

To

All the Auditors/firms on State Bank of India's Panel for Electrical Safety Audit Work under Chandigarh Circle

Dear Sirs,

SHORT TERM TENDER FOR ELECTRICAL SAFETY AUDIT OF VARIOUS BRANCHES / OFFICES/ CELLS/ ATMS OF STATE BANK OF INDIA LOCATED UNDER ADMIN OFFICE BATHINDA FOR FY 2025-26

1. Please arrange to submit your sealed Tender for Electrical Safety Audit of various branches/offices/cells/ATMs of State Bank of India under Admin Office Bathinda.

2. The document must be duly signed. The tenderers rubber stamp shall be fixed at required places. The sealed cover shall be subscribed as **"TENDER FOR ELECTRICAL SAFETY AUDIT OF VARIOUS BRANCHES/OFFICES/ATMS OF STATE BANK OF INDIA UNDER ADMIN OFFICE BATHINDA FOR FY 2025-26"**. Also mention **"DO NOT OPEN BEFORE 25.09.2025"**

3. Tenders shall be submitted at the office of "The Chief Manager (HR & Admin), 4th floor, Urban Estate, Phase-II, Bathinda, Punjab on or before **25.09.2025** upto 11.00 A.M. Tenders received after the stipulated time and date as stated above will not be considered and no extension of time be given on any account for submission of the tenders.

4. The tenders will be opened at the office of The Chief Manager (HR & Admin) on or after **25.09.2025** 12.30 P.M., in the presence of tenderers/firms who may choose to be present. Only one authorized representative of the tenderer may be permitted for the purpose.

5. Submission of Tender:

- i. Envelope-1: contains Terms and conditions & EMD. Every tender shall be accompanied with the **Earnest Money of Rs. 3,000/-** only in the form of Demand Draft from any Schedule Bank drawn in favour of State Bank of India, payable at Bathinda. No interest will be payable on such E.M.D. Tenders without EMD will be rejected. No request will be considered for waiver of EMD amount. If L-1 bidder(s) back out then the EMD amount will be forfeited.
- ii. Envelope-2: Price bid.

6. The Earnest Money will be retained in case of the successful tenderer(s)/firm(s) as part of the security for the due fulfillment of the contract.

7. The tender shall be kept valid for approval for a period of 3 months from the date of opening of tender.

8. No consideration will be given to a tender received after the stipulated date and time and no extension of time will be permitted for submission of tenders.

9. The tender without earnest money will be rejected. The EMD to unsuccessful tenderer will be released within one month from the date of opening of price bid.

10. Tenders not fulfilling any or all of the conditions prescribed, or which are incomplete are liable to be rejected.

11. The Bank reserves the right to accept/reject any tender without assigning any reason therefor.

Yours faithfully,

Chief Manager (HR & Admin)
Admin Office, Bathinda

TERMS AND CONDITIONS OF THE WORK

1. The exercise of electrical audit and submission of report shall have to be completed within 60 days from the date of award of work.
2. **Two copies of Electrical Audit reports** are to be submitted by the auditor, one in one in AO Bathinda/RBO and another in the audited branch. Copy of Branch Electricity bill is to be attached along with branch audit reports.
3. **The payment of auditor will be released by Admin Office Bathinda/ Concerned branch, on successful completion of electrical audit and online submission of report on Bank's portal. The audit report must be feed within one month of the audit.**
4. **Firm's/ Auditor's who don't feed reports online will not be allowed to participate in future electrical audit tenders and audit fees of not updated online branches will not be released.**
5. The representative of the firm may visit the site before quoting the rates. For any other clarification, they can contact this office on any working day.
5. The cost of various equipments required for electrical audit are to be borne by the vendor and no extra cost will be paid.
6. **Rates quoted should be inclusive of all the expenses except GST.**
7. Bank reserves the right to accept or reject any tender without assigning any reason. Also, the work can be terminated if work is not done as per bank's requirement i.e. timely and qualitatively.
8. Tenders shall remain valid for a period of three month from the date of opening of tender. The audit rates will be valid for one year, however rates validity can be extended for more than one year as mutually agreed by Bank and the auditors.
9. List of branches for audit will be provided to auditor(s) by AO Bathinda or various RBOs under AO Bathinda. The number of branches may change i.e. increase or decrease depending on the bank's requirement. Also, the L-1 rates will remain same for change in varied branches.
10. The Electrical safety audit work will/may be divided into L1 & L2 bidder in ratio of 60:40, subjected to L2 bidder is agreed to carry out the work at L1 rates. If L-2 not able to match L1 rates then 100% work will be allotted to L-1 bidder. However Bank decision will be final to allot all the work to L-1 vendor or split work between L-1 & L-2 as mentioned above.
11. The audited branches will be cross checked by concerned official for genuiness and correctness of the audit observations. If audit is wrongly done/ incorrect then the firm will be debar/blacklisted for future tender participation.

Signature of auditor with seal

OFFICES OF STATE BANK OF INDIA LOCATED UNDER admin office Bathinda

RATE/CHARGES FOR ELECTRICAL AUDIT

S.N	PARTICULARS	NO. OF BRANCHES/ Offices/ATMs *	Rates (Rs.) per branch/ office /ATM	TOTAL (Rs.)\$
1	Electrical Safety audit of branches/ offices/cells with/ without onsite ATM (one or more ATM) having electrical load less than 60KW#	1		
2	Electrical Safety audit of branches/offices having sanctioned load of 60KW# and above with thermography images	1		
3	Electrical Safety audit of branches/office/buildings with HT connection/Sub-station with thermography images.	1		
4	Electrical Safety Audit of offsite ATMs	1		
Total Amount (Rs.)				

Total Amount in Words:

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* Number of branches/offices/ATMs may increase or decrease as per bank's requirement.

The sanction load of branches may vary. The fees to auditor will be released
on the basis of electrical load of the branches.

\$ Above charges are inclusive of all taxes, transportation, halting etc., However GST will be paid extra on submission of GST invoice.

Note: The L-1 vendor will be decided on lowest cumulative rates.

Signature of Auditor with seal