



भारतीय रिज़र्व बैंक / Reserve Bank of India
संपदा विभाग / Estate Department
गुवाहाटी / Guwahati

**जू नारंगी रोड कॉलोनी, गुवाहाटी, असम में आरबीआई क्वार्टरों को तोड़ना और पुनर्विकास' परियोजना के लिए
स्वतंत्र गुणवत्ता लेखा परीक्षक की नियुक्ति**

सूचना

भारतीय रिज़र्व बैंक, गुवाहाटी उपरोक्त कार्य के लिए बोली आमंत्रित करता है। बोली दस्तावेज़ 18 जून 2026 को शाम 05:00 बजे से RBI की वेबसाइट www.rbi.org.in से डाउनलोड/देखा जा सकता है।

2. कार्य योजना और प्रक्रिया के संक्षिप्त विवरण निम्नलिखित हैं:

1. कुल अनुमानित लागत: ₹34.7 lakh (करों को छोड़कर)
2. इवेंट का प्रकाशन- दिनांक और समय: 18.06.2026 को 17:00 बजे से।
3. बोली प्रारंभ होने की दिनांक और समय: 18.06.2026 को 17:00 बजे से।
4. बोली प्रारंभ होने की दिनांक और समय: 23.06.2026 को 17:00 बजे से।
5. बोली बंद होने की दिनांक और समय: 03.07.2026 को 14:00 बजे।
6. बोली खोलने की दिनांक और समय: 03.07.2026 को 15:00 बजे से।

3. इस कोटेशन के संबंध में कोई भी संशोधन/शुद्धिपत्र/स्पष्टीकरण केवल वेबसाइट/ई-पोर्टल पर अपलोड किया जाएगा।

4. बैंक न्यूनतम कोटेशन स्वीकार करने के लिए बाध्य नहीं है और किसी भी या सभी कोटेशन ऑ को बिना कोई कारण बताए अस्वीकार करने का अधिकार बैंक सुरक्षित रखता है।

5. कृपया ध्यान दें कि यह एक सीमित कोटेशन है। यह केवल सूचना के लिए प्रकाशित की जा रही है और इस सीमित कोटेशन में बोली लगाने के लिए खुला आमंत्रण नहीं है। इस कोटेशन में भागीदारी केवल आमंत्रण द्वारा है और बैंक के स्वीकृत संस्थानों तक ही सीमित है। अनचाहे प्रस्तावों को अनदेखा किया जाएगा।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
उत्तर पूर्वी क्षेत्र



Reserve Bank of India

Estate Department

Guwahati

Notice Inviting Tender

Independent Inspection / Quality Audit Services (IQA) for Demolition & Redevelopment of Reserve Bank of India Residential Colony at Z.N. Road, Guwahati (Including Civil, Electrical, Plumbing, Fire Fighting, Water Supply, Internal & External Development Work, Sanitary Installation, Sewerage System, Lifts, Substation, CCTV, DG Sets, etc.) on Deposit Work Basis through CPWD as Project Management Consultant

DISCLAIMER

Estate Department, Reserve Bank of India, Guwahati (the Bank) has prepared this document to give background information on the contract to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

2. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely only on the information provided by RBI in submitting the Tender. The information is provided on the basis that it is non-binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

3. Reserve Bank of India reserves the right not to proceed with the appointment or to change the particulars of the contract, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

4. This document is neither an offer letter nor a legal contract, but an invitation for offer from prospective Government Institutions. No contractual obligation on behalf of the Bank whatsoever shall arise from the tender-process mentioned in this document unless and until a formal contract is signed and executed by duly authorized officers of RBI and the Institute.

5. The Bank shall not be liable for any costs incurred by the Institute in the preparation of the response to this tender. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

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Section I - MEMORANDUM

a)	Name of Work/Services	Independent Inspection/Quality Audit Services (IQA) for Demolition & Redevelopment of Reserve Bank of India Residential Colony at Z.N. Road, Guwahati (including Civil, Electrical, Plumbing, Fire Fighting, Water Supply, Internal & External Development Work, Sanitary Installation, Sewerage System, Lifts, Substation, CCTV, DG Sets, etc.) on Deposit Work Basis through CPWD as Project Management Consultant
b)	Estimated Cost of the IQA work (services)	₹34,70,000/- (Rupees thirty-four Lakh seventy thousand only) (excluding GST)
c)	Percentage if any, to be deducted from bills:	5% as Security Deposit
d)	Date of Inviting Quotation/Tender from parties	18.06.2026 from 17:00 Hrs.
e)	Pre-Bid Meeting	23.06.2026, from 11:00 Hours at 4th Floor, Bank MOB
f)	Last Date for Submission of Bids	03.07.2026 till 14:00 Hrs.
g)	Date of Opening of Bids	03.07.2026 from 15:00 Hrs.
h)	Details of the office/department inviting the proposal	Reserve Bank of India, Estate Department, Guwahati
i)	The address at which the proposals are to be submitted	Reserve Bank of India, Estate Department, Guwahati 781001

Section II – INSTRUCTIONS TO BIDDERS

2.1 BACKGROUND

Reserve Bank of India desires to have an independent quality Audit of the project viz., Demolition & Redevelopment of Bank's residential quarters at Z. N. Road, Guwahati (including civil, electrical, plumbing, firefighting, water supply, internal & external development work, sanitary installation, sewerage system, lifts, substation, CCTV, DG Sets, etc.) on Deposit Work basis through CPWD as Project Management Consultant (PMC) inclusive of allied activities required for completion of the project.

2.2 INSTRUCTIONS TO BIDDERS

Competitive sealed bids in the prescribed forms are invited, from reputed Government agencies / institutes for providing the Independent Inspection / Quality Audit Services listed under the scope of work (services) in this bid document.

2.3 BRIEF HISTORY

RBI entered into a MoU with CPWD on date March 16, 2022, for Demolition & Redevelopment of Bank's residential Quarters at Z. N. Road, Guwahati. The work is awarded to VASCON Engineers Ltd.by CPWD vide letter No. 54/Executive Engineer Guwahati Division/2026-27 dated June 09, 2026. All specifications of the work, drawings, Bill of Quantity, tender, Price Bid, etc. form part of the contract/work awarded. IQA will examine, peruse all the contract documents and take cognizance. The intent and purpose of the technical audit is for systematic, documented, periodic and objective evaluation of the projects. Accordingly, the Bank intends to have an outside party to check and to ensure that the project is progressing in accordance with instructions laid down in the work order by CPWD and adherence to robust qualitative standards is being followed. Deficiencies, if any on the part of the contractor, CPWD and the Bank/any other parties involved in the project have to be reported through this independent quality audit. The audit shall aim to

- a) Ensure that the work is progressing in quality and as stipulated in the above referred work order and IS standard are being followed.
- b) Ensure that the execution of work at the site is as per the quality specified under

the contract and IS standards.

2.4 EXPECTATIONS FROM THE ASSIGNMENT

The Bank expects the auditor to give their critical assessment, suggest corrective measures on the errors / omissions / deficiencies, etc., observed during execution of the work and also give their comments on remediation of deficiencies pointed out in their previous report. Also ensure that their observations/objections are fully complied with/rectified during the period intervening two successive stage audits.

The major areas of audit are:

- Did the project proceeds according to approved Quality Assurance Plan (QAP)/ Contract?
- Is the project organized/executed in a fashion that will ensure proper and dependable record keeping?
- Did the project adhere to approved scheme of finishes, materials etc.?
- Are the materials/methods follow the stipulated quality under the Contract?

2.5 PROCESS TO BE FOLLOWED

a) Project Familiarization: IQA should review all contract documentation, drawings, specifications, materials, reports, Quality compliance submitted by the contractor and conditions of contract to clearly understand the scope and complexities of the project. The IQA shall scrutinize the Quality Compliance document of the Contractor and improvements, if any, brought out after checking the same with the contractual obligations such as Indian Standards/Other standards/Contract specifications/Bill of Quantity shall submit Quality Assurance Plan as per stipulations in - contract document. The IQA shall specify any additional / revised QAP measures to get the desired quality as per the Contract

stipulations as per work order given by CPWD. The IQA should finalize and furnish a document in the form of Quality Assurance Plan (QAP) to RBI for implementation at site.

- b) Notify the parties: The IQA shall notify the Employer i.e. the Bank, of the upcoming site inspection(s) and schedules a convenient time and place or he can do surprise visits also.
- c) Prepare for the visit: The Technical auditor may request certain information upfront or ask the contractor/CPWD concerned to be prepared to discuss certain aspects of the project. This ensures that the actual meeting time is as productive as possible. The IQA asks questions to ensure the project is adhering to quality as per QAP. These questions are quality compliance related, verifying that robust processes are being used, and then checking some of the outcomes of those processes, for ensuring quality.
- d) Document the findings: The IQA documents the status of the project and the processes used in the projects. Individual report for each field visit is to be prepared according to the progress of the work. Specific remarks regarding the consistency with the QAP/Quality Management System/Quality Control has to be given. Quality compliance findings shall also be recorded with specific comments.
- e) Issue of visit report: The IQA has to issue a visit report of findings and recommendations to the Bank.
- f) Issue of final report: **The Technical expert shall furnish a final report after the completion of the project with specific comment on the quality of the buildings.**

2.6 The standard terms and conditions of the contract for providing Independent Inspection/Quality Audit Services are contained in this document. The bidders are requested to go through the following documents: -

- a) Instructions to bidders
- b) Terms of Reference
- c) Conditions of the contract

2.7 Signature of bidder

An authorized person must sign the bid with seal of the organization. Significant evidence of authority of the person signing on behalf of the bidder shall be furnished with the bid.

2.8 Preliminary Costs

All costs of preparing the proposals, providing services efficiently shall be borne by the bidder.

2.9 Price Bids

The bidders are required to quote fee exclusive of all prevailing taxes, levies for the Independent Inspection / Quality Audit Services in the prescribed format given in Appendix-V. However, TDS as applicable will be deducted from the bill. In case of two or more bidders quote at par or quote same rates of equal value, the experience in eligible similar nature of work during the last 5 years shall be the evaluation criteria for selection of IQA.

2.10 Validity

The offer shall remain valid for a period of ninety days (90) days from the date of opening of financial bid. The overall offer including personnel proposed for the assignment as well as quoted fees shall remain unchanged during period of validity.

2.11 Submission of Bids

Proposals should be submitted in Single Envelope namely 'Financial Bid'

'Financial Bid' for "Name of Individual Work/Service - Independent Inspection / Quality Audit Services".

The above envelope should be addressed to the **Regional Director, Reserve Bank of India, Estate Department, Guwahati, 781001.**

Bid can also be seen online on the website Tender Notice Information System website <http://https://rbi.org.in>

The financial bid as per Appendix-V, should include the cost of all the works exclusive of all prevailing taxes (except TDS as applicable) as detailed in the Terms of reference by the IQA for completing the job. The quoted fee will be for providing Independent Inspection/Audit of all works, relating to project through periodic inspection services till actual date of completion of whole project. In case of delay in execution of work fee shall be regulated as per provision in Clause 5.12 (e).

2.12 Award of Contract

The contract for IQA shall be awarded to the lowest Bidder offering the bid in conformity

with the requirements of these specifications and documents.

2.13 Independent Quality Audit must be carried out for the entire work in terms of work order including all subheads/contracts, etc. The IQA is to examine the works for all the contracts as awarded by CPWD.

2.14 The duly filled offer documents shall be deposited by post or courier service, all participating bidders may submit the same by hand delivery also, in the tender box of Regional Director, Reserve Bank of India, Estate Department, Guwahati, 781001

2.15 If there is any contradiction in provisions of these tender documents with that of contract of executing agency (Contractor/s & CPWD, the provisions of the contract with the executing agency (Contractor/s & CPWD), shall prevail and any matter/ dispute in this regard shall be decided by the Bank, whose decision shall be final.

2.16 Offers received after the deadline of submission will not be accepted and shall be returned to the bidder unopened.

Section III - AGREEMENT

This agreement is made and entered into on this _____ day of _____ 2026 between RESERVE BANK OF INDIA, having its Central Office at Shahid Bhagat Singh Road, Fort, Mumbai-400001 (hereinafter called as "the Bank" which expression shall include its successors, legal representatives, administrators, and permitted assignees) of one part

and

(Institute) _____, having their office at _____, (details of the Institute) _____ (hereinafter called as "IQA" which expression shall include, legal representatives, administrators, and permitted assignees) of the other part.

Whereas the Bank is desirous of carrying out proposed work of '**Independent Inspection / Quality Audit Services for Demolition & Redevelopment of Bank's residential quarters at Z. N. Road, Guwahati, 781001** (including Civil, Electrical, Plumbing, Fire Fighting, Water Supply, Internal & External Development Work, Sanitary Installation, Sewerage System, Lifts, Substation, CCTV, DG Sets, etc.) **on deposit work basis through CPWD as Project Management Consultant**', as per the Tender Specification showing and describing the services to be provided under the direction of the Competent Authority.

And whereas the IQA has agreed to execute upon and subject to the conditions set forth herein and to the conditions set forth in the Terms and Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said Specification at such sum as shall become payable there under (hereinafter referred to as "the said Contract Amount").

NOW IT IS HEREBY AGREED AS FOLLOWS

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract (herein after referred to as the contract conditions).
2. The following documents shall be deemed to form and be read and construed as part of this agreement namely:
 - (a) Instructions to Bidders,
 - (b) Terms of reference,
 - (c) Conditions of Contract,
 - (d) Financial Proposal and schedule of quantity (Appendix-V)
 - (e) All the correspondences between the department and the

tenderer after receipt of tender and before Award of work including negotiation letter, if any.

3. In consideration of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the contractor shall upon and subject to the said Conditions execute and complete the work shown upon the said **described Specifications in the tender document/s**.
4. The Bank shall pay the IQA the said Contract Amount or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
5. 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 perform the agreements on their part respectively in the said Conditions contained.
6. **This Contract is to carry out the 'Independent Inspection/Quality Audit Services for Demolition & Redevelopment of Bank's residential quarters at Z. N. Road, Guwahati, 781001'.**
7. The IQA shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment's etc., which may come to the possession or knowledge of the IQA during discharging its contractual obligations in connection with this agreement, to any Independent and shall at all times hold the same in strictest confidence. The IQA 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 IQA shall not publish, permit to be published, or disclose any of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The IQA shall indemnify the Bank for any loss suffered by the Bank because of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the IQA and the Bank shall be entitled to claim damages and pursue legal remedies. The IQA 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 IQA's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
8. All payments by the Bank under this contract will be made only at RBI Guwahati, Assam.
9. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Guwahati and only Courts in Assam shall have jurisdiction to determine the same.

10. The several parts of this Contract have been read by the IQA and fully understood by the IQA.
- 11.(a) The IQA shall be solely responsible for full compliance with the provision of Sexual harassment of Women at workplace under Prevention, Prohibition and Redressal Act 2013. In case of any complaint of sexual harassment against its employee within the premises of Bank, or site the complaint will be filed before the Internal Complaints Committee constituted by the IQA/agency and the IQA/agency shall ensure appropriate action under the said Act in respect of the complaint.
- 11(b) Any complaint of sexual harassment from any aggrieved employee of the IQA against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- 11(c) The IQA shall be responsible for any monetary compensation that may need to be paid in case of incident involves the employee of the Institute, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the IQA is proved.
- 11(d) The IQA shall be responsible for educating its employees about the prevention of sexual harassment at workplace and related issues.
12. The IQA shall provide a complete and updated list of its employees who are deployed within the Bank's premises.
13. IQA shall not sub-contract any part of the contract except testing of materials, if required, as part of mandatory testing as stated in 4.13(i) of the tender document.
14. Stamp charges- IQA shall bear all applicable stamp charges on the original and duplicate of this Agreement.
15. Intellectual Property Rights-All rights pertaining to any intellectual property generated / created / invented in the due course of the project, shall be the property of the Bank.
16. Resolution of Disputes- Any dispute arising out of the project shall be amicably settled by both the parties. Any unsettled disputes shall be settled subject to resolution as per the Indian Arbitration and Conciliation Act 1996 (as amended time to time). The place of Arbitration shall be Guwahati and the proceedings shall be conducted in English.
17. Scale of professional fees and mode of payment to be made to **IQA** _____ shall be paid a total consultation fee of INR _____ including all applicable taxes. The fees shall be paid by electronic transfer as per the details furnished by (IQA) _____. Taxes shall be deducted at source as applicable.
18. Liquidated Damages / Liability - (IQA) _____ shall not be held liable for any loss,

damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure).

19. Termination of contract- This Agreement herein may be terminated at any time by either party by giving a written notice of one (1) month to the other party. However, both the parties shall meet any residual Obligations in connection with the project. In the event of termination of this agreement before the end of project IQA has agreed to refund that portion of fees and taxes for which they have not been able to render its services due to Termination of Contract, if any.

20. Visit to the Site – IQA (headed by Prof) and/or his team shall visit the Work/Project site for the required number of days and as frequently as (indicated in tender) the work requires inspection by them. Travel arrangements to the Work/Project shall be taken care of by (IQA) _____ itself. The RBI shall provide for local hospitality (except travel and lodging arrangement) to the Prof. _____ and/or any member of his team for each such visit to the Work/Project site.

21. Agreement to be executed- This Agreement shall be executed in duplicate with each copy being an official version the Agreement and having equal legal validity.

22. IQA shall comply with all statutory provisions.

23. Signature Clause

BY SIGNING BELOW, the parties acting by their duly authorized officers have caused this Agreement to be executed, effective as the day and year first mentioned hereinabove.

For and on behalf of the:

Name:

(Signature)

Address:

Witness 1:

Witness 2:

For and on behalf of (IQA) _____:

Name:

(Signature)

Address:

Witness 1:

Witness 2:

Section IV - TERMS OF REFERENCE

4.1 BRIEF DETAILS OF THE PROJECT

- (a) Name of the Project: **Demolition & Redevelopment of Bank's residential quarters at Z. N. Road, Guwahati, 781001** (including Civil, Electrical, Plumbing, Fire Fighting, Water Supply, Internal & External Development Work, Sanitary Installation, Sewerage System, Lifts, Substation, CCTV, DG Sets, etc.)
- (b) Contractor: M/s VASCON Engineers Ltd (Letter of award (LOA) No. 54/Executive Engineer Guwahati Division/2026-27 dated June 09, 2026.)
- (c) Value of the Project: Rs.347Cr. (Approx.)
- (d) Scheduled date of commencement of the project: 15th days from issue of LOA,
- (e) Present status of the project: Work Awarded,
- (f) Scheduled date of completion of project: 36 months from scheduled date of commencement.

Note: This agreement will be valid/enforced till the date of completion of the said project to be declared by the Bank.

4.2 PURPOSE

The agency has to ensure that the executing and implementing agencies have taken adequate and proper steps to ensure control of quality and have evolved a proper quality assurance plan and the work is being executed accordingly. It has to be further ensured by the agency that the work is being carried out as per Contract specification and relevant BIS specifications by deputing skilled and experienced Engineers who are experts in individual fields.

The Technical Specifications applicable to the project provide for Quality Assurance and Quality Control and Audit of the work executed by use of a Quality Management System (QMS). The basic concept of this process is that the existing executing Agency performs inspection & testing as per specifications to ensure a quality product and the Independent Inspection Agency (IQA) performs testing and Inspection as per the Guidelines on Quality System for Building to ensure that the Contractor's Quality Control test results are in order. The system requires that both the existing executing Agency/s and the IQA have technical personnel who are competent in testing and inspection of all technical works. The general idea is that the existing executing Agency/s has to perform the necessary tests and inspection to ensure the likelihood that all works in his scope meet the specifications instead of "after the fact" testing to see if all works meets the specifications. This approach enables the contractor/PMC much more control over his operations. He is responsible for his product from the beginning to the end till the final acceptance of all the works. The IQA monitors and audits his process of testing to make sure that what he is doing is adequate and accurate. Ensuring & Assuring production of a quality work of durability and uniform performance by executing Agency is the most important aspect of the quality supervision assignment of an IQA.

4.3 TERMINOLOGY

Quality:

Quality is defined as "The totality of characteristics of an entity that bears on its ability to satisfy the stated and implied need". Quality Control is defined as the procedure adopted and controls exercised to ensure that the materials proposed to be used in production, process adopted for production and workmanships of production conform to the prescribed standards and laid down acceptance criteria. The quality control is exercised by construction agency that ensures that the defined objective is achieved through appropriate tests, checks and inspections by suitable qualified personnel and by following correct processes, methodologies to produce the right outcome. Furthermore, the objective evidence of all tests, checks and inspections carried out from time to time are

documented in prescribed formats for reference and record.

Quality Assurance of a work is defined as a process which exercises various checks at different stages of a work right from its inception till its acceptance, to put it in service to ensure that the work has been properly designed and constructed as per approved designs, drawings and specifications.

Confirmatory Testing is defined as the sampling and testing which is carried out independent of quality control sampling and testing to confirm that the executing agency results which have been reported are correct and representative, with statistical parameters of the material being produced/ processed.

Acceptance is defined as those operations, inspections, sampling and accepting the tests that are conducted to determine whether the product or service will be accepted for use and payment. Acceptance is determined using a statistically based acceptance plan in construction with assurance that the executing agency has fulfilled the quality control obligations. Acceptance is the responsibility of the Bank.

4.4 DOCUMENTS TO BE REFERRED

- a) Tender specifications and relevant IS Codes.
- b) Quality Assurance and Quality Control procedures, formats to be developed by the construction agency.
- c) Up to date Contract Specifications.
- d) Up to date Quality Assurance as per National Building Code.
- e) Any other document as deemed fit by IQA/ the Bank.

4.5 SCOPE OF WORK (SERVICES)

The following shall be scope of services:

- f) Review of Quality Assurance plan of the executing Agency and suggest improvements that may need to be made to same to make it more effective.
- g) Creating Testing and Inspection formats, other than specifically provided in

contract and getting them approved.

- h) Testing plan of raw construction material and of field-testing facilities created at site and procedures adopted to check quality of raw materials.
- i) Testing and Inspection Plan of construction activities to ensure that all critical activities are covered, and quality is assured.

4.6 THE SCOPE OF WORK FOR THE ASSIGNMENT

a) **Familiarization of the Project:** Study of the contract agreement between the CPWD & the Contractor i.e. M/s Vascon Engineers Ltd.

b) **Quality Assurance Plan:**

- Study of Quality Compliances submitted by Contractor to verify that the same is in Conformity with the Contract, Indian standards and other standards. The Technical Auditor shall specify any additional / revised QAP measures to get the desired quality as per the stipulations in the agreement between the CPWD & the Contractor, etc. The Technical Auditor should finalize and furnish a QAP document to the Bank for implementation at site.
- Check and ensure whether the quality, specifications and drawings of the work approved are followed at site or not.

c) **Quality Monitoring / Quality Control:**

- Periodical monitoring and quality control of the project by:
- Checking the quality of materials and its test certificates for ensuring their conformity with the relevant standards
- Monitoring the quality of the work at different stages by making site visits at periodical intervals / as and when required (minimum **36 visits**) during the entire project period, including surprise visits. It may be ensured that the Interval between visits during the progress of work shall not exceed more than a **month**). The duration of visits may be more than a day as per site requirement for critical stages of works.
- Verifying necessary site registers and records and cross checking the same with the contractual commitment / quality compliance commitment from the

Contractor.

- To critically assess the technical work and suggest corrective measures on errors / omissions / deficiencies etc. observed, if any, during the project work.

d) **Submission of Reports:**

- Issue of visit reports: Individual report for each field visit is to be prepared according to the progress of the work. Specific remarks regarding the consistency with the QAP / Quality Management System / Quality Control has to be given. All findings in QAP, Quality Control & Quality Management System shall be recorded with specific comments. The report shall be forwarded to the **Regional Director, Reserve Bank of India, Estate Department Guwahati 781001 within Seven days** to take necessary decisions in time and communicate the same to all the parties concerned for immediate compliance before the next visit of the Technical Auditor.
- Issue of final report: **The Technical expert shall furnish final reports after completion of the project with specific comment on the quality of the building. The report shall be conclusive.**

4.7 SCHEDULE OF TECHNICAL AUDITOR

The IQA shall periodically visit the project sites, as and when required, take assessment of the technical work being carried, seek information / clarification and submit the visit / audit report to the Bank within **seven days**. A tentative schedule shown below shall be followed and in case of any change of schedule the same shall be decided on mutually agreed terms. The auditor has to visit the site at important stages such as:

Stage / visit Period

- a) Immediately after the commencement of the work.
- b) During construction of sub structure.
- c) During construction of superstructure:
 - i. Structure construction
 - ii. Masonry stage, plumbing & sanitary, piping, electrical conduiting work,

- iii. Flooring and finishes work,
- d) After final finish i.e. before handing over of the site.
- e) As and when required,

Interval between visits during the progress of work shall not exceed more than a month.

4.8 IQA shall check to ensure that the site is equipped with necessary documents like copy of agreement, Contract specifications, BIS Codes, Guard file containing inspection reports, list of approved manufactures, tools for checking quality of work & testing facilities, calibration reports of equipment being used in field lab.

4.9 IQA shall check to ensure that site records like inspection register, cement register, material receipt registers, test register & site order book etc. are being maintained in prescribed forms and are being periodically reviewed by inspecting officers. IQA shall carry out random audit of materials received at site and give feedback.

4.10 IQA shall check on specific controls on various processes of execution being exercised by the executing agency which would have direct bearing on the quality of the work.

4.11 IQA will develop quality plan considering provisions under of CPWD Works Manual and check and confirm that all tests are being carried out as required as per mandatory tests/contract specifications/BIS.

- a) IQA, keeping in view the provisions of the agreement, will indicate which test should be carried out in field lab or outside lab,
- b) IQA will ensure that all the provisions of QA plan are being observed at site,
- c) IQA should certify the samples/tests other than those certified in NABL accredited laboratories,

4.12 The work envisages that the IQA will generally inspect the work at an interval not exceeding one month considering progress of work subject to minimum of **36 inspections or monthly till the completion of the project work including surprise**

visits, during execution stage excluding final inspection after completion of work.

Further, the inspection is to be planned in such a way that testing of material and observations on resource plan for materials and labour are carried out so that work may progress as per milestones fixed in the agreement. The inspections are to be planned in consultation with the Bank to ensure that all critical activities are inspected.

4.13 The travel/taxi arrangements for the IQA / Technical expert during the site visits will be arranged/borne by the Bank. The Bank may be intimated one day prior to the conduct of audit in order to make necessary arrangements.

IQA will conduct inspection of work during execution keeping in view following two aspects:

a) Material aspect: -

- i. Quality & testing of material keeping in view the requirement of contract specifications, BIS marked approved products.

IQA shall conduct tests independently and/or witness the tests being carried out in the field Lab to confirm quality of material as per contract specifications/BIS requirements/agreement provisions. **IQA will also arrange to get conducted at least 10% tests, out of total mandatory tests as stated in CPWD tender document. Necessary payment for all such tests shall be made by the IQA and necessary arrangement shall be made by the contractor. IQA will get the samples collected and seal them at site in the presence of authorized representative of executing agency and executing agency will deliver the sample to the laboratory / place chosen by the IQA for testing. The forwarding letter for the independent laboratory shall be prepared and signed by the IQA with a request that the result of tests be communicated in sealed cover to IQA only.**

- ii. IQA will witness calibration of all field laboratory equipment including Concrete batching plant to ensure that the tests being carried out by the field team reflect correct values.

- iii. The details of the tests to be performed and procedures are as below. However, IQA is free to conduct any additional test also whenever it is felt necessary. Latest IS codes and other standards is to be followed.

b) Workmanship aspect: -

- i. IQA shall ensure that execution of work takes place with laid down procedures and sound engineering practice and the building outcome conforms to the desired levels of functionality and aesthetics.
- ii. The inspection report shall be submitted within 7 days of inspection to the Bank with a copy to the executing agency and CPWD, Guwahati as per Appendix-II attached. IQA may however add any other details in inspection report, if so necessary. The checklists Attached as Appendix III shall be submitted to the Bank to ensure the right procedures and adequate quality achieved at site. Additionally, the reference checklist provided at Appendix III consists of areas to be checked in three stages viz. Pre-construction, Construction, and Post-construction of execution. The observations in the checklist (Appendix III) shall be submitted to the Bank as the necessary stage is reached.
- iii. IQA shall mention timely (within a week), the details of defective work observed, if any, in inspection report. All such works will be classified as:
 - To be dismantled by executing agency as they cannot be accepted and to be re-done.
 - Defective works which can be accepted, being structurally safe, and which cannot be rectified at this stage and for which necessary deductions may be made from the payments proposed.
 - Details of defective material brought at site, which is to be removed from the site
 - Suggestions regarding remedial measures to be taken, if any, from time to time to ensure conformity.
 - Also verify/confirm whether the observation made by them have been complied with in the subsequent site visit reports.
- iv. IQA shall check and confirm the quality of the work after verifying the removal

of defects, if any pointed out during inspections.

- v. If, it is observed by IQA that defects pointed out are not removed by executing agency, this matter shall be reported immediately to the Bank for necessary action by the Bank in the matter as per agreement clause.
- vi. The fees payable to IQA shall be calculated on basis on the percentage of gross value of work done by the executing contractor(s), as per the provisions of clause 5.21 (C).
- vii. The quantum of work executed during initial period of Project may be less and subsequently towards completion it may be more. The strength and composition of the inspection team shall be decided by the IQA and informed to the Bank keeping in view the quantum and type of works being executed at site. The IQA shall take care of this aspect and have to ensure adequate deployment of suitable engineering professionals upon receipt of such request from the Bank to ensure quality of services provided. Nothing extra on this account shall be payable. Failure on the part of IQA to deploy sufficient experienced staff, not carrying out inspection and non-submission of Report as per tender clauses would attract compensation at a rate of 0.25% of the contract amount per week (subject to maximum of 10% of the contract amount) which would be deducted from the bills.
- viii. A systematic plan for the above process is to be got approved by IQA from the Bank as soon as the work is awarded to them.
- ix. Any dispute between Executing Agency/CPWD and IQA shall be brought before the Bank and decision of the Bank shall be final and binding for Executing Agency/CPWD and IQA.

4.14 RESPONSIBILITIES FOR ACCURACY OF IQA SERVICES:

- a) The IQA shall be responsible for accuracy of service provided by them. The advice and/or opinion, if any, provided shall be with documentary proof of standards/laws/codes etc. However, decision for execution of work will be of the Bank and no claim of any kind of IQA will be entertained in this regard.
- b) IQA shall be responsible for providing advice and/or opinion regarding Quality

Assurance Plan prepared by Executing Agency/CPWD of this work including methodology which should be adopted, Specifications, Standards & quality measure parameter etc. If there is conflict of provisions in this regard, decision of Bank shall be final & binding to the parties.

4.15 Brief Methodology of IQA Services

- a) All Independent inspections shall be carried out at site as per the agreed Guidelines on Quality System for Building (As per relevant code), Contract Specifications.
- b) Inspections at work site locations, as provided shall be carried out for inspection and testing of materials at Executing Agency laboratory and testing of materials from external Labs.
- c) For testing of construction materials at field laboratory & outside laboratory, the sampling of materials shall be done jointly by IQA & executing agency's authorized representative.
- d) Samples for outside testing shall be sealed by IQA and forwarding letter shall be given to the executing agency who will carry the sample and send it to the laboratory as approved by IQA.
- e) Site inspection of all construction activities of structures shall be done as per QAP as approved by the Bank.
- f) After review of test report and analysis of inspections, observations about materials, work etc., observations will be communicated to the Bank and executing agency through its Authorized Representative for necessary action for rectification/ modification (if required).
- g) The Bank will nominate a Co-ordinating Officer for interaction with IQA and the executing agency/CPWD.
- h) Executing Agency/CPWD will hand over documents, Specifications/ Manufacturer's instructions to IQA.

Competent Authority for the IQA should attend the Joint Committee meeting conducted by RBI to have a deliberations on the quality matter.

Section V - CONTRACT CONDITIONS

A-General Provisions

5.1 Definitions

- i. Unless the context otherwise requires the following terms whenever used in this contract have the following meanings
- ii. "Applicable law" means the law and any other instruments having the force of law in India, as may be issued and in force from time to time.
- iii. "Contract" means the contract signed by the parties, to which these Contract Conditions of contract are attached, together with all the related documents of such signed contract.
- iv. "Effective Date" means the date on which this contract comes into force and effect pursuant to condition.
- v. "Personnel" means persons hired by the IQA.
- vi. "Party" means the Bank or the IQA, as the case may be and parties mean both of them.
- vii. "Services" means the work to be performed by the IQA pursuant to this contract for the purpose of the project, as described in Terms of reference hereto Request for proposal (RFP).
- viii. "Employer" means the Reserve Bank of India (hereby called the Bank).
- ix. "Technical Proposal" means the technical proposal submitted by the IQA.
- x. "Executing agency" means the PMC-CPWD/contractor/s appointed by PMC-CPWD executing the construction work.

5.2 Relation between the parties

Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent as between the Bank and the IQA. The IQA, subject to this contract, have complete charge of personnel performing the services and shall be fully responsible for the services performed by them or on their behalf.

5.3 Law Governing Contract

This contract, its meaning, interpretation, and the relation between the Parties shall be governed by the Applicable Laws in India.

5.4 Language

This agreement shall be executed in Bilingual form (by way of translation in Hindi) to comply with the provisions of section 3 (3) of the Official Languages Act, 1963. In the event of any conflict between English and Hindi texts of the Agreement, English version shall prevail. All notices, correspondence, information, literature, data, manuals, procedures and other documents required under this agreement shall be in the English language.

5.5 Headings

The headings shall not limit, alter, or affect the meaning of this contract.

5.6 Notices

- a) Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent by registered post or facsimile to such party at the address specified below: -

Employer: Regional Director, Reserve Bank of India, Guwahati Regional Office, 4th Floor, Reserve Bank of India, Estate Department, Guwahati 781001

For the IQA:

Address :

Attention :

Telephone No.:

Mobile Phone No.:

Facsimile :

E-mail :

(Note: Fill in the Blanks)

- b) Notice will be deemed to be effective as specified below.
 - i. In the case of personal delivery or registered mail, on delivery.
 - ii. In the case of facsimiles, 48-hours following confirmed transmission.
- c) A party may change its address for notice hereunder by giving the other party notice of such change.

Authorized Representatives

Any action required or permitted to be taken, and document required or permitted to be executed, under this contract by the Bank or the IQA may be taken or executed by the officials specified below.

For the Bank:

The Competent Authority, Reserve Bank of India,
Guwahati Regional Office, 4th Floor, Reserve Bank of
India, Estate Department, Guwahati 781001

For the IQA:.....

.....

B. Other conditions

5.7 Effectiveness of Contract

This contract shall come into force with effect from the 10th day from the date of the letter of acceptance of the offer for Independent inspection/quality assurance services.

5.8 Commencement of services

The IQA shall begin carrying out the services at the commencement as per the schedule of work.

5.9 Expiration of contract

Unless terminated earlier pursuant to condition No.5.14 of contract conditions hereof, this contract shall expire when services have been completed and all payments have been made at the end of such time period after the effective date or the extended period, if required.

5.10 Entire Agreement

This contract contains all covenants, stipulations and provisions agreed by the parties. No agent or representative of either party, unless specifically authorized, shall make any statement, representations, promise or agreement and the parties shall not be bound by or be liable for, any statement representation, promise or agreement not set forth herein.

5.11 Modification

Modification of the terms and conditions of this contract, including any modification of the scope of the services, may only be made by written agreement between the parties, however each party shall give due consideration to any proposals for modification made by the other party.

5.12 Force Majeure

a) Definition

- i. For the purposes of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party and which makes parties performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- ii. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a party or such party's sub IQA or agents or employees, nor (ii) any event which a diligent party could reasonably have been expected to both [A] take into account at the time of the conclusion of this contract and [B] avoid or overcome in the carrying out its obligations hereunder.
- iii. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

b) No Breach of Contract

The failure of a party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this contract.

c) Measures to be taken

- i. A party affected by an event of Force Majeure shall take all reasonable measures to remove such party's inability to fulfill its obligations hereunder with minimum of delay.
- ii. A party affected by an event of Force Majeure shall notify the other party of such event as soon as possible and in any event not later than fourteen (14) days following the occurrence of such event providing evidence of the nature and cause

of such event and shall similarly give notice of the restoration of normal conditions as soon possible.

- iii. The parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

d) Time of Completion:

Tentative 36 months/as per period of project

e) Extension of Time

- i. Any period during which a party shall, pursuant to this contract complete any action or task shall be extended for a period equal to the time during which such party was unable to perform such action as a result of Force Majeure or for reasons not attributable to such Party.
- ii. Also, extension of time will be given to IQA, if the execution of the work continues beyond the stipulated date(s) of completion. However, no extra payment on this account shall be payable to the IQA.

f) Consultation

Not later than thirty (30) days after the happening of an event of Force Majeure, whereby the Second Part is unable to perform a material portion of the services, the parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

5.13 Suspension

The Bank may by written notice of suspension to the IQA suspend all payments to the IQA hereunder if the IQA fail to perform any of their obligations under this contract, including the carrying out of the services provided that such notice of suspension (i) shall specify the nature of the failure and (ii) request the IQA to remedy such failure within the period not exceeding thirty (30) days after the service of such notice of suspension on the IQA.

5.14 Termination of Contract

The Bank may by not less than thirty (30) days written notice of termination to the IQA (except in the event listed in paragraph (f) below, for which there shall be a written notice of not less than forty-five (45) days), such notice to be given after the occurrence of the events specified in the paragraph (a) through (f) of this condition no. 5.14 terminate this contract.

- a) If the IQA fail to remedy in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to condition No.5.13 herein above, within thirty (30) day of receipt of such notice of suspension or within such further period as the Bank may have subsequently approved in writing;
- b) If the IQA become insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- c) If the IQA fail to comply with any final decision reached as a result of arbitration proceedings.
- d) If the IQA submit to the Bank a statement which has a material effect on the right, obligations or interests of the Bank and which the IQA know to be false;
- e) If as the result of force majeure, the IQA are unable to perform a material portion of the services for a period of not less than thirty (30) days or
- f) If the Bank in its sole discretion and for any reason whatsoever, decides to terminate this contract.

5.15 Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Contract Conditions No. 5.14 hereof, or upon expiration of this Contract-to-Contract Condition no. 5.9 hereof, all rights and obligations of the Parties hereunder shall cease, except:

- i) Such rights and obligations as may have accrued on the date of termination or expiration.
- ii) The obligation of confidentially set forth in Contract Condition no. 5.19 (c) hereof.

- iii) Any right which a Party may have under the Applicable Law.

5.16 Cessation of Services

Upon termination of this Contract by notice pursuant to Contract Conditions No. 5.14 hereof, the IQA shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the IQA and equipment and materials furnished by the Bank, if any, the IQA shall proceed as provided, respectively, by Contract Conditions No. 5.19 (E) hereof.

5.17 Payment upon Termination

Upon termination of this Contract pursuant to Contract Condition No. 5.14 hereof, the Bank shall make the following payments to the IQA (after offsetting against these payments any amount that may be due from the IQA to the Bank).

- i. Remuneration pursuant to Contract Condition no. 5.21 hereof for Services satisfactorily performed prior to the effective date of termination.
- ii. Reimbursable expenditures pursuant to Contract Condition no.5.21 hereof for expenditures actually incurred prior to the effective date of termination.

5.18 Forfeiture of Security Deposit upon termination of contract

In case, the agreement of IQA is terminated due to the default of the IQA, its Security Deposit shall be forfeited which shall be absolutely at the disposal of the Bank.

5.19 Obligations of the IQA

A. General

i. Standard of Performance

The IQA shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and consider

appropriate advanced technology and safe and effective equipment, machinery, materials and methods. The IQA shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisors to the Bank, and shall at all times support and safeguard the legitimate interests of the Bank in any dealings with third parties.

ii. Law Governing Services

The IQA shall perform the services in accordance with the Applicable Law and shall take all practicable steps to ensure that any personnel and agents of the IQA comply with the Applicable Law.

B. Conflict of Interests

IQA and Affiliates not to engage in certain Activities-

The IQA agree that, during the term of this Contract and after its termination, the IQA and any entity affiliated with the IQA shall be disqualified from providing goods, works or services (other than the services and any continuation thereof) for any project resulting from or closely related to the services.

C. Confidentiality

The IQA and the personnel of them shall not, either during the term or after the expiration of this contract, disclose any proprietary or confidential information relating to the project, the services, this services, this contract or the Bank business or operations without the prior written consent of the Bank. The reports shall be the property of the Bank.

D. Reporting Obligations

The IQA shall submit to the Bank the reports and documents specified in Terms of Reference, in the form, in the numbers and within the time periods as specified.

E. Material furnished by the executing agency

The material made available to the IQA by the executing agency shall be the property

of the Bank and shall be marked accordingly. Upon termination or expiration of this agreement, IQA shall furnish forthwith to the Bank, an inventory of such materials and shall dispose of such materials in accordance with the instructions of the Bank.

5.20 IQA's Personnel

A. General

The IQA shall employ and provide such qualified and experienced personnel as are required to carry out the services.

B. Description of Personnel

- I. The IQA shall, on award of work, submit titles, Officially Valid Documents for identification (copy of Aadhaar Card, etc.), copy of Government Institute Identity Card, job descriptions, qualification and experience of personnels deployed and estimated periods of engagement in carrying out of the services of each of the IQA's personnel to be engaged for services.
- II. The personnels deployed at site for the quality audit should have minimum educational qualification (Graduation in Civil or Electrical discipline or Post Graduation in Civil or Electrical discipline / equivalent technical qualification) and experience of two years in the field of quality audit and the final competent authority signing off the reports/recommendations should have minimum educational qualification (Graduation in Civil or Electrical discipline or Post Graduation in Civil or Electrical discipline/equivalent technical qualification) and 5 years of experience in quality audit field.
- III. Minimum one personnel, has to be deployed by the IQA agency at the project site on the day of visit. The number of personnels may be increased by IQA to match the project requirements as stated in Para 4.13 (b) (vii). If any of the personnels has already been approved by the Bank, his/her name be also listed as well.
- IV. If required to comply with the provisions of Contract Condition No 5.19 A (i) of this contract adjustments with respect to the estimated periods of engagement of key personnel may be made by the IQA by written notice to the Bank provided; (i)

that such adjustments shall not alter the originally estimated period of engagement of any individual by more than 10% or one week whichever is larger. (ii) Any other such adjustments shall only be made with the written approval of the Bank.

C. Approval of personnel

The IQA personnel to be deployed for this work shall be got approved from Bank.

D. Removal and/or Replacement of Personnel

- a) Except as the Bank may otherwise agree, no changes shall be made in the Key Personnel. If, for any reasons beyond the reasonable control of the IQA, it becomes necessary to replace any of the personnel, the IQA shall forthwith provide as a replacement another person of equivalent or better qualifications.
- b) If the Bank (i) finds that any of the personnel has committed serious misconduct or has been charged with having committed a criminal action or (ii) has reasonable cause to be dissatisfied with the performance of any of the personnel, then the IQA shall at the written request of the Bank specifying the grounds therefore, forthwith provide as a replacement a person with qualification and experience acceptable to the Bank.

5.21 Obligations of the Bank

A. Payment

In consideration of the services performed by the IQA under this Contract, the Bank shall make to the IQA such payments in such manner as is provided herein.

B. Currency of Payment

All payments shall be made in Indian Rupees.

C. MODE OF BILLING AND PAYMENT:

- a) The payment shall be made through NEFT after completion of each stage and receipt of the audit report as per schedule mentioned below:
 - i. Scrutiny and finalization of QAP for implementation at site: 10% of total fees
 - ii. Completion of sub-structure: 30% of total fees
 - iii. Completion of super structure: 50% of total fees
 - iv. Issue of final report: 10% of total fees
- b) The IQA's fee as per scope of work will be paid as per quoted rates (% basis). The fee quoted shall be payable from the date from which the agreement comes in force.
- c) The IQA's fee is exclusive of all prevailing taxes.
- d) The payment to the IQA shall be made by the Bank on the basis of the bill submitted by IQA.
- e) The Bank will deduct TDS from the payment to IQA as per rules. The Tax Deduction Certificate for such deductions shall be issued by department to IQA. The same will not be deducted if IQA produces a certificate of exemption of the same.

5.22 Fairness and Good Faith

The parties undertake to act in good faith with respect to each other's rights under this contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

5.23 Security Deposit

An amount equivalent to 5% of the gross amount (exclusive of taxes) of each running bill of the IQA will be deducted and held by the Bank by way of Security Deposit.

5.24 Responsibility for accuracy of IQA services provided-

The IQA shall be responsible for accuracy of services provided by them for the project. They shall indemnify the Bank through the Security Deposit to be deducted as per this agreement against any action arising out of such inaccuracies in the work which might surface at any time at a later date of implementation of the project or final inspection report submitted by IQA whichever is later.

5.25 Release/ Forfeiture of Security Deposit

Security deposit shall be released after 24 months of actual completion of the work. However, before refund of security deposit, it will be ensured that extension of time, if any, for agreement of IQA is decided by the competent authority and final bill of IQA has already been paid.

5.26 Indemnity

The IQA shall indemnify the Bank and its officers or employees, against any claim or liability of any kind, which includes but not limited to injury to person or property or rights of any person arising out of or in consequence of the performance of this Agreement.

5.27 Settlement of Disputes & Arbitration

Except where otherwise provided in the contract, all questions and disputes relating to the matters under this contract or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with **RD, Guwahati**.

5.28 Foreclosure

- a) The Bank may, by not less than thirty (30) days of written notice of foreclosure (the expiry of the notice period whereof being the date of termination) to the IQA, without assigning any reason whatsoever at any stage of the contract, terminate the contract.

- b) Upon termination of this contract, the IQA shall take necessary steps to bring the work to a close in a prompt orderly manner and shall handover all the documents/ reports prepared by the IQA up to and including the date of termination to the Bank.
- c) The IQA shall be duly paid for the works carried out and services rendered till the date of termination.

5.29 Notices:

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed or when sent by registered mail, facsimile to such party to the following address:

FOR THE BANK:

Regional Director, Reserve Bank of India, Estate Department, Guwahati, 781001

FOR THE IQA:

IN WITNESS WHEREOF the parties hereto have caused these presents to be signed by their duly authorized Officers and affix the Common Seal in the presence of the following witness on the day, month and year first written above.

Signed and delivered for and on behalf of
the Bank:

Signed and delivered for and on behalf of
Institute/IQA:

Regional Director,
Reserve Bank of India

Estate Department,
Pan Bazar, Station Road
Guwahati, Assam
781001

In the presence of

WITNESS:

1.
.....
2.
.....

In the presence of

WITNESS:

1.
.....
2.
.....

Appendix-I

Name of the work: Independent Inspection / Quality Audit Services for Demolition & Redevelopment of Reserve Bank of India Residential Colony at Z.N. Road, Guwahati (including Civil, Electrical, Plumbing, Fire Fighting, Water Supply, Internal & External Development Work, Sanitary Installation, Sewerage System, Lifts, Substation, CCTV, DG Sets, etc.) on Deposit Work Basis through CPWD as Project Management Consultant

Sl. No.	Name of the State	Name of the Office	Approx. estimated cost (excluding GST)
1.	Assam	Guwahati Regional Office	₹34,70,000/-

Appendix-II
(please refer to para 4.13 (b) (ii))

Proforma of Inspection Report
(to be submitted within 7 days of their visit)

A. Inspection format

Name of IQA Agency.....		
1.0	Particular's work	
1.1	a) Name of Work	
	b) Description of work	
1.2	Executing Agency	
	a) Name	
1.3	Agreement No.	
1.4	Stipulated time and date of start	
1.5	Stipulated time and date of completion	
1.6	a) Estimated cost put to tender	
1.7	b) Schedule of rates applicable	
	Accepted tendered cost with overall percentage	
1.8	Percentage progress at time of inspection vis a vis expected as per contract and reasons for delay, if any:	
1.9	Inspection officers (Name & Designation)	
1.10	Officers and contractor present during inspection (Name & Designation)	
1.11	Date of inspection and number	

2.0	Quality control aids:	
2.1	Is site equipped with	
	a) Copy of agreement	
	b) Contract/applicable specification along with up-to-date correction slips	
	c) List of ISI marked /approved materials to be used:	
	d) Guard file containing inspection reports of CTE/QCTA	
	Testing facilities to check conformations to acceptance criteria QACW circulars on quality control	
2.2	Is field laboratory existing and well equipped	
3.0	Department procedure aspects	
3.1	Maintenance of inspection register	
3.2	Highlights of inspection by the Bank requiring compliance	
3.3	Are all site registers maintained in standard forms?	
3.4	Are test registers reviewed by authorized officer i.e. Engineer-in-charge with dates.	
3.5	Cement registers	
	a) Is cement store checked as provided in the agreement	
	b) Comment on cement stock with reference to cement register	
3.6	Site order book and schedule of defects	

	a) Is site order book properly maintained	
	b) Is site order book reviewed by authorized officers (mention detail)	
	c) Have timely notices been issued to the contractor with the schedule of defects/damage and date of compliance? In case of failure to rectify defects/damages whether action under contract provisions initiated.	
4.0	Process control aspects	
4.1	Is soil investigation done? (give brief details)	
4.2	Suitability of water for construction	
	a) What is the source of water?	
	b) Has water been tested subsequently (i.e. after every 3 months) and found fit for use in works?	
	c) Has water been tested subsequently (i.e. after every 3 months) and found fit for use in works	
4.3	Are 10% (25% for concrete) of all samples for testing taken in presence of authorized representative of IQA	
4.4	Are all mandatory tests carried out at stipulated frequency?	
4.5	Are materials approved by authorized officer of the executing agency? If so are approved samples available at site?	
4.6	Are samples units/items completed and approved by authorized officer of executing	

	agency before start of mass finishing work?	
4.7	Specific control on RCC work like centering/shuttering proportioning with boxes, mixing by full bag capacity hopper fed mixer, control of slump, placing compaction with vibrator:	
4.8	Any other particular comments on adequate of process control	
5.0	Site inspection for observation and comments on quality control system in place	
5.1	Observations on floors slope (especially in bath, WC, kitchen, terrace, etc.)	
5.2	Observation on QC for dampness/ leakages Prevention, particularly in vault area. If dampness/leakages noticed, then state locations and probable reasons	
5.3	Samples collected by IQA	
6.0	Observations on site material QC aspects. (keeping in view the requirement of contract specifications, IS marked/ approved products etc. (Attached separate sheet if required)	
7.0	Observations on workmanship QC aspects. (attach separate sheet if required)	
8.0	Comments on issues not specifically covered above but are pertinent to mention. (attach separate sheet, if required)	
9.0	Suggestions, if any, for improving the quality	

B. Position of rectification of deficiencies pointed out in previous visit report

Sr. No.	Date of visit (starting from oldest visit)	Deficiency observed	Rectification status	Whether deficiency removed Y / N

Appendix-III
(please refer to para 4.13 (b) (ii))

Checklist - 1

A	General Planning	Yes	No
1	Does the layout conform to the building bye-law of the Municipality/Corporation?		
2	a) Has the prevailing wind direction been taken note of ?		
	b) Has the orientation been planned according to the Sun diagram?		
3	a) is proper access road planned?		
	b) is road width sufficient?		
	c) is the specification for the road satisfactory?		
4	a) is the positioning of facilities acceptable?		
	b) Does it provide for future expansion?		
5	Are room dimensions acceptable? Is the size of door opening sufficient?		
6	Is the clear span alright?		
7	Is the specified clear head room available?		
8	Is the plinth height above normal surface water level?		
9	Has environment planning been done?		

Checklist – 2

B	Civil Works	Yes	No
I	Preconstruction Phase Structural Design		
1	a) Have soil tests been carried out?		
	b) is the Test report available?		
2	Is the load within S.B.C. of the soil?		
3	is type of foundation adopted satisfactory?		
4	a) Has precaution been taken against sub-soil water level?		
	b) Has proper surface drainage been planned?		
5	Have all loads specified by Users been taken in the design calculation of structure?		
6	Have the floor/roof slabs been designed for the equipment loads?		
7	Has correct live load been assumed?		
8	Has wind load been adopted according to I.S.?		
9	Has earthquake effect been considered?		

Checklist – 3

B	Civil Works	Yes	No
II	Construction Phase-Soil & Foundation		
1	Is the soil at site same as assumed during investigation?		
2	a) Have load tests been conducted if pile foundation adopted?		
	b) Are the test results satisfactory?		
	c) is the test report available?		
3	a) Has any soil refilling been done at site?		
	b) If yes, has this been consolidated satisfactorily?		
	c) Are density determining tests done?		
	d) Are the results satisfactory?		
	e) Have CBR Tests been conducted for road embankment?		
	f) Are the test reports available?		
	g) Are log book extracts of Road Roller available with area covered each day?		

Checklist – 4

B	Civil Works	Yes	No
	Construction Phase - Materials		
1	a) Does F.M. of sand conform to that adopted in mix design?		
	b) Does F.M. of coarse aggregate conform to that adopted in mix design?		
	c) is the sand free from silt?		
	d) Has allowance been made for bulking of sand during concreting?		
2	a) Is the compressive strength of brick according to the specification?		
	b) Is water absorption within permissible limit?		
3	Does the cube strength show that the concrete has specified strength?		
4	Is the moisture content in timber within permissible limit?		
5	Is the cement used according to I.S.?		
6	Is the sand used according to I.S.?		
7	Are the G.I. pipes used according to I.S.?		
8	a) is the test report for flush door enclosed?		
	b) is this of acceptable quality?		
9	Has leakage test on weatherproof course been conducted and found acceptable?		

Checklist – 5

B	Civil Works	Yes	No
III	Completion Phase-Finished items		
1	Are The fittings used of approved quality?		
2	Are the finished doors satisfactory?		
3	Do the windows conform to the quality specified?		
4	Is the floor finish satisfactory?		
5	Is the wall finish satisfactory?		
6	Is the timber work/joinery satisfactory?		
7	Is the false ceiling finish satisfactory & firmly fixed?		
8	Is the cavity floor finish satisfactory?		
9	Is the building free from structural cracks?		
10	Is any dampness, seepage, leakage noticed in any area?		
11	Are the results of rebound hammer test or ultrasonic test acceptable?		

Checklist – 6

C	Public Health Works	Yes	No
I	Preconstruction Phase		
1	a) Does the water supply source meet the full requirement of the User?		
	b) Has yield test report been enclosed?		
	c) Has the quality been tested?		
	d) Is the last report enclosed?		
	e) Is this quality acceptable?		
	f) If not has any treatment been suggested?		
2	a) is the storage provision sufficient?		
	b) Is O.H.T. height sufficient?		
3	a) Are water points provided according to requirement?		
	b) Is provision made for supply to water cooler?		
	c) Are water points provided for gardening?		
	d) Is the water point for cooling water to A/C plant of adequate rate of flow?		
4	Is the toilet provision sufficient?		
5	a) Has proper sewage disposal scheme been worked out?		
	b) Are treatment plants proposed for effluents?		
6	Are the water pumps ratings adequate?		
7	Are fire hydrants provided as per codal provisions?		
8	Does the design satisfy all Municipal byelaws?		

Checklist - 7

C	Public Health Works	Yes	No
I	Construction Phase-Internal Public Health Works		
1	Are vitreous chinaware fittings like WC, Wash hand basin, Urinal and Sinks free from Defects and of acceptable quality?		
2	Are plumbing fixtures such as taps, valves, stop-cocks, bottle traps, pillarcocks and shower roses free from defects and of acceptable quality?		
3	Are flushing cisterns for WCs free from defects and of acceptable quality?		
4	a) Have the water taps and other fittings and valves been tested for water lightness?		
	b) Are they leak proof?		
5	Are all the flushing systems of water closets Functioning well?		
6	Are all the urinals' flushing Systems functioning satisfactorily?		
7	a) Are the G.I pipes used of specified quality?		
	b) Are stoneware pipes tested and accepted?		
	c) Are Ci soil pipes and joints, floor traps of acceptable quality?		
8	a) Has pressure test been carried out in water supply pipes embedded in walls?		
	b) Are the reports available?		
	c) Is the plumbing work satisfactory?		
9	Are all the joints in water pipes and CI soil & waste pipes leakproof/defect proof?		
10	Are all the Ci soil and waste pipes and joints tested and free from leakages?		
11	Have wooden spacer blocks and clamps been provided for soil pipes?		
12	Is there stagnation of water in toilet floors?		
	(Copies of Test reports to be seen wherever necessary)		

Checklist 8

C	Public Health Works	Yes	No
II	Construction Phase-External Water Supply Works		
1	a) Has pressure test been conducted for water Supply mains?		
	b) Is this able to withstand the specified pressure?		
2	a) Has the pressure test been done for firefighting mains?		
	Does this withstand the pressure specified?		
3	Are anchor blocks provided for the pumping main at strategic point?		
4	Are ventilating pipes provided with mosquito proof meeting?		
5	Are handrails/access ladders been provided according to safety requirements?		
6	a) Are the OH tanks water light?		
	b) Are the water level indicators in all OH tanks functioning correctly?		
7	Is the water from overflow/washout location been taken out for building?		

Checklist – 9

C	Public Health Works	Yes	No
II	Construction Phase-External Sewerage Works		
1	Are The manhole covers firmly fixed?		
2	Are the manhole covers of standard size weight and free from defects?		
3	Are all the invert levels of manholes and inspection chambers, OK?		
4	Have the sewers been tested for free flow of water?		
5	a) Has leak test been conducted in sewer line?		
	b) is report enclosed?		
	c) Is the result satisfactory?		

Checklist – 10

C	Public Health Works	Yes	No
III	Completion Phase		
1	a) Has yield test been conducted in the developed source		
	b) Does it meet the requirements specified?		
2	a) Has the treated water been tested?		
	b) Is the quality acceptable?		
	c) Is the Lab report enclosed?		
	d) Is the residual chlorine in the water supply points as per acceptable level?		
3	Is the sewage disposal satisfactory?		
4	a) Has the treated effluent been tested?		
	b) Is the treated effluent safe?		
	c) is test report available?		
5	a) is the performance of the pumps according to the requirement?		
	b) Are catalogue/Test certificates/guarantee certificates enclosed?		

Checklist – 11

D	Electrical Works	Yes	No
I	Preconstruction Phase		
1	Have provisions been made for power points as required by the Users?		
2	Have these power points marked in correct locations?		
3	Has the required illumination level been provided in all the rooms?		
4	Have the required type of fittings been specified in different areas as per Users' requirements?		
5	Has special earthing requirement been provided for?		
6	Has fire alarm system/smoke detection system been included?		
7	Has emergency power requirement/UPS supply been provided for?		

Checklist – 12

D	Electrical Works	Yes	No
II	Construction Phase-Wiring		
1	Whether the size and grade of PVC wires used are as per specifications?		
2	Whether all fittings are of approved quality and shade or colour?		
3	Whether the correct size of conduits used for the number of wires drawn in them?		
4	Whether correct size of earth wire run continuously along with conduit?		
5	Whether switch boards/socket outlets are provided at required positions and as indicated by Users?		
6	Whether switches are provided on 'Line' side From safety point?		
7	Whether rubber bushes for the MS conduits ends have been provided?		
8	Whether suitable lugs are provided for end terminations?		

Checklist – 13

D	Electrical Works	Yes	No
II	Construction Phase-Distribution Boards		
1	Whether end terminations in FLP fixtures are made according to approved method?		
2	Whether the DBs are vermin and dust proof and have rubber gaskets?		
3	Whether all live terminals are protected from accidental contact?		
4	Whether all terminations are free from strains and have lugs and proper clearances?		
5	Whether two independent earth leads are connected properly?		
6	Whether the DB covers have tool operated fasteners?		

Checklist – 14

D	Electrical Works	Yes	No
II	Construction Phase-Sub-Station Yards -		
1	Whether outdoor structure connections are done as per approved specifications and IE rules?		
2	Whether metallic support hardwares, fence and gate are properly earthed?		
3	Whether the Transformer provided with all the necessary safety and protection accessories?		
4	Whether the installation done as per relevant IS specification?		

Checklist – 15

D	Electrical Works	Yes	No
II	Construction Phase-HV and MV Panels		
1	Whether HV and MV panels are rigidly mounted, dust and vermin proof and have correct Voltage Danger sign boards in required languages?		
2	Whether shock proof rubber mat is provided in front of HV and MV panels?		
3	Whether two district earthing leads are connected to HV and MV panels?		
4	Whether circuit identifications are written for various circuit breakers and SFUs in HV and MV panels?		
5	Whether covered to prevent accidental contact?		
6	Whether circuit breakers and SFUs are having smooth charging/tripping operations?		
7	Whether bus bar sections are segregated properly and have covers with tool operated fasteners?		
8	Whether proper clearances around the HV and MV panels are provided as per IE rules?		
9	Whether the circuit breakers and SFUs provided are of required capacity and duty class specified?		
10	Whether the instrument transformers are of required capacity, ratio and accuracy class?		
11	Whether the protective relays are of required type and have correct plug and time settings?		

Checklist – 16

D	Electrical Works	Yes	No
II	Construction Phase - General		
1	Whether the safety gargets like adequate number of fire extinguishers, hand rubber gloves, first aid box, electric shock treatment chart and discharging earth rod are kept in a safe and prominent place with easy accessibility.		
2	Whether route/joint markers and identification tags at the end are provided for cables?		
3	Whether end terminations, clamping of cables and earthing of cable end boxes are proper?		
4	Whether earth pits are provided sufficiently away from metal fence/water pipelines/other earth pits?		
5	Whether various different earthing systems are segregated and identified on the chambers?		
6	Whether joints and test points are done as per IS specifications for lightning protection system?		
7	Whether anti-vibration mountings/isolation foundation are provided below the DG set frame?		
8	Whether suitable safety guardings are provided for all rotating parts in the DG set?		
9	Whether the fan regulators are functioning satisfactorily?		
10	Whether locking pin, checknuts for ceiling fan down rod are provided?		
11	Whether the illumination levels obtained in various rooms/facilities are as per specification/requirement?		
12	Whether the light fittings easily accessible for maintenance?		
13	Whether circuits continuity checked and accepted?		
14	Whether earth continuity checked & acceptable?		
15	Whether the insulation resistances of individual circuits are above accepted values?		
16	Whether warranty cards for Geysers/Fans/Fixtures available?		

Checklist – 17

D	Electrical Works	Yes	No
III	Completion Phase		
1	Whether the following were subjected to Acceptance Tests at works as per relevant IS specifications and the results are acceptable?		
	a) Transformers		
	b) HV Switch gears		
	c) Protective relays		
	d) LT Air circuit breakers		
	e) HV cables		
	LV Cables		
	g) Instrument transformers		
	h) MV panel		
	i) Station batteries		
	j) DG set with control panel		
2	Whether test certificates and warranty cards are available for the item in (1) above.		
3	Whether the items in (1) above were subjected pre-commissioning tests at site as per relevant IS specifications?		
4	Whether the results are acceptable?		
5	Whether insulation resistances of all installations are checked?		
6	Whether Insulations resistance values are acceptable?		
7	Whether earth resistance values of different earthing systems are checked?		
8	Whether earth resistance values are within permissible level?		

Checklist – 18

E	Airconditioning Works	Yes	No
I	Preconstruction Phase		
1	Have all areas which require to be airconditioned been included in A/C system?		
2	Have the temperature condition and humidity level been designed according to user requirement?		
3	Have clean rooms been provided according to requirement?		
4	Has acoustic treatment been proposed to reduce noise level as required?		
5	Has vibration Isolation been planned for equipment foundation?		
6	Has necessary design information been furnished for correct calibration and adjustment?		

Checklist – 19

E	Airconditioning Works	Yes	No
II	Construction Phase		
1	Is sufficient plant and AHU space been provided for ease of operation and maintenance.		
2	Is sufficient head room available for running supply and return air ducts?		
3	Have floor drains been provided on A/C plant room and AHU room for disposal of waste/condensate water?		
4	Have relevant equipment been factory tested and test certificates obtained?		
5	Have the following materials been tested for conformance to relevant IS?		
	i) Galvanized steel sheet		
	ii) Aluminium sheets		
	iii) Valves and piping		
	iv) Electrical control cables		
	v) Electrical Switchgear		
	vi) Electrical Panel Board		
	vii) Insulation materials		
6	Has system cleanliness check been carried out?		
7	Has air tightness been checked?		
8	Have mechanical checks been carried out?		
9	Have electrical checks been carried out?		
10	Have specialist equipment checks been carried out on HEPA filters and dehumidifiers?		
11	Have vibration and noise levels of equipment been checked?"		
12	Has pressure and vacuum testing of the system and refrigerant charging been carried out?		
13	Have the duct and water pipe circuits been checked?		

Checklist – 20

E	Airconditioning Works	Yes	No
II	Completion Phase		
1	a) Have all motors been run on no load and is direction of rotation proper?		
	b) Is there any abnormal noise due to faulty bearings?		
2	Has balancing been carried out for all water and air circuits?		
3	Has total system been adjusted to provide design quantities (viz., compressor speed, fan speeds, etc.)?		
4	Have electrical measurement been carried out on all motors?		
5	Have all control elements been set to achieve design parameters?		
6	Have A/C areas been checked for positive pressure wherever required?		
7	Have temperature and flow measurements been carried out in air and/or water circuits for purposes of checking system capacity?		
8	Has the system been checked for abnormal sound and vibration?		
9	Has the safety systems like HP/LP cut outs, antifreeze thermostats, safety air stats, overload relays, fire dampers, coupling guards, etc., been checked?		
10	Has the A/C area been checked for conformance to relevant Federal Standards (for clean room only) '209' (latest revision)?		

Checklist – 21

F	Mechanical Works	Yes	No
(1)	EOT/HOT Cranes		
1	Are the height of lift, side clearances, head room dimensions, side and end hook approaches as per approved drawings?		
2	Do material test certificates confirm to IS standards, drawings and specifications?		
3	a) Has radiographic test in the welds been conducted?		
	b) Are the test results cleared by inspection agency?		
4	Are manufacturers test certificates for all bought out items acceptable?		
5	Has the trolley track rails, and gantry rails been checked for alignment and levels as per IS 3443 and found acceptable?		
6	Has the Entire crane been subjected to full load test and 25% overload test on hoisting and traverse motion at manufacturers works and passed the tests?		
7	Are the following test results acceptable?		
	i) Insulation Test		
	ii) Speed load characteristic test		
	iii) Deflection Test: Has the deflection test been carried out with the safe working load at rest and the crab in the central position? Is the actual deflection well within the permitted span value/900?		
	iv) Overload test:		
	a) Is the crane tested to lift and sustain a minimum test load of 125% of the safe working load, the load located at the center of the span?		
	b) Does the crane sustain the load under full control in both direction of travel?		
8	Safety requirements:		
	i) Does the crane conform to the relevant safety regulations under the India Factory Act and India Electricity Rules and other statutory regulations as applicable?		
	ii) Has the end buffers been provided for stopping the crane and trolley?		
9	Has the manufacturer supplied detailed operation/maintenance manual and spare part list?		

Checklist – 22

F	Mechanical Works	Yes	No
(2)	Lifts – Lift Machinery:		
1	Are test certificates available for all bought out items?		
2	Does the earthing system followed, meets codal requirements		
3	Has an exhaust fan been provided in Machine room?		
4	Has independent single-phase power for lift car lighting and separate 3 phase supply for machinery been provided?		
	Lift car and Indicators:		
1	Is the car interior panel with indicators, switch controls etc., as per requirement?		
2	Are the lift floor position indicate in car and landings, provided so as to give a clear indication to the passenger and aesthetically acceptable?		
3	Has a battery-operated intercom between lift car and security/reception office been provided?		
4	Has a battery-operated emergency light been provided in the lift can		
	Test Operation:		
1	Is the lift capable of handling the specified load / persons as per contract specifications at the rated speed of operation with smooth starts/stops at all landing?		
2	Has the insulation resistance test, earthing test, test for proper functioning of control and locking devices as per IS:4666 been conducted and found acceptable?		
3	Are the floor levels/alignment at all landing satisfactory?		
4	Has necessary approval for lift installation and operation been obtained from the competent authority for such work?		
5	Has the manufacturer supplied detailed operation/maintenance manual and spare part list?		

Checklist – 23

F	Mechanical Works	Yes	No
(3)	Compressed Air Installation-Compressor.		
1	Are test certificates available for all manufactured items?		
2	Are the drier units as per the type mentioned in specification?		
3	Has necessary test been done to assess the flow rate, outlet pressure of air at different stages, dryness fraction at different stages and final dryness of air and dew point?		
4	Are the Air receiver fabricated to specification pressure tested, weld joint tested, and correctly mounted on rigid concrete base?		
	Compressed Air distribution pipelines:		
1	Has the routing been done to specifications and the pipes taken in trenches/hume pipes wherever specified?		
2	Are the necessary isolating valves at junction points, moisture drain trap, coupler, etc., provided?		
3	Have the lines been tested for any leakage? Is the leakage rate within permitted limits for installations?		
4	Have the lines been properly taken along the walls and at entry point to building, provided with moisture drain and valves which will enable easy operation?		
5	Does the pipelines network as executed meet the required pressure drop specification?		
6	Are the pipelines painted as per IS specification and necessary indicators provided for operating and maintenance staff?		
7	Does the system ensure the desired flow rate, required pressure and quality (oil free, moisture content in PPM) at all utility points under all conditions of operations?		
8	Have copies of operation/maintenance manual and spare parts list been supplied?		

FINANCIAL BID

a) Covering letter

To,
The Regional Director,
Reserve Bank of India,
Estate Department,
Pan Bazar, Station
Road, Guwahati
781001

Sub: - **“Refer Appendix-I”**.

Madam/ Dear Sir,

I/We IQA herewith enclose financial bids for considering our Agency / Institute as IQA for above work as per the scope of work given under terms of reference.

Yours faithfully,

Signature (Authorized
Representative of the IQA)

Full Name
Designation

Address

Tele Nos: (O)
(R)

E-mail:

Fax No:

b) Financial Bid

Sr. No.	Description of Service	Estimated Cost range of the work	Period	Lump sum Fee (In words & Figures) (to be quoted by the Institute)
1	Providing Independent Quality Audit and quality assurance/ inspection services for the above work as per the terms and conditions mentioned in the tender for Demolition & Redevelopment of Bank's residential quarters at Z. N. Road, Guwahati (including Civil, Electrical, Plumbing, Fire Fighting, Water Supply, Internal & External Development Work, Sanitary Installation, Sewerage System, Lifts, CCTV, DG Set, Substation, etc.)	₹34,70,000/-	36 months*	

* Period may vary as per actual date of completion and nothing on this account shall be payable.

IMPORTANT NOTES:

1. The quoted amount shall be exclusive of all prevailing taxes.
2. Services of Independent Quality Auditor/Institute shall be required upto the actual completion execution of work and finalization of the final bill.
3. No extra payment except as quoted by the IQA, shall be paid for any other items whatsoever in any shape and form.
4. IQA is expected to make themselves acquainted with the work/services expected to be carried out by them for satisfactorily carrying out the IQA services. No extra payment for any account shall be entertained.



Yours faithfully,

Signature

(Authorized Representative of the IQA)

Full Name

Designation

Address

Tele Nos:

E-mail:

Fax No: