



SHORT TERM TENDER QUOTATION FROM BANK
EMPANELLED VENDORS AND IGBC CERTIFIED
CONSULTANTS

P&E/ELECTRICAL/2025-26/13
15.01.2026

URGENT WORK: WATER AUDIT OF STATE BANK OF INDIA LOCAL HEAD
OFFICE, SECTOR – 17 CHANDIGARH AS PER IGBC CERTIFICATION
REQUIREMENT.

1. We forward herewith the **short-term Quotations** for Water Audit of SBI LHO Chandigarh building located at sector-17 Chandigarh as required for IGBC certification.
2. The Quotations should reach us on or before **12.00 P.M.** on **21.01.2026** and will be opened on the same day at 03.00 P.M. in presence of those representatives of the firms who wish to participate in the opening of Quotations. Also, the work order will be issued to L-1 bidder on the same day.
3. The Quotations should be sent in sealed envelope in the manner as explained below to the undersigned and marked Quotations for "Water Audit of SBI LHO Chandigarh building located at sector-17 Chandigarh as required for IGBC certification".
4. The Quotations shall remain valid for a period of 30 days from the date of opening.
5. The Address for submission of quotations is "The Assistant General Manager (P&E), Ground Floor, Premises & Estate Department, Local Head Office, Chandigarh, Sector -17, Chandigarh – 160017".

NAME OF TENDERER:

ADDRESS :

PREMISES & ESTATE DEPARTMENT

Quotation Terms & Conditions

1. 100% payment shall be released within 30 days after satisfactory completion of the work and certified by the banks engineer.
2. **Work is to be completed on priority within 20 days from the date of awarding the work, otherwise a penalty @ 0.5% per day of the contract value will be applicable, maximum to 5% of contract value.**
3. **Further, L-1 bidder will have to execute an agreement with the Bank on a non-judicial stamp paper of Rs 100 and agreeing on banks general terms and conditions of the contract.**
4. Bank reserves the right to reject any or all Quotations without assigning any reason thereof.
5. The Quotations shall be submitted in the single envelope wherein quotation along with documents pertaining to eligibility criterion and general terms & conditions of the contract should be submitted with sign and stamp on every page. The work will be executed in the presence of bank's staff or staff assigned by the bank.
6. No compromise will be done in the quality and material of the work.
7. Vendor to ensure that bank's property should not be damaged during the execution of the work. In case if any damage occurs, it will be borne by the contractor at his own expenses.
8. All the equipment/material/labour/carriage etc. will be arranged by the vendor and no extra amount will be paid for the same apart from the contract amount.
9. **The contractors are advised to visit the site before quoting the rates.**
10. Arbitration Clause: Any dispute and difference of any kind whatsoever, arising out of or in connection with this RFP or carrying out of the services, shall be settled amicably, if however, the parties are not able to resolve any dispute or difference amicably, the same shall be referred for arbitration in accordance with the provisions of Arbitration & Conciliation Act 1996 and re-enactment(s) and or modification(s) thereof and of the rules framed there under. The place for the arbitration shall be Chandigarh. Any dispute arising, thereafter, will be subject to the jurisdiction of the Courts at Chandigarh only.

SIGNATURE OF FIRM'S REPRESENTATIVE WITH SEAL.

Scope of Work

A water audit as per IGBC certification criteria for a facility typically involves a comprehensive assessment of its water usage to identify areas of inefficiency and potential savings. Here's a detailed scope of work:

1. Preliminary Data Collection & Understanding the Facility:

* Gathering Existing Information:

- Review of past water bills (at least 12-24 months) to understand historical consumption patterns and costs.
- Obtain facility blueprints, site plans, and schematics of water distribution systems (if available).
- Collect information on existing water meters (location, type, calibration records).
- Understand the facility's operations, production processes, and water-consuming equipment.
- Identify the number of occupants, shifts, and peak usage periods.
- Review any existing water management plans, policies, or previous audit reports.

* Initial Site Visit & Stakeholder Interviews:

- Walk-through of the facility to gain a visual understanding of water usage points.
- Interview key personnel (facility managers, maintenance staff, production supervisors, environmental health and safety personnel) to understand their perspectives on water use, challenges, and potential areas for improvement.
- Identify all water sources (municipal, borewell, recycled water, rainwater harvesting).
- Identify all water discharge points (sewer, ETP/STP, evaporation).

2. Water Balance & Flow Monitoring:

- Water Balance Diagram Creation: Develop a detailed water balance diagram that illustrates all water inputs, outputs, and internal uses within the facility. This helps visualize the flow of water and identify discrepancies.

3. Submission of Reports:

- On satisfactory completion of all the above observations and studies a detailed report needs to be submitted to the bank's engineer to further carry out the IGBC certification.

3. Eligibility Criterion:

- Certified auditor from CGWA/ Indian Plumbing association/Water Audit Council
- *MSME and startup registered consultant.

Note:

1. The rates submitted by the bidders will be evaluated exclusive of GST and based on that the L-1 bidder will be decided.

DATE:

PLACE:

SIGNATURE OF FIRM'S REPRESENTATIVE WITH SEAL