



State Bank of India

INVITES TENDER

FOR

ELECTRICAL AUDIT OF THE DIRECT CONTROLLED
BRANCHES/ OFFICES UNDER
ADMINISTRATIVE OFFICE , PANCHKULA

TENDER DOCUMENTS

NAME OF THE FIRM/AGENCY:.....

ADDRESS:.....

GST NO.:.....

NOTICE INVITING TENDER

State Bank of India (SBI) Invites Tenders From the Bank's Empaneled Electrical Auditors for Electrical Audit work of the Direct Controlled Branches/Offices under Administrative Office , Panchkula. Detail of tender is as under :-		
1.	Name of work	Electrical Audit of the 17 Direct Controlled Branches /offices under A.O Panchkula
2.	Time allowed for completion	30 days from the date of commencement.
3.	Earnest Money Deposit	Rs 2,000 /- in form of DD or Bank Guarantee
4.	Security Deposit	Nil
5.	Address at which the tender are to be submitted:	Assistant General Manager (D&VAS) State Bank of India 5th Floor Administrative Office , Sector 5 Panchkula 134109 Haryana
6.	Last Date and Time of submission of Tenders:	27-10-2025 at 2:00PM
7.	Date and Time of opening of tender	27-10-2025 at 3:00PM
8.	Validity of offer	90 days from the date of opening of tenders.
9.	Liquidated Damages	0.50% of contract amount per weeks subject to max. 5% of contract value or final bill value.
10.	Payment of bills	Payment will be made by the respective Branches/Offices to auditors only after satisfactory Completion of Electrical Audit Work and after submission of copy of Electrical Safety Audit report to Branch.. The audit report must be filled up online on Bank's portal.
In case the date of opening of tenders is declared as a holiday, the tender will be opened on the next working day at the same time. SBI have the right to accept/reject any/ all tenders without assigning any reasons.		

-----s/d-----

Assistant General Manager (D & VAS)

SUBMISSION OF TENDER: OFF LINE TENDER

The tender shall be submitted in accordance with the two-envelop system procedure detailed herein below. Specified documents shall be sealed in envelopes of appropriate size each of which shall be sealed.

Envelop -1 Envelope-1 shall contain EMD, Technical and Commercial terms, duly signed accepting all standard technical terms & conditions to be deposited at under noted Address. The envelop shall be super-scribed “**Technical Bid for the Electrical Audit of the 17 Direct Controlled Branches /offices under A.O Panchkula**”

Envelop -2 Envelope-2 shall contain Price Bid offer as per attached format. The envelop shall be super-scribed “**Price Bid for the Electrical Audit of the 17 Direct Controlled Branches /offices under A.O Panchkula**”

Address at which the tender are to be submitted: **Assistant General Manager (D&VAS)**
State Bank of India
5th Floor Administrative Office ,
Sector 5 Panchkula 134109
Haryana

Opening of Tender:

- 1) Envelop -1 (Technical Bid) containing the EMD along with covering letter accepting all standard technical terms & conditions will be opened first.
- 2) After opening of Envelop -1 and after evaluating the clarifications / conditions, if any, stipulated by the contractors, i.e. if the vendor are qualified, Envelop -2 containing Priced Bid will be opened of those qualified vendors.

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.

Bank may decide to allot the audit work to L-2, L-3 firm etc as per the requirement.

State Bank of India have the right to accept / reject any or all tenders without assigning any reasons.

Yours faithfully,

----S/d----

Signature of the Tenderer

Assistant General Manager (D & VAS)

FORMAT FOR ELECTRICAL AUDIT OF BRANCHES

Branch Code and Name	
Address	
BM PF No. & Name	
Sanctioned Load	---- KW / KVA
Connected Load	---- KW / KVA
Monthly Amount of Energy Bill (Approx)	Rs. /- per month
Total tonnage of Air conditioners in Branch	-----TR (Tonnage of Refrigeration)
Area Of The Branch	-----Sq. feet Sq Meter

S.No	Description	Details	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 operations & maintenance works	YES /NO	
3	Whether pump room, DG set room UPS room, and 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, Distributions Board. Electricals equipment etc.	YES /NO	
5	Whether Earthing Pits are provided and connected to the equipment, body of the connected equipment.	YES /NO	
	(a) Whether the Earthing Pits are properly maintained.	YES /NO	
6	Whether proper exhaust fan for ventilation of panel room /electrical room/ Ups Rooms 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 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 ----KW	
8	Whether Load is Distributed in all three phases to avoid balancing of Phases and no loose electrical connections / haphazard wirings observed in the Branch/ office premises.	YES /NO	
9	Whether is locating switches are provided for the switching off of then on essential load premises during night and main switch to switch off power supply to the branch in case of fire / emergency .	YES/ NO	
10	Whether electrical equipments of pantry etc. are properly connected to the iron socket box with MCB's. MCB's or latest type switches are provided to switch on/off the ACs 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 manufactures / services providers.	YES /NO	
12	Whether appropriate timers used in the changeover of air conditioners for server room A/C's and for the signage boards to make auto ON/OFF (for scheduling timings). The thermostat of AC's at server room should be set to say 30 temperatures is too high (to minimize chance of fire due to idea running of AC's (during the night).	YES /NO	
13	Whether preventive Maintenance of electric installation and equipment of carried out by skills license holder electricians / skilled technicians.	YES /NO	
14	General Condition of Electrical controls panels , main switches, electric meter board and change over switches , AC's water cooler ,water filter, wiring cables etc. is good end all DB's panels ,switch boards are properly covered.	YES /NO	
15	Whether the contact numbers of persons, electricians, power distribution company, Generator service provider vendor UPS vendors. AC's etc. are available with accountant /security guard and other staff and they displayed in electric room / UPS room.	YES /NO	
16	Whether the Power factor Panel of appropriate rating is installed.	YES /NO	
17	FIRE PREVENTION MEASURES : • All old disposable records, broken furniture etc. accumulated at the premises have been cleared. • Combustible leaf, litter /waste papers etc. in the around the branch is removed /cleaned periodically. • Na Stationery /Records old obsolete items are stored / kept in the system /UPS Room. • Storage racks in stationery /Record room kept at a safe distance of at least 3ft from electric points /switch / junction boxes. • In the pantry /canteen LPG is used (yes/no)	YES /NO YES /NO YES /NO YES /NO YES /NO	
18	SERVER AND UPS ROOM : • SERVER ROOM Server room have dual AC units having timer circuit device with independent circuit. • Whether Exhaust fan installed in UPS room.	YES /NO YES /NO/ NA	
19	ELECTRICAL SAFTEY : • Power supply to record /Stationery room is made through plug and Socket arrangement?	YES /NO	
20	FIRE PROTECTION / FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM : Are fire extinguishers available in the following work area and clearly marked and accessible? • System /UPS Room : CO2 type (3kg /4.5kg)*2	YES /NO	

	- Banking hall : Water CO2 type - Stationery room : Water CO2 type		
21	DG SET / GENERATOR : At least two 6kg ABC capacity fire extinguishers are placed near Diesel Generator.	YES /NO/ NA	

Note: Following details to be furnished by the auditor along with the audit report:

- i) Single line diagram and details electrical equipment's installed with load calculation in the Branch to be submitted by the auditor along with the report.
- ii) Photographs of main electrical panel/Distribution Boxes and branch electrical wiring highlighting prone to fire hazard areas to be attended immediately.

Signature with seal

Name of Electrical Engineer /consultant/ Contractor

Supervisor's License No.

(In case of Electrical Contractor) Contractor's License

Date:

Place:

Signature with stamp of Branch Manager

Date:

Place:

ADDITIONAL POINTS FOR BUILDINGS HAVING OWN HT SUB-STATION

Billing demand	Kw	KVA
Maximum Demand (MD) of (preferably April /May/ June months)	Kw	KVA
Power factor and peak Loads mentioned in the electricity bill (preferably April /May/ June months)	Leading	Lagging
Capacity of Sub-Station and Voltage	Kw	KVA

S .No.	Description	Details	Remarks
1	Whether the permission for Sub – Stations and DG sets, Electric shock treatment chart, Electrical and fire Safety charts, Single line diagram etc. are displayed in substation.	Yes/No	
2	Whether emergency contact numbers of Fire Station, Health Center, Power at sub-station and control room. 1. Whether electrical danger plate (fig. of skull & cross bones, 11 KV/33KV/440V/230V) is provided on main Electrical Panel/Electrical Rooms /operating Areas.	Yes/No	
3	Safety Materials like Fire Extinguishers, Sand buckets, Rubber Mats, Hand Gloves, First Aid Box etc. are available in sub-station.	Yes/No	
4	Whether the inspection of sub-station/ Dg Set/ Lifts is DONE BY 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	
6	Whether preventive maintenance of breakers, Transformer HT < panels etc. is carried out as per schedule and the contract for maintenance of transformer /Breakers/Panels is given to respective manufactures/service provider	Yes/No	
7	Whether: (i) The maintenance contract has “A” Class Electrical safety auditor’s licenses and comply the requirement of guidelines of the concerned State/Central Govt? (ii) The workmen/Technicians possess the wireman/electrician license.	Yes/No	
8	In the case of outdoor sub-station: (i) Whether the stone gities provided in yard? (ii) Whether the substation structure fencing boundary is provided painted and well maintained.	Yes/No	
9	Whether the earthing Test reports are provided by the Electrical Contractor/Maintenance Contractor?	Yes/No	

	Whether the proper nomenclature and painting is done on Electric Panels and Earthing pits.		
10	Whether transformer oil level and breather condition is checked at least once in a week? Check last date of transformer oil BDV test and Confirm the BDV value whether it is permissible or not.	Yes/No	
11	Whether mechanical and electrical interlocks of critical equipment's are provided and maintained in working condition? Operating manuals for critical equipment's like transformer, breakers should be available at this site?	Yes/No	
12	Whether Automatic Power Factor control (APFC) panel is provided and power factor is maintained higher than pre described value (say 0.090 it may be confirmed/verified from the electricity bill & APFC panel meter.	Yes/No	
13	Whether lightening arrestor and Aviation light is provided (Applicable only in case of multi stories buildings)	Yes/No	
14	Whether the maintenance staff wears 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 observation on thermo graphic images at Electric Panels Distributions Boards (Please also upload the thermo graphic images on the system)	Yes/No	

Note: Following details to be furnished by the auditor along with the audit report:

- Single line diagram and details electrical equipment's installed in the branch to be submitted by the auditor along with the report.
- Photographs of main electrical panel/DBs and branch electrical wiring highlighting prone to fire hazard areas to be attended immediately.

Signature with seal

Name of Electrical Engineer /consultant/ Contractor

Supervisor's License No.

(In case of Electrical Contractor) Contractor's License

Date:

Place:

Signature with stamp of Branch Manager

Date:

Place:

Total Load Calculation format of the Branch:-

Rooms	LED, Tube Light	Fans- Wall, Exhaust Ceiling	UPS Points	A.C	Heater/ Raw Power Points	5 Amp Point	Security Equipment's	Other Load
Banking Hall								
Customer's Lobby								
Strong Room								
Manager's Cabin								
Server Room								
Staff Room								
Canteen								
Stationery Room								
Toilets								
UPS Enclosure								
Addl. Rooms								
Others if, any								
Total Load								

Electrical Safety Guidelines:

1. Make sure that tools/instruments for conducting electrical safety audit should have non-conducting handles or covered with insulating material.
2. Don't use light duty extension cords for using equipment s for safety audit.
3. Don't tie cords in tight knots. Knots can cause short circuit.
4. Don't plug several items into one outlet.
5. Don't disconnect the power supply by pulling or jerking the cord from the outlet.
6. Always wear gloves and shoes of required insulation resistance value while conducting safety audit.
7. Avoid contact with energized electrical circuits.
8. Never use metallic pencils or rulers or wear rings or metal watchbands when working with electrical equipment.
9. Don't wear loose clothing or ties near electrical equipment.
10. Please follow all electrical safety instructions while measurements/checking of electrical connections or equipment.

Signature of the Tenderer

**TERMS & CONDITIONS OF TENDER FOR ELECTRICAL AUDIT OF
BRANCHES / OFFICES**

1. Tender shall remain valid for a period of one year from the date of award of work order.
2. The successful Electrical Consultants/ Firms shall be bound to start the work of Electrical Audit of the branches/ offices allocated within 03 days from the date of award of work.
3. The representative of the Electrical Consultants/ Firms may visit / contact this Office before quoting the rates for any other clarification on any working day.
4. Rates quoted should be inclusive of all service / taxes etc, However GST shall be paid extra.
5. The Bank reserves its right to allot the work on the basis of lowest ie. L-1 rates, however the work can be allotted to other empaneled applicants also on L-1 rates subject to their consent/ willingness to work at these rates.
6. The successful tenderer is also bound to carry out audit of newly opened Branches / Offices, subsequently, if any under the administrative control of RBO.
7. The firm shall ensure that the Electrical Audit work is carried out strictly as per the Bank's format and bank's ambience is not disturbed and there is no damage to Bank's property or any decorative structure. If the ambience is disturbed or there is any damage to the Bank's property the firm shall be liable to make good the damages at their own cost.
8. The firm shall be responsible for the application and compliance of labour laws, all other social security enactments applicable to such work & workmen and compensation for injury and accident to person(s), if engaged by him for the job.
9. The firm after carrying out the Electrical Audit of the Branch/ Office/ Cell shall submit the reports to the Branch Manager along with a copy to the Chief Manager at the AO/RBO within 10 Days of the audit. In case there is delay in execution of order by the vendor,. The bank will be free to appoint any other agency/firm.
10. In case there is delay in execution of order by the vendor,. The bank will be free to appoint any other agency/firm at his risk and cost.
11. The bank has the right to terminate the order, if the Electrical Consultants/Firms abandon the work or fail to commence and complete the work in time, or fails to abide by the contract conditions. In such an eventuality, the bank will be free to forfeit the Security Deposit due to any of the reasons. The firm will have to complete the work within stipulated time.
12. The statutory deductions like income tax and any other taxes as applicable shall be deducted at source from each payment of the Electrical Consultants/ Auditors.
13. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons, whatsoever. The conditional tenders are liable to be rejected.
14. The firm shall attend to all Audit points during the Audit. If the Electrical Consultants fails to attend any of the points of Audit as per Format, the bank will attend the points of Audit and the expenditure incurred on this account will be recovered from the Security Deposit/pending dues.
15. In case of any dispute between Bank & Contractor, the decision taken by the Arbitrator, appointed by the bank, will be final & binding on the contractor. The case will be filed in the local Court only.
16. No other allowances such as Halting Allowance, Traveling Allowance, Lodging, Boarding etc. will be paid by the Bank.

SECURITY DEPOSIT

17. The Earnest Money submitted at the time of tender will be considered part of Security Deposit. The Security Deposit money will bear no interest and will be refunded on completion of your contract period.
18. The bank will be free to terminate the order and forfeit the Security Deposit, if the Electrical Consultants violates any clause/part of the undertaking.

PAYMENT

19. The firm shall submit the Audit report along with the bill of Electrical Audit to the Branch Head / Respective RBOs after carrying out Electrical Audit of the branches for the payment process. The bank, however, reserves its right to change the system of receiving / scrutiny of bills / certificates as per administrative convenience.

SCOPE OF ELECTRICAL AUDIT WORK

20. Inspection / recommendations report of existing wiring, MCBDB, Electrical control Panels, UPS, Air-Conditioners, light and fan fixtures etc. with your remarks and observations.
21. You have to submit the “ **ELECTRICAL AUDIT FORMAT**” enclosed herewith, duly completed and signed by Electrical Consultants/ Firms / Electrical Engineers / Retired Electrical Engineers and Branch / Office / Cell Head.
22. You are required to submit the report within the period of 10 working days after carrying out Electrical Audit of the branch/ office/ cell.
23. You are required to check following items as per enclosed format to carry out Electrical Audit :
24. Light point wiring & Switches, Circuit wiring, MCB DB's, kit-kat fuse, cables, Main Control Panel, Emergency panel, UPS panel, Ventilation of UPS room, Air conditioners, UPS, loose wires, tapping of wires, joints in wiring, AC wiring ,Load of the Branch, Electricity bill observation, sanctioned load, connected load, Timer device of AC Units and glow sign board, supply arrangement of Stationery/ Record rooms, Main Supply switch / MCB/ELCB to cut-off the electric supply, electrical covers of panels / junction boxes and earthing at UPS panel as well as main control panel, Diesel Generator set ,Change-over, H.T. Panel, L.T. Panel, Transformer of own building etc. of the Branch/ office.
25. If multi offices are housed in a single building and are feeded through only one sub-station, it will be considered only a single office/branch.
26. In case of buildings having load over 60 KW ,thermal images of the electric panels/busbar/MCB distribution boards in the premises to be taken and submitted along with analysis with Electrical Audit report.
27. L-1 bidder will be declared on the basis of rates quoted for individual cluster/ group in the Price Bid instead of total rates

The above all terms & conditions { From Serial No. 1 to 27} have been accepted by us.

PLACE:
Date:

Authorized Signatory of the Electrical Firm with Seal

PRICE BID

**TENDER OF ELECTRICAL AUDIT OF 17 DIRECT CONTROLLED BRANCHES /
OFFICES UNDER ADMINISTRATIVE OFFICE, PANCHKULA**

Sr. No.	Work Description	Rated Quoted(Rs.)per Branch/Office
1.	Electrical safety audit of Branch/Office with ATM having sanctioned load of less than 30 KW.	
2.	Electrical safety audit of Branch/Office with ATM having sanctioned load more then 30KW & less than 60 KW.	
3.	Electrical safety audit of Branches/Offices with ATM having sanctioned load of 60 KW and above with thermography images MANDATORY.	

The rates for electric audit should be inclusive of traveling charges and all other expenses. (GST shall be paid extra as applicable as per actual) to the aforesaid job.

Note: The Electrical audit report must be filled up online on Bank's portal before submitting the bill for payment.

(Signature of the authorized person with stamp)

Date:

Place:

Email:

Mob No.

LIST OF DIRECT CONTROLLED BRANCHES UNDER A.O PANCHKULA IS AS UNDER:

Sr. No.	Name of the Branch /Office	Load Details
1.	Chandigarh Main Branch	More than 60 KW
2.	SME Yamunagar Branch	More than 30 KW & Less than 60 KW
3.	SME Panchkula Branch	More than 30 KW & Less than 60 KW
4.	PGIMER Chandigarh Branch	More than 60 KW
5.	SME Karnal Branch	More than 60 KW
6.	RACPC Chandigarh Branch	More than 60 KW
7.	SMECC Chandigarh Branch	More than 60 KW
8.	RACPC Ambala Branch	More than 60 KW
9.	RACPC Karnal Branch	More than 30 KW & Less than 60 KW
10.	SME Chandigarh Branch	More than 60 KW
11.	RACPC Panchkula Branch	More than 60 KW
12.	SMECC Karnal Branch	More than 30 KW & Less than 60 KW
13.	RACPC Yamunagar Branch	More than 60 KW
14.	SMEC Ambala Branch	More than 30 KW & Less than 60 KW
15.	SMEC Yamunagar Branch	Less than 30 KW
16.	RASMEC Kurukshetra Branch	More than 60 KW
17.	Administrative Office Panchkula (Ground Floor, 1st 5th 6th Floor, Basement H.T Substation , Transformer till H.T pole)	More than 60 KW

(Signature of the authorized person with stamp)

Date:

Place: