



# National Power Training Institute

An ISO 9001: 2000 & ISO 14001: 2004 Organization  
(Ministry of Power, Govt. of India)

## TENDER DOCUMENT

### Engagement of Actuarial Valuation Consultant

Tender Enquiry No. : NPTI/CO/Purch/T-6/AVC /2012

Dated:-

NPTI Complex, Sector-33, Faridabad – 121 003  
Phone No. 0129-2275448  
Fax No. 0129-2277412  
Website: [www.npti.in](http://www.npti.in)

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## LETTER OF INVITATION

Tender Enquiry No. : NPTI/CO/Purch/T-6/AVC /2012

Dated:

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: - Engagement of Actuarial Valuation Consultant for Actuarial Valuation of Pension, Commutation of Pension, Gratuity, Leave Salary and Medical reimbursement provisions after retirement for the employees of NPTI -reg.**

Dear Sir,

1. National Power Training Institute, (hereinafter called "NPTI"), is a National Apex Body of the Govt. of India, Ministry of Power. NPTI invites bids for Engagement of Actuarial Valuation Consultant for Actuarial Valuation of Pension, Commutation of Pension, Gratuity, Leave Salary and Medical reimbursement provisions after retirement for the employees of NPTI.
2. The Tender Documents include the following:  
**Volume I – Conditions of Contract**  
Section 1 – Notice Inviting Tender  
Section 2 – Instruction to Bidders  
Section 3 – Conditions of Contract  
**Volume II – Scope of Work**  
**Volume III – Bid Proposal Sheet**  
Section 1 – Pre Qualification Bid  
Section 2 – Financial Bid
3. The Bid shall be received in NPTI (Corporate Office), Faridabad, up to 3.00 PM of 20.11.2012 and shall be opened on the same day at 4.00 PM in the presence of bidders, who choose to be present.

Thanking You

Yours faithfully

**(S.N. Pandey)**  
**Deputy Director (Purchase)**  
Phone No: 0129-2275448  
Fax No: 0129-2277412  
E-mail: snpandey@npti.in

**VOLUME-I (CONDITIONS OF CONTRACT)**

**SECTION-1  
NOTICE INVITING TENDER**

## **NOTICE INVITING TENDER**



**T.E. No. NPTI/CO/Purch/T-6/AVC /2012**

**NATIONAL POWER TRAINING INSTITUTE  
(Ministry of Power, Govt. of India)  
NPTI Complex, Sector – 33, Faridabad - 03  
Tel. No: +91 129-2275448**

### **Engagement of Actuarial Valuation Consultant**

NPTI invites sealed tender to appoint an Actuarial Valuation Consultant for Actuarial Valuation of Pension, Commutation of Pension, Gratuity, Leave Salary and Medical reimbursement provisions after retirement for the employees of NPTI, Faridabad. The tender documents can be downloaded from our website [www.npti.in](http://www.npti.in) or [www.tenders.gov.in](http://www.tenders.gov.in). The last date for submission and opening of tender is 20.11.2012.

**S.N.Pandey  
Dy. Director (Purchase)**

**"FOUR DECADES OF SERVICE TO THE POWER SECTOR"**

**NATIONAL POWER TRAINING INSTITUTE**

(Ministry of Power, Govt. of India)  
NPTI Complex, Sector-33, Faridabad – 121 003  
Phone No. 0129-2275448  
Fax No. 0129-2277412  
Website: [www.npti.in](http://www.npti.in)

**DOMESTIC COMPETITIVE BIDDING  
(Through call of open Tenders)**

TENDER ENQUIRY NO. NPTI/CO/Purch/T-6/AVC/2012

Dated: .....

<b>Name of Work</b>	Engagement of Actuarial Valuation Consultant for Actuarial Valuation of Pension, Commutation of Pension, Gratuity, Leave Salary and Medical reimbursement provisions after retirement for the employees of NPTI, Faridabad
<b>Estimated Value of Work</b>	₹4.00 Lakhs
<b>EMD</b>	₹8000/-
<b>Date of Issue of Tender Document</b>	22.10.2012
<b>Last Date &amp; Time for receipt of Bid</b>	20.11.2012 up to 3.00 PM
<b>Time and Date of Opening of Bid</b>	20.11.2012 at 4.00 PM
<b>Place of Opening of Bid</b>	NPTI (CO), Faridabad
<b>Officers from whom the tender documents can be obtained.</b>	Dy. Director (Purchase), NPTI, Faridabad
<b>To whom the tender documents can be submitted.</b>	Bids shall be sent to Dy. Director (Purchase) NPTI (CO), Faridabad or may be dropped in the Tender Box within due date and time
<b>Cost of Bid Document</b>	₹500/- (non refundable)
<b>Tenders addressed to</b>	Dy. Director (Purchase), NPTI, Sector – 33, Faridabad.

**Note:**

- 1(a) The bid documents can be obtained from Dy. Director (Purchase), NPTI (Corporate Office), Faridabad from 22.10.2012 to 20.11.2012 on working days on payment of ₹500/- towards the cost of bid documents, payable through Demand Draft/Bankers Cheque / or by Cash deposited to Accounts Section.

- 1( b) The bid documents can be downloaded from NPTI's website [www.npti.in](http://www.npti.in) / [www.tenders.gov.in](http://www.tenders.gov.in) and in such case, the bidder should enclose Demand Draft / Bankers cheque amounting to ₹500/- (Five hundred only) towards cost of bid documents and submit the same along with EMD in the envelope subscribed as "Pre-Qualification Bid".
- 1( c) The Demand Draft / Bankers Cheque is to be drawn in favour of National Power Training Institute, payable at Faridabad

**(S.N. Pandey)**  
**Dy. Director (Purchase)**  
National Power Training Institute (CO)  
Sector- 33, Faridabad  
Haryana-121003

**SECTION-2  
INSTRUCTION TO BIDDERS**



## 1.0 INTRODUCTION

National Power Training Institute (NPTI) is an autonomous institute under Ministry of Power, Govt. of India, and is National Apex Body for Human Resource Development in Power Sector for the past four decades. NPTI with its Corporate Office at Faridabad operates on an all India basis through its nine Institutes in different zones of the country as per details below:-

### A. Northern Region

1. NPTI, Corporate Office, Faridabad.
2. NPTI, (Northern Region), Badarpur, New Delhi.
3. NPTI, (Hydro Power Training Centre), Nangal.

### B. Southern Region

4. NPTI, (Power System Training Institute), Bangalore.
5. NPTI, (Hot Line Training Centre), Bangalore.
6. NPTI, (Southern Region), Neyveli.

### C. Eastern & North Eastern Region

7. NPTI, (Eastern Region), Durgapur.
8. NPTI, (North Eastern Region), Guwahati.

### D. Western Region

9. NPTI, (Western Region), Nagpur

The funds of the Institute consist mainly of Grants received from the Government of India under Plan Fund, Non-Plan fund & revenue generation from the training activities and academic courses viz. MBA (Power), B.E / B.Tech (Power), Post Graduate Diploma Post Diploma courses etc.

## 2.0 INSTRUCTION TO BIDDERS

- 2.1 The bids are to be submitted in two parts - one sealed envelope superscribed as **'Pre-qualification bid'** giving details in the format given in **Volume-III at Section-1** and the second sealed envelope superscribed as **'Financial Bid'** in the format given in **Volume-III at Section - 2**. The two sealed envelopes as above will be placed in another sealed envelope superscribed as **'Bid to appoint an Actuarial Valuation Consultant for Actuarial Valuation of Pension, Commutation of Pension, Gratuity, Leave Salary and Medical reimbursement provisions after retirement for the employees of NPTI'** and **not to be opened before 15.00 Hrs on 20 .11.2012'**. The bid shall be signed by a person duly authorized on behalf of the Actuarial Valuation Consultant firm and shall be dropped in the Tender Box placed at NPTI Office premises at NPTI Complex, Sector-33, Faridabad-121003, Haryana.

- 2.2** The sealed proposal shall be received by NPTI up to the due date given and any proposal received after the prescribed deadline shall not be considered. The Pre-qualification proposal will be opened on the same date in the presence of the representatives of the firms present. **Date of opening of financial proposal of such firms who meets the prescribed Pre-qualification criteria will be notified separately.**
- 2.3** Rs.8000/- (Eight thousand only) as earnest money should accompany the in the form of bank draft / banker's cheque in favour of NPTI payable on any scheduled bank payable at Faridabad along with Pre-qualification bid.
- 2.4** Bids not accompanied with the requisite amount of EMD shall not be considered and price bid of such bidders shall not be opened.
- 2.5** No interest shall be payable by NPTI on EMD.
- 2.6** EMDs of all the bidders shall be returned after finalization of contract.

### **3.0 TERMS OF PAYMENT**

100% payment shall be released after successful completion of the work. Bill is to be submitted by the consultant to Director (F&A) at Corporate Office Faridabad, after submission of final report to Director (F&A). The payment will be released by Corporate Office, Faridabad within one month of submission of bill and TDS will be deducted as per rule.

### **4.0 BASIS OF AWARD OF CONTRACT**

The Letter of Award shall be placed on qualified and technically and commercially responsive lowest evaluated bidder.

### **5.0 QUAIFYING CRITERIA**

<b>Sr. No</b>	<b>Description</b>	<b>Documents to be attached</b>
<b>1.</b>	The Consultancy Firm should have Income Tax PAN No.	Attach copy of PAN card
<b>2.</b>	The Firm should have Service Tax Registration No.	Attach copy of Registration certificate
<b>3.</b>	The Firm should have ASI (Actuarial Society of India) Registration No.	Attach copy of Registration certificate

### **ADDRESS FOR SUBMISSION OF BID;**

**S.N.Pandey**  
**Deputy Director (Purchase)**  
 NATIONAL POWER TRAINING INSTITUTE  
 NPTI Complex, Sector –33, Faridabad – 121 003  
 INDIA Tel: 0129-2275448, Telefax: 0129-2277412

**SECTION-3**  
**CONDITIONS OF CONTRACT**

## CONDITIONS OF CONTRACT

- 1.0 NPTI reserves the right, without prejudice to any other remedies, to reject the bid forthwith if the bidder has engaged in corrupt or fraudulent practices or is found to have misrepresented the facts or has provided false information/documentation.
- 2.0 Time is the essence of the contract and bidder shall complete all the activities within the time prescribed, failing which NPTI reserves the right to terminate the contract.
- 3.0 NPTI reserves the right to accept/reject any or all the offers/bids without assigning any reason thereof.
- 4.0 The bidder has to maintain the quality of work and the work shall be executed / completed to the entire satisfaction of NPTI.

## 5.0 SCHEDULE OF COMPLETION

Sr. No.	Activity	Time Schedule
1.	Issue of LoA (= 0 date)	To
2.	Submission of data to the Consultant by NPTI	To + 15 days
3.	Submission of First draft by the consultant to NPTI	To + 45 days
4.	Review and comment of NPTI on first draft.	To + 75 days
5.	Submission of Second draft by the consultant to NPTI	To + 90 days
6.	Review and comment of NPTI on Second draft.	To + 105 days
7.	Submission of Final Report by consultant to NPTI	To + 115 days
8.	Approval of Final Report by NPTI	To + 130 days

The report of Actuarial Valuation shall be submitted to Director (F&A) within the above timeframe.

## **6.0 CONCILIATION/ ARBITRATION**

- 6.1** If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Director General, NPTI.
- 6.2** In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled as per Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 6.3** The venue of the arbitration shall be Faridabad, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 6.4** The arbitrator will give the speaking and the reasoned Award.

## **7.0 FORCE MAJEURE**

The terms and conditions mentioned in this inquiry letter shall be subject to Force Majeure which mean and shall include the following –

- i)** Any war or hostilities
- ii)** Any riot or civil commotion
- iii)** Any earthquake, flood, tempest, lightning or other natural physical disaster impossibility of the use of any Railway, Post, Airport, Shipping services or other means of transport.
- iv)** Any strike or lockout (only those exceeding 10 continuous days in duration) affecting the performance of contractor's / NPTI obligation.

**VOLUME - II (SCOPE OF WORK)**

## **1.0 SCOPE OF WORK**

- 1.1** Employees of NPTI are covered under Pension Scheme 1972 as per Central Government Pension Rule and New Pension Scheme has also been adopted w.e.f 01.01.2004 for the employees, who have joined on or after 1<sup>st</sup> Jan, 2004. There are 352 Nos. of employees at NPTI out of which 302 Nos. employees are covered under old Pension Scheme. 50 Nos. of employees are covered under New Pension Scheme and 127 Nos. of employees have already retired and getting pension / family pension scheme.
- 1.2** NPTI has kept its pension funds in State Bank of India in fixed deposit and interest earned on FDR's is being utilized for disbursement of pension / family pension. Due to implementation of recommendation of the 6<sup>th</sup> Central Pay Commission in NPTI the pension liability is also has been enhanced and it is felt that the corpus fund available in pension fund will not be sufficient to meet out the enhanced expenditure on pension.
- 1.3** The actuarial valuation of pension, Gratuity and Leave Salary is to be done. The total liability and corpus fund required as on 31.03.2012 is to be calculated.

**Volume- III (Bid Proposal Sheet)**

**SECTION-1**

**PRE-QUALIFICATION BID  
(CONTENTS OF ENVELOPE - 1)**



## BID SUBMISSION FORM

Ref. No  
From: [Name, address and telephone nos. of the bidder]

Dated:

To,  
Dy. Director (Purchase)  
NPTI, Corporate Office  
Sector – 33, Faridabad  
Haryana.

**Subject: Submission of Pre-qualification Bid to appoint an Actuarial Valuation Consultant for Actuarial Valuation of Pension, Commutation of Pension, Gratuity, Leave Salary and Medical reimbursement provisions after retirement for the employees of NPTI – reg.**

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/T-6/AVC/12. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in they are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Actuarial Valuation Consultant] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

## GENERAL PARTICULARS/ DETAILS OF THE FIRM

Sr. No.	PARTICULARS	SUPPORTING DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH THIS FORM
1.	Name of the Consultant / Consultancy Firm	
2.	Address of the Consultant / Consultancy Firm:	
3.	Name of contact person of the consultancy firm	
4.	Designation of the contact person of the consultancy firm	
5.	Contact details of contact person of the consultancy firm	
	(i). Mobile Number	
	(ii). Landline Number	
	(iii). Fax Number	
	(iv). Email Address	
6.	Details of EMD / BG	
	i) DD / BG No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank	
7.	Details of Cost of Bid Document	
	i) DD / Cash receipt No.	
	ii) Amount in Rs.	
	iii) Name of the issuing Bank (in case of DD)	

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**Details of Team Composition and Task Assignment – To be  
Deployed for Proposed Assignment**

Sr. No.	Name of the Consultancy Firm	Consultants Name	Educational Qualification	Length of Association with the Firm (in years)	Key Responsibilities

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**Note:** - Please attach C.V. of each members of the team to be deployed for the proposed assignment only and not the all personnel of the firm.

### QUALIFYING REQUIREMENTS

Sr. No	Particulars	Description
1.	The Consultancy Firm should have Income Tax PAN No.	PAN No _____ (Copy of certificate attached Yes/No)
2.	The Firm should have Service Tax Registration No.	S.T Reg. No _____ (Copy of certificate attached Yes/No)
3.	The Firm should have ASI (Actuarial Society of India) Registration No.	ASI Reg. No _____ (Copy of certificate attached Yes/No)

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**Note:** - Bidders not submitting the above information / documents at first instance run the risk of rejection.

**SECTION-2**  
**FINANCIAL BID**  
**(Contents of Envelope -2)**

## BID SUBMISSION FORM

Ref. No  
From: [Name, address and telephone nos. of the bidder]

Dated:

To,  
Dy. Director (Purchase)  
NPTI, Corporate Office  
Sector – 33, Faridabad  
Haryana.

**Subject: Submission of Financial Bid to appoint an Actuarial Valuation Consultant for Actuarial Valuation of Pension, Commutation of Pension, Gratuity, Leave Salary and Medical reimbursement provisions after retirement for the employees of NPTI – reg.**

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/T-6/AVC/12. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in they are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Actuarial Valuation Consultant] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

**PRICE BREAK UP**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Amount in (Rs.)</b>
1.	Fee for Actuarial Valuation for Pension, Commutation of Pension, Gratuity, Leave Salary and Medical reimbursement provisions after retirement for the employees of NPTI.	
2.	Service Tax @ 12.36%	
<b>Grand Total</b>		

Grand Total (in Words): \_\_\_\_\_

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_