

TENDER NOTICE

Tenders are invited from Electric Auditor for carrying out
Electrical Audit of Branches / Offices in
Bank of Baroda, Regional Office Ratlam

Schedule of Tender notice:

Date of issue / publishing of tender Document:	13 th June 2024
Last Date of receiving request for clarifications before the Pre-bid Meeting	Till 5:00 PM, 18 th June 2024
Date and time of Pre - Bid Meeting	03:00 PM, 19 th June 2024
Pre-Bid Meeting details	<ul style="list-style-type: none">• Pre bid meeting will be held online through Bank's Online Meeting Platform (i.e. Microsoft Teams)• Bidder to submit a maximum of -2- participant's names, contact numbers, designations and e-mail IDs on pe.indore@bankofbaroda.com along with pre-bid clarification in the format (Annexure- VI)• Meeting invite Link will be sent by the Bank to bidder's provided email IDs to join the Online Meeting as per the schedule mentioned above.• Bidder representatives will have to click the Bank provided link (provided in the e-mail)
Last date & Time for receipt of tenders:	4 th July 2024 up to 03:00 P.M.
Date & Time for opening of Technical Bids:	4 th July 2024 up to 3:30 P.M.
Date & Time for opening of Financial Bids:	It will be separately intimated to all bidders who qualify the technical bid over email. All the bidders are therefore requested to provide their email address in the Technical Bid
Place of opening of Tender:	Bank of Baroda, Regional Office, Ratlam, Second Floor, Imperial Mall, 80 Ft Road, Near Hanuman Taal, Ratlam- 457001, (M.P.)
Tender coordinator Name, Contact details (Bank)	Mr. Ankit Jain Senior Manager Ph: 0731-2437022 Email: pe.indore@bankofbaroda.com

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

NOTICE INVITING TENDER

To
M/s-----

Dear Sirs,

Tender for Electrical Audit and its rectification report of All the Branches of Ratlam Region

Bank of Baroda, hereby invite you to tender for the above work.

Submission of Bids:

The bidder shall submit the bid in one sealed main **envelope** containing two separate sealed **envelopes** and these two envelopes shall be super scribed as "Envelop--1" and " Envelop--II" respectively.

a) The bidder shall clearly write on envelop--1 the words **“Technical Bid for Electrical Audit of All the Branches of Ratlam Region”** of Bank of Baroda, Ratlam. Earnest Money Deposit, amounting to **Rs 2000/- (Rupees Two Thousand Only)** in the form of Bank Draft drawn in favour of Bank of Baroda, payable at Ratlam, must accompany Technical Bid) of tender.

b) The bidder shall clearly write on envelop--II the words **"Price Bid for Electrical Audit of All the Branches of Ratlam Region"** at Bank of Baroda, Ratlam.

c) The bidder shall clearly write on **main envelop** the words **Price Bid for Electrical Audit of Branches of Ratlam Region"** at Bank of Baroda, Ratlam.

All the envelopes shall be addresses to:

**The Asst. General Manager,
Bank of Baroda,
Regional Office,
Second Floor, Imperial Mall, Viriyakhedi
Hanuman Taal, 80 Ft Road,Ratlam- 457001**

Name and address of the bidder:-- *(To be filled by the tenderer) on the left side of envelop*

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

If all the envelopes are not sealed and marked as mentioned above, the Bank shall assume no responsibility for the misplacement or premature opening of the bid. In that case, bidder will be disqualified and their tender will not be considered

Time and Date of Submission of tender: On or before **3.00 p. m on 4th July 2024**

Submission will be valid:

- i)** If copies of the tender documents are submitted in the manner specified before the aforementioned closing date specified.
- ii)** Submission cannot by Fax transmission.
- iii)** The bid not accompanying EMD is liable to be rejected.

Tender shall be valid for the period of 90 days from the date of opening of Price Bid and may be accepted at any time before the expiry of such period. EMD will be forfeited if the bidder withdraws the offer before expiry of the said period.

Eligibility Criteria: The eligibility criteria for the bidder taking part in this bid process as under:

1. The engineer carrying out the Electrical Audit must be an accredited energy auditor from BEE (Bureau of Energy Efficiency).

2. Agency/individual must have valid GST No.
3. Agency/individual must have PAN No.
4. Agency/individual must be an Income Tax Assessee for the last three years.
5. The agency/individual should have at least 7 years of experience of carrying out electric audit.
6. The firm should have satisfactorily completed one similar job worth minimum of Rs 0.80 Lakh during last Seven years.

OR

The firm should have satisfactorily completed two similar jobs, each worth minimum Rs 0.50 Lakh during last Seven years

OR

The firm should have satisfactorily completed a three similar jobs, each worth minimum Rs. 0.40 Lakh during last seven years.

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

7. Agency/firm must have annual average turnover of Rs 0.30 Lakh for the last three years.

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

8. Similar jobs shall mean Electrical Audit work executed in Government /Private/ Public Sector Undertakings /Reputed firm.
9. Individual/Agency should have own office in Madhya Pradesh preferably in Ratlam or Adjoining Areas.

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-qualification of Electric Auditors, 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 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 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 office of

**The Asst. General Manager,
Bank of Baroda,
Regional Office,
Second Floor, Imperial Mall, Viriyakhedi
Hanuman Taal, 80 Ft Road, Ratlam- 457001**

8. Contact details: Senior Manager (P&E)
Tel: 0731-2437022
9. 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.
10. 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.**
11. The work involves visiting the branches / offices in the Ratlam area 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 Electric Auditor/ Engineer on behalf of the firm is to be submitted to respective Branch and Regional/Zonal Office.
12. The rates quoted shall be binding for Twenty Four 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.
13. Electrical Audit of all the branches/offices must be completed within **Two months** from the date of awarding the contract.
14. Interested vendors may download the tender from Bank's website/**www.bankofbaroda.com/tenders.asp**.
15. Submission of tenders in any other format will not be entertained & will be summarily rejected.
16. 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

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

the terms and conditions mentioned in his tender or refuses to honor his tender, the earnest money deposit will be forfeited.

17. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.

18. 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 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.

19. PERFORMANCE BANK GUARANTEE

Successful bidder should produce an unconditional Performance Bank Guarantee from a Scheduled Bank (other than Bank of Baroda) equal to 10% of the total cost of the project and effective for the period of 2 years from the date of work order during the period of contract.

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.2000/- (Rupees Two Thousand Only)** in the form of a demand draft/pay order issued by a scheduled commercial bank favoring **Bank of Baroda, Regional Office ,Ratlam payable at Ratlam** must be submitted along with the Technical Offer. Offers not accompanied with Earnest Money Deposit of 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

- a) 60% of the payment shall be released after joint certification on submission of audit report. 40% of the payment shall be released after certification of rectification of observation in the electric audit. No advance will be paid.
- b) Payment will be made centrally by Regional Office, Ratlam.

25. LOCATIONS TO BE COVERED

The services will be required to be provided for our Ratlam Region in all their offices and branches both existing and opened during two years from release of work order, Branches The broad areas presently under the jurisdiction of Ratlam Region is detailed below. Other than Branches Off-site ATMs under jurisdiction of Ratlam Region may also require Electric audit and its rectification of case to case basis. However, the individual/agency would be bound to conduct electric audit in any place not covered in this list where the above Region/ Zone establish a Bank branch / Office/Offsite ATM during the validity of the contract.

S. NO.	Branch Name	Address
1	AGAR	SHRI BASANT KUMAR KUNJ,AJAY SHREE TAKIES CAMS,AGAR,MP-465441
2	ALIRAJPUR	VALLABH BHAVAN,M.G. ROAD,ALIRAJPUR,MP
3	ALOT	KARGIL CHOURAHA,MALGODAM ROAD,ALOT,MP
4	ANJAD	BARWANI ROAD ,ANJAD,ANJAD
5	BADNAGAR	IN FRONT OF GEETA HOSPITAL,DIVERSION ROAD,BADNAGAR
6	BADNAWAR	NEAR,SITALA MATA MANDIR,BADNAWAR
7	BAKHATGARH	VILLAGE BAKHATGARH,TEHSIL BADNAWAR,DHAR
8	BAMANIA	BAMNIYA ,PETLAWAD DISTT,JHABUA
9	BANI	TEHSIL DALAUDA DIST MANDSAUR, BANI, MANDSAUR
10	BARIYA	AVLADAA BAG ROAD POST PANVA, TEH. GANDHWANI,DHAR
11	BARWANI	NEAR JAIN MANDIR CHOURAHA ,JAWAHAR MARG,BARWANI,
12	BHABRA	MAIN ROAD,BHABRA,ALIRAJPUR
13	BIJASAN	GRAM BIJASAN,POST BHAWATI,BARWANI
14	BILPANK	OPP. POLICE STATION,BILPANK,RATLAM
15	CHANDNI CHOWK	TRIPOLIA GATE ROAD,CHANDNI CHOWK, RATLAM,
16	DEVIGARH	DEVIGARH,TEHSIL MEGHNAGAR ,JHABUA
17	DHAMNOD	DHAMNOD,AB ROAD,DHAMNOD

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

18	DHAR	, JAWAHAR MARG ,DHAR,DHAR
19	DHAR	M.G.ROAD,DHAR,DHAR
20	FREEGANJ	TATYA TOPE MARG,FREEGANJ,UJJAIN
21	JAORA	CIVIL HOSPITAL ROAD,JAORA,RATLAM
22	JHABUA MAIN	LEAD BK OFFICE,COLLEGE RD,JHABUA
23	KATHIWADA	KATHIWADA,TEHSIL KATHIWADA,ALIRAJPUR
24	KHACHROD	NEAR NAGAR PALIKA,KHACHROD,UJJAIN
25	KHETIA	PANSEMAL ROAD KHETIA,THE PANSEMAL, BARWANI
26	KILOLI	SHIVRAMJI PATEL GALI,KILOLI,UJJAIN
27	KUKSHI	BHAIRAV NAGAR, GAYATRI COLONY CORNER,KUKSHI,DHAR,
28	MAHIDPUR	MAHATMA GANDHI MARG,MAHIDPUR,UJJAIN,
29	MANASA	MANDSAUR ROAD,MANASA,NEEMUCH
30	MANAWAR	MAIN MARKET SINGHANA ROAD, MANAWAR, DHAR
31	MANDSAUR	GANDHI CHOURAHA,MANDSAUR,MANDSAUR
32	MANDSAUR	DAYA MANDIR ROAD, DAYA NAGAR, MANDSAUR, NEEMUCH,
33	MEGHNAGAR	SAI CHOURAHA, THANDLA ROAD ,MEGHNAGAR, JHABUA,
34	NAGDA	NAGDA,DHAR
35	NAGDA	MAHIDPUR ROAD, NEAR BUS STAND, NAGDA, UJJAIN, MP-456335
36	NANA KHEDA ROAD	NANA KHEDA ROAD,UJJAIN,
37	NEEMUCH	CRPF ROAD,NEEMUCH ,NEEMUCH
38	NEEMUCH	PUSTAK BAZAR,NEEMUCH ,NEEMUCH
39	PARA	TEH.JHABUA,TEH.JHABUA,JHABUA
40	PETLAWAD	TAGORE MARG,PETLAWAD,JHABUA,
41	PITHAMPUR	SECTOR A CHHATRA CHHAYA COLONEY ,PITHAMPUR, DHAR
42	PRITAM NAGAR	VILL: PRITAM NAGAR, RATLAM,
43	RAJGARH	CHANDRASHEKHAR MARG,RAJGARH,DHAR,MP- 454116
44	RATLAM	KOTHARI MARKET,DO BATTI,RATLAM,RATLAM,MP- 457001
45	RATLAM	COLLEGE ROAD,RATLAM,RATLAM,MP-457001
46	RATLAM	STATION ROAD,RATLAM,RATLAM,MP-457001
47	SAILANA	SHRI KALIKA MATA ROAD,SAILANA,RATLAM,MP-
48	SENDHWA	IN FRONT OF KESHAV KUNJ TELEPHONE

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

		EXCHANGE ,A. B. ROAD SENDHWA,BARWANI
49	SHAMGARH	GAROTH ROAD,SHAMGARH,MANDSAUR,
50	SONDWA	SONDWA,TEHSIL SONDWA,ALIRAJPUR,
51	TARANA	JAWHAR CHOWK POST OFFICE,TARANA,UJJAIN
52	THIKRI	MAIN ROAD,THIKRI,BARWANI,
53	TILAK MARG, UJJAIN	TILAK MARG,UJJAIN,
54	TONKI	NEAR BUS STAND,TONKI,DHAR,
55	UDAIGARH	MAIN ROAD,UDAIGARH,ALIRAJPUR
56	UJJAIN	LAKHERWADI,UJJAIN,UJJAIN,
57	UJJAIN	GALI NO 12,KSHIR SAGAR COLONY,UJJAIN
58	UNHEL	NAGDA ROAD ,UNHEL,UJJAIN
59	REGIONAL OFFICE RATLAM	SECOND FLOOR, IMERIOAL MALL, VIRIYAKHEDI, HANUMAN TALL 80 FT ROAD RATLAM

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 Ratlam and only court in Ratlam shall have jurisdiction to determine the same.

SCOPE OF WORK

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

- a) 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.).
- b) Review of protection devices / system of the electrical installation including fuses, ELCB, MCB, MCCB, master electrical switch, etc.
- c) Review of adequacy of cables, motors, etc. based on actual load current measurements and cable current carrying capacities.
- d) Review the EPM (Electrical Preventive Maintenance) program and to examine documentation, checklists, test records, etc. and to suggest recommendations as per applicable standards.
- e) 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
- f) Display of danger signboard
- g) Use of electrical rubber mats, rubber gloves, etc.

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

- h) Provision of identification tag of cables, cable glands, sealing of cable entry and unused holes
- i) Upkeep and housekeeping of electrical installations
- j) Provision of indicating lamps on the control panels
- k) Use of 3-pin plug and socket
- l) Fire protection of electrical installations
- m) Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, and maintenance practices, etc.
- n) Adequacy of rating of electrical equipment and installation
- o) Adequacy of isolation of current carrying parts
- p) Lightning protection
- q) Weather protection of outdoor electrical equipment and fittings
- r) Cables – dressing, routing, identification tags, glands, lugs, armored earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, colour coding
- s) DG Set – emergency switch, oil leakage, stack and noise monitoring,
- t) UPS and battery room
- u) Review of the following test records, (if any) evaluating the test results and to suggest recommendations as per applicable standards.
 - o Insulation resistance tests
 - o Earth resistance tests.

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

- a) 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.
- b) Earth pit Resistance tests
- c) Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.

3. AUDIT METHODOLOGY:

- a) Development of audit checklist based on the preliminary information provided by Bank of Baroda.
- b) Carry out inspection of electrical installations in the office premises
- c) Discussions with key personnel to verify existence of the systems/procedures.
- d) Review of key documents and records.
- e) Submission of the electrical audit report.

4. AUDIT CRITERIA:

- a) Applicable safety-related statutes including the Electricity Act and Indian Electrical Rules

- b) National Building Code (Electrical Installations)
- c) National Electrical Code
- d) Other relevant Indian standards & codes of practice.

5. DELIVERABLES:

- (a) The audit team will prepare and submit the electrical audit report as per the methodology. The report shall contain objectives, methodology, executive summary and observations and recommendations.
- (b) Rectification certificate of anomalies, defects and observations so recorded in the audit report.

6. SCOPE:

Scope of work includes Comprehensive Electrical Audit on the following measures and defect rectification:

- a) Visiting each and every branch / offices 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, sanctioned 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 from Regional office and one for Zonal office.
- e) The scope includes carrying out rectification Work to correct all recorded anomalies and defects.
- 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/Zonal office.

TECHNICAL BID

BASIC INFORMATION

1	Name of the applicant / organization	
2	Complete Postal address of the Registered Office	
i.	Contact Person	
ii.	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	
ii.	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	
ii.	Name	
iii.	Name	
7	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority,	

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

	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.	FY 2021-22	
ii.	FY 2022-23	
iii.	FY 2023-24	
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	Service Tax Registration 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 the performance of your organization.	
A	Name	
i.	Designation	
ii.	Firm/Company/organization	

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

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.	
C	Three similar works of 40% of `_(value)	
i.	Completion certificate no	
ii.	Date of issuance of Completion certificate	

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

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.	Address of the Department	
F.	Email id	
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 work of 80% of ` _____(value)	
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 work of 50% of ` _____(value)	
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	

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

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 work of 40% of ` _____(value)	
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	
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	
22	Avg. turnover of last 3 years (`) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years : FY 2021-22, 2022-23 & 2023-24	

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

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.

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

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		

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

One similar job worth minimum of Rs 0.80 Lakh during last Seven years.

Or

Two similar jobs, each worth minimum of Rs 0.60 Lakh during last seven years

Or

Three similar jobs, each worth minimum of Rs 0.40 Lakh during last seven years.

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 (₹) 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 :

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

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 1Pole 32A					

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

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					
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.						

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

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 equipment's 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		

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

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 lights are switched off		

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			
	N-E			
Current reading at incoming panel	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.	Others	

15. Condition of Electrical wiring**16. Rating of cables (Details)****17. Rating of cable as per standard****18. If not then required rating of cable****19. Percentage decrease in electricity bill after if present CFL type light fixtures replaced by LED type light fixtures****20. Feasibility of installation of Solar Roof Top panels (YES / NO) (Please provide details)****21. Observations****22. Recommendations****23. Tips on energy saving****24. Immediate rectification work required to be done to avoid unsafe condition**

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam

Site Visit Report

This is to certify that Mr./Mrs./Ms ----- from
M/s ----- has conducted Electrical Audit. Audit/inspection in our
Branch/office done on-----.

Branch Head

Seal

Signature

Name:

Contact No.:

Date:

Rectification Report From Auditor

This is to certify that M/s _____ has done the rectification against the observation raised from Electrical Audit for _____ Branch/office.

We found that all the anomalies, defects and observations so recorded in the audit report has been rectified.

Auditor

Seal

Signature

Name:

Contact No.

Date:

**Photographs of Main Electric panels,
UPS room Condition of Electric wiring
ETC.**

Observation/Recommendations

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

Observation/Recommendations

PRICE BID

To
Asst. General Manager
Bank of Baroda
Ratlam Region

Sir,

Sub: Appointment of Electric Auditor for carrying out Electrical Audit & Rectification Work of Branches/offices in Ratlam 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. No.	Branches/Offices in Ratlam Region	Quoted Rates (in Rs) per branch (exclusive of GST)
(a)	Electrical Audit & Rectification Work to correct Electrical Defects	

*60% payment to be made after electric audit and 40% payment shall be made after submission of Rectification Certificates.

2. The rates quoted for carrying out Electrical Audit of branch must be inclusive of all the charges, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever but excluding GST.
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 Twenty Four 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.

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

Date:

Signature of the Vendor

Seal

Electrical Audit of Bank of Baroda Branches / Offices in Regional Office Ratlam