

**TENDER NOTICE**

**Tenders are invited from Electric Auditor for carrying out Electrical Audit of Branches / Offices in our Mumbai Metro West Region.**

**The Deputy General Manager  
Bank of Baroda, Mumbai Metro Western Region  
Sharda Bhavan, Shree Vaikunthlal Mehta Marg, Opp. Mithibhai College, Juhu Vile Parle,  
Mumbai 400 056. E Mail: [rm.mmwr@bankofbaroda.com](mailto:rm.mmwr@bankofbaroda.com) [em.mmwr@bankofbaroda.com](mailto:em.mmwr@bankofbaroda.com)  
Web: [www.bankofbaroda.com](http://www.bankofbaroda.com)**

**JOB PERIOD – 4 WEEK**

**DATE AND TIME OF SUBMISSION OF TENDER**

Date of Issue of Tender	29-11-2024
Pre Bid Meeting	10-12-2024 04:00 PM at Regional office
Last Date and time of Submission of Bids	20-12-2024 03:00 PM
Date and Time of Opening of Technical Bids	20-12-2024 04.00 PM

## **NOTICE INVITING TENDER**

The Regional Office, Bank of Baroda, Mumbai Metro West Region, invites sealed Tenders from licensed contractors/firms approved from Bureau Energy Efficiency (BEE) (Govt. India) Electric Auditors to carry out Electric Audit of -50- branches/offices of Mumbai Metro West Region as per Audit Performa given in the Format enclosed.

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

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. Agency/firm must have turnover of minimum Rs. 6,00,000/- (as on 31/03/2024) per annum for 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 Rs.4,00,000/- during last Seven years.

OR

The firm should have satisfactorily completed two similar jobs, each worth Rs.2,50,000/- during last Seven years

OR

The firm should have satisfactorily completed a three similar jobs, each worth minimum Rs.2,00,000/- 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. Similar jobs shall mean Electrical Audit work executed in Government/Private/Public Sector Undertakings/Reputed firm.

1. **Duly filled & signed application /offers shall be submitted in two bid system in the following manner :**

- a. Cover-I** – Duly sealed cover super scribed as “Technical Bid – For Electrical Audit of branches/offices under Mumbai Metro West Region” shall contain only technical bid along with EMD of Rs. 5000/- and Basic Information.

No reference is to be made to the financial aspects of the offer failing which the offer shall be summarily rejected. Information as per the Performa along with attested copies of the required documents from appropriate Attesting Authority. Information as per the Performa “GENERAL TECHNICAL INFORMATION”.

Applicant 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. Cover-II** - Duly sealed cover super scribed as “Financial Bid – For Electrical Audit of branches / offices under Mumbai Metro West Region” shall contain only Financial Bid.

- c.** Both the sealed covers shall then be put in one single envelop and sealed duly super scribing “**Application/Offer for Electrical Audit of branches/Offices in Mumbai Metro West Region**”. The envelope containing both the bids must be addressed to:

**The Dy. General Manager  
Bank of Baroda  
Mumbai Metro West Region  
Sharda Bhavan, Shree Vaikunthlal Mehta Marg, Opp. Mithibhai College, Juhu Vile Parle,  
Mumbai 400 056. E Mail: [rm.mmwr@bankofbaroda.com](mailto:rm.mmwr@bankofbaroda.com) [em.mmwr@bankofbaroda.com](mailto:em.mmwr@bankofbaroda.com)**

The technical bids shall be opened at the above referred address in the presence of the bidders/representatives or both. 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. Bank reserves the right to reject any/all the applications/offers without assigning any reason whatsoever.

To

**The Dy. General Manager,  
Bank of Baroda,  
Mumbai Metro West Region  
Sharda Bhavan, Shree Vaikunthlal Mehta Marg, Opp. Mithibhai College, Juhu Vile Parle,  
Mumbai 400 056. E Mail: [rm.mmwr@bankofbaroda.com](mailto:rm.mmwr@bankofbaroda.com) [em.mmwr@bankofbaroda.com](mailto:em.mmwr@bankofbaroda.com)**

Sir,

**Sub: Application/Offer for Electric Audit of branches/offices**

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

Yours faithfully,

**Signature**

**Name:**

**Organization:**

**Designation**

**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-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 organisation having necessary authorisation / 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 Clarification, if any required, may be obtained from the office of Bank of Baroda, Regional Office, Mumbai Metro West Region.  
Email ID: [em.mmwr@bankofbaroda.com](mailto:em.mmwr@bankofbaroda.com)
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. Applications incomplete in any respect & which are not legible are liable for rejection.

10. The work involves visiting the branches / offices in the Mumbai Metro West Region area to carry out Electrical Audit as per the Audit Performa given in the Tender Format.  
  
A copy of the report duly signed by the licensed Electric Auditor/ Engineer on behalf of the firm is to be submitted to respective Branch and Regional/Zonal Office.
12. The rates quoted shall be binding for Twenty Four months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount (EMD) will be forfeited.
13. Electrical Audit of all the branches/offices must be completed within -01- months from the date of awarding the contract or as guided by Bank. The Bank reserves its right to carry out electric audit in -2- or more phases.
14. Interested vendors may download the tender from Bank's website <https://www.bankofbaroda.in/tenders/zonal-regional-offices>.
15. Submission of tenders in any other format will not be entertained & will be summarily rejected.
16. The earnest money deposit of all the unsuccessful bidders will be returned within a period of -30- days from the date of opening of the received tenders. However, in case of the lowest/successful bidder backing out from the terms and conditions mentioned in his tender or refuses to honour his tender, the earnest money deposit will be forfeited.
17. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
18. **ORDER CANCELLATION**
  - a) If the individual/agency fails to deliver services within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. The Bank reserves the right to cancel the order in the event of delay in services and forfeit the Earnest Money Deposit.
19. **PERFORMANCE BANK GUARANTEE**
  - a) Successful bidder should produce an unconditional Performance Bank Guarantee from a Scheduled Bank (other than Bank of Baroda) equal to 10% of the total cost of the project and effective for the period of 2 years from the date of work order. During the period of contract
20. The actual quantity of branches/offices to be audited may vary from the projected quantity as per the requirements of the Bank.
21. Any delay in completion of the work over the stipulated period will attract penalty of 1% of the contract value per day subject to maximum of 10% of the contract value.

22. **Earnest Money Deposit of "Rs. 5000/-", in the form of a demand draft/pay order issued by a scheduled commercial bank favouring Bank of Baroda, payable at Mumbai** 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 paid by the successful bidder will be released only after completion of the contract period of two years.
23. **VALIDITY OF OFFER**  
The offer should be valid for period of 90 days from the last date for submission of the offer.
24. **PAYMENT TERMS**
- a) **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 Mumbai Metro West Region in all their branches/offices. Tentative list of Branches is attached as Annexure A. However, the individual/agency would be bound to conduct electric audit in any place not covered in this list where the above 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 Mumbai Metro West Region and only court in Mumbai shall have jurisdiction to determine the same.

### **SCOPE OF WORK**

1. **THE ELECTRIC SAFETY AUDIT SHALL BE CARRIED OUT TO SPECIFICALLY COVER THE FOLLOWING ASPECTS.**
- Physical inspection of the office premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical hazards (shocks, fires, etc.).
  - Review of protection devices / system of the electrical installation including fuses, ELCB, MCB, MCCB, master electrical switch, etc.
  - Review of adequacy of cables, motors, etc. based on actual load current measurements and cable current carrying capacities.

- Review the EPM (Electrical Preventive Maintenance) programme and to examine documentation, checklists, test records, etc. and to suggest recommendations as per applicable standards.
- To evaluate the earthing system (installation and maintenance) based on IS 3043 (or latest available IS standards )including availability, upkeep and testing of earth pits and to suggest recommendations
- Display of danger signboard
- Use of electrical rubber mats, rubber gloves, etc.
- Provision of identification tag of cables, cable glands, sealing of cable entry and unused holes
- Upkeep and housekeeping of electrical installations
- Provision of indicating lamps on the control panels
- Use of 3-pin plug and socket
- Fire protection of electrical installations
- Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, and maintenance practices, etc.
- Adequacy of rating of electrical equipment and installation
- Adequacy of isolation of current carrying parts
- Lightning protection
- Weather protection of outdoor electrical equipment and fittings
- Cables – dressing, routing, identification tags, glands, lugs, armoured earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, colour coding
- DG Set – emergency switch, oil leakage, stack and noise monitoring,
- UPS and battery room
- Review of the following test records, (if any) evaluating the test results and to suggest recommendations as per applicable standards. Insulation resistance tests Earth resistance tests.

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

- Infrared Thermography: HT/LT panels where applicable, DBs, MCBs, SMDB (Light & Power), MDB (Light & Power), Wall & Floor Sockets, Stabilizers, UPS, A/C Units, Exposed Terminations of Cables, exposed cables/wiring, etc.
- Earth pit Resistance tests
- Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.

**3. AUDIT METHODOLOGY:**

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



**4. AUDIT CRITERIA:**

- Applicable safety-related status 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 electrical audit report as per the methodology. The report shall contain objectives, methodology, executive summary, observations, and recommendations.

**6. SCOPE:**

Scope of work includes Comprehensive Electrical 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) 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.
- 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 arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, and preparing reports so as to enable the Bank to take a decision for improvement.
- 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/Zonal office.

**TECHNICAL BID**

**BASIC INFORMATION**

1.	Name of the applicant / organization	
2.	Complete Postal address of the Registered Office	
i.	Contact Person	
ii.	Phone/ Mobile no's	

iii.	Email ID	
3.	Complete Postal address of the Local office through which the proposed works of the Bank will be handled and the Name & Designation of officer in charge	
	Contact Person	
	Phone/ Mobile nos.	
	Email ID	
4	Year of establishment (enclose supporting document)	
5	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	
6	Name of the Proprietor / Partners / Directors of the Organization / Firm  Enclose certified copies of document as evidence	
7	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. (Enclose certified copies of documents as evidence)	
8	No. of years of experience in the field and details of work in any other field (Enclose Supporting document)	
9	Details of registration with :  Bureau of Energy Efficiency (Enclose certified copies of documents as evidence).	
10	Yearly turnover (Rs.) of the organization during last 3 years (year wise).	
	FY 2021-22	
	FY 2022-23	
	FY 2023-24	
	Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization-	
11	Amount of Solvency certificate (Rs.)	
	i. Name of Bank	
	ii. Complete Postal Address of Bank	
	iii. Email id	
12	Income Tax Return Certificate	

13	PAN No.	
	GST Registration No.	
	Detailed description and value of works done (Proforma-3) enclosed( yes/no)	
	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.	
	<p>A</p> <p>Name</p> <p>i. Designation</p> <p>ii. Firm/Company/organization</p> <p>iii. Complete postal address</p> <p>iv. Telephone/ mobile nos.</p> <p>v. Email id</p> <p>B</p> <p>Name</p> <p>i. Designation</p> <p>ii. Firm/Company/organization</p> <p>iii. Complete postal address</p> <p>iv. Telephone/ mobile nos.</p> <p>v. Email id</p> <p>C</p> <p>Name</p> <p>i. Designation</p> <p>ii. Firm/Company/organization</p> <p>iii. Complete postal address</p> <p>iv. Telephone/ mobile nos.</p> <p>v. Email id</p>	
	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.	
	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.	
	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.	
	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
	Similar type of work carried out during last 7 yrs.	
	<p>A One similar work of Rs 3,32,000/-</p> <p>i. Completion certificate no</p> <p>ii. Date of issuance of Completion certificate</p> <p>iii. Value of the work completed(Rs.)</p> <p>iv. Completion certificate issuing authority</p> <p>v. Complete postal address of the Department</p> <p>vi. Email id</p> <p>B One similar work of Rs 2,08,000/-</p> <p>i. Completion certificate no</p> <p>ii. Date of issuance of Completion certificate</p> <p>iii. Value of the work completed(Rs.)</p> <p>iv. Completion certificate issuing authority</p> <p>v. Complete postal address of the Department</p> <p>vi. Email id</p> <p>C One similar work of Rs 1,66,400/-</p> <p>i. Completion certificate no</p> <p>ii. Date of issuance of Completion certificate</p> <p>iii. Value of the work completed(Rs.)</p> <p>iv. Completion certificate issuing authority</p> <p>v. Complete postal address of the Department</p> <p>vi. Email id</p>	
	<b>Avg. turnover of last 3 years (Rs.) and furnish audited balance sheet and Profit &amp; Loss A/c (Audited) for the last -3- years :2021-22, 2022-23, &amp; 2023-24</b>	

**Technical Personnel and Similar Experience.****PERFORMA 1**

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

S. 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:

- 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 and managerial competency to indicate any important point in your favour.

**Details of infrastructure in office****PERFORMA 2**

Sr. No.	Item	Number	Details
1	Office premises, Area etc.		
2	Fax Machine		
3	Telephone		
4	Equipment for earth pit resistance test		
5	Equipment for infrared thermograph		

6	Equipment for insulation resistance test		
7	Software Used		
8	Reference Book used		
9	Subscription to magazines, journals, institutional technical nature		

**PERFORMA 3**

**B) Work executed as Electrical Auditor of similar nature over a period of -7- years (as of 31.08.2020)**

Sr. No	Name of the project & location.	Name full & postal Address of the owner. Also indicate whether Govt. Semi-Govt. Private body, Reputed firms or Financial Institution with full postal address & details of contact Person of the owner.	Contract Amount (Rs.) for Electric work only with copy of Work Order	Completion Period Stipulated (Year)	Actual (Year) of completion	Any other relevant Information.
1	2	3	4	5	6	8

Notes:

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

## **PERFORMA OF ELECTRIC SAFTEY AUDIT**

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, 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	
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.		
	Change over Switch					
	MCCB					
	Fuse					
	MAX wire fuse					
	MCB 4 Pole 100A					
	MCB 2 Pole 63 A					
	MCB 4 Pole 63 A					
	MCB 2 Pole 32 A					
	MCB 1Pole 32A					
	MCB 1Pole 16A					
	MCB 1Pole 10A					
	MCB 1Pole 6A					
	MCB 1Pole 25A					
	RCCB 63A					
	Stabilizer					
	M.C.B 2 Pole 40 A					

	A.C Window					
	A.C Split 1.5 TR					
	A.C Split 2 TR					
	A.C Split 1 TR					
	Wall Fan					
	Ceiling Fan					
	Water Cooler					
	Exhaust Fan					
	T8 2 Fit 18 W					
	T8 36 W					
	CFL 2 pin 18 W					
	T12 40 W					
	CFL 40 W					
	CFL 30 W					
	Fire Machine					
	Camera					
	LCD					
	Fax M/C					
	Coffee M/C					
	Computer CRT					
	Printer					
	Master CPU 10A					
	Scanner					
	Cash Counting Machine					
	Microwave					
	TV					
	ATM Machine					
	LED 2X2					
	LED Tube Light					
	LED Bulb					
	LED Other lights					

### 8. Electrical Load analysis

S.No.	PARTICULAR	REMARKS	RECTIFICATION RECOMMENDED
1.	Total Connected load		
2.	Is Sanction load less than connected load		
3.	Additional load required(if any)		
	Has branch paid any penalties for excessive load		
	Electrical load Utilization		
	Electrical load on UPS		



**1. ELECTRICAL DISTRIBUTION SYSTEM:**

S.No.	PARTICULAR	REMARKS	RECTIFICATION RECOMMENDED
	Is distribution of load satisfactory		
	Condition of Electrical Wiring		
	Type of Wiring (Open/conduit)		
	Whether electrical equipment are operating at specified voltage/current (within tolerance range)		
	Rating of Fuses/Junction Box are as per standards		
	Whether single isolating switch is available for the whole premises		
	Earth Pits identified		
	Condition of earthing		
	Earth Connection to equipment's: Proper/Not proper		
	No. of earth pits available		
	Voltage between neutral and earth		
	Whether DG is provided with neutral earthing		
	Whether ELCB provided		
	UPS room exhaust fan installed		
	UPS room Condition (as per standards)		
	UPS battery Connections		
	Whether the Air Conditioners installed at Branch/office is as per BEE		
	Condition of wiring/pipes of Air conditioners		
	Whether the last person leaving the branch/office is ensuring that the main		

**2. METER DETAILS**

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

### 3. READINGS AT INCOMING SUPPLY PANEL

Parameters		Reading	Normal Range	Remarks
Voltage incoming Panel(V)	at L1-L2			
	L2-L3			
	L1-L3			
	L1-N			
	L2-N			
	L3-N			
	N-E			
Current reading incoming panel	at L1			
	L2			
	L3			
Power consumed per phase	L1			
	L2			
	L3			
Frequency of Supply	L-N			

### 4. EARTHING DETAILS

Parameters	Area1	Area2	Area3	Area4

### 5. Ups Detail

Parameters		Readings re4corded	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			

**6. Lux Levels**

<b>Sr. No.</b>	<b>Area</b>	<b>Lux</b>
1.	Branch Head Cabin	
2.	Officers	
3.	Cash Counters	
4.	Store room	
5.	UPS Room	
6.	ATM Room	

- 7. Condition of Electrical wiring**
- 8. Rating of cables (Details)**
- 9. Rating of cable as per standard**
- 10. If not then required rating of cable**
- 11. Feasibility of installation of Solar Roof Top panels (YES / NO)  
(Please provide details)**
- 12. Observations**
- 13. Recommendations**
- 14. Tips on energy saving**
- 15. Immediate rectification work required to be done to avoid unsafe condition**

**Site Visit Report**

This is to certify that Mr/Mrs/Ms \_\_\_\_\_ from M/s \_\_\_\_\_  
has conducted Electrical Audit / inspection in our branch /office on \_\_\_\_\_

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

**Seal**

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

**Observation/Recommendations**

**Images from Infrared Camera (Main Panel, UPS Room etc)**

**Observation/Recommendations**



## PRICE BID

**The Deputy General Manager  
Bank of Baroda, Mumbai Metro Western Region  
Sharda Bhavan, Shree Vaikunthlal Mehta Marg, Opp. Mithibhai College, Juhu  
Vile Parle, Mumbai 400 056.**

Sir,

**Sub: Appointment of Electric Auditor for carrying out Electrical Audit of Branches/offices of Mumbai Metro South Region.**

1. We /I have gone through the tender for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:

S. No.	Mumbai Metro West Region	Quoted Rates (Rs.) per branch (Inclusive of GST)
A	Amount in figures	
B	Amount in words	

2. The rates quoted for carrying out Electrical Audit of branch must be inclusive of all the charges, taxes, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever.
3. No conditional discount offered in the financial bid shall be considered. The Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for 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 on account of the subject work under scope of contract.

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

**Date:**

**Signature of the Vendor**

**Name**

**Seal**

## **BANK OF BARODA**

Note: (i) Average area of branches/office 2000sq.ft. to 3000sq.ft.approx  
(ii) Total nos. of Branches/Offices to be audited 50

<b>Details of Work</b>
All the electrical equipment, machinery and circuits including wiring, panels and switches of the branch/office to be checked for short circuiting, overloading and insulation and also checking by meagre & long test.
Inspection of phase wise existing connected load and suggestion for phase wise balancing of load.
Inspection of electrical arrangement for stand by supply system if any, like Generator set, UPS, Inverter including capacity and existing load put on the equipment.
Inspection of earthing and generated safety aspects as per IIE rules.
Providing ELCB (Electrical Leakage circuit breaker) in the electrical circuit so that it cuts off the supply in the event of any short circuit/ electrical leakage.
For Overloading of a circuit by multiple electric connections from a single point is potential risk, Rectification to be suggested.
For tying up of any loose wire hanging, loose connection etc. & covering of all the naked wirings.
To the extent possible, all the wooden partition wall/doors of the server room should have fire resistant board. The plywood board may be painted with fire retardant paint.
Special attention should be given to the generator, UPS & Electrical Junction box rooms/area. It is observed that this rooms/area is generally used by the branches/office as shortage space resulting fire incidences in most of the cases. The diesel should not spill over the ground. These rooms/areas should be kept clean & no combustible materials, e.g. papers/vouchers/waste material etc. should be stored inside these areas.
Submission of inspection report containing suggestions and recommendation for rectification of defects, if found any, in the electrical wiring/equipment system of the branches,(preferably in form of schedule of works/quantities) so that further action could be undertaken by the bank without any further delay to avoid any fire incidence.
A sample format (annexure-1) enclosed with the technical bid mentioning checkpoints of all the equipment.

**Time required for completion of work: 4 weeks**

**Date:** \_\_\_\_\_

**Seal & Signature**

## Annexure A

S.No	BRANCH NAME	BRANCH ALPHA
1	Kandivali East	AKURLI
2	AMBOLI	AMBOLI
3	ANDHERI EAST	ANDEAS
4	S.V.ROAD ANDHERI WEST	ANDHER
5	BANDRA (WEST)	BANDRA
6	CHAKALA	CHAKAL
7	CHARKOP	CHARKO
8	CHARKOP SECTOR 1	DBCKOP
9	JVPD JUHU	DBJUHU
10	M.G ROAD KANDIVALI WEST	DBKANW
11	ORLEM	DBORLE
12	SANTACRUZ EAST	DBSCRU
13	VERSOVA	DBVERS
14	NEHRU ROAD VILE PARLE EAST	DBVEST
15	GOREGAON EAST	GOREAS
16	JAWAHAR NAGAR GOREGAON WEST	GOREGA
17	MIDC ANDHERI EAST	INDAND
18	IBB KANDIVLI WEST	INTMUM
19	JOGESHWARI (EAST)	JOGESH
20	JOGESHWARI(W)	JOGWES
21	PFS KANDIVALI WEST	KANDIV
22	KHAR (WEST)	KHAR
23	LOKHANDWALA COMPLEX	LOKHAN
24	MAHAVIRNAGAR	MAHAVI
25	MALAD West	MALAD
26	MALAD(EAST)	MALEAS
27	MALAD KANDIVALI LINK ROAD	MALKAN
28	MAROL MAROSHI	MARMAR
29	PALI ROAD, BANDRA, MUMBAI	MCPALI
30	VAKOLA, SANTACRUZ(EAST)	MCVAKO
31	SEVEN BUNGLOWS, VERSOVA	MCVERS
32	MINDSPACE, MALAD(W)	MINDSP
33	SAKINAKA, ANDHERI EAST	SAKINA
34	PUSHPAKUNJ, SANTACRUZ EAST	SANEAS
35	SANTACRUZ (WEST)	SANWES
36	SUNDERNAGAR,MALAD(W)	SUNGOR
37	THAKUR VILLAGE	THAVIL
38	DN NAGAR BRANCH VERSOVA	VERSOV
39	VILE PARLE EAST	VILEAS
40	VILE PARLE (WEST)	VILWES
41	ANDHERI	VJANDH
42	AIRPORT AUTHORITY OF INDIA	VJAPMU
43	HILL ROAD BANDRA	VJBAND
44	GOREGAON W	VJGORE
45	JUHU	VJJUHU



46	NORTH AVENUE RD SANTACRUZ WEST	VJSANW
47	SME Branch	
48	Currency Chest	
49	RO MMWR	
50	Special Port Folio Asset Branch Chakala	