



**NATIONAL PRODUCTIVITY COUNCIL  
REGIONAL DIRECTORATE, MUMBAI**

**Advt No: NPC/MUM/23-24/02**

**Date: 23.06.2023**

**Advertisement for Request for Quotation for instrument and technical support services and assisting NPC to conduct water audit study:**

**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, 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](http://www.npcindia.gov.in)

Energy Management (EM) Division of 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 Programmes for Senior, Middle and Shop Floor Level Executives.
- Technological Upgradation 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, Chennai, 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 RFQ shall be submitted by one bidder or bidders having a business relationship. Under no circumstance will a 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 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,  
Novelty Chambers, 7<sup>th</sup> Floor, Grant Road, Mumbai PIN: 400 007  
[Email: mumbai@npcindia.gov.in](mailto:mumbai@npcindia.gov.in)**

- b) Name of the Contact Person for any clarification:

**Shri Gaurav Kadam  
Deputy Director  
National Productivity Council (NPC),  
Novelty Chambers, 7<sup>th</sup> Floor, Grant Road, Mumbai PIN: 400 007  
[Email: kg.ramdass@npcindia.gov.in](mailto:kg.ramdass@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>23<sup>rd</sup> June 2023</b>
<b>Submission Start Date &amp; Time</b>	<b>23<sup>rd</sup> June 2023 from 16:00 Hrs.</b>
<b>Submission End Date &amp; Time</b>	<b>29<sup>th</sup> June 2023 up to 14:00 Hrs.</b>
<b>Technical Bid Opening Date &amp; Time</b>	<b>29<sup>th</sup> June 2023, 15:00 Hrs.</b>
<b>Financial Bid Opening Date &amp; Time</b>	<b>30<sup>th</sup> June 2023, 13:00 Hrs.</b>

7. 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 password protected PDF format for unit mentioned in section 2).
- 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 [mumbai@npcindia.gov.in](mailto:mumbai@npcindia.gov.in) on or before the specified date and time. Subject may be filled with Advertisement Number (Advt No: NPC/MUM/23-24/02 Date: 23.06.2023).**
- vi. **After Bid Submission end date and time on successful qualifying the technical evaluation process, NPC will request (vide [email: mumbai@npcindia.gov.in](mailto:mumbai@npcindia.gov.in)) to share the password of financial bid for evaluation.** The password to be shared 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).

8. Important Instructions

- i. The financial quote to be as per the **annexure-II** and should clearly mention the professional fees and applicable taxes for unit mentioned in Section - 2.
- ii. Travel (TO/FRO) charges up to the unit location shall be in the scope of Vendor/agency. NPC/unit would provide site accommodation and in campus local movement.
- 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

1. RD Mumbai intends to conduct water audit study at milk, dairy and bakery product manufacturing unit located at Khopoli, Raigad district of Maharashtra state. A detail study to be carried for water balance / conservation options of various water sources at unit. The details of unit are as follows:

Sl. No.	Unit Description	Main Activity	Permissible Water Extraction (KL/Day)	Estimated Cost including all taxes (INR)
1	Unit – 1 - M/s. ---- (Milk, dairy and bakery product manufacturing unit located at Khopoli, Raigad district of Maharashtra state)	Milk, dairy and bakery product Manufacturing	220 KL/Day and plant has 11 borewells	50,000/-

The Agency 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 to prepare a field measurement report as per the template provided by project Co-coordinator of NPC.

Details scope of study in above areas in view of following points. 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 (at least 2 persons) to operate the instrument and assist NPC team for 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 , 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, study of existing pre-treatment system from 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 reduce, reuse & recycle on water conservation.

- The Agency/vendor shall also 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 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 the possession of the agency at work site during the field study. All the instruments must have a valid calibration certificate.
    - a. Ultrasonic Water Flow meter,
    - b. TDS Meter,
    - c. Clamp meter
    - d. Thermometer
    - e. Ph meter
  2. Agency/vendor should have the experience of conducting minimum **5 nos.** of detailed water audit study in industries in last three-year period and the list & supporting documents to be provided with the technical details. Agency should provide the complete detail about instruments 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.

In case of identical financial bids tie by more than one bidder the following tie-breaker procedure will be adopted to break tie: -

- First Criteria - Average turnover of the bidder for last three financial year: more the turnover more the preference
- Second Criteria - Duration of establishment: longer the period of establishment more the preference.

### **4. Duration:**

Water Audit field study with report submission to be completed on or before 20<sup>th</sup> July 2023. Hence, **Agency/Vendor team will be required to report to the client premises within 10 days from date of awarding the work.**

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

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

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**ANNEXURE-I**

**Format of Application for submission of technical Proposal  
For Advt No: NPC/MUM/23-24/02**

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	Turnover of last three financial year (for FY2019-20, 2020-21 and 2021-22)	
11.	Nature of present or previous association with NPC (if any) for providing similar or any other nature of service  (attach supporting documents)	
12.	List the business association / work executed /any empanelment of Similar Nature. Provide Supporting Documents.	

13.	Reference Name and contact details Persons in Client organizations for verification of credentials of the applying agency.	
14.	Details of Skilled Manpower for conducting the field Study:  (Curriculum Vita of the team members to be attached)	
15.	List the instruments in possession as per the Scope:	
16.	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  
For Advt No: NPC/MUM/23-24/02**

<b>Sl. No.</b>	<b>Description</b>	<b>Quoted Amount</b>
<b>PROFESSIONAL FEE FOR INSTRUMENT AND TECHNICAL SUPPORT SERVICES AND ASSISTING NPC TO CONDUCT WATER AUDIT STUDY</b>		
<b>1</b>	<b>Indicate unit name as mentioned in section - 2 of this document</b>	
	<b>Total Value</b> <b>In figures:</b> <b>In Words:</b>	
	<b>Applicable Taxes (GST):</b>	
	<b>Gross Total Value</b> <b>In figures:</b> <b>In Words:</b>	

**(Authorized Signature & Seal)**