



**NATIONAL PRODUCTIVITY COUNCIL**

(Department for Promotion of Industry and Internal Trade, Govt. of India)

Utpadakta Bhavan, 5-6, Lodhi Road, New Delhi – 110 003

Website: [www.npc.gov.in](http://www.npc.gov.in)

**REQUEST FOR PROPOSAL (RFP)**

**FOR SELECTION OF A**

**CENTRAL PUBLIC SECTOR UNDERTAKING (CPSU / CPSE)**

As per Rule 133 (3) of GFR, 2017

**AS**

**PROJECT MANAGEMENT CONSULTANT (PMC)**

**FOR**

**REPAIR, RENOVATION, UPGRADATION AND ALLIED WORKS**

**AT NPC PROPERTIES**

**New Delhi | Mumbai | Chennai | Gandhinagar**

<b>RFP Reference No.</b>	NPC/ADMIN/PMC/2026/01
<b>Issue Date &amp; Time</b>	18.05.2026 May 2026 at 5 :00 PM
<b>Issuing Authority</b>	Director & Group Head (Administration), NPC
<b>Mode of Submission</b>	CPP Portal: <a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>

## SECTION 1: NOTICE INVITING REQUEST FOR PROPOSAL

NATIONAL PRODUCTIVITY COUNCIL (NPC), an autonomous body under the Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India, invites Request for Proposals (RFP) under the Quality and Cost Based Selection (QCBS) system in accordance with GFR 2017, Rules 133 (3), on percentage charge basis through offline mode on the Central Public Procurement (CPP) Portal ([eprocure.gov.in/epublish/app](http://eprocure.gov.in/epublish/app)) from eligible Central Public Sector Undertakings (CPSUs/CPSEs) set up by the Government of India, for engagement as 'Project Management Consultant (PMC)' for Repair, Renovation, Up-gradation and Allied Works at NPC Properties at New Delhi, Mumbai, Chennai and Gandhinagar.

The procurement is restricted to Central PSUs/CPSEs on account of the sensitive nature of works to be undertaken in Government premises, the requirement for accountability and statutory compliance assurance, and in furtherance of the Government's policy of leveraging the specialized capabilities of Central PSUs for Government infrastructure projects.

PARTICULARS	DETAILS
RFP Document No.	NPC/ADMIN/PMC/2026/01
Name of Assignment	Repair, Renovation, Up-gradation and Allied Works at NPC Properties — New Delhi, Mumbai, Chennai & Gandhinagar
Nature of Engagement	Project Management Consultancy (PMC) Services
Estimated Annual Civil Works Cost	Approximately Rs.2.00 Crore per annum (indicative estimate)
Period of Engagement	5 (Five) years from Letter of Award, with option to extend for 2 (Two) further years on annual performance review
Mode of Bid Submission	Offline Mode— CPP Portal ( <a href="http://eprocure.gov.in/epublish/app">eprocure.gov.in/epublish/app</a> )
Last Date & Time for Bid Submission	01/06/2026 by 04:00 PM (IST)
Date & Time of Opening — Technical Bid	02/06/2026 at 03:00 PM (IST)
Date & Time of Opening — Financial Bid	To be intimated separately after completion of Technical Evaluation and Stage C Presentation
Bid Validity Period	180 days from the date of opening of Financial Bid
Document Download	CPP Portal: <a href="http://eprocure.gov.in/epublish/app">eprocure.gov.in/epublish/app</a>   NPC Website: <a href="http://www.npc.gov.in">www.npc.gov.in</a>
Contact Officer	Director & Group Head (Administration), NPC, Utpadakta Bhavan, 5-6 Lodhi Road, New Delhi – 110 003   Tel: 011-24607369  Email: <a href="mailto:vijay.kumar@npcindia.gov.in">vijay.kumar@npcindia.gov.in</a>

Note: Corrigendum, if any, will be published only on the CPP Portal and NPC's official website. No publication in newspapers will be made.

**Contact Officer:**

**Director & Group Head (Administration)**

National Productivity Council (NPC)

Utpadakta Bhavan,  
5-6 Lodhi Road,  
New Delhi – 110 003

**SECTION 2: ABOUT NATIONAL PRODUCTIVITY COUNCIL (NPC)**

National Productivity Council (NPC) is an autonomous organisation set up by the Government of India in 1958, functioning under the Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry. NPC is the apex body for promoting productivity culture and improving productive efficiency across all sectors of the Indian economy.

NPC provides technical consultancy, training, research, and advisory services in the fields of Industrial Engineering, Management, Energy, Environment, Agriculture, Information Technology, and Human Resource Development to organisations in the public and private sectors and to Government departments.

NPC has its Headquarters at New Delhi and maintains Regional Offices across India, including at Mumbai, Chennai, and Gandhinagar. The Council's properties at these locations require regular maintenance, repair, renovation, and up-gradation to ensure functional efficiency, safety standards, and compliance with applicable codes.

NPC is inviting this RFP to engage a professionally competent Central PSU as Project Management Consultant (PMC) to manage all civil and allied works at these properties on a long-term basis.

### SECTION 3: DEFINITIONS

In this RFP and the resulting PMC Agreement, unless the context otherwise requires, the following expressions shall have the meanings assigned to them:

**"Project"**: Repair, Renovation, Up-gradation and Allied Works at NPC Properties at New Delhi, Mumbai, Chennai and Gandhinagar.

**"Employer"**: National Productivity Council (NPC), Utpadakta Bhavan, 5-6, Lodhi Road, New Delhi – 110 003.

**"Contract" / "PMC Agreement"**: The Agreement signed between NPC and the selected PMC, including all attached Annexures and work orders issued thereunder.

**"Project Management Consultant" or "PMC"**: The Central PSU/CPSE selected and awarded this contract.

**"Contractor"**: Any agency, firm, or entity to which work of civil construction, repair, renovation, or supply is awarded by the PMC.

**"Similar Works"**: Interior/renovation/repair works including civil, electrical, furniture, networking, fire, or HVAC works, in existing commercial/office buildings, for Government departments, PSUs, CPSEs, or Autonomous Bodies.

**"Sanctioned Cost"**: The estimated cost approved by NPC based on detailed estimates prepared by the PMC using CPWD DSR/PAR rates.

**"Actual Cost of Project"**: All final payments made to contractors, agencies, and suppliers plus statutory payments, as specified in the PMC Agreement.

**"GFR"**: General Financial Rules, 2017, notified by the Ministry of Finance, Government of India, as amended from time to time.

**"CPWD DSR / PAR"**: CPWD Schedule of Rates and/or Plinth Area Rates, as applicable.

**"QCBS"**: Quality and Cost Based Selection — the evaluation methodology as per GFR Rule 192.

**"Letter of Award (LoA)"**: Written communication by NPC notifying the selected PSU of award of this contract.

**"DLP"**: Defect Liability Period — 12 months from the date of completion/handover of a work order.

**"CVC" / "CTE" / "C&AG"**: Central Vigilance Commission / Chief Technical Examiner / Comptroller and Auditor General of India, respectively.

**"Applicable Taxes"**: GST and any other taxes, levies, and duties applicable under law.

**"Day"**: Calendar day.

## **SECTION 4: TERMS OF REFERENCE (TOR)**

### **4.1 Background and Objective**

NPC owns and operates office premises at New Delhi, Mumbai, Chennai, and Gandhinagar. These properties require periodic repair, renovation, and upgradation to maintain operational standards and safety requirements. NPC intends to engage a professionally competent Central PSU/CPSE as Project Management Consultant (PMC) on a long-term basis to plan, design, tender, supervise, and manage all civil and allied works at these four properties.

### **4.2 Locations Covered**

1. New Delhi — NPC Headquarters, Utpadakta Bhavan, 5-6, Lodhi Road, New Delhi – 110 003
2. Mumbai — NPC Regional Office, Mumbai (full address to be provided by NPC upon award)
3. Chennai — NPC Regional Office, Chennai (full address to be provided by NPC upon award)
4. Gandhinagar — NPC Regional Office, Gandhinagar (full address to be provided by NPC upon award)

### **4.3 Scope of PMC Services**

#### **4.3.1 Planning and Design**

- Conduct detailed site visits and prepare condition assessment reports for each property.
- Prepare architectural concept drawings, structural, civil, electrical, plumbing, HVAC, fire, networking, and furniture layout drawings based on scope communicated by NPC.
- Prepare detailed cost estimates based on CPWD DSR/PAR rates (and Prevailing Cost Index (PCI) for items which are not included in CPWD PAR) for submission to NPC for Technical Sanction.
- Identify and prepare documentation for compliance with applicable statutory and local body requirements.

#### **4.3.2 Tendering and Contractor Selection**

- Prepare comprehensive tender documents including BoQ, specifications, and general/special conditions for each work package.
- Float tenders through an open competitive process and evaluate bids.
- Award works to technically qualified L1 bidder within NPC-approved Sanctioned Cost, subject to NPC's approval as per the Responsibility Matrix (Annexure VI).
- Seek prior written approval of NPC before awarding any contract where L1 tendered cost exceeds the Sanctioned Cost.

#### **4.3.3 Execution and Supervision**

- Supervise and monitor execution of all works to ensure quality, safety, and timely completion as per approved drawings and CPWD norms.
- Ensure all statutory compliances including ESI, EPF, Minimum Wages Act, GST, and local authority requirements.
- Ensure minimal disruption to NPC's ongoing operations during execution.
- Impose liquidated damages on contractors for delays attributable to them, and pass on the full benefit to NPC.
- Respond to and act upon all observations/audit comments from CVC/CTE/C&AG in a timely manner.

#### **4.3.4 Financial Management and Reporting**

- Certify and process contractor running bills and final bills.
- Submit monthly progress reports to NPC's Nodal Officer including physical progress, financial utilisation, pending approvals, and issue log.
- Submit Certificate of Utilisation of Funds to NPC against all advances received.
- Maintain and make available to NPC all project records at any time on demand.
- Submit Final Statement of Accounts in standard format upon completion of each work order.

#### **4.3.5 Closure and Handover**

- Submit Completion/Closure Report including all as-built drawings, test/commissioning certificates, warranty documents, and compliance certificates to NPC.
- Manage defects during the Defect Liability Period (12 months from completion) at no additional charge to NPC.

#### **4.3.6 Categories of Works Covered**

The PMC engagement covers all of the following categories of works — including minor, medium, and major repair, renovation, and up-gradation — and any other allied works as directed by NPC from time to time:

- Civil works — structural repairs, masonry, flooring, plastering, waterproofing, painting, and allied works
- Electrical works — rewiring, lighting, switchgear, earthing, DG sets, and allied systems
- Furniture and interiors — modular furniture, partitions, false ceiling, flooring finishes
- Networking and IT infrastructure — structured cabling, server room fit-out, communication systems
- Fire safety systems — detection, suppression, signage, and escape routes
- Air conditioning and HVAC systems
- Plumbing and sanitation works
- Any other allied or ancillary works as directed by NPC

### **SECTION 5: MINIMUM ELIGIBILITY CRITERIA**

Bidders must fulfil ALL of the following Minimum Eligibility Criteria. Bids failing any one criterion shall be summarily rejected and shall not be considered for evaluation.

#### **5.1 Organisational Eligibility**

- The bidder must be a Central Public Sector Undertaking (CPSU/CPSE) set up by the Government of India.
- State PSUs, private companies, joint ventures, consortia, and foreign entities are NOT eligible.

- The bidder must not be under liquidation, winding up, or declared insolvent.
- The bidder must not have been blacklisted or debarred by any Government Ministry, Department, PSU, or Autonomous Body during the last five years preceding the bid submission date.

## **5.2 Work Experience (Similar Works)**

The bidder must have successfully completed similar works during each of the last 5 (five) years ending on the last date of bid submission, meeting any ONE of the following criteria:

Three similar completed works, each of value not less than Rs.50 Lakhs

**OR**

Two similar completed works, each of value not less than Rs.75 Lakhs

**OR**

One similar completed work of value not less than Rs.1.50 Crore

For the purpose of this RFP, 'Similar Works' shall mean interior/renovation/repair works including civil, electrical, furniture, networking, fire, or HVAC works in existing commercial/office buildings for Government departments, PSUs, CPSEs, or Autonomous Bodies.

Note (i): Experience of new building construction shall not qualify as similar works. Only works on existing buildings shall be considered.

Note (ii): The value of past works shall be escalated to current levels at a simple rate of 7% per annum from the date of completion to the last date of bid submission.

Note (iii): Experience certificates must be issued by the client organisation on their official letterhead, signed by an officer not below the rank of Executive Engineer or equivalent.

## **5.3 Financial Strength**

- Average Annual Turnover of not less than Rs.100 Crore per annum during FY 2022-23, 2023-24, and 2024-25 — certified by a Chartered Accountant with seal and registration number.
- Positive Net Worth as on 31st March 2025 — certified by a Chartered Accountant.
- Net Profit in each of the last three consecutive financial years (FY 2022-23, 2023-24, 2024-25) — supported by audited balance sheets.

## SECTION 6: TECHNICAL EVALUATION — QCBS

Only bidders satisfying Section 5 shall be evaluated. Technical evaluation is in three stages with a total of 100 marks.

### 6.1 Stage A — Project Capabilities (Maximum 20 Marks)

Marks are awarded based on average annual volume of Similar Works (as defined in Section 5.2) executed during FY 2022-23, 2023-24, and 2024-25:

Sl.	Criteria	Marks
(i)	Average annual similar works value $\geq$ Rs.1 Crore and $<$ Rs.2 Crore during FY 2022-25	07
(ii)	Average annual similar works value $\geq$ Rs.2 Crore and $<$ Rs.5 Crore during FY 2022-25	12
(iii)	Average annual similar works value $\geq$ Rs.5 Crore during FY 2022-25	20
<b>Total — Stage A</b>	<b>20 Marks</b>	

Note: Only the highest applicable bracket is awarded. Minimum qualifying marks for Stage A: 14 out of 20 (70%). Bidders scoring less than 14 in Stage A shall not be considered further.

### 6.2 Stage B — Organisational Capability (Maximum 50 Marks)

Sl.	Criteria	Marks
A(i)	<b>ISO 9001:2015 Certification</b> Valid ISO 9001:2015 certification specifically covering PMC services for interior/renovation/O&M works. Certificate must be valid as on bid submission date.	15
A(ii)	<b>Schedule Category of PSU</b> Schedule 'A' PSU or subsidiary: 10 Marks Schedule 'B' PSU or subsidiary: 05 Marks Schedule 'C'/'D' PSU: 02 Marks	10

A(iii)	<b>Green / GRIHA Building Experience and Execution Capacity</b> Bidder shall have operated/maintained a GRIHA 3-star or higher rated building OR a building certified by any recognised green rating agency (LEED, IGBC, BEE). Additionally, the bidder shall have completed interior fit-out project(s) of at least 50,000 sq.ft. built-up area within 120 days.	15
A(iv)	<b>Prestigious Works Experience</b> Interior/renovation works of minimum ₹2 Crore in any Prestigious Building listed in CPWD Maintenance Manual 2023, Annexure 12.	10
<b>Total — Stage B</b>	<b>50 Marks</b>	

Minimum qualifying marks for Stage B: 35 out of 50 (70%). Combined minimum for Stage A + Stage B: 49 out of 70 (70%). Only bidders scoring 49 or more in Stage A + B combined shall be called for Stage C Presentation.

### 6.3 Stage C — Project Presentation (Maximum 30 Marks)

Bidders qualifying in Stage A + B shall be called to make a detailed presentation before NPC's Tender Evaluation Committee. Date and time shall be communicated via CPP Portal / email. Bidders must be prepared to present at short notice (2–3 working days).

Sl.	Criteria	Marks
(i)	<b>Portfolio of Completed Projects</b> Detailed presentation of completed renovation/interior projects similar to NPC's requirements, with before/after photographs, project challenges, solutions adopted, and client testimonials.	20
(ii)	<b>Approach, Methodology and Work Plan</b> Proposed approach for planning, design, tendering, supervision, and quality assurance for NPC's works, including proposed team structure, milestone framework, and escalation protocol.	10
<b>Total — Stage C</b>	<b>30 Marks</b>	

TOTAL TECHNICAL SCORE (St) = Stage A + Stage B + Stage C = 100 Marks

Minimum Technical Score for Financial Bid Opening: 60 out of 100 (60%)

## **SECTION 7: FINANCIAL EVALUATION**

The Financial Bid of bidders scoring 60% or more in Technical Evaluation shall be opened. The Financial Score (Sf) is computed as:

$$\mathbf{Sf = 100 \times Fm / F}$$

Where Fm is the lowest Financial Bid (agency charge percentage) and F is the bid under consideration.

## **SECTION 8: FINAL EVALUATION AND SELECTION (QCBS)**

The final combined score is computed as:

$$\mathbf{S = St \times 0.70 + Sf \times 0.30}$$

Where S is the combined score, St is the Technical Score, and Sf is the Financial Score. Technical weightage: 70%. Financial weightage: 30%.

The bidder obtaining the highest combined score (S) shall be ranked H-1 and selected as the successful bidder. In case of a tie, the bidder with the higher Technical Score shall be ranked higher.

## **SECTION 9: INSTRUCTIONS TO BIDDERS**

### **9.1 General Instructions**

1. Bidders must read all terms and conditions carefully before submitting their proposal.
2. Only one bid per bidder organisation is permissible. Multiple bids from the same entity shall result in disqualification of all such bids.
3. The RFP document shall be downloaded from the CPP Portal (<https://eprocure.gov.in>) only.
4. All corrigenda and updates will be published only on the CPP Portal and NPC's website. Bidders are responsible for checking the portal regularly.

5. Bids shall be submitted in English language only. All monetary figures shall be in Indian Rupees (INR).
6. NPC reserves the right to verify the authenticity of all documents at any stage. Submission of false or fabricated information shall result in disqualification and may attract blacklisting.
7. NPC reserves the right to cancel this RFP, reject any or all bids, or annul the procurement process at any time before award, without assigning any reason and without incurring any liability.
8. NPC reserves the right to independently assess the capabilities and capacity of any bidder in the overall interest of NPC.
9. Any attempt to influence the evaluation process through canvassing or lobbying shall result in immediate disqualification.

## **9.2 Mode of Submission — CPP Portal**

All bids shall be submitted physically at the Reception Counter of the National Productivity Council (NPC), Utpadakta Bhavan, 5-6 Lodhi Road, New Delhi – 110003, latest by 01.06.2026 up to 04:00 PM.

## **9.3 Two-Packet Bid System**

Bids shall be submitted in two separate packets on the CPP Portal:

- **Packet 1 — Technical Bid:** All documents required under Section 9.4, digitally signed and complete in all respects.
- **Packet 2 — Financial Bid:** Only the Financial Bid as per Annexure V (Price Bid). Conditional financial bids shall be summarily rejected.

## **9.4 Documents Required in Technical Bid**

1. Duly filled and signed Details of Bidder — Annexure I
2. Acceptance of RFP Conditions on company letterhead — Annexure II
3. Undertaking by Bidder — Annexure III
4. Declaration — Annexure IV
5. Certificate of Incorporation and Memorandum & Articles of Association
6. Audited Annual Reports (Balance Sheet and P&L) for FY 2022-23, 2023-24, and 2024-25
7. Net Worth Certificate for last three years — certified by a Chartered Accountant
8. Average Annual Turnover Certificate — certified by a Chartered Accountant
9. GST Registration Certificate and PAN
10. Experience certificates from client organisations for all similar works claimed (as per Section 5.2)
11. ISO 9001:2015 Certificate (if claiming marks under Stage B)

- 12.Documentation for Schedule A/B/C/D category of PSU
- 13.Documentation for GRIHA / Green Building experience (if claiming marks under Stage B)
- 14.Documentation for Prestigious Works experience (if claiming marks under Stage B)
- 15.Detailed write-up on Approach and Methodology (minimum 5 pages)
- 16.Power of Attorney / Board Resolution authorising the signatory
- 17.Self-declaration of non-blacklisting for the last 5 years

Note (i): All photocopies must be self-attested by the Authorised Signatory.

Note (ii): All pages of the Technical Bid must be serially numbered, with a clear index at the front mentioning document name and page number for each document. Non-compliance may result in rejection.

### **9.5 Financial Bid**

The Financial Bid shall contain ONLY the PMC/Agency Charges as per Annexure V, quoted as a percentage of total executed project cost (excluding GST). The rate shall be fixed, uniform, and applicable across all locations and all categories of works covered under this RFP.

Quoting NIL (zero) percentage shall render the bid non-responsive and liable for rejection.

### **9.6 Taxes**

GST on PMC agency charges shall be excluded from the financial bid and shall be paid by NPC additionally on production of valid GST invoices. All other applicable taxes shall be deemed included in the quoted percentage.

### **9.7 Opening of Bids**

Technical Bids shall be opened on the CPP Portal on the date and time specified in Section 1. If that date falls on a Government holiday, bids shall be opened on the next working day at the same time and venue.

Financial Bids shall be opened only for technically qualified bidders (minimum 60 marks), after completion of Stage C Presentation. Date of Financial Bid opening shall be communicated via CPP Portal / email.

## SECTION 10: PROJECT MANAGEMENT SERVICES — EXECUTION AND PAYMENT

### 10.1 Responsibility Matrix

The following matrix defines the responsibilities of the PMC and the approval rights retained by NPC:

Sl.	Activity	Responsibility	Approval / Oversight
1	Detailed Estimates / Technical Sanction	PMC	NPC — Mandatory prior approval
2	Tender floating and evaluation (for contractors)	PMC	PMC's internal process
3	Award of contract to L1 contractor — up to Rs.25 Lakhs per work order	PMC	PMC authority (NPC intimation required)
4	Award of contract to L1 contractor — above Rs.25 Lakhs per work order	PMC (proposal)	NPC — Prior written approval required
5	Quantity deviation — up to 10% within Sanctioned Cost	PMC	PMC authority with NPC intimation
6	Extra items / deviation beyond 10% of quantities	PMC (proposal)	NPC — Prior written approval required
7	Revision in Sanctioned Cost — any increase	PMC (proposal with justification)	NPC — Mandatory prior approval
8	Certification and payment of contractor running/final bills	PMC certifies and pays	NPC Nodal Officer countersigns PMC monthly reimbursement bill
9	Monthly Progress Report to NPC	PMC	NPC Nodal Officer reviews
10	LD imposition on contractors; benefit passed to NPC	PMC (primary responsibility)	Full LD benefit to NPC
11	Statutory compliances — ESI, EPF, Min. Wages, GST, local bodies	PMC	PMC with NPC oversight
12	Final handover and Closure Report	PMC	NPC Acceptance Committee
13	DLP defect rectification (12 months from completion)	PMC (through contractors)	NPC Nodal Officer

## 10.2 Mobilisation Advance and Payment Schedule

- **Mobilisation Advance:** NPC shall provide a Mobilisation Advance of 30% (thirty percent) of the estimated cost of the first work order upon signing of the PMC Agreement. This advance shall be provided against submission of an irrevocable Bank Guarantee of equivalent value from a scheduled commercial bank, valid for the duration of the first work order plus three months. The advance shall be adjusted against running bills on a pro-rata basis.
- **Monthly Reimbursement Bills:** The PMC shall submit monthly reimbursement bills to NPC by the 5th of each month, showing details of services rendered, contractor payments made, measurement book and applicable agency charges for that month. Each bill shall be certified by the PMC's designated Project Manager and countersigned by the NPC Nodal Officer before submission.
- **Payment Timeline:** NPC shall release payment within 30 (thirty) days of receipt of a complete, certified reimbursement bill. Incomplete or uncertified bills shall be returned to the PMC within 7 working days for rectification.
- **Final Settlement:** Upon completion of each work order, the PMC shall submit a Final Statement of Accounts. Final bill will be passed after adjusting the mobilization Advance of 30%. Final PMC agency charges shall be computed on the total executed contract value (excluding GST) as certified by NPC.

## 10.3 Non-Reimbursable Expenses

NPC shall not reimburse the following to the PMC: legal fees for PMC-contractor disputes; advertisement charges for the PMC's own tendering; PMC staff travel and conveyance; postage and communication expenses; third-party certification or quality testing fees (unless specifically approved by NPC in writing). Statutory fees paid to Government authorities or local bodies for obtaining project approvals shall be reimbursed by NPC on production of receipts.

## SECTION 11: AGENCY CHARGES

The PMC / Agency Charges shall be quoted as a single, uniform percentage rate on the total executed contract value (excluding GST) of all works executed under this engagement across all four locations.

The quoted percentage shall be inclusive of all costs of the PMC including professional fees, staff costs, overheads, and incidental expenses other than statutory payments to Government authorities.

GST on PMC agency charges shall be payable by NPC over and above the quoted percentage, on production of a valid GST invoice.

The agency charge percentage shall apply uniformly to all categories of works and all locations, and shall remain fixed for the entire duration of the engagement including any extension period.

NIL (zero percentage) quote renders the bid non-responsive and liable for rejection.

## **SECTION 12: AWARD OF CONTRACT**

After completing the evaluation process, NPC shall issue a Letter of Intent (LoI) to the selected bidder informing it of NPC's intention to award the PMC contract.

The selected bidder shall sign the PMC Agreement (Annexure VII) through its duly authorised representative within 15 (fifteen) calendar days of issuance of the LoI, after fulfilling all required formalities.

Failure to sign the PMC Agreement within the stipulated period without valid written justification accepted by NPC shall result in cancellation of the LoI. NPC may, at its discretion, offer the contract to the next-ranked bidder.

The PMC shall commence services within 15 (fifteen) calendar days of the issuance of the Letter of Award (LoA).

## **SECTION 13: COMMENCEMENT, DURATION AND MODIFICATION**

### **13.1 Commencement**

The PMC shall mobilise and commence services within 15 (fifteen) calendar days of the Letter of Award. For each individual work order, the date of start of work shall be reckoned from the 10th day after payment of mobilisation advance, or the date of handing over of the work site, or the date of NPC's approval of the detailed estimate — whichever is latest.

### **13.2 Duration**

The PMC shall be engaged for a period of 5 (five) years from the date of the Letter of Award. The engagement may be extended for up to 2 (two) further years, on the basis of an

annual performance review and mutual written agreement, subject to satisfactory performance as assessed by NPC.

Performance criteria for annual review shall include: timely completion of works; quality of workmanship; financial accuracy and fund utilisation; responsiveness and communication; statutory compliance record; and CVC/C&AG audit findings. NPC shall communicate its decision on extension at least 60 (sixty) days before expiry of the current engagement period.

### **13.3 Modification**

Any modification to the terms and conditions of this Contract — including scope, payment terms, or duration — shall be made only by a written amendment signed by duly authorised representatives of both parties. Either party may propose modifications; the other party shall give due and timely consideration to such proposals.

## **SECTION 14: CONFIDENTIALITY AND DISCLAIMER**

### **14.1 Confidentiality**

All information relating to bid evaluation and award recommendation shall be kept strictly confidential until formal publication of the award. Any bidder misusing confidential information shall have its bid rejected and may be subjected to further action under applicable Government anti-fraud and anti-corruption policies.

The PMC shall treat all information relating to NPC's properties, operations, and project data as strictly confidential and shall not disclose the same to any third party without prior written consent of NPC, even after termination of the Contract.

### **14.2 Disclaimer**

This RFP is not an agreement and does not constitute a commitment by NPC to award the contract. NPC reserves the right to update, amend, or supplement the information in this RFP at any time before the closing date.

Each bidder is solely responsible for conducting its own due diligence. NPC accepts no liability for any loss or damage arising from reliance on this RFP document.

All costs associated with preparation and submission of bids, including site visits, travel, and demonstrations, shall be borne entirely by the bidder regardless of the outcome of the selection process.

## **SECTION 15: GENERAL CONDITIONS OF CONTRACT**

### **15.1 Governing Law**

This Contract and all disputes arising from it shall be governed by the laws of the Republic of India.

### **15.2 Indemnity**

The PMC shall indemnify and keep NPC indemnified against all actions, suits, claims, demands, losses, and damages brought against NPC arising from anything done or omitted by the PMC or its staff in execution of or in connection with this Contract, including losses arising from infringement of intellectual property rights of any third party.

### **15.3 Relationship Between Parties**

Nothing in this Contract shall be construed as establishing a master-servant, employer-employee, or agent-principal relationship between NPC and the PMC. The PMC shall have complete charge of its personnel and shall be fully responsible for their acts. The PMC shall promptly notify NPC of any material change in its corporate status, ownership, or any event adversely affecting its ability to perform its obligations.

The PMC shall not claim any additional charges for postage, courier, conveyance, TA/DA, or incidental expenses beyond the agreed agency charges.

### **15.4 Obligations of NPC**

- NPC shall provide all relevant details regarding its properties and scope of intended works to facilitate the PMC's planning and design work.
- NPC shall ensure security clearance and free access for PMC staff and their workers at all work sites.
- NPC shall nominate a Nodal Officer at each location who shall liaise with the PMC, provide timely approvals, and facilitate smooth execution.
- NPC shall convey approval or rejection of estimates, drawings, and proposals submitted by the PMC within 7 (seven) working days. Delay beyond 7 working days shall entitle the PMC to a proportionate extension of project timeline.
- NPC shall provide its GST Registration Certificate for the purpose of Tax Invoices.

## **15.5 Force Majeure**

If performance of either party is prevented or delayed due to Force Majeure events — including acts of God, natural calamities, war, civil commotion, fire, floods, strikes, lockouts, epidemics, or acts of Government — the affected party shall notify the other in writing within 10 (ten) days of the occurrence. Neither party shall be entitled to terminate the Contract on account of a Force Majeure event, and neither shall have any claim for damages. The project completion period shall be extended by a period equal to the duration of the Force Majeure event.

## **15.6 Foreclosure**

If NPC finds it necessary to postpone, shorten, or cancel the assignment, NPC shall provide the PMC with 30 (thirty) days' written notice. The PMC shall be compensated for services rendered up to the date of foreclosure, after adjusting advances received and any amounts recoverable.

## **15.7 Termination**

(a) Termination by NPC: NPC may, by not less than 30 (thirty) days' written notice, terminate this Contract in whole or in part if the PMC: (i) fails to deliver services within the specified period or approved extension; (ii) fails to remedy a performance failure within the period approved by NPC in writing; (iii) is found to have submitted false information or committed fraud; or (iv) becomes insolvent or subject to liquidation.

(b) Termination by PMC: The PMC may, by not less than 30 (thirty) days' written notice, terminate this Contract if NPC: (i) fails to pay any undisputed amount within 60 (sixty) days of receiving written notice of overdue payment; or (ii) is in material breach of its obligations and fails to remedy the breach within 60 (sixty) days of written notice.

## **15.8 Payment upon Termination**

Upon termination, NPC shall, after adjusting all dues recoverable from the PMC (including advance, penalties, and damages), pay the PMC for services rendered up to the date of termination. The PMC shall return all project records, drawings, and documents to NPC.

## **15.9 Liquidated Damages (against Contractors)**

The PMC shall impose Liquidated Damages at 0.5% (half percent) of the awarded contract value per week of delay, subject to a maximum of 10% (ten percent) of the awarded contract value, where delay is attributable to the contractor. The full benefit of LD recovered shall be passed to NPC.

## **15.10 GST Reimbursement**

GST as applicable on PMC agency charges shall be reimbursed by NPC on production of valid GST invoices and documentary evidence of GST payment to the tax authorities.

## **SECTION 16: DISPUTE RESOLUTION AND ARBITRATION**

In the event of any dispute, difference, or claim arising out of or in connection with this Contract, or its breach, termination, or invalidity, the parties shall first attempt to resolve the matter through mutual discussion and amicable settlement within 30 (thirty) days of one party notifying the other in writing.

If the dispute is not resolved amicably within the said period, either party may refer it to arbitration on the following terms:

- The dispute shall be referred to a Sole Arbitrator appointed by the Director General, National Productivity Council (NPC).
- The arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996, and the rules made thereunder, as amended from time to time.
- The seat and venue of arbitration shall be New Delhi.
- The language of proceedings and award shall be English.
- The arbitral award shall be final and binding on both parties.
- Costs of arbitration shall be shared equally between the parties, unless the arbitrator determines otherwise.

Subject to the arbitration clause above, the Courts at New Delhi shall have exclusive jurisdiction over all matters arising out of or in connection with this Contract.

**ANNEXURE I — DETAILS OF BIDDER**

<b>FIELD</b>	<b>DETAILS TO BE FILLED BY BIDDER</b>
<b>Name of Organisation</b>	
<b>Type (Central PSU/CPSE)</b>	
<b>Schedule Category (A / B / C / D)</b>	
<b>Date of Incorporation</b>	
<b>Registered Office Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address (Authorised Signatory)</b>	
<b>Official Website</b>	
<b>Name of Authorised Signatory</b>	
<b>Designation of Authorised Signatory</b>	
<b>PAN</b>	
<b>GST Registration No.</b>	
<b>Name and Address of Banker</b>	
<b>Bank Account No. (for NEFT/RTGS)</b>	
<b>IFSC Code</b>	

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Signature of Authorised Signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Designation:

\_\_\_\_\_

Seal of Organisation:

## **ANNEXURE II — ACCEPTANCE OF RFP CONDITIONS**

(To be submitted on the official letterhead of the organisation, signed by the Authorised Signatory)

To,

The Director & Group Head (Administration),

National Productivity Council (NPC),

Utpadakta Bhavan, 5-6, Lodhi Road, New Delhi – 110 003

Subject: Acceptance of RFP Conditions — RFP No. NPC/ADMIN/PMC/2026/\_\_\_\_ for Selection of CPSU as PMC for Repair, Renovation, Upgradation and Allied Works at NPC Properties (New Delhi, Mumbai, Chennai & Gandhinagar)

Sir / Madam,

We have read and understood all terms and conditions of the above-referenced RFP document including all Sections and Annexures, and hereby unconditionally accept the same in their entirety.

We confirm that we are eligible to bid for this assignment and are in possession of all required documents and information.

Should our proposal be accepted, we undertake to abide by all terms and conditions of the RFP and the resulting PMC Agreement, and to sign the PMC Agreement within 15 days of the issuance of the Letter of Intent.

We confirm that we have no objection to NPC verifying any information or documents submitted by us from the issuing authority, and to providing originals for verification if required.

Yours faithfully,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Seal:

### ANNEXURE III — UNDERTAKING BY BIDDER

I/We, \_\_\_\_\_, representing \_\_\_\_\_, hereby undertake that:

1. Our organisation is a Central Public Sector Undertaking (CPSU/CPSE) set up by the Government of India and is eligible to bid for this assignment.
2. We have valid ESIC and EPFO registration. For any works sub-contracted, we shall ensure that the sub-contractor also holds the same.
3. We have read all terms and conditions of this RFP and agree to comply with them fully.
4. Our organisation has NOT been blacklisted or debarred by any Central/State Government department, PSU, or Autonomous Body during the last 5 (five) years. We understand that if found otherwise at any stage, we shall be disqualified and may be blacklisted by NPC for 5 years.
5. We shall comply with all CVC Guidelines, the Minimum Wages Act, and all applicable statutory requirements. All works shall be executed as per CPWD norms and specifications.
6. We shall sign the PMC Agreement within 15 days of issuance of the Letter of Intent / Award.
7. All information and documents furnished with this proposal are true, correct, and authentic. We are aware that submission of false or fabricated information shall result in disqualification and prosecution under applicable law.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Seal:

## ANNEXURE IV — DECLARATION

I, \_\_\_\_\_, Son/Daughter of \_\_\_\_\_,  
designated as \_\_\_\_\_ (Authorised Signatory) of  
\_\_\_\_\_ (Organisation), do hereby solemnly declare that:

1. I am competent to sign this Declaration and to execute the tender documents on behalf of the organisation.
2. I have carefully read and understood all terms and conditions of this RFP and hereby convey my unconditional acceptance of the same.
3. All information, data, and documents furnished with this proposal are true, authentic, and correct to the best of my knowledge and belief.
4. I am fully aware that furnishing false information or fabricated documents will result in rejection of the proposal at any stage and prosecution under applicable laws.

Signature of Authorised Signatory: \_\_\_\_\_

Name (in full): \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Company Seal:

**Note: This Declaration, duly signed and sealed, must be enclosed with the Technical Bid.**

## ANNEXURE V — PROFORMA FOR FINANCIAL BID (PRICE BID)

Subject: RFP No. NPC/ADMIN/PMC/2026/\_\_\_\_ — Selection of CPSU as PMC for Repair, Renovation, Up-gradation and Allied Works at NPC Properties (New Delhi, Mumbai, Chennai & Gandhinagar)

Sl.	Description of Services	PMC / Agency Charges (% of executed project cost, excl. GST)	Remarks
1.	PMC Services for Repair, Renovation, Upgradation and Allied Works at NPC Properties at New Delhi, Mumbai, Chennai & Gandhinagar — all categories as per Section 4.3.6 of TOR	<p>_____ % (In figures)</p> <p>(In words: _____)</p>	Rate is exclusive of GST. GST payable additionally by NPC as applicable.

Note 1: The quoted percentage shall be uniform across all four locations and all categories of works covered under this RFP.

Note 2: PMC charges shall be computed on the total executed contract value (excluding GST) as per contractor bills certified by PMC and accepted by NPC.

Note 3: All taxes other than GST are deemed included in the quoted percentage.

**Note 4: NIL (zero) percentage quote renders the bid non-responsive.**

Signature of Authorised Signatory: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Seal:

## ANNEXURE VI — DETAILED RESPONSIBILITY MATRIX

Sl.	Activity / Task	Responsibility	Approval / Oversight
1	Site survey and condition assessment report	PMC	NPC Nodal Officer
2	Architectural / Engineering drawings	PMC	NPC Nodal Officer (within 7 working days)
3	Detailed Estimate and Technical Sanction	PMC	NPC — Mandatory prior written approval
4	Tender documents preparation	PMC	PMC's internal process
5	Open tendering and evaluation of contractor bids	PMC	PMC's internal process
6	L1 contractor award — individual work order up to ₹25 Lakhs	PMC	PMC authority; NPC intimation within 3 days of award
7	L1 contractor award — individual work order above ₹25 Lakhs	PMC submits proposal	NPC — Prior written approval required before award
8	Quantity deviation — up to 10% of BoQ quantities within Sanctioned Cost	PMC	PMC authority; NPC intimation required
9	Extra items / deviation beyond 10% of BoQ quantities	PMC submits proposal	NPC — Prior written approval required
10	Revision in Sanctioned Cost — any upward revision	PMC submits proposal with full technical and financial justification	NPC — Mandatory prior written approval
11	Contractor running bills — certification and payment	PMC certifies and pays from Project Fund	NPC Nodal Officer countersigns PMC's monthly reimbursement bill before submission to NPC Finance
12	Monthly Progress Report to NPC (physical + financial)	PMC — by 5th of each month	NPC Nodal Officer reviews and files
13	Liquidated damages imposition on contractors	PMC (primary responsibility)	Full LD benefit to be passed to NPC

14	Statutory compliances — ESI, EPF, Min. Wages, GST, local authorities	PMC	PMC with periodic NPC oversight
15	Completion Report, as-built drawings, and handover	PMC	NPC Acceptance Committee — formal acceptance before final payment
16	Defect rectification during DLP (12 months from completion)	PMC through contractors at no extra cost to NPC	NPC Nodal Officer issues defect notice; PMC must rectify within 30 days

## **ANNEXURE VII — DRAFT PMC AGREEMENT**

(To be executed on Rs.100/- Non-Judicial Stamp Paper at the time of award)

### **PROJECT MANAGEMENT CONSULTANCY (PMC) AGREEMENT**

THIS AGREEMENT is entered into on this \_\_\_\_\_ day of \_\_\_\_\_ 2026, between:

NATIONAL PRODUCTIVITY COUNCIL (NPC), an autonomous body under the Ministry of Commerce & Industry, Government of India, with its Headquarters at Utpadakta Bhavan, 5-6, Lodhi Road, New Delhi – 110 003 (hereinafter referred to as the "EMPLOYER", which term shall include its successors and assigns), acting through its Director General;

**AND**

\_\_\_\_\_ (Name of PSU), a Central Public Sector Undertaking incorporated under the Companies Act, with its Registered Office at \_\_\_\_\_ (hereinafter referred to as the "PMC" or "PSU", which term shall include its successors and permitted assigns).

WHEREAS the Employer intends to engage the PMC as Project Management Consultant for Repair, Renovation, Upgradation and Allied Works at NPC Properties at New Delhi, Mumbai, Chennai and Gandhinagar (hereinafter collectively referred to as the "Project") on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants herein, the parties agree as follows:

### **Article 1 — Scope of Services**

The PMC shall provide all Project Management Consultancy services as detailed in Section 4 (Terms of Reference) of the RFP, which is incorporated herein by reference and forms an integral part of this Agreement.

### **Article 2 — Duration**

This Agreement shall be effective from the date of signing and shall remain in force for 5 (five) years unless terminated earlier. It may be extended for up to 2 (two) further years by mutual written agreement based on annual performance review.

### **Article 3 — Agency Charges and Payment**

The PMC shall be paid agency charges at the rate of \_\_\_\_\_% (\_\_\_\_\_ percent) of the total executed project cost (excluding GST) per work order, as quoted by the PMC in its Financial Bid and accepted by NPC. GST shall be paid additionally by NPC as applicable.

Payment shall follow the schedule set out in Section 10.2 of the RFP. A Mobilisation Advance of 30% of the first work order estimated cost shall be paid upon execution of this Agreement, against a Bank Guarantee of equivalent value.

### **Article 4 — NPC's Oversight and Approval Rights**

NPC's oversight and approval rights are as set out in the Responsibility Matrix (Annexure VI). The PMC shall not take any action designated as requiring NPC approval without first obtaining such approval in writing. Specifically, NPC's prior written approval is mandatory for: (a) Technical Sanction of Estimates; (b) Award of contracts above Rs.25 Lakhs; (c) Any upward revision in Sanctioned Cost; and (d) Any quantity deviation or extra item beyond 10%.

### **Article 5 — Representations and Warranties**

The PMC represents and warrants that it: (a) is a validly existing Central PSU/CPSE with full power to enter into this Agreement; (b) has the necessary expertise, experience, and

resources to perform the services; (c) shall perform the services with due care, diligence, and in accordance with all applicable laws and CPWD norms; and (d) has not made any representation that is false or misleading in its RFP submission.

#### **Article 6 — Defect Liability**

The Defect Liability Period for each completed work order shall be 12 (twelve) months from the date of NPC's formal acceptance. The PMC shall ensure rectification of all defects notified by NPC during the DLP at no additional cost.

#### **Article 7 — Force Majeure, Termination and Dispute Resolution**

Force Majeure, Termination, and Dispute Resolution provisions are as set out in Sections 15.5, 15.6, 15.7, and 16 of the RFP document, which are incorporated herein by reference and form an integral part of this Agreement.

#### **Article 8 — Entire Agreement**

This Agreement, together with the RFP document, all Annexures, and individual work orders issued hereunder, constitutes the entire agreement between the parties with respect to the subject matter. Any prior negotiations, representations, or understandings are superseded by this Agreement. Any modification requires a written amendment signed by both parties.

#### **Article 9 — Jurisdiction**

This Agreement shall be governed by the laws of India. Subject to the arbitration clause (Section 16 of RFP), the Courts at New Delhi shall have exclusive jurisdiction.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first mentioned above.

**FOR AND ON BEHALF OF EMPLOYER FOR AND ON BEHALF OF PMC**

**National Productivity Council (NPC)** \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Official Seal of NPC:

Official Seal of PMC:

Witness 1

Witness 1

(Name &  
Signature): \_\_\_\_\_

(Name &  
Signature): \_\_\_\_\_

Witness 2

Witness 2

(Name &  
Signature): \_\_\_\_\_

(Name &  
Signature): \_\_\_\_\_