



NATIONAL PRODUCTIVITY COUNCIL
Regional Directorate, Guwahati

Advertisement-EOI for empanelment of Agency / Institution for Measurement & Support Services under the scope of Energy Audit at Standardized Cost

Advertisement No. NPC/GHY/2026-27/01

Date: 26.05.2026

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 and 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

NPC offers Consultancy / Training services since 1964. NPC has core strength of 30 EM professionals which include about 20 BEE certified Energy Auditors. 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 Programmers for Senior, Middle and Shop Floor Level Executives.
- Technological Up-gradation 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, Guwahati, 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 EOI 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 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 mentioned in Clause 5(c).
5. Schedule for Invitation to Bid

a) Name and Address:

Shri Manoj Verma
Regional Director,
National Productivity Council,
1st Floor, NERAMAC Complex, Panjabari Road,
Six Mile, Guwahati, Assam- 781022
Email: guwahati@npcindia.gov.in

b) Name of the contact person for any clarification:

Shri Manoj Kumar Lilhare
Deputy Director
National Productivity Council, Guwahati
Email: mk.lilhare@npcindia.gov.in
Ph: 9806020294

c) Important Dates:

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

CRITICAL DATE SHEET

Published Date	26 th May 2026
SUBMISSION START DATE	26 th May 2026
SUBMISSION END DATE & TIME	04 th June 2026 upto 14:00 o'clock
BID OPENING DATE	04 th June 2026

6. Proposal Submission Process

- i. Agency / vendor needs to submit technical details and acceptance of the standardised for above mentioned work as single attachments through email.
- ii. Technical Bid should contain signed & scanned copy of the advertisement inviting proposal, filled in Annexure-I and supporting documents.
- iii. The acceptance of the standardised rates should contain only the Annexure-II.
- iv. The bidding documents should be submitted via mail to guwahati@npcindia.gov.in by marking a copy to mk.lilhare@npcindia.gov.in on or before the specified date and time.

- v. After Bid Submission end date and time on successful qualifying the technical evaluation process, NPC will inform the successful bidder.
- vi. If the vendor does not meet the technical criteria(s), no email will be sent from NPC.

7. Important Instructions

- i. **The study for Energy measurement /conservation options of various Energy equipment's is to be carried out in the MSME units located in the state of Assam. The units are expected to be located in either of the districts of Kamrup Metro, Kamrup Rural, Jorhat, Dibrugarh, Tinsukia, Lakhimpur, Sonitpur. Further it is expected that approximately 5 to 6 allocated units may be located in the same vicinity in each district.**
- ii. **Empanelment shall be under standardized cost of ₹ 4200/- for micro units, ₹ 7100/- for small units and ₹ 9400/- for medium units per Energy Audit study in a MSME unit. Units to be awarded as described in 7(i). The acceptance of the standardised rates is to be provided as per Annexure-II.**
- iii. **All Travel (TO/FRO), lodging / boarding charges etc. is purely in the scope of bidder.**
- iv. Even though proposal may satisfy the above requirements, the same may be disqualified for the following reasons:
 - a. If misleading or false representation off acts are made or deliberately suppressed in the information provided in the forms, statements, and enclosures of this document.
 - b. If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures / weaknesses.
 - c. If confidential inquiry reveals facts contrary to the information provided by the agency / vendor or unsatisfactory performance in any of their previous engagement.
- v. All agencies must follow the project monitoring and quality review guidelines as decided by NPC on case-to-case basis.
- vi. Any agency can be debarred if the performance during the execution of projector compliance with the guidelines is found to be unsatisfactory.
- vii. National Productivity Council reserves the right to accept or reject any or all the bids either fully or partly at any stage without assigning any reason.
- viii. All the information collected during the process of study is strictly confidential and no part of the work to be reported anywhere.
- ix. The measurements listed in this document are indicative; if additional measurements are required to ensure completeness of the measurement scope, or if certain measurements need to be repeated, the agency shall carry out such additional measurements upon the request.
- x. If selected, the agency shall be required to commence the work immediately.

SECTION-2 Technical Support Services to be provided to NPC:

1. NPC, Guwahati intends to conduct Energy Audit study at **Assam State**. A detailed study to be carried out for Energy measurement /conservation options of various Energy equipment's.

2. Scope of Work:

The detailed scope of work pertaining to study includes the following. The services, including but not limited to following should be provided to NPC, Guwahati by the successful bidder:

- The Agency/vendor has to provide all the required energy/water audit instruments for electrical & thermal load evaluation at the project site along with technical qualified personnel to operate the instrument and complete the field study.
 - The Agency/vendor is required to submit the field measurement and other data taken during the field study.
 - The Agency/ Vendor must complete the field work for the MSME unit facility requirements in prescribed aspects intimated by NPC.
3. All measurements and relevant details, along with supporting documents, geo-tagged audit photographs, analysis, and potential Encon options (draft recommendations) based on the audit observations, shall be compiled in the prescribed format provided by NPC. The same shall be submitted via email to mk.lilhare@npcindia.gov.in within one week from the date of the field study.
 4. The Agency/vendor shall ensure the availability of their resources to execute the work without after project/scheme deadline.

Pre-Qualified Selection Criteria:

The following pre-qualification criteria are essential for conducting the above mentioned activities:

- a. Must have carried out atleast two Energy Audit proof has to be submitted either work order or completion certificate.
- b. Must have either one certified Energy auditor or Energy manager (a Self-declaration certificate of name list has to be provided).
- c. The Agency is expected to carry the necessary energy audit instruments like 3- phase power analyzer, Ultrasonic Flow meter, Temperature gun etc and skilled manpower for measurement. - The self-declaration of instrument list has to be provided during the bid and incase of failure to show the instruments during field audit, the work order will be cancelled, and agency will be blacklisted.
- d. NPC would assess the technical proposal based on the above qualification criteria. The financial quotation would be opened only for the technically qualified agencies/vendors.

5. Payment & Other Terms:

Payment Terms:

- 100% payment shall be released upon successful completion of the measurements of the respective units, to the satisfaction of NPC official / client, and upon handover of all measurement data and other documents with details in prescribed format.
- Payment will be made after deducting TDS.

You are requested to submit on or before the due date, which comprises of the following:

- 1) Annexure I & II, attached by mail
- 2) Documentary proof / evidence for the above pre-qualified criteria

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Format of Application for Submission of Technical Proposal

1.	Name of the company / Institution	
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 of Similar Nature. Provide Supporting Documents. (Minimum 2Work orders)	
12.	Details of Skilled Manpower for conducting the field Study:	

13.	List the instruments in possession as per the Scope:	
14.	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 there of	

(Authorized Signature & Seal)

**Format of Application for Submission of Financial Proposal – Empanelment
at defined rate**

I, _____interested in conducting the following Energy audit at
the standardized cost which is given below.

MSME Unit Description	Fixed Cost in (₹) (Inclusive of applicable GST)	Acceptance (Yes/No)
Micro Unit	₹ 4200/Unit	
Small Unit	₹ 7100/Unit	
Medium Unit	₹ 9400/Unit	

(Authorized Signature & Seal)