

**NTPC VENDOR PAYMENT PORTAL & PAYMENT PROCEDURE**

1. For all the cases where payment documents are to be directly submitted to NTPC (excluding Payment through Bank cases), the Invoice and supporting document(s) as required in the Purchase Order have to be Digitally Signed with class III digital signature and uploaded in the NTPC Vendor Payment Portal  
<https://pradip.ntpc.co.in/VendorFinal/Login.jsp>.

In such cases, there will be no requirement of physical copy of invoice & documents except for Lorry Receipts (LRs)/ Delivery Challan, which are normally sent along with the material/ transporter. Bank Guarantees to be sent in original wherever applicable.

2. From 15.5.2020, NTPC will accept only digitally signed Invoice & supporting documents from Vendors for direct payment cases. Submission of documents in physical form shall not be accepted by NTPC unless otherwise asked for in the PO.

For such cases of physical submission, Vendors are required to send complete set of documents including invoice etc. addressed to the "Invoice Receipt Center" of the Delivery/ Invoicing Address as mentioned in the Purchase Order Annexure 1/ BOQ Sheet.

While submitting the Invoice/ Bills & related documents in physical form, Vendors are required to mention the following details on the top of the envelope:

- a. Invoice/Bill reference No.
- b. NTPC PO No./ Package no.
- c. NTPC Vendor Code as per PO

In addition to above, vendors are requested to mention their correspondence E-mail & Mobile No.in the Covering Letter, through which invoice processing related information/clarification request may be sent.

3. Vendors can track / monitor the status of payments from the Vendor payment portal. Help documents are available in the portal. Vendors are requested to make full use of the Vendor Payment Portal.

4. A toll-free helpline (1800 102 5970, operating times 9am to 6 pm to Mon to Sat except Holidays) is also available for help on digital invoice uploading & payment tracking.

5. For payment cases through bank, all original documents are to be submitted in bank as per terms of PO.

**GUIDELINES FOR PERFORMANCE BANK GUARANTEE (PBG) )/ Insurance Surety Bond SUBMISSION ( in case PBG is applicable)**

1. The PBG body/Insurance Security Bond formats and checklist are attached below
2. Complete details/ address/ email Id of Finance Treasury (BG Group) Dadri to whom the PBG is to be addressed/mailed :

Unified Treasury (BG Group)

Administrative Building,

NCPS, Dadri NTPC Limited,

PO. Vidyut Nagar Distt: Gautam Budh Nagar,

Uttar Pradesh- 201008.

A BG issued by a Bank outside India needs to be submitted by the Bidder directly to the employer as defined in BDS. The BG also needs to bear stamp duty of appropriate value applicable to the place in NTPC where BG is to be submitted. The BG may be got adjudicated by the employer from Collector of Stamps, within 3 months of arrival of BG in India. Expenses incurred in this regard shall be adjusted from the payment due to the contractor.

3. A soft copy of the BG is mandatorily required to be mailed to Unified Treasury Group at ubg@ntpc.co.in by the issuing Bank
4. Confirmation of BGs through Structured Financial Messaging System (SFMS) / SWIFT

“While issuing the physical BGs, the Bidder’s Bank shall also send electronic message through secure SFMS (in case of BGs issued from within India) or SWIFT (in case of BGs issued from outside India) to Employer’s Beneficiary Bank whose details are provided herein below:

Bank Name: ICICI Bank Limited

Branch: CONNAUGHT PLACE BRANCH

Bank Address: 9A, PHELPS BUILDING, INNER CIRCLE,

NEW DELHI- 110001

IFSC Code: ICIC0000007

BG issuing/amending bank must send the BG advice in the form of message format via SFMS (Structured Financial Messaging System) as provided by RBI. The format of the message for confirmation of the BG shall be as below:

BG advising message: IFN 760COV/ IFN 767COV via SFMS

Field Number: Particulars (to be mentioned in Row 1)

7037: NTPCBG (unique identifier)"

The above information indicated in Bold Letters is mandatorily required in the mentioned format. Discrepancies in the format are leading to issues and delays in the verification of BGs.

5. Value of Non-Judicial Stamp Paper/e-Stamp Paper: BG will be executed on Non-Judicial Stamp Paper/e-Stamp Paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted (Uttar Pradesh) or is to be acted upon (State where NTPC Project / Station is situated) or the rate prevailing in the State where the BG is executed (State where the BG issuing Bank is situated), whichever is higher".

6. All Bank Guarantees should be enforceable for minimum ninety (90 days) after expiry of its validity.

7. Extension of all BGs should be on Stamp paper of same value as that of the original. BG. Minimum extension of any BG should be three months.