



**NATIONAL PRODUCTIVITY COUNCIL
REGIONAL DIRECTORATE,
KANPUR**

Advertisement No: NPC/KNR/2/2024-25

Date: 31/01/2025

Advertisement for Request for Quotation for undertaking sampling and analysis work at Kanpur, Uttar Pradesh

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

Environment and Climate Action Group (ECAG) of NPC offers Consultancy / Training in the field of Environment Management, Climate Change and Resource Efficiency and Cleaner Production.

- Environment Audit in all types of Industries including MSMEs.
- Water audit and balance study in all types of industries.
- Waste Management study related to biomedical waste, plastic waste, solid waste, hazardous waste, C&D waste and e-waste.
- Environmental, Social and Governance (ESG) reporting.
- Green productivity and Green Audit etc.

NPC intends to invite quotations from reputed laboratories to undertake the work of sampling and analysis of several environmental parameters as defined in the advertisement.

SECTION-1 Invitation of Techno-Commercial Proposals from reputed Laboratories (NABL Certified)

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. Soft Copy of original documents in respect of instruments, original copy of affidavits, and credit facility certificate must be emailed to the address as mentioned at Clause 6(b).
5. Bids will be opened as per date/time as mentioned in the Clause 6. After opening of Technical-Bids by the approved committee, an email will be sent to only qualified bidders for their results of qualification and for password inquiry for the financial bids.
6. Schedule for Invitation to Bid
 - a) Addressee and Address:
The Regional Director
National Productivity Council
Regional Directorate, Kanpur
4th Floor, Kabir Bhawan, GT Road,
Kanpur-208005, U.P.
Email: kanpur@npcindia.gov.in
 - b) Name of the Contact Person for any Clarification
Mr. Ujjwal Narayan
Deputy Director,
Mob:- 8140114409; Ph: 0512- 2224176
Email: ujjwal.narayan@npcindia.gov.in

c) Important Dates:

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

CRITICAL DATE SHEET

Published Date	31st January, 2025
Submission Start Date & Time	31st January 2025;00:00 hrs
Submission End Date & Time	10th February 2025; 15:00 hrs
Technical Bid Opening Date & Time	15 February 2025; 14:00 hrs
Financial Bid Opening Date & Time	16th February 2025; 11:00 hrs

7. Proposal Submission Process

- a. Agency/vendor needs to submit the technical detail and financial quotation for above mentioned work as separate attachments through email. (Separate attachments in PDF format).
- b. Technical Bid should contain signed & scanned copy of the advertisement inviting proposal, filled in Annexure-I and supporting documents.
- c. The Financial quotations to contain only the Annexure-II. Send the separate quotation for each mentioned unit in section 2.
- d. Please note that Agency/vendor need to submit the financial quotation (in PDF file format) with password protection.
- e. **Both the documents should be submitted via e-mail to kanpur@npcindia.gov.in on or before the specified date and time.**
- f. **After Bid Submission end date and time on successful qualifying the technical evaluation process, NPC will request (vide email: kanpur@npcindia.gov.in) to the eligible bidder to share the password of financial bid for evaluation.** The password is to be shared through return e-mail only.
- g. 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

- a. The financial quote to be as per the **annexure-II** and should clearly mention the Testing Charges and applicable taxes separately for parameter to be tested for one unit. No claim for compensation or loss due to fluctuations in prices or any other reasons/cause will be entertained during the period of contract.
- b. The amount quoted should be inclusive of all taxes.
- c. **Vendor/ Agency should have an office or one of the branch offices in the state of Uttar Pradesh and must provide relevant documents along with the technical details.**
- d. **All Travel (TO/FRO), lodging charges should be in the scope of Vendor/agency.**

- e. 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.
- f. All agencies must follow the project monitoring and quality review guidelines as decided by NPC on case-to-case basis.
- g. Any agency can be debarred if the performance during the execution of project or compliance to the guidelines is found to be unsatisfactory.
- h. National Productivity Council reserves the right to accept or reject any or all the quotations either fully or partly at any stage or cancel the bid process without assigning any reason.
- i. 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. NPC Regional Directorate Kanpur intends to conduct sampling and analysis of environmental parameters in an around industrial sites in Kanpur, Uttar Pradesh as per the details placed below:

S.No.	Area and Type of Industries	Description of Sample in each tannery	Parameters to be Analysis (Indicative)
1	Tannery Units in Kanpur	PETP Inlet wastewater sample	Total Chrome, Hexavalent Chrome, TSS, TDS, pH
2		PETP Outlet (Treated Water)	Total Chrome, Hexavalent Chrome, TSS, TDS, pH

Note: The Number of samples stated are indicative and may increase or decrease subject to actual field conditions.

The Agency is expected to provide skilled manpower for sample collection and analysis & field report as per the scope of work.

2. **Detail scope of study in above areas in view of following points:-** The

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

- a. **The Agency/ Vendor must have a full-fledged laboratory which is NABL accredited and recognized by MoEF&CC / CPCB or Uttar Pradesh state pollution control board. (certificate of accreditation to be provided along with technical bid)**
- b. The Agency/vendor must provide the details / CV of technically qualified person proposed to be involved in the sampling.
- c. **Vendor/ Agency should deploy minimum two field experts/ skilled manpower for measurement, sample collection and analysis along with sampling bottles (minimum 04 sets of bottles as per Section 2 (point no 1)) as and when required during the entire study period.**
- d. The agency/vendor should have the experience of conducting **minimum 4 nos.** of similar studies/Testing in **industries in last 1 year period** and the list & supporting documents to be provided with the technical details.

3. Selection criteria:

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

4. Payment & Other Terms:

100 % payment of samples only after on completion of study and payment received from client organization.

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 5. Type of A/c- SB/CA (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 Vita of the team members to be attached)	
14.	NABL accredited and recognized by MoEF&CC, CPCB or Uttar Pradesh state pollution control board. (Attach the certificates of Authorization)	
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

S.No.	Name of industry/Sampling Point	Description of Sample	Parameters to be Analysis	Amount in INR	Taxes	Total Amount in INR
1	Industry of Kanpur Nagar,	ETP Inlet waste water sample	Total Chrome, Hexavalent Chrome, TSS, TDS, pH			
2		ETP Outlet waste water sample	Total Chrome, Hexavalent chrome, TSS, TDS, pH			

Send password protected file for Annexure 2

Note: The actual number of samples may vary as per actual field conditions and total cost shall be estimated based on actual number of samples taken and parameters analysed.

(Authorized Signature & Seal)