



NATIONAL PRODUCTIVITY COUNCIL, HQ, NEW DELHI

**Request for Quotation for Undertaking Sampling and Analysis Work
at Oil and Gas Exploration and Production Company, Mangala Area,
Rajasthan**

1. INTRODUCTION

The **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.

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.

The **Environment and Climate Action Group (ECAG)** of NPC offers consultancy and training in **Environment Management, Climate Change, Resource Efficiency, and Cleaner Production**. Services include:

- Environmental audits in all types of industries, including MSMEs.
- Water audits and balance studies.
- Waste management studies (biomedical, plastic, solid, hazardous, C&D, and e-waste).
- Environmental, Social, and Governance (ESG) reporting.
- Green productivity.

NPC invites quotations from reputed laboratories to undertake sampling and analysis of environmental parameters as defined in the advertisement.

SECTION-1 Invitation Of Techno-Commercial Proposals From Reputed Laboratories

1. **Agency/Vendors** are advised to study the document carefully. Online submission implies full understanding and acceptance of the bid document's terms.
2. **Only one RFQ** may be submitted by a bidder or bidders with a business relationship. Father and son(s) or close relatives with business ties are not allowed to tender separately. Breach of this condition will result in rejection of both tenders.
3. **Tender documents** downloaded from the NPC website (www.npcindia.gov.in) must not be tampered with or modified. Any tampering will result in rejection and potential banning from future NPC business.
4. **Bids** will be opened as per the date and time specified in Clause 5c. After the Technical bid opening, the results of qualification and price bid opening will be intimated.

5. Schedule for Invitation to Bid:

a) Addressee and Address:

Shri K.D. Bhardwaj,

Director, Environment and Climate Action Group (HQ Delhi)

National Productivity Council

Utpadakta Bhavan

5-6 Institutional Area

Lodhi Road, New Delhi – 110003

Email: eca.group@npcindia.gov.in

b) Contact Person for Clarifications:

Mr. Lalit Kamde

Deputy Director, Environment and Climate Action Group (HQ Delhi)

Email: eca.group@npcindia.gov.in

Phone: 011-24607310

c) Important Dates:

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

| Critical Date Sheet | Date |
|---|---|
| Published Date | 27 th February, 2025 |
| Submission Start Date | 28 th February, 2025 |
| Submission End Date | 09 th March, 2025 |
| Technical presentation to NPC (online mode) | 10 th March, 2025 at 15:00 Hrs |

| | |
|--|---|
| Financial Bid Opening Date & Time | 11th March, 2025 at 15:00 Hrs |
|--|---|

6. Proposal Submission Process

- i. Agencies/vendors must submit Technical Bid and financial quotations as separate PDF attachments via email.
- ii. **Technical Bid** must include:
 - Signed and scanned copy of the advertisement.
 - Filled Annexure-I.
 - Supporting documents.
- iii. **Financial Quotation** must include only Annexure-II (as per the Format). iv. **Financial quotations** must be password-protected and submitted in PDF format.
- v. **Both documents** should be emailed to eca.group@npcindia.gov.in by the specified date and time.
- vi. After the bid submission deadline, NPC will request the password for the financial bid via email (eca.group@npcindia.gov.in), if the vendor qualifies technically.
- vii. No password request will be sent if the vendor fails to meet technical criteria.

7. Important Instructions

- i. Financial quotes must follow Annexure-II and clearly mention professional fees and applicable taxes separately.
- ii. The quoted amount must be inclusive of all taxes. iii. All travel, lodging, and related charges are the agency's responsibility.
- iv. Proposals may be disqualified for:
 - Misleading or false representations.
 - Poor performance records (e.g., abandoning work, incomplete contracts, financial failures).
 - Unsatisfactory performance in previous engagements.
- v. Agencies must follow NPC's project monitoring and quality review guidelines.
- vi. Agencies may be debarred for unsatisfactory performance or non-compliance with guidelines.

- vii. NPC reserves the right to accept or reject any or all quotations, fully or partly, at any stage, or cancel the bid process without assigning reasons.
- viii. All information collected during the study is strictly confidential and must not be disclosed.

SECTION-2 Scope of Work

NPC HQ Delhi intends to conduct sampling and analysis of environmental parameters at an oil and gas exploration and production company in the Mangala Area, Rajasthan. The scope includes:

| S. No. | Sample Details | Sample Locations | Number of samples |
|--------|---|---|-------------------|
| 1. | The trade effluent generated and RO (TSS, TDS, pH, Oil and Grease, BOD, Mercury (Hg), Lead (Pb), Nickel (Ni), Cyanide, Sulphide(S), TSS, % Sodium, Chromium(Hexavalent), Flouride, Temperature, Zinc, COD, Sulphates, Phenolics, Chromium(Total), Chlorides, Copper.) | i. Solid Liquid Separation Unit: Inlet & Outlet ii. RO: Inlet, Permeate & Reject iii. PW Treatment System: Inlet & Outlet | Total 07 samples. |
| 2. | Ambient Air Quality Monitoring (24 Hrs) (NO _x as NO ₂ , NMHC as C, Particulate Matter, CO) | i. MPT Gate No.1 ii. MPT Gate No.2 iii. MPT Gate No.6 iv. MPT WP-2 v. MPT WP-10 vi. MPT WP-17 | Total 6 Locations |
| 3. | Extensive water quality tests of water samples of bore wells as per IS 10500 (2012) | i. Tubewell of Banka ram S/o Udaram Village Chhitar Ka Par (Near MPT Wellpad No. 12) ii. Tubewell of Ravtaram S/o Mangniram Village Chhitar ka Par (Near MPT Wellpad No. 13) iii. Tubewell of Umaram S/o Pemaram Village Khanji ka Tala (MPT Wellpad No. 14) 4. Tubewell of Ashok Kumar S/o Andaram Village Khanji Ka Tala (Near MPT Wellpad No. 01) 5. Tubewell of Poonmaram | Total 15 samples. |

| | | | |
|-----------|--|---|-------------------|
| | | <p>S/o Alsaram Village Chhitar ka Par (Near MPT Wellpad No. 15 and CPS)</p> <p>iv. Krishna Ram S/o Sadura Ram</p> <p>v. Kheta Ram S/o Rekha Ram</p> <p>vi. Kheta Ram S/o Udaram</p> <p>vii. Dharma Ram S/o Udaram</p> <p>viii. Taja Ram S/o Sadura Ram</p> <p>ix. Kesha Ram Bana Near MWP-07</p> <p>x. Borewell of Sh. Pokaram S/o Viramaram, Village - Nagana, Near Mangala Well Pad-17</p> <p>xi. Borewell of Sh. Bheraram S/o Acharam, Village - Jogasar Ka Kuaan, Gram Panchayat-Chhittar Ka Par, Near Mangala Well Pad-16</p> <p>xii. Borewell of Sh. Rooparam S/o Rekharam, Village - Udaram Ki Dhani, Chhittar Ka Par, Near Mangala Well Pad-5 & 15</p> <p>xiii. MWP4-Chuna/Raju Ram</p> | |
| 4. | <p>Soil samples:</p> <p>(pH, EC, Carbon, Nitrogen, phosphorus, Sulphur, Iron, Zinc, Nickel, Manganese, chromium, Lead and Copper content)</p> | <p>i. MWP-1 & nearby agri. Field</p> <p>ii. MWP-2 & nearby agri. Field</p> <p>iii. MWP-9 & nearby agri. Field</p> <p>iv. MWP-10 & nearby agri. Field</p> <p>v. MWP-17 & nearby agri. Field</p> | Total 05 samples. |

Note: 1) The number of samples is indicative and may vary based on field conditions.

2) The agency must provide instrumentation support and qualified personnel for sample collection and analysis.

SECTION-3 Selection Criteria

1. Minimum Criteria for Shortlisting:

- a. The laboratory must be **EPA recognized/ NABL/ISO 17025 accredited**, or recognized by **MoEF&CC** or **CPCB**, or **RSPCB** for pollutant parameter analysis.

2. Minimum eligibility for qualification for ‘Technical Bid’ is given below-:

| S No | Criteria | Maximum Weightage |
|------|---|-------------------|
| 1 | A minimum of 3 years of relevant experience in environmental monitoring and laboratory sampling and analysis, supported by documentary proof. | 10 |
| 2 | Additionally, the agency is desirable to have similar work experience with at least 3 government agencies /institutions in the last 03 years, supported by documentary proof. | 10 |
| 3 | Technical approach, methodology and timelines (to include in proposal) | 10 |
| 4 | Qualification and relevant experience of personnel to be involved in study (profiles of personnels) | 10 |
| 5 | Facilities for sampling and analysis of parameters with agency (Lab instruments relevant to the scope of work) | 10 |
| 6 | A detailed power point presentation before Tender Evaluation Committee of NPC (for point 1 to 5) | 50 |

Agency(ies) qualifying overall weightage more than 70 for technical bid, will only be considered for financial bid(s).

3. **Criteria for Evaluation of Financial bid:** The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria explained below. The lowest evaluated Financial bid (Fm) will be given the maximum financial score of 100 points. The financial scores (F) of the other Financial bids will be computed as per the formula for determining the financial scores given below: $F = 100 \times (F_m / F_b)$ Where, F_b =Evaluated amount of financial quote by the particular bidder. F_m = Lowest evaluated amount of financial quote by the bidder. Financial bids of only those Agencies which are declared technically qualified shall be opened.
4. **Procedure for Ranking:** For the purpose of ranking of bids called on two bids basis, weightage shall be given in the ratio of 70:30 w.r.t. technical bid and financial bid respectively.

5. All the shortlisted agency shall make **online technical presentation** to tender Evaluation committee of the NPC.
6. The agency shall carry out the monitoring, sampling and analysis works as per NABL accredited methods or any other recognized method like IS or USEPA'.
7. The agency shall co-ordinate with the NPC, Delhi Head office for efficient monitoring and sampling works.
8. The Executing Agency shall also provide the monitoring schedule to the CPCB for participation in the monitoring & sampling works.
9. 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.
10. Payment Terms: 100 % payment only after on completion of study and payment received from client organization

ANNEXURE-I

Format of Application for submission of technical Proposal

| | | |
|-----|---|--|
| 1. | Name of the Company | |
| 2. | Type of Organization (Attach Memorandum & Articles of Association, etc.) | |
| 3. | Year of Establishment | |
| 4. | Address of Corporate Office, Telephone, Email, Website | |
| 5. | Names, Address, Email, and Mobile Numbers of Authorized Representatives | |
| 6. | Names and Addresses of Directors/Partners/Proprietors/Key Personnel | |
| 7. | GST No. (Attach supporting documents) | |
| 8. | Company or Firm PAN Number (Attach supporting documents) | |
| 9. | Bank Details 1. Bank Name & Branch 2. Branch 3. Account Name 4. Account Number 5. 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. | Business Associations/ Empanelment (Attach supporting documents) | |

| | | |
|-----|---|--|
| 12. | Reference Name and contact details Persons in Client organizations for verification of credentials of the applying agency. | |
| 13. | Details of Skilled Manpower for conducting the field Study: (Attach Curriculum Vitae of the team members) | |
| 14. | List of instruments in possession as per the Scope: (Equipment should have valid Calibration certificates) | |
| 15. | 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 | |
| 16 | NABL Certificate/ MoEF&CC/CPCB/RSPCB Recognition (Attach supporting documents) | |
| 17 | Relevant Work Experience in the Last Three Years (Attach Supporting Documents) | |
| 18 | Similar Work Experience with Government Agencies/Institutions in the Last Three Years (Attach Supporting Documents) | |
| 19 | Technical Approach, Methodology, and Timelines (Attach Separately) | |

(Authorized Signature & Seal)

ANNEXURE-II**Format of Application for submission Financial Bid**

| Sr. NO | Description of Items | Parameters (Sampling and Analysis) | Qty | Unit Rate | Estimated amount Without GST | Estimated amount Including GST@18% | Total Amount Inclusive GST@ 18% |
|--------|--|--|-----|--------------|------------------------------|------------------------------------|---------------------------------|
| 1 | The trade effluent generated and RO | TSS, TDS, pH, Oil and Grease, BOD, Mercury (Hg), Lead (Pb), Nickel (Ni), Cyanide, Sulphide(S), TSS, % Sodium, Chromium(Hexavalent), Flouride, Temperature, Zinc, COD, Sulphates, Phenolics, Chromium(Total), Chlorides, Copper | 07 | | | | |
| 2 | Ambient Air Quality Monitoring (24 Hrs) | NOx as NO2, NMHC as C, Particulate Matter, CO | 06 | | | | |
| 3 | Extensive water quality tests of water samples of the bore wells | As per IS 10500(2012) | 15 | | | | |
| 4 | Soil samples | pH, EC, Carbon, Nitrogen, phosphorus, Sulphur, Iron, Zinc, Nickel, Manganese, chromium, Lead and Copper content | 05 | | | | |
| | | | | TOTAL | | | |

Send password protected pdf file

Note: The agency is also required to take a parallel sample (one additional) and preserve it with a seal for rechecking with any approved laboratory, if necessary.

All travel, lodging, and related charges are the agency's responsibility.

(Authorized Signature & Seal)