

**Bank of Baroda,
Regional Office, Meerut,
409/407स्कीम न° 1मंगल पांडे नगर मेरठ,
उत्तर प्रदेश 254004-
E-mail ID- oa.romeerut@bankofbaroda.com
Mobile 8477000787**

**Tenders Document for Empanelment of
Electric Auditor for carrying out
Electrical Audit of Branches / Offices
Under Meerut Region**

TENDER NOTICE

Tenders are invited from Electric Auditor for carrying out Electrical Audit of Branches/ Offices in Bank of Baroda, Meerut Region

Date and time of submission of the Tender-
03:00 PM on or before 17-08-2023
at following address:-

क्षेत्रीय प्रबन्धक, बैंक आफ बड़ौदा
क्षेत्रीय कार्यालय
मंगल पांडे नगर मेरठ स्कीम नं० 1 409/407, उत्तर प्रदेश 254004-
संपर्क संख्या (परिसर विभाग) 8477000787 :-
Email: oa.romeerut@bankofbaroda.com

Date of issue of tender	27-07-2023
Last date and time for submission of Bids	17-08-2023 upto 3:00 PM
Date and time of opening of Technical Bids	17-08-2023 4:00PM

NOTICE INVITING TENDER

The Regional Manager, Bank of Baroda, Meerut Region, invites sealed Tenders from approved licensed contractors/ firm from Bureau Energy Efficiency (BEE) (Govt. of India) to carry out Electrical Audit of branches and offices in Meerut Region (numbering 57 branches and 01 Regional office).

The interested vendors fulfilling the following conditions may apply in Two Bid System (Technical Bid and Financial Bid):-

1. The authorized Engineers of the agency/ firm, carrying out the Electrical Audit, must be an Accredited Energy Auditor from BEE (Bureau of Energy Efficiency).
2. Agency/firm must have valid PAN and GST Number.
3. Agency/firm must be an Income Tax Assesse for the last three years and should also have turnover of **Rs. 20.00 lakh** per annum for last three years.
4. The agency/ firm should have at least 07 years of experience of carrying out electrical audit.
5. The agency/ firm should have satisfactorily completed one similar job worth minimum of **Rs. 1.00 Lakh** during last 07 years.

OR

The agency/firm should have satisfactorily completed two similar jobs, each worth minimum of **Rs. 0.80 Lakh** during last 07 years.

OR

The agency/firm should have satisfactorily completed three similar jobs, each worth minimum of **Rs. 0.50 Lakh** during last 07 years

Applicant shall submit the “**Performance Certificates**” from the respective previous employers in support of above, otherwise application is liable to be rejected.

6. Similar jobs shall means Electric Audit work executed in Government/ Private/ Public Sector Undertakings/ Reputed firms.
7. Agency/ firm should have its own office **within the geographical jurisdiction of Bareilly Zone of Bank of Baroda or adjoining areas**. The firm should have its own office functioning at above places for not less than three years as on the date of commencement of issue of tender.

Page 2 of 35

क्षेत्रीय कार्यालय, मेरठ 409/407 :, योजना क्र 1 ., मंगल पांडे नगर, मेरठ) 250004 –उ.प्र.; प्रबड़ौदा .का., भारत

Regional Office, Meerut: 407/409, Scheme No 1, Mangal Pandey Nagar, Meerut-250004(U.P); H.O. Baroda, India

फोन/Phone: 0121-4333041, ई मेल-/E-mail:rm.meerut@bankofbaroda.com

INSTRUCTIONS TO THE TENDERER

1. Duly filled and signed application shall be submitted in two bids system in the following manner:-

a.	<p>Envelope No. 1 (Technical Bid)</p> <p>The Envelope No.1 shall contain Technical Bid (i.e. Duly signed tender documents) and Earnest Money Deposit (EMD) in the form of “<i>Demand Draft</i>” of Rs. 5,000/- (Rupees Five Thousand Only) in favor of Bank of Baroda payable at Meerut. Tenderer should submit performance certificates/ work orders of their previous clients and any other relevant documents in support of their execution of similar works. No reference is to be made to the financial aspects of the offer, failing which the application shall be summarily rejected. This envelope shall be superscribed “Envelope No.1 (Technical Bid)”.</p>
b.	<p>Envelope No. 2 (Financial Bid)</p> <p>Envelope No. 2 shall contain Financial Bid. Complete details and description are to be supplied by tenderers as specified therein. This envelope shall be superscribed as “Envelope No. 2 (Financial Bid)”.</p>
c.	<p>Both the sealed envelopes shall then be put into one single large envelop and sealed. The duly completed tender application, with all the supporting documents, shall be sealed in a cover and superscribed as “<i>Tender for Electric Audit at Meerut Region (Kind Attention:- P&E Dept)</i>”. and shall be submitted on or before 17-08-2023 (Tuesday) by 03:00 PM at the following address:-</p> <p style="text-align: center;"> Regional Manager, Bank of Baroda Regional Office 409/407 Scheme No.1 Mangal Pandey Nagar (UP) 254004- Contact Number (Premises Department) 8477000787 :- Email: oa.romeerut@bankofbaroda.com </p>

2. The last date of submission of tender is **17-08-2023 upto 3:00 PM**. Applications received after last date and time shall be summarily rejected. The technical bids shall be opened in the presence of the representatives of the bidders for which intimation shall be given by e-mail/ by telephone. The Financial bid of only those bidders shall be opened who are found to be eligible/short listed as per the pre-qualification criteria. Bank shall have the right to cross verify and ascertain all the information submitted and seeking confidential reports from the previous clients before shortlisting the applicants. Only one representative shall be allowed to present during the opening of the bid. Bank reserves the right to reject any/all the

Page 3 of 35

क्षेत्रीय कार्यालय, मेरठ 409/407 :, योजना क्र 1 ., मंगल पांडे नगर, मेरठ) 250004 –उ.प्र.; प्रबड़ौदा .का., भारत

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applications/offers without assigning any reason whatsoever.

To
Regional Manager
Bank of Baroda
Meerut Region

Sir,

Sub: Application/ Offer for Electrical Audit of branches

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 the Performa.
2. I / We further understand that pre-qualification and selection of Electric 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 Page No. 11 to 20 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 Bank of Baroda, 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 Bank of Baroda 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.

Page 4 of 35

क्षेत्रीय कार्यालय, मेरठ 409/407 :, योजना क्र 1 ., मंगल पांडे नगर, मेरठ) 250004 –उ.प्र.; प्रबड़ौदा .का., भारत

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Seal:

**INSTRUCTIONS TO THE APPLICANTS FOR FURNISHING INFORMATION AS A PART
APPLICATION FOR PRE-QUALIFICATION**

1. Intending Applicants are required to submit their applications 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 applications.
4. **Each page of the application shall be signed.** The application shall be signed by persons / 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 the 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.

7. Applications containing false and / or inadequate information are liable for rejection. While filling up the application with regard to the list of important projects completed Clarification, if any required, may be obtained from the Officer-in-Charge, P&E Dept, Regional Office, Bank of Baroda, and Meerut Region (Mob- 8477000787).
8. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
9. The applications which is received after due date & time is liable for rejection. Applications incomplete in any respect & which are not legible are liable for rejection.
10. The work involves visiting the branches / offices in Meerut Region 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.
11. The rate quoted shall be binding for 24 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount (EMD) will be forfeited.

Page 5 of 35

क्षेत्रीय कार्यालय, मेरठ 409/407 :, योजना क्र 1 ., मंगल पांडे नगर, मेरठ) 250004 –उ.प्र.; प्रबड़ौदा .का., भारत

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12. Electrical Audit of all the branches/ offices must be completed within Six months from the date of awarding the contract.
13. Interested vendors may download the tender from Bank's website www.bankofbaroda.com.
14. The firm should also responsible to submit rectification report after -60- days of submitting the audit report of the respective Branch / Office.
15. Interested vendors may download the tender from Bank's website www.bankofbaroda.com.
16. Submission of tenders in any other format will not be entertained and will be summarily rejected.
17. The earnest money deposit of all the unsuccessful bidders will be returned within a period of -30- days from the date of opening of the received 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.
18. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
19. **ORDER CANCELLATION-** If the agency/ firm fails to deliver services within the stipulated time schedule or the extended date communicated by the Bank, it will be a 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.
20. The actual quantity of branches/ offices to be audited may vary from the projected quantity as per the requirements of the Bank.
21. 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.
22. Earnest Money Deposit of **Rs. 5,000 (Five Thousand only)** in the form of a Demand Draft/ Pay Order issued by a Scheduled Commercial Bank favoring Bank of Baroda, payable at Meerut must be submitted along with the Technical Bid. 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 of two years.
23. **VALIDITY OF OFFER-** The offer should be valid for period of 90 days from the last date for submission of the offer.
24. **PAYMENT TERMS-** 100% of the payment shall be released after submission of Electrical Audit Report. No advance will be paid.
25. **LOCATIONS TO BE COVERED-** The services will be required to be provided for Meerut Region of Bank of Baroda in all their offices and branches both existing and opened during two years from the release of work order. The broad areas presently under the jurisdiction of our Region are detailed below. However, the agency/ firm would be bound to conduct the Electric Audit in any place not covered in this list where the above Region establish a Bank branch/ Office during the validity of the contract.

<u>Sr.No.</u>	<u>BRANCH NAME</u>	<u>DISTRICT</u>	<u>Mobile No.</u>
1	BAGHPAT	BAGHPAT	8477009480
2	BARAUT	BAGHPAT	8477009481

3	PURA MAHADEV	BAGHPAT	9468192752
4	BIJNOR	BIJNOR	8477009463
5	MAUZAMPUR NARAIN	BIJNOR	8477009469
6	BASIKIRATPUR	BIJNOR	8477009465
7	NAGINA BIJNOR	BIJNOR	8477009467
8	NAJIBABAD BIJNOR	BIJNOR	8477009466
9	SHEROWALI KOTHI, BIJNOR	BIJNOR	8477009464
10	SHERKOT	BIJNOR	8477009471
11	SEOHARA	BIJNOR	8477009470
12	DHAMPUR	BIJNOR	8477009468
13	CHANDPUR, UP	BIJNOR	8477009521
14	SALEMPUR	BIJNOR	8477009532
15	MANDAWALI	BIJNOR	8477009533
16	MAUZAMPUR JAITRA	BIJNOR	8477009043
17	ABU LANE, MEERUT	MEERUT	8477009472
18	VALLEY BAZAR MEERUT	MEERUT	8477009473
19	SHASTRI NAGAR MEERUT	MEERUT	8477009475
20	PALLAVPURAM, MEERUT	MEERUT	8477009476
21	DELHI ROAD, MEERUT	MEERUT	8477009474
22	MAWANA, MEERUT	MEERUT	8477009477
23	GANGANAGAR, MEERUT	MEERUT	8477009479
24	MANGAL PANDEY NAGAR	MEERUT	8477009478
25	SARDHANA	MEERUT	8477009530
26	KANKARKHEDA	MEERUT	7055111591
27	PHALAUDA	MEERUT	7055111594
28	BATAWALI	MEERUT	8477008940
29	MEERUT CITY	MEERUT	8477000810
30	PHAPHUNDA	MEERUT	8477000354
31	MEERUT CANTT	MEERUT	8477000168
32	KUNDA	MEERUT	8477000365
33	GARH ROAD, MEERUT	MEERUT	8477000381
34	SATWAI	MEERUT	8477000384
35	SOTIGANJ, MEERUT	MEERUT	8477000357
36	SIWAYA	MEERUT	8477000386
37	MUZAFFARNAGAR (MAIN)	MUZAFFARNAGAR	8477009482
38	ROORKEE RD MUZAFFARNAGAR	MUZAFFARNAGAR	8477009483
39	KHATAULI	MUZAFFARNAGAR	8477009484
40	BUDHANA	MUZAFFARNAGAR	8477009045

41	MANSOORPUR	MUZAFFARNAGAR	8477009052
42	BAMANHERI	MUZAFFARNAGAR	7055111595
43	DHINDHAWALI	MUZAFFARNAGAR	7055112561
44	MSME MUZAFFARNAGAR	MUZAFFARNAGAR	8477000398
45	SHAMLI	PRABUDHNAGAR	8477009485
46	SAHARANPUR (MAIN)	SAHARANPUR	8477009458
47	HAKIKATNAGAR	SAHARANPUR	8477009459
48	STAR PAPER MILL, SAHARANPUR	SAHARANPUR	8477009460
49	CHHUTMALPUR	SAHARANPUR	8477009461
50	DEOBAND	SAHARANPUR	8477009462
51	GHOSIPURA	SAHARANPUR	8477009523
52	DELHI ROAD, SAHARANPUR	SAHARANPUR	8477009526
53	GANESHPUR SUNDERPUR	SAHARANPUR	8477009051
54	MOREGANJ	SAHARANPUR	8477009039
55	MLJNK, SAHARANPUR	SAHARANPUR	8477000412
56	JV JAIN COLLEGE, SAHARANPUR	SAHARANPUR	8477000408
57	RO Office Meerut	MEERUT	8477000787

26. **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 Meerut and only court in District- Meerut shall have jurisdiction to determine the same.

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.

Page 8 of 35

क्षेत्रीय कार्यालय, मेरठ 409/407 :, योजना क्र 1 ., मंगल पांडे नगर, मेरठ) 250004 –उ.प्र.; प्रबड़ौदा .का., भारत

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- To evaluate the earthing system (installation and maintenance) based on IS 3043 (or latest available IS standards) including availability, upkeep and testing of earth pits and to suggest recommendations.
- Display of danger signboards.
- 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, armored 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, A/C 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 Bank of Baroda.
- 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.

4. AUDIT CRITERIA:-

- Applicable safety-related statutes including the Electricity Act and Indian Electrical 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.

6. SCOPE:-

Scope of work includes comprehensive Electrical Audit on the following measures:-

- a) Visiting each and every branch/ office and verifying the installation (as detailed in the formats enclosed).
- b) Electrical Audit
- c) Suggestion and corrective measures necessary towards electrical fire and safety measures, upgradation in the electrical system, electrical load, connected load, sanction load, enhancement of load, etc.
- d) Submission of comprehensive report as per Annexure enclosed, observed/ verified during branch/ office inspection. Triplicate report to be prepared (one for Branch, one for Regional office and one for Zonal Office/BCC).
- 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/ firm shall maintain following registers on daily basis, i.e. daily progress report and hindrance register. The agency/ firm have to submit PERT-CHART incorporating all activities required for the completion of the work in time to Regional Office.

TECHNICAL BID

BASIC INFORMATION

1	Name of the applicant / organization	
2	Complete Postal address of the Registered Office	
i.	Contact Person	
iii.	Phone/ Mobile nos.	
iii.	Fax no.	
iv.	Email ID	
3	Complete Postal address of the Local office through which the proposed works of the Bank will be handled and the Name & Designation of officer in charge	
i.	Contact Person	
iii.	Phone/ Mobile nos.	
iii.	Fax no.	
iv.	Email ID	
4	Year of establishment (enclose supporting document)	
5	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	
6	Name of the Proprietor / Partners / Directors of the Organization / Firm Enclose certified copies of document as evidence	
i.	Name	
iii.	Name	
iii.	Name	
7	Details of registration - Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
8	No. of years of experience in the field and details of work in any other field. (enclose supporting documents)	
9	Details of registration with : Bureau of Energy Efficiency (Enclose certified copies of documents as evidence).	
10	Yearly turnover (₹) of the organization during last 3 years (year wise).	
i.	2019-2020	
ii.	2020-2021	
iii.	2021-2022	
11	Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization-	

	Amount of Solvency certificate (₹)	
i.	Name of Bank	
ii.	Complete Postal Address of Bank	
iii.	Email id	
12	Income Tax Return Certificate	
13	PAN No.	
14	GST No.	
15	Detailed description and value of works done (Proforma-3) enclosed(yes/no)	
16	Furnish the details of -3- responsible persons for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	
A	Name	
i.	Designation	
ii.	Firm/Company/organization	
iii.	Complete postal address	
iv.	Telephone/ mobile nos.	
v.	Email id	
B	Name	
i.	Designation	
ii.	Firm/Company/organization	
iii.	Complete postal address	
iv.	Telephone/ mobile nos.	
v.	Email id	
C	Name	
i.	Designation	
ii.	Firm/Company/organization	
iii.	Complete postal address	
iv.	Telephone/ mobile nos.	
v.	Email id	
17	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 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, and status of pending litigation. Attach a separate sheet if required.	
18	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.	
19	Have you been ever disqualified or levied penalty by the bank in past for non fulfillment of the contractual obligations. If yes, please provide details.	

20	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
21	Similar type of work carried out during last 7 yrs.	
A	One similar job worth Rs. 1.00 Lakh	
i.	Completion certificate no	
ii.	Date of issuance of Completion certificate	
iii.	Value of the work completed(₹)	
iv.	Completion certificate issuing authority	
v.	Complete postal address of the Department	
vi.	Email id	
B	Two similar job worth Rs.0.80 Lakh	
i.	Completion certificate no	
ii.	Date of issuance of Completion certificate	
iii.	Value of the work completed(₹)	
iv.	Completion certificate issuing authority	
v.	Complete postal address of the Department	
vi.	Email id	
a.	Completion certificate no	
b.	Date of issuance of Completion certificate	
c.	Value of the work completed(₹)	
d.	Completion certificate issuing authority	
e.	Complete postal address of the Department	
f.	Email id	
C	Three similar job worth Rs.0.50 Lakh	
i.	Completion certificate no	
ii.	Date of issuance of Completion certificate	
iii.	Value of the work completed(₹)	
iv.	Completion certificate issuing authority	
v.	Complete postal address of the Department	
vi.	Email id	
a.	Completion certificate no	
b.	Date of issuance of Completion certificate	

F

c.	Value of the work completed(₹)	
d.	Complete postal address of the Department	
e.	Address of the Department	
f.	Email id	
A.	Completion certificate no.	
B.	Date of issuance of Completion certificate	
C.	Value of the work completed(₹)	
D.	Completion certificate issuing authority	
E.	Address of the Department	
F.	Email id	
22	Avg. turnover of last 3 years (₹) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years : ... (2019-20,2020-21,2021-22) .	

Technical Personnel and Similar Experience.
PERFORMA 1

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
PERFORMA 2

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

PERFORMA-3

B) LIST OF WORKS COMPLETED BY THE ORGANISATION DURING THE LAST 7 YEARS

One similar job worth Rs.1.00 Lakh during last 07 years

OR

Two similar job each worth Rs.0.80 Lakh during last 07 years

OR

Three similar job each worth Rs.0.50 Lakh during last 07 years

Sr. No.	Name of Project & Location	Name & full postal address of the owner. Also indicate whether Govt./Semi Govt./Private body/Reputed firms/Financial Institution with full postal address & details of contact person of the owner	Contract Amount(Rs.)for Electric Audit work only with copy or Work order	Completion Period Stipulated(Year)	Actual time of Completion(Year)	Any other relevant information
1	2	3	4	5	6	7

Notes:

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

FINANCIAL BID

To
Regional Manager
Bank of Baroda
Meerut Region

Sir,

Sub: Appointment of Electric Auditor for carrying out Electrical Audit of branches/ Office in Meerut Region

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

Sl. No.	Particulars	Price quoted
1.	Amount in figures	Rs.
2.	Amount in words	

2. The rates quoted for carrying out Electrical Audit of branch must be inclusive of all the charges, taxes, transportation, engineer's fee, TA/DA and any other expenses whatsoever.
3. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for 24 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any branch of contract, the security amount shall be forfeited.
5. Deduction of TDS will be as per rules.
6. I/ We shall not claim any additional charges from Bank of Baroda 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 have read and understood the above conditions and quoted my rates as above.

Date:

Signature of vendor:

Name:

Seal:

Page 18 of 35

क्षेत्रीय कार्यालय, मेरठ 409/407 :, योजना क्र 1 ., मंगल पांडे नगर, मेरठ) 250004 –उ.प्र.; प्रबड़ौदा .का., भारत

Regional Office, Meerut: 407/409, Scheme No 1, Mangal Pandey Nagar, Meerut-250004(U.P); H.O. Baroda, India

फोन/Phone: 0121-4333041, ई मेल-/E-mail:rm.meerut@bankofbaroda.com

PERFORMA OF ELECTRIC SAFETY AUDIT

1. Electrical Audit 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 /Zone	
2.	Name of Branch	
3.	Branch Code	
4.	Address	
5.	Phone/Fax	
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 1Fole 32A					
10.	MCB 1Fole 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					

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	Whether electrical equipments are operating at specified voltage/current (within tolerance range)		
5	Rating of Fuses/Junction Box are as per standards		
6	Whether single isolating switch is available for the whole premises		
7	Earth Pits identified		
8	Condition of earthing		
9	Earth Connection to equipments: Proper/Not proper		
10	No. of earth pits available		
11	Voltage between neutral and earth		
12	Whether DG is provided with neutral earthing		
13	Whether ELCB provided		
14	UPS room exhaust fan installed		
15	UPS room Condition (as per standards)		

16	UPS battery Connections		
17	Whether the Air Conditioners installed at Branch/office is as per BEE		
18	Condition of wiring/pipes of Air conditioners		
19	Whether the last person leaving the branch/office is ensuring that the main		

10. Meter Details-

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

11. 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			
Current reading at incoming panel	N-E			
	L1			
	L2			
	L3			
Power Consumed per phase	L1			
	L2			
	L3			
Frequency of supply	L-N			

12. Earthing Details-

Parameters	Area1	Area2	Area3	Area4

13. 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			

14. 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.		

15. Condition of electricity wiring

16. Rating of cables (details)
17. Rating of cable as per standard
18. if not than required rating of cable
19. Percentage decrease in electricity bill after if present CLF type light fixtures replaced by LED type light fixtures.
20. Feasibility of installation of Solar Roof Top panels (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/ inspection in our branch/ office on _____.

Seal

Branch Head Signature

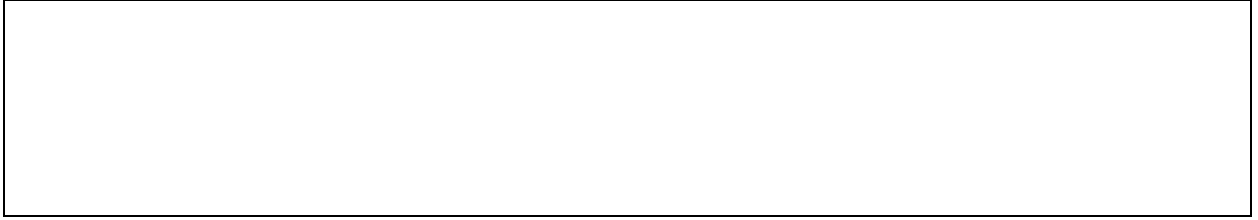
Name

Contact Number

Date:

Photographs of main Electric Panels and UPS Room.
Condition of Electric Wiring, etc.

Observation/ Recommendation-



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



Observation/ Recommendation-

COMBINED REPORT FORMAT

[illegible]

[illegible]

CONTRACTOR REPORT

CONTRACTOR REPORT
(Report to be submitted by Contractor after rectification work)

[illegible]

Date:

Signature and Seal of Contractor

PRICE BID

To
The Regional Head
Bank of Baroda,
Regional Office, Meerut Region,
407-409, Scheme No-01, Mangal Pandey Nagar,
Meerut 250004 (UP)

Sir,

Sub: Appointment of Electricals Auditors for carrying out Electric audit of Branches/offices in Meerut Region

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	Branch/Office in Meerut Region	Quoted Rates (Rs.) per branch with onsite ATM / e-lobby (ATM /e-lobby	Quoted Rates (Rs.) per offsite ATM / e-lobby (ATM /e-lobby
1	Amount in figures (excluding GST)	Rs.	
2	Amount in words (excluding GST)		

2. The rates quoted for carrying out Electric and Energy Audit must be inclusive of all the charges, taxes i.e. Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever.
3. No conditional discount offered in the Financial Bid shall be considered. The tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for twelve months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.
5. Deduction of TDS will be as per rules.
6. We will not claim any additional charges from BANK OF BARODA 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.
7. GST extra

I have read and understood the above conditions and quote my rates as follows:

Date :

Signature of the Vendor

with seal