



बैंक ऑफ़ बड़ोदा Bank of Baroda



**Bank of Baroda,**

**Regional Office, (Chhatrapati Sambhajinagar Region),  
Regional Office: Chhatrapati Sambhajinagar Region,  
Plot No.8, Sector E-1, N-5, Town Centre, Cannaught  
Place CIDCO Chhatrapati Sambhajinagar.431003,  
India. Phone:0240-2477930. Web:  
www.bankofbaroda.com**

**Tenders Document for Empanelment of  
Electric Auditor for carrying out  
Electrical Audit of Branches / Offices  
in Chhatrapati Sambhajinagar Region**



बैंक ऑफ़ बड़ौदा Bank of Baroda



## TENDER NOTICE

**Tenders are invited from Electric Auditor for carrying out Electrical Audit of Branches/ Offices in Bank of Baroda, Chhatrapati Sambhajnagar Region**

**Date and time of submission of the Tender-  
03.00 PM on or before 13.03.2025  
at following address:-**

**Asst. General Manager  
Bank of Baroda**

**Regional Office (Chhatrapati Sambhajnagar Region)**

**Regional Office: Chhatrapati Sambhajnagar Region, Plot No.8, Sector E-1, N-5, Town Centre, Cannought Place CIDCO Chhatrapati Sambhajnagar.431003, India. Phone:0240-2477930. Web: [www.bankofbaroda.com](http://www.bankofbaroda.com)**

Date of issue of tender	17.02.2025
Last date and time for submission of Bids	13.03.2025 upto 03:00 PM
Date and time of opening of Technical Bids	13.03.2025 upto 04 :30 PM

## NOTICE INVITING TENDER

The Regional Manager, Bank of Baroda, Chhatrapati Sambhajinagar 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 Chhatrapati Sambhajinagar Region (numbering 57 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. 20.00 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. 16.00 Lakh** during last 07 years.

OR

The agency/firm should have satisfactorily completed two similar jobs, each worth minimum of **Rs. 10.00 Lakh** during last 07 years.

OR

The agency/firm should have satisfactorily completed three similar jobs, each worth minimum of **Rs. 8.00 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 Pune 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.

## INSTRUCTIONS TO THE TENDERER

1. Duly filled and signed application shall be submitted in two bids system in the following manner:-

a.	<b>Envelope No. 1 (Technical Bid)</b>  The Envelope No.1 shall contain Technical Bid (i.e. Duly signed tender documents) and Earnest Money Deposit (EMD) in the form of " <b>FIXED TERM DEPOSIT</b> " of <b>Rs. 20,000/- (Rupees Twenty Thousand Only)</b> in favor of Bank of Baroda payable(Bank of Baroda Mentioned on FD) at Chhatrapati Sambhajinagar. Tenderer should submit performance certificates/ work orders of their previous clients and any other relevant documents in support of their execution of similar works. No reference is to be made to the financial aspects of the offer, failing which the application shall be summarily rejected. This envelope shall be superscribed " <b>Envelope No.1 (Technical Bid)</b> ".
b.	<b>Envelope No. 2 (Financial Bid)</b>  Envelope No. 2 shall contain Financial Bid. Complete details and description are to be supplied by tenderers as specified therein. This envelope shall be superscribed as " <b>Envelope No. 2 (Financial Bid)</b> ".
c.	Both the sealed envelopes shall then be put into one single large envelop and sealed. The duly completed tender application, with all the supporting documents, shall be sealed in a cover and superscribed as " <b>Tender for Electric Audit at Chhatrapati Sambhajinagar Region (Kind Attention:- P&amp;E Dept)</b> ". and shall be submitted on or before <b>13.03.2025 (Tuesday) by 03:00 PM at the following address:-</b>  <p style="text-align: center;"><b>Asst. General Manager</b> (Regional Office, Chhatrapati Sambhajinagar Region), <b>Regional Office: Chhatrapati Sambhajinagar Region, Plot No.8, Sector E-1, N-5, Town Centre, Cannought Place CIDCO Chhatrapati Sambhajinagar.431003, India.</b> <b>Phone:0240-2477930. Web: www.bankofbaroda.com</b></p>

2. The last date of submission of tender is **13.03.2025 upto 03.00 PM**. Applications received after last date and time shall be summarily rejected. The technical bids shall be opened in the presence of the representatives of the bidders for which intimation shall be given by e-mail/ by telephone. The Financial bid of only those bidders shall be opened who are found to be eligible/short listed as per the pre-qualification criteria. Bank shall have the right to cross verify and ascertain all the information submitted and seeking confidential reports from the previous clients before shortlisting the applicants. 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.

To  
Regional Manager  
Bank of Baroda  
Chhatrapati Sambhajinagar Region

Sir,

**Sub: Application/ Offer for Electrical Audit of branches**

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 Page No. 11 to 20 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-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 persons / 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 Officer-in-Charge, P&E Dept, Regional Office, Bank of Baroda, Chhatrapati Sambhajnagar Region (ph-0240-2477930).
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 Chhatrapati Sambhajnagar 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 rate quoted shall be binding for 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 (EMD) will be forfeited.
12. Electrical Audit of all the branches/ offices must be completed within Six months from the date of awarding the contract.
13. Interested vendors may download the tender from Bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com).
14. The firm should also responsible to submit rectification report after -60- days of submitting the audit report of the respective Branch / Office.
15. Interested vendors may download the tender from Bank's website [www.bankofbaroda.com](http://www.bankofbaroda.com).
16. Submission of tenders in any other format will not be entertained and will be summarily rejected.
17. 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.
18. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
19. **ORDER CANCELLATION-** If the agency/ firm 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

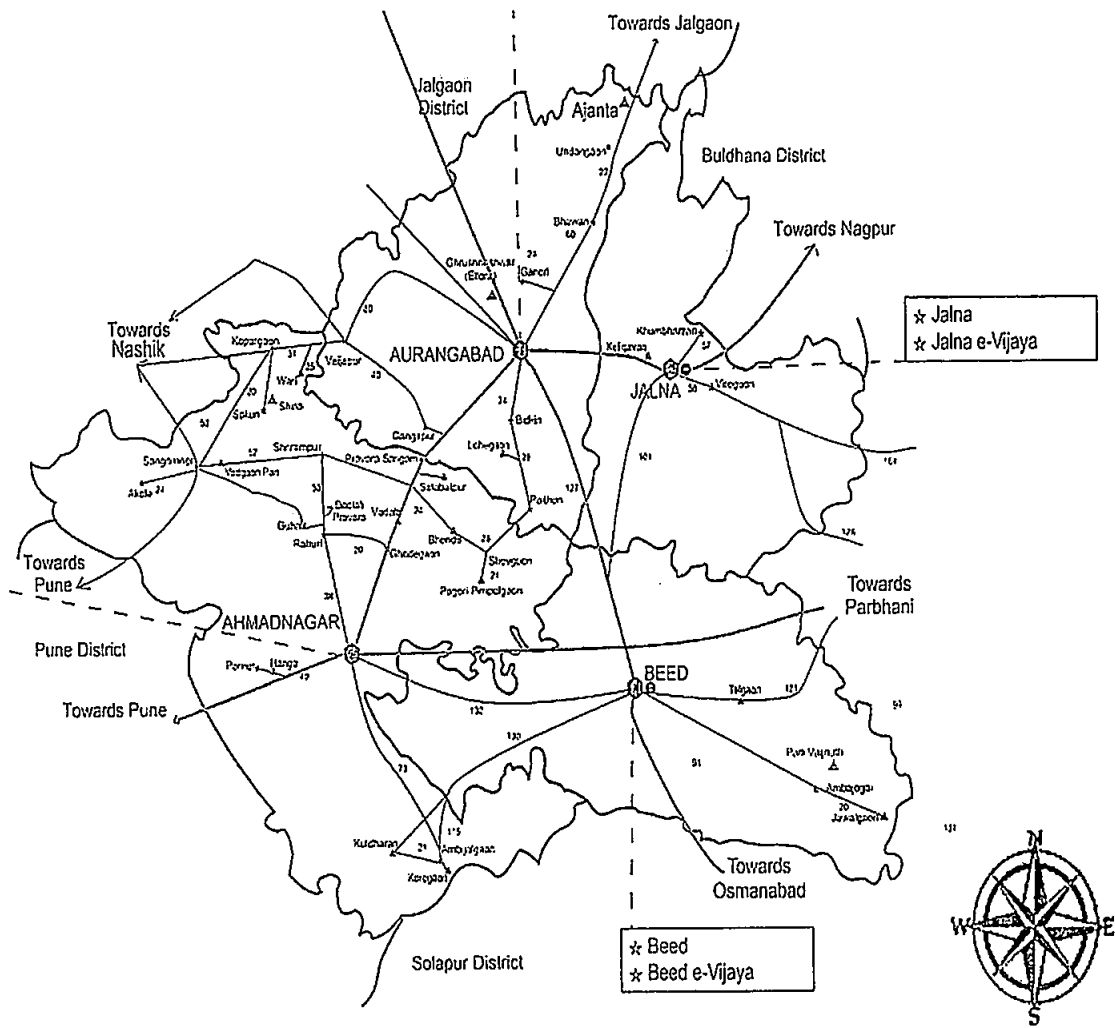
Bank reserves the right to cancel the order in the event of delay in services and forfeit the Earnest Money Deposit.

20. **PERFORMANCE BANK GUARANTEE-** Successful bidder should produce an unconditional Performance Bank Guarantee from a Schedule Bank (other than Bank of Baroda) equal to 10% of the total cost of the project and effective for a period of two years from the date of work order.
21. The actual quantity of branches/ offices to be audited may vary from the projected quantity as per the requirements of the Bank.
22. 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.
23. Earnest Money Deposit of **Rs. 20,000 (Twenty Thousand only)** in the form of a Term Deposit(FD) issued by Bank of Baroda, payable at Chhatrapati Sambhajinagar must be submitted along with the Technical Bid. 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.
24. **VALIDITY OF OFFER-** The offer should be valid for period of 90 days from the last date for submission of the offer.
25. **PAYMENT TERMS-** 100% of the payment shall be released after submission of Electrical Audit Report. No advance will be paid.
26. **LOCATIONS TO BE COVERED-** The services will be required to be provided for Chhatrapati Sambhajinagar Region of Bank of Baroda in all their offices and branches both existing and opened during two years from the release of work order. The broad areas presently under the jurisdiction of our Region are detailed below. However, the agency/ firm would be bound to conduct the 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.

Sl. No.	Name Of The Branch	District	Contact Number
1	AHMEDNAGAR MAIN	AHILYANAGAR(AHMEDNAGAR)	9850572006
2	KOPERGAON,MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	9890591081
3	SANGAMNER, MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	9452943424
4	SHRIRAMPUR,MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	9822882798
5	WARI,MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	9970422747
6	BHENDE,MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	7355650957
7	GHODEGAON, MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	8605584457
8	MIDC AHMEDNAGAR, MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	9960711672
9	PRAVARASANGAM, MAHARASHTRAE	AHILYANAGAR(AHMEDNAGAR)	9822827379
10	PAGORI PIMPALGAON,MH	AHILYANAGAR(AHMEDNAGAR)	9689707090
11	KULDHARAN,MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	9623138636
12	AMBIJALGAON, MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	7559487757
13	SALABATPUR, MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	8411003711
14	VADALA,MH	AHILYANAGAR(AHMEDNAGAR)	8469464792
15	SAKURI, MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	9921904169
16	PARNER, MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	8238082202
17	SHEVGAON, MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	9490931612
18	RAHURI,MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	9824775186
19	AKOLE, MAHARASHTRA	AHILYANAGAR(AHMEDNAGAR)	8390440009
20	SAVEDI AHMEDNAGAR,MH	AHILYANAGAR(AHMEDNAGAR)	8140055393
21	WADGAON PAN	AHILYANAGAR(AHMEDNAGAR)	9766760253
22	AHMEDNAGAR TELIKUND	AHILYANAGAR(AHMEDNAGAR)	8838149402
23	SHIRDI	AHILYANAGAR(AHMEDNAGAR)	7741930242

24	HANGA	AHILYANAGAR(AHMEDNAGAR)	7069672601
25	AMBHORE	AHILYANAGAR(AHMEDNAGAR)	7041165558
26	GUHA	AHILYANAGAR(AHMEDNAGAR)	8983445292
27	KOREGAON	AHILYANAGAR(AHMEDNAGAR)	8197064310
28	DEOLALI PRAVARA	AHILYANAGAR(AHMEDNAGAR)	9860252616
29	AHMEDNAGAR CHITALE ROAD	AHILYANAGAR(AHMEDNAGAR)	9152940031
30	CHHATRAPATI SAMBHAJINAGAR MAIN, MAHARASHTRA	CHHATRAPATI SAMBHAJINAGAR	8411003721
31	UNDANGAON,MAHARASHTRA	CHHATRAPATI SAMBHAJINAGAR	9405826779
32	GANORE, MAHARASHTRA	CHHATRAPATI SAMBHAJINAGAR	9561252183
33	SAMARTH NAGAR, CHHATRAPATI SAMBHAJINAGAR	CHHATRAPATI SAMBHAJINAGAR	9452943424
34	GARKHEDA, CHHATRAPATI SAMBHAJINAGAR	CHHATRAPATI SAMBHAJINAGAR	9806064700
35	SAHAKAR NAGAR, CHHATRAPATI SAMBHAJINAGAR	CHHATRAPATI SAMBHAJINAGAR	7769833400
36	WALUJ, MAHARASHTRA	CHHATRAPATI SAMBHAJINAGAR	9623811776
37	GANGAPUR, MAHARASHTRA	CHHATRAPATI SAMBHAJINAGAR	8793394275
38	PAITHAN, MAHARASHTRA	CHHATRAPATI SAMBHAJINAGAR	9028070806
39	CIDCO CHHATRAPATI SAMBHAJINAGAR, MH	CHHATRAPATI SAMBHAJINAGAR	8668455388
40	VAIJAPUR, MH	CHHATRAPATI SAMBHAJINAGAR	9421501854
41	MUKUNDWADI, CHHATRAPATI SAMBHAJINAGAR, MH	CHHATRAPATI SAMBHAJINAGAR	9152940441
42	BEED BY PASS ROAD,MH	CHHATRAPATI SAMBHAJINAGAR	9730039361
43	BIDKIN, MH	CHHATRAPATI SAMBHAJINAGAR	9336426429
44	BHAWAN, MH	CHHATRAPATI SAMBHAJINAGAR	9623977498
45	CHHATRAPATI SAMBHAJINAGAR ADALAT ROAD	CHHATRAPATI SAMBHAJINAGAR	9330747260
46	LOHEGAON	CHHATRAPATI SAMBHAJINAGAR	8983084210
47	AMBAJOGAI,MAHARASHTRA	BEED	9451215585
48	BEED, MAHARASHTRA	BEED	7250764497
49	JAWALGAON, MH	BEED	9921775733
50	TELGAON	BEED	7224858595
51	BEED SUBHASH ROAD	BEED	9922600210
52	JALNA,MAHARASHTRA	JALNA	7974644837
53	KUMBHARZARI, MAHARASHTRA	JALNA	8200540712
54	VIREGAON,MH	JALNA	9765572688
55	KELEGAVAN	JALNA	7567875709
56	JALNA SAROJINI ROAD	JALNA	9096991668
57	REGIONAL OFFICE	CHHATRAPATI SAMBHAJINAGAR	6303853820





**27 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 Chhatrapati Sambhajinagar and only court in District-Chhatrapati Sambhajinagar 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 signboards.
- 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 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 Electrical Audit on the following measures:-

- a) Visiting each and every branch/ office 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, sanction 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/BCC).
- 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/ firm shall maintain following registers on daily basis, i.e. daily progress report and hindrance register. The agency/ firm have to submit PERT-CHART incorporating all activities required for the completion of the work in time to Regional 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.	2019-2020	
ii.	2020-2021	
iii.	2021-2022	
11	Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization-	

Seal & Signature

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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.	
14	GST Registration No.	
15	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	
vi.	Name Designation	
vii.	Firm/Company/organization	
viii.	Complete postal address	
ix.	Telephone/ mobile nos.	
x.	Email id	
B	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 80% of Rs. _____ (value)	
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 50% of the Rs. _____ (value)	
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 40% of Rs. _____ (value)	
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	



	<p>C. Value of the work completed(Rs.)</p> <p>d. Complete postal address of the Department</p> <p>e. Address of the Department</p> <p>f. Email id</p>	
	<p>A. Completion certificate no.</p> <p>B. Date of issuance of Completion certificate</p> <p>C. Value of the work completed(Rs.)</p> <p>D. Completion certificate issuing authority</p> <p>E. Address of the Department</p> <p>F. Email id</p>	
22	Avg. turnover of last 3 years (Rs.) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years : 2019-2020, 2020-2021 & 2021-2022	

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) LIST OF WORKS COMPLETED BY THE ORGANISATION DURING THE LAST 7 YEARS**

One similar job worth Rs. 16.00 Lakh during last 07 years.

OR

Two similar job each worth Rs. 10.00 Lakh during last 07 years.

OR

Three similar job each worth Rs. 8.00 Lakh during last 07 years.

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 (₹) 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	7

Notes .

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

**FINANCIAL BID**

**FINANCIAL BID**

To  
Regional Manager  
Bank of Baroda  
Chhatrapati Sambhajinagar Region

Sir,

**Sub : Appointment of Electric Auditor for carrying out Electrical Audit of branches/ Office in Chhatrapati Sambhajinagar Region**

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

Sl. No.	Particulars	Price quoted
1.	Amount in figures	Rs. ....
2.	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 24 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any branch of contract, the security amount shall be forfeited.
5. Deduction of TDS will be as per rules.
6. I/ We shall not claim any additional charges from Bank of Baroda or its branches/ offices towards travelling, lodging/ boarding, food or refreshments, etc. other than professional fees payable with applicable taxes on account of the subject work under scope of contract.

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

Date:

Signature of vendor:

Name:

Seal:

## PERFORMA OF ELECTRIC SAFETY AUDIT

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

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

### 7. Branch Inventory Details-

Sr. No.	Description	Wattage	Nos. installed floor wise			Electrical Load
			ATM	Floor No.	Floor no.	
1.	Change over Switch					
2.	MCCB					
3.	Fuse					
4.	MAX wire fuse					
5.	MCB 4 Pole 100A					
6.	MCB 2 Pole 63 A					
7.	MCB 4 Pole 63 A					
8.	MCB 2 Pole 32 A					
9.	MCB 1Fole 32A					
10.	MCB 1Fole 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				

8. Electrical Load Analysis-

Sr. No	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1.	Total Connected Load		
2.	Is Sanctioned load less than Connected load		
3.	Additional load required (if any)		
4.	Has branch paid any penalties for excessive load		
5.	Electrical Load Utilization		
6.	Electrical Load on UPS		



7.	DG Set installed		
8.	DG SET capacity		
9.	DG set capacity appropriate for connected load (capacity more or less)		

9. Electrical Distribution System-

Sr. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Is distribution of load satisfactory		
2	Condition of Electrical Wiring		
3	Type of Wiring (open/conduit)		
4	Whether electrical equipments 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		

10. Meter Details-

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

11. Readings at Incoming Supply Panel-

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

12. Earthing Details-

Parameters	Area1	Area2	Area3	Area4

13. UPS Details-

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

14. Lux Levels-

Sr. No	Area	Lux
1.	Branch head cabin	
2.	Officers	
3.	Cash counters	
4.	Store room	
5.	UPS room	
6.	ATM room	
7.		

15. Condition of electricity wiring
16. Rating of cables (details)
17. Rating of cable as per standard
18. if not than required rating of cable
19. Percentage decrease in electricity bill after if present CLF type light fixtures replaced by LED type light fixtures.
20. Feasibility of installation of Solar Roof Top panels (YES / NO)
21. Observations
22. Recommendations
23. Tips on energy saving
24. 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 \_\_\_\_\_.

**Seal**

**Branch Head Signature**

**Name**

**Contact Number**

**Date:**

Photographs of main Electric Panels and UPS Room.  
Condition of Electric Wiring, etc.

Observation/ Recommendation-

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

Observation/ Recommendation-



**CONTRACTOR REPORT**

(Report to be submitted by Contractor after rectification work)

Sl. No.	Observation of Electric AUDITOR	Rectification work completed (YES / NO)	Remarks

**Date:**

**Signature and Seal of Contractor**