



National Productivity Council
Utapadakta Bhawan, Lodi Road, New Delhi

Tender No : Bid No. Admin/1/AUG/2025-ADMN HQ NPC

Notice Inviting Tender for Electrical and Fire Safety Audit

1. National Productivity Council (NPC), Head Office, New Delhi invites tender(s) for Electrical and Fire Safety Audit of its building under two bid system from Agencies having qualification of Electrical Safety Auditor with a Degree/Diploma in Electrical Engineering.
2. The Bidder Agency should be Proprietor/Registered Company/Firm and must have a Electrical Safety Auditor with a Degree/Diploma in Electrical Engineering and should agree with the Terms & Conditions as laid down in the Tender. The tender documents i.e. "Technical Bid" and "Commercial Bid" should be enclosed separately in different envelopes. Both these bids should be enclosed in a separate sealed envelope super scribed "Electrical and Fire Safety Audit" and addressed to "**Group Head (Administration), National Productivity Council, Utapadakata Bhawan, Lodi Road, New Delhi-110003**". The name of bidder, address must be mentioned on the envelope.

Date of Issuance of Tender	- 25.08.2025
Last Date of Submission of Tender	- 02.09.2025 (05:00 PM)
Opening of Tender Forms (Technical Bids)	- 03.09.2025 (11:00 AM)
Opening of Tender Forms (Commercial Bids)	- 04.09.2025 (11:00 AM)

3. **Validity of Tender:-**

The Tender Documents submitted by the Bidders shall be valid for 90 (Ninety) days from the date of issuance of this tender notice.

4. **Scope of Work:-**

The Scope of Work includes "Electrical and Fire Safety Audit" of National Productivity Council, Head Office situated at Lodi Road, New Delhi. The selected agency has to submit two copies of reports (hard as well as soft) of the audit.

5. **Timelines for Completion of Work:-**

The selected agency has to complete the audit & submit the final report within a period of 20 days from Award of Work. Two copies of reports (hard as well as soft) should be submitted after completion of work.

The Bill for the work should be submitted to **“Group Head (Administration), National Productivity Council, Utapadakata Bhawan, Lodi Road, New Delhi-110003”** within a period of 10 days after successful completion of work & submission of two copies of final reports (hard as well as soft).

6. Tender Evaluation Process:-

The offers received from bidders shall be evaluated in two stages:-

Stage-1:- Technical Bid:- The Technical bid consists of Tender Document, Eligibility Criteria (Annexure-I) & Undertaking By the Bidder (Annexure-III).

Stage-2:- Commercial Bid:- The Bidder who qualify the “Technical Bid” shall be eligible in the “Commercial Bid”. Bidders must quote “Total Amount Payable” as per the format given in **Annexure-II**. The bidder quoting minimum “Total Amount Payable” shall be adjudged L1.

- a) Bidder Agency should be Proprietor/Registered Company/Firm and must have a Electrical Safety Auditor with a Degree/Diploma in Electrical Engineering. Copy of the Degree/Diploma Certificate from a recognised institution should be attached.
- b) The Bidder Agency should have a registered office. Necessary proof should be attached.
- c) The Agency should be registered with GST, registration certificate to be attached.
- d) The Agency bidding to conduct Electrical and Fire Safety Audit should have the experience of conducting Electrical and Fire Safety Audit in buildings. Agency must provide at least two work orders issued during last five years.
- e) The Bidder should not have been blacklisted by any organisation during last five years. An undertaking as per Annexure-III on Agency letterhead to be provided.
- f) Each and every page of Technical Bid and Commercial Bid to be signed & stamped by competent authority having agreed to terms and conditions of the tender document.
- g) Each and every page of attached documents to be signed & stamped by competent authority having agreed to terms and conditions of the tender document.
- h) Copies of PAN, GST Registration Certificate to be attached.
- i) Incomplete tender or offers not accompanied by mandatory documents shall be rejected.

7. Issuance of Work Order:-

The work order for the scope of work shall be issued after approval of tender by competent authority.

8. Subcontracting:-

The bidder shall not subcontract the work or service to any other agency or person.

9. Submission of Bill & Work Completion report:-

The selected bidder would have to submit the bills within a period of 10 days after successful completion of work & submission of two copies of final reports (hard as well as soft).

10. Payment:-

The payment to the Agency would be made after satisfactory completion of work and submission of bills alongwith two copies of reports (hard as well as soft). No advance would be paid to the agency for undertaking the work as specified in the tender.

11. Other Terms & Conditions:-

- a) The bids received after the stipulated date & time shall be rejected.
- b) The Technical Bid & Commercial Bid must be filled up and should be as per formats provided. Corrections or alterations if any should be authenticated.
- c) Bids received from bidder who has not conducted two Electrical and Fire Safety Audits in last five years shall be rejected.
- d) The bids would be opened on the dates as provided in the tender document. The participating bidders may witness the same.
- e) Change of date/time for opening of the Technical Bid/Commercial Bid due to any unforeseen reason would be intimated by Phone/EMail to all bidders.
- f) No separate charges other than as mentioned in the Commercial Bid shall be claimed by the bidder.
- g) NPC reserves the right to reject any/all offers without assigning any reason. NPC is entitled to withdraw the tender at any stage without assigning any reason thereof.
- h) The bidder would be directly responsible for all actions of its employees or persons deployed by it for execution of work in NPC premises.
- i) This document is meant for the specific use by the company/person(s) interested to participate in the current tendering process.
- j) NPC expects the bidders or any person acting on behalf of the bidder to strictly adhere to the instructions given in the document and maintain confidentiality of information.
- k) The bidder has to bring own instruments for measurement and provide its personnel the Personal Protective Equipment (PPE) for carrying out the work.
- l) In case, the day of bid submission is declared Holiday by Govt of India, the next working day would be treated as day for submission of bids. There would be no change in timings.
- m) The offers submitted by Telegram/Fax/EMail etc shall not be considered.

Technical Bid (Part-1): Eligibility Criteria

(On the letter head of Agency)

S No	Eligibility Criteria	Bidder Response	Document/Copy to be enclosed	Page No
1.	Name, Address, Email & Phone Number of Bidder		Copy of Address Proof	
2.	Whether the Bidder is having registered office	Yes/No	Copy of Registration Certificate	
3.	Permanent Account Number (PAN) of Agency	Yes/No	Copy of PAN	
4.	GST Registration Number of Agency	Yes/No	Copy of GST Registration Number	
5.	The Agency bidding to conduct Electrical and Fire Safety Audit should have experience of conducting Electrical & Fire Safety Audit in buildings. Agency must provide at least two work orders issued during last five years	Yes/No	Copy of Work Order(s) received	
6.	The Bidder should not have been blacklisted by any organisation during last five years	Yes/No	An Undertaking as per Annexure-III on Agency letterhead to be provided	
7.	The Agency bidding to conduct Electrical and Fire Safety Audit should have Electrical Auditor with qualification of Degree/Diploma (Electrical or Electrical Safety) or Equivalent	Yes/No	Copy of Degree or Diploma/Suitable document to be provided	
8.	Each and Every Page of Technical Bid and Commercial Bid to be signed and stamped by competent authority			

Signature & Seal of Competent Authority (Bidder)

Date:-

Commercial Bid (Part-2)

(On the letter head of Agency)

S No	Scope of Work	Amount (Rs)	GST (Rs)	Total (Rs)
1.	Electrical and Fire Safety Audit of Head Office building			
2.	Total			

We understand that:-

1. Only those bidders who qualify the “Technical Bid” shall be eligible for “Commercial Bid”. Bidders must quote “Total Amount Payable” as per the format given above. Bidder quoting minimum “Total Amount Payable” shall be adjudged L1.
2. The payment shall be made to the Agency after completion of work. No advance would be paid for undertaking the work.

Signature & Seal of Competent Authority (Bidder)

Date:-

Undertaking By the Bidder

(On the letter head of Agency)

We undertake the following:-

We undertake that our agency or its Proprietor/Partners/Director have not been blacklisted by any organisation during last five years.

Signature & Seal of Competent Authority (Bidder)

Date:-