

TENDER NOTICE

Tenders are invited from accredited Energy Auditors to carry out Electrical and Energy audit of Branches / Offices / ATMs' of Bikaner Region.

NAME AND ADDRESS OF THE TENDERER

The Regional Manager

Bank of Baroda Regional office, Jaipur road, Bikaner 334003

DATE AND TIME OF

SUBMISSION OF THE TENDER – ON OR BEFORE 03 00PM, **14.12.2020**

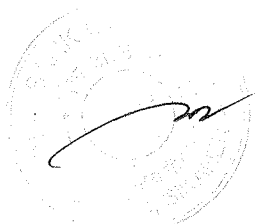
The Regional Manager

Bank of Baroda, Bikaner Region.

Date of issue of tender	23.11.2020
Last date and time for submission of Bids	14.12.2020 / 03 00 PM
Date and Time of opening of Technical bids	14.12.2020/ 04 00 PM

NOTICE INVITING TENDER

Regional Manager, Bank of Baroda, Bikaner Region, invites sealed Tenders from approved contractors / firm having accredited energy auditors from Bureau of Energy Efficiency (BEE), Govt. of India to carry out Electrical Audit of branches, offices and ATMs' in Bikaner Region, Bikaner region falls in the area of Bikaner, Hanumangarh, Sri ganganagar, Nagaur Districts of Rajasthan State; numbering approximately 50 plus branches / offices and ATMs' as per Audit Performa given in the Tender Format.



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The interested vendors fulfilling the following conditions may apply in two Bid System (Technical Bid and Financial Bid):

1. The firm must have its office in Rajasthan state and must be situated for the last -7- years.
2. The authorized Engineers of the firm carrying out the Electrical Audit must have a Degree in Electrical Engineering and accredited Energy Auditors from BEE (Bureau of Energy Efficiency), Government Body.
3. Agency/firm must have valid GST No.
4. Agency/firm must have PAN No.
5. Agency/firm must be an Income Tax Assesse for the last three years. Agency/firm must have turnover of 05 lacs per annum for last three years.
6. The firm should be empanelled as Energy Service Company by Bureau of Energy Efficiency.
7. The firm should have at least 7 years of experience of carrying out electrical safety audit.
8. The firm should have satisfactorily completed one similar job worth minimum five lacs during last seven years.

OR

The firm should have satisfactorily completed two similar jobs, each worth minimum three lacs during last seven years

OR

The firm should have satisfactorily completed three similar jobs, each worth minimum two lacs during last seven years.

9. Agency/firm must have turnover of five lacs per annum each for last three years.
10. **Similar job/s shall means** Electrical audit work executed in Government/Private/Public Sector Undertakings/Reputed firm.
11. **Duly filled & signed application /offers shall be submitted in two bid system in the following manner :**

- (i) **Cover-I – Duly sealed cover super scribed as “Technical Bid – For Electrical Audit of branches/offices coming under Bikaner Region” shall contain only technical bid along with Basic Information.**

No reference is to be made to the financial aspects of the offer failing which the offer shall be summarily rejected. Earnest money amount through DD/Banker's Cheque for Rs.25,000/- in favour of Bank of Baroda, payable at Bikaner should also be placed with the bids.

Information as per the performa along with attested copies of the required documents from appropriate Attesting Authority. Information as per the Performa “GENERAL TECHNICAL INFORMATION”. Tenderer should submit Performance Certificates / work orders of their previous clients in support of their execution of similar works failing which their application shall be summarily rejected.

- (ii) **Cover-II - Duly sealed cover super scribed as "Price Bid – For Electrical Audit of branches / offices coming under Bikaner Region" shall contain only Price Bid**
- (iii) Both the sealed covers shall then be put one single envelop and sealed duly super scribing "Application/Offer for Electrical Audit of branches in Bikaner Region" . The envelope containing both the bids must be addressed to :

The Regional Manager,
Bank of Baroda Regional Office,
Jaipur road
Bikaner.334001
Mob: 8875001464

The last date / time for submission of tender document is up to 03 00 PM 15.12.2020. Applications received after last date and time shall be summarily rejected. The technical bids shall be opened on 15.12.2020 at 04 00 PM at the above referred address in the presence of the representatives of the bidders. The Price bid of only those bidders shall be opened who are found to be eligible/short listed as per the pre-qualification criteria mentioned above. Bank shall have the right to cross verify and ascertain all the information submitted and seeking confidential reports from the previous clients before short listing the applicants. No separate intimation shall be sent to the bidders for their presence at the time of opening of technical bid. Only one representative shall be allowed to present during the opening of the bid. Bank reserves the right to reject any/all the applications/offers without assigning any reason whatsoever.

To

The Regional Manager,
Bank of Baroda, Bikaner Region.

Sir,

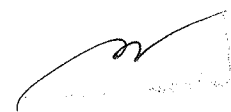
Sub : Application/Offer for Electrical Audit of branches/offices/ATMs'

I / We have read and understood the pre-qualification notice and instructions to the Applicants and submit my / our applications for Bank's consideration duly filled and complete in all respects according to the Performa. I / We further understand that pre-qualification and selection of Electric auditor will be in accordance with Bank's terms and conditions subject to the authority of the Bank to alter or amend the same keeping in view of the exigencies of the work. I / We do hereby declare that the information furnished in the Performa from pages --- to ---and in the supplementary sheets is correct to the best of my / our knowledge and belief.

Yours faithfully,

Signature

Name :
Organization:
Designation
Contact no.
Seal:



Seal & Signature

Instructions to the Applicants for furnishing information as a part application for pre-qualification

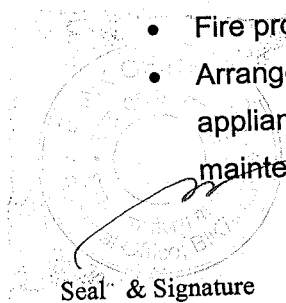
1. Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. In the enclosed form which will be kept confidential.
2. While deciding upon the pre-qualifications of Energy Auditor, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with other agencies.
3. Decision of the Bank in regard to selection of Electric Auditor will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
4. **Each page of the application shall be signed.** The application shall be signed by persons / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
5. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa and serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.
6. **SPLITTING OF ORDER**
The Bank reserves its right for splitting scope of work between two service providers. The splitting of the order will be in 60:40 ratios, provided the L2 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case L2 service provider is not willing to match L1 rates, Bank will call L3, L4 service providers etc., in that order to step into the shoes of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 rates the entire quantity will be awarded to L1.
7. Applications containing false and / or inadequate information are liable for rejection. While filling up the application with regard to the list of important projects completed Clarification, if any information required, may be obtained from the office of The Regional Manager, Bank of Baroda Regional Office, Bikaner.
8. Contact details:
Regional PE Officer, Phone: 8875001464
9. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
10. The applications which is received after due date & time is liable for rejection.
Applications incomplete in any respect & which are not legible are liable for rejection.
11. The work involves visiting the branches / offices/ATMs' in area coming under Bikaner Hanumangarh, sri ganganagar and Nagaur of Rajasthan State to carry out Electrical Audit as per the Audit Performa given in the Tender Format. A copy of the report duly signed by the licensed Electrical Auditor/ Engineer on behalf of the firm is to be submitted to respective Branch and Regional/Zonal Office.

12. Electrical Audit of all the branches/offices must be completed within Six months from the date of awarding the contract.
13. Interested vendors may download the tender from Bank's website/ www.bankofbaroda.com/tenders.asp.
14. Submission of tenders in any other format will not be entertained & will be summarily rejected.
15. The earnest money deposit of all the unsuccessful bidders will be returned within a period of -30- days from the date of opening of the received tenders. However, in case of the lowest/successful bidder backing out from the terms and conditions mentioned in his tender or refuses to honor his tender, the earnest money deposit will be forfeited.
16. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.

Scope of Work

1. THE ELECTRICAL AUDIT SHALL BE CARRIED OUT TO SPECIFICALLY COVER THE FOLLOWING ASPECTS.

- Physical inspection of the office premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical hazards (shocks, fires, etc.).
- Review of protection devices / system of the electrical installation including fuses, ELCB, MCB, MCCB, master electrical switch, etc.
- Review of adequacy of cables, motors, etc. based on actual load current measurements and cable current carrying capacities.
- Review the EPM (Electrical Preventive Maintenance) programme and to examine documentation, checklists, test records, etc. and to suggest recommendations as per applicable standards.
- To evaluate the earthing system (installation and maintenance) based on IS 3043 including availability, upkeep and testing of earth pits and to suggest recommendations
- Display of danger notices
- Use of electrical rubber mats, rubber gloves, etc.
- Provision of identification tag of cables, cable glands, sealing of cable entry and unused holes
- Upkeep and housekeeping of electrical installations
- Provision of indicating lamps on the control panels
- Use of 3-pin plug and socket
- Fire protection of electrical installations
- Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, and maintenance practices, etc.


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- Adequacy of rating of electrical equipment and installation
- Adequacy of isolation of current carrying parts
- Lightning protection
- Weather protection of outdoor electrical equipment and fittings
- Cables – dressing, routing, identification tags, glands, lugs, armored, earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, color coding
- DG Set – emergency switch, oil leakage, stack and noise monitoring,
- UPS and battery room
- Review of the following test records, (if any) evaluating the test results and to suggest recommendations as per applicable standards.
 - Insulation resistance tests
 - Earth resistance tests.

2. **ACTUAL TESTS/ANALYSIS TO BE PERFORMED DURING THE AUDIT:**

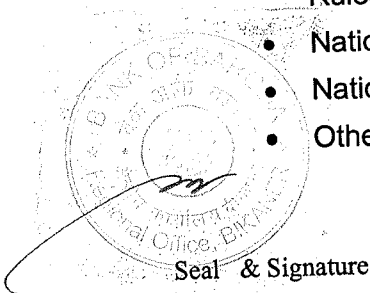
- **Infrared Thermography:** HT/LT panels where applicable, DBs, MCBs, SMDB (Light & Power), MDB (Light & Power), Wall & Floor Sockets, Stabilizers, UPS, A/C Units, Exposed Terminations of Cables, exposed cables/wiring, etc.
- Earth pit Resistance tests
- Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.

3. **AUDIT METHODOLOGY:**

- Development of audit checklist based on the preliminary information provided by Bank of Baroda
- Carry out inspection of electrical installations in the office premises
- Discussions with key personnel to verify existence of the systems/procedures.
- Review of key documents and records.
- Submission of the audit report.
- Submission of report after rectification work done by branch/office.

4. **AUDIT CRITERIA:**

- Applicable safety-related statutes including the Electricity Act and Indian Electrical Rules
- National Building Code (Electrical Installations)
- National Electrical Code
- Other Relevant Indian standards & codes of practice.



5. DELIVERABLES:

The audit team will prepare and submit the audit report as per the methodology. The report shall contain objectives, methodology, executive summary and observations and recommendations.

6. SCOPE:

Scope of work includes Comprehensive Electric audit on the following measures:

- a) Visiting each and every branch / offices and verifying the installation (AS DETAILED IN THE FORMATS ENCLOSED).
- b) Energy Audit
- c) Electric Audit
- d) Suggestion and corrective measures necessary towards electrical fire and safety measures, up gradation in the electrical system, electrical load, connected load, sanctioned load, enhancement of load etc.
- e) Submission of Comprehensive Report as per Annexures enclosed, observed/verified during Branch inspection. Triplicate report to be prepared. One for Branch, one for Regional office and one for Zonal office.
- f) The scope includes arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, and preparing reports so as to enable the Bank to take a decision for improvement.
- g) The agency shall maintain following registers on daily basis i.e. Daily progress report and hindrance register.
- h) The agency have to submit PERTCHART incorporating all activities required for the completion of the work in time to Regional office/Zonal office.

7. PAYMENT TERMS

- a) 100% OF THE PAYMENT SHALL BE RELEASED AFTER SUBMISSION OF AUDIT REPORT.

TECHNICAL BID

BASIC INFORMATION		
1	a) Name of the applicant / organization b) Address of the Registered Office c) Address of office in Rajasthan State, if any (with Phone Nos Fax Nos & Email ID)	
2	Year of establishment	
3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	
4	Name & qualification of the Proprietor / Partners / Directors of the Organization / Firm a) b) c) d) Enclose certified copies of document as evidence	
5	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
6	Whether registered with Government / Semi – Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7	Details of Registrations with : 1) BEE Certified (Enclose certified copies of documents as evidence).	
7A	No. of years of experience in the field.	
8	Address of local office through which the proposed work of the Bank will be handled and the Name & Designation of officer in charge.	
9	Yearly turnover of the organization during last 5 years (year wise)	
10	Solvency certificate from a Bank to be enclosed for indicating satisfactory financial capacity of the or organization	1. Name of Bank / Branch 2. Solvent for Rs. 3. Date of issue.

11	Enclose copy of latest income tax clearance certificate.	
12	PAN No.	
13	Details of registration for payment of GST.	
14	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation.	Attach a separate sheet if required.
15	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
16	Reasonable presence/local address	

Technical Personnel and Similar Experience.

Details of technical personnel, giving details about their technical qualification & experience including that in your establishment.

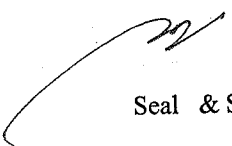
Sr. No	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled	Date from which employed in your organization.	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

Notes :

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour

Details of infrastructure in office

Sr.No.	Item	Number	Details
1.	Office premises, Area etc.		
2.	Fax Machine		
3.	Telephone		
4.	Equipment for earth pit resistance test		
5.	Equipment for infrared thermograph		
6.	Equipment for insulation resistance test		
7.	Software Used		
8.	Reference Book used		
9.	Subscription to magazines, journals, institutional technical nature		


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B) List of important works completed.

Sr. No	Name of the project & location.	Name & full postal address of the owner. Also indicate whether Govt. Semi-Govt. Private body, Reputed firms or Financial Institution with full postal address & details of contact person of the owner.	Contract Amount (₹) for Electrical Audit work only with copy of Work Order	Completion Period Stipulated (Year)	Actual (Year) of completion	Any other relevant information.
1	2	3	4	5	6	8

Notes :

- Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".

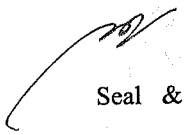
PERFORMA OF ELECTRICAL AUDIT

1. Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Electrical Auditor must consist of non-scaled sketch of layout of the branch including showing the denomination of the areas used by you in the report.
3. Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
4. Inspection / recommendation report of existing electrical system with your observations and remarks.
5. Photocopy of last three electrical bills of the branch/office/atm, including marking any discrepancy, if any.
6. Branch/office/ATMs' Overview

Sr. No	Description	Particulars
1.	Region /Zone	
2.	Name of Branch	
3.	Branch Code	
4.	Address	
5.	Phone/Fax	
6.	Contact Person	
7.	Mobile no.	
8.	Email id	
9.	Area of office	
10	Working Hours	
11	Working days	

7. Branch/ATM Inventory details

Sr No.	Description	Wattage	Nos. installed floor wise			Electrical load
			ATM	Floor no.	Floor no	
1.	Change over Switch					
2.	MCCB					
3.	Fuse					
4.	MAX wire fuse					
5.	MCB 4 Pole 100A					
6.	MCB 2 Pole 63 A					
7.	MCB 4 Pole 63 A					
8.	MCB 2 Pole 32 A					
9.	MCB 1Pole 32A					
10.	MCB 1Pole 16A					
11.	MCB 1Pole 10A					
12.	MCB 1Pole 6A					
13.	MCB 1Pole 25A					
14.	RCCB 63A					
15.	Stabilizer					
16.	M.C.B 2 Pole 40 A					
17.	A.C Window					
18.	A.C Split 1.5 TR					
19.	A.C Split 2 TR					
20.	A.C Split 1 TR					
21.	Wall Fan					
22.	Ceiling Fan					
23.	Water Cooler					
24.	Exhaust Fan					
25.	T8 2 Fit 18 W					
26.	T8 36 W					
27.	CFL 2 pin 18 W					
28.	T12 40 W					
29.	T8 36 W					
30.	CFL 40 W					
31.	CFL 30 W					
32.	Fire Machine					
33.	Camera					
34.	LCD					
35.	Fax M/C					
36.	Coffee M/C					
37.	Computer CRT					
38.	Printer					
39.	Master CPU 10A					
40.	Scanner					
41.	Money Counting Machine					
42.	Micro wave					


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43.	Heater					
44.	T.V					
45.	ATM M/c					
46.	LED 2 X 2					
47.	LED Tube light					
48.	LED Bulb					
49.	LED other lights					
50.						

8. Electrical Load analysis

Sr. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1.	Total Connected Load		
2.	Is Sanctioned load less than Connected load		
3.	Additional load required (if any)		
4.	Has branch paid any penalties for excessive load		
5.	Electrical Load Utilization		
6.	Electrical Load on UPS		
7.	DG Set installed		
8.	DG SET capacity		
9.	DG set capacity appropriate for connected load (capacity more or less)		

9. ELECTRICAL DISTRIBUTION SYSTEM:

Sr. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
	Is distribution of load satisfactory		
	Condition of Electrical Wiring		
	Type of Wiring (open/conduit)		
	Whether electrical equipment's are operating at specified voltage/current (within tolerance range)		
	Rating of Fuses/Junction Box are as per standards		
	Whether single isolating switch is available for the whole premises		
	Earth Pits identified		
	Condition of earthing		

	Earth Connection to equipments: Proper/Not proper		
	No. of earth pits available		
	Voltage between neutral and earth		
	Whether DG is provided with neutral earthing		
	Whether ELCB provided		
	UPS room exhaust fan installed		
	UPS room Condition		
	UPS battery Connections		
	Whether the Air Conditioners installed at Branch/office is as per BEE		
	Condition of wiring/pipes of Air conditioners		
	Whether the last person leaving the branch/office is ensuring that the main		

10. METER DETAILS

Service Provider	Type (3 phase / single phase)	Meter no.	Consumption(units) per month	Average bill per month

11. READINGS AT INCOMING SUPPLY PANEL

Parameters		Readings	Normal Range	Remarks
Voltage at incoming Panel (V)	L1-L2			
	L2-L3			
	L1-L3			
	L1-N			
	L2-N			
	L3-N			
	N-E			
Current reading at incoming panel	L1			
	L2			
	L3			
Power Consumed per phase	L1			
	L2			
	L3			
Frequency of supply	L-N			



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12. EARTHING DETAILS

Parameters	Area1	Area2	Area3	Area4

13. UPS DETAILS

Parameters		Readings re4corded	Normal range	Remarks
Voltage at input of UPS	L-N			
	L-E			
	N-E			
Voltage at output of UPS	L-N			
	L-E			
	N-E			
LOAD ON UPS (KVA)	O/P of UPS			
Frequency	O/P of UPS			

14. Lux levels

Sr. No	Area	Lux
1.	Branch head cabin	
2.	Officers	
3.	Cash counters	
4.	Store room	
5.	UPS room	
6.	ATM room	
7.		

15. Condition of Electrical wiring**16. Rating of cables****17. Rating of cable as per standard****18. If not then required rating of cable****19. Observations****20. Recommendations****21. Tips on energy saving****22. Unsafe condition (Immediate rectification work required)**

Site Visit Report
(for both first and second visit)

This is to certify that Shri.----- from M/s --
----- has conducted Electrical and Energy
Audit / inspection after rectification work

Audit/inspection in our Branch/office on-----.

Branch Head

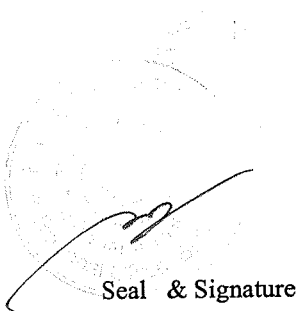
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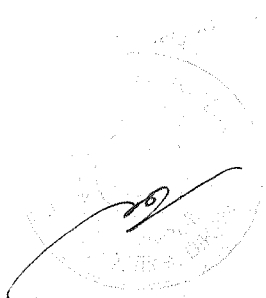
Name

Contact No.

Date:


Seal & Signature

**Photographs of Main Electric panels,
UPS room Condition of Electric wiring
ETC.**

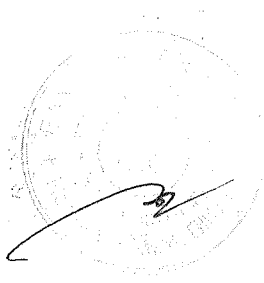


Seal & Signature

Images from Infrared Camera (Main Panel, UPS etc.)

Seal & Signature

PRICE BID



Seal & Signature

PRICE BID

To

**The Regional Manager,
Regional Office Bank of Baroda,
Jaipur Road,
Bikaner**

Sir,

**Sub: Appointment of Electricals Auditors for carrying out Electric audit of
Branches/offices in Bikaner Region**

1. We /I have gone through the tender for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:

Sr	Branch/Office/ATMs in Bikaner Region	Quoted Rates (₹) per branch with onsite ATM or e-lobby attached with Branch	Quoted Rates (₹) per offsite ATM / e-lobby (ATM /e-lobby not attached with Branch)
1	Amount in figures (excluding GST)		
2	Amount in words (excluding GST)		

2. The rates quoted for carrying out Electric and Energy Audit must be inclusive of all the charges, taxes i.e. Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever.
3. No conditional discount offered in the Financial Bid shall be considered. The tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for twelve months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.
5. Deduction of TDS will be as per rules.
6. We will not claim any additional charges from BANK OF BARODA or its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc. other than professional fees payable with applicable taxes on account of the subject work under scope of contract.
7. GST extra

I have read and understood the above conditions and quote my rates as follows:

Date :

Signature of the Vendor with seal