

**State Bank of India  
RBO-5 UNA**

**INVITES TENDERS**

FOR

**ELECTRICAL SAFETY AUDIT OF BRANCHES/ RBO (RBO-5  
UNDER ADMINISTRATIVE CONTROL OF RBO 5 UNA)**

**TENDER DOCUMENTS (NIT)**

## NOTICE INVITING TENDER

<p style="text-align: center;">State Bank of India (SBI) Invites Sealed Tenders From The <b>Empanelled Contractors</b> of SBI at LHO Chandigarh for <b>carrying out Electrical Safety Audit of branches/ RBOs/under administrative control of RBO Una</b>. Details of tenders are as under:</p>		
1	Name of work	<b>Carrying out Electrical Safety Audit of branches/ RBO under administrative control of RBO Una.</b>
2.	Time allowed for completion	One week from the date of commencement.
3.	Earnest Money Deposit	<b>20,000/- (Twenty Thousand Only)</b> by crossed Bank draft/ Banker's cheque drawn in favour of State Bank of India payable at OLD Bus Stand Branch Una, HP 174303
4.	Security Deposit	<b>5%</b> of the accepted value of the contract including earnest money.
5	Last date and time of receipt of tender	<b>30.12.2024</b> Up to 03:00 PM
6	Address at which the tenders are to be submitted	Address of RBO : Near Nanada Hospital, Hamirpur Road Una, Teh & Distt Una, HP - 174303
7	Date and time of opening of Technical Bids	<b>30.12.2024</b> at 03:30 PM / As Notified
8	Place of opening tenders	RBO 5 Una
9	Defects Liability Period	Nil
10	Validity of offer	<b>90 days</b> from the date of opening of tenders.
11	Liquidated Damages	As per tender document
12.	Value of Interim certificate	Payment will be released by the respective branch/office/cell on submission of report of Audit. Report is to be feed on Bank's portal by the Auditor.
<p>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 has the right to accept/reject any/ all tenders without assigning any reasons.</p>		

**MODE OF SUBMISSION OF TENDER:**

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

a) An Envelope-I (Technical Bid) shall contain un-conditional covering letter, clarification (if any), technical and commercial terms, duly signed and requisite EMD along with an covering letter accepting all standard technical terms & conditions to be deposited at SBI, RBO UNA, Hamirpur Road Teh & Distt Una , HP 174303, latest by 30.11.2024 **up to 03:00 PM.**

b) Price Bids to be submitted latest by 30.11.2024 **up to 03:00 PM.**

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.

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

**Chief Manager**

**SBI, RBO 5 Una**

**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	
6	Whether the Earthing Pits are properly maintained.	YES /NO	
7	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	
8	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	
9	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	
10	Whether isolating 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	
11	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	

12	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	
13	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	
14	Whether preventive Maintenance of electric installation and equipment of carried out by skills license holder electricians / skilled technicians.	YES /NO	
15	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	
16	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	
17	Whether the Power factor Panel of appropriate rating is installed.	YES /NO	
18	FIRE PREVENTION MEASURES : <ul style="list-style-type: none"> <li>All old disposable records, broken furniture etc. accumulated at the premises have been cleared.</li> <li>Combustible leaf, litter /waste papers etc. in the around the branch is removed /cleaned periodically.</li> <li>Na Stationery /Records old obsolete items are stored / kept in the system /UPS Room.</li> <li>Storage racks in stationery /Record room kept at a safe distance of at least 3ft from electric points /switch / junction boxes.</li> <li>In the pantry /canteen LPG is used (yes/no)</li> </ul>	YES /NO YES /NO YES /NO YES /NO YES /NO	
19	SERVER AND UPS ROOM : <ul style="list-style-type: none"> <li>SERVER ROOM Server room have dual AC units having timer circuit device with independent circuit.</li> <li>Whether Exhaust fan installed in UPS room.</li> </ul>	YES /NO YES /NO/ NA	
20	ELECTRICAL SAFTEY : <ul style="list-style-type: none"> <li>Power supply to record /Stationery room is made through plug and Socket arrangement?</li> </ul>	YES /NO	
21	FIRE PROTECTION / FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM :  Are fire extinguishers available in the following work area and clearly		

	<p>marked and accessible?</p> <ul style="list-style-type: none"> <li>• System /UPS Room : CO2 type (3kg /4.5kg )*2</li> <li>• Banking hall : Water CO2 type</li> <li>• Stationery room : Water CO2 type</li> </ul>	YES /NO	
22	<p>DG SET / GENERATOR :</p> <ul style="list-style-type: none"> <li>• At least two 6kg ABC capacity fire extinguishers are placed near Diesel Generator.</li> </ul>	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 installed with load calculation 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.

**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**

**ANNEXURE-II**

**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. 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 &LT 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 earthing Test reports are provided by the Electrical Contractor/Maintenance Contractor? Whether the proper nomenclature and painting is done on Electric Panels and Earthing pits.	Yes/No	

<b>10</b>	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	
<b>11</b>	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	
<b>12</b>	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	
<b>13</b>	Whether lightening arrester and Aviation light is provided (Applicable only in case of multi stories buildings)	Yes/No	
<b>14</b>	Whether the maintenance staff wears shoes and they are well mannered and well dressed.	Yes/No	
<b>15</b>	Whether some training /meeting with maintenance staff is conducted for discussion on energy conservation opportunities, challenges in Electrical Safety etc.	Yes/No	
<b>16</b>	<b>Thermography observation on thermo graphic images at Electric Panels Distributions Boards (Please also upload the thermo graphic images on the system)</b>	Yes/No	

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

- a. Single line diagram and details electrical equipment installed in the branch to be submitted by the auditor along with the report.
- b. 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 of the Branch/ Offices/ Building:-**

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

**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 equipment 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 equipments

Signature of the Tenderer

## **TERMS & CONDITIONS OF TENDER FOR ELECTRICAL AUDIT OF BRANCHES / OFFICES / CELLS**

1. The successful Electrical Consultants/ Firms / Electrical Engineers / Retired Electrical Engineers of PSUs shall be bound to start the of Electrical Audit of the branches/ offices/ cells allocated within 07 days from the date of award of work.
2. The representative of the Electrical Consultants/ Firms / Electrical Engineers / Retired Electrical Engineers of PSUs may visit/contact this Office before quoting the rates for any other clarification on any working day.
3. Rates quoted should be inclusive of all taxes etc except GST which shall be paid as applicable.
4. The Bank reserves its right to allot the work on the basis of lowest ie. L-1 rates, however the work can be allotted to others empanelled applicants also on L-1 rates subject to their consent/ willingness to work at these rates.
5. Tenders shall remain valid for a period of one year from the date of award of work order.
6. The successful tenderer is also bound to carry out audit of newly opened Branches / Offices, subsequently, if any.
7. The firm shall ensure that the Electrical Audit work is carried out strictly as per the Bank's format and Bank's ambience is not disturbed and there is no damage to Bank's property or any decorative structure. If the ambience is disturbed or there is any damage to the Bank's property, the firm shall be liable to make good the damages at their own cost.
8. The firm shall be responsible for the application and compliance of labour laws, all other social security enactments applicable to such work & workmen and compensation for injury and accident to person(s), if engaged by him for the job.
9. The firm after carrying out the Electrical Audit of the Branch/ Office/ Cell submit the reports to the Branch Manager with a copy to concerned Regional Manager & Electrical Engineer within 07 days of the audit. In case there is delay in execution of order by the vendor, the Bank will be free to assign the work to any other agency/firm on same rates quoted by the L-1 bidder.
10. The Bank has the right to terminate the order, if the Electrical Consultants/ Firms / Electrical Engineers / Retired Electrical Engineers of PSUs abandon the work or fail to commence and complete the work in time or fails to abide by the contract conditions. In such an eventuality, the Bank will be free to forfeit the Security Deposit due to any of the reasons. The firm will have to complete the work within stipulated time.

11. The statutory deductions like income tax and any other taxes as applicable shall be deducted at source from each payment of the Electrical Consultants/ Firms / Electrical Engineers / Retired Electrical Engineers of PSUs.
12. The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons, whatsoever. The conditional tenders are liable to be rejected.
13. The firm shall attend to all Audit points during the Audit. If the Electrical Consultants/ Firms / Electrical Engineers / Retired Electrical Engineers of PSUs fails to attend any of the points of Audit as per Format, the bank will attend the points of Audit and the expenditure incurred on this account will be recovered from the Security Deposit/pending dues.
14. In case of any dispute between Bank & Contractor, the decision taken by the Arbitrator, appointed by the Bank, will be final & binding on the contractor. The case will be filed in the Chandigarh Court.
15. No other allowances such as Halting Allowance, Traveling Allowance, Lodging, boarding etc. will be paid by the Bank.

### **SECURITY DEPOSIT**

16. The Earnest Money submitted at the time of tender will be considered part of Security Deposit. The Security Deposit money will bear no interest and will be refunded on completion of your contract period.
17. The Bank will be free to terminate the order and forfeit the Security Deposit, if the Electrical Consultants/ Firms / Electrical Engineers / Retired Electrical Engineers of PSUs violates any clause/part of the undertaking.

### **PAYMENT**

18. The firm shall submit the Audit report along with the bill of Electrical Audit to the Branch Head after carrying out Electrical Audit & feeding report on Bank's portal, for payment process. The Bank, however, reserves its right to change the system of receiving/scrutiny of bills/certificates as per administrative convenience.

### **SCOPE OF ELECTRICAL AUDIT:**

20. The report must consist of non-scale sketch of floorwise layout of the branch including denomination of the areas used by you in the report.
21. Inspection / recommendations report of existing wiring, MCBDB, Electrical control Panels, UPS, Air-Conditioners, light and fan fixtures etc. with your remarks and observations.
22. You have to submit the "PROFORMA OF ELECTRICAL AUDIT" enclosed herewith, duly completed and signed by Electrical Consultants/ Firms / Electrical Engineers / Retired Electrical Engineers of PSUs and Branch / Office / Cell Head.
23. You are required to submit the report within the period of 07 working days after carrying out Electrical Audit of the branch/ office/ cell.

24. You are required to check following items to carry out Electrical Audit : Light point wiring, MCBDBs,Switches,Circuit wiring,Main Control Panel,UPS panel,Ventilation of UPS room,Air conditioners,Lighting arrangement,loose wires,tapping of wires,joints in wiring,AC wiring ,Load of the Branch, Electricity bill observation,Timer device of AC Units, supply arrangement of Stationery/ Record rooms, Main Supply switch / MCB/ELCB to cut-off the electric supply, Megger test last carried out, Safety hand gloves provided in Branch, Electrical wiring / electrical covers of panels / junction boxes etc. of the Branch, Diesel Generator set of the Branch, LPG gas cylinder used in Pantry etc.

The above terms & conditions have been accepted by us.

PLACE: Authorized Signatory of the Electrical Consultants/  
Firms / Electrical Engineers / Retired Electrical  
Engineers of PSUs with Seal.

Date: