



**NATIONAL PRODUCTIVITY COUNCIL  
REGIONAL DIRECTORATE  
KANPUR**

**Advt No: - NPC/KNP/23-24/05**

**Date: 22.09.2023**

**Advertisement for Request for Quotation for Instrument and Field Study & Technical Support services for conducting Water Audit study in Uttar Pradesh**

**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 25+ 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. Bidder/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. Bidder/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 Clause 6. 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,  
Regional Directorate-Kanpur  
4<sup>th</sup> Floor, Kabir Bhawan, U.P. Handloom Building,  
G.T. Road, Kanpur, U.P. PIN: -208005  
Email: [kanpur@npcindia.gov.in](mailto:kanpur@npcindia.gov.in)**

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

**Ms. Preeti Gangwar  
Assistant Director  
National Productivity Council (NPC),  
4<sup>th</sup> Floor, Kabir Bhawan, U.P. Handloom Building,  
G.T. Road, Kanpur, U.P. PIN: -208005  
Mob: - 8081238918/ 9818299682 Email: [preeti.g@npcindia.gov.in](mailto:preeti.g@npcindia.gov.in)**

c) **Important Dates:**

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

<b>Published Date</b>	<b>22<sup>nd</sup> Sept. 2023</b>
<b>Submission Start Date &amp; Time</b>	<b>22<sup>nd</sup> Sept. 2023 from 12:00 Hrs</b>
<b>Submission End Date &amp; Time</b>	<b>28<sup>th</sup> Sept. 2023 from 23:59 Hrs</b>
<b>Technical Bid opening Date &amp; Time</b>	<b>29<sup>th</sup> Sept. 2023 from 10:00 hrs</b>
<b>Financial Bid opening Date &amp; Time</b>	<b>29<sup>th</sup> Sept. 2023 from 15:00 Hrs</b>

### 6. Proposal Submission Process

- i. Bidder/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 format of **Annexure-I** and scan copy of supporting documents, as per essential criteria. NPC may further ask for any supporting documents, if not found attached with the bid.
- iii. The Financial quotations to contain only the **Annexure-II**. Send the separate quotation for each mentioned point (particulars) 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 [kanpur@npcindia.gov.in](mailto:kanpur@npcindia.gov.in) , [preeti.g@npcindia.gov.in](mailto:preeti.g@npcindia.gov.in) on or before the specified date and time. Subject of the mail:- Advertisement Number (Advt No: NPC/KNP/23-24/05 Date : 22.09.2023).
- vi. After Bid Submission end date and time on successful qualifying the technical evaluation process, NPC will request (vide email: [kanpur@npcindia.gov.in](mailto:kanpur@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).

## 7. Important Instructions

- i. The financial quote to be as per the **Annexure-II** and should clearly mention the professional fees and applicable taxes.
- ii. **Travel (TO/FRO) charges up to the unit location, site accommodation and in-campus movement (local travel) should be in the scope of Vendor/agency. NPC will not provide this facility and will also not bear the related cost.**
- 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.
  - If any bidder which applies in the old bid documents/formats will be summarily rejected.
- 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 Kanpur intends to conduct water audit study in Units at Uttar Pradesh and Uttarakhand. A detail field study to be carried for water audit study/conservation options of various water sources in the respective industry mentioned in table on next page:

SL NO.	UNIT DESCRIPTION	Water Consumption approx. (KL/Day)	No. of Borewells
1.	Slaughter House Unit	800	2
2.	Office Building	80	2
	Residential Complex	150	2

The Agency is expected to provide instrumentation support (as mentioned at Clause 2 of this 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 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 require 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.
2. The following instruments 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.
- a. Ultrasonic Water Flow meter (Mandatory),
  - b. TDS Meter,
  - c. Thermometer
  - d. Ph meter

**The Agency must carry the *calibration certificates* during field study also.**

3. Agency/vendor should have the experience of conducting **minimum 5 nos. of detailed water audit study in last five-year period and the list (Name of industry and its Maximum water extraction in KLD & supporting documents) and Completed Work orders to be provided with the technical details**. Agency should provide the complete detail about instruments with calibration report / certificate and information about their technical manpower.

#### **4. Selection criteria:**

NPC would assess the technical (detail) proposal first and after qualifying in technical evaluation as per point no.7(section-1) as well as Annexure-III, the financial quotation would be considered. Final Selection would be based on Quality and Cost Based Selection (QCBS) criteria based on relative weightages of Quality (Technical) and Cost (Financial) are as under:

- A.** The technical bid will be allotted weightage of 70% (Seventy per cent) while the financial bid will be allotted weightages of 30% (Thirty per cent).

- B. The bid with the lowest cost may be given a financial score of 100 (Hundred) and other bids given financial scores that are inversely proportional to their prices w.r.t. the lowest offer. Similarly, bid with the highest technical marks (as allotted by the evaluation committee) shall be given a score of 100 (Hundred) and other bids be given technical score that are proportional to their marks w.r.t. the highest technical marks. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.
- C. On the basis of the combined weighted score for quality and cost, the bid shall be ranked in terms of the total score obtained.
- D. The bid obtaining the highest total combined score in **evaluation of quality and cost will be ranked as H-1 followed by the bids securing lesser marks as H-2, H-3 etc.**
- E. The bid securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.
- F. In the event two or more bids have the same score in final ranking, the bid with **highest technical score** will be H-1.
- G. In the event two or more bids still have the same technical score, then the bid with highest average turnover for last three financial year will be considered and the bidder with highest average turnover will be H-1.

**The selected Agency/vendor would assist NPC Kanpur for measurements at different flow points and related areas through Calibrated Instrument and relevant Field Study support services, Field Measurement Report and Draft Report writing pertaining to conducting Water Audit study. The selected Agency / Vendor will not submit any report directly to the client / Unit without prior permission from NPC.**

**5. Duration:**

Water audit field study with Draft Report submission to be completed within 20 days, from the date of Award of Work. Hence, Agency/vendor team will be required to report to the NPC coordinator/ contact person at RD Kanpur within two days from date of awarding the work.

**6. Payment & Other Terms:**

100 % payment only after on completion of study and acceptance of Draft report by NPC.

.....END.....

**ANNEXURE-I****Format of Application for Submission of Technical Proposal (Duly filled and signed copy)**

All the technical information mentioned in the table is necessary for technical evaluation. Failing in providing the any information will lead to rejection of the bid.

**Before filling the bid take the reference from Annexure – III (CHECK LIST AND MARKS ALLOCATION AND EVALUATION). Kindly provide the necessary attachments/ documents without fail.**

1.	Name of the Company/ Bidder	
2.	Type of Organization	
3.	Year of Establishment (DD/MM/YYYY)	
4.	Address of Company/Corporate Office:- Telephone/Tele fax Numbers, Corporate email-ID website URL (if any)	
5.	Names: - {Authorized Representative (-1)} Address: - Email ID: - Mobile numbers:-	
6.	(Optional) Names: - {Authorized Representative (-2)} Address: - Email ID: - Mobile numbers:	
7.	GST No.	
8.	Company or Firm PAN Number	
9.	Details of Applicant's Account 1. Bank Name 2. Branch Name & Add 3. Account Benef. Name 4. Account Number 5. IFSC	
10.	Have you been blacklisted /debarred by any of the Government Undertakings/ Companies /Organizations, and if so, name of the Company as well as period of debarring and reasons thereof. (Attached relevant certificate)	
11.	Detailing of work	
11.a	Present or previous association with NPC/ other organization for providing water audit services in last 5 years as per Format- 1	As per format -1 (Annexure-IV)

	Note: - Please do not provide more than 5 details as those will not be considered for evaluation.	
11.b	Status of work order- Completed/ongoing  Give the details of Min. 5 works including <i>(works orders of the services provided in similar types of units as mentioned in section 2-1-additional marks will be provided for this)</i> of the water audit - attach copy of work orders	
12.	List the business association where you are presently empaneled for similar works. (Attached only relevant certificate which are not expired)	
13.	Reference Name and contact details of Persons in the Client organizations for verification of credentials of the applying agency.	
14.	Details of Skilled Manpower for conducting the field Study:  (Curriculum Vitae of the team members to be attached)	
15.	Number and Name of team members (a) Certified Energy Auditor (CEA) (b) Accredited Energy Auditor (AEA)  (Necessarily attached relevant certificate)	
16.	List the instruments in possession as per the Scope:  (Necessarily Attach the Calibration Certificates of the instruments)	
17	Turnover (Rs in Lakh) of last three financial year for  <ul style="list-style-type: none"> <li>• FY 2020-21</li> <li>• FY 2021-22</li> <li>• FY 2022-23</li> </ul> (Necessarily attach relevant CA certificate)	

(Authorized Signature & Seal)

**ANNEXURE-II**

**Format of Application for submission of Financial Proposal**

<b>PROFESSIONAL FEE FOR INSTRUMENT AND FIELD STUDY &amp; TECHNICAL SUPPORT SERVICES FOR CONDUCTING WATER AUDIT STUDY</b>		
<b>SL NO.</b>	<b>DESCRIPTION</b>	<b>QUOTED AMOUNT (in Rupees)</b>
	Professional fees for each Unit mentioned in section-2 (1) separately	
	Total Value In figures: In Words:	
	Applicable Taxes (GST):	
	<b>Gross Total Value</b> In figures: In Words:	

***Please send Password protected file {as per Section-1(6-iv)} for the unit mentioned in Section-2 (1)***

(Authorized Signature & Seal)



### CHECK LIST AND MARKS ALLOCATION AND TECHNICAL EVALUATION

**Essential Requirement:** - All bidders/ agencies/ vendors are needed to fulfill all essential requirements to become eligible for technical evaluation. **Kindly provide the necessary attachments/ documents without fail.** Non-fulfillment of these requirements will lead to rejection of the BID.

Sr. No.	Particulars	Document required	
1.	Name of the Company		Rejection of the bid will take place if <ul style="list-style-type: none"> <li>• Non-fulfillment of Essential Requirement.</li> <li>• Format of technical bid should be same as published in this Advertisement.</li> </ul>
2.	Type of Organization	Duly Certified Copy Attached ((Please provide scan copies of Memorandum & Articles of Association, etc.)	
3.	Year of Establishment		
4.	Address of Company/Corporate Office: - Telephone/Tele fax Numbers, Corporate email-ID website URL (if any)	To be Filled in Technical Bid	
5.	Names: - { Authorized Representative (-1)} Address: - Email ID: - Mobile numbers	To be Filled in Technical Bid	
6.	(Optional) Names: - { Authorized Representative (-2)} Address: - Email ID: - Mobile numbers	To be Filled in Technical Bid	
7.	GST No. (Attach supporting documents)	Duly Certified Copy Attached	
8.	Company or Firm PAN Number (attach supporting documents)	Duly Certified Copy Attached	
9.	Details of Applicant's Account <ul style="list-style-type: none"> <li>• Bank Name &amp; Branch</li> <li>• Account Name</li> <li>• Account Number</li> <li>• IFSC</li> </ul>	Duly Certified Copy Attached	
10	Have you been blacklisted /debarred by any of the Government Undertakings/ Companies /Organizations, and if so, name of the Company as well as period of debarring and reasons thereof	Attached relevant certificates	
<b>A. Technical Requirement: To be used for Technical Evaluation of the bid submitted.</b>			
11.		<b>Please fill up the Format -1(Annex-IV)</b>	01- mark for each Detail (Max. 05 marks)
11.a	<u>Detailing of work</u> Present or previous association with NPC/ other organization for providing water audit services in last 5 years as per Format- 1	Please provide only 5 Details of similar works have been completed before on or before the day of submitting the bid.  Note: - Please do not provide more than 5 details as those will not be considered for evaluation.	

<b>11.b</b>	<p><u>Status of work order</u></p> <p>Give the details of Min. 5 works including (<i>works orders of the services provided in similar types of units as mentioned in section 2-1-additional marks will be provided for this</i>) of the water audit - attach copy of work orders</p>	Ongoing (work order) / Completion certificate	<p>01-for ongoing work 02- for Completed Work order (Max. 10 marks)</p> <p>03 additional marks for only one Work order of Slaughter house unit</p> <p>03 additional marks for only one Work order of Official building (Max. 06 marks)</p>
	List the business association where you are presently empaneled for similar works	Provide Supporting Documents. (Maximum 5)	01- mark for each empanelment (Max. 05 marks)
<b>13.</b>	Reference Name and contact details of Persons in the Client organizations for verification of credentials of the applying agency	To be Filled in Technical Bid (Maximum 2 reference)	02- mark for each reference (Max. 04 marks)
<b>14.</b>	Details of Skilled Manpower for conducting the field Study:	Curriculum Vitae of the team members to be attached (Maximum 5)	02- mark for each CV (Max. 10 marks)
<b>15.</b>	Number and Name of Certified Energy Auditor (CEA)/ Accredited Energy Auditor (AEA) in a team	Attached relevant certificates (Maximum 3 each type)	01-for CEA 02-for AEA (Max. 9 marks)
<b>16.</b>	List the instruments in possession as per the Scope: a. Ultrasonic Water Flow meter (Mandatory), b. TDS Meter, c. Thermometer d. Ph meter	(Attach the Calibration Certificates of all the 04 instruments)	02 mark for each instrument (Max. 08 marks)
<b>17</b>	Turnover (Rs in Lakh) of last three financial year for <ul style="list-style-type: none"> <li>• FY 2020-21</li> <li>• FY 2021-22</li> <li>• FY 2022-23</li> </ul>	Duly Certified Copy Attached	01- mark for each FY (Max. 03 marks)

The technical evaluation based on Technical Requirements. Maximum marks: - 60 Marks. All bids scoring minimum 35 marks will be only eligible for Financial Bid opening.

(Authorized Signature & Seal)

**Annexure - IV**

Format -1  
DETAILING AND STATUS OF WORK

Sr · N o	Name of Unit	Consent KLD	Period of work order (From - To)	Work Order Value (Rs)	Status (Completed / Ongoing)
1					
2					
3					
4					
5					

(Authorized Signature & Seal)