

NAME OF THE WORK	NTPL-Allotment of shops in Town Ship for the year 2025-2027 [Shop No:1,3&4]
TENDER NUMBER	CEO/NTPL/CONT/Civil/Township/Shops/OTE/3382/2025-26



NLC TAMILNADU POWER LIMITED

A JV between NLC India Ltd
& TANGEDCO and subsidiary of NLC India Ltd)

2*500MW JV Thermal Power Project, Harbour Estate, Tuticorin- 628004

Fax 0461-2352480, Ph: 0461-2352840

E mail: candp.ntpl@nlcindia.in

GSTIN :33AACCN3238N1ZD

TENDER DOCUMENT

TENDER NO CEO/NTPL/CONT/Civil/Township/Shops/OTE/3382/2025-26

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(OPEN Tender Enquiry)

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NLC TAMILNADU POWER LIMITED

OPEN TENDER NOTICE [SINGLE COVER SYSTEM].

OPEN TENDER NOTICE [SINGLE COVER SYSTEM].

Sealed Tender in English is invited by NLC Tamilnadu Power Ltd, Tuticorin for “Allotment of Commercial Shops(Shop No.1,3&4) in NTPL Township” as given below.

1	Tender Number & date	:	CEO/NTPL/CONT/Civil/Township/Shops/OTE/3382/2025-26 Dt: 19.09.2025
2	Name of Work	:	NTPL-Allotment of shops in Town Ship for the year 2025-2027 [Shop No:1,3&4]
3.	COD		Rs 100.00
4	EMD	:	Rs 500/- (Refundable to unsuccessful bidder)
5	Period of Contract	:	36 Months from the date of Handing over of shops.
6	Pre-Bid Conference	:	Not Applicable
7	Last date of sale of Bids		31.10.2025 up to 11.00 Hrs
8	Last date of receipt of Bids	:	31.10.2025 up to 14.30 Hrs
9	Date of opening of Bids	:	31.10.2025 @ 15.00 Hrs

Sealed quotations in single cover super scribing the Name of work & Tender reference will be received by The Chief Executive Officer, NTPL, Harbour Estate, Tuticorin – 628 004 up to 2.30 PM on the date indicated above and the bid will be opened at 03.00 PM on the date indicated above. The sealed cover should be addressed to The Chief Executive Officer, NLC Tamilnadu Power Limited, Harbour Estate, Tuticorin - 628004.

Quotations are to be valid for 90 days from the original date of Tender opening.

Chief Executive officer/NTPL

Name of the Contract	NTPL-Allotment of shops in Town Ship for the year 2025-2027 [Shop No:1,3&4]
TENDER NUMBER	CEO/NTPL/CONT/Civil/Township/Shops/OTE/3382/2025-26

CHECK LIST

(to be submitted by bidders along with the Offer)

Bidders to note that their offers will be rejected due to non-submission of following details/documents. Hence, the bidders shall ensure that before submitting their offers, the following details/documents are furnished/enclosed in Cover-I of the Offers.

Sl. No.	Description	Whether enclosed (to be filled by bidder as "YES")	Details
1.	Details of Cost of Tender Document paid (as per requirement of NIT conditions)		Rs 100/-
2.	EMD / Bid Guarantee amount		Amount: Rs 500/- By Bankers Cheque/Bankers Pay Order/NEFT/DD drawn in favour of "NLC Tamilnadu Power Ltd" payable at Tuticorin. No & Date: Name of Issuing Bank: Branch:

Signature of the bidder.

DETAILS OF THE BIDDER

**(Submitted for Allotment of Commercial Shops (Shop No.1,3&4) in NTPL Township,
Harbour Estate, Tuticorin-4)**

1. Applicant Name :
(ID proof to be attached)

2. Full Address :
(Address proof to be attached)

3. Adhaar No :
(Proof to be attached)

4. PAN No. :
Proof to be attached

5. Mobile No. :

INSTRUCTIONS TO THE BIDDER

1.0 TENDER DOCUMENT:

- 1.1 The tender documents (non-transferable) can be had from the Chief Executive Officer/ NLC Tamilnadu power Limited, Harbour Estate, Tuticorin – 628004, Tamil Nadu, India on payment of the Cost of tender document.
- 1.2 The Tender documents are also available in the web site of NLC India Limited, (www.nlcindia.com) & NTPL web portal <http://www.ntplpower.com>. Those who wish to download the same may do so, however, while submitting the bid, cost of the Tender document should be enclosed. **Bids submitted without remitting the cost of tender document, for the specified value will be summarily rejected.**
- 1.3 Cost of Tender Documents can be remitted by crossed Demand Draft/ Banker's Cheque/Pay Order/ NEFT of any scheduled commercial bank authorized by RBI, drawn in favour of **NLC Tamilnadu Power Limited, payable at Tuticorin / payable at par at Tuticorin or NEFT/ RTGS mode to Account No: 31037748056 Beneficiary Name: NLC Tamilnadu Power Limited, Est. A/c in State Bank of India, Branch: SPIC NAGAR, TUICORIN (IFS Code No. SBIN0003143).** The bank commission charges will be to bidders account. No other mode of payment will be accepted. The remittance details (including UTR no.) shall be indicated in the bid document.
- 1.4 The amount remitted towards the cost of tender document shall not on any account be refunded under any circumstances.
- 1.5 Issuance of Tender Documents does not mean that the offer of such bidders would be automatically considered.
- 1.6 All other terms and conditions such as, EMD, Validity of bids schedule and Instruction to bidders etc., are contained in the Tender Document.

2.0 BID VALIDITY:

- 2.1 Tenders shall be kept valid for 90 days from the date of Tender opening.

3.0 EARNEST MONEY DEPOSIT (EMD)

- 3.1 The EMD can be in any one of the following forms:
Demand Draft/NEFT/RTGS from any Scheduled Commercial bank authorized by RBI. The Demand Draft/Banker's Cheque/Pay Order shall be drawn in favour of NLC Tamilnadu Power Ltd., Tuticorin, payable at Tuticorin or payable at par at Tuticorin.:
- 3.2 **Bids received without full EMD in the aforesaid manner or in any other manner or short in amount will be summarily rejected.** Deposit against any other contract by NTPL or the amount held by NTPL pending enquires will not be treated as E.M.D.
- 3.3 No interest shall be paid on the EMD submitted by bidders.

3.4 EMD of the successful bidder will be adjusted towards the security deposit upon award of the contract on them. The EMD of the unsuccessful bidders will be returned upon completion of the tendering process.

3.5 The earnest Money Deposit can be enashed, if the bidder withdraw his tender proposals /modifies/changes/alters/impairs/derogates within the validity period of offer or fails to accept the Letter of Award (LOA) issued by NLC Tamilnadu Power Limited for any reason whatsoever, then the Earnest Money deposited by the bidder shall be forfeited, along with penal action as indicated in the General conditions. Unilateral revision or with drawl of offer by the bidder as above shall also result rejection of bid without Notice.

4.0 If NTPL has any authentic information about the intending Tenderers having formed a Cartel / submitted non-earnest bids, the tender will be cancelled and the Earnest Money Deposit of all such Tenderers shall be forfeited

5.0 **CORRIGENDUM:**

5.1 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 and Central Public Procurement Portal (CPPP) of Government of India, website: www.eprocure.gov.in. Bidders are requested to visit the above websites and note the amendments before submission of offer. Any ignorance on the part of the firms in not seeing the website will not be an excuse. Amendments/ Errata /corrigendum / clarification will be numbered serially. The bidders are requested to sign all the Amendments / Errata / Corrigendum / Clarifications issued for the tender and enclose along with the bid.

6.0 **REMITTANCE through NEFT/ RTGS:**

6.1 The amount of **Earnest Money Deposit (EMD) & Cost of Tender Document** may also be remitted through **RTGS/ NEFT** and the designated Bank Account details are furnished below.

Bank Account Details for NEFT/RTGS Remittance:

Party Name: NLC Tamilnadu Power Limited

Bank A/C Number: 31037748056

Type of Account: Current Account

Name of Bank: State Bank of India

Name of the Branch: SPIC NAGAR, TUTICORIN

IFSC Code (NEFT/RTGS): SBIN 0003143

6.2 The Bank commission charges will be to the account of the bidder. The net amount transferred should be equal to the amount indicated.

6.3 The remittance details viz. UTR number shall be clearly indicated by the bidder in their offer and the qualification of the bidder is subject to receipt of amount of EMD and the Cost of tender document stipulated in the tender.

7.0 NLC Tamilnadu Power Limited shall not entertain any claim on account of preparation of tenders.

8.0 TENDER SUBMISSION:

8.1 Sealed quotations in the format prescribed to run the Shops in NTPL Township Shopping complex by super scribing the Name of work, and Tender reference, date & time addressed to Dy. General Manager / **Contracts & Purchase, Office of the Chief Executive Officer, NLC Tamilnadu Power Ltd., Harbour Estate, Tuticorin - 628004, Tamilnadu**, may be deposited in the Tender Box placed in the Security Gate.

8.2 Modification and Withdrawal of Bids:

Bidder may modify (or) withdraw their bids by giving notice in writing before the time prescribed for submission of tender documents. Each bidder's modification and withdrawal notice shall be prepared, sealed, addressed and marked and delivered in accordance with the provisions with clearly marked "Modification" or "Withdrawal" as appropriate. No bid shall be modified after the deadline for submission of Bid. Withdrawal of Bid between the deadline for submission of Bid and expiration of the period of validity specified or as extended may result in encashment of Bid guarantee.

8.3 Each page of the tender document should be signed by the bidder as a token of acceptance to the conditions mentioned therein and enclosed in Techno commercial bid

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

8.5 Corrections:

The offer should be neatly typed/hand written in figures as well as in words. It should be free from corrections and over-writings, erasing, etc. Erases and other changes shall be duly authenticated by the person/persons signing the tender documents.

8.6 The bidders are 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.

8.7 The successful bidder shall give their acceptance of 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.

8.8 Tenders received in the form of Fax, Email, Telex etc. will not be accepted.

9.0 TENDER OPENING:

9.1 The Tenders are to be deposited in the **Contracts & Purchase Division / NTPL**, before the date and time mentioned in Tender Enquiry. Any offer received after the time specified for receiving the bids, will not be accepted.

9.2 The sealed quotations will be opened in the Contracts & Purchase Division / NLC Tamilnadu Power Ltd., Tuticorin in the presence of the tenderers who may attend in person (or) represented by authorized persons with authorization letter, not exceeding one person from each bidder. If a tenderer does not attend the tender opening and if any dispute arises over his bid, NTPL's decision will be binding on the tenderer.

9.3 If the date of submission of Tender is later declared as a holiday, Tender can be submitted up to the next working day and the Tender shall be opened on the next working day.

10.0 DELAY:

10.1 NTPL shall not be responsible for non-receipt of bids in the Contracts & Purchase Division due to postal delay/ loss/ damage in the process of submission of bid nor for any letter/ document sent by post either way.

11.0 Partnership Firm: Not applicable

12.0 PRE-BID CONFERENCE: Not Applicable

13.0 PROCESSING OF TENDER:

a) Offer should be submitted in Single Cover, which should contain the details as follows:

1. Bid cover shall contain:

- **Cost of Tender Document** [(by Demand Draft/Banker's Cheque/Pay Order or through e-payment (NEFT / RTGS)].
- **EMD / Bid-guarantee**, [(by Demand Draft/ Banker's Cheque/Pay Order/ Bank Guarantee or through e-payment (NEFT / RTGS)].
- **Check list** duly filled and signed. [To ensure the compliance of submission of Cost of tender document, EMD/Bid Guarantee amount].
- **Letter of Undertaking (for ensuring quoted auction value for each shop)**
- **Tender Documents duly filled and signed by the Bidder.**

b) **Cost of Tender Documents, EMD:**

The Cost of tender document and EMD/ Bid Guarantee shall be furnished. Otherwise, the bid shall be rejected.

- c) The offers/bids of the bidders who satisfy the conditions of EMD/Bid Guarantee shall alone be considered for further evaluation.
- d) Evaluation: The allocation of shop will be conducted through a **random draw** of all eligible applicants who have submitted valid applications. The draw will take place at NTPL Contracts Division on date mentioned in para (9) and successful applicants will be notified accordingly.
- e) The Contractor shall agree to execute the work confirming to the Notice Inviting Tender, Instructions to Bidders, General Conditions of Contract and Special Conditions of Contract.
- f) NTPL shall not entertain any claim on account of preparation of tenders.

SCOPE

Name of the work: NTPL-Allotment of shops in Town Ship for the year 2025-2027 [Shop No:1, Shop No:3 & Shop No:4]

SCOPE

Running of shops inside NTPL shopping complex to operate the permitted trade as mentioned below in the allotted shops

- Shops location: Inside NTPL Township shopping complex.
- Construction: RCC framed structure
- Carpet area: Each shop is of 3.6m X 4.8m (185 Sq.ft)
- Head room : 3 meter
- No of shops: 3

Permitted trade:

Shop-1 : Saloon (North end)

Shop-3 : Tea shop/Bakery/sweets

Shop-4: Vegetables/Fruits/Milk shop

Special condition

Name of the work: NTPL-Allotment of shops in Town Ship for the year 2025-2027

[Shop No:1, Shop No:3 & Shop No:4]

1. The applicant shall deposit an amount of Rs. 500.00/- (Rupees Five Hundred only) as Earnest Money Deposit (EMD) along with the offer. For successful allottee, He/She must remit an amount of Rs. 6,000/- as a security deposit for the safekeeping of furniture, electric, sanitary fittings, and fixtures in the SAID property and for duly handing over the same in an undamaged condition to the Chief Executive Officer/NTPL at the end of the allotment period. The EMD of the allottee will be adjusted towards the above security deposit. For unsuccessful applicants, the EMD amount will be refunded only after the allotment order is issued to the successful applicants.
2. The security deposit must be paid within 60 days from the date of the allotment letter.
3. The bidder can quote for multiple shops. The rental charge base price for one shop is Rs.500 (Inclusive of tax).
4. A willingness and undertaking must be submitted for individual shops.
5. The shop will be allotted for a period of 3 years from the date of the allotment order (renewable on mutual willingness and subject to terms and conditions).
6. Upon allotment, the allottee will be allowed to conduct permitted trade activities within the business hours of 6:00 AM to 9:00 PM. Staying beyond 9:00 PM requires prior written approval from HR/NTPL.
7. Monthly passes for allottees and associates must be obtained from HR/NTPL.
8. Electricity charges will be based on monthly energy meter readings, with rates as follows: Rs. 5.00/- per unit up to 50 units, and Rs. 8.05/- per unit for consumption beyond 50 units. Rates are subject to change.
9. Rent and electricity charges must be paid before the 10th of each month, as revised or intimated by NTPL.
10. Any government-mandated fees/taxes/duties related to trade shall be borne by the allottee.
11. The allottee shall comply with all applicable municipal and governmental rules and pay any associated fees or taxes.
12. The allottee shall not interfere with water supply lines, sanitary lines, electrical cables, or telephone wires.
13. Subletting, transferring, or mortgaging the allotment of shops is prohibited.

14. Conducting unpermitted trades requires prior written approval from CEO/NTPL.
15. Any alterations such as fixing shelves or wiring must not damage the building structure and require prior approval from the Township In-Charge.
16. Occupying open spaces meant for residents' movement is prohibited.
17. The premises must be kept neat and hygienic, with waste disposed of only in designated garbage bins.
18. Rearing cattle on the premises is strictly prohibited.
19. The use of plastic items like PVC cups, plates, and carry bags is not allowed.
20. Any complaints from residents regarding poor service or lack of service from the shop will result in appropriate action being taken.
21. Notices to Allottee will be deemed served if delivered in person, posted at the shop premises, or sent by registered post to the Allottee's address.
22. All matters related to interpreting these conditions are subject to NTPL's final decision.
23. Violation of any condition may lead to cancellation of the allotment, legal action, or penalties as deemed appropriate by NTPL.
24. Non-compliance with hygiene standards or unauthorized alterations will invite action, including termination of the allotment.
25. All materials must be brought into the NTPL Township only with the approval of TA officers. A valid gate pass for manpower/materials is required for entry and entry.
26. The allottee shall take care of the items stored in shop/ brought into NTPL township. For any theft, damage, NTPL will not take any responsibility.
27. Legal possession of the premises remains with NTPL. Allotment is revocable at NTPL's discretion.
28. NTPL reserves the right to cancel the allotment for unsatisfactory antecedents of the allottee or other violations, and no claim for compensation or reimbursement shall be entertained.
29. NTPL reserves the right to reject applications from former allottees against whom actions were previously initiated for violations or defaults. If defaulters obtain allotment through a benami name, such allotment will be cancelled.
30. The allottee shall observe and follow all the acts/rules of the local Municipality/Corporation/ State Government.
31. Non-Operation & Eviction Process:

31.1 Closure of Shop & Notice Period

- If the shop remains closed for more than 30 consecutive days without prior written intimation and approval from NTPL, it shall be deemed as abandonment.
- A written notice shall be issued to the allottee, granting them 7 to 15 days to provide a valid reason for the closure.
- If no response is received or the reason is deemed unsatisfactory, NTPL reserves the right to terminate the allotment and re-enter the premises. And NTPL reserves the right, to take inventory of items for safekeeping, cancel the allotment, and forfeit the security deposit.

31.2 Eviction & Repossession Process:

- A **final eviction notice** shall be issued **7 days prior to eviction**, specifying the repossession date.
- If the shop remains locked on the scheduled eviction date, NTPL shall have the right to **break open the locks in the presence of a designated officers to take inventory of items for safekeeping.**
- NTPL shall not be responsible for any damage or loss to the materials during the repossession process.

32. Termination of Allotment:

- i. The allotment will be terminated if the security deposit is not paid within 60 days from the date of allotment letter.
- ii. The allotment will be cancelled without prior notice if the allottee is involved in nuisance, anti-social behavior, or activities causing disturbance.
- iii. The allotment will be terminated if the performance of the service is poor.
- iv. As mentioned in clause 31.1, if the shops are abandoned, CEO/NTPL reserves the right to terminate the allotment.
- v. The allotment shall be terminated if the performance is found to be unsatisfactory after issue of due Notice. In such a case, the Contractor shall not have any claim for any compensation. The Security Deposit shall be forfeited.
- vi. The security deposit will be forfeited if the allottee fails to pay the monthly rent for more than four months or violates any stipulated terms and conditions.

In case of termination of the allotment for any of the above reasons, the allottee will be barred from participating in future tenders until the issue is resolved.

33. CEO/NTPL reserves the right to cancel the allotment if the allottee fails to abide by any of the above conditions.

I AGREE TO ABIDE BY ALL THE ABOVE SPECIAL CONDITIONS

Signature of the Allottee

GENERAL CONDITIONS

1.0 WORKING AREA /CONDITIONS.CONDITIONS

1.1 The place of work is within the premises of the NTPL Township, Tuticorin.

1.2 The area of work is residential complex. Therefore, entry of any personnel without approval is restricted.

1.3 The Allottee should work in co-ordination and in close co-operation with other staff/agencies working in the area.

2.0 WORK AREA PERMIT

2.1 Since the work site is inside residential area of the and the area of the work is restricted to outsiders hence entry into the area is admissible to pass-holders only.

2.2 The permission of the Officer in-charge/ NTPL shall be obtained before commencing the work.

2.3 All the staff, helper of the shops shall be issued a temporary photo permit of entry by the Security Officer /NTPL Township and none without a photo pass shall be admitted in the housing colony. Each labourer or staff of the shop allottee must carefully preserve the pass and produce it whenever demanded by any NTPL officer.

2.4 The Allottee is required to furnish a list of workers who are in possession of valid passes/permits and required to be actually engaged by him to enable the security men on duty at the gate to check and ensure bonafide entry. No person other those mentioned in the list shall be allowed or required to work in the respective shops.

2.5 The shop allottee shall not engage persons of doubtful integrity in order to avoid damage, pilferage and theft and have to own full responsibility for the omissions / misconduct of the employees/ persons engaged by him. If the allottee or his men are found in possession of materials belonging to NTPL or other Allottees, it shall be deemed to be theft and will be dealt with appropriately. The Allottee or his representative should exercise utmost control over their workmen for discipline to avoid misuse, theft and pilferage.

2.6 The Allottee shall not bring any personal vehicle either two-wheeler or four-wheeler inside the NTPL Township unless otherwise permitted.

2.7 The allottee shall effectively control their workmen so as to confine only to their area of work and should not allow them to move around in other areas.

2.8 Usually working hours are limited to daytime only. In emergent cases to carry out the works during nights, it may be done so only with the specific prior permission of the NTPL officers.

2.9 The Allottee should employ only adult workers i.e. persons who have completed 18 years of age.

3.0 SAFETY

3.1 In case of sickness/accident to workmen or Supervisor, the Allottee shall take them to the General Hospital along with the Accident Report and it will be the responsibility of the Allottee to ensure that immediate medical attention is provided. The Allottee shall also inform NTPL authorities without delay and submit a detailed incident report within 24 hours. All medical expenses and statutory obligations arising out of such incidents shall be borne by the Allottee. Further, compliance with applicable provisions under the Employees' Compensation Act, ESI Act, and other relevant laws shall be ensured by the Allottee.

3.2 If any acts of the Allottee/workmen is found compromising safety precaution, minimum fine of Rs.5000/- (Rupees Five Thousand) per violation shall be imposed on the Allottee and it shall be recovered from the security deposit.

3.3 Unauthorized tapping of electricity, such as disturbing electric fuse, inserting of leads directly on the plug sockets, improper wiring and improper use of electrical equipments belonging to the Purchaser or other Allottees should be avoided

3.4 Violation of conditions of safety may lead to termination of the allotment at any time.

3.5 The Allottee shall be entirely responsible for any injury to the workmen in the event of them being involved in an accident and shall render all co-operation to the NTPL officials if any enquiry is held thereon.

3.6 All safety precautions and safety rules should be followed and failure to adhere to the same will be viewed seriously and the consequences thereof shall be borne by the Allottee.

4.0 PROTECTION OF MONUMENTS – FOSSILS

4.1 If the Allottee during the course of execution of work/service finds any relic, antiquity, coins, fossils etc., he shall protect them and handover to NTPL.

5.0 Rental charges

5.1 The rent charges has to be paid on or before 10th of every succeeding month along with consumed electricity charges.

5.2 The rental Prices quoted per month is fixed throughout the contract period and not subject to any discount.

6.0 SECURITY DEPOSIT

6.1 The successful bidder has to remit an amount of twelve months rent as security deposit (Rs.6000.00) for safe keeping of Furniture, Electric, Sanitary, Fittings and Fixtures in the SAID property and for his duly handing over the same in an undamaged conditions to the Chief Executive Officer / NTPL at the end of the period of Contract. EMD of the successful bidder will be adjusted towards the above security deposit upon allotment. For the unsuccessful bidder the EMD amount will be refunded only after issuing the allotment order to the successful bidders.

6.2. The Security Deposit shall not bear any interest.

7.0 TIME SCHEDULE

7.1 The allotment order validity shall be as indicated in the Tender schedule.

7.2 However, NTPL, reserves the right to extend the time schedule for any further period as considered necessary, under the same terms and conditions and prices/rates agreed on the merits of the case.

8.0 FORCE MAJEURE

In the event of unforeseen circumstances beyond the control of either party (such as natural calamities, government-imposed lockdowns, or civil disturbances), which prevent the operation of the allotted shop, such period shall not be treated as a breach of the allotment terms.

9.0 SUPERVISION

NTPL, reserves the right to inspect and supervise the service.

10.0 TRANSPORTATION

10.1 Animal drawn vehicles shall not be used for transport of any material.

10.2 Entry of allottee's vehicle or used for service of shops should be duly registered with Security at security gate, NTPL township.

11.0 DISCHARGE/COMPLETION OF Allotment period

The Allotment will be deemed to have been completed after satisfactory fulfillment of all the obligations as per allotment order, rental charges, electricity bill and other taxes as prevailing are paid, and release of security deposit. However if any claim arises in respect of the obligations in connection with the Allotment, the Allottee has to settle the claim.

12.0 PRESERVATION OF PEACE

The Allottee shall take adequate precaution and use his best endeavor to prevent and avert any riotous or any unlawful action by workers engaged by him and preserve peace all the times.

13.0 LEGAL JURISDICTION

Courts having jurisdiction over Tuticorin shall have the ordinary jurisdiction as per law.

14.0 ENVIRONMENTAL COMPLIANCE AND HOUSEKEEPING

14.1 The Allottee shall strictly comply with all applicable environmental laws, rules, and regulations, including the Environment (Protection) Act, 1986 and its amendments.

14.2 The Allottee shall ensure optimal use of resources (such as electricity and water) in the allotted shop and maintain cleanliness in and around the premises at all times.

14.3 Waste materials, including packaging waste, food waste, and other refuse, shall be disposed of in designated bins or areas as specified by NTPL. Dumping of waste in open areas, drains, or common premises is strictly prohibited.

14.4 Vehicles brought into the Township by the Allottee or their staff shall comply with the Motor Vehicles Act, 1988. All drivers must hold a valid driving license and relevant documents.

14.5 The Allottee shall ensure that delivery personnel and drivers follow safe driving practices within the Township premises.

14.6 No oil, chemical, or hazardous materials shall be used or stored in the shop unless specifically permitted. Any accidental spillage must be immediately reported and cleaned as per NTPL instructions.

14.7 The use or distribution of plastic carry bags inside the Township is prohibited. The Allottee shall ensure compliance by staff and customers, promoting eco-friendly alternatives.

14.8 Smoking, consumption of alcohol, or entry of persons under the influence of intoxicants within the shop premises or surrounding area is strictly prohibited.

14.9 Upon vacating or termination of the allotment, the Allottee shall clean the shop premises and remove all debris, fixtures, or waste as instructed by NTPL.

14.10 The Allottee is solely responsible for maintaining hygiene and good housekeeping in and around their allotted premises. Non-compliance by the Allottee, their staff, or service personnel shall invite penal action as deemed appropriate by NTPL.

15.0 TERMINATION OF SERVICES OF ANY WORKER

15.1. NTPL, may direct the Allottee to dispense /discharge with the services of any worker engaged, found to conduct himself against the interest of work and interest of the NTPL. Upon such direction, the Worker shall be stopped from the work and entering into NTPL's premises, immediately.

15.2. The Officers of the NTPL have the right to request the Allottee to remove such of those workers whom they consider incompetent and undesirable for any particular job.

16.0 TERMINATION / SHORT-CLOSURE OF ALLOTMENT

16.1 Termination Due to Unsatisfactory Performance

The allotment shall be liable for termination if the performance of the Allottee is found to be unsatisfactory, even after issuance of a formal notice. In such cases:

- The Allottee shall not be entitled to any compensation.
- The Security Deposit shall be forfeited.
- NTPL reserves the right to re-allot the shop at its discretion.

16.2 Short-Closure of Allotment

NTPL may short-close or foreclose the allotment at any time during the contract period due to administrative or special circumstances, with due intimation to the Allottee. No compensation shall be payable for such closure.

17.0 PENAL ACTIONS FOR BREACH OF CONTRACT

In case of breach, non-compliance, or non-fulfillment of any terms and conditions by the Allottee, NTPL reserves the right to initiate any or all of the following penal actions:

- Termination of Allotment at the risk and cost of the Allottee
- Forfeiture of the Security Deposit
- Suspension or Banning from participation in future allotments or tenders

18.0 SUSPENSION AND BANNING

18.1 Suspension (Up to 6 Months)

An Allottee may be suspended from participating in any NTPL/NLCIL allotments or tenders for a period of up to six months in the following cases:

- Unsatisfactory performance
- Suspicion of misconduct
- Breach of any conditions by the Allottee or their collaborator/agent

18.2 Banning (1 Year)

An Allottee shall be banned from all NTPL/NLCIL allotments/tenders for a period of 1 (one) year for:

- Persistent non-performance
- Execution of substandard works
- Failure to rectify issues even after reasonable extension of time

18.3 Banning (2 Years)

An Allottee shall be banned for 2 (two) years in any of the following cases:

- Willful suppression of facts, furnishing false information, or submission of forged/manipulated documents
- Involvement in corrupt practices such as bribery or acts involving moral turpitude
- Refusal to return NTPL/NLCIL dues without sufficient cause
- Withdrawal, modification, or impairment of offer after draw results are opened
- Failure to accept the allotment or submit the Security Deposit after allotment.

Note:

Any firm or individual placed under suspension or banning by NTPL or NLCIL shall not be eligible to participate in any tender, draw, or allotment process issued on or after the date of such action. All suspension/banning actions will be taken in accordance with the prevailing NTPL/NLCIL guidelines.

19.0 GOODS AND SERVICE TAX (GST)

The rental amount is inclusive of GST.

20.0 ORDER OF PRECEDENCE

20.1 The Special Conditions shall prevail over General Conditions of Contract.

20.2 In case of contradiction, the documents forming the Allotment shall be interpreted in the following order of precedence:

- a. Special Conditions of Contract
- b. General Conditions
- c. Any other documents listed in the Contract as forming part of the Contract.

21.0 OTHER CONDITIONS

21.1. The Allottee shall abide by the conditions prescribed in the NTPL “Notice Inviting Tender (NIT), auction notice, Instructions to Bidders, Special and General Conditions of the notice” during the entire period of contract.

21.2. It shall be the responsibility of the Allottee to see that departmental canteen facilities are not utilized by his workmen. He has to make his own arrangements to provide refreshment for his workmen.

21.3. Whenever materials are to be taken inside the housing colony, the concerned Allottee shall submit a list of such items like tools and the Plants and materials etc., in duplicate to Security Officer, of which one copy shall be retained by the Security Officer, and the other copy duly authenticated by the officer, shall be passed on to the concerned officer.

FORMS

LETTER OF UNDERTAKING

1. EMD for Rs 500.00/- in the form of Bankers Cheque /Bankers pay order/NEFT/ Demand draft drawn in favor of "NLC Tamilnadu Power LTD" payable at Tuticorin.is attached herewith.
2. I have visited the shop at NTPL Township and understood the conditions of trade prospects and potential.
3. I hereby express my interest and willingness to run the **Shop No.....**
4. I agree to abide by the NTPL terms and conditions of the allotment to run the shop.
5. I understand and agree that NTPL reserves the right to rent the shop to the applicant selected through the draw process, provided they fulfill the stipulated terms and conditions.
6. I declare that all particulars provided above are true to my best of knowledge and in case of any false information I am liable for penal action by NTPL including cancellation
7. I have no pending police complaints against me in any police station.
8. I agree to pay a monthly rent of **Rs.500/- (Rupees Five Hundred Only)including GST** per month per shop to NTPL for running the above shop/ shops.
9. I also agree to pay electricity charges as per consumption and pay all applicable taxes.

Signature of the Allotee

FORMAT OF CONTRACT AGREEMENT

Note: To be on a Stamp Paper of appropriate value (Rs.100/-) purchased in the Name of Tenderer or NLC Tamil Nadu Power Limited.

Agreement No: CEO/NTPL/CONT /CIVIL/Township/Shops/OTE/T. No...../Agt. No: 2025-26

This CONTRACT AGREEMENT made this day of2025 between the NLC Tamil Nadu Power Limited, Tuticorin (hereinafter called NTPL) of the one part andin the state of (Hereinafter called the "CONTRACTOR") of the other part.

WHEREAS the NLC TAMILNADU POWER LIMITED is desirous that certain work should be constructed viz..... and has accepted a Tender by the Contractor for the construction or maintenance of such works.

NOW THIS AGREEMENT WITNESETH AS FOLLOWS:

1.0 In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2.0 The following documents shall be deemed to form and have been read and construed as part of this agreement. Viz.

- a. The said tender No:
- b. Notice inviting Tender
- c. Instructions to tenderers
- d. General conditions of contract
- e. Special conditions of contract
- f. Specifications
- g. Tender Schedule
- h. Time Schedule
- i. Drawings
- J. Letter of award No:

3.0 In consideration of the payments to be made by the NLC Tamil Nadu Power Limited (NTPL) to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the NLC Tamil Nadu Power Limited (NTPL) to construct / maintain the works in conformity in all respects of the provisions of the Contract.

4.0 The NLC Tamil Nadu Power Limited (NTPL) hereby covenants to pay the Contractor in consideration of the construction, completion and maintenance of the Works, the Contract Price at the time and in the manner prescribed by the Contract.

4.1 In Witness thereof the parties herein have caused their respective common seals to be here unto

affixed (or have hereunto set their respective hands and seals) the day and year first above written.

Signed, Sealed and delivered by the

said.....in the presence of

Signature of

Witness: 1

2

With date & address:

Name in Block Letters

Dated Signature of Contractor

Dated Signature of the CHIEF EXECUTIVE OFFICER

In the capacity

On behalf of NTPL

On behalf of

Declaration by the Bidder Regarding Banning/Debarring/Blacklisting of the Firm

I/We, hereby declare that our Firm/Entity/Company is not banned/debarred/blacklisted by Ministry of coal / Department of Expenditure as on the date of original scheduled date of tender opening.

I/We, hereby agree that in case while processing the tender or during post award of tender, any such banned/debarred/blacklisted instances by Ministry of coal / Department of Expenditure, is known to NTPL, the same will amount to the suppression of the material information, and our offer / bid will be disqualified by NTPL, if the tender is under process. If already awarded, then the Purchase Order/Contract will be terminated by NTPL.

In the above circumstances, I/We, will not have any claim on NTPL towards such disqualification or termination of Contract/Purchase Order.

Date

Signature of the bidder

RTGS PAYMENT / E PAYMENT MANDATE FORM

(TO BE FURNISHED ALONGWITH THE BID)

I/We here by authorize M/s NLC TAMILNADU POWER LIMITED, Tuticorin to settle our bills / dues in respect any of our Contracts / Agreements / pay bill deductions (if any) through Electronic / RTGS mode.

VENDOR CODE :

Bank Account details are

1. VENDOR NAME :

2. NAME OF THE BANK

AND ADDRESS OF THE BRANCH :

3. BANK BRANCH CODE :

4. BANK ACCOUNT NUMBER :

5. IFSC Code of the Branch :

I / We here by agree for the deduction of bank charges, if any, levied by the bank for the above facility from the Bills /dues.

Place:

Authorizer Signature

Date:

with Designation and Office Seal-----

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VERIFICATION BY THE BANK

We.....(Name of the Bank) having our branch at
.....(Branch Address) have verified the
above bank accounts details with our bank records and found to be correct.

Bank's Common Seal

Branch Manager with official seal

Note:

Bank charges as applicable towards E payment facility will be to vendors account only.

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:

Sl.No	Name	Designation	Unit	CPF No	Relationship

Thanking you,

Yours faithfully

Place/Date

(Signature of the Bidder)

DETAILS OF THE CONTRACTOR

1. Name of the Contractor and Address :

2. Whether he is a Registered Contractor or not.

3. Class to be specified :

4. Phone number / Mobile No :

5. E-mail Id :

6. Bank Account Details :

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

7. GST ID number :

8. EPF – Establishment code number :

9. ESI – Establishment code number :

Signature of the Contractor

FORMAT FOR DRAW-BASED SHOP ALLOTMENT

1. Eligibility Criteria for Participants:

- The applicant must have submitted a valid application along with required documents before the deadline.

2. Applicant Presence & Authorization:

- The applicant should be present during the draw before the commencement of the draw process.
- If the applicant is unable to attend, they may **authorize a representative** to participate on their behalf.
- The authorization must be provided in **writing**, signed by the applicant, and submitted before the draw.
- If the applicant is not present and has not sent an authorized representative, their name will be eliminated from the draw process, and the draw will not be conducted for that applicant.

3. Draw Procedure:

1. Each eligible applicant will be assigned a unique identification number.
2. The draw will be conducted separately for each shop.
For example:
 - First, a draw will be conducted for Shop No. 1.
 - Next, a separate draw will be conducted for Shop No. 3. And so on
3. The numbers will be written on identical slips and placed in a sealed container.
4. The container will be shuffled thoroughly in the presence of the committee and applicants.
5. The draw will be conducted for all applicants, and the sequence of unique numbers drawn will determine the allotment and waitlist priority.
6. The first unique number drawn will be allotted the shop, while the second, third, fourth, and subsequent unique numbers drawn will be placed on the waitlist for that specific shop in the order drawn.
7. The remaining applicants will be placed on a waitlist in the order drawn.
8. If the primary allottee fails to complete formalities, the next priority person in the waitlist will be requested for allotment of the shop.
9. The result of the draw will be announced immediately and recorded officially

4. Documentation:

- A signed draw result sheet will be prepared and signed by all NTPL committee members as well as the participants.
- The list of selected allottees will be announced immediately and communicated via email/letter.

4. Conflict Resolution:

In case of any disputes, the NTPL committee's decision will be final.

General Check List

Pre-Application Requirements

1. Eligibility Verification

- Confirm you are NOT an NTPL employee or their dependent
- Confirm you are NOT acting on behalf of NTPL employees through Benami arrangements
- Verify you have NOT been barred from NTPL tenders in the last 5 years
- Confirm you are NOT a contract worker associated with NTPL plant/township
- Ensure no pending police complaints against you

2. Shop Selection & Site Inspection

- Visit and inspect the shop premises before applying
- Choose your preferred shop(s):
 - Shop No. 1 - Saloon (North end) - Rs. 500 EMD, Rs. 500 monthly rent
 - Shop No. 3 - Tea shop/Bakery/sweets - Rs. 500 EMD, Rs. 500 monthly rent
 - Shop No. 4 - Vegetables/Fruits/Milk shop - Rs. 500 EMD, Rs. 500 monthly rent

Document Procurement

3. Obtain Tender Documents

****Option A - Physical Collection:****

- Visit Contracts & Purchase Division, NTPL Office, Harbor Estate, Tuticorin-628004
- Pay Rs. 100/- non-refundable fee via:

Bankers Cheque, OR

Bankers Pay Order, OR

Demand Draft, OR

NEFT

Make payment in favor of "NLC Tamilnadu Power Ltd." payable at Tuticorin

****Option B - Download:****

- Download from www.ntplpower.com
- Pay Rs. 100/- payment for submission

Financial Arrangements

4. Earnest Money Deposit (EMD) Preparation

- Prepare Rs. 500/- EMD for each shop you're applying for
- Choose payment method:

Bankers Cheque, OR

Bankers Pay Order, OR

Demand Draft, OR

NEFT

- Make EMD payable to "NLC Tamilnadu Power Ltd." at Tuticorin

Documentation Requirements

5. Identity & Address Proofs

- Valid ID proof (for draw attendance)
- Address proof document
- Aadhaar card copy
- PAN card copy

6. Application Form Completion

- Fill complete name
- Provide full address
- Enter Aadhaar number
- Enter PAN number
- Provide mobile number
- Sign all undertaking clauses (1-9)
- Specify shop number(s) you're applying for

Application Submission

7. Application

- Completed application form (Annexure-III)
- EMD payment (Rs. 500 per shop)
- Tender document fee payment (Rs. 100)
- ID proof copy
- Address proof copy
- Aadhaar copy
- PAN copy
- Bank pass book/ Cancelled cheque

8. Envelope Preparation

- Use sealed cover
- Clearly mark envelope with:
 - Tender Reference No.
 - Shop No. (if applying for specific shop)
 - Your name, address & contact number

9. Submission Method

****Option A - Hand Delivery:****

- Submit to Contracts & Purchase Division, NTPL, Harbor Estate, Tuticorin-628004
- Submit before deadline mentioned in tender schedule

****Option B - Postal/Courier:****

- Send via Registered Post or Courier
- Ensure delivery before specified time and date

Draw Process Preparation

10. Draw Day Requirements

- Attend draw process on specified date at NTPL Contracts Division
- Carry valid ID proof
- If unable to attend personally:
 - Prepare written authorization letter, Get it signed, Send authorized representative with letter and their ID

Final Checklist

Before Submission Review

- All documents are complete and signed
- EMD amount is correct for number of shops applied
- Envelope is properly marked and sealed
- Payment instruments are properly made out to "NLC Tamilnadu Power Ltd."
- All copies of supporting documents are clear and legible
- Contact details are accurate for communication
- Submission method and timing planned
- Draw attendance arrangements confirmed

Risk Mitigation

- Keep copies of all submitted documents

- Note important contact numbers for queries
- Understand that CEO/NTPL decision is final in all matters
- Be aware that English version of tender prevails over Tamil in case of discrepancy
- Understand that late submissions will not be accepted
- Know that violation of conditions can lead to allotment cancellation

****Important Notes:****

- Applications without EMD will be rejected
- Applications without document fee will be rejected
- All disputes subject to Tuticorin court jurisdiction
- NTPL reserves right to cancel allotment for violations