



**OWNER:
THE TATA POWER COMPANY LIMITED**

**TITLE OF WORK TO BE AWARDED:
Services for Stores operation support for 3 years.**

ENQUIRY REFERENCE NO.: CC26SR144

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR-

Services for Stores operation support.

Enquiry reference no.: CC26SR144
Title of Work: Services for Stores operation support for 3 years
Type of Bidding: E-tendering (through Ariba online portal) / Two Part (Technical and Price bids under separate envelopes)
Contact Details: Contact Details: All communication including EOI submission shall be addressed to following officer/s: Ms. Sudeep Roy Email: sudeep.roy@tatapower.com Copy of all communications shall be marked to (Cc): Mr. Kailas Surve Email: ksurve@tatapower.com

The Tata Power Company Limited (“Project Manager”) on behalf of M/s Tata Power Company Limited (“Owner”) invites Expression of Interest (EOI) from interested parties for the Two-Part e-Tendering Process of following Relevant Work Package:

Plant Details	Tender Fee	Bid Security	Estimated package value for three years.
The Tata Power Company Limited, Trombay Thermal Power plant Chembur	INR 2000/- (INR Two Thousand Only) To be submitted along with EOI.	INR 60,000/- (INR Sixty Thousand only). Bid Security to be submitted as a Bank Guarantee at the BID stage (and not with EOI)	Approx. 0.6 Crores

Table 1

1. INTRODUCTION:

The Tata Power Company Limited (TPC) is among the largest private sector Power Utility companies in India with presence in Generation, Transmission and Distribution of Power through conventional and renewable sources.

The tendering/ procurement activities for this Project are being managed from Tata Power’s following Office:

The Tata Power Company Limited,
Trombay Thermal Power Station,
Corporate Contracts,
5th Floor, Station B, Chembur-Mahul,
Mumbai 400074, Maharashtra, India.

2. BRIEF SCOPE OF WORK:

This Notice is for inviting Expression of Interest for planning and execution Service PR created for providing support service to Trombay Operation department Daily Operation work. Services for Stores operation support for 3 years.

Detailed Scope of Work for this Contract shall be provided in the Tender / RFQ document to all potential buyers submitting the valid EOI with due tender fees.

3. TENDER FEE & TIMELINES:

a) Interested parties meeting the "Bidder Pre-Qualification Requirements" specified under point no. 4 in this document can request tender document and participate in the bidding process by submitting the Expression of Interest (EOI) Letter along with the Tender Fee Payment Details to the contact details mentioned below not later than deadline specified below. Request for extension of EOI submission date will not be entertained.

b) Interested bidders should submit the Expression of Interest (EOI) letter and tender fee payment details to below mentioned email addresses:

- Mails shall be addressed to (To): Sudeep.roy@tatapower.com
- Must Mark a copy to (Cc): ksurve@tatapower.com

EOI / requests without complete information and communication as above within deadline shall be liable to be rejected and will not be considered further.

c) Tender Fee, as indicated in the Table1 above may be paid through **NEFT** as per details for payment of Tender Fee given in Table2 below:

Table 2

Details for payment of Tender Fee:	
Bank details for submitting Tender fees through bank transfer / NEFT:	Beneficiary Name: The Tata Power Company Limited Bank Name: HDFC Bank A/c no: 00600110000763 IFS Code: HDFC0000060 A/c type: CC Branch Name & Address: HDFC Bank, Maneckji Wadia Building, Nanik Motwani Marg, Fort, Mumbai 400023
Deadline for tender fee payment and submission of EOI:	11th May 2026

d) Expression of Interest letter to be submitted along with tender fee payment details should include the following details:

- A covering letter duly stamped and signed by an authorized signatory clearly indicating the Tender Reference number and your EOI to participate in the tendering process.
- Tender fee payment details / reference no (ensure that tender fee is received by us within specified deadline)
- Bidder to indicate authorized person name, contact number and e-mail id (mandatory) of the person to whom RFQ / tender and all other communications to be addressed for this tender.

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

4. BIDDER PRE-QUALIFICATION REQUIREMENTS:

Interested parties to note that Bidder shall be required to 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.

4.1 TECHNICAL REQUIREMENT:

BIDDER PRE-QUALIFICATION REQUIREMENTS:

Interested parties to note that Bidder shall be required to 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.

Technical requirement:

1. Experience Requirement

The bidder shall have a **minimum of three (3) years' experience** in the field of **resource supply**, including **relevant exposure to the SAP MM module**, with **at least two (2) years of hands-on experience in Material Management**.

Relevant **experience certificates and/or supporting documents** shall be submitted as proof.

2. Past Performance

The bidder shall submit **at least two (2) references** for **similar services successfully executed during the last three (3) years**, each with a **minimum contract value of INR 50 Lakhs**. *(Copies of*

Work Experience Certificates and Satisfactory Completion Certificates issued by the respective establishments/companies shall be enclosed.)

3. **Client Details**

The bidder shall provide a **list of clients** to whom they have supplied resources possessing **experience equivalent to that mentioned in Clause 1** above.

4.2 Safety Requirement:

1. Bidder / Tenderer should preferably have ISO 9001 / ISO 14001 / ISO 45001 certification or must give an undertaking for its willingness to obtain the same within 2 months of qualification for the work. **(Attach Certificates from concerned).**

4.3 FINANCIAL REQUIREMENT:

The Bidder should have average annual financial turnover not less than **50.0 Lakhs (Indian Rupees Fifty Lakhs)** (best three out of the last five financial years audited results).

Bidder shall furnish Annual reports containing Audited Balance sheets with Profit and Loss Accounts statements of the (Three) financial years. along with the bid to establish Bidder's conformance to Experience and Financial Criteria mentioned above.

d) All documents furnished by the bidder in support of meeting the financial criteria of PQR shall be duly certified by a practicing Chartered Accountant (not being an employee or Director or not having any interest in the bidder's company/firm) where audited accounts are not mandatory as per law

1. BID SECURITY / EMD:

Interested parties to note that Bidder will be required to furnish a Bid Security along with their Bid, in the format prescribed in Bid Document **in the form of EMD**, for an amount as defined in the covering page of this notice document. 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.

Interested parties to note that Bid Security is not required with the EOI, and it is required to be submitted with the Bid only during Bid Submission stage, once RFQ is released to the interested parties that have submitted a valid EOI.

2. BIDDING PROCESS:

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.

Scope of work: Services for Stores operation support at Trombay Stores

Scope of work for stores operation support for carrying out following stores-related activities:

1. Material receipt & binning activities with SAP transaction & documentation.
 2. Material issue and posting activities with SAP transaction & documentation
 3. Inventory physical verification & documentation.
 4. Scrap disposal: scrap lot preparation, delivery & document preparation
 5. Amenities management: amenities receipt, storage, issuance & record keeping
 6. Tool room management: Stock tracking & replenishing, record keeping.
 7. Proper documentation to be maintained of stores activity
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- **Working Hours:**
The working hours shall be from Monday to Saturday, 08:00 hrs to 17:00 hrs. Weekly offs may vary as per operational requirements. The manpower may be required to work on holidays and weekly offs whenever necessary.
 - **Statutory Compliance:**
The vendor shall be solely responsible for ensuring compliance with all applicable statutory requirements in accordance with prevailing government rules and regulations
 - **Safety Compliance:**
The vendor shall strictly comply with all applicable safety requirements and norms to execute the job safely.
 - **PPE and Equipment:**
All personal protective equipment (PPE) shall be provided by the vendor and shall be within the vendor's scope of work.
 - **Place of working and address:**
The Tata Power Company Limited, Trombay Thermal Power Station, Chembur - Mahul Road, Mahul, Mumbai 400 074, Maharashtra, India

Technical requirement of resources:

The service provider shall ensure that trained resources as per the matrix below is available at all instances to ensure completion of all jobs mentioned in the scope

Sr. No.	Manpower Category	No. of people	Qualification
1	Stores operation support	3	Graduates/ PG <u>OR</u> Diploma Holder with Knowledge of Stores Process/Functions & SAP MM module

Candidate Profile:

- Knowledge of SAP MM module and Stores Process/Functions.
- Exposure and Knowledge of working in MS Office.
- Ability to Manage Documents & Record
- Good communication skills, effective interpersonal skills.
- Should be able to handle internal customers, vendors, contractors & withstand pressure.
- Shall have minimum Two years' of industry / factory experience.

Service Level Agreement for Trombay Stores Material Management Support

Sr.No	Key Service Requirement	Service Level Parameters	% Compliance	Consequence(Penalty)
			Target 100%	
1	Violation of any Safety norms	During the entire Contract period	100%	As per consequent Management policy, mentioned in safety terms and conditions of Tata Power.
2	Duty reporting timing should be within 08:00 AM. (Duty hours 08:00 AM to 05:00 PM)	During the entire Contract period	100%	Reporting after 10:00 AM , attendace will be considered as half day. As per Tata Power's discretion (To avoid impact on Job)
3	Leave - (Except weekly off and National Holidays 26th Jan, 1st May, 15th Aug and 2nd Oct.)	During the entire Contract period	100%	Payment will be deducted prorata basis as per Tata Power's discretion (To avoid impact on Job).
4	Candidates should not be found drunk or indulged in any malpractices like backloading, theft, misconduct in plant premises or at site and should not misconduct with any official of Tata Power..	During the entire Contract period	100%	Vendor to arrange another for substitute Candidates within 7 days after our intimation and the indulged Candidate will not be entertained or given future entry in the premises. Penalty 10% will be imposed on Invoice (as per Tata Power's discretion)
5	Property Damage & Services	During the entire Contract period	100%	In case of property damage inside plant at site by the Candidate , the loss to Owner shall be recovered fully from the Contractor.
6	Sufficient personal protective equipments for all Candidates (like Safety shoes , Blue colour Helmets within expiry date, Orange colour reflective jacket).	During the entire Contract period	100%	As per safety norms