



STATE BANK OF INDIA
Premises & Estate Department,
LOCAL HEAD OFFICE, 3rd FLOOR, C-6, G- BLOCK,
SYNERGY BUILDING, BANDRA-KURLA COMPLEX,
BANDRA (EAST), MUMBAI-400 051

Tender ID: MUM20250901

THROUGH E-TENDERING PROCESS

**TENDER FOR CONDUCTING OF ELECTRICAL SAFETY AUDIT FOR BRANCHES /
OFFICES UNDER THE CONTROL OF MUMBAI (METRO) CIRCLE**

**FROM EMPANELED ELECTRICAL SAFETY AUDITORS OF SBI, MUMBAI
(METRO) CIRCLE**

Note: Firm should possess valid digital signature for this e-tender.

SUBMITTED BY :

NAME : _____

ADDRESS : _____

CONTACT NO : _____

EMAIL ID : _____



NOTICE INVITING TENDER (NIT)

TENDER FOR CONDUCTING OF ELECTRICAL SAFETY AUDIT FOR BRANCHES / OFFICES UNDER THE CONTROL OF MUMBAI (METRO) CIRCLE

SBI invites online tender “from the Empaneled Electrical Safety Auditors” for conducting Electrical Safety Audit for Branches/ Offices under the control of Mumbai (Metro) Circle. The details are as under:

1.	Name of the Work	Electrical safety audit for branches / offices under the control of SBI, Mumbai Metro Circle.
2.	Time for Completion of work	90 DAYS from the date of PO
3.	Eligibility of the contractor	Electrical safety Auditors empaneled with SBI, LHO Mumbai (metro)
4.	Tender documents available for download from the websites:	<u>www.tenderwizard.com/SBIETENDER</u>
5.	Availability for download from the above web sites	From 11.09.2025 to 24.09.2025
6.	Last date and time for submission of written queries for clarification in Pre-bid meeting.	Up to 3.00 PM on 15.09.2025
7.	Pre-Bid Meeting	At 11.00 AM on 16.09.2025 at address mentioned in point no. 15 below. (Only written queries submitted by the bidders till stipulated date and time shall be discussed and clarified in the meeting)
8.	Last date and time for submission of online bids in e-tender portal	24.09.2025 at 3.00 P.M. at Service Provider's portal <u>www.tenderwizard.com/SBIETENDER</u>
9.	Date and Time of opening of e-Tenders	24.09.2025 at 3.30 P.M.
10.	Liquidated Damages for delay in work	i) 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
11.	Validity of quotation	90 days.
12.	Tax Deduction	As per applicable rates
13.	Distribution of works among bidders	<u>PRICE BID-A :</u> L1 will be based on the Grand total. SBI has right to distribute the Branches in the following manner for early completion of the Audit.



		i) L-1 bidder can choose any two Administrative offices and if L2 and L3 agreed to match with L1 Price, L2 & L3 will be allotted remaining two Administrative Offices. ii) If L2 / L3 did not agree to match with L1 price, the L4 bidder will be allotted to one administrative office if L4 matches the L1 Price. iii) If none of the bidders agree to match with L1 price, L1 will be allotted 100% of Branches <u>PRICE BID-B :</u> L1 will be based on the Grand total and allotted 100% to L1 i.e. all branches / offices under AO Panaji, Goa. Note: Vendor should complete the Audit in all respect within stipulated / given time frame irrespective of number Branches allotted to them.
14.	Rates quoted by bidder	1. The quoted rate should be inclusive of all required for the completion of audit and exclusive of GST. 2. Any additional claims other than the quoted amount will not be entertained. 3. The quoted rates shall be firm throughout the completion of the project
15.	For any clarifications, pl contact	Assistant General Manager (P&E), Premises & Estate Department, State Bank of India, 3rd Floor, LHO, C-6, G-Block, Bandra- Kurla Complex, Bandra (East), Mumbai- 51 Ph: 022-26445645, agmpe.lhomum@sbi.co.in
16.	Check list of documents to be uploaded at www.tenderwizard.com/SBIETENDER	Bidders are required to upload the NIT in PDF as uploaded by bank. This will satisfy digital signing of the terms and condition of the tender by the bidder.
17.	e-Tender Service Provider Contact persons:	



Vendor Help Desk Numbers: +91-9073677150, +91-9073677151, +91-9073677152, +91-9674758723, +91-9674758726, +91-9674758506, Mr. Kushal Bose, Mobile: +91-9674758719, Email: kushal.b@antaressystems.com Mr. Biswajit Chakraborty, Mobile: +91-9674758723, Email: biswajit.c@antaressystems.com

18. The bidder shall sign and stamp each page of the document thereby ensuring the number and sequence of all pages.

19. No conditions other than mentioned in the quotation will be considered, and if given they will have to be withdrawn before opening of the price-bid.

20. The SBI reserve their rights to accept or reject any or all quotations, either in whole or in part without assigning any reason for doing so and any claim / correspondence shall be entertained in this regard.

21 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.

22. SBI has the right to accept / reject any / all quotations without assigning any reasons and no correspondence shall be entertained in this regard.

23. For any clarifications regarding E-Tendering procedure, System requirements etc. please contact M/s Antares Systems Limited, whose address is mentioned in the NIT

Yours Faithfully,

**Assistant General Manager (P&E)
State Bank of India, Local Head Office
Mumbai Metro Circle, Mumbai-400 051**



SPECIAL TERMS AND CONDITIONS

INSTRUCTIONS

1. The work shall be considered as complete only after submission of Safety Audit Report to respective Branches & RBO's, Audit report to be entered in our portal, Soft copy of the report at LHO and soft copy of all branches equipment details as per formats attached.
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. After allotment of work, P&E department interact with the auditor for competence of the auditor. Authority letter will be issued to those auditors only.
4. The Safety Auditor must get prior permission from the concerned Branch Manager and RBO for conducting audit of the Branch.
5. The Safety Auditor must interact with the concerned Branch Manager for obtaining data, problems/issues etc and conducting audit of the Branch.
6. The Safety Auditor shall submit the Progress report on weekly basis. The work should be completed in all respect within stipulated time period **of 90 days**.
7. 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.
8. The audit report must consist of all connected equipment details as per the report, non-scale sketch of layout of branch including showing the denomination of the areas used by you in the report, 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. To obtain photo copy of last three months electricity bill of the branch/office/ATM and submit the same along with final audit report including marking any discrepancy, if any.
11. The Safety Auditor have to submit the "PROFORMA OF ELECTRICAL AUDIT" enclosed herewith as Annexure-I & Annexure-II duly completed and signed by Auditor and Bank's Head (i.e. Branch Manager).
12. **The Safety Auditor is required to submit the Final Audit Report along with required data in Excel format contains all Equipment details, highlighting of Risk categories, softcopy of report etc within the period of 90 working days after issue of the work order.**
13. The Safety Auditor has to check the earth resistance, 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 Safety Auditor has to check and submit the details of all the Electrical Installations/ UPS/DG SET/ AC (Conventional/ Inverter/ VRF/ Ductable) / Lights (CFL/ LED) / APFC Panel connected in the Branch
15. The Auditor has arranged to enter Electrical Audit report of all branches / offices allotted to them on our online portal at LHO at no additional cost.
16. The Auditor should not alter this document as well as Audit report.
17. A copy of the handwritten report to be submitted to the Branch at the time of inspection and acknowledgement to be obtained from Branch Manager.
18. After allotment of work, the auditor will be interacted at LHO to assess the field knowledge.

SCOPE OF WORK FOR ELECTRICAL 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.
- l. Auditor has to submit a copy of photo taken in front of the name of the Branch.
- m. You are requested to submit hard copy of final audit reports of the Branches to the respective RBO and soft copy of the report to the Branch, respective Regional Business Office (RBO) and Premises & Estate Department, Mumbai Metro Circle. The photocopy of initial report should be immediately submitted at branch soon after conducting audit.



- n. Wherever multiple offices/ units are operating under one establishment,
- I. If different electrical meters for different offices, then treat it as separate entity as per electrical load
 - II. If Single meter for different Branches/ Offices, then Main office as per load and sub connections may be treated as less than 60kW irrespective of load if area is more than 2000 Sq.ft.
 - III. If single establishment in different locations may treat as single only though you have conducted audit in different locations. you are also advised to consider the same as a single unit.

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 :

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:

1. Identifying the potential electrical/fire hazards
2. Boosting employee morale by providing safe working environment.
3. Smoothening the operation and maintenance of electrical installation.
4. Avoiding loss of properties, human life and costly equipment.
5. Ensuring the compliance with relevant codes and practice, statutory rules and regulations.
6. 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 Standards, Indian Electricity Rules(IE) 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:

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/thermograph.
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 passenger 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 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. 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.



PRICE BID - A

(Please fill the amount Online only)

Charges for conducting the Electrical Safety Audit of Branches/Offices strictly as per the format, terms and conditions and scope of work as per this document

S No	Description	Unit	Qty*	Rate per Branch in Rs (Excluding GST)	Amount
AO EAST (RBO GHATKOPER, RBO PEN, RBO PANVEL & DCB)					
1	Branch having Electrical Load up to 60 kW	No	102		
2	Branch having Electrical Load Above 60 kW/ HT Report along with Thermal Images	No	12		
3	Captive Branches	No	9		
AO SOUTH (RBO FORT, SION & DCBs), Main Branch, CCPC, CPPC, NACH, LCPC					
1	Branch having Electrical Load up to 60 kW	No	84		
2	Branch having Electrical Load Above 60 kW/ HT Report along with Thermal Images	No	13		
3	Captive Branches	No	6		
AO THANE (RBO THANE CENTRAL, WESTREN, SANPADA & DCBs)					
1	Branch having Electrical Load up to 60 kW	No	135		
2	Branch having Electrical Load Above 60 kW/ HT Report along with Thermal Images	No	10		
3	Captive Branches	No	3		
AO WEST (RBO WORLI, ANDHERI, BORIVALI & DCBs), DAC, SBILD VASHI					
1	Branch having Electrical Load up to 60 kW	No	106		
2	Branch having Electrical Load Above 60 kW/ HT Report along with Thermal Images	No	14		
3	Captive Branches	No	2		
Grand Total (Excluding GST)					

* Tentative list of branches



PRICE BID – B

(Please fill the amount Online only)

Charges for conducting the Electrical Safety Audit of Branches/Offices strictly as per the format, terms and conditions and scope of work as per this document

S No	Description	Unit	Qty*	Rate per Branch in Rs (Excluding GST)	Amount
AO Panaji, Goa (RBO-RATNAGIRI, RBO-SOUTH GOA, RBO-NORTH GOA & DCB)					
1	Branch having Electrical Load up to 60 kW	No	142		
2	Branch having Electrical Load Above 60 kW/ HT Report along with Thermal Images	No	5		
3	Captive Branches	No	4		
Grand Total (Excluding GST)					

* Tentative list of branches

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 requested to submit hard copy of final audit reports along with line diagram of the Branches to the respective RBO and soft copy of the report to the Branch, respective Regional Business Office (RBO) and Premises & Estate Department, Mumbai Metro Circle. The photocopy of audit report should be immediately submitted at branch soon after conducting audit.**



Signature of the authorized person
With company seal
Date: