

**Bank of Baroda**  
**Regional Office (Pilibhit Region)**  
**First floor Nakta Dana Chawk, Opp. S P**  
**Residence, Pilibhit- 262001, (UP)**  
**E-mail ID –**  
**[pe.ropilibhit@bankofbaroda.co.in](mailto:pe.ropilibhit@bankofbaroda.co.in)**  
**Mobile No. 7617588350**

**Tender Document for Empanelment of**  
**Electric Auditor for carrying out Electrical**  
**Audit of Branches / Offices in Pilibhit**  
**Region**

**TENDER NOTICE**

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

**LAST DATE AND TIME OF SUBMISSION OF THE TENDER –  
On or before 19.10.2024 up to 4.00 PM**

**ADDRESS FOR SUBMISSION OF TENDERS:**

**The Regional Manager  
Bank of Baroda, Pilibhit Region  
First floor Nakta Dana Chawk, Opp. S P Residence,  
Pilibhit- 262001, (UP)  
Tel: 7617588350**

<b>Date of issue of tender</b>	<b>27.09.2024</b>
<b>Last date and time for submission of Bids</b>	<b>19.10.2024/ 4:00 PM</b>
<b>Date and Time of opening of Technical bids</b>	<b>Next working day</b>

**NOTICE INVITING TENDER**

The Regional Manager, Bank of Baroda, Pilibhit Region, invites sealed Tenders from approved licensed contractors/ firm from Bureau Energy Efficiency (BEE) (Govt. of India) to carry out Electrical Audit of branches and offices in Pilibhit Region (numbering 50 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. Agency/firm must have valid PAN and GST Number.
3. Agency/firm must be an Income Tax Assesse for the last three years and should also have turnover of **Rs.10.00 lakh** per annum for last three years.
4. The agency/ firm should have at least 07 years of experience of carrying out electrical audit.
5. The agency/ firm should have satisfactorily completed one similar job worth minimum of **Rs. 5.00 Lakh** during last 07 years.

OR

The agency/firm should have satisfactorily completed two similar jobs, each worth minimum of **Rs. 3.00 Lakh** during last 07 years.

OR

The agency/firm should have satisfactorily completed three similar jobs, each worth minimum of **Rs. 2.00 Lakh** during last 07 years

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

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

**INSTRUCTION OF THE TENDERER**

<b>Envelope No. 1 (Technical Bid)</b>	<p><b>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.</b></p> <p><b>Earnest Money amount through DD/Banker’s Cheque for Rs 10000/- (Rupees Ten Thousand only) in favour of Bank of Baroda, payable at Pilibhit.</b></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><b>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.</b></p>
<b>Envelope No. 2 (Financial Bid)</b>	<p><b>Duly sealed cover super scribed as “Price Bid – For Electrical Audit of branches” shall contain only Price Bid</b></p>
	<p>Both the sealed covers shall then be put one single envelop and sealed duly super scribing “<b>Application/Offer for Electrical Audit of branches/Offices in Pilibhit Region</b>”. The envelope containing both the bids must be addressed to:</p> <p><b>The Regional Manager Bank of Baroda, Pilibhit Region First floor Nakta Dana Chawk, Opp. S P Residence, Pilibhit- 262001, (UP) Tel: 7617588350</b></p>

**The last date of submission is 19.10.2024 up to 16.00 hrs. Applications received after last date and time shall be summarily rejected.**

The technical bids shall be opened on the next working day at 16:00 hrs. 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, Pilibhit Region,

**To,  
The Regional Manager  
Bank of Baroda, Pilibhit Region  
First floor Nakta Dana Chawk, Opp. S P Residence,  
Pilibhit- 262001, (UP)  
Tel: 7617588350**

Dear Sir / Madam,

**Sub: Application/Offer for Electrical Audit of branches in Pilibhit 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 over selves 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:**

**Designation:**

**Organization Contact no.:**

**Seal**

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

1. Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
2. While deciding upon the pre-qualifications of Electric Auditor, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Bank in regard to selection of Electric Auditor will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. **Each page of the application shall be signed.** The application shall be signed by 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, Pilibhit Region, First floor Nakta Dana Chawk, Opp. S P Residence, Pilibhit- 262001, (UP),**

**CONTACT DETAILS:**

**Sr. Manager (P&E), Pilibhit Region, Regional Office, First floor Nakta Dana Chawk, Opp. S P Residence, Pilibhit- 262001, (UP), Tel: 7617588350**

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 the area of Pilibhit Region to carry out Electrical Audit as per the Audit Performa given in the Tender Format. A copy of the report duly signed by the licensed Electrical Auditor/ Engineer on behalf of the firm is to be submitted to respective Branch and Regional Office.
11. The rates quoted shall be binding for Twenty Four months (**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 will be forfeited.
12. Electrical Audit of all the branches/ATMs/ e-lobbies/ offices must be completed within - 45- days 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. The firm should also responsible to submit the rectification report after -60- days of submitting the audit report of the respective Branch/Office.
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 **1600 hrs. on 19.10.2024**. Submission of tenders in any other format will not be entertained & will be summarily rejected.
16. The earnest money deposit of all the unsuccessful bidders will be returned within a period of -30- days from the date of opening of the received tenders. However, in case of the lowest/successful bidder backing out from 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 CANCELATION**  
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.10000/-** in the form of a demand draft/ pay order issued by a scheduled commercial bank favoring Bank of Baroda, payable at Pilibhit 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 bidders 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. **LOCATIONS TO BE COVERED**  
The services will be required to be provided for our Pilibhit 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 Pilibhit 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/Office during the validity of the contract.
26. **SETTLEMENT OF DISPUTE**  
All disputes and differences of any kind whatsoever arising of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at Pilibhit and only court in Pilibhit shall have jurisdiction to determine the same.



**List of Branches/Offices to be covered for Electric Audit**

Sr No	Branch name	Category	District	Mobile No.
1	LDM Office Pilibhit	Urban	Pilibhit	8477009764
2	Pilibhit Main Branch	Urban	Pilibhit	8477009742
3	Regional Office, Pilibhit	Urban	Pilibhit	7617588350
4	Station Road, Pilibhit	Urban	Pilibhit	8477009743
5	Tanakpur Road, Pilibhit	Urban	Pilibhit	8477009930
6	Vikas Bhawan, Pilibhit	Urban	Pilibhit	8477009744
7	Aasam Road, Puranpur	Semi Urban	Pilibhit	8477009710
8	Barrkhera Kalan	Semi Urban	Pilibhit	8477009750
9	Bilsanda	Semi Urban	Pilibhit	8477009752
10	Bisalpur	Semi Urban	Pilibhit	8477009746
11	Nawabganj	Semi Urban	Bareilly	8477009186
12	Neoria	Semi Urban	Pilibhit	8477009747
13	Puranpur	Semi Urban	Pilibhit	8477009745
14	Richha	Semi Urban	Bareilly	8477009190
15	Rithora	Semi Urban	Bareilly	8477009247
16	Shahgarh-Baheri	Semi Urban	Bareilly	8477009193
17	Shergarh	Semi Urban	Bareilly	8477009194
18	Shishgarh	Semi Urban	Bareilly	8477009127
19	Ameria	Rural	Pilibhit	8477009748
20	Amrita Khas	Rural	Pilibhit	8477009749
21	Banjaria Jagir	Rural	Bareilly	8477009591
22	Bhadeg Kanja	Rural	Pilibhit	8477009858
23	Bhandsar	Rural	Bareilly	8477009168
24	Bhaua Bazar	Rural	Bareilly	8477009144
25	Bithora Kalan	Rural	Pilibhit	8477009751
26	Chandiya Hazara	Rural	Pilibhit	8477009779
27	Chathia	Rural	Bareilly	8477009173
28	Dhankuna	Rural	Pilibhit	8477009848
29	Gajraula Kalan	Rural	Pilibhit	8477009753
30	Gopalpur Azizpur	Rural	Bareilly	8477009597
31	Guladiya Bhoop Singh	Rural	Pilibhit	8477000392
32	Harharpur Matkali	Rural	Bareilly	8477009148
33	Kabirganj	Rural	Pilibhit	8477009754
34	Kadher Chaura	Rural	Pilibhit	8477009778
35	Kaich	Rural	Pilibhit	8477009755
36	Kanjah Hariya	Rural	Pilibhit	8477009774
37	Keolaria	Rural	Bareilly	8477009179
38	Khamariapul	Rural	Pilibhit	8477009756

Bank of Baroda, Pilibhit Region,

39	Madhawapur	Rural	Pilibhit	8477009757
40	Majhola	Rural	Pilibhit	8477009758
41	Manpur	Rural	Bareilly	8477009181
42	Nand	Rural	Pilibhit	8477009759
43	Parewa Dang	Rural	Pilibhit	8477009760
44	Pinjra Vamanpuri	Rural	Pilibhit	8477009936
45	Sahora	Rural	Bareilly	8477009125
46	Sanda	Rural	Pilibhit	8477009761
47	Semikhera	Rural	Bareilly	8477009192
48	Shivnagar	Rural	Pilibhit	8477009763
49	Sidhnagar	Rural	Pilibhit	8477009762
50	Utarsia Samukhiya	Rural	Bareilly	8477009245
51	BSVS	Urban	Pilibhit	8477009765

### **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, and maintenance practices, etc.
  - Adequacy of rating of electrical equipment and installation
  - Adequacy of isolation of current carrying parts
  - Lightning protection
  - Weather protection of outdoor electrical equipment and fittings
  - Cables – dressing, routing, identification tags, glands, lugs, armored earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, 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/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 of the work in time to Regional office.

**TECHNICAL BID**

<b>BASIC INFORMATION</b>		
<b>1.</b>	<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. &amp; Email ID</p>	
<b>2.</b>	<p>Complete Postal address of local office through which the proposed work of the Bank will be handled and the Name &amp; Designation of officer in charge.</p> <p>Detail of contact person Phone No. / Mob. No. &amp; Email ID</p>	
<b>3.</b>	Year of establishment	
<b>4.</b>	<p>Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) ( Enclose certified copies of documents as evidence)</p>	
<b>5.</b>	<p>Name &amp; 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>
<b>6.</b>	<p>Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence</p>	
<b>7.</b>	No. of years of experience in the field.	

<b>8.</b>	Details of Registrations with : 1) BEE(Bureau of Energy Efficiency) Certified (Enclose certified copies of documents as evidence).	
<b>9.</b>	Yearly turnover of the organization during last 3 years (year wise)	
<b>i</b>	2021-22	
<b>ii</b>	2022-23	
<b>iii</b>	2023-24	
<b>10.</b>	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:
<b>11.</b>	Enclose copy of latest income tax clearance certificate.	
<b>12.</b>	PAN No.	
<b>13.</b>	Details of GST Registration No.	
<b>14.</b>	Detailed Description and Value of works done(Proforma-3) enclosed ( Yes/ No)	
<b>15.</b>	Furnish the details (Name, Designation, Address & Contact No.) 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.
<b>16.</b>	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.
<b>17.</b>	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.	
<b>18.</b>	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.	
<b>19.</b>	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
<b>20.</b>	Similar type of work carried out during last -7- years.	

#### **MANDATORY TECHNICAL REQUIREMENTS**

1. (The Tender of the vendor not fulfilling requirements/conditions will be disqualified)
  2. Name & Address of the Firm
  3. Year of Establishment:  
(Must be more than -7- yrs. Old )
  4. Telephone Nos.
  5. VAT / TAN No.
  6. PAN No.
  7. Income Tax Returns for the last -3- years.: Enclosed / Not Enclosed
  8. Details of Turnover of the firm (minimum ` 20.00 lacs per year) for The last -3- year (enclose copy of proof):
  9. Electrical/Energy Auditors certified from BEE:
- Note: A copy duly attested from appropriate authority in respect of each of the above certifying documents must be enclosed.

**Seal: (Authorized Signatory)**

**Date:**



**TECHNICAL, PERSONAL AND SIMILAR EXPERISNCE.**

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

Sr. No	Name	Age	Quali- fication	Experi- -ence	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.

**A) 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		

**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".

Bank of Baroda, Pilibhit Region,

**PRICE BID**

To,  
The Regional Manager  
Bank of Baroda, Pilibhit Region  
First floor Nakta Dana Chawk, Opp. S P Residence,  
Pilibhit- 262001, (UP), India  
Tel: 7617588350

Sir,

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

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

Sr. No.	Branch/Office in Pilibhit Region	Quoted Rates (Rs.) per Branch / Office
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 (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 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.
5. 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.
6. 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:**

**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, 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					
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**8. Electrical Load analysis:**

Sr. No	Particulars	Remarks	Rectification / Recommendation
1.	Total Sanctioned Load		
2.	Total Connected Load		
3.	Is Sanctioned load less than Connected load		
4.	Has Branch paid any penalties for excessive load		
5.	Electric load Utilization		
6.	Electric Load on UPS		
7.	DG Set installed		
8.	DG set capacity		
9.	DG Set capacity appropriate for connected load (capacity more or less)		

**9. Electric Load Distribution System:**

Sr. No	Particulars	Remarks	Rectification / Recommendation
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 (with in tolerance load)		
5.	Rating of Fuse/junction Box are as per standards		
6.	Whether single isolating switch is available for the premises		
7.	Earth pits Identified		
8.	Condition of earthing		
9.	Earth connected to equipment's: 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 switch is off.		

**10. Measurement of Electrical Parameters:**

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

**11. 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					

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**12. Reading 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 (V)	N-E			
	L1			
	L2			
	L3			
Voltage at incoming panel (V)	L1			
	L2			
	L3			
Frequency of Supply	L-N			

**13. Earthing Details:**

Parameters	Area1	Area2	Area3	Area4

**14. UPS Details:**

Parameters				
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			

**15. Lux Level:**

Sr. No	Area	Lux
1.	Branch head cabin	
2.	Officers	
3.	Cash counters	



<b>4.</b>	<b>Store room</b>	
<b>5.</b>	<b>UPS room</b>	
<b>6.</b>	<b>ATM room</b>	

- 16. Condition of Electrical wiring**
- 17. Rating of cables (details)**
- 18. Rating of cable as per standard**
- 19. If not then required rating of cable**
- 20. 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)**
- 21. Observations**
- 22. Recommendations**
- 23. Tips on energy saving**
- 24. Immediate rectification work required to be done to avoid unsafe condition**

Date:

Branch Name :  
Branch ALPHA :  
SOL ID :  
Region Name :

**Power Report**

**RAW Power Ratings:**

- |                    |      |
|--------------------|------|
| 1. Phase - Neutral | Volt |
| 2. Phase - Earth   | Volt |
| 3. Neutral – Earth | Volt |

**UPS Ratings:**

- |                    |      |
|--------------------|------|
| 1. Phase - Neutral | Volt |
| 2. Phase - Earth   | Volt |
| 3. Neutral – Earth | Volt |

Signature of Electrician  
(Name of Electrician)

Signature of Branch Manager  
(Name of Branch Manager)

Bank of Baroda, Pilibhit 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-----.

Seal

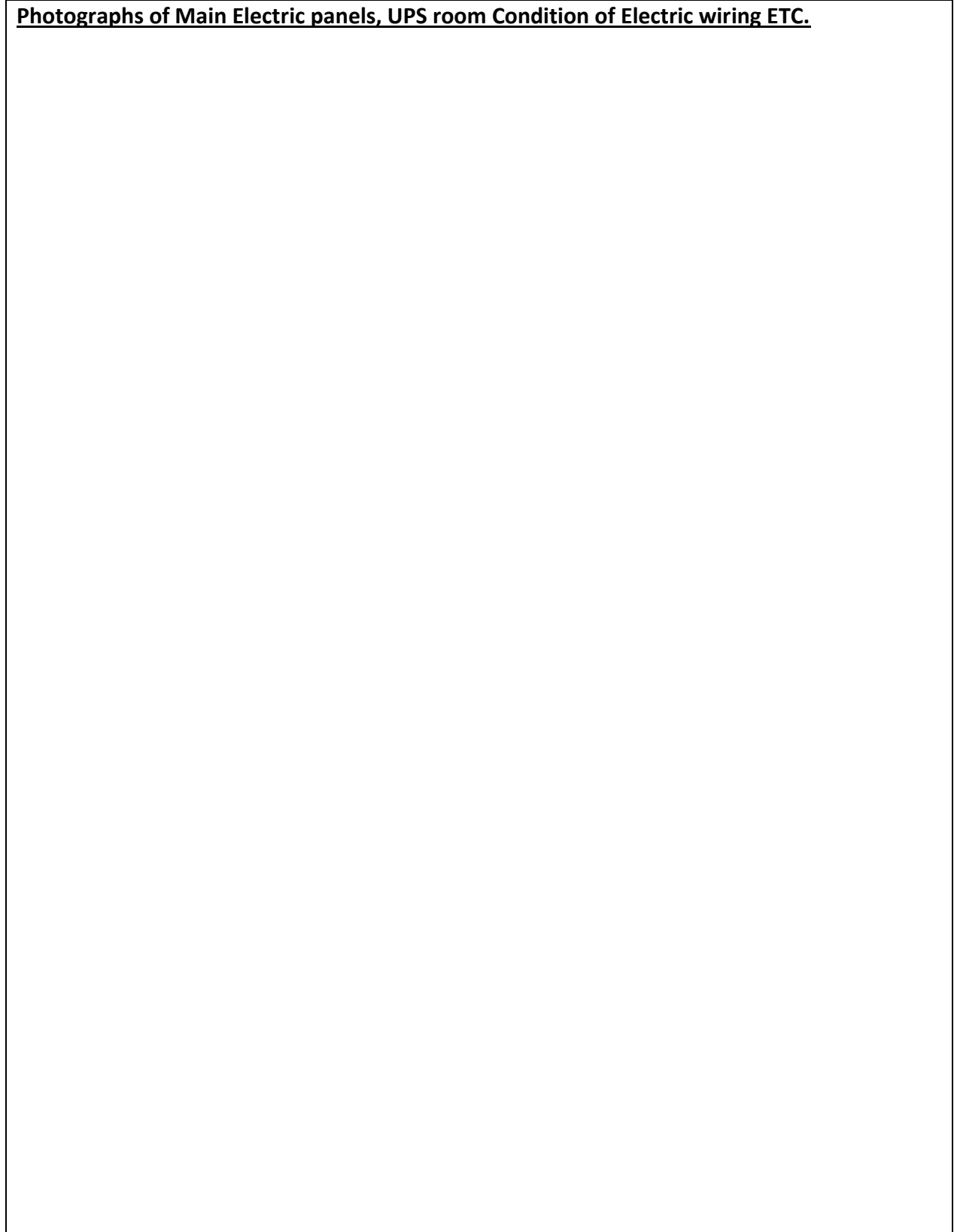
Branch Head Signature

Name

Contact No.

Date:

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



**Observations / Recommendations**

**Combined Report Format of Region**

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



