

## REGIONAL OFFICE: JAIPUR

### NOTICE INVITING TENDER FOR EMPANELMENT OF ELECTRICAL AUDITOR

Sealed Tenders are invited by Central Bank of India, Regional Office, JAIPUR for carrying out Electrical audit of its Branches & offices under Regional Office JAIPUR in a two bid (envelope) System meeting the Under-noted eligibility criteria for carrying out the work specified in the tender document In accordance with the Bank's general conditions of contract, special terms & conditions of Contract & Particular terms & conditions of Contract, Standard specifications, extent of work, Special instructions to bidders as appended on subsequent pages & Annexures.

Central Bank of India, Regional Office JAIPUR invites applications from reputed firms, satisfying the eligibility norms stipulated herein this tender document, for carrying out the electrical audit work at all the Branch offices/Onsite ATMs/Regional Office/Currency Chest/and other offices under Regional Office JAIPUR.

Description of Work	Carrying out Electrical Audit work at various offices
Place of work	Branches, ATMs and other offices under JAIPUR Regional Office.
Cost of work	To be quoted as per the bid format
Tender Money Deposit	Payment of Rs.3000/- to be made in the form of Demand Draft payable in the name of "Central Bank of India, Regional Office JAIPUR".
Tender Publish Date	07.03.2025
Last date for submission of Bids	27.03.2025 by 05:00 pm
Date of Opening of Bids	28.03.2025 at 11.00 am
Contact person name	Mr. S.K.Mishra, Security Officer, JAIPUR
Contact number	9983127954
Place of submission of Bids & opening of bids	Regional Head, Central Bank of India, Regional Office, 1 <sup>ST</sup> Floor, Anand Bhavan, Sansar Chand Road, Jaipur(Raj) Pin-302001
E-mail id for correspondence	<a href="mailto:securityjaipro@centralbank.co.in">securityjaipro@centralbank.co.in</a> ,

Regional Head  
Regional  
Office



**REGIONAL OFFICE: JAIPUR**

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**Invitation for Tender / Bids (Electrical Audit) — Terms & conditions**

1. Central bank Of India, Regional Office, JAIPUR invites sealed tenders / Bids from eligible Electrical Consultants / firms for Electrical Audit of Branches, ATMs & other Offices under RO Jaipur.

Interested eligible Bidders may submit their response to this tender document at our office located at, Regional Office, Central Bank of India, 1<sup>ST</sup> Floor, Anand Bhavan, Sansar Chand Road, Jaipur (Raj), Pin-302001

2. Before last date for submission of tender documents as mentioned in this tender document.
3. The response to the Tender document is to be submitted in sealed two envelope (separate envelop for technical and financial bid), as per the formats given in this tender document superscripting Bid for the Electrical Audit.
4. Central Bank of India reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for at any stage of tender.
5. Date of opening of bids will be on 28 March 2025 at 11.00 am.
6. The bids submitted late on account of any reasons, whatsoever, will NOT be entertained.
7. Tender document is non-transferable and the selected final bidder shall be executing the work order through their authorized employees only and cannot be given as sub-contract.
8. Rates should be quoted both in words and numbers in the bids. No alterations in these figures / words are expected. In case of any alterations / strike off, the amount mentioned in the words shall prevail. All the corrections are to be initialed by authorized signatory of the firm.
9. All the supporting documents submitted along with the tender document are to be signed by the authorized signatory.
10. Bank may negotiate with the L-1 price bidder for further reduction of rate quoted by bidder.
11. Any additions or a deletion in the list of branches/offices is as per the discretion of the Bank.
12. In case of any ambiguity or doubt as to meaning of any of the tender clauses / conditions or, if any further information is required, the matter should immediately be referred to Regional Head, Central Bank of India, Regional Office JAIPUR.

13. An amount of Rs.1000.00 shall be deposited in the form of Demand Draft issued in the name of “Central Bank of India, Regional Office JAIPUR”, payable at JAIPUR, not issued before the date of publication of this tender document. This Demand Draft is to be enclosed along with bid in an independent envelope. Failure to submit the amount by the bidder shall make the document offered by Bidder as Invalid.
14. This amount will not be refundable.
15. It is the responsibility of the bidder to ensure that their firm participating in the bidding process meets all the eligibility criteria stipulated by the Bank and necessary documents are enclosed wherever required. During the course of evaluation of bids. if Bank requires any documentary evidence required for evaluation, the same shall be intimated and bidder is expected to submit within reasonable time period. In case the documentary evidence could not be submitted within stipulated time period, Bank may discard the proposal submitted by the Bidder. All participating Bidders are requested to check the documents wherever required and be included in the technical bid at the initial stage itself.
16. After rectification , the ESA agency to Review / Verify the rectification of the observations and submit the report within 02 days to Regional Office and Branch Office.
17. Point to be covered in Electrical Safety Audit (ESA) and Energy Audit of / Premises Branches of the Bank – See Appendix I, II, II-A

Regional Head  
Regional Office  
Jaipur

**Point to Be covered in Electric Safety Audit (ESA) and Energy Audit of Premises Branches of the Bank**

**Objective**

The objective of conducting Electrical safety is to review the condition of the existing electrical installation and to recommend measures for further strengthening the system in order to eliminate / reduce the electrical/fire hazard and to improve the safety of the personnel.

The audit shall mainly focus on:

- Identifying the potential electrical / fire hazards
- Boosting employee morale by providing safe working environment.
- Smoothing the operation and maintenance of electrical installation
- Avoiding loss of properties, human life and costly equipment.
- Ensuring the compliance with relevant codes and practice, statutory rules and regulation.
- Establishing procedure and process of safe working in electrical installation

**Pre-Qualifying (PQ) Criteria for ESA**

The bidder / consultant / firm / company have to fulfill following criteria:-

- 1) The intending tenderer for conducting Electrical Safety Audit should be electrical engineer with five years of experience as Electrical Safety Auditor. certified accredited energy auditor from BEE (Bureau of Energy Efficiency) will be preferred.
- 2) The firm must have team of skilled staff and requisite tools and tackle to conduct electrical safety and energy audit. (Provide details)
- 3) The firm must be a registered company or firm in India and should have been in the business in India from the last 5 years.
- 4) Agency / firm must have average turnover or Rs 10.00 lac for last three years
- 5) The firm should have the experience of carrying out at least one contract in (Zonal/region territory area) electrical safety audits in Banks. Financial institutions, major hotels or multi- storeyed office buildings or any other electrical installations of similar nature (work) Provide work order and completion certificate.
- 6) Agency/individual must have valid GCT No and Agency / individual must have PAN No and must be an Income Tax Assesse for the last three years.
- 7) The firm must have an office in the each of Jaipur. Please specifies the address, contact person and contact nos.

## **SCOPE OF WORK**

THE ELECTRIC SAFETY AUDIT SHALL BE CARRIED OUT TO SPECIFICALLY COVER THE FOLLOWING ASPECTS.

### **A) Electrical**

- 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 based on actual load current measurements and cable current carrying capacities.
- To evaluate the earthing system (installation and maintenance) based on IS 3043 including availability, upkeep and testing of earth pits and to suggest recommendation.
- Display of danger signboard
- 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 installation.
- 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 .
- 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. armoured earthing. sealing of cable entry and used holes. adequacy for current carrying capacity, colour coding.
- DG Set -emergency switch. oil leakage. stack and noise monitoring.
- UP 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 TEST / ANALYSIS TO BE PERFORMED DURING THE AUDIT.
  
- Infrared Thermography: HT/LT panels where applicable. DBs. MCBs, SMDBs (Light & Power), MOB (Light & Power), Wall & Floor Sockets, stabilizers, UPS. A/C Units, Exposed Terminations of Cables, exposed cables/wiring, etc .
- Earth pit Resistance tests

## B) Energy Audit

- Sanctioned load and utilized load.(Billing Demand)
- Electricity Consumption for financial year period (eg: 01.04.2024 to 31.03.2025) and comparison with previous year.
- Corresponding meter readings also to be recorded.
- .. Energy Bill analysis for 12 months including tariff analysis.
- Illumination and lighting lux levels, type of fixtures LED.
- Identification of energy savings opportunities: list of all equipment's, gadgets. UP ,AC pumps. heaters etc. installed in premises.
- AC star rating or ISEER ratings. type of gas enviro-friendly (R410 or R 404), any machine still with R-22 to be specifically mentioned.

(The above scopes of work are to be mentioned in the work order to the agency conducting the electrical safety Audit)

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**FORMAT FOR ELECTRICAL SAFETY AUDIT REPORT**  
**FOR ALL BUILDINGS**

Branch / office Code & Name	
Address	
BM Name / Empl Nos	
Sanction load	KW/ KVA
Connected Load	KW/ KVA
Monthly amount of energy bill (Approx.)	Rs /- per month
Total tonnage of Air conditioners in Branch / Office	.....TR ( Tonnage of Refrigeration)
Area of the Branch	Sq. feet / Sq. Metres )

Sr.No	Description	Details	Remarks
1.	Whether MCCBs / MCBs / ELCBs are provided with proper rating to incomm. cater the load. Check for loose/broken neutral at incomm. The incomm. panels thermography report.	YES/NO	
2.	Whether the Branch is provided with facility(switch) to switch off the premises power supply at close hours in branch before leaving the premises( if no to be provided immediately) auditor to ensure compliance.	YES/NO	
3	Whether light and emergency light are provided in electrical rooms/operating areas for easy operation & maintenance works	YES / NO	
4	Whether Pump room, DG set room, UPS room, electrical room etc are maintained dry and in good condition and obsolete hazardous / old items are not dumped there.	YES / NO	
5	Whether Water Seepage is observed near any of the Electrical Panel, Distribution Boards, Electrical equipment etc.	YES / NO	
6	Whether Earthing pits are provided and connected to the equipment Body of the connected equipment.	YES / NO	
7	Whether the Earthing Pits are properly maintained and earth values < 1 megaohm	YES / NO	
8	Whether proper exhaust fan for ventilation of panel room/electrical room / UPS room is provided and paper, old material or any other scrap kept near DB/Panels / UPS/ Batteries etc. are not kept there.	YES / NO	
9	Whether penalty is 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	
10	Whether load is distributed in all three phases to avoid unbalancing of phases and no loose electrical connection / haphazard wirings observed in the Branch / office premises.	YES / NO	
11	Whether isolating switches are provided for the switching off of the non-essential loads premises during night and main switch to switch off the power supply to the Branch in case of fire / emergency.	YES / NO	
12	Whether electrical equipments of Pantry etc. are properly connected to Iron socket box with MCBs. MCBs or latest type switches are provided to switch on / off the ACs and protect them from Overload.	YES / NO	

13	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 manufacturers service providers.	YES / NO	
14	Whether Appropriate timers used in the changeover of Air conditioners for server room ACs and for Signage Boards to make auto ON/OFF (for schedule timings). The thermostat of AC's at server rooms should be set to say 30 degree centigrade so they are not run only when the temperature is too high ( to minimize chances of fire due to idle running of ACs during the night).	YES / NO	
15	Whether Preventive Maintenance of electric installation and equipment is carried out by skilled license holder electricians / skilled technician.	YES / NO	
16	General Condition of electrical control panel, Main Switch, Electric Meter Board and change over switch, ACs, water' cooler, water filter, wiring, cables etc. is good and all DB'S, Panels, switch boards are Properly covered.	YES / NO	
17	Whether the contact numbers of persons, electricians, power distribution company, Generator service provider, vendor, UPS vendors, ACs etc. are available with Accountant / Security guard and other staff and they are displayed in Electric room / UPS room?	YES / NO	
18	Whether the Power factor Panel of appropriate rating is installed.	YES / NO	
19	<b>FIRE PREVENTION MEASURES</b>		
(i)	All old disposable records, broken furniture etc. accumulated at the premises at the premises have been cleared.	YES / NO	
(ii)	Combustible leaf, litter/waste papers etc in and around the branch is removed/cleaned periodically.	YES / NO	
(iii)	No Stationary/Records/old obsolete Items are stored/kept in the System/UPS room.	YES / NO	
(iv)	Storage racks in Stationery/Record room kept at a safe distance of at least 3 ft from electrical points/switch/junction /boxes.	YES / NO	
(v)	In the pantry/canteen LPG is used	YES / NO	
20	<b>SERVER AND UPS ROOM</b>	YES / NO	
(i)	<u>Server Room</u> Server room have dual AC units having timer circuit device with independent circuit.	YES / NO	
(ii)	Whether Exhaust fan installed in UPS Room	YES / NO	
21	<b>ELECTICAL SAFETY</b>		
	Power supply to Record/Stationary room is made through plug and socket arrangement.	YES / NO	
22	<b>FIRE PROTECTION / FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM</b>		
	Are fire extinguisher available in the following area and clearly marked and accessible? A. System UPS Room: CO2(3 Kg /4.5 Kg) X2 B. Banking Hall: Water CO2 Type C. Stationary room: Water CO2 Type	YES / NO	
23	<b>DG SET/GENERATOR IF PROVIDED OWENED/RENT</b>		
	At least two 6 kg ABC capacity fire extinguishers are placed near the Diesel Generator.	YES / NO / NA	



## Energy Audit

- Sanctioned load and utilized load.(Billing Demand)
- Electricity Consumption for financial year period (eg: 01.04.2024 to 31.03.2025) and comparison with previous year.
- Corresponding meter readings also to be recorded.
- .. Energy Bill analysis for 12 months including tariff analysis.
- Illumination and lighting lux levels, type of fixtures LED.
- Identification of energy savings opportunities: list of all equipment's, gadgets.  
UP ,AC pumps. heaters etc. installed in premises.
- AC star rating or ISEER ratings. type of gas enviro-friendly (R410 or R 404), any machine still with R-22 to be specifically mentioned.

Signature

Name of Electrical Engineer/ Consultant / Contractor

Supervisor's Valid License No.

(In case of Electrical Contractor) Contractor's License

Contact No:-

Date:

Place:

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Only where HT( kv/33 kv) substation is in premises

ANNEXURE –II\_A

ADDITIONAL POINTS FOR BUILDINGS HAVING OWN H.T. SUBSTATION

Name of Branch/Office /Building	
Address	
Billing Demand	KW/KVA
Maximum Demand (MD) OF (Preferably April/May/June Months)	KW/KVA
Power factor and Peak Load As mentioned in the electricity bill (Preferably April/May/June Months)	P.F : Peak Load
Capacity of substation and voltage	-----KVA -----KV

	Description	Details	Remarks
1	Where the permission for sub-station and DG Sets ,Electric Shock treatment chart, Electricals & Fire Safety Charts, Single line diagram etc. are displayed in substation	YES/NO	
2	Whether emergency contact numbers of fire station , Health center, Power Distribution Co.,, main contractor etc. are displayed at substation and control room	YES/NO	
2.1	Whether electric danger plate ( fig of skull & cross bones,11KV/33KV/440V/230V) is provided on Main Electric Panel /electric room/operating areas	YES/NO	
3	Safety Materials like fire extinguishers, Sand buckets, Rubber Mats, Hand Gloves <first aid box etc. are available in substation.	YES/NO	
4	Whether the inspection of substation /DG Set /Lift is done by the concerned Electrical inspector at least once in a year and required inspection fees paid well in time.	YES/NO	
5	Whether the observation by Electrical Inspector during his last visit has been attended?	YES/NO	Copy of letters this regards should be enclosed
6	Whether Preventive Maintenance of Breakers, Transformers HT & LT Panels etc. is carried out as per schedule and the contact for maintenance of Transformer/Breakers/Panels etc. are a given manufacture/service Providers?	YES/NO	Attach the report
7	Whether 1. The maintenance Contractor has “A” Class Electrical Contractors license and comply the requirement of the guideline of the Concerned State/Central Govt.? 2. The Workmen/ Technicians possess the wireman/electricians license?	YES/NO	Copy should be available with the concern
8	In case of outdoor substation. 1. Whether the stone gities provided in substation yard? 2. Whether the Substation structure fencing boundary is provided, painted and well maintained.	YES/NO	
9	Whether Earthling Test reported is provided by the Electricals Contractor/Maintenance Contactors? Whether Proper nomenclature and painting is door on Electrical Panels and Earthling pits/	YES/NO	
10	Whether Transformer oil level and breather condition is checked at least once in a week? Check last date of transformer oil BDV test and confirm the BDV	YES/NO	

	value whether it is permissible or not?		
11	Whether mechanical and electrical interlocks of critical equipment are provided and maintained in working condition? Operating manuals for critical equipment like transformer, breakers should be available at site?	YES/NO	
12	Whether Automatic Power Factor Control (APFC) Panel is Provided and power Factor value is maintained higher than prescribed value (say 0.90.It may be confirmed /verified from the electricity bill & APFC Panel meter)	YES/NO	
13	Whether Lightening Arrestor and Aviation light is Provided (Applicable only in case of Multi storied building)	YES/NO	
14	Whether the Maintenance staff wear shoes and they are well mannered and well dressed	YES/NO	
15	Whether Some training/Meeting with Maintenance Staff is Conducted for discussion on energy conversation opportunities ,challenges in Electrical safety etc.	YES/NO	
16	Thermography: Observation on thermo graphic images at Electric Panels , Distribution Boards. (Please also upload the thermo graphic images on the system)	YES/NO	

Signature

Name of the Auditor

Name of Agency

Supervisor's Valid License No.

Date:

Place:

**Annexure — Compliance of terms and conditions -in Technical Bid**

I / we have read and understood the instructions and the terms and conditions Contained in the tender Document.

I do hereby declare that the information furnished in the response to tender document and other supplementary sheets is correct to the best of my / our knowledge and belief. In case of selection of my / our bid for Electrical Audit work, we shall be carrying out the electrical audit work in accordance with the terms and conditions thereof.

Signature of Authorized Signatory: .....

Name of Authorized Signatory: .....

Designation : .....

Address of firm: .....

Place:

Date:

**TECHNICAL BID**  
**Basic Information about the Firm / Organization:**

Sl No	Details	विवरण Details	दस्तावेज संलग्न? Documents Enclosed?
1.	Name of the firm / Company Along with Address		
2.	<b>Contact Details</b> 1. Name of person 2. Mobile no : 3. Email Id : 4. ID & Address details : 5. GST no. (if any)		
3	Date and year of establishment (Enclose relevant documents)		
4	Type of organization (Sole proprietor /partnership / private ltd/ co-operative body etc)		
5.	Details of registration (Documentary evidence to be enclosed)		
6	Details of electrical audit work order's executed with Govt / PSU / Nationalized Banks etc. (Documentary evidence to be enclosed)		
7.	Financial Details of the firm (enclose documentary evidence)		
8.	No. of years of experience in electrical audit works (Certificate to be enclosed)		
9.	Name of electrical auditors / engineer / inspector (full details along with qualifications) (enclose documents and KYC documents)		
11.	Whether electrical auditor / engineer / inspector is having valid BEE certification (enclose certificate)		
12.	Income tax PAN number		
13.	GST number ( if any)		
14.	Whether any of the engineer /electrical auditors Is having EA Registration from Bureau of Energy Efficiency? If yes, enclose documentary evidence		

**(Signature of Bidder with Seal of Firm)**

Date :

Place :

