

NIT NO	HYD/25-26/02
DATE	03.06.2025



STATE BANK OF INDIA, PREMISES & ESTATE
INVITES
TENDER FOR

**CONDUCTING AND FURNISHING REPORT OF ELECTRICAL SAFETY AUDIT FOR
BRANCHES / OFFICES UNDER THE CONTROL OF SBI HYDERABAD CIRCLE**

FROM
ELECTRICAL SAFETY AUDITORS WHO ARE ON THE PANEL OF SBI,
HYDERABAD CIRCLE ARE ELIGIBLE.

THROUGH E-TENDERING PROCESS

Assistant General Manager(P&E),
Premises & Estate Department,
3rd Floor, LHO,
State Bank of India,
Bank's street, Koti,
Hyderabad-500001
Phone No:040-23466343/1
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NOTICE INVITING TENDER (NIT)

Premises & Estate department , Hyderabad on behalf of State Bank Of India, LHO, Hyderabad invites online tenders for the following work in TWO BID SYSTEM from the Electrical safety Auditors empanelled with SBI, Hyderabad only need to apply.

1.	Name of the Work	Electrical safety audit for branches/ offices under control of SBI, Hyderabad Circle.			
2.	Time for Completion of work	60DAYS from the date of PO			
3.	Eligibility of the contractor	1.Electrical safety Auditors empanelled with SBI, Hyderabad 2. The vendor should have a valid digital signature to participate in the online tendering process			
5.	Earnest Money Deposit (EMD)	Nil			
6.	Tender documents available for download from the websites:	1) https://www.sbi.co.in under “SBI in the News” link “procurement news” 2) https://etender.sbi			
7.	Availability for download from the above web site	From 04.06.2025 to 16.06.2025			
8.	Last date and time for submission of online bids in e-tender portal	16.06.2025 by 3.00 P.M.			
9.	Date and Time of opening of e-Tenders:	16.06.2024 at 3.10 P.M.			
10.	Payment terms	i) No advance payment. ii) 100%payment after completion of the electrical safety audit and uploading of audit reports subject to deductions as applicable.			
11.	Distribution of works among bidders	SI No	Condition	% of Distribution among the bidders	
		1	If L2,L3,L4 bidders are agree to match L-1 Price	L1 30%	L2 25%
				L3 25%	L4 20%
		2	If any one of the bidder among L2,L3,L4 does not agree to match L-1 Price	L1 40%	Bidders(L2/L3/L4) who accepts to match L1 price 30%
				L3 30%	
		3	If any two bidders among L2,L3,L4 does not agree to match L-1 Price	L1 60%	Bidders(L2/L3/L4) who accepts to match L1 price 40%
		4	If none of the bidders among L2,L3,L4 matches L-1 Price	L1 100%	
		However, after allotment of the work, if any vendor fails to execute the works within the times as stipulated in the tender, SBI has reserve the right to cancel those orders partially/fully and allot to other vendors.			
12.	Liquidated Damages for delay in work	If the work is delayed beyond the scheduled completion date, then 0.50% of the total value of the contract per week (or part thereof) of delay will be deducted from the final bill value subject to max 5% of the value of work			
13.	Validity of tender	90 days.			
14.	Tax Deduction	As per applicable rates			

15.	Rates quoted by bidder	<p>1. The quoted rate should be inclusive of cost towards electrical safety audit, transportation, overheads, profit, statutory expenses, incidental charges and all related expenses required for the completion of the audit. The rate should be exclusive of GST.</p> <p>2. Additional claims other than the quoted amount will not be entertained.</p> <p>3. The quoted rates shall be firm throughout the completion of the project</p>															
16.	Any additional information	<p>1. Any clarifications sought after opening of the tenders will not be entertained at any cost. Firm should visit the website till last date of submission for changes/ corrigendum, if any</p> <p>2. The SBI reserves the right to cancel or postpone the tenders at any stage without assigning any reason.</p> <p>3. Claims for revision of the Quoted price by any bidder after the tender will not be entertained.</p>															
17.	For any queries or support in connection with the online tendering process, please contact our E-procurement solutions agency	<p>e-Procurement technologies Limited, Ahmedabad.</p> <table> <tr> <td>Dinesh Bagresha</td> <td>Dinesh.bagresha@eptl.in</td> <td>95108 12960</td> </tr> <tr> <td>Devendra R</td> <td>Devendra.r@eptl.in</td> <td>95108 12971</td> </tr> <tr> <td>Nandan Valera</td> <td>Nandan.v@eptl.in</td> <td>90810 00427</td> </tr> <tr> <td>Fahad Khan</td> <td>Fahad@eptl.in</td> <td>99044 06300</td> </tr> <tr> <td>Nikhil Khalas</td> <td>Nikhil@eptl.in</td> <td>93745 19729</td> </tr> </table> <p style="text-align: center;">-</p>	Dinesh Bagresha	Dinesh.bagresha@eptl.in	95108 12960	Devendra R	Devendra.r@eptl.in	95108 12971	Nandan Valera	Nandan.v@eptl.in	90810 00427	Fahad Khan	Fahad@eptl.in	99044 06300	Nikhil Khalas	Nikhil@eptl.in	93745 19729
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18.	For any clarifications, pl contact	<p>Assistant General Manager(P&E), Premises & Estate department, 3rd Floor, Local Head office, State Bank of India, Bank street, Koti, Hyderabad Email: agmpre.lhohyd@sbi.co.in Contact: 040-2346640</p>															
<p>In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.</p>																	
<p>SBI reserves the right to accept or reject any or all bids without assigning any reasons thereof, even after opening of the bids.</p>																	

Assistant General Manager(P&E),

GENERAL CONDITIONS OF CONTRACT

INTERPRETATION

In constructing these conditions, the specifications, the schedule of quantities, tender and agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires.

In this connection, the following terms shall be interpreted as indicated below:

- i. **“The Employer/Bank”** ‘means the State Bank of India (including branches and other offices)and any of its employees or representative authorized on their behalf.
- ii. **“Bidder”** means an eligible entity/firm submitting the Bid.
- iii. **“The Contract”** means the agreement entered into between the Bank and the Contractor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- iv. **“Vendor/Contractor”** is the successful Bidder to whom the work has been awarded.
- v. **“The Contract Price/Project Cost”** means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations.
- vi. **“The Material/Product”** means all the materials along with the accessories which the contractor is required to supply to the Bank under the Contract.
- vii. **“The Works/Project”** shall mean the works to be executed or done under this contract.
- viii. **“The Site”** means locations where the proposed work is to be carried out and services as desired in this tender document are to be provided.
- ix. **“The Schedule of Quantities/BOQ”** shall mean the schedule of quantities as specified and forming part of this contract.

Words importing persons include firms and corporations. Words importing the singular only, also include the plural and vice versa where the Context requires.

1.0 SCOPE OF WORK

The detailed scope of the work is given in the BOQ

2.0SITE AND ITS LOCATION

The proposed work is to be carried out at the site whose address is given in the NIT.

3.0 BID DOCUMENTS

3.1 The work has to be carried out strictly according to the conditions stipulated in Bid consisting the following documents and in the most workman like manner,

- NIT
- General Conditions of Contract
- Price Bid

3.2 The above documents shall be taken as complementary and mutually explanatory of one another but in case of ambiguities or discrepancies, shall take precedence in the order given below :

- Price Bid
- General Conditions of Contract
- NIT

3.3 Complete set of Bid documents can be downloaded from the Bank’s website <http://www.sbi.co.in> under “SBI in the News” link “procurement news“ and also at our e-procurement agency’s portal <https://etender.sbi> during the period mentioned in the NIT.

4.0 BID PREPARATION:

4.1 The Bidder is advised to inspect the site and satisfy himself on his own responsibility and his own expenses all the following information and data which may be required for the purpose of preparation and submission of their bids:

- I. Security gate pass requirements
- II. Storage space for the materials
- III. Permissible working hours at the site
- IV. any other adverse conditions or hindrance for conducting safety audit
- V. traffic regulations, law & order situations in the area

4.2 The Bidder will be fully responsible for considering the financial effect of any or all the above factors while submitting his Bid. The SBI or Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder regardless of the conduct or outcome of the bidding process.

5.0 CLARIFICATION /AMENDMENTS AND CORRIGENDUM:

5.1 Bidder requiring any clarification of the bidding document may notify us in writing at the address/by e-mail given in the NIT within the date/time mentioned.

5.2. The clarifications to the queries received or amendments in the tender will be posted on the Bank's website and e-tender portal as a corrigendum/Addendum. No individual communication will be conveyed to the Bidders. The interested parties/Bidders are advised to check the above website regularly till the date of submission of Bid document and ensure that clarifications / amendments issued, if any, have been taken into consideration before submitting the Bid. Such amendments/clarifications, if any, issued by the Bank will be binding on the participating Bidders. SBI will not take any responsibility for any such omissions by the Bidder. SBI, at its own discretion, may extend the deadline for submission of Bids in order to allow prospective Bidders a reasonable time to prepare the Bid, for taking the amendment into account.

5.3 Depending upon the site conditions and the Bank's requirements, a pre-Bid meeting, if required, will be held on the date and time specified in the tender which may be attended by the interested Bidders or their representatives and get their queries clarified.

5.4. SBI reserves the right to amend, rescind or reissue the tender, at any time prior to the deadline for submission of Bids.

5.5. No request for change in commercial/legal terms and conditions, other than what has been mentioned in the tender or any addenda/corrigenda or clarifications issued in connection thereto, will be entertained and queries in this regard, therefore will not be entertained.

5.6. Queries received after the scheduled date and time will not be responded/acted upon.

5.7 **TENDER FEE: NIL**

6.0 EARNEST MONEY DEPOSIT (EMD): NIL

7.0 BID SUBMISSION

7.1 Only those bidders satisfying the eligibility criteria given in the NIT need to apply. Tenders should be submitted online in the website <https://etender.sbi>. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. The server time (which is displayed on the online portal dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission. Bidder will be responsible for any delay due to other issues.

7.2 The bidders should submit their bids online with their valid digital certificate, which confirms that the bidders have read and understood the tender terms and conditions. Claiming ignorance of all the terms and conditions in this tender either before or after the PO is issued or during the progress of the work will not be accepted.

7.3 The bidder shall submit the documents enlisted in the checklist in the NIT in the softcopy format. ie scanned copy of the documents either in PDF or JPEG format as required. The SBI will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

7.4 The documents submitted online in the **Technical Bid should NOT contain any price information.** Such Bid, if received, will be rejected.

7.5 The bidder shall submit his quotes **online** through the PRICE BID in the e-procurement portal. The price bid will be opened only if the Bid is **unconditional** and the bidder qualifies as per eligibility criteria and meets technical specifications.

7.6 If required, SBI shall conduct e-reverse auction among the qualified bidders and the same shall be communicated to the bidders.

7.7 No claim for submission of offline bids will be entertained. Such bids will not be considered.

8.0 PRICE BID: RATES QUOTED BY BIDDER

8.1 The contractor shall satisfy himself before Bidding as to the correctness and sufficiency of his Bid for the works and the rates/ amounts stated in the schedule of quantities and / or the schedule of rates and amount as provided covering all his obligations under the contract and all matters necessary for proper completion of the works expected in this document.

8.2 The rate quoted shall be firm and shall include cost of electrical safety audit, transportation, levies, Octroi(if applicable), local body taxes(if applicable), all type of Insurance Charges, incidental charges and all related expenses to complete the work etc..

8.3 Unless otherwise provided in the Schedule of Quantities/Specifications, the rates tendered by the contractor shall be all inclusive and shall apply to all heights, lifts, leads and depths of the work and No extra charges will be paid over and above the contract amount on account of any other charges (existing or future addition) or on any other account.

8.4 The GST shall be paid extra as applicable.

8.5 Rate Revision in the contract amount is not permitted during the validity period of the contract for any reason including during the extended period, if any.

8.6 Any request for review of the price bid after the bid opening will not be entertained.

8.7

9.0 OPENING AND EVALUATION OF BIDS

9.1 The online Bids will be opened at the office of the Vice President & Head, SBI office at Hyderabad. Representatives of Bidder may be present during opening of Bids. However, Bids would be opened even in the absence of any or all the bidder's representatives.

9.2 In the two bid system, the technical bids will be opened at the scheduled time mentioned in the NIT. In case, if the date of opening is declared as nonworking day or Holiday, the bids will be opened on the next working day. The price bid of the qualified vendors will be opened on the same day or on a subsequent date which will be intimated to the bidders.

9.3 VALIDITY OF BID

Bids shall remain valid and open for acceptance for a period stipulated in this document from the date of opening of price bid. If the Bidder withdraws his/her offer during the validity period or makes modifications in his/her original offer, which are not acceptable to the Bank, without prejudice to any other right or remedy, the Bank shall be at liberty to forfeit the EMD.

10.0 PRELIMINARY EXAMINATION

10.1 M/s SBI will examine the Bids to determine whether they are complete, on required formats & accompanied by supporting Documents and the Bids are conforming to all the terms and conditions of the Bidding Document without any deviations and are generally in order.

10.2 If a Bid is not conforming to the terms and conditions, it will be rejected. However, SBI will have right to demand submission of more information as required, if any of the document is partly submitted. If the bidder does not respond within the stipulated time, SBI will reject or disqualify the bid.

11.0 TECHNICAL EVALUATION

11.1 Only those Bidders and Bids who have been found to be in conformity of the eligibility terms and conditions during the preliminary evaluation would be taken up for further detailed evaluation. Those Bids who do not qualify the eligibility criteria and all terms during preliminary examination will not be taken up for further evaluation.

11.2 During evaluation of bids, the SBI may, at its discretion ask the bidders for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.

11.3 The tenders must be unconditional. Conditional tenders leading to unknown / indefinite liability may be summarily rejected.

12.0 EVALUATION OF PRICE BIDS AND FINALIZATION

12.1 Only those Bidders who qualify in Technical evaluation would be shortlisted and the online price bid submitted by the bidder will be opened.

12.2 The L1 Bidder will be selected on the basis of net total of the price evaluation as quoted in the Online Percentage rate bidding or Reverse Auction (if conducted).

12.3 In case, the L1 amount quoted by two or more contractors is the same, such lowest contractors will again be asked to submit sealed / online " Revised Offers" on the original quoted amount but the revised offer shall, in no case, be more than the quoted during their initial offer for the project. The L1 shall be decided on the basis of revised offers.

12.4 The process of online rebidding amongst the two or more contractors offering same rates shall continue till L1 bidder is discovered. If required, SBI shall conduct reverse auction to discover the L1 bidder.

12.5 In case, any of such contractors or all contractors (who have quoted same tender amount in the initial bidding or subsequent bidding) refuse to submit revised offer, it shall be treated as "Withdrawal of tender" by the Contractor before acceptance by SBI and they shall not be allowed to participate in the re-tendering process for the work.

13.0 CONTACTING THE SBI OR BANK:

13.1 No Bidder shall contact SBI or Bank on any matter relating to its Bid, from the time of opening of Price Bid to the time the Contract is awarded.

13.2 Any effort by a Bidder to influence SBI or Bank in its decisions on Bid evaluation, or contract award may result in rejection of the Bid.

14.0 AWARD OF WORKS

14.1 SBI will award the Contract as per terms as specified in the NIT

14.2 SBI / Bank reserves the right at the time of award of contract to increase or decrease the quantity of work and / or services from what was originally specified while floating the tender, without any change in unit price or any other terms and conditions.

14.3 SBI's RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

SBI reserves the right to accept or reject any Bid in part or in full or to cancel the Bidding process and reject all Bids at any time prior to award of the contract, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the SBI's action.

14.4 The acceptance of a tender rests with the Competent Authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.

14.5 The notification of award will constitute the formation of the Contract. The selected Bidder should convey acceptance of the award of contract by returning duly signed and stamped duplicate copy of the PO within 15 days of receipt of the communication and to enter into an agreement with the Bank.

15.0 NA

16.0 SIGNING OF CONTRACT DOCUMENTS

The successful Bidder shall be bound to execute the Agreement within 15 days from the receipt of intimation of acceptance of his Bid by SBI. However, the written acceptance of the Bid by the SBI/Bank will constitute a binding agreement between the Bank and successful Bidder pending execution of formal agreement. All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this tendering process shall be borne by the successful bidder.

17.0 NA

18.0 NA

19.0 PERIOD OF CONTRACT & EXTENSION OF TIME

19.1 Time is the essence of the contract. The Contract shall be executed within the stipulated period in the NIT. No request for extension will be entertained and the bidder has to plan and mobilize his resources for the satisfactory completion of the project within the time period agreed in the tender.

19.2 If in the opinion of the Employer, the work is delayed due to the following reasons not attributable to the contractor, the employer shall make a fair and reasonable extension of time, for completion of the Contract works

- a) By force majeure (or)
- b) By reason of any exceptionally inclement weather (or)
- c) By reason of proceedings taken or threatened by or dispute with adjoining or neighboring owners of public authorities arising, than through the Contractor's own default (or)

- d) By the works not referred in the Schedule of Quantities or specifications (or)
- e) By reason of civil commotion, workmen strike or lock-out (or)
- f) In consequence of the Contractor not having in due time, necessary instructions from the Employer for which he shall have specifically applied in writing ahead of time, giving reasonable time to prepare such instructions

19.3 In case of such strike or lock-out, the Contractor shall as soon as possible give written notice thereof to the employer, but the Contractor shall nevertheless constantly use his endeavors to prevent delay and shall do all they may reasonably be required, to the satisfaction of the employer to proceed with the work.

19.4 In case the work is held up for any site conditions not attributable to the contractors or for any decisions instructions / want of details from Employer or for any of the conditions, the contractor shall be allowed reasonable extension of time by the employer but any claim for idle labour shall not be entertained by the employer. Contractor's quoted rates should include for all such contingencies.

20.0 PAYMENT TERMS

- i) No advance payment.
- ii) Payment will be released after completion of electrical safety audit of the Branch(s)
- iii) Payment shall be made by way of Electronic fund transfer and the bill will be paid by the Branch.
- iv) Contractor should furnish details of the bank a/c no, IFSC code along with their invoices.

20.1 Part/Interim payment is paid as per the payment terms mentioned in the NIT. All the interim payments shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the requiring of bad, unsound, and imperfect or unskilled work to be removed and taken away and reconstructed, or re-erected or be considered as an admission of the due performance of the contract, or any part thereof in any respect or the accruing of any claim, nor shall, it conclude, determine or affect in any way the power of the Employer under these conditions or any of them as to the final settlement and adjustment of the accounts or otherwise or in any other way vary or affect the contract.

20.2 GST as applicable shall be paid extra and the same shall be clearly shown in the invoices.

20.5 Statutory deduction towards income tax and other taxes as and when directions from statutory bodies are received will be made at the time of making payments. Currently, I.T. will be recovered @ 2 % plus surcharge or as applicable as per Government Rules. GST-TDS as per applicable rates will be deducted, wherever applicable.

20.6 GST:

- a. It is the responsibility of the bidder to ensure that the GST is valid and active. Payments will not be made to inactive or invalid GST invoices.
- b. Reimbursement of GST will be made only on submission of proper GST invoice as per applicable GST provision. Non-GST invoices will not be accepted. The contractor should comply with the following.
- c. Contractor should have GST Registration Number
- d. Invoice should specifically disclose the amount of GST levied at applicable rate as per GST provision
- e. In case of Correction in the bills after scrutiny, contractor should submit fresh bills for payment
- f. Contractor should timely file his GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the contractor
- g. The GST Number of State Bank of India for Telangana State -36AAACS8577K1ZQ

20.7 The works will be paid for as “measured work” on the basis of actual work done and not as “lump sum” contract, unless otherwise specified.

20.8 All items of work described in the schedule of quantities are to be deemed and paid as complete works in all respects and details including preparatory and finishing works involved, directly related to and reasonably detectable from the drawings, specifications and schedule of quantities and no further extra charges will be allowed in this connection. In the case of lump-sum charges in the tender, in respect of any items of work, payment will be made for the actual work done, on the basis of lump sum charges, as will be assessed by SBI.

21.0 NA

22.0 PENALTY CLAUSE

The successful bidder shall execute the work in a workmanship like manner and complete the work within the stipulated period in the NIT. If the work is delayed beyond the stipulated period for reasons attributable to the bidder, SBI shall penalize them a penalty @ 0.5% per week for every week of delay or part thereof beyond the scheduled date of completion, in any case, not exceeding 5% of the contract value or the completed value of work.

23. NA

24. CONTRACTOR’S EMPLOYEES

24.1 The Contractor shall employ technically qualified / having appropriate skill and competent persons fully trained and adequately experienced Electricians, who are medically fit. They should be free from any contagious diseases. The Electricians shall be well mannered and properly dressed with shoes etc.

24.2 The contractor shall provide necessary training on safety measures while executing the work wherever necessary so as to avoid accident. The Bank shall not be responsible for any accident occurred or damage incurred or claims arising there from during the execution of work. The contractor shall also provide all risk insurance policy including third party insurance as may be necessary to cover the risk.

24.3 The contractor / firm shall be held responsible for any misdeeds / misbehaviour of their employees within the premises. Bank is not responsible for any damages or claims on account of the misbehavior / misdeeds of his employees. For this purpose, any person supplied by the contractor to be engaged on the work on regular basis or as an alternate arrangement, under the direct order or control of the Employer or his representative shall be deemed to be a person employed by the contractor.

24.4 The contractor shall on the request of the Employer immediately dismiss from works any person employed thereon by him, who in the opinion of the Employer be unsuitable or incompetent or who may misconduct. Such discharges shall not be the basis of any claim for compensation or damages against the Employer or any of their officer or employee.

24.5 No employee of the Bank is allowed to work as a contractor for a period of 2 years of his/her retirement from Bank Services without previous permission of the Bank. This contract is liable to be cancelled, if either the contractor or any of his employees is any time to be such a person who had not obtained the permission of Bank as aforesaid before submission of the tender or engagement in the contractor’s service.

24.6 Contractor should not engage child labour in any of the activities in this contract.

24.7 The contractor shall not employ person who is not an Indian National.

24.8 The Electrician shall not over stay in the Bank premises other than the time permitted by the Bank or in the odd hours or holidays unless or otherwise required by the Branch for specific reasons like maintenance, repair works etc.

24.9 In respect of all labour employed directly or indirectly on the work for the performance of the contractor's part of work, the contractor at his own expense, will arrange for the safety provisions as per the statutory provisions, B.I.S recommendations, factory act, workman's compensation act, CPWD code and instructions issued from time to time.

24.10 The Contractor's workmen will not have any right whatsoever to get absorbed in the Bank. The Contractor shall be responsible for all the claims of the employees of the Contractor and shall not make and claim whatsoever against the Bank. The Contractor shall be responsible for all statutory requirements e.g. ESI, PF, labour registrations, Insurance coverage etc. The operator is responsible for compliance of all the rules & safety regulations etc.

Minimum wages as prescribed by the Labour Act shall be payable to the operator(s) by the contractor as the case may be. The Contractor shall bind himself and keep the Employer saved harmless and indemnified against claims if any of the workmen and all costs and expenses as may be incurred by the Employer in connection with any claim that may be made by any workmen.

25. WORKING HOURS AT THE SITE

As instructed by Bank. Contractor to ensure that the routine operations at the site are not affected by the contract work. If required, they have to work on the Bank Holidays in coordination with other agencies and Bank.

26.0 SUBCONTRACTING

26.1 The whole of the works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or underlet the contract or any part, share or interest therein nor, shall take a new partner, without written consent of the Employer and no subletting shall relieve the contractor from the full and entire responsibility of the contract or from active superintendence of the work during their progress

27.0 NA

28.0 FORCE MAJEURE

28.1 Notwithstanding the provisions of General terms and conditions of the Contract, the contractor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

28.2 For the purposes of this clause, 'Force Majeure' means and includes wars, insurrections, revolution, civil disturbance, riots, terrorist acts, public strikes, hartal, bandh, fires, floods, epidemic, quarantine restrictions, freight embargoes, declared general strikes in relevant industries, Vis Major Act of Government, impeding reasonable performance of the Contractor and / or Sub-Contractor but does not include any foreseeable events, commercial considerations or those involving fault or negligence on the part of the party claiming Force Majeure.

28.3 If a Force Majeure situation arises, the Vendor shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Vendor 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.

29.0 COMPLIANCE OF STATUTORY REGULATIONS

29.1 The contractor shall conform to the provisions of any Acts of the Legislature relating to the work, and to the Regulations and Bye-Laws of any authorities like Electricity, Pollution Control Boards, Municipal Authorities, water and Sewerage boards and shall before making any

variations from the drawings or specifications that may be associated to so conform, give the Employer written notices specifying the variations proposed to be made and reasons for making them and apply for instruction thereon. The Employer on receipt of such intimation shall give a decision within a reasonable time.

29.2 The contractor/s shall arrange to give all notices required for by the said Acts, Regulations or Bye-laws to be given to any authority, and to pay to such authority or to any public officer all fees that may be properly chargeable in respect of the work and lodge the receipts with the Employer. The Contractor shall indemnify the Employer against all claims in respect of patent rights, designs, trademarks or name or the protected rights in respect of any equipment, machine, work or material used for or in connection with the works or temporary works and from and against all claims, demands, proceedings, damages, costs, charges, and expenses whatsoever in respect thereof or in relation thereto. The Contractor shall defend all actions arising from such claims, unless he has informed the Employer, before any such infringement and received their permission to proceed and shall himself pay all royalties, license fees, damages, coat and charges of all and every sort that may be legally incurred in respect thereof.

29.3 The contractor should strictly abide by the Central/State labour regulation for the Minimum Wages, Payment of wages, Workmen Compensation, PF, ESI, Contract labour, including the latest amendments, if any and other safety regulations.

29.4 The contractor shall keep the Employer saved harmless and indemnified against claims if any of the workmen and all costs and expenses as may be incurred by the Employer in connection with any claim that may be made by any workmen.

30.0 INSURANCE & DAMAGE TO PERSONS AND PROPERTY ETC

30.1 The insurance shall be for an amount equal to 110 percent of the value of the contract on "All Risks" basis, valid until the Completion of the project or handing over whichever is later.

30.2 Should any loss or damage occur, the Vendor shall initiate and pursue claim till settlement and promptly make arrangements for repair and / or replacement of any damaged item to the satisfaction of the Bank, irrespective of settlement of claim by the underwriters.

30.3 The contractor shall be responsible for all injury to the work or workmen to persons, animals or things and for all damages to the structural and / or decorative part of property which may arise from the operations or neglect of himself or of any sub-contractor or of any of his or a sub-contractor's employees, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out of this contract.

30.4 The contractor shall reinstate all damages of every sort mentioned in this clause so as to deliver the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property of third parties.

30.5 The contractor shall affect the insurance necessary and indemnify the Employer entirely from all responsibility in this respect.

30.6 The contractor shall be responsible for anything, which may be excluded from damage to any property arising out of incidents, negligence or defective carrying out of this contract.

30.7 The Employer shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or accruing from or in respect of any such claim or damages from any sums due to or to become due to the contractor.

31. TERMINATION OF CONTRACT BY SBI

If the contractor being a company go into liquidation whether voluntary or compulsory or being a firm shall be dissolved or being an individual shall be adjudicated insolvent or shall make an assignment or a composition for the benefit of the greater part, in number of amount of his

creditors or shall enter into a Deed or arrangement with his creditors, or if the Official Assignee in insolvency, or the Receiver of the contractor in insolvency, shall repudiate the contract, or if a receiver of the contractor's firm appointed by the court shall be unable within fourteen days after notice to him requiring him to do so, to show to the reasonable satisfaction of the SBI that he is able to carry out and fulfill the contract, and if so required by the SBI to give reasonable security therefore, or if the contractor shall suffer execution to be issued, or shall suffer any payment under this contract to be attached by or on behalf of and of the creditors of the contractor, or shall assign, charge or encumber this contract or any payments due or which may become due to contractor, there under, or shall neglect or fail to observe and perform all or any of the acts matters of things by this contract, to be observed and performed by the contractor within three clear days after the notice shall have been given to the contractor in manner hereinafter mentioned requiring the contractor to observe or perform the same or shall use improper materials of workmanship in carrying on the works, or shall in the opinion of the SBI not exercise such due diligence and make such progress as would enable the work to be completed within due time agreed upon, and shall fail to proceed to the satisfaction of the SBI after three clear days notice requiring the contractor so to do shall have been given to the contractor as hereinafter mentioned or shall abandon the contract, then and in any of the said cases, the SBI may notwithstanding previous waiver determine the contract by a notice in writing to the effect as hereinafter mentioned, but without thereby effecting the powers of the SBI of the obligations and liabilities of the contractor the whole of which shall continue in force as fully as if the contract, had not been so determine and as if the works subsequently executed by or on behalf of the contractor (without thereby creating any trust in favor of the contractor) further the SBI or his agent, or servants, may enter upon and take possession of the work and all plants tools scaffolding sheds machinery, steam, and other power, utensils and materials lying upon premises or the adjoining lands or roads and sell the same as his own property or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other contractors or other persons or person to complete the works, and the contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other contractors or other persons or person employed from completing and finishing or using the materials and plants for the works when the works shall be completed, or as soon thereafter as conveniently may be the SBI shall give notice in writing to the contractor to remove his surplus materials and plants and should the contractor to remove his surplus materials after receipt by him the SBI may sell the same by Public Auction and shall give credit to the contractor for the amount so realized. Any expenses or losses incurred by the contractor for the amount so realized. Any expenses or losses incurred by the SBI in getting the amount payable to the contractor by way of selling his tools and plants or due on account of work carried out by the contractor prior to engaging other contractors or against the Security Deposit.

32.0 DISPUTES/ARBITRATION:

32.1 All disputes or differences whatsoever arising between the parties out of or in connection with this contract or in discharge of any obligation arising out of the Contract (whether during the progress of work or after completion of such work and whether before or after the termination of this contract, abandonment or breach of this contract), shall be settled amicably.

32.2 If however, the parties are not able to solve them amicably, either party (SBI or Vendor), give written notice to other party clearly setting out there in specific dispute(s) and/or difference(s) and shall be referred to a sole arbitrator mutually agreed upon, and the award made in pursuance thereof shall be binding on the parties.

32.3 In the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrator; one to be nominated by each party and the said arbitrators shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration shall be settled in accordance with the applicable Indian Laws. Any appeal will be subject to the exclusive jurisdiction of courts at Hyderabad.

32.4 The Vendor shall continue work under the Contract during the arbitration proceedings unless otherwise directed by the Bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

32.5 Arbitration proceeding shall be held at Mumbai, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

33. Governing Language:

All communication with respect to the Bid, clarifications, replies, contract documents etc shall be in English.

34. Safety Guidelines for the Contractor:

The Contractor should follow the following General safety Guidelines while executing the work:

34.1 Smoking is strictly prohibited at workplace.

34.2 No one is allowed to work at or more than three meters height without wearing safety belt and anchoring the lanyard of safety belt to firm support preferably at shoulder level. Chinstrap of safety helmet shall be always on and safety boot is worn.

34.3 Usage of eye protection equipment shall be ensured when workmen are engaged for grinding, chipping, welding and gas-cutting. For other jobs eye protection has to be provided as per the need.

34.4 All safety appliances like Safety shoes, Safety gloves, Safety helmet, Safety belt, Safety goggles etc. shall be arranged before starting the job.

34.5 Excavated pits for earthing, cable layings shall be barricaded till the backfilling is done. Safe approach to be ensured into every excavation.

34.6 Preferably the work shall be carried out during the daytime. However, adequate illumination at workplace shall be ensured in case any work is carried out at night.

34.7 All the dangerous moving parts of the portable / fixed machinery being used shall be adequately guarded.

34.8 Ladders being used at site shall be adequately secured at bottom and top. Ladders shall not be used as work platforms.

34.9 Debris, scrap and other materials to be cleared from time to time from the workplace and at the time of closing of work everyday. Dismantled Material shall not be thrown from the height and shall be properly disposed off to prevent any injury to public/staff.

34.10 Other than electricians no one is allowed to carry out electrical connections, repairs on electrical equipment or other jobs related thereto.

34.11 All electrical connections shall be made using 3 or 5 core cables, having a earth wire.

34.12 Inserting of bare wires for tapping the power from electrical sockets is completely prohibited and plug tops of suitable capacity only shall be used.

34.13 All the unsafe conditions, unsafe acts identified by contractors, reported by SBI to be corrected on priority basis.

34.14 No children or physically challenged persons shall be allowed to enter the workplace and shall not be utilized for any service during execution of the work.

34.15 All the Gas cutting, sharp tools, flammable materials and tackles shall be stored properly and safely when not in use.

34.16 Clamps shall be used on Return cables to ensure proper earthing for welding works.

34.17 Return cables shall be used for earthing.

34.18 All the pressure gauges used in gas cutting apparatus shall be in good working condition and in case of any leakages, the same shall not be used.

34.19 Proper eye washing facilities shall be made in areas where chemicals are handled.

34.20 Connectors and hose clamps are used for making welding hose connections.

34.21 Tapping of power by cutting electric cables in between must be avoided. Proper junction boxes must be used.

READ, UNDERSTOOD AND ACCEPTED



FORM OF SUBMISSION OF TENDER

(To be filled by the tenderer)

Assistant General Manager(P&E),

Premises & Estate Department,

LHO, Hyderabad.

Dear Sir/s,

Ref: TENDER FOR _____

I/We have examined the above tender and subsequent pre-bid clarifications/ modifications / revisions, if any, furnished by M/s SBI and I/We have inspected the site of works and have made me / us fully acquainted with the local conditions in and around the sites of works and offer to undertake Contract as detailed in this tender by submitting my/our online bids in the Bank's e-tender portal.

1. While submitting this Bid, I / We certify that:
 - i) The undersigned is authorized to sign on behalf of the Bidder and the necessary support document delegating this authority is uploaded along with the bid.
 - ii) We certify that we have not made any changes in the contents of the tender document read with its amendments/clarifications provided by M/s SBI, submitted by us in our Bid document.
 - iii) The rate quoted in the *price Bids are as per the tender* and subsequent pre-Bid clarifications/ modifications/ revisions furnished by the Bank, without any exception.
2. We agree to abide by all the Bid terms and conditions, contents of Agreement and the rates quoted in the bid, which shall remain binding upon us.
4. If our Bid is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form and we shall be jointly and severally responsible for the due performance of the contract.
5. Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
6. It is further certified that the contents of our Bid are factually correct. We also accept that in the event of any information / data / particulars proving to be incorrect, M/s SBI will have the right to disqualify us from the Bid.
7. We understand that you are not bound to accept the lowest or any Bid you may receive and you may reject all or any Bid without assigning any reason or giving any explanation whatsoever.
8. We hereby undertake that our name does not appear in any "**Caution**" list of RBI / IBA or any other regulatory body.
9. We also confirm that we have not been **blacklisted** by any Bank / PSU / State or Central Govt departments for any reasons.
10. We confirm that we do not have any **litigation / cases** pending against us in any Bank / PSU / State or Central Govt departments.
11. We confirm that we are responsible to obtain all necessary licenses, permission, NOC from all the statutory /local authorities for the smooth execution of this contract in SBI premises.

12. We hereby confirm that all the materials/components/spare parts/equipment etc. to be supplied /used as a part of this contract shall be original / new materials / components / parts / equipment only, from respective OEMs of the products and that no refurbished / duplicate / second hand materials/components /parts/ equipment shall be supplied or shall be used.

13. For any type of deviation (to any of above or subsequent instructions), it will be my/ our responsibility to obtain the written instruction of the Engineer-in-charge for the same failing which it shall be deemed that I have carried out any such deviations at my own and I shall be duty bound to replace the all deviated material/ works from the site at my/ our cost as well as I shall be liable to penalized by the SBI as deemed fit and for all such loses made thereof, I/ we shall not have any right to arbitrate in any manner.

Yours Faithfully,

Contractor's Signature _____

Name: _____

Address: _____

FORM OF AGREEMENT

ARTICLES of AGREEMENT made this ____ day of _____ year 2025 between _____ (Hereinafter referred to as the "Employer/Bank" which expression shall, unless excluded by or repugnant to the context, includes its successors and assigns) of the ONE PART and _____ of _____ (Hereinafter referred to as "Contractor" unless excluded by or repugnant to the context, includes its successors and assigns) of the OTHER PART.

WHEREAS the Employer intends to carry out _____ and shall herein after referred to as "Project".

AND WHEREAS for the purpose of the above said project, the Employer invited ONLINE E-tenders from experienced, resourceful and bonafide contractors through M/s SBI,Hyderabad vide its Notice Inviting Tender (No. _____ dated. _____).

WHEREAS the contractor submitted his Online Tender containing Notice Inviting Tender, General Conditions of Contract, Special conditions, Bill of Quantities, Form of Agreement, Preferred makes of materials, Form of Submission of tender, Technical Specifications etc. for the above said project, (Hereinafter collectively referred to as the "said conditions"), digitally signed as a token of his acceptance of the same, along with requisite Cost of tender and Earnest Money Deposit.

AND WHEREAS out of the Tenders received, the Tender of the contractor was found to be most suitable for the project.

AND WHEREAS the Employer through M/s SBI has accordingly issued the work order (No. _____ dated. _____) to the contractor subject to his furnishing the requisite Security Deposit.

AND WHEREAS the Contractor has accepted the aforesaid Work Order vide his letter of acceptance No. _____ dated _____

NOW, therefore, it is hereby agreed to and between the parties as follows:

1) Contract documents

The following documents shall constitute the Contract Documents.

I. This Article of Agreement.

II. Tender Document submitted by the Contractor including the "said conditions", N.I.T and Schedule of quantities.

III. All correspondence between the Employer and the Contractor from the date of issue of N.I.T and the date of issue of work order.

IV. Work order No. _____ dt. _____

2) In consideration of the payments to be made to the Contractor as hereinafter provided the Contractor shall upon and subject to the said conditions, execute and complete the contracted project works and such further detailed drawings as may be furnished to the contractor by the said Employer and described in the said Specifications and the said Schedule of Quantities.

3) Notwithstanding what are stated in the N.I.T conditions of Tendering, Conditions of Contract of herein stated before, the Employer reserves itself the right of altering the nature of the work and addition to or omitting any items of work or of having portions of same carried out through another agency or otherwise and such alterations or variations shall be carried out without prejudice to this contract.

4) As mentioned above, the "said conditions" shall be read and be treated as forming part of this agreement and parties hereto will respectively be bound thereby and to abide by and submit themselves to the conditions and stipulations and perform the same on their parts to be respectively observed and preferred.

5) Any dispute arising under this agreement shall be referred to the Arbitration in a manner specified in the General Conditions of the Contract and all legal disputes shall be limited within the territorial jurisdiction of the Hyderabad thereto. The decision of the arbitration shall be final and binding on both the parties.

6) The Vendor / Contractor shall promptly notify SBI / SBI of any changes in the constitution of their firm. It shall be open to SBI to terminate the agreement on the death, retirement, insanity or insolvency of any person/s is being director/s or partner/s in the said company / firm, or on the addition or introduction of a new partner without the previous approval in writing of SBI. But in absence of and until its termination by SBI as aforesaid, this agreement shall continue to be of full force and effect notwithstanding any changes in the constitution of the firm by death, retirement, insanity or insolvency of any of its partners or the addition or introduction of any new partners. In case of retirement / death, the surviving or remaining partners of the firm shall be jointly and severally liable for the due and satisfactory performance of the terms and conditions of the agreement.

7) The Contractor agrees and hereby keeps the Bank indemnified against all claims, actions, loss, damages, reputation loss, costs, expenses, charges, including legal expenses (Attorney, Advocates fees included) which the Bank may suffer or incur on account of any deficiency in Services rendered by The Contractor or breach of any obligations under this contract, including without limitation, breach of confidentiality obligations or any acts of commission / omission on the part of employees, agents, representatives or Sub-Contractors of the Contractor. The Contractor agrees to make good the loss suffered by the Bank.

IN WITNESS WHEREOF THE PARTIES to their present have here under set and subscribed their hands, the day, month and year first above written.

Signed and delivered for and on behalf of

Shri. _____ its duly authorized official, In the presence of –

1. (Name and Address)

2. (Name and Address)

Signed and delivered for and on behalf of the Contractor _____ by

Shri _____ his duly authorized representative, in the presence of

1. (Name and Address)

2. (Name and Address)

SPECIAL TERMS AND CONDITIONS

INSTRUCTIONS

1. **Completion of work:** :i) The work shall be considered as complete only after submission of Safety Audit Report to respective Branches & RBO's.
2. All Expenses shall be borne by Safety Auditor including transportation and TA / DA of their own representatives and Bank will not entertain any claim whatsoever in this respect.
3. The Safety Auditor, must interact with the concerned RBO AND R&DB for obtaining permission or Work Order as a protocol.
4. The Safety Auditor shall submit the Progress report on weekly basis. The work should be completed as specified in the tender.
5. No employee of the Bank is allowed to work as a Safety Auditor for a period of 2 years of his/her retirement from Bank Services without previous permission of the Bank. This contract is liable to be canceled, if either the Safety Auditor or any of his employees is any time to be such a person who had not obtained the permission of Bank as aforesaid before submission of the Quotations or engagement in the Safety Auditor's service.
6. You are required to take the attendance certificate from the branch head at time of visiting the branch.
7. Your report must consist of non scale sketch of layout of branch including showing the denomination of the areas used by you in the report.
8. Your report must consist of single line diagram of existing electrical system including marking the position of critical faults need immediate attention.
9. Inspection/recommendation report of existing electrical system with your observations and remarks.
10. Photo copy of last three electrical bills of the branch/office/ATM, including marking any discrepancy, if any.
11. You have to submit the "**PROFORMA OF ELECTRICAL AUDIT**" enclosed herewith as Annexure-I & Annexure-II, Annexure-III duly completed and signed by you and also signed by the Bank's Head.

12. You are required to submit the report within the period of 30 working days after issue of the work order.
13. Checking of earth resistance, insulation resistance of cables/electrical wiring, tripping of MCBs/ELCBs, Checking of terminal for any loose connection/over heating, checking of proper rating of protective devices, checking of all distribution boards etc.
14. The required images are to be enclosed along with audit report.

SCOPE OF WORK FOR ELECTRICAL FIRE SAFETY AUDIT

- a. Physical inspection of the SBI branches with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical fire hazards (shocks, fires, etc.) as per TAC guidelines.
- b. Review of protection devices such as LBS/ACB/MCCB/MCB/ELCB system of the electrical installation and whether the performance is satisfactory or not Review of adequacy of Wires/Cable sizes based on actual load current measurements, insulation resistance, tightness of terminations.
- c. Review of electrical accidents to identify root cause of the accidents, if happened any review the EPM (Electrical Preventive Maintenance) program if any, in the branch to suggest recommendations as per applicable standards.
- d. To evaluate the earthing system (installation and maintenance) in the plant based on IS 3043 and to suggest recommendations including the measurement of Earth resistance.
- e. Check for any loose contacts at the mains switches, DB, Switch boards etc.
Inspection of UPS and batteries for its adequacy in the capacity for the load requirement of the branch.
- f. Reliability of the electrical distribution system with the equipment's like air conditioners, UPS's, Generators etc. Checking whether the AMC of these items are in place.
- g. Evaluating whether the demand load is within the sanctioned load with proper load balancing.
- h. Verification of the operation of system room Air conditioners with timer mechanism.
- i. Report must consist of your Observations on account of the Electrical fire safety and various measures suggesting for the improvement of the safety existing systems.
- j. Preparation of Safety audit report and submission within the completion period in triplicate with non scale layout of the campus including denomination of the areas used by you for auditing. Report must consist of the single line diagram of existing electrical system including marking the position of critical faults needing immediate attention.
- k. Review of the Existing condition of the HT transformer, Substation, Main panels , Load break switch, DG sets, elevators, UPS if any.

Terms and Conditions and scope of work

Introduction

SBI is desirous of undertaking Electrical Safety Audit of the Electrical/Electromechanical installations provided in the office building of captioned place. The office building receives power supply from the Electricity supply authorities. In addition, diesel generator sets of suitable capacities have been installed to meet critical applications during power outages.

Objective

1. 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 hazards and to improve the safety of the personnel. The audit shall mainly focus on:
2. Identifying the potential electrical/fire hazards
3. Boosting employee morale by providing safe working environment.
4. Smoothing the operation and maintenance of electrical installation.
5. Avoiding loss of properties, human life and costly equipment.
6. Ensuring the compliance with relevant codes and practice, statutory rules and regulations.
7. Establishing procedures and process of safe working in electrical installation.

A. Statutory Requirements:

Electrical Safety Audit (ESA) of the Building and Electrical Installations shall be carried out with reference to applicable Indian Standard, Indian Electricity Rules(IE), PD Manual (Para 4.11), and other relevant codes of Practice to identify potential electrical hazards to prevent or minimize accidents. The Audit should be carried out using calibrated instruments and personal protective equipment during field visits for inspection and data collection. During the Audit, the audit team should ensure that in addition to other provisions of the IE rules as per IE Act, the provisions contained in Para 29 of the IE act specifically listed as under are complied with:

Para 29:- Construction, installation, protection, operation and maintenance of electric

Supply lines and apparatus-

1. All electric supply lines and apparatus shall be of sufficient ratings for power, insulation and estimated fault current and of sufficient mechanical strength, for the duty which they may be required to perform under the environmental conditions of installation, and shall be constructed, installed, protected, worked and maintained in such a manner as to ensure safety of 2[human beings, animals and property].

2. Save as otherwise provided in these rules, the relevant code of practice of the 3[Bureau of Indian Standards] 4[including National Electrical Code] if any may be followed to carry out the purposes of this rule and in the event of any inconsistency, the provision of these rules shall prevail.

3. The material and apparatus used shall conform to the relevant specifications of the 3[Bureau of Indian Standards] where such specifications have already been laid down.

- I. Subs. by GSR 358, dt. 30.4.1987, w.e.f. 9.5.1987.
- II. Subs. by GSR 45, dt. 1.1.1993, w.e.f. 23.1.1993.
- III. Subs. by GR. 466, dt. 18.7.1991, w.e.f. 17.8.1991.
- IV. Ins. by GSR 358, dt. 30.4.1987, w.e.f. 5.9.1987.

Relevant Codes of Practices:

Some of the relevant codes of practice are enumerated below:

- a. Indian Electricity Rules, 1956 (as amended up to date)
- b. IS: 5216 (Part-I) Recommendations on Safety Procedures and practices in Electrical Work.
- c. IS: 5216 (Part-II) Recommendations on Safety Procedures and practices in Electrical Work.
- d. IS: 1646-1961 Code of Practice for fire safety (General) : Electrical works
- e. IS: 4770: 1968 – Specifications for Rubber gloves for Electrical Purpose
- f. IS: 2309 Protection of Buildings and Allied Structures against Lightning
- g. Gazette Notification dated 20th September 2010 issued by Central Electricity Authority regarding Regulations for measures relating to safety and Electric Supply.
- h. National Building Code, 2005 (as amended up to date)
- i. Para 4.11 of PD Manual "Guidelines for operations and maintenance of various installations in the Bank's properties
- j. Any other local guidelines / bylaws as applicable.

B. Details of Electrical Installations in Bank's office building:

Substation, Transformers, Switchgear, Electrical Panels, Capacitor Panels, Distribution Board, Distribution circuits, Electrical wiring consisting of power, lighting and fan circuits including earthing, Building and Equipment Earthing, Various types of motors, DG set, UPS, Central Air-conditioning Plant, Room Air conditioner, Air Handling Units, Lifts, Lightning Arrester, Kitchen Equipment, Water Pumps, Servers, switches, PCs, printers and other IT equipment and any other equipment and gadgets connected to power supply prone to fire hazards.

C. Scope of work

The scope of work for the electrical safety audit shall include but not limited to:

1. **Study of existing safety measures**, procedures and system for controlling electrical hazards being followed in the office with respect to statutory and regulatory requirements, electricity rules etc. and suggest for further measures in case of any gap.
2. **Preparation of single line diagram (SLD) of Electrical Installation** from HT panel to Floor panels, covering transformers, main LT panel, capacitor panel, DG set, UPS Panel etc. The SLD should indicate the ratings of the equipment, feeders (wherever possible) etc...
3. **Earth Resistance Testing**
 - The earth resistance testing shall be carried out to measure the earth resistance on all the earth pits and its compliance with respect to Indian Electricity Rules may be verified.
 - The continuity of earth strip/conductor from the earth pit the earth terminal of the respective electrical equipment shall be checked and verified.
4. **Identification of any unbalancing of loads**. The unbalancing/overloading, if any, in the electrical installation viz. transformers, LT panels, Emergency panel, Floor Distribution Panels, Distribution Boards etc shall be identified with the help of measuring equipment.
5. **Identification of Hot Spots using thermal camera**: The hot spots, if any, in the electrical installation panels and distribution boards shall be identified with the help of thermal imaging/thermography.
6. **Checking Record of test reports** carried out by the OEMs or their authorized representatives for proper functioning of transformers, HT/LT switchgear and proper functioning of their protective relays, failsafe interlocking of Circuit breakers
7. **Checking of Elevators** for passenger and freight/bullion movement and passengers safety testing including testing of door safeties, alarms, overload protection and Automatic rescue devices, firemen control/switch, wiring in shaft and machine room etc. provided in the lift installations and gaps if any shall be identified and indicated in the audit report.
8. **Physical inspection of the sources of power supply** viz Transformers, substation equipment, DG set , UPS installations and associated power distribution electrical installations including power supply systems & wirings for

Signature of the Contractor with seal

server rooms, IT equipment etc shall be done with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of practice. Any leakage of oil in transformer, capacitor banks, and diesel/water/oil in DG sets, leakage of oil/refrigerant in AC plant, leakage of water in lift shaft, leakage of water over any electrical equipment etc to be checked.

10. Checking provisions and sufficiency of AC services comprising AC units/ PAC systems and ventilation systems in areas housing electrical/IT equipment in 24x7x365 operations namely UPS systems, battery rooms, server rooms etc as per existing circulars and guidelines issued by the Bank. **Checking of the alternate operation** of the standby fans/AC units through timers or any OEM installed logic circuits etc for proper operation.
11. Verification of circulars, Records of Preventive maintenance of electrical installation and equipment maintenance, practices & documentations and compliance thereof as per SBI instructions.
12. Identification of Electrical hazards such as loose wire hanging, cables not dressed properly, broken switches, plugs and sockets etc. shall be done.
13. Checking of the protection devices in upstream and downstream switchgears and their settings to ensure that the same are in the desired graded manner as designed as per the requirements of existing standards including setting/adequacy of ELCB and their ratings for earth leakage protection.
14. Checking of the Lightning protection system of the building and ensuring that lightning arrestors are connected to two isolated earth pits. These pits should not be connected to electrical system earth.
15. Checking of the provision of electrical shock treatment chart in Hindi and local language near electrical equipment and substation. Checking the record of the training provided to the electrical staff on electrical safety, shock treatment and to handle emergencies and artificial respiration.
16. Checking the log of electrical accidents maintained.
17. Checking of the provision of Danger sign Boards indicating the voltage at a prominent location of electrical installation.
18. Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault.
19. Checking of the provision of protective guards and belt covers for all the rotating electrical equipment.

20. Checking the provision of firefighting equipment and fire alarm system detectors near all the electrical installations. It is to be ensured that Fire buckets filled with free flowing sand and DCP/CO2 fire extinguishers are provided near electrical substation and electrical panel locations.
22. Verifying that all the workmen engaged on electrical installation work has been provided Personal Protective Equipment (PPE) i.e insulated gloves, safety shoes and insulated tools etc and the same are being used. These equipments should be periodically checked for their proper functioning.
23. Verifying provision of First Aid boxes and their periodic replacement of expired medicines.
24. To check the provision of insulated mats of ISI mark in front of all the electrical panels.
25. To check the provision and use of proper height, strong and properly insulated ladders for the maintenance work.
26. To check the provision of proper ventilation of substation, transformer rooms, electrical panel rooms and battery rooms etc.
27. In addition to above, checking for any shortfalls in the existing electrical systems which impact on human and fire safety

D: Equipment/measuring instruments

All the equipment/instruments required for carrying out the Electrical Safety Audit will have to be arranged by the firm without any extra payment to the Bank. The firm should have the following minimum equipment/instruments for Electrical Safety Audit:

- Three-phase Power analyzer
- Thermography camera
- Earth tester
- Megger
- Any other equipment/instrument

Please note that the Bank will not provide any kind of assistance in the form of men/material and the firm will have to make their own arrangement for all assistance.

E. Work at site

The firm may visit the premises and ascertain site conditions. The work has to be carried out in a working office building without causing inconvenience to the normal working of the Bank. No power shut down will be provided during office hours. Power shut down required for the work will be given on holidays and after office hours at the discretion of the Bank. No extra claims will be admissible later on these grounds.

The firm should deploy only qualified and experienced Engineers/Technician having requisite licenses to carry out such works. Utmost care shall be exercised by the firm in carrying out the work to ensure that no damage is caused to persons and properties.

Signature of the Contractor with seal

The Bank will not be liable for any injury or damage to persons and any such happening will be entirely the responsibility of the firm. The persons carrying out the Electrical safety audit shall also use all the required Personnel protective equipment for their own protection.

F: Submission of Report

After completion of the audit, post audit review meeting shall be held with the Bank's engineers detailing about their observations. The audit report shall include the status of the entire electrical installation observed by the audit team during the safety audit. The report shall also include the recommendations of the audit team for improvement in the electrical installations.

**FORMAT FOR SUBMIT ELECTRICAL SAFETYAUDIT REPORT BRANCH / OFFICE
DETAILS**

1.	Branch/Office Code and Name	
2.	Address	
3.	BM's PF No, Name and contact No.	
4.	Name of Controller –I (RM) & PF No:	
5.	Name of Controller –II (DGM)& PF No:	
6.	Sanctioned Load in KW/KVA	
7.	Connected Load in KW/KVA	
8.	Monthly amount of energy bill (Approx)	Rs. _____per month
9.	Tonnage of Air-conditioners in Branch (Approx)	
10.	Area of Branch/Office	
11.	Whether Building/Branch/Office is HT/ LT Connection	Annexure i for LT Annexure ii for HT
12.	Name of Auditor who has conducted audit and Firm Name and contact number	
13.	Audit Conducted on	
14.	Hard copy of latest Electricity bill	To be enclosed for arriving sanction
15.	Last audit conducted	Date: Name of Auditor:
16.	UPS details:	a. UPS rating:_____KVA b. Battery rating: _____VAH c. No.of Batteries:_____

17.	Generator details:	a. DG set rating: _____KVA b. Residual lease period :_____
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Signature of the Auditor

Signature of the Branch Manager/ Head with seal

Annexure-i

AUDIT FOR LT CONNECTION

S,No	Description	Details	Yes/ No	Observations/Remarks
1	Whether MCCBs/MCBs/ELCBs are provided with proper rating to cater the load	YES / NO		
2	Whether light and emergency light are provided in electrical rooms/operating areas for easy operation & maintenance works	YES / NO		
3	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		
4	Whether water seepage is observed near any of the Electrical Panel, Distribution Boards, Electrical equipment etc.	YES / NO		
5	Whether Earthing pits are provided and connected to the equipment, Body of the connected equipment	YES / NO		
5a	Whether the earthing pits are properly maintained	YES / NO		
6	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		

7	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		
7a	Additional electrical load required if any(from power Distribution company)	Yes/ No		If Yes additional load ____ KW
8	Whether Load is Distributed in all 3 phases to avoid unbalancing of phases and no loose electrical connection/haphazard wiring observed in the branch/office/premises	YES / NO		R: ____ Amps Y: ____ Amps B: ____ Amps N: ____ AMps
9	Whether isolating switches are provided for the switching off of then on essential loads premises during night and main switch to switch off the power supply to the branch in case of fire/Emergency	YES / NO		
10	Whether electrical equipments of Party etc. are properly connected to Iron socket box with MCBs. MCB s or latest type switches are provided to switch on/off the AC s and protect them from overload.	YES / NO		
11	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		
12	Whether Appropriate timers used in the changeover of Air conditioners for server room Ac's 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 Ac's during thenights)	YES / NO		
13	Whether preventive maintenance of electric installation and equipment is carried out by skilled license holder electricians / skilled	YES / NO		

	technician			
14	General Condition of electrical control panels, Main switch, electric meter board and change over switch, Ac's, Water coolers, water filter, wiring cables etc. is good and all Dbs , Panels, Switch boards are properlycovered.	YES / NO		
15	Whether the contact numbers of persons, electricians, power distribution company, Generator service provider, Vendor UPS vendor, Ac's etc. are available with Accountant / Security guard and other staff and they are displayed in Electric Room / UPS room.	YES / NO		
16	Whether the power factor panel of appropriate rating is installed	YES / NO		

Deviations:

Signature of the Auditor

Signature of the Branch Manager/ Head with seal

Electrical Engineer / Auditor for remarks:

Signature of the Auditor

Signature of the Branch Manager/ Head with seal

S,No	Description	Details	Yes/No	Observations/Remarks
17	FIRE PREVENTION MEASURES	YES /NO		
a	All old disposable records, broken furniture etc accumulated at the premises have been cleared.	YES /NO		
b	Combustible leaf, litter / waste papers etc. in and around the branch is removed / cleaned periodically	YES /NO		
c	No stationery / records / old obsolete items are stored / kept in the system / UPS room	YES /NO		
d	Storage racks in stationery / record room kept at a safe distance of at least 3 ft from electrical points / switch / junction boxes.	YES /NO		
e	In the pantry / canteen LPG is used	YES /NO		
18	SERVER AND UPS ROOM	YES /NO		
i	Server room have dual AC units having timer circuit device with independent circuit	YES /NO		
ii	Whether fan installed in UPS room	YES /NO		
19	ELECTRICAL SAFETY	YES /NO		
	Power supply to record / stationery room is made	YES /NO		

	through plug and socket arrangement			
20	FIREPROTECTION/FIRECONTROL EXTINGUISHERS AND FIRE ALARMSYSTEM	YES /NO		
	Are fire extinguishers available in the following work area and clearly marked and accessible A. Systems/UPS Room:CO2(3kg/4.5kg)x2 B. Banking Hall:Water CO2type C. Stationery Room:Water CO2type	YES /NO		
21	DG SET / GENERATOR	YES /NO		
	At least two 6 kg ABC capacity fire extinguishers are placed near the DG	YES /NO		

Signature of the Auditor

Signature of the Branch Manager/ Head with seal

ANNEXURE-II

ADDITIONAL POINTS FOR BUILDINGS HAVING OWN HT SUBSTATION

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) PF:	
Peak load as mentioned in the electricity bill (Preferably April/ May/ June)	Peak Load:
Capacity of substation and voltage	_____KVA _____KV

S, No	Description	Details	Remarks
1	Whether the permission for substation and DG sets, Electric shock treatment chart, Electrical & 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 electrical danger plate(fig of skull & cross bones , 11KV/33KV/440V/230V) is provided on Main Electrical Panel / electrical room / Operating Areas.	YES/NO	
3	Safety Materials like Fire extinguishers, Sand Buckets, Rubber Mats, Hand gloves, First Aid box etc. are available insubstation.	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 the required inspection fees paid well in time.	YES/NO	
5	Whether the observations by Electrical Inspector during his last visit have been attended. Date of his compliance report	YES/NO	Copy of letters should be enclosed
6	Whether Preventive Maintenance of Breakers, Transformers, H.T and LT panels etc. is carried out as per schedule and the contract for maintenance of Transformer / Breaker / Panels etc. are given to respective manufacturer / service Providers.	YES/NO	Attach the report
7	i. Whether The maintenance contractor has A class Electrical contractor license and comply the requirement of the guidelines of the concerned State / Central Govt.	YES/NO	Copies should Available with concerned official
	ii. The workmen / Technicians possess the wire men / electricians license	YES/NO	
8	In case of outdoor substation, i. Whether the stone gites provided in substation yard. ii. Whether the substation structure fencing boundary is provided, painted and well maintained.	YES/NO	
9.1	Whether Earthing test reports are provided by the Electrical contractor / Maintenance contractor?.	YES/NO	
9.2	Whether proper nomenclature and painting is done on Electric Panels and Earthing Pits.	YES/NO	
10.1	Whether Transformer oil level and breather condition is checked at least once in a week	YES/NO	
10.2	Check last date of Transformer oil BDV test and confirm the BDV value whether it is permissible or not	YES/NO	
11	Whether mechanical and electrical interlocks of critical equipment are provided and maintained in working condition.(Operational manuals for all critical equipments should available at site)	YES/NO	

12	Whether APFC panel is provided and power factor value is maintained higher than prescribed value say 0.9	YES/NO	Confirmed / verified from electricity bill & APFC panel meter
13	Whether Lightning Arrestor and aviation light is provided (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 conservation opportunities, challenges in Electrical safety etc.	YES/NO	
16	Thermography : observations on thermographic images at Electric Panels, Distribution Boards.		Upload the thermographic images on the system
17	Whether the Earthling pits are identified and free from obstruction for routine maintenance?		
18	Whether the Transformers, MV panels, HT panels, RMG, APFC panels, etc. are earthed from dedicated Earthling pits?		
19	Whether the sub-station building is ventilated sufficiently.		
20	Whether Electric shock treatment charts Electrical and Fire safety Charts and Single line diagram are displayed?		
21	Are Fire extinguishers mentioned refilled and inspected regularly? If yes, mention Date of last refilling		
22	Whether Annual Operations & Maintenance contract is provided for the sub-station 24 x 7?		

Deviations:

Signature of the Auditor

Signature of the Branch Manager/ Head with seal

Electrical Engineer / Auditor for remarks:

Signature of the Auditor

Signature of the Branch Manager/ Head with se

Annexure-III

<u>Sl No</u>	<u>Description</u>	<u>Write Yes/ No</u>	<u>Remarks by Fire Officer</u>
1.	5Kg ABC Automatic Modular Fire Extinguisher providing protected in the back room?	Yes/ No	Critical Point
2.	ATM room is having fire detector connected through branch AFDS(Applicable for Onsite ATMs only)	Yes/ No	Critical Point
3.	Whether MCCb/MCB/ELCB are provided and apparently in working condition	Yes/ No	Critical Point
4.	AC units are provided with timer circuit device	Yes/ No	Critical Point
5.	Main supply switch/ MCB to cut-off the electric supply of ATM has been marked	Yes/ No	
6.	In power supply to AC, UPS and ATM machines through metal clad plug receptance socket?	Yes/ No	
7.	Electrical wires are properly covered/ insulated to prevent exposure of wire?	Yes/ No	
8.	Is there any cooking stove/ electric heater coil stove noticed in the ATM	Yes/ No	
9.	Is there any water accumulation/ seepage in the premises/ dripping on electrical gadgets	Yes/ No	
10.	Any combustible container provided in the ATM	Yes/ No	
11.	Does steel Dustbin container provided in the ATM	Yes/ No	
12.	No smoking board in the ATM cabin provided	Yes/ No	
13.	Main entrance shutter is in working condition	Yes/ No	
14.	Proper locking arrangements is there at the main shutter	Yes/ No	
15.	All electrical lights are in working condition	Yes/ No	
16.	ATM is provided with external CCTV camera	Yes/ No	
17.	CCTV is in working condition	Yes/ No	

Deviations:

Signature of the Auditor

Signature of the Branch Manager/ Head with seal

Electrical Engineer / Auditor for remarks:

Signature of the Auditor

Signature of the Branch Manager/ Head with seal

NAMES OF THE NETWORK ADMINISTRATIVE OFFICES AND RBOs

Sl No	Name of the Administrative Office	Name of the RBO
1	Hyderabad	Banjara Hills
		Charminar
		Nacharam
		Siddipet
		DCB
2	Secunderabad	Dilsukhnagar
		Himayathnagar
		Vikarabad
		Secunderabad
		DCB
3	Cyberabad	Sangareddy
		Kukatpally
		Madhapur
		Medchal
		DCB
4	Nalgonda	Jogulamba
		Khammam
		Mahabubnagar
		Nalgonda
		Suryapet
		DCB
5	Warangal	Karimnagar
		Kothagudem
		Warangal Rural
		Warangal Urban
		DCB
6	Nizamabad	Adilabad
		Kamareddy

		Nizamabad
		Mancherial
		Godavarikani
		DCB
7	LHO & CC Establishments	

ELECTRICAL AUDIT PRICE BID

<u>Sl No</u>	<u>Description</u>	<u>Unit</u>	<u>Qty</u>	<u>Rate per Branch in ₹</u> (<u>Excluding GST</u>)
1	Electrical safety audit of branch including onsite ATM.	No	1	
2	Electrical safety audit of branch/ office with HT substation/ HT power supply including onsite ATM	No	1	

L-1 will be finalized separately for SI no:1 and SI no:2

Note:

- 1) Above charges are inclusive of transportation, halting and any other applicable charges etc. except GST. GST shall be reimbursed by Bank.
- 2) The Electrical auditor should also upload the audit reports in Bank's portal. (i.e the scope of work includes conducting Electrical safety audit and also uploading the audit report).
- 3) The soft copy of audit report of each branch should be submitted to LHO and respective RBO/ controlling Office. The file name of the report should be branch code.
- 4) **The auditor should submit 3 copies of audit report one each in LHO, RBO and branch. The photocopy of audit report should be immediately submitted at branch soon after conducting audit.**