



**OWNER:  
MAITHON POWER LIMITED**

**PROJECT MANAGER:  
MAITHON POWER LIMITED**

**PROJECT:  
OFFICE MANAGEMENT JOB AT MPL  
MAITHON POWER LIMITED (MPL), JHARKHAND - INDIA**

**TENDER REF: (MPL/ADMIN/AD/2024-25/ 2000076308)  
Office Management Job at MPL in Maithon Power Limited, Jharkhand**

**EXPRESSION OF INTEREST (EOI)**

**Office Management Job at MPL in Maithon Power Limited, Jharkhand**

<b>Enquiry reference no.: - (MPL/Admin/AD/2024-25/2000076308 )</b>
<b>Office Management Job at MPL in Maithon Power Limited, Jharkhand in Plant MPL at 2 X 525 MW Maithon Power Limited (MPL), Jharkhand – India</b>
<b>Type of Bidding:</b> E-tendering / Two Part
<b>Contact Details:</b>  Mr. Arunava Das - Lead Engineer-Contracts, Mobile- 9099006572, Email Id:- <a href="mailto:arunava.das@tatapower.com">arunava.das@tatapower.com</a>  Ms. Jayashree Choudhury -Head Contracts & Materials, Mobile: 9234550658, Email Id:- <a href="mailto:choudhuryj@tatapower.com">choudhuryj@tatapower.com</a>  Maithon Power Ltd., (A Joint Venture Company of Tata Power & DVC), Works: Village Dambhui, P.O. Barbendia, P.S. Nirsa, District Dhanbad 828 205, Jharkhand, India.

Maithon Power Limited (“Owner”) invites Expression of Interest (EOI) from interested parties for the Two-Part e-Tendering Process of following Relevant Package:

<b>Plant Details</b>	<b>Description</b>	<b>Tender Fee</b>	<b>Bid Security (EMD)</b>	<b>Estimated total package value</b>
2X525 MW Maithon Power Limited (MPL), Dhanbad, Jharkhand	Office Management Job at MPL	INR 2,000/-	1% of the contract value. Or INR 79000/-	Rs. 0.79Cr/-

## **INTRODUCTION:**

Maithon Power Limited (MPL) is a 74:26 joint venture of The Tata Power Company Limited and DVC (Damodar Valley Corporation). MPL owns and operates 2x525 MW capacity, Indian coal based thermal power generation plant based on pulverized coal-based boiler technology. The generating plant is in Maithon near the city of Dhanbad in the state of Jharkhand in India. A brief overview of Owner and Site is given below:

<b>Site Name</b>	2 X 525 MW Maithon Thermal Power Plant
<b>Owner</b>	Maithon Power Limited
<b>Project Manager</b>	Maithon Power Limited
<b>Site Location</b>	<ul style="list-style-type: none"><li>➤ Maithon, Dhanbad district, Jharkhand, India, on the right bank of the river Barakar in the Nirsa-cum-Chirkunda C.D. Block of Dhanbad district, Jharkhand at a road distance of about 7.5 km from Nirsa, North of G.T. Road (N.H.2) and 10 km north of Mugma railway station on the Howrah Mughalsarai Grand Chord line of the Eastern Railway.</li><li>➤ Latitude: 23 deg 49' - 38" N</li><li>➤ Longitude: 86 deg 45' - 41" E</li></ul>
<b>Elevation Above Mean Sea Level</b>	<ul style="list-style-type: none"><li>➤ 156 m to 177 m above Mean Sea Level</li></ul>
<b>Access to Site</b>	<ul style="list-style-type: none"><li>➤ Road: About 7.5 km north of G.T. Road Nearest town is Nirsa</li><li>➤ Rail: Nearest Railway station – Mugma railway station.</li></ul>

## **1. TENDER FEE & TIMELINES:**

1. Interested parties meeting the pre-qualification criteria specified elsewhere in this document can request for Bid Document and participate in the bidding process by submitting their Expression of Interest (EOI) and credentials along with the Tender Fee not later than 23<sup>rd</sup> June 2024. Request for Bid Document/EOI will be not be entertained EOIs submitted beyond this deadline may be liable for rejection.
2. Non-Refundable Tender Fee, as indicated in table above, in the form of direct deposit in the following bank account and submit the receipt along with a covering letter clearly indicating the Tender Reference number.

Details for payment of Tender Fee:	
Bank details for submitting Tender fees through bank transfer / NEFT:	Beneficiary Name – Maithon power Limited Bank Name – State bank of India Branch Name – CAG, Mumbai (09995) Address – Neville House, 23 J. N. Heredia Marg, Ballard Estate, Mumbai-400001 Branch Code –09995 Account No – 00000031828734113 Account type – CC IFSC Code – SBIN0009995
Deadline for tender fee payment and submission of EOI:	<b>23<sup>rd</sup> June 2024</b>

It may please be noted that all future correspondence will be strictly done only with Interested Bidders who have done the above steps in time with Authorized Person only through MPL E-Tender System.

Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties that submitted a valid EOI as per terms mentioned in this document.

Bidder to note that commercials for subject tender may be conducted through e-auction. Detailed bidding and auction process shall be detailed in the RFQ / tender document.

## **2. BIDDER PRE-QUALIFICATION CRITERIA:**

Interested parties to note that Bidder shall be required to fulfill the following conditions and submit relevant supporting documents for each of the following criteria along with the Bid. Bidder must fulfill the following bidder pre-qualification requirement / criteria in order to qualify for the subject work. Bidder will be required to submit relevant supporting documents to demonstrate their qualification during the bid submission stage against Tender document / RFQ and bidders not found meeting the pre-qualification requirements given below will be disqualified from the tender.

## **3. TECHNICAL REQUIREMENT:**

The bidder shall satisfy the following minimum qualifying requirements by submitting documentary evidence along with the technical offer, failing which the offers shall be summarily rejected.

1. Bidder should have minimum deployment of 30 manpower at single location. PO needs to be shared.
2. The bidder shall provide at least minimum 2 PO copies with PO value minimum 90 Lakhs for similar type of job within last 3 years.
3. Bidder shall submit the job completion certificate with satisfactory note duly signed by higher management of respective organization as PO copy.

**4. FINANCIAL REQUIREMENT:**

1. The average annual turnover of the bidder shall not be less than Rs. 1 Crores (Rupees one crores only) for the preceding three financial years (2021-22, 2022-23, 2023-24). To this effect the bidder shall submit audited financial statements for the last three financial years.
2. Audited Balance Sheet including Profit & Loss statement for the previous three completed financial years (2020-21, 2021-22, and 2022-23) reckoned from the date of application. In case the audited documents are not ready / available, then certified copy by a registered practicing Chartered Accountant may be submitted.

**5. BID SECURITY/EMD (To be submitted along with RFQ and not with EOI):**

Interested parties to note that Bidder is required to furnish a Bid Security along with their Bid (only during Bid Submission stage), as a Bank Guarantee (in the format prescribed in Bid Document) or as NEFT/RTGS/DD for an amount of INR 79,000/- (INR: Seventy-nine Thousand Only). Bids not accompanied by an acceptable Bid Security shall be rejected by the Owner as being non-responsive and returned to the bidder without being opened.