

**Tender for conduct of Energy Audit at 2 premises of NABARD, Gujarat  
Regional Office, Ahmedabad – 2025**



राष्ट्रीय कृषि और ग्रामीण विकास बैंक  
परिसर, सुरक्षा और अधिप्राप्ति विभाग (डीपीएसपी), गुजरात क्षेत्रीय कार्यालय,  
म्युनिसिपल गार्डन के सामने, उस्मानपुरा, अहमदाबाद – 380013  
ई-मेल: [dpsp.ahmedabad@nabard.org](mailto:dpsp.ahmedabad@nabard.org), Telephone: 079-27554041/49

**Gujarat Regional Office**

**NABARD Tower, Opp. Municipal Garden  
Usmanpura, Ahmedabad – 380013**

E-mail: [dpsp.ahmedabad@nabard.org](mailto:dpsp.ahmedabad@nabard.org), Telephone: 079-27554041/49

Date of issue of tender document	06th January 2025
Pre Bid Meeting with bidders	09 <sup>th</sup> January 202 at 03:00 pm
Due date for submission of tender	29 <sup>th</sup> January 2025 by 03:00 pm
Date and time of opening of technical bids	29 <sup>th</sup> January 2025 by 03:30 pm
Issue and Opening of Price Bid	Will be communicated to qualified bidders in due course.

<b>Sl.No</b>	<b>Particulars</b>	<b>Page No</b>
	<b>PART – I Technical (Qualification) Bid</b>	
1	Notice Inviting Tender	4
2	Pre-Qualification Criteria	7
	<b>Section I</b>	
3	Schedule I A - Basic Information	10
4	Schedule I B – Details of GSTIN	13
5	Section II- Energy Audit Experience	15
6	Section III – Staff Experience	16
7	Section IV – Bank details	17
8	Evaluation and Selection of Bid	18
9	Instructions to tenderer	20
10	General instructions and General conditions of the contract	22
11	Special Terms & Conditions - Scope of Work – Part A	27
12	Special Terms & Conditions - Scope of Work – Part B	31
13	Indicative details of existing electrical system	34
14	Safety Conditions of the Contract	38
15	Form of Tender	39
16	Draft Articles of Agreement	41
17	Annexure I – Specimen of Letter of Authorisation	45
18	Annexure II – Letter of Indemnity and Undertaking	46
	<b>PART – II (Financial Bid)</b>	
19	Preamble to Schedule of Quantities	49

## निविदा आमंत्रण सूचना

### NOTICE INVITING TENDER

संदर्भ सं. राबैं. गुजरात क्षेत्रीय कार्यालय/ डीपीएसपी / 117795 / 2024-25 06 जनवरी 2025

महोदया / महोदय

#### नाबार्ड, गुजरात क्षेत्रीय कार्यालय, अहमदाबाद के 2 परिसरों में ऊर्जा ऑडिट करने के लिए निविदा आमंत्रण सूचना

- राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड), गुजरात क्षेत्रीय कार्यालय अहमदाबाद स्थित अपने क्षेत्रीय कार्यालय परिसर और आवासीय स्थल के कॉमन एरिया में ऊर्जा ऑडिट करवाना चाहता है। इसके लिए GeM के अंतर्गत द्विस्तरीय बोली प्रक्रिया अर्थात् तकनीकी वाणिज्यिक पक्षों के लिए तकनीकी योग्यता और प्रतिस्पर्धी दरों की प्रक्रिया का पालन किया जाता है। निविदा दस्तावेज़ हमारी वेबसाइट [www.nabard.org](http://www.nabard.org) के निविदा कॉलम से भी डाउनलोड किए जा सकते हैं। GeM में पंजीकृत कॉन्ट्रैक्टर ही इसके लिए आवेदन कर सकते हैं।
- राष्ट्रीय कृषि और ग्रामीण विकास बैंक (नाबार्ड) का गुजरात क्षेत्रीय कार्यालय 120 फीट रिंग रोड, शांति नगर, उस्मानपुरा, अहमदाबाद, गुजरात 380013 पर स्थित है। ऊर्जा ऑडिट करने संबंधी आवश्यकताओं का उल्लेख निविदा में अलग से किया गया है। बोली लगाने से पहले बोलीकर्ता कृपया निविदा दस्तावेज़ों को ध्यानपूर्वक पढ़ें। बोलीकर्ता साइट का दौरा करें, वर्तमान परिस्थितियों का सर्वेक्षण करें ताकि वे किए जाने वाले कार्य की प्रकृति और दायरे से परिचित हो जाएँ और अपनी बोली लगाने से पहले नाबार्ड से समस्त स्पष्टीकरण प्राप्त कर लें।
- आवेदन GeM पोर्टल के माध्यम से ही उपलब्ध कराए जाएँगे। निविदा के भाग-I में तकनीकी अर्हता बोली (सेक्शन I, II, III व IV के अनुसार) और नियम व शर्तें हैं। निविदा के भाग-II में GeM में निर्धारित प्रारूप में केवल वित्तीय बोली है। वित्तीय बोली में कोई अन्य सूचना न दें।

#### Notice Inviting e-Tender for conduct of Energy Audit at 2 premises of NABARD, Gujarat Regional Office, Ahmedabad

- National Bank for Agriculture and Rural Development (NABARD), Gujarat Regional Office intends to conduct Energy Audit of its Regional Office and the common areas of residential properties in Ahmedabad. For this purpose, a two level bidding process under GeM i.e. technical qualification with respect to techno commercial aspects and competitive rates is being followed. Tender documents can also be downloaded from our website [www.nabard.org](http://www.nabard.org) under the tender column. Contractors registered on GeM may only apply.
- National Bank for Agriculture and Rural Development (NABARD) has its Gujarat Regional Office at 120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013. The requirement for the conduct of Energy Audit is detailed separately in the tender. Bidders are advised to go through the tender documents carefully before quoting the rates. The tenderers are advised to visit the site, conduct survey of the existing conditions so as to familiarize themselves with the nature and scope of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.
- Application shall be made available only via GeM portal.** The PART-I of the tender shall contain Technical Qualification bid (as per Section I, II, III & IV) along with the Terms & Conditions. **The PART-II of the tender contain only the financial bid in the prescribed format in GeM.** No other information should be indicated in the financial bid. If any other

<p>यदि निविदा दस्तावेज़ में कोई अन्य सूचना दी जाती है तो बोली तत्काल निरस्त कर दी जाएगी।</p> <p>4. निविदा का भाग - I (तकनीकी अर्हता बोली) GeM पोर्टल में उल्लिखित तिथि व समय पर प्रक्रियानुसार खोला जाएगा। बोलीकर्ताओं की तकनीकी अर्हता के आधार पर, केवल पात्र बोलीकर्ताओं की ही वित्तीय बोलियाँ (भाग-II) खोली जाएँगी/ उन्हीं बोलियों पर विचार किया जाएगा।</p> <p>5. नाबार्ड के पास किसी भी निविदा को पूर्ण या आंशिक रूप से स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है और न्यूनतम (L1) या किसी अन्य बोली को स्वीकार करना नाबार्ड के लिए बाध्यकारी नहीं है।</p> <p>6. नाबार्ड द्वारा निर्धारित किसी या सभी शर्तों का पालन नहीं करने वाली या किसी भी प्रकार से अपूर्ण और नाबार्ड द्वारा निर्धारित शर्तों के अलावा निविदाकर्ता की अपनी शर्तों के साथ प्रस्तुत निविदाएँ निरस्त की जा सकती हैं।</p> <p>7. निविदा दस्तावेज़ों में यदि कोई असंगति, कमी या अस्पष्टता है या कोई अर्थ को लेकर कोई संदेह है तो उसे लिखित में "मुख्य महाप्रबंधक, राष्ट्रीय कृषि और ग्रामीण विकास बैंक, गुजरात क्षेत्रीय कार्यालय, 120 फीट रिंग रोड, शांति नगर, उस्मानपुरा, अहमदाबाद, गुजरात 380013" पर भेजे जाने चाहिए, जिसकी समीक्षा की जाएगी। नाबार्ड सभी बोलीकर्ताओं के लिए स्पष्टीकरण जारी करेगा जो करार दस्तावेज़ का हिस्सा बन जाएँगे। यदि निविदा दस्तावेज़ की ऐसी कोई असंगति, कमी या अस्पष्टता या किसी अर्थ को लेकर आए संदेह को निविदा जमा करने की अंतिम तिथि से 5 कार्यदिवस पहले नाबार्ड के ध्यान में नहीं लाया जाता है तो नाबार्ड उसके लिए ज़िम्मेदार नहीं होगा।</p> <p>8. ऑफ़र की वैधता कीमत बोली खोलने की तिथि से 90 दिन तक होगी। हालांकि, सफल बोलीकर्ता द्वारा लगाई गई बोली करार अवधि समाप्त होने तक वही रहेगी। अर्थात् 90 दिन तक, जिसमें जीएसटी/ सांविधिक करों में होने वाले परिवर्तन</p>	<p>additional information are stipulated in the tender document, the tender shall summarily be rejected.</p> <p>4. The PART-I (Technical Qualification Bid) of the tender shall be opened first after the end date and time mentioned in GeM portal as per their procedure. Based on the bidders Technical Qualification, the financial bids (Part-II) for competitive rates of eligible bidders will only be opened / considered.</p> <p>5. NABARD reserves the right to accept or reject any tender, in whole or in part and it is not binding on the part of the NABARD to accept the lowest (L1) or any tender.</p> <p>6. Tenders, which do not fulfil all or any of the NABARD's conditions or are incomplete in any respect and tenders with the tenderer's own conditions other than those specified by NABARD, are liable to be rejected.</p> <p>7. Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the "<u>The Chief General Manager, National Bank for Agriculture and Rural Development, Gujarat Regional Office, 120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013</u>" who will review the same. NABARD will issue clarifications to all the tenderers which will become part of the Contract Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NABARD before five working days prior to the date of submission of the Tender.</p> <p>8. Validity of offer should be 90 days from the date of opening of price bids. However, the rates quoted by the successful bidder would remain firm until the end of the contract period. i.e. up to 90 days except only if change in GST / statutory taxes and <b>subject</b></p>
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<p>शामिल नहीं है और यह निविदा के किसी भी हिस्से में उल्लिखित अन्य नियमों-शर्तों के अधीन है।</p> <p>9. GeM टेंडर में दिए गए विवरण के अनुसार नाबार्ड, गुजरात क्षेत्रीय कार्यालय, 120 फीट रिंग रोड, शांति नगर, उस्मानपुरा, अहमदाबाद, गुजरात 380013 के कार्यालय में बोली-पूर्व बैठक आयोजित की जाएगी। आप साइट का दौरा करके अपने संदेह/ प्रश्नों के समाधान के लिए इस बैठक में भाग ले सकते हैं। <b>संगठन के मालिक / प्रतिनिधि को अनुबंध-1 में दिए गए प्रारूप में अपने संगठन से जारी प्राधिकार पत्र के साथ बैठक में भाग लें।</b></p> <p>10. निविदा आमंत्रण सूचना (एनआईटी) भी निविदा दस्तावेज़ का हिस्सा बनेगी। यदि इस निविदा दस्तावेज़ में उल्लिखित नियमों / प्रावधानों और GeM पोर्टल के विवरण में दी गई जानकारी में कोई विरोधाभास है तो हमारे निविदा दस्तावेज़ में उल्लिखित नियमों/ प्रावधानों को प्राथमिकता दी जाएगी।</p> <p>11. सेवाप्रदाता कृपया पर्याप्त समय पहले अपनी बोली प्रस्तुत करे ताकि अंतिम क्षण में हो सकने वाली तकनीकी कठिनाइयाँ टाली जा सकें। यदि बोलीकर्ता किसी वजह से बोली प्रस्तुत नहीं कर पाते हैं तो नाबार्ड इसके लिए ज़िम्मेदार नहीं होगा। <b>“यदि सेवाप्रदाता को बोली अवधि के अंतिम समय में कोई कठिनाई आ रही है या दस्तावेज़ अपलोड करने में तकनीकी समस्या आ रही है तो बोली लगाने का समय नहीं बढ़ाया जाएगा।”</b></p>	<p><b>to other terms &amp; conditions mentioned elsewhere in the tender.</b></p> <p>9. A Pre-bid Meeting shall be held as per the details given in the GeM tender in the office of NABARD, Gujarat Regional Office, 120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013. You are also invited to attend the meeting after visiting the site for clarification of your doubts / queries, if any. <b>The owner/representative attending the meeting should carry the Letter of Authorization from their organisation as per Annexure-I.</b></p> <p>10. This Notice Inviting Tender (NIT) shall also form part of the Tender Document. In case of contradiction between the rules / provisions of this tender document and those of GeM portal, preference shall be given to the rules / provisions given in our tender document.</p> <p>11. The vendor should submit his tender well in advance so that last minute technical glitches can be avoided, and NABARD will not be responsible for failure of submission of tender by the bidders in this regard. <b>“No extension of time will be permitted if the vendor is facing difficulty or facing technical issues in uploading the document at the far end of the time specified for closure of tender”.</b></p>
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(अशोक कुमार)

उप महाप्रबंधक

**PRE-QUALIFICATION CRITERIA**

**(Estimated value of tender is Rs.2.50 lakhs)**

**INSTRUCTIONS TO THE TENDERERS FOR FURNISHING  
INFORMATION AS A PART OF PRE-TENDER QUALIFICATIONS  
ELIGIBILITY CRITERIA**

1. The work involved is conduct of Energy Audit for the Regional Office of NABARD, Gujarat RO and common areas of NABARD Vihar Quarters, Ahmedabad. Scope of work and services to be provided are indicated in the **“SPECIAL TERMS AND CONDITIONS – Scope of Work (Part A)” and “Scope of work (Part B) – Illustrative”** of this tender. The tenderers are advised to visit all the sites, conduct survey of the existing arrangements to familiarize themselves with the nature of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.
2. **BEE Accredited Energy Auditor (with validity) only need to apply.**
3. **Should have their registered office in India.**
4. The contractors should have experience of similar works during the last 7 years (ending 31.03.2024) and who fulfil the following criteria are eligible to tender:  
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  - i. Should have carried out **minimum 1 similar work** with Govt/PSUs during last 3 years (ended 31.03.2024) with contract value (costing individually) not less than **Rs.2.00 Lakhs**.  
OR
  - ii. Should have carried out **minimum 2 similar works** with Govt/PSUs during last 3 years (ended 31.03.2024) with contract value (costing individually) not less than **Rs.1.25 Lakhs**  
OR
  - iii. Should have carried out **minimum 3 similar works** with Govt/PSUs during last 3 years (ending 31.03.2024) with contract value (costing individually) not less than **Rs. 1.00 Lakhs**
5. The tenderers should have Annual Turnover of Rs.1.00 Lakhs during each of the last three years ended 31 March 2024. This information should be supported by a registered Chartered Accountant certified statement of accounts.
6. The tenderers should have applicable registrations (PAN, TIN, TAN, GST, etc.) supported with documentary evidence and licences, permissions, approvals issued by appropriate authorities and other statutory authorities, wherever applicable and furnish copies of the same with tender.



7. Agency should have a **valid licence/registration as per GOI instructions or from any other competent authority to conduct Energy Audit** in the State of Gujarat and similarly registration with appropriate competent authority. Tenderers to note that copies of licences and registration are to be submitted with the bid without which the tender will be summarily rejected.
8. Tenderers are requested to submit the following documents in Part I (Technical Bid) for examining their qualification/suitability. Opening of Part II (Financial Bid) will be subject to satisfying the prescribed eligibility criteria: -
  - a. Copies of Work Orders and Satisfactory Service Completion Certificates from clients for executing similar works for Central/State Government offices/Public Sector Undertakings/Public Sector Banks/Autonomous Bodies, etc. **during the last seven years in India.** “Similar Works” means experience in executing **Energy Audit** in similar Government / PSUs / Public Sector Banks / Autonomous Bodies, etc. **having registered office or such similar setup in India.**
  - b. IT returns of last three consecutive financial years – 2021-22, 2022-23 & 2023-24.
  - c. References of clients / particulars of bankers, specifying their names and contact numbers (landline and mobile) and names of the contact executives / Officials.
  - d. Information in Section-I, II, III & IV as per enclosed proforma.
9. Intending tenderers are required to submit their full bio-data giving details about their **organisation, experience, personnel in their organisation**, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.
10. The Bank will evaluate reports on past performance of the tenderer from his clients and bankers for evaluating the tender before opening of the Part II (Financial Bid) of the tender. If any tenderer is not found to possess the required eligibility for participating in the tendering 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 qualifying the Part I (Technical Qualification Bid) of the tender and Part II (Financial Bid) of the tender will be rejected. The Bank is not bound to assign any reason for rejecting the tender.
11. The bidder shall be accredited Energy Auditor by the Bureau of Energy Efficiency (BEE) and shall fulfil all conditions required under the Act/Rules as amended from time to time.
12. The bidder shall be registered with Income Tax and Goods & Services Tax (GST) authorities.



13. An affidavit to the effect that the contractor has not defaulted in payment of statutory dues like Service Tax and Income tax should be submitted.
14. Bids, if not submitted in Bank's approved bid format shall be treated as invalid and are liable for rejection.
15. Applications containing false and/or inadequate information are liable for rejection.
16. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall only include those works which individually cost not less than the specified amount.
17. Clarifications, if any required, may be obtained from National Bank for Agriculture and Rural Development, Gujarat Regional Office, 120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013.
18. Non-Compliance of any of the conditions mentioned above will amount to non – eligibility for the contract and the bid shall be summarily rejected.

**I/We have read and understood the instructions contained herein above and are acceptable to us.**

Date:

Place: **Signature of the Tenderer with seal Address**

**Section-I-A-Basic Information**

*(To be filled and Uploaded as supporting document)*

<b>Sr No.</b>	<b>Particulars</b>	<b>Bidder's response</b>
1	Name of the Tenderer/Agency/ Contractor and Address of the registered office, telephone no., mobile no., fax no., email-id, and website address.	
2	Year of Establishment	
3	Type of the Tenderer/Agency/ Contractor (whether Sole Proprietorship /Partnership/ Private Limited/ Limited or Cooperative Body etc.) Copies of supporting documents to be enclosed	
4	Name of the Proprietor / Partners / Directors of the agency/ contractor / Firm	1 2 3 4 5
5	Details of Registration a) Whether Partnership firm, Company, etc. b) Registering Authority c) Date of Registration d) Registration No.	A B C D
6	Whether registered/ empanelled for similar service with a) Government/ Semi- govt/ Municipal Authorities or any other public organization b) If yes, name of the authority and since when?	(Yes/ no)

7	<p>c) Work Experience</p> <p>d) Details of work experience in Energy Audit services</p> <p>e) Documentary evidence of previous experience in the Energy Audit, if any, of carrying out works for NABARD / RBI / Public sector banks / Government department / Semi Govt. department / Other Public Sector Undertakings at any other centre should also be given.</p>	
8	<p>a) Areas of business activities, other than Energy Audit, if any, and Place and address of such business</p>	
9	<p>a) Address of office through which the proposed work of the Bank will be handled; and</p> <p>b) Name &amp; designation of In-charge</p>	
10	<p>a) Names of bankers</p> <p>b) Full address of bankers</p> <p>c) Telephone (landline &amp; mobile Nos),</p> <p>b) Fax No. etc. of the contact executive (i.e. The persons who can be contacted at the office of their Clients by the NABARD, in case it is so needed)</p>	
11	<p>d) Credit worthiness of the Tenderer &amp; Turn Over during the specified period (Copies of IT deposit certificates such as copy of deposited Form 16 or any such other certificate along with latest final accounts of the business of the Tenderer duly certified by a CA should be enclosed as proof of their credit worthiness and Turn Over for the last three years ending 31.03.2023.)</p>	<p>Annual turnover</p> <p>2023-24: Rs.</p> <p>2022-23: Rs.</p> <p>2021-22: Rs.</p>
12	<p>e) Number of supplementary sheets attached</p>	
13	<p>a) Whether any civil suit/ litigation has arisen in the contracts executed by the applicant during the last five years (Yes/No)</p> <p>b) If yes, please give following information (suit-wise/ project-wise):</p> <p>i. Name of the Project &amp; Organisation</p> <p>ii. Nature of work</p>	

	iii. Work Order No. and Date iv. Present stage of work v. Value of contract vi. Brief details of litigation	
	i. Permanent Account Number (PAN) ii. TIN iii. Goods and Service Tax Registration No. iv. Certificate of Accreditation by BEE.	

**Notes: Please attach self-certified copies of the following documents:**

IT Returns OR Audited Balance Sheet and Profit & Loss Account for the past three years i.e., FY 2021-22 & FY 2022-23 & FY 2023-24.

**Signature of the Tenderer with seal & date**

**Section 1-B-DETAILS OF GSTIN OF THE TENDERER**

In order to enable us to report the details of the GST collected from you in the GST returns submitted by us, we request you to furnish your GSTIN (Goods and Services Tax Identification Number) in the following format, along with a self-attested photocopy of the GSTIN allotment communication.

<b>GSTIN Information</b>				
<b>S. N o</b>	<b>GSTIN Details</b>	<b>Details to be filled up by customer</b>		
1	Name of the Customer			
2	Customer ID			
3	Account No.			
4	PAN			
5	GST Identification Number (GSTIN)			
6	TAN			
7	Composition Scheme (Please indicate)	( Yes/No)		
8	Nature of service rendered- as given the registration certificate issued by the authorities			
9	Constitution of Business (Pl. tick)	Company	Partnership	Proprietary
				Others, plz specify
10	Address of principal place of business in the state as per GST registration certificate	Address		
		City		
		PIN		

		State	
	Multiple GST registration ** (If yes, Please fill the following details)		(Yes/No)
	GST Identification Number (GSTIN)		

	Address of principal place of business in the state as per GST Registration certificate	Address	
		City	
		PIN	
		State	
	GST Identification Number (GSTIN)		
	Address of principal place of business in the state as per GST Registration certificate	Address	
		City	
		PIN	
		State	
11	Location	SEZ/STP/DTA	
12	Contact details	Name	
		E-mail ID	
		Phone No.	
Name of the Authorized Signatory/Primary Holder			Signature
Name of the Authorized Signatory/Joint Holder 1			Signature
Name of the Authorized Signatory/Joint Holder 2			Signature

*\*\* In case of multiple GST Registration number, applicant may detail the GST registration of particular state for every transaction or else the default address mentioned in the form shall be selected by the bank for issuance of invoice.*



### **Section-II -Energy Audit Experience**

*(To be filled and uploaded as supporting document)*

a) List of important works executed by the firm during last three years costing **Rs.1.00 Lakh** and above with experience in executing works of similar work i.e. Energy Audit in organisations / institutes / training establishments etc. (Please attach extra sheets if required).

S.No	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt or PSU's	Contract Amount (Rs)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

***\*\*The previous work order and completion certificate of the previous work Experiences should be uploaded separately***

b) List of important ON HAND works costing **Rs.1.00 Lakhs** and above in the field of Energy Audit Service. (Please attach extra sheets if required).

S.No	Name of the work And Location	Nature of Work	Name & full postal address of the owner. Also indicate whether Government or Semi-Govt. or PSU's	Contract Amount (Rs)	Whether work was left incomplete or contract was terminated from either side? Give full details.	Any other relevant information
(1)	(2)	(3)	(4)	(5)	(6)	(7)

### **Section-III – Energy Audit - Staff Experience**

1. List of staffs, giving details about their technical qualifications, experience, etc. including that in the applicant's organization. (Please attach extra sheets if required).

S.No	Name	Age	Qualification	Experience	Nature of works handled (Energy Audit)	Date from which employed in the organisation on	Any other relevant information if any

2. List of available tools, Equipment. (Please attach extra sheets if required).

S.No.	Name of tools/ Equipment and Accessories	Total No. of units available with agency	Required no. of units to be spared for NABARD's work
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			

3. Indicate other points, if any, to show applicant's technical and managerial competency to indicate any important point in applicant's favour.

4. No. of supplementary sheets attached for Part III.

**Section-IV - Details of Bank Account**

*(To be filled and Uploaded as supporting document)*

1.	Name of the Vendor/Firm	
2.	Name of the Account Holder	
3.	Address of the Vendor/Firm	
4.	Name of the Bank, Branch and Address	
5.	Bank Code and Branch Code	
6.	IFS Code of the Bank Branch	
7.	Type of Account (Saving/Current/Cash Credit)	
8.	Account Number	

**Note: Please also enclose a CANCELLED CHEQUE in respect of above account number.**

## **EVALUATION AND SELECTION OF THE BIDS**

### **1. Opening of the Bids**

Bids will be opened in front of the Committees constituted for this purpose in the Bank in the presence of not more than two representatives of each bidder who choose to attend on the bid opening date. No separate intimation will be given in this regard to the bidders for deputing their representatives. The representative/s has/have to submit an authority letter duly signed by the bidder, authorizing him/her to represent and attend the bid opening on behalf of the bidder.

### **2. Criteria for Evaluation of Bids**

- i. The Bank will have separate Committees for Technical and Financial Evaluation of the bids and to decide on selection of the successful bidder. The decision of the Bank shall be final, and the bidder shall have no right to challenge the decision of the Bank.
- ii. The Technical Bids shall be evaluated on the basis of their response and by applying Evaluation Criteria specified in this Section.
- iii. A proposal would be rejected, if it is found deficient as per the requirements indicated in Section 6 of this document.
- iv. The Technical Bids shall be evaluated first. The Evaluation Criteria for Technical Bids is as defined in para. On completion of Technical Evaluation of all proposals, the Financial Bids of the technically qualified bidders only will be evaluated.

### **3. Checklist of major items to be uploaded as part of tender in GeM portal**

1. Duly signed and sealed copy of the tender document, signed form of tenders
2. Valid Letter of Accreditation issued by Bureau of Energy Efficiency awarding the bidder as qualified accredited energy auditor.
3. Registration certificate/ Certificate of incorporation
4. GST registration certificate
5. Bank details/Cancelled cheque.
6. Duly filled Proformas given in Section-I, II, III, & IV
7. Work completion certificates and certificates for works in hand (work orders) certificate.
8. Turnover certificate attested by a Chartered Accountant
9. Audited financial statements for FY 2023-24, 2022-23 & 2021-22
10. Specimen of Letter of Authorisation

11. Letter of Indemnity and Undertaking
12. Various licences/certificates as indicated in the document.

#### **4. Evaluation criteria for Technical Bid**

i. The evaluation of Technical Bid will be completed on a maximum of 100 marks as indicated below:

<b>Sr. No.</b>	<b>Description</b>	<b>Score</b>
1	Legal Structure	<b>40</b>
a	Private Limited/Public Limited	40
b	Partnership	30
c	Proprietorship	20
2	Work Experience in the relevant field of work	<b>20</b>
a	Above 10 years	20
b	Above 8 years to 10 years	15
c	7 years to 8 years	10
3	Average Turn Over during the last three years ended 31.3.2023	<b>20</b>
a	Above 8 lakh	20
b	Above 5 to 8 lakh	15
c	Above 2 to 5 lakh	10
4	No. of works executed / ongoing in Government Departments / Organisations / PSUs / Banks in last 7 years (as on date of bid submission)	<b>20</b>
a	Above 7	20
b	Above 4 to 7	15
c	Above 2 to 4	10

ii. **All those Bidders who attain a minimum of 60 marks on Technical Evaluation score will be eligible for Financial Bid Evaluation.**

#### **5. Evaluation of the Financial Bid**

The proposal of the eligible bid with the lowest Financial Bid will qualify as the L1 Bidder following GeM procedure.

### **INSTRUCTIONS TO THE TENDERER**

1. All the pages of the Tender Document shall be signed and uploaded by the Tenderer.
2. NABARD takes no responsibility for delay / loss in non-receipt of Tender Documents.
3. The Tender / Quotation shall be submitted in GeM portal as per the procedure in two parts i.e., Part I (Pre-qualification bid) and Part II (Financial Bid).
4. Bids submitted other than through GEM portal shall not be accepted.
5. Tenderers are advised to visit the site at their cost, conduct survey of existing conditions so as to familiarize themselves with the site conditions, nature of works etc. and get all clarifications as necessary from NABARD before quoting the rates.
6. The Tenderers should quote their rates strictly adhering to Terms and Conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / Deviational Tenders may be rejected without making any reference to the Tenderers.
7. If last date of receipt of Tender / Quotation and opening date is a holiday, then submission and opening of Tenders / Quotations shall be shifted to next working day without any change of time and venue.
8. The Tenders will be opened in the presence of such Tenderers or their authorised representatives who choose to be present.
9. No Tenderer will be allowed to withdraw his Tender during the validity period.
10. Notwithstanding anything stated above, NABARD reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NABARD.
11. The vendor should submit his tender well in advance so that last minute technical glitches can be avoided and NABARD will not be responsible for failure of submission of tender by the bidders in this regard. **“No extension of time will be permitted if the vendor is facing difficulty or facing technical issues in uploading the document at the far end of the time specified for closure of tender”.**



**DECLARATION BY THE TENDERER**

- a) I/we hereby declare that I/we have read and understood the General instructions, General conditions of Contract, detailed specifications and the conditions of work, etc. and hereby agree to abide by them.
- b) I/we hereby confirm that the tender shall remain in force and valid for acceptance for a period of not less than 90 (ninety) days from the date of opening of the financial bid.
- c) I/we have ensured that only relevant entries asked for are made in the tender documents. Entries other than the relevant entry shall make the tender invalid.

**DATE:**

**SEAL & SIGNATURE OF THE TENDERER PLACE**

**GENERAL INSTRUCTIONS TO THE CONTRACTORS AND GENERAL CONDITIONS OF CONTRACT**

1. Tenderers are advised to visit the site and thoroughly understand the nature and scope of the works and be familiar with the site conditions and get all clarifications as necessary from NABARD before submitting the tender.
2. Quoted Service Charges should be workable and reasonable and should include incidental and all overheads and profits. The contractor would be required to furnish an analysis for scrutiny of the Service Charges, as and when called for, by NABARD.
3. Rates should **include all Taxes** (Goods and Service Tax, VAT, IT, WCT etc.), Duties, Octroi, Levies, Wages as per relevant Act, Service Charges etc. as applicable and should be firm for the entire Contract period. No price escalation whatsoever shall be entertained during the contract period.
4. Liquidated damages: As per SLA of the GeM.
5. Separate orders will be issued by NABARD in respect of additional works (if any) which are not covered under the terms indicated in this Tender. The bills for the same are to be submitted within a period of one month after completion of the work. NABARD may reject any claim made after the stipulated period. The bills for the works carried out without proper work order will be rejected and no further representation will be entertained.
6. GST-TDS, Income Tax, Works Contract Tax, Goods and Service Tax and other taxes as applicable, will be deducted from total payment due.
7. NABARD will not be under any liability to pay any compensation to the persons deployed by the contractor if they sustain any injury etc., while discharging the duties in the said premises. The contractor shall get them insured against any liability or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover for his employees at his cost and should be responsible for the safety of persons employed by him. The Contractor shall be fully responsible and shall compensate NABARD in the event of any damage to person or material, injury /damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and /or his employees or workforce.
8. Any damages caused to the building / premises during the execution of the work shall be made good by the Contractor and if necessary, through suitable Insurance cover at his cost.
9. **The contractor shall ensure that the work is attended in time as per the scope of work of the tender, to the satisfaction of NABARD.**
10. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and other prevailing Rules.

11. The Contractor shall abide by all the requirements of Energy Audit from time to time and shall strictly follow the obligation required by NABARD.

12. The Contractor should obtain necessary permission that may be required for the purpose of this Contract from such authorities as may be prescribed by Law from time to time.

13. The Contractor or his authorised representative should visit the site frequently as required by NABARD and meet Officials for any clarifications and to receive instructions.

14. The contractor shall, for all intents and purposes, be the “Employer” within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in NABARD and the manpower so employed and deployed in NABARD shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in NABARD shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and NABARD nor have any principal and agent relationship with or against the NABARD. The contractor's personnel shall not claim any benefit/ compensation/absorption /regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other act related thereto.

15. The Contractor shall have whole/ sole responsibility for any damage / loss of life and property of NABARD on the part of any employee engaged by the Contractor resulting in any loss to NABARD or any of its clients. The contractor shall fully compensate NABARD for such damage/loss. The decision of NABARD in this regard shall be final and binding.

16. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to NABARD or any of its clients in kind or cash will be viewed seriously and NABARD will have the right to claim damages or levy fine and / or terminate the Contract forthwith, if necessary, without any notice.

17. In case of any default or failure on Contractor's part to comply with all / any one of the Terms / Conditions, NABARD reserves to itself the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and / or by taking recourse to appropriate recovery proceedings.

18. If any dispute arises on any matter concerning this Contract, the decision of NABARD shall be final and binding.

19. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants / visitors at site or near the site of work.

20. The work should be carried out with least inconvenience to the staff members of NABARD. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by NABARD in the premises, especially in respect of working

hours, entry of the workers to the premises, wearing of uniforms, interpersonal relation with the staff. The contractor shall provide photo identity card. Any workman not maintaining discipline / decorum inside the premises shall be immediately removed from site.

21. The Contractor should obtain approvals, if any, necessary for the work from the statutory bodies.

22. NABARD will not be responsible for contractor's materials.

23. The contractor shall provide everything necessary for the proper execution of the works.

24. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of NABARD.

25. No advance payment shall be made.

26. **VALIDITY OF TENDER:** 90 Days from the date of opening of the Tenders.

27. If in the opinion of NABARD, the work done by the contractor is not satisfactory, NABARD may decide depending upon the merit of the work to deduct such amount from the bill amount as it may deem fit.

28. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force.

29. Contractor shall be required to furnish NABARD, as and when required, the following:

- (i) The Power of Attorney, name and signature of his authorized representative, who will be in- charge of execution of this contract.
- (ii) Registration certificate copies.
- (iii) The Contractor shall take all precautions necessary and shall be responsible for safety of work and risk involved in works carried out by their personnel.
- (iv) Contractor shall vouch safe bonafides, conduct and fidelity of the staff employed by him. Any damage caused wilfully or in negligence to the works executed, shall be borne by him. The penalties mentioned in Service Level Agreement (SLA) given in GeM portal shall be applicable.

30. The manpower deployed by the contractor for discharging the contractual obligations under the contract shall be the employees of the contractor. NABARD shall in no way be connected with such manpower and they shall have no claim whatsoever against NABARD.

31. The Contractor shall at his own cost and expenses provide all the materials, labour, supervision tools, plant apparatus, ladders, trolleys, conveyance, uniforms etc. required for execution of the work covered by this contract to the entire satisfaction of NABARD.

32. Notwithstanding anything contained therein the labourers, workmen, supervisors and other employed persons by the Contractor for the purpose of the works shall for all purposes be regarded as the Contractor's employees. Therefore, neither the contractor nor any of such employees shall have any right to complain or claim against NABARD. NABARD also shall have no concern with them and shall not be liable to make any payment to or any contribution on account of them.

33. a) The tender is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of their bids/ offers.

b) The information contained in this document or information provided subsequently to the bidders whether verbally or in documentary form by or on behalf of NABARD is provided to the bidders on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

c) The purpose of this tender is to provide the bidders with information to assist the formulation of their bids/ proposals. This tender does not claim to contain all the information each bidder may require. Each bidder should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender and, wherever necessary, may obtain independent advice.

d) Bank makes no assertion or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this tender. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this tender.

34. In case of negligence/derelection of duty by contractor's staff, the above contract shall be terminated without giving any notice by the Bank.

35. Recovery of GST-TDS, income tax, education cess, work contract tax, goods and service tax etc. as applicable & in force shall be deducted from the bill during the currency of the contract.

36. The property shall be handed over to contractor for conduct of Energy Audit on as-is-where-is basis.

37. The vendor should submit his tender well in advance so that last minute technical glitches can be avoided and NABARD will not be responsible for failure of submission of tender by the bidders in this regard. **“No extension of time will be permitted if the vendor is facing difficulty or facing technical issues in uploading the document at the far end of the time specified for closure of tender”.**

**I / We accept all the above Terms and Conditions in all respects without any reservation.**

DATE:

PLACE:

**Signature of the Tenderer**

**NAME AND SEAL**

ADDRESS:



## **SPECIAL TERMS AND CONDITIONS – SCOPE OF WORK**

### **Scope of Work (Part A)**

1. This contract shall be for a period of 60 days from the date of award of work. In the event of National Bank requiring the services for further period after the expiry of the initial period, it shall make a request in writing in this behalf to the Contractor and upon such request, the Contractor shall provide the services to the National Bank for the said premises on the same terms and conditions.
2. **Eligibility:** The intending tenderer for energy audit should be qualified accredited energy auditor by Bureau of Energy Efficiency. In support of the above, the firms should submit the letter of accreditation issued by Bureau of Energy Efficiency.
3. The objective of energy audit is to have Energy Performance Assessment of equipment and utilities in the electrical sub-station, Electric power distribution network, Air conditioning systems, Electric motors and drives, Fans and blowers, Water pumping systems, UPS systems, Lighting systems, Diesel generator sets etc. including study of energy consumption pattern and management of power demand in the respective premises.
4. Based on the above observations, to identify opportunities for energy saving and to have recommendations for the same along with cost benefit analysis and payback time.
5. Auditors have to specifically comment on the feasibility and suitability of installation of roof top solar power plants at all locations along with a working on estimated capacity of proposed plant, if any and estimated cost for installation and maintenance of the same.
6. Equipment/measuring instruments
  - i) All the equipment/instruments required for site measurements for carrying out the energy audit will have to be arranged by the firm without any extra payment to the Bank. The firm should have the following minimum equipment/instruments for energy audit.
    - Three-phase Power analyser
    - Ultra sonic flow meter
    - Pressure gauges.
    - Thermometers
    - Anemometers
    - Thermography camera
    - Harmonic Analyzer
  - ii) All testing instruments/meters shall be accompanied with valid calibration certificate.
  - iii) The site measurements should be recorded in the presence of Bank's personnel.

Please note that the Bank will not provide any kind of assistance in the form of men/material and the firm will have to make their own arrangements for all assistance.

## **7. Work at site**

Detail addressed of Bank properties where Energy Audit must be taken up are as under:

S.N	Property	Address
1	Regional Office	120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013
2	NABARD Vihar Quarters (Common Areas)	SV Desai Marg, New Commercial Mills Staff Society, Navrangpura, Ahmedabad, Gujarat 380009

The firm may visit all the two premises and ascertain site conditions. The work must be carried out in the office building and common areas of residential quarters without causing inconvenience to the normal working of the Bank or residents, respectively. No power shut down will be facilitated during office hours. Power shut down if required for the work will be facilitated only on holidays and after office hours at the discretion of the Bank. No extra claims will be admissible later on these grounds.

The firm should deploy only qualified and experienced Engineers/Technician having requisite licences to carry out such works. Utmost care shall be exercised by the firm in carrying out the work to ensure that no damage is caused to persons and properties. The Bank will not be liable for any injury or damage to persons and any such happening will be entirely the responsibility of the firm.

8. Any other work not covered under this contract shall not be carried out without approval of NABARD and NABARD reserves the right to carry out extra work through other agency, if considered necessary.

9. **No overtime allowance** or any compensation of any other kind shall be payable by National Bank to any person including supervisor employed by the Contractor for duties at the said premises.

10. National Bank shall deduct income tax and other taxes which it may be required under any law for the time being in force from the payment to be made to the Contractor for the services rendered to National Bank.

11. The staffs posted by the contractor for the said premises shall be deployed in consultation with the Bank.

12. The working and deployment of staffs will be monitored by any official authorized by the National Bank for the purpose. They will be the employees of the contractors under their exclusive control and supervision and shall comply with the following: -

a. The staff on duty shall comply with the directions and instructions regarding the energy audit issued by the representatives of the National Bank to the Contractor from time to time.

b. Shall accede to the requests of the National Bank's representatives for recall of any particular person from out of staffs and substitute him by another.

13. Energy Auditors and support staff will not be allowed to stay overnight in the said premises after their duty hours and they will not be entitled to kitchen/housing facility in the said premises.

14. The Auditor shall declare that they shall be responsible for the due compliance of all the legal provisions connected with requirement of the staffs posted at the said premises of the National Bank.

15. The Auditor shall indemnify NABARD against all claims, demands proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The auditor shall defend all actions arising from such claims, before any such infringement and receive their permission to proceed, and shall himself pay all royalties, license fees, damages, costs and charges of all and every sort that may be legally incurred in respect thereof. The persons including the supervisors, if deployed by the Contractor for duty in the said premises shall not deemed to be the employees of the National Bank in any manner and they shall not be eligible for any benefits like subsidized food etc. which the National Bank provides to its employees. The obligation, if any, for these benefits shall be the sole responsibility and rests entirely with the contractor. The contractor, before starting the work of execution of the service contract as described under scope of work, is required to submit a "Letter of Indemnity and Undertaking". A specimen of such letter is enclosed as Annexure II.

16. The contractor shall provide to staffs with necessary equipment, tools, etc. required for the effective discharge of Energy Audits to the National Bank at its own expenses. Conveyance allowance for reporting duty at the said premises will not be paid by the National Bank.

17. The National Bank will not be under any liability to pay any compensation to the staff deployed by the Contractor for their sustaining any injury etc. while discharging the duties in the said premises. The contractor shall get the staffs posted for duty at the said premises, insured against accidents at its own cost.

18. The Energy auditors and its staff so provided shall endeavour to take all steps and precautions to prevent thefts, pilferage and other criminal acts in the said premises. The Contractor shall be liable to make good the loss suffered by the National Bank in this regard. National Bank shall be at liberty to recover the said amounts from the amounts payable to the contractor.

19. The National Bank shall, in the event of the contractor committing any breach of any of the terms and conditions of this agreement or if the services provided by the Contractor is considered to be unsatisfactory by the National Bank, be entitled to terminate this agreement by giving seven days' notice in writing and the Contractor shall not be entitled to any compensation for such termination.

20. On expiry of or early termination of the contract, the staffs shall vacate the said premises, without in any way causing any damage to the said premises and the property therein.

21. In case of any dispute or difference between the parties under this agreement, the same shall be referred to The Chief General Manager, NABARD, Gujarat Regional Office, Ahmedabad or to the person nominated by him and his decision shall be final and binding on the parties.

22. Vendors may submit scanned copies of all documents in support of their claims / submissions, as asked for in the tender document of NABARD, along with an undertaking that all documents submitted are correct and if found otherwise, in future, will be liable for termination of the tender / contract without any notice.

### **Scope of Work (B) (Illustrative)**

#### **A. Methodology:**

Energy audit activities shall include the following:

1. **Pre-Audit:** Meeting with Bank's technical team, Visual inspection of the site & verification of various documents regarding energy consumption and electrical installation.
2. **Audit:** Auditing and performance analysis to determine the condition of electrical installations at NABARD Tower and NABARD Vihar as detailed below.
  - a. Submission of **Draft report** to Bank and discuss the report with Bank's representative.
  - b. Submission of **Final report** to Bank after incorporating the changes as per discussions with the Bank.
  - c. **BOQ:** Preparation of BOQ and submission to Bank based on Suggestions/Observations.
  - d. If required, one **Post Audit survey** may also be included after implementation of suggestions.

#### **B. Equipment details**

The energy audit of the electrical / electromechanical installation as indicated in the tender document shall be conducted. The major list of equipment is as under:

1. Electricity Supply and Distribution
2. Split / Centralized/Package Air Conditioners
3. UPS
4. Lighting & Fans
5. Water Pumps
6. DG sets
7. Any other existing electrical system not mentioned above

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

- i. **Buildings Energy Bills Analysis.** Analysis of energy consumption pattern in the buildings with respect to peak demand, load pattern, power factor for the past 12 months.
- ii. **Electricity Supply and Distribution network** - Distribution Transformer(s) Study and analysis of the utility pattern of transformer(s), checking no load loss of the transformers, measuring all Day Efficiency for each transformer etc.

**iii. HT/LT Distribution Panels**

1. General inspection of the HT/LT distribution panel(s) for its maintenance and working including checking all the meters mounted on it.
2. Performing thermography for the cable termination wherever required and analysis of the observations.
3. Measurement and analysis of demand and power factor, suggestions to reduce the demand and improve the power factor.
4. Study on Metering system and suggestion for improvement.
5. Study on V, I, KW fluctuation and profiling, V & I imbalances in the network.
6. Detailed examination of the existing energy use of the facility with break up.
7. Study and examination of use of electric energy, cost balance with break up.
8. Performance evaluation of installed capacitors to ensure deliverance of desired output, level of losses, management of system power factor and operation of capacitors.

**iv. Package/ precision Air Conditioners / Split or window air conditioners**

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

**v. UPS**

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

**vi. Lighting**

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

**vii. Diesel generator sets**

1. General Inspection of DG set.

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

**vii) Water Pumps**

1. Performance analysis of all major motors needs to be studied for possible energy savings opportunities by the application of following items.
  - a. Possibility of on /off control
  - b. Interlocking
  - c. Downsizing motors etc.

**D. Energy Audit Report**

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

The recommended energy saving measures shall be categorized as

- (i) short term,
- (ii) medium term and
- (iii) long term measures for energy conservation. The report should also include energy use indices and comparison with industry averages.

The report should provide the estimated cost, estimated savings and simple pay back for each recommended energy saving measures in a chart. A detailed description of each energy conservation measure and supporting calculation with energy use and savings calculations, economic analysis and any assumptions that are made regarding operation or equipment efficiency shall be included. The recommendations for energy efficiency shall include the technical particulars of the equipment, life expectancy and details of manufacturer etc.

The report should specifically comment on the feasibility, suitability, estimated capacity with detail specification of suitable plant with estimated installation cost and estimated maintenance cost for roof top solar power plant for all four premises.

**Date:**

**Place:**

**Seal & Signature of Agency**

**Indicative details of existing Electrical Systems:**

**Details of Power Supply:**

S.N	Area	Sanctioned Load
1	Office premises	225 KWP
2	NABARD Vihar Quarters	3 Blocks – Total of 124.465 KWP

**TRANSFORMER (Office)**

	Capacity (KVA)	Type cooling of (oil/air)
Office Transformer	315 KVA	Oil

**UPS Details (Office)**

S.No.	Location	Make	Capacity (KVA)
1	Office - UPS room -3 <sup>rd</sup> Floor	NUMERIC UPS	5
2	Office - Server Room – 4 <sup>th</sup> Floor	NUMERIC UPS	2

**Centralized/Packaged ACs (Office)**

S. No.	Location	Specification		OEM
		Inside	Outside	
2	Office First Floor	7.5 TR	11 TR	VOLTAS
3	Office Second Floor	12.5 TR	17 TR	VOLTAS
4	Office Third Floor	7.5 TR	11 TR	VOLTAS
5	Office Fourth Floor	7.5 TR	11 TR	VOLTAS
6	Office Fifth Floor	7.5 TR	11 TR	VOLTAS
7	Office Sixth Floor	7.5 TR	12.5 TR	VOLTAS
8	Office Seventh Floor	11 TR	17 TR	VOLTAS



### **COOLING TOWER (Office)**

<b>Sr No.</b>	<b>Particular</b>	<b>Units</b>	<b>Capacity</b>
1	Cooling Tower Pump	3	10 HP
2	Cooling Tower Fan Motor	2	3 HP

### **SPLIT ACs/ WINDOW ACs**

<b>S NO</b>	<b>LOCATION</b>	<b>UNITS</b>
1	Regional Office Building	21 no.
2	NABARD Vihar Quarters	25 no.

### **MOTOR PUMPS**

<b>S No</b>	<b>Location</b>	<b>Pumpset</b>	<b>Specification</b>	<b>Units</b>
1	Office campus	Submersible pump	5 HP, 7.5 HP	2
		Rainwater motor	5 HP, 7.5 HP	2
2	Quarters	Submersible Pump	7.5 HP	3

### **LIFT LOAD**

<b>Sr. No</b>	<b>Location</b>	<b>Lift</b>	<b>Make</b>
1	NABARD Tower	02	Orbis
2	NABARD Vihar Quarters	06	Omega

### **LIGHTENING LOAD**

<b>Sr. No</b>	<b>Location</b>	<b>Load</b>
1	NABARD Tower (Office)	30 KVA
2	NABARD Quarters	10 KVA

## Performance Evaluation of Main Equipment's-Sample Formats

### Internal Lightening (Floor wise)

Sr No.	Floor	Type of fitting	Calculated Wattage per Fitting	Qty	Total Wattage (KW)	Total carpet area covered (M <sup>2</sup> )	Light Power Density (W/M <sup>2</sup> )	Measured Average Light Level (Lux)	Light Efficiency (Lux/LPD)

### DG set

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

Sr No.	Rating of DG set (KVA)	Make of DG set	Start Time	Stop Time	Period of Operation (Hrs)	Diesel Consumed (Ltrs)	Generated Energy (KWH)	Specific fuel Consumptions (KWH/Ltr)	Remark/ Observation

### UPS

Measurement on each UPS needs to be recorded

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

**LT Panels: LT Panels at Substation including capacitor**

**Panel Name:**

Sr No.	Input Voltage			Input Current			Input KW	Input KVA	P.F.	Total current Harmonic Distortion THDi	Total Voltage Harmonic Distortion	Remarks
	Vrn	Vyn	Vbn	Ir	Iy	Ib						

**HT Panels: HT Panels at Substation including capacitor**

Sr No.	Input Voltage			Input Current			Input KW	Input KVA	P.F.	Total current Harmonic Distortion THDi	Total Voltage Harmonic Distortion	Remarks
	Vrn	Vyn	Vbn	Ir	Iy	Ib						

### **SAFETY CONDITIONS OF THE CONTRACT**

As part of the contract, the contractor must satisfy the under-mentioned safety requirements and must always ensure that these are followed without any deviation.

1. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force.
2. Smoking and chewing pan/ tobacco/ gutkha / any other drugs, consumption of alcohol etc. are prohibited in the building.
3. The contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding safety during working of his staff in the premises and take necessary covers at their expense.
4. Staffs will not be allowed to stay overnight in the said premises after their duty hours and they will not be entitled to kitchen/Stay/housing facility in the said premises.

**We/I agree to the safety conditions and to ensure compliance with the same fully.**

**Signature of the tenderer with seal and date:**

**FORM OF TENDER**

*(To filled on the Vendor's letter Head and uploaded as a supporting document)*

**Conducting Energy Audit of Gujarat Regional Office and Common areas of Residential Quarters of NABARD at Ahmedabad**

(Please Note: Works/Work here and elsewhere in the tender shall mean conducting Energy Audit of Gujarat Regional Office, Common areas of NABARD Vihar Quarters of NABARD, Gujarat Regional office, Ahmedabad)

**The Chief General Manager,**

National Bank for Agriculture and Rural Development,  
Gujarat Regional Office,  
120 Feet Ring Rd, Shanti Nagar,  
Usmanpura, Ahmedabad-380013

Dear Sir

1. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said conditions of the Contract Agreement annexed thereto.

2. Our Bankers are:

(i)

(ii)

3. Address of the firm:

Tel No:

Fax:

Email:

Mobile No(s):

(i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_

Name of the person(s) authorised to sign the contract

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

4. Name of the partner(s) of the firm authorised to sign the contract

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

5. The names of the Partners/Directors of our firm are

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

6. I / We have examined and understood the Scope of Works and Schedule of Quantities and Terms and Conditions relating to the Tender for the said works after having obtained the tender invited by you.

7. I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.

8. I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the rates quoted by me / us in the attached Bill of Quantities in all respects as per the Terms & Conditions and Scope of Works described in the Tender Document and the Annexures containing Terms and Conditions.

9. I / We agree to pay all Government (Central and State) Taxes such as trade tax, Excise Duty, Octroi, GST, Income etc. as applicable and other taxes prevailing from time to time, and the rates quoted by us in the tender are inclusive of the same.

10. The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates or any other reasons whatsoever during currency of the contract period (i.e. from \_\_\_\_\_ to \_\_\_\_\_) except only if the minimum wages are revised and contract rates are lower than the revised minimum wage rates or change of GST.

NAME OF THE PERSON(S) AUTHORISED TO SIGN AND SUBMIT THE TENDER  
Documentary proof in respect of Letter of Authority / Power of Attorney enclosed along with the Tender.

**YOURS FAITHFULLY**

**(SIGNATURE OF THE TENDERER with Seal)**  
**NAME AND ADDRESS OF THE TENDERER AND SEAL**

**Date:**

**Place:**

**Draft Articles of Agreement**

***(To be drafted/Printed on a Rs.200 Stamp Paper by the L1 bidder only)***

**THIS AGREEMENT** is made at Ahmedabad on this ..... day of ..... 2024

**BETWEEN**

National Bank for Agriculture and Rural Development, a body corporate incorporated under the National Bank for Agriculture and Rural Development Act, 1981 having its Gujarat Regional Office at NABARD Tower, Opp. Municipal Garden Usmanpura, Ahmedabad – 380013, herein after referred to as “NABARD” (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successor and assigns) of the ONE PART.

**AND**

Shri./M/s (Individual/Proprietorship/partnership ..... firm/Company)  
incorporated/registered under .....Act, ..... or R/o, and  
having its (place of business or Office) at .....  
..... hereinafter  
referred to as ‘Vendor’ (which expression shall unless repugnant to the context meaning be deemed to include the legal heirs, legal representatives, administrators and executors) of the OTHER PART.

WHEREAS the NABARD is desirous of carrying out the work of **conducting Energy Audit of Gujarat Regional Office, Common areas of its quarter at Ahmedabad** and has caused specifications describing the work to be done and prepared by Gujarat Regional Office, NABARD, Ahmedabad.

AND WHEREAS the Vendor has visited the site and fully understood the existing conditions of site for execution of work.

AND WHEREAS the Vendor has agreed to execute upon and subject to the conditions set forth in the Price Bid and Conditions of Contract (all of which are collectively hereinafter referred to as “the said Conditions”) the work shown upon the said technical specifications, and included in the Price Bid at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable thereunder (hereinafter referred to as “the said contract amount”).

**NOW, THE AGREEMENT WITNESS THAT IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES: -**

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 vendors shall upon and subject to the said conditions annexed, carry out, execute and complete the supply/work shown in the contract, described by or referred to in the schedule of quantities and in the said conditions.
2. The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the

correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.

3. The Scope of work and all the terms and conditions as enumerated in this tender is part and parcel of this agreement and binding on the parties. The vendor shall ensure that all items of work specified in the scope of work is attended to. In case of difference between the tender document and this agreement, the agreement will prevail.

4. This Agreement and documents mentioned herein shall form the basis of this contract.

5. NABARD reserves to itself the right of altering the nature/quantum of the work by adding to or omitting any items having portions of the same carried out without prejudice to this Contract.

6. In case of breach of any terms and conditions attached to this contract, the Vendor will be liable to annulment of the contract.

7. In case any of the documents furnished by the Vendor is found to be false at any stage, it would be deemed to be a breach of terms of Contract making him/her liable for legal action besides termination of contract.

8. The NABARD shall pay the vendor the said contract amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.

9. This contract is an item rate contract for the complete work to be paid for according to necessary installation carried out at site, at the rate contained in the Schedule of Rates or as provided in the said conditions.

10. All payments by the NABARD under this contract will be made only at Ahmedabad.

11. The Vendor shall afford every reasonable facility for carrying out all works of other Contractors employed by the Employer and shall make good any damage done to walls, floors, etc. after the completion of such works.

12. The Vendor shall indemnify and keep indemnified, defend and hold good NABARD, its staff and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Vendor or their personnel on account of misconduct, omission and negligence by the Vendor or his staff.

13. The Vendor shall ensure proper conduct of its personnel in NABARD's premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

14. NABARD shall not be responsible for any damages, losses. Claims, financial or other injury to any person/s engaged by Vendor in the course of their performing the functions/works, or for payment towards any compensation.

15. Time shall be considered as the essence of this contract, and the Vendor hereby agrees to commence the work/ job on the next day of receipt of the work order as provided for in the said conditions and to complete the entire work within the time



period prescribed below reckoned from the date of receipt of such work order subject nevertheless to the provision for extension of time.

16. NABARD reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

**17. DISPUTE RESOLUTION**

(a) In case of dispute regarding the quality of work and product / unsatisfactory services etc., the final authority will rest with the Chief General Manager, NABARD, RO, Ahmedabad and the same will be binding on the Vendor.

(b) In the event of any claim, difference, dispute or controversy and questions whatsoever arising between the parties under this agreement and subsequent agreement shall in the first instance, be attempted to be resolved between the parties themselves.

(c) If the dispute cannot be resolved through consultations between the Parties with in 30 (thirty) days after 1(one) Party has served a written notice on the other Party requesting the commencement of such discussions, any Party may thereafter in writing, demand that the dispute be finally settled by an arbitration comprising of sole arbitrator mutually appointed by the Parties in accordance with the Arbitration and Conciliation Act, 1996 or any modifications thereof. The arbitrator shall be a person of professional repute who is not directly or indirectly connected with any of the parties to this Agreement and shall have prior experience as Arbitrator. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be Ahmedabad. The language of arbitration shall be English.

(d) The award of the arbitrator/s so appointed shall be final and binding on the parties.

(e) Work under the contract shall be continued by the Vendor during the arbitration proceedings unless otherwise directed in writing by NABARD. No payment due, or payable by NABARD, to the Vendor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof

18. If the vendor becomes insolvent or found to have offered any bribe in connection with the contract or the Vendor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof NABARD may terminate the contract and forfeit the said security deposit and recover from the Vendor any loss suffered by NABARD on account of the contract being terminated.

19. This agreement is being executed in duplicate, NABARD shall keep the original and the Vendor shall keep the duplicate.

20. The Vendor shall bear the expenses for stamp duty on this agreement for both the original and the duplicate copy.

21. That the several parts of this contract have been read by the Vendor and fully understood by the Vendor.

IN WITNESS WHEREOF the NABARD and Vendor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.

IN WITNESS WHEREOF the NABARD has set its hand to these presents through its duly authorized official and the Vendor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written.

**SIGNATURE CLAUSE:**

SIGNED AND DELIVERED BY the National Bank for Agriculture and Rural Development by the hand of.....

Signature

Name & Designation

**In the presence of.....**

Signature

Name & Address

Signed and sealed by the vendor by the

Hand of Shri/Smt. ....and duly constituted attorney. If the Vendor signs under its common seal, the signature clause should tally with the sealing clause in the articles of association. If the vendor is signing by the hand of power of attorney, then whether a company or individual to be specified:

Signature of the Vendor

Name of the authorized official Address:

In presence of Shri/Smt. ....

Signature

Name & Address

**Annexure-I**

**Specimen of Letter of Authorisation**  
***(to be uploaded as supporting document in GeM by bidder/tenderer on the Letter Head)***

To

The Chief General Manager  
NABARD, Gujarat Regional Office,  
Ahmedabd-13

Dear Sir,

**Subject: Letter of Authorisation**

We (name of the company) have submitted our bid for participating in Bank's Bid/Tender dated for We, also confirm having read and understood the terms of Bid/Tender as well as the scope of work & requirements.

As per the terms of Bid/Tender, we nominate Mr. \_\_\_\_\_, designated as \_\_\_\_\_ of our company to participate in the bidding process. NABARD shall contact the above-named official for any and all matters relating to the bidding process.

We, hereby confirm that we will honour the bids placed by Mr. \_\_\_\_\_ on behalf of the company in the bidding process.

We agree and understand that NABARD may debar us from participating in future tenders for any such failure on our part.

Signature with company seal	
Name –	Name of Authorised Representative
Company / Organization –	Designation of Authorised Representative
Designation within Company / Organization –	Signature of Authorised Representative
Address of Company / Organization –	Verified by

**Annexure II**

**Letter of Indemnity and Undertaking**

*(To be submitted by the successful bidder only)*

To

The Chief General Manager,  
National Bank for Agriculture and Rural Development  
Gujarat Regional Office,  
120 Feet Ring Rd, Shanti Nagar,  
Usmanpura, Ahmedabad, Gujarat 380013.

Sir

**Subject: Letter of Indemnity and Undertaking**

WHEREAS the National Bank for Agriculture and Rural Development, a corporation established under the National Bank for Agriculture and Rural Development Act, 1981 (hereinafter referred to as 'NABARD') has expressed desire to avail Energy Audit services for 4 premises of NABARD, Gujarat RO at Ahmedabad as per this tender and which are hereinafter for brevity sake referred to as Energy Audit services, subject to our furnishing declarations and indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT:

We, the \_\_\_\_\_ (contractor/bidder) hereby declare and certify that we are the rightful owners/ licensees of the said service offered to NABARD and that the sale of the said service to NABARD by us and the use thereof by NABARD does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy of Rights Act, 1957 or any other Act for the time being in force.

We, the said \_\_\_\_\_ (contractor/bidder) hereby agree to indemnify and keep indemnified and harmless NABARD, its Officers, servants, agents and other authorized persons against any action that may be brought against us for infringement of the right of property or other intellectual property or copy rights in respect of the said systems package supplied by us to NABARD and will defend the same at our cost and consequences and will pay or reimburse NABARD, its officers, servants, agents and other authorized persons from all costs and other expenses that they may be put to or incur in that connection in accordance with the terms as provided for within the end User License Agreement that accompanies the said systems.

We, the said (contractor/bidder) hereby also agree to indemnify and keep indemnified and harmless NABARD, its Officers, servants, agents and other authorized persons against any third party claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by our employees or

agents, or by any other third party resulting from or by any action, omission, or operation conducted by or on behalf of us and against any and all claims by employees, workmen, contractors, sub-contractors, suppliers, agent(s), employed, engaged, or otherwise working for us, in respect of any and all claims under the Labour Laws including wages, salaries, remuneration, compensation or like.

Yours faithfully

(Name and Designation) **of Authorized Official**

**PART II (Financial Bid)**

**PREAMBLE TO SCHEDULE OF QUANTITIES**

**Conduct of Energy Audit of Gujarat Regional Office and in the  
common areas of its quarters at Ahmedabad**

1. This contract is a fixed lump sum contract in respect of the entire energy auditing and to be paid for according to, at the rates contained in the schedule of rates and as provided in the said conditions.
2. Terms of payment:
  - a. 80% of the quoted amount after completion of energy audit and submission of draft report to the Bank.
  - b. Balance 20% of the quoted amount on submission of the final report and BOQ to the Bank. All payments for the work will be made after statutory deductions.
3. The rate shall be quoted in rupees with no decimal points, and it shall be inclusive of GST and all the applicable taxes and charges. No Advance payment will be made.
4. Income Tax or any other Tax as applicable will be deducted from any payment due to the Contractors. The Contractor shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax/ Goods and Service Tax.
5. The Bank do not bind itself to accept the lowest or any tender and reserve its right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

**DECLARATION BY THE CONTRACTOR**

We/ I have read and understood all the instructions/conditions stated above and we / I accept all the above terms and conditions without any reservation. We/ I have taken in to account the above terms and conditions while quoting the rates.

Place: Signature of Contractor (with Name and Seal)

Date: Address: