

**BANK OF BARODA  
ZONAL OFFICE, KOLKATA**

**BARODA TOWER (6<sup>th</sup> Floor), PLOT NO. -38/2,  
BLOCK – GN, SECTOR -V, SALT LAKE CITY,  
KOLKATA – 700 091, INDIA**



**TENDER DOCUMENT FOR**

**Appointment of Accredited Energy Auditors  
to carry out Electrical Audit of Branches/Offices  
under Kolkata Zone**

**LAST DATE OF  
SUBMISSION : 18.07.2024 at 03.00 PM**  
**Contact Details : Facilities Management  
Department  
Zonal Office, Kolkata  
Ph : (033) 23401730 /27**

## NOTICE INVITING TENDER

The General Manager, Bank of Baroda, Kolkata Zone invites sealed Tenders from approved licensed electrical auditors/firms from Bureau Energy Efficiency (BEE) (Govt. of India) to carry out Electrical Audit of branches and offices in Kolkata Zone (numbering approx. 260 branches and offices).

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

The authorized Engineers of the agency/ firm, carrying out the Electrical Audit, must be an Accredited Energy Auditor from BEE (Bureau of Energy Efficiency).

1. The agency/firm must have valid PAN and/or GST Number.

The agency/firm must be an Income Tax Assesse for the last three years and should also have annual average turnover of **₹ 10.00 lakh since last three consecutive years.**

2. The agency/firm should have at least 07 years of experience of carrying out electrical audit.
3. The agency/ firm should have satisfactorily completed one similar job worth minimum of **₹ 5.2 lakh during last 7 years**

OR

The agency/firm should have satisfactorily completed two similar jobs, each worth minimum of **₹ 3.25 Lakh during last 07 years.**

OR

The agency/firm should have satisfactorily completed three similar jobs, each worth minimum of **₹ 2.6 Lakh during last 07 years.**

4. Applicant shall submit the “**Performance Certificates**” (cost of project should be mentioned in the certificate) from the respective previous employers insupport of above, otherwise application is liable to be rejected.
5. Similar jobs shall means Electric Audit work executed in Government/Private/Public Sector Undertakings/Reputed firms.
6. The agency/firm should have its own office within the geographical jurisdiction of **Kolkata**. 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.
7. Applications containing false incomplete and/or inadequate information are liable to be rejected. Also mere fulfilment of eligibility criteria does not guarantee selection.
8. Successful Vendor/Service Provider/Supplier/ Consultant/Contractor, who will be selected according to the service/work/project for which the proposal or quotation is invited shall comply with the Bank's Code of Ethics which is available on the Bank's website>Shareholder's Corner> Policies/Codes> Our Code of Ethics and a clause to this effect shall be included in the agreement/contract.
9. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

## **INSTRUCTIONS TO THE TENDERER**

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

### **Envelope No. 1 (Technical Bid)**

- The Envelope No.1 shall contain Technical Bid (i.e. Duly signed tender documents) and Earnest Money Deposit (EMD) in the form of “**Demand Draft**” of ₹ **13,000/- (Rupees Thirteen Thousand Only)** in favor of Bank of Baroda payable at Kolkata. (Exempted for NSIC/MSME for valid certificate. Certificate to be attached.)
- Tenderer should submit performance certificates/work orders of their previous clients, Performa’s (1, 2 & 3) 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 superscripted “**Envelope No.1 (Technical Bid) for Electric Audit of Branches/Offices under Kolkata Zone**”.

### **Envelope No. 2 (Financial Bid)**

- Envelope No. 2 shall contain Financial Bid (i.e. Complete details and description are to be supplied by tenderers as specified therein.)
- This envelope shall be superscripted as "Envelope No. 2 (Financial Bid) for Electric Audit of Branches/Offices under Kolkata Zone”.

### **Envelope No. 3**

- 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 superscripted as “Tender for Electric Audit at Branches / Offices in Kolkata Zone (Kind Attention:- P&E Dept)” and shall be submitted on or before 18.07.2024 by 03:00 pm at the following address:-

The General Manager,  
Bank of Baroda,  
Baroda Tower (6th Floor), Plot No. -38/2,  
Block – GN, Sector -V, Salt Lake City,  
Kolkata – 700 091, India

2. The last date of submission of tender is **18.07.2024 upto 3:00 PM**.
3. Applications received after last date and time shall be summarily rejected.
4. The technical bids shall be opened in the presence of the bidders/representatives of the bidders on **18.07.2024 at 3.30 PM**.
5. No separate intimation shall be sent to the bidders for their presence at the time of opening of technical bid.
6. The Financial bid of only those bidders shall be opened who are found to be eligible/short listed as per the pre-qualification criteria.
7. The shortlisted candidates shall be intimated separately with financial bid opening schedule.
8. 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.
9. Only one representative shall be allowed to be present during the opening of the bid.
10. Bank reserves the right to reject any/all the applications/offers without assigning any reason whatsoever.

**INSTRUCTIONS TO THE APPLICANTS FOR FURNISHING INFORMATION  
AS A PART 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.
  2. Intending Applicants are required to be approved licensed contractors/firms from Bureau Energy Efficiency (BEE) (Govt. of India)
  3. 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.
  4. 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.
  5. 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.
  6. 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.
  7. **SPLITTING OF ORDER**
    - a. 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.
- 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) Baroda Tower (6th Floor), Plot No. -38/2, Block – GN, Sector -V, Salt Lake City, Kolkata – 700 091, India Ph : (033) 23401730 /27**
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 for reasons whatsoever 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 West Bengal & A & N Islands (list of branches enclosed as annexure A) to carry out Electrical Audit as per the Audit Proforma given in the Tender Format. A copy of the report is to be submitted to respective Branch and summary of all the reports in excel sheet format duly signed by the licensed Electrical Auditor/Engineer on behalf of the firm is to be submitted to Regional/Zonal 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.
  12. In the event of any breach of contract, the Security Amount (EMD) will be forfeited.

Electrical Audit of all the branches/ offices must be completed within -3- (Three) months from the date of awarding the contract.

13. Interested vendors may download the tender from Bank's website <https://www.bankofbaroda.in/tenders/zonal-regional-offices> and submit the hard copy to our office within 3.00 pm on 18.07.2024. Submission of tenders in any other format will not be entertained and will be summarily rejected.
14. The submission of tender after scheduled date and time will not be entertained whatever may be the reasons for the delay.
15. 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.
16. **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.
17. The actual quantity of branches/offices to be audited may vary from the projected quantity as per the requirements of the Bank. 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.
18. **Earnest Money Deposit of ₹ 13,000 (Thirteen thousand only)** in the form of a Demand Draft/ Pay Order issued by a Scheduled Commercial Bank favouring Bank of Baroda, payable at Kolkata must be submitted along with the Technical Bid. No interest will be payable on the Earnest Money Deposit.
19. **VALIDITY OF OFFER** - The offer should be valid for period of 90 days from the last date for submission of the offer.
20. **PAYMENT TERMS** - 100% of the payment shall be released after submission of Electrical Audit Report in prescribed format and soft copy and excel sheet to RO/ZO. No advance / adhoc payment will be paid.
21. **LOCATIONS TO BE COVERED** - The services will be required to be provided for **jurisdiction of Kolkata Zonal Office** for all its Offices/Branches both existing and opened during two years from the release of work order situated in the West Bengal & A & N Islands. The agency/ firm would be bound to conduct the Electric Audit in any place not covered where the above office has established its branch/Office during the validity of the contract. Detailed address for conducting Electrical Audit of Approximately 260 branches/offices under the jurisdiction of the tender issuing office shall be provided to the successful bidder along the work order.
22. **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 Kolkata and only court in Kolkata shall have jurisdiction to determine the same.
23. **Payment for the electrical audit work will be done by respective Regional office under Kolkata Zone for branches under their administrative jurisdiction.**

## **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, 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 minimum 10 nos. thermography to be along with the original photos of location to be submitted with Audit report .
- 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 according to the specified methodology. The report shall include the objectives, methodology, executive summary, observations, and recommendations in detail. The electrical audit report must be typed (handwritten reports are not acceptable) and contain clear recommendations to assist the bank in executing rectification work. The agency should submit the report in both soft copy and hard copy, ensuring all copies are in color format

#### **6. SCOPE:-**

Scope of work includes comprehensive Electrical Audit on the following measures:-

- Visiting each and every branch/ office and verifying the installation (as detailed in the formats enclosed).
- Electrical Audit
- Suggestion and corrective measures necessary towards electrical fire and safety measures, up gradation in the electrical system, electrical load, connected load, sanction load, enhancement of load, etc.
- 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).
- 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 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.

**(Format of Application forwarding letter)**

To,

Date:

The General Manager,  
Bank of Baroda,  
Baroda Tower (6th Floor), Plot No. -38/2,  
Block – GN, Sector -V, Salt Lake City,  
Kolkata – 700 091, India

Dear Sir,

**Re: Application/ Offer for Electrical Audit of Branches / Offices under Kolkata Zone**

1. I/We have read and understood the pre-qualification notice and instructions to the applicants and submit my/our applications for Bank's consideration duly filled and complete in all respects according to the Performa.
2. I/We further understand that pre-qualification and selection of Electric auditor will be in accordance with Bank's terms and conditions subject to the authority of the Bank to alter or amend the same keeping in view of the exigencies of the work.
3. I/We do hereby declare that the information furnished in the Performa from 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.
8. I/we understand that mere fulfilment of eligibility criteria does not guarantee my/our selection for empanelment and Bank reserves the right at all times to reject my applications at any time without assigning any reason, thereof.

Yours' faithfully,

(Signature)

Name:

Organization:

Designation:

Contact No.

Seal:



**TECHNICAL BID**

1	Name of the Applicant	
2	Complete Postal Address of Registered Office	
i	Contact Person	
ii	Phone/Mobile No	
iii	Email ID	
3	Complete Postal Address of local Office through which the proposed work of the bank will be handled and the name and designation of officer incharge	
i	Contact Person	
ii	Phone/Mobile No	
iii	Email ID	
4	Year of Establishment	
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 document)	
9	Details of registration – Bureau of Energy Efficiency (Enclose certified copies of document as evidence)	
10	Yearly turnover of the organization during last 03 years (year wise) (₹)	
i	2020-2021	
ii	2021-2022	
iii	2022-2023	
11	Avg. turnover of last 3 years (₹ 10 lakhs) and furnish audited balance sheet and Profit & Loss A/c (Audited) for the Last 3 years	
12	IT Return/ Certificates (last -3- years)	
13	PAN No.	
14	GST registration no.	
15	Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization	
i	Name of Bank	
ii	Complete Postal Address of Bank	
iii	Email id	
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	
	Designation	
	Firm/Company/Organization	
	Complete postal address	
	Telephone/ mobile nos.	
	Email id	
B	Name	
	Designation	
	Firm/Company/Organization	
	Complete postal address	
	Telephone/ mobile nos.	
	Email id	

C	Name	
	Designation	
	Firm/Company/Organization	
	Complete postal address	
	Telephone/ mobile nos.	
	Email id	
17	<p>Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation.</p> <p>Give name of court, place, and status of pending litigation.</p>	
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
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	<b>Similar type of work carried out during last 7 yrs.</b>	
i	One similar work of ₹ 5.2 lakh	
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	
ii	Two similar work of ₹ 3.25 lakh each	
<b>First</b>		
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	
<b>Second</b>		
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	
iii	Three similar works of ₹ 2.6 lakh each	
<b>First</b>		
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	
<b>Second</b>		
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	
<b>Third</b>		
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	

Sr No	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts and completion date	Date from which employed in your organization	Indicate details of experience for similar projects
1	2	3	4	5	6	7	8	9

#### Details of Infrastructure in Office

Sr.no.	Items	Numbers	Details
1	Office Premises, Area, etc		
2	Telephones		
3	Equipment for earth pit resistance test		
4	Equipment for infrared thermograph		
5	Equipment for insulation resistance test		
6	Any other equipment		
7	Software(s) Used		
8	Reference Book(s) used		
9	Subscription to magazines, journals, institutional technical nature		

1. **BRANCH COMBINED REPORT FORMAT**

<b>Sl. No.</b>	<b>Branch/ office</b>	<b>Sanctioned Electrical Load</b>	<b>Connected Electrical Load</b>	<b>Unsafe Condition (if any)</b>	<b>Observation / Recommen dation</b>	<b>LED lights installed (Yes/ No)</b>	<b>Feasibility of installation of Solar Roof Tops (Yes/ No)</b>

Date:

Signature and Seal of the Contractor

### 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 the Contractor

## PRICE BID

### GENERAL CONDITIONS

1. The rates quoted for carrying out Electrical Audit must be inclusive of all the charges, taxes i.e. Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever.
2. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
3. **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.
4. The successful bidder shall have to deposit a sum of ₹ 13,000/- as Earnest Money Deposit by way of DD/BC drawn in favour of Bank of Baroda, Payable at Kolkata, which in the event of not completing the Electrical Audit in the given time period, shall be forfeited. The security deposit of firms awarded the contract would be returned on completion of contract period
5. The rates quoted shall be binding for twelve 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.
6. Payment shall be made by the respective Regional Office for all the Branches/Offices under their jurisdiction, within -10-days of the satisfactory completion of Electrical Audit and submission of a copy each of Audit Certificate and duly filled/signed Audit Performa, to the Branch, Regional Offices and Zonal Office.
7. Deduction of TDS will be as per rules.
8. The offer provided by your firm shall be open for **-120- days** from the date of receipt of tender to our office.

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

Rate for Electrical Audit as per Performa given in Tender for the branches:

Sr.No.	Branch / Office in Kolkata Zone	Quoted Rates (in ₹) per Branch / Office
	Amount in figures	
	Amount in words	

Date:  
Signature of the Vendor

Seal:



## PERFORMA OF ELECTRICAL AUDIT

1. Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Electrical Auditor 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 Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults which needs immediate attention.
4. Inspection / recommendation report of existing electrical system with your observations and remarks.
5. Electrical Auditor must mention "IMMEDIATE ACTION REQUIRED" wherever there are serious observations
6. Photocopy of last three electrical bills of the branch/office, including marking any discrepancy, if any.
7. Branch/office Overview

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

### 8. Branch Inventory details

Sr No.	Description	Wattage	Nos. installed floor wise			Remarks
			ATM	Floor no.	Floor no	
1.	Change over Switch					
2.	MCCB					
3.	Fuse					
4.	ELCB					
5.	MAX wire fuse					
6.	MCB 4 Pole 100A					
7.	MCB 2 Pole 63 A					
8.	MCB 4 Pole 63 A					
9.	MCB 2 Pole 32 A					
10.	MCB 1Pole 32A					
11.	MCB 1Pole 16A					
12.	MCB 1Pole 10A					
13.	MCB 1Pole 6A					
14.	MCB 1Pole 25A					
15.	RCCB 63A					
16.	Stabilizer					
17.	M.C.B 2 Pole 40 A					
18.	A.C Window					
19.	A.C Split 1.5 TR					
20.	A.C Split 2 TR					

21.	A.C Split 1 TR					
22.	Wall Fan					
23.	Ceiling Fan					
24.	Water Cooler					
25.	Exhaust Fan					
26.	LED PANEL TYPE (2*2)					
27.	LED DOWNLIGHTERS					
28.	LED TUBELIGHTS					
29.	Fire Machine					
30.	Camera					
31.	LCD					
32.	Fax M/C					
33.	Coffee M/C					
34.	Computer CRT					
35.	Printer					
36.	Master CPU 10A					
37.	Scanner					
38.	Money Counting Machine					
39.	Micro wave					
40.	Heater					
41.	T.V					
42.	ATM M/c					
43.	Warning Light installed (Y/N)					
44.	Anything else as per actuals					

**1. Electrical Load analysis(Mention remarks as “IMMEDIATE ACTION REQUIRED” wherever serious observation is pointed out)**

Sr. No.	Description	Remarks	Rectifications Recommended
	Total Sanctioned Load		
	Total Connected Load		
	Is Sanctioned load less than Connected load		
	Has branch applied for additional load		
	Has branch paid any penalties for excessive load		
	Electrical Load Utilization :		
	Electrical Load on UPS		
	DG Set installed: YES/NO		
	DG Set Capacity		

**2. ELECTRICAL DISTRIBUTION SYSTEM: (Mention remarks as “IMMEDIATE ACTION REQUIRED” wherever serious observation is pointed out)**

Sr. No.		Remarks	Rectifications Recommended
1	Is distribution of load satisfactory		
2	Condition of Electrical Wiring		
3	Type of Wiring Used		
4	No. of MCB's and ELCB		
5	Whether MCB's and ELCB are of required rating of adequate capacity		
6	Whether cables and connection are good		
7	Whether extension chords used are overloaded		
8	Whether electrical equipment are operating at specified voltage/current(within tolerance range)		
9	Rating of Fuses/Junction Box		
10	Are the ratings correct		
11	Are Fire Box Switch Inserts used		
12	Whether Input supply of UPS is independent of other branch loads or not?		
13	Whether single isolating switch is available for the whole premises		
14	Are Earth Pits identified		
15	Earth Connection to equipments Proper/Not proper		
16	No. of earth pits available		
17	Whether earthing is done properly to equipments		
18	Voltage between neutral and earth		
19	Whether DG is provided with neutral earthing		
20	Whether ELCB provided		
21	ATMs Earth pits identified		
22	Earthing check of each pit		
23	UPS room exhaust fan installed		
24	UPS room Condition		
25	UPS battery Connections		

**3. Measurement of Electrical Parameters**

Meter no.						
DISCOM						
Sr. No.	Phase to Phase Voltage	Phase to Neutral Voltage	Current	Power factor	Power	Remarks
R phase						
Y phase						
B Phase						
Neutral						

UPS No.						
Sr. No.	Description	Voltage	Current	Power factor	Power	Remarks
	UPS					

**4. Lux levels**

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

5. **Condition of Electrical wiring**

6. **Rating of cables**

7. **Rating of cable as per standard**

8. **If not then required rating of cable**

9. **No. of Exhaust fan provided**

a) **Exhaust fan in UPS room (YES/NO)  
Working(YES/NO)**

b) **Exhaust fan near Electric panel(YES/NO)  
Working(YES/NO)**

10. **Observations : Please mention areas where immediate rectification is required**

11. **Recommendations**

12. **Tips on energy saving**

13. **Any other remarks:**

**Site Visit Report**

**This is to certify that Mr./Mrs./Ms. ----- from M/s ----- has conducted Electrical Audit in our Branch/office on----- satisfactorily and observations and suitable steps to be taken as corrective measures have been explained to the undersigned.**

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

**Seal & Sign of  
Vendor**

**Photographs and Thermography of Main Electric panels, UPS room Condition of Electric wiring ETC. (Colour Print Required)**

## List of Branches