



**NATIONAL PRODUCTIVITY COUNCIL  
REGIONAL DIRECTORATE, JAIPUR**

**Advt No: NPC/JP/2022-23/03**

**Date: 23.09.2022**

**ADVERTISEMENT**

**Request for Quotation**

**for**

**Instrument and Technical Expert 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, 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)

## **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 Bid (for each unit) 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. Bids will be opened as per date/time as mentioned in the Section 1 Point 5.
5. Schedule for Invitation to Bid
  - a) Addressee and Address:

**The Regional Director  
National Productivity Council  
SB-96, Bapu Nagar, JLN Marg, Jaipur - 302015  
[Email – bajrang.lal@npcindia.gov.in](mailto:bajrang.lal@npcindia.gov.in)**

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

**Dr Bajrang Lal  
Deputy Director  
National Productivity Council  
SB-96, Bapu Nagar, JLN Marg, Jaipur - 302015  
[Email: bajrang.lal@npcindia.gov.in](mailto:bajrang.lal@npcindia.gov.in)  
Mobile: 8949112326**

c) **Important Dates:**

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

<b>Advt. Published Date</b>	<b>23<sup>th</sup> Sept 2022 Friday</b>
<b>Bid Submission Start Date &amp; Time</b>	<b>23<sup>th</sup> Sept 2022 Firday from 10:00 Hrs.</b>
<b>Bid Submission End Date &amp; Time</b>	<b>07<sup>th</sup> Oct 2022 Friday up to 17:00 Hrs.</b>
<b>Technical Bid Opening Date &amp; Time</b>	<b>10<sup>th</sup> Oct 2022 Monday at 11:00 Hrs.</b>
<b>Communication of Results of Technical Bid (to successful bidders only)</b>	<b>11<sup>th</sup> Oct 2022 Tuesday 15:00 Hrs. onwards</b>
<b>Email Communication from NPC to request password of financial bids</b>	<b>11<sup>th</sup> Oct 2022 Tuesday 15:00 Hrs. onwards</b>
<b>Financial Bid Opening Date &amp; Time</b>	<b>12<sup>th</sup> Oct 2022 Wednesday day at 15:00 Hrs.</b>

6. Proposal Submission Process

- i. Agency/vendor needs to submit the technical bid and financial bid for the mentioned work as separate attachments **through email only**. (Separate attachments in PDF format).
- ii. Technical Bid shall contain signed & scan copy of the advertisement inviting proposal, duly filled Annexure-I and supporting documents.
- iii. The Financial Bid(s) to contain only the Annexure-II. Send the separate quotations for each mentioned unit in section-2.
- iv. **Please note that Agency/vendor need to submit the financial quotation (in separate PDF files, i.e., one PDF file for each unit) with password protection. Password shall not be disclosed with the bids. Bidder shall keep the password secure and it shall only be provided when NPC expressly asks for it through email as explained in point no. (vi) below.**
- v. **Both the documents should be submitted via E-mail to [bajrang.lal@npcindia.gov.in](mailto:bajrang.lal@npcindia.gov.in) on or before the specified date and time. Subject shall be filled with Advertisement Number (Advt No: NPC/JP/2022-23/03 Dated: 22-09-2022).**
- vi. **After Bid Submission end date-time, on successfully qualifying the technical evaluation process, NPC will request the qualified bidders (vide [email: bajrang.lal@npcindia.gov.in](mailto:bajrang.lal@npcindia.gov.in)) to share the password of financial bid for evaluation. The password to be shared through return email only upon NPC's request to send the same. **If password is shared or disclosed by any means before NPC asks for it by email, the entire bid of the bidder will stand rejected.****
- 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.
- ii. **Boarding & Lodging for the field study part as well as Outstation Travel (TO/FRO) charges up to the unit location shall be in the scope of the bidder.**
- 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.**
- iv. 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 Jaipur intends to conduct water audit as per CGWA Norms for the units/plants listed in table below:

<b>Sl. No</b>	<b>Unit(s) Description</b>	<b>Water Consumption approximately (KL/Day)</b>	<b>Estimated Cost of Project</b>
1	<b>Plaster Board &amp; Gypsum Products Alwar Rajasthan</b>	195 KLD	Rs. 57,000 /- (Rupees Fifty Seven Thousand only )

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 to also prepare a draft water audit report as per the CGWA report template.

The services, including but not limited to Following, should be provided by the agency/vendor:

- make available the instruments at the project site along with technical qualified person to operate the instrument and take flow and other measurements for completing the field study under the supervision of NPC coordinator
- The draft report of water audit has to be prepared as per the CGWA Norms (Report format and CGWA Gazette Notification dated 24 September 2020 i.e., guidelines available on CGWA website). Format for the water audit report as per CGWA norms shall be provided by NPC at the time of awarding the work.
- The scope of work for preparing the report shall include:
  - 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. These may be provided as annexures at the end of the report. Specific format if required shall be provided by NPC during the water audit.
  - The agency to also prepare a draft water audit report as per the CGWA report template. The Agency/vendor shall also assist NPC team in final compilation, analysis and formulation of report.
2. **Instruments Required:** The following instruments must be in possession of the agency at work site during the field study. All the instruments shall be in working condition and calibrated. With the technical bid – latest calibration certificate of the ultrasonic water flow meter shall be provided. Calibration certificates of other instruments shall be produced in case NPC asks for the same as required.
- a. Ultrasonic Water Flow meter (latest calibration certificate to be provided with technical bid documents)
  - b. Power Meter
  - c. Pressure Gauge
  - d. TDS Meter
  - e. Thermometer
  - f. Ph Meter
  - g. Stop watch

**3. Minimum Qualification for Agency/vendor:**

- a. Agency/Vendor shall have the experience of conducting minimum **3 Nos.** of detailed energy or water audit study in industries or both in last 5 years.
- b. At least one personnel in the team shall either be a BEE Certified Energy Auditor or shall have an engineering degree with experience in handling and using the measurement instruments as mentioned above for taking flow measurements.

The list of personnel, nature of association/employment shall be clearly mentioned. Agency should provide the detailed CV/Resume of their technical manpower.

**4. 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 for each unit separately.

**5. Duration:**

Water Audit field study with report submission to be completed within 15 working days from the date of awarding the work. Hence, Agency/vendor team will be required to report to the client premises within 5 working days from the date of awarding the work.

**6. Payment & Other Terms:**

100% payment only after completion of study (including report submission and client acceptance of final report) and upon full and final payment by the client to NPC.

.....END.....

**ANNEXURE-I**

**Format of Application for submission of technical Proposal**

1.	Name of the Company/Individual Consultant	
2.	Type of Organization (Please respective registration/CIN/Udyog Aadhaar, etc documents)	
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. Account Name 2. Account Number 3. Bank Name & Branch 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 work executed (energy audit and/or water audit) in last five years. Provide Supporting Documents (client work orders/client email, etc).  <i><u>Please read carefully: Section 2 Point 3 "Minimum Qualification for Agency/vendor"</u></i>	



12 ·	Reference Name and contact details (of Persons in Client organizations) for verification of your credentials of the applying agency esp. where 3 water audits done by you/firm	
13 ·	<p>Details of Skilled Manpower for conducting the field Study:</p> <p>(Curriculum Vita/Resume of the team members to be attached)</p> <p><u>Please read carefully: Section 2 Point 3</u> <u>“Minimum Qualification for Agency/vendor”</u></p>	
14 ·	<p>List the instruments in possession as per the Scope:</p> <p>(Attach the calibration certificate of the ultrasonic flowmeter)</p>	
15 ·	<p>Have you been blacklisted /debarred by any of the Government Undertakings/ Companies/Organizations, and if so, name of the</p> <p>i. Company as well as period of debarring and reasons thereof</p>	

**(Authorized Personnel Signature & Seal)**

**ANNEXURE-II**

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

Sl. No.	Description	Quoted Amount
<b>PROFESSIONAL FEE FOR INSTRUMENTATION &amp; TECHNICAL EXPERT SERVICES FOR CONDUCTING WATER AUDIT STUDY</b>		
1	Indicate unit name as mentioned in section - 2 of this document (mark/tick the respective box – ONLY ONE BOX)	
<b>Bid Value exclusive of GST</b> In figures In Words  <i><u>Note: This value will be used for financial bid evaluation</u></i>		
<b>Applicable Taxes/GST:</b>		
<b>Total Bid Value</b> In figures: In Words:		

**(Authorized Personnel Signature & Seal)**

*\* Please Send password protected file for each unit in separate PDF Files.*

*\*\* MS Word files of the above Annexures can be provided by NPC upon request by bidders, for convenience in bid submission. Please email to [bajrang.lal@npcindia.gov.in](mailto:bajrang.lal@npcindia.gov.in) for the same.*