



NAME AND ADDRESS OF THE TENDERER

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TENDER NOTICE

Notice Inviting Tender from Certified Electrical Auditors for carrying out Electrical Audit of Branches / Offices in Baroda U.P Bank.

LAST DATE AND TIME OF SUBMISSION OF THE TENDER- 17.09.2024 up to 03:00 PM

**General Manager
Baroda U.P Bank, Gorakhpur**

Date of issue of tender	23.08.2024
Pre-bid meeting	31.08.2024 at 11:30 AM
Last date and time for submission of Bids	17.09.2024 up to 03:00 PM
Date and Time of opening of Technical bids	17.09.2024 at 03:30 PM



NOTICE INVITING TENDER

The General Manager, Baroda U.P Bank, Head Office Gorakhpur, invites sealed Tenders from eligible Electrical Auditors to carry out Electrical Audit of approximately 2017 Branches & Offices spread across 30 Regional Offices and 3 Administrative offices of Baroda U.P Bank, as per Audit Proforma given in the Tender format.

Note: Onsite ATMs i.e ATMs attached to the branch shall be considered as a part of the branch only.

The interested vendors fulfilling the following conditions has to apply in two Bid System (Technical Bid and Financial Bid):

1. The authorized Engineers of the firm carrying out the Electrical Audit must have a Degree in Electrical Engineering and accredited Electrical/ Energy Auditors from BEE (Bureau Energy Efficiency).
2. Agency/firm must have valid GSTIN number.
3. Agency/firm must have PAN No.
4. Agency/firm must be an Income Tax Assesse for the last three years. Agency/firm must have **minimum average turnover of Rs. 1500000/- per annum for last three years as on 31.03.2024.**
5. The firm should be empanelled as Energy Service Company by Bureau of Energy Efficiency.
6. The firm should have **at least 7 years of experience of carrying out electrical safety audit as on 31.03.2024.**
7. The firm should have satisfactorily completed **one similar job worth minimum Rs.2400000/-** during last Seven financial years.
OR
The firm should have satisfactorily completed **two similar jobs, each worth minimum Rs. 1500000/-** during last Seven financial years
OR
The firm should have satisfactorily completed a **three similar jobs, each worth Rs. 1200000/-** during last seven financial years.
8. Similar job/s shall mean Electric audit work executed in Government/Private/Public Sector Undertakings.



Duly filled & signed application /offers shall be submitted in two bid system in the following manner:

a.	Envelope-I – Duly sealed cover super scribed as “Technical Bid – For Electrical Audit of branches/ offices/ ATMs/ ” shall contain only technical bid along with Basic Information and EMD. <ul style="list-style-type: none">• No reference is to be made to the financial aspects of the offer failing which the offer shall be summarily rejected.• Earnest money should be deposited with Technical bid by way of DD/Banker's Cheque amounting Rs 35000/- (Rupees Thirty Five thousand Only) in favour of Baroda U.P Bank, payable at Gorakhpur.• Information as per the proforma “MANDATORY TECHNICAL REQUIREMENT” along with attested copies of the required documents from appropriate Attesting Authority. Information as per the Performa “GENERAL TECHNICAL INFORMATION”.• Tenderer should submit Performance Certificates/work orders of their previous clients in support of their execution of similar works failing which their application shall be summarily rejected.• Integrity Pact as per point no 25 on Rs.100/- stamp
b.	Envelope-II - Duly sealed cover super scribed as “Price Bid – For Electric Audit of branches / offices/ ATMs/ E-lobbies” shall contain only Price Bid.
c.	Both the sealed covers/envelopes shall then be put inside one large single envelop and sealed duly super scribing “ Application/Offer for Electrical Audit of Branches/Offices/ATMs of Baroda U.P Bank ”. The envelope containing both the bids must be addressed to: <p style="text-align: center;">The General Manager, Baroda U.P Bank, Head Office, Buddh Vihar Commercial Scheme New Shivpuri Colony, Taramandal, Gorakhpur 273016</p>

The last date of submission is up to **17.09.2024 till 03:00 PM**. Applications received after last date and time shall be summarily rejected. The technical bids shall be opened on the same day **i.e. 17.09.2024 at 03:30 PM** at the above referred address in the presence of the representatives of the bidders. The Price bid of only those bidders shall be opened who are found to be eligible/short listed as per the pre-qualification criteria mentioned above. Bank shall have the right to cross verify and ascertain all the information submitted and seeking confidential reports from the previous clients before short listing the applicants. No separate intimation shall be sent to the bidders for their presence at the time of opening of technical bid. Only one representative shall be allowed to be present during the opening of the bid. Bank reserves the right to reject any/all the applications/offers without assigning any reason whatsoever.



To

**General Manager
Baroda U.P. Bank,**

Sir,

Sub: Application/Offer for Electric Audit of branches/offices

1. I / We have read and understood the pre-qualification notice and instructions to the Applicants and submit my / our applications for Bank's consideration duly filled and complete in all respects according to the Performa.
2. I / We further understand that pre-qualification and selection of Electrical Auditor will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same keeping in view of the exigencies of the work.
3. I / We do hereby declare that the information furnished in the Performa from pages _____to _____ and in the supplementary sheets is correct to the best of my / our knowledge and belief.
4. I / We have read the instructions appended and all terms and conditions and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Baroda U.P Bank, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
5. I / We agree that the decision of Baroda U.P Bank in selection of L-1 bidder will be final and binding to me / us.
6. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
7. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

Yours faithfully,

Signature

Name :

Organization:

Designation

Contact no.

Seal:

Seal & Signature



Instructions to the Applicants for furnishing information as a part application for pre-qualification

1. Intending Applicants are required to submit their application with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the pre-qualifications of Electric Auditor, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Bank in regard to selection of Electric Auditor will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance / rejection of any application.
4. Each page of the application shall be signed. The application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
5. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa and serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.
6. **SPLITTING OF ORDER**
The Bank reserves its right for splitting scope of work between two service providers. The splitting of the order will be in 60:40 ratios provided that L2 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case L2 service provider is not willing to match L1 rates, Bank will call L3, L4 service providers etc., in that order to step into the shoes of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 rates the entire quantity will be awarded to L1.
L1 bidder will be the bidder quoting the lowest rate for providing services to the bank against this Tender.
7. Applications containing false and / or inadequate information are liable for rejection.
8. For any clarification, bidders can contact/ drop email at :
9151082350
Email Id- pe.ho@barodauprb.co.in
9. Canvassing in any form in connection with pre-qualifications is strictly prohibited and application of such persons / organizations who resort to canvassing will be liable for rejection.
10. **The applications which is received after due date & time is liable for rejection. Applications incomplete in any respect & which are not legible are also liable for rejection.**
11. The work involves visiting the branches / offices/ ATMs coming under the administration of the bank to carry out Electrical Audit as per the Audit Performa given in the Tender Format.



A copy of the report duly signed by the licensed Electrical Auditor/ Engineer on behalf of the firm is to be submitted to respective Branch and Regional Office.

12. **Electrical Audit of all the branches/offices/ATMs must be completed within a maximum period of 120 days from the date of awarding the work order, irrespective of the number of branches/offices/ATMs and combination of Regions.**
13. Interested vendors may download the tender from Bank's website <https://barodaupbank.in/tender.php>
14. Vendors may submit the tenders only in the desired format, in two envelopes as explained in the tender document, so as to reach this office by last date of tender i.e. **17.09.2024 by 03:00 PM**. Submission of tenders in any other format will not be entertained & will be summarily rejected.
15. The earnest money deposit of all the unsuccessful bidders will be returned within a period of -30- days from the date of opening of financial bids of the received eligible tenders. However, in case of the lowest/successful bidder backing out from the terms and conditions mentioned in his tender or refuses to honor his tender, the earnest money deposit will be forfeited. The earnest money of the unsuccessful bidder will be refunded without any interest.
16. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
17. **ORDER CANCELLATION**
 - a) If the individual/agency fails to deliver services within the stipulated time schedule or the extended date communicated by the Bank, it will be treated as breach of contract. The Bank reserves the right to cancel the order in the event of delay in services and forfeit the Earnest Money Deposit.
18. The actual number of branches/offices/ ATMs/ E-lobbies to be audited may vary from the projected quantity (upto +/- 25%) as per the requirements of the Bank.
19. Any delay in completion of the work over the stipulated period will attract penalty of 1% of the contract value per day subject to maximum of 10% of the contract value.
20. Earnest Money Deposit of **Rs 35000/- (Rupees thirty five thousand Only)** in the form of a demand draft/pay order issued by a scheduled commercial bank favoring Baroda U.P Bank, payable at Gorakhpur must be submitted along with the Technical Offer. Offers not accompanied with Earnest Money Deposit will not be accepted. This amount will be forfeited if, having been selected by the Bank for the job, the bidder refuses to accept work order or having accepted the work order, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful bidders. The Earnest money paid by the successful bidder will be released only after completion of the contract period.



21. VALIDITY OF OFFER

The offer should be valid for period of 180 days from the last date for submission of the offer.

22. PAYMENT TERMS

a) Payment shall be made by respective Branch/Office upon submission of Electrical Audit report by the vendor to concerned Branch as well as Regional office.

b) 100% of the payment shall be released after submission of electrical audit report. No advance will be paid.

23. LOCATIONS TO BE COVERED

The services will be required to be provided to all the **branches/offices and all ATM premises spread across the following Regions of Baroda U.P. Bank.** The individual/agency would be bound to conduct Electrical Audit in any place not covered in this list where the Bank establishes Bank branch / Office during the validity of the contract.

<u>Sr. No</u>	<u>Name of Region</u>
1	Amethi
2	Ayodhya
3	Azamgarh
4	Ballia-I
5	Ballia-II
6	Bareilly
7	Basti
8	Bhadohi
9	Chandauli
10	Deoria
11	Etawah
12	Fatehpur
13	Ghazipur
14	Gorakhpur
15	Gorakhpur-II
16	Jaunpur
17	Kanpur
18	Kanpur Dehat
19	Kaushambi



20	Khalilabad
21	Maharajganj
22	Mau
23	Naugarh
24	Padrauna
25	Pratapgarh
26	Prayagraj
27	Raebareli
28	Shahjahanpur
29	Sultanpur
30	Varanasi

24. SETTLEMENT OF DISPUTE:

All disputes and differences of any kind whatsoever arising of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at Gorakhpur and only court in Gorakhpur shall have jurisdiction to determine the same.



25. Integrity Pact

PRE CONTRACT INTEGRITY PACT
(TO BE STAMPED AS AN
AGREEMENT)

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on _____ day of month, 20____,

Between

Baroda UP Bank, a body corporate constituted under the RRB Act, 1976 having its Head Office at Buddh Vihar Commercial Scheme, Taramandal, Gorakhpur – 273016 (U.P. India) hereinafter referred to as Baroda UP Bank (which expression shall, unless it be repugnant to the meaning or context thereof, be deemed to mean and include its successors and assigns)

And

.....hereinafter referred to as "The Bidder"

1. Preamble

Baroda UP Bank is one of the Regional Rural Bank having its presence through its 1983 of branches and 34 administrative offices throughout Uttar Pradesh. Baroda UP Bank is committed to fair and transparent procedure in appointing of its outsource service providers.

The Baroda UP Bank intends to appoint/ select, under laid down organizational procedures, contract/ s for..... The Baroda UP Bank values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s).

In order to achieve these goals, the Baroda UP Bank will appoint Independent External Monitor (IEM) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

2. Section 1 - Commitments of Baroda UP Bank

- 1) The Baroda UP Bank commits itself to take all measures necessary to prevent corruption and to observe the following principles
 - a. No employee of the Baroda UP Bank , personally or through family members , will in connection with the tender for , or the execution of a contract, demand ; take a promise for or accept, for self or third person, any monetary or non-monetary benefit which the person is not legally entitled to.
 - b. The Baroda UP Bank will, during the tender process treat all Bidder(s) with equity and reason. The Baroda UP Bank will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.



- c. The Baroda UP Bank will make endeavor to exclude from the selection process all known prejudiced persons.
- 2) If the Baroda UP Bank obtains information on the conduct of any of its employees, which is a criminal offence under the IPC/ PC Act, or if there be a substantive suspicion in this regard, the Baroda UP Bank will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

3. Section 2 - Commitments of the Bidder(s)

- 1) The Bidder(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:
 - a. The Bidder(s) will not, directly or through any other person or firm, offer, Promise or give to any of the Baroda UP Bank's employee involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/ she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b. The Bidder(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s) will not commit any offence under the relevant IPC/ PC Act; further the Bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Baroda UP Bank as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any, similarly the Bidder(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s).
 - e. The Bidder(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. Bidder(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- 2) The Bidder(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

4. Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Baroda UP Bank is entitled to disqualify the Bidder(s) from the tender process or take action as per law in force



5. Section 4 - Compensation for Damages

- 1) If the Baroda UP Bank has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Baroda UP Bank is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
- 2) If the Baroda UP Bank has terminated the contract according to Section 3, or if the Baroda UP Bank is entitled to terminate the contract according to Section the Baroda UP Bank shall be entitled to demand and recover from the Bidder liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

6. Section 5 - Previous transgression

- 1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

7. Section 6 - Equal treatment of all Bidders / Subcontractors

- 1) In case of Sub-contracting, the Principal Contractor (Bidder) shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- 2) The Baroda UP Bank will enter into agreements with identical conditions as this one with all Bidders.
- 3) The Baroda UP Bank will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

8. Section 7 - Criminal charges against violating Bidder(s)/Subcontractor(s)

If the Baroda UP Bank obtains knowledge of conduct of a Bidder or Subcontractor, or of an employee or a representative or an associate of a Bidder or Subcontractor which constitutes corruption, or if the Baroda UP Bank has substantive suspicion in this regard, the Baroda UP Bank will inform the same to the Chief Vigilance Officer.

9. Section 8 - Independent External Monitor

- 1) The Baroda UP Bank has appointed Independent External Monitors (hereinafter referred to as monitors) for this Pact in consultation with the Central Vigilance Commission. Name: Shri. Ram Kishan Chaudhary (email id: chaudharyrk559@yahoo.co.in) and Shri Sanjiv Sharma (email id: aicpa.sanjiv@yahoo.com) appointed competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- 2) The Monitor is not subject to instructions by the representatives of the parties and performs his/ her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders as confidential.
- 3) The Bidder(s) accepts that the Monitor has the right to access without restriction to all



Project documentation of the Baroda UP Bank including that provided by the Bidder. The Bidder will also grant the Monitor, upon his/ her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

- 4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed 'Non-Disclosure of Confidential Information'. In case of any conflict of interest arising during the selection period or at a later date, the IEM shall inform Baroda UP Bank and recuse himself / herself from that case.
- 5) The Baroda UP Bank will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Baroda UP Bank and the Bidder. The parties offer to the Monitor the option to participate in such meetings.
- 6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/ she will so inform the Management of the Baroda UP Bank and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- 7) The Monitor will submit a written report to the Baroda UP Bank officials within 15 days from the date of reference or intimation to him by the Baroda UP Bank and, should the occasion arise, submit proposals for correcting problematic situations.
- 8) If the Monitor has reported to the Baroda UP Bank, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Baroda UP Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- 9) The word 'Monitor' would include both singular and plural.

10. Section 9 Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

11. Section 10 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the selected Bidder till the contract period, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Baroda UP Bank .



12. Section 11 - Other provisions

- 1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Head Office of the Baroda UP Bank, i.e. Gorakhpur.
- 2) Changes and supplements as well as termination notices need to be made in writing.
- 3) If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 5) Issues like scope of work, Warranty / Guarantee etc. shall be outside the purview of IEMs.
- 6) In the event of any contradiction between the Integrity Pact and RFP/ RFQ/ tender documents and its Annexure, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Baroda UP Bank)

(For & On behalf of Bidder)

(Office Seal)

(Office Seal)

Place _____-Date _____

Witness1:

(Name & Address)

Witness2:

(Name & Address)



SCOPE OF WORK

1. THE ELECTRIC SAFETY AUDIT SHALL BE CARRIED OUT TO SPECIFICALLY COVER THE FOLLOWING

ASPECTS.

- Physical inspection of the office premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical hazards (shocks, fires, etc.).
- Review of protection devices / system of the electrical installation including fuses, ELCB, MCB, MCCB, master electrical switch, etc.
- Review of adequacy of cables, motors, etc. based on actual load current measurements and cable current carrying capacities.
- Review the EPM (Electrical Preventive Maintenance) programme and to examine documentation, checklists, test records, etc. and to suggest recommendations as per applicable standards.
- To evaluate the earthing system (installation and maintenance) based on IS 3043 including availability, upkeep and testing of earth pits and to suggest recommendations
- Display of danger notices
- Use of electrical rubber mats, rubber gloves, etc.
- Provision of identification tag of cables, cable glands, sealing of cable entry and unused holes
- Upkeep and housekeeping of electrical installations.
- Provision of indicating lamps on the control panels.
- Use of 3-pin plug and socket
- Fire protection of electrical installations.
- Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, and maintenance practices, etc.
- Adequacy of rating of electrical equipment and installation
- Adequacy of isolation of current carrying parts.
- Lightning protection
- Weather protection of outdoor electrical equipment and fittings.
- Cables – dressing, routing, identification tags, glands, lugs, armoured earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, colour coding
- DG Set – emergency switch, oil leakage, stack and noise monitoring,
- UPS and battery room
- Review of the following test records, (if any) evaluating the test results and to suggest recommendations as per applicable standards.
 - Insulation resistance tests
 - Earth resistance tests.

2. ACTUAL TESTS/ANALYSIS TO BE PERFORMED DURING THE AUDIT:

- Infrared Thermography: HT/LT panels where applicable, DBs, MCBs, SMDB (Light & Power), MDB (Light & Power), Wall & Floor Sockets, Stabilizers, UPS, AC Units, Exposed Terminations of Cables, exposed cables/wiring, etc.
- Earth pit Resistance tests
- Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.



3. AUDIT METHODOLOGY:

- Development of audit checklist based on the preliminary information provided by Baroda U.P Bank
- Carry out inspection of electrical installations in the office premises
- Discussions with key personnel to verify existence of the systems/procedures.
- Review of key documents and records.
- Submission of the audit report
- Submission of report after rectification work done by branch/office

4. AUDIT CRITERIA:

- Applicable safety-related statutes including the Electricity Act and Indian Electricity Rules
- National Building Code (Electrical Installations)
- National Electrical Code
- Other relevant Indian standards & codes of practice.

5. DELIVERABLES:

The audit team will prepare and submit the audit report as per the methodology. The report shall contain objectives, methodology, executive summary and observations and recommendations.

The report shall be prepared and submitted in Duplicate. First copy has to be given to concerned branch/office and Second copy to be submitted to our concerned Regional Office, mandatorily.

6. SCOPE:

Scope of work includes Comprehensive Electric Audit on the following measures:

- a) Visiting each and every branch / offices and verifying the installation (AS DETAILED IN THE FORMATS ENCLOSED).
- b) Electric Audit
- c) Suggestion and corrective measures necessary towards electrical fire and safety measures, Upgradation in the electrical system, electrical load, connected load, sanctioned load, enhancement of load etc.
- d) Submission of Comprehensive Report as per Annexure enclosed, observed/verified during Branch/office inspection. Duplicate report to be prepared. One for Branch, one from Regional office.
- e) The scope includes arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, and preparing reports so as to enable the Bank to take a decision for improvement.
- f) The agency shall maintain following registers on daily basis i.e. Daily progress report and hindrance register. The agency have to submit PERTCHART incorporating all activities required for the completion of the work in time to Regional office.



TECHNICAL BID



BASIC INFORMATION		
1	a) Name of the applicant / organization b) Address of the Registered Office c) Address of office at -----, (with Phone Nos & Email ID)	
2	Year of establishment	
3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	
4	Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm a) b) c) d) Enclose certified copies of document as evidence	
5	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
6	Whether registered with Government / Semi – Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7	Details of Registrations with : 1) BEE Certified (Enclose certified copies of documents as evidence).	
7A	No. of years of experience in the field.	
8	Address of local office through which the proposed work of the Bank will be handled and the Name & Designation of officer in charge.	
9	Yearly turnover of the organization during last 3 years i.e March 2022,2023 and 2024 (year wise)	1. 2. 3.
10	PAN No.	
11	Details of registration for payment of service tax/GST	
12	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10	Attach a separate sheet if required.



	years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, status of pending litigation.	
13	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
14	Reasonable presence/local address	



MANDATORY TECHNICAL REQUIREMENTS (The Tender of the vendor not fulfilling even one of the mandatory requirements/conditions will be disqualified)

1. Name & Address of the Firm	
2. Year of Establishment:	
3. Telephone Nos.	
4. GST Number.	
5. PAN No.	
6. Income Tax Returns for the last -3- years.: (Enclosed / Not Enclosed) (if applicable)	
7. Details of Turnover of the firm for last -3- year (enclose copy of proof)	
8. Electrical/Energy Auditors certified from BEE:	
9. Integrity PAct	

Note: A copy duly attested by appropriate authority in respect of each of the above certifying documents must be enclosed.

Seal: (Authorized Signatory)

Date:



Technical Personnel and Similar Experience.

Details of technical personnel, giving details about their technical qualification & experience including that in your establishment.

Sr. No	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled	Date from which employed in your organization	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

Notes :

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.



Details of infrastructure in office

Sr.No.	Item	Number	Details
1.	Office premises, Area etc.		
2.	Telephone		
3.	Equipment for earth pit resistance test		
4.	Equipment for infrared thermograph		
5.	Equipment for insulation resistance test		
6.	Software Used		
7.	Reference Book used		
8.	Subscription to magazines, journals, institutional technical nature		



B) List of important works completed.

Sr. No	Name of the project & location.	Name & full postal address of the owner. Also indicate whether Govt. Semi-Govt. Private body, Reputed firms or Financial Institution with full postal address & details of contact person of the owner.	Contract Amount (Rs.) for Electric Audit work only with copy of Work Order	Completion Period Stipulated (Year)	Actual (Year) of completion	Any other relevant information.
1	2	3	4	5	6	8

Notes :

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".



PROFORMA OF ELECTRIC SAFETY AUDIT

**(The Proforma of Electric audit may be revised/modified
after obtaining approval from Baroda U.P Bank)**

1. Electrical Auditor is required to take the **attendance certificate** from the Branch Head at the time of visiting the branch.
2. Electrical Auditor must consist of non-scaled sketch of layout of the branch including showing the denomination of the areas used by you in the report.
3. Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
4. Inspection / recommendation report of existing electrical system with your observations and remarks.
5. Photocopy of last three electrical bills of the branch/office/atm, including marking any discrepancy, if any.
6. Branch/office Overview

Sr. No	Description	Particulars
1.	Region	
2.	Name of Branch	
3.	Branch Code	
4.	Address	
5.	Phone	
6.	Contact Person	
7.	Mobile no.	
8.	Email id	
9.	Area of office	
10.	Working Hours	
11.	Working days	



7. Branch Inventory details

Sr. No.	Description	Wattage	Nos. installed floor wise			Electrical Load
			ATM	Floor No.	Floor no.	
1.	Change over Switch					
2.	MCCB					
3.	Fuse					
4.	MAX wire fuse					
5.	MCB 4 Pole 100A					
6.	MCB 2 Pole 63 A					
7.	MCB 4 Pole 63 A					
8.	MCB 2 Pole 32 A					
9.	MCB 1Pole 32A					
10.	MCB 1Pole 16A					
11.	MCB 1Pole 10A					
12.	MCB 1Pole 6A					
13.	MCB 1Pole 25A					
14.	RCCB 63A					
15.	Stabilizer					
16.	M.C.B 2 Pole 40 A					
17.	A.C Window					
18.	A.C Split 1.5 TR					
19.	A.C Split 2 TR					
20.	A.C Split 1 TR					
21.	Wall Fan					
22.	Ceiling Fan					
23.	Water Cooler					
24.	Exhaust Fan					
25.	T8 2 Fit 18 W					
26.	T8 36 W					
27.	CFL 2 pin 18 W					
28.	T12 40 W					
29.	T8 36 W					
30.	CFL 40 W					
31.	CFL 30 W					
32.	Fire Machine					
33.	Camera					
34.	LCD					
35.	Fax M/C					
36.	Coffee M/C					
37.	Computer CRT					
38.	Printer					
39.	Master CPU 10A					
40.	Scanner					



Sr. No.	Description	Wattage	Nos. installed	floor wise	Electrical Load
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41.	Money Counting Machine				
42.	Micro wave				
43.	Heater				
44.	T.V				
45.	ATM M/c				
46.	LED 2 X 2				
47.	LED Tube light				
48.	LED Bulb				
49.	LED other lights				
50.	Anything else as per actuals				

8. Electrical Load analysis

Sr. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1.	Total Connected Load		
2.	Is Sanctioned load less than Connected load		
3.	Additional load required (if any)		
4.	Has branch paid any penalties for excessive load		
5.	Electrical Load Utilization		
6.	Electrical Load on UPS		
7.	DG Set installed		
8.	DG SET capacity		
9.	DG set capacity appropriate for connected load (capacity more or less)		



9. ELECTRICAL DISTRIBUTION SYSTEM:

Sr. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Is distribution of load satisfactory		
2	Condition of Electrical Wiring		
3	Type of Wiring (open/conduit)		
4	No. of MCB's and ELCB :		
5	Whether MCB's and ELCB are of required rating :		
6	Whether cables and connection are good and of adequate capacity :		
7	Whether extension cords used are overloaded:-		
8	Whether electrical equipments are operating at specified voltage/current (within tolerance range) :		
9	Rating of Fuses/Junction Box :		
10	Are the ratings correct? :		
11	Are Fire Box Switch Inserts used :		
12	Whether Input supply of UPS is independent of other branch loads or not?		
13	Whether single isolating switch is available for the whole premises		
14	Are Earth Pits identified :		
15	Earth Connection to equipments: (Proper/Not proper)		
16	No. of earth pits available :		
17	Whether earthing is done properly to equipments :		
18	Voltage between neutral and earth :		
19	Whether DG is provided with neutral earthing :		
20	Whether ELCB provided:		



Sr. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
21	ATM M/s Earth pits identified:		
22	Earthing check of each pit:		
23	UPS room exhaust fan installed		
24	UPS room Condition		
25	UPS battery Connections		

10. Measurement of Electrical Parameters

Meter no.						
Sr. No.	Description	Voltage	Current	Power factor	Power	Remarks
	R					
	Y					
	B					
	Neutral					

UPS No.						
Sr. No.	Description	Voltage	Current	Power factor	Power	Remarks
	UPS					

11. METER DETAILS

Service Provider	Type (3 phase / single phase)	Meter no.	Consumption(units) per month	Average bill per month

12. READINGS AT INCOMING SUPPLY PANEL

Parameters		Readings	Normal Range	Remarks
Voltage at incoming Panel (V)	L1-L2			
	L2-L3			
	L1-L3			
	L1-N			
	L2-N			
	L3-N			
	N-E			
Current reading at	L1			
	L2			



incoming panel	L3			
Power Consumed per phase	L1			
	L2			
	L3			
Frequency of supply	L-N			

13. EARTHING DETAILS

Parameters	Area1	Area2	Area3	Area4

14. UPS DETAILS

Parameters		Readings recorded	Normal range	Remarks
Voltage at input of UPS	L-N			
	L-E			
	N-E			
Voltage at output of UPS	L-N			
	L-E			
	N-E			
LOAD ON UPS (KVA)	O/P of UPS			
Frequency	O/P of UPS			

15. Lux levels

Sr. No	Area	Lux
1.	Branch head cabin	
2.	Officers	
3.	Cash counters	
4.	Store room	
5.	UPS room	
6.	ATM room	
7.		

16. Condition of Electrical wiring

17. Rating of cables (Details)

18. Rating of cable as per standard



19. If not then required rating of cable
20. No. of Exhaust fan provided
 - a) Exhaust fan in UPS room(YES/NO)
Working(YES/NO)
 - b) Exhaust fan near Electric panel(YES/NO)
Working(YES/NO)
21. Observations
22. Recommendations
23. Tips on energy saving
24. Immediate rectification work required to be done to avoid unsafe condition-

Site Visit Report

This is to certify that Mr./Mrs./Ms. ----- from M/s ----- has conducted Electrical Audit in our Branch/office on----- satisfactorily and observations and suitable steps to be taken as corrective measures have been explained to the undersigned.

Branch Head
Signature
Name
Contact No.
Date :

Seal



Photographs of Main Electric panels, UPS room, Condition of Electric wiring etc.



Images from Infrared Camera (Main Panel, UPS etc.)



PRICE BID



To

**General Manager
Baroda U.P. Bank
Head Office Gorakhpur**

Sir,

Sub: **Appointment of Electrical Auditor for carrying out Electric Audit of Branches/offices/ ATM premises in Baroda U.P. Bank.**

1. We /I have gone through the tender for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:

Sr.	Type of Premise	Total Units [A]	Rate per Unit (inc. gst) [B]	Total (A*B) (incl. gst)
a.	Branches	1983	Rs.	
b.	Offices (Leased)	30	Rs.	
c.	ATMs	9	Rs.	
Grand total				

2. The rates quoted above for carrying out Electrical Audit of branch/office/ATM is inclusive of all the charges, taxes etc. i.e. Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever.
3. No conditional discount is offered in the Financial Bid, as it can make the bid liable for rejection.
4. Deduction of TDS & GSTTDS will be as per rules and invoice conforming to the govt./ Banks requirement will be provided to the bank.
5. We will not claim any additional charges from BARODA U.P BANK or its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc. other than professional fees payable with applicable taxes on account of the subject work under scope of contract.

I/ We have read and understood and accept all the above conditions unconditionally and quote my rates as above.

Signature of the Vendor

Name

Seal

Date: