



Tender ID: KOL-HK-2026-01-02

Dated: 09.01.2026

**TENDER DOCUMENT**

**STATE BANK OF INDIA  
LOCAL HEAD OFFICE, KOLKATA  
PREMISES & ESTATE DEPARTMENT  
9TH FLOOR, SAMRIDDHI BHAVAN  
KOLKATA-700001  
WEST BENGAL**

INVITES TENDERS  
**(E-TENDER)**

Sl. No.	Description	
(a)	Tender ID	KOL-HK-2026-01-02
(b)	Tender Name	HIRING SERVICES OF HVAC CONSULTANT FOR REPLACING 2X200 TON CHILLER WITH MAGNETIC OIL FREE CHILLERS AND IMPLETING BMS (BUILDING MANAGEMENT SYSTEMS) IN SRIBRIDDDHI BHAVAN, KOLKATA
(c)	Ending Date of Tender for Submission	<b>22.01.2026 upto 03:00 PM</b>

**Part -1  
(Technical Bid)**

Name of the Tenderer.....

Address.....

.....

GSTIN.....

**The Assistant General Manager  
State Bank Of India  
Local Head Office , KOLKATA  
9TH FLOOR , Premises & Estate Department  
SAMRIDDHI BHAVAN, KOLKATA-700001  
WEST BENGAL**



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**NOTICE INVITING TENDERS**

**HIRING SERVICES OF HVAC CONSULTANT FOR REPLACING 2X200 TON CHILLER WITH MAGNETIC OIL FREE CHILLERS AND IMPLETING BMS (BUILDING MANAGEMENT SYSTEMS IN SRIBRIDDDHI BHAVAN, KOLKATA**

STATE BANK OF INDIA, LHO KOLKATA (hereinafter referred to as **SBI**) invites Expression of Interest in form of E-Tenders from reputed **HVAC Consultant firms** having experience and expertise in **Designing/ Engineering of Energy Efficient Chiller based centralized HVAC plant** for replacement of our existing **HVAC Chiller with Magnetic Oil Free Chillers** based on the techno commercial basis. The detailed prequalification criteria, scope of the services to be offered, terms and conditions for appointment of project consultant are as under:

1.	Name & location of Work	:	<b>HIRING SERVICES OF HVAC CONSULTANT FOR REPLACING 2X200 TON CHILLER WITH MAGNETIC OIL FREE CHILLERS AND IMPLETING BMS (BUILDING MANAGEMENT SYSTEMS IN SRIBRIDDDHI BHAVAN , KOLKATA</b>
2.	Building details		<b><u>SRIBRIDDDHI BHAVAN, KOLKATA</u> B+G+5 Floor building Each floor has 18,500.00 Sqft (approx.) Useful Built-up area for cooling is approx. -80,000Sqft.</b>
3.	Details of existing centralized AC plant		Existing HVAC plant is having 2 Chillers of 200 TR capacity, Make – Carrier, Model No.- 23XL4848ED, Year of Manufacture 2004/2005, 11 Nos AHU, Chilled/Condenser water pumps-3no’s each and 2 No’s Colling Tower(Paharpur). Presently no AMC is in vogue with the OEM as both Chillers have outlived life. (Site Photos of old Chiller Plant is attached )
4.	<b>ELIGIBILITY CRITERIA Annexure-I</b>		
	<b><u>Pre-Qualification Criteria</u></b>		
I.	<p>The firm should have successfully completed similar works during last 7 years ending on 31.12.2025 should be either of the following:</p> <ul style="list-style-type: none"> <li>i) Three similar completed projects capacity of chiller based HVAC plant not less than 40 % of of 400 Tr i.e 160 Tr . Or</li> <li>ii) Two similar completed projects capacity of chiller-based HVAC plant not less than 50 % of 400 Tr i.e. 200 Tr or</li> <li>iii) One similar completed project capacity of plant not less than 80 % of 400 Tr i.e. 320 Tr.</li> </ul> <p>(Similar work means chiller based HVAC installation projects in Central Govt/ State Govt/Public sector units(PSU)/Public Sector Bank’s(PSB) organizations or in reputed MNC’s etc )</p> <p><b>Remarks: Copies of work orders, completion certificates, client details for qualifying works should be submitted as documentary evidence.</b></p>		
II)	<p>Previous three years balance sheet ending march (financial year 2022-23, 2023-24 &amp; 2024-25.)</p> <p><b>Remarks: Copies of Audited Balance sheets, Profit Loss Statement, minimum three financial years should be submitted as documentary evidence.</b></p>		
III)	<p>Consultants should be registered for GST. Copy of GST registration should be submitted.</p>		



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IV)	Consultants should be holder of a PAN Card. Copy of PAN Card should be submitted.		
V)	Consultants preferably must have ISHRAE membership. Copy must be enclosed		
3.	Availability of tender documents	:	Tender documents can be downloaded from Bank's website <a href="http://www.sbi.co.in">www.sbi.co.in</a> under 'Procurement News' section OR SBI e-tender portal <a href="https://www.tenderwizard.com/SBIETENDER">https://www.tenderwizard.com/SBIETENDER</a>
4	Tender shall remain valid for	:	For a period of 90 days from the date of opening of price bid of tender
5	Earnest Money Deposit (EMD)		<b>Rs.10,000.00</b> in the form of DD from any Nationalised Bank drawn in favour of 'AGM (P&E), SBI LHO KOLKATA', payable at KOLKATA. <b>The MSEs are exempted from payment of earnest money, subject to furnishing of relevant valid certificate for claiming exemption.</b>
8	Pre-bid meeting date		<b>On 17.01.2026 at 3.30 P.M.</b> in the office of AGM (P&E), 9TH FLOOR , Premises & Estate Department , Local Head Office, KOLKATA all the queries must be sent through e-mail : <a href="mailto:agmpre.lhokol@sbi.co.in">agmpre.lhokol@sbi.co.in</a> before pre-bid meeting date and time.
9	Tender document downloading Start Date		<b>From 04:00 PM (16:00 Hrs) on 09.01.2026</b>
10	Tender document downloading end Date.		<b>Upto 04:00 PM (16:00 Hrs) on 22.01.2026</b>
11	Last date and time of submission of Tender		<b>Upto 3.00 P.M (15:00 hrs) on 22.01.2026</b>
12	Date and time of opening of tender		<b>on 22.01.2026 at 03:30 PM</b>
13	For E-Tender related queries		<b>Service provider: M/S Antares Systems Limited.</b> 1 <sup>st</sup> floor, Old Bank of India compound, M/22 Building, Road No. 25, S.K. Nagar, KOLKATA-700001 <b>Contact Person:</b> <b>Mr Kushal Bose: 7686913157</b> <b>Mobile :</b>
14	Electronically Sealed e-tenders are invited from in two parts Sealed tenders in two parts are to be submitted online on the website : <a href="https://www.tenderwizard.com/SBIETENDER">https://www.tenderwizard.com/SBIETENDER</a> <b>However, it is advised to please submit Technical bids in Hard copies also for needful verification of credentials. ** No Price bids shall be accepted offline.</b>		

	<p><b>(Technical Bid)</b></p> <p>Technical bid envelope called “Electronic Format of Technical Bid” shall contain the following documents: The bidders have to upload the <b>scanned copy of documents</b> which will be a part of technical bid in the website. They are as under:</p> <p>(A) Details of EMD: Scanned copy of EMD amount of Rs.10,000.00 in the form of DD from any Nationalized Bank drawn in favor of ‘STATE BANK OF INDIA, payable at KOLKATA must be uploaded in e-tender website along with technical bid.</p> <p>(B) <b>In case of MSEs, they must submit scanned copy of relevant valid certificate for claiming exemption.</b></p> <p>(C) The scanned copy of documents supporting the eligibility criteria must be uploaded in e-tender website i.e.</p> <ul style="list-style-type: none"><li>i) Three similar completed projects capacity of chiller based HVAC plant not less than 40 % of 400 Tr i.e 160 Tr . Or</li><li>ii) Two similar completed projects capacity of chiller based HVAC plant not less than 50 % of 400 Tr i.e. 200 Tr or</li><li>iii) One similar completed project capacity of plant not less than 80 % of 400 Tr i.e. 320 Tr.</li></ul> <p>(Similar work means “<b>Chiller based HVAC installation projects in Central Govt/ State Govt/Public sector units (PSU)/Public Sector Bank’s (PSB) organizations or in reputed MNC’s etc”</b>)</p> <p>(D) Previous three years balance sheet ending march (<b>financial year 2022-23, 2023-24 &amp; 2024-25,</b>) Copies of Audited Balance sheets, Profit Loss Statement, minimum three financial years should be submitted as documentary evidence.</p> <p>(E) Copy of GST registration should be submitted.</p> <p>(F) Copy of PAN Card should be submitted.</p> <p>(G) Copy of ISHRAE membership (if available),should also be submitted.</p> <p>(h) Consultant Registration With any reputed Organization /empanelment etc</p> <p><b>(iii) Electronic form of Technical Bid</b></p> <p><b>The eligible Consultants not submitting/uploading any of the above technical bid documents in the website will be dis-qualified in technical evaluations stage only and their price bid will not be opened.</b></p> <p>(a)<b>Technical bids</b> will be opened as per above mentioned date &amp; time , the tenderers can view the Tender opening details through their respective log in Ids on the above-mentioned e-tender portal (Website).</p>
	<p><b>b) Price Bid:</b></p>

	<p>Shall contain the electronic format of Price Bid Item rate.</p> <ul style="list-style-type: none"> <li>In case, the lowest Tendered Amount of two or more consultants is same, such lowest consultants will again be asked to submit sealed/online "Revised offers" on the original Estimated cost of the Tender including all sub sections/sub heads as the case may be. The lowest tender shall be decided based on revised offers.</li> <li>The process of online re-bidding amongst two or more consultants offering same rates shall continue till L-1 bidder is discovered.</li> <li>In case, any of such consultants (quoted same tender amount during initial bidding or subsequent re-bidding) refuses to submit revised offer, it shall be treated as "withdrawal of tender" by the contractor before acceptance. The earnest money of such consultants shall be forfeited.</li> <li>In case all the lowest consultants those have quoted same amount, refuse to participate in online revised bidding process for the project, the EMD of such consultants shall be forfeited and the tender shall be re-invited afresh for the project. The contractor(s), whose earnest money is forfeited because of non-submission of revised offer, shall not be allowed to participate in the re-tendering process of the work.</li> <li>No condition/ stipulation in Price bids other than unconditional general rebate shall be accepted</li> </ul>		
15	Opening of Price Bid	:	<p>Price Bids will be opened only of those bidders who are successful in Technical Bid (Cover- I) after thorough scrutiny. The contractor/ Consultants can view the Tender opening details through their respective log in Ids on the above-mentioned e-tender portal (Website).</p> <p><b>Important Note: Maximum Capping of Consultancy Fees has been fixed at 2.0 % of the Project Cost. Bidders quoting consultancy fees beyond 2.0 % will be summarily rejected.</b></p>
16	Contact Person		<p>Mr. Harish Kumar Chief Manager (Electrical Engineer) Premises &amp; Estate Department Contact No. 9663244644</p>
17.	Deduction of Income Tax and GST	:	<p>A) TDS on Income Tax/GST will be deducted at source as per Govt. Guidelines.</p> <p>B) The contractor should comply with the following.</p> <p>i. Contractor should have GST Registration Number</p> <p>ii. Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provision</p> <p>iii. Contractor should timely file his GST return in accordance with GST provisions to enable the Bank to claim the credit of GST paid to the contractor.</p>
18.	Terms & mode of payment	:	<p>i)As per payment terms mentioned in tender.</p> <p>ii) The contractor should furnish details of the Bank, A/C no, IFSC code etc.</p>



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	Notes:		
a)	All Bidders are informed that, price bidding for the work will be through <b>Online tendering method</b> . The bill of quantity of tender i.e <b>“Price Bid”</b> is to be submitted online. Work Order will be placed on the basis of L1 price by bidder in the “Price Bid.		
b)	The Bidders are expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required as per the Tender Documents or submission of bids not substantially responsive to the Tender Documents in every respect will be at the Bidders risk and shall result in rejection of the Tender.		
c)	In case the date of submission of Technical Bid, Price Bid is declared as a holiday, the respective date will be considered on the next working day at the same time and the tenders will be opened on the next working day at the same time.		
d)	SBI reserves the right to cancel or postpone or modify the tenders at any stage without assigning any reason.		
e)	<b>The Bidders are required to visit the site before submitting their Price Bid to make the work complete in all respects within the stipulated completion time.</b>		
f)	Corrigendum: (If any) is to be followed as published in <a href="https://www.sbi.co.in">https://www.sbi.co.in</a> portal. OR SBI e-tender portal <a href="https://www.tenderwizard.com/SBIETENDER">https://www.tenderwizard.com/SBIETENDER</a>		
	<b>(For and on behalf of State Bank of India)</b> <b>The Assistant General Manager</b> <b>State Bank Of India</b> <b>Local Head Office , KOLKATA</b> <b>9TH FLOOR ,Premises &amp; Estate Department</b> <b>SAMRIDDHI BHAVAN, KOLKATA-700001</b> <b>WEST BENGAL</b>		

## **E-TENDERING INSTRUCTIONS TO BIDDERS**

### **General**

SBI hereby publish the TENDER on e-tendering Portal (Website) : <https://www.tenderwizard.com/SBIETENDER> in Electronic mode hereinafter referred as “e Tendering” and TENDER will be hereunder called as “e-Tender”. The e-tender published online through above portal (website) consisting of standard tender conditions, specifications, schedule of quantities, drawings (if any) for above referred work. Please note that copy of the above e-tender can be downloaded from above portal (website) and should be mandatorily submitted in Online Electronic Mode hereinafter referred as “Online Offer”. The submission of Online offer duly Encrypted & Digitally signed on above portal should be in prescribed Electronic Forms (Online) available on above portal for respective tender in Online Envelope(s) on or before As per the key Dates mentioned in the Tender Notice in this document and online portal for above tender .

### **Instructions**

#### **1. Tender Bidding Methodology:**

Electronically Sealed Bid System – Two Stage: Technical & Price bids

#### **2. Broad outline of activities from Bidder’s perspective**

1. Procure a Digital Signing Certificate (DSC)
2. Register on the e-Procurement portal : <https://www.tenderwizard.com/SBIETENDER> (The consultants need to upload scan copy of their valid empanelment letter in the portal otherwise their registration would be cancelled)
3. Create Users and assign roles on the above portal
4. View Notice Inviting Tender (NIT) on the above portal
5. Download Official Copy of Tender Documents from the above portal
6. Clarification to Tender Documents on the above portal
7. Bid-Submission on the above portal
8. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal
  - Opening of Technical-Part
9. Post-TOE Clarification on the above portal (Optional)
  - Respond to SBI’s Post-TOE queries
10. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal
  - Opening of Financial-Part (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.



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### 3. Digital Certificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class II or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### 4. Registration

To use the Electronic Tender portal : <https://www.tenderwizard.com/SBIETENDER> Consultants need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-a-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site.

Note: After successful submission of Registration details please contact to the Helpdesk of the portal to get your registration accepted/activated.

#### Help Desk:

#### **Contact Person:**

**Mr Kushal Bose**

**Mobile : 7686913157,**

### 5. Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on the portal. **Broad outline of submissions are as follows:**

- Submission of Bid Security/ Earnest Money Deposit (EMD) & Cost of Bid Document(if any)
- Submission of digitally signed copy of Tender Documents/ Addendum
- Power of Attorney, Technical bids -Part, each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Please note that above e-Tendering system is an automatically time locked system which will be locked immediately as soon as due date and time is over and will not accept any offer after that. So, the tenderers are strictly advised to do their process well before the due date and time to avoid any such instances.

### 6. Tender Opening Event (TOE)

The e-Procurement portal offers a unique facility for 'Public/Limited Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public/Limited Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized are requested to carry a Laptop and Wireless



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Connectivity to Internet. Every legal requirement for a transparent and secure 'Public/Limited Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public/Limited Online Tender Opening Event (TOE)'. The portal has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

#### **7. Minimum Requirements at Bidders end**

To operate on the electronic tender management system, the user's machine is required to be set up. The machine must have running XP service Pack 3 or higher version of Windows like Vista or Window 7. Also need to install Mozilla Fire fox web browser and latest Version of Java.

**IMPORTANT NOTE:** In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public/limited tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of SBI by the bidders in time, then SBI will promptly re-schedule the affected event(s).

**The Assistant General Manager  
State Bank Of India  
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**SCOPE OF WORK & TIME SCHEDULE**a) **SCOPE OF WORK**

- Prepare and submit sketch plans as per Bank's requirement incorporating measures suggested in IGBC Green building norms including preparation of alternatives and carrying out necessary revisions till the sketch plans are finally approved by the Bank in accordance with the local governing codes/standards, regulations etc.
- Making approximate cost based on unit cost and submit along with a detailed project report on the scheme and a proper PERT/Bar chart incorporating all the activities such as preparation of working drawings, detailed drawings, tender documents, invitation of tenders and award of works, execution of works,
- Since we are just replacing the Chillers, while retaining the other equipment's in the best possible ways, the main Scope is mostly confined to replace the **Chillers and making new arrangements to provide BMS systems** Identification of the locations if required for Chillers, Shifting of old Pumps, Replacing old valves etc, are to be also included.
- **Before & After Tendering:**
  - Preparing application for pre-qualification of the contractors, scrutinize the applications received and submit recommendations to the Bank for pre-qualifying the contractors. Preparing detailed tender document for AC works, complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates.
  - Preparing tender notices for issuance by the Bank and inviting tenders from pre-qualified contractors on behalf of the Bank and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items.
  - Preparing contract documents for all trades and getting them executed by the concerned contractors Correspondences with Contractors / Contracting agencies such as Letter of Intent (LOI), Work Order, NIT, instructions, etc. regarding the project will be issued by the Project Architect on behalf of the Bank.
  - The project consultant on behalf of the Bank is authorized to issue instructions regarding projects, monitoring of projects, recording measurements, certification of bills and issue other certifications / instructions to the contractor.
  - Assuming full responsibility for proper execution of all works by general and specialist contractors who are engaged from time to time as defined in the conditions of agreement. Checking measurement of works at site, checking contractors' bills, issuing periodical certification of payment so as to enable the Bank to make payments to contractors.



(b) Calling of competitive e-tenders from OEMs/HVAC Consultants in consultation with SBI including preparation of detailed estimates, draft tenders and preparation of panel of consultants etc.

(c) **Assisting SBI for pre-qualification of consultants by following elaborate procedure / norms laid-down by Bank/ CVC guidelines.**

(d) Detailed scrutiny of the tender received including preparation of the comparative statement etc. and submission of recommendations for acceptance or otherwise, of the tender of successful bidder / Consultants, placing of work order etc.

(e) Preparation and issuance of detailed working drawings minimum 3 sets to the contractor along with work order so that work is not held up at any point of time for want of the drawings / details. 2 sets of such drawings will have to be issued to SBI for it's records.

(f) Verification of running account, final bills of consultants, finalization of accounts, extra / deviated items, rate analysis, as per CVC / Bank's guidelines at site.

(g) During the defects liability period carrying out periodical inspection along with representatives of SBI and contractor, preparation of the list of defects list and arrange for its rectification from contractor.

(h) **Bank's Projects come under Technical Audit by Chief Technical Examiner's Organization of Central Vigilance Commission. Submission of Reply to their queries, compliance of their observations etc. are statutory requirement of Bank.**

(i) The list of duties mentioned above is only indicative and the HVAC Consultant will have to assume full responsibility for completion of the project both qualitatively and quantitatively as per accepted contract conditions in the best possible workman like manner in all respects till its occupation within the agreed time schedule and cost by following laid down norms / procedure of SBI and guidelines of CVC in an open and transparent manner to the satisfaction of the Bank and towards achieving this goal whatever is required to be done will have to be arranged by the consulting firm with the approval of SBI".

b). **ACTIVITIES WITH TIME SCHEDULE for Consultant:**

S.No.	Submission	Completion time
1	Execution of agreement & site visit of centralized HVAC plant and building floors for Load study, Existing Setup arrangements with AHU, Dampers, Ducts, Pumps, Electrical arrangements etc	Within <b>3 days</b> from the date of receipt of work order.

2	<p>Submission of Detailed technical report with following parameters DBR shall comprise of:</p> <ul style="list-style-type: none"> <li>a) Floor wise air-conditioning requirement or matching AHU's as per heat load study and other technical parameters.</li> <li>b) Details of energy efficient chiller plant capacity requirements</li> <li>c) Details of per ton power consumed by existing plant and per ton power to be consumed by proposed energy efficient chiller plant</li> <li>d) Details of equipment to be replaced in compatibility with energy efficient MAGNETIC chiller plant (e.g., chilled water pump, condensate water pump, AHU motor, cooling tower fan motor, cooling tower material, chilled water &amp; condensate water pipeline, valve, providing VFD drives and existing HVAC duct etc.)</li> <li>e) Feasibility of building Management System (BMS) with existing Duct and dampers.</li> <li>f) Total expenditure required for above work and any other allied work (<b>Project cost</b>)</li> <li>g) Total project completion time from date of award of work (e.g. approval of drawings, manufacturing &amp; delivery time, installation and commissioning time)</li> </ul>	<p>Within <b>4</b> days from the date of execution of agreement/ work order acceptance.</p>
3	<p>Submission of Drawings and Draft tender documents with detailed technical specifications complete in all respect.</p>	<p><b>Within 5 days</b> from the date of receipt of approval for expenditure from the Bank.</p>
	<p>"Approvals for the Project value after our recommendations may take a gap of 15 days from getting Clearances from Competent authorities"</p>	<p>This time gap may be used for detailed sketches, other works as required for BMS related works" before tender.</p>
4	<p>Submission of comparative statement after invitation of tenders</p>	<p><b>Within 2 days</b> from the date of receipt of tenders from the Bank.</p>
5.	<p>Site visit as and when required at material delivery inspection, installation and commissioning time and planning to replace in existing plant to avoid discomfort to building.</p>	<p>As per material delivery and progress of work</p>
6.	<p>Submission of variation orders/ extra items</p>	<p>Within <b>3 days</b> from the date of receipt of Bank's approval of the variation.</p>
7.	<p>Scrutiny of running / final bills and recommendations</p>	<p>With-in <b>10days</b> from date of receipt of letter</p>

**Signed as token of acceptance**

**Signature of HVAC Consultant with seal**

**Date: Place:**



1. DRAFT OF AGREEMENT

ARTICLES OF AGREEMENT made this.....day of Month.....Year ..... between the State Bank of India, a corporation constituted under the State Bank of India Act, 1955 and having its LOCAL HEAD OFFICE, at SAMRIDDI BHAVAN, KOLKATA 700001. (hereinafter referred to as "the OWNER" ) which expression shall include its successor or successors and assigns ) of the ONE PART through the authorized officer Shri.....Assistant General Manager(Premises & Estate) authorized officer.

AND M/s.....having its registered office at ..... (hereinafter called 'the Consultants' which expression shall include the present directors / partners and also the directors / partners from time to time as also their respective heirs, legal representatives, administrators and assigns) of the other part.

WHEREAS the Owner is desirous of executing ..... work at..... (hereinafter called the 'works') AND WHEREAS the owner has caused the plans, drawings and specifications, price schedule of quantities of the work to be executed at the SBI ..... as per conditions of the contract and special conditions prepared subject to which the offer of the Contractor shall be accepted.

Whereas the Employer intends to construct it's ..... at..... and whereas the firm as HVAC CONSULTANTS for the said ..... (Hereinafter called the 'said works") and whereas the Employer is desirous of appointing the said HVAC CONSULTANT for the said work by their letter No. .... dated ..... (Hereinafter called the 'said works') and whereas the HVAC CONSULTANTS have accepted the said appointment by their letter No. .... dated ..... Now, therefore, this agreement witnesseth that the said M/s. .... are hereby appointed HVAC CONSULTANT for ..... above referred to on the following terms and conditions:

- **HVAC CONSULTANT Services:**
- The HVAC CONSULTANT shall render the following services in connection with and in reference to the said works:
- Prepare and submit sketch plans as per Bank's requirement incorporating measures suggested in IGBC Green building norms including preparation of alternatives and carrying out necessary revisions till the sketch plans are finally approved by the Bank in accordance with the local governing codes/standards, regulations etc.
- Making approximate cost based on unit cost and submit along with a detailed project report on the scheme and a proper PERT/Bar chart incorporating all the activities such as preparation of working drawings, detailed drawings, tender documents, invitation of tenders and award of works, execution of works,
- Since we are just replacing the Chillers, while retaining the other equipment's in the best possible ways, the main Scope is mostly confined to replace the **Chillers and making new arrangements to provide BMS systems** Identification of the locations if required for Chillers, Shifting of old Pumps, Replacing old valves etc, are to be also included.
- **Before & After Tendering:**
- Preparing application for pre-qualification of the contractors, scrutinize the applications received and submit recommendations to the Bank for pre-qualifying the contractors. Preparing detailed tender document for AC works, complete with articles of agreement, special conditions, conditions of contract, specifications, bill of quantities including detailed analysis of rates based on market rates.

- Preparing tender notices for issuance by the Bank and inviting tenders from pre-qualified contractors on behalf of the Bank and submitting assessment reports thereon, together with recommendations specifying abnormally high and low rated items.
- Preparing contract documents for all trades and getting them executed by the concerned contractors
- Correspondences with Contractors / Contracting agencies such as Letter of Intent (LOI), Work Order, NIT, instructions, etc. regarding the project will be issued by the Project Architect on behalf of the Bank.
- The project consultant on behalf of the Bank is authorized to issue instructions regarding projects, monitoring of projects, recording measurements, certification of bills and issue other certifications / instructions to the contractor.
- Assuming full responsibility for proper execution of all works by general and specialist contractors who are engaged from time to time as defined in the conditions of agreement. Checking measurement of works at site, checking contractors' bills, issuing periodical certification of payment so as to enable the Bank to make payments to contractors.
- **Assisting SBI for pre-qualification of consultants by following elaborate procedure / norms laid-down by Bank/ CVC guidelines.**
- Detailed scrutiny of the tender received including preparation of the comparative statement etc. and submission of recommendations for acceptance or otherwise, of the tender of successful bidder / Consultants, placing of work order etc.
- Preparation and issuance of detailed working drawings minimum 3 sets to the contractor along with work order so that work is not held up at any point of time for want of the drawings / details. 2 sets of such drawings will have to be issued to SBI for its records.
- Verification of running account, final bills of consultants, finalization of accounts, extra / deviated items, rate analysis, as per CVC / Bank's guidelines at site.
- During the defects liability period carrying out periodical inspection along with representatives of SBI and contractor, preparation of the list of defects list and arrange for its rectification from contractor.
- **Bank's Projects come under Technical Audit by Chief Technical Examiner's Organization of Central Vigilance Commission. Submission of Reply to their queries, compliance of their observations etc. are statutory requirement of Bank.** 'The list of duties mentioned above is only indicative and the HVAC Consultant will have to assume full responsibility for completion of the project both qualitatively and quantitatively as per accepted contract conditions in the best possible workman like manner in all respects till its occupation within the agreed time schedule and cost by following laid down norms / procedure of SBI and guidelines of CVC in an open and transparent manner to the satisfaction of the Bank and towards achieving this goal whatever is required to be done will have to be arranged by the consulting firm with the approval of SBI'.
- The HVAC CONSULTANT shall not also undertake, execute or carry out any variations or extra items of works in excess of Rs.25,000/- (Rupees Twenty five thousand only) or such amount as the employer may expressly authorize by separate letter. All variations and extra items allowed within the discretion of the HVAC CONSULTANT as well as costing Rs. 25,000/- and above or the amount authorized shall be referred to the Employer together with the reasons for making such deviations and by furnishing an analysis of the extra cost involved thereby. All orders given to the consultants by the HVAC CONSULTANT for any authorized deviations shall be issued within a fortnight from the date of issue of instructions for deviations but after getting the Employer's approval. The HVAC CONSULTANT shall on no account permit the consultants to include cost of variations or extra items of work in the running bill or certify the payments for such variations or extra items till the rates therefore are accepted by the Employer. In case of any additions or variations above Rs. 25,000/- are carried out without the prior approval of the Employer, the Employer shall not be liable to pay the consultants for such additions and variations and the HVAC CONSULTANT shall also not be entitled as a right to claim fees for such additional or deviated items of works.
- Whenever the work is examined by the Chief Technical Examiner of the Central Vigilance Commission and if he brings to the notice of the Bank any defective or substandard work or any irregular/ excessive payments the HVAC CONSULTANT shall take necessary action to get the defect rectified and / or recover



the irregular payments. They may bring such matters in writing to the notice of the concerned consultants by putting the correspondence/ their letters and to take immediate action to get the matter set right and report back to the HVAC CONSULTANT for compliance. The HVAC CONSULTANT shall assist the Employer to send suitable reply to the Chief Technical examiner's queries in shortest possible time.

- In case of any disputes with the contractor (s) or disputes arising out of the said project execution as well in the matter of arbitration (either initiated by the consultants or the Bank) pertaining to this project, the HVAC CONSULTANT shall assist the Employer from time to time by drafting suitable replies in consultation with the legal advisers and protect the interest of the Employer.
- The HVAC CONSULTANT shall, on the completion of the work, supply to the Employer free of cost two copies of not less than 1:100 scale drawings (one of which shall be in AUTOCAD format on a compact disc or pen drive. The HVAC CONSULTANT shall, if so required by the Employer, supply extra copies of all such drawings and the cost of such extra copies shall be reimbursed by the Employer to the HVAC CONSULTANT..

## 2. Termination of Agreement

a) The agreement herein may be terminated at any time by either party by giving a written notice of two months to the other party. Even after the termination of their employment, the HVAC CONSULTANT shall remain liable and shall be responsible for the certification / approval of any bills submitted by the consultants at any time in respect of the work executed before the termination of the HVAC CONSULTANT appointment and consequences thereof on account of any excess / wrong payment, if any, certified / recommended by the HVAC CONSULTANT for payments to the consultants.

b) If the HVAC CONSULTANT shall close their business or the company, partnership firm stands dissolved due to provisions, if any, in partnership agreement of the firm in the event of death of one or more partners or become incapacitated from acting as such HVAC CONSULTANT then the Agreement shall stand terminated.

c) (i) If the HVAC CONSULTANT fail to adhere to the time schedule stipulated in the schedule hereto annexure or the extended time which may be granted by the Employer in his sole discretion. Or (ii) In case there is any change in the constitution of the firm of the HVAC CONSULTANTS for any reason whatsoever, the employer shall be entitled to terminate this agreement without giving notice and entrust the work to some other HVAC CONSULTANT.

d) In case of termination under sub-clause (a), (b) or (c) above, the HVAC CONSULTANT shall not be entitled to fees or compensation except the fees payable to them for the work actually done and as per the provisions in this agreement. In such cases the decision of the Employer as to what is the work actually done and what is the amount of the fees due to the HVAC CONSULTANT on the basis of actual work and as per the provisions in this agreement shall be final and binding on the HVAC CONSULTANT.

e) In case of the termination under sub-clause (a), (b) or (c) above, the Employer may make use of all or any drawings, estimates or other documents prepared by the HVAC CONSULTANT.

## 3. Transfer of Interests:

(i) The HVAC CONSULTANT shall not assign, sublet or transfer their interest in this agreement, without the prior written consent of the employer.

ii) Whether the firm is partnership firm or a company, no change in the constitution of such partnership or no change in the constitution of Board of Directors of the Company shall be made without the prior approval of SBI.

## 4. Scale of Charges:

a) The Employer shall pay to the HVAC CONSULTANT as remuneration for the services rendered by the HVAC CONSULTANT in relation to the said works, and in particular for the services herein before mentioned, fees calculated at the rate of.....% (..... percent) the cost of the work as indicated in sub-clause

(a) of this clause. No deduction shall be made from the HVAC CONSULTANT bill/fees on account of any delay in the work due to reasons not attributable to the HVAC CONSULTANT.

b) The Employer shall have the liberty to omit, postpone or not to execute any work and the HVAC CONSULTANT 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.

**5. Methods of Payment:**

Sr. No.	Services to be recorded	Subject to clarifications under Fees payments	Up to stage total cumulative fees payments	Remarks/ Clarifications
1	1(a ) After completion of sketch plans, HVAC CONSULTANT design and model, if any, and their approval by the Bank	1/16th (6.25%) of the total agreed % of fees on total cost of related work	1/16th (6.25%) of the total agreed % of fees on total cost of related work.	It is clarified that estimated of the work at this stage shall include cost of HVAC chiller plant work only
	(b)After completion of working drawings & detailed estimates to the satisfaction of the Bank including building management system	1/8th (12.5%) of the total% of fees on total cost of related work.	3/16th (18.75%) of the total % of fees on total cost of related work	
	(c) After preparation of contract documents including tenders, issue of tender notices in respect of all traces, submission of recommendations to the Bank and execution of the contract	1/16th (6.25%) of the total% of fees on total cost of related work.	1/4th (25%) of the total fees on total cost of related work.	
	(d)During the progress of construction and in proportion to the value of the said works as certified from time to time and paid by the Bank.	1/2th (50%) of the total% of fees on total cost of related work.	3/4th (75%) of the total fees on total cost of related work.	
	(e) On final completion of the project & closing of accounts including handover by contractor	1/8th (12.5%) of the total% of fees on total cost of related work.	7/8th (87.5%) of the total fees on total cost	
	(f) After releasing security deposit of contractor on expiry of Defects liability period of the consultants and/ or attending to the CTE's / CVO's observations, if any, from time to time till its final disposal and award of arbitration, if any, whichever is later.		100% after completion of defective liability period of one year and recommendation to release security deposit	



## 6. Visit to the Site:

HVAC CONSULTANTS as stipulated by the Employer or their representatives shall visit the site at least once in a week and more frequently if so required and their HVAC Consultants shall visit the site periodically and as frequently as works require and inspect and supervise the work to ensure and themselves satisfy that the works are being executed as designed and planned by them and approved by the Employer and general quality of the work and finishes etc. are good. For this, no charges shall be payable by the Employer, but traveling charges shall be payable to them including daily allowances as mentioned above.

## 7. Delays, Responsibility & Recoveries from fees:

a) If the construction work after appointment of the consultants get delayed and the appointed consultants disagree to bear liquidated damages levied for the same as per the provisions in the agreements between the Bank and the consultants on a ground that they did not receive detailed drawings and any further clarifications from the HVAC CONSULTANT, the HVAC CONSULTANTS shall be liable to make good the losses to the Bank to an extent of the amount of liquidated damages disagreed by the consultants. Similarly, if the works done as per the HVAC CONSULTANT earlier given drawings are required to be altered / demolished because of mistakes by the HVAC CONSULTANT then HVAC CONSULTANT shall be liable to bear the cost of the work required to be so altered / removed (including removal / alternation cost) unless the consultants agree to forgo the cost of said work. In the event the HVAC CONSULTANT fail to discharge their duties diligently and delays are caused due to their negligence or if they do not cooperate, due to which the work is not completed within the time frame, they shall be liable to make good suffered by the Bank without prejudiced to the Bank's right to terminate the agreement and pay such fees, which is at discretion of the Bank, required to be paid at the time of termination.

## 8. Arbitration:

- i. Any dispute and items of disagreement arising between the HVAC CONSULTANT and SBI shall be referred to the Chief General Manager or in his absence; the General Manager of SBI and his decision on those matters will be final and binding on the HVAC CONSULTANT and PMC as well.
- ii. If any dispute, difference, or question shall at any time arise between the HVAC CONSULTANT and the Employer as to the interpretation of this agreement or concerning anything herein contained or arising out of this agreement except that stated in (i) above or as to the rights, liabilities and duties of the said parties hereunder, or as to the execution of the said works except in respect of the matters for which it is provided herein, that the decision of the Employer is final and binding, the same shall be referred to the Arbitration and arbitrator is to be appointed by the employer.
- iii. The work under the contract shall, however, continue during the Arbitration proceedings. No payment due or payable to the HVAC CONSULTANT shall be with-held on account of such proceedings except the disputed payment of fees on account of other provisions in this agreement.
- iv. The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.
- v. The Arbitrator may from time to time, with the consent of the parties, enlarge the time for making and publishing the award.
- vi. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The Arbitrator shall decide each dispute in accordance with the terms of the contract and give a reasoned award. The venue of Arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion.
- vii. The fees, if any, of the Arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The costs of the reference and of the award including the fees, if any of the Arbitrator, who may direct to and by whom and in what manner, such costs or any part thereof shall be paid may fix or settle the amount of costs to be paid.
- viii. The award of the Arbitrator shall be final and binding on both the parties.



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**Dated:** 09.01.2026

ix. Subject to aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory, modification or reenactment thereof and the rules made there under, and for the time being to force, shall apply to the arbitration proceedings under this clause. This agreement executed the day and year first written above. In witness of this agreement, the parties hereto have subscribed their respective hands hereto and / or a duplicate hereof on the day and the year herein above first mentioned.

Signed and delivered by within named M/s-----by the hand of its Partners for and on behalf of the HVAC CONSULTANT in the presence of

- 1.
- 2.

Signed and delivered for and on behalf of the State Bank of India by

- 1.
- 2.



**INSTRUCTION TO HVAC CONSULTANT:**

i) Duly completed online application Form along with enclosures /documentary proof as prescribed in the said application form signed on each page by the authorized signatory should be submitted in online e-tendering portal subscribed "Technical Bid" and "Price Bid" and the same are collectively kept in a sealed envelope and must reach the above-mentioned address. Please subscribe /write on the top of the envelope: **"Application for HIRING SERVICES OF HVAC CONSULTANT FOR REPLACING 2X200 TON CHILLER WITH MAGNETIC OIL FREE CHILLERS AND IMPLETING BMS ( BUILDING MANAGEMENT SYSTEMS IN SRIBRIDDI BHAVAN , KOLKATA.**

ii) Any & all cost/expenditure incurred by the HVAC CONSULTANT in relation to making the application shall be borne by the consultant/firm. No payment by way of compensation or whatsoever shall be made by the Bank.

iii) The HVAC CONSULTANT/ firms should strictly furnish all the information only on the formats furnished/provided/made available. The applications not complying with this requirement are liable to be rejected outright without assigning any reason as the sole discretion of the SBI.

iv) All corrections and overwriting should be attested & countersigned by the authorized signatory of the HVAC CONSULTANT/ firm.

v) In case HVAC CONSULTANT/HVAC Consultant firm intends to give additional information for which specified space is not sufficient, he may furnish such information by adding extra sheets by specifying/indicating the same in the appropriate column.

vi) Applications received after the due date & time, incomplete/partly filled/unsigned applications, applications not accompanied with relevant annexed documents, enclosures, etc. are liable to be rejected outright without assigning any reason therefor at the sole discretion of the Bank.

vii) Please ensure that the applications, annexed documents, enclosures etc. are signed by the HVAC CONSULTANT/ firm's (Authorized Signatory) only and proof of mode of authorization (such as Power of Attorney, Partnership Deed indicating such authorization, resolution, authorization letter etc. as applicable) is enclosed as prescribed in the Application Form.

viii) The language in which the contract documents shall be drawn shall be in English/Hindi.

ix) Technical bid should contain application forms, formats duly filled with documentary proof, terms and conditions, design drawings/propose lay out plans etc. No price/rate should be mentioned anywhere in the technical bid. Technical bids contain rates/price for professional fees should be rejected.

x) All the documents should be self-attested, and the Bank will verify with the original at the material time. All the pages of the application form duly filled in, press release, terms & conditions, annexures etc. should be signed by the authorized signatory with seal of the firm.

xi) Price bid should contain price/rate in percentage of project cost only.

xii) HVAC Consultant should have adequate knowledge & experience in handling the retrofitting of HVAC project in occupied building to avoid discomfort to employee and operational of building.

**HIRING SERVICES OF HVAC CONSULTANT FOR REPLACING 2X200 TON CHILLER WITH MAGNETIC OIL FREE CHILLERS AND IMPLETING BMS (BUILDING MANAGEMENT SYSTEMS) IN SRIBRIDDI BHAVAN , KOLKATA**

**1. APPLICATION FORMAT**

**TO BE FILLED IN ONLINE PORTAL SBI e-tender portal <https://www.tenderwizard.com/SBIETENDER>**

Sl No		Please fill the Data (Do not mention as enclosed/ Yes/ No/ Submitted, etc.)	Type of Document to be enclosed
1	a) Name of the Applicant/Firm/Organization		
	b) Full Postal Address of Firm		
	c) Contact Details (i) Phone No.  (ii) Mobile No.  (iii) Fax No.  (iv) e-mail Id		
2	Year of Establishment (Enclose certified copies of documents as an evidence – ENCLOSURE 'A')		Establishment/ companies registration/ partnership deed
3	Constitution of Firm (Enclose certified copies of documents as an evidence – ENCLOSURE 'B')	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)	If private limited company, Article of Association/Memorandum of article should be attached
4	Name of the Proprietor/ Partners/ Directors of the Organization/ Firm with Qualification.		(Enclose certified copies of documents as an evidence )
5	ISHRAE member ship no & date of membership.:		Copy of valid registration to be enclosed
6	Registration with Government Authorities: (Enclose certified copies of documents as an evidence – ENCLOSURE 'I')		PAN  GST

	(i) Income Tax (PAN) No.  (ii) Goods & Service Tax (GST) No.		
<b>7</b>	Name and value of major HVAC works completed during the Last 7 years executed & completed during last 7 year in Central Govt./State/Govt./Financial Institutions/PSUs/ reputed private/ multinational organizations	<b>Annexure-‘A’</b>	
<b>8</b>	Details of major HVAC works under execution in Central Govt./State/Govt./Financial Institutions/PSUs.	<b>Annexure-‘B’</b>	
<b>9</b>	Details of Key Personnel Permanently employed. (i) Technical Personnel (ii) Other Personal	<b>Annexure-‘C’</b>	
<b>10</b>	Furnish the names of 3 responsible clients/persons along with their designation, address, contact no., etc., for whose organization, you have completed the above-mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.	<b>Annexure-‘D’</b>	
<b>11</b>	IT Return of the last three years to be enclosed		Copy to be attached
<b>12</b>	List of registration or empanelment with other Organizations.		Copy to be attached
<b>13</b>	List of completion certificate etc. from the clients for completed/ongoing HVAC projects.		Copy of Completion Certificates issued by Authorized Signatory of Clients.
<b>14</b>	Certified copies of the letter of intent for awarded of the work from Central Govt/StateGovt/reputed private/multinational organizations/PSUs		Copy to be attached
<b>15</b>	Turnover		
	FY 2023-24		Audited Financial Statement of the firm/company or individual. If unaudited then Certificate issued by CA/ Profit & Loss statement
	FY 2022-23		Audited Financial Statement of the firm/company or

			individual. If unaudited then Certificate issued by CA/ Profit & Loss statement
	FY 2021-22		Audited Financial Statement of the firm/company or individual. If unaudited then Certificate issued by CA/ Profit & Loss statement
	Average Turnover		
16	Whether firm is having its office in KOLKATA (WEST BENGAL ) Yes/No. If no, then indicate at which place office is located with documentary evidence.		Documentary proof
17	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator. If so, the details of such litigation are required to be submitted.	<b>Annexure-‘E’</b>	
18	Declaration regarding near relatives working in the State Bank of India	<b>Annexure-‘F’</b>	

**Note:** 1. Please do not write attached/ annexed, fill the details in the form.

2. Please enclose all the Annexes with relevant supporting documents duly self-attested

**DECLARATION:**

- 1) All the information furnished by me/us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexure.
- 3) I/We agree that the decision of SBI in selection of HVAC Consultant will be final and binding to me/ us.
- 4) I/We hereby confirm that our firm/agency/company has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, and Banks including any of the Offices/Branch of State Bank of India Pan India during last 7 year from the date of application.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my/our empanelment are correct and genuine. I am / We are, therefore, liable to face



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appropriate actions as deemed fit by the SBI in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I/We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the SBI.

PLACE :

DATE :

SIGNATURE OF HVAC CONSULTANT

NAME & DESIGNATION

SEAL OF ORGANISATION

**2. FORMAT OF FORWARDING LETTER**

(To be submitted along with the technical Bid on letter head of firm)

Date:  
Letter No.

The Assistant General Manager  
State Bank Of India  
Local Head Office , KOLKATA  
9TH FLOOR , Premises & Estate Department  
SAMRIDDHI BHAVAN, KOLKATA-700001  
WEST BENGAL

Dear Sir,

**HIRING SERVICES OF HVAC CONSULTANT FOR REPLACING 2X200 TON CHILLER WITH MAGNETIC OIL FREE CHILLERS AND IMPLETING BMS ( BUILDING MANAGEMENT SYSTEMS IN SRIBRIDDDHI BHAVAN , KOLKATA**

1. I / We refer to the tender notice issued by you for appointment of HVAC consultant connection with the above.
2. I undertake to submit the tender document along with all terms & Conditions, application form, and subsequent annexure and corrigendum's duly signed and stamped by authorized person. However we accept all the terms and conditions along with the scope of work and time schedule.
3. I/ We hereby offer to perform, provide, execute, complete and maintain the works in conformity with the modern energy efficient chillers .
4. We have submitted **herewith EMD of Rs 10,000/-** of .....Bank, dated..... With no.....

Yours faithfully,

Signature .....

Designation .....

Name of Partner

**(Certified true copy of power of attorney should be attached)**



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3. PROFORMA & SAMPLES

SAMPLE – I

*(To print on bidders' company letter head, sign, stamp and submit / upload under Technical Bid)*

**PROCESS COMPLIANCE STATEMENT**

To,

**M/s. Antares Systems Limited,**

**Registered Office:** Honganasu, #137/3, Bangalore-Mysore Road,

Opp. to Metro Pillar #P-696, Kengeri, Bengaluru – 560 060, Karnataka.

e-Mail: [kushal.b@antaressystems.com](mailto:kushal.b@antaressystems.com), [biswajit.c@antaressystems.com](mailto:biswajit.c@antaressystems.com).

**AGREEMENT TO THE PROCESS RELATED TERMS AND CONDITIONS**

**FOR THE ONLINE e-TENDERING FOR THE WORK (Tender ID: SBIL-KOL-2025-12-CC-AV)**

Dear Sir,

This has reference to the Terms & Conditions for the e-Tendering mentioned in the Tender Document.

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business Rules governing the e-Tendering as mentioned in NIT / RFP / GCC of SBI as well as this document and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the e-Tendering Tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBI and M/s. Antares Systems Limited shall not be liable and responsible in any manner whatsoever for my / our failure to access and bid on the e-Tendering Platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC or any other unforeseen circumstances, etc., before or during the e-Tendering event.
- 5) We confirm that we have a valid Digital Signature Certificate (DSC) issued by a valid Certifying Authority.
- 6) We hereby confirm that we will honour the bids placed by us during the e-Tendering process.

With regards,

Date:

Signature with company seal Name:

Company / Organization:

Designation within Company / Organization:

Address of Company / Organization:

e-Mail ID:

Phone No.:

**ANNEXURE - A**

**HIRING SERVICES OF HVAC CONSULTANT FOR REPLACING 2X200 TON CHILLER WITH MAGNETIC OIL FREE CHILLERS AND IMPLETING BMS (BUILDING MANAGEMENT SYSTEMS IN SRIBRIDDI BHAVAN, KOLKATA**

**LIST OF MAJOR HVAC WORKS EXECUTED AND COMPLETED DURING THE LAST 7 YEARS**

S.No	Name of the client	Name of work	Location	Tendered Value	Actual Project Cost after Completion	Start Date of Project	Date of completion	Remarks

Signature of the Consultant with seal

Date:

Place:

**ANNEXURE - B**

**HIRING SERVICES OF HVAC CONSULTANT FOR REPLACING 2X200 TON CHILLER WITH MAGNETIC OIL FREE CHILLERS AND IMPLETING BMS (BUILDING MANAGEMENT SYSTEMS IN SRIBRIDDI BHAVAN , KOLKATA**

**LIST OF MAJOR HVAC WORKS –IN HAND AS ON DATE**

S.No	Name of the client	Name of work	Location	Tendered Value	Current Status of The Project	Start Date of Project	Scheduled Date of completion	Remarks

Signature of the Consultant with seal

Date:

Place:

**ANNEXURE - C****DETAILS OF KEY TECHNICAL PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT**

S.No	Name	Qualification	Experience	Particulars of Work Done	Employed in Your Firm since	Any other information

Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Signature of the Consultant with seal

Date:

Place:

**ANNEXURE - D****DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS WITH WHOM THE MAJOR WORKS CARRIED OUT BY THE APPLICANT**

S.No	Name of the Official	Organization & Address	Contact Number	E-Mail ID

Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Signature of the Consultant with seal

Date:

Place:

**ANNEXURE - E****DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE CONTRACTS EXECUTED IN THE LAST SEVEN YEARS OR CURRENTLY UNDER EXECUTION**

Year	Award for or against Applicant	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Amount	Awarded

Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.
3. In case of 'NIL' Litigation/Arbitration the same should be supported through a CA's certificate.

Signature of the Consultant with seal

Date:

Place:



**ANNEXURE - F**

**DECLARATION REGARDING NEAR RELATIVES WORKING IN THE STATE BANK OF INDIA**

I/We.....S/o/D/o.....  
.....Residing at.....  
..... hereby certify that none of our relatives(s) as defined in the Tender document is/are employed in the State Bank of India as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, the State Bank of India shall have the absolute right to take any action as deemed fit, without any prior intimation to me. (The near relatives are members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter-in-law), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law).

Signature of the Consultant with seal

Name in Capital Letters:

Address:

Date:

Place: