



**NATIONAL PRODUCTIVITY COUNCIL
HQ, Delhi**

Advertisement for Request for Quotation for carrying out survey and measurement of Energy Efficient installations (namely tube lights, fans & ACs) in the PWD buildings located across 11 divisions in the state of Maharashtra.

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 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

Energy Management (EM) Division of NPC offers Consultancy / Training services since 1964. NPC has core strength of 30 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 Programmers for Senior, Middle and Shop Floor Level Executives.
- Technological Up gradation 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. 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. Agency/vendors that have downloaded the tender from the NPC website 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 5. 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:

Shri K.D. Bhardwaj, Director, HQ Delhi
National Productivity Council
Utpadakta Bhavan
5-6 Institutional Area
Lodhi Road, New Delhi – 110003

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

1. **Shri Prashant Srivastava**
Deputy Director, Energy Management Group (HQ Delhi)
2. **Shri Jitendra Srivastava**
Assistant Director, Energy Management Group (HQ Delhi)
Email: - emgroup.hq@npcindia.gov.in
Ph: - 011-24607311/351

c) Important Dates:

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

CRITICAL DATE SHEET

Published Date	07th September 2022
Submission Start Date& Time	08th September 2022 from 11:00 Hrs.
Submission End Date& Time	12th September 2022 from 15:00 Hrs.
Financial Bid Opening Date& Time	13th September 2022 from 14:00 Hrs

6. Proposal Submission Process;

- i. 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 in Annexure-I and supporting documents.
- iii. The Financial quotations to contain only the Annexure-II.
- 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 emgroup.hq@npcindia.gov.in on or before the specified date and time.**
- vi. **After Bid Submission end date and time on successful qualifying the technical evaluation process, NPC will request (vide email: emgroup.hq@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 separately.
- ii. **All Travel (TO/FRO), lodging charges should be in the scope of Vendor/agency.**
- 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.**
- vii. All the information collected during the process of study is strictly confidential and no part of the work to be reported anywhere.
- viii. All the safety protocols/ insurance during work at site will be under vendor scope.

Section-2 Support to be provided to NPC

- NPC HQ Delhi intends to carry out physical survey and measurement of Energy Efficient installations (namely tube lights, fans & ACs) in the 60 PWD buildings located across 11 divisions in the state of Maharashtra. Division wise details of the buildings are as follows:

Electrical Division	District	Buildings	20 W LED Tube Light	50 W Ceiling FAN	1.5 T AC Split Type
Central	Mumbai	Building-1	1		16
		Building-2	5	2	
North Mumbai	Bandra	Building-1			1
	Mumbai Sub-urb	Building-1	81	38	
		Building-2	84	32	
		Building-3	10	7	
South Mumbai	Mumbai	Building-4	80		
		Building-1	45	25	
		Building-2	32	15	
Agriculture	Aarey Goregaon	Building-3	7	3	
		Building-1	5	1	
		Building-2	2	2	
Thane	Thane	Building-1	57	51	3
		Building-2	32	19	2
	Raigad	Building-1	39	22	
		Building-2	39	10	
	Ratnagiri	Building-1	31	13	
		Building-2	37	10	
Pune	Solapur	Building-1	92	42	
	Pune	Building-1	70	20	
Kolhapur	Kolhapur	Building-1	9	3	1
		Building-2	44	16	1
		Building-3	22	8	1
	Sangli	Building-1	7	2	1
		Building-2	42	55	
		Building-3	74	39	
	Satara	Building-1	43	4	
		Building-2	11	1	
		Building-3	17		
		Building-4	16		
Osmanabad	Latur	Building-1	35	26	
		Building-2	35	32	
		Building-3	29	23	
		Building-4		34	
	Osmanabad	Building-1	27		
		Building-2	19		

Electrical Division	District	Buildings	20 W LED Tube Light	50 W Ceiling FAN	1.5 T AC Split Type
	Nanded	Building-1	8		
Aurangabad	Jalna	Building-1	108	60	4
	Beed	Building-1	49	30	1
		Building-2	22	10	
		Building-3	40	25	
		Building-4	30	26	
	Parbhani	Building-1	44	23	
	Aurangabad	Building-1	38	11	
		Building-2	15	29	
		Building-3	89	30	
		Building-4	144	66	
Nashik	Nashik	Building-1	83	24	2
		Building-2		30	
		Building-3	78	43	
		Building-4	68	18	
	Nandurbar	Building-1	47	23	
		Building-2	96	64	
Amravati	Amravati	Building-1	85	50	3
		Building-2		35	3
		Building-3	20	84	
		Building-4	87		
	Buldhana	Building-1	72	28	3
		Building-2		25	
		Building-3	31		
	Yavatmal	Building-1	85		
Building-2		79	46		
Total			2597	1335	42

The key activities to be undertaken include the following;

- The Agency representative has to do Initial meeting with Executive Engineer of each division before the survey of the building in the division (Contact details of Executive Engineer of each division will be provided by NPC).
- Survey and measurement data has to be recorded in a pre approved format and the same has to be submitted to NPC in original format (Soft Copy too) after obtaining the signature of PWD representative of respective building.
- Actual power measurement of installations in each buildings (as provided in the above table) to be carried out to capture the energy parameters. For this purpose, Agency/vendor has to use technical qualified person with well versed with necessary power analyzer.
- Three months Electricity bills for the buildings to be collected both before and after installation of tube lights, fans & ACs (It will be provided by PWD officials).
- The Agency/vendor shall also require submitting the field measurement and other datataken during the field study (soft & hard copy both).

8. Eligibility criteria:

- 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.

I. Single phase & Three phase power analyzer

- Agency/vendor should have the experience of conducting minimum 3 nos. of detailed energy audit study/ Survey studies in last three years period and the list & supporting documents to be provided with the technical details. Agency should provide the complete detail about instruments with calibration report and information about their technical manpower.

9. 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.

10. Duration:

- Field study with report submission to be completed on within 25 days after issuing of LOA. Hence, Agency/vendor team will be required to report to the client premises within 3 days from date of awarding the work.

11. Payment & Other Terms:

- 100 % payment only after on completion of study and acceptance of report by client (unit)/NPC.

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ANNEXURE-I

Format of Application for submission of technical Proposal

1.	Name of the Company	
2.	Type of Organization (Please provide copies of Memorandum & Articles of Association, etc.)	
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.	GSTNo. (attach supporting documents)	
8.	Company or Firm PAN Number (attach supporting documents)	
9.	Details of Applicant's Account 1. Bank Name & Branch 2. Account Name 3. Account Number 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 business association / work executed /any empanelment of Similar Nature. Provide 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: (Curriculum Vita of the team members to be attached)	
14.	List the instruments in possession as per the Scope: (Attach the calibration certificates of the instruments)	
15.	Have you been blacklisted /debarred by any of the Government Undertakings/ Companies /Organizations, and if so, name of the i. Company as well as period of debarring and reasons thereof	

(Authorized Signature & Seal)

ANNEXURE-II

Format of Application for submission of Financial Proposal

SL NO.	DESCRIPTION	QUOTED AMOUNT
<u>PROFESSIONAL FEE FOR CARRYING OUT SURVEY AND MEASUREMENT OF ENERGY EFFICIENT INSTALLATIONS (NAMELY TUBE LIGHTS, FANS & ACS) IN THE PWD BUILDINGS LOCATED ACROSS 12 DIVISIONS IN THE STATE OF MAHARASHTRA.</u>		
Total Value In figures: In Words:		
Applicable Taxes (GST):		
Gross Total Value In figures: In Words:		

Send password protected file

(Authorized Signature & Seal)