



STATE BANK OF INDIA

AMARAVATI LOCAL HEAD OFFICE, HYDERABAD

TENDERS THROUGH E-TENDERING PROCESS

FOR

ONLINE TENDER FOR CONDUCTING ELECTRICAL SAFETY AUDIT IN BRANCHES / OFFICES IN THE STATE OF ANDHRA PRADESH STATE, YANAM TERRITORY AND AMARAVATI LHO PREMISES AT HYDERABAD.

*Note : Firm should possess valid digital signature for this tender & dealership certificate from
manufacturer.*

Last date for submission of e-Tender : 3:00 P.M. (IST) on 10.08.2022

Opening of e Tenders : 4:00 P.M (IST) on 10.08.2022

Invited by :

THE ASSISTANT GENERAL MANAGER

PREMISES & ESTATES DEPARTMENT,
STATE BANK OF INDIA
AMARAVATI LOCAL HEAD OFFICE,
2ND FLOOR, GUNFOUNDRY,
HYDERABAD – 500 001.
Ph: 040-23387290
e-mail : agmpe.lhoand@sbi.co.in

INDEX

Sl. No.	Description	Page No.
1	<i>Tender Notice Preface</i>	1
2	<i>Index (This Page)</i>	2
3	<i>Notice Inviting Tender</i>	3
4	<i>Eligibility Criteria</i>	5
5	<i>Award of Work</i>	6
6	<i>Price Bid (for information only - Not to be filled)</i>	7
7	<i>Declaration</i>	8
8	<i>General Conditions of Contract</i>	9
9	<i>Terms & Conditions</i>	14
10	<i>Scope of Work</i>	19
11	<i>Check List of Mandatory Documents</i>	21

NOTICE INVITING TENDER (NIT)

SBI invites online e-tenders for the below mentioned work from the **Manufacturers and/or authorized Dealers of approved makes as mentioned in 11st of approved makes.**

1	Name of the work	ONLINE TENDER FOR CONDUCTING ELECTRICAL SAFETY AUDIT IN BRANCHES / OFFICES / ATMs IN THE STATE OF ANDHRA PRADESH STATE, YANAM TERRITORY AND AMARAVATI LHO PREMISES AT HYDERABAD.	
2	Value of Work / cost of project	35.00 Lacs (Approx.)	
3	Date and Time where tender forms are available	Available from 26.07.2022 to 10.08.2022 at (i). https://etender.sbi/ (ii). SBI Procurement news.	
4	Time and last date of submission of online e-Tender	Tender documents (as specified) through online at https://etender.sbi/ Up to 3.00 pm on 10.08.2022	
5	Pre Bid Meeting :	On 04.08.2022 @ 3.00 PM at Premises & Estate Department, 2 nd Floor at Amaravati LHO, Hyderabad.	
6	Date, Time and Place of pre bid meeting / opening of e - Tenders	Technical Bid :	On 10.08.2022 @ 3.30PM
		Price Bid :	On 10.08.2022 @ 4.30PM
		Venue:	At the address of Inviter.
7	Quantum of Earnest Money Deposit (EMD).	Rs.35,000.00 by way of DD favoring Assistant General Manager (P&E) payable at Hyderabad.	
8	Quantum of Security Deposit (SD).	An amount equal to Rs.50 * No. of branches allotted. Refundable after successful completion of the work.	
9	Terms of payment of Bills	1. No Advance will be paid 2.No running bills will be paid.	
10	Penalty clause/Liquidated Damages	@ 0.5% of the value of work per week of delay subject to a maximum penalty of 5% of the value of work would be strictly imposed.	
11	Stipulated time for completion of the work / supply.	120 Days	
12	Validity period of the rates / tender.	Up to 31.03.2023 from last date for receipt of tender	
13	Eligible Taxes	<p>A) Income Tax will be deducted at source as per Govt. Guidelines.</p> <p>B) Reimbursement of GST will be made only on submission of proper GST invoice as per applicable GST provisions/Rules. The contractor should comply with the following;</p> <ul style="list-style-type: none"> ◆ Contractor should have GST Registration Number. ◆ Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provisions/Rules. ◆ In case of Correction in the bills after scrutiny, contractor should submit fresh bills for payment. 	

		<p>◆ 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.</p> <p>◆ The GST Number of State Bank Of India are For Andhra Pradesh state-37AAACS8577K1ZO For Telangana State -36AAACS8577K1ZQ For Puducherry U.T - 34AAACS8577K1ZU</p>
14	Electronic Payment	<p>Electronic payment shall be preferred. Contractor must furnish following details</p> <ol style="list-style-type: none"> 1) Name of the bank 2) Name of the branch 3) Account number 4) Name of the account holder as in the bank account 5) IFSC No of the branch 6) PAN number.
15	For further Clarifications on Technical matters & Agency for arranging e-tender/online bidding	<p>1. All e-Tender/Online bidding related issues, e-Procurement technologies Limited, Ahmedabad. Primary Contact Numbers:-</p> <ol style="list-style-type: none"> 1. Anshul Juneja:- 079-68136840, anshul.juneja@eptl.in 2. Kanchan Kumari:- 079-68136820, kanchan.k@eptl.in 3. Jaymeet Rathod:- 079-68136829, jaymeet.rathod@eptl.in 4. Salina Motani:- 079-68136843, salina.motani@eptl.in 5. Vinayak Khambe:-079-68136835, vinayak.k@eptl.in 6. Imtiyaz Tajani :- 079-68136831, imtiyaz@eptl.in 7. Nadeem Mansuri:-079-68136853, nadeem@eptl.in 8. Deepak Narekar:- 079-68136863, deepak@eptl.in 9. Sujith Nair:- 079-68136857, sujith@eptl.in 10. Devang Patel:- 079-68136859, devang@eptl.in <p>2. All technical matters contact , Sri. Ramesh Kumar K, Manager (Elect), +91-040-23387290</p>
16	Defect Liability Period.	One year from date of Virtual Completion
17	Any additional Information	The quoted rate should be inclusive of materials, labour, wages, fixtures, transportation, installation, all taxes (excluding GST), wastage's, Octroi, machinery, temporary works such as scaffolding, cleaning, overheads, profit, statutory expenses, incidental charges and all related expenses to complete the work

- i) Any clarifications sought after opening of the tenders will not be entertained at any cost. Firm should visit the website till last date of submission for changes/ corrigendum if any.
- ii) 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.
- iii) The SBI reserves the right to cancel or postpone the tenders at any stage without assigning any reason.

For and behalf of State Bank of India,

Sd/-
Assistant General Manager (P&E)

ELIGIBILITY CRITERIA :

All those vendors who,

1. have empanelled with SBI, Amaravati Circle for the category.
2. have valid firm registration certificate.
3. have a valid GST registration.
4. have a valid PAN no.
5. have not been debarred by any Govt. / Govt. undertaking / PSU agencies.

Sd/-
Assistant General Manager (P&E)

AWARD OF WORK :

Out of Total branches, the work is distributed as below provided that L1, L2, L3, L4 subject to acceptance of L1 rate.

The tentative distribution is as under :

Sl. No.	Distribution of Branches			
	L1	Subject to L1 price is accepted by L2, L3, L4		
		L2	L3	L4
1	Br under & including 6 AOs, LHO (100 %)	--	--	--
2	Br under & including 4 AOs + LHO (Approx. 70%)	Br under & including 2 AOs. (Approx. 30%)	--	--
3	Br under & including 3 AOs + LHO (Approx. 50%)	Br under & including 2 AOs (Approx. 30%)	Br under & including 1 AO (Approx. 20%)	--
4	Br under & including 3 AOs + LHO (Approx. 50%)	Br under & including 1 AO (Approx. 17%)	Br under & including 1 AO (Approx. 17%)	Br under & including 1 AO (Approx. 17%)

- The distribution schedule shown above is only tentative and SBI reserves its right to distribute the branches among the bidders according to banks requirement.
- Banks decision shall be final on this issue.

Sd/-
Assistant General Manager (P&E)

SAMPLE PRICE BID

Sl. No.	Category	Amount
1	Branch / Offices below 30 kW sanctioned load (with or without any other establishment like onsite ATM, CAC, CPC, other branch/office etc.).	Don't quote here
2	Branch / Offices above 30 kW but below 60 kW sanctioned load (with or without any other establishment like onsite ATM, CAC, CPC, other branch / office etc.).	Don't quote here
3	Branch / Offices above 60 kW sanctioned load (with or without any other establishment like onsite ATM, CAC, CPC, other branch/office etc.).	Don't quote here
	* Total : (Formula : Item-1 Price * 0.75 + Item-2 price * 0.2 + Item-3 Price * 0.05)	

Note :

- *Total price calculated above is only for arriving L1 vendor. The amount for audits, will be paid as per the category wise price.*
- *Every premises having one electrical service connection, but multiple entities like ATM, CAC, CPC, any other branch / establishment etc. with different branch code, is strictly to be considered as a single entity only and audit to be carried out and billed accordingly.*
- *The report should be as per the format provided by SBI, after finalization of vendors. A sample format is enclosed as Annexure-I.*
- *Rates quoted should be inclusive of all but exclusive of GST.*

DECLARATION

To

THE ASSISTANT GENERAL MANAGER

PREMISES & ESTATES DEPARTMENT,
STATE BANK OF INDIA
AMARAVATI LOCAL HEAD OFFICE,
2ND FLOOR, GUNFOUNDRY,
HYDERABAD – 500 001.
Ph: 040-23387290
e-mail : agmpe.lhoand@sbi.co.in

**ONLINE TENDER FOR CONDUCTING ELECTRICAL SAFETY AUDIT IN
BRANCHES / OFFICES IN THE STATE OF ANDHRA PRADESH STATE, YANAM
TERRITORY AND AMARAVATI LHO PREMISES AT HYDERABAD.**

1. I/We have inspected the site and I/We have made me/ us fully acquainted with the local conditions in and around the sites of works and Lay out drawings of works, drawings of each items etc. complete.
2. I/We hereby declare that I/ We have carefully gone through the conditions laid down in the Notice Inviting Tender, General notes, General Conditions of Contract, Special conditions, Schedule of approximate quantities and rates , Form of Agreement, General Specification, Approved manufacturers/ natural source of materials (i.e. all parts of Technical bid), Technical Specifications of schedule of quantities (i.e. all parts of Price bid), and clearly understood all the same and on the basis of the same I/ We have quoted our rates in the Schedule of Quantities/BOQ attached with the tender documents.
3. We accept all the terms and conditions of tender documents. We will abide by the technical specification mentioned in the tender. We here by undertake to use only specified material/ make as per the tender schedule. I/ We hereby declare that, in particular during execution of all works at site; it will be my/ our sole responsibility to strictly adhere to/ meticulously follow the General Specification, Approved manufacturers/ natural source of materials, Technical Specifications of schedule of quantities, all drawings of layout and items.
4. For any type of deviation (to any of above or subsequent instructions), it will be my/ our responsibility to obtain the written instruction of the Engineer-in-charge for the same failing which it shall be deemed that I have carried out any such deviations at my own and I shall be duty bound to replace the all deviated material/ works from the site at my/ our cost as well as I shall be liable to penalized by the employer as deemed fit and for all such loses made thereof, I/ we shall not have any right to arbitrate in any manner.
5. I/ We hereby declare that I/ We shall obtain necessary drawings of items from employer in time and also shall uniformly maintain such progress as may be directed by the employer to ensure completion of same within the target date/ time as mentioned in the tender document.

Yours Faithfully,

Signature of Witness:

Contractor's Signature _____ 1.

Name: _____ 2.

Address: _____ 3.

GENERAL CONDITIONS OF CONTRACT

1.0 ABBREVIATIONS:

- a) 'SBI' means State Bank of India, and its successors.
- b) 'AGM (P&E)' means the Assistant General Manager, Premises & Estate department/ in-charge of the division concerned in SBI.
- c) 'LHO' means SBI Amaravati Local Head Office in Gunfoundry, Hyderabad.
- d) 'AO' means Administrative Offices in Visakhapatnam, Rajamahendravaram, Vijayawada, Guntur, Kurnool & Tirupati.
- e) 'RBO' means Regional Business Offices situated in the State of Andhra Pradesh.
- f) 'SBILD' means State Bank Institution for Learning & Development located at Tirupati, Machilipatnam & Vizianagaram.
- g) 'Branch / Offices' means any functionaries/departments belong to SBI other than mentioned above.
- h) 'Banks Engineer' means Electrical Engineers placed at LHO, Hyderabad & AOs at Visakhapatnam, Vijayawada, Tirupati.
- i) 'Tenderer/ Auditor' means Consultants, Legal Heirs, Legal Representatives represent only the Consulting firm for the purpose of the subject work.
- j) 'ESA' means Electrical safety Audit, to be conducted in branches/ offices/ ATM's as per the Banks instructions.
- k) Words importing the singular also include the plural and vice-versa where the context requires. Words importing persons include firm and corporation and vice-versa where the context requires.

2.0 SITE AND ITS LOCATION :

- The proposed work is to be carried out in approximately 1555 branches / offices (including RBOs, AOs, SBILDs and LHO) within the circle in the states of Andhra Pradesh, Telangana & Yanam Territory.
- The quantity given above is tentative, may vary in existence.
- SBI reserves its right to assign successful auditor any other Premises not mentioned in the list thereof.
- Your services may be availed by the Bank for work at any of our Bank's offices/ branches.

3.0 TENDER DOCUMENTS :

3.1 The work has to be carried out strictly according to the conditions stipulated in tender consisting of the following documents and the most workman like manner,

- Instructions to tenderer
- Terms & Conditions
- Scope of work
- Sample Priced Bid

3.2 The above documents shall be taken as complementary and mutually explanatory of one another but in case of ambiguities or discrepancies, shall take precedence in the order given below:

- Price Bid
- Scope of work
- Terms & Conditions
- Instructions to Tenderer

3.3 Complete set of tender documents including Audit Report Format can be obtained / downloaded from the;

- i. <https://etender.sbi/>
 - ii. SBI Procurement news
- on any Day during the period mentioned in the NIT.

3.4 The tender documents are not transferable.

4.0 SITE VISIT

4.1 The tenderer/Auditor must obtain himself on his own responsibility and his own expenses all information and data which 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/Auditor 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 / Auditor will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.

4.2 The tenderer/ Auditor should visit the site to ascertain the working conditions and local authority regulations / restrictions if any and other information required for the proper execution of the work. The ESA should be carried out at any floor.

5.0 TENDER EVALUATION

5.1 Submission of Bids/Tender:

Tenders should be submitted online in the website <https://etender.sbi/>. The tender shall be submitted online in two parts, viz., Technical Bid and Financial/Price Bid with acceptance of Tender Conditions. In addition, scanned copies of required (as mentioned in NIT) Mandatory checklist documents should be submitted online with help of our service provider (e-Procurement Technologies Pvt. Ltd.) on the website at <https://etender.sbi/>. The tender document is not required to be sent to us in hard copy.

5.2 Technical bid

The list of documents, which are mandatory & specified in Tender Notice are to be furnished by the bidder. Only Technical Bids of those Auditors, who submit the Security Depositing the prescribed manner, will be opened. All Technical bid documents will be verified at the tender opening time specified in Notice Inviting Tender.

1. Technical bids of bidders whose Security Deposit was not received physically, will not be opened.
2. If the Bidders failed to submit the listed mandatory documents, they will be disqualified.
3. Tender documents found partly or fully modified / altered/ corrected etc. shall stand summarily rejected.
4. Any clarifications sought after opening of the tenders will not be entertained at any cost.
5. Tender Document duly signed & stamped by the respective bidder in pdf format only will be validated.
6. If any bidder submits false/fake document, they will be banned from doing work in SBI.

Financial bids of those bidders who qualified in technical bid will only be opened.

5.3 Financial bid

The Rates to be quoted in Financial Bid should be in excluding GST. Price bid shall be invited on Percentage Rate Bidding system by adopting following broad process flow with the assistance of approved service provider:

1. Detailed and workable Item Rate estimate shall be uploaded in SBI e-Tender website for the respective work.

2. The Bidders shall quote their offers in terms of "specific Percentage numerical value" (i.e. Rebate/ Addition only up to two decimal places) above (+) / below (-) / at par with the Total Estimated Cost published for the project, he will be willing to execute the work.
 3. After taking into account the Percentage Rebate/Addition Offered by all the bidders over the Estimate Cost, "Net Tender Value" of each bidder shall be evaluated and the bidder offering Lowest Tender Amount for projects pertaining to Contract shall be declared as "Successful Bidder".
 4. The "Percentage Offer" shall be uniformly applicable to each and every item including all sections/sub sections/sub heads of the Tender.
 5. In case, the Lowest Tendered Amount (i.e. Estimated cost \pm Percentage Bid quoted) of two or more Auditors is same, such lowest Auditors will again be asked to submit sealed / online "Revised \pm Percentage (%)" offers" on the original Estimated cost of tender including all sub sections/sub heads as the case may be, but the revised percentage quoted shall, in no case, be higher than the percentage quoted during their initial offer for the project. The lowest tender shall be decided on the basis of revised offers.
 6. The process of online re-bidding amongst Two or more Auditors offering same rates shall continue till L-1 bidder is discovered.
 7. In case, any of such Auditor(s) (quoted same tender amount during initial bidding or subsequent re-bidding) refuses to submit revised offer, it shall be treated as "withdrawal of tender" by the Auditor before acceptance.
 8. The Security Deposit of such Auditors shall be forfeited. In case all the lowest rate quoted Auditors refuse to participate in online revised bidding process for the project, the Security Deposit of such Auditors shall be forfeited, and the tenders shall be re-invited for the project.
 9. The Auditor(s), whose security Deposit is forfeited because of non-submission of revised offer, shall not be allowed to participate in the re-tendering process for the said project.
- 6. SECURITY DEPOSIT :**
1. The tenderer / Auditors requested to submit the Security Deposit (as mentioned in NIT) in the form of Demand Draft or Banker's Cheque in favour of State Bank of India drawn on any Bank in India.
 2. Security Depositing any other form other than as specified above will not be accepted. Tender not accompanied by the Security Deposit in accordance with clause 4.1 above shall be rejected.
 3. No interest will be paid on the Security Deposit.
 4. Security Deposit of unsuccessful tenderer / Auditor will be refunded within 30 days of award of Contract.
 5. Security Deposit of successful tenderer / Auditor will be retained as a part of performance Guarantee.
 6. **Forfeit of SECURITY DEPOSIT:** Security Deposit will be forfeited under the following conditions:
 - (a) If the tenderer / Auditor withdraws or amend, impairs or derogates from the tender in any respect within the period of validity of the tender.
 - (b) If the bidder withdraws the bid before the expiry of the validity period of 90 days of the bid or within the time frame of extension given by SBI in special case communicated before the expiry of the bid.
 - (c) If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.

- (d) If the selected bidder fails to execute agreement in prescribed format and furnish the Bank Guarantee within the prescribed time.

7.0 SIGNING OF CONTRACT DOCUMENTS

The successful tenderer / Auditor shall be bound to implement the contract by issuing acceptance letter in acknowledgement to the Allotment order, which shall be issued after tender activity and signing the terms & conditions of contract attached herewith within 15 days from the receipt of intimation of acceptance of his tender by the Bank. The written acceptance of the tender by the Bank will constitute a binding agreement between the Bank and successful tenderer / Auditor.

8.0 VALIDITY OF TENDER

Tenders shall remain valid and open for acceptance for a period of 90 days from the date of opening price bid. If the tenderer / Auditor withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptable to the Bank without prejudice to any other right or remedy the Bank shall be at liberty to forfeit the Security Deposit.

9.0 TAXES AND DUTIES

The tenderer / Auditor must include in their tender quoted prices for all taxes (except GST) and duties royalties, cess, local charges if applicable. No extra claim on this account will in any case be entertained.

All taxes (except GST) including Sales Tax or any other tax on material or on finished works like work's contract tax, turn over tax etc. in respect of this contract shall be payable by Auditor and the Bank will not entertain any claim whatsoever in this respect.

10.0 GENERAL INSTRUCTIONS

1. **COMPLYING WITH THE TECHNICAL BID TERMS:** Insufficient, incorrect or invalid information provided by the vendor or his representative, if any will disqualify the vendor and their tender will not be considered valid. Bank reserves the right to disqualify the vendor without any notice in all such events.
2. The acceptance of a tender will rest with the Competent Authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reason. Tenders not fulfilling the prescribed conditions or incomplete in any respect, are liable to be rejected.
3. **COMPENSATION RECOVERY:** All compensation or other sums of money payable by the Auditor to Clients under the terms of this contract may be deducted from the security deposit, or from any sum that may become due to the Auditor on any account whatsoever. In the event of the Security Deposit being reduced due to above such deductions, the Auditor, on being asked to do so, shall make good within 7 days, paying by cash or by cheque, any such sum which have been deducted from his security deposit.
4. Tender containing any condition leading to unknown / indefinite liability, are liable to be summarily rejected.
5. If at all any rebate(s) is/are to be offered, the tenderer / Auditor shall first quote his rates strictly on the terms and conditions stipulated in tender document and then show separately rebate(s) offered specifying the conditions for such rebate(s). Failure to follow this procedure will render the tender for summary rejection.
6. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Auditors who resort to canvassing will be liable to be rejected.

7. The tenderer / Auditor should visit the site to ascertain the working conditions and local authority regulations / restrictions if any and other information required for the Safety Audit.

11.0 RATES AND PRICES

1. The tenderer / Auditor shall quote their rates in percentage (%), variation than estimate given for total scheduled amount. If no rate is quoted for a particular item, the Auditor shall not be paid for that item when it is executed.
2. The amount of each item shall be calculated, and the requisite total is given. In case of discrepancy between the unit rate and the total amount calculated from multiplication of unit rate and the quantity the unit rate quoted will govern and the amount will be corrected.
3. The tenderer / Auditor should not change or modify or delete the description of the item. If any discrepancy is observed he should immediately bring to the knowledge of the Bank.
4. Each page of the Tender shall be signed by the authorized person and cutting, or overwriting shall be duly attested by him.
5. The rate quoted shall be firm and shall include all costs, allowances, taxes, VAT, levies, etc. excluding GST.
6. The various items given in the Price bid may vary at time of allotment / execution of work. Bank reserves the right to omit / delete any item(s) of work from the schedule at the time of allotment / before. Auditor will be paid for the actual work done at the site duly verified by the concerned official of the Bank.
7. More than one branch in a building : The categories of branches should strictly as shown in price bid only.
8. The Safety Auditor should quote their (own) rates for undertaking the work.
9. 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.
10. If the rate quoted by the Safety Auditor for any item / items are not workable or abnormally lower than the market rate, the Bank has right to reject the Quote.
11. All Expenses shall be borne by Safety Auditor including transportation and TA / DA of their own representatives and Bank will not entertain any claim whatsoever in this respect.

The acceptance of a tender will rest with the Competent Authority of Bank, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

ASSISTANT GENERAL MANAGER (P&E),

TERMS & CONDITIONS :

1. All the Bidders should be equipped with necessary infrastructure in their established Office with regards to measuring instruments, tools, staff strength, computer, drawing software, etc.

2. The work is to be carried out with due diligence and in a professional manner with good workmanship.

3. SECURITY DEPOSIT (SD):

a) The auditor / firm shall furnish SD in the form of Demand Draft for the sum mentioned in NIT drawn in favour of Assistant General Manager (P&E), State Bank of India, Hyderabad on any Scheduled Bank.

b) No tender shall be considered unless the SD is so deposited in the required form.

c) SD shall be refunded after six (6) months from the successful completion of Safety Audit for allotted branches. No interest shall be paid on this SD.

d) The SD shall stand absolutely forfeited if the tenderer / Auditor revokes his tender at any time during the period when he is required to keep his tender open acceptance by the SBI or after it is accepted by the SBI the Auditor fails to commence the work within the stipulated time or fails to complete the work within stipulated time.

4. AUDIT PERSONNEL:

a) Only authorized audit personnel approved by Bank, whose names are mentioned in Empanelment letter are eligible to conduct Safety audit under your firm. The Audit personnel must produce the Empanelment letter including any of the identity proof of him to the BM/ Head before commencing the electrical audit. In case any audit person other than mentioned is to be included under your firm, all the necessary documents to be submitted at our office for verification and obtain individual certificate of authorize to conduct Electrical Safety Audit.

b) Bank reserves the right to reject any persons to be employed by the auditor / firm at the discretion of the Bank. Once the contract is awarded, if they wish to change any of the above personnel, the auditor / firm will inform the Bank in writing and obtain the Bank's prior approval, one week in advance.

c) No employee of the SBI is allowed to work as an Auditor for a period of 2 years of his/her retirement from Bank Services without previous permission of the SBI. This contract is liable to be cancelled, if either the Auditor or any of his employees at any time found to be such a person who had not obtained the permission of SBI as aforesaid before submission of the tender or engagement in the Auditor's service

5. AUDIT RATES/ PRICE:

a) The Electrical safety auditors / firms should be prepared to execute the Electrical audit at the agreed rates to the Bank as and when orders are placed during the validity period of the tender.

b) The fees quoted against each category must include the cost of local conveyance, transport, lodging, boarding, tools, stationary, men & materials, software, insurance, all incidental charges and all related expenses that is required for conducting the Electrical Safety Audit. GST will be paid extra as per the actual.

c) The price shall be valid for a period of one (1) year from the date of opening of the Price bids and extended up to (3) three months subject to the mutual acceptance.

d) The fees for conducting the Electrical safety audit in each category of branches shall be based on the rate quoted by the L1 bidder. The rates for each category fixed by the Bank shall be final and binding on all the auditors / firms.

6. ALLOTMENT OF WORK:

- a) Bank shall distribute the orders in the ratio of **25% to L1 and remaining** shall be equally distributed to all other participating firms, subject to acceptance of L1 rate.
- b) Based on the lowest rate, the Bank reserves the right to distribute / redistribute the branches to all the empaneled auditors / firms based on their audit performance and the same shall be final and binding on all the auditors / firms.
- c) In case of any need for redistribution, the work will be distributed at the same above ratio among the eligible bidders.
- d) In case of slow progress or non-completion of auditing the allotted branches within the stipulated timeline, Bank reserves the right to redistribute the branches to other firms during the tenure of the contract.
- e) The work has to be started within **7 (Seven) Days** from the date of receipt of work order. In case of work not being started within this stipulated period, the Bank reserves the right to cancel the work order.

7. Bank reserves the right to de-panel the Electrical safety auditors / firms at any stage in the event of failure of Non-response, Non-commitment and Noncompletion of the assigned task as per tender terms and conditions.

8. The Safety Auditor shall submit the Progress report on weekly basis. The work should be completed within **30 days' time period** from the date of the work order issued to the Safety Auditor to commence the work.

9. No inconvenience should be caused to staff/customer during working hours. Shut down required if any may be intimated to branch in advance.

10. REQUIREMENTS OF LAPTOPS FOR EXTERNAL AUDITORS:

- a) The Bank has planned for Online Electrical Safety Audit (OESA) and all the applicants will have to submit valid Email ID, mobile no., etc. to enable them for participation in the online Auditing.
- b) Since external fire auditors cannot be given access to bank network, as per IS Policy of the bank, the Software for Fire audit, in excel or any other soft form, will be given to them. The Format will be filled up by them in the branch itself and report submitted to the Branch Manager, his controller and concerned Electrical Engineer through email using his registered email ID.
- c) For this purpose, all external auditors should be equipped with laptops and a data card for connectivity, by themselves or by the Consulting firm. The report sent by the external fire auditor will be uploaded into OESA portal.

11. PAYMENT TERMS:

- a) No advance payment in any form will be granted for the works proposed.
- b) Payment will be made at the respective Regional Business Offices (RBO) after successful completion and submission of Electrical safety audit reports as stated above to the satisfaction of the Bank / Engineer.
- c) Payment shall be made on Submission of Safety Audit Inspection Report at respective Regional Business Offices (RBO) duly certified by SBI Electrical Engineer.
- d) **FOR PROCESSING THE AUDIT FEES THE AUDITORS/FIRMS HAVE TO SUBMIT THE FOLLOWING: -**
 - After the completion of audit visit and the auditor must take the acknowledgement of the Branch official before leaving the premises. The auditor should take a selfie photograph in front of the branch building with the branch signage visible on the backdrop.
 - **Hard copy of the Reports** – Three (3) copies of the Audit reports with necessary photographs and SLD must be submitted to the Branch, Controller & Module Electrical Engineer each in hard copy.

- **Soft copy of the Reports in E-mail** - The soft copies in PDF format must be forwarded to the official e-mails of the Branch, Module Electrical Engineer & RBO.
- **Soft copy of the Reports in USB Pen drive** - A copy of all the reports must be submitted in a USB pen drive along with the bill to RBO. The soft copy of the reports is to be saved in your data base and shall be submitted when requested by the Bank.

12. If the bank observes that the Auditor has not completed the task up to its satisfaction, Bank reserves the right to ask for re-auditing the premises without any additional payment.

13. **OWNERSHIP OF DRAWINGS** - All drawings, specifications and copies thereof furnished by the SBI through its Architect/Consultant are the properties of the SBI. They are not to be used on other work.

14. **PROTECTION OF WORKS AND PROPERTY**- The Auditor/Consultant/Firm 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 due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The Auditor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property of about or adjacent to his place of work. The Auditor/Consultant/Firm shall take insurance covers at his own cost. Any damage to the Bank's property, equipment's under testing and measurement during the Electrical safety audit will be charged to the Electrical safety auditors or firms.

15. All personnel provided by the Auditor/Consultant/Firm will be on the payrolls of the Auditor/Consultant/Firm and there will be no Employee and Employer relationship between the personnel engaged by the auditor/consultant/firm and the Bank.

16. That the Auditor/Consultant/Firm will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from the Bank.

17. The Auditors/ Technicians shall not be allowed to stay / reside at site. The Auditors/ Technicians should be able to communicate in Telugu, Hindi & English Languages for the convenience.

18. The Auditor/Consultant/Firm shall strictly comply with all Labour and such other statutory laws in relation to the services to be provided and the personnel engaged by the Auditor and they shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the Bank and said personnel so engaged by the auditor/consultant/firm. The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Auditor/Consultant/Firm and it shall be the sole responsibility and liability of the Auditor/Consultant/Firm to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.

19. The Auditor/Consultant/Firm shall be responsible for any loss due to theft / pilferage and / or damage to the Bank's property when such damage is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Auditor or his Audit Personnel / employees engaged for the Services. The Auditor/Consultant/Firm shall ensure that the character and antecedents of the personnel engaged by them are duly verified before such engagement.

20. That the Bank shall not be liable for any compensation in case of any fatal injury / death caused to any other auditor's/consultant's/firm's employees while performing / discharging their

duties/ visiting Bank's premises for inspection or otherwise. The Auditor/Consultant/Firm shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who are conducting audit and working at site.

21. The Auditor/Consultant/Firm shall obtain adequate Insurance Policy in respect of his Audit Personnel engaged for the service towards meeting the Liability of Compensation arising out of death, injury / disablement at work etc. and shall regularly and punctually pay each and every premium as and when the same shall become due during the currency of these presents.

22. **PENALTY:** In case of non-performance or delay in the performance or for any reasons except force majeure, the penalty at the rate of 0.5% of the value of the L1 Audit rate per week subject to a maximum of 5% of the L1 Audit rate would be strictly imposed. Beyond which Auditing firm is liable for penalty, the quantum of which would be decided by the Assistant General Manager (P&E) whose decision in this regard would be final and binding.

23. SECURITY:

a) The Auditor/Consultant/Firm agrees that its personnel shall comply with security regulations in effect from time to time at Bank's premises and externally for materials belonging to SBI at all times.

b) The Auditor/Consultant/Firm should issue a valid Company Identity cards to all their staff personnel who will be providing auditing under this contract. The copy of their contact number, ID card and authorization letter of the auditing person(s) must be submitted to the Bank well in advance for necessary coordination. Shut down required if any may be intimated to branch in advance.

c) The Auditors / Technicians shall report to the Security while entering & exiting the premises. All personnel of auditor/consultant/firm will be subjected to a thorough physical checking while coming and leaving the building. Those persons so deputed will sign in the Register for arrival and departure at the site.

d) All security and safety regulations and guidelines as per the applicable law are to be followed. All guidelines/directions of Bank's Security Division must be followed.

24. The Auditor/Consultant/Firm undertakes, accepts and admits absolute and complete responsibility for the service conditions, claims, damages and other compensations of the personnel enrolled by them and will be liable for and unequivocally assume responsibility for due compliance with all the requirements of all statutory obligations, duties and liabilities (including insurance) and to pay all such claims, costs, damages, expenses, fines, penalties and compensation which may arise out of any claim, suit or prosecution for contravention thereof. The Auditor shall indemnify and keep the Bank indemnified from and against all such claims, demands, costs, charges, fines or penalties and compensations etc. if any as aforesaid.

25. **FORCE MAJEURE** - Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavors to minimize any such delay.

26. LOCAL

building codes to prevent accidents, or injuries to persons or property of about or adjacent to his place of work. The Auditor/Consultant/Firm shall take insurance covers at his own cost. Any damage to the Bank's property, equipment's under testing and measurement during the Electrical safety audit will be charged to the Electrical safety auditors or firms.

26. LOCAL LAWS, ACTS, REGULATIONS - The Auditor shall strictly adhere to all prevailing labour laws inclusive of contract labour (regulation and abolition act of 1970) and other safety regulations. The Auditor shall comply with the provision of all labour legislation including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the project.

- i. Minimum Wages Act, 1948 (Amended)
- ii. Payment of Wages Act 1936 (Amended)
- iii. Audit Personnel's Compensation Act 1923 (Amended)
- iv. Contract Labour Regulation and Abolition Act 1970 and Central Rules 1971(Amended)
- v. Apprentices Act 1961 (Amended)
- vi. Industrial Employment (Standing Order) Act 1946 (Amended)
- vii. Personal Injuries (Compensation Insurance) Act 1963 and any other modifications
- viii. Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof

The Bank shall have no liability in this regard.

27. DISPUTES: Decision of Bank in regard to interpretation of the empanelment / tender Conditions, Terms & Conditions, Scope of Work, Payment terms, etc. shall be final and binding on the auditor / firm. In case of any dispute between the auditor / firm and the Bank, the Bank shall have the right to decide.

28. APPLICABLE LAW - The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subject to the exclusive jurisdiction of courts at Hyderabad.

29. SAFETY:

- a) Adequate care and safety should be taken by the Electrical safety auditors or firms during the verification, measuring and recording of the data. Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure.
- b) Personnel should be well trained and should have adequate knowledge in Electrical safety aspects and handling of electrical equipment. In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions.
- c) The Auditor/Consultant/Firm shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, first-aid box, etc. are being used by their personnel while carrying out works.

30. CANCELLATION OF CONTRACT: In case services of a particular consulting firm or individual auditor is found to be below par, his services could be discontinued by the bank, after giving due notice, as per instructions of the bank.

SCOPE OF WORK

1. Thorough inspection of Healthiness, Serviceability and Working condition of the Electrical installations in the Bank's premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of practice.
2. All the observations should be photographed and recorded in the audit report. Also, the parameters should be measured during peak load time i.e. between 11.00 am to 3.00 pm.
3. Scanning the entire Bank's premises for identifying potential Electrical Safety / Fire hazards (Shocks, fires, etc.).
4. Thermography of entire Electrical installations to be carried out for all the Branches having LT connection with Electrical load above 60 KW & HT connection branches. Thermography of HT panels, EB metering panels, LT panels, Mains switches, Riser mains, LDB, PDB, UDB, ACDB, Switch boards, COS, APFC panels, etc. to be conducted in the premises for identifying potential Electrical Safety / Fire hazards.
5. Thorough inspection of Healthiness, Serviceability and Working condition of HT panels, Transformers, EB metering panels, LT panels, Mains switches, Riser mains, DBs, Switch boards, COS, APFC panels, etc.
6. Thorough inspection of Healthiness, Serviceability and Working condition of switchgears & protection devices such as MCCB, MCB, RCCB, RCBO, HRC fuse units, EB cut-out, etc. of the Electrical installations and whether the performance is satisfactory or not.
7. Thorough inspection of Healthiness, Serviceability and Working condition of Wires/Cables sizes based on actual load current measurements, insulation resistance, tightness of terminations, etc.
8. The Electrical Safety Auditors / firms must prepare SLD using drawing software and submit in PDF format. The SLD should mark all the incoming / outgoing MCB rating, cable / wire sizes, equipment ratings, etc. Hand drawn SLD shall not be accepted.
9. Review of Electrical accidents, identifying the root cause and recommending the preventive measures or rectifications.
10. Review of preventive maintenance program for ACB, VCB, OCB, Transformers, APFC, Earthing system, lightning arrestors, MV panels, Riser mains, etc.
11. Review of Annual maintenance contracts (AMC) for UPS & batteries, Air-conditioners, DG sets, etc. Reliability of the Electrical distribution system for the equipment's like Air-conditioners, UPS, Generators, etc.
12. Thorough inspection of Healthiness, Serviceability and Working condition of the Earthing system. Measuring the value of Earth resistance and to evaluate the Earthing system (installation and maintenance) based on the latest IS standards and to suggest recommendations for rectification works.
13. Thorough inspection of Healthiness, Serviceability and Working condition of DG set, UPS & batteries, etc. for its adequacy in the capacity based on the present Electrical load requirement of the Office / Branch.
14. Thorough inspection of Healthiness, Serviceability and Working condition of air-conditioners for its adequacy in the capacity based on the present heat load requirement of the Office / Branch.

15. Recording the parameters in the monthly Electricity bills and analyzing the Load demand, Sanctioned Load, Penalty, Additional Load requirement, Power factor, etc.
16. Thorough inspection of Healthiness, Serviceability and Working condition of Electrical installations for air-conditioner & server equipment operating 24x7.
17. The report must consist of Auditor's observations on account of the Electrical safety and various measures suggesting for the improving the safety of the existing system.
18. Verifying the single line diagram of the existing electrical system including marking the position of critical faults and need for immediate attention.
19. The Electrical Safety Auditor should analyze the existing system and suggest the measures for Energy saving. The Electrical Auditor should provide the payback period calculation for the potential investments.
20. The Electrical Safety Auditor should provide the details of the rectification works to be initiated.
21. The Electrical Safety Auditor should assist the Bank in uploading the audit observations in the online portal of the Bank.

AUDIT REPORT FORMAT: A copy of Electrical Safety Audit Report attached with this document for bidder reference. All the bidders shall go through format and quote the rates accordingly. The points mentioned in the report are of minimal requirement of Bank, any additional aspects/ points in concerned with Electrical safety of branch are to be added by the successful Auditor. Bank reserves its right to add or remove any of the points in the format.

MANDATORY / CHECKLIST OF DOCUMENTS

Sl. No.	Details	Yes / No / NA
1	Scanned copy of D.D / B.C of EMD (as specified in NIT) duly filled , must be uploaded.	
2	Scan copy of letter of Empanelment by SBI / SIIMS, Amaravati Circle.	
3	Scan copy of Declaration copy duly filled & signed by the respective bidder.	
4	The signed and scanned copy of entire Tender document in pdf format which is downloaded from https://etender.sbi/ .	