



**BANK OF BARODA, PATNA ZONE, INVITES APPLICATIONS FOR EMPANELMENT OF CONTRACTORS AND VENDORS OF REPUTE HAVING PRESENCE IN BIHAR STATE FOR VARIOUS WORKS RELATED TO ARCHITECT, CIVIL, INTERIOR WORKS, ELECTRICAL, ELECTRICAL AUDIT AND COMPOSITE WORK, AIR CONDITIONER OF BANK'S COMMERCIAL/RESIDENTIAL PREMISES LOCATED AT VARIOUS LOCATION OF PATNA ZONE.**

**Availability of documents on website: 06.07.2024 to 29.07.2024**

**Last date & time of submission of application – 29.07.2024up to 04:00 p.m.**

**Date & time of opening of application- 30.07.2024 at 04:00 p.m.**

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

Bank of Baroda, Patna Zone invites sealed applications for Empanelment of Contractors / vendors of repute for various work in Bank's branches/ offices/ residential flats under Patna Zone located in Bihar state. The category wise requirement in various disciplines/trades are as under.

Sr. No.	Trades in which empanelment to be done	Category
1.	Architect	A,b
2.	Civil (repair, addition/alteration/strengthening including painting/white	A,B
3.	Electrical (repairing/addition/alteration/material supplier)	A,B
4.	Furnishing & carpentry (Interior furnishing and renovation work for	A,B
5.	Air condition	A,B
6.	Electrical Audit	A,B

**Categoryization:**

<b>Category A</b>	Works up to ₹2.50 lacs only
<b>Category B</b>	Works ranging from ₹2.50 lacs to ₹15.00 lacs only

Agencies empanelled for higher category (B) shall be eligible for carrying out jobs in lower categories (A) as well.

Contractors/Vendors desirous of empanelment in the above mentioned categories and fulfilling following minimum requirements may submit their applications.

**CRITERIA FOR EMPANELMENT OF CONTRACTORS/ VENDORS ARE AS UNDER:-**

- The Firm/contractor/vendor must have adequate presence in Bihar State during last seven years.
- The firm/contractor/vendor must have sufficient number of experienced personnel, technical know-how, equipment's, instruments and other resources, as the case may be to complete the awarded work well in time with superior quality of materials & workmanship as per standard specifications.
- The Firm/contractor/ vendor must have experience of having successfully completed similar works during last 7 (Seven) years (as on 31.03.2024) as per the following details.

**(1) Category A – Works up to ₹2.50 lacs:-**

- 03- jobs of minimum ₹1.00 lacs each or
- 02- jobs of minimum ₹1.25 lacs each or
- 01- job of minimum ₹2.00 lacs each.

- Average Annual financial turnover of the firm during the last –3- years, ending 31st March 2024, should be at least ₹75,000/- supported with audited balance sheets.

**(2) Category B – Works ranging from Rs. 2.50 lacs to Rs. 15.0 lacs:-**

- 03- jobs of minimum ₹6.0 lacs each or
- 02- jobs of minimum ₹7.5 lacs each or
- 01- Job of minimum ₹12.0 lacs.

- Average Annual financial turnover of the firm during the last –3- years, ending 31<sup>st</sup> March 2024, should be at least ₹4.50 lacs supported with audited balance sheets.

If Audited Balance sheet is not available for FY2023-24, then unaudited balance sheet is acceptable for FY 2023-24, subject to submission of audited balance sheets of FY2020-21, FY2021-22 & FY 2022-23 mandatorily. **The firm should not reported loss during FY 2020-21, FY2021-22, FY2022-23, FY2023-24**

- Similar Works means, works of same nature & magnitude carried out in Govt./PSUs/PSBs/Private Banks only.
- Applications by those firms who do not submit Performance Certificates from their previous employers are liable to be summarily rejected.
- The contractors, vendors who intend to apply for more than one Trade can do so by applying for each trade separately and by submitting separate application fee.

Applications complete in all respect along with relevant documents, information in prescribed Bank's format (downloadable from Bank's website only) in a sealed envelope and super scribed as

**“Empanelment of Contractor/Vendor for (Name of Trade\_\_\_\_\_ and category A / B for Patna Zone).** The envelope should reach / drop in Tender box at the following address on or before **29.07.2024 up to 4 pm**

**The Sr. Manager (P&E)  
Zonal Office, Bank of Baroda  
5th Floor, Anand Vihar  
West Boring Canal Road,  
Patna-800001 (Bihar)**

No conditions will be entertained. Disputes, if any, shall be subject to Patna jurisdiction only.

Since it's an empanelment process not the procurement process, application fee is mandatory to be deposited by all applicants along with each trade separately. **There is no waiver for SME/Start-up etc. The applications received without requisite application fee shall be rejected.** Please also note that application fee so received shall not be refunded even if the firm/vendor is not qualify for empanelment.

In case of any clarification you may please contact following officials:-

- Sr. Manager (P&E) : **0612-2557718**

All the pages of applications are to be stamped and signed by the applicant.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons whatsoever thereof.

**Instructions to the Applicants for furnishing information as a part of application for Empanelment.**

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 format which will be kept confidential.
2. While deciding upon the Empanelment of Contractors/ Vendors, 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 Contractors/ Vendors for Empanelment will be final. 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. (Certified copies to be enclosed)
5. If the space in the proforma is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the proforma and serial number. Separate sheets shall be used for each part. However the format shall be as per proforma.
6. Applications containing false, incomplete and / or inadequate information in application are liable to be rejected. Also mere fulfilment of eligibility criteria does not guarantee selection.
7. While filling up the application with regard to the list of important projects completed or on hand, the applicants shall include those works only which are individually costing not less than 40% of the respective category shown against individual trade herein above as an additional information.
8. Canvassing in any form in connection with Empanelment is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
9. The applications, which are received after due date and time, are liable to be rejected.
10. Bank reserves the right to reject any/ all the applications without assigning any reason whatsoever therefore.
11. **The contractors, vendors who intend to apply for more than one trade have to apply for each trade separately with separate application.**
12. Incomplete applications will not be considered and liable for rejection
13. Intending applicant are requested to read the proforma carefully before filling the particulars.
14. Information / details furnished by selected contractors/ vendors/ consultants, if found to be false at any time in future or any information affecting empanelment is willingly/ unwillingly withheld, if come to the notice of the Bank at any point of time , the empanelment of contractors/vendors can be cancelled immediately.
15. If the applicant found to be blacklisted by any other banks/institution at any Stage would be immediately be blacklisted by the bank. Further in such case if any work is already been allotted to the applicant, the same may be withdrawn / cancel by Bank.

16. Empanelment of the firm will be valid only for three years, if selected, subject to yearly performance review.
17. The application shall be signed by the person/s on behalf of the organization having necessary authority/power of attorney to do so. Each page of the application shall be signed as token of acceptance of the contents mentioned therein and copy of Power of Attorney/Memorandum of association (wherever applicable) shall be furnished along with application.
18. **It is necessary that Contractors / vendors must have one of its Office in any District of Bihar State.**
20. **All applicants for empanelment of electric work must have Valid Electrical contractor license (preferably BIHAR State).**
21. **The contractors and vendors already in the existing panel of Patna Zone or its Regions shall also apply a fresh against this advertisement.**

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

**ANNEXURE A**

**Mandatory information required for Empanelment**  
**(To be furnished on the letter head of the applicant)**

Important:

1. Please type or write in capital letters.
2. The contractors, vendors and consultants who intend to apply for more than one trade have to apply for each trade separately.
3. **Attach copies of the supporting documents.**
4. Attach extra sheets with Sr. No if the space found insufficient.
5. Applications of those agencies who do not furnish below information will be summarily rejected.

1.1.1	Trade (The contractors and vendors who intend to apply for more than one trade have to apply for each trade separately)	
1.1.2	Category	
1.2	Name of the applicant / organization	
1.3	Address of the Registered Office (Enclose certified copies of documents as evidence)	
1.4	Address of office ( with Phone No, Fax No & Email ID & Contact Person) <b>(Enclose certified copies of documents as evidence)</b>	
1.4.1	Contact no.	
1.4.2	Fax no.	
1.4.3	Email id	
1.4.4	Contact Person	
2	Year of establishment	
3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

4	Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm a) b) Enclose certified copies of document as	
5	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
6	Whether registered with Government / Semi-Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7	a. No. of years of experience in the field and details of work in any other field. b. Whether ISO certified, furnish the Details.	
8	Area of business activities other than construction, if any, and place of business.	
9	Registration of firm under Shop & Establishment Act 1948	
10	Address through which the proposed work of the Bank will be handled	
10.1	Name & Designation of officer in charge.	
11.1	Yearly turnover of the organization during last 3 years (year wise) (Avg. turnover of last 3 years as per the respective category supported by the audited balance sheet and Profit & Loss A/c (Audited) for the last –3- years.	
11.2	Average turnover in	
11.2.1	FY 2020-2021 (If audited balance sheet of FY2023-24 is not finalized.	
11.2.2	FY2021-2022	
11.2.3	FY 2022-2023	
11.2.4	FY 2023-2024 (unaudited if audited is not)	
12	Name & Address of Bankers (Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)	

13	Enclose copy of latest income tax clearance certificate.	
14	PAN No.	
15	GST Registration No.	
16	Detailed description and value of works done (Proforma-1) and works on hand (Proforma-2)	
17	Empanelment with other Companies/ PSUs	
18	Other infrastructural information to be used/ referred for this project (Proforma-4) List of available plants, machineries equipment's etc.	
19	Furnish the names of –3- responsible persons along with their designation, address, Tel. No. etc., 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.	
19.1	Name	
	Address	
	Contact no.	
	Email id	
	Organization	
19.2	Name	
	Address	
	Contact no.	
	Email id	
	Organization	
19.3	Name	
	Address	
	Contact no.	
	Email id	
	Organization	

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant



20	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.
21	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.	
22	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.	
23	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
24	Electrical contractor license no (Enclose Copy)	
25	Details description and value of works done (proforma -1) and works on hand (proforma -2)	
26	Details of key personal employed (proforma -3)	

**NOTE: - ATTACH EXTRA SHEETS WITH S. NO. IF THE SPACE FOUND LESS.**

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant



**PROFORMA – 1**

**LIST OF PROJECTS EXECUTED BY THE ORGANISATION DURING THE LAST 7 YEARS**

**(Minimum Value of Work done not less than 40 % of the respective category) i.e. not Less than (1) Rs.1 lacs for Category A (2) Rs.6 lac for Category B.**

**Notes:**

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

**PROFORMA - 2**

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

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

**LIST OF IMPORTANT WORKS ON HAND**

**(Minimum Value of Work done not less than 40 % of the respective category) i.e. not Less than (1) Rs. 1 lacs for Category A (2) Rs. 6 lac for Category B**

Sl. no	Name of work/project with address.	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of –2- persons (Engineers or top officials of the organization)	Contract Amount (₹) with copy of Work Order & completion certificate from project in-charge.	Stipulated time of completion (Years)	Present status of the project	Any other relevant Information.
1	2	3	4	5	6	7

**Note:-**Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

**PROFORMA - 3**

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

Sr. No	Name & 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:

- Information has to be filled up specifically in this format. Please do not write remark **“As indicated in Brochure”**.
- Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

**PROFORMA – 4**

**Details of Infrastructure in Office**

Sr. No.	Items	Numbers	Details
1	Office Premises, Area, etc.		
2	Fax Machine		
3	Email id		
4	Telephones		
5	Other instruments		
6	Details of Workshop Setup		
	(i)		
	(ii)		
	(iii)		

I/We confirm that to the best of our knowledge this information mentioned by me/us in Annexure A (Performa 1, 2, 3 & 4) is authentic and accept that any deliberate concealment will amount to disqualification by the Bank at any stage.

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

**\*Terms & Condition for Electrical Audit:**

**ANNEXURE A**

**Mandatory information required for Empanelment for Electrical Audit**  
**(To be furnished on the letter head of the applicant)**

Important:

1. Please type or write in capital letters.
2. The contractors, vendors and consultants who intend to apply for more than one trade have to apply for each trade separately.
3. **Attach copies of the supporting documents.**
4. Attach extra sheets with Sr. No if the space found insufficient.
5. Applications of those agencies who do not furnish below information will be summarily rejected.

1.1.1	Trade (The contractors and vendors who intend to apply for more than one trade have to apply for each trade separately)	
1.1.2	Category	
1.2	Name of the applicant / organization	
1.3	Address of the Registered Office (Enclose certified copies of documents as evidence)	
1.4	Address of office ( with Phone No, Fax No & Email ID & Contact Person) <b>(Enclose certified copies of documents as evidence)</b>	
1.4.1	Contact no.	
1.4.2	Fax no.	
1.4.3	Email id	
1.4.4	Contact Person	
2	Year of establishment	

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	
4	Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm a) b) Enclose certified copies of document as	
5	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
6	Whether registered with Government / Semi-Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7	a. No. of years of experience in the field and details of work in any other field. b. Whether ISO certified, furnish the Details.	
8	Area of business activities other than construction, if any, and place of business.	
9	Registration of firm under Shop & Establishment Act 1948	
10	Address through which the proposed work of the Bank will be handled	
10.1	Name & Designation of officer in charge.	
11.1	Yearly turnover of the organization during last 3 years (year wise) (Avg. turnover of last 3 years as per the respective category supported by the audited balance sheet and Profit & Loss A/c (Audited) for the last –3- years.	
11.2	Average turnover in	
11.2.1	FY 2020-2021 (If audited balance sheet of FY2023-24 is not finalized.	
11.2.2	FY2021-2022	
11.2.3	FY 2022-2023	
11.2.4	FY 2023-2024 (unaudited if audited is not	

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

12	Name & Address of Bankers (Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization)	
13	Enclose copy of latest income tax clearance certificate.	
14	PAN No.	
15	GST Registration No.	
16	Detailed description and value of works done (Proforma-1) and works on hand (Proforma-2)	
17	Empanelment with other Companies/ PSUs	
18	Other infrastructural information to be used/ referred for this project (Proforma-4) List of available plants, machineries equipment's etc.	
19	Furnish the names of -3- responsible persons along with their designation, address, Tel. No. etc., 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.	
19.1	Name	
	Address	
	Contact no.	
	Email id	
	Organization	
19.2	Name	
	Address	
	Contact no.	
	Email id	
	Organization	
19.3	Name	
	Address	
	Contact no.	

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant



	Email id	
	Organization	
20	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.
21	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.	
22	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.	
23	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
24	Electrical contractor license no (Enclose Copy)	
25	Details description and value of works done (proforma -1) and works on hand (proforma -2)	
26	Details of key personal employed (proforma -3)	

**NOTE: - ATTACH EXTRA SHEETS WITH S. NO. IF THE SPACE FOUND LESS.**

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

**PROFORMA – 1**

**LIST OF PROJECTS EXECUTED BY THE ORGANISATION DURING THE LAST 7 YEARS**

**(Minimum Value of Work done not less than 40 % of the respective category) i.e. not Less than (1) Rs.1 lacs for Category A (2) Rs.6 lac for Category B.**

**Notes:**

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

**PROFORMA - 2**

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

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

**LIST OF IMPORTANT WORKS ON HAND**

**(Minimum Value of Work done not less than 40 % of the respective category) i.e. not Less than (1) Rs. 1 lacs for Category A (2) Rs. 6 lac for Category B**

Sl. no	Name of work/project with address.	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of –2- persons (Engineers or top officials of the organization)	Contract Amount (₹) with copy of Work Order & completion certificate from project in-charge.	Stipulated time of completion (Years)	Present status of the project	Any other relevant Information.
1	2	3	4	5	6	7

**Note:**-Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

**PROFORMA - 3**

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

Sr. No	Name & 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.

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

**PROFORMA – 4**

**Details of Infrastructure in Office**

Sr. No.	Items	Numbers	Details
1	Office Premises, Area, etc.		
2	Fax Machine		
3	Email id		
4	Telephones		
5	Other instruments		
6	Details of Workshop Setup		
	(i)		
	(ii)		
	(iii)		

I/We confirm that to the best of our knowledge this information mentioned by me/us in Annexure A (Performa 1, 2, 3 & 4) is authentic and accept that any deliberate concealment will amount to disqualification by the Bank at any stage.

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

Inviting Electric Auditor for carrying out Electrical Audit of  
Branches / Offices in  
Bank of Baroda, Patna Zone

**Eligibility Criteria:** The eligibility criteria for the bidder taking part in this empanelment 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 Assesse 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 per annum for the last three years.
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 Bihar State preferably in Patna or Adjoining Areas.

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

**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 our good office.
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.**

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant

10. The work involves visiting the branches / offices in the **Patna Zone** 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.
11. The rates quoted shall be binding for **Thirty Six** months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract.
12. Electrical Audit of all the branches/offices must be completed within **Two months** from the date of awarding the contract.
13. Interested vendors may download the tender from Bank's website/  
**[www.bankofbaroda.com/tenders.asp](http://www.bankofbaroda.com/tenders.asp)**.
14. Submission of tenders in any other format will not be entertained & will be summarily rejected.
15. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
16. **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.
17. **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 3 years from the date of work order during the period of contract.
18. The actual quantity of branches/offices to be audited may vary from the projected quantity as per the requirements of the Bank.
19. Any delay in completion of the work over the stipulated period will attract penalty of 1% of the contract value per day subject to maximum of 10% of the contract value.
20. **VALIDITY OF OFFER**

The offer should be valid for period of 90 days from the last date for submission of the offer
21. **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.

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- b) Payment will be made by Respective Regional Office / Branches / offices Under Patna Zone.

22. **LOCATIONS TO BE COVERED**

The services will be required to be provided for all offices and branches in Patna Zone & newly opened offices and branches during three years from release of work order. Other than Branches Onsite / Off-site ATMs under jurisdiction of Patna Zone 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.

23. **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 Patna and only court in Patna shall have jurisdiction to determine the same.

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## **SCOPE OF WORK**

### **1. THE ELECTRIC SAFETY 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.
- 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, color 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.

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**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, up gradation in the electrical system, electrical load, connected load, sanctioned load, enhancement of load etc.

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- 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.

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**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					

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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.					

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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		

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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
<b>Voltage at incoming Panel (V)</b>	L1-L2			
	L2-L3			
	L1-L3			
	L1-N			
	L2-N			
	L3-N			
	N-E			
<b>Current reading at incoming panel</b>	L1			
	L2			
	L3			
<b>Power Consumed per phase</b>	L1			
	L2			
	L3			
<b>Frequency of supply</b>	L-N			

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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**

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**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:**

**Seal & Signature of applicant**

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**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:**

**Seal & Signature of applicant**

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

**Observation/Recommendations**

**Seal & Signature of applicant**

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

**Observation/Recommendations**

**Seal & Signature of applicant**

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**Contractor Report**

**(Report to be submitted Branch wise by Contractor after rectification work)**

Sr. No.	Observation of Electric Auditor	Rectification work completed (YES/NO)	Remarks

This is to certify that all rectification work has been executed / completed as per IS standards.

Date

Signature and seal of contractor

**Seal & Signature of applicant**

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**Combined Report format of Zone/Region**

Sr. 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)

**Seal & Signature of applicant**

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**PRICE BID (ELECTRICAL AUDIT)**

**To,  
The General Manager  
Bank Of Baroda  
Patna Zone**

Sir,

Sub: **Appointment of Electric Auditor for carrying out Electrical Audit & Rectification Work of Branches/offices in Patna Zone.**

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:

<b>Sr. No.</b>	<b>Branches/Offices in Indore Region</b>	<b>Quoted Rates (in Rs) per branch (exclusive of GST)</b>
(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 Vendor  
Seal**

**Seal & Signature of applicant**

Note: All pages of application are to be stamped, signed and submitted by the applicant