



निविदा की अनुसूची

1. ई-निविदा क्रमांक	RBI/PD-Central Office Departments/Others/1/24-25/ET/24
2. कार्य का विवरण	बैंक के केंद्रीय कार्यालय भवन, आरबीआई, फोर्ट, मुंबई के लिए पीक हीट लोड की गणना
3. ई-निविदा का प्रकार	ई-प्रोक्योरमेंट सिस्टम (ऑनलाइन भाग I - तकनीकी-वाणिज्यिक बोली और भाग II - मूल्य बोली www.mstcecommerce.com/eprochome/rbi) के माध्यम से
4. वेबसाइट पर ई-निविदा शुरू होने की सूचना उपलब्ध होने की तिथि और तारीख	08.04.2024 दोपहर 11:00 से
5. पूर्व बोली बैठक (ऑनलाइन) की तिथि और स्थान	18.04.2024 को सुबह 11:30 बजे (बैठक, भारतीय रिजर्व बैंक, केंद्रीय कार्यालय में पांचवीं मंजिल स्थित सभा कक्ष में आयोजित की जाएगी। इच्छुक प्रतिभागी उक्त स्थान एवं समय पर उपस्थित रहकर इस बोली पूर्व बैठक में भाग लें।)
6. अनुमानित लागत	₹8,00,000/- (रुपये आठ लाख मात्र)
7. बयाना राशि (EMD)	₹16,000/- (रुपये सोलह हजार मात्र) एनईएफटी / डिमांड ड्राफ्ट / बैंक गारंटी के रूप में, पैरा 3.11 के अनुसार अगर आप डिमांड ड्राफ्ट / बैंक गारंटी के रूप में बयाना राशि जमा करना चाहते हैं तो, भारतीय रिजर्व बैंक, केंद्रीय कार्यालय, परिसर विभाग, पाँचवीं मंजिल, फोर्ट, मुंबई-400001 में स्वयं किसी व्यक्ति को प्रस्तुत करना होगा। बयाना राशि के बिना प्राप्त हुई ऐसी सभी निविदाएँ निरस्त कर दी जाएंगी। उद्यम पंजीकरण संख्या (उद्योग आधार मेमोरेण्डम नंबर) वाले एमएसई को छोड़कर, श्रेणी की परवाह किए बिना।
8. बयाना राशि के लिए डीडी / बैंक गारंटी/एनईएफटी जमा करने की अंतिम तिथि	29.04.2024 को 14:00 बजे या उससे पहले तक।
9. प्रतिधारण राशि	अनुबंध राशि का 5% यानी प्रतिधारण राशि @ 5% प्रत्येक ऑन-अकाउंट बिल से वसूल की जानी है जब तक कि कुल वसूली अनुबंध मूल्य का 5% न हो जाए।
10. काम शुरू करने के लिखित आदेश की	20 दिन

तारीख के दसवें दिन से काम पूरा करने के लिए समय की अनुमति	
11. बोली-पूर्व बैठक के कार्यवृत्त/परिशिष्ट, यदि कोई हो, का प्रकाशन	19.04.2024
12. पूर्व-योग्यता (पीक्यू) दस्तावेजों और भाग I को खोलने सहित जमा करने के लिए कोटेशन (भाग I और भाग II) की उपलब्धता	19.04.2024 से प्रातः 10 बजे। 29.04.2024 को 15.00 बजे तक।
13. भाग-I (अर्थात तकनीकी वाणिज्यिक बोली) के खुलने की तिथि और समय	29.04.2024 को 16.00 बजे।
14. भाग-II (अर्थात वित्तीय बोली) के खुलने की तिथि और समय	पात्र बोलीदाताओं को सूचित किया जाएगा।
15. लेनदेन शुल्क	एमएसटीसी भुगतान गेटवे के माध्यम से लेनदेन शुल्क का भुगतान या तो एनईएफटी/आरटीजीएस द्वारा चालान के माध्यम से या एमएसटीसी लिमिटेड के पक्ष में नेट बैंकिंग/डेबिट कार्ड/क्रेडिट कार्ड के माध्यम से ऑनलाइन भुगतान द्वारा। भुगतान प्राप्त होने पर, सिस्टम स्वचालित रूप से भुगतान को अधिकृत कर देगा। ई-प्रोक्योरमेंट में भागीदारी के लिए शुल्क एमएसटीसी गेटवे/एनईएफटी/आरटीजीएस के माध्यम से एमएसटीसी लिमिटेड के पक्ष में या मेसर्स एमएसटीसी लिमिटेड की सलाह के अनुसार मेसर्स एमएसटीसी लिमिटेड को लगाया जाएगा।

नोट: फर्मों को एमएसटीसी लिमिटेड के पक्ष में एमएसटीसी भुगतान गेटवे पर अनिवार्य हस्तांतरण शुल्क का भुगतान करना होगा।



**भारतीय रिज़र्व बैंक
परिसर विभाग
मुंबई**

ई-कोटेशन आमंत्रण सूचना
ई-एनआईक्यू सं.: भारिबैं/ परिसर विभाग – केंद्रीय कार्यालय विभाग/ अन्य/1/24-25/ ईटी/ 24

(केवल एमएसटीसी ई-प्रापण पोर्टल के माध्यम से)
बैंक के केंद्रीय कार्यालय भवन, भारिबैं, फोर्ट, मुंबई के लिए पीक हीट लोड की गणना

1. "बैंक के केंद्रीय कार्यालय भवन, भारिबैं, फोर्ट, मुंबई के लिए पीक हीट लोड की गणना" के लिए दो भागों में ई-कोटेशन आमंत्रित किया गया है। इस कार्य की अनुमानित लागत 800 लाख रुपए है और इसे कार्य सौंपे जाने के 14वें दिन से 20 दिनों के भीतर पूरा किया जाना है।

2. ई-कोटेशन फॉर्म केवल निम्नलिखित योग्यता रखने वाली फर्मों पर लागू होंगे और निम्नलिखित योग्यता रखने वाली फर्मों ई-कोटेशन प्रक्रिया में भाग लेने के लिए पात्र होंगी।

(i) इच्छुक निविदाकर्ता के पास 31 मार्च, 2024 तक बैंकों, वित्तीय संस्थानों, प्रमुख होटलों, या बहुमंजिला भवनों आदि में 1000 टन प्रशीतन (टीआर) और एचवीएसी डिज़ाइन के न्यूनतम हीट लोड के साथ हीट लोड माप करने का न्यूनतम 5 वर्ष का अनुभव होना चाहिए।

और

(ii) 31 मार्च, 2024 को समाप्त पिछले 5 वर्षों के दौरान इसी तरह के कार्यों को सफलतापूर्वक पूरा करने का अनुभव यानी, "हीट लोड/ इलेक्ट्रिकल लोड/ आदि सहित 1000 टीआर और एचवीएसी डिज़ाइन के न्यूनतम हीट लोड के साथ हीट लोड माप" निम्नलिखित में से कोई भी होना चाहिए :

(क) तीन कार्य जिनकी लागत अनुमानित लागत के 40% के बराबर राशि से कम नहीं है

अथवा

(ख) दो कार्य, जिनकी लागत अनुमानित लागत के 50% के बराबर नहीं है, प्रत्येक कार्य

अथवा

(ग) एक कार्य जिसकी लागत अनुमानित लागत के 80% के बराबर राशि से कम न हो

और

(iii) पिछले 3 वित्तीय वर्षों के दौरान न्यूनतम वार्षिक कारोबार रु.8.00 लाख हो

और

(iv) आवेदक के बैंकर द्वारा जारी सॉल्वेंसी/ बैंकर प्रमाण पत्र अनुबंध-ग में दिए गए प्रोफार्मा के अनुसार प्रस्तुत करना चाहिए।

3. बैंक को संतुष्ट करने में बोलीदाता की विफलता की स्थिति में; बैंक उनके द्वारा प्रस्तुत बोली को अस्वीकार करने का अधिकार सुरक्षित रखता है। इच्छुक बोलीदाताओं की बोली-पूर्व बैठक (ऑफ-लाइन तरीके से) 18.04.2024 को सुबह 11.30 बजे परिसर विभाग, केंद्रीय कार्यालय भवन, भारतीय रिज़र्व बैंक, फोर्ट, मुंबई में आयोजित की जाएगी। विधिवत भरे हुए कोटेशन दस्तावेज़ एमएसटीसी साइट पर 08.04.2024 को रात 11:00 बजे तक अपलोड किए जाएंगे।

4. कोटेशन दस्तावेज़ एमएसटीसी की वेबसाइट यानी www.mstcecommerce.com पर 08.04.2024 को उपलब्ध होंगे। इस ई-कोटेशन को अनिवार्य रूप से एमएसटीसी वेबसाइट यानी www.mstcecommerce.com के माध्यम से भरने/ ऑनलाइन जमा करने की आवश्यकता है। ई-कोटेशन भरने और जमा करने की समय सीमा 29.04.2024 को दोपहर 3:00 बजे तक है।

ई-कोटेशन का भाग-I 29.04.2024 को शाम 4:00 बजे खोला जाएगा। फर्मों द्वारा ई-कोटेशन प्रस्तुत करने के विस्तृत दिशानिर्देशों का उल्लेख मात्राओं की अनुसूची (एसओटी) के बाद अनुलग्नक -1 में किया गया है। सहायक दस्तावेजों के साथ ई-कोटेशन दस्तावेज के भाग-I की जांच के बाद, यदि कोई फर्म आवश्यक पात्रता की अधिकारी नहीं पाई जाती है, तो उनके ई-कोटेशन को आगे की प्रक्रिया के लिए बैंक द्वारा स्वीकार नहीं किया जाएगा।

5. निर्धारित प्रपत्र में भरे हुए और हस्ताक्षरित कोटेशन दस्तावेज़ एमएसटीसी वेबसाइट पर अपलोड किए जाएंगे। कोटेशन के भाग-I में प्रस्तावित कार्य के लिए बैंक की मानक तकनीकी और वाणिज्यिक शर्तें शामिल होंगी। हालांकि, एनईएफटी हस्तांतरण के रूप में ₹16,000/- का ईएमडी (एनईएफटी के लिए बैंक विवरण: लाभार्थी का नाम: भारतीय रिज़र्व बैंक, आईएफएससी: RBISOCOD001 (बाएं से 5वें, 9वें और 10वें स्थान पर न्यूमेरिक शून्य); खाता संख्या 41861403873) या मुंबई में देय भारतीय रिज़र्व बैंक के पक्ष में एक डिमांड ड्राफ्ट व्यक्तिगत रूप से परिसर विभाग भारतीय रिज़र्व बैंक, केंद्रीय कार्यालय भवन, शहीद भगत सिंह मार्ग, फोर्ट, मुंबई- 400001 को 29.04.2024 को दोपहर 3:00 बजे से पहले प्रस्तुत करना होगा। मांग ड्राफ्ट सीलबंद लिफाफे में प्रस्तुत किया जाना चाहिए जिस पर लिखा होना चाहिए बैंक के केंद्रीय कार्यालय भवन, भारतीय रिज़र्व बैंक, फोर्ट, मुंबई के लिए व्यस्ततम ताप भार (हीट लोड) की गणना के कोटेशन के लिए ईएमडी पात्र बोलीदाताओं की भाग-II (मूल्य बोली) बाद की तारीख को खोली जाएगी जिसकी सूचना पात्र बोलीदाताओं को अग्रिम रूप से दी जाएगी।

इसके अतिरिक्त, बोली लगाते समय उद्यम पंजीकरण संख्या (उद्योग आधार ज्ञापन संख्या) वाले एमएसई को बोली के समय ईएमडी प्रस्तुत करने से छूट प्राप्त है।

6. आवेदकों/ बोलीदाताओं को एमएसटीसी पोर्टल पर निम्नलिखित दस्तावेज़ अपलोड करने होंगे

क. कोटेशन में उल्लिखित सभी अनुलग्नक और प्रमाण पत्र/ दस्तावेज़

7. ग्राहक का प्रमाण पत्र केवल तभी स्वीकार किया जाएगा जब वह सरकारी/ अर्धसरकारी संगठन या पीएसयू के संबंध में कार्यकारी अभियंता/ अधीक्षक अभियंता या समकक्ष बैंक के किसी अधिकारी द्वारा हस्ताक्षरित हो और केवल तभी जब ठेकेदार द्वारा उसके द्वारा किए गए कार्य के लिए प्राप्त भुगतान के पर्याप्त प्रमाण द्वारा समर्थित हो। निजी संगठनों द्वारा जारी ग्राहक का प्रमाण पत्र भी स्रोत पर कर कटौती (टीडीएस) प्रमाण पत्र के साथ होगा। उपरोक्त प्रमाण पत्र के बिना प्राप्त आवेदन/ कोटेशन को अस्वीकार किया जा सकता है। बैंक को इन प्रमाणपत्रों को स्वतंत्र रूप से सत्यापित करने का अधिकार होगा।

8. बैंक ई-कोटेशनों की मूल्य बोली के मूल्यांकन से पहले उक्त रिपोर्ट का मूल्यांकन करेगा। यदि किसी बोलीदाता के पास किसी भी समय ई-कोटेशन प्रक्रिया में भाग लेने के लिए आवश्यक पात्रता नहीं पाई जाती है और/ या उसके ग्राहकों और/ या उसके बैंकों से प्राप्त उसकी प्रदर्शन रिपोर्ट असंतोषजनक पाई जाती है, तो बैंक ई-कोटेशन के भाग-I के खुलने के बाद भी उसके प्रस्ताव को अस्वीकार करने का अधिकार सुरक्षित रखता है और उसकी ईएमडी उसे उसी रूप में वापस कर दी जाएगी। बैंक ऐसा करने के लिए कोई कारण बताने के लिए बाध्य नहीं है।

9. भविष्य में जारी किए गए कोटेशन में कोई संशोधन/ शुद्धिपत्र, यदि कोई हो, केवल भारिबैं की वेबसाइट और एमएसटीसी वेबसाइट पर ही अधिसूचित किया जाएगा, जैसा कि ऊपर दिया गया है।

10. इस कोटेशन के जवाब में प्रस्तुत की गई सभी जानकारी भारतीय रिज़र्व बैंक की संपत्ति होगी और यह निःशुल्क होगी।

11. बैंक न्यूनतम ई-कोटेशन को स्वीकार करने के लिए बाध्य नहीं है और किसी भी ई-कोटेशन को पूर्ण या आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक बिना कोई कारण बताए सभी ई-कोटेशन को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

12. यह ध्यान दिया जाना है कि बैंक "केंद्रीय कार्यालय भवन, फोर्ट, मुंबई में केंद्रीकृत एचवीएसी प्रणाली और इसके संबद्ध कार्यों का एसआईटीसी" का कार्य विषयांकित कार्य हेतु डिजाई मानदंड प्रदान करने वाले विक्रेता को नहीं सौंपेगा।

स्थान : मुंबई

तारीख : -----, 2024

प्रभारी मुख्य महाप्रबंधक
परिसर विभाग
भारतीय रिज़र्व बैंक
केंद्रीय कार्यालय भवन
मुंबई

**RESERVE BANK OF INDIA
Premises Department
Mumbai**

Notice inviting e-Quotation
e-NIQ no: RBI/PD-Central Office
**Departments/Others/ 1/24-
25/ET/24**

(Only through MSTC e-procurement portal)

Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai

1. e-Quotation in two parts is invited for "Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai". The estimated cost of the work is ₹8.00 Lakh and is to be completed within 20 days from the 14th day of award of work.
2. The e-quotation forms will be applicable only to the firms having the following qualification and will be eligible for participating in the e-quotation process.
 - (i) The intending tenderer must have minimum 5 years of experience as on March 31, 2024 in carrying out Heat load measure with minimum heat load of 1000 ton of refrigeration (TR) & HVAC design in Banks, Financial institutions, major hotels, or multistoried buildings etc.

AND
 - (ii) Experience of having successfully completed similar works i.e., "Heat load measure with minimum heat load of 1000 TR & HVAC design, including heat load/ electrical load/ etc." during last 5 years ending March 31, 2024 should be either of the following:
 - (a) Three works each costing not less than the amount equal to 40% of the estimated cost
 - Or
 - (b) Two works each costing not less than the amount equal to 50% of the estimated cost
 - Or
 - (c) One work costing not less than the amount equal to 80% of the estimated cost
 - And
 - (iii) Have a minimum annual turnover of Rs.8.00 lakh **during** the last 3 financial years
 - And
 - (iv) Should furnish solvency / Banker certificate issued by the applicant Banker as per the proforma given at Annexure-C
3. In the event of intending Bidder's failure to satisfy the Bank; the Bank reserves the right to reject the bid submitted by them. A pre-bid meeting (off-line mode) of the intending bidders will be held on **18.04.2024** at **11.30 AM** in Premises department, Central Office Building, Reserve Bank of India, Fort, Mumbai. The duly filled in quotation documents shall be uploaded on MSTC site till **11:00 PM on 08.04.2024**

4. Quotation documents will be available at MSTC website i.e., www.mstcecommerce.com on 08.04.2024. This e-Quotation needs to be mandatorily filled up / online submission through MSTC website i.e., www.mstcecommerce.com. Deadline for filing up and submitting the e-Quotation is by **3:00 p.m. on 29.04.2024**. Part I of the e-Quotation will be opened at 4:00 PM **on 29.04.2024**. Detailed guidelines on submission of the e-Quotation by the firms have been mentioned in Annexure-1 following the Schedule of Quotation (SOT). After scrutiny of part I of the e-Quotation document along with the supporting documents, if any of the firms not found to possess the required eligibility, their e-Quotations will not be accepted by the Bank for further processing.

5. Filled and signed Quotation documents in prescribed form shall be uploaded on MSTC website. Part- I of the Quotation will contain the Bank's standard technical and commercial conditions for the proposed work. However, an EMD of **₹ 16,000/-** in the form of NEFT transfer (**The bank details for NEFT:** Beneficiary name: Reserve Bank of India, IFSC: **RBIS0COD001** (Numeric Zero at 5th, 9th, and 10th place from left) ; A/c no. **41861403873**) or a demand draft favoring Reserve Bank of India payable at Mumbai needs to be submitted in person to Premises Dept. Reserve Bank of India, Central Office Building, Shahid Bhagat Singh Road, Fort, Mumbai- 400001, before 3:00 p.m. on 29.04.2024. Demand draft should be submitted in sealed cover super scribed "EMD for Quotation of "Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai" Part-II (Price bid) of the eligible Bidders shall be opened on a subsequent date which will be intimated to the eligible Bidders in advance.

Further, Submission of EMD is exempted to the MSEs having Udyam Registration Number (Udyog Aadhar Memorandum Number) irrespective of the category, at the time of bidding.

6. The applicants/Bidders must upload the following documents on MSTC portal
a. All annexures and certificate / documents mentioned in the Quotation.

7. The client's certificate shall be accepted only when the same is signed by an official of the rank of Executive engineer/Superintendent Engineer or equivalent in respect of a Government/Semi Government organization or a PSU and only when they are supported by adequate proof of payment received by the contractor for the work done by him. The client's certificate issued by the private organizations shall also accompany Tax Deducted at Source (TDS) certificates. Applications/Quotations received without the above certificates may be rejected. The Bank shall have the right to independently verify these certificates.

8. The Bank shall evaluate the said reports before evaluation of price bid of the e- Quotations. If any Bidder is not found to possess the required eligibility for participating in the e-Quotation process at any point of time and/or his performance reports received from his clients and/or his bankers are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part-I of the e- Quotation and his EMD shall be returned to him as it is. The Bank is not bound to assign any reason for doing so.

9. Any amendments / corrigendum to the Quotation, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above.

10. All information submitted in response to this Quotation shall be the property of Reserve Bank of India and it shall be free.

11. The Bank is not bound to accept the lowest e-Quotation and reserves the right to accept either in full or in part any e-Quotation. The Bank also reserves the right to reject all the e-Quotations without assigning any reason thereof.

12. **It may be noted that the Bank will not award the work "SITC of Centralized HVAC system and**

its allied works at central office building fort , Mumbai to the same vendor providing the design parameters for the captioned work”.

Place: Mumbai

Date: -----,2024

Chief General Manager - in - charge
Premises Department
Reserve Bank of India
Central office Building
Mumbai



**SCHEDULE OF QUOTATION
(SOT)**

1. e-Quotation No.	RBI/Central Office/ Premises Department/1/24-25/ET/24
2. Name of the Work:	"Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai"
3. Mode of Quotation:	e-Procurement System (Part I – Techno- Commercial Bid and Part II - Financial Bid) through MSTC website (www.mstcecommerce.com/eprochome/rbi)
4. Date of NIQ available in MSTC portal for viewing of e-Quotation	08.04.2024, from 11:00 Hrs. onwards
5. Date and Time of the Pre-Bid Meeting (Offline)	18.04.2024 at 11:30 Hrs.. (The meeting shall be held at conference Room on 5 th floor Central Office Building Mumbai. (Participants who are willing to attend the Pre-Bid meeting are requested to remain present at venue and date & time)
6. Estimated cost of the work:	₹ 8,00,000/- (Rupees Eight Lakh) only
7. Earnest Money Deposit (EMD)	₹ 16,000/- (Rupees sixteen thousand) only in the form of NEFT/ Demand Draft as per para 3.11 of the e-Quotation. In case of EMD in the form of DD , the same may be submitted in person at Premises Department, 5 th Floor, Central Office Building Reserve Bank of India, Fort, Mumbai – 400001. Any such bid received without EMD shall be treated as non bona fide and shall be rejected from participating in the e-Quotation process, except MSEs having Udyam Registration Number (Udyog Aadhar Memorandum Number) irrespective of the category.
8. Last date of submission of DD and NEFT for EMD	On or before of 29.04.2024, up to 14:00 Hrs.

10. Time allowed for completion of the works from 14th day from the date of written order to commence work.	20 days
11. Bidding start date of Techno-commercial Bid and Financial Bid at https://www.mstcecommerce.com/eprochome/rbi	19.04.2024 from 10:00 Hrs. onwards
12. Date of closing of online e-Quotation for submission of Techno-commercial Bid and Financial Bid	29.04.2024 from 15:00 Hrs.
13. Date & Time of opening of Part-I (i.e., Techno-Commercial Bid)	29.04.2024 from 16:00 Hrs.
14. Date & Time of opening of Part- II (i.e., Financial Bid)	Will be intimated to the eligible bidders.
15. Transaction fee	Payment of transaction fee through MSTC payment gateway either by NEFT/RTGS through challan or by Online payment through Net banking/Debit card/Credit card in favor of MSTC LIMITED. Upon receipt of payment, system will automatically authorize the payment. Charges for participation in e-procurement will be made to M/s MSTC Ltd. through MSTC Gateway/NEFT/RTGS in favor of MSTC Limited or as advised by M/s MSTC Ltd.

Annexure-1

Important instructions for e-procurement of MSTC Portal

This is an e-procurement event of MSTC LTD. You are requested to read the terms & conditions of this Quotation before submitting your online Quotation. Bidders who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Quotation for opening of price bid.

1. Process for e-Quotation

(A) Registration:-

The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: The price bid and the commercial bid must be submitted on-line at

<https://www.mstcecommerce.com/eprhome/rbi>

(1) Vendors are required to register themselves online with www.mstcecommerce.com

→ e-Procurement → PSU / Govt. depts. → Click on RBI → Register as Vendor Filling up details and creating own user id and password → Submit.

(2) Vendors will receive a system generated mail confirming their registration in their e- mail which has been provided during filling the registration form. Bidders are advised to refer to the VENDOR GUIDE and VIDEO GUIDE available under "VIEW VIDEO" Link at www.mstcecommerce.com/eprhome for detailed guidance. In case of further clarification, please contact MSTC, (before the scheduled time of the e- Quotation).

Contact person (MSTC):

1. Name: Shri Manas Mallick, Senior Manager (MSTC-WRO), Email: manas@mstcindia.co.in Mobile no.: 9831108435.

2. HO Central Help Desk: Phone Number :07969066600 helpdeskho@mstcindia.in (Please mention "HO Helpdesk" as subject while sending emails) Availability: 9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc.

Contact Person (RBI):

1. Mr. S. N Katarnavare Assistant Manager (Tech- Electrical) snkatarnavare@rbi.org.in mob: 9890974053	2. Mr. H. Rahaman, AGM (Tech) hrahaman@rbi.org.in 022-22602505 / 8763528236
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(B) System Requirement: -

- i)** Windows 7 and above Operating System
- ii)** IE-9 and above Internet browser.
- iii)** Signing type digital signature
- iv)** JRE 8 update 161 and above software to be downloaded and installed in the system (File

	Name- Windows X86 Offline) To enable ALL active X controls and disable 'use pop up blocker' under Tools →Internet Options→ custom level Bidders are advised to refer to the "Vendor Guide" and a "Video Guide" before proceeding with the Quoting process.
2.	(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid. (B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno Commercial Bid is found to be Techno-Commercially acceptable by RBI. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid e-mail confirmed by them. Note: The Bidders are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable considering the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.
3.	All entries in the Quotation should be entered in online Technical & Commercial Formats without any ambiguity.
4.	Vendors are instructed to use Attach Documents link in bidding floor to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 4 MB. For further assistance please follow instructions of vendor guide. Special Note towards Transaction fee: The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors must select the Quotation from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized, and the vendor shall be receiving a system generated mail. Transaction fee is non-refundable. A vendor will not have the access to online e-Quotation without making the payment towards transaction fee. NOTE - Bidders are advised to remit the transaction fee well in advance before the closing time of the event to give themselves sufficient time to submit the bid.
5.	All notices and correspondence to the bidder(s) shall be sent by e-mail only during the process till finalization of Quotation by RBI. Hence the bidders are required to ensure that their corporate e-mail I.D. provided is valid and updated at the stage of registration of vendor with MSTC (i.e., Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
6.	(i) Please note that there is no provision to take out the list of parties downloading the Quotation document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of Quotation opening to ensure that they have not missed any corrigendum uploaded against the said Quotation after downloading the Quotation document. The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties. (ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to Bidder (s) who have downloaded the documents from web site. Please see Website www.mstcecommerce.com/eprochome/rbi of MSTC Ltd.

7.	E-Quotation cannot be accessed after the due date and time mentioned in NIT.
8.	Bidding in e-Quotation: (a) Bidder(s) need to submit necessary EMD (in Case of EMD in the form of DD/Bank Guarantee) in person at Premises Department, Central Office Building, Reserve Bank of India, Mumbai-400001 to be eligible to bid online in the e-Quotation. No interest will be paid on EMD. (b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid. (c) The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website www.mstcecommerce.com → e-procurement →PSU /Govt. depts. →RBI Vendor Login →My menu→ Auction Floor Manager→ live event →Selection of the live event→ Techno Commercial Bid. (d) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise must be done twice immediately after clicking on the Techno-Commercial bid. If this application does not run, then the bidder will not be able to save/submit his bid. (e) After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same must be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Submit" button to register their bid. NOTE: - The Techno-Commercial Bid & price bid cannot be revised once the "Final Submission" button has been clicked by the bidder. (f) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid. (g) During the entire e-Quotation process, the bidders will remain completely anonymous to one another and to everybody else. (h) The e-Quotation floor shall remain open from the pre-announced date & time and for as much duration as mentioned above. (i) All electronic bids submitted during the e-Quotation process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful Bidder shall be called hereafter supplier.
	(j) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. (k) Buyer reserves the right to cancel or reject or accept or withdraw or extend the Quotation in full or part without assigning any reason thereof. (l) No deviation of the terms and conditions of the Quotation document is acceptable. Submission of bid in the e-Quotation floor by any bidder confirms his acceptance of terms & conditions for the Quotation. (m) Unit of Measure (UOM) is indicated in the e-Quotation Floor. Rate to be quoted should be in Indian Rupee (both in figure and word) as per UOM indicated in the e-Quotation floor/Quotation document
9.	Any order resulting from this open e-Quotation shall be governed by the terms and conditions mentioned therein.

10.	No deviation to the technical and commercial terms & conditions are allowed.
11.	After submitting online bid, the bidder cannot access the Quotation once it has been submitted with digital signature.
12.	RBI has the right to cancel this e-Quotation or extend the due date of receipt of bid(s) without assigning any reason thereof.
13.	The online Quotation should be submitted strictly as per the terms and conditions and procedures laid down on the website www.mstcecommerce.com/eprochome/rbj of MSTC Ltd.
14.	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15.	The bid will be evaluated based on the filled-in technical & commercial formats
16.	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.



Reserve Bank of India

e-Quotation for

**Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai
Part -I**

Name of Bidder: _____

Address: _____

Date of Pre-Bid Meeting : 18.04.2024 at 11:30 A.M.

Due date and time for Submission of e-Quotation: 29.04.2024 at 03:00 P.M.

Date of opening of Part- I of e-Quotation 29.04.2024 at 04:00 P.M.

Venue : Premises Department, Mumbai

Premises Department
Reserve Bank of India, 5th floor, Central Office Building, Shahid Bhagat Singh road,
Mumbai- 400001

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अस्वीकरण

भारतीय रिज़र्व बैंक, केन्द्रीय कार्यालय, परिसर विभाग, ने इस दस्तावेज़ को इच्छुक पक्षों को परियोजना के बारे में पृष्ठभूमि की जानकारी देने के लिए तैयार किया है। हालांकि भारतीय रिज़र्व बैंक ने यहां मौजूद जानकारी तैयार करने में आवश्यक सावधानी बरती है और उसके अनुसार यह सूचना सही है लेकिन इस दस्तावेज़ में दी गई जानकारी की पूर्णता या सटीकता या इसके साथ दी गई किसी सूचना के बारे में भारतीय रिज़र्व बैंक या उनके अधिकारियों या एजेंसियों या उनसे कोई भी संबंधित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों द्वारा कोई भी वारंटी या उसका दावा, चाहे वह व्यक्ति या अंतर्निहित हो, नहीं किया जाता है।

व्यक्त जानकारी संपूर्ण नहीं है। इच्छुक पार्टियों को स्वयं पूछताछ करने और प्रतिवादियों को लिखित रूप में पुष्टि करने की आवश्यकता होगी कि उन्होंने ऐसा किया है और वे केवल निविदा प्रस्तुत करने के लिए भारतीय रिज़र्व बैंक द्वारा दी गई जानकारी पर निर्भर नहीं हैं। यह जानकारी इस आधार पर दी जाती है कि यह भारतीय रिज़र्व बैंक या इसके किसी भी प्राधिकारी या एजेंसियों या उनके संबंधित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों के लिए बाध्यकारी नहीं है।

भारतीय रिज़र्व बैंक परियोजना को आगे बढ़ाने या परियोजना के स्वरूप को बदलने के लिए, इस दस्तावेज़ में दर्शाई गई समय सारणी को बदलने या लागू होनेवाली प्रक्रिया या प्रणाली को बदलने का अधिकार सुरक्षित रखता है। यह इस परियोजना में रुचि दिखाने वाले किसी भी पक्ष से इस मुद्दे पर चर्चा करने से इनकार करने का अधिकार भी रखता है। इस परियोजना में रुचि दिखाने वाले किसी भी पक्ष या संस्थाओं को किसी भी प्रकार की लागत की प्रतिपूर्ति नहीं की जाएगी।

Disclaimer

Reserve Bank of India, Premises Department, Central Office, Mumbai 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 in order, 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

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 Reserve Bank of India in submitting the e-Quotation. 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.

Reserve Bank of India reserves the right not to proceed with the Contract or to change the configuration 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. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

खंड- I
ई-कोटेशन का फॉर्म

प्रति,

स्थान: _____

तारीख : _____

श्रीमती -----

प्रभारी मुख्य महाप्रबंधक

भारतीय रिज़र्व बैंक

केंद्रीय कार्यालय भवन

परिसर विभाग,

मुंबई-40001

महोदया,

हमने निर्दिष्ट ज्ञापन में उल्लिखित कार्यों से संबंधित विनिर्देशों, डिज़ाइन और मात्राओं की अनुसूची की सावधानीपूर्वक जांच की है और उक्त ज्ञापन में निर्दिष्ट कार्यों की स्थापना साइट का दौरा करने तथा जांच करने और कोटेशन को प्रभावित करने वाली उससे संबंधित आवश्यक जानकारी प्राप्त करने के बाद, हम उक्त ज्ञापन में निर्दिष्ट कार्यों को उक्त ज्ञापन में निर्दिष्ट समय के भीतर, मात्राओं की संलग्न अनुसूची में उल्लिखित दरों पर और करार की शर्तों में लिखित रूप में दिए गए विनिर्देशों, डिज़ाइन और मात्राओं की अनुसूची, बोलीदाता को सामान्य निर्देश और विशेष शर्तों, इसके पहले संदर्भित शर्तों, विनिर्देशों, डेटा शीट और मात्राओं की अनुसूची, इसके लिये उपलब्ध करायी गयी सामग्री के साथ तथा अन्य सभी मामलों में ऐसी शर्तों के अनुसार जहां तक वे लागू हों, के अनुसार उक्त ज्ञापन में विनिर्दिष्ट कार्य को निष्पादित करने का प्रस्ताव रखते हैं।

ज्ञापन

(क)	कार्यों का विवरण	बैंक के केंद्रीय कार्यालय भवन, भारिबैं, फोर्ट, मुंबई के लिए पीक हीट लोड की गणना
(ख)	अनुमानित लागत	रु. 8,00,000/-
(ग)	भुगतान की शर्तें	खंड 3.12 के अनुसार, ठेकेदारों को सामान्य अनुदेश और विशेष शर्तें।
(घ)	बयाना राशि	रु.16,000/-
(ङ)	प्रतिधारण राशि (संविदा मूल्य का 5%)	प्रतिधारण राशि @5% प्रत्येक ऑन-अकाउंट बिल से तब तक वसूल किया जाना है जब तक कि कुल वसूली संविदा मूल्य का 5% न हो जाए। इसे कार्य पूरा होने के 6 महीने बाद जारी किया जाएगा।
(च)	कार्य आदेश जारी करने की सूचना देने वाले पत्र की तारीख से 14वें दिन से कार्य पूरा करने के लिए अनुमत समय।	20 दिन

1. हम इससे भी सहमत हैं कि हमारा कोटेशन **कोटेशन के भाग I को खोलने की तारीख से 90 दिनों के लिए बैंक द्वारा स्वीकृति के लिए वैध रहेगा** और वैधता की यह अवधि उस अवधि के लिए बढ़ाई जा सकती है जो बैंक और हमारे बीच लिखित रूप में पारस्परिक रूप से सहमत हो।

2. यदि यह ई-कोटेशन को स्वीकार किया जाता है, तो मैं/हम एतद्वारा ई-कोटेशन के सभी नियमों और शर्तों का पालन करने और उन्हें पूरा करने के लिए सहमत हैं और इसमें चूक की स्थिति में, आपको या आपके उत्तराधिकारियों, या समनुदेशिनी या नामांकित

व्यक्तियों को ऐसी रकम का भुगतान करने के लिए सहमत हूँ/हैं जो संविदा की लिखित स्वीकृति के साथ ई-कोटेशन में निहित शर्तों में निर्धारित हैं।

4. मैं/हम समझते हैं कि आप किसी भी या सभी ई-कोटेशन को पूर्ण या आंशिक रूप से बिना कोई कारण बताए स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखते हैं। हमने भारतीय रिज़र्व बैंक के पास बयाना राशि के रूप में ₹16,000/- की राशि जमा की है, जिस राशि पर कोई ब्याज देय नहीं है। यदि हम संविदा अनुबंध को निष्पादित करने के लिए बुलाए जाने पर इसमें विफल रहते हैं, तो मैं/हम राशि जब्त किये जाने और भारतीय रिज़र्व बैंक को अदा करने के लिए सहमत हूँ/हैं।

5. प्रस्तुत कोटेशन केवल एमएसटीसी पोर्टल के ई-प्रापण के माध्यम से होगा।

..... के इस दिन की तारीख 2024.

के लिए और की ओर से

(मुहर के साथ हस्ताक्षर)

नाम पदनाम

स्थान तारीख

(उपरोक्त हस्ताक्षरकर्ता के पावर ऑफ अटॉर्नी की प्रमाणित सत्य प्रति एमएसटीसी पोर्टल में अपलोड की जानी चाहिए)

साक्षी

(1) हस्ताक्षर

नाम, पता, और तारीख

(2) हस्ताक्षर

नाम, पता, और तारीख

SECTION- I
Form of e-Quotation

To,

Place: _____

Smt. -----

Date: _____

The Chief General Manager – in - Charge

Reserve Bank of India

Central office Building

Premises Department,

Mumbai-40001

Madam,

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

MEMORANDUM

(a)	Description of works	Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai
(b)	Estimated cost	Rs. 8,00,000/-
(c)	Terms of payment	As per clause 3.12 General Instructions to Contractors and Special Conditions.
(d)	Earnest Money	Rs. 16,000/-
(e)	Retention Money (5% of the Contract value)	Retention Money @ 5% is to be recovered from each on-account bill till the total recovery amounts to 5% of the contract value. The same shall be released after 6 months from the completion of work.
(d)	Time allowed for completion of work from 14th day from the date of letter advising issue of work order.	20 days

1. We also agree that our Quotation will remain **valid for acceptance by the Bank for 90 days from the date of opening of Part I of the Quotation** and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.

2. Should this e-Quotation be accepted, I/we hereby agree to abide by and fulfil all the Terms and Conditions of the e-Quotation and in default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the e-

Quotation together with the written acceptance of the Contract.

4. I/We understand that you reserve the right to accept or reject any or all the e- Quotation either in full or in part without assigning any reason therefor. We have deposited a sum of ₹ 16,000/- as earnest money with the Reserve Bank of India, which amount is not to bear any interest. Should we fail to execute the Contract when called upon to do so, we do hereby agree that this sum shall be forfeited by us to the Reserve Bank of India.

5. The Quotation submitted will be only through e-procurement of MSTC Portal.

Dated this _____ day of _____ 2024.

For and on behalf of M/s _____

(Signature with seal)

Name _____ Designation _____

Place _____ Date _____

(Certified true copy of the Power of Attorney of the above signatory should be uploaded in MSTC portal).

Witnesses

(1) Signature with

Name, address, and date

(2) Signature with

Name, address, and date

SECTION-II
Articles of Agreement

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India having its Central Office at Mumbai 400 001 (hereinafter called "the Employer") of the one part and _____ (hereinafter called "the Contractor") of the other part.

WHEREAS the Employer is desirous of Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai and has caused drawings and specifications describing the work to be done. AND WHEREAS the said specifications, and the schedule of quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon the subject work to the conditions set forth herein and to the conditions set forth in the special conditions and in the schedule of quantities and conditions of Contract as modified and finally accepted by both the parties (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said drawings and/or described in the said Specifications and included in the Schedule of quantities at the respective rates therein set forth, amounting to the sum as therein arrived at or such other sum as shall become payable 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 Contractor shall upon and subject to the said Conditions, execute and complete the work described in the said Specifications and the Schedule of Quantities.
2. The Employer shall pay the Contractor 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. In the said conditions hereinbefore mentioned, the DGM (Premises) shall act on behalf of the Employer.
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 and perform the agreements on their part respectively in the said Conditions contained.
5. The agreement and documents mentioned herein shall form the basis of this contract.
6. The Contract is neither a fixed lump sum Contract nor a Piece Work Contract but is a Contract to carry out the complete work amounting to Rs. ----- inclusive of GST amount to be paid for according to actual measured quantities at the rates contained in the Schedule of work and Probable quantities or as provided in the said Conditions.
7. The Contractor shall make good any damages done to walls, floors etc. after the completion of such works.
8. The Employer reserves to itself the right of altering the 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.
9. Time shall be considered as the essence of the contract and the Contractor hereby agrees to commence the work from tenth day after the date of issue of formal works order as provided for in the said conditions and to complete the entire work within 20 days subject nevertheless to the provisions for extensions of time.
10. All payments by the Employer under this contract will be made only at Mumbai.
11. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Mumbai and only Courts at Mumbai shall have jurisdiction to determine the same.
12. That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

13. Non-Disclosure Clause:

The contractor shall not disclose directly or indirectly any information, materials and of the Bank's infrastructure/ system/equipment's etc. which may come to the profession or knowledge of the contractor during discharging its contractual obligations in connection with the agreement, to any third party and shall always hold the same in strictest confidence. The contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Employer. The contractor shall indemnify the Employer for any loss suffered by the Employer because of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the Employer shall be entitled to claim damages and pursue legal remedies.

The contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied.

The contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

14. Prevention of Sexual Harassment clause:

- (a) The Contractor / Agency shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013" in case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.
- (b) Any complaint of sexual harassment from any aggrieved employee of the Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- (c) The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved.
- (d) The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- (e) The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

15. Force Majeure: (applicable during the currency of the completion period) :-

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

IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written.

If the Contractor is a partnership or an individual

IN WITNESS WHEREOF the Employer has set its hands to these present through its duly authorized official and the Contractor 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.

Signatures (If the contractor is Company.)
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
If the party is a partnership firm or an individual should be signed by all or on behalf of all the partners.
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

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) _____

If the Contractor signs under its common seal, the signature clause should tally with sealing clause in the Article of Association.

SECTION- III

General Instructions to e-Bidders and Special Conditions

3.0 Online Submission of e-Quotation: -

The e-Quotation shall be submitted through online. The e-Quotation will be in two parts i.e., Part I containing technical specification, the terms and conditions (Rates & Amounts of items shall not appear anywhere in this part) including detail of building and Part II containing only rates of items and amounts stated in figures and words. Part II does not contain any terms and conditions and shall be submitted through online. Part I of e-Quotations will be opened at 16:00 hrs. on -----, 2024. Part II of the e-Quotations will be opened on a subsequent date under intimation to all the e-Bidders. Telegraphic, Fax and e- mail Quotations will not be accepted. All copies of the Quotations should be duly signed and complete in all respects. Insertions, postscripts, additions, and alterations shall not be valid unless confirmed by the Bidders signature.

It may be noted that the Bank will not award the work “SITC of Centralized HVAC system and its allied works at central office building fort , Mumbai to the same vendor providing the design parameters for the captioned work”.

3.1 e-Bidders are advised to use only the forms (Quotation books) available on the website. Each page of the forms shall be signed and uploaded. Bidders are advised to submit Quotation on MSTC website (www.mstcecommerce.com) within the stipulated time schedule.

3.2 If applicants desire to submit additional information, they may upload the same on MSTC website on their own letter head / paper. Each page of the forms shall be signed, filled, and submitted / uploaded through online. The Quotation should be uploaded and submit online within the stipulated time / date i.e., up to 15:00 Hrs. 29.04.2024.

3.3 Part I – Techno-Commercial terms and conditions

Part I – Shall contain the unpriced Quotation consisting of techno-commercial terms and conditions, technical aspects of the Quotation such as floor area of the central office building , scope of work etc. The EMD shall be deposited through NEFT / Demand draft. The NEFT details after submitting EMD through NEFT shall be uploaded with the Quotation and Demand Draft in lieu of EMD shall be submitted in person to Premises Dept., 5th floor, Reserve Bank of India, Central Office Building, Shahid Bhagat Singh Road, Mumbai – 400001 on or before 2:00 p.m. on 29.04.2024.

3.4 Part I of the e-Quotation as submitted in online shall contain the following: -

- i) Details of NEFT in lieu of EMD will be uploaded with part-I of the e-quotation and DD in lieu of Earnest money shall be submitted in person to Premises Dept., 5th floor, Reserve Bank of India, Central Office Building, Shahid Bhagat Singh Road, Mumbai – 400001 within the above cited timeline.
- ii) Power of Attorney/authorization with the seal of the company/firm in the name of the person signing the Quotation documents.
- iii) Any other technical information the Bidder wishes to furnish.
- iv) List of deviations, if any, in techno-commercial terms and conditions.

v) Detailed **calculation** / procedure for measure the heat load of the central office building with equipment / software.

vi) Other Certificates / Declarations as per Annexures enclosed to be submitted.

3.5 Pre-qualification Criteria to participate in the e-quotation: -

1	Duration of experience	Those firms have minimum 5 years as on March 31, 2024 of experience in the field of undertaking similar work i.e., " Heat load measure with minimum heat load of 1000 TR & HVAC design including heat load/ electrical load/ etc." in Banks, Financial institutions, major hotels, or multistoried buildings etc. Applicant should furnish their client list showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any, etc. The Applicant should submit documentary evidence in support of minimum experience of 5 years.
2	Minimum value of each completed work (qualifying)	Experience of having successfully completed similar works i.e. Heat load measure with minimum heat load of 1000 TR & HVAC design including heat load/ electrical load/ etc. in Banks, Financial institutions, major hotels or multistoried buildings during last 5 years ending March 31, 2024 should be either of the following: (a) Three completed works each costing not less than the amount equal to 40 % of the estimated cost or (b) Two completed works each costing not less than the amount equal to 50 % of the estimated cost or (c) One completed work costing not less than the amount equal to 80% of the estimated cost.
3	Yearly Turnover	100% of estimated cost or more during the last three financial years ending 31 st March 2023.
4	Solvency / Banker Certificate	Banker's certificate of value not less than Rs. 8,00,000/- as per the pro forma given in Annexure-C

The Bidders are advised to visit the site of installation and acquaint themselves of the site conditions before submission of quotation.

The Bidders are advised to upload the Quotation based strictly on the General Conditions of the Contract contained in the Quotation documents, and not to stipulate any deviations. If acceptance of the terms and conditions given in the Quotation documents has any price implications, the same should be considered and included in the quoted price. Quotation containing deviations from the terms and conditions is liable to be rejected.

The Bidders shall upload full details of the patent, trademark, registered design, intellectual property rights, copy rights, industrial property rights held by them or used by them of any third-party regarding design or any part of the system.

All information, correspondence letters shall be submitted in duplicate and addressed to CGM-in-Charge, Reserve Bank of India, Premises Department, Central Office Building, Shahid Bhagat Singh Road, Mumbai – 400001.

3.6 Part II -Price bid: - Part II containing price bid.

(a) This part shall contain prices in Indian Rupees only as per format (Part II) given in the e-Quotation. No other enclosure is permitted in Part II. Change of terms and conditions and technical deviations, if any, found in Part II of the Quotation will not be considered and will be treated as null and void.

(b) Rates should be quoted in columns specified through online process. No request for any change in rate or conditions after the opening of the part II Quotation will be entertained.

(c) The rates quoted shall be deemed to be for the complete work including submission of three copies of reports i.e., charges for all equipment, technician, insurance, transportation etc. **and excluding GST** and shall be firm and binding without any escalation whatsoever till the system is handed over to the Bank. **However, GST shall be quoted in respective rows for each item.**

(d) For any item, if the rate and amount do not tally with respect to the quantity, then the amount arrived based on quoted rates shall only be acceptable.

3.7 Pre-Bid Meeting

e-Quotation briefing meeting of the intending Bidders will be held at 11:30 Hrs. on 18.04.2024 to clarify any point/doubt raised by them in respect of the Quotation at Conference room, 5th floor, Premises Department, Central Office Building, RBI, Shahid Bhagat Singh Road, Mumbai. No separate communication will be sent for this meeting. All the intending Bidders are advised to attend the meeting and study the Quotation documents. Kindly note that site visit, if necessary, shall be a part of this pre bid meeting. No bidder shall be allowed to visit the site separately before or after the date of pre bid meeting. Hence, all prospective bidders are advised to attend this meeting and carry out site visit to ascertain themselves of the feasibility of carrying out the entire work as per scope of the Quotation, before quoting their rates. They may also indicate any points/conditions/specifications which need to be clarified during the meeting by sending through e-mail at hrahaman@rbi.org.in in advance i.e., on or before 3:00 p.m. on 18.04.2024. These issues will be discussed, and all the Bidders will be advised suitably. The Bidders are expected to get all the issues clarified during this meeting and therefore should desist from deviating from the Bank's Quotation conditions/specifications in their technical (Part I) and Price bids (Part II).

3.8 Opening of e-Quotation: -

Part-I of the e-Quotations will be opened on 29.04.2024 at 16.00 hrs. IST through system. Price bid (Part II) of only such of those Bidders who are found eligible after scrutiny of their Part –I of the Quotations will be opened on a subsequent working day which will be intimated to all the eligible Bidders.

3.9 Validity of e-Quotation : -

The Quotation along with the prices shall remain valid initially for a period of 90 days from the date of opening of Part I of e-Quotation, which period may be further extended by mutual agreement in writing by the Bidder and the Bidder shall not cancel or withdraw the Quotation during this period.

3.10 Lowest e-Quotation not necessarily to be accepted: -

a) The Bank is not bound to accept the lowest or any e-Quotation or to assign any reason for non-acceptance.

b) The Bidder whose e-Quotation is not accepted shall not be entitled to claim any costs, charges, damages, and expenses of and incidental to or incurred by him through or in connection with his submission of e-Quotations, even though the Bank may elect to modify/withdraw the Quotation

3.11 Earnest Money: -

3.11.1 All Bidders shall deposit Earnest Money of Rs. 16,000/- through NEFT/DD, details of NEFT: Beneficiary name: Reserve Bank of India, IFSC: **RBIS0COD001** (Numeric Zero at 5th, 9th, and 10th place from left) ; A/c no. **41861403873**. Proof of remittance with transaction number (scanned copy) shall be attached / uploaded. **Please mention your company name in NEFT transaction remarks.** The Earnest Money Deposit (EMD) is also acceptable in DD and the same shall be submitted in person to Premises Department., 5th floor, Reserve Bank of India, Central Office Building, Shahid Bhagat Singh Road, Mumbai – 400001 on or before 2:00 p.m. on 29.04.2024.

The EMD deposited of all the Bidder other than successful Bidder shall be refunded on expiry of bid validity (including extended validity) or on award of work to the successful Bidder whichever is earlier. No interest shall be paid on the said deposit. Under no circumstances, Earnest Money Deposit will be accepted in the form of fixed deposit receipts or insurance guarantee or cheque or cash.

On receipt of intimation from the Bank of the acceptance of his/their Quotation, the successful Bidder shall be bound to implement the Contract and **within fourteen days thereof**. The successful Bidder shall sign an agreement in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by the Reserve Bank of India of a quotation will constitute a binding Contract between the Reserve Bank of India and the person so bidders, whether such formal agreement is or is not subsequently executed.

EMD will be forfeited in the following situations: a) If the vendor / contractor withdraws bid after opening of the commercial bid. b) If the vendor / contractor fails to commence the work awarded to him / her within the prescribed time limit.

3.11.2 All compensation or other sums of money payable by the Contractor to the Employer under the terms of this Contract may be deducted from the security deposit if the amount so permits unless the contractor deposits such amounts in cash within ten days of issue of demand notice by the Bank.

3.12 Terms / mode of Payment: -

The payment for the works to be executed under this Contract shall be made as follows and no variation in the mode of payment will be acceptable to the Reserve Bank of India. The payment will be made as follows:

- i) 80% of the quoted amount after completion of heat load measure , capacity calculation of equipment's, preparation of bill of quantity (BOQ) with technical specification, estimate and submission of draft report to the Bank.
- ii) Balance 20% of the quoted amount on submission of the final report to the Bank.
- iii) 5% of the Contract value, i.e., Retention Money @ 5% is to be recovered from each on-account bill till the total recovery amounts to 5% of the contract value. The same shall be released after 6 months from successful completion of work.

Note: All payments for the work will be made after statutory deductions as per the Bank's rules.

3.13 Taxes:-

The rates should be quoted exclusive of GST. However, the bidders shall quote applicable GST in respective rows, failing which the bids are liable to be rejected without any further correspondence. In case the bidders are having any partial or full exemption from payment of GST, the same should be supported by applicable certificate issued by competent authority. Further, the evaluation of bids shall be on base rate only. As per Indian laws, income tax will be deducted at source and a certificate

for the same will be issued to the contractor.

3.14 Insurance: -

The contractor shall take insurances at his cost to cover the following risk before the commencement of work valid till the completion of the work & in the joint name of RBI with RBI's name being the first one. If the contractor does not provide these policies, the Bank reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the contractor or any other action.

- Workmen compensation policy for the employees of the contractor at site.
- Third party liability policy for a total of Rs 8.00 lakh and with a limit of Rs. 2 lakh per person per accident.

3.15 Completion Period:-

Time allowed for carrying out the work, as mentioned in the Memorandum, shall be strictly observed by the Contractor and it shall be reckoned from the 14th day of issue of the letter of acceptance of Quotation. The work shall throughout the stipulated period of the contract be proceeded with all the diligence and if the contractor fails to complete the work within the specified period, he shall be liable to pay liquidated damages as defined in commercial check list of the quotation.

3.16 Signing of Contract Agreement: -

a) The General instructions to the Bidders and special conditions, conditions herein before referred to Conditions of Contract, the subsequent correspondence exchanged between the Bank and the Bidder and the work order placed shall be the basis of the final contract to be entered into with the successful Bidder.

b) The Bidder shall go through the terms and conditions given in the general conditions of contract herewith and his offer shall be strictly in line with the terms specified therein. No deviation from the terms and conditions specified shall be acceptable. Each page of the Quotation documents should be signed for his/their having acquainted himself/themselves in the general conditions of contract, Technical specifications, etc.

c) The Quotation submitted on behalf of a firm shall be signed by all the partners of the firm or a partner who has the necessary authority on behalf of the firm to enter the proposed contract. Otherwise, the Quotation may be rejected.

d) On receipt of intimation from the Bank of the acceptance of his/their Quotation, the successful Bidder shall be bound to implement the Contract and within fourteen days thereof, the successful Bidder shall sign an agreement in accordance with the draft agreement. Notwithstanding the signing of the agreement the written acceptance by the Reserve Bank of India of a Quotation will constitute a binding agreement between the Reserve Bank of India and the person so Quoting, whether such contract is or is not subsequently executed.

e) The contractor shall not assign the contract. He shall not sublet any portion of the contract except with the written consent of the Employer. In case of breach of these conditions, the Employer may serve a notice in writing on the Contractor rescinding the contract whereupon the security deposit shall stand forfeited to the Employer, without prejudice to his other remedies against the Contractor

3.17 Sufficiency of Schedule of Quantities: -

3.17.1 The Contractor shall be deemed to have satisfied himself before Quoting as to the correctness and sufficiency of his Quotation for the works and of the prices stated in the Schedule of Quantities and/or the Schedule of Rates and Prices which rates and prices shall cover all his obligations under the Contract, and all matters and things necessary for the proper completion of the works.

3.17.2 The quantities in the schedule of quantities approximately indicate the total extent of work, however, it may vary to any extent and even be omitted thus altering the aggregate value of the contract.

3.18 Language

The Quotation including all labels in reports, drawings, documents, catalogues etc. shall be in English

3.19 Right to Accept Part Quotation

The Bank reserves the right to accept the Quotation either in whole or in part at the same prices quoted by the Bidder.

3.20 Adherence to Specifications / standards:

The Contractor shall carry out all the work strictly in accordance with the detailed specifications / guidelines / standards as mention above at clause 3.8 and instructions of the Bank's engineer. If in the opinion of the Bank's engineer nominal changes must be made to suit the site condition and with the prior approval in writing of the Employer, the Contractor shall carry out the same without any extra charge.

3.21 Acquaintance with the site of work

The 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 a Contract and must examine, inspect the site of the work, and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters appertaining thereto. The Employer's decision in such cases shall be final and shall not be open to arbitration.

3.22 Not entitled for any compensation.

The contractor shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be, including delays arising out of modifications to the work entrusted to him or in any sub-contract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works. The Employer does not accept liability for any sum besides the Quotation amount, subject to such variations as are provided for herein.

3.23 Bound to carry all items of the work

The successful Bidder is bound to carry out all items of work necessary for completion of the job even though such items are not included in the quantities and rates. Schedule of instruction in respect of such additional items and their quantities will be issued in writing by the Bank.

3.24 Application of Minimum wages/ gratuity/ Contract Labor Act to the workmen:- The contractor shall ensure that minimum wages/ gratuity as per statutory requirement are paid to all the workmen.

3.25 Labor License: - The contractor shall adhere to various provisions of the Contract Labor (Regulation & Abolition) Act 1970, if applicable under the said contract, and fulfil all the statutory requirements.

3.26 The successful Bidder must co-operate with the other contractors appointed by the Bank so that the work shall proceed smoothly with the least possible delay.

3.27 Provision of Rule 144(Xi) of the GFR 2017:

Compliance with the Rule 144(xi) of GFR 2017 inserted vide Office Memorandum (OM) F. No.

6/18/2019-PPD dated July 23, 2020 issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India, the public procurement orders issued in furtherance thereto, and their subsequent revision shall be mandatory.

In this regard, Bidder shall submit a copy of Undertaking / Declaration / Certificate on their letter head duly sealed and signed by the authorized signatory in the format given in Annexure-F.

If this Undertaking / Declaration / Certificate submitted by the bidder is found to be false, his/her its Quotation / work order will be immediately terminated, and any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit may be initiated and the Bank may also debar the bidder from participating in the Quotations invited by the Bank in future.

Place :

Date :

Signature and seal of the Bidder.

SAFETY CODE

1. First-aid appliances, including adequate supply of sterilized dressings and cotton wool, shall be Maintained in a readily accessible place.
2. The injured person shall be taken to a public hospital without loss of time, in cases where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from ground.
4. No portable single ladder shall be over 8 meters in length, the width between the side rails not less than 30 cm (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used, an extra mazdoor shall be engaged for holding the ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench or half of the depth of the trench, whichever is more. All trenches and excavations shall be provided with necessary minimum height shall be one meter.
6. Every opening in the floor of a building or a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
7. No floor, roof or other part of the structure shall be so over-loaded with debris or materials as to render it unsafe.
8. Workers employed on mixing and handling material such as asphalt, cement, mortar, or concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.
9. Those engaged in welding works shall be provided with welder's protective eye- shields and gloves.
10. No paint containing lead or lead products shall be used except in the form of paste or readymade paint.
11. Suitable face masks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
12. Hoisting machines and tackles used in the work, including their attachments, anchorage and supports shall be in perfect condition.
13. The ropes used in hoisting or lowering material or as a means of suspension shall be of durable quality and adequate strength and free from defects.

Place:

Date:

Seal & Signature of the Bidder.

FIRE SAFETY

- i. Cutting / drilling machine and other electrically operated equipment used at site shall be plugged into correctly rated electrical outlets.
- ii. Only ISI marked 3 pin plug and other appliances and equipment shall be used.
- iii. Electrical power cables/wires used shall not have any joints and shall be properly rated.
- iv. All electrical appliances i.e., welding, drilling, cutting machine etc. shall be safely and securely earthed to prevent leakage current while in operation.
- v. Before commencing the welding work for the first time on any day, fire section shall be informed and only after the site inspection by the Fire officers/Personnel, work shall be started.
- vi. Two buckets of water and sand shall be kept in an easily accessible area on the site.
- vii. Fire extinguishers recommended and issued by fire officers shall be kept on the site.
- viii. Used paint drums shall be stored in specified store only after closing them properly.
- ix. Personal protective equipment's such as safety shoes, hand gloves, welder's mask, ear plug etc. depending upon the requirement of the work shall be provided by the contractor to the workmen to prevent occupational health hazards.
- x. The safety belt shall be provided by the contractor and used by the workmen while working from height for more than 10' from Ground level.
- xi. None of the passages near lift lobby and staircases shall be used for stacking / dumping any kind of materials/waste.
- xii. Both the staircase doors shall be normally kept closed.
- xiii. None of the fire extinguishers shall be removed/shifted from its designated location.
- xiv. Power supply shall be switched off from the Centrals when equipment is not in use.
- xv. Wood-shavings and saw-dust generated from the work shall be collected on daily basis, removed from site, and stored at the designated place in proper manner.
- xvi. Any debris generated from the work shall be collected on daily basis, removed from site, and stored at the designated place in proper manner.
- xvii. Battery operated emergency light/torches shall be provided by the contractor to the workmen while working beyond office hours.

Place:

Date:

Seal & Signature of the Bidder.

SECTION-IV

Technical Specification

Main office building consisting of ground to 25th floor, upper and lower basement. The carpet area of each individual floor is approximately 7,200 sq ft. The Centralized AC plant is installed at the Upper Basement area.

I. General Scope of work

The scope of work shall include the following:

1. Scope of work covers survey for proposed system (i.e., for latest technology, environment friendly central chiller units, condensate and chilled water pumps, valves & pipeline, cooling towers etc.) & designing of the said HVAC system with BMS required to be provided in the said scheme after measuring the heat load separately for all the seasons in which, the specified conditions are to be maintained for the central office building.
2. The equipment's selection and design shall be made based on the above heat load calculations.
3. Preparation of detailed Bill of Quantity (BOQ) with technical specification, estimate for the proposed Centralized Air Conditioning System / HVAC system.
4. Providing necessary data for design specifications, capacity for the proposed HVAC system.
5. Submission of three copies of reports for heat load calculation, capacity calculation of equipment's etc.

The scope of work encompasses a comprehensive assessment of the cooling requirements for the designated facility, which includes but is not limited to:

- Conducting a thorough site survey to gather essential data regarding the building's structure, layout, and occupancy patterns.
- Analyzing architectural drawings, floor plans, and relevant documentation to identify key parameters influencing the heat load.
- Assessing the thermal characteristics of the building envelope, including insulation levels, fenestration types, and orientation.
- Evaluating internal heat gains from occupants, lighting systems, and equipment to determine sensible and latent heat loads.
- Considering outdoor climate data to account for seasonal variations and ambient conditions

affecting cooling demands.

- Factoring in specific requirements for critical areas, such as server rooms / switch room or specialized equipment spaces.
- Collaborating with stakeholders to understand operational schedules, occupancy patterns, and any unique cooling needs.
- Identifying potential energy-saving opportunities and recommending strategies for optimizing the performance of the centralized water-cooled AC plant.
- Providing detailed documentation of the heat load calculation methodology, assumptions, and results for transparency and review.
- Delivering actionable insights and recommendations to inform the design and sizing of the AC plant system, ensuring optimal performance and energy efficiency.

II. Standards/ Guidelines to be followed for the work:

The works shall be executed as per ISHRAE standards and other statutory guidelines issued by Central , State / Local governments, Indian Standards amended up to date as mentioned below:

1. Bureau of Indian Standards (BIS):

- IS 15211:2016: This standard specifies the requirements for energy performance of buildings, including methods for energy estimation and calculation procedures.
- IS 8142:1976: This standard provides guidelines for the design and installation of air conditioning systems in buildings.

2. ASHRAE Indian Chapters:

- ASHRAE India Chapter: The Indian chapter of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) offers resources, seminars, and workshops on HVAC design and energy efficiency, which align with international standards.

3. Energy Conservation Building Code (ECBC):

- ECBC 2017: This code provides guidelines and requirements for the design and construction of energy-efficient buildings, including provisions for HVAC systems and heat load calculations.

4. National Building Code of India (NBC):

- Part 8: This part of the NBC covers the requirements for HVAC systems in buildings, including ventilation, air conditioning, and heat load calculations.

5. Central Public Works Department (CPWD) Guidelines:

- CPWD guidelines for HVAC design and installation often incorporate relevant Indian standards and best

practices for heat load calculations.

Note- The Bank's Central Office Building drawings and relevant data will be provided to the successful bidder.

III. Heat Load Calculation Methodology:

The heat load calculation methodology outlines the approach and techniques used to estimate the cooling requirements of the facility. It includes:

- Selection of calculation methods: Choosing appropriate methodologies for calculating sensible and latent heat loads based on the specific characteristics of the facility and the available data. This may involve using simplified calculation methods for preliminary assessments and more detailed simulations for complex or specialized applications.
- Sensible heat load estimation: Quantifying the sensible heat gain from sources such as occupants, lighting, equipment, and solar radiation using established engineering formulas and empirical correlations. This includes accounting for factors such as heat conduction, convection, and radiation to accurately predict the heat input to the space.
- Latent heat load determination: Assessing the latent heat gain resulting from moisture infiltration, occupant respiration, and other sources of humidity within the space. This involves calculating the moisture content of the air using psychrometric charts or software tools and estimating the latent heat load based on the moisture removal requirements.
- Incorporation of diversity and safety factors: Applying appropriate diversity and safety factors to account for uncertainties, variations, and peak load conditions. This includes considering factors such as simultaneous occupancy, equipment operation, and climate fluctuations to ensure that the cooling system is adequately sized to meet the anticipated demand under all operating conditions.
- Documentation and reporting: Documenting the heat load calculation methodology, assumptions, and results in a clear and transparent manner. This includes providing detailed calculations, data sources, and references to support the findings and recommendations and facilitate review and verification by stakeholders and regulatory authorities.

IV. Reporting Requirements:

The reporting requirements specify the format, content, and deliverables of the heat load calculation report. This includes:

- Detailed calculations: Providing a comprehensive breakdown of the heat load calculations, including sensible and latent heat gains from various sources, peak load estimates, and diversity factors applied. This includes documenting the equations, formulas, and methodologies used to derive the results.
- Assumptions and inputs: Documenting the key assumptions, parameters, and inputs used in the heat load calculation process. This includes specifying occupancy rates, equipment loads, environmental conditions, and other factors influencing the heat load.
- Sensitivity analysis: Presenting the results of sensitivity analysis to assess the impact of variations in key assumptions and parameters on the heat load calculations. This includes identifying the most critical variables and their implications for system design and performance.
- Recommendations: Providing actionable recommendations for the design and sizing of the centralized water-cooled AC plant system based on the heat load calculations. This includes specifying the capacity, configuration, and control strategies for the cooling equipment to meet the anticipated demand.
- Quality assurance: Documenting the quality assurance measures taken to ensure the accuracy, reliability, and validity of the heat load calculation results. This includes describing the validation procedures, data verification checks, and peer review processes employed.
- Compliance and certification: Ensuring that the heat load calculation report complies with relevant industry standards, codes, and regulations. This includes certifying the accuracy and completeness of the report and providing any necessary documentation for regulatory approval or certification.

Schedule of Techno-Commercial Deviations

Schedule of techno-Commercial Deviations:

We confirm that all techno-commercial terms and conditions of the Bank except for deviations listed below.

Sr. No.	Section No.	Clause No.	Deviation proposed
1	2	3	4

Seal & Signature of Bidder

Name:

Designation:

Date:

SECTION-V
Commercial Check List

Sr. No.	Description	Bank's Terms and conditions	Acceptance of Bank's terms and conditions (YES/NO)
1	Validity	90 days from opening of e-Quotation part-I	
2	EMD	Rs. 16,000/-	
3	Terms of payment	As per clause 3.12 in Part I of the Quotation	
4	Completion period	20 days from 14th day of letter of award of work.	
5	Liquidated damages	0.25 % of estimated amount subject to maximum 10 % of Contract amount	
6	Insurance polies	As per clause 3.14 in Part I of the Quotation	
7	Copy of Annexure- A to F	To be uploaded with Part I of the Quotation	

Part II of the e- quotation should not contain any terms and conditions but only priced for bill of quantity. Terms and conditions, if any, incorporated in Part II, will not be valid or considered.

Place

Date

Seal & Signature of Contractor

Annexure – ‘A’

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

(On Non-Judicial Stamp Paper of appropriate value)

(To be uploaded with the Quotation)

Know all men by these presents, we.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint, and authorize Mr. / Ms.

.....

.....(Name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of

.....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai including signing and submission of all documents and providing information / responses to RBI, representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Note:

Power of Attorney should be properly stamped, and notarized Power of Attorney furnished shall be irrevocable.

Signature/(s) of the Bidder

Name/(s)

Stamp/Seal of the Bidder

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

Annexure – ‘B’

CLIENT’S CERTIFICATE & PERFORMANCE OF CONTRACTOR
(To be uploaded by the bidder with quotation)

Name & address of the Client

Details of Works executed by Shri /M/s

- 1 Name of work with brief particulars
- 2 Agreement No. and date
- 3 Agreement amount
- 4 Date of commencement of work
- 5 Stipulated date of completion
- 6 Actual date of completion
- 7 Details of compensation levied for delay (indicate amount) if any
- 8 Gross amount of the work completed and paid
- 9 Name and address of the authority under whom works executed
- 10 Whether the contractor employed qualified Engineer/Overseer during execution of work?
- 11 i) Quality of work (indicate grading) Outstanding/Very Good/
Good/Satisfactory/poor
ii) Amt. of work paid on reduced rates, if any.
- 12 i) Did the contractor go for arbitration?
ii) If yes, total amount of claim
iii) Total amount awarded
- 13 Comments on the capabilities of the contractor.

a) Technical proficiency	Outstanding/Very Good/ Good/Satisfactory/poor
b) Financial soundness	Outstanding/Very Good/ Good/Satisfactory/poor
c) Mobilization of adequate T&P	Outstanding/Very Good/ Good/Satisfactory/poor
d) Mobilization of manpower	Outstanding/Very Good/ Good/Satisfactory/poor
e) General behavior	Outstanding/Very Good/ Good/Satisfactory/poor

Note: All columns should be filled in properly

* countersigned

*Officer of the rank of executive engineer or equivalent

FORMAT OF BANKERS' CERTIFICATE

(To be uploaded with the Quotation)

1. Composition of the firm (whether Partnership"/ Private Limited/ Proprietorship/ Public Limited.)
2. Name of the Proprietor/ Partners/ Directors of the firm.
3. Turnover of the firm for the last 3 financial years (year wise).
2022-23
2021-22
2020-21
4. Credit facility/ Overdraft facility enjoyed by the firm.
5. Dealings
6. The period from which the firm has been banking with your bank.
7. Any other remarks.

You may also kindly forward your opinion whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost Rs. 8.00 Lakh.

(Signature)

For the Bank

Note:- 1. Bankers' certificates should be on letter head of the Bank and addressed to CGM-in-Charge, RBI, Premises Department, Central Office Building, Shahid Bhagat Singh Road, Mumbai-400 001

2. In case of partnership firm, certificate should include names of all partners as recorded with the Bank

Proforma for providing input for NEFT Payment

RTGS/NEFT/ECS – MANDATE AUTHORISATION FORM

1. Supplier's / Vendor's Name:

[illegible]

2. Supplier's / Vendor's Name as per Bank Records:

[illegible]

3A. Supplier's Code

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3B. Supplier's PAN Number:

[illegible]

Quoting PAN No. in all the e-returns has become 100% mandatory w.e.f. 14-02-2008, hence ensure to fill- up this and send a photocopy of PAN duly self-attested. If there is any difference between the name given in the supplier's name and name given in the PAN card, then a note to explain the reason for the difference and the correlation between both.

4. Supplier's / Vendor's Complete Postal Address:

Door No.								Street:											
Location:								District:											
City:								State						PIN					

5. Supplier's / Vendor's E-mail ID:

[illegible]

6. Supplier's / Vendor's Telephone Number & Mobile Phone Number:

[illegible]

7. Name of the Bank:

[illegible]

8. Bank (Branch) Postal Address:

[illegible]

9. RTGS*/NEFT** /MICR- Code of the Branch:

[illegible]

RTGS* - "Real Time Gross Settlement", NEFT** - "National Electronic Fund Transfer". MICR- Magnetic Ink Recognition Character These "IFSC" Codes are unique numbers of each Branch – "Indian Financial Services Code". For some Branches both the codes are the same and some Banks, may Maintain one Code No. for RTGS and another Code No. for NEFT. Hence, please fill-up both the rows, even if it is the same.

10. Nature of the Account: (Tick whichever is applicable & put 'x' mark for the balance two accounts):

Saving Bank Account		Cash Credit Account:		Current Account:	
---------------------	--	----------------------	--	------------------	--

11. Bank Account Number of the Supplier:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

© Fill up from the 1st column. For the balance left out blank columns, please mention 'x' mark.
We hereby declare that the particulars given above are correct and complete. If the transaction is delayed for reasons of incomplete or incorrect information, we would not hold RBI responsible.

Date: **Supplier's Seal:** **Authorized Signature of the Supplier:**

Certified that the particulars as per Serial Numbers 2, 7 to 11 are correct as per our records.

Date: **Bank's Stamp** **Authorized Signature of the Officer of the Bank.**

Annexure-‘E’

Undertaking to be included in Quotation regarding declaration of debarment by public institution(s)

(To be submitted by the Bidder on their letterhead)

Name of Work: Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai.

1. I/We (Name of the bidder) declare that

- a) I/we or any of our allied firm* is/ are not debarred/suspended/ blacklisted by any public institution/entity in India or any other country on bid). (last date of submission of
- b) I/We or any of our allied firm* have not made any transgression in respect of the code of integrity (as mentioned in the Quotation) with any public institution/entity in India or any other country in last three years as on (last date of submission of bid).
- c) we will inform the Bank in writing, in case, I/we or any of our allied firm* is/are debarred/ suspended/blacklisted by any public institution/entity in India or any other country on or before award of work for the captioned work.

2 I/We (Name of the bidder) declare that we or our allied firm* (Name of the allied firm(s)) is/ are debarred / suspended/blacklisted by (Name and address of public institution in India or any other country) and the same effective up to (date). A copy of such letter is attached for your information and record.

(seal and signature of the bidder)

Date

Place

(Strike out one of the above two declarations which is not applicable)

*Allied Firm: A firm would be termed as "allied firm" if the management is common, or substantial or majority shares are owned by the banned/ suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.

Performa for Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India

(To be submitted by bidders on their letter head duly sealed and signed by the authorized signatory)

To,

The Chief General Manager- in-charge

Reserve Bank of India

Premises Department, 5th floor,

Central Office Building,

Shahid Bhagat Singh road,

Mumbai- 400001

Name of Work: Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai.

I / We (Name and address, including Country of location of bidder) have read and understood the contents of the Office Memorandum (OM) F. No. 6/18/2019-PPD dated July 23, 2020 and its subsequent orders / revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a bidder of a country which shares a land border with India.

2. I / We certify that (Name of the bidder)

i. is not from a country sharing land border with India, or

ii. is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or

iii. is from a country sharing land border with India where Government of India has extended lines of credit, or

iv. is from a country sharing land border with India where Government of India is engaged in development projects.

(Strikeout whichever of the above is not applicable).

3. I /We hereby certify that (Name of bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that even in case of contracts where we are permitted by the Bank /RBI

to sub-contract I/we(Name of bidder) will not sub-contract any work to a contractor from country (ies) sharing land border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum / order.

4. I/We know and understand that, if this Undertaking / Declaration / Certificate submitted by us found to be false, Bank shall be free to reject / terminate our tender / Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit and / or debarring us from participating in tenders invited by the Bank in future.

Signature and name of the authorized signatory of the Bidder

With Rubber Stamp

Date:

Place:

Unpriced Bid / Bill of Quantity

e-Quotation no: - RBI/PD-Central Office Departments/Others/1/24-25/ET/24

Name of the Work: Computation of Peak Heat load for Bank's Central Office Building, RBI, Fort, Mumbai

Remark: Please note that rates should be quoted exclusive of GST. However, the bidders shall quote applicable GST in respective rows, failing which the bids are liable to be rejected without any further correspondence. In case the bidders are having any partial or full exemption from payment of GST, the same should be supported by applicable certificate issued by competent authority. Further, the evaluation of bids shall be on base rate only.

Sr. No.	Description	Qty.	Unit
1	Charges for computation of peak Heat Load , electrical load , designing of Centralized Air conditioning plant at Central Office Building (25 th storied with 2 basements, having approximately 7200 Sq. feet carpet area of each floor), to ascertain the actual capacity of latest technology, environment friendly central chiller units, condensate and chilled water pumps, valves & pipeline etc. and to explore the compatibility of existing cooling towers, including submission of three copies of reports for heat load calculation and capacity calculation of the above equipment and preparation of bill of quantity (BOQ) with technical specification, estimate for the new Centralized Air Conditioning System and as per scope of work mentioned in Part-I of quotation all complete and as directed by Bank's Engineer. (Rate inclusive of all except GST)	1	Job
2	Applicable CGST on item sl. No. 1		
3	Applicable SGST on item sl. No. 1		
4	Total of sl. no. 1 to 3 (inclusive of all) in Rs.		

Place:
Date.

Signature of the bidder with seal.