



STATE BANK OF INDIA,  
LOCAL HEAD OFFICE, KOLKATA  
INVITES e-TENDERS

FOR

**CONDUCTING ELECTRICAL SAFETY AUDIT**  
**FOR SBI BRANCHES AND OFFICES UNDER ADMINISTRATIVE OFFICE,**  
**SILIGURI, LHO - KOLKATA FOR FY 2025-26**

**LOT # 2**

Last date for submission of Tender: 02.00 P.M. (IST) on **22.07.2025**

Opening of Tender : 03.00 P.M. (IST) on **22.07.2025**

Name & Address of Vendor

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The Assistant General Manager,  
Premises and Estate Department,  
9<sup>TH</sup> Floor, B Block, SBI, LHO,  
1 Strand Road,  
Kolkata – 70001.

**NOTICE INVITING TENDER (NIT) : LOT # 2**

E-Tenders are invited by State Bank of India, from SBI **Empaneled Electrical Auditors/Vendors for SBI Kolkata Circle** for conducting Electrical Safety Audit for the branches and offices under Administrative Office, **SILIGURI** for **FY 2025-26** in single bid (Technical cum commercial bid) through online e-Tendering System Portal <https://www.tenderwizard.com/SBIETENDER>. The details of branches/offices to be conducted under Administrative Office, **SILIGURI** for **FY 2025-26** are detailed in per Annexure A.

The figure is tentative.

|     |   |   |
|-----|---|---|
| 1.  | Name of Work                            | <b>ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES &amp; OFFICES (LIST ATTACHED) UNDER ADMINISTRATIVE OFFICE, SILIGURI FOR FY 2025-26.</b>   |
| 2.  | Issue of the document in SBI website-   | <a href="http://www.sbi.co.in">www.sbi.co.in</a> -> SBI in the news-> Procurement news from <b>15.07.2025 to 22.07.2025</b> and <a href="https://www.tenderwizard.com/SBIETENDER">https://www.tenderwizard.com/SBIETENDER</a>   |
| 3.  | Last date and time of submission of Bid | On or Before <b>22.07.2025 by 02.00 PM</b>  |
| 4.  | Date & Time of opening of tender        | <b>22.07.2025 at 3.00 P.M</b>   |
| 5.  | Validity of rate contract               | Six months from the date of finalization of tender.   |
| 6.  | For clarification and other details     | Please contact:<br>Electrical Engineer: -<br><br>1. Harish Kumar :9663244644 &<br>2. V.Chandrashekar-9701472815   |
| 7.  | EMD                                     | <b>NIL</b>  |
| 8.. | Initial Security Deposit (ISD)          | <b>NIL</b>  |
| 9.  | For e-Tender related queries            | <u>Service provider:</u><br>M/s. Antares Systems Limited, Registered Office: #24, Sudha Complex, 3 <sup>rd</sup> Stage, 4 <sup>th</sup> Block, Bangalore – 560079, Karnataka.<br>Ph.:080-49352000 / 40482000 Fax: 080-49352034<br>Help Desk: 9073677150 / 9073677151 / 9073677152 / 033-4604 6611<br><u>Contact Persons:</u><br>(On working days 9 AM to 6 PM)<br>1. Mr.Kushal Bose<br>Mobile No.: +91 7686913157<br>e-Mail: <a href="mailto:kushal.b@antaressystems.com">kushal.b@antaressystems.com</a> |
| 10. | Liquidated Damages (LD)                 | 0.5% the Contract Price per week of delay, subject to the maximum of 5% of the final Work Value or work order value whichever higher  |

|   |  |   |
|---|--|---|
| 11.   | Deduction of Income Tax and GST  | A) TDS on Income Tax / GST will be deducted at source as per Govt. Guidelines.<br>B) The contractor should comply with the following.<br>i. Contractor should have GST Registration Number<br>ii. Invoice should specifically / separately disclose the amount of GST levied at applicable rate as per GST provision<br>iii. Contractor should timely file his GST return in accordance with GST provisions to enable the Bank to claim the credit of GST paid to the contractor. |
| 12.   | Value of Interim Payment Certificate   | No advance shall be paid under any circumstances.   |
| 13.   | Deduction of Income Tax and GST  | A) TDS on Income Tax / GST will be deducted at source as per Govt. Guidelines.<br>B) The contractor should comply with the following;<br>i. Contractor should have GST Registration Number<br>ii. Invoice should specifically / separately disclose the amount of GST levied at applicable rate as per GST provision<br>iii. Contractor should timely file his GST return in accordance with GST provisions to enable the Bank to claim the credit of GST paid to the contractor. |
| 14.   | Corrigendum  | Corrigenda, if any, is to be followed as published in <a href="http://www.tenderwizard.in/SBIETENDER">www.tenderwizard.in / SBIETENDER</a> portal only.   |
| 15.   | Documents Required to be signed, scanned and uploaded in the e-Tendering website during submission of Tender | <b>1. Signed Copy of Special term deposit submitted to Bank for empanelment</b><br><br><b>2. Process Compliance statement as per Annexure-I of NIT</b><br><br><b>3. Signed &amp; Stamped copy of page no. 01 to 10 of Technical bid i.e NIT.</b><br><br><b>4. Declaration copy related reading, understanding and acceptance of all the pages of NIT</b>  |
| 16.   | Any additional Information   | The Bill of Quantities (BOQ) uploaded in this tender are inclusive of materials, labour, wages, Machines, fixtures, travelling charges, transportation, all taxes & charges, cost of the insurances, Octroi, machinery, temporary works such as scaffolding, cleaning, overheads, profit, statutory expenses, incidental charges and all related expenses to complete the work. However, GST on work contract will be extra as applicable.  |
| In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time. |  |   |
| SBI has the right to accept/reject any/all tenders without assigning any reasons.   |  |   |
|   |  |   |

Sd/-

**ASSISTANT GENERAL MANAGER (P&E)**

**GENERAL TERMS & CONDITIONS OF CONTRACT**

- a. Online tenders in the prescribed format are to be submitted on e-tender portal [www.tenderwizard.in/SBIETENDER](http://www.tenderwizard.in/SBIETENDER) with necessary certificate and documents. The soft copy of the **empanelment letter and necessary documents** should be submitted in online mode addressed to the Assistant General Manager (P&E), SBI, 9th Floor, Samriddhi Bhavan, 1 Strand Road, Kolkata super scribed **on the Outer Cover “TENDER FOR ELECTRICAL SAFETY AUDITORS FOR THE OFFICES & BRANCHES OF SBI UNDER ADMINISTRATIVE OFFICE, SILIGURI” on or before 22.07.2025.**
- b. SBI is not responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily and Bank reserves the right to accept or reject any or all applications without assigning any reasons.
- c. Electrical Auditor must complete the Electrical safety audit of branches/Offices **allotted** branches/offices within 90 days from date of work order.
- d. **One vendor will be allotted for conducting Electrical Safety Audit work for only one module in this financial year 2025-26. Please note that, the successful Agency/vendor for one tender of Electrical Safety Audit work will not be eligible to participate in the remaining other Electrical Safety Audit tenders for other modules in this Financial year 2025-26.**
- e. The work order to successful bidder will be issued by the Premises & Estate Department, LHO, Kolkata for the branches/offices under their control of Administrative Office, SILIGURI. However, the payment will be made by respective RBO for the branches/offices under their control and AO, SILIGURI for the branches/offices under their control on submission of the invoice to the RBOs and AO, SILIGURI directly by the vendor.
- f. Each successful bidder must submit the **list of their Auditors name, qualifications, experience etc to be submitted to this office and necessary approval to be taken from this office for conducting electrical safety audit in above branches/offices for respective lot.** The Bank will issue a document/certificate to them for conducting electrical safety audit in branches/offices. Only those auditors should conduct Electrical safety Audit in branch/office of respective lot of work. Any personnel other than certified Auditor will not be allowed to conduct Electrical safety audit. For this concern the respective Auditor should enclose each report certified by the Branch Manager while submitting Audit report and bill for recommending payment to respective region/office by us. In case any discrepancy in this regard Bank will see it seriously including debarring/termination etc. from Bank's panel of Contractors.
- g. The agency/ Vendor will submit the original Audit reports and Tax Invoices for payment to the respective Regional Business Office/Administrative Office.
- h. The Electrical Safety Audit report is to be submitted as per Bank's standard format.

Sd/-

**ASSISTANT GENERAL MANAGER (P&E)**

**TERMS AND CONDITIONS**

1. The no of branches/offices mentioned are only **tentative**.
2. The remuneration amount/rate to be quoted for each branch/office irrespective of load and Voltage level. However, in addition to the accepted L1 tendered rate, the Bank will pay Rs.5000.00 (Rupees Five thousand only) extra for the branches having load more than 60KW including HT for testing, providing the reports with thermal images.
3. Each report as per Bank's **Formats** must be enclosed with latest electricity bill of branch/office for our data feeding in Bank's portal. In case vendor is unable to provide the electricity bill they should obtain a certificate from branch in this concern for accepting the report.
4. Successful vendors must accept and execute the Electrical audit at the agreed rates as and when orders are placed during the validity period of the tender.
5. The tender rates shall be valid for a period of 6 months from the date of opening of the tenders.
6. All pages of the tender document shall be signed by authorized signatory and stamped.
7. All corrections shall be duly signed and stamped. Bids received after the above date/time will not be considered.
8. SBI reserves the right to reject all/partial tender without assigning reason or whatsoever.
9. Conditional tenders are not acceptable.
10. **The Electrical safety auditor or firm must arrange for the conveyance, lodging, Expenses, man and material required for conducting the safety audit at their cost. Bank will not pay anything other than quoted remuneration rate.**
11. Adequate care should be taken by the electrical auditor during the verification, measuring and recording of the data.
12. Any damage to the Bank's property, equipment's under testing and measurement during the electrical fire safety audit will be charged to the firm.
13. **Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate Knowledge in electrical safety aspects and handling of electrical equipment's.**
14. All the rates quoted against each category as per the **Price bid format in Annexure II** must include Conveyance, lodging expenditure required for men and material, cost of machines etc.. GST will be paid extra as per the actual.
15. The Electrical auditor must prepare **triplicate hard copies of audit reports** along with the proof such as photographs of the audited premises during course of the work for the respective Branch and same to be submitted each one in respective Branch, Regional Business Office and Asst. General Manager (P&E) at LHO Kolkata.
16. The Tax Invoice shall be submitted to the respective Regional Business Office/Administrative Office for payment at their end.
17. **The copy of the contact number, ID card and authorization letter of the auditing person(s) must be submitted to Premises Department at LHO Kolkata well in advance for necessary co-ordination. Shut down required if any may be intimated to branch in advance.**
18. No inconvenience should be caused to staff/customer during working hours
19. If any vendor fails to complete the audit of branches in given time frame the Bank reserves the right to allocate any region or branch or any lot to other empaneled vendor at the L1 rate of respective lot.

20. SBI reserves the right to cancel the work order issued to the Safety Auditor at any stage in the event of Nonresponse, Non commitment and Non completion of the assigned task as per tender terms and conditions.
21. Upon the non-successful submission of report in required format in three copies as detailed in point 16 SBI reserves the right to reject the report/s and respective bill and no fee will be payable to the vendor .
22. If the SBI observes that the Auditor/contractor has not completed the task up to its satisfaction, SBI reserves the right to ask for re auditing the premises without any additional payment.
23. Time allowed for completion after the allotment of Branches is 3 months from the day of issue of Work order. Time is the essence of the Contract. Delay will be penalized suitably @0.5% of contract value per week of delayed period.
24. The Electrical Safety Audit need not be conducted for the branches/offices for which Audit Report is already uploaded in the online portal in this financial year **2025-26**.

Date:

Accepted/Not accepted

Place:

Applicant's Signature and stamp

**PROCESS COMPLIANCE STATEMENT (Annexure -1)**

*(The bidders are required to print this on their company's letter head and sign, stamp and submit with technical Bid)*

To,  
M/s. Antares Systems Limited,  
Registered Office: #24, Sudha Complex,  
3<sup>rd</sup> Stage, 4<sup>th</sup> Block, Bangalore – 560079, Karnataka.  
e-Mail: [kushal.b@antaressystems.com](mailto:kushal.b@antaressystems.com), [siddharthasundar.m@antaressystems.com](mailto:siddharthasundar.m@antaressystems.com).

**AGREEMENT TO THE PROCESS RELATED TERMS AND CONDITIONS  
FOR THE ONLINE e-TENDERING FOR THE WORK**

**Tender ID: KOL/PE/VC/2025/07/06, dated 15.07.2025**

Dear Sir,

This has reference to the Terms & Conditions for the e-Tendering mentioned in the Tender Document.

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business Rules governing the e-Tendering as mentioned in NIT / RFP / GCC of SBI as well as this document and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the e-Tendering Tool and have understood the functionality of the same thoroughly.
- 4) We confirm that SBI and M/s. Antares Systems Limited shall not be liable and responsible in any manner whatsoever for my / our failure to access and bid on the e-Tendering Platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC or any other unforeseen circumstances, etc., before or during the e-Tendering event.
- 5) We confirm that we have a valid Digital Signature Certificate (DSC) issued by a valid Certifying Authority.
- 6) We hereby confirm that we will honor the bids placed by us during the e-Tendering process.

With regards,

Date:

Signature with company seal Name:  
Company / Organization:  
Designation within Company / Organization:  
Address of Company / Organization:  
e-Mail ID:

**SCOPE OF WORK FOR ELECTRICAL SAFETY AUDIT**

- a. Physical inspection of the Bank premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical fire hazards (shocks, fires etc.) as per Central Electrical Inspectorate and WBSEDCL/CESC Ltd Guidelines.
- b. Review of protection devices such as MCCB/MCB/ELCB system of the electrical installation and whether the performance is satisfactory or not.
- c. Review of adequacy of Wires/Cable sizes based on actual load current measurements, Insulation resistance, tightness of terminations.
- d. To evaluate the earthing system (installation and maintenance) in the plant based on IS 3043 and to suggest recommendations including the measurement of Earth resistance.
- e. Check for any loose contacts at the mains switches, DB, Switch boards etc.
- f. Evaluating whether the demand load is within the sanctioned load with proper load balancing.
- g. Verification of the operation of system room Air conditioners with timer mechanism.
- h. Report must consist of your Observations on account of the Electrical fire safety and various measures suggesting for the improvement of the safety existing systems.
- i. Review of the Existing condition of the HT transformer, Substation, Main panels, Load break switch.
- j. **Thermo graphic images of DB's, panel boards shall be enclosed with the report for** Electrical sanction electric load of 60 KW and above sanctioned load of Branches/offices.
- k. For HT substation, with single metering for various out fits, Auditor shall submit report for the HT Substation and individual outfit reports connected to the system.

**ASST. GENERAL MANAGER (P&E)**  
**State Bank of India,**  
**LHO Kolkata -700001**



ELECTRICAL / FIRE SAFETY AUDIT FOR OFFICES AND BRANCHES OF SBI UNDER ADMINISTRATIVE OFFICE, **SILIGURI**.

(Invariably respond to all the following parameters/aspects. Do not delete or add any parameter from/to this list.)

| S No  | Parameter   | Your Response                       |
|---|---|-------------------------------------|
| 1   | Whether agreeable to all the terms and conditions expressed by the SBI?   | Yes / No                            |
| 2   | Whether agreeable to the payment norms of the SBI?  | Yes / No                            |
| 3   | Whether agreeable to conduct Electrical safety audit for number less/more than indicated in this tender in case of need at any point of time, during period of contract | Yes / No                            |
| 4   | Whether agreeable to execute all the parameters as per the enclosed check list for Electrical safety audit  | Yes/ No                             |
| <p>We have read and understood all the terms and conditions stipulated by the Bank and do hereby agree to each and every item indicated therein.</p> <p>Dated this ____ day of _____.</p> |   |                                     |
| COMPANY SEAL  |   | AUTHORISED SIGNATORY OF THE COMPANY |
|   |   |                                     |
|   |   |                                     |

**TENDER ID: KOL/PE/VC/2025/07/06**

**DATED :15.07.2025**

ELECTRICAL/FIRE SAFETY AUDIT FOR OFFICES AND BRANCHES OF SBI UNDER  
ADMINISSTRATIVE OFFICE, **SILIGURI**

|    |  |  |
|----|--|--|
| 1. | Name of the Firm / Electrical Safety Auditors      |  |
| 2. | Address  |  |
| 3. | Telephone nos. including Mobile no.                |  |
| 4. | e-mail Id  |  |
| 5. | List of Technical Personnel employed for the task. |  |
| 6. | List of other staff.                               |  |
| 7. | Banker's Name                                      |  |
| 8. | GST registration number                            |  |

**Date:**  
**Place:**

**Signature of authorized signatory with seal**

**FORMAT FOR SUBMIT OF ELECTRICAL SAFETY AUDIT REPORT****BRANCH / OFFICE DETAILS**

|    |  |   |
|----|--|---|
| 1  | Branch/Office Code and Name  |   |
| 2  | Address  |   |
| 3  | BM's PF No, Name and contact No.   |   |
| 4  | Name of Controller –I  |   |
|    | Name of Controller –II   |   |
| 5  | Sanctioned Load in KW/KVA  |   |
| 6  | Connected Load in KW/KVA   |   |
| 7  | Monthly amount of energy bill (Approx)   | Rs. /per month                                  |
| 8  | Tonnage of Air-conditioners in Branch (Approx)   |   |
| 9  | Area of Branch/Office  |   |
| 10 | Whether Building/Branch/Office is HT/ LT Connection  | Annexure A for LT(5 pages)<br>Annexure B for HT |
| 11 | Name of Auditor who has conducted audit and Firm Name including certificate issued by LHO, Kolkata |   |
| 12 | License No. and Validity of firm   |   |
| 12 | Audit Conducted on   |   |
| 14 | Hard copy of latest Electricity bill   | To be enclosed for arriving sanction            |
| 15 | Last audit conducted   | Date:<br><br>Name of Auditor                    |

**One copy of hard copy received****Branch Manager Sign with seal****Auditors Signature with Company Seal****Branch Name**

**AUDIT DETAILS FOR LT CONNECTION**

| Sr. No. | Description   | Details  | Yes/No | Observations/ Remarks                                    |
|---------|---|----------|--------|--|
| 1       | Whether MCCBs / MCBs / ELCBs are provided with proper rating to cater the load?   | YES / NO |        |  |
| 2       | Whether light and emergency light are provided in electrical rooms/operating areas for easy operation & maintenance works?  | YES / NO |        |  |
| 3       | Whether Pump room, DG set room, UPS room, electrical room etc. are maintained dry and in good condition and obsolete /hazardous /old items are not dumped there?  | YES / NO |        |  |
| 4       | Whether Water Seepage is observed near any of the Electrical Panels, Distribution Boards, Electrical equipments, etc?   | YES / NO |        |  |
| 5       | Whether Earthing pits are provided and connected to the equipment Body and neutral are also properly earthed?   | YES / NO |        |  |
| 5 a     | (a) Whether the Earthing Pits are identified and maintained properly?   | YES / NO |        |  |
| 6       | Whether proper exhaust fan for ventilation of panel room/electrical room/ UPS room is provided and paper, old material or any other scrap kept near DB/Panels/ UPS/ Batteries etc. are not kept there?  | YES / NO |        |  |
| 7       | Whether penalty is being imposed in electricity bills on account of higher load/ poor power factor etc. (It may be ascertained from the electricity bill of April / May/ June/ July)?                   | YES / NO |        |  |
| 7 a     | Additional electrical load required if any (from Power Distribution company) (in KW)  | YES / NO |        |  |
| 8       | Whether Load is distributed in all three phases to avoid unbalancing of phases and no loose electrical connections/haphazard wiring is observed in the Branch/ office premises?                         | YES / NO |        | R:.....Amp<br>Y: ..... Amp<br>B: .....Amp<br>N: .....Amp |
| 9       | Whether isolating switches are provided for the switching off of then on essential loads premises during night and main switch to switch off the power supply to the Branch in case of fire/ emergency? | YES / NO |        |  |
| 10      | Whether electrical equipments of Pantry etc. are properly connected to Iron socket box with MCBs. MCBs or latest type switches are provided to switch on/ off the ACs and protect them from Overload?   | YES / NO |        |  |

|     |  |          |  |  |
|-----|--|----------|--|--|
| 11  | Whether proper preventive maintenance after opening of Panel boards and distribution Boards are carried out by the license holder Electrician or skilled technicians of Equipment manufacturers/ service providers?  | YES / NO |  |  |
| 12  | Whether Appropriate timers used in the changeover of Air conditioners, for Server Room ACs and for Signage Boards to make auto ON/OFF (for schedule timings). The thermostat of Ac's at server rooms should be set to say 30 degree centigrade so they are not run only when the temperature is too high ( to minimize chances of fire due to idle running of ACs during the night)? | YES / NO |  |  |
| 13  | Whether Preventive Maintenance of electric installation and equipment is carried out by skilled license holder electricians / skilled technician?  | YES / NO |  |  |
| 14  | General Condition of electrical control panels, main switch, electric Meter board and change over switch, ACs, water cooler, water filter, wiring, cables etc. is good and all DB'S, Panels, switch boards are Properly covered?   | YES / NO |  |  |
| 15  | Whether the contact numbers of persons, electricians, power distribution company, Generator service provider, vendor, UPS vendors, ACs etc. are available with Accountant/ Security guard and other staff and they are displayed in Electric room/ UPS room?   | YES/NO   |  |  |
| 16  | Whether the Power Factor Panel of appropriate rating is installed?   | YES / NO |  |  |
| 17  | <b>Fire Prevention Measures</b>  |          |  |  |
| i   | All old disposable record, broken furniture etc accumulated at the premises have been cleared  | YES / NO |  |  |
| ii  | Combustible leaf, liter/waste paper etc in and around the branch is removed/cleared periodically   | YES / NO |  |  |
| iii | No stationary/Records/old obsolete items are stored /kept in the System/UPS room   | YES / NO |  |  |
| iv  | Storage racks in Stationary/Record room kept at safe distance at lease 3 ft from electrical points/switch/junction boxes   | YES / NO |  |  |
| v   | In the pantry/canteen LPG is used  | YES / NO |  |  |
| 18  | <b>SERVER AND UPS ROOM</b>   |          |  |  |
| i   | Server room have dual AC units having timer circuit device with independent  | YES / NO |  |  |
| ii  | Whether Exhaust fan installed in UPS Room  | YES / NO |  |  |
| 19  | <b>ELECTRICAL SAFETY:-</b>   |          |  |  |

|   |   |          |  |  |
|---|---|----------|--|--|
|   | Power Supply to record/Stationary room is made through plug and Socket arrangements   | YES / NO |  |  |
| 20  | <b>FIREPROTECTION/FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM</b>  |          |  |  |
|   | Are fire extinguishers available in the following work are and clearly marked and accessible?<br>A: System/UPS Room: CO2 (3Kg/4.5Kg)X2<br>B; Banking Hall :Water CO2 type<br>C: Stationary Room: Water CO2 type | YES / NO |  |  |
| 21  | <b>DG SET/GENERATOR</b>   |          |  |  |
|   | At least two 6 Kg ABC capacity fire extinguishers are placed near the DG  | YES / NO |  |  |
| <b><u>Auditors Observations /Rectification works.</u></b> |   |          |  |  |

**Branch Manager to be ensured the Name of the Auditor and his signature before signing the report to confirm by us the audit conducted by qualified Auditor. Branch Manager to obtain a copy of audit report from Auditor.**

|                                    |  |   |  |
|------------------------------------|--|---|--|
| Branch Manager Signature with seal |  | Auditor Signature with name,<br>License Number and validity |  |
|------------------------------------|--|---|--|

**DECLARATION:** All the above readings and observations were recorded by auditor between 10.00am and 5.00pm. The above observations and readings are true and actually recorded by me.

**AUDIT REPORT DOCUMENTS TO BE SUBMITTED AT THE TIME OF INSPECTION:**

A copy of the handwritten report to be submitted to the Branch at the time of inspection and acknowledgement to be obtained from the Branch Manager.

**FOR PROCESSING THE AUDIT FEES THE AUDITORS/FIRMS HAVE TO SUBMIT THE FOLLOWING:-**

- A. Acknowledgement for the visit** - After the completion of audit visit and the auditor must take the acknowledgement of the Branch official in the preliminary audit report before leaving the premises.
- B. Hard copy of the Reports** - Three (3) hard copies of the final report with necessary photographs, (thermography images for above 60KW load branches) one each must be submitted to the Branch, respective Region/RBO/office and P&E Deptt, LHO, Kolkata..
- C.** Original Report signed by the Branch Manager to be submitted to this office.
- D.** All pages in the report to be signed by Branch manager with seal and also Auditor signature with seal.
- E.** Auditor has to submit a copy of photo taken in front of Name of Branch.

**ADDITIONAL REPORT FOR BUILDINGS HAVING OWN H.T. SUBSTATION**

|   |                                   |
|---|-----------------------------------|
| <b>Billing Demand</b>   | <b>-----KW/KVA</b>                |
| <b>Maximum Demand (MD) of (preferably April / May / June months)</b>  | <b>KW/KVA</b>                     |
| <b>Power factor and Peak Load as mentioned in the electricity bill (preferably April / May / June months)</b> | <b>P.F:</b><br><b>Peak Load:</b>  |
| <b>Capacity of substation and voltage:</b>  | <b>-----KVA</b><br><b>-----KV</b> |

| <b>Sl. No.</b> | <b>Description</b>  | <b>Details</b> | <b>Remarks</b>   |
|----------------|---|----------------|--|
| 1              | Whether the permission for Sub-Station and DG Sets, Electric shock treatment chart, Electrical& Fire safety Charts, Single line diagram etc. are displayed in substation  | <b>YES/NO</b>  |  |
| 2              | Whether emergency contact numbers of Fire station, Health center, Power Distribution Co., main contractor etc are displayed at substation and control room  | <b>YES/NO</b>  |  |
| 2.1            | Whether electrical danger plate (fig of skull & cross bones, 11KV/33KV/440V/230V) is provided on Main Electrical Panel / electrical room / operating areas  | <b>YES/NO</b>  |  |
| 3              | Safety Materials like Fire extinguishers, Sand buckets, Rubber Mats, Hand Gloves, First aid box etc. are available in substation?   |                |  |
| 4              | Whether the inspection of substation/DG Set/Lifts is done by the Concerned Electrical Inspector at least once in a year and the required inspection fees paid well in time?   | <b>YES/NO</b>  |  |
| 5              | Whether the observations by Electrical Inspector during his last visit have been attended? Date of his compliance report.   | <b>YES/NO</b>  | Copy of letters in this regard should be enclosed      |
| 6              | Whether Preventive Maintenance of Breakers, Transformer, Panels etc. is carried out as per schedule and the contract for maintenance of Transformer/Breakers/ Panels etc. are given to respective manufacturer/ service Providers?                      | <b>YES/NO</b>  | Attach the report                                      |
| 7              | Whether<br>(i) The maintenance Contractor has "A" Class Electrical contractors license and comply the requirement of the guidelines of the Concerned State/ Central Govt.?<br>(ii) The Workmen/ Technicians possess the wireman/ electrician/s license? | <b>YES/NO</b>  | Copies should be available with the concerned official |
| 8              | In case of outdoor substation,<br>(i) Whether the stone gities provided in substation yard?<br>(ii) Whether the Substation structure fencing boundary is provided, painted and well maintained?   | <b>YES/NO</b>  |  |
| 9              | Whether Earthing Test reports are provided by the Electrical Contractor / Maintenance contractor?<br>Whether Proper nomenclature and painting is done on Electric Panels and Earthing pits?   | <b>Yes/No</b>  |  |

|    |  |          |  |
|----|--|----------|--|
| 10 | Whether Transformer oil level and breather condition is checked at least once in a week?<br>Check last date of transformer oil BDV test and confirm the BDV value whether it is permissible or not?                        | YES/NO   |  |
| 11 | Whether mechanical and electrical interlocks of critical equipment are provided and maintained in working condition?<br>Operating manuals for critical equipment like transformer, breakers should be available at site ?  | YES/NO   |  |
| 12 | Whether Automatic Power Factor Control (APFC) Panel is provided and Power Factor value is maintained higher than prescribed value ( say 0.90. It may be confirmed / verified from the electricity bill & APFC Panel meter) | YES/NO   |  |
| 13 | Whether Lightning Arrestor and Aviation light is provided ( Applicable only in case of Multi storied Building)   | YES/NO   |  |
| 14 | Whether the Maintenance staff wear shoes and they are well mannered and well dressed   | YES/NO   |  |
| 15 | Whether Some training/ Meeting with Maintenance Staff is conducted for discussion on energy conservation opportunities, challenges in Electrical safety etc.   | YES/NO   |  |
| 16 | Thermography: Observations on thermographic images at Electric Panels, Distribution Board.   |          |  |
| 17 | Whether the Earthling pits are identified and free from obstruction for routine maintenance?   | YES / NO |  |
| 18 | Whether the Transformers, MV panels, HT panels, RMG, APFC panels, etc. are earthed from dedicated Earthling pits?  | YES / NO |  |
| 19 | Whether the sub-station building is ventilated sufficiently.   | YES / NO |  |
| 20 | Whether Electric shock treatment charts Electrical and Fire safety Charts and Single line diagram are displayed?   | YES / NO |  |
| 21 | Are Fire extinguishers mentioned refilled and inspected regularly?<br>If yes, mention Date of last refilling   | YES / NO |  |
| 22 | Whether Annual Operations & Maintenance contract is provided for the sub-station 24 x 7?   | YES / NO |  |

#### **Auditors Observations /Rectification work**

**Branch Manager to be ensured the Name of the Auditor and his signature before signing the report in order to confirm by us the audit conducted by qualified Auditor. Branch Manager has to obtain a copy of audit report from Auditor.**



|   |  |  |  |
|---|--|--|--|
| Branch<br>Manager<br>Signature<br>with seal |  | Auditor Signature with<br>name, License number<br>and validity |  |
|---|--|--|--|

**DECLARATION:** All the above readings and observations were recorded by auditor between 10.00am and 5.00pm. The above observations and readings are true and actually recorded by me.

**AUDIT REPORT DOCUMENTS TO BE SUBMITTED AT THE TIME OF INSPECTION:**

A copy of the handwritten report to be submitted to the Branch at the time of inspection and acknowledgement to be obtained from the Branch Manager.

**FOR PROCESSING THE AUDIT FEES THE AUDITORS/FIRMS HAVE TO SUBMIT THE FOLLOWING: -**

**i) Acknowledgement for the visit** - After the completion of audit visit and the auditor must take the acknowledgement of the Branch official in audit report before leaving the premises.

**ii) Hard copy of the Reports** - Three (3) hard copies of the audit report with necessary photographs, (thermography images for above 60KW load branches) must be submitted one each to the Branch, respective Region & P&E Dept., LHO, Kolkata.

**iii) Handwritten copy of Report signed by the Branch Manager to be submitted to this office.**

**iv) All pages in the report to be signed by Branch manager with seal and also Auditor signature with seal.**

**v) Auditor has to submit a copy of photo taken in front of Name of Branch.**

## ANNEXURE –II

| LOT No. | Module                             | Location   | Approximate no. of Branches/offices |
|---------|------------------------------------|--|-------------------------------------|
| #02     | ADMINISTRATIVE<br>OFFICE, SILIGURI | The branches/offices under Administrative Office, SILIGURI, excepting those branches/offices Audit Report has been already uploaded in online portal in this <b>FY 2025-26</b> . (List of branches/offices attached) | <b>257</b>                          |

Place:

Signature

Date:

Stamp