



## TENDER NOTICE

Application are invited from Electrical Vendors for carrying out Electrical Audit of Branches/Offices in Bank of Baroda, Amravati Region, Pune Zone

**The Regional Manager, Bank of Baroda, Regional Office (Amravati),  
Plot No.1243, Opposite PDMMC, Morshi Road, Radha Nagar, Amravati-444603, Dist-Amravati.**

Date of issue of tender	12.07.2024
Last date and time for submission of Bids	02.08.2024 upto 03:00 pm
Date and time of opening of Technical Bids	02.08.2024 at 04:00 pm

## NOTICE INVITING TENDER

Regional Head, Bank of Baroda, Amravati Region, invites sealed Tenders from approved licensed contractors/firms from Bureau Energy Efficiency (BEE) (Govt. of India) to carry out Electrical Audit of branches and offices in Amravati Region (numbering 63 branches and offices).

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. The agency/firm must have valid PAN and GST Number.
3. The agency/firm must be an Income Tax Assesse for the last three years and should also have turnover of **Rs.20 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**

6. Applicant shall submit the **“Performance Certificates”** from the respective previous employers in support of above, otherwise application is liable to be rejected.
7. Similar jobs shall means Electric Audit work executed in Government/Private/Public Sector Undertakings/Reputed firms.
8. The agency/firm should have its own office within the geographical jurisdiction of **Maharashtra and jurisdiction of Pune Zonal office.** 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.
9. Applications containing false incomplete and/or inadequate information are liable to be rejected. Also mere fulfilment of eligibility criteria does not guarantee selection
10. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

## INSTRUCTIONS TO THE TENDERER

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

### Envelope No. 1 (Technical Bid)

- The Envelope No.1 shall contain Technical Bid (i.e. Duly signed tender documents) and Earnest Money Deposit (EMD) in the form of “***Demand Draft***” of **Rs. 5,000/- (Rupees Five Thousand Only)** in favor of Bank of Baroda payable at Amravati.
- Tenderer should submit performance certificates/work orders of their previous clients, Performa’s (1, 2 & 3) 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 superscripted “**Envelope No.1 (Technical Bid)**”.

### Envelope No. 2 (Financial Bid)

- Envelope No. 2 shall contain Financial Bid (i.e. Complete details and description are to be supplied by tenderers as specified therein.)
- This envelope shall be superscripted as “**Envelope No. 2 (Financial Bid)**”.

### Envelope No. 3

- 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 superscripted as “***Tender for Electric Audit at Amravati Regional Office (Kind Attention:- P&E Dept)***”. and shall be submitted on or before **02.08.2024 by 03:00 PM** at the following address:-

**The Regional Manager, Bank of Baroda, Regional Office (Amravati),  
Plot No.1243, Opposite PDMMC, Morshi Road, Radha Nagar, Amravati-444603,  
Dist-Amravati.**

2. The last date of submission of tender is **02.08.2024 upto 3:00 PM**.
3. Applications received after last date and time shall be summarily rejected.
4. 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.
5. The Financial bid of only those bidders shall be opened who are found to be eligible/short listed as per the pre-qualification criteria.
6. 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.
7. Only one representative shall be allowed to present during the opening of the bid.
8. Bank reserves the right to reject any/all the applications/offers without assigning any reason whatsoever.

**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**
  - a. 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, Amravati Region (Phone No- 0721-2992607).
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 **Maharashtra jurisdiction of Amravati Regional office** 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.
12. Electrical Audit of all the branches/ offices must be completed within -2- (Two) months from the date of awarding the contract.
13. Interested vendors may download the tender from Bank's website <https://www.bankofbaroda.in/tenders/zonal-regional-offices>. Submission of tenders in any other format will not be entertained and will be summarily rejected.

14. 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 honour his tender, the earnest money deposit will be forfeited.
15. **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.
16. The actual quantity of branches/offices to be audited may vary from the projected quantity as per the requirements of the Bank. 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.
17. 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 favouring Bank of Baroda, payable at Pune must be submitted along with the Technical Bid. No interest will be payable on the Earnest Money Deposit.
18. **VALIDITY OF OFFER-** The offer should be valid for period of 90 days from the last date for submission of the offer.
19. **PAYMENT TERMS-** 100% of the payment shall be released after submission of Electrical Audit Report. No advance will be paid.
20. **LOCATIONS TO BE COVERED-** The services will be required to be provided for **Maharashtra or jurisdiction of Amravati Region** for all its offices/branches both existing and opened during two years from the release of work order. The agency/ firm would be bound to conduct the Electric Audit in any place not covered where the above office has established its branch/Office during the validity of the contract. Detailed address for conducting Electrical Audit of **-63-** branches under the jurisdiction of the tender issuing office shall be provided to the successful bidder along the work order.
21. **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 Aligarh and only court in District- Aligarh 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.
- 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, 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, 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:-

- Visiting each and every branch/ office and verifying the installation (as detailed in the formats enclosed).
- Electrical Audit
- 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.
- 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).
- 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.
- 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.

**(Format of application forwarding letter)**

To,

Date:

**The Regional Manager, Bank of Baroda,  
Regional Office (Amravati), Plot No.1243,  
Opposite PDMMC, Morshi Road, Radha Nagar,  
Amravati-444603, Dist-Amravati.**

Dear Sir,

**Re: 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 to the Performa.
2. I/We further understand that pre-qualification and selection of Electric auditor will be in accordance with Bank's 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.
8. I/we understand that mere fulfilment of eligibility criteria does not guarantee my/our selection for empanelment and Bank reserves the right at all times to reject my applications at any time without assigning any reason, thereof.

Yours' faithfully,

<Signature>

Name:  
Organization:  
Designation:  
Contact No.  
Seal:



## Technical Bid

1	Name of the Applicant	
2	Complete Postal Address of local Registered Office	
i	Contact Person	
ii	Phone/Mobile No	
iii	Email ID	
3	Year of Establishment	
4	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents 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	Name & Qualification of the Proprietor/Partners/ Directors of the Organization/Firm (Enclose certified copies of document as evidence)	
7	No. of years of experience in the field and details of work in any other field.	
8	Details of registration - Bureau of Energy Efficiency (Enclose certified copies of document as evidence)	
9	Yearly turnover of the organization during last 03 years (year wise) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -03- years. (a) Committed turnover in 2020-2021 2021-2022 2022-2023	
10	PAN No.	
11	Details of registration / GST	
12	Deatiled description and value of the work done (Performa 3) enclosed (YES/NO)	
13	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.	

14	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
15	Have you been ever disqualified or levied penalty by the bank in past for non-fulfilment of the contractual obligations. If yes, please provide details.	
16	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details	

**PERFORMA - 1**

**DETAILS OF KEY PERSONNEL, DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE INCLUDING THEIR IN HOUSE ESTABLISHMENT.**

Sr No	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	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 competence to indicate any important point in your favour.

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PERFORMA - 2

Details of Infrastructure in Office

Sr.No.	Items	Numbers	Details
1	Office Premises, Area, etc		
2	Fax M/c		
3	Telephones		
4	Other Equipment's/Instruments		
5	Details of Workshop Setup		
	(i)		
	(ii)		
	(iii)		

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**PERFORMA - 3**

**LIST OF PROJECTS EXECUTED BY THE ORGANISATION DURING THE LAST 7 YEARS (As of 31.03.2024)**

**(Value of Work done i.e. not less than (1) One similar job of Rs.1.00 Lakh (2) Two similar job of Rs.0.80 Lakh (3) Three similar job of Rs.0.50 Lakh**

Sr No	Name of work/ project with address	Name & full postal address of the owner. Specify	Contract Amount (Rs.)	Stipulated time of completion (Years)	Actual time of completion (years)	Any other relevant information. Actual amount of the Project, if increased, give reasons.	Enclose client's certificate for satisfactory completion.
1	2	3	4	5	6	7	8

**Notes:**

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

**I/We confirm that to the best of our knowledge this information is authentic and accept that any deliberate concealment will amount to disqualification by the Bank at any stage.**

Stamp and Signature of the Contractor

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## Financial Bid

To

**The Regional Manager, Bank of Baroda,  
Regional Office (Amravati),Plot No.1243,  
Opposite PDMMC, Morshi Road, Radha Nagar,  
Amravati-444603, Dist-Amravati.**

Sir,

Sub: Appointment of Electric Auditor for carrying out Electrical Audit of branches/ Office in Aligarh 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:-

Sr No	Particulars	Quoted Rates (Rs./Branch)
1	Amount in figures	
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 breach 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:

## 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	

1. 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					

## 2. 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)		

3. 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		

4. Meter Details-

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

5. 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			
Power Consumed per phase	L3			
	L1			
	L2			
Frequency of supply	L3			
	L-N			

6. Earthing Details-

Parameters	Area1	Area2	Area3	Area4

**7. 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			

**8. 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.		

9. Condition of electricity wiring
10. Rating of cables (details)
11. Rating of cable as per standard
12. if not than required rating of cable
13. Percentage decrease in electricity bill after if present CLF type light fixtures replaced by LED type light fixtures.
14. Feasibility of installation of Solar Roof Top panels (YES / NO)
15. Observations
16. Recommendations
17. Tips on energy saving
18. 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**

Sl. No.	Branch/ office	Sanctioned Electrical Load	Connected Electrical Load	Unsafe Condition (if any)	Observation/ Recommendation	LED lights installed (Yes/ No)	Feasibility of installation of Solar Roof Tops (Yes/ No)

Date:

Signature and Seal of the Contractor



**CONTRACTOR REPORT**

(Report to be submitted by Contractor after rectification work)

Sl. No.	Observation of Electric AUDITOR	Rectification work completed (YES / NO)	Remarks

Date:

Signature and Seal of the Contractor