

**NOTICE INVITING TENDER FOR
EMPANELMENT OF AGENCIES FOR ELECTRICAL AUDIT**

**GUWAHATI ZONE
SECURITY DEPARTMENT**

**Guwahati Zonal Office,
Bank of India,
Saikia Commercial Complex, G.S.Road, Srinagar, Guwahati-781 005**

Contact Details : 0361 2347998

Website: www.bankofindia.co.in

**INVITATION OF TENDERS FOR EMPANELMENT OF AGENCIES FOR ELECTRICAL
AUDIT WORK OF BRANCHES / OFFICES UNDER GUWAHATI ZONE**

1. Bank of India invites Sealed Tenders from eligible Agencies/Companies / Consultants / Firms for empanelment for Electrical Audit work of Branches in Guwahati Zone. Empanelment will be valid for next five years. Interested eligible Bidders may download the tender document from Tender Section of Bank's website - www.bankofindia.com and use the same for submission of tender. The Tender Document will be available till 10th Jul 2022. The tender will be required to be enclosed with **a non-refundable Tender fee of Rs 500/-** in the form of a Demand Draft/Banker's Cheque in favour of Bank of India, **payable at Guwahati. Tenders without tender fee will be summarily rejected. MSME Firms and Startups are eligible for exemption from Tender Fee as per Government Policy. Completed tender should be submitted at the address as mentioned above latest by 1500 hrs on 11th Jul 2022.**

2. Tender should be submitted in a sealed envelope with superscription "**Empanelment for Electrical Audit Work :Guwahati Zone**" containing the following:
 - a. Copy of the Notice Inviting Tender (NIT) duly signed and stamped on all pages;
 - b. All Appendices, Annexures, documents as asked for;
 - c. Bidder's profile (Appendix "A") and documents pertaining to registrations, PAN Card, GST and other registrations required as per laid down statutory norms
 - d. Documents pertaining to technical / educational qualifications, experience, running contracts,
 - e. Documents related to agency / firm's financial conditions (i.e. Balance Sheet, P & L account statement, ITR etc.).
 - f. Tender fee or relevant MSME/Startup certificates seeking exemption from Tender Fee.

3. Important Dates & Details

Price of Tender Document	Rs.500/-
Date of commencement of sale of tender document	25 th Jun 2022
Last Date for sale of Tender Document	10 th Jul 2022
Last Date and Time for receipts of tender	11 th Jul 2022 at 1500 hrs
Address of Communication	The Zonal Manager, Bank of India Saikia Commercial Complex, G.S.Road, Srinagar, Guwahati-781 005
Contact Person	1. Capt. Jyoti Godara(Retd.) 2. Mr. Ring-tshaw Daw Daulagupu Contact Number -0361 2347998
Date of opening of Tenders	11 th Jul 2022 at 1600 hrs
Period of empanelment	Five years

4. The tender shall remain valid for 180 days from the date of opening of the tender.
5. Bank of India reserves the right to accept or reject in part or full any or all the offers without assigning any reasons thereof.

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Zonal Manager
Guwahati Zone

B. Pre- Qualification instructions for Bidders

1. Sealed and completed tenders shall be sent / submitted at Security Department of Guwahati Zonal Office on the address mentioned above so as to reach latest by **1500** hours on **11th Jul 2022**.
2. Tenders received later than the last date and time of submission will not be accepted.
3. Tenders will be opened at **1600** hours on **11th Jul 2022** in the presence of tender committee and the bidder or their representatives.
4. Tenders shall remain open to acceptance by the Bank for a period of 180 days from the date of opening of Tenders and the bidder shall not cancel or withdraw the tender during this period. In case the bidder withdraws their tender prior to the expiry of 180 days, the bidder will be debarred from participating in any future tender process of the Bank.
5. The tender document is non-transferable.
6. Conditional tenders are not acceptable.
7. The Zone is spread in seven North-eastern States. The bidders are expected to acquaint themselves with the geographical spread of the Zone and location of Branches before submitting request for empanelment.
8. A copy of the NIT duly signed by the bidder on each page should be enclosed with the other tender documents as a token of his/their having acquainted himself/themselves with the general conditions of empanelment, contract, specifications, special conditions etc. as laid down. Unsigned tender documents will be rejected.
9. Tenders without Tender Fee will be summarily rejected. However, MSMEs registered with NSIC/Udyog Aadhar etc. and Startups registered with the competent Government authorities are exempted from paying Tender Fee as per extant Government guidelines. However, later as and when an MSME or Startup agency is awarded any contract, they will have to submit the required Security Deposit for the work contract.

10. The tender submitted on behalf of a firm shall be signed by the signatory having signing authority on behalf of the firm. The authorization letter for signing authority should be enclosed with tender.
11. Empanelment of all the technically eligible bidders will be done for **FIVE YEARS**. Work orders for electrical audit of Branches during the five years of empanelment will awarded on requirement basis after seeking quotations from the empaneled agencies.
12. Mere eligibility does not entail empanelment. The Bank reserves the right to accept or reject any or all the tenders, either in whole or in part without assigning any reason therefor.

C. Requirement of Qualification & Experience of the Bidder

- I. The bidder/consultant/firm/company must fulfill the following **qualification criteria** and enclose documentary proof for these with their tender:
 - i. The bidder should have an office in the state of **North-East or West Bengal**. Bidder needs to submit documentary proof for the same.
 - ii. The bidder could be a sole proprietary concern/partnership firm or a company registered with appropriate Government authority. Certificate of registration as applicable to be submitted.
 - iii. The bidder should be an income tax assessee and should be in business for last three years as on 31.03.2022.
 - iv. The average financial turnover during last three years ending as on FY 2021-22 should at least be Rs. 10 (Ten) Lakh per year.
 - v. The minimum educational qualification of an electrical auditor should be Diploma in Electrical Engineering (DEE) and Accredited Energy Auditor certificate from Bureau of Energy Efficiency (BEE) under Min. of Energy and Power
OR
Bachelor Degree in Electrical Engineering/Technology (B.E/B.Tech) and having certificate of Energy Auditors/Managers from Bureau of Energy Efficiency (BEE), Min. of Energy and Power.

- vi. **The electrical auditor must be on the payroll on the bidder.** Bidder must submit declaration as per Appendix “D” and **any acceptable Document showing that the electrical auditor is on bidder’s payroll.**
 - vii. Proprietors / Partners / Directors of a bidding firm possessing the above educational criteria may also bid without having an electrical auditor on payroll; however, such bidders will have to submit an undertaking that the audit work as and when allotted will be undertaken by them in person and will not be entrusted to any external auditor.
 - viii) **The bidder should not have been be blacklisted/debarred by any Govt./PSUs/Pvt. Firm in last 3 years.**
- II. The bidder should have following experience:
- i) The bidder should have minimum 03 (Three) years of experience in the field of electric audit of similar nature of work in Govt./PSU/Nationalized Banks/Private firms.
 - ii) The bidder must have carried out electrical audit of at least 100 Offices/Bank’s Branches/any other offices in Govt / PSUs / Nationalized Bank/Pvt. Banks/Private Firms accumulated number in last three years.

D. General Terms and Conditions-

- a. Each of documents should be signed by the bidders submitting the tender in token of his/their having acquainted himself/themselves with the general conditions of empanelment and other terms laid down in NIT.
- b. The Bank in order to evaluate and compare the tenders/response to tender received, may seek clarification from some or all of the bidders. Such clarifications and responses will necessarily be in writing. The Bank has right to disqualify the vendor whose clarification is found to be inappropriate/unsatisfactory.
- c. The document contains information proprietary to the Bank. The Bank requires the recipients of this tender to maintain its contents in the same confidence as their own confidential information and refrain from reproducing it in whole or in part without the written permission of the Bank

- d. The Bank will not return the tenders/responses received from the bidders. The information provided by the bidder/s will be held in confidence and will be used for the sole purpose of evaluation of tenders.
- e. The empanelment of agencies for electrical audit will be valid for five years. Award of contract for carrying out electrical audit of Branches in the Zone will be on requirement basis. As and when required, sealed quotations for electrical audit work at Branches/Offices will be invited by the Zone from empaneled vendors.

2. Opening and Evaluation of Tenders (Evaluation Methodology)

- a. Tenders will be opened by the Bank's Tender Opening Committee in presence of bidder's representatives who will be present on the occasion. No tender shall be rejected at the tender opening, except for late tenders, which shall be returned unopened to the Bidder. Tenders (and modifications sent) that are not opened at Tender Opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn tenders will be returned unopened to the Bidders.
- b. The Bank will examine the Tenders to determine whether they are complete, furnished in required formats, the documents have been properly signed, and the Tenders are generally in order. The Bank may, at its discretion, waive any minor infirmity, non-conformity, or irregularity in a Tender, which does not constitute a material deviation. Only those Bidders whose tenders have been found to be in conformity with the eligibility terms and condition would be taken up by the Bank for the further detailed evaluation. Prior to the detailed evaluation, the Bank will determine the responsiveness of each Tender. For the purpose of these clauses, a responsive Tender is one, which conforms to all the terms and conditions of the NIT without material deviations. Deviations or objections or reservations to critical provisions, Applicable Law, Qualification Criteria and Experience will be deemed to be material deviation. The Bank's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, without recourse to extrinsic evidence. The Bank reserves the right to evaluate the tenders on technical & functional parameters including possible verification from bidder's clientele. If a Tender

is not responsive, it will be rejected by the Bank.

- c. During evaluation of the Tenders, the Bank, at its discretion, may ask the Bidder for clarification on its Tender. The request for clarification and the response shall be in writing and no change in the substance of the Tender shall be sought, offered or permitted.

3. Force Majeure

The firm shall not be liable to penal action by the Bank for default in undertaking the work contracts in future, or delay in performance or other failure to perform its obligations under the terms of empanelment, if the same is the result of an event of Force Majeure.

For purposes of this clause, “Force Majeure” means an event beyond the control of the Bidder and not involving the Service Provider’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Bank in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Bidder shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

4. Termination for Insolvency

The Bank may, at any time, terminate/remove the name of agency from the list of empaneled agency by giving written notice to the Bidder if the Bidder becomes Bankrupt or otherwise insolvent.

5. Termination for Convenience

The Bank, by written notice sent to the firm, may terminate/remove the name from the list of empaneled agency at any time for its convenience. The notice of termination shall specify that termination is for the Bank’s convenience, the extent to which performance of the Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

6. Penalty clause

Post empanelment, the bidder must be responsive to the process of invitations of quotes by the Zone for awarding the work contract and follow. Follow the scope of work and Terms & Conditions of the document during the work for electrical audit of branches/offices. The vendor will provide the letter of acceptance of terms & conditions to Bank as prescribed in the Appendix "C". However, If the agency fails to comply/perform the work (whenever awarded) during the period of empanelment, the agency shall be liable to pay Rs. 5,000/- or 5% of work order (whichever is higher) for such deficiency in services. Repeated instance (more than three instances) of deficiency in service, may result in forfeiture of Security Deposit and termination of contract and removal of the agency from the list of empaneled agencies. Bank will have a right also to debar the agency from the participation in next empanelment process for electrical audit work.

7. Injury to persons, property & Bank's Indemnity

The Agency shall be liable for and shall indemnify the Bank against any expense, liability, loss claim or proceedings in respect of any injury to any person or damage whatsoever to any property in so far as such injury or damage arisen out of or in the course of or by reason of carrying out of the electrical audit work and provided always that the same is due to any negligence omission or default of the agency, his servants or agents or of any sub-contractor his servants or agents. The Bank will not be responsible or will not entertainment any such type of claim or reimbursement, if any, arising during completion of the contracted work

8. Accidents

The Agency shall, within 24 hours of the occurrence of an accident at the site or offsite in connection with the execution of the work, report such accident to the Bank's representative. The agency shall also report such accident to the Competent Government Authority whenever, such a report is required by law.

9. Labour Laws

The Agency shall comply with the provision of all labour legislations and meet the requirements thereof. Indicative list of such legislations are given below:-

- a) The payment of Wages Act
- b) Owner's Liability Act
- c) Workmen's Compensation Act
- d) Contractor Labour (Regulation & Abolition) Act 1970 and Central Rules 1971
- e) Apprentices Act 1961
- f) Any other Act or enactment relating thereto and rules framed thereunder from time to time.

The Agency shall observe and strictly adhere to all prevailing labour laws inclusive of Contract Labour (Abolition and Regulation) Act of 1970 and other safety regulations including amendments made, if any afterwards.

10. Statutory authority obligations, notices, fees charges

- a. The agency shall comply with and give all notices required by any act, any instrument, rule or order made under any act, or any regulation or bye law of any local authority or of any regulation of any agency which has any jurisdiction with regard to the electrical audit works or with whose systems the same are or will get connected (all requirements to be so complied with being referred to in these conditions as the statutory requirements).
- b. If the agency shall find any divergence between the statutory requirements and all or any of the contract documents or any variation in the instruction issued in accordance with these conditions, shall immediately give to the Bank's Representative a written notice specifying the divergence.

11. Agreement

The empanelled agencies will have to enter into an agreement with the Bank while accepting any work contract during the period of empanelment.

12. Bank reserves the right to the following:-

- a. Reject any or all proposals received in response to the tender notice without giving any reason whatsoever

- b. Reject the proposals received in response to the invitation of sealed quotations containing any deviation from the payment terms stipulated in this document.
- c. Waive or Change any formalities, irregularities, or inconsistencies in proposal format / delivery process
- d. Extend the time for submission of proposal.
- e. Modify the document, by an amendment that would be displayed on Bank's Website
- f. To independently ascertain information from the Banks and other institutions to which the bidder has already extended services for similar assignment.
- g. Apply whatever evaluation criteria deemed appropriate for evaluation of Tenders.
- h. To terminate the services if the assignment is not proceeding in accordance with the terms of contract or undue delay is taking place in execution of the assignment.

E. Scope of Work:-

The work consists of the proposed electric audit work of branches and offices in Guwahati Zone. Scope of the work is briefly described as under:

- a. The electrical auditor shall carry out the electrical audit strictly in accordance with the prescribed technical format as given in Appendix "B". No other format will be accepted by the bank. In case the auditor needs to submit other relevant information, the same should be given in separate sheet attached with the report.
- b. The electrical auditor shall carry out the audit of all electrical system/equipment (starting from the electrical meter to last electrical device). No electrical system/equipment should be left out during the electrical audit of a branch/office.
- c. The electrical auditor shall also cover office/section/cell like RSETI, LDO, AMO, RBC, CCs etc., wherever these are located in the Branch/Office premises. These are not to be treated as independent units.

- d. No hand written reports will be accepted. It should be properly typed in English language.
- e. If electric shut down is required in the Branch / Office for doing electrical audit, the same will be taken with due permission of the concerned authorities by the Branch at the date and time convenient keeping in view the Branch operations and the auditor will have to complete the job during such scheduled time. No extra payment/ charge will be entertained by Bank.
- f. The Company/Firm/Auditor shall be responsible for all injuries to their workmen/ human beings or animals at the site and damages, if any, to the structure of Bank's or others' property which may arise from the operations during the electrical audit process due to conditions within or beyond the control of the auditors, carelessness, neglect or any other cause whatsoever and consequent compensation arising out of it.
- g. An interim meeting, if required and also an exit meeting on draft electrical audit report for different branches/offices shall be conducted at Zonal Office/as convenient by Bank. Final Audit reports will be submitted only after the discussion on draft electrical audit report of each branch/office in the exit/interim meeting. Nevertheless, the rectification work on audit report will start immediately after getting the report. Auditor will submit consolidated summary of proposed rectification work required to be carried out in a Branch/Office. The Bank will have also a right to call electrical auditor once or more at Zonal Office/branch during electrical rectification work for branches/offices, if so required. No additional charge/payment shall be claimed by vendor.
- h. The risk rating parameters of electrical systems/devices have been identified in the Sr. no 2.6 of electrical audit format. The electrical auditor will give risk rating of the branch as per the described parameters.
- i. Company/Firm will prepare and provide SLD (Single Line Diagram) of electrical system, if not available in the branch and it will be attached in a separate sheet with their audit report.
- j. Company/firm will provide technical specification and rating for wire and electrical equipment/device as per his recommendations in separate sheet of each branch/office's electric report.

- k. **Thermography** of all electrical panels/wires must be conducted by the Auditor and the thermography report should be enclosed with the Electrical Audit Report.
- l. When having accepted a work contract, the contractor will be bound to follow/perform the electrical audit work as per the terms & conditions of work order issued to the contractor, if the electric audit work done by the Company / Firm / Auditor is not found to be satisfactory by the Bank or the contracted work is not completed in the specified time, the penalty clause may be invoked by the bank. Repeated instances can attract termination of the contract and removal of the name of Firm from the list of empaneled agency.

BIDDER's PROFILE

A. Basic Information

Sr.	Particulars	Details
1	Name of the Company/Firm/Applicant and address of the registered office:- Contact Person:- Phone No:- Fax No:- E-mail:- Mobile No:- Website, if any:-	
2	Date and year of establishment (enclose documentary evidence)	
3	Type of the organization (whether sole proprietorship, partnership, Company etc)	
4	Name of the proprietor/partners/Directors of the firm with address and contact no. a. b.	
5	Details of registration- (Enclose Certificate of Incorporation / Registration with appropriate authority for partnership firms / shop & establishment Act) (enclose documentary proof)	
6	Whether the firm has carried out similar works for Bank's Branches/Offices in Govt/PSU/Pvt. Firm, if so, give details.	
7	No. of years of experience in the relevant field. (enclose contract documents in support)	
8	Address of office through which the proposed work of the bank will be handed and the name & designation of the official in charge.	
9	Annual turnover for last three years - as certified by the chartered accounted (enclose copy of balance sheet & PL Statements for last 03 years)	Rs. For 19-20 Rs. For 20-21 Rs. For 21-22
10	Name(s) of electrical Auditors (full details and qualification) (enclose documentary proof that the electrical auditors / engineers are employees of the firm and are on firm's payroll)	
11	Educational Qualification of Electrical Auditor(s) (Enclose certificate)	
12	Whether electrical Auditor is having certificate of	

	Accredited Energy Auditor/Energy Auditor/Energy Managers from Bureau of Energy Efficiency (BEE), Min. of Energy & Power (enclose certificate)	
13	GST registration details, if applicable	

B. Work experience & completed Works /projects

Sr.	Name of the project/work and employer	Nature of work	Work order No. & date (Enclose a copy)	No. of Branches / offices audit conducted	Value of contract (Rs.)	Brief details of the dispute (if any)

C. DOCUMENT CHECKLIST

- | | |
|---|--------|
| 1. Copy of NIT duly signed and stamped | Yes/No |
| 2. Tender Fee / Relevant Certificate, if seeking exemption | Yes/No |
| 3. Letter of Acceptance (Appx-C) | Yes/No |
| 4. Declaration (Appx-D) | Yes/No |
| 5. Other Documents | |
| i) Certificate of Registration of the firm | |
| ii) Copy of PAN, ITR, Balance sheets & PL statements of last 3 years | |
| iii) Copies of statutory registrations such as GST, EPF, ESI etc, as applicable | |
| iv) Documents in support of past/running contracts | |
| v) Documents to include qualification certificates of the electrical auditors | |

(Signature of Bidder with seal of Firm)

FORMAT FOR ELECTRIC AUDIT OF BRANCHES/OFFICES
(To be filled by electrical auditor only)

1.1 General information-

Branch –
Zone-

Sr.	Details	
01	Type of branch (Metro/Urban/Semi-Urban/Rural)	
02	Staff strength detail of branch	Officers- Clerk- Sub Staff-
03	Name of Designated Branch Security Officer with contact no	
04	Name of Electrical Auditor and contact no	

1.2 Last Audit-

Sr	Date of last electric audit		Electric risk rating (High/Medium/Low)	Compliance date	Closure date
	Started on	Completed on			

1.3 Electric Supply Detail-

Sr.	Electric supply company/Dept.	Sanctioned Load	Maximum Load (In last one year)	Average Load (in last one year)	Any penalty (in last one year)

1.4 Details of Electrical Equipment-

Sr.	Equipment	Make and Model	Qty.	Rating (AMP or KVA or core x Sq. mm or Amp hr)
01	UPS			
02	Batteries			
02	D. G. Set			

03	Miniature circuit Breaker (MCB)			
04	MCCB (Molded case circuit breaker)			
05	ELCB (Earth leakage circuit breaker)			
06	RCCB (Residual current circuit breaker)			
07	SFU/HRC fuse			
08	Electric wire a. 1.5 sq. mm b. 2.5 sq. mm c. 04 sq.mm d. 06 sq.mm			

1.5 UPS and Batteries-

AMC Vendor & expiry date	UPS connection (Three phase/Single phase)	Any Overload on UPS (Yes/No) (if yes give reason/details) (Overload-more than 80% of UPS capacity)	Any battery by-passed with UPS (Yes/No)(if yes give details)

Any chemical rust or loose connection on battery terminal/lug (Yes/No)(if yes give reason/ details)	Whether ventilation is provided in the UPS room (Yes/No)	Unwanted material kept inside UPS & battery room (Yes/No) (if yes give details)	Any overheating in wire/fuse/MCB/switc hes etc.(Yes/No) (if yes give reason/detail)

Type & no. of batteries (more than 03 year old)	Last date of battery back-up test on full load & if any abnormality found)

1.6 AC units-

AMC vendor & expiry date (if any)	Proper electric connection with compressor contactor, relay and capacitor	Auto timer (functional/non-functional) (if provided)	adequate rating MCB/fuse for ACs unit (Yes/No)

1.7 Diesel Generator-

AMC Vendor & expiry date (if any)	Date of last engine oil and filter replacement (Not more than 1year or 350 running hrs)	All gauges like temp. meter, Voltmeter, ammeter, wattage, KWH, hour meter etc. are working properly (Yes/No) (If no give details)	Any abnormality, unusual noise, leakage & fuel consumption rate (Yes/No) (if yes give details)

1.8 Details of other electrical equipment –

Sr	Equipment	Make and Model	Qty.	Detail
01	Computers			
02	Printers			
03	Passbook printers			
04	Cash counting Machine			
05	Split ACs/Window ACs			
06	Fans			
07	Router			
08	Fire alarm and Burglar alarm			
09	CCTV			

1.9 Electric supply (Single phase/Three phase) (please tick)-

R- phase(In Volt)	Y-Phase(In Volt)	B-Phase(In Volt)

2.0 Electric Load Distribution (In Amp)-

R-phase	Y-phase	B- phase

2.1 Earthing System-

Sr	Separate earthing for UPS and raw power (Yes/No)	Type of earthing (Chemical/Normal)	Earth resistance/s (In ohm)(Permissible limit 0-5 Ohm)	Earth pit identified (Yes/No)

2.2 Heating of wire/panels-

Sr.	Thermography of electric wire and panel (Yes/No)	Locations/spots thermo-graphed	Detail of electrical equipment with rating/s (attach thermography image/s & report)	Recommendation/s

2.3 General Fire Risk-

Sr.	Whether all Fire extinguishers are refilled & updated? (Y/N)	All-important phone nos. like Fire Brigade, Police, Electric Dept etc. are displayed at prominent places (Y/N)	Whether Fire alarm system are functional? (Y/N)

Entry/Exit pathway are not blocked by any material	Whether AMC given to Fire Alarm system?	Whether AMC given to Fire Extinguisher system?	Whether staff members are aware of use of Fire extinguisher & operation of Fire alarm system

2.4 ATM/E-gallery (Only for on-site)

No. of Kiosk	No. of AC units	Auto timer for ACs available(Yes/No) & Auto timer (functional/non-functional)	UPS & batteries (working /non-working)

Thermography of wire and panel (yes/No) (Attach Report giving locations / spots)	Any poor rating MCB/fuse etc. used in ATM/E-gallery (Yes/No)	Any loose connection/multi pin plug etc. in ATM/E-gallery (Yes-No)	Any other electrical observation in ATM/E-gallery

2.5 Currency Chest (if available)

No electric hanging wire in the CC (Yes/No)	Electric Panel are properly maintained (Yes/No)	No Entry/Exit are not blocked from combustible Materials

Whether Limit Switch are functional (Yes/No)	Whether separate UPS system available, if yes (Functional/non-functional)	Any other electrical observation in CC

2.6 Electrical Risk Parameters -

Sr	Detail of Parameter	Rating High (4-5), Medium(2-3), Low (0-1)	Maximum Marks	Rating on audit observation	Remarks of Auditor
1	Improper earthing in the premises	High	5		
2	Overheating in electrical panel/joint (more than 70 degree)	High	5		
3	Separate MCB/Cut out provided for Raw Power & UPS Power	High	5		
4	Combustible materials stored inside the UPS room and near to electric panel	Medium	3		
5	Any wall plastic fan/AC/lights/desk fan are connected with UPS system	Medium	3		
6	Overheating in electrical panel/joint (between 40 to 70)	Medium	3		
7	Electrical Load no balanced	Medium	3		
8	Any dangling/hanging electrical wire/temporary electric connection/loose	Medium	3		

	electrical connection etc. in premises				
9	Improper functioning of UPS & batteries	Medium	3		
10	Any MCB/ELCB/RCCB/Fuse etc. by-passed from the electrical system	Medium	3		
11	Improper function of AC unit	Medium	3		
12	Improper functioning of DG set in the premises	Low	1		
13	Any Isolator used in premises for tripping electrical circuit	Low	1		
14	Non-functioning of fire alarm system	Low	1		
15	Whether Single Line Diagram (SLD) is available in the branch Yes(0) / No(1)	Low	1		
16	Any multi pin plug or extension cable/board use in premises	Low	1		
17	Voltage Fluctuation in the premises	Low	1		
18	Non-functioning of Fire Extinguisher	Low	1		
19	Non-display of important/emergency contact nos. like Fire Brigade, Police, Electrical Dept. etc.	Low	1		
20	Any other electrical risk	-----	3		
	Total points				

2.7 Overall Electrical Risk Rating-_____ (High/Medium/Low)

(High = More than 40 electric risk point)

(Medium = 25 to 40 electric risk point)

(Low = Less than 25 electric risk point)

**Signature of Electrical Auditor
Name & BEE Certification No**

Acceptance of Terms and Conditions
(Letter to the Bank on the bidder's letterhead)

To,
The Zonal Manager
Bank of India
Guwahati Zone

Sub:- Empanelment of Agency/Vendor for electrical audit of Branches/Offices in Guwahati Zone

With reference to the NIT on the captioned matter, I / We, having examined and understood the instructions, terms and conditions forming part of the NIT, hereby enclose our Tender for empanelment with your Zone for the electrical audit of Branches/Offices.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the NIT and all required information, relevant documents are enclosed with the Tender.

We further confirm that we are bound to execute the electrical audit work, whenever allotted by Bank during the empanelment period. We accept that in case of our refusal to carry out the work as and when awarded, Bank may take appropriate action against us including debarring from participating in future tendering process of the Bank.

We understand that-

Bank is not bound to empanel a firm by virtue of their meeting the eligibility criteria and it may reject any or all Tenders received in the instant process.

Mere empanelment does not entail any right to work. Bank will invite quotations from empaneled vendors on requirement basis during the period of empanelment.

As and when quotations are invited and if our quotes are found appropriate for award of work, we shall be responsible for the due performance of the contract so awarded.

You may accept or entrust the entire work to one vendor or divide the work to more than one vendor in the empanelment period without assigning any reason or giving any explanation whatsoever.

(Signature of Bidder with the seal)

APPENDIX-D

**Declaration Certificate for Electrical Auditor
(Letter to the Bank on the bidder's letterhead)**

**The Zonal Manager
Guwahati Zone**

Sir,

We hereby declare that

- a) the following Electrical Auditor(s) are on the payroll of our company/firm i.e. M/s _____, who will carry out the electrical audit work in your Branches/Offices which details are as under:-

Sr	Name of Auditor	Qualification	Name of certification from BEE	Certificate No.	Designation in the company	Since Employed

OR

- b) I, _____ am the Proprietor / Partner / Director of M/s _____ and I confirm that I have the requisite qualification of an Electrical Auditor as per the NIT and shall undertake the audit myself as and when awarded.
(strike out a) or b) above, whichever is not applicable)

The particulars of details of Electrical Auditors(s) as given above are correct. In case of there being any change, the same shall be conveyed to the Bank while responding to any notice seeking quotations for award of contract during the period of empanelment.

I/We undertake that in case details as submitted in the Tender are found incorrect/untrue at any stage during the period of empanelment, I/We shall be liable for termination of any awarded contract and/or termination of the empanelment including any legal action as deemed fit by the Bank as per the policy of Bank

(Signature of Bidder with the seal)