



भारतीय रिजर्व बैंक Reserve Bank of India  
संपदा विभाग Estate Department  
नागपुर Nagpur

**Notice Inviting Request for proposal (RFP)**

भारतीय रिजर्व बैंक, नागपुर तेलनखेड़ी रोड स्टाफ क्वार्टर, आरबीआई, नागपुर में स्टाफ क्वार्टर भवनों (16 नंबर) की स्थिति के मूल्यांकन के लिए पात्र संरचनात्मक सलाहकारों से प्रतिस्पर्धी सीलबंद कोटेशन के माध्यम से प्रस्ताव के लिए अनुरोध आमंत्रित करता है। विस्तृत सूचना के साथ आरएफपी भारतीय रिजर्व बैंक की वेबसाइट पर <https://www.rbi.org.in> निविदाएं" मेनू के तहत उपलब्ध है।

2. कार्य की अनुमानित लागत ₹8.85 लाख जीएसटी सहित (लगभग आठ लाख पचासी हजार रुपये) है। हालांकि, वास्तविक राशि में भिन्नता हो सकती है।

3. ई-निविदा प्रक्रिया का कार्यक्रम निम्नानुसार है:

क	ई-निविदा सं.	<b>NIL</b>
ख	निविदा की पद्धति	सीलबंद हाथ उद्धरण
ग	पार्टियों द्वारा डाउनलोड करने के लिए एनआईटी की निर्धारित तिथि	28 नवम्बर 2025 दोपहर 12.00 बजे से
ड	बोली प्रारंभ करने की तिथि	28 नवम्बर 2025 दोपहर 12.00 बजे से
च	बोली-पूर्व बैठक का दिनांक	08 दिसंबर 2025 दोपहर 11.00 बजे से
छ	निविदा प्रस्तुत करने की अंतिम तिथि	18 दिसंबर 2025 दोपहर 12.00 बजे तक
ज	भाग-। (तकनीकी बोली) खोलने की तिथि	18 दिसंबर 2025 दोपहर 03.00 बजे से

4. भाग-। में निर्धारित सभी मानदंडों को पूरा करने वाले निविदाकारों/बोली लगाने वालों से ही संबंधित भाग-॥ अर्थात कीमत बोली को उसी दिन या बाद की तारीख में, बैंक द्वारा यथासूचित, खोला जाएगा। बैंक के पास बिना कोई कारण बताए किसी भी या सभी ई-निविदाओं को स्वीकार करने या अस्वीकार करने का अधिकार सुरक्षित है।

**टिप्पणी:** सभी निविदाकर्ता कृपया ध्यान दें कि ई-निविदा में कोई भी संशोधन / सुधार भविष्य में किए जाने पर, यदि कोई हों, उन्हें सिर्फ भारिबैं और एमएसटीसी वेबसाइट पर अधिसूचित किया जाएगा और अखबार में प्रकाशित नहीं किया जाएगा।

क्षेत्रीय निदेशक  
भारतीय रिजर्व बैंक  
नागपुर



**Reserve Bank of India  
Estate Department  
Nagpur**

**Quotations for Condition Assessment of Staff Quarters Buildings (16 Nos.) at  
Telankhedi Road Staff Quarters, RBI, Nagpur**

**PART- I**

**GENERAL INSTRUCTIONS TO CONSULTANTS AND SPECIAL CONDITIONS**

**Name of Bidder** \_\_\_\_\_

**Address & Contact details with Email ID:**

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**Due Date of Submission: December 18, 2025; 12:00 Hrs**

**GENERAL INSTRUCTIONS TO CONSULTANTS**  
**AND SPECIAL CONDITIONS**

Sealed Hand Quotations are invited for "**Condition Assessment of Staff Quarters Buildings (16 Nos.) at Telankhedi Road Staff Quarters, RBI, Nagpur**". The quotations shall be submitted at the Estate Department, Main Office Building, Civil lines, Nagpur.

1. Sealed Hand Quotation shall be submitted as Single envelope as part I containing technical and commercial details of the offer and Part II containing prices only and shall be submitted in single envelope so as to reach the same to **Estate Department, Main Office Building, Civil lines, Nagpur** on **December 18, 2025 at 12.00 p m.** The quotations will be opened **at 4.00 pm on the same day** or the next working day which will be intimated to intending bidders. All intending bidders are advised to be present if so, they desired on the day of opening of quotation.
2. Quotations shall remain open to acceptance by the Bank for a period of one month from the date of opening of the quotation which period may be extended by mutual agreement and the Bidders shall not cancel or withdraw the quotation during this period.
3. 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 quotation, either in whole or in part without assigning any reasons for doing so.
4. All compensation or other sums of money payable by the consultant to the Bank under the terms of this Contract may be deducted from his earnest money and security deposit if applicable the amount so permits and the consultant shall unless such deposit has become otherwise payable within ten days after such deductions make good in cash the amount so deducted.
5. The Consultant shall not assign the Contract. He shall not sublet any portion of the contract except with the written consent of the Bank
  - e. The Consultant shall carry out all the work strictly in accordance with drawing, details and instructions of the Bank's Engineer if in the opinion of Bank's Engineer change have to be made in the design and they desire the Consultant to carry out the same, the consultant shall carry out the same without any extra charge. The Bank's Engineer's/Bank's decision in such cases shall be final and shall not be open to arbitration.
  - e. A Schedule of probable Quantities in respect of each work and specifications, accompany these Special Conditions. The Schedule of probable Quantities is liable to alterations by omissions, deductions or additions at the discretion of the Bank's Engineer. Each quotation should contain not only the rates but also the value of each item of work entered in a separate column and all the amounts quoted against various items should be totaled in order to show the aggregate value of the entire quotation.
9. Bidder must obtain for himself on his own responsibility and at his own expense all the information which may be necessary for the purpose of making a quotation and for entering into a contract and must examine the drawings, inspect the site of the work, acquaint himself with all local conditions, means of access of the work, nature of the work and all matters pertaining thereto.

The rates quoted in the quotation shall include all charges for clearing of site before

commencement as well as during and after completion. The quoted rates shall also include charges for conducting all required test (Rebound hammer, UPV, Carbonation, Core cutting, etc.) and all types of labors, materials, tools & plants for the work and any other requirement to enable arriving at meaningful conclusion of work.

10. The rates quoted shall be deemed to be for the finished work to be measured at site. The rates shall also be firm and shall not be subject to exchange variations, labor conditions, fluctuations in railway freights or any conditions whatsoever. Bidders must include GST in their rates. No separate claim in respect of GST shall be entertained by the Bank except if changed by the Central Govt., State Govt. or local authorities during the contract period.

11 (a) The Consultant should note that unless otherwise stated the quotation is strictly on **lump sum basis** and his attention is drawn to the fact that rates for each and every item should be correct, workable and self-supporting. The quantities in, the Schedule of Quantities approximately indicate the total extent of work but may vary to any extent and may even be omitted thus altering the aggregate value of the Contract. No claim shall be entertained on this account.

12. Time allowed for carrying out the work is **30 days** from the 7<sup>th</sup> day from the date of issue of work order. The successful Bidder is bound to carry out any or all items of work necessary for the completion of the job even though such items are not included in the quantities and rates, Schedule of instructions in respect of such additional items and their quantities will be issued in writing by the Bank's Engineer.

13. The successful bidders should co-operate with the other consultants appointed by the Bank so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank's Engineer.

14'. The consultant shall bear in mind that all the work shall be carried out strictly in accordance with the specifications made by Bank's Engineer / as per extant guidelines Nagpur Heritage Committee and also in compliance of the requirements of the local public authorities and to the requirements of the Bank and no deviation on any account will be permitted.

15. The successful bidder should make his own arrangement to obtain all materials required for the work.

16. The consultant is allowed to use the water available and free electricity ensuring safe handling work with insulation in the building where the work is to be done and no recovery shall be made from the bills towards the water consumption/ Electricity consumption charges for the work.

17. The Consultant shall strictly comply with the provision of safety code mentioned hereto.

18, Bidders shall abide by the rules and regulations of the State Govt, Central Govt, Local Authorities on Covid-19 and the quoted rates shall be inclusive of such expenses. Bank will not entertain any such claim whatsoever on this account.

## **19. Scope of Services**

The Institution/structural consultants shall render the following services to the Bank in connection with and in regard to, I - "**Condition Assessment of Staff Quarters Buildings (16 Nos.) at Telankhedi Road Staff Quarters, RBI, Nagpur**".

Institution/Structural Consultant/Structural Engineer shall carry out assessment and evaluation of safety of existing buildings at Telankhedi Road Staff Quarters Buildings (16 Nos.), Nagpur including foundation system and submit Certificate of Safety/Stability that the existing buildings comply with all the provisions/requirements by carrying out necessary Visual inspection and Non Destructive Testing (NDT) as required, which plays an important role in condition assessment of existing buildings.

Structural Consultant/Structural Engineer shall determine and certify whether or not a building is in distressed condition. If the building is in a distressed condition, Structural Engineer shall determine and recommend whether it will be cost-effective to either repair or retrofit it, in the context of overall safety.

The consultant shall carry out visual inspection and condition survey to estimate need & quantum of NDT to be carried out for **Staff Quarters Buildings (16 Nos.) at Telankhedi Road Staff Quarters, RBI, Nagpur**. The item rate/charges for conducting different tests as deemed fit and furnishing report with recommendations may be indicated in price bid.

## **20. Eligibility:**

i) IITs, NITs, Government engineering colleges, Central Building Research Institute (CBRI) and other Central/ State Government Institutes and firms which are currently registered with Municipal Corporation along with submission of certificate of registration with Municipal Corporation and which has previous experience of doing similar work are eligible to quote for the said work.

## **21. Completion Time**

### **1) Time Schedule:**

Time shall be considered as the essence of this agreement and the Institution/structural consultants/Structural Engineer hereby agree to commence the work soon after the issuing of work order. The time for completion of the entire work is **30 days** from the 7<sup>th</sup> day from the date of issue of work order, which includes site survey, condition survey, data collection, measurements, report and assessment of quantum of tests, analysis of structural drawings, carrying out NDT of structural members of buildings, recommendations/measures for strengthening/retrofitting of existing structural members, soil testing, submitting draft report and the final report.

## **22. Price:**

The price quoted for the work shall be firm and valid till completion of the work and shall also include all taxes etc.

**23. TERMS OF PAYMENT**

- i) 75% amount after completion of NDT testing, submission of draft report, issue of structural stability certificate, detailed estimate and BOQ with Rate analysis preferably based on CPWD/PWD for repairs in hard and soft copies etc. Balance 25% will be paid after submission of approved final report including recommendations/ repair methodology for structural repairs. All payments for the work will be made only at Reserve Bank of India, Nagpur.
- ii) If the Time Schedule is not adhered to by structural Consultant, in case the Institution/structural consultant/Structural Engineer fails to comply with the written instructions of the Employer given to them in terms of this agreement, within a reasonable time period or as per the time schedule indicated in the agreement for completion of various activities, the Employer is empowered to recover a reasonable sum of 0.25% per week from their due as penalty/ liquidated damages, which shall, however, not exceed 10% of the total professional fees (worked out as per scale of charges) payable to them. The penalty/damage shall be on pro rata basis for a particular stage of damage/delays.

**24. Testing Equipment:**

- i) All the equipment's instruments required for site measurements viz. rebound hammer, etc. will have to be arranged by the firm without any extra payment by the Bank.
- 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. However, Bank will not provide any kind of assistance in the form of men / material and the firm will have to make their own arrangement.

**25. Damage to Person & property:**

The firm should deploy only qualified and experienced Engineers / Technician / workers having requisite expertise 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. Any damage to bank's property caused due to negligence or wrong handling will have to be made good by the firm at their cost.

**26. Taking up work without any inconvenience to the employees/occupants:**

The firm may visit the premises and ascertain site conditions. The work has to be carried out in occupied buildings without causing big inconvenience to the employees/occupants and residents of the Bank. No power shut down will be provided for the work. No extra claims will be admissible later on these grounds.

**27. Submission of reports:**

The report shall be submitted in hard copy (duplicate) as well as with a soft copy including the formats accepted by Nagpur Municipal Corporation.

28. **Responsibility & accountability of the Structural Consultants:**

- a) The Institution/structural consultant shall assume the full responsibility of the report for stability of the structures.
- b) After completion and acceptance of final report (post testing), the consultants shall furnish 'Stability Certificate' in the approved Performa.
- a) It shall be the sole responsibility of the Institution/structural consultant to correctly interpret the investigation/test report for safe designing of the structure. The discrepancy or ambiguity of interpretation, if any, shall be immediately brought to the notice of the Employer.
- b) The Institution/structural consultant should assist employer to furnish satisfactory clarification/details as sought by authority such as NMC, Government agency like Chief technical examiners organization of the Central Vigilance Commission, New Delhi) causing technical scrutiny.

29. **Transfer of Interests:**

Neither the Employer nor the Institution/structural consultant shall assign, sublet or transfer their interests in this agreement, without the written consent of the Employer.

**Matters to be finally determined by the Employer and Settlement of Disputes:**

30. The Employer's decision, opinion, direction, certificate for payment with respect to all or any of the matters under scope of work, variations approved by the Employer, agreement, providing necessary copies of every document (drawings, schedule of quantities, quotation, estimates of cost, etc.) at his cost, complying with the directions of local controlling civic authorities/their notices, responsibility of correct setting out of the works as per design/drawings, consultant's superintendence on the work, assignment and subletting, nominated sub-consultant, ascertainment of professional fees for extra work (if any), revision of improper design, defects developed after completion of structural work due to faulty design, certificate of virtual completion and defects liability period, delay and extension of time, date of commencement and completion and non-completion of any activity described under scope of work, failure to comply with the Employer's instructions, etc. shall be final and conclusive and binding on the parties hereto and shall be without appeal.

31. All disputes and differences of any kind whatsoever arising out of or in connection with the agreement whether during the progress of the works or within 12 months of determination, abandonment or breach of contract shall be deemed to have arisen at Nagpur and only the Regional Director, Reserve Bank of India, Nagpur, shall have the authority to determine and settle the same. The decision of the said Regional Director, Reserve Bank of India, Nagpur shall be final and binding on the Structural Consultants.

**32. Termination of Agreement:**

- a) The agreement herein may be terminated at any time by either party, by giving a written notice of one months to the other party. Even after the termination of their employment, the Institution/structural consultant shall remain liable and be responsible for the drawings and designs, in respect of the work executed before the termination of the Structural Consultants' appointment but shall not be entitled to additional remuneration thereof.
- b) If the Institution/structural consultant shall close their business or die or become

incapacitated from acting as such Institution/structural consultant then the Agreement shall stand terminated.

c) If the Institution/structural consultant fail to adhere to the time schedule stipulated in or the extended time which may be granted by the Employer in its sole discretion

Or

In case there is any change in the constitution of the Institution/structural consultant for any reason whatsoever, the Employer shall be entitled to terminate this agreement and entrust the work to some other.

d) In case of termination to any fees or compensation except the fees payable to them for the work actually done. In such cases the decision of the Employer as to what is the work actually done and what is the amount of the fees due to the Institution/structural consultant on the basis of actual work done shall be final and binding on the Structural Consultants.

e) In case of the termination under sub-clauses (a), (b) or (c), the Employer may make use of all or any drawings, estimates or other documents prepared by the Structural Consultants, after payment for the services of the Institution/structural consultant for the preparation of the same in full as provided herein.

**33. Stamp Duty:**

The Institution/structural consultant shall bear the Stamp Duty on the original of this Agreement, as may be applicable at the time of execution of this agreement in Nagpur.

**34. Insurance in respect to damages to persons and property:**

The Consultant shall be responsible for all injury or damage to persons, animals or things and for all damage to property which may arise from any factor omission on the part of the Consultant or any Sub-Consultant or any nominated Sub-Consultant or any of their employees. The liability under this clause shall cover also any damages to structures, whether immediately adjacent to the works or otherwise; any damage to roads, streets, footpaths, bridges as well as damage caused to the buildings and other structures and works forming the subject matter of this contract. The consultant shall also be responsible for any damage caused to the building and other structures and works forming the subject, matter of this contract due to rain, wind, frost or other inclemency of weather. The consultant shall, indemnify and keep indemnified the Bank and hold him harmless in respect of all and any loss and expenses arising from any such injury or damage to persons or property as aforesaid and also against any claim made in respect of injury or damage, whether under any statute or otherwise and also in respect of any award or compensation or damage consequent upon such claims.

The Consultant shall, at his own expense, effect and maintain till issue of the virtual completion certificate under this contract, with an insurance company approved by the registered in IRDAI, and deposit policies **like workmen compensation policy and Third-Party Policy** with the Bank before commencing the works. **If the consultant fails to extend the insurance policies at any point of time, Bank will take the insurance & triple of the insurance premium will be recovered from the consultant. If required and advised by Government or local authorities consultant has to take any additional insurance covers due to COVID-19.**

I/We hereby declare that I /We have read and understood the above instructions for the guidance of Bidders.

Place: \_\_\_\_\_ Signature of Bidder with seal  
Date: \_\_\_\_\_ Name & Address  
e-mail: \_\_\_\_\_

**ARTICLES OF AGREEMENT**

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ between the Reserve Bank of India having its Central office at Shahid Bhagat Singh Road, Mumbai - 400 001 (hereinafter called "The Bank") of the one part and \_\_\_\_\_ (herein after called the "Consultant") of the other part.

WHEREAS THE Bank is desirous of carrying out "**Condition Assessment of Staff Quarters Buildings (16 Nos.) at Telankhedi Road Staff Quarters, RBI, Nagpur**" and has caused Drawing (If available) and schedule of Quantities showing and describing the work to be done to be prepared by or under the direction of Bank's Engineer.

AND WHEREAS the Consultant has agreed to execute upon and subject to the conditions set forth herein and to the conditions set forth in the Special Conditions (If applicable) 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 (If available) and / or described in the said Specification and included in the Schedule of Quantities at the respective rate therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as "the said Contract Amount").

**NOW IT IS HEREBY AGREED AS FOLLOWS**

1. In consideration of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the Consultants shall upon and subject to the said Conditions execute and complete the work shown upon the said Drawings (If applicable) and described in the said Specifications and the Schedule of Quantities.
2. The Bank shall pay the Consultant the said Contract Amount or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.
3. The term "Bank's Engineer" in the said condition regarding execution of the work, quality of construction, quality of materials, progress and completion of the project etc. shall mean the Deputy General Manager (Estate Department), or any other person designated for . the purpose by the Reserve Bank of India. As far as the operation of the provision under clause 34 of the contract viz. clause relating to settlement of disputes through arbitration, the term "Bank's Engineer" shall be read as Deputy General Manager (Estate Department)/ Officer - in-charge, of the, Reserve Bank of India, Nagpur.

4. 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.

5. The plans, agreement and documents mentioned herein shall form the basis of this contract.

This Contract is neither a fixed lump sum Contract nor a piece Work Contract but it is a Contract to carry out the work in respect of "**Condition Assessment of Staff Quarters Buildings (16 Nos.) at Telankhedi Road Staff Quarters, RBI, Nagpur**" to be paid for according to actual measured quantities at the rates contained in the Schedule of quantities or as provided in the said Conditions.

6. The Consultant shall make good any damages done to walls, floors, etc. after the completion of such works and payment towards such works shall be paid separately.

7. The Bank reserves to itself the right of altering the Drawings (If applicable) 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. The Consultant 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 Consultant 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 Consultant 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 Consultant 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 Bank. The Consultant shall indemnify the Bank for any loss suffered by the Bank 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 Consultant and the Bank shall be entitled to claim damages and pursue legal remedies. The Consultant 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 Consultant's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

#### **9. Documents prepared by the Consultant to be the Property of RBI**

(a) All plans, drawings, specifications, designs, detailed measurement estimates, reports and other documents prepared by the Consultant in performing the Services shall become and remain the property of the RBI, and the Consultant shall, not later than upon termination or expiration of this Consultancy Contract, deliver all such documents to RBI, together with a detailed inventory thereof. RBI reserves the right of repetitive use of drawings, specifications etc. without any financial obligation to the Consultant.

(b) The Consultant shall also return, along with the detailed inventory the plans, drawings, specification, reports etc. made available by RBI for performing the Services, upon termination or expiration of the Consultancy Contract.

(c) Copyrights and all proprietary rights of all drawings, specifications, reports, formats, documents etc. developed and prepared by the Consultant for this assignment shall vest with RBI and shall not use these for any other purpose/assignment without the written permission of RBI. Any deviation to this effect will be dealt with in accordance with law.

10. Time shall be considered as the essence of this Contract and the Consultant hereby agrees to commence the work soon after formal works order as provided for in the said Conditions whichever is later and to complete the entire work **within 30 days** from the 7<sup>th</sup> day from the date of issue of work order, subject nevertheless to the provisions for extension of time and levy of liquidity damages for the delays.

11. All payments by the Bank under this contract will be made only at Nagpur.

12. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Nagpur and only Courts in Nagpur shall have jurisdiction to determine the same.

13. The several parts of this Contract have been read by the Consultant and fully understood by the Consultant.

14. The consultant/agency shall be solely responsible for full compliance with the provision of **Sexual harassment** of Women at workplace under Prevention, Prohibition and Redressal Act 2013. The consultant shall provide a complete and updated list of its employees who are deployed within the bank's premises.

15. The consultant shall take all actions required to comply with Contract Labour (Regulation and Abolition) Act 1970 and the rule under the Act including the latest amendments to the Act particularly with the appropriate authority, obtaining license, maintaining registers and records, payment of wages to the workmen, welfare measures as stipulated under the Act etc. The consultant shall be liable for any penalty by the appropriate authority if there is any contravention of the Act.

16. The consultant shall abide by the rules and regulations of the State Govt/ Central Govt/ Local Authorities on Covid-19 and the quoted rates shall be inclusive of all expenses. Bank will not entertain any such claim whatsoever on this account.

IN WITNESS WHERE OF the Bank and the Consultant have set their respective hands to these presents and two duplicates thereof the day and year first hereinabove written. (If the Consultant is a partnership or an individual).

IN WITNESS WHERE OF the Bank has set its hands to these presents through its duly authorized officials and the Consultant has caused its common seal to be affixed hereunto and the said two duplicates/ has caused these presents and the said two duplicates

. hereof to be executed on its behalf, the day and year first hereinabove written, (If the Consultant is a Company).

Signature Clause

SIGNED AND DELIVERED BY THE  
Reserve Bank of India by the hand of  
Shri .....  
(Name and designation)

In the presence of witnesses

(1) .....

Address.....

(2) ....."

Address.....

SIGNED AND DELIVERED BY .....

If the party is a partnership firm or an individual should be signed by all or on behalf of all the partners

(1) .....

Address.....

(2) .....

Address .....

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  
token thereof in the presence of

(1) ..... If the consultant signs under Its common  
seals, the signature clause should tally with the sealing clause in the Articles of Association

(2) .....

If the Consultant is signing by the hand of power of attorney, whether a company or  
individual

**SPECIFICATIONS OF WORK****Scope:**

The work covers condition assessment of **Staff Quarters Buildings (16 Nos.) at Telankhedi Road Staff Quarters, RBI, Nagpur**. In this connection, NDT /Safety evaluation need to be done to satisfy the safety and performance standards as per the extant building codes. Consultant / Structural Engineer shall carry out assessment and evaluation of safety of existing building/structures including foundation system submit Certificate of Safety / Structural Stability that the existing buildings comply with all the provisions/ requirements of latest IS Codes of Practice **and is safe for occupancy for at least next 5 years or for probable duration not less than 5 years by carrying out visual inspection and NDT**. Non- Destructive Testing (NDT) plays an important role in condition assessment of existing buildings. Consultant / Structural Engineer shall determine and certify whether or not a building is in distressed condition. If the building is in a distressed condition, Consultant / Structural Engineer shall determine and recommend whether it will be cost-effective to either repair or retrofit it, in the context of overall safety along with techno economic study (the remaining economic life of building after structural repairs). To study and analyze the structural members (slab, beam, column, etc.) for load carrying capacity as per latest IS relevant code, soil investigation to assess the capacity of soil strength, suggests additional measures to strengthen the existing structural members, augmenting and strengthening of its capacity, etc. **The quoted rates shall also include charges for conducting all required test (Rebound hammer, UPV, Carbonation, Core cutting, etc.) and all types of labors, materials, tools & plants for work and any other requirement to enable arriving at meaningful conclusion of work.** The charges for accommodation, travelling of any person of consultant shall be deemed to be included in the quoted rates. No extra charges shall be entertained for payment.

**2. Factors to be considered while Condition Assessment**

- (i) Buildings or structures may be damaged at different grades of damage with the effect of extreme loading conditions like in severe earthquakes or cyclonic storms.
- (ii) Buildings or structures may be damaged at different grades of damage as a result of the foundation deterioration or not properly designed and constructed following the standard codes of practice.
- (iii) Poor quality of construction and maintenance.

The current [Indian Standard (I.S.)] building codes and guidelines in India are to be followed for the condition assessment and Certificate of Safety/Stability.

### **3. Condition Assessment of Buildings**

3.1. Main objective of condition assessment are to place the building into one of the following three categories:

- A. The building has not shown any signs of distress and it satisfies all the safety and serviceability requirements according to all relevant latest IS Codes of Practice, hence no action is needed towards retrofitting.
- B. The building is seen to be deficient (or distressed) but it can be repaired and strengthened to satisfy the latest IS Code safety requirements or performance criteria set by the RBI.
- C. The building is badly damaged. It is to be demolished and a new building may be built, build back better.

#### **3.2 Main steps of condition assessment will be**

- a) To record the damage if any, and find out the causes for distress
- b) To assess the extent of distress and to estimate the residual strengths of the structural components and the system including the foundation.
- c) To plan the rehabilitation and retrofitting/strengthening of the building.

#### **3.3 Typical visible distress detrimental to the safety of buildings**

Cracks in RC beams, columns, slabs, masonry walls (particularly if the walls are load bearing walls), spalling of concrete, sagging of beams or slabs, and tilting of columns or RC frames (out of plumb) and major failure of structural members etc. are to be identified by taking photographs and listed down including marking in the drawings.

#### **3.4 Main causes of such distress in buildings**

Either one or more of the factors listed below may cause distress in buildings:

- Deficiencies in design
- Poor detailing of reinforcement in RC structural members and joints, poor quality of construction
- Corrosion of reinforcement due to aggressive environment
- Inadequacies in the structural system to resist lateral forces due to natural hazards like cyclones and earthquakes.
- Settlement or differential settlement of foundation
- Extreme and unforeseen loading
- Sulphate attack, leaching
- Loss of strength of concrete
- Maintenance

### **4. Methodology of Condition Assessment**

Condition assessment and evaluation shall be carried out in two levels:

- (i) Preliminary and
- (ii) Detailed

#### **4.1 Rapid (Visual) Investigation**

This shall include the following:

- Collection of information and details about the building design, construction, utilization and maintenance in the past
- Visual inspection of condition at site and recording details of distress
- Evaluation of safety against the provisions in building codes (including IS 1983 latest – Code of Practice for Earthquake Resistant Buildings) or specified performance criteria

#### **4.2 Information needed for rapid investigation**

Structural Consultant/Structural Engineer needs to carry out detailed investigation/survey for collecting the following information:

Structural Design detailing including reinforcement detailing, architectural details, extant quality of construction including the quality of materials used, geotechnical details of the area and foundation particulars, details of any repair or retrofitting done from the time of construction, details of usage of the building including the loads etc.

#### **4.3 Details in visual investigation**

The main purpose of visual investigation is to observe and note down all the items of distress or design deficiency and their locations, supported by sketches and drawings. The visual inspection includes:

- Verification of the accuracy of the as-built construction or determination of basic building information.
- Identification of major alterations not shown on the as-built construction documents.
- Identification of visible structural damage, such as concrete cracking or spalling and observations on quality of construction.
- Identification of potential non-structural falling hazards, including ceilings, partitions, curtain walls, parapets, fixtures and other non-structural building elements.
- Observations on the condition of soil and the foundation.
- Documentation of existing conditions with photographs at key locations.

Based on the data collected about the details of the building, visual observation of damage / distress in different structural components and the system, Structural Consultant structural engineer shall categorize the type and severity of damage and make judgments about further course of action.

#### **4.4 Observation of settlement or differential settlement of buildings**

Ground failures due to the following causes shall be observed:

- Liquefaction of soil (under moderate to severe earthquakes)
- Land sliding under monsoon rain or earthquakes
- Surface fault rupture under the building (remote possibility)

### **5 Detailed Investigations**

#### **5.1 Need and actions**

Detailed investigations shall be conducted about the total structural system besides of course the details on type, location and severity of damage or distress in various members and the system to compare with the construction/as-built drawings of the building giving the layout and the structural details of the system (including the specifications of materials used) and its

foundation.

Measurements may have to be made on the existing building to note the dimensions of the structural elements. Properties of structural materials, namely, concrete, steel reinforcement and masonry in the representative structural members will be necessary by conducting Non-Destructive Testing (NDT) in the field and by carrying out laboratory investigations on samples collected from the field. Details of soil profile and its characterization have to be obtained by collecting data or by conducting necessary geo-technical investigations. These details are necessary for analyzing/evaluating the safety of the building and to recommend retrofitting/strengthening measures.

## 5.2 Tests for assessment of in-situ quality of reinforced concrete

After identification of weak zones in a structure, detailed assessment of the in-situ quality of the material is to be done. A list of tests to be conducted is given below:

Sr. No.	Property under investigation	Test	Equipment Type
1	Concrete Strength	Cores	Mechanical
2		Pull-out	Mechanical
3		Pull-off	Mechanical
4		Internal fracture	Mechanical
5		ESCOT	Mechanical
6		Penetration resistance	Mechanical
7		Maturity	Chemical/Electrical
8		Temperature – matched curing	Electrical/Electronic
1	Concrete quality, durability and deterioration	Surface hardness	Mechanical
2		Ultrasonic pulse velocity	Electronic
3		Relative humidity	Chemical/Electrical
4		Permeability	Hydraulic
5		Absorption	Hydraulic
6		Petrography	Microscopic
7		Sulphate content	Chemical
8		Expansion	Mechanical
9		Air content	Microscopic
10		Cement type and content	Chemical/Microscopic
11		Abrasion resistance	Mechanical
1	Corrosion of embedded steel	Half-cell potential	Electrical
2		Resistivity	Electrical
3		Cover depth	Electromagnetic
4		Carbonation depth	Chemical/Microscopic
5		Chloride concentration	Chemical/Electrical
6	Impact Energy test	Rebound hammer test will be performed as per I.S 1331 (part II) 1992 to evaluate the actual (non -	

		destructive) strength of concrete	
7	Concrete dampness	Determination of moisture content in the concrete for evaluating residual life, distress and extent of corrosive atmosphere inside the concrete.	
8	Any other test relevant to the structure condition.		

**Number of tests to be carried out need to be decided depending upon the condition of the structure as per the requirement of the relevant codes. The Structural Consultant shall certify that the tests carried out are sufficient and full as required.** Samples of steel reinforcement shall be taken from the structural members wherever exposed/ required and their strength, physical and chemical properties etc. shall be determined. The removed reinforcing steel has to be replaced as required by designer, sample specimens have to be taken from locations of minimum stress in the reinforcement.

## **6. Report and Certification Required**

A detailed report shall be submitted by the Designer/ Structural Consultant furnishing all test data, photographs, analysis, inference, recommendations etc.

Designer/ Structural Consultant/Structural Engineer shall clearly certify the safety/stability of the building **as per Para 3 above**. If retrofitting/rehabilitation is required, he shall recommend the methods of retrofitting/rehabilitation and submit bill of quantity.

Consultant/Structural Engineer shall carryout all stipulated /required test at Telankhedi Road Staff Quarters and also submit report and certificate.

## **7. Fee to the quoted**

For the above scope of work, Structural Consultant/Structural Engineer shall quote his/their professional fees in lump-sum only.

Fee quoted shall include the following:

- All taxes including GST** shall be included in the quote. No amount shall be paid over and above the quoted rate on account of tax to be paid.
- Cost of generating reports, printing reports etc. shall be included.
- Cost for any labour required for including carrying out test
- Cost for any scaffolding, ladder, platform etc. required
- Cost for technical and supervisory staff required
- Cost for photographs of damaged members or as required.
- Cost for travelling expenses, stay, hotel charges, DA etc.

**Fee shall be paid one time as full and final only after receipt of test results, report, safety/stability certificate, designs/recommendations for retrofitting work etc.**

TDS shall be deducted as applicable.

Scope of the work involves the following stages of work.

**Part A : Visual Inspection, Condition Survey & Assessment of quantum of testing, NDT tests, post testing reports, etc.**

**Stage 1:**

- Mapping of reinforcement details of structural members (column, beam, slab, etc.).

measurements of concrete structural members and preparation of 'As Built Structural Drawings' of the building wherever required

- b) Preparing backward design analysis to establish the adequacy as per norms or existing load carrying capacity of the structure.
- c) Preparing the latest appropriate design model, calculations and feasibility study etc. to confirm that the building can be retrofitted to withstand the loads complying with relevant codal provisions and the suggested retrofitting work shall ensure to enhance the life of the building for minimum almost 10-15 years with normal periodical maintenance.

**Stage 2:**

- a) To Identify the strengthening/ retrofitting measures to be adopted for all the structural members (column, beam, slab etc), floor wise, for the entire building/structures.
- b) To work out quantity for each item of repairs/ retrofitting including measurements, floor wise, for the entire building/structures.
- c) To prepare the repairs/retrofitting methodology for each type of structural member, item wise, including selection of materials, alternative repair methodology with respective cost element alternative to be provided. (2 to 3 alternative methodology, cost estimate, time estimate, etc.)
- d) To prepare BOQ, detailed specifications, estimate with rate analysis (preferably as per CPWD/PWD method), tender documents, drawings etc.,
- e) Periodical supervision at site to ensure that the materials used, and work executed is as per the methodology provided by the consultant.
- f) Issue of structural stability certificate as per the completion of work as per Municipal corporation proforma (if any), including conducting tests, as may be required.

**Part B:**

**Stage 3 : Assessment of safe bearing capacity of soil**

Assessing the bearing capacity of soil as per IS standard in the existing building by following suitable method/techniques as per site condition

**Name and Address and seal of the Firm**

**Signature with Date:**

**Present status of R.B.I. Staff Quarter Buildings:**

Existing RBI Staff Quarters located on Telankhedi road, Nagpur, are open foundation, load bearing building structures and Community Hall, are R.C.C. framed structures constructed in 1957. These Staff Quarter-Buildings are three story buildings (G + 2 story).

Details of various buildings of Telankhedi road staff quarters under the scope of work are as tabulated below.

1) Statement of details of Bank's Colony:

Construction Completed On: - 1957

Type of Construction : - Open foundation / load bearing structure. (Random Rubble masonry (RR Masonry)  
 Plinth area : - 32,360 Sq. Ft.(Including Both Type "A" & Type "B")  
 Built up area : - Approx. 72,334 Sq. Ft.  
 Total Carpet Area : - Approx. 47,040.00 Sq. Ft (47040.00 Sqft. for B type flat (96 flats)

<b>Sr.No.</b>	<b>Description of Item</b>	<b>Type 'B'</b>	<b>Remark</b>
1	Name of buildings	E, F, G, H, J, K, L, M, N, P, R, S, T, V, W, X	Type, A-Gr. A Officers / B – Class III flats
		G, H, J, K, P, M, N	Type A Class III Flats Vacant Building 7 nos
2	No's of Buildings	16	Total = 16 Nos. Buildings
3	Ground floor build-up area	140.0 Sqm	2 flats / each floor
4	First floor build-up area	140.0 Sqm	
5	Second floor build-up area	140.0 Sqm	
	Total (140x3x16) = 6720 Sqm = 72,334 Sq. ft.		
6	Type of Construction	Open foundation / load bearing structure	
7	Year of Construction	December 1957	

Nagpur

Date

Signature of the Structural Consultant



**Reserve Bank of India  
Estate Department  
Nagpur**

**Quotations for Condition Assessment of Staff Quarters Buildings (16 Nos.) at  
Telankhedi Road Staff Quarters, RBI, Nagpur**

**PART- II  
PRICE BID**

**Name of Bidder** \_\_\_\_\_

**Address & Contact details with Email ID:**

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**Due Date of Submission: December 18, 2025; 12:00 Hrs**

**EXPRESSION OF INTREST FOR**  
**Condition Assessment of Staff Quarters Buildings (16 Nos.) at Telankhedi Road**  
**Staff Quarters, RBI, Nagpur**  
**Schedule of Quantity**

Schedule -B

Sr. No.	Description	Rate	Amount In Rs.
1	<p>Condition assessment, analysis and recommendations for the buildings "K,J,H,G,F,E,L,M,N,P,R,S,T,V,W,X (16 Nos.) in the bank's Telankhedi Road Staff Quarters all as per the detailed scope of work mentioned above in detail, including issuing necessary certificate as per the Bank's proforma. <b>The quoted rates shall also include charges for conducting all required test (Rebound hammer, UPV, Carbonation, Core cutting, etc.) and all types of labors, materials, tools &amp; plants for work and any other requirement to enable arriving at meaningful conclusion of work.</b></p> <p><b>Note:</b> The charges for accommodation, travelling, mobilization, etc. of consultant or any person of consultant shall be deemed to be included in the quoted rates. No extra charges shall be entertained for payment.</p> <p>The Payment towards civil work required will be paid separately.</p> <p><b>(The consultant is deemed to quote their rate after visit and inspection of the above buildings)</b></p> <p><b>(Rates to be Quoted Including Applicable GST and any other tax, levy etc.)</b></p>	Job	
		Total :-	

Place:

Date:

Signature of the consultant  
Address