

**TENDER DOCUMENT
FOR
ELECTRICAL AUDIT OF BRANCHES & OFFICES
OF RAEBARELI REGION**

Issued by:

BARODA UTTAR PRADESH GRAMIN BANK
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INVITATION FOR TENDER / BIDS (ELECTRICAL AUDIT)

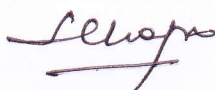
Baroda Uttar Pradesh Gramin Bank, Regional Office, Raebareli invites Sealed Tender/Bids from eligible Electrical consultant or firm for Electrical Audit of branches/offices of Raebareli Region in the state of Uttar Pradesh.

Interested eligible Bidders may obtain tender document from our office at 151, Kirorimal Complex, Beliganj Gate, Raebareli from 29.01.2018 to 19.02.2018 (except Sundays & holidays) during working hours between 10:00 AM to 05:00 PM. The Bidding Document may also be obtained from our website - www.barodagraminbank.com.

Date of commencement of of tender	29.01.2018
Last Date and Time for receipts of tender/bid	19.02.2018 Up to 2.00 PM
Address of Communication	The Regional Manager Baroda Uttar Pradesh Gramin Bank Regional Office 151, Kirorimal Complex, Beliganj Gate, Raebareli(UP)-229001
Contact Person	Mr. Suresh Kumar Verma, Manager(P&E) Contact Mobile: 9554969015
Date of opening of Bids/Tender	19.02.2018 3.00 PM
Earnest Money deposit	Rs. 10000/-
Time of Completion	02 month

The Bid has to be accompanied by an Earnest Money Deposit (EMD) Rs. 10000/- only for **electric audit** in the form of a demand draft in favor of Baroda Uttar Pradesh Gramin Bank, Payable at Raebareli. Such Draft should be in a separate envelope marked as '**EARNEST MONEY DEPOSIT**' and enclosed with **Technical Bid**.

The bids/proposal shall remain valid for 90 days from the last date of submission of the bids. Baroda Uttar Pradesh Gramin Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for.


Regional Manager

Instructions for Bidders :-

Sealed and completed bids shall be submitted at - **Baroda Uttar Pradesh Gramin Bank Regional Office, 151, Kirorimal Complex, Beliganj Gate, Raebareli(UP)-229001.** and super scribed as "**Tender For Electrical Audit of Branches and Offices for Raebareli Region.**" sent to not later than—**19.02.2018, 2.00 PM** .

No tenders will be received after **2.00 PM on 19.02.2018** under any circumstances.

Technical Bids will be opened at **3.00 PM on 19.02.2018** by the evaluation committee of our Bank, if the bidders or their representative desire to be present, then they may be available.

Date of opening for Financial bid of "Technically Qualified Tenderers" will be intimated separately after completion of assessment of Technical Bids by our evaluation committee.

Tenders shall remain open to acceptance by the Bank for a period of 90 days from the date of opening of the price bid and the tenderer shall not cancel or withdraw the tender during this period. In case the tenderer withdraws their tender prior to the expiry of 90 days then the contractor shall be treated as the defaulter and the earnest money deposit will be forfeited.

The tender document is non-transferable.

Rates should be quoted both in figures and words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers. Overwriting of figures is not permitted; failure to comply with either of these conditions will render the tender void at the authority's option. No change in quoted rate in the original document and duplicate document, the lower of the rates quoted shall prevail. In case of any discrepancy in the amount of the item the corresponding rate quoted will prevail & amount will be concluded accordingly.

Each of documents should be signed by the contractors submitting the tender in token of his/their having acquainted himself/themselves with the general conditions of contract, specifications, special conditions etc. as laid down. Any tender with any of the documents not signed will be rejected.

The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by the authorities.

The Bank will have all right reserve to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

Qualification requirement of the Bidder:

The bidder/consultant/firm/companies, who fulfill the following qualification criteria-

The bidder should have a proper infrastructure/office in the state of Uttar Pradesh.

The bidder should have minimum 05(Five) year experience in the field of captioned work.

The contractor should be an income tax assessee and should have filed income tax return for the last assessment year.

The average financial turnover during the last three years ending as on 31st March 2017 should be Rs. 10 (Ten) Lakh per year.

The minimum educational qualification of an electric auditor/consultant should be a diploma holder in electrical engineering (DEE) or BEE certification by Min. of Energy and Power. Bachelor degree in electrical engineering will be considered an additional advantage to the firm.

The bidder/firm must have minimum 05(Five) year experience of successful execution of electric audit of similar nature in Govt./PSU/Nationalized banks/Private firms.

The bidder could be a sole proprietary concern/partnership firm or a company and should be registered of Firms/Companies wherever applicable.

The company/ firm/bidder should have valid GST no., P.F registration, ESI registration etc. whichever is applicable.

Submission of bid:-

The offers must be submitted in separate **sealed** covers as under:-

Technical Bid:-

Technical Bid as per Form-1

Technical bid containing all detailed which have asked by us and signed all tender document (annexure -I) as a acceptance of technical parameter

Demand Draft of **Rs. 10000/-** only as a EMD(Earnest Money Deposit) in favor of **Baroda Uttar Pradesh Gramin Bank** payable at Raebareli in separate envelope.

Commercial/ Financial Bid:-

Commercial bid have only the price bid quoted by vendor in prescribed format (Annexure-II) only. No other format will be accepted by the Bank. The prices/offer shall be valid for 90 days only.

Scope of Work

The work consists of the proposed electric audit work of branches and offices in Raebareli Region (**Branches located Raebareli District**) In accordance for the work all electric equipment, tools, manpower etc. will be provided by the vendor.

The electric auditor shall strictly comply the technical format during audit of the branch/offices. No other format will be accepted by the bank.

If there will be any electric shut down required in branch or office for doing electric audit then branch may give a suitable date/time for same (as per convenient) and may call /visit on holiday or Sunday for complete the job. No extra payment/ charge will be entertained by Bank.

The Company/Firm shall be responsible for all injuries to the work or workmen, to persons, animals or things and for all damages to the structural and / or decorative part of property which may arise from the operations or neglect of himself or their, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out the electrical audit of branch/offices. Insurance is compulsory and must be in effect during electric audit.

The Bank will have a right to call electrical auditor once or more at Regional Office/Branch during electrical rectification work for branches/offices. The company/firm will also submit consolidated summary chart of proposed electrical work of all branches/offices. Company/Firm will not claim any amount for the same.

If project work/electric audit works is found unsatisfactory before/during the project work then there will be penalty of Rs. 10,000/- or 2% of the work order cost whichever in higher. Bank will have a right to terminate the contract in between or before the work by giving 15 (fifteen) days prior notice to the vendor.

Company/Firm will prepare and provide SLD (Systematic Line Diagram) of electrical system of the branch and it will be attached in a separate sheet with their audit report.

Company/firm will provide technical specification and rating for wire and electrical equipment as per his recommendations in separate sheet of each branch/office's electric report.

Company/Firm may recommend/advise, the make and tentative price of wire and electrical equipment in separate sheet of each branch/office's electric report.

TECHNICAL BID

Form I
(To be filled)

Basic Information		
Sr.	Particulars	Details
01	Name of the Company/Firm/Applicant and address of the registered office:- Phone No:- E-mail:- Mobile No:- Website, if any:-	
02	Date and year of establishment (enclose documentary evidence)	
03	Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
04	Name of the proprietor/partners/Directors of application with address and phone no. (in case) a) b) c)	
05	Details of registration- whether partnership firm, company etc. Name of registering authority, Date and Registration number. (enclose documentary evidence)	
06	Whether the firm has worked for the Government/Semi-government/Municipal Authorities or any other public organization Banks etc. if so, give details.	
07	No. of years of experience in the relevant field. (enclose certificate)	
08	Address of office through which the proposed work of the bank will be handed and the name & designation of the officer in charge.	
09	Adequate and satisfactory evidence to indicate financial capacity of the applicant to undertake the said works with names of bankers and their full addresses. (solvency certificate from a bank & income tax clearance certificate has to be attached)	

10	Yearly turnover of the organization during last three years(year wise)- as certified by the chartered accounted (enclose copy of balance sheet of last 03 years)	Rs.----- for 2014-15 Rs.----- for 2015-16 Rs.----- for 2016-17
11	Name of electrical auditor /engineer/inspector (full details and qualification) (enclose document)	
12	Whether electrical engineer/auditor /inspector is having valid BEE certification. (enclose certificate)	
13	Income tax Permanent A/c no; (enclose documentary evidence)	
14	Details of staff member who will execute the project (may attach separate sheet)	

WORK IN HAND(If any)

Sr.	Name of the project/work and employer	Nature of work	Work order No. & date	Present stage of work	Value of contract (Rs.)	Brief details of the dispute (if any)

Date :

(Signature of Bidder with seal of Firm)

FORMAT FOR ELECTRIC AUDIT OF BRANCHES/OFFICES
(To be filled by Electrical Auditor only)

1.1 General information-

Branch –
Region- Raebareli

Sr.	Particulars	Details
01	Type of branch (Metro/Urban/Semi-Urban/Rural)	
02	Staff strength detail of branch	Officers- Clerk- Sub Staff-
03	Name of Branch Manager with contact no.	
04	Name of Electrical Auditor with contact no	

1.2 Electric Supply Detail-

Sr.	Electric supply company/Dept.	Sanction Load	Maximum Load (in last one year)	Average Load (in last one year)	Any penalty (in last one year)

1.3 Alternate Power supply details-

Sr.	Item/equipment	Capacity KVA	Required Load at branch/office	Monthly Rent Rs.	Age of item/ equipment in years
1	Diesel Generator				
2	Solar Generator				

1.4 Details of Electrical Equipment-

Sr.	Equipment	Make and Model	Qty.	Rating (AMP or KVA or core x Sq. mm or Watt)
01	UPS			
02	Batteries			
02	D. G. Set			
03	Miniature circuit Breaker (MCB)			
04	MCCB (Molded case circuit breaker)			
05	ELCB (Earth leakage circuit breaker)			
06	RCCB (Residual current circuit breaker)			
07	SFU/HRC fuse			
08	Electric wire a. 1.5 sq. mm b. 2.5 sq.mm 04 c. sq.mm 06 d. sq.mm			

1.5 UPS and Batteries-

AMC Vendor & expiry date	UPS connection (Three phase/Single phase)	Any Overload on UPS (Yes/No) (if yes give reason/details) (Overload- more then 80% of UPS capacity)	Any battery by- passed with UPS (Yes/No)(if yes give details)

Any chemical rust or loose connection on battery terminal/lug (Yes/No)(if yes give reason/ details)	Whether ventilation/cooling is provided in UPS room (Yes/No)	Unwanted material kept inside UPS & battery room (Yes/No) (if yes give details)	Any overheating in wire/fuse/MCB/ switches etc.(Yes/No) (if yes give reason/detail)

No. of batteries (more then 03 year old) &having capacity below 80% of full capacity	Last date of battery back-up test on full load & have any deformity (give details)

1.6 AC units-

AMC vendor & expiry date (if any)	Proper electric connection with compressor contactor, relay and capacitor	Auto timer (functional/non-functional) (if provided)	Adequate rating MCB/fuse for Acs unit (Yes/No)

1.7 Details of other electrical equipment-

Sr	Equipment	Make and Model	Qty.	Detail
01	Computers			
02	Printers			
03	Passbook printers			
04	Cash counting Machine			
05	Split ACs/Window ACs			
06	Fans			
07	Router			
08	Fire alarm and Burglar alarm			
09	CCTV			
10				
11				

1.8 Electric supply (Single phase/Three phase) (please tick)-

Phase-I	Phase-II	Phase-III

2.2 Other Electrical Risk-

Sr	Electrical Risk	Category (High/Medium/Low)	Reason/detail and recommendation (For High only)
01	Any hanging electrical wire/ temporary electric connection etc. in premises		
02	Any multi pin plug or extension cable/board use in premises		
03	Any dangling/loose electric connection or portion of live wire with damage jacket/insulation		
04	Flammable combustible material dumped near electric panel (those electrical equipment run on 24x7 basis)		
05	Voltage Fluctuation		
06	Any MCB/Fuse etc. by pass from the electrical system		
07	Any other electrical risk		

2.3 ATM (Only for on-site)

No. of Kiosk	No. of AC units	Auto timer for ACs available(Yes/No) & Auto timer (functional/non- functional)	UPS & batteries (working/non- working)

Thermography of wire and panel (yes/No) (If temp. more then 78 ^o c, give detail)	Any poor rating MCB/fuse etc. used in ATM (Yes/No)	Any loose connection/multi pin plug etc. in ATM (Yes-No)	Any other electrical observation in ATM

Overall electric risk category	Reason
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COMMERCIAL/ FINANCIAL BID

Name of Bidder :

Name of work:- Electric Audit of Branches & offices of BUPGB-Raebareli Region

Sr.	Description & scope of work	Qty.	Rate per branch Rs. (Excl of GST)	Total Amount Rs.(Excl of GST)
01	Electric audit of all branches & offices under jurisdiction of Baroda Uttar Pradesh Gramin Bank, Raebareli Region. Total 89 Branches & 02 offices as per prescribed format only. The rate shall include labor cost, travelling expenses, equipment handling charges etc.	Total - 89 branches & 02 offices, (Branches/Offices located in Raebareli. District)		

Note:- Cost should be exclusive of GST and inclusive of other expenses like travelling, labor cost, Equipment handling charge etc.

Date :

(Signature of Bidder with seal of Firm)