

Tender

For

**Consultancy service for the review
and renovation of Packaged AC units
at NBSC, Lucknow**

National Bank Staff College
Lucknow-226012

Date of issue of tender document	28 Nov. 2019	
Pre Bid Meeting with bidders	11:00 hrs on	10 Dec. 2019
Due date for submission of tender	15:00 hrs on	16 Dec. 2019
Date and time of opening bids	15:30 hrs on	16 Dec 2019

Part A- TECHNICAL BID

NOTICE INVITING TENDER

Ref. No. NB/DPSP/ PR21/ **439** / 2019-20

Date: 28 Nov 2019

Dear Sir,

Tender for 'Consultancy services for the review and renovation of Packaged AC units at NBSC, Lucknow'

1. The National Bank Staff College proposes to engage a consultant for the review and renovation of Packaged AC units at NBSC, Lucknow.
2. Applications are invited from the practicing Consultants with adequate qualified supporting staff and who have **successfully completed at least three works** of providing consultancy service for designing, erection & commissioning of (1) Packaged Air-conditioning Plant in new building or (2) Retrofitting/repairs of AC plants in existing building or (3) full replacement of old AC plant in existing building, individually costing Rs.30 lakh or above for the Government/ Semi-Government/ Government of India Undertaking / Private Corporate Bodies, during last 5 years ending 31 March 2019. The pre-qualification criteria is mentioned elsewhere in the tender document.
3. Application forms can be downloaded from our website www.nabard.org or www.nbsc.in and shall be submitted with all the required information latest by 15:00 hrs on 16 December 2019.
4. The pre-bid meeting will be held at 11:00 hrs on 10 December 2019 at Committee Room of NBSC, Lucknow. The clarifications being sought in the pre-bid meeting should be submitted in writing at least two working days prior to the date of pre-bid meeting. All the clarifications of the pre-bid meeting will be part of tender and any corrigenda/ addendum/ pre-bid clarifications etc. will be uploaded only on website.
5. The bidders are advised to attend the pre-bid meeting and also conduct a site survey to satisfy themselves about the overall feasibility of the work.
6. In deciding upon the selection of a consultant, great emphasis will be given on the ability and competence of applicants to render required services within the specified time frame.
7. This is a single bid process. The bid has to be submitted in a sealed cover and every page should be signed and stamped. The sealed covers should be clearly superscribed as 'Tender for Consultancy services for the review and Renovation of Packaged AC units at NBSC, Lucknow and addressed to Principal, National Bank Staff College, Sector H, LDA Colony, Kanpur Road, Lucknow. The bid should be dropped in the tender box kept in First floor, DPSP section of NBSC latest by 15:00 hrs on 16 December 2019. Bids received by fax or post/ courier will not be considered.

8. Earnest Money Deposit (EMD) of Rs.1,500/- (Rupees One Thousand Five Hundred Only) by way of an e-payment be enclosed in the submitted tender. EMD to be directly credited in NBSC's Current Account No. 912020055439842 with Axis Bank, Main Branch, 31/93 MG Road, Near Governor House, Lucknow, Uttar Pradesh 226001. IFSC Code No. UTIB0000053

9. The EMD of unsuccessful bidders will be refunded, whereas the EMD of the successful bidder will be retained. It will not bear any interest during the period of tendering and till refund.

10. The EMD of successful bidder will be retained to form part of Retention Money Deposit (RMD) till the completion of actual HVAC work. EMD will be forfeited if tenderer/successful bidder breaches the contract/tender/NIT conditions or backs out after opening of tender.

11. The bids will be opened on the same day as that of due date of submission of tender, at 15:30 hrs.

12. Before filling up the tenders, the bidders may note the following:

a. The bid shall remain valid and open for acceptance for 3 months from the date of opening of the bid.

b. NBSC reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons for doing so. NBSC also reserves the right to split the items of work.

14. The successful bidder shall execute an agreement with NBSC in accordance with the standard format enclosed within 14 days from the date of acceptance of the offer failing which the bidder's EMD may stand forfeited.

15. Applications containing false and/ or incomplete information are liable for rejection.

Yours faithfully,

--sd/--

(T. Geetha)

Assist. General Manager

FORM OF TENDER

The Principal,
National Bank Staff College,
Sector H, LDA Colony,
Kanpur Road, Lucknow-226012

Dear Sir,

Tender for 'Consultancy service for review and renovation of Packaged AC units at NBSC, Lucknow'

1) I/We have read and understood the instructions and the terms and conditions contained in the tender. I/We do hereby declare that the information furnished by us in the bids are correct to the best of my/our knowledge and belief.

2) Having examined the Technical bid and Financial Bid relating to the works specified in the tender hereinafter set out, having visited and examined the site of the works specified in the said tender and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said tender within the time specified, at the rates mentioned in the Financial Bid and in accordance in all respects with the tender and with services as are provided for, by and in all other respects in accordance with such conditions so far as they may be applicable.

3) We understand that the time for completion shown above shall be reckoned from the day of date of issue of the Letter of Work Order.

4) Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions or the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the NBSC, the amount mentioned in the said Conditions.

5) Decision of the NBSC in regard to selection of the consultants shall be final. The NBSC is not bound to assign any reasons therefor. All the above conditions are acceptable to me/ us.

Yours faithfully,

Signature of applicant with full address,
contact number and email

SCOPE OF WORK

NBSC is the training institute of National Bank for Agriculture and Rural Development (NABARD), located at LDA colony, sector H, Kanpur Road, Lucknow.

NBSC has undertaken the diagnostic study of the existing 11 water cooled packaged A.C. system of total 85TR and based on that intends to carry out renovation of the units and other allied equipment to have modern efficient and effective air-conditioning system.

The scope of work involves two parts. One is of comprehensive review of existing Air Conditioning System and recommending appropriate technology for different areas within the NBSC office area. Second is to render the services for replacement of existing AC system at NBSC, as per the arrived need through review process and recommendations accepted, through normal process including tendering, supervision of execution of works, settlement of bills of contractor, certify the work executed etc., manage timely completion of works and appraise management for progress and overall execution of works during the period of contract, as per our requirement to maintain precise temperature and humidity conditions, using the latest available technology, keeping in mind the execution in occupied building, energy saving aspects, availability of after sales service, spare parts and ease of maintenance based on the diagnostic report available with us.

CONSULTING SERVICES TO BE RENDERED BY CONSULTANT

The scope of work and other terms and conditions of contract for the job shall include but not limited to the following:

(1) COMPREHENSIVE REVIEW OF EXISTING PACKAGED AIR CONDITIONING SYSTEM AT NBSC

The Consultant shall perform the following jobs:

1. Consultant shall undertake a diagnostic study based on head load analysis and energy audit for areas covered by Packaged ACs installed for 10 classrooms, Executive Lounge and Conference Hall of NBSC.
2. Consultant to suggest suitable options of renovation and replacement of the existing air-conditioning system, available with latest and energy efficient technology.
3. Consultant shall provide techno-economical comparison for identified options.
4. Consultant shall recommend a suitable option to be accepted as final scheme for renovation/replacement of existing AC system along with a detailed plan of action. In case of replacement of existing AC system, dismantling of the existing AC plant shall also be part of the action plan.

(2) TENDERING RELATED JOB

The Consultant shall perform the following jobs:

1. On receipt of approval for the scheme from the NBSC, prepare detailed designs and drawings for air-conditioning and ventilation system and associated electrical & civil works, if any, including false-ceiling, ducting, vents, etc., prepare tender documents, including specifications, schedule of quantities etc., prepare drawings for invitation of tenders and workout detailed estimate of cost.

2. Assist in calling tenders following Banks normal procedures, scrutinize the tenders received from different parties on the basis of the Specifications and submit assessment reports thereon, together with recommendations to the Bank.
3. Prepare contract documents and get them executed by the successful tenderer and supply for the use of the Bank, the contractors and the Bank's Engineer posted at site, two copies each of the contract documents, including all drawings, specifications and such other further particulars, details and drawings as are necessary for the proper execution of the air-conditioning and ventilation work.
4. Supervise the work of installation, testing and commissioning of the air-conditioning and ventilation system at the site through duly qualified and responsible representatives and senior associates of the Consultant for the proper installation and commissioning of the plant of the capacity designed by the Consultant and approved by the Bank.
5. Physical verification and recording of measurements may be done on a daily basis observations and recommendations thereon along with certificates of payment due to the contractors may be furnished in the contractor's bills before submitting to NBSC for payment.
6. Certify after tests, the satisfactory completion of the supply, erection and performance of the air-conditioning and ventilation plant and acceptance of equipment as per tender specifications.
7. Obtain from the contractors and supply to the bank six sets of all "As-built drawings" pertaining to the air-conditioning and ventilation work as also soft copies of drawings.
8. Draw up specifications and installation of sewage treatment and water softening plants for air-conditioning purposes, if installation of such plants is considered necessary by the Bank.
9. Attend to any other services connected with the air-conditioning and ventilation work usually and normally rendered by an Air-conditioning Consultant and not referred to in any of the services mentioned above.

TIME SCHEDULE

The broad Time Schedule for the services shall be as under:

1. Review of the existing plant and submitting suitable options: 3 weeks after award of work
2. Preparation of drawing/ detailed project report / tender document and cost estimates —1 month after approval.
2. Time for tender — 5 weeks.
3. Scrutiny of tenders/ offers, submission of recommendations — 3 weeks from the date of opening of the offer.
4. Execution — tentative period of 2 months from date of award of work to contractor although this will depend on the nature and scope of work.

Bidder while quoting the consultancy fee shall take into account the above time schedule and nothing extra shall be payable to the consultant for services during and in extended time period, if granted by the NBSC, for completion of project by the contractor, required for any un foreseen reasons. Consultant to seek time extension from the NBSC, without prejudice to the right of NBSC to levy liquidated damages, if the delay is on the part of the consultant.

6. TENDER EVALUATION

Contract shall be awarded to the bidder quoting the lowest percentage consultancy charges.

7. Other terms and conditions:

1. The total consultancy charges quoted shall be inclusive of transport to & from your office to the site.
2. The quoted rate shall be firm. No other charges will be paid other than the quoted price, except statutory payments viz. GST, etc as applicable.
3. It will be consultant's responsibility to arrange all the qualified personnel, material and test equipment of his own, required for the work.
4. Bidders may visit our site on any working day with prior appointment for discussion/inspection of existing plant before submitting your quotation.

ARTICLES OF AGREEMENT

This AGREEMENT made on this day of _____ between the National Bank for Agriculture and Rural Development (NABARD) through the Principal, National Bank Staff College, Lucknow, (hereinafter called "the Bank" which expression shall, unless repugnant to the context, mean and include its successors and assigns) and having its office at sector H, LDA colony, Lucknow-226012, of the ONE PART _____ and Shri _____ (co-stitution to be described) carrying on the business under the name and style.

Of and having their place of business at (hereinafter referred to as "the Consultants" which expression shall, unless repugnant to the context, or meaning thereof, mean and include heirs, executors and administrators) of the OTHER PART.

WHERE AS

1. The Bank is desirous of getting executed '**the work of Consultancy service for review and renovation of Packaged AC Plant at NBSC, Lucknow**'. AND
2. The Bank is desirous of appointing Consultant for rendering consultancy service in relation to review and renovation of Packaged AC plant. AND
3. The Consultant has agreed to provide consultancy service in relation to review and renovation of Packaged AC plant to the Bank.

NOW THEREFORE THIS AGREEMENT WITNESSETH-

That the Bank hereby appoints the Consultant for review and renovation of Packaged AC plant on the following terms and conditions and the consultants agree for the same:-

1. WORKS

- a. Review/ renovate/ repairs/ replace/ retrofitting of Packaged Air-conditioning plant including low side & high side works;
- b. Consequential electrical work;
- c. Civil works which may be required for the replacement/repairs.
- d. Associated works like false ceiling, ducting, venting, dismantling of unnecessary parts, if any,

(Hereinafter referred to as the 'said `works') more fully detailed in the schedule hereto:

2. CONSULTANT SERVICE

The consultant agree to and shall render the following services in connection with and in regard to the above works;

On receipt of approval for the scheme from the NBSC, design AC system as per heat load etc., prepare tender documents including specifications, drawings, schedule of quantities and materials, etc. and work out detailed estimate of cost for the employer's approval.

The Consultant shall perform the following jobs:

- a) On receipt of approval for the scheme from the Bank, prepare detailed designs and drawings for air-conditioning and ventilation system and associated electrical & civil works, if any, prepare tender documents, including specifications, schedule of quantities etc., prepare drawings for invitation of tenders and workout detailed estimate of cost.
- b) Scrutinise the tenders received from different parties on the basis of the specifications and submit assessment reports thereon, together with recommendations to the NBSC.
- c) Prepare contract documents and get them executed by the successful tenderer and supply for the use of the NBSC, the contractors and the NBSC's Engineer posted at site, two copies each of the contract documents, including all drawings, specifications and such other further particulars, details and drawings as are necessary for the proper execution of the air-conditioning and ventilation work.
- d) Supervise the work of installation of the air-conditioning and ventilation system at the site through duly technically qualified and responsible representatives and senior associates of the Consultant for the proper installation and commissioning of the plant of the capacity designed by the Consultant and approved by the NBSC.
- e) Physical verification of measurements and contractors' bills and furnish observations and recommendations thereon to the NBSC along with certificates of payment due to the contractors to enable the NBSC to make payments.
- f) Certify after tests, the completion of the satisfactory supply, erection and performance of the air-conditioning and ventilation plant and acceptance of equipment as per tender specifications.
- g) Obtain from the contractors and supply to the bank six sets of all "As-built drawings" pertaining to the air-conditioning and ventilation work as also soft copies of drawings.
- h) Draw up specifications and installation of sewage treatment and water softening plants for air-conditioning purposes, if installation of such plants is considered necessary by the NBSC.
- i) Attend to any other services connected with the air-conditioning and ventilation work usually and normally rendered by an Air-conditioning Consultant and not referred to in any of the services mentioned above.

3. CONDITIONS OF ENGAGEMENT

- a. For supervision during execution of works, recording of measurement of work, etc., to ensure proper workmanship, quality and progress of work etc., the Consultant shall periodically/ as frequently as necessary visit the work at site, either themselves **and** a qualified and experienced resident engineer is appointed at the cost of and responsibility of the Consultant for day to day supervision/monitoring of work under execution, taking site decisions, measurements quality controls etc., on approval by the NBSC and who shall be appointed for a maximum period of 12 months or such other extended time as mutually agreed upon by the parties hereto, shall undertake such works as is otherwise required to be carried out by the Consultant as per the terms of this agreement and to such extent as is approved by the NBSC at the costs, risk and responsibility of the consultant as aforesaid.
- b. In cases where the work is examined by any technical audit team or CVC of the Chief Technical Examiner and defects etc., are pointed out, the Consultant will assist NBSC in taking suitable measures for rectification of the same to the satisfaction of the examiner and also giving suitable replies or take action as may be necessary.
- c. The Consultant shall render service to the NBSC till completion of the defects liability period as indicated in the agreement executed between the employer and the contractor.

4. TERMINATION OF AGREEMENT

The agreement may be terminated at any time by either party by giving written notice of two months to the other party by either party. Even after termination of their engagement, the Consultant shall remain liable and be responsible for due certification/ approval of any bills submitted by the contractors in respect of the work executed before termination of the consultant's appointment.

b. If the Consultant closes its business or winds up or otherwise become incapacitated from acting as Consultant, then the Agreement shall stand terminated automatically and the Consultant shall be liable to damages.

c. If the Consultant fails to adhere to the time schedule stipulated in the schedule hereto annexed or the extended time which may be granted by the Bank in its sole discretion. or

d. The Agreement shall stand terminated in the event of any violation of clause 10 (Assignment) by the Consultant.

e. In case of termination under sub-clauses (a) & (b) or (c), (d) the Consultant shall not be entitled to any fees or compensation except the fees payable to them for the work actually done, so far. In such cases, the decisions of the Employer as to what is the work actually done and what is the amount of the fees due to the Consultant on the basis of actual work done shall be final and binding on the Consultant.

f. In case of the termination under sub-clause (a), (b), (c), or (d) the employer shall make use of all or any drawings, estimates or other documents, prepared by the consultants after payment for the services of the consultants for preparation of the same in full as provided herein.

5. SCALE OF CHARGES

The total fees payable to the Consultant shall be calculated as shown below:

- a. The consultant shall quote his/her remuneration in Financial Bid for the services to be rendered by him/her in relation to the said work as the percentage of actual cost of the work.
- b. The NBSC shall pay to the Consultant as fee for the services to be rendered by the consultant in relation to the said works, and amount calculated at the rate of the actual cost as per clause 6. The GST at the applicable rate will be paid extra. Statuary deductions as per prevailing rules will be made from the payment.
- c. The Consultant shall be paid fees referred to above in the manner laid down in clause 6 detailed below. The NBSC shall be entitled to adjustments subsequently to secure that the total fees payable to the consultant does not exceed the aggregate of the percentages referred to on sub-clause (a) above on the value of works actually executed and completed. The employer, shall, however have the liberty to omit, postpone or not execute any work and the consultants shall not be entitled to any compensation or damages for such omission, postponement or non-execution of the work, except the fees which have become payable to them for the services actually rendered by them.

6. MODE OF PAYMENT

The NBSC shall pay fees to the Consultant in stages as follows:

- a. 10% of the total fees payable after completion and approval of the preliminary drawings/ schemes by the NBSC.
- b. 30% of the total fees (less any amounts paid under clause (a) above) payable after completion of all specifications, construction/execution drawings, estimate and tender documents.
- c. 50% of the total fees (less any amounts paid under clauses (a) and (b) above) payable after tenders are invited and processed, recommendations submitted to the Bank for award of work and execution of contract agreements executed.
- d. 90% of total fees (less already paid) shall be paid in installments as the work proceeds and in proportion to the value of the said works as accepted from time to time.
- e. 95% (less already paid) after completion of the work, settlement of the final bill and submission of as-built drawings.
- f. 100% of the total fees (less already paid) shall be released after Defects liability period and satisfactory rectification of the defects by the contractors and certification by consultant, as pointed out during the defects liability period.

7. VISIT TO THE SITE

The Consultant or its authorized representatives (with appropriate technical qualification/experience) shall visit the site periodically and as frequently as the works require to inspect/ supervise the work. For this, no charges shall be payable by the NBSC. This para should be read in conjunction with other similar clauses described elsewhere in this document.

8. PENALTY

Notwithstanding the above mentioned, if the NBSC is put to any loss or suffers any damages (including cost escalation in the execution of said works) due to the delays in carrying out the obligations under these terms or negligence, indolence or breach of the terms and the conditions herein contained on the part of the Consultant, whether the cause of such damage or loss is immediate or remote, the Consultant shall be liable to not only to forego their fees for the quantum of work thus done but also make good such losses and damages on a written demand made by the NBSC and a certificate issued by the NBSC as regards to the amount of such loss or damage shall be final and conclusive as between the NBSC and the Consultant and shall not be questioned in a court, tribunal or arbitration. Such loss or damage, if not reimbursed within the time stipulated by the Bank, shall, without prejudice to the Bank's right to recover the same in accordance with the law, be recovered by the Bank from any sums payable to the Consultant either under this contract or any other contract made between the Bank and the Consultant for any loss recoverable from the Consultants shall not be more the fees payable to them under the contract.

9. ARBITRATION

a. If any dispute, difference, or question shall at any time arise between the parties regarding the execution of this project or concerning anything herein contained or arising out of this agreement or as to the rights, liabilities and duties of the parties hereunder, except in respect of matters for which it is provided hereunder on which the decisions of the NBSC is final and binding, the same shall be referred to arbitration and a final decision after giving at-least 30 days notice in writing to the other (hereinafter referred to as the Notice for Arbitration) clearly setting out disputes to a sole arbitrator who shall be appointed as hereinafter provided.

b. For the purpose of appointing the sole arbitrator referred to above, the NBSC shall send to Consultant within 30 days of the notice of arbitration a panel of three names of persons who shall be presently unconnected with this organization of the NBSC or the Consultants.

c. The Consultant shall on receipt of the names as aforesaid select any of the persons so named to be appointed as the sole arbitrator and communicate the same to the NBSC within 15 days of receipt of the names. The NBSC shall thereupon without any delay appoint the said person as the sole arbitrator. If the consultant fail to communicate such selections as provided above within the period specified, the NBSC shall make the selection and appoint the sole arbitrator from the panel notified to the Consultant.

d. If the employer fails to send to the Consultant the panel of three names as aforesaid within the period specified, the Consultant shall send to the NBSC a panel of three names of persons who shall be unconnected with either party. The NBSC shall on receipt of the names as aforesaid select any one of the person and appoint him as the sole arbitrator. If the NBSC fails to select the person and appoint him as the sole arbitrator within 30 days of the panel and inform the Consultant accordingly, the Consultant shall be entitled to appoint one of the persons from the panel as sole arbitrator and communicate his name to the NBSC

e. If the arbitrator so appointed is unable or unwilling to act or refuse his appointment or vacate his office due to any reason whatsoever another sole arbitrator shall be appointed as aforesaid.

f. The arbitration shall be governed by the Indian Arbitration and Conciliation Act, 1996 as in force from time to time. The award of the arbitrator shall be binding and final on the parties. It is hereby agreed that in all disputes referred to the arbitration, the arbitrator shall give a separate award in respect of reference and the award shall be a reasoned award.

d. The fees, if any, of the arbitrator shall if required to be paid before the award is made and published be paid in equal proportion by each of the parties. The cost of the arbitration including the fees, if any, of the arbitrator shall be directed to be borne and paid by such party or parties the dispute in such manner or proportion as may be directed by the arbitrator in the award.

h. The employer and the consultants also hereby agree the arbitration under this clause shall be a condition precedent to any right of action under the contract with regard to the matters hereby expressly agreed to be so referred to arbitration.

10. ASSIGNMENT

The consultant shall not assign to subcontract their obligations or interests under this agreement, without prior written consent of the NBSC.

11. SEVERABILITY

If any article, subsection, sentence or clause of this agreement shall be adjudged illegal, invalid or unenforceable, such illegality, invalidity or unenforceability shall not affect the legality, validity or enforceability of this agreement as a whole or of any article, subsection, sentence or clause hereof not so adjudged, and the remaining terms and provisions of this agreement shall remain unimpaired and in full force and effect.

12. CONTINUING OBLIGATIONS

Termination of this agreement shall not relieve any party from any obligation accrued through the date of termination or termination date as the case may be. In addition thereto, unless excluded, the terms and conditions set forth in this agreement, which by their very nature would continue beyond expiration of earlier termination of this agreement, shall survive expiration or earlier termination of this agreement by any reason whatsoever.

13. INDEMNITY

The Consultant shall defend, indemnify and hold NBSC harmless during and after the contract against any and all liabilities, damages, claims, fines, penalties, actions, procedures and expenses of any nature arising out, resulting from any violation of any laws by Consultant or its associates or any way connected with the acts, negligence, breach, failure to perform obligations relating to the agreement.

14. EXECUTION OF AGREEMENT

This Agreement shall be executed in duplicate and the employer shall retain the original and the consultants shall retain the duplicate.

15. STAMP DUTY

The consultants shall bear the stamp duty on the original and the duplicate of this Agreement

IN WITNESS WHEREOF, the parties hereto have subscribed their respective hands hereto and on a duplicate hereof on the day and year herein above first mentioned.

Signed and delivered by Shri
And

Shri

For and on behalf of the And in the presence of Signed and

delivered by the Within named Shri

Its duly authorized official for and

on behalf of the National Bank for Agriculture and Rural Development in the presence of:

Annexure -**Pre-Qualification Criteria and checklist of documents**

S.No.	Criteria	Supporting document to be submitted
1	Successfully completed at least three works of designing, erection & commissioning of (1) Packaged Air-conditioning in new building or (2)Retrofitting/repairs of old AC plant in existing building or (3) Full replacement of old AC plant in existing building, individually costing Rs. 30,00,000/- each for the Government / Semi-Government / Government of India Undertaking / Corporate Bodies, during last 5 years ending 31 March 2019.	Work orders and completion certificates in support of experience to be enclosed. Only those works which cost not less than Rs. 30 lakhs to be submitted.
2	Should have working experience as Practicing consultant in the HVAC industry for at-least 5 years prior to Consultancy.	Experience certificate from the Clients/companies.
3	Consultant should be based locally in Lucknow and should have registered office of reasonable size with necessary equipment and supporting staff at senior and middle level.	Document issued by Government body such as GST, shop act licence etc. to be enclosed.
4	Name and registered address	
5	The applicant should have at least two Qualified Post Graduate Engineers (having minimum 10 years' experience in planning, designing & execution of HVAC works) on their regular establishment for not less than 5 years and necessary office with supporting staff for being always available For consultation/furnishing required services.	Organisational set up of the firm including names, qualifications and experience of partners/ Associates and staff to be enclosed as per the enclosed format(Part 1 — Basic Information) and (Part III — Technical Personnel and Experience)

S.No.	Criteria	Supporting document to be submitted
6	Whether registered as a fellow or a member of any of the Institution of Engineers etc. or American Society of Heating and Refrigeration Engineering (ASHRAE) or Indian Society of Heating and Refrigeration Engineering (ISHRAE) or any such Professional body related to the Consultant's field of working.	Copy of membership certificate or identity card to be enclosed
7	Experience as practicing AC consultant (Mention number of years)	Copies of consultancy work orders to be enclosed.
8	Important large projects executed during The last 3 years by the firm together with approximate cost of the individual project. The full postal address of the clients for whom the works have been executed shall also be given	As per the enclosed format (Part II (a))
9	Important large projects on which the firm is engaged at present and their estimated cost (stages of work. Viz. – planning and construction) the full address of the clients shall be indicated against each project.	As per the enclosed format (Part II (b))
10	Important large projects if any completed by the partners prior to joining the firm (these projects shall not be included under 8 & 9 above, but shall be shown separately)	Attach a separate neatly typed sheet on letter head
11	Name and address of the Banker/s of the firm	Attach a separate neatly typed sheet on letter head
12	Average annual financial turnover during last three years ending 31 March 2019 should be at least Rs.9 lakh	Attach a separate neatly typed sheet on letter head of Chartered Accountant or enclose copies of audited Balance sheets & Profit &

S.No.	Criteria	Supporting document to be submitted
		Loss for the previous three financial years.
13	Proforma for electronic payment	As per enclosed proforma

If the space in the proforma is insufficient for furnishing of full details, such information may be supplemented on separate sheet stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of the application.

Note: The pre-qualification shall be subject to fulfilment of all the above conditions and at the sole discretion of Bank's decision.

PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by the contractors/ service providers for effecting payment through ECS (e-payments)

Name and address of consultant with phone nos.

- 1 Name of the account holder (As appearing in the Bank account)
- 2 Name of the Bank
- 3 Name of the Branch
- 4 Account number
- 5 RTGS/ NEFT/ IFS Code
- 6 Type of account (Savings, current, etc.)
- 7 PAN Number
- 8 GST No.

Signature

Encl: - (1) one cancelled cheque leaf
(2) Copy of PAN card

NB. : - Please attach a photocopy of one cancelled cheque leaf of the above Bank account and copy of PAN card

Part – I (Basic Information)

1. Name of the Applicant/Organisation and address of the registered office.
2. Type of the Organisation (whether Sole Proprietorship/Partnership/Private Limited/Limited or Cooperative Body etc.)
3. Name of the Proprietor/Partners/Directors of the Organisation/Firm
 - a.
 - b.
 - c.
4. Details of Registration (Whether Partnership firm, Company, etc.) – Registering Authority, Date, Registration No., etc. mentioning the business /activity of the firm
5. Experience in the field of Air conditioning: _____ years.
6. Technical personnel available in : _____
the organization _____
Details to be furnished in Part-III
7. Address of office through which the proposed work of NBSC will be handled and the name and designation of the Officer-in-Charge
8. Adequate and satisfactory evidence to assess financial capacity of the Organisation to undertake the said work with names of Bankers and their full address. (Solvency certificate from the Bank and Income Tax clearance certificate shall be attached)
9. Details of office(s) and its location: Attach a separate sheet Machinery, Technical Personnel employed.

10. Yearly turnover of the company during last 3 years (year-wise)

11. Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank.

12. Whether any Civil Suit / Litigation arisen in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation.

Attach a separate sheet, if required

Signature of the Applicant

b) List of Important works on Hand costing **Rs.30 lakhs** and above

Sr. No.	Name of the work and location	Nature of work involved in the contract (e.g. residential, offices, industrial etc.)	Name of the owner. Also indicate whether Government/ Semi Government/ Government of India Undertaking or Private Body with full address & full name of the official from the side whom the work was executed *	Contract Amount	Completion period		Present stage of work with reason, if the work is getting delayed	Any other relevant information
					Stipulated	Actual		
1	2	3	4	5	6	7	8	9

*Email address of contact person of the client to be furnished

Part III Technical Personnel and Experience

List of Technical Personnel, giving details about their technical qualifications, experience etc.

Sr.No.	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled costing more than Rs. lakh	Date from which employed in your organization	Any other remarks
1	2	3	4	5	6	7	8	9

Signature of the Applicant

NOTE : Indicate other points, if any, to show your technical and managerial competency to emphasise any important points in your favour

Part B – Financial Bid

Tender for 'Consultancy services for the work of Review and renovation of Packaged Air-conditioning plant at NBSC, Lucknow'

Sr. No.	Description	Unit	Rates quoted %
1	Comprehensive Consultancy services for the proposed Review and renovation Packaged AC Plant at NBSC, Lucknow as per the scope of work indicated in the tender document	Percent rates to be quoted *	

*The percentage will be calculated on the actual cost of the works done (excluding the GST and other applicable taxes), initially estimated at Rs.30,00,000/-. GST for the consultancy service shall be paid extra as per the prevailing rates.

Quote in words:

Accepted all terms and conditions.

AUTHORIZED SIGNATORY

Date

Place

SEAL