



### **SCHEDULE OF QUOTATION (SOQ)**

Name of Work	Water audit of Central Office Building, RBI at Fort, Mumbai
Estimated cost of the work	₹.1,70,000/- (Including GST)
Date of NIT/ quotation document available to parties to download from RBI Website	July 25, 2025 (Friday) from 3:00 PM onwards
Earnest Money Deposit	<p>₹3,400/- (Rupees Three Thousand Four Hundred only) by DD/ NEFT.</p> <p>The Demand Draft shall be in favour of Reserve Bank of India, Mumbai and submitted in sealed cover addressed to Chief General Manager-in-charge, Premises Department, RBI, Central Office Building, Mumbai-400001</p> <p><u>NEFT Details (For submission of EMD via NEFT)</u></p> <ul style="list-style-type: none"><li>• Account Name: Reserve Bank of India</li><li>• A/c No – 41861403873</li><li>• IFSC CODE –RBIS0COD001 (5<sup>th</sup>, 9<sup>th</sup> &amp; 10<sup>th</sup> digit are zero).</li></ul> <p><u>MSMEs are exempted from submission of EMD subject to submission of Udyam Registration Number (Udyog Aadhar Memorandum Number).</u></p>
Date of Starting for submission of quotation	July 25, 2025 (Friday) from 3:00 PM onwards
Last Date of closing for submission of quotation	August 14, 2025 (Thursday) till 2:00 PM.
Date and time of opening of technical bid, Part I of Quotation	August 14, 2025 (Thursday) at 4:00 PM onwards Place: Premises Department, RBI, 5th Floor, Central Office Building, Mumbai-400001.

**Note - Duly completed quotation in two part in sealed cover super scribed "Water audit of Central Office Building, RBI at Fort, Mumbai-Part I/Part II" should be submitted to "Chief General Manager-in-Charge, Premises Department, Reserve bank of India, Central Office, Shahid Bhagat Singh Road, Fort, Mumbai – 400001" on or before 02:00PM on August 14, 2025.**



**Reserve Bank of India,  
Premises Department,  
Central Office, Mumbai**

**Quotation for “Water audit of Central Office Building, RBI at Fort, Mumbai”**

Premises Department, Reserve Bank of India, invites sealed quotation in two parts (offline mode) for captioned work from eligible firms/bidders fulfilling the eligibility criteria. The estimated cost of work is ₹. 1,70,000/- (Including GST) and is to be completed within 45 days from 10<sup>th</sup> date of award of the work.

2. Duly completed quotation in two part in sealed cover super scribed “Water audit of Central Office Building, RBI at Fort, Mumbai-Part I/Part II” should be submitted to “Chief General Manager-in-Charge, Premises Department, Reserve bank of India, Central Office, Shahid Bhagat Singh Road, Fort, Mumbai – 400001” on or before 14.00 hrs on August 14, 2025. Technical bid will be opened at 16.00 hrs on August 14, 2025, in the presence of the authorized representative of the bidders who choose to be present. Price bid (Part II) of only 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. The quotation shall be submitted in sealed envelope containing proof of EMD, all commercial terms and conditions, valid MSE registration certificate in case of EMD exemption and separate envelope for price bid.

3. The bidder should not be a delisted / blacklisted entity by any Government Department / PSU / PSE or Banks / FIs for non-implementation/ delivery of the order. A Self Declaration to that effect should be submitted together with the Technical Bid. The bidder should have reputed background. The bidder should be a financially sound company.

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Date of Starting for submission of quotation	July 25, 2025 (Friday) from 3:00 PM onwards
Last Date of closing for submission of quotation	August 14, 2025 (Thursday) till 2:00 PM.

4. Quotation forms can be downloaded from our website. Any amendments / corrigendum, if any, issued in future will only be notified on the RBI Website.

5. In case of any query please kindly contact at 022-22601000/022-22602471 between 10 am and 05.30 pm (except Saturday and Sunday).

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

Place: Mumbai

Date:

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



**Reserve Bank of India,  
Premises Department,  
Central Office, Mumbai**

**Quotation for “Water audit of Central Office Building, RBI at Fort, Mumbai**

**PART I**

Name of consultant: \_\_\_\_\_

Address .....  
.....  
.....

Last date of submitting Quotation: Up to 2:00 P.M. of August 14, 2025

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## **DISCLAIMER**

Premises Department, Reserve Bank of India, Mumbai has prepared this document to give background information on the work 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 any of their respective officers, employees give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely only on the information provided by RBI in submitting the 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 work or to change the configuration of the work, 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. Any amendments / corrigendum to the quotation, if any, issued in future will only be notified on the RBI Website.

**RESERVE BANK OF INDIA  
PREMISES DEPARTMENT  
MUMBAI – 700001**

**Name of Work: “Water audit of Central Office Building, RBI at Fort, Mumbai**

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## **FORM OF QUOTATION**

To  
Chief General Manager-i-C  
Premises Department  
Reserve Bank of India  
Mumbai– 400001

Place:  
Date:

Dear Sir,

We have carefully examined the specifications, designs and schedule of quantities relating to the water Audit specified in the memorandum hereinafter set out and having visited and examined the site of the water Audit as specified in the said memorandum and having acquired the requisite information relating thereto as affecting the quotation. We hereby offer to conduct the water Audit as specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with specifications, designs and instructions in writing referred to in articles of agreement, general instructions to the bidders and special conditions, conditions hereinbefore referred to, specifications, data sheet and schedule of quantities and with such equipment's 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 work	Water audit of Central Office Building, RBI at Fort, Mumbai
(b)	Estimated cost	₹.1,70,000/- (Including GST)
(c)	Time allowed	45 days reckoned from the 10 <sup>th</sup> day of issue of work order.
(d)	Validity of Rates	The rates shall remain valid for period of one year from the date of opening of Quotation.
(e)	Validity of Quotation	Three months from the date of opening

(i)	Liquidated damages	The recovery of Liquidated Damages shall be at the rate of 0.25% of the accepted quotation amount for per week of delay, subjected maximum to 10% of the accepted quotation amount.
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2. We agree to keep the quotation open for the validity period of the quotation and not to make any modification in its terms and conditions during the validity period or any other extended period as agreed mutually.

3. We have deposited a sum of ₹3400/- (through NEFT) 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, I/We agree that the Reserve Bank of India or its successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

4. Further, I/We agree that in case of forfeiture of Earnest Money as aforesaid, I/We shall be debarred from participation in the re-tendering process of the work.

5. I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Reserve Bank of India, then I/ we shall be debarred from tendering in Reserve Bank of India in future. Also, if such a violation comes to the notice of Reserve Bank of India before date of start of work, the Employer shall be free to forfeit the entire amount of Earnest Money Deposit.

6. I/We hereby declare that I/We shall treat the quotation documents, drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the Reserve Bank of India.

7. We understand that you reserve the right to accept or reject any or all the Quotations either in full or in part without assigning any reason therefor.

8. The Tender/Quotation is submitted in two separate sealed envelopes as under:

a) Part I shall have EMD and all commercial terms and conditions and technical particulars

b) Part II as separate sealed cover containing the price bid in the Bank's proforma.

9. Should this quotation be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions

10. Our bankers are (Name and full address)

(i)	
(ii)	

The names of partners of our firm are

(i)	
(ii)	

Name of the partner of the firm authorized to sign	
OR	

<p>Name of person having power of Attorney to sign the Contract (certified true copy of the Power of Attorney in the prescribed format as per Annex 5 of this quotation should be attached)</p>	
---	--

Yours faithfully,

**Signature of Bidder with seal**

Signatures and addresses of witnesses

	Signature	Address
(i)		
(ii)		

## **Draft Articles of Agreement**

(On Non Judicial Stamp Paper of appropriate value)

ARTICLES OF AGREEMENT made the \_\_\_\_\_day of \_\_\_\_\_between the Reserve Bank of India having its Central office at Mumbai – 400 001 (hereinafter called “The Bank”) of the one part and \_\_\_\_\_ (herein after called the “consultant”) of the other part.

WHEREAS THE Bank is desirous of carrying out ‘Water audit of Central Office Building, RBI at Fort, Mumbai’ has caused Drawing and Bills of Quantities showing and describing the work to be done to be prepared by or under the direction of Bank’s Engineer.

AND WHEREAS the consultant has agreed to execute upon and subject to the conditions set forth herein and to the conditions set forth in the Commercial condition, term and technical specification and scope of work ( all of which are collectively hereinafter referred to as “the said Conditions”) the works shown upon the said Drawings and / or described in the said Specification and included in the Schedule of Quantities at the respective rate therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as “the said Contract Amount”).

NOW IT IS HEREBY AGREED AS FOLLOWS

1. In consideration of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the consultant shall upon and subject to the said Conditions execute and complete the work shown upon the said Drawings and described in the said Specifications and the Schedule of Quantities.
2. The Bank shall pay the consultant the said Contract Amount or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.

3. The term “Bank’s Engineer” in the said condition regarding execution of the work, quality of construction, quality of materials, progress and completion of the project etc. shall mean the General Manager (Technical), or any other person designated for the purpose by the Reserve Bank of India. For settlement of disputes through arbitration, the term “Bank’s Engineer” shall be read as General Manager / Officer – in-charge, of the Premises Department, Reserve Bank of India, MUMBAI.
4. The said Conditions and Appendix thereto shall be read and construed as forming part of this Agreement, and the parties hereto shall respectively abide by, submit themselves to the said Conditions perform the agreements on their part respectively in the said Conditions contained.
5. The plans, agreement and documents mentioned herein shall form the basis of this contract.
6. This contract is a fixed lump sum contract in respect of the entire Water Audit and to be paid for according to, at the rates contained in the schedule of rates and as provided in the said conditions.
7. The Bank reserves to itself the right of altering the Drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this Contract.
8. The Consultant shall not disclose directly or indirectly any information, materials and details of the Bank’s infrastructure/systems/equipment’s etc., which may come to the possession or knowledge of the Consultant during discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Consultant shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Consultant shall not publish, permit to be published, or disclose any of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Consultant shall indemnify the Bank for any loss suffered by the Bank because of

disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Consultant and the Bank shall be entitled to claim damages and pursue legal remedies. The Consultant shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Consultant's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

9. Time shall be considered as the essence of this Contract and the Consultant hereby agrees to commence the work from 10<sup>th</sup> day after the date of issue of formal works order as provided for in the said conditions and to complete the entire work within specified time period subject nevertheless to the provisions for extension of time.
10. All payments by the Bank 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 in Mumbai shall have jurisdiction to determine the same.
12. The several parts of this Contract have been read by the Consultant and fully understood by the Consultant.
13. The consultant/agency shall be solely responsible for full compliance with the provision of Prevention of Sexual harassment of Women at work place under Prevention, Prohibition and Redressal Act 2013. In case of any complaint of sexual harassment against its employee within the premises of Bank, the complaint will be filed before the Internal Complaints Committee constituted by the consultant/agency and the consultant/agency shall ensure appropriate action under the said Act in respect of the complaint.

- (a) Any complaint of sexual harassment from any aggrieved employee of the consultant against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the bank.
- (b) The consultant shall be responsible for any monetary compensation that may need to be paid in case of incident involves the employee of the consultant, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the consultant id proved.
- (c) The consultant shall be responsible for educating its employees about the prevention of sexual harassment at work place and related issues.
- (d) The consultant shall provide a complete and updated list of its employees who are deployed within the bank's premises.

14. Consultants shall comply with minimum wage Act and labour Act in force. Notices/penalty, if any, issued/ imposed by any statutory bodies in the work due to lapses by the consultant in complying with the statutory norms/ requirements shall be paid by the consultant, without any claim to the Bank.

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

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

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

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

Signature Clause

SIGNED AND DELIVERED by the  
Reserve Bank of India by the hand of

Shri .....  
(Name and designation)

In the presence of witnesses

(1) .....

Address.....

(2) .....

Address.....

Witness

SIGNED AND DELIVERED BY

In the presence of

(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

Witness

The COMMON SEAL OF:

Was hereunto affixed pursuant to the  
Resolutions passed by its Board of  
Directors at the meeting held on

..... in the  
presence of

(1) .....

(2) .....

Directors who have signed these  
presents in token thereof in the  
presence of

(1).....

(2).....

SIGNED AND DELIVERED BY the  
Consultant by the hand of Shri

\_\_\_\_\_

and duly constituted attorney.

If the consultant signs  
under its common  
seals, the signature  
clause should tally with  
the sealing clause in the  
Articles of Association

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

## Commercial Conditions

1. Sealed quotations are invited from eligible bidders for Conducting Water audit of Central Office Building, RBI at Fort, Mumbai

2. **Eligibility:** Bidders should meet the following requirements:

A. The intending bidder for conducting Water Audit should be external expert agencies in this line such as: Panel of accredited Water Auditors prepared by Government of India/ Maharashtra State Water Commissions/other Govt. Departments/PSUs.

AND

B. Minimum 5 years of experience in the field of undertaking similar works viz. water audit of government/ institutional building, PSU's etc. (on or before June 2025).

AND

C. Completed works of water audit in in Banks, government institutes, financial institutions, state government office buildings etc.

Documentary evidence in respect of eligibility criteria to be submitted along with Part I of the tender The bidder should have valid Goods and Service Tax (GST) registration. Copy of GST registration certificate shall be submitted.

3. Earnest Money Deposit (EMD): The Earnest Money deposit shall be paid by the bidder as per the Memorandum to all the bidders. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the quotation inviting authority.

Note: Vendors having MSEs (Micro and Small Enterprises only) valid Udyam Registration Number (Udyog Aadhar Memorandum Number) irrespective of the category are exempted from submission of EMD at the time of bidding. Bidders must submit MSE (Micro and Small Enterprises only) valid registration certificate at the time of submission of quotation for claiming exemption of EMD.

4. Procedure for Quotations. The Quotations will be furnished in two parts i.e.

- a) Technical Bid (Part - I): - This will contain the Bank's terms and conditions for the services (Rates and amounts of items shall not appear anywhere in this part) with Quotations' covering letter. Each page of the Quotation document including attachments should be duly signed by the authorized signatory (who has signed the Bid) and furnished with the Technical Bid in token of bidder's confirmation to accept the terms and conditions and other provisions contained in it. Incomplete Bid shall not be considered and will be summarily rejected.
- b) Price Bid (Part - II): - This will contain only rates in Indian Rupees in figures. No other tax/charges, except for the prevalent GST for the respective item, will be paid. The Bidder must fill in the rates only in the space provided against the item in the Quotation. No request for any change in terms and conditions after the opening of the financial bid (Part - II) of the Quotation will be entertained. The rates quoted shall be binding without any escalation whatsoever

5. The quotations for the above work shall be submitted in separate sealed covers addressed to Chief General Manager - in - charge, Premises Department, RBI, Central Office Building, Mumbai-400001. The envelopes shall be super- scribed "**Water audit of Central Office Building, RBI at Fort, Mumbai (Part-I/ part-II)**". Part-I of the quotations will be opened on August 14, 2025 at 16.00 hrs.

6. Part-II of the quotations will be opened on a subsequent date under intimation to all the bidder.

7. Pre Bid Meeting: A pre-quotation briefing meeting of the intending bidder will be held at 11.00 hours on August 01, 2025 in Premises Department, RBI, Central Office Building, Mumbai - 400001 to clarify any point/doubt raised by them in respect of the quotation. No separate communication will be sent for this meeting. All the intending bidders are advised to be present and study the quotation documents. They may indicate any points/conditions/specifications which need to be clarified during the meeting. 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).

8. The quotations shall be valid for acceptance by the Bank for a period of 90 days from the date of opening of quotation Part-I and shall be extended by such period as may be mutually agreed to.

9. Prices: The price quoted for the work shall be firm till completion of the work and shall include GST etc. as applicable and cost of transportation/accommodation etc. of the equipment's and persons deputed.

10. This contract is a fixed lump sum contract in respect of the entire Water Audit and to be paid for according to, at the rates contained in the schedule of rates and as provided in the said conditions.

11. The employer reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this contract. However, the Auditor shall not be entitled to any payment for the works done exceeding the quotation quantities unless specifically approved in writing by the Bank's engineer.

12. Completion Period: The time for completion of the entire work is 45 days from tenth day of issue of work order. The site survey, data collection/measurements and draft report shall be completed in 30 days and the final report shall be submitted within 15 days thereafter.

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

i) 70% of the quoted amount after completion of Water Audit and submission of draft report to the Bank.

ii) Balance 30% of the quoted amount on submission of the final report (3 copies) to the Bank after incorporating the corrections/inclusions as may be suggested by Bank. All payments for the work will be made after statutory deductions.

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

15. On receipt of intimation from the employer of the acceptance of his/ their quotation, the successful bidder shall be bound to sign the formal 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 RBI and the person so tendering, whether such formal Agreement is or is not subsequently executed. The cost of necessary stamp paper for execution of the agreement shall be borne by the successful bidder.

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

17. Insurance Policy: The auditor shall obtain valid workmen compensation policy for all the workmen deployed at site in the joint name, first being Reserve Bank of India and second being the name of the auditor firm.

18. Auditor shall submit the details of qualifications of personnel deployed before commencing the audit.

19. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Mumbai and only courts in Mumbai shall have jurisdiction to determine the same.

20. All addendum /corrigendum/ Notice will be notified on the RBI website ([www.rbi.org.in](http://www.rbi.org.in)).

Date:

Signature of bidder

Place: Name and Address:

## Technical Specification and Scope of work

Premises Department, Reserve Bank of India Mumbai is desirous of undertaking Water Audit being Systematic approach of identifying, measuring, monitoring and reducing the water consumption by various activities of the plumbing and sanitary and other installations provided in the Central office building at Fort, Mumbai. The central office building receive water supply from the Local Municipal Authorities.

**A. Objective:** The objective of conducting Water audit is to review the condition of the existing water supply installation and to recommend measures for further strengthening the system in order to eliminate/reduce the leakage and to improve the conservation of water.

**B. Scope of work:** - The scope of work for the Water Audit shall include but not limited to:

- i. The work covers water consumption assessment of installation and utilities in the water supply system distribution network, storage tank, UG/OH tank, AC plant cooling towers, water pumping systems and firefighting system including study of water consumption pattern, management of water demand, identify opportunities for savings/methods to conserve and recommendations with cost benefit analysis.
- ii. Evaluation of the system input volume, authorized consumption, water losses apparent losses such as unauthorized consumption, metering inaccuracies, data handing errors, real losses i.e. leakage on transmission and distribution, leakage on overflow at utility and storage tanks, revenue and non-revenue water.
- iii. Suggest Management practices in water loss control.
- iv. Capturing and analyzing data for, total water daily use (in Kilo Liters) for various utilities, volume of treated waste water in Cum., total rain water harvesting capacity with details of calculation in Cum., Week day consumption profile of the building., Weekly Consumption profile, consumption by service, identification of variables affecting consumption and development of correlation with identified variables

(Format for Data Collection given in [Annexure-II](#))

- v. Preparation of water audit report that documents the use and occupancy of the building and the internal condition in the building like population distribution, condition of toilet and other systems equipment.
- vi. Recommending ways to improve and implement the efficiency improvements in operation/maintenance/housekeeping measures and installation of water conservation measures.
- vii. Pointing out specific observations relating to loss of water, scope for enhancement of water efficiency and specific solutions to be implemented with regard to conservation of water.
- viii. Auditor may clearly indicate the quantum of water that can be conserved by following their suggestions.
- ix. Assessing water use practices on “Source to sink” (source, collection, treatment, distribution, waste water collection, treatment, reuse / recycle practiced and disposal constraints) examination basis and arrive at board “Water Balance” scenario.
- x. Carrying out the specific assessment of water conservation, reuse, recycle opportunities, with broad cost benefit analysis.
- xi. Water Quality Assessment: - The existing quality of water to be assessed through the water sampling at various locations within of Central Office Building. The water quality in respect of physico-chemical and bacteriological parameters and analysis of portability of water is to be assessed by collecting the samples at various locations. Chemical testing, other parameters like colour, odour, chloride, calcium, fluoride, magnesium, nitrate, sulphate, total dissolved solids, turbidity, total hardness iron etc. to be tested.

**C. Equipment/measuring instruments:** - All the equipment/instruments required for carrying out the Water Audit will have to be arranged by the firm without any extra payment to the Bank. The firm should have the minimum equipment/instruments for Water Audit as deemed necessary. 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 arrangement for all assistance.

**D. Work at site:** - The firm may visit the premises and ascertain site conditions. The work has to be carried out in a working office building without causing inconvenience to the normal working of the Bank. Permission for the work will be given 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 licenses 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. The persons carrying out the Water Audit shall also use all the required personnel protective equipment for their own protection.

**E. REPORT:** - The report shall contain all the building information, inventory of equipment. It should include the log sheet data collected/ measured at site, analysis of dates (log sheets and actual measurement), observations, findings and recommendations for achieving the objective of water conservation. The recommended water conservation measures along with cost saving analyses shall be categorized as (i) short term, (ii) medium term and (iii) long term measures. The report should also include water use indices, the estimated cost of implementations & estimated savings in a chart. A detailed description of each water conservation measure and supporting calculation with water use and savings calculations, economic analysis and any assumptions should be mentioned in the report. The report shall also highlight operation and maintenance measures/ observations that will reduce water consumption and costs. It shall also highlight the best practices for conservation of water in buildings.

Place:

Signature & Seal of the Firm:

Date:

Name:

Address:

### UNPRICED BILL OF QUANTITY

Sr. No.	Description of Items	Qty.	Unit
1.	Carrying out water audit of Central Office building, RBI at Fort, Mumbai as detailed in Part-I and submission of report all complete as per the terms and conditions of the Articles of Agreement, technical specification and scope of work and the Annexures attached herewith.	Job	L.S.

**ANEXXURE I****Details of properties where Water Audit is to be carried out:**

Name Of Property	Central Office Building, RBI
Year of Construction	1980
Built up area	3.8 lakh Sq. ft
Total no. of floors	2 basements, 27 upper floors, (including 2 service floors on the top)
Carpet usable Area	2.7 lakh Sq. ft
Capacity of underground water tank	Firefighting Tank-2 Nos-3,37,500 each = 6,75,000 litres  Water tank Underground-2 Nos-1,37,500 each = 2,75,000 litres
Capacity of overhead tank	Flushing Tank-42,750 litres  Domestic Tank-56,250 litres  Firefighting Tank-33,750 litres
Rainwater Harvesting	Not present
Firefighting system	Wet Riser System
Usage	Water Treatment Plant, AC Plant, Drinking water points, Pump House, Water Cooler, washroom/toilet, Officers Lounge, Staff Canteen, Firefighting system, general cleaning and sweeping (internal & external)

**Format for Data Collection regarding Water audit of the Bank**

Facility Description		
	Building Name	
	Building Area/ BUA	
	Site Area/ Plot Area	
	Building Foot Print / Plinth Area	
	Building Age	
Major Water Use Area		
Water System Components		
Water Treatment Systems	Whether in place or not	
	If yes, Description and type of water source	
	Water Pressure	
	Type of treatment	
	Treated water end use	
	Leaks? Efficiency Opportunities?	
Water storage system		

	Description and type of water source	
	Purpose/ use	
	Size of storage system	
	Leaks? Efficiency Opportunities?	
Landscaping		
	Estimated water usage (cubic meter/ year)	
	Ability to use non potable water	
	Opportunities to use recycled water	
Outdoor water usage		
	Usage (car washing, water fountains, street wash, staircase wash, equipment wash etc.)	
	Ability to use non potable water	
	Opportunities to use recycled water	
Storm water management system	Whether in place or not	
	If yes, Type(s) (retention, detention, treatment, infiltration, reuse)	
	System performance	
	Opportunity for reuse	

Alternate water source		
	Ground Water	
	Description of source	
	Currently utilized	
	Potential use	
	Source seasonal (if yes, indicate period)	
	Limitations	
	Rain-water Harvesting	
	Description of source	
	Currently utilized	
	Potential use	
	Source seasonal (if yes, indicate period)	
	Limitations	
	Storm Water	
	Description of source	
	Currently utilized	
	Potential use	
	Source seasonal (if yes, indicate period)	
	Limitations	
	Recycled/ Treated Water	
	Description of source	
	Currently utilized	
	Potential use	

	Source seasonal (if yes, indicate period)	
	Limitations	
Water Fixtures & Appliances		
	Toilet	
	Flow Rate & Pressure	
	Opportunity for conservation	
	Urinal	
	Flow Rate & Pressure	
	Opportunity for conservation	
	Bathroom wash basins	
	Flow Rate & Pressure	
	Opportunity for conservation	
	Kitchen faucets	
	Flow Rate & Pressure	
	Opportunity for conservation	
	Drinking Water outlets	
	Flow Rate & Pressure	
	Opportunity for conservation	
Heating, Ventilation & Air Conditioning (HVAC)		
	Cooling Towers	
	Size (Nominal TR)	

	Flow Rate in LPM	
	Usage (hours operation)	
	Leaks/ inefficiency	
	Opportunity for conservation	

## ANNEXURE III

### List of clients

(For whom similar scope has been completed in the last 5 years.)

Sr. No.	Details	Name of client (1)	Name of client (2)	Name of client (3)
1	Address, fax and telephone numbers			
2	Establishment name, location and address.			
3	Brief details of the work			
4	Date of award of contract			
5	Date of completion of work			



**PART – II (PRICE BID)**

**(To be submitted in separate Envelope)**

**Quotation for**

**Water audit of Central Office Building, RBI at Fort, Mumbai**

ISSUED TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last date of submission: by 2:00 pm on August 14, 2025

PART – II

Sr. No.	Description of Items	Qty.	Unit	Rate excluding GST In ₹.	Amount In ₹
1.	Carrying out water audit of Central Office building, RBI at Fort, Mumbai as detailed in Part-I and submission of report all complete as per the terms and conditions of the Articles of Agreement, technical specification and scope of work and the Annexures attached herewith. (Rate shall be quoted lump sum)	Job	L.S.		
Total					
GST (18%)					
Grand Total inclusive of GST					
Total in words.....					

Note: Quoted prices shall include all taxes and charges for workmen compensation insurance during audit period, travel expense, lodging etc. for engineers/technicians

Place:

Signature and seal of the consultant:

Date:

Name & address:

Mobile No.:

E-mail id: