



NATIONAL PRODUCTIVITY COUNCIL, HQ, NEW DELHI

Invitation for Empanelment of Energy Audit Agencies/Firms for Instrument and technical support services for conducting Energy Audit and Water Audit studies

Tender Reference No: EM/RFQ/01

National Productivity Council (NPC) is a national-level organization established by the Ministry of Industry, Government of India, in 1958. It promotes a productivity culture in India and is an autonomous, multipartite, non-profit organization with equal representation from employers' and workers' organizations, the Government, and technical & professional institutions. NPC is a constituent of the Tokyo-based **Asian Productivity Organization (APO)**, an inter-governmental body of which the Government of India is a founding member. For more information please visit: www.npcindia.gov.in NPC collaborates with clients to develop solutions for accelerating productivity, enhancing competitiveness, increasing profits, improving safety and reliability, and ensuring better quality. It provides reliable databases for decision-making, improved systems and procedures, and enhances work culture and customer satisfaction. NPC's services are promotional and catalytic, focusing on economic growth and quality of life, with a comprehensive view of productivity that improves the triple bottom line: economic, environmental, and social.

NPC invites documents for Empanelment of Energy Audit Agencies/Firms for Instrument and technical support services for conducting Energy Audit and Water Audit studies.

- Agency/Vendors are advised to study the document carefully.
- Empanelment documents can be downloaded from the NPC website (www.npcindia.gov.in).
- Any tampering with Empanelment documents will result in rejection and potential banning from future NPC business.
- Agencies/vendors must submit Empanelment document as separate PDF attachments via email.

Documents must include:

- Signed and scanned copy of the advertisement.
- Filled Annexure-I.
- Supporting documents.
- Documents should be emailed to anand.verma@npcindia.gov.in by the specified date and time.

- Empanelment may be disqualified for: Misleading or false representations.
- Poor performance records (e.g., abandoning work, incomplete contracts, financial failures).
- Unsatisfactory performance in previous engagements.
- Agencies must follow NPC's project monitoring and quality review guidelines.
- Agencies may be debarred for unsatisfactory performance or non-compliance with guidelines.
- NPC reserves the right to accept or reject any or all quotations, fully or partly, at any stage, or cancel the process without assigning reasons.
- All information collected during the study is strictly confidential and must not be disclosed.
- Upon successful empanelment, NPC shall communicate project-specific requirements from time to time with details. The empanelment of the selected agencies/Firm shall be valid for a period of (03) year from the date of issuance of the Empanelment Letter.
- The following table provides information regarding the important dates of the process:

Critical Date Sheet	Date
Published Date	28.07.2026 AT 5:00 PM
Submission Start Date	28.07.2026 AT 5:00 PM
Submission End Date	06.08.2026 AT 5:00 PM
Technical presentation to NPC (online mode)	To be informed after shortlisting

Tentative Scope of Work for Empaneled Agency/vendor

NPC HQ Delhi intends to empanel agencies/Firms for Instrument and technical support services for conducting Energy Audit study and Water Audit studies. The scope of work includes, but is not limited to:

- Provide all instruments, tools and technical manpower required for conducting the energy audit study.
- Conduct field measurements, data logging, and system-wise assessment of electrical, mechanical, and thermal utilities and any other equipment.
- Support in Analyzing collected data and prepare audit findings, recommendations, and savings calculations.

Empanelment Criteria for Shortlisting:

- a. The Agency/Firm Should have a BEE certified energy auditor.
 - b. The Agency must have an average minimum annual financial turnover of Rs. 10 Lakh of the last three financial years from the Energy auditing and water auditing activities, duly supported by audited Balance Sheets .
 - c. Availability of Calibrated Energy and water audit instruments
 - d. The Agency/Firm Should have minimum of 3 years of relevant experience in Conducting Energy Audit/ Water Audit supported by documentary proof
 - e. The Agency/Firm Should have experience of conducting minimum 5 number of Energy Audit and 5 number of Water Audit supported by documentary proof
 - f. All the shortlisted agencies shall make online presentation to empanelment Evaluation committee of the NPC.
- All the information and data generated or collected during the execution of the work shall be treated as confidential and sole property of the NPC.

List of Minimum Energy Audit Instruments with Agency

- 3-Phase Portable Power Analyzer
- Digital Clamp Meter
- Digital Multimeter
- Infrared Thermometer
- Thermal Imaging Camera
- Ultrasonic Flow Meter
- Flue Gas Analyzer
- Digital Anemometer

Contact Detail for any clarification

- **Shri Anand Verma,**

Director, Energy Management Group (HQ Delhi)
National Productivity Council
Utpadakta Bhavan

5-6 Institutional Area

Lodhi Road, New Delhi – 110003

Email: anand.verma@npcindia.gov.in ; 011-24607351

ANNEXURE-I

Format of Application for submission

1.	Name of the Company	
2.	Type of Organization	
3.	Year of Establishment	
4.	Address of Corporate Office, Telephone, Email, Website	
5.	Names, Address, Email, and Mobile Numbers of Authorized Representatives	
6.	GST No.	
7.	Company or Firm PAN Number	
8.	Nature of present or previous association with NPC (if any) for providing similar or any other nature of service	Attach Document
10.	List of instruments in possession for Energy audits.	
11.	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.	Yes/No (Attach self declaration if not blacklisted)
12.	Certificate of BEE certified energy auditor	Attach Document
13.	Turnover during each of the last three years (enclose trading Account and Balance Sheet)	Attach Document
14.	Experience in conducting water/energy during last 3 years. (no of audits done in each of the last three years and also enclose proof of 5 energy/water audits).	Attach Document

(Authorized Signature & Seal)