

BANK OF BARODA  
निविदा सूचना  
TENDER NOTICE

बर्द्धमान क्षेत्र के अंतर्गत शाखाओं/कार्यालयों की बिद्युत लेखा परीक्षा करने हेतु प्रामाणिक उर्जा लेखा परीक्षकों से निविदाएं आमंत्रित की जाती हैं

Tenders are invited from accredited Energy Auditors to carry out the Electrical Audit of Branches/Offices under Burdwan Region.

निविदा प्रस्तुत करने की तिथि 29.11.2019 एवं समय 01:00 अपराहन या उससे पहले

DATE AND TIME OF SUBMISSION OF THE TENDER 29.11.2019 on or before 01: 00 P.M.

**उप महाप्रबंधक  
बैंक ऑफ बर्द्धमान क्षेत्र**

बोली प्रस्तुत करने की अंतिम दिन एवं समय	29.11.2019 एवं समय 01:00 बजे अपराहन
तकनीकी बोली को खोलने का अंतिम दिन एवं समय	29.11.2019 एवं समय 03:00 बजे अपराहन

**The Deputy General Manager  
Bank of Baroda  
Burdwan Region**

Last date and time for submission of Bids	29.11.2019 on or before 1:00PM
Date and Time of opening of Technical bids	29.11.2019 on 3:00PM

SEAL WITH SIGNATURE OF THE APPLICANT

**BANK OF BARODA****NOTICE INVITING TENDER**

The Deputy General Manager, Bank of Baroda, Regional Office, Burdwan Region, Burdwan, West Bengal invites sealed Tenders from licensed contractors/firm approved from Bureau Energy Efficiency (BEE) (Govt. India) to carry out Electrical Audit of branches and offices under Burdwan Region in West Bengal States numbering approximately 80 plus branches & offices which either are present or will be opened during the tenancy of the contract as per Audit Performa given in the Tender Format.

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

1. The authorized Engineers of the firm carrying out the Electrical Audit must have a Degree in Electrical Engineering and accredited Electrical / Energy Auditors from BEE (Bureau Energy Efficiency) / Government Body.
2. Agency/firm must have valid GST No.
3. Agency/firm must have PAN number.
4. Agency/firm must be an Income Tax Assesse for the last three years. Agency/firm must have turnover of 4.00 lacs per annum for last three years.
5. The firm should have at least -7- years of experience of carrying out electrical safety audit.
6. The firm should have satisfactorily completed one similar job worth minimum Rs.4.00 Lacs during last Seven years.

OR

The firm should have satisfactorily completed two similar jobs, each worth minimum Rs.2.00 during last Seven years

OR

The firm should have satisfactorily completed three similar jobs, each worth minimum Rs.1.50 Lacs during last seven years.

7. Agency/firm must have turnover of Rs.3.50 lacs per annum each for the last three years.
8. Similar job shall mean Electrical Audit work executed in Government/Private/Public Sector Undertakings/Reputed firm.
9. Individual /Agency should have own office functioning preferably in Burdwan region or adjoining areas for not less than three years as on date of advertisement.
10. **Dully 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 Burdwan Region" 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.

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**BANK OF BARODA**

Earnest money amount through DD/Banker's Cheque for **Rs. 6000.00** favoring Bank of Baroda, payable at Burdwan. Information as per the Performa along with the 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 "**Financial Bid- for Electrical Audit of Branches/Offices under Burdwan Region**" shall contain only Financial Bid. Tenderer should submit Performance/Experience Certificates alongwith Work orders issued by 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 into one single envelope and sealed duly super scribing "**Application/Offer for Electrical Audit of Branches/Offices in Burdwan Region**". The envelope containing both the bids must be addressed to :

***The Deputy General Manager  
Bank of Baroda,  
Regional Office  
Burdwan Region  
54 GT ROAD,  
Bhangakuthi  
Burdwan-713101***

The last date of application submission is on or before 28.11.2019 at 03:00 PM .Applications received after last date and time shall be summarily rejected. The technical bids shall be opened on the same day at 03.00 PM at the referred address in the presence of bidders/representatives or both. The price bid of only those bidders will be opened only for technically qualified bidders as per the prequalification 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 at any stage and no claim will be entertained under the matter.

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BANK OF BARODA

To,

***The Deputy General Manager  
Bank of Baroda,  
Regional Office  
Burdwan Region  
54 GT ROAD,  
Bhangakuthi  
Burdwan-713101***

Sir,

**Sub: Application/Offer for Electric Audit of branches/offices under Burdwan 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 to the Performa.
2. I / We further understand that pre-qualification and selection of Electrical 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/Annexure 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 at any stage, 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 on me/us.
6. All the information furnished by me/us hereunder is correct to the best of my/us knowledge and belief. I/We agree the I /We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.

Yours faithfully,

Name:

Organization:

Designation:

Contact no.

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## BANK OF BARODA

**INSTRUCTION TO THE APPLICANTS FOR FURNISHING INFORMATION AS A PART OF APPLICATION FOR PREQUALIFICATION**

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnels in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed proforma /Annexure 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. **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(must be enclosed).In case of failure of the above offer will be treated as rejected & no claim will be entertained under the matter.
4. 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/Annexure and serial number with seal & signature of the applicant. Separate sheets shall be used for each part. However the format shall be as per Performa.
5. **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.
6. Applications containing false and / or inadequate information are liable for rejection.
7. While filling up application with regard to the list of important projects completed. Clarification, if required, may be obtained from “Bank of Baroda, Regional Office, Burdwan Region, Bhangakuthi, 54 GT Road, Burdwan-713101”.  
Contact details: Premises Deptt., Bank of Baroda, Regional Office, Burdwan Region, Bhangakuthi, Burdwan-713101.Phone Number:8373056189.
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 under Burdwan 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 Electric Auditor / Engineer on behalf of the firm is to be submitted to respective branch and Regional Office. Soft copy of the report of all the branches / offices is also to be submitted to the regional office Burdwan.

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11. Electrical Audit of all the branches/offices must be completed within three months from the date of awarding the contract.
12. Interested vendors may download the tender from Bank's website [www.bankofbaroda.com/tenders.asp](http://www.bankofbaroda.com/tenders.asp).
13. Submission of tenders in any other format will not be entertained & will be summarily rejected.
14. 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.
15. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
16. 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.
17. Successful bidder should produce an unconditional Performance Bank Guarantee from a Scheduled Bank (other than Bank of Baroda) equal to 10% of the total cost of the project and effective for the period of 2 years from the date of work order. During the period of contract.
18. The actual quantity of branches/offices to be audited may vary from the projected quantity as per the requirements of the Bank.
19. 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.
20. Earnest Money Deposit of Rs. 6000.00 in the form of demand draft, pay order issued by a scheduled commercial bank favoring Bank of Baroda payable at Burdwan must be submitted along with the Technical Offer. Offers not accompanied with Earnest Money Deposit of 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.

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21. The offer should be valid for period of 90 days from the last date for submission of the offer.
22. 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 Burdwan Region and only a court in Burdwan shall have jurisdiction to determine.
23. The services will be required to be provided for our Burdwan Region in all the branches & offices both existing and opened during two years from release of work order. The broad areas presently under the jurisdiction of our above Regions are detailed below IN Annexure A. However, the individual/agency would be bound to conduct electrical audit in any place not covered in this list where the above Region establish a Bank branch / Office during the validity of the contract.

## Annexure A

SL NO	BRANCH NAME	BANK NAME	ADDRESS
1	BANKURA	BANK OF BARODA	NIGAMA NANDA PANTHSHAL PATPUR JAIL RD.,
2	RANIGANJ	BANK OF BARODA	A/78, SCHOOL MORE, NSB ROAD, PO RANIGANJ
3	ASANSOL	BANK OF BARODA	UMA BHAWAN, IST FLOOR 361 G T ROAD
4	BURDWAN	BANK OF BARODA	57, B.C. ROAD 0
5	BURDWAN (G T ROAD)	BANK OF BARODA	54, G.T. ROAD, BHANGAK PO BURDWAN
6	BURNPUR ROAD, ASANSOL	BANK OF BARODA	SREE JAGANNATH TOWER, 1ST FLOOR, BURNPUR ROA
7	DURGAPUR	BANK OF BARODA	NANCHAN ROAD BENACHITY
8	DURGAPUR STATION ROAD	BANK OF BARODA	DURGAPUR
9	GALSI	BANK OF BARODA	VILL PO GALSI, DIST BURDWAN,WB
10	GUSKARA	BANK OF BARODA	SANAI STATION ROAD, PO : GUSKARA, BURDWAN
11	KALNA	BANK OF BARODA	KALINAGAR PARA, BEHIND 0
12	MEMARI	BANK OF BARODA	SUKHSAGAR MEMARI MANTESWAR PO MEMARI
13	PANAGARH	BANK OF BARODA	PANAGARH BAZAR (RAIL PAR) OPP AGRAGAMI CLUB
14	PANCHGHARA	BANK OF BARODA	VILL. PANCHGHARRH PO KHAJURDIHI
15	SAMUDRAGARH	BANK OF BARODA	SAMUDRAGARH, DIST: BURDWN
16	UKHRA	BANK OF BARODA	SHANKARPUR MORE, UKHRA DIST BURDWAN
17	BOLPUR	BANK OF BARODA	SHIVAM COMPLEX, SRI NIK ETAN ROAD, PO BOLPUR
18	RAMPURHAT	BANK OF BARODA	NATIONAL HIGHWAY, NR B 0
19	SURI	BANK OF BARODA	NEW BUS STAND SURI
20	G.T.ROAD	BANK OF BARODA	62/A/8, G.T.ROAD(W) PO-MALLICKPARA,

21	ARAMBAGH	BANK OF BARODA	LINK ROAD, PO:ARAMBAGH DIST: HOOGLY, ARAMBAGH
22	BANDEL GP	BANK OF BARODA	3 MILITARY COLONY PO-SAHAGANJ,HOOGHLY
23	BEGAMPUR	BANK OF BARODA	VILL BARATAJPUR, HOOGHLY,WB
24	BHADRESWAR	BANK OF BARODA	225 FERRYGHAT STREET ANNAPURNA TELINIPARA
25	CHANDANNAGAR	BANK OF BARODA	STATION ROAD CHANDAN NAGAR
26	CHINSURAH	BANK OF BARODA	P D SEN ROAD, PO: CHIN SURA, DIST: HOOGLY
27	DANKUNI	BANK OF BARODA	T.N.MUKHERJEE RD, NR RAM SITA MANDIR
28	NABAGRAM	BANK OF BARODA	AMIYO NIKETAN, ANITY ROAD, BAGAN PARA
29	RISHRA	BANK OF BARODA	9/21 K.C.SEN ROAD PO MOREPUKUR, HOOGLY
30	SEORAPHULI	BANK OF BARODA	55 NONADANGA ROAD, SEORAPHULI, HOOGHLY
31	SERAMPORE	BANK OF BARODA	48-B.P.DEY STREET PO-SERAMPORE,HOOGHLY
32	SINGUR	BANK OF BARODA	S.N.MALLIK ROAD,OPP- RURAL HEALTH CENTRE
33	TARAKESWAR	BANK OF BARODA	70 CHAULPATTY MANDIR ROAD TARKESWAR
34	TRIBENI	BANK OF BARODA	115,117 B.C.MUKHERJEE HOOGHLY,WEST BENGAL-71
35	UTTARPARA	BANK OF BARODA	62&66 AMARNATH ROAD(ST ATION), PO :UTTARPARA
36	KRISHNANAGAR	BANK OF BARODA	PATRA MARKET, 12 M M GHOSH ST, KRISHNAGAR
37	BENALI	BANK OF BARODA	VILL BENALI, PO BENALI PS HANSKHALI, NADIA,WB
38	CHAKDAH	BANK OF BARODA	NAGENDRA BHABAN, LALPU CHAKDAH - BONGAON RD
39	GOURNAGAR	BANK OF BARODA	GOURNAGAR,VIL.-BAGULA, PO. HANSKHALI
40	KALYANI	BANK OF BARODA	B-10-171 KALYANI, PO K ALYANI, NADIA DT, WB
41	RANAGHAT	BANK OF BARODA	RANAGHAT MUNICIPALITY COMPLEX,SUBHASH AVENUE
42	SANTIPUR	BANK OF BARODA	NIRANKAR BHABAN R.N TAGORE ROAD
43	GARBETA	BANK OF BARODA	PO & VILL GARBETA PS GARBETA, MEDINIPUR
44	GHATAL	BANK OF BARODA	VILL KUSHPATA PASCHIM MEDINAPUR
45	KHARAGPUR	BANK OF BARODA	486-A,241,MALANCHA MAIN ROAD,LAL BUNGLOW
46	KHEMASULI	BANK OF BARODA	V&PO KHEMASULI, VIA-MANIKPARA,BL.KHARAGPUR
47	MEDINIPUR	BANK OF BARODA	BIDHAN NAGAR BE-1, PO 0
48	CONTAI	BANK OF BARODA	HATABARI, PO CONTAI, PURBA MEDINIPUR DT, WB



49	DURGACHAK	BANK OF BARODA	PLOT NO-27,BLOCK-D DURGACHAK
50	PANSKURA	BANK OF BARODA	DAKSHIN GOPALPUR, PO PANSKURA,PURBA MEDINIP
51	TAMLUK	BANK OF BARODA	DAHARPUR, TAMLUK, PURBA MEDINIPUR
52	BAMUNDIHA	BANK OF BARODA	VILL. & PO. BAMUNDIHA, BLOCK=BARABAZAR,
53	BARGORYA	BANK OF BARODA	VILL. & PO. JAMTORIA, BLOCK-MANBAZAR-II
54	PURULIA	BANK OF BARODA	COURT ROAD OPP-SBI
55	BARJORA	eDENA BANK	Dena Bank , Borjora Branch Vill & PO Borjora, Distt Bankura PIN: 722202
56	ASANSOL	eDENA BANK	G.T.ROAD.PO.BOX NO.102. ASANSOL.713301
57	BHATAR	eDENA BANK	DENA BANK BHATAR BRANCH, RAMKRISHNA PALLY,BURDWAN KALNA ROAD, NEAR BHATAR GIRLS HIGH SCHOOL, VILL+POST:BHATAR, DISTT. BURDWAN,
58	BURDWAN	eDENA BANK	101. G.T. ROAD (OPP TOWN HALL) DHALDIGHI
59	DURGAPUR	eDENA BANK	GHATAK HOUSE.NACHAN RD.BHIRINGSRI.
60	MEMARI	eDENA BANK	Dena Bank Memari Branch,G T Road Distt :: Burdwan,West Bengal-713146
61	SRIPAD SRIKHANDA	eDENA BANK	VILLAGE & POST SRIKHANDA, PS - KATWA DIST. BURDWAN PIN 713150, WEST BENGAL
62	JESTA BHOBANIPUR	eDENA BANK	BARA II GRAM PANCHAT BUILDING VILLAGE BHOBANIPUR, PO JESTA, DIST BIRBHUM PIN 731237
63	SHANTINIKETAN	eDENA BANK	DENA BANK , SHANTINIKETAN BRANCH, RABINDRA BITHI BY PASS MORE SRINIKETAN MANI ROAD, NEAR CENTRAL BANK, POST-BOLPUR, DISTT-BIRBHUM PIN-731204
64	ARAMBAG	eDENA BANK	ENAYATPALLY, WARD NO.13, NEAR EMPLOYMENT EXCHANGE, PO ARAMBAG, DIST HOOGHY, ARAMBAG
65	MOGRA	eDENA BANK	VILLAGE, KANTAPUKUR, PO-MOGRA, PS MOGRA, DIST HOOGHY PIN 712148
66	KRISHNA NAGAR	eDENA BANK	39.M.M.GHOSH STREET. KRISHNANAGAR.
67	KHARAGPUR	eDENA BANK	839/609, MALANCHA ROAD PO NIMPURA, KARAGPUR
68	GOBRA	eDENA BANK	Dena Bank GOBRA Branch,I N K N High School compound, Gobra-Village,Post, Dist-Medinipur(East),PIN: 721441
69	BANKURA, WEST BENGAL	eVIJAYA BANK	PLOT NO. 1116, LOKEPORA MAIN ROAD, PO - KENDUADHI LOKEPORA MAIN ROAD
70	SHASHPUR, BANKURA	eVIJAYA BANK	GROUND FLOOR PLOT NO:3320,

			KHATIAN:396/1, AT SAHASPUR BAZAR P.O.SAHASPUR,, P.S:INDUS DIST- BANKURA AT SAHASPUR BAZAR P.O.SAHASPUR,
71	ASANSOL, WEST BENGAL	eVIJAYA BANK	NO 240, G T ROAD(E)ASANSOL, PURBA BARDDHAMAN G T ROAD(E)ASANSOL
72	BURDWAN,	eVIJAYA BANK	NO.82, G T ROAD, BURDWAN, PURBA BARDDHAMAN BURDWAN
73	DURGAPUR	eVIJAYA BANK	A-5,NANDALAL BITHI, CITY CENTRE, DURGAPUR, PURBA BARDDHAMAN CITY CENTRE, DURGAPUR
74	KANKALITOLA, WEST BENGAL	eVIJAYA BANK	KANKALITOLA, POST PARULDANGA, BIRBHUM DIST POST PARULDANGA
75	SERAMPORE - WEST BENGAL	eVIJAYA BANK	179,G T ROAD, MAHESH, RIYA PLAZA, SERAMPORE, HOOGHLY RIYA PLAZA, SERAMPORE
76	KRISHNA NAGAR, NADIA	eVIJAYA BANK	3 NO. ANANTA HARI MITRA ROAD, NEDERPARA MORE, KRISHNANAGAR NEDERPARA MORE
77	KHARAGPUR, WEST BENGAL	eVIJAYA BANK	MALANCHA MAIN ROAD, KHARAGPUR, MIDANAPORE DIST KHARAGPUR
78	HALDIA	eVIJAYA BANK	GROUND FLOOR, 401/182,, HALDIA TOWNSHIP,, PURBA MEDINIPUR HALDIA TOWNSHIP,
79	PURULIYA, WEST BENGAL	eVIJAYA BANK	VIJAYA BANK, GROUND FLOOR, N.C DASGUPTA ROAD (MAIN), RATHTOLA, NAMOPARA P.O- NAMOPARA, P.S- PURULIA N.C DASGUPTA ROAD (MAIN)

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**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 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

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- 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.
  - o Insulation resistance tests
  - o 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
- Submission of report after rectification work done by branch/office

### 4. **AUDIT CRITERIA:**

- Applicable safety-related statutes including the Electricity Act and Indian Electrical Rules

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- 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 / offices and verifying the installation (AS DETAILED IN THE FORMATS ENCLOSED).
- b) Electrical Audit
- c) Suggestion and corrective measures necessary towards electrical fire and safety measures, Up gradation in the electrical system, electrical load, connected load, sanctioned load, enhancement of load etc.
- d) Submission of Comprehensive Report as per Annexure enclosed, observed/verified during Branch/office inspection. Triplicate report to be prepared. one for Branch, one from Regional office and one for Zonal office.
- e) The scope includes arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, and preparing reports so as to enable the Bank to take a decision for improvement.
- f) The agency shall maintain following registers on daily basis i.e. Daily progress report and hindrance register. The agency have to submit PERTCHART incorporating all activities required for the completion of the work in time to Regional office.

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# TECHNICAL BID

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**Annexure-I**

**PREQUALIFICATION OF ELECTRICAL AUDITOR/FIRM**  
**Basic Information**

1	<p>a) Name of the applicant / organization</p> <p>b) Address of the Registered Office (With Phone Nos, Fax Nos. &amp; E-mail ID &amp; Contact Person)</p> <p>c) Address of office at Guwahati(preferably), if any (With Phone Nos, Fax Nos. &amp; E-mail ID &amp; Contact Person)</p>	
2	Year of establishment	
3	<p>Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.)</p> <p>( Enclose certified copies of documents as evidence)</p>	
4	<p>Name &amp; qualification of the Proprietor / Partners / Directors of the Organization / Firm</p> <p>a)</p> <p>b)</p> <p>c)</p>	
5	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number.	
6	Whether registered with Government / Semi – Government / Municipal Authorities of any other Public Organization and if so, in which class and since when?	
7	<p>Details of registration with :</p> <p>1) Bureau of Energy Efficiency</p> <p>(Enclose certified copies of documents as evidence).</p>	
7A	No. of years of experience in the field.	

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## BANK OF BARODA

8	Address of local office through which the proposed work of the Bank will be handled and the Name & Designation of officer in charge.	
9	Yearly turnover of the organization during last 5 years (year wise)	
10	Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the organization	1. Name of Bank / Branch 2. Solvent for Rs. 3. Date of issue.
11	Enclose copy of latest income tax clearance certificate.	
12	PAN No.	
13	Details of registration for payment of GST.	
14	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.	Attach a separate sheet if required.
15	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.	
16	Reasonable presence/local address	

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**Annexure-2****Technical Personnel and Similar Experience.**

**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:**

- Information has to be filled up specifically in this format. Please do not write remark "As indicated in brochure".
- Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

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**Annexure-3****Details of infrastructure in office**

<b>Sr.No.</b>	<b>Item</b>	<b>Number</b>	<b>Details</b>
1.	Office premises, Area		
2.	Fax Machine		
3.	Telephone		
4.	Equipment for earth pit resistance test		
5.	Equipment for infrared		
6.	Equipment for insulation		
7.	Software Used		
8.	Reference Book used		
9.	Subscription to magazines, journals, institutional technical nature		

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**Annexure-4****Works executed as Electrical Auditor of similar nature over a period of -7-years (as of 31.03.2016)**

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	Description of work	Description of work with Contract Amount (Rs.) for Electric Audit work only with copy of Work Order & completion/performance	Completion Period Stipulated (Year)	Actual date of completion	Any other relevant information.
1	2	3	4	5	6	7	8

Notes :

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

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## BANK OF BARODA

**PERFORMA OF ELECTRIC SAFTEY AUDIT**

1. Electric 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 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

<b>Sr.</b>	<b>Description</b>	<b>Particulars</b>
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	

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## BANK OF BARODA

## 7. Branch Inventory details

Sr.No.	Description	Wattage	Nos installed floorwise			Electrical load
	Change over Switch					
	MCCB					
	Fuse					
	MAX wire fuse					
	MCB 4 Pole 100A					
	MCB 2 Pole 63 A					
	MCB 4 Pole 63 A					
	MCB 2 Pole 32 A					
	MCB 1Pole 32A					
	MCB 1Pole 16A					
	MCB 1Pole 10A					
	MCB 1Pole 6A					
	MCB 1Pole 25A					
	RCCB 63A					
	Stabilizer					
	M.C.B 2 Pole 40 A					
	A.C Window					
	A.C Split 1.5 TR					
	A.C Split 2 TR					
	A.C Split 1 TR					
	Wall Fan					
	Ceiling Fan					
	Water Cooler					

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Sr.No.	Description	Wattage	Nos installed floorwise	Electrical load		
	Exhaust Fan					
	T8 2 Fit 18 W					
	T8 36 W					
	CFL 2 pin 18 W					
	T12 40 W					
	T8 36 W					
	CFL 40 W					
	CFL 30 W					
	Fire Machine					
	Camera					
	LCD					
	Fax M/C					
	Coffee M/C					
	Computer CRT					
	Printer					
	Master CPU 10A					
	Scanner					
	Money Counting Machine					
	Micro wave					
	Heater					
	T.V.					
	ATM M/c					
	LED 2 X 2					

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Sr.No.	Description	Wattage	Nos installed floorwise	Electrical load		
	LED Tube light					
	LED Bulb					
	LED other lights					

## 1. Electrical Load analysis

S.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)		

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## BANK OF BARODA

## 1. ELECTRICAL DISTRIBUTION SYSTEM:

S.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		
16	UPS battery Connections		

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## BANK OF BARODA

S.No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
17	Whether the Air Conditioners installed at Branch/office is as per BEE		
18	Condition of wiring/pipes of Air conditioners		
19	Whether the last person leaving the branch/office is ensuring that the main		

## 2. METER DETAILS

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

## 3. READINGS AT INCOMING SUPPLY PANEL

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

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Parameters		Readings	Normal Range	Remarks
Current reading at incoming panel	L1			
	L2			
	L3			
Power Consumed per phase	L1			
	L2			
	L3			
Frequency of supply	L-N			

## 4. EARTHING DETAILS

Parameters	Area1	Area2	Area3	Area4

## 5. UPS DETAILS

Parameters		Readings re4corded	Normal range	Remarks
Voltage at input of UPS	L-N			
	L-E			
	N-E			

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

## 6. Lux levels

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

7. Condition of Electrical wiring
8. Rating of cables (Details)
9. Rating of cable as per standard
10. If not then required rating of cable
11. Percentage decrease in electricity bill after if present CFL type light fixtures replaced by LED type light fixtures
12. Feasibility of installation of Solar Roof Top panels (YES / NO)  
(Please provide details)
13. Observations
14. Recommendations
15. Tips on energy saving
16. Immediate rectification work required to be done to avoid unsafe condition

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## **Site Visit Report**

**This is to certify that Mr./Mrs./Ms.----- from  
M/s ----- has conducted Electrical Audit.  
Audit/inspection in our Branch/office done on----- .**

**Branch Head**

**Seal**

**Signature**

**Name**

**Contact No.**

**Date :**

BANK OF BARODA

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

**Observation/Recommendation**

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

**Observation/Recommendation**

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BANK OF BARODA

# FINANCIAL BID

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## BANK OF BARODA

## FINANCIAL BID

To

**The Deputy General Manager  
Bank of Baroda,  
Regional Office  
Burdwan Region  
54 GT ROAD,  
Bhangakuthi  
Burdwan-713101**

Sir,

**Sub: Appointment of Electrical Auditor for carrying out Electric Audit of branches/offices under Burdwan Region.**

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

<b>Sr. No.</b>	<b>Branches/Offices in Burdwan Region</b>	<b>Quoted Rates (Rs) per branch</b>
a	Amount in figures	
b	Amount in words	

2. The rates quoted for carrying out Electrical Audit of branch must be inclusive of all the charges, taxes including service tax & duties applicable e.g. 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 specially mentioned condition will be summarily rejected.
4. The rates quoted shall be binding for Twenty Four months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.
5. Deduction of TDS will be as per rules.
6. I/We will not claim any additional charges from BANK OF BARODA or its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc. other than professional fees payable 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 to the best of my knowledge.

Date:

Name

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