

Bank of Baroda
निविदा सूचना
TENDER NOTICE



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

निविदा प्रस्तुत करने की दिनांक 04.03.2025 एवं समय 5.00 अपराहन या उससे पहले.

**The Regional Manager
Bank of Baroda, Navi Mumbai Region**

Last date and time for submission of Bids	12.02.2025 to 04.03.2025 ; Up to 5.00 pm
Date and Time of opening of Technical bids	05.03.2025

NOTICE INVITING TENDER

The Regional Manager, Bank of Baroda, Navi Mumbai Region (NMR) , invites sealed Tenders from licensed contractors/firms approved having **accredited energy auditor from BEE (Bureau of Energy Efficiency)** (Govt. India) Electric Auditors to carry out Electric Audit of NMR branches/Offices numbering approximately 56 branches/offices 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). The firm/ Vendor must have the Chartered Electrical Safety Engineer certification.**
 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 average turnover of minimum Rs.2.5 Lakhs (as on 31/03/2024) per annum in 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.2,50,000/- during last Seven years.
OR
The firm should have satisfactorily completed two similar jobs, each worth Rs.2,00,000/- during last Seven years
OR
The firm should have satisfactorily completed three similar jobs, each worth minimum Rs.1,50,000/-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. Agency/firm must have minimum average turnover of Rs. 5,00,000/- per annum each for the last three years.
 8. Similar jobs shall mean Electrical Audit work executed in Government/Private/Public Sector Undertakings/Reputed Corporate Houses having annual turnover more than 100 cr.
 9. Bidders are requested to visit website regularly for any update. Separate intimation shall not be provided for any changes in tender.
 10. Individual/Agency should have own office functioning in Mumbai, Navi Mumbai, Thane or adjacent area for not less than three years as on the date of commencement of issue of Application Forms.

Seal & Signature

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

<p>a. Cover-I – Duly sealed cover super scribed as “Technical Bid – For Electrical Audit of branches/offices under Navi Mumbai 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. All documents submitted must be stamped and signed by authorised signatory.</p>
<p>b. Cover-II - Duly sealed cover super scribed as “Financial Bid – For Electrical Audit of branches / offices under Navi Mumbai Region” shall contain only Financial Bid duly stamped and signed by authorized signatory.</p>
<p>c. Both the sealed covers shall then be put one single envelop and sealed duly super scribing “<u>Application/Offer for Electrical Audit of branches in Navi Mumbai Region</u>”. The envelope containing both the bids must be addressed to:</p> <p><i>The Regional Manager Bank of Baroda Navi Mumbai Regional Office 4th floor, Unit 405, Platinum Techno Park, Plot no 17/18, Sector 30, Vashi, Navi Mumbai 400 703</i></p>

The last date of submission is on or before **04.03.2025 up to 5.00 PM** . Applications received after last date and time shall be summarily rejected. The technical bids shall be opened on the **05.03.2025 at 1.00 PM** 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, the date of price bid opening shall be informed separately. 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 be 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

To

**The Regional Manager,
Bank of Baroda
Regional Office, Navi Mumbai
Region, Unit 405, Platinum Techno
Park, Plot 17/18, Sector 30, Vashi
400703**

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 the 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:

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-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 Completed Clarification, if any required, may be obtained from the office of Bank of Baroda, Regional Office, Navi Mumbai Region.
Email ID: em.navimumbai@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. 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 Navi Mumbai 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 accredited energy auditor from BEE (Bureau of Energy Efficiency) on behalf of the firm is to be submitted to respective Branch and Regional/Zonal Office **along with bill of quantity of rectification work suggested.**
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 week 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 BY BRANCHES/OFFICES 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 Navi Mumbai Region in all their offices and branches. 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 East 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.

Bank of Baroda

- 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 with remedial steps and estimate.

4. AUDIT CRITERIA:

- Applicable safety-related statutes including the Electricity Act & 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:

- 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, Upgradation 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. The report for every branch will contain the remedial action to rectify the discrepancies, required BOQ and estimate as shown in the below table.**

Sr No	Discrepancies/ observations	Remedial action expected from the Electric vendor	BOQ in pieces/ Mtr/ qty etc	Approximate cost for the remedial work (In Rs without taxes)
1				
2				

- 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 nos.
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
i.	Contact Person
ii.	Phone/ Mobile nos.
iii.	Fax no.
iv.	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
i.	Name
ii.	Name
iii.	Name
7	Details of registration - Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence
8	No. of years of experience in the field and details of work in any other field. (enclose supporting documents)
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).
i.	2023-24
ii.	2022-23
iii.	2021-22
11	Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization-

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	Amount of Solvency certificate (Rs.)	
i.	Name of Bank	
ii.	Complete Postal Address of Bank	
iii.	Email id	
	Income Tax Return Certificate	
12	PAN No.	
13	GST Registration No.	
14	Detailed description and value of works done (Proforma-3) enclosed(yes/no)	
16	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.	
A	Name	
i.	Designation	
ii.	Firm/Company/organization	
iii.	Complete postal address	
iv.	Telephone/ mobile nos.	
v.	Email id	
B	Name	
i.	Designation	
ii.	Firm/Company/organization	
iii.	Complete postal address	
iv.	Telephone/ mobile nos.	
v.	Email id	
C	Name	
i.	Designation	
ii.	Firm/Company/organization	
iii.	Complete postal address	
iv.	Telephone/ mobile nos.	
v.	Email id	
17	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.	
18	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.	
19	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.	

20	Have you in past carried out any works for Bank of Baroda or its subsidiaries? If yes, give details.	
21	Similar type of work carried out during last 7 yrs.	
A	One similar work of Rs 2,50,000/-	
i.	Completion certificate no	
ii.	Date of issuance of Completion certificate	
iii.	Value of the work completed(Rs.)	
iv.	Completion certificate issuing authority	
v.	Complete postal address of the Department	
vi.	Email id	
B	Two similar works of Rs 2,00,000/-	
i.	Completion certificate no	
ii.	Date of issuance of Completion certificate	
iii.	Value of the work completed(Rs.)	
iv.	Completion certificate issuing authority	
v.	Complete postal address of the Department	
vi.	Email id	
a.	Completion certificate no	
b.	Date of issuance of Completion certificate	
c.	Value of the work completed(Rs.)	
d.	Completion certificate issuing authority	
e.	Complete postal address of the Department	
f.	Email id	
C	Three similar works of Rs. 1,50,000/-	
i.	Completion certificate no	
ii.	Date of issuance of Completion certificate	
iii.	Value of the work completed(Rs.)	
iv.	Completion certificate issuing authority	
v.	Complete postal address of the Department	
vi.	Email id	
a.	Completion certificate no	
b.	Date of issuance of Completion certificate	

C.	Value of the work completed(Rs.)	
d.	Complete postal address of the Department	
e.	Address of the Department	
f.	Email id	
A.	Completion certificate no.	
B.	Date of issuance of Completion certificate	
C.	Value of the work completed(Rs.)	
D.	Completion certificate issuing authority	
E.	Address of the Department	
F.	Email id	
22	Avg. turnover of last 3 years (Rs.) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years :2021-22, 2022-23, 2023-24	

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

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**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 31.07.2024)**

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 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 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 Audit report 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 Audit 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. **Electrical Audit report must consists of Bill of Quantities of suggested rectifications alongwith rough estimated cost for the rectification as shown in the above table.**
7. Branch/office Overview

Sr. No	Description	Particulars
1.	Region /Zone	
2.	Name of Branch	
3.	Branch Code	
4.	Address	
5.	Phone/Fax	
6.	Contact Person	
7.	Mobile no.	
8.	Email id	
9.	Area of office	
10.	Working Hours	
11.	Working days	

7. Branch Inventory details

Sr. No.	Description	Wattage	Nos. installed floor wise			Electrical Load
			ATM	Floor No.	Floor no.	
1.	Change over Switch					
2.	MCCB					
3.	Fuse					
4.	MAX wire fuse					
5.	MCB 4 Pole 100A					
6.	MCB 2 Pole 63 A					
7.	MCB 4 Pole 63 A					
8.	MCB 2 Pole 32 A					
9.	MCB 1Pole 32A					
10.	MCB 1Pole 16A					
11.	MCB 1Pole 10A					
12.	MCB 1Pole 6A					
13.	MCB 1Pole 25A					
14.	RCCB 63A					
15.	Stabilizer					
16.	M.C.B 2 Pole 40 A					
17.	A.C Window					
18.	A.C Split 1.5 TR					
19.	A.C Split 2 TR					
20.	A.C Split 1 TR					
21.	Wall Fan					
22.	Ceiling Fan					
23.	Water Cooler					
24.	Exhaust Fan					
25.	T8 2 Fit 18 W					
26.	T8 36 W					
27.	CFL 2 pin 18 W					
28.	T12 40 W					
29.	T8 36 W					
30.	CFL 40 W					
31.	CFL 30 W					
32.	Fire Machine					
33.	Camera					
34.	LCD					
35.	Fax M/C					
36.	Coffee M/C					
37.	Computer CRT					
38.	Printer					
39.	Master CPU 10A					
40.	Scanner					

41.	Money Counting Machine					
42.	Micro wave					
43.	Heater					
44.	T.V					
45.	ATM M/c					
46.	LED 2 X 2					
47.	LED Tube light					
48.	LED Bulb					
49.	LED other lights					
50.						

8. Electrical Load analysis

Sr. No.	PARTICULAR	REMARKS	RECTIFICATION RECOMMENDED
1.	Total Connected Load		
2.	Is Sanctioned load less than Connected load		
3.	Additional load required (if any)		
4.	Has branch paid any penalties for excessive load		
5.	Electrical Load Utilization		
6.	Electrical Load on UPS		
7.	DG Set installed		
8.	DG SET capacity		
9.	DG set capacity appropriate for connected load (capacity more or less)		

1. ELECTRICAL DISTRIBUTION SYSTEM:

Sr. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Is distribution of load satisfactory		
2	Condition of Electrical Wiring		
3	Type of Wiring (open/conduit)		
4	Whether electrical equipment are operating at specified voltage/current (within tolerance range)		
5	Rating of Fuses/Junction Box are as per standards		

6	Whether single isolating switch is available for the whole premises		
7	Earth Pits identified		
8	Condition of earthing		
9	Earth Connection to equipments: Proper/Not proper		
10	No. of earth pits available		
11	Voltage between neutral and earth		
12	Whether DG is provided with neutral earthing		
13	Whether ELCB provided		
14	UPS room exhaust fan installed		
15	UPS room Condition (as per standards)		
16	UPS battery Connections		
17	Whether the Air Conditioners installed at Branch/office is as per BEE		
18	Condition of wiring/pipes of Air conditioners		
19	Whether the last person leaving the branch/office is ensuring that the main		

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		Readings	Normal Range	Remarks
Voltage at incoming Panel (V)	L1-L2			
	L2-L3			
	L1-L3			
	L1-N			
	L2-N			
	L3-N			

	N-E			
Current reading at incoming L3 panel	L1			
	L2			
Power Consumed per phase	L1			
	L2			
	L3			
Frequency of supply	L-N			

4. EARTHING DETAILS

Parameters	Area1	Area2	Area3	Area4

5. UPS DETAILS

Parameters		Readings recorded	Normal range	Remarks
Voltage at input of UPS	L-N			
	L-E			
	N-E			
Voltage at output of UPS	L-N			
	L-E			
	N-E			
LOAD ON UPS (KVA)	O/P of UPS			
Frequency	O/P of UPS			

6. 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.		

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. **Percentage decrease in electricity bill after if present CFL type light fixtures replaced by LED type light fixtures**
12. **Feasibility of installation of Solar Roof Top panels (YES / NO)
(Please provide details)**
13. **Observations**
14. **Recommendations**
15. **Tips on energy saving**
16. **Immediate rectification work required to be done to avoid unsafe condition along with Bill of Quantities and estimate amount as shown**

Site Visit Report

**This is to certify that Mr./Mrs./Ms.----- from
M/s ----- has conducted Electrical Audit.**

Audit/inspection in our Branch/office done on----- .

**Branch Head
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 etc.)



Observation/Recommendations

Combined Report format of Zone/Region

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

PRICE BID

PRICE BID

**The Deputy General Manager
Bank of Baroda
Navi Mumbai Regional Office
Unit 405, Platinum Techno Park, Plot 17/18,
Sector 30, Vashi, navi Mumbai 400703**

Sir,

Sub: Appointment of Electric Auditor for carrying out Electrical Audit of Branches/offices in Navi Mumbai 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:

Sr. No.	Mumbai Metro South Region	Quoted Rates (Rs.) per branch (Exclusive 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, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever GST shall be paid extra as applicable. Payment shall be subject to deduction of TDS.
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 1500sq.ft. to 2500sq.ft. approx..

(ii) Total nos. of Branches/Offices to be audited -52-56(approx.)

Details of Work
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 check points of all the equipment.

Time required for completion of work: 4 weeks

Date: _____

Seal & Signature

Annexure A

S No.	Branch Name	Branch ALPHA	AREA	Branch SOL
1	AIROLI	AIROLI	M	3202
2	ALIBAG	ALIBAG	SU	3337
3	BELAPUR CBD	BELAPU	M	2766
4	CHANERE	CHANER	R	1841
5	CHOUK	CHOUK	R	5729
6	DHAMANI	DBDHNI	R	9981
7	DHANSAR	DBDSAR	U	9978
8	KALAMBOLI,STEEL MARKET	DBKAMB	U	9900
9	KHOPOLI	DBKHOP	SU	9987
10	KALAMB DB	DBKLAM	R	9982
11	NAGOTHANA	DBNAGO	SU	9989
12	NERUL SECTOR 44	DBNERU	M	9909
13	PIRKONE	DBPIRK	R	9979
14	REVDANDA	DBREVD	R	9984
15	SHRIWARDHAN 1SO	DBSHRI	SU	9988
16	TALOJA	DBTALO	U	9986
17	VASHI SEC-6	DBTHEN	M	9902
18	GHANSOLI	GHANSO	M	3836
19	JOHE	JOHE	R	2069
20	JUI NAGAR	JUINAG	M	4208
21	KALAMBOLI	KALRAI	U	5339
22	KAMOTHE	KAMOTH	U	5010
23	KARJAT	KARJAT	SU	3420
24	KHARGHAR	KHARGA	U	3004
25	KOPAR KHAIRNE	KOPARK	M	3297
26	LOHARE	LOHARE	R	5302
27	MAHAD	MAHAD	SU	5008
28	MANGAON	MANGAO	R	6144
29	NERAL	NERAL	SU	3780
30	NERUL EAST	NEREAS	M	3395
31	NERUL	NERUL	M	2741
32	NEW PANVEL	NEWPAN	U	3862
33	PANVEL	PANVEL	U	0432
34	PEN	PEN	SU	0433
35	RABALE	RABALE	M	3753

36	SANPADA	SANPAD	M	2478
37	SEAWOODS	SEAWOO	M	3299
38	SHELU	SHELU	R	5008
39	SHIHU	SHIHU	R	5147
40	APMC TURBHE	TURBHE	M	2478
41	ULWE	ULWRAI	R	5145
42	URAN	URAN	SU	3920
43	VANGANI	VANGAN	SU	4583
44	VASHI	VASHI	M	1043
45	AIROLI SECTOR 10	VJAIRO	M	7221
46	CHIPALE	VJCHIP	R	7207
47	DAHISAR MORE	VJDAHI	R	8472
48	KHARGHAR VB	VJKGAR	U	7213
49	NERUL SECTOR 9	VJNERU	M	7626
50	NEW PANVEL SECTOR 19	VJNPAN	M	7621
51	VASHI,SECTOR 10	VJVASH	M	8976
52	WADHAV	WADHAV	R	5146
53	WADKHAL	WADKHA	R	4513
54	WAHAL	WAHAL	R	4431
55	RO, Vashi	ROMUM	M	6144
56	SMS/ Car Loan Cell, Vashi		M	