



**NATIONAL PRODUCTIVITY COUNCIL**  
**REGIONAL DIRECTORATE, GUWAHATI**

**Advertisement No: NPCGHY/WA/24-25/03**

**Date: 30.08.2024**

**Advertisement for Request for Quotation for hiring of the Instrument and Technical Support Services for conducting Water Audit Study:**

**INTRODUCTION**

National Productivity Council (NPC) is a 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 a 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](http://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. No more than One bid shall be submitted by one bidder or bidders having a business relationship. Under no circumstance will the 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](http://www.npcindia.gov.in) shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case the same is found to be tempered/modified in any manner, the tender will be completely rejected, and the 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 the online opening of Technical-Bid, the results of their qualification as well as Price-Bid opening will be intimated.

5. Schedule for Invitation to Bid

a) Addressee and Address:

**The Regional Director  
National Productivity Council,  
Second Floor, Meenakshi Bhavan, Rajgarh Road,  
Guwahati, Assam, PIN: 781 007  
Email: [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in)**

b) Name of the Contact Person for any clarification:

**Shri Manoj Lilhare  
Deputy Director  
National Productivity Council (NPC),  
Second Floor, Meenakshi Bhavan, Rajgarh Road,  
Guwahati, Assam, PIN: 781 007  
Email: [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in)**

c) **Important Dates:**

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

**CRITICAL DATE SHEET**

|  |   |
|--|---|
| <b>Published Date</b>                        | <b>30<sup>th</sup> August 2024</b>                    |
| <b>Submission Start Date &amp; Time</b>      | <b>30<sup>th</sup> August 2024 from 1400 hrs</b>      |
| <b>Submission End Date &amp; Time</b>        | <b>06<sup>th</sup> September 2024 up to 1700 Hrs.</b> |
| <b>Technical Bid Opening Date &amp; Time</b> | <b>09<sup>th</sup> September 2024, 10:00 Hrs.</b>     |
| <b>Financial Bid Opening Date &amp; Time</b> | <b>09<sup>th</sup> September 2024, 12:30 Hrs.</b>     |

**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 to contain signed & scan copy of the advertisement inviting proposal, filled in Annexure-I and supporting documents.
- iii. The Financial quotations to contain only Annexure-II.
- iv. Please note that Agency/vendor needs to submit the financial quotation (in a PDF file) with password protection for the unit separately.**
- v. **Both the documents should be submitted via mail to [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in) on or before the specified date and time. Subject may be filled with Advertisement Number (Advt No: NPCGHY/WA/24-25/03 Dated: 30.08.2024).**
- vi. **After Bid Submission end date and time on successful qualifying the technical the evaluation process, NPC will request (vide [email: guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in)) to share the password of the financial bid for evaluation.** The password is to be shared through a return email after request for the same by NPC Guwahati.

- 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 **Annexure-II** and should clearly mention the professional fees and applicable taxes separately for each unit.
- II. **To ascertain the inter-se ranking, the comparison of responsive bids will be made on the basis of rates quoted by the bidders.**
- III. **In case more than one bidder emerges as the lowest bidder due to equal rate quoted by the bidder then the lowest bidder will be decided based on the following criteria (a) Higher Technical Score, (b) Average Annual Turnover for the last three years. NPC's decision in this regard shall be final and binding to all the bidders.**
- IV. **Travel (TO/FRO) charges up to the unit location should be within the scope of the Vendor/agency.**
- V. NPC / unit would provide onsite movement and **Boarding & Lodging at the project site for upto 2 persons.**
- VI. Even though the proposal may satisfy the above requirements, the same may be disqualified for the following reasons:
  - a. 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.
  - b. If they have a record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
  - c. If the confidential inquiry reveals facts contrary to the information provided by the agency/vendor or unsatisfactory performance in any of their previous engagement.
- VII. All agencies must follow the project monitoring and quality review guidelines as decided by NPC on a case-to-case basis.
- VIII. Any agency can be debarred if the performance during the execution of a project or compliance to the guidelines is found to be unsatisfactory.
- IX. **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.**
- X. All the information collected during the process of study is strictly confidential and no part of the work is to be reported anywhere.

## **SECTION-2 Support to be provided to NPC**

RD Guwahati intends to hire instruments and technical support to conduct a water audit study in North East India. A detailed study to be carried out for water balance/conservation options of various water sources. The List of units is as follows:

| Sl. No. | Unit Description  | Main Product                     | Water Consumption approximately | Estimated Cost in Lacs (₹)<br>(Inclusive of applicable GST) |
|---------|---|----------------------------------|---------------------------------|---|
| 1.      | M/s. ---- (FMCG Company) located in Tinsukia Distt., Assam) | Unit-1<br>(Handwash, Toothpaste) | 340 m <sup>3</sup> /Day (aprx.) | 0.48  |
|         |   | Unit-2<br>(Shampoo)              | 230 m <sup>3</sup> /Day (aprx.) |   |

The Agency must quote a **single charge** inclusive of all applicable charges for the hiring of equipment, providing technical support, and preparation of field observation reports, and travel charges etc., The Agency is expected to provide instrumentation support (as mentioned in Clause 3 of Section 2) and skilled manpower for measurement and data collection as per the scope of work. The agency must prepare a field measurement report as per the template provided by the project Co-coordinator of NPC.

**1. Scope of Study:** Details scope of study in the above areas in view of the following points. 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 the technical qualified person to operate the instrument and assist the NPC team in completing the field study.
- The Agency/vendor has to do the Study of water sources (size, capacity, quantity, quality), Existing water distribution system, associated losses, Water usage for process, utilities, domestic & others, and Identification of water consumption of each existing meter/sub-meter, Monitoring and measurements using pressure and flow meters and various other devices as required, Mapping of raw water, process, recirculating water, cooling & domestic, recycling & effluents, Study of various treatment & disposals schemes, 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. Preparation of detailed water balance schematic diagram, if required, the study of existing pre-treatment system from a design point of view with consideration of seasonal variations of inlet water quality and suggest areas of improvement w.r.t. operational efficiency, Calculation of Rainwater Harvesting Potential for the site, estimating specific water use and conservation potential, Identification and Recommendations of projects based on reducing, reuse & recycle on water conservation.
- The Agency/vendor shall be required 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 the NPC team in the compilation, analysis and formulation of the report. format for the same shall be provided on-site.

**2.** The following instruments must be in possession of the agency at the 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 is to be submitted along with the field measurement report.

- a. Ultrasonic Water Flow meter,
- b. TDS Meter,
- c. Clamp Meter
- d. pH Meter

**3.** Agency/vendor should have the experience of conducting a minimum of **5 nos.** of detailed water audit studies in industries in the last Three-year period and the list & supporting documents to be provided with the technical details. Agency should provide complete detail about instruments with calibration reports and information about their technical manpower.

**4. Selection criteria:**

- NPC would assess the technical detail first and after qualification in technical, the financial quotation would be considered.

## **TECHNICAL EVALUATION CRITERIA**

| <b>S No</b> | <b>Technical Evaluation Criteria</b>  | <b>Max Achievable Points</b> |
|-------------|---|------------------------------|
| a)          | The Company should be registered in India under the Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India or an Individual / Proprietary Firm registered with MSME. | <b>10</b>                    |
| b)          | The Company should have successfully carried out at least five Water Audits within India in any of the last three Financial Years starting 2020-21.<br>Min 5 Audits: 10 Marks<br>6 – 10 Audits: 15 Marks<br>11 or more Audits: 20 Marks   | <b>20</b>                    |
| c)          | The Company should have a Certified Energy Auditor from the Bureau of Energy Efficiency / Certified Water Efficiency Professional (CWEP™) from the Association of Energy Engineers.   | <b>10</b>                    |
| d)          | The Company should have at least One set of Calibrated Instruments consisting of an Ultrasonic Flow Meter with accessories, a TDS Meter, Thermometer, pH meter etc.   | <b>10</b>                    |
|             | <b>TOTAL</b>  | <b>50</b>                    |

### **FINANCIAL EVALUATION:**

- Financial bids of only technically qualified bidders shall be opened i.e., of those who score a minimum of 50% Points in technical evaluation.
- The bidder must provide Lumpsum Cost for each Plant separately against the Scope of work and will be evaluated as separate bids for each assignment. The financial bid has to be submitted in the formats given in this document.
- **The financial proposal files submitted to National Productivity Council must be password protected**, failing which bids will not be considered. The password should be provided only when asked by the Corresponding Officer of the National Productivity Council, Regional Office, Guwahati through email from [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in)
- The final selection would be based on L1 (Least Cost System) criteria for each unit separately.

#### **5. Duration:**

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

#### **6. Payment & Other Terms:**

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

.....XXX.....

**Advertisement Number: NPCGHY/WA/24-25/03****Dated: 30.08.2024****Format of Application for submission of Technical Proposal***(To be submitted in Company letter Head)*

|     |   |  |
|-----|---|--|
| 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/Telefax Numbers, corporate email-ID and website URL name of the Applicant                                      |  |
| 5.  | Names, Addresses 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<br>1. Bank Name & Branch<br>2. Account Name<br>3. Account Number<br>4. IFSC<br><br>(Attach supporting documents)       |  |
| 10. | Nature of present or previous association with NPC (if any) for providing similar or any other nature of service<br><br>(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:<br><br>(Curriculum Vitae of the team members to be attached)                              |  |

|     |   |   |
|-----|---|---|
| 14. | <p>List the instruments in possession as per the Scope:</p> <p>(Attach the calibration certificates of the instruments)</p>   |   |
| 15. | <p>Have you been blacklisted /debarred by any of the Government Undertakings/ Companies/ Organizations, and if so, the name of the Company as well as period of debarring and reasons thereof</p>   |   |
| 16  | <p>Annual Turnover for the three preceding years</p> <p style="padding-left: 40px;">a) 2023-2024</p> <p style="padding-left: 40px;">b) 2022-2023</p> <p style="padding-left: 40px;">c) 2021-2022</p> <p>(Attach CA certificates / any other document which ascertains the Annual turnover duly certified by a CA)</p> |   |
|     |   | <p align="right"><b>(Signature of the Authorized Official &amp; Seal)</b></p> <p><b>Name :</b></p> <p><b>Designation:</b></p> |

| <b>Advertisement Number: NPCGHY/WA/24-25/03</b>  |   | <b>Dated: 30.08.2024</b> |
|--|---|--------------------------|
| <b>Format of Application for submission of Financial Proposal</b><br><i>(To be submitted in Company letter Head)</i> |   |                          |
| <u>Sl. No.</u>   | <u>Description</u>  | <u>Quoted Amount</u>     |
| <b>PROFESSIONAL FEE FOR INSTRUMENTATION &amp; SUPPORT SERVICES FOR CONDUCTING WATER AUDIT STUDY</b>                  |   |                          |
| 1  | Indicate unit name as mentioned in section - 2 of this document |                          |
| <b>Total Value</b>   |   |                          |
| In figures:  |   |                          |
| In Words:  |   |                          |
| <b>Applicable Taxes (GST):</b>   |   |                          |
| <b>Gross Total Value</b>   |   |                          |
| In figures:  |   |                          |
| In Words:  |   |                          |

Note - Send password-protected file.

(Signature of the Authorized Official & Seal)

Name :

Designation: