial Bid (Cover-I) as mentioned in the "instruction to the bidders". The bidders who get qualified on Techno-Commercial aspects shall alone be considered for price bid opening.
 - ii. Price bid opening will be communicated to the techno-commercially qualified bidders through e.mail.

15.5 **Bidding in e-Tender:**

- a. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- b. The e-tender floor shall remain open for date & time as mentioned in the NIT (NIB).
- c. All electronic bids submitted during the e-tender and e-reverse auction process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Purchaser will form a binding contract between Purchaser and the Bidder for execution of work.
- d. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

- e. NTPL reserves the right to cancel or reject or accept or withdraw or extend the e-tender in full or part as the case may be without assigning any reason thereof.
- f. The server time shall be treated as final and binding. Bids recorded in the server before the bid closing time will only be treated as valid bid. Bidders are, therefore, advised to submit their bids well before the closing time of e-tender. If any bid reaches the server after the bid closing time as per server time, the same will not be recorded and no complaint in this regard shall be entertained.
- g. Bidders are advised to exercise caution in quoting their bids in e-tender to avoid any mistake.
- h. Any order resulting from this bidding process shall be governed by the terms and conditions mentioned in the NIT (NIB). NTPL reserves the right to cancel this bidding process (e-tender) or extend the due date of receipt of bid(s) without assigning any reason thereof.

Scope of Work and Special Conditions:

1. INTRODUCTION

NLC Tamilnadu Power Limited is a Joint Venture between NLC India Ltd and Tamilnadu Generation and Distribution Corporation Limited is a 2X500 MW coal based Thermal Plant in Tuticorin, Tamilnadu with equity participation in the ratio of 89:11. The Company issues Limited Tender Enquiry for selection and appointment of GST Auditor for conducting GST Audit and Submission of Audit Report for the Financial Year 2019-20 & Financial Year 2020-21.

2. Scope of Work:

- a) NLC Tamilnadu Power Limited (NTPL) is having GST registration in the state of Tamilnadu only.
- b) The auditor is required to carry out audit for the FY 2019-20 & FY 2020-21 under section 35(5) of CGST Act, 2017 read with Rule 80 (including any enactments or amendments made as may be applicable from time to time).
- c) Submission/e-filing of GST Audit Report along with annual return and reconciliation statement as per section 44(2) of the CGST Act, 2017 in E-form GSTR -9C within the scheduled date and in the manner as specified /prescribed by CBIC/ GOI.
- d) The entire audit activities are to be carried out at Tuticorin. The Auditor will be required to issue Audit report, Certificates as per the requirements of the GST legislation as per the timelines fixed by NTPL for timely compliance of the GST legislations

3. Timelines

The above scope of work has to be executed within timelines as may be required by the NTPL, within the overarching timelines that may be prescribed by the GOI/CBIC, and communicated to the Auditor from time to time during the course of Audit for smooth and timely Compliance of GST.

Tentative Time Schedule

Period of Audit	Description of Audit Work	Time of Audit
FY 2019-20 & FY 2020-21	Commencement of Audit	December 2020 & December 2021
	Finalisation and Submission of Audit Report in Form 9C and related certification	

4. Price Quote and Payment Terms & Conditions (FY 2019-20)

- a. Prices quoted shall be the GST Audit fee for the FY 2019-20
- b. GST will be quoted extra as per prevailing tax rate.
- c. Travel Expenses: Reimbursed at actual on production of documentary evidence
 - For Partners – Through Taxi/Air (Economy Class)/ Train (2 Tier AC)
 - For Articles/Assistants – Through Train (3 Tier AC) / Bus
- d. Local travel: Reimbursed at actual subject to production of bills
 - For Partners – Through Taxi
 - For Articles/Assistants – Through Auto
- e. Out of pocket expenses: Will be paid as actual
- f. Boarding and Lodging at Tuticorin: By NTPL as guest of the company
The Payment will be made on successful completion of the Audit as per the Scope of Work and providing the documentary evidences as mentioned above.

4.1 Audit Fee for FY 2020-21

Audit fee for the period FY 2020-21 is 105% of audit fee fixed for the period FY 2019-20 with the terms and conditions as applicable as per para 4.0 above.

5. Execution

The auditor shall furnish the name and contact details of Key Team Members including Team leader assigned for the work. They shall work in close coordination with the company officials so that scope of work is completed within the timelines agreed.

6. Contract Price

The bidder shall quote single price for their audit fees for the entire scope of work as per the Tender Document as per the Schedule of Rates / Price Table. The bidder shall quote for GST, if applicable. All the applicable Taxes and Duties shall be reimbursed at actual against documentary evidence as per applicable law.

7. Other Terms and Conditions

- a. The present proposal is seeking for appointment of GST Auditor for FY 2019-20 & FY 2020-21. However, the appointment of GST auditor for FY 2020-21 would be issued subject to satisfactory performance of GST auditor for FY 2019-20.

- b. The Auditor will work in strict confidence and will ensure that the information in respect of the operation of the Area is dealt in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the auditor before commencement of work.
- c. The Auditor shall undertake that data given to them by NTPL and any information generated from the data provided shall not be used by the Auditors for any other purpose.
- d. The Auditor will be removed from the present job and / or debarred by NTPL in the following cases:
 - If the Auditor obtains the appointment on the basis of false information/ false statement.
 - If the Auditor does not take up auditing job in terms of Work order.
 - If the Auditor does not provide the advices and submit the reports, complete in all respects in terms of appointment.
 - If the Auditor violates any of the stipulations under clauses (a) to (c) mentioned above.
- e. The offer should be submitted strictly as per the terms & conditions laid down in the document.
- f. The Contract shall be governed in accordance with the Laws of India. The civil court having ordinary original jurisdiction over Tuticorin alone shall have exclusive jurisdiction to try any matter arising out of this contract.
- g. Disclaimer: NTPL reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Auditor(s) at any stage or to cancel the Tender entirely without assigning any reason.

8. General

- a) The submission of offer connected shall have no cause of action or claim against the NLC Tamilnadu Power Ltd., for rejection of offer. The Bidder, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred by them in connection with submission of their offer or its consideration by NLC Tamilnadu Power Ltd. even though NLC Tamilnadu Power Ltd., may elect to modify/withdraw the Invitation to Tender or does not accept the offer or cancel the Tender as a whole.
- b) NLC Tamilnadu Power Ltd. takes no responsibility for transmission delays, loss or non-receipt of bid or any letters sent by post / courier/email, either way. NLC Tamilnadu Power Ltd. shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion and any such action will not be called into question and the Bidder shall have no claim in that regard against NLC Tamilnadu Power Ltd.

9. Correspondences

All correspondences are to be made to:

The Deputy General Manager/Contracts and Purchase Division
NLC Tamilnadu Power Limited,
2 X 500 MW Thermal Power Project
Administrative Building, Harbour Estate, Tuticorin – 628 004, Tamil Nadu.
Mail ID : candp.ntpl@nlcindia.in
Phone No. 0461- 2352844, 2352840 – Fax No. 0461 – 2352480

ANNEXURE.A-FORMATS

BANK ACCOUNT DETAILS FOR E- PAYMENT

1. Name of the individual/Company/
Firm with address :

2. Bank A/c No :

3. Type of account :

4. Name of the bank :

5. Name of the Branch with address :

6. Branch code :

7. IFSC code (for NEFT/RTGS) payment :

8. Telephone No - Bank :

9. E-mail ID – Bank :

10. PAN CARD No (Bidder) :

11. Signature of the

Individual/Company/firm :

Bank Seal

Signature

(Bank Branch Manager)

Manager Code No

DECLARATION BY CONTRACTOR

To

The Chief Executive Officer,
NLC Tamilnadu Power Ltd.,
Harbour Estate, Tuticorin – 628004,
Tamil Nadu

Dear Sir,

1. I hereby offer to carry out the works mentioned in the tender.
2. I have carefully perused the full tender document connected with the above works and I have fully understood the terms and conditions.
3. I am agreeable to abide by the above Terms & Conditions.
4. Declaration regarding relatives:
 - a) Whether any relatives employed in NTPL : YES / NO
 - b) If YES, furnish the details:

S.No	Name	Designation	Unit	CPF No	Relationship

Thanking you,

Yours faithfully

Place/Date

(Signature of the Bidder)

DETAILS OF THE BIDDER

1. Name of the Bidder and Address :

2. Phone number / Mobile No :

3. E-mail Id :

4. Bank Account Details :

like A/c No, Bank Name, Branch, Place etc.,

5. GST ID number :

6. PAN Card number

Signature of the Bidder

ANNEXURE-A

CERTIFICATE OF UNDERTAKING

To

The Chief Executive Officer,
NLC Tamilnadu Power Ltd.,
Harbour Estate, Tuticorin – 628004, Tamil Nadu
Dear Sir,

Sub: NTPL- Certificate of undertaking regarding engagement of Personnel the rolls of the Bidder & GST Compliance- Reg.

Name of the work: -----

Tender Ref: -----

With reference to the above tender, we hereby give the undertaking that:

1. The Personnel engaged by us for execution of works in NTPL shall be borne on our rolls.
2. We are regularly depositing the GST and we are not defaulter in payment of GST and discharge our liability under the service.

Thanking you

Yours faithfully,

(Signature of the bidder)

Name:

Designation & address .

Seal of the company.

PRICE SCHEDULE

Particulars	Amount (Rs.)
Professional Fees for GST Audit for the Financial Year 2019-20	

Applicable GST will be paid extra. The current applicable GST rate:.....%

Authorised Signatory of the firm with seal

Note: Price Bid to be submitted only in Online Digital Form.