



भारतीय रिज़र्व बैंक
संपदा विभाग, कानपुर

निविदा आमंत्रित करने की सूचना

भारतीय रिज़र्व बैंक, कानपुर द्वारा “कानपुर स्थित बैंक के कार्यालय भवन का ऊर्जा ऑडिट करना” के लिए दो भागों में निविदा (भाग-I और भाग-II) आमंत्रित की गई है। ई-निविदा की अनुसूची निम्नानुसार है:

क.	कार्य की अनुमानित लागत	₹ 2,38,000/- (जीएसटी सहित)
ख.	निविदा का तरीका	ऑफ़लाइन मोड। (भौतिक निविदा)
ग.	वह तिथि जिससे निविदा दस्तावेज पक्षों को उपलब्ध होंगे	24 अप्रैल 2026 से , निविदा दस्तावेज 'निविदा' शीर्षक के तहत आरबीआई की वेबसाइट https://www.rbi.org.in से डाउनलोड किया जा सकता है। सभी शुद्धिपत्र/परिशिष्ट और आगामी संचार/सूचना, यदि कोई हो, केवल भारतीय रिज़र्व बैंक की वेबसाइट पर अपलोड किए जाएंगे।
घ.	बयाना जमा राशि (ईएमडी)	₹4,760/- प्रत्येक बोलीदाता से निविदा जमा करने की अंतिम तिथि से पहले एनईएफटी के माध्यम से बैंक के खाता संख्या 186003001, आईएफएससी RBIS0KNPA01 (कृपया 0 को शून्य पढ़ें) में जमा किया जाना है और इसके प्रेषण का प्रमाण estatekanpur@rbi.org.in पर भेजा जाएगा। नोट: उद्यम पंजीकरण संख्या (उद्योग आधार ज्ञापन संख्या) वाले सूक्ष्म और लघु उद्यमों (एमएसई) को ईएमडी के भुगतान से छूट दी गई है। हालांकि, उद्यम पंजीकरण प्रमाण पत्र की एक प्रति निविदा के भाग। के साथ प्रस्तुत की जाएगी। कृपया ध्यान दें कि ईएमडी पर कोई ब्याज नहीं दिया जाएगा और सफल बोलीदाता को कार्य आदेश देने के बाद इसे असफल बोलीदाताओं को वापस कर दिया जाएगा।
ड	प्री-बिड मीटिंग की तिथि और समय	05 मई 2026 को पूर्वाह्न 11:00 बजे स्थान: संपदा विभाग, भारतीय रिज़र्व बैंक, कानपुर

च.	बोली-पूर्व बैठक के परिणाम को आरबीआई की वेबसाइट पर परिशिष्ट, शुद्धिपत्र आदि के रूप में अपलोड करने की तिथि और समय	05 मई 2026
छ.	ईएमडी जमा करने की अंतिम तिथि और समय	15 मई 2026 को दोपहर 03.00 बजे तक
ज.	तकनीकी वाणिज्यिक बोली जमा करने की आरंभिक तिथि	05 मई 2026
झ.	तकनीकी वाणिज्यिक बोली (भाग I) और मूल्य बोली (भाग II) जमा करने की अंतिम तिथि	15 मई 2026 को दोपहर 03:00 बजे तक तकनीकी वाणिज्यिक बोली (भाग I) को प्रेषित ईएमडी के प्रमाण और मूल्य बोली (भाग II) के साथ, दो अलग-अलग सीलबंद लिफाफे में रखा जाएगा और दोनों लिफाफे एक ही लिफाफे में रखे जाएंगे जिसमें लिफाफे पर कार्य का नाम और निविदाकर्ता का नाम अंकित होगा। उपर्युक्त लिफाफे को भारतीय रिज़र्व बैंक, कानपुर के सम्पदा विभाग की पहली मंज़िल पर रखे गए 'कोटेशन बॉक्स' में डालकर अथवा 'कूरियर/पोस्ट' के ज़रिए जमा किया जा सकता है। 'कूरियर/पोस्ट', जमा करने की निर्धारित तिथि व समय पर अथवा उससे पहले बैंक में पहुँच जाना चाहिए।
ञ.	भाग-1 (तकनीकी-वाणिज्यिक बोली) के खुलने की तिथि और समय	15 मई 2026 को अपराह्न 03.30 बजे
ण	भाग-II - मूल्य बोलियां खोलने की तिथि और समय	पात्र बोलीदाताओं की निविदा का भाग II (मूल्य-बोली), बाद की तारीख में खोला जाएगा, जिसे पात्र बोलीदाताओं को यथासमय सूचित किया जाएगा।
त.	उत्पन्न होने वाले सभी विवाद क्षेत्राधिकार के अधीन होंगे	कानपुर, उत्तर प्रदेश
थ.	बोलियां भेजने के लिए पूर्ण पता	क्षेत्रीय निदेशक, सम्पदा विभाग, भारतीय रिज़र्व बैंक, एमजी रोड, द मॉल, कानपुर - 208001



भारतीय रिज़र्व बैंक
संपदा विभाग, कानपुर

द.	इस निविदा के संबंध में संपर्क हेतु संपर्क व्यक्तियों के नाम	नाम और पदनाम: a.) श्रीमती मानसी जैन, सहायक प्रबंधक (तक-विद्युत) मोबाइल: 7665538104 b.) श्री सागर सिंह जादौन, सहायक प्रबंधक मोबाइल: 9720994525 ईमेल आईडी: estatekanpur@rbi.org.in
1.2	क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, कानपुर बिना कोई कारण बताए किसी भी या सभी बोलियों को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखते हैं और उनके पास किसी भी नियम और शर्तों में छूट देने का अधिकार भी सुरक्षित है। किसी भी बोलीदाता के पास अपनी बोली की अस्वीकृति के लिए भारतीय रिज़र्व बैंक के विरुद्ध कार्रवाई या दावा करने का कोई कारण/अधिकार नहीं होगा।	
1.3	इस निविदा के जवाब में प्रस्तुत की गई सभी जानकारी भारतीय रिज़र्व बैंक की संपत्ति होगी और यह अपनी इच्छा पर इसकी अवधारणा का उपयोग करने के लिए स्वतंत्र है।	

आवेदन करने के इच्छुक आवेदकों को अपनी आवश्यक पात्रता के समर्थन में दस्तावेजी साक्ष्य प्रस्तुत करके बैंक को संतुष्ट करना होगा और ऐसा करने में उनकी विफलता की स्थिति में, बैंक उनकी बोलियों को अस्वीकार करने का अधिकार सुरक्षित रखता है। ईएमडी राशि के बिना निविदाएं, किसी भी परिस्थिति में स्वीकार नहीं की जाएंगी।

बैंक, सबसे कम निविदा को स्वीकार करने के लिए बाध्य नहीं है और किसी भी निविदा को पूर्ण या आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक, बिना कोई कारण बताए, सभी निविदाओं को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

निविदा में कोई भी परिवर्तन/शुद्धिपत्र, अगर भविष्य में जारी किया जाता है, तो उसकी सूचना केवल आरबीआई वेबसाइट पर दी जाएगी और उसे समाचार पत्र में प्रकाशित नहीं किया जाएगा।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
कानपुर



**Reserve Bank of India
Estate Department
Kanpur**

**Quotation for
Conducting Energy Audit of Bank's Office Building
at Reserve Bank of India Kanpur Regional Office , Kanpur**

PART I

Name of the Quotationer: _____

Address: _____

Due Date of Submission : May 15, 2026 till 15:00 Hrs

Date of opening of Part I of Quotation : May 15, 2026 at 15:30Hrs

Venue : Estate Department

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Section I
Form of Quotation

Place _____

Date _____

To,

The Regional Director
Estate Department,
Reserve Bank of India
Kanpur

Dear Sir,

We have carefully examined the specifications, designs and schedule of quantities relating to the Energy Audit specified in the memorandum hereinafter set out and having visited and examined the site of the Energy Audit as specified in the said memorandum and having acquired the requisite information relating thereto as affecting the Quotation. We hereby offer to conduct the Energy Audit as specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with specifications, designs and instructions in writing referred to in articles of agreement, general instructions to the Quotationers and special conditions, conditions hereinbefore referred to, specifications, data sheet and schedule of quantities and with such equipments as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a)	Description of works	Conducting Energy Audit of Bank's Office Building at Reserve Bank of India Kanpur Regional Office , Kanpur
(b)	Estimated cost	Rs. 2,38,000/- (inclusive of 18% GST)
(c)	Terms of payment	As per clause 13 of Commercial Conditions (section III)
(d)	Earnest Money	Rs. 4760/- from each bidder to be deposited to Bank's account no. 186003001 IFSC RBIS0KNPA01, (Please read 0 as zero) through NEFT before last date of submission of Quotation and its proof of remittance shall be sent to estatekanpur@rbi.org.in Please mention UTR transection details while applying in the given format. Note: Kindly mention your name/ company name in the NEFT Transaction remarks No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, Kanpur. MSEs are exempted from submission of EMD subject to submission of MSE Registration certificate.
(e)	Time allowed for completion of work.	30 days from 14 th day of issue of work order

2. We also agree that our Quotation will remain valid for acceptance by the Bank for 90 days from the date of opening of Part I of the Quotation and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.
3. Should this Quotation be accepted, I/we hereby agree to abide by and fulfill all the Terms and Conditions of the Quotation and in default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the Quotation together with the written acceptance of the Contract.
4. I/We understand that you reserve the right to accept or reject any or all the Quotation either in full or in part without assigning any reason therefor. We have deposited a sum of 4760/- as earnest money with the Reserve Bank of India, which amount is not to bear any interest. Should we fail to execute the Contract when called upon to do so, we do hereby agree that this sum shall be forfeited by the Reserve Bank of India.
5. **The Quotation is submitted in two parts in separate each sealed envelopes as under:**
 - Part I shall have EMD and all commercial terms and conditions and technical particulars
 - Part II shall have the Price Bid in sealed cover in the Bank's proforma.

Dated this _____ day of _____ 2026

For and on behalf of M/s _____

(Signature with seal)

Name _____
 Designation _____
 Place _____
 Date _____

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses

(1) Signature with
 Name, address and date _____

(2) Signature with
 Name, address and date _____

Section II

Articles of Agreement

करार (सफल निविदाकार से)

ARTICLES OF AGREEMENT (for successful bidder)

(On Rs 100/- stamp paper)

यह समझौता अनुबंध भारतीय रिजर्व बैंक, कानपुर)जिसके बाद बैंक कहा जाएगा (और _____ के मध्य दिनांक _____ को) इसके बाद " ठेकेदार "कहा जाएगा(निष्पादित किया गया।

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, Kanpur (hereafter called "The Bank") of the one part and _____ (thereinafter called "the Contractor") of the other part.

जहां _____ बैंक _____ वांछित _____ है, (_____) और किए गए कार्य का विशिष्ट वर्णन करें।

WHEREAS The Bank is desirous of (_____) and has caused specifications describing the works to be done.

और उक्त विशिष्टताओं के अनुसार, मात्रा और रेखाचित्रों की अनुसूची पर या पार्टियों की ओर से हस्ताक्षर किए गए हैं।

AND WHEREAS the said specifications, the Schedule of Quantities and drawings have been signed by or on behalf of the parties hereto.

और ठेकेदार ने इसके आगे उल्लिखित शर्तों तथा परिणाम की अनुसूची तथा ठेके की शर्तें (जिन्हे) इसके आगे सामग्री रूप से "उक्त शर्तें" कहा गया है) के अधीन उक्त आरेखनों में दर्शाये गए और/या उक्त विनिर्देशों में वर्णित तथा परिणाम की अनुसूची में सम्मिलित निर्माण कार्य को उनमें निर्दिष्ट दरों के अनुसार हिसाब लगाई गयी कुल राशि पर या ऐसी अन्य राशि पर , जो उनके अधीन देय हो (जिसे इसके आगे "उक्त ठेके की राशि" कहा गया है) निष्पादित करना स्वीकार किया है।

AND WHEREAS the Auditor has agreed to execute upon the subject to the Conditions set forth herein and to the Conditions set forth in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said drawings and/or described in the said specification and included in the Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable thereunder (**hereinafter referred to as 'the said Contract Amount'**).

अब इस बात पर निम्न तरह से सहमति है:

NOW IT IS HEREBY AGREED AS FOLLOWS:

1	<p>उक्त शर्तों में निर्दिष्ट अवधियों में और प्रणाली से देय ठेके की राशि के बदले ठेकेदार उक्त शर्तों पर तथा उनके अधीन और उक्त आरेखनों में दर्शित तथा उक्त विनिर्देशों एवं परिमाणों की अनुसूची में उल्लिखित निर्माण कार्य निष्पादित करेगा और पूरा करेगा। In consideration of said Contract Amount to be paid at the times and in the manner set forth in the said conditions, the Auditor shall upon and subject to the said Conditions execute and complete the work shown upon the said Drawings and described in the said Drawings and described in the said Specifications and the Schedule of Quantities.</p>
2	<p>बैंक ठेकेदार को उक्त शर्तों में निर्दिष्ट अवधियों में तथा उनमें निर्दिष्ट प्रणाली से उक्त ठेके की राशि या ऐसी कोई अन्य राशि, जो देय हो जाए, अदा करेगा। The Bank shall pay the Auditor the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said conditions.</p>
3	<p>उक्त शर्तों को और उनके परिशिष्ट को इस करार के भाग के साथ पढ़ा जाएगा तथा इस करार से संबन्धित पक्ष उक्त शर्तों का क्रपशः पालन करेंगे, अपने-आपको उनके अधीन मानेंगे तथा उसमें उल्लिखित शर्तों के अधीन अपनी और से करार का निष्पादन करेंगे। The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.</p>
4	<p>इसमें उल्लिखित नक्शे, करार और प्रलेख इस संविदा के आधार माने जायेंगे। The plans, agreement and documents mentioned herein shall form the basis of this Contract.</p>
5	<p>यह संविदा न तो निर्धारित एकमुश्त राशि की संविदा है और न ही फूटकर कार्य की संविदा, परंतु यह सम्पूर्ण"</p> <p>" के संबंध में कार्य को पूरा करने की संविदा है जिसके लिए दरों की अनुसूची तथा संभाव्य परिमाणों में उल्लिखित दरों पर या उक्त शर्तों में निर्दिष्ट दरों पर वस्तुतः हिसाब लगायी गयी मात्राओं के अनुसार अदायगी की जाएगी। कार्य आदेश संख्या _____ इस समझौते का हिस्सा होगा।</p> <p>This Contract is neither a fixed/ Lump sum Contract nor a Piece work Contract but is a Contract to carry out the “_____ (Name of work) _____” to be paid for according to actual measured quantities at the rates contained in the Schedule of Rates and Probable quantities or as provided in the said Conditions. Work order No _____ shall form part of this agreement.</p>
6	<p>अनुबंध में दिये अनुसार ठेकेदार को सिविल संबंधी सभी कार्यों हेतु वाजिब सुविधा वहन करनी होगी एवं ऐसे कार्यों के पूरा होने के बाद दीवारों, फर्श आदि को हुये नुकसान को ठीक</p>

	करना होगा। The Auditor shall afford every reasonable facility for the carrying out of all works relating to civil works and other ancillary works in the manner laid down in the said Conditions, and shall make good any damages done to walls, floors etc. after the completion of such works.
7	बैंक इस अनुबंध में बिना किसी पूर्वाग्रह के किए जानेवाले कार्य में किसी भी मद को जोड़ने या हटाने एवं ड्रॉइंग और कार्य की प्रकृति को बदलने का अधिकार रखता है। The Bank reserves to itself the right of altering the Drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.
8	समय को इस अनुबंध के महत्वपूर्ण कारक के रूप में माना जाएगा, और ठेकेदार साइट को सौंपने के तुरंत बाद या औपचारिक कार्य आदेश जारी होने के 14 दिनों के बाद जो भी बाद में हो दी गई शर्तों एवं समय विस्तार के प्रावधानों के अनुसार दी गई शर्तों के अनुसार कार्य पूर्ण करेगा एवं समय विस्तार के लिखित प्रावधानों के अधीन है। Time shall be considered as one of the important factor of this Contract, and the Auditor hereby agrees to commence the work soon after the site is handed over to him or from 14 th day after the day of issue of formal works order as provided for in the said Conditions, whichever is later, and to complete the entire work as provided in said condition , subject nevertheless to the provisions for extension of time in writing by such form(i.e by way of a deed of agreement or by exchange of letters/emails)as may be mutually decided by the parties..
9	इस अनुबंध के तहत बैंक द्वारा सभी भुगतान केवल कानपुर में किए जाएंगे। All payments by The Bank under this Contract will be made only at Kanpur.
10	इस समझौते से जुड़े या किसी भी तरह से उत्पन्न होने वाले सभी विवादों को जयपुर में उत्पन्न माना जाएगा और इनका निपटान केवल जयपुर में न्यायालयों के ही अधिकार क्षेत्र में होगा। All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Kanpur and only Courts in Kanpur shall have jurisdiction to determine the same.
11	इस संविदा के विभिन्न अंशों को ठेकेदार ने पढ़ लिया है तथा उन्हें पूर्ण रूप से समझ लिया है। That the several parts of this Contract have been read by the Auditor and fully understood by the Auditor.
12	गैर-प्रकटीकरण खंड : ठेकेदार बैंक ,के बुनियादी ढांचे/प्रणालियों/उपकरणों आदि की प्रत्यक्ष या अप्रत्यक्ष रूप से किसी भी जानकारी, सामग्री और विवरण का किसी तीसरे पक्ष को खुलासा नहीं करेगा, जो इस समझौते के संबंध में अपने संविदात्मक दायित्वों के निर्वहन के दौरान ठेकेदार के कब्जे या ज्ञान के पास आ सकता है, और हर समय इस पर विश्वास रखेगा। ठेकेदार सिवाय इसके तहत दायित्वों को पूरा करने या लागू कानूनों का पालन करने के लिए आवश्यक सीमा के अलावा अनुबंध के विवरण को वैयक्त और गोपनीय मानेगा। ठेकेदार नियोक्ता की पिछली लिखित सहमति के बिना किसी भी व्यापार या तकनीकी पत्र या अन्य जगहों पर कार्यों के किसी भी विवरण का खुलासा, प्रकाशित होने की अनुमति

नहीं देगा। ठेकेदार किसी भी गोपनीय जानकारी के प्रकटीकरण के परिणामस्वरूप नियोक्ता को होने वाले किसी भी नुकसान के लिए नियोक्ता को क्षतिपूर्ति करेगा। उपर्युक्त का पालन करने में विफलता को ठेकेदार की ओर से अनुबंध का उल्लंघन माना जाएगा और नियोक्ता नुकसान का दावा करने और कानूनी उपचारों को आगे बढ़ाने का हकदार होगा। ठेकेदार अपने कर्मचारियों के मध्य सभी उचित कार्रवाई करेगा ताकि यह सुनिश्चित किया जा सके कि इस समझौते के तहत गोपनीय सूचनाओं का प्रकटीकरण न करने के दायित्व पूरी तरह से संतुष्ट हों। गैर-प्रकटीकरण और गोपनीयता के संबंध में ठेकेदार के दायित्व किसी भी कारण से इस समझौते की समाप्ति या इस समझौते के टर्मिनेशन के बाद भी बने रहेंगे।

Non-Disclosure clause: The Auditor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Auditor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Auditor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Auditor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Auditor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Auditor and the Employer shall be entitled to claim damages and pursue legal remedies. The Auditor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Auditor's obligations with respect to non-disclosure and confidentiality will survive even after the expiry or termination of this agreement for whatever reason.

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यौन उत्पीड़न की रोकथाम संबंधी उपबंध Prevention of Sexual harassment clause/

ठेकेदार/एजेंसी कार्य स्थल) रोकथाम, निषेध और निवारण (अधिनियम 2013 में महिलाओं के यौन उत्पीड़न के प्रावधान के पूर्ण अनुपालन के लिए पूरी तरह जिम्मेदार होगी। बैंक के परिसर के भीतर अपने कर्मचारी के खिलाफ यौन उत्पीड़न की किसी भी शिकायत के मामले में ठेकेदार/एजेंसी द्वारा गठित आंतरिक शिकायत समिति के समक्ष शिकायत दर्ज की जाएगी और ठेकेदार/एजेंसी शिकायत के संबंध में उक्त अधिनियम के तहत उचित कार्रवाई सुनिश्चित करेगी। बैंक के किसी भी कर्मचारी के खिलाफ ठेकेदार के किसी भी गंभीर कर्मचारी से यौन उत्पीड़न की किसी भी शिकायत का बैंक द्वारा गठित क्षेत्रीय शिकायत समिति द्वारा संज्ञान लिया जाएगा। यदि ठेकेदार के कर्मचारी द्वारा यौन हिंसा साबित हो जाती है, तो ठेकेदार किसी भी मौद्रिक मुआवजे के लिए जिम्मेदार होगा, जिसे घटना में कर्मचारी शामिल होने की स्थिति में भुगतान करने की आवश्यकता हो

	<p>सकती है। ठेकेदार अपने कर्मचारी को कार्यस्थल पर यौन उत्पीड़न की रोकथाम और संबंधित मुद्दे के बारे में शिक्षित करने के लिए जिम्मेदार होगा।</p> <p>The auditor/Agency shall be solely responsible for full compliance with the provision of “the sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act 2013”. In case of any complaint of sexual harassment against its employee within the premises of Bank, complaint will be filed before the Internal complaint committee constituted by the Auditor/Agency and the Auditor/Agency shall ensure appropriate action under the said Act in respect to the complaint. Any complaint of sexual harassment from any aggravated employee of the auditor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Auditor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee, if sexual violence by the employee of the auditor is proved. The auditor shall be responsible for educating its employee about prevention of sexual harassment at work place and related issue.</p>
14.	<p>अप्रत्याशित घटना: यदि कोई भी पक्ष अपने नियंत्रण से परे किसी घटना के घटित होने के कारण इस समझौते के तहत अपने दायित्वों को निभाने में असमर्थ है (जैसे कि ईश्वर के कार्य, युद्ध जैसी स्थितियाँ, दंगे, श्रमिक हड़ताल, सरकारी कार्य, भूकंप, चक्रवात, आंधी, और अन्य प्राकृतिक आपदाएँ, आदि), उस पक्ष को इस अनुबंध के अंतर्गत चूककर्ता नहीं माना जाएगा। प्रत्येक पक्ष जारी रखने के लिए इस समझौते के तहत प्रदर्शन को सक्षम करने के लिए सभी उचित प्रयासों का उपयोग करने के लिए सहमत है। यदि अप्रत्याशित घटना के कारण गैर-प्रदर्शन की अवधि 30 दिनों से अधिक हो जाती है, तो जिस पार्टी की प्रदर्शन करने की क्षमता इतनी प्रभावित नहीं हुई है, वह लिखित नोटिस देकर इस समझौते को समाप्त कर सकती है।</p> <p>Force Majeure: If either party is unable to perform its obligations under this Agreement due to the occurrence of an event beyond its control (such as acts of God, war like situations, riots, labour strike, government actions, earthquakes, cyclones, typhoons, and other natural calamities, etc.), that party will not be deemed to have defaulted under this Agreement. Each party agrees to use all reasonable efforts to enable performance under this Agreement to continue. If the period of non-performance due to a force majeure event exceeds 30 days, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement</p>
यदि ठेकेदार एक भागीदारी या एक व्यक्ति है If the auditor	<p>इसके साक्ष्य में बैंक तथा ठेकेदार ने इन दस्तावेजों तथा मूल प्रति पर इसके ऊपर उल्लेखित दिन और वर्ष में हस्ताक्षर किए हैं।</p> <p>IN WITNESS WHEREOF The Bank and the Auditor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written.</p>

is a Partnership or an Individual	
यदि ठेकेदार एक कंपनी है If the auditor is a Company	इसके साक्ष्य में बैंक ने अपने विधिवत प्राधिकृत किये हैं और ठेकेदार ने इन पर तथा उक्त दोनों प्रतिलिपियों पर अपनी नियमित मोहर लगवाई है/इसके पहले उक्त दिनांक और वर्ष को अपनी ओर से इन दस्तावेजों तथा उक्त दो प्रतिलिपियों का निष्पादन करवाया है। IN WITNESS WHEREOF The Bank has set its hand to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicate/has caused these presents and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.

Signature Clause

SIGNED AND DELIVERED by the Reserve Bank of India by the hand of
Shri
(name and designation)

.....
..... in the presence of

(1)
Address

(2)
Address

.....
.....
.....

Witnesses

SIGNED AND DELIVERED BY If the part is a partnership firm or any individual should be signed by all or on behalf of all the partners.

(1)
Address

.....
.....

2)

.....
..
Address

.....
.....
.....

If the Contractor signs under its common Seal the signature clause should tally with their sealing clause in the Articles of Associations.

Witnesses

THE COMMON SEAL OF

Was hereunto affixed pursuant to the resolutions passed

By its Board of Directors at the meeting held on

.....
.....
.....
.....

In the presence of

(1)

.....

.....
(2)

.....

.....
Directors who have signed these presents in taken thereof in the presence of

(1)

.....

(2)

.....

SIGNED AND DELIVERED BY the Contractor by the hand Of Shri

.....

and duly constituted attorney.

The Contractor is signing by the hand of power of attorney whether a company or individual.

The Contractor is signing by the hand of power of attorney whether a company or individual.

Section III

Commercial Conditions

1. Sealed Quotations are invited from Energy Auditors for conducting Energy Audit in Bank's office buildings and its residential colonies at Kanpur.
2. **Eligibility:**
 - a. The intending tenderer for energy audit should be **qualified accredited energy auditor** by Bureau of Energy Efficiency. In support of the above, the firms should submit the **letter of accreditation** issued by Bureau of Energy Efficiency.
3. **Earnest Money Deposit (EMD):** The Earnest Money Deposit shall be paid by the each bidder and it is to be deposited to Bank's account no. **186003001 IFSC RBIS0KNPA01** , (Please read 0 as zero) through NEFT before last date of submission of Quotation and its proof of remittance shall be sent to estatekanpur@rbi.org.in.
4. The proof of EMD shall be submitted along with Part I of the Quotation. The Quotations submitted without EMD will be rejected by the Bank. However, MSE registered firms are exempted from submission of EMD. The proof for registration as MSE firm has to be attached with Part 1 of the Quotation; otherwise the bid will be rejected by the Bank.
5. The Quotation documents shall be available on RBI website. All corrigendum, addendum and further communication shall be uploaded on website only in "Quotation" section .The Quotations and EMD for the above work shall be submitted in **hard copy** in separate sealed covers addressed to The Regional Director, Reserve Bank of India, Estate Department, Mahatma Gandhi Marg, Post box no. 82/142 Mall Road Kanpur (UP)208001 ,so as to reach here not later than 15:00 hours on May 15, 2026. Part I in one cover super scribing as "**Conducting Energy Audit in Bank's office buildings at Reserve Bank of India Kanpur Regional Office ,Kanpur- Part-1**" Please note that prices should not be indicated in the Part I/ Techno – Commercial Bid. Part I in one cover super scribing as "**Conducting Energy Audit in Bank's office buildings at Reserve Bank of India Kanpur Regional Office ,Kanpur - Part-II**" Both envelopes (Part 1 & 2) are to be kept in single sealed cover super scribed with "**Conducting Energy Audit in Bank's office buildings at Reserve Bank of India Kanpur Regional Office ,Kanpur**"
6. Part-I of the Quotations will be opened on the same day at 15:30 Hrs on May 15, 2026.
7. Part-II of the Quotations will be opened on a subsequent date under intimation to all the Quotationers. Quotationers are advised to use only the forms supplied by the Bank and not to use any other forms. The forms can be downloaded from "Quotations"

section in RBI website www.rbi.org.in Incomplete Quotations are liable for rejection. No terms and conditions or any other information/ enclosures shall be included in Quotation Part-II.

8. The Quotations shall be valid for acceptance by the Bank for a period of 90 days from the date of opening of Quotation Part-I and shall be extended by such period as may be mutually agreed to.
9. Quotationer may communicate through email: estatekanpur@rbi.org.in or telephonically on following numbers during office hours (9:30a.m. to 5:30 p.m.) 0512-2303830/31/32/34/35/36/37 Ext. No-5009,5008.
10. **Prices:** The price quoted for the work shall be firm till completion of the work and the final price quoted shall include GST as applicable and cost of transportation/accommodation etc. of the equipments and persons deputed.
 - a) If, in the price quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Bank feels that the bidder has made a mistake in placing the decimal point in the unit price, in this case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
 - b) If there is an error in a total price, which has been worked out through addition and / or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
 - c) In case of any item rate are not filled / found blank. Bank shall take highest quoted rates among the bidders for evaluation for such item rates and lowest quoted rates shall be payable to bidder for such item, in case this bidder is declared L1 bidder.
 - d) In case of more than one L1 bidders, Bank may further obtain discounts on already quoted amount in sealed envelopes to determine L1 bidder.
11. This contract is a fixed lump sum contract in respect of the entire Energy Auditing and to be paid for according to, at the rates contained in the schedule of rates and as provided in the said conditions.
12. The employer reserve to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this contract. However, the Auditor shall not be entitled to any payment for the works done exceeding the Quotation quantities unless specifically approved in writing by the Bank's engineer.
13. **Time or Completion Period** : The work is the essence of the project. The work including site survey, data collection/measurements and report (3 copies) shall be completed in 30 days from 14th day of issue of work order .
14. **Terms of payment**

The following terms of payment shall be applicable for the work:

- i) 80% of the quoted amount after completion of Energy Audit and submission of draft reports to the Bank
- ii) Balance 20% of the quoted amount on submission of the final report (3 copies) in hard copy to the Bank.

All payments for the work will be made after statutory deductions.

15. **Liquidated Damages:** If work does not complete within stipulated time period as mentioned clause 13 liquidity damage of Rs.85/- per day and maximum up to 10% of contract amount.

16. All disputes arising out of or in way connected with this Agreement shall be deemed to have arisen at Kanpur and only courts in Kanpur shall have the jurisdiction to determine the same.

17. The Reserve Bank of India does not bind itself to accept the lowest or any Quotation and reserves to itself the right to accept or reject any or all the Quotations, either in whole or in part, without assigning any reasons for doing so.

18. On receipt of intimation from the employer of the acceptance of his/ their Quotation, the successful Quotationer shall be bound to sign the formal contract and within fourteen days thereof, the successful Quotationer shall sign an agreement in accordance with the draft agreement and the schedule of conditions but the written acceptance by the Reserve Bank of India of a Quotation will constitute a binding contract between the RBI and the person so Quotationing, whether such formal Agreement is or is not subsequently executed. The cost of necessary stamp paper for execution of the agreement shall be borne by the successful Quotationer.

19. If the Auditor being individual or a firm commits any act of insolvency or shall be adjudged an Insolvent or being an incorporated company shall have an order for compulsory winding up made against it or pass an effective resolution for winding up voluntarily or subject to supervision of the court and official Assignee or liquidator in such acts of solvency or winding up, as the case may be, shall be unable within seven days after notice of him requiring him to do so, to show to the reasonable satisfaction of the employer that he is able to carry out and fulfill the contract and to give security therefore, if so required by the employer.

Or if the Contractor (whether an individual, firm or Incorporated Company) shall suffer execution or other process of Court attaching property to be issued against the Contractor.

20. A bidder is liable for debarment/disqualification from bidding on the following grounds:

- i. If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity:
 - a. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - b. any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
 - c. any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
 - d. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
 - e. any financial or business transactions between the bidder and any official of the procuring entity related to Quotation or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.
 - f. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - g. obstruction of any investigation or auditing of a procurement process.
 - h. making false declaration or providing false information for participation in a Quotation process or to secure a contract.
 - i. failed to disclose conflict of interest failed to disclose any previous transgressions made in respect of the provisions of sub clause.
 - j. with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.
- ii. For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide terms of the Quotation etc.
- iii. If the bidder has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for 12 causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

21. Sexual Harassment Clause-The auditor/Agency shall be solely responsible for full compliance with the provision of “the sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act 2013”. In case of any complaint of sexual harassment against its employee within the premises of Bank, complaint will be filed before the Internal complaint committee constituted by the Auditor/Agency and the Auditor/Agency shall ensure appropriate action under the said Act in respect to the complaint. Any complaint of sexual harassment from any aggravated employee of the auditor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Auditor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee, if sexual violence by the employee of the auditor is

proved. The auditor shall be responsible for educating its employee about prevention of sexual harassment at work place and related issue.

22. Non-Disclosure clause: The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Employer shall be entitled to claim damages and pursue legal remedies. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive even after the expiry or termination of this agreement for whatever reason.

23. Force Majeure: If either party is unable to perform its obligations under this Agreement due to the occurrence of an event beyond its control (such as acts of God, war like situations, riots, labour strike, government actions, earthquakes, cyclones, typhoons, and other natural calamities, etc.), that party will not be deemed to have defaulted under this Agreement. Each party agrees to use all reasonable efforts to enable performance under this Agreement to continue. If the period of non-performance due to a force majeure event exceeds 30 days, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Agreement.

Date:

Signature of Quotationer

Place:

Name and Address

Section IV
Section to be filled by the Quotationer

A. Details of Quotationer-

1.	Composition of the firm (Whether partnership / proprietorship /Public Ltd.)	
2	Names of the proprietor/ partners / Directors of the firm	
3.	GST Number	

4.	Address of the Firm	
	Telephone	
	Email	
	Mobile Nos:	

B. List of clients

(For whom similar scope has been completed in the last 5 years)
Eligible work orders to be attached

Sr. No.	Details	Name of client (1)	Name of client (2)	Name of client (3)
1	Address, fax and telephone numbers			
2	Establishment name, location and address.			
3	Brief details of the work			
4	Date of award of contract			
5	Date of completion of work			
6	Whether the Establishment is with central air-conditioning system			

Date:

Signature of Quotationer

Place:

Name and Address

Section V

Terms and Conditions and scope of work

Introduction

Reserve Bank of India **Kanpur** is desirous of undertaking Energy audit of the Electrical/Electromechanical installations provided in the office building at **Kanpur**. The

office building receives power supply at **11 KV** from the Electricity supply authorities. In addition, diesel generator sets of suitable capacities have been installed to meet critical applications during power outages.

Objective

- The objective of energy audit is to have Energy Performance Assessment of equipments and utilities in the electrical sub-station, Electric power distribution network, HVAC systems, Electric motors and drives, Fans and blowers, Water pumping systems, UPS systems, Lighting systems, Diesel generator sets etc. including study of energy consumption pattern and management of power demand in the building .
- Based on the above observations, to identify opportunities for energy saving and to have recommendations for the same along with cost benefit analysis.

Details of electrical supply distribution of Office:

- The office building receives 11 KV power supply from Electric Supply authorities which is step down to 415 V using transformers in office premises for further distribution to various electrical loads.
- Additionally, diesel generator sets of appropriate ratings are provided to cater essential applications during power outages like lighting, SBS machines, compressors etc.
- The building is ventilated, and air conditioned with chillers and cooling towers during summers and hot water generators during winters.
- UPS systems is also provided for critical area needs and for the load where power disruption is not permitted like computers, servers, CVPS etc.

Equipment details:

The major list of equipment/ electric installations for which energy audit is to be conducted are detailed below:

1.	Building description	Built up area -4530sqm; Main building -3 floors(B,G,1) and Annexi building –3 floors (G,1,2) Old building-2 floors
2.	Sanctioned load; contract Demand	1000KVA
3.	Power supply	HT11 KV which is step down to 415 V

4.	Transformers	2 nos; 1000 KVA each; Off load tap changer; AN
5.	DG sets	750 KVA-1 no, 400 KVA-2 no
6.	LT panels and capacitor panels	HT panel; Non-DG set load panel; AC plant Panel; Emergency panels; APFC panels, AMF panels for lighting and other loads
7.	HVAC Plant	250 TR; 2nos; screw chilled centrifugal compressor
8.	Air Handling Units	19 nos; 14000-24000 CFM
9.	Chilled water pumps	30HP; 3 nos
10.	Condenser water pumps	40HP; 3 nos
11.	Cooling Tower	300 TR; 2nos
12.	Hot water generator	1 Nos 300 KW
13.	Air conditioners	Split, window, Precision, tower; Packaged ductable units
14.7	UPS	2x120 KVA ; 1x40 KVA
15.	Lifts	3 nos of 1088 Kg; 2 nos of 2500Kg
16.8	Firefighting system	Diesel Pump(80 Hp) ; Jockey Pump(15 Hp); Electric Pump
17.	Special equipment	SBS, CVPS , Kitchen equipment, water pumps, overhead pumps, LED Lighting, Fans, coolers

Terms & conditions

A. Equipments/measuring instruments

- i) All the equipment /instruments required for site measurements for carrying out the energy audit will have to be arranged by the firm without any extra payment to the Bank.

The firm should have the following minimum equipment /instruments for energy audit:

1. Three-phase Power analyser
2. Ultra sonic flow meter
3. Pressure gauges
4. Thermometers
5. Anemometers
6. Thermography camera
7. Harmonic Analyzer .

- ii) All testing instruments/meters shall be accompanied with valid calibration certificate.
- iii) The site measurements should be recorded in the presence of Bank's personnel.
- iv) The work must be carried out in a working office building without causing inconvenience to normal working of the Bank. No power shutdown shall be provided during office hours. Power shutdown required for the work shall be given on holidays and after office hours at the discretion of bank. No extra claims shall be admissible later these grounds.
- v) The firm should deploy only qualified and experienced Engineers/Technicians having requisite license to carry out such works. Utmost care shall be exercised by the firm in carrying out the work to ensure that no damage is caused to persons and properties. The bank will not be liable for any injury or damage to persons and any such happening will be entirely the responsibility of the firm.
- vi) Bank will not provide any kind of assistance in the form of men/material and the firm will have to make their own arrangement for all assistance.

Scope of Work:

A. Methodology:

Energy audit activities shall include the following:

- a) **Pre Audit:** Meeting with Bank's technical team, Visual inspection of the site & verification of various documents regarding energy consumption and electrical installation.
- b) **Audit:** Auditing and performance analysis to determine the condition of electrical installation as detailed below.
- c) Submission of **Draft report** to Bank and discuss the report with Bank's representative.
- d) Submission of **Final report** to Bank after incorporating the changes as per discussions with the Bank.

B. Equipment details:

The energy audit of the electrical/electromechanical installation as detailed in [annexure-I](#) shall be conducted. The major list of equipment is as under:

- a. Electricity Supply and Distribution

- b. Air Conditioning System
- c. Air Handling Units
- d. Split / Package Air Conditioners
- e. UPS
- f. Lighting
- g. Kitchen Equipment's
- h. Water Pumps
- i. Lifts,
- j. DG sets
- k. Cooling Towers.
- l. Any other existing electrical system not mentioned above but necessary to consider for complete the Energy audit report.

C. The energy audit of the electrical installation shall cover the following activities:

i) Building Energy Bills Analysis

Analysis of energy consumption pattern in the building with respect to peak demand, load pattern, power factor for the last 3 years.

ii) Electricity Supply and Distribution network-

Distribution Transformers

Study and analysis of the utility pattern of transformer(s), checking no load loss of the transformers, measuring all Day Efficiency for each transformer etc,.

LT Distribution Panels

- General inspection of the LT distribution panel(s) for its maintenance and working including checking all the meters mounted on it.
- Performing thermography for the cable termination wherever required and analysis of the observations.
- Measurement and analysis of demand and power factor, suggestions to reduce the demand and improve the power factor.
- Study on Metering system and suggestion for improvement.
- Study on V, I, KW fluctuation and profiling, V & I imbalances in the network.
- Detailed examination of the existing energy use of the facility with break up.

- Study and examination of use of electric energy, cost balance with break up.
- Performance evaluation of installed capacitors to ensure deliverance of desired output, level of losses, management of system power factor and operation of capacitors.

iii) **Air Conditioning systems-**

Centralised Air Conditioning System

Performance evaluation of existing central air conditioning system(s) in all the areas, measurement and analysis of indoor temperatures and suggest optimising the energy utilisation.

Chillers -

- Measuring all the operating parameters such as water flow (If the actual flow found to be in variation with the designed flow, the same needs to be adjusted to match designed flow before taking observations) inlet & out water temperatures, gas suction & discharge pressure, Power Consumption etc. after stabilising the parameters.
- Calculation of operating Input KW per TR (IKW / TR) of Chillers at minimum three different available load conditions for each chiller.
- Comparison of actual parameters with the design values, and suggestion for corrective actions to be implemented.

Pumps –

- Measuring all the operating parameter such as water flow, suction & discharge head, power consumption etc.
- Performance Evaluation of chilled water & Condenser water pumps and compare the same with the design or generally expected efficiency of such pumps.

Cooling Towers –

- Measurement of various parameters for cooling tower fans, water flow rate, air flow rate, dry bulb temperature (DBT) wet bulb temperature (WBT) sump temperature, relative humidity etc.
- Evaluation of cooling tower performance (Range, approach, and effectiveness) and comparing it with designed data.

Air Handling Units

- Measurement of airflow, Relative Humidity(RH), Supply air temperature (Tsa), Return air temperature (Tra), Chilled Water Inlet and outlet temperature i.e. Tin, Tout through cooling coil and energy consumption of Air Handling Units (AHUs).
- Examination of Air Handling Units for air delivery capacity, capacity utilization, temperature pattern, pressure drop and operational pattern with respect to time to identify potential energy saving measures.
- Calculation of actual tonnage of AHUs and Measurement of operating zone temperatures under each unit. Comparison of actual parameters with the design values.

Package precision Air Conditioners/ packaged Ductable air conditioners / Split or window air conditioners

- Evaluation of operating Coefficient of Performance (COP) of Precision and package Air Conditioner. Identification and suggestions for performance improvement and energy saving potential.
- Calculation of actual tonnage and comparison of actual parameters with the design values and corrective actions.

iv) UPS(uninterrupted Power Supply)

Measurement and analysis UPS loading, redundancy, operating efficiency, load pattern to suggest measures for energy cost reduction, Measurement, and analysis of Harmonics as per standards.

v) Lightning and fans

- Examination of the performance of existing lighting and ventilation system in all the areas, measurement of illumination levels, etc
- To look possibilities to reduce energy use by incorporating energy efficient lighting system.
- Study of operating electrical parameters like voltage, current etc in the lightening circuits.

vi) Diesel generator sets

- General Inspection of DG set.
- The DG sets are to be tested for operational performance and parameters including fuel consumption, power generated, Voltage, Ampere, KW, KWh, KVA should be recorded during the audit.

vii) Kitchen equipment

- Examination of the performance of the existing kitchen equipments, measurement of power consumption etc to improve efficiency and optimizing power consumption.
- To look possibilities to reduce energy use by incorporating energy efficient equipment.

viii) Fire Hydrant Pumps and Domestic water pumps

Performance analysis of all major motors (above 10 HP) needs to be studied for possible energy savings opportunities by the application of following items-

- a. Possibility of on /off control
- b. Interlocking
- c. Downsizing motors etc

D. Energy Audit Report

i. Observations with detailed analysis

The report shall contain complete building information, inventory of all equipment. It should include the log sheet data collected/measured at site, analysis of data (Log sheet and actual measured), observations of operational performance of various equipment, findings and recommendations for achieving energy and cost saving.

ii. Additional Tables/formats

- a. Lighting power densities calculation for exterior area (Parking, landscape, roads, entry /exit walkways etc.) and building facades and their comparison with power limits applicable as per ECBC code section 7.3.5; site plan showing lighting fixtures in auto cad
- b. EPI calculation for the building and compare with standards as prescribed in ECBC code for buildings having more than 50% area as air conditioned. And as required for IGBC system for green rating for existing office building
- c. Table of fresh air ventilation rate in all regularly occupied areas and its comparison with standard minimum ventilation rate as prescribed under IGBC system for green rating for existing office building.
- d. CO2 level details in various regularly occupied areas.

iii. Recommendations-

- a. The recommended energy saving measures shall be categorized as (i) short term, (ii) medium term and (iii) long term measures for energy conservation. The report should also include energy use indices and comparison with industry averages.
- b. The report should provide the estimated cost, estimated savings and simple pay back for each recommended energy saving measures in a chart. A detailed description of each energy conservation measure and supporting calculation with energy use and savings calculations, economic analysis and any assumptions that are made regarding operation or equipment efficiency shall be included. The recommendations for energy efficiency shall include the technical particulars of the equipment, life expectancy and details of manufacturer etc.

Date:

Place:

Seal & Signature of Agency

Report
on
Energy Audit of Office Building
at
Kanpur

Duration of Energy Audit: _____

Name of Energy Audit agency: _____

Address: _____

Summary of Recommendations

Remarks

Annexure - I
Details of existing Electrical Systems
 (It should be a part of the report)

Details of Power Supply:

Sanctioned Load (KVA)	
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Details of Major Power Equipment:

	Make	Capacity(KVA)	Voltage ration	Type of cooling
Transformer No.1				
Transformer No.2				
Chilled Water Pump 3				

Central AC Plant Data					
	Capacity (TR)	Compressor Motor 1 (KW)	Compressor Motor 2 (KW)	Chilled water flow (LPM)	Condenser water flow (LPM)
Chiller No. 1					
Chiller No. 2					

Chilled Water Pumps

	Flow (LPM)	Head (M)	Motor(KW)
Chilled Water Pump 1			
Chilled Water Pump 2			
Chilled Water Pump 3			

Condenser Water Pumps

	Flow (LPM)	Head (M)	Motor(KW)
Condenser Water Pump 1			
Condenser Water Pump 2			
Condenser Water Pump 3			

Cooling Towers

	Capacity (TR)	Flow (LPM)	Motor(KW)

Cooling Tower 1			
Cooling Tower 2			

Air Handling Units

Air Handling Units (AHUs)	Location	Capacity (TR)	Air Flow(CFM)	Motor (KW)	<u>Area Catered (M2)</u>
AHU 1					
AHU 2					
AHU 3					
AHU 4					
AHU 5					
AHU 6					
AHU 7					
AHU 8					
AHU 9					
AHU 10					
AHU 11					
AHU 12					
AHU13					
AHU 14					
AHU 15					
AHU 16					
AHU 17					
AHU 18					
Ahu 19					

Hot water Generator

	Make	Capacity(KW)
Hot water generator 1		

Lightening

Internal Lightening (Floor wise)

					Total carpet
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Sr.No.	Floor	Type of Fitting	Wattage	Qty.	area covered (M2)

External Lightening

Sr.No.	Floor	Type of Fitting	Wattage	Qty.	Tota carpet area covered (M2)

Lifts

Lifts No.	Location	Make	Passenger Capacity	Speed(M/S)	No. Of floors served	Whether controller V3F or not
1						
2						
3						
4						
5						

Standalone A. C. units where central AC is also provided (Area wise)

Sr.No.	Location	Type of AC(Window/ Split/Package etc.)	Qty	Capacity of each AC(TR)	Area Catered (M2)	Expected per day operating hrs.

Standalone A. C. units where central AC is not provided (Area wise)

Sr.No.	Location	Type of AC(Window/ Split/Package etc.)	Qty	Capacity of each AC(TR)	Area Catered (M2)	Expected per day operating hrs.

DG Sets

	Location	Make	Rating(KVA)
DG Set No. 1			

DG set No.2			
DG set No.3			

UPS Details

Sr.No.	Location	Make	Capacity(KVA)

Special Equipment viz. Shredding & Briquetting Machine, CVPS machine etc.

Sr.No.	Name of the machine	Make	Power rating of the machine (KW)	Expected per day operating hours

ANNEXURE II

Performance Evaluation of Main Equipment-Sample Formats

A. Central AC Plant

1. Chiller No. ____ (to be done at 2 different loadings)

Sr. No.	Chilled Water Inlet Temp. (Tin)°C	Chilled Water outlet Temp. (Tout)°C	Chilled Water Flow (LPM)	Suction Pressure	Discharge Pressure	Capacity (TR)	Input Power (KW)	/KW/ TR	Remarks/ Comments/ Suggestions

Capacity of the Chiller (TR) = (Tin -Tout)*Water Flow rate (LPM)*60/3024

Efficiency of Chiller in KW/TR = Total Power input (in KW)/Total Tonnage

2. Air Handling Units

Air Handling Unit (AHU) No. _____

Sr.No.	Return / Inlet Air		Supply / Outlet Air		Air Flow (CFM)	Tons of Refrigeration (TR)	Input (KW)	/KW/ TR	Remarks/ Comments/ Suggestions
	Dry bulb Temp. T db (°C)	Wet bulb Temp. T wb (°C)	Dry bulb Temp. T db (°C)	Wet bulb Temp. T wb (°C)					

AHU TR = 1.699*Air Flow (CFM)* Density of Air (Kg/M3)*(Hin-Hout)/(4.18* 3024)

Where:

Hin = Enthalpy of inlet Air at AHU (KJ/Kg)

Hout = Enthalpy of outlet Air from AHU(KJ/Kg)

Density of Air = 1.18 Kg/M3 at standard Temperature and Pressure

Note: Enthalpy is to be read from Psychrometric Chart corresponding to DB and WB Temp.

3. Chilled Water Pumps

Chilled Water Pump No. _____

Sr. No.	Discharge Pressure (Pdisc) Kg/cm ²	Suction Pressure (Psuc) Kg/cm ²	Chilled Water Flow (LPM)	Developed Hydraulic Power (KW)	Measured Input Power (KW)	Pump Efficiency	Remarks/ Comments/ Suggestions

Developed Hydraulic Power (KW) = Flow (LPM) * (Pdisc-Psuc) Kg/cm² *9.81/6000

Pump Efficiency = Developed Hydraulic Power (KW)/Input Electric KW

4. Condenser Water Pump

Condenser Water Pump No. _____

Sr. No.	Discharge Pressure (Pdisc) Kg/cm ²	Suction Pressure (Psuc) Kg/cm ²	Condenser Water Flow (LPM)	Developed Hydraulic Power (KW)	Measured Input Power (KW)	Pump Efficiency	Remarks/ Comments/ Suggestions

Developed Hydraulic Power (KW)= Flow (LPM)*(Pdisc-Psuc)*9.81/6000

Pump Efficiency =Developed Hydraulic Power (KW)/Input Electric KW

5. COOLING TOWER

Sr. No.	Water Inlet Temp. (Tin)°C	Water outlet Temp. (Tout)°C	Water Flow (LPM)	Wet Bulb Temp. Twb(°C)	Cooling Tower Capacity (TR)	Cooling Tower Efficiency	/KW/ TR	Remarks/ Comments/ Suggestions

Range= Tin-Tout

Approach= Tout-Twb

Cooling Tower Efficiency = Range*100/ (Range+Approach)

Cooling Tower Capacity (TR) = (Tin -Tout)*Water Flow (LPM)*60/3024

B. Internal Lightening (Floor wise)

Sr. No.	Floor	Type Of Fitting	Calculated Wattage Per Fitting	Qty	Total Wattage (KW)	Total Carpet Area Covered	Light Power Density	Measured Average Light Level	Light Efficiency (LUX/LPD)

						(M ²)	(W/M ²)	(LUX)	

C. DG set

1. Run the DG set at available load
2. The initial and final reading of the diesel tank and Energy meter needs to be recorded.

Sr. No.	Rating Of DG Set (KVA)	Make Of DG Set	Start Time	Stop Time	Period Of Operation (Hrs.)	Diesel Consumed (ltrs.)	Generated Energy (KWH)	Specific Fuel Consumption (KWH/ltr)	Remark/ Observation

D. UPS

1. Measurement on each UPS needs to be recorded

Sr. No.	Rating Of UPS (KVA)	Make Of UPS	Input Voltage			Input Current			Total Current Harmonic Distortion THDi	Total Voltage Harmonic Distortion THDv	Remarks
			Vrn	Vyn	Vbn	Ir	Iy	Ib			

E. LT Panels: LT Panels at Substation including capacitor

Panel Name:

Sr. No	Input Voltage			Input Current			Input KW	Input KVA	PF	Total Current Harmonic Distortion THDi	Total Voltage Harmonic Distortion THDv	Remarks
	Vrn	Vyn	Vbn	Ir	Iy	Ib						



**Reserve Bank of India
Estate Department
Kanpur**

Quotation for

Conducting Energy Audit in Bank's office buildings at Reserve Bank of India Kanpur Regional Office, Kanpur

**PART II
(PRICE BID)**

Name of the Quotationer: _____

Address: _____

Due Date of Submission : May 15, 2026 till 15:00Hrs
Date of opening of Part I of Quotation : May 15, 2026 at 15:30Hrs
Venue : Estate Department



**Reserve Bank of India
Estate Department
Kanpur**

Bill of Quantity

**Conducting Energy Audit in Bank's office buildings at Reserve Bank of India
Kanpur Regional Office ,Kanpur**

Sr No	Description	Qty	Rate in Rs excluding GST	GST in Rs. as applicable	Total Rate in Rs. = (4)+(5)
(1)	(2)	(3)	(4)	(5)	(6)
1	Rate for conducting Energy Audit at following locations and Submitting Energy Audit Reports (3 copies each) as per the scope specified in the Quotation Part-I.				
i)	Office premises	1 job			

Date:

Seal and Signature of the Agency

Place: