

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 II or III digital signature and uploaded in pdf format on ebill PRAVESH Portal. <https://ebillpravesh.ntpc.co.in/flipper/#/login>

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 15.07.2025, 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.

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

4. 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.

5. Vendors can track / monitor the status of payments from the ebill PRAVESH portal. Help documents are available in the portal. Vendors are requested to make full use of the ebill PRAVESH Portal.

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

Alternate Mode of Payment for Micro Small & Medium Enterprises (MSMEs):

Trade Receivables Discounting System (TReDS) is a regulatory framework put in place by the Reserve Bank of India under the Payment and Settlement Systems Act 2007 (PSS Act) to facilitate the financing of trade receivables (invoices) of MSMEs through invoice financing by multiple financiers.

The Reserve Bank of India has granted approval to (i) Mynd Solutions Pvt Ltd, (ii) A.TReDS Ltd, (iii) Receivables Exchange of India Ltd (RXIL) and (iv) C2FO Factoring

Solutions Pvt Ltd to set up and operate TReDS platforms.

The Respective TReDS platforms names of the above-mentioned entities are M1xchange, Invoicemart, RXIL and C2TReDS.

Currently NTPC Limited is transacting with M1xchange and RXIL TReDS platforms.

MSME Vendors may choose the TReDS platforms as an alternate payment mechanism.

For queries/ details, the vendor may directly contact M1xchange or RXIL at:-

M1XCHANGE:-

URL: <https://m1xchange.com>

Toll free No.: 1800-103-7261

RXIL:-

URL: <https://www.rxil.in/Home/Index>

Phone: 022-40771424, 40771426

Toll free No.: 1800 1038 311

Vendor must ensure the delivery of material and service before uploading invoices at TReDS portal for discounting. After uploading invoices on TReDS portal, vendor has to upload invoices on NTPC payment portal in case of Non-GeM contract and in case of GeM Contract invoices shall be uploaded on GeM portal, immediately .

All relevant documents required for processing of payments as per P.O/Contract terms and conditions shall be made available by the Vendor along with the invoice.

Mandatory Material Photo Upload: Agency/ Vendor will submit Photographs (Min: One, Max: Three # against each Material Code, taking photographs from different perspectives) at the time of delivery of Material. The max allowable file size will be 1 MB per photo in jpg /png format. The photos are to be uploaded through the #PO Image Tagging” tab available under #Important Links” on the website <https://pradip.ntpc.co.in/VendorFinal/Login.jsp>

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

- a) All physical BGs except BG issued by a Bank outside India and all Insurance Surety Bonds except those issued by an Indian Insurance company outside India , shall be received from issuing Bank/insurance company directly through post/ courier, by Unified Treasury, Dadri at below mentioned address:

Unified Treasury (BG Group)
Administrative Building, NCPS, Dadri
NTPC Limited,
PO. Vidyut Nagar
Distt: Gautam Budh Nagar,
Uttar Pradesh- 201008

The Bank Guarantee/ Insurance Surety Bond shall be issued on Non-Judicial stamp paper/e-stamp paper of appropriate value as per applicable Stamp Act(s).

A physical BG issued by a Bank outside India and Insurance Surety Bond issued by an Indian Insurance company outside India need to be submitted by the Bidder directly to the employer as defined in BDS. The BG/ Insurance Surety Bond also needs to bear stamp duty of appropriate value as applicable. The BG/ Insurance Surety Bond may be got adjudicated by the employer from Collector of Stamps, within 3 months of arrival of BG/ Insurance Surety Bond in India. Expenses incurred in this regard shall be adjusted from the payment due to the contractor.

- b) A soft copy of the physical BG/ Insurance Surety Bond is mandatorily required to be mailed to Unified Treasury Group at ubg@ntpc.co.in by the issuing Bank/ Insurance company.
- c) **Confirmation of physical BGs through Structured Financial Messaging System (SFMS)/SWIFT (Not applicable for E-BGs through NESL platform)**

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:

- (v) Bank Name: ICICI Bank Limited
- (vi) Branch: CONNAUGHT PLACE BRANCH
- (vii) Bank Address: 9A, PHELPS BUILDING, INNER CIRCLE,
NEW DELHI- 110001
- (viii) 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)

- d) All Bank Guarantees/ Insurance Surety Bond should be enforceable for minimum ninety (90 days) after expiry of its validity.
- e) Minimum extension of any BG/ Insurance Surety Bond should be three months along with 90 days of claim period from the revised date of expiry.
- f) **Performance Security/Security Deposit amount up to Rs. 1,00,000/-(Rupees One Lac only), must be submitted through Electronic Fund Transfer (EFT) only. In such cases the provisions pertaining to submission of Bank Guarantee (BG)/e- BG/Insurance Surety Bond towards performance security will not be applicable. However, depositing of Performance Security/Security Deposit by deducting requisite percentage of amount from RA bills, if specified in the bidding documents, will be applicable.**

In addition, in case a contractor/its assignee/collaborator/associate/JV Partner (if applicable), chooses to submit BG against performance securities/Advance, such BG will be mandatorily submitted in the form of e-BG, and no physical BG will be accepted.