



NATIONAL PRODUCTIVITY COUNCIL Regional Directorate, Kolkata

Advertisement No: NPCKOL/22-23/01

Date : 10.05.2022

Advertisement for Request for Quotation for hiring of instrument and technical support services for conducting water audit study:

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

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 business relationship. Under no circumstance will father and his son(s) or other close relations who have 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 the 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,
9, Syed Amir Ali Avenue, Kolkata-700017
Email: kolkata@npcindia.gov.in**

b) Name of the Contact Person for any clarification:

**Shri Anand Sinha
Assistant Director
National Productivity Council,
9, Syed Amir Ali Avenue, Kolkata-700017
Email: kolkata@npcindia.gov.in**

c) Important Dates:

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

CRITICAL DATE SHEET Published Date	17th May 2022
Submission Start Date & Time	18th May 2022 from 09:00 Hrs.
Submission End Date & Time	23th May 2022 up to 10:00 Hrs.
Technical Bid Opening Date & Time	23th May 2022, 11:30 Hrs.
Financial Bid Opening Date & Time	24th May 2022, 14:30 Hrs.

6. Proposal Submission Process

i. Agency/vendor needs to submit the technical detail and financial quotation for the mentioned work as separate attachments through email. (Separate attachments in PDF format).

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 kolkata@npcindia.gov.in on or before the specified date and time. Subject may be filled with Advertisement Number (Advt No: NPCKOL/22-23/01 Date: 10.05.2022).**

vi. **After Bid Submission end date and time on successful qualifying the technical evaluation process, NPC will request (vide email: kolkata@npcindia.gov.in) to share the password of financial bid for evaluation. The password to be share 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).

7. Important Instructions

i. The financial quote to be as per the **Annexure-II** and should clearly mention the professional fees and applicable taxes separately.

ii. Travel (TO/FRO) up to the unit location and accomodation charges should be in the scope of Vendor/agency.

iii. Even though proposal may satisfy the above requirements, the same may be disqualified for the following reasons:

- If misleading or false representation 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

National Productivity Council, Regional Directorate, Kolkata intends to conduct water audit study at various locations of Kolkata. A detail study to be carried for water balance/conservation options of various water sources. The details are as follows:

Sl.No.	Unit Description	Main Product	Water Consumption approximately	Estimated Cost excluding GST
1	Five (05) nos. of buildings including three (03) nos. of residential housing complexes at various locations of Kolkata.	Building	a) Building 1 : 60 KL/Day b) Building 2 : 6 KL/Day c) Housing Complex 1 : 6 KL/Day d) Housing Complex 2 : 6 KL/Day e) Housing Complex 3 : 40 KL/Day	3.5 lakhs

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

The services, including but not limited to following, should be provided:

- The Agency/vendor has to provide the instrument at the project site along with technical qualified person to operate the instrument and assist NPC team for completing the field study
- The Agency/Vendor has to follow the below mentioned scope of work:
 - Assessment of freshwater quality (from all water resources);
 - Study on sources of water & supply networks
 - Study on demand side distribution & associated losses;
 - Assessment of water usage in following areas:
 - Entire Raw Water intake
 - Bore wells
 - Supply water from any other source
 - Office
 - Canteen
 - Drinking Water etc.
 - Characterization & quantification of different waste streams from areas listed above;
 - Preparation of overall water audit system;
 - Assessment of adequacy of waste water treatment system which includes Sewage treatment system, intermediate treatment plant, if any;
 - Assessment of Rainwater harvesting system;
 - Assessment of water usage in various areas, generation of options for reduction in water consumption / pollution load in various streams;
 - Recommendations for water conservation & waste water recycling (if any) in the identified areas;
 - Development of overall water reuse / recycling scheme. Possible reuse of water between different usage areas shall be incorporated in the scheme;
 - Cooling Towers: Detailed analysis, verification & rectification of Evaporation losses, Drift losses if any. Assessment of Cooling tower capacity & effectiveness;
 - All pumps assessment , including power consumption & loading pattern;
 - Benchmarking water use against standards or best practices;
 - Monitoring and measurements using pressure and flow meters and various other devices as required, Mapping of raw water, process, re-circulating water, cooling & domestic, recycling & effluents;
 - Baseline Water Quantification - Draw a water map (water balance) for the entire factory premises to understand the water consumption area and pattern by carrying out flow measurement study.
- The Agency/vendor shall also require to submit the field measurement and other data taken during the field study. Specific format if required shall be provided by NPC after commencement of study.
- The Agency/vendor shall also assist NPC team in compilation, analysis and formulation of report. Format for the same shall be provided on site.

1. The following instruments must be in possession of the agency at work site during the field study. Instruments should be owned by the bidder and it should have a valid calibration certificate in the bidder's name. The same to be submitted along with field measurement report.
 - a. Ultrasonic Water Flow meter,
 - b. TDS Meter,
 - c. Power Analyzer
 - d. Thermometer
 - e. Ph meter

2. Agency/vendor should have the experience of conducting minimum **5 nos.** of detailed water audit study in industries/building/residential housing complex in last two-year period and the list & supporting documents to be provided with the technical details. Agency should provide the complete detail about instruments with calibration certificate and information about their technical manpower.

3. Selection criteria:

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

4. Duration:

Water Audit field study with report submission to be completed within 30 days of issuing of work order. Hence, Agency/vendor team will be required to report to the client premises within a week from date of awarding the work.

5. Payment & Other Terms:

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

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ANNEXURE-I

Format of Application for submission of Technical Proposal

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.	Nature of present or previous association with NPC (if any) for providing similar or any other nature of service (attach supporting documents)	
11.	List the business association / work executed /any empanelment of Similar Nature. Provide Supporting Documents	

12.	Reference Name and contact details Persons in Client organizations for verification of credentials of the applying agency.	
13.	Details of Skilled Manpower for conducting the field Study: (Curriculum Vitae of the team members to be attached)	
14.	List the instruments in possession as per the Scope: (Attach the calibration certificates of the instruments)	
15.	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

SI. No.	Description	Quoted Amount
PROFESSIONAL FEE FOR INSTRUMENTATION & TECHNICAL SUPPORT SERVICES FOR CONDUCTING WATER AUDIT STUDY		
1	Unit description	Five (05) nos. of buildings including three (03) nos. of residential housing complexes at various locations of Kolkata.
	Total Value In figures: In Words:	
	Applicable Taxes (GST):	
	Gross Total Value In figures: In Words:	

Note - Send password protected file.

(Authorized Signature & Seal)