

TENDER DOCUMENT
FOR
EMPANELMENT OF AGENCIES
&
AWARD OF CONTRACT
OF
ELECTRICAL AUDIT OF BRANCHES & OFFICES
OF VARANASI ZONE

VARANASI ZONAL OFFICE, BANK OF INDIA (SECURITY DEPARTMENT),

B-38/2, A MAHMOORGANJ, VARANASI, 201010, UTTAR PRADESH

e-mail: Varanasi.Security@bankofindia.co.in

Website: www.bankofindia.co.in

**INVITATION OF BIDS FOR EMPANELMENT & CONTRACT
FOR ELECTRICAL AUDIT OF BRANCHES / OFFICES**

1. Bank of India invites Sealed Bids from eligible Agencies / Consultants / Firms for empanelment for the purpose of Electrical Audit of its branches and offices in Varanasi Zone which will be valid for three years and award of contract for the same for the year 2020-21. Interested eligible Bidders may obtain bid document from our office address mentioned above from 30/07/2020 to 17/08/2020 on working days during working hours between 10:00 AM to 05:00 PM against payment of a non-refundable fee of Rs 500/- in the form of a Demand Draft/Banker's cheque in favour of Bank of India, payable at Varanasi.

The Bid Document may also be obtained from our website - www.bankofindia.com. In case the format obtained from Bank's website is being used, the non-refundable bid document fee of Rs. 500/- shall be payable in the form of DD/Banker's Cheque in favour of Bank of India payable at Varanasi, at the time of submission of bid. Bids without tender fee will be summarily rejected.

Price of Bidding Document	Rs.500/-
Date of commencement of sale of bid document	30/07/2020 (10.00 A.M.)
Last Date for sale of Bid Document	17/08/2020 (01.00 P.M.)
Last Date and Time for receipts of bid	17/08/2020 (01.00 P.M.)
Address of Communication	The Zonal Manager, VARANASI ZONAL OFFICE, BANK OF INDIA (SECURITY DEPARTMENT), B-38/2, A MAHMOORGANJ, VARANASI, 201010, UTTAR PRADESH
Contact Person	1. Mr. Naveen Kumar (9797729999) 2. Mr. Arvind Rai (9838071243) 3. Mr. Rajesh Mourya (9140467051)
Date of opening of Bids/Tender	17/08/2020, 3.30 PM (tentative)
Earnest Money deposit	Rs.10,000.00
Period of empanelment	Three years
Time of Completion of electrical audit of Branches for 2020-21	02 months from the date of award of contract

3. The Bid has to be accompanied by an Earnest Money Deposit (EMD) of Rs.10,000.00 (Rupees Ten Thousand only) in the form of a demand draft or pay order in favour of Bank of India, Payable at Varanasi. DDs / Pay orders of Bid document fee and EMD should be submitted along with the Technical Bid. The EMD of the successful bidder for award of contract to carry out the electrical audit during the year 2020-21 will be converted into Security Deposit to be kept by the Bank till successful completion of the contract.
4. The bids shall remain valid for 90 days from the date of opening of financial bid.
5. Bank of India reserves the right to accept or reject in part or full any or all the offers without assigning any reasons therefor.

Dy. Zonal Manager

Instructions for Bidders

1. Sealed and completed bids shall be sent / submitted at Security Department of Varanasi Zonal Office on the address mentioned above so as to reach latest by 01.00 pm on 17/08/2020. No bid will be accepted after the stipulated time and date.
2. Technical Bids will be opened at 3.30 pm on 17/08/2020 (Tentative). The bidders / their representatives should be present during the bid opening process. Financial bids will be opened at a later date details of which will be intimated to all the bidders found eligible technically. EMD of all unsuccessful bidders will be returned within a month from the date of opening of the technical bid.
3. Tenders shall remain open to acceptance by the Bank for a period of 90 days from the date of opening of the financial bid and the bidder shall not cancel or withdraw the bid during this period. In case the bidder withdraws their bid prior to the expiry of 90 days, the earnest money deposit will be forfeited.
4. The tender document is non-transferable.
5. The bidders are expected to acquaint themselves with the geographical spread of the Zone and location of Branches before quoting their rates. Rates should be quoted both in figures and words in the columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers.
6. A copy of the bid document duly signed by the bidder on each page should be enclosed with the technical bid in token of his/their having acquainted himself/themselves with the general conditions of empanelment, contract, specifications, special conditions etc. as laid down. Any tender with any of the documents not signed will be rejected.
7. The tender submitted on behalf of a firm shall be signed by the signatory having authority on behalf of the firm to enter into the proposed contract.
8. Empanelment of all the technically eligible bidders will be done for **THREE** years. However, contract for the electrical audit of Branches / offices to be carried out during the year 2020-21 will be awarded to the lowest bidder. Work orders for electrical audit of Branches during the subsequent two years will be awarded after obtaining quotations from the empanelled bidders only.
9. The Bank will have a right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

Qualification requirement of the Bidder

The bidder/consultant/firm/company must fulfill the following qualification criteria and enclose documentary proof for these with their bid:

- i. The bidder should have a proper infrastructure/office in the state of Uttar Pradesh.
- ii. The bidder should have minimum 03 (Three) years of experience in the field of electric audit of similar nature in Govt./PSU/Nationalized banks/Private firms.
- iii. The bidder must have carried out electrical audit of at least 100 Bank Branches during last three years.
- iv. The contractor should be an income tax assessee and should have filed income tax return for the last three assessment years.
- v. The average financial turnover during last three years ending as on 31st March 2020 should at least be Rs. 10 (Ten) Lakh per year.
- vi. The minimum educational qualification of an electric auditor/consultant should be a diploma holder in electrical engineering (DEE) or BEE certification by Min. of Energy and Power. Bachelor degree in electrical engineering will be considered an additional advantage to the firm. The electrical auditor must be on the payroll on the firm.
- vii. The bidder could be a sole proprietary concern/partnership firm or a company and should be registered of Firms/Companies wherever applicable. It should have valid GST Registration, and other statutory registrations such as EPF, ESI etc if applicable.

Submission of bid:-

The offers must be submitted in separate sealed covers as under:-

Sealed Cover – 1 : Super scribed “Technical Bid”, it should include the following:

- a. Technical Bid as per Appendix “A”
- b. Copy of the bid document and all other proofs of eligibility etc as asked for.
- c. Demand Draft/Pay Orders of bid document fee and EMD

Sealed Cover – 2 : Super scribed “Financial Bid”, it should have the Financial Bid in the format specified in Appendix – “B”.

Sealed Cover-3 : It should be super scribed “Bid for empanelment of Electrical Auditors” and should contain both the aforesaid sealed covers.

Scope of Work

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

- a. The electric auditor shall carry out the audit strictly in accordance with the prescribed technical format as given in Appendix “C” only. No other format will be accepted by the bank.
- b. If electric shut down is required in the Branch / Office for doing electric 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.
- c. The Company/Firm/Auditor shall be responsible for all injuries to their workmen/ human being or animals at the site and damages, if any to the structure or Bank’s or others’ property which may arise from the operations during the 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.
- d. The Bank will have a right to call electrical auditor once or more at zonal office/branch during electrical rectification work for branches/offices. In addition to mentioning the observations, the company/firm. Auditor will also submit consolidated summary of proposed rectification work required to be carried out in a Branch/Office.
- e. If 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 Security Deposit kept with the Bank will be liable to be forfeited. In such a condition, the Bank will reserve the right to terminate the contract without any advance notice at any point in time while the contract is in vogue.
- f. Company/Firm will prepare and provide SLD (Systematic Line Diagram) of electrical system of the branch and it will be attached in a separate sheet with their audit report.
- g. Company/firm will provide technical specification and rating for wire and electrical equipment as per his recommendations in separate sheet of each branch/office’s electric report.
- h. Thermography of all electrical panels/wires must be conducted by the Auditor and the thermography report should be enclosed with the Final Audit Report.

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)

Date :-

(Signature of Bidder with seal of Firm)

Appendix "B"

FINANCIAL BID

Name of the Bidder :

Address :

Name of work:- Electric Audit of Branches & offices of Varanasi Zone

Sr.	Description & scope of work	Qty.	Rate	GST	Total Amount
01	Electric audit of all branches & offices under jurisdiction of Varanasi Zone as per prescribed format only. The rate shall include labor cost, travelling, equipment handling charges etc.	75 Branches		@____%	

- Rate above should be excluding GST.
- Rate should be inclusive of all charges & cost involved in conduct of electrical audit. Bank will not be paying any extra amount on any other count.

Date :

Place :-

(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-

Date -		Branch –
		Zone- Varanasi 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
	Start on	Complete date			

1.3 Electric Supply Detail-

Sr.	Electric supply company/Dept.	Sanction 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 Watt)
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/cooling is provided in UPS room (Yes/No)	Unwanted material kept inside UPS & battery room (Yes/No) (if yes give details)	Any overheating in wire/fuse/MCB/switches etc.(Yes/No) (if yes give reason/detail)

No. of batteries (more than 03 year old) & having capacity below 80% of full capacity	Last date of battery back-up test on full load & have any deformity (give details)

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 06 month or 250 running hrs)	All gauges like temp. meter, Voltmeter, ammeter, wattage, KWH, hour meter etc. are working properly (Yes/No) (If no give reason/detail)	Any deformity noise, leakage, fuel consumption rate and spark in exhaust system (Yes/No) (if yes give reason/detail)

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)-

Phase-I	Phase-II	Phase-III

1.10 Electric Load Distribution(in volt)-

R-phase(R-N)	Y-phase (Y-N)	B- phase(B-N)

2.1 Earthing System-

Sr	Separate earthing for UPS and raw power (Yes/No)	Type of earthing (chemical/Normal)	Earth resistance (in 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 heating equipment (attach thermography image & system generated report)	Reason

2.3 Other Electrical Risk -

Sr	Electrical Risk	Category (High/Medium/ Low)	Reason/detail and recommendation (For High only)
01	Any hanging electrical wire/ temporary electric connection etc. in premises		
02	Any multi pin plug or extension cable/board use in premises		
03	Any dangling/loose electric connection or portion of live wire with damage jacket/insulation		
04	Flammable combustible material dumped		

	near electric panel (those electrical equipment run on 24x7 basis)		
05	Voltage Fluctuation		
06	Any MCB/Fuse etc. by pass from the electrical system		
07	Any other electrical risk		

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

2.4 Risk Rating-

Overall electric risk category (High/Medium/Low)	Reason

2.5 Summary-

Sr.	Observations	Rating (High/Medium/Low)	Recommendation (Strictly specify detail of electrical equipment/wire etc. only)(e.g.- 01 MCB of 16 amp of UPS incomer replace)

Date :-

Place :-

(Signature of electrical auditor)

Electrical Audit - Rectification certificate

Name of Branch / Office -

Name of Zone – Varanasi Zone

Electrical risk classification - High Medium Low

Electrical Rectification on basis of electric audit report

- | | | | |
|--|------------------------------|-----------------------------|-----------------------------|
| 1. Proper Load distribution in three phases | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 2. Rectification on thermography report | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 3. Proper rated MCB/ ELCB/RCB etc. is provided | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 4. Proper earthing system is provided | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 5. Replacement of poor electric wire | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 6. Rectification work for onsite ATM/E-Gallery | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 7. Rectification on clubbing of electric wire | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 8. Proper main electric panel box is provided | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 9. Proper electric switches for UPS, Generator ACs etc. provided | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 10. Rectification on UPS system
(Like faulty battery, chemical rusting, exhaust etc.) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 11. Rectification on dumping of records in
UPS room/near electric panel etc. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 12. Any other electrical rectification work
(If yes, attach separate sheet) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> NA |
| 13. Remarks, if any | | | |

Signature of Vendor
(Stamp)
Date :-
Place :-

Signature of Branch Manager
(Stamp)
Date :-
Place :-

Total no. of Branches / offices:-

Sr. No	Code	Branch	Br. under audit	Sr. No	Code	Branch	Br. under audit
1	7022	AIIMS CAMPUS RAE BARELI		50	6996	MAHARAJGANJ	Y
2	6935	AKBARPUR	Y	51	7815	MANJHANPUR	Y
3	7017	AKHARI	Y	52	7034	MARDAH	Y
4	7000	ALLAHABAD	Y	53	7291	MAUNATH BHANJAN	Y
5	7001	ALLAHABAD CITY	Y	54	7004	MEERAPUR	
6	6929	ANPARA	Y	55	6860	MIRZAPUR	
7	7006	ASHOK NAGAR	Y	56	6913	MOGHALSARAI	Y
8	7290	AZAMGARH	Y	57	7039	MOHANSARAI	
9	7190	BALLIA	Y	58	7832	MUSAFIR KHANA	Y
10	7184	BARA LALPUR	Y	59	7003	NAINI	
11	6901	BARI BAZAR (VARANASI)	Y	60	6993	NAUGARH	Y
12	7033	BASKHARI	Y	61	6911	NAYA BAZAR	Y
13	7170	BASTI	Y	62	6906	ORDERLY BAZAR	Y
14	6912	BHADOHI (SME)	Y	63	7845	PADRAUNA	
15	7519	BHELSAR	Y	64	7292	PAHARIPUR KHIRIYA	Y
16	6926	BHU TRAUMA CENTRE ROAD	Y	65	7188	PAHARIYA	
17	7016	BILLI	Y	66	7186	PANDEYPUR	
18	6914	CHAHNIYA	Y	67	6905	PHOOLPUR	Y
19	6908	CHANDAULI	Y	68	7030	PRATAPGARH	

20	6981	CHITRAKOOT DHAM	Y	69	7020	RAE BARELI	Y
21	7187	DAUDPUR	Y	70	7023	RALPUR	
22	6990	DEORIA (SADAR)	Y	71	6927	RAJAPUR (VARANASI)	
23	7015	DUDDHI	Y	72	7035	RATSAR KHURD	Y
24	7515	DULLAPUR	Y	73	7019	RENUKOOT	Y
25	7037	DUMARI	Y	74	6928	ROBERTSGANJ	Y
26	7018	DUMARIYAGANJ	Y	75	7505	RUDAULI	Y
27	6880	FAIZABAD	Y	76	7008	SADHANGANJ- SORAON	Y
28	7007	GAUHANI	Y	77	7193	SAKHI MATHABARI	Y
29	6917	GHAZIPUR	Y	78	6903	SIGRA	
30	7835	GOPIGANJ	Y	79	7038	SIKRAURA	
31	7181	GORAKHNATH TEMPLE	Y	80	6902	SONARPURA	
32	7180	GORAKHPUR	Y	81	7192	SUHWAL	Y
33	7185	JAMUA BAZAR	Y	82	6919	SUKAHA	Y
34	6861	JAMUI (CHUNAR)	Y	83	7013	SULEM SARAI	Y
35	7295	JAUNPUR	Y	84	7831	SULTANPUR	
36	7032	JETHWARA	Y	85	7189	SUNDERPUR	
37	7011	JHUSI	Y	86	6936	TANDA	
38	7005	KAAZISARAI	Y	87	7182	TARAMANDAL	Y
39	7183	KADIPUR	Y	88	7014	TELA	
40	7830	KAUHAR	Y	89	6909	TELIYABAGH	
41	6949	KHALILABAD	Y	90	6900	VARANASI	Y
42	7191	KISHORECHETAN	Y	91	6907	VARANASI RETAIL	

		-SIKANDARPUR				BANKING	
43	7036	KOTWA-RANI KI SARAI	Y	92	6925	VARANASI SERVICE	
44	6916	KUAR BAZAR	Y	93	7002	ALLAHABAD SERVICE BR.	
45	6904	LAHARTARA	Y	94		CUR.CHEST BHADOHI	Y
46	7021	LALGANJ	Y	95		CUR.CHEST SULEMSARAI	Y
47	7031	LALGANJ AJHARA	Y	96		CUR.CHEST TARAMANDAL	Y
48	6918	LATTHUDIH	Y	97		Varanasi Zonal office	Y
49	6915	LOHATIA	Y				