

NOTICE INVITING TENDER

State Bank of India (SBI) Invites Tenders From The Bank's Empaneled Electrical Auditors of for **Electrical Audit work of various branches/Offices under under RBO Solan.** Details of tenders are as under :-

1.	Name of work	Electrical Audit of the Approximately 62 branches/offices of under RBO Solan.
2.	Time allowed for completion	60 days from the date of commencement.
3.	Earnest Money Deposit	Rs. 5000/- (FIVE THOUSAND Only) by crossed Bank draft/ Banker's cheque drawn in favour of State Bank of India payable at Solan
4.	Security Deposit	Nil
5.	Address at which the tender are to be submitted:	Regional Manager Regional Business Office State Bank of India Near Thodo Ground Solan H P 173212
6.	Last Date and Time of submission of Tenders:	27.08.2024 at 3:00 PM
7.	Date and Time of opening of tender	27.08.2024 at 3:30 PM
8.	Validity of offer	90 days from the date of opening of tenders.
9.	Liquidated Damages	0.50% of contract amount per weeks subject to max. 5% of contract value or final bill value.
10.	Payment of bills	The audit report must be filled up online on Bank's portal. Payment will be made by the respective AOs / Branches it self.

In case the date of opening of tenders is declared as a holiday, the tender will be opened on the next working day at the same time. SBI have the right to accept/reject any/ all tenders without assigning any reasons.


REGIONAL MANAGER



SUBMISSION OF TENDER: OFF LINE TENDER

The tender shall be submitted accordance with the two-envelop system procedure detailed herein below. Specified documents shall be sealed in envelopes of appropriate size each of which shall be sealed.

Envelop -1 Envelope-1 shall contain EMD of Amount Rs. 5000/- covering letter, clarification (if any), technical and commercial terms, duly signed accepting all standard technical terms & conditions to be deposited at under noted Address. The envelop shall be super-scribed "Technical bid for the Electrical Audit of the Approximately 62 branches/offices of under RBO Solan."

Envelop -2 Envelope-2 shall contain Price Bid offer as per attached format. The envelop shall be super-scribed "Price bid for the Electrical Audit of the Approximately 62 branches/offices of under RBO Solan."

Address at which the tender are to be submitted: Regional Manager
Regional Business Office
State Bank of India
Near Thodo Ground
Solan H P 173212 latest by 27.08.2024 upto 03:00 PM.

Opening of E-Tender:

- 1) Envelop -1 (Technical Bid) containing the, covering letter accepting all standard technical terms & conditions will be opened first.
- 2) After opening of Envelop -1 and after evaluating the clarifications / conditions, if any, stipulated by the contractors, i.e. if the vendor are qualified, Envelop -2 containing Priced Bid will be opened of those qualified vendors.

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.

Bank may decide to allot the audit work in 60:40 ratio among L-1 & L-2 firm.

State Bank of India have the right to accept / reject any or all tenders without assigning any reasons.

Yours faithfully,

-----S/d-----

Signature of the Tenderer

REGIONAL MANAGER



FORMAT FOR ELECTRICAL AUDIT OF BRANCHES

Branch Code and Name	
Address	
BM PF No. & 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

S.No.	Description	Details	Remarks
1	Whether MCCBs /MCBs / ELCBs are provided with proper rating to cater the load.	YES /NO	
2	Whether light and emergency light are provided in electrical rooms/ operating areas for easy operations & maintenance works	YES /NO	
3	Whether pump room, DG set room UPS room, and electrical room etc. are maintained dry and in good condition and obsolete/ hazardous /old items are not dumped there.	YES /NO	
4	Whether Water Seepage is observed near any of the Electrical panel, Distributions Board. Electricals equipment etc.	YES /NO	
5	Whether Earthing Pits are provided and connected to the equipment, body of the connected equipment.	YES /NO	
	(a) Whether the Earthing Pits are properly maintained.	YES /NO	
6	Whether proper exhaust fan for ventilation of panel room /electrical room/ Ups Rooms is provided and paper, old material or any other scrap kept near DB / Panels / UPS / Batteries etc. are not kept there.	YES /NO	
7	Whether penalty 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	
8	Whether Load is Distributed in all three phases to avoid balancing of Phases and no loose electrical connections / haphazard wirings observed in the Branch/ office premises.	YES /NO	
9	Whether is locating switches are provided for the switching off of then on essential load premises during night and main switch to switch off power supply to the branch in case of fire / emergency .	YES/ NO	



10	Whether electrical equipments of pantry etc. are properly connected to the iron socket box with MCB's. MCB's or latest type switches are provided to switch on/off the ACs and protect them from overload.	YES /NO	
11	Whether proper preventive maintenance after opening of panel boards and distribution Boards are carried out by the license holder Electrician or skilled technicians of equipment manufactures / services providers.	YES /NO	
12	Whether appropriate timers used in the changeover of air conditioners for server room A/C's and for the signage boards to make auto ON/OFF (for scheduling timings). The thermostat of AC's at server room should be set to say 30 temperatures is too high (to minimize chance of fire due to idea running of AC's (during the night).	YES /NO	
13	Whether preventive Maintenance of electric installation and equipment of carried out by skills license holder electricians / skilled technicians.	YES /NO	
14	General Condition of Electrical controls panels , main switches, electric meter board and change over switches , AC's water cooler ,water filter, wiring cables etc. is good end all DB's panels ,switch boards are properly covered.	YES /NO	
15	Whether the contact numbers of persons, electricians, power distribution company, Generator service provider vendor UPS vendors. AC's etc. are available with accountant /security guard and other staff and they displayed in electric room / UPS room.	YES /NO	
16	Whether the Power factor Panel of appropriate rating is installed.	YES /NO	
17	<p>FIRE PREVENTION MEASURES :</p> <ul style="list-style-type: none"> All old disposable records, broken furniture etc. accumulated at the premises have been cleared. Combustible leaf, litter /waste papers etc. in the around the branch is removed /cleaned periodically. Na Stationery /Records old obsolete items are stored / kept in the system /UPS Room. Storage racks in stationery /Record room kept at a safe distance of at least 3ft from electric points /switch / junction boxes. In the pantry /canteen LPG is used (yes/no) 	<p>YES /NO</p> <p>YES /NO</p> <p>YES /NO</p> <p>YES /NO</p> <p>YES /NO</p>	
18	<p>SERVER AND UPS ROOM :</p> <ul style="list-style-type: none"> SERVER ROOM Server room have dual AC units having timer circuit device with independent circuit. Whether Exhaust fan installed in UPS room. 	<p>YES /NO</p> <p>YES /NO /NA</p>	
19	<p>ELECTRICAL SAFTEY :</p> <ul style="list-style-type: none"> Power supply to record /Stationery room is made through plug and Socket arrangement? 	YES /NO	



20	<p>FIRE PROTECTION / FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM :</p> <p>Are fire extinguishers available in the following work area and clearly marked and accessible?</p> <ul style="list-style-type: none"> • System /UPS Room : CO2 type (3kg /4.5kg)*2 • Banking hall : Water CO2 type • Stationery room : Water CO2 type 	YES /NO	
21	<p>DG SET / GENERATOR :</p> <ul style="list-style-type: none"> • At least two 6kg ABC capacity fire extinguishers are placed near Diesel Generator. 	YES /NO/ NA	

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

- i) Single line diagram and details electrical equipment's installed with load calculation in the Branch to be submitted by the auditor along with the report.
- ii) Photographs of main electrical panel/Distribution Boxes and branch electrical wiring highlighting prone to fire hazard areas to be attended immediately.

Signature with seal

Name of Electrical Engineer /consultant/ Contractor
Supervisor's License No.
(In case of Electrical Contractor) Contractor's License

Date:

Place:

Signature with stamp of Branch Manager

Date:

Place:



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	Kw	KVA

S.No.	Description	Details	Remarks
1	Whether the permission for Sub – Stations and DG sets, Electric shock treatment chart, Electrical and fire Safety charts, Single line diagram etc. are displayed in substation.	Yes/No	
2	Whether emergency contact numbers of Fire Station, Health Center, Power at sub-station and control room. 1. Whether electrical danger plate (fig. of skull & cross bones, 11 KV/33KV/440V/230V) is provided on main Electrical Panel/Electrical Rooms /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.	Yes/No	
4	Whether the inspection of sub-station/ Dg Set/ Lifts is DONE BY 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 < panels etc. is carried out as per schedule and the contract for maintenance of transformer /Breakers/Panels hectare given to respective manufactures/service provider	Yes/No	
7	Whether: (i) The maintenance contract has "A" Class Electrical safety auditor's licenses and comply the requirement of guidelines of the concerned State/Central Govt? (ii) The workmen/Technicians possess the wireman/electrician license.	Yes/No	
8	In the case of outdoor sub-station: (i) Whether the stone gities provided in yard? (ii) Whether the substation structure fencing boundary is provided painted and well maintained.	Yes/No	
9	Whether the earthling Test reports are provided by the Electrical Contractor/Maintenance Contractor?	Yes/No	



	Whether the proper nomenclature and painting is done on Electric Panels and Earthing pits.		
10	Whether transformer oil level and breather condition is checked at least once in a week? Check last date of transformer oil BDV test and Confirm the BDV value whether it is permissible or not.	Yes/No	
11	Whether mechanical and electrical interlocks of critical equipments are provided and maintained in working condition? Operating manuals for critical equipments like transformer, breakers should be available at this site?	Yes/No	
12	Whether Automatic Power Factor control (APFC) panel is provided and power factor is maintained higher than pre described 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 wears 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 Distributions Boards (Please also upload the thermo graphic images on the system)	Yes/No	

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

- Single line diagram and details electrical equipment's installed in the branch to be submitted by the auditor along with the report.
- Photographs of main electrical panel/DBs and branch electrical wiring highlighting prone to fire hazard areas to be attended immediately.

Signature with seal

Name of Electrical Engineer /consultant/ Contractor

Supervisor's License No.

(In case of Electrical Contractor) Contractor's License

Date:

Place:

Signature with stamp of Branch Manager

Date:

Place:



Total Load Calculation format of the Branch:-

Rooms	Light	fan	Security equipment	Cash counting machine	UPS	Printer	Air conditioner	UPS
Banking Hall								
Customer's Lobby								
Strong Room								
Manager's Cabin								
Server Room								
Staff Room								
Canteen								
Stationery Room								
Toilets								
UPS Enclosure								
Addl. Rooms								
Others if, any								
Total Load								

Electrical Safety Guidelines:

1. Make sure that tools/instruments for conducting electrical safety audit should have non-conducting handles or covered with insulating material.
2. Don't use light duty extension cords for using equipments for safety audit.
3. Don't tie cords in tight knots. Knots can cause short circuit.
4. Don't plug several items into one outlet.
5. Don't disconnect the power supply by pulling or jerking the cord from the outlet.
6. Always wear gloves and shoes of required insulation resistance value while conducting safety audit.
7. Avoid contact with energized electrical circuits.
8. Never use metallic pencils or rulers or wear rings or metal watchbands when working with electrical equipment.
9. Don't wear loose clothing or ties near electrical equipment.
10. Please follow all electrical safety instructions while measurements/checking of electrical connections or equipment.

Signature of the Tenderer

