



**NATIONAL PRODUCTIVITY COUNCIL
REGIONAL DIRECTORATE, MUMBAI**

Advt No: NPC/MUM/26-27/01

Date: 23.06.2026

Advertisement for Request for Quotation for instrument and technical support services and assisting NPC to conduct Energy audit study:

1. INTRODUCTION

National Productivity Council (NPC) is national level organization to promote productivity culture in India. Established by the Ministry of Industry, Government of India in 1958, it is an autonomous, multipartite, non-profit organization with equal representation from employers' & workers' organizations and Government, apart from technical & professional institutions and other interests. NPC is a constituent of the Tokyo-based Asian Productivity Organization (APO), an Inter-Governmental Body, of which the Government of India is one of the founder members.

NPC teams up with its clients to work out solutions towards accelerating productivity, enhancing competitiveness, increasing profits, augmenting safety, reliability, and ensuring better quality. It provides reliable database for decision-making, improved systems and procedures, work culture as well as customer satisfaction both internal & external. The solutions can be all-encompassing or specific depending on the nature of the problem. Promotional and catalytic in nature, NPC's services have bearings on economic growth and quality of life. The Council promotes a comprehensive view of productivity focused on improving triple bottom line – economic, environmental, and social and adds value for all the stake holders through generation & application of advanced knowledge for inclusive Growth. For further details, please visit our web site: www.npcindia.gov.in

Energy Management (EM) Division of NPC offers Consultancy / Training services since 1964. The areas of expert services of this division are enlisted below:

- Energy Management and Audit in All Types of Industries, Commercial Buildings & Establishment, Power-Generating Plants, Distribution System.
- Water audit/Balance study in all types of industries.
- Demand Side Management Potential with Focus on the Industrial Sector.
- To Strengthen Policy Aspects and Increase Public Awareness of Energy Conservation Issues Through Modular Training Programmes for Senior, Middle and Shop Floor Level Executives.
- Technological Upgradation and Resource Conservation in SME's Through Cluster Approach.

- Providing Technical Expertise Services to APO Member Countries in Energy Efficiency.
- Providing Hands on Training at Centre Excellence for Training in Energy Efficiency and Indo-Japan Project on Regional Energy Efficiency Centre at Dr. Ambedkar Institute of Productivity, Chennai, sponsored by DIPP, with support from BEE & NEDO, Japan.
- NPC Has Been Conducting the Prestigious National Certification Examination for Energy Managers and Energy Auditors on behalf of the Bureau of Energy Efficiency (BEE), Ministry of Power, India, since 2004.

SECTION-1 Invitation of Techno-Commercial Proposals

1. Agency/Vendors are advised to study the document carefully. Online Submission shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications.
2. Not more than one RFQ shall be submitted by one bidder or bidders having a business relationship. Under no circumstance will a father and his son(s) or other close relations who have a business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
3. Agency/vendors that have downloaded the tender from the NPC website www.npcindia.gov.in shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected, and tenderer is liable to be banned from doing business with NPC.
4. Bids will be opened as per date/time as mentioned in Section 1, Clause 5. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated.
5. Schedule for Invitation to Bid
 - a) Addressee and Address:

**The Regional Director
National Productivity Council,
Unit No. 0009, C - Wing, Akshar Business Park,
Sector - 25, Vashi, Navi Mumbai – 400703
[Email: mumbai@npcindia.gov.in](mailto:mumbai@npcindia.gov.in)**

- b) Name of the Contact Person for any clarification:

**Shri Kishor Bhusal
Deputy Director
Unit No. 0009, C - Wing, Akshar Business Park,
Sector - 25, Vashi, Navi Mumbai – 400703
[Email: kh.bhusal@npcindia.gov.in](mailto:kh.bhusal@npcindia.gov.in)**

c) **Important Dates:**

The following table provides information regarding the important dates of the Bid process:

CRITICAL DATE SHEET

Published Date	23rd June 2026
Submission Start Date & Time	23rd June 2026 from 13:00 Hrs.
Submission End Date & Time	1st July 2026 up to 13:00 Hrs.
Technical Bid Opening Date & Time	1st July 2026, 15:00 Hrs.
Financial Bid Opening Date & Time	2nd July 2026, 11:00 Hrs.

7. Proposal Submission Process

- i. Agency/vendor needs to submit technical details and financial quotation for the mentioned work as separate attachments through email. (Separate attachments in password protected PDF format for unit mentioned in section 2).
- ii. Technical Bid Contains signed & scan copy of the advertisement inviting proposal, filled in Annexure-I and supporting documents.
- iii. The Financial quotations to contain only the Annexure-II
- iv. **Please note that Agency/vendor need to submit the financial quotation (in PDF file format) with password protection.**
- v. **Both the documents should be submitted via mail to mumbai@npcindia.gov.in on or before the specified date and time. Subject may be filled with Advertisement Number (Advt No: NPC/MUM/26-27/01 Date: 23.06.2026).**
- vi. **After Bid Submission end date and time on successful qualifying the technical evaluation process, NPC will request (vide [email: mumbai@npcindia.gov.in](mailto:mumbai@npcindia.gov.in)) to share the password of financial bid for evaluation. The password to be shared through return email.**
- vii. No email to share the financial bid password will be sent from NPC if the vendor does not meet the technical criteria(s).

8. Important Instructions

- i. **The financial quote to be as per the annexure-II and should clearly mention the professional fees and applicable taxes for the unit mentioned in Section - 2.**
- ii. **All travel (to and fro), boarding, and lodging expenses of the Vendor/Agency personnel for the execution of the assignment shall be entirely in the scope of the Vendor/Agency. NPC/Unit shall not bear any cost towards travel, accommodation, boarding, lodging, or local transportation.**
- iii. Even though the proposal may satisfy the above requirements, the same may be disqualified for the following reasons:
 - If misleading or false representations of facts are made or deliberately suppressed in the information provided in the forms, statements, and enclosures of this document.
 - If they have a record of poor performance such as abandoning work, not properly

- completing the contract or financial failures/weaknesses.
 - If confidential inquiry reveals facts contrary to the information provided by the agency/vendor or unsatisfactory performance in any of their previous engagement.
- iv. All agencies must follow the project monitoring and quality review guidelines as decided by NPC on case-to-case basis.
 - v. Any agency can be debarred if the performance during the execution of project or compliance to the guidelines is found to be unsatisfactory.
 - vi. **National Productivity Council reserves the right to accept or reject any or all the quotations either fully or partly at any stage without assigning any reason.**
 - vii. All the information collected during the process of study is strictly confidential and no part of the work to be reported anywhere.

Section-2 Support to be provided to NPC

1. RD Mumbai intends to conduct an energy audit study at Commercial Building Worli, Mumbai - 400018, Maharashtra state. A detailed study is to be carried out for energy balance/conservation options of various energy sources. The details of the unit are as follows:

Sl. No.	Unit Description	Main Activity	Energy Load	Estimated Cost excluding all taxes (INR)
1	Commercial Building at Worli, Mumbai - 400018, Maharashtra state.	Cultural and Scientific hub	HT connection with sanction load 1093 KVA and major chiller load installation of 834 TR.	1,00,000/-

The Agency is expected to provide instrumentation support and skilled manpower for measurement and data collection as per the scope of work (refer to Clause 2 of Section 2). The agency shall also prepare a field measurement report as per the template provided by the project coordinator of NPC.

2. Scope of Work - The services, including but not limited to the following, should be provided,
 - The Agency/vendor has to provide the instrument at the project site along with a technically qualified person to operate the instrument and assist the NPC team in completing the field study.
 - Following is the indicative list of systems for observations, but not limited to,
 1. Electrical Distribution System
 2. Lighting System
 3. Heating, Ventilation & Air-Conditioning System (HVAC system)

4. Diesel Generator (DG) Sets
5. Water Pumping systems & Motors
6. Energy monitoring & Accounting System

- Details scope of study in above areas in view of following-

The energy audit will include collection and review of utility consumption data (electricity, diesel, LPG, etc.) for the last twelve months, assessment of connected load, contract demand, tariff structure, and preparation of the energy consumption baseline. The audit will cover evaluation of the electrical system, including incoming power supply, distribution network, transformers, DG sets, UPS systems, capacitor banks, and power factor correction equipment, along with measurement of key electrical parameters such as voltage, current, power factor, harmonics, and load profile.

The scope will also include assessment of lighting systems through inventory of fixtures and controls, measurement of illumination levels, and identification of energy-efficient lighting opportunities. HVAC systems, including chillers, AHUs, FCUs, cooling towers, pumps, and ventilation systems, will be evaluated to assess operating performance and efficiency. Utility and ancillary systems such as water pumping systems, elevators, escalators, and other major electrical equipment, as well as renewable energy installations, if any, will also be reviewed.

Based on the findings, suitable Energy Conservation Measures (ECMs) will be identified and categorized as no-cost, low-cost, and capital-intensive measures. Potential energy savings, cost savings, investment requirements, and payback periods will be estimated, and recommendations will be prioritized to develop an implementation roadmap for improving overall energy efficiency.

The final deliverable will comprise a comprehensive field observation report detailing the audit findings, energy performance assessment, identified Energy Conservation Measures, estimated savings potential, investment requirements, and a prioritized implementation plan for achieving sustainable energy efficiency improvements. The Agency/vendor shall also be required to submit the field measurement and other data taken during the field study. Specific formats, if required, shall be provided by NPC after commencement of study.

The Agency/vendor shall also assist the NPC team in the compilation, analysis and formulation of the report. The format for the same shall be provided on-site.

3. The following instruments must be in the possession of the agency at the work site during the field study. All the instruments must have a valid calibration certificate.
 - a. Three Phase Power Analyzer
 - b. Clamp meter
 - c. Ultrasonic Water Flow Meter,
 - d. Thermometer
 - e. Tachometer
 - f. Lux Meter
4. Agency/vendor should have the experience of conducting a minimum **5 nos.** of detailed energy audit studies (preferably commercial building energy audit) in the last three-year period, and the list & supporting documents to be provided with the technical details. The agency should provide complete details about instruments and information about their technical manpower.

5. Selection criteria:

NPC would assess the technical details first and after qualification in technical, the financial quotation would be considered. Final Selection would be based on L1 (Least Cost System) criteria.

In case of identical financial bids tie by more than one bidder, the following tie-breaker procedure will be adopted to break tie: -

- First Criteria - Average turnover of the bidder for last three financial year (FY 2022-23, 2023-24 and 2024-25): more the turnover the higher the preference
- Second Criteria - Duration of establishment: longer the period of establishment more the preference.

6. Duration:

Energy Audit field study with field observations report submission to be completed within four week form the date of issue of work order. **Agency/Vendor team will be required to report at the client premises within 8 days from date of awarding the work.**

7. Payment & Other Terms:

100 % payment only after completion of study and acceptance of report by client (unit)/NPC.

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ANNEXURE-I

**Format of Application for submission of technical Proposal
For Advt No: NPC/MUM/26-27/01**

1.	Name of the Company	
2.	Type of Organization (Please provide copies of Memorandum & Articles of Association, etc.)	
3.	Year of Establishment	
4.	Address of Corporate Office, Telephone/Tele fax Numbers, corporate email-ID and website URL name of the Applicant	
5.	Names, Address and Email IDs & mobile numbers of Authorized Representatives/ contact persons	
6.	Name and addresses of Directors/ Partners/Proprietors/Key Managerial Personnel	
7.	GST No. (attach supporting documents)	
8.	Company or Firm PAN Number (attach supporting documents)	
9.	Details of Applicant's Account 1. Bank Name & Branch 2. Account Name 3. Account Number 4. IFSC (attach supporting documents)	
10.	Turnover of last three financial year (for FY 2022-23, 2023-24 and 2024-25)	
11.	Nature of present or previous association with NPC (if any) for providing similar or any other nature of service (attach supporting documents)	
12.	List the business association / work executed /any empanelment of Similar Nature. Provide Supporting Documents.	

13.	Reference Name and contact details Persons in Client organizations for verification of credentials of the applying agency.	
14.	Details of Skilled Manpower for conducting the field Study: (Curriculum Vita of the team members to be attached)	
15.	List the instruments in possession as per the Scope:	
16.	Have you been blacklisted /debarred by any of the Government Undertakings/ Companies/Organizations, and if so, name of the i. Company as well as period of debarring and reasons thereof	

(Authorized Signature & Seal)

ANNEXURE-II

**Format of Application for submission of Financial Proposal
For Advt No: NPC/MUM/26-27/01**

Sl. No.	Description	Quoted Amount
PROFESSIONAL FEE FOR INSTRUMENT AND TECHNICAL SUPPORT SERVICES AND ASSISTING NPC TO CONDUCT ENERGY AUDIT STUDY		
1	Indicate unit name as mentioned in section - 2 of this document	
	Total Value In figures: In Words:	
	Applicable Taxes (GST):	
	Gross Total Value In figures: In Words:	

(Authorized Signature & Seal)