



## निविदा सूचना

राजस्थान में कोटा क्षेत्र के अंतर्गत शाखाओं / कार्यालयों की विद्युत लेखा परीक्षा करने हेतु प्रमाणिक विद्युत लेखा परीक्षकों से निविदाये आमंत्रित की जाती हैं।

## TENDER NOTICE

Tenders are invited from Electric Auditor for carrying out Electrical Audit of Branches / Offices in **Kota Region** of Rajasthan

### DATE AND TIME OF

**SUBMISSION OF THE TENDER 03.00 PM on or before 15.04.2025**

The Assistant General Manager  
Bank of Baroda, Kota Region

Last date and time for submission of Bids	15.04.2025/ 03.00 PM
Date and Time of opening of Technical bids	15.04.2025/ 03.30 PM

निविदा प्रस्तुत करने की दिनांक  
दिनांक 15.04.2025 को अपराह्न 03.00 से पहले

बोली प्रस्तुत करने की अंतिम दिन एवं समय	15.04.2025/ 03.00 PM
तकनीकी बोली को खोलने का दिन एवं समय	15.04.2025/ 03.30 PM

**NOTICE INVITING TENDER**

The Assistant General Manager, Bank of Baroda, Kota Region, invites sealed Tenders from Eligible Electric Vendors to carry out Electrical Audit of Branches and office in the Kota Region numbering approximately 53 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).**
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 5.00 Lacs 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. 2.00 Lac (80% of Rs. 2.50 Lacs) during last Seven years.

OR

The firm should have satisfactorily completed two similar jobs, each worth minimum Rs. 1.25 Lacs (50% of of Rs. 2.50 Lacs) during last seven years

OR

The firm should have satisfactorily completed a three similar jobs, each worth minimum Rs. 1.00 Lac (40% of Rs.2.50 Lacs) during last seven years.

7. Applicant shall submit the Performance Certificates from the respective previous employers in support of above otherwise application is liable to be rejected.
8. Similar jobs shall mean Electrical Audit work executed in Government/Private/Public Sector Undertakings/Reputed firm.
9. Individual/Agency should have own office in **Rajasthan preferably in Kota**. The firm should have its own office functioning in **Rajasthan preferably in Kota** for not less than three years as on the date of commencement of issue of Application Forms.

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 Kota Region in Rajasthan State shall contain only technical bid along with Basic Information.**

No reference is to be made to the financial aspects of the offer failing which the offer shall be summarily rejected. Earnest money amount through DD/Banker’s Cheque for **Rs. 5000.00** in favor of Bank of Baroda, payable at Kota. 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”.
  - b. **Cover-II - Duly sealed cover super scribed as “Price Bid / Financial Bid – For Electrical Audit of branches / offices” under Kota Region in Rajasthan State shall contain only Price Bid**

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.
  - 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 in Kota Region in Rajasthan State.**  
The envelope containing both the bids must be addressed to:

To  
The Assistant General Manager  
Bank of Baroda,  
Regional Office,  
First Floor, Pukhraj Tower,  
Station Road,  
Kota - 324002  
Rajasthan

The last date of submission is **15.04.2025 up to 03.00 PM**. Applications received after last date and time shall be summarily rejected. The technical bids shall be opened on the same day **03.30 PM** at the above referred address in the presence of the representatives of the bidders. The Price bid of only those bidders shall be opened who are found to be eligible/short listed as per the pre-qualification criteria mentioned above. Bank shall have the right to cross verify and ascertain all the information submitted and seeking confidential reports from the previous clients before short listing the applicants. No separate intimation shall be sent to the bidders for their presence at the time of opening of technical bid. Only one representative shall be allowed to present during the opening of the bid. Bank reserves the right to reject any/all the applications/offers without assigning any reason whatsoever.

To  
The Assistant General Manager  
Bank of Baroda,  
Regional Office, First Floor,  
Pukhraj Tower, Station Road,  
Kota 324002  
Rajasthan

Sir,

**Sub: Application/Offer for Electric Audit of Branches/offices in Kota Region**

1. I / We have read and understood the pre-qualification notice and instructions to the Applicants and submit my / our applications for Bank's consideration duly filled and complete in all respects according the Performa.
2. I / We further understand that pre-qualification and selection of Electric Auditor will be in accordance with 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 organization having necessary authorization / Power of Attorney to do so.
5. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa and serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.

**6. SPLITTING OF ORDER**

The Bank reserves its right for splitting scope of work between two service providers. The splitting of the order will be in 60:40 ratios, provided the L2 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case L2 service provider is not willing to match L1 rates, Bank will call L3, L4 service providers etc., in that order to step into the shoes of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 rates the entire quantity will be awarded to L1.

7. Applications containing false and / or inadequate information are liable for rejection. While filling up the application with regard to the list of important projects completed Clarification, if any required, may be obtained from the office

**Bank of Baroda,  
Regional Office, First Floor,  
Pukhraj Tower, Station Road, Kota 324002  
Rajasthan**

8. Contact details:  
**Manager , P&E Department,  
Bank of Baroda, Regional Office, Kota Region- 8094007140**
9. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
10. The applications which is received after due date & time is liable for rejection.

**Applications incomplete in any respect & which are not legible are liable for rejection.**

11. The work involves visiting the Branches / offices in the Kota Region (Kota, Baran, Bundi & Jhalawar Dist.) in Rajasthan State 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 Office.
12. The rates quoted shall be binding for thirty six 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 **Three months** from the date of awarding the contract.
14. Interested vendors may download the tender from Bank's website [www.bankofbaroda.com/tenders.asp](http://www.bankofbaroda.com/tenders.asp).
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 honor his tender, the earnest money deposit will be forfeited.
17. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
18. **ORDER CANCELLATION**  
If the individual/agency fails to deliver services within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. The Bank reserves the right to cancel the order in the event of delay in services and forfeit the Earnest Money Deposit.
19. **PERFORMANCE BANK GUARANTEE**  
Successful bidder should produce an unconditional Performance Bank Guarantee from a Scheduled Bank (other than Bank of Baroda) equal to 10% of the total cost of the project and effective for the period of 3 years from the date of work order. During the period of contract. Deposit in Bank's Name of Equal amount may be submitted in lieu thereof.
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.5000.00**, in the form of a demand draft/pay order issued by a scheduled commercial bank favoring Bank of Baroda, payable at **Kota** 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**

**100% OF THE PAYMENT SHALL BE RELEASED AFTER SUBMISSION OF ELECTRICAL AUDIT REPORT to Branches and compiled report of all Branches to Regional Office. NO ADVANCE WILL BE PAID.**

**25. LOCATIONS TO BE COVERED**

The services will be required to be provided for our **Kota** Region in all their offices and branches both existing and opened during three years from release of work order. The broad areas presently under the jurisdiction of our above Regions are detailed below. However, the individual/agency would be bound 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.

S.No.	Organization Name	CITY/DIST.	Mobile No.
1	AKLERA	JHALAWAR	8094007107
2	ALOD	BUNDI	8094007084
3	ANTA	BARAN	8094007115
4	ATRU	BARAN	8094007148
5	BANSI	BUNDI	8094007085
6	BARAN	BARAN	8094007105
7	BHAVANIMANDI	JHALAWAR	8094007108
8	BORKHEDA	KOTA	8094023432
9	BUNDI	BUNDI	8094007086
10	CHHABRA	BARAN	8094007106
11	CHHIPABAROD	BARAN	8094007119
12	DABI	BUNDI	8094007087
13	DENA BANK BUNDI	BUNDI	9152941492
14	DCM ROAD	KOTA	8094099733
15	DEENDAYAL PARK	BARAN	8094001551
16	DHAKARKHERI	KOTA	8094003157
17	GOTHRA	BUNDI	8094007088
18	HINDOLI	BUNDI	8094007048
19	ITAWA	KOTA	8094007147
20	JARKHODA	BUNDI	8094007362
21	JHALAWAR	JHALAWAR	8094007110
22	JHALIJI KA BARANA	BUNDI	8094007089
23	JHALRAPATAN	JHALAWAR	8094007109
24	KAPREN	BUNDI	8094007117
25	KARWAR	BUNDI	8094007090
26	KESHORAIPATAN	BUNDI	8094007091
27	KESHAVPURA CIRCLE	KOTA	8094007143
28	KHANPUR	JHALAWAR	8094007145
29	KHATKAR	BUNDI	8094007092
30	RAMPURA BAZAR	KOTA	8094007103
31	JHALAWAR ROAD	KOTA	8094007100
32	KUNHARI	KOTA	8094007350

33	KUWARTI	BUNDI	8094004793
34	LABAN	BUNDI	8094007093
35	LAKHERI	BUNDI	8094007094
36	MAHAVEERNAGAR	KOTA	8094007102
37	MANGROL	BARAN	8094007149
38	NAINWA	BUNDI	8094007095
39	NAMANA	BUNDI	8094007096
40	RAMGANJMANDI	KOTA	8094007104
41	SALPUR	BARAN	8094001440
42	SANGOD	KOTA	8094007118
43	SEETAPURA	BUNDI	8094017888
44	SHRINATHPURAM	KOTA	9610444571
45	STATION ROAD	KOTA	8094007150
46	SULTANPUR	KOTA	8094007142
47	SUNEL	JHALAWAR	8094007146
48	TALERA	BUNDI	8094007097
49	TALWANDI	KOTA	8094003129
50	MODI COLLEGE	KOTA	8094007101
51	REGIONAL OFFICE	KOTA	8094007140
52	DIGITAL BANKING UNIT	KOTA	8114472064
53	BSVS BUNDI	BUNDI	8094004570

**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 Kota Region and only court in Kota 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

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- 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 in soft copy & signed hard copy.

**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 electrical 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 / 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.

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- 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. Also, consolidated softcopy of electric audit done in all the branches be submitted to this 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) As the auditing engineer will again visit the branches after electric audit to check whether the observations made by him have been rectified by the branch or not and render a certificate for the same as annexure 'A'. Hence quote the rates accordingly.

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**PART-I**

# TECHNICAL BID

## PREQUALIFICATION OF ELECTRICAL AUDITOR/FIRM BASIC INFORMATION

S.No.	Particulars	Remarks
1.	Name of the applicant / organization	
2.	Complete Postal address of the Registered Office	
i.	Contact Person	
ii.	Phone/Mobile Nos.	
iii.	Fax no.	
iv.	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 No	
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 Co. etc.)	
6.	Name of the Proprietor/ Partners/ Directors of the Organization/ Firm	
i.	Name	
ii.	Name	
iii.	Name	
7.	Details of registration - Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.	
8.	No. of years of experience in the field and details of work in any	
9.	Details of registration with : Bureau of Energy Efficiency	
10.	Yearly Turnover of the organization during last 3 Years (Year wise).	
i.	2017-2018	
ii.	2016-2017	
iii.	2015-2016	
11.	Solvency certificate from a Bank to be enclosed for indicating Amount of solvency	
i.	Name of Bank	
ii.	Complete Postal Address of Bank	
iii.	Email id	
12.	Income Tax Return Certificate	
13.	PAN No.	
14.	Service Tax Registration No.	
15.	Detailed description and value of works done (Proforma-3) enclosed (yes/no)	
16.	Furnish the details of three 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 the 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 nonfulfillment 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 years.	
A.	One similar work of 80% of _____(Value)	
i.	Completion Certificate No.	
ii.	Date of issuance of Completion Certificate	
iii.	Value of the work completed	
iv.	Completion certificate issuing authority	
v.	Complete postal Address of the department	
vi.	Email Id	
B.	Two similar works of 50 % of the _____(value)	
i.	Completion Certificate No.	
ii.	Date of issuance of Completion Certificate	
iii.	Value of the work completed	
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	
d.	Completion certificate issuing authority	
e.	Complete postal Address of the department	
f.	Email Id	
C.	Three similar works of 40% of _____(Value)	
i.	Completion Certificate No.	
ii.	Date of issuance of Completion Certificate	
iii.	Value of the work completed	
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	
d.	Completion certificate issuing authority	
e.	Complete postal Address of the department	
f.	Email Id	
A.	Completion Certificate No.	
B.	Date of issuance of Completion Certificate	
C.	Value of the work completed	
D.	Completion certificate issuing authority	
E.	Complete postal Address of the department	
F.	Email Id	
22.	Avg. turnover of last 3 years and furnish audited balance sheet and Profit & Loss A/c (Audited) for the last -3- years: 2021-2022 2022-2023 2023-2024	

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**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	Qualifications	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 favor.

Seal & Signature of the Applicant

Branch Name:- \_\_\_\_\_

**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		

Seal &amp; Signature of the Applicant



Branch Name:- \_\_\_\_\_

**PERFORMA III**

**LIST OF WORKS COMPLETED BY THE ORGANISATION DURING THE LAST 7 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.	Description of Work	Contract Amount (₹) for Electric Audit work only with copy of Work Order	Completion Period Stipulated (Year)	Actual date of completion	Any other relevant Information.
1	2	3	4	5	6	7	8

Notes:

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

Seal & Signature of the Applicant

Branch Name:- \_\_\_\_\_

**PERFORMA OF ELECTRIC SAFETY AUDIT**

1. Firm carrying out Electric Audit is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Firm carrying out Electric Audit 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. Firm carrying out Electric 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. Branch/office Overview.
7. Need to verify that the electric connection provided is specifically restrict to the Branch/ATM premises.
8. All minor defects/observations to be liquidated during the visit only and no extra charges will be paid for the same.
9. Detailed estimate for liquidation of defects to be given to the Branch Heads of the respective branches.

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

Seal &amp; Signature of the Applicant

Branch Name:- \_\_\_\_\_

**10. Branch Inventory details**

Ser No.	Description	Wattage	Nos. Installed Floor Wise			Electrical Load
i.	Change over Switch					
ii.	MCCB					
iii.	Fuse					
iv.	MAX wire fuse					
v.	MCB 4 Pole 100A					
vi.	MCB 2 Pole 63 A					
vii.	MCB 4 Pole 63 A					
viii.	MCB 2 Pole 32 A					
ix.	MCB 1Pole 32A					
x.	MCB 1Pole 16A					
xi.	MCB 1Pole 10A					
xii.	MCB 1Pole 6A					
xiii.	MCB 1Pole 25A					
xiv.	RCCB 63A					
xv.	Stabilizer					
xvi.	M.C.B 2 Pole 40 A					
xvii.	A.C Window					
xviii.	A.C Split 1.5 TR					
xix.	A.C Split 2 TR					
xx.	A.C Split 1 TR					
xxi.	Wall Fan					
xxii.	Ceiling Fan					
xxiii.	Water Cooler					
xxiv.	Exhaust Fan					
xxv.	T8 2 Fit 18W					
xxvi.	T8 36W					
xxvii.	CFL 2 pin 18W					
xxviii.	T12 40 W					
xxix.	T8 36W					
xxx.	CFL 40W					
xxxi.	CFL 30 W					
xxxii.	Fire Machine					
xxxiii.	Camera					
xxxiv.	LCD					
xxxv.	Fax M/C					
xxxvi.	Coffee M/C					
xxxvii.	Computer CRT					
xxxviii.	Printer					
xxxix.	Master CPU 10A					
xl.	Scanner					
xli.	Money Counting Machine					
xl.ii.	Micro wave					
xl.iii.	Heater					
xl.iv.	T.V.					
xl.v.	ATM M/C					
xl.vi.	LED 2X2					
xl.vii.	LED Tube light					
xl.viii.	LED Bulb					
xl.ix.	LED other lights					
	Other installations (if any)					
	Other installations (if any)					

Seal &amp; Signature of the Applicant

Branch Name:- \_\_\_\_\_

**11. Electrical Load analysis**

Ser. 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)		
	Any Other		
	Any Other		

Seal &amp; Signature of the Applicant

Branch Name:- \_\_\_\_\_

**12. Electrical distribution system:**

Ser. 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 equipment: 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 is OFF		
20.	Any Other Electric Equipments		
21.	Any Other Electric Equipments		

**13. Meter Details**

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

Seal &amp; Signature of the Applicant

Branch Name:- \_\_\_\_\_

**14. Readings at Incoming Supply Panel**

Parameters	Level	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			

**15. Earthing Details**

Parameters	Area1	Area2	Area3	Area4

**16. 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			

**17. Lux levels**

Ser No.	Area	Lux
1.	Branch Head cabin	
2.	Officers	
3.	Cash counters	
4.	Store room	
5.	UPS room	
6.	ATM room	

Seal &amp; Signature of the Applicant

Branch Name:- \_\_\_\_\_

Ser No.	Particulars	Remarks
18.	Condition of Electrical wiring.	
19.	Rating of cables (Details).	
20.	Rating of cable as per standard.	
21.	If not then required rating of cable.	
22.	Percentage decrease in electricity bill post replacement of present CFL/traditional type light fixtures with LED type light fixtures.	
23.	Feasibility of installation of Solar Roof Top panels (YES/ NO) (Please provide details).	
24.	Observations.	
25.	Recommendations.	
26.	Tips on energy saving.	
27.	Immediate rectification work required to be done to avoid unsafe condition.	

Seal & Signature of the Applicant

## Site Visit Report

This is to certify that Mr./Mrs./Ms. \_\_\_\_\_ from  
M/s \_\_\_\_\_ has  
conducted \_\_\_\_\_ Electrical \_\_\_\_\_ Audit \_\_\_\_\_ of  
\_\_\_\_\_ Branch as on dated-----.

Branch Head

Seal

Signature  
Name  
Contact No.  
Date:



Seal & Signature of the Applicant

Branch Name:- \_\_\_\_\_

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

Observation/Recommendations

Seal & Signature of the Applicant

Branch Name:- \_\_\_\_\_

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

**Observation/Recommendations**



## **FINANCIAL BID**

**FINANCIAL BID**

To  
The Assistant General Manager  
Bank of Baroda,  
Regional Office, Kota- 324002  
Sir,

**Sub: Quotations / Rates for carrying out Electric Audit of the Branches/offices of Bank of Baroda in Kota Region.**

I / We have gone through the **Performa of Electric Safety Audit** for the captioned project and I / we have understood the requirements of the works. We are interested in undertaking the subject work on the following terms:

Ser. No.	Branches/Offices in Kota Region	Quoted Rates (Rs) per Branch/office (including GST)
a	Amount in figures	
b	Amount in words	

All Terms and conditions are acceptable to me/ us.

***The decision of L1 will be done on the rate of Electric Audit Per Branch***

The rates quoted for carrying out Electrical Audit of Branch are inclusive of all the charges, taxes, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever.

No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.

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.

***Deduction of TDS / GST TDS will be made as per rules.***

I/ We will not claim any additional charges from the any Branch of Bank of Baroda or its 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 quote my rates as above.

**Date:**

**Signature of the Vendor**

**Name**

Seal

**ANNEXURE A**

**Contractor Report**

**(Report to be submitted by Contractor after completion of Electric Audit)**

Ser No.	Branch Name	Observation of Electric Auditor	Rectification work completed (Yes/No)	Remarks

This is to certify that all rectification work has been executed / completed as per IS standards.

Date

Signature and seal of contractor