



TENDER ID	MUM202006003
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SBI INFRA MANAGEMENT SOLUTIONS PVT.LTD.
(A wholly owned subsidiary of SBI)

STATE BANK OF INDIA.
LOCAL HEAD OFFICE, 3rd FLOOR, C-6, G- BLOCK,
SYNERGY BUILDING, BANDRA-KURLA COMPLEX,
BANDRA (EAST), MUMBAI-400 051

PART – A: TECHNICAL BID

TENDER SUBMITTED BY :

NAME OF THE FIRM/COMPANY : -----
ADDRESS : -----

GSTN No. : -----
DATE : -----
MOBILE No . : -----



NOTICE INVITING TENDERS

SBI Infra Management Solutions Pvt. Ltd. on behalf of SBI invite tenders from Electrical Consultant/ Energy auditor/ Class A Contractor for conducting electrical safety audit of SBI Offices/Branches on site ATMs under Zonal Office-I& II, Aurangabad.

The details of tender are as under:

S.No.	Description	
1.	Name of work	Proposed Electrical safety audit of the Branches / Offices / on site ATM's of SBI under Zonal Office-I & II, Aurangabad. (YEAR-2020)
2.	Nature of Work	Electrical Safety Audit
3.	Time allowed for completion	(60 days) Two months from date of acceptance of work order.
4.	Tender Processing Fees (Nonrefundable)	Rs. 3,000/- (Rupees. Three Thousand Only) non-refundable to be deposited online by using SBI Internet Banking web-site www.onlinesbi.com (Detailed flow chart about how to pay tender fees online mentioned below).
5.	EMD	Nil.
6.	Start and end date for downloading of tender documents form Bank's website	26/06/2020 to 18/07/2020 LINK: https://sbi.co.in/web/sbi-in-the-news/procurement-news



7.	Last date & time for submission of Technical bid, EMD, Online tender processing fees (non-refundable) and documents for eligibility criteria in sealed cover should be placed in a second sealed cover super scribing "Tender for Electrical Safety Audit" and drop in the locked tender box kept at address mentioned at Sr. No.8.	18 / 07 / 2020 by 3.00 PM
8	Address at which Tender to be submitted	Manager (Electrical), SBI Infra Management Solutions Pvt. Ltd. SBI, Zonal Office-I, 1st floor, Cidco, N-5, Aurangabad
9.	Pre-Bid meeting kept at address mentioned at Sr. No.8	20 / 07 / 2020 at 3:30 PM
10.	Date and time of opening of Technical	21 / 07 / 2020 at 3:30 PM
11.	Date and time of submission and closing of off-line price Bidding Price bidding	21 / 07 / 2020 at 3:30 PM
12.	Date and time of opening of Price bid.	21 / 07 / 2020 at 4:30 PM
13.	Liquidated Damages	0.50% of contract amount per weeks subject to max. 5% of contract value or final bill Value.



14.	Validity of offer	90 days from the date of opening of Price-bid
15.	Payment of bills	Payment will be made by the respective Office/RBO/Branches to safety auditors only after receiving the SBIIMS Engineers certified Invoice along with Electrical Safety Audit report and detailed Estimates for the necessary compliance works

16. The Electrical Consultant/ Energy auditor/ Class A Contractor shall submit the tender in Technical bid & Price bid in separate cover. Tech bid shall contain the following documents:

- a. Forwarding letter.
- b. NIT cum tender document stamped and signed on each paper.
- c. Online non-refundable tender processing fees of Rs.3000/-

17. Tenders can be downloaded from the bank's website www.sbi.co.in(link)-SBI in the news-<Procurement News>. It shall be responsibility of the contractor to arrange and ensure that all pages of technical and financial bid are properly bound separately. Tenders in loose pages may be disqualified.

18. The electrical safety auditors shall sign and stamp each page of the tender document thereby ensuring the number and sequence of all pages.

19. No conditions other than mentioned in the tender will be considered, and if given they will have to be withdrawn before opening of the price-bid.

20. The SBIIMS reserve their rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.

21. Tenders received without tender processing fees receipt shall be summarily rejected and such tenders shall not be allowed to participate in the online price bidding process.

22. 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.



23. SBIIMS has the right to accept / reject any / all tenders without assigning any reasons and no correspondence shall be entertained in this regard.

24. Distribution of work: SBIIMS, C.O., Mumbai reserves its right to distribute the work. SBIIMS also reserve its right to distribute any region to any consultant and no communication in distribution of work will be entertained.

- Considering the quantum of work involved, the work will be distributed among other safety auditors than the L1, if they accept to carry out the audit at the L1 rate

Details of approximate number of Branches/Offices/ATMs are as under ZONE-I & II:

ZONE-I

Sr. No.	Population	Admin. Offices	CPC's	Branches	Total Branches/Offices
1	Rural	0	0	73	73
2	Semi Urban	0	0	61	61
3	Urban	5	3	62	70
4	Metro	0	0	0	0
	TOTAL	5	3	196	204

ZONE-II-

Sr. No.	Population	Admin. Offices	CPC's	Branches	Total Branches/Offices
1	Rural	0	0	82	82
2	Semi Urban	0	0	96	96
3	Urban	3	2	48	53
4	Metro	3	0	0	3
	TOTAL	6	2	226	234

25. **Eligibility** -The intending tenderer for conducting Electrical Safety Audit should be professionally qualified degree holder and experienced Electrical Safety Auditor. The firm should have the experience of carrying out at least two electrical safety audits in Banks, Financial institutions, major hotels or multistoried office buildings or any other electrical installations in last 5 years.



26. Prices - The price quoted for the work shall be firm till completion of the work and shall include all taxes excluding GST and transportation/accommodation etc. of the equipment's and persons deputed.

27. The Bank reserves to itself the right of altering the items to be executed by adding to or omitting any items without prejudice to this contract. However, the Auditor shall not be entitled to any payment for the works done exceeding the tender quantities unless specifically approved in writing by the Bank's engineer.

28. Terms of payment -The following terms of payment shall be applicable for the work:

- i) 80% of the quoted amount after completion of Electrical Safety Audit and submission of draft report to the Bank.
 - ii) Balance 20% of the quoted amount on submission of the final report to the Bank.
- All payments for the work will be made after statutory deductions.

29. The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. Bank also reserve rights to distribute the branches to be audited amongst all bidders.

Yours faithfully,

**MANAGER (ELECTRICAL)
SBIIMS, ZO, AURNGABAD**



HOW TO MAKE ONLINE TENDER PROCESSING FEES

Go to SBI Internet Banking web site-<https://www.onlinesbi.com/>



Select SB Collect from Top Menu



Click Check box to Proceed



Select "All India" in state Corporate/Institution and "Commercial Services" in type of Corporate / Institution after that click go



Select " SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD." IN Commercial Services Name and Submit



Select "Tender Application Fee" in Payment category and Enter "Tender ID " and Submit



The Vendor will have to fill up the fields properly and submit upon making the payment a receipt will be generated with a reference no. on submit. The contractor has to enclose the online application payment receipt along with tender .



To,
Vice President & Circle Head,
SBI Infra Management Solutions Pvt. Ltd.
SBI, Local Head Office, 3rd Floor, C-6,G-Block
Synergy Building, Bandra- Kurla Complex,
Bandra (East), Mumbai-400 051.

Dear Sir,

Having examined the detailed scope of works and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with the specifications, design, drawings and instructions in writing referred to in conditions of tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract and with such materials as are provided for by, and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

Description of work	Proposed Electrical safety audit of the Branches / Offices / On site ATM's of SBI under Zonal Office-I & II, Aurangabad.
EMD	NIL.
Percentage, if any, to be deducted from Bills and total amount to be retained	NA
Time allowed for completion of the Works from 7th day after the date of written order	60 days (TWO Months)



1) Our Bankers are: i)

ii)

The names of partners of our firm are: i) ii)

Name of the partner of the firm Authorized to sign Or

(Name of person having Power of Attorney to sign the Contract.)

(Certified true copy of the Power of Attorney should be attached)

Yours faithfully,

Signature of Electrical safety auditors.

Signature and addresses of Witnesses i)

ii)



ARTICLES OF AGREEMENT

(On non-judicial Stamp Paper of Rs. 500/- or as per latest Govt. Rules)

ARTICLES OF AGREEMENT made the _____ date of _____ between SBI. herein after called "Principle Employer" of the _____ One Part and WHEREAS the SBI. is desirous of the work of **Proposed Electrical safety audit of the Branches / Offices / ATM's of SBI under Zonal Office-I & II, Aurangabad** and has caused drawings and specifications describing the work to be done to be prepared by the SBIIMS, C.O., Mumbai.

ANDWHERE AS the said Specifications and the Schedule of Quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon and subject to the Conditions set forth herein and to the Conditions set forth herein in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as "the said conditions") the works shown upon the said Drawings and / or described in the said Specifications and included in the Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein arrived at our such other sum as shall become payable there under (hereinafter referred to as "the said Contract Amount.)

NOW IT IS HEREBY AGREED AS FOLLOWS:

- 1) In consideration of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the Contractor shall upon and subject to the said Conditions execute and complete the work shown upon the said Drawings and described in the said Specifications and the priced Schedule of Quantities.
- 2) The Employer shall pay to the Contractor, the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions.

The term "the Architects" in the said Conditions shall mean the **M/S.SBIIMSPL, Mumbai** , or in the event of their ceasing to be the Architects for the purpose of this Contract for whatever reason, such other person or persons as shall be nominated for that purpose by the Employer, not being a person to whom the Contractor shall object for reasons considered to be sufficient by the Employer, PROVIDED ALWAYS that no person or persons subsequently appointed to be Architects under this Contract shall be entitled to disregard or overrule any previous decisions or approval or direction given or



expressed in writing by the outgoing Architects for the time being.

- 3) The said Conditions and Appendix thereto shall be read and construed as forming part of this Agreement, and the parties hereto shall respectively abide by submit themselves to the said Conditions and perform the Agreements on their part respectively In the said Conditions contained.
- 4) The Plans, Agreements and Documents mentioned herein shall form the basis of this Contract.
- 5) This Contract is neither a fixed lump-sum contract nor a piece work contract but a contract to carry out the electrical safety audit work in respect of the entire building complex to be paid for according to Rates or as provided in the said Conditions. Bank reserve its right to distribute the work at lowest rate to the remaining consultants as per ration mentioned in the tender document, if they are willing to work.
- 6) The Contractor shall afford every reasonable facility for the carrying out of all works relating to civil works, installation of lifts, Telephone, Air-conditioning installations, fittings ELECTRICAL and other ancillary works in the manner laid down in the said Conditions, and shall make good any damages done to walls, floors, etc. after the completion of his work.
- 7) The SBIIMS reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this Contract.
- 8) TimeshallbeconsideredastheessenceofthisContractandtheContractorherebyagrees to commence the work soon after the Site is handed over to him or from the date of issue of formal work order as provided for in the said Conditions whichever is later and to complete the entire work within **60 days** subject to nevertheless the provisions for extension of time.
- 9) All payments by the SBI under this contract will be made only at respective Office/RBO/Branch.
- 10) All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Mumbai and only the courts in Mumbai shall have jurisdiction to determine the same.
- 11) That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

IN WITNESS WHEREOF THE SBIIMS and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written.



SIGNATURE CLAUSE

SIGNED AND DELIVERED by the

_____ By the (Employer)

hand of Shri _____

(Name and Designation) In

(Signature of Employer)

the presence of:

1) Shri/Smt. _____

(Signature of Witness)

Address _____

(Witness)

SIGNED AND DELIVERED by the

_____ By the
(Contractor)
safety auditors)

(Signature of Electrical

in the presence of:

Shri/ Smt. _____

(Signature of Witness)

Address _____

(Witness)



INSTRUCTIONS TO THE TENDERERS

1.0 Scope of work

- 1.1 The representative of the firm/company should obtain the permission from the branch/office in advance for conducting electrical safety audit (contact details will be provided by the Bank) and should have copy of work order and firm/company identity card along with them.
- 1.2 You are required to take the attendance certificate from the branch head at time of visiting the branch.
- 1.3 Your report must consist of non-scale sketch of layout of branch including showing the denomination of the areas used by you in the report.
- 1.4 Your report must consist of single line diagram of existing electrical system including marking the position of critical faults need immediate attention.
- 1.5 Inspection/recommendation report of existing electrical system with your observations and remarks.
- 1.6 Photo copy of last three electrical bills of the branch/office/ATM, including marking any
- 1.7 discrepancy, if any.
- 1.8 You have to submit the "**PROFORMA OF ELECTRICAL AUDIT**" enclosed herewith as
- 1.9 Annexure-I & Annexure-II, duly completed and signed by you and also signed by the Bank's Head.
- 1.10 You are required to submit the report within the period of 30 working days after issue of the work order.
- 1.11 Checking of earth resistance, insulation resistance of cables/electrical wiring, tripping of
- 1.12 MCBs/ELCBs, Checking of terminal for any loose connection/ overheating, checking of proper rating of protective devices, checking of all distribution boards etc.
- 1.13 Electrical Auditor shall inspect all the installations like LT Panel, Switchgears, DBs, DG Set, Wiring & switches, Earthing, Loose wiring / cabling, Inspection of UPS System room, Server room etc. and carry out necessary testing as per enclosed proforma for electrical safety audit along with photographs of main panels /DBs /UPSS Room / Server Room etc. **They will submit Report (two copies) mentioning the condition of existing electrical system and suggesting remedial measures in case of any fault/ shortcoming with photographs. One copy of Report in the enclosed format is to be submitted at Branch and other at respective Regional Office.**



- 1.14 Conduct a brief electrical safety awareness meeting with the Bank's staff members at the end of the safety audit of branch/office. A photograph of the meeting should be attached with the report.
- 1.15 To check whether plug socket arrangement at locker room/cash room/record room etc. are properly made.
- 1.16 To check whether LED light fittings/movement sensors have been installed.
- 1.17 Whether branch/office is having single switch for switching off power supply (during night and holidays) of branch/office.

1.18 Site and its location

Electrical safety audit is to be carried out in various Branches / offices / ATM's of SBI under Zonal Office-I&II, AURANGABAD

- 1.19 The work has to be carried out strictly according to the conditions stipulated in the tender consisting of the following documents and the most workmen like manner.

**Instructions to tenderers
General conditions of Contract
Priced bid**

1.20 Site Visit:

The tenderer must obtain himself on his own responsibility and his own expenses all information and data that may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work. The tenderer is requested satisfy himself regarding the availability of water, power, transport and communication facilities, the character quality and quantity of the materials, labour, the law and order situation, climatic conditions local authorities requirement, traffic regulations etc.; The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender

- 1.21 **The firm may visit the premises and ascertain site conditions. The work has to be carried out in a working office building without causing inconvenience to the normal working of the Bank. No power shut down will be provided during office hours. Power shut down required for the work will be given on holidays and after office hours at the discretion of the Bank. No extra claims will be admissible later on these grounds.**

The firm should deploy only qualified and experienced Engineers/Technician



having requisite licenses to carry out such works. Utmost care shall be exercised by the firm in carrying out the work to ensure that no damage is caused to persons and properties. The Bank will not be liable for any injury or damage to persons and any such happening will be entirely the responsibility of the firm. The persons carrying out the Electrical safety audit shall also use all the required Personnel protective equipment for their own protection

1.22 Security Deposit: NIL

1.23 Signing of contract Documents:

The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 15 days from the receipt of intimation of acceptance of the tender by the Bank. However, the written acceptance of the tenders by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered in to or not.

1.24 Completion Period:

Time is essence of the contract. The work should be completed in all respect accordance with the terms of contract within a period of 60 **days** from the date of award of work

1.25 Validity of tender:

Tenders shall remain valid and open for acceptance for a period of 90 days from the date of e-reverse auction. If the tenderer withdraws his/her offer during the value period or makes modifications in his/her original offer which are not acceptable to Bank without prejudice to any other right or remedy the Bank shall be at liberty forfeit the SD

1.26 Liquidated Damages:

The liquidated damages shall be 0.50% per week subject to a maximum of 5% of contract value

READ, UNDERSTOOD AND ACCEPTED

SIGNATURE OF THE SAFETY AUDITOR WITH SEAL



GENERAL CONDITIONS OF CONTRACT

1.0 Definitions:-

“Contract means the documents forming the tender and the acceptance there of and the formal agreement executed between SBI Infra Management Solutions Pvt. Ltd. (client) and the contractor, together with the documents referred there in including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Architects / Bank and all these documents taken together shall be deemed to form one contract and shall be complementary to one another.

In the contract the following expressions shall, unless the context otherwise requires, have the meaning hereby respectively assigned to them.

1.0.1 ‘SBIIMS’ shall mean SBI Infra Management Solutions Pvt. Ltd. (Project Management Services Provider-PMS) having its Circle Office at Third Floor, SBI, LHO, BKC, Mumbai-380001 and includes the client’s representatives, successors and assigns.

1.0.2 ‘Architects/ Consultants’ shall mean **SBIIMSPL, Mumbai.**

1.0.3 ‘Site Engineer’ shall mean an Engineer appointed by the SBIIMS at site as their representative for day-to-day supervision of work and to give instructions to the electrical safety auditors.

1.0.4 ‘The Contractor’ shall mean the individual or firm or company whether incorporate not, undertaking the works and shall include legal personal representative of individual or the composing the firm or company and the permitted assignees of individual or firms of company.

The expression ‘works’ or ‘work’ shall mean the permanent or temporary work description in the “Scope of work” and/or to be executed in accordance with the contract includes materials, apparatus, equipment, temporary supports, fittings and things of kinds to be provided, the obligations of the contractor hereunder and work to be done by the contractor under the contract.

1.0.5 ‘Engineer’ shall mean the representative of the Architect/consultant.

1.0.6 ‘Specifications’ shall mean the specifications referred to in the tender and modifications thereof as may time to time be furnished or approved by the Architect/Consultant.

1.0.7 “Month” means calendar month.

1.0.8 “Week” means seven consecutive days.



1.0.9 “Day” means a calendar day beginning and ending at 00 Hrs and 24 Hrs respectively.

1.1.11 “SBIIMS’s Engineer ”shall mean The Electrical Engineer in-charge of the Project, as nominated by the Circle Head and Vice President, SBIIMS, Mumbai

CLAUSE

1.0 Language:

The language in which the contract documents shall be drawn shall be in English.

2.0 Errors, omissions and discrepancies:

In case of errors, omissions and/ or disagreement between written and scaled dimensions on the drawings or between the drawings and specifications etc., the following order shall apply.

- i) Between scaled and written dimension (or description) on a drawing, the latter shall be adopted.
- ii) Between the written or shown description or dimensions in the drawings and the corresponding one in the specification the former shall be taken as correct.
- iii) Between written description of the item in the specifications and descriptions in bills of quantities of the same item, the former shall be adopted:
 - a) In case of difference between rates written in figures and words, the rate in words shall prevail.
 - b) Between the duplicate / subsequent copies of the tender, the original tender shall be taken as correct.

2.0 Scope of Work:

Electrical Auditor shall inspect all the installations like LT Panel, switchgears, DBs, DG Set, wiring & switches, Earthing, loose wiring/cabling, Inspection of UPS System room, Server room etc. and carry out necessary testing as per enclosed proforma for electrical safety audit alongwith photographs of main panels/DBs/UPSS Room/Server Room etc. They will submit Report (two copies) mentioning the condition of existing electrical system and suggesting remedial measures in case of any fault/ shortcoming with photographs. One copy of Report in the enclosed format is to be submitted at Branch and other at respective Regional Office.



4.0 i) Letter of Acceptance:

Within the validity period of the tender the SBIIMS shall issue a letter of acceptance directly or through the architect by registered post or otherwise depositing at the of the contract or as given in the tender to enter in to a Contract for the execution of the work as per the terms of the tender. The letter of acceptance shall constitute a bind contract between the SBIIMS and the contractor.

ii) Contract Agreement:

On receipt of intimation of the acceptance of tender from the SBIIMS the successful tenderer shall be bound to implement the contract and within fifteen days there of shall sign an agreement in a non-judicial stamp paper of appropriate value.

5.0 Protection of works and property:

The contractor shall continuously maintain adequate protection. of all his work from damage and shall protect the SBI's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss, except due to causes beyond his control and due to his fault or negligence.

He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protections of his employees on the works and shall comply with all applicable provisions of Govt. and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property on about or adjacent to his place of work. The contractor shall take insurance covers as per clause at his own cost. The policy may be taken in joint names of the contractor and the SBIIMS and the original policy may be lodged with the SBIIMS

6.0 Assignment and subletting:

The whole of work included in the contract shall be executed the contractor and he shall not directly entrust and engage or indirectly transfer, assign or underlet the contract or any part or share thereof or interest therein without the written consent of the SBIIMS through the Architect and no undertaking shall relieve the contractor from the responsibility of the contractor from active & superintendence of the work during its progress.

7.0 Insurance of works:

Without limiting his obligations and responsibilities under the contract the contractor shall insure in the joint names of the SBIIMS And the contractor against all loss of damages from whatever cause arising other than the excepted risks, for which he is responsible under the terms of contract and in such a manner that SBIIMS and



contractor are covered for the period stipulated I clause of GCC and are also covered during the period of maintenance for loss or damage arising from a cause, occurring prior to the commencement of the period of maintenance and for any loss or damage occasioned by the contractor in the course of any operations carried out by him for the purpose of complying with his obligations under clause.

The Works for the time being executed to the estimated current Contract value thereof, or such additional sum as may be specified together with the materials for incorporation in the works at their replacement value.

Such insurance shall be effected with an insurer and in terms approved by the SBIIMS which approval shall not be unreasonably withheld and the contractor shall whenever required produce to the Architect / consultant the policy if insurance and the receipts for payment of the current premiums.

8.0 Damage to persons and property:

The contractor shall, except if and so far as the contract provides otherwise indemnify the SBI against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works and against all claims proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto except any compensation of damages for or with respect to:

- a) The permanent use or occupation of land by or any part thereof.
- b) The right of SBIIMS to execute the works or any part thereof on, over, under, in or through any lands.
- c) Injuries or damages to persons or properties which are unavoidable result of the execution or maintenance of the works in accordance with the contract.
- d) Injuries or damage to persons or property resulting from any act or neglect of the SBIIMS their agents, employees or other electrical safety auditors not being employed by the contractor or for or in respect of any claims, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the contractor, his servants or agents such part of the compensation as may be just and equitable having regard to the extent of the responsibility of the SBIIMS, their employees, or agents or other employees, or agents or other electrical safety auditors for the damage or injury.



9.0 Contractor to indemnify SBIIMS:

The contractor shall indemnify the SBIIMS against all claims, proceedings, damages, costs, charges and expenses in respect of the matters referred to in the provision sub-clause 8.0 of this clause.

10.Suspension of work:

The contractor shall, on receipt of the order in writing of the Architect / consultant (whose decision shall be final and binding on the contractor) suspend the progress of works or any part the offer such time and in such manner as Architect/consultant may consider necessary so as not to cause any damage or injury to the work already done or endanger the safety thereof for any of following reasons:

- a) On account any default on the part of the contractor, or
- b) For proper execution of the works or part thereof for reasons other than the default the contractor, or
- c) For safety of the works or part thereof.

11.0 Settlement of Disputes and Arbitration:

Except where otherwise provided in the contract all questions and disputes to the meaning of the specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question , claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings specifications, estimates, instructions orders or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

If the contractor considers that he is entitled to any extra payment or compensation in respect of the works over and above the amounts admitted as payable by the Architect or in case the contractor wants to dispute the validity of any deductions or recoveries made or proposed to be made from the contract or raise any dispute, the contractor shall forthwith give notice in writing of his claim, or dispute to The M.D. & C.E.O., SBIIMSPL, Head Office, Mumbai and endorse a copy of the same to the Architect, within 30 days from the date of disallowance thereof or the date of deduction or recovery. The said notice shall give full particulars of the claim, grounds on which it is based and detailed calculations of the amount claimed and the contractor shall not be entitled to raise any claim nor shall the SBIIMS Pvt. Ltd be in anyway liable in respect of any claim by the contractor unless notice of such claim shall have been given by the contractor to the Senior Vice President, SBIIMS, Head Office, Mumbai in the manner and within the time as aforesaid. The Contractor shall be deemed to have waived and extinguished all his rights in respect of any claim not notified to the Senior Vice



President, Head Office, Mumbai in writing in the manner and within the time aforesaid.

B. Settlement of Disputes and Arbitration:

The Senior Vice President, Head Office, Mumbai shall give his decision in writing on the claims notified by the receipt of the contractor may within 30 days of the receipt of the decision of the M.D. & C.E.O., SBIIMSPL, Head Office, Mumbai / Submit his claims to the conciliating authority namely the M.D. & C.E.O., SBIIMSPL, Head Office, Mumbai for conciliation along with all details and copies of correspondence exchanged between him and the SBIIMS

If the conciliation proceedings are terminated without settlement of the disputes, the contractor shall, within a period of 30 days of termination thereof shall give a notice to the concerned M.D. & C.E.O. of the SBIIMS for appointment of an arbitrator to adjudicate the notified claims falling which the claims of the contractor shall be deemed to have been considered absolutely barred and waived.

Except where the decision has become final, binding and conclusive in terms of the contract, all disputes or differences arising out of the notified claims of the contractor as aforesaid and all claims of the SBIIMS Pvt. Ltd shall be referred for adjudication through arbitration by the Sole Arbitrator appointed by the M.D. & C.E.O. and who will be of Deputy General Manager rank. It will also be no objection to any such appointment that the Arbitrator so appointed is a SBIIMS, Officer and that he had to deal with the matters to which the Contract relates in the course of his duties as SBIIMS, Officer. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole arbitrator shall be appointed in the manner aforesaid by the said M.D. & C.E.O. of the SBIIMS Such person shall be entitled to proceed with the reference from the stage at which it was let by his predecessor.

It is a term of this contract that the party invoking arbitration shall give a list of disputes with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator.

It is also a term of this contract that no person other than a person appointed by such Chief General Manager as aforesaid should act as arbitrator. The conciliation and arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996 or any or any accordance modification or reenactment thereof and the rules made there under.

It is also a term of the contract that if any fees are payable to the Arbitrator these shall be paid equally by both the parties. However, no fees will be payable to the arbitrator if he is a SBIIMS Officer.

It is also a term of the contract that the Arbitrator shall be deemed to have entered



On the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any of the arbitrators shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The Cost of the reference and of the award (including the fees, if any of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof, shall be paid and fix or settle the amount of costs to be so paid.

12.0 Safety Codes:

1. First aid appliances including adequate supply of sterilized dressing and cotton wool shall be kept in a readily accessible place.
2. An injured person shall be taken to a public hospital without loss of time, in cases when the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for workmen for all works that cannot safely be done from the ground.
4. No portable single ladder shall be over 8 meters in length. The width between the side rails shall not be less than 30 cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. When a ladder is used an extra labour shall be engaged for holding ladder.
5. The excavated material shall not be placed within 1.5 meters of the edge of the trench half of the depth of trench whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
6. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.



ANNEXURE-I

FORMAT FOR ELECTRICAL SAFETY AUDIT

Branch Code and Name	
Address	
BM PF NO and Name	
Sanctioned load	-----KW/KVA
Connected load	-----KW/KVA
Monthly amount of energy bill (Approx.)	Rs. /-per Month
Total tonnage of Air Conditioners in branch	-----TR (Tonnage of Refrigeration)
Area of the Branch	-----Sq. Feet/Sq. Meter

Sr. No.	Description	Details	Remarks
1	Whether MCCBs/MCBs are provided with proper rating to cater the load	YES/NO	
2	Whether ELCBs are provided with proper rating to cater the load	YES/NO	
3	Whether light and emergency light are provided in electrical rooms/operating areas for easy operation & maintenance works	YES/NO	
4	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	
5	Whether Water Seepage is observed near any of the Electrical Panel, Distribution Boards, Electrical equipment etc.	YES/NO	
6	Whether Earthing pits are provided and connected to the equipment, Body of the connected equipment	YES/NO	
7	Whether the Earthing Pits are properly maintained	YES/NO	
8	Whether proper exhaust fan for ventilation of panel room/electrical room/UPS room is provided and paper, old materials or any other scrap kept near DB/Panels/UPS/Batteries etc. are not kept there.	YES/NO	



9	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).Additional electrical load required if any (from Power Distribution company)	YES/NO -----KW	
10	Whether load is distributed in all three phases to avoid unbalancing of phases and no loose electrical connection /haphazard wirings observed in the Branch/office premises	YES/NO	
11	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	
12	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 AC's and protect them from Overload	YES/NO	
13	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 manufactures/service providers?	YES/NO	
14	Whether Appropriate timers used in the changeover of Air conditioners for server Room A/Cs 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 AC's during the night)	YES/NO	
15	Whether Preventive Maintenance of electric installation and equipment is carried out by skilled license holder electricians/skilled technician.	YES/NO	
16	General condition of electrical control panels, main switch, electric meter board and change over switch AC's, water cooler, water filter ,wiring cables etc. is good and all DB's, Panels, switch boards are properly covered	YES/NO	
17	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	
18	Whether the power factor panel of appropriate rating is installed	YES/NO	



19	FIRE PREVENTION MEASURES		
(i)	All old disposable records, broken furniture etc. accumulated at the premises have been cleared.	YES/NO	
(ii)	Combustible leaf, litter/waste papers etc in and around the branch is removed/cleaned periodically	YES/NO	
(iii)	No stationary/Records/old obsolete items are stored/ kept in the system /UPS room	YES/NO	
(iv)	Storage racks in Stationery/Record room kept at a safe distance of at least 3ft from electrical points /switch/junction boxes	YES/NO	
(v)	In the pantry/canteen LPG is used (YES/NO)	YES/NO	
20	SERVER AND UPS ROOM		
(i)	Server _____ room. Server room has dual AC units having timer circuit device with independent circuit.	YES/NO	
(ii)	Whether Exhaust fan installed in UPS room		
21	ELECTRICAL SAFETY		
(i)	Power Supply to record/Stationary room is made through plug and socket arrangement?	YES/NO	
(ii)	Whether LED lights have been installed, if not then number of 2x2, down lights, 4 feet LED lights required in the branch/office 2X2 Down light 4 Feet		
(iii)	Whether motion sensors have been installed	YES/NO	
22	FIRE PROTECTION /FIRE CONTROL EXTINGUISHERS AND FIRE ALARAM SYSTEM		
	Are fire extinguishers available in the following work area and clearly marked and accessible? A. System/UPS Room: CO2 (3Kg. /4.5Kg)X2 B. Banking Hall : Water CO2 type C. Stationery Room : Water CO2 type	YES/NO	
23	DG SET/ GENERATOR		
24	At least two 6 Kg. ABC Capacity fire extinguishers are placed near the diesel generator	YES/NO O NA	
25	Whether electrical safety and energy saving awareness meeting with the staff members conducted after electrical safety audit of the branch/office by the auditor.	YES/NO	



Note: Following details to be furnished by the auditor along with the audit report:

- i) Single line diagram and details electrical equipment installed in the Branch to be submitted by the auditor along with the report.
- ii) Photographs of main electrical panel/DBs and branch electrical wiring highlighting prone to fire hazard areas to be attended immediately.
- iii) Detailed estimates (BOQ) for compliance of audit report

Name of Electrical Engineer/Consultant/Contractor

Supervisor's Valid License No.

(In case of Electrical Contractor) Contractor's License

Date:

Place:



The scope of work for the electrical safety audit shall include to:

1.Preparation of single line diagram (SLO) of Electrical Installation from HT panel to Floor panels, covering transformers, main LT panel, capacitor panel, DG-set, UPS Panel etc. The SLD should indicate the ratings of the equipment, feeders (wherever possible) etc.

2. Earth Resistance Testing.

a) The earth resistance testing shall be carried out to measure the earth resistance on all the earth pits and its compliance with respect to Indian Electricity Rules may be verified.

b) The continuity of earth strip/conductor from the earth pit the earth terminal of the respective electrical equipment shall be checked and verified.

3. Identification of any unbalancing of loads.

The unbalancing/overloading, if any, in the electrical installation viz. transformers, LT panels, Emergency panel, Floor Distribution Panels, Distribution Boards etc. shall be identified with the help of measuring equipment.

4. Identification of Hot Spots:

The hot spots, if any, in the electrical installation panels and distribution boards shall be identified.

5. Physical inspection of the sources of power supply

viz Transformers, substation equipment, DG set , UPS installations and associated power distribution electrical installations including power supply systems & wirings for server rooms, IT equipment etc. shall be done with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of practice. Any leakage of oil in transformer, capacitor banks, and diesel/water/oil in DG sets, leakage of oil/refrigerant in AC plant, leakage of water in lift shaft, leakage of water over any electrical equipment etc. to be checked.

6.Checking of the alternate operation of the standby fans/AC units through timers 24x7x365 operations namely UPS systems, battery rooms, server rooms etc. as per existing circulars and guidelines issued by the Bank or any installed logic circuits etc. for proper operation.



7. Identification of Electrical hazards such as loose wire hanging, cables not dressed properly, broken switches, plugs and sockets etc. shall be done.

8. In addition to above, checking for any shortfalls in the existing electrical systems which impact on human and fire safety.

9. Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault.

Please note that the Bank will not provide any kind of assistance in the form of men/material and the firm will have to make their own arrangement for all assistance.

12. Work at site

The firm may visit the premises and ascertain site conditions. The work has to be carried out in a working office building without causing inconvenience to the normal working of the Bank. No power shut down will be provided during office hours. Power shut down required for the work will be given on holidays and after office hours at the discretion of the Bank. No extra claims will be admissible later on these grounds.

The firm should deploy only qualified and experienced Engineers/Technician having requisite licenses to carry out such works. Utmost care shall be exercised by the firm in carrying out the work to ensure that no damage is caused to persons and properties. The Bank will not be liable for any injury or damage to persons and any such happening will be entirely the responsibility of the firm. The persons carrying out the Electrical safety audit shall also use all the required Personnel protective equipment for their own protection.

13: Submission of Report

After completion of the audit, post audit review meeting shall be held with the Bank's engineers detailing about their observations. The audit report shall include the status of the entire electrical installation observed by the audit team during the safety audit. The report shall also include the recommendations of the audit team for improvement in the electrical installations.

F- The audit work consist of –

- i. Flow Chart/Diagram of existing installation.**
- ii. Images of installation which needs to rectify**
- iii. Bank's standard format report with remarks/recommendation.**

Seal & Signature of Agency

Date:



ANNEXURE-III

ADDITIONAL POINTS FOR BUILDINGS HAVING OWN HT SUB-STATION

Billing Demand	Kw	KVA
Maximum Demand (MD) of (preferably April/May/June months)	Kw	KVA
Power factor and Peak Loads mentioned in the electricity bill (preferably April/May/June months)	Leading	Lagging
Capacity of sub-station and Voltage	KV A KV	

S. No.	Description	Details	Remarks
1	Whether the permission for Sub-Station and DG Sets, Electric shock treatment chart, Electrical and Fire safety charts, Single line diagram etc. are displayed in sub-station	Yes/No	
2	Whether emergency contact numbers of Fire Station, Health Centre, Power Distribution Co., Main contractor etc. are displayed at sub- station and control room.	Yes/No	
2.1	Whether electrical danger plate (fig. of skull & cross bones, 11 KV/33KV/440V/230V) is provided on Main Electrical Panel/Electrical room/operating areas.	Yes/No	
3	Safety materials like Fire Extinguishers, Sand buckets, Rubber Mats, Hand Gloves, First Aid Box, etc. are available in sub-station.		
4	Whether the inspection of sub-station/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.	Yes/No	
5	Whether the observations by Electrical Inspector during his last visit have been attended? Date of his compliance report.	Yes/No	



6	Whether preventive maintenance of Breakers, Transformer, HT & LT panels etc. is carried out as per schedule and the contract for maintenance of Transformer/Breakers/Panels etc. are given to respective manufacturer/service provider.	Yes/No	
7	Whether (i) The maintenance contract has “A” class electrical safety auditors license and comply the requirement of the guidelines of the concerned State/Central Govt.? (ii) The workmen/Technicians possess the wireman/electrician license.	Yes/No	
8	In case of outdoor substation (i) Whether the stone gities provided in substation yard? (ii) Whether the sub-station structure fencing boundary is provided painted and well maintained.	Yes/No	
9	Whether Earthing Test reports are provided by the Electrical Contractor/Maintenance contractor? Whether proper nomenclature and painting is done on Electric Panels and Earthing pits?	Yes/No	
10	Whether Transformer oil level and breather condition is checked at least once in a week? Check last date of transformer oli BDV test and confirm the BDV value whether it is permissible or not.	Yes/No	
11	Whether mechanical and electrical interlocks of critical equipments are provided and maintained in working condition? Operating manuals for critical equipments 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 0.090 it may be confirmed/verified from the electricity bill & APFC panel meter)	Yes/No	
13	Whether lightening arrestor and Aviation light is provided (Applicable only in case of multi stories buildings)	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 observation on thermo graphic images at Electric Panels Distribution Boards (Please also upload the thermo graphic images on the system)		

Signature:

Name of the Auditor:

Name of Agency:

Supervisor's valid license No.:

Date:

Place:



(COVER-B. PRICE BID)

Sr. No.	Description of item	Rate per Branch/Office (Rs.)
1	Electrical safety audit of Branch / Office having LT connection with/ without onsite ATM. Audit to be conducted as per enclosed format given in Annexure-I,II	
2	Electrical safety audit of Branch / Office / Building with HT connection/Sub Station. Audit to be conducted as per enclosed format given in Annexure-I,II &III	

Note-

1.GST shall be paid extra as applicable as per actual

2. Rates are inclusive of travelling & Boarding

Expenses

(Signature of the authorized person with stamp)

Date:

Place:

Email:

Mobile No.: