

NOTICE INVITING TENDER

TP Ajmer Distribution Limited Invites Tenders (Two-Part Bidding Process), from interested and eligible Vendors for the following Works required for Ajmer Division:

A. Summary of the tendered packages:

Sr. No.	Description	Tender Reference no.	Bid Guarantee Fee / EMD (Rs.)	Tender Fee with GST (Rs.)
1.	Rate Contract for Engagement of Manpower Through a Third- Party Agency for Non-Field Activities at TPADL (Two Years)	TPADL/PUR/2000000994	₹2,00,000 / -	₹2,360 /-

1. TP Ajmer Distribution Limited intends to enter into a “Rate Contract for Engagement of Manpower Through a Third- Party Agency for Non-Field Activities at TPADL (Two Years).”

TPADL intends to enter into a " Rate Contract for Engagement of Manpower Through a Third- Party Agency for Non-Field Activities at TPADL (Two Years). The scope of this proposal covers:

It is proposed to Engage "Bidder" as a manpower payroll agency for select non field functions on terms and conditions broadly aligned with Staffing Services agreement for manpower contracts adopted by other Tata Power Entity.

The proposed manpower arrangement will initially cover manpower requirements relating to:

- Consumer Care Executives
- Meter Reading Back Office
- CMG Back Office
- MMG / EAG Back Office
- Other similar non field support functions as approved by Management.

Initial Requirements for manpower are approx. 45 no.s.

For additional technical details and Pre-qualification criteria for the subject works please refer to section C below.

B. Guidelines for Participating:

Interested and eligible vendors may participate by submitting the Tender Fee and Authorization Letter on or before EOD, 1st October 2026 (Thursday). Submission of these documents is mandatory; bidders failing to submit them within the stipulated timeline shall not be considered for further participation in the bidding process.

1. Payment of non-refundable Tender Fee, as indicated in the table above to be paid by direct deposit in the following bank account

Beneficiary Name	– TP Ajmer Distribution Limited
Bank Name	– IndusInd Bank
Branch Name	– Ajmer Branch, Rajasthan
Address	– IndusInd Bank Limited, Ajmer Branch, Near T.B. Hospital Opp. Pehchaan showroom, Jaipur road, Ajmer - 305001
Branch Code	– 0129
Bank & Branch Code	– IndusInd Bank Limited & AJMER
Account No	– 650014087234
Account type	– Cash Credit Account
IFSC Code	– INDB0000129

2. Submission of duly signed and stamped Authorization Letter (Refer Annexure - 3) indicating the name of an authorized person, contact number, and e-mail id (mandatory) on Vendor's letterhead. The letter shall also mandatorily include payment details of the Tender fee and Tender Reference no TPADL/PUR/2000000994

Authorization Letter along with proof of submission of tender fee should be e-mailed to **Mr. Sumit** (sumit.2@tatapower.com) and copy to **Mr. Anil Pathak** (anil.pathak@tatapower.com)

Note: - Once the above-mentioned documents are received, a detailed RFP shall be issued through e-mail.

3. It may be noted that all future correspondence will be strictly done only with Interested Vendors who have done the above steps (As mentioned in section “B”) in time.
4. Interested vendor after receiving the bid documents may clarify their queries during pre-bid meeting then only submit their quote in two parts as indicated below. The tenders submitted by vendors who do not participate in pre-bid meeting shall be deemed for rejection for further evaluation.

5. Calendar of Events:

(a)	Date of sale/ availability of tender documents from Website	28-09-2026
(b)	Date by which Interested and Eligible Bidder to pay Tender Fee and confirm participation	01-10-2026 [23:59Hrs.]
(c)	Pre-bid meeting through MS teams	02-10-2026
(d)	Due Date of receipt of pre-bid queries by e-mail	03-10-2026
(e)	Due Date of Posting Consolidated replies to all the pre-bid queries as received	05-10-2026
(f)	Due date and time of receipt of Bids	08-10-2026 [23:59Hrs.]

C. Pre - Qualification Criteria (Technical & Commercial):

A2 Pre-Qualification Requirement (Technical & Commercial)			
Package Name: Rate Contract for Engagement of Manpower Through a Third-Party Agency for Non-Field Activities at TPADL (Two Years).			
Tender No: TPADL/PUR/2000000994			
Pre-Qualification Requirement (PQR) - Please note that the PQR is for information only and the documentary evidence to ascertain the meeting of the requirement has to be submitted along with the bid and not along with the tender fee.			
Sr No	Parameter	TP Ajmer Distribution Limited Requirement	Documents to be submitted by Bidder
A	Technical Qualifications		
1	Certificate of incorporation	Bidder should be a registered company in India as per Companies Act, 1956 or Companies Act, 2013.	Certificate of incorporation to be submitted.
2	Performance Report	At least one (01) Performance Certificate by any Discoms / PSUs / Reputed companies is to be submitted. The work against these issued certificates should be completed in last 03 years from the date of bid submission date. In case the bidder has got previous association with TP Discoms / Tata Power for similar services, performance feedback of the same will be solely considered irrespective of the performance certificate issued by bidder's other customers.	The performance certificates and contact details of the client need to be submitted.
B	Commercial Pre-Qualification Requirements		
1	Turnover	The bidder should have Average Annual turnover of at least Rs. 10.0 Cr. in last 3 Financial Year (FY).	Profit and Loss Statements, Balance Sheet, Cash Flow Statements for the Three (3) preceding financial years duly audited and approved by Authorized Audit Firm / CA. Copies of audited Balance Sheet and P&L Statements by Authorized Audit Firm/ CA along with UDIN number to be submitted in this regard.
2	Experience	The bidder should have executed similar works for cumulative Rs. 10 Crore in a last three FYs OR, Single order for Rs.4 Crore OR 2 orders each for Rs. 2 Crore OR 3 order of 1.5 Cr each is required to be submitted.	Order copies to be submitted.
3	Statutory Compliances	The prospective Bidder(s) should have following certificates-	Certificates to be submitted.

		a. Contract Labor license issued by the Competent authority of Govt. of India as per applicable law. b. Establishment Registration Certificate c. Valid ESIC and EPF Certification d. Valid GST Registration Certificate. e. Valid PAN No. f. MSME Certificate (if applicable)	
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Annexure -3

Note: Submission of duly signed and stamped Authorization Letter on vendor's letter head

Date: To, Anil Pathak Head Contracts TP Ajmer Distribution Limited Ajmer Sub: Package reference - " TPADL/PUR/2000000994 - Rate Contract for Engagement of Manpower Through a Third- Party Agency for Non-Field Activities at TPADL (Two Years). Dear Sir, This is with reference to above NIT as mentioned in the subject published on dated....., below mentioned are the details required for receipt of RFP of the above-mentioned package. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Company Name</td> <td style="width: 50%; text-align: center;">-</td> </tr> <tr> <td>2. Name of the Authorized Person</td> <td style="text-align: center;">-</td> </tr> <tr> <td>3. Contact No. of Authorized Person</td> <td style="text-align: center;">-</td> </tr> <tr> <td>4. E-mail ID of Authorized Person</td> <td style="text-align: center;">-</td> </tr> <tr> <td>5. Payment details</td> <td style="text-align: center;">-</td> </tr> </table> Signature and Stamp	1. Company Name	-	2. Name of the Authorized Person	-	3. Contact No. of Authorized Person	-	4. E-mail ID of Authorized Person	-	5. Payment details	-	
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