

TENDER NOTICE

Tenders are invited from Electric Auditors to carry out Electrical Audit of Branches/Offices in Dehradun Region

**LAST DATE AND TIME OF
SUBMISSION OF THE TENDER – On or before 28.10.2024 up to 03:00 pm**

ADDRESS FOR SUBMISSION OF TENDERS

**The Regional Manager
Bank of Baroda, Dehradun Region,
410, Indira Nagar, Malik Chowk,
Dehradun-248001**

Date of issue of tender	04.10.2024
Last date and time for submission of Bids	28.10.2024 up to 03:00 pm
Date and Time of opening of Technical bids	28.10.2024 at 03:30 pm
Date and Time of opening of Financial bids	Date & Time for opening of Financial Bids will be intimated separately to all bidders over email who qualify the technical bid.

NOTICE INVITING TENDER

The Regional Manager, Bank of Baroda, Dehradun Region, invites sealed Tenders from approved licensed contractors/firms from Bureau Energy Efficiency (BEE) (Govt. of India) to carry out Electrical Audit of Branches/offices located in the Territory of Dehradun Region numbering approximately 54 Branches/Offices during the tenancy of the contract as per Audit Performa given in the Tender Format.

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

1. The authorized Engineers of the firm carrying out the Electrical Audit must be accredited Electrical / Energy Auditors from BEE (Bureau of Energy Efficiency).
2. Agency/firm must have valid GST No.
3. Agency/firm must have PAN No.
4. Agency/firm must be an Income Tax Assesse for the last three years. Agency/firm must have turnover of Rs. 2.00 lacs per annum for last three years.
5. The firm should be empaneled as Energy Service Company by Bureau of Energy Efficiency.
6. The firm should have at least 7 years of experience of carrying out electrical safety audit.
7. The firm should have satisfactorily completed one similar job worth minimum Rs. 1.60 Lacs during last Seven years.
OR
The firm should have satisfactorily completed two similar jobs, each worth minimum Rs. 1.00 Lacs during last Seven years
OR
The firm should have satisfactorily completed three similar jobs, each worth minimum Rs. 0.80 Lacs during last seven years.
8. **Similar job/s shall means Electric audit work executed in Government/Private/Public Sector Undertakings/ Reputed Firms.**
9. **Duly filled & signed application /offers shall be submitted in two bid system in the following manner :**

Cover-I	<p>Duly sealed cover super scribed as “Technical Bid – For Electrical Audit of branches” shall contain only technical bid along with Basic Information, No reference is to be made to the financial aspects of the offer failing which the offer shall be summarily rejected.</p> <p>Earnest Money amount through DD/Banker’s Cheque for Rs.5000/- (Rupees Five Thousand only) in favour of Bank of Baroda, payable at Dehradun.</p> <p>Information as per the performa “MANDATORY TECHNICAL REQUIREMENT” along with attested copies of the required documents from appropriate Attesting Authority. Information as per the Performa “GENERAL TECHNICAL INFORMATION”.</p> <p>Tenderer should submit Performance Certificates/work orders of their previous clients in support of their execution of similar works failing which their application shall be summarily rejected.</p>
Cover-II	<p>Duly sealed cover super scribed as “Price Bid – For Electrical Audit of branches” shall contain only Price Bid</p>
Cover-III	<p>Both the sealed covers shall then be put one single envelop and sealed duly super scribing “Application/Offer for Electrical Audit of branches/Offices in Dehradun Region”. The envelope containing both the bids must be addressed to:</p> <p>The Regional Manager, Bank of Baroda, Dehradun Region, 410, Indira Nagar, Dehradun-248001</p>

The last date of submission is 28.10.2024 up to 03:00 pm. Applications received after last date and time shall be summarily rejected.

The technical bids shall be opened on 28.10.2024 at 03.30 pm at the above referred address in the presence of the representatives of the bidders. The Price bid of only those bidders shall be opened who are found to be eligible/short listed as per the pre-qualification criteria mentioned above. Bank shall have the right to cross verify and ascertain all the information submitted and seeking confidential reports from the previous clients before short listing the applicants. No separate intimation shall be sent to the bidders for their presence at the time of opening of technical bid. Only one representative shall be allowed to present during the opening of the bid. Bank reserves the right to reject any/all the applications/offers without assigning any reason whatsoever.

Bank of Baroda, Dehradun Region,

To

**The Regional Manager,
Bank of Baroda, Dehradun Region
410, Indira Nagar, Dehradun- 248001.**

Sir,

Sub: Application/Offer for Electrical Audit of Branches/Offices in Dehradun Region.

1. I / We have read and understood the pre-qualification notice and instructions to the Applicants and submit my /our applications for Bank's consideration duly filled and complete in all respects according the Performa.
2. I / We further understand that pre-qualification and selection of Electric auditor will be in accordance with 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 pages **1 to 31** and in the supplementary sheets is correct to the best of my / our knowledge and belief.
4. I/ We have read the instructions appended, all terms & conditions and I/We understand that if any false information is detected at a later date, any future contract made between overselves and Bank of Baroda, on the basis of information given by me/us can be treated as invalid by the Bank and I/We will be solely responsible for the consequences.
5. I/We agree that the decision of Bank of Baroda in selection of L-1 Bidder will be final and binding to me/us.
6. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
7. I/ We agree that I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.

Yours faithfully,

Signature:

Name:

Organisation:

Designation:

Contact no.:

Seal

Seal & Signature

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

1. Intending Applicants are required to submit their 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 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 Regional Manager, Bank of Baroda, Dehradun Region, 410, Indira Nagar, Dehradun- 248001.
8. Contact details:
Premises and Equipment Department, Dehradun Region, Regional Office, 410, Indira Nagar, Dehradun-248001.
Phone no: 8477009040

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 area of Dehradun Region to carry out Electrical Audit as per the Audit Performa given in the Tender Format. A copy of the report duly signed by the licensed Electrical Auditor/ Engineer on behalf of the firm is to be submitted to respective Branch and Regional Office.
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 will be forfeited.
13. **Electrical Audit of all the branches/ATMs/ e-lobbies/ 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: <https://www.bankofbaroda.com/zonal-regional-offices-tenders.htm>
15. Vendors may submit the tenders only in the desired format, in two envelopes as explained in the tender document, so as to reach this office by **28.10.2024 up to 03:00 pm**. 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 -60- days from the date of opening of the received tenders. However, in case of the lowest/successful bidder backing out from the terms and conditions mentioned in his tender or refuses to honor his tender, the earnest money deposit will be forfeited.
17. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.

18. ORDER CANCELLATION

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 work 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. 5,000/- in the form of a demand draft/ pay order issued by a scheduled commercial bank favoring Bank of Baroda, payable at Dehradun must be submitted along with the Technical Offer. **Offers not accompanied with Earnest Money Deposit will not be accepted.** This amount will be forfeited if, having been selected by the Bank for the job, the bidder refuses to accept work order or having accepted the work order, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful bidders. The Earnest Money Deposit paid by the successful bidder will be released only after completion of the contract period of two years.

23. VALIDITY OF OFFERS

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

24. PAYMENT TERMS

100% of the payment shall be released after submission of Electrical Audit Report. No Advance will be paid.

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

26. LOCATIONS TO BE COVERED

The services will be required to be provided for our Dehradun Region in all Branches/offices both existing and opened during two years from release of work order. The broad areas presently under the jurisdiction of our Dehradun Region are detailed below. However, the individual/ agency would be bound to conduct Electric Audit in any place not covered in this list where the Region establish a Bank branch/ATM/office during the validity of the contract.

Sr.	BRANCH NAME	DISTRICT	STATE
1	Ajabpur Kalan	Dehradun	Uttarakhand
2	Ashley Hall	Dehradun	Uttarakhand
3	Bahadarabad	Haridwar	Uttarakhand
4	Balbir Road	Dehradun	Uttarakhand
5	Ballapur Chowk	Dehradun	Uttarakhand
6	Birpur Khurd Rishikesh	Dehradun	Uttarakhand
7	Central Hope Town Selaqui	Dehradun	Uttarakhand
8	Dehradun Main	Dehradun	Uttarakhand
9	Devprayag	Tehri	Uttarakhand
10	Doiwala	Dehradun	Uttarakhand
11	Doon school Dehradun	Dehradun	Uttarakhand
12	Garhwal Jal Sansthan	Dehradun	Uttarakhand
13	GMS Road	Dehradun	Uttarakhand
14	Gopeshwar	Chamoli	Uttarakhand
15	Haridwar Road Dehradun	Dehradun	Uttarakhand
16	Haridwar Main	Haridwar	Uttarakhand
17	Arya Nagar Haridwar	Haridwar	Uttarakhand
18	Harrowala	Dehradun	Uttarakhand
19	Balawala Harrowala	Dehradun	Uttarakhand
20	Indranagar	Dehradun	Uttarakhand
21	Joshimath	Chamoli	Uttarakhand
22	Jwalapur	Haridwar	Uttarakhand
23	Kotdwar	Pauri	Uttarakhand
24	Krishna Nagar	Dehradun	Uttarakhand
25	Laksar	Haridwar	Uttarakhand

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26	Langha Road	Dehradun	Uttarakhand
27	Majra	Dehradun	Uttarakhand
28	Manglaur	Haridwar	Uttarakhand
29	MDDA	Dehradun	Uttarakhand
30	Mussoorie	Dehradun	Uttarakhand
31	NB Dharamshala(CC Chowk)	Haridwar	Uttarakhand
32	New Tehri	Tehri	Uttarakhand
33	Paniyala	Haridwar	Uttarakhand
34	Pauri	Pauri Garhwal	Uttarakhand
35	Prem Nagar	Dehradun	Uttarakhand
36	Ramnagar Roorkee	Haridwar	Uttarakhand
37	Raipur	Dehradun	Uttarakhand
38	Rishikesh Main	Dehradun	Uttarakhand
39	Railway Road Rishikesh	Dehradun	Uttarakhand
40	Roorkee Main	Haridwar	Uttarakhand
41	Jadugar Road Roorkee	Haridwar	Uttarakhand
42	Malwiya Chowk Roorkee	Haridwar	Uttarakhand
43	Rudraprayag	Rudraprayag	Uttarakhand
44	Sabbhawala	Dehradun	Uttarakhand
45	Saharanpur Road Dehradun	Dehradun	Uttarakhand
46	Sahastradhara Road Dehradun	Dehradun	Uttarakhand
47	Sidcul Haridwar	Haridwar	Uttarakhand
48	Srinagar	Pauri Garhwal	Uttarakhand
49	Suddhowala	Dehradun	Uttarakhand
50	Transport Nagar Dehradun	Dehradun	Uttarakhand
51	Uttarkashi	Uttarkashi	Uttarakhand
52	Vikas Nagar	Dehradun	Uttarakhand
53	Arhat Bazaar, Dehradun	Dehradun	Uttarakhand
54	Regional Office, Dehradun	Dehradun	Uttarakhand

SCOPE OF WORK

1. The electrical 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, work permit, test records, etc. and to suggest recommendations as per applicable standards.
 - To evaluate the earthing system (installation and maintenance) based on IS 3043 including availability, upkeep and testing of earth pits and to suggest recommendations
 - Display of danger notices
 - Use of electrical rubber mats, rubber gloves, etc.
 - Provision of identification tag of cables, cable glands, sealing of cable entry and unused holes
 - Upkeep and housekeeping of electrical installations
 - Provision of indicating lamps on the control panels
 - Use of 3-pin plug and socket
 - Fire protection of electrical installations
 - Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, maintenance practices, etc.
 - Adequacy of rating of electrical equipment and installation
 - Adequacy of isolation of current carrying parts

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- Lightning protection
- Weather protection of outdoor electrical equipment and fittings
- Cables – dressing, routing, identification tags, glands, lugs, armored earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, color 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:

- 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 Electric Audit on the following measures:

- a) Visiting each and every branch/ offices and verifying the installation (As Detailed in the formats enclosed).
- b) Electrical Audit
- c) Suggestions 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.
- d) Submission of comprehensive report as per Annexure enclosed, observed/ verified during Branch/ATM/Office inspection. Triplicate Report to be prepared. One for Branch, one for Regional office and one for Zonal office.
- e) The scope includes arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting sites and preparing reports so as to enable the Bank to take a decision for improvement.
- f) The agency shall maintain following registers on daily basis i.e. Daily progress report and hindrance register. The agency have to submit PERT Chart incorporating all activities required for the completion o the work in time to Regional office.

TECHNICAL BID

BASIC INFORMATION		
1	<p>a) Name of the applicant / organization</p> <p>b) Complete Postal Address of the Registered Office</p> <p>c) Detail of contact person, Phone No. / Mob. No. & Email ID</p>	
2	<p>Complete Postal address of local office through which the proposed work of the Bank will be handled and the Name & Designation of officer in charge.</p> <p>Detail of contact person, Phone No. / Mob. No. & Email ID</p>	
3	Year of establishment	
4	<p>Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.)</p> <p>(Enclose certified copies of documents as evidence)</p>	
5	<p>Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm</p> <p>Enclose certified copies of document as evidence</p>	<p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>
6	<p>Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.</p> <p>Enclose certified copies of document as evidence</p>	

7	No. of years of experience in the field.	
8	Details of Registrations with : 1) BEE(Bureau of Energy Efficiency) Certified (Enclose certified copies of documents as evidence).	
9	Yearly turnover of the organization during last 3 years (year wise)	
i	2021-22	
ii	2022-23	
iii	2023-24	
10	Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization	1. Amount of Solvency Certificate: 2. Name & Address of Bank/Branch: 3. Date of Issue:
11	Enclose copy of latest income tax clearance certificate.	
12	PAN No.	
13	Details of GST Registration No.	
14	Detailed Description and Value of works done(Proforma-3) enclosed (Yes/ No)	
15	Furnish the details of -3- responsible persons for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.	1. 2. 3.

16	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, status of pending litigation.	Attach a separate sheet if required.
17	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.	
18	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.	
19	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
20	Similar type of work carried out during last -7- years.	

Technical Personnel and Similar Experience.

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

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

Notes:

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

Details of infrastructure in office.

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

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B) List of important works completed.

Sr. No	Name of the project & location.	Name & full postal address of the owner. Also indicate whether Govt. Semi-Govt. Private body or Financial Institution with full postal address & details of contact person of the owner.	Contract Amount (₹) for Electrical 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 ELECTRICAL AUDIT

(The Performa of Electric audit may be revised/modified after obtaining approval from Bank of Baroda)

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

Sr. No	Description	Particulars
1.	Region	
2.	Name of Branch	
3.	Branch Code	
4.	Address	
5.	Phone/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					
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					

8. Electrical Load analysis

- a) Total Sanctioned Load :
- b) Total Connected Load :
- c) Is Sanctioned load less than Connected load :
- d) Has branch applied for additional load? :
- e) Has branch paid any penalties for excessive load :

- f) Electrical Load Utilization :
- g) Electrical Load on UPS:
- h) DG Set installed: YES/NO
- i) DG Set Capacity(more or less):

9. ELECTRICAL DISTRIBUTION SYSTEM:

- a) Is distribution of load satisfactory :
- b) Condition of Electrical Wiring :
- c) Type of Wiring Used (open/ conduit):
- d) No. of MCB's and ELCB :
- e) Whether MCB's and ELCB are of required rating:
- f) Whether cables and connection are good and of adequate capacity :
- g) Whether electrical equipments are operating at specified voltage/current (Within tolerance range):

- h) Rating of Fuses/Junction Box :
- i) Are the ratings correct? :
- j) Are Fire Box Switch Inserts used :
- k) Whether single isolating switch is available for the whole premises :
- l) Are Earth Pits identified :
- m) Earth Connection to equipments: Proper/Not proper

- n) No. of earth pits available :
- o) Whether earthing is done properly to equipments :
- p) Voltage between neutral and earth :
- q) Whether DG is provided with neutral earthing :

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- r) Whether ELCB provided:
- s) ATM M/c Earth pits identified:
- t) Earthing check of each pit:
- u) UPS room exhaust fan installed
- v) UPS room Condition
- w) UPS battery Connections
- x) Whether the Air Conditioners installed at branch/ office is as per BEE:
- y) Condition of wiring/pipes of Air Conditioners:

10. Measurement of Electrical Parameters

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

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

11. 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.		

12. Condition of Electrical wiring

13. Rating of cables

14. Rating of cable as per standard

15. If not then required rating of cable

16. No. of Exhaust fan provided

a) Exhaust fan in UPS room(YES/NO)
Working (YES/NO)

b) Exhaust fan near Electric panel(YES/NO)
Working (YES/NO)

17. Observations

18. Recommendations

19. Tips on energy saving

20. Immediate rectification work required to be done to avoid unsafe condition

Bank of Baroda, Dehradun Region,

Site Visit Report

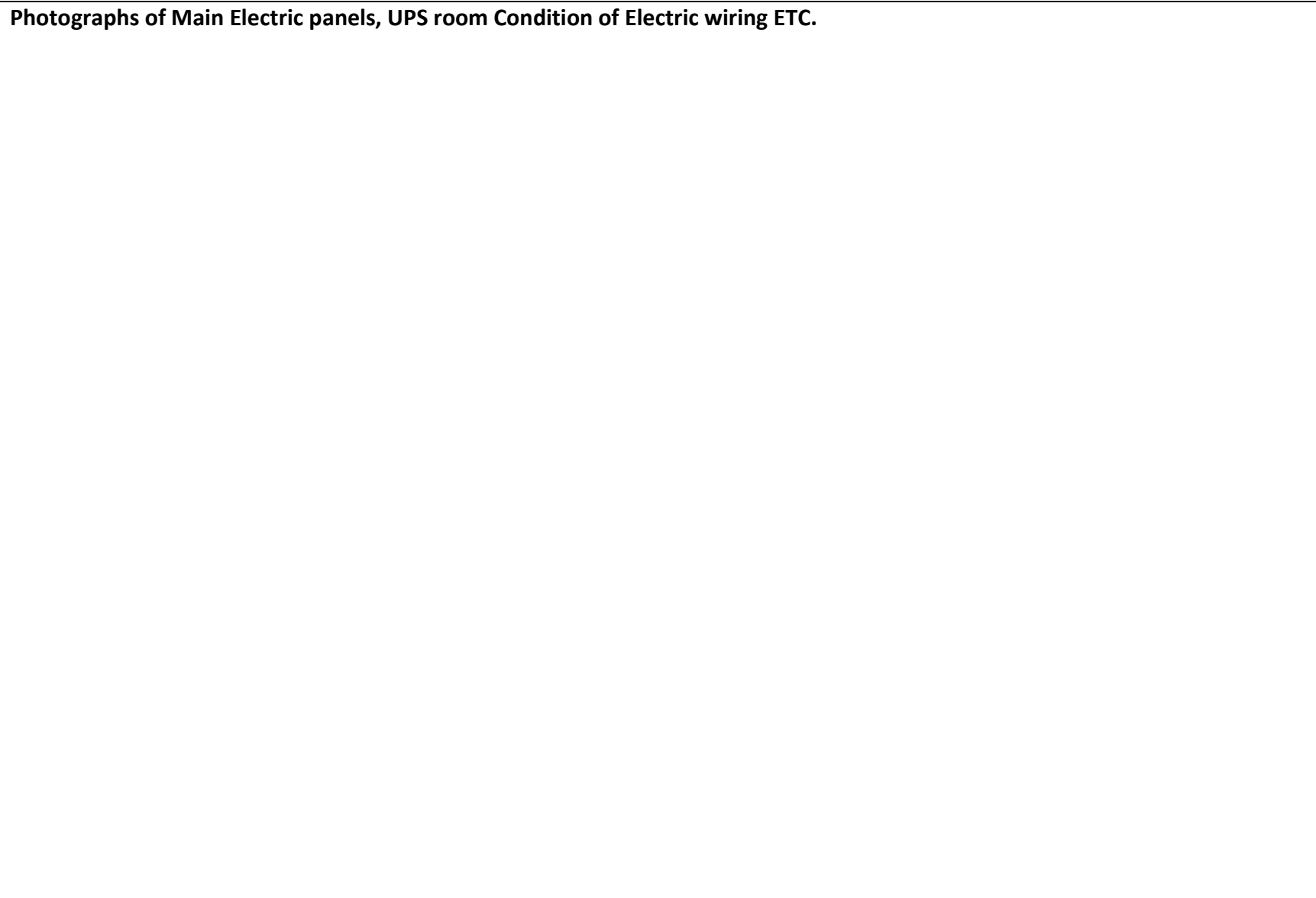
This is to certify that Shri. _____ from M/s _____ has conducted Electrical Audit in
our Branch/office/ATM/E-lobby on_____.

**Branch Head
Signature
Name
Contact No.
Date:**

Seal

Combined Report Format of Region

Sr. No.	Branch/ Office	Sanctioned Electrical Load	Connected Electrical Load	Unsafe condition (if any)	Observation/ Recommendations	LED lights installed (yes/no)	Feasibility of installation of Solar Roof tops (yes/no)



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



Bank of Baroda, Dehradun Region,

PRICE BID

To,
The Regional Manager
Bank of Baroda Regional Office
410, Indira Nagar
Dehradun- 248 001.

Sir,

Sub: Appointment of Electric Auditor for carrying out Electric Audit of Branches/ Offices in Dehradun Region.

Rate for Electrical Audit as per Performa given in Tender for the branches/offices is as under:

Sr.	Branch/Office in Dehradun Region	Quoted Rates (Rs) per branch/office/ATM/E-Lobby
1	Amount for Branch/ Office (including onsite ATM/onsite e-lobby)	Amount in Figures: Rs Amount in Words:

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:

1. The rates quoted for carrying out Electrical Audit must be inclusive of all the charges, taxes i.e. Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever.
2. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
3. 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.
4. 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.

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5. 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.
6. Payment shall be made by the respective Branch/Office, within -15- days of the satisfactory completion of Electrical Audit and submission of a copy each of Audit Certificate and duly filled/signed Audit Performa, to the Branch, and Regional Office.
7. Deduction of TDS will be as per rules.

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

Signature of the Vendor

Date:

Seal: