



**NATIONAL PRODUCTIVITY COUNCIL  
HQ, Delhi**

**Advertisement for Request for Quotation for instrument and technical support services for conducting 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 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](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 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, 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 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](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. Soft Copy of original instruments in respect of document, original copy of affidavits, and credit facility certificate must be emailed to the address as mentioned at Clause6 (b).
5. Bids will be opened as per date/time as mentioned in the Clause 6. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated.
6. Schedule for Invitation to Bid
  - a) Addressee and Address:

**Shri K.D. Bhardwaj, Director, HQ Delhi**  
**National Productivity Council**  
**Utpadakta Bhavan**  
**5-6 Institutional Area**  
**Lodhi Road, New Delhi – 110003**

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

1. **Shri Prashant Srivastava**  
**Deputy Director, Energy Management Group (HQ Delhi)**
2. **Shri Jitendra Srivastava**  
**Deputy Director, Energy Management Group (HQ Delhi)**  
**Email: - [emgroup.hq@npcindia.gov.in](mailto:emgroup.hq@npcindia.gov.in)**  
**Ph: - 011-24607351**

**c) Important Dates:**

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

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>13<sup>th</sup> September 2023</b>
<b>Submission Start Date &amp; Time</b>	<b>13<sup>th</sup> September 2023 from 15:00 hrs</b>
<b>Submission End Date &amp; Time</b>	<b>17<sup>th</sup> September Up to 15:00 Hrs</b>
<b>Financial Bid Opening Date &amp; Time</b>	<b>19<sup>th</sup> September, 15:00 Hrs</b>

**7. Proposal Submission Process**

- i. 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).
- 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. Send the separate quotation for each mentioned unit in section 2.
- 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 [emgroup.hq@npcindia.gov.in](mailto:emgroup.hq@npcindia.gov.in) on or before the specified date and time.**
- vi. **After Bid Submission end date and time on successful qualifying the technical evaluation process, NPC will request (vide email: [emgroup.hq@npcindia.gov.in](mailto:emgroup.hq@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).

**8. Important Instructions**

- i. The financial quote to be as per the **annexure-II** and should clearly mention the professional fees and applicable taxes separately for each unit s.
- ii. **All Travel (TO/FRO), lodging 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**

- 1. NPC HQ Delhi intends to conduct water audit study in various locations. The List of units are as follows:

SL NO.	UNIT DESCRIPTION	Main Product	Water Consumption approximately (KL/Day)
1	M/S .....Beverage Plant at U.P.	Beverage	500
2	M/S ..... Meat Plant at U.P	Meat	300
3	M/S ....Textile Unit at Faridabad	Textile	400
4	M/S ....Distillery Unit at Madhya Pradesh	Distillery	600

The Agency is expected to provide instrumentation support (as mentioned at Clause 2 of this section) and skilled manpower for measurement and data collection as per the scope of work.

Details scope of study in above areas in view of following points. The services, including but not limited to Following, should be provided,

- o The Agency/vendor has to provide the instrument at the project site along with technical qualified person to operate the instrument and complete the field study.
- o 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.
- o 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 require submitting 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.
- Ultrasonic Water Flow meter must be in possession of the agency at work site during the field study. All the instruments must have a valid calibration certificate. The same to be submitted along with field measurement report.

2. Agency/vendor should have the experience of conducting minimum **2 nos.** of detailed water audit study in industries 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 report 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 least amount is quoted by more than one agency/vendor, the priority will be given to the vendor having longer experience.

4. Payment & Other Terms:

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

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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.	GSTNo. (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 Vita 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**

SL NO.	DESCRIPTION	QUOTED AMOUNT
<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> <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>		

*Send password protected file for each unit mentioned in section 2*

(Authorized Signature & Seal)