



Tender ID: LHOPAT/2025-26/12/004 Dated: 29.12.2025

OF BRANCHES/OFFICES
TENDER DOCUMENT

**STATE BANK OF INDIA
LOCAL HEAD OFFICE, PATNA
PREMISES & ESTATE DEPARTMENT
8TH FLOOR, WEST GANDHI MAIDAN
PATNA-800001, BIHAR**

INVITES TENDERS

Sl. No.	Description	
(a)	Tender ID	LHOPAT/2025-26/12/004 dated: 29.12.2025
(b)	Tender Name	Rates for conducting Electrical Safety Audit of branches/offices for State Bank of India, Patna Circle (Bihar & Jharkhand)
(c)	Ending Date of Tender	05.01.2026 upto 03:00 PM

Part -1

(Technical Bid)

Name of the Tenderer.....

Address.....

.....

GSTIN.....

**Empanelled Electrical Safety Auditors/Consulting Firms of Patna
Circle are only eligible to participate in this Tender.**

**The Assistant General Manager
State Bank Of India
Local Head Office , Patna
8th Floor , Premises & Estate Department
West Gandhi Maidan, Patna-800001
Bihar**



Tender ID: LHOPAT/2025-26/12/004 Dated: 29.12.2025

NOTICE INVITING TENDERS

STATE BANK OF INDIA, LHO PATNA (hereinafter referred to as **SBI**) invites **item rate** E-Tenders from the Contractors/Vendors as mentioned in attached Tender document.

1.	Name & location of Work	:	Rates for conducting Electrical Safety Audit of branches/offices for State Bank of India, Patna Circle (Bihar & Jharkhand)
2.	Eligibility Criteria		Empanelled Electrical Safety Auditors/Consulting Firms of Patna Circle are only eligible to participate in this Tender.
3.	Availability of tender documents	:	Tender documents can be downloaded from Bank's website www.sbi.co.in under 'Procurement News' section OR SBI e-tender portal https://www.tenderwizard.com/SBIETENDER
5	Tender shall remain valid for	:	For a period of 90 days from the date of opening of price bid of tender
6	Tender document downloading Start Date		From 02:00 PM (14:00 Hrs) on 30.12.2025
7	Tender document downloading end Date		Upto 02:00 PM (14:00 Hrs) on 05.01.2026
8	Last date and time of submission of Tender		Upto 3.00 P.M (15:00 hrs) on 05.01.2026
9	Date and time of opening of tender		on 05.01.2026 at 03:30 PM
10	For E-Tender related queries		<u>Service provider:</u> <u>M/S Antares Systems Limited.</u> 1 st floor, Old Bank of India compound, M/22 Building, Road No. 25, S.K. Nagar, Patna-800001 Mobile : Rakesh kumar 9771414548, Email: r.rakeshkumar@antaressystems.com
11	Electronically Sealed e-tenders are invited from		in two parts, i.e. Cover – I and Cover –II separately Sealed tenders in two parts i.e. cover-I and cover- II are to be submitted online on the website : https://www.tenderwizard.com/SBIETENDER

		** No bid shall be accepted offline.
	a) Cover-I (Technical Bid)	<p>: Technical bid envelope called “Electronic Format of Technical Bid” shall contain the following documents: The bidders has to upload the scanned copy of documents which will be a part of technical bid in the website. They are as under:</p> <p>(i) Electronic form of Technical Bid</p> <p>The eligible vendor not submitting/uploading any of the above technical bid documents in the website will be dis-qualified and their price bid will not be opened.</p> <p>Cover-I will be opened as per above mentioned date & time in the presence of Tenderers who desire to attend. The tenderers can view the Tender opening details through their respective log in Ids on the above-mentioned e-tender portal (Website).</p>
	b) Cover-II (Price Bid)	
	Shall contain the Electronic format of Price Bid Item rate.	
13	Opening of Price Bid	<p>: Cover-II (Price Bid) will be opened only of those bidders who are successful in Technical Bid (Cover- I) after thorough scrutiny. The contractor/ vendor can view the Tender opening details through their respective log in Ids on the above-mentioned e-tender portal (Website).</p>
14	Deduction of Income Tax and GST	<p>: A) TDS on Income Tax/GST will be deducted at source as per Govt. Guidelines.</p> <p>B) The contractor should comply with the following;</p> <p>i. Contractor should have GST Registration Number</p> <p>ii. Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provision</p> <p>iii. 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.</p>
15	Any additional Information	<p>: The estimated rates as per the Break-up Of Quantities (BOQ) uploaded in this tender are inclusive of materials, labour, wages, fixtures, transportation, installation, all taxes & charges , cost of the insurances as specified in the tender, cost towards testing of materials supplied, wastages, Octroi, machinery, temporary</p>

		works such as scaffolding, cleaning, overheads, profit, statutory expenses, incidental charges and all related expenses to complete the work. However, GST on work contract will be extra as applicable.
	Notes:	
a)	All Bidders are informed that, price bidding for the work will be through Online tendering method . The bill of quantity of tender i.e "Price Bid" is to be submitted online. Work Order will be placed on the basis of L1 price by bidder in the "Price Bid.	
b)	The Bidders are expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required as per the Tender Documents or submission of bids not substantially responsive to the Tender Documents in every respect will be at the Bidders risk and shall result in rejection of the Tender.	
c)	In case the date of submission of Technical Bid, Price Bid is declared as a holiday, the respective date will be considered on the next working day at the same time and the tenders will be opened on the next working day at the same time.	
d)	SBI reserves the right to cancel or postpone or modify the tenders at any stage without assigning any reason.	
e)	The Bidders are strongly advised to visit the site before submitting their Price Bid to make the work complete in all respects within the stipulated completion time.	
f)	Corrigendum: (If any) is to be followed as published in https://www.sbi.co.in portal. OR SBI e-tender portal https://www.tenderwizard.com/SBIETENDER	
	<p>(For and on behalf of State Bank of India)</p> <p>The Assistant General Manager State Bank Of India Local Head Office , Patna 8th Floor ,Premises & Estate Department West Gandhi Maidan, Patna-800001 Bihar</p>	



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E-TENDERING INSTRUCTIONS TO BIDDERS

General

SBI hereby publish the TENDER on e-tendering Portal (Website) : <https://www.tenderwizard.com/SBIETENDER> in Electronic mode hereinafter referred as "e Tendering" and TENDER will be hereunder called as "e-Tender". The e-tender published online through above portal (website) consisting of standard tender conditions, specifications, schedule of quantities, drawings (if any) for above referred work. Please note that copy of the above e-tender can be downloaded from above portal (website) and should be mandatorily submitted in Online Electronic Mode hereinafter referred as "Online Offer". The submission of Online offer duly Encrypted & Digitally signed on above portal should be in prescribed Electronic Forms (Online) available on above portal for respective tender in Online Envelope(s) on or before As per the key Dates mentioned in the Tender Notice in this document and online portal for above tender .

Instructions

1. Tender Bidding Methodology:

Electronically Sealed Bid System

2. Broad outline of activities from Bidders prospective

1. Procure a Digital Signing Certificate (DSC)
2. Register on the e-Procurement portal : <https://www.tenderwizard.com/SBIETENDER> (The contractors need to upload scan copy of their valid empanelment letter in the portal otherwise their registration would be cancelled)
3. Create Users and assign roles on the above portal
4. View Notice Inviting Tender (NIT) on the above portal
5. Download Official Copy of Tender Documents from the above portal
6. Clarification to Tender Documents on the above portal
7. Bid-Submission on the above portal
8. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal
 - Opening of Technical-Part
9. Post-TOE Clarification on the above portal (Optional)
 - Respond to SBI's Post-TOE queries
10. Attend Public/Limited Online Tender Opening Event (TOE) on the above portal
 - Opening of Financial-Part (Only for Technical Responsive Bidders)

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. Digital Certificates

For integrity of data and authenticity/ non-repudiation of electronic records, and to be complaint with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), of Class II or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].



4. Registration

To use the Electronic Tender portal : <https://www.tenderwizard.com/SBIETENDER> vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-a-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site.

Note: After successful submission of Registration details please contact to the Helpdesk of the portal to get your registration accepted/activated.

Help Desk:

Contact Person:

Mr. Rakesh Kumar Tel. No.9771414548,

Email ID – r.rakeshkumar@antaressystems.com

5. Bidding related Information for this Tender (Sealed Bid)

The entire bid-submission would be online on the portal. Broad outline of submissions are as follows:

- Submission of Bid Security/ Earnest Money Deposit (EMD) & Cost of Bid Document
- Submission of digitally signed copy of Tender Documents/ Addendum
- Power of Attorney, · Two Envelopes,- Technical-Part, Each of the above electronic envelopes consists of Main bid and Electronic form (both mandatory) and bid Annexure (Optional).

NOTE: Please note that above e-Tendering system is an automatically time locked system which will be locked immediately as soon as due date and time is over and will not accept any offer after that. So, the tenderers are strictly advised to do their process well before the due date and time to avoid any such instances.

6. Tender Opening Event (TOE)

The e-Procurement portal offers a unique facility for 'Public/Limited Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public/Limited Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized are requested to carry a Laptop and Wireless Connectivity to Internet. Every legal requirement for a transparent and secure 'Public/Limited Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The tedium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public/Limited Online Tender Opening Event (TOE)'. The portal has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders. A detailed Technical and/ or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

7. Minimum Requirements at Bidders end

In order to operate on the electronic tender management system, the user's machine is required to be set up. The machine must have running XP service Pack 3 or higher version of Windows like Vista or Window 7. Also need to install Mozilla Fire fox web browser and latest Version of Java.



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IMPORTANT NOTE: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public/limited tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of SBI by the bidders in time, then SBI will promptly re-schedule the affected event(s).

**The Assistant General Manager
State Bank of India
Local Head Office, Patna
8th Floor, Premises & Estate Department
West Gandhi Maidan, Patna-800001
Bihar**



General Terms and Conditions

- (i) Bank is not responsible for the late receipt due to postal delay, strikes or any other reasons. The incomplete application is liable to be rejected summarily and Bank reserves the right to accept or reject any or all applications without assigning any reasons.
- (ii) The Technical Bids and price bids shall be opened on the appointed date.
- (iii) Price bid will be opened only for those bidders who will qualify in technical bid.
- (iv) Bidders shall quote rates separately for different category of branches as mentioned in price bid in the prescribed format (Page no.27) in view of the different locations. The Price Bid of the vendors shall be opened on the appointed date for entering into a rate contract. The lowest rate will be arrived at for each category. Accordingly, L-1 will be decided for each category in the Price Bid.
- (v) Bidders (other than L1) for the rate contract will be given an opportunity to match the rates of L1 within 3 days from the date of opening of Price Bid. Rate Contract will be finalized between Bank and the L1 bidder besides other bidders who have agreed to match the rates, as mentioned above.
- (vi) The duration of the Rate Contract will be valid for the period of three years from the date of approval. Rate will be remain same for 03 years including all taxes. The vendors entering into a Rate Contract will have to execute an Agreement to this effect. Any failure to render satisfactory service or non-performance of contract may lead to depaneling of the vendor.
- (vii) While short listing vendors, emphasis will be given on the past performance and after service of the applicants. Decision of the Bank in this regard to short listing of vendors/contractors will be final and binding on the tenderer. Bank is not bound to assign any reason for its decisions.
- (viii) The rate quoted in the Price Bid will include all taxes, levies, conveyance and any other charges. No increase in the above charges is acceptable to the Bank during the currency of the Rate Contract/period of contract i.e. for three years.
- (ix) The Auditor requires to furnish their PAN No, GST NO, Registration details of firm etc.

Assistant General Manager (P&E)

GENERAL TERMS AND CONDITIONS

I. **Work Instructions:-** The contractor /vendor have to take permission of branch head before starting the work. On permission of the branch head, contractor/vendor can use Bank off hours or holidays. Precautions have to be taken to avoid any disturbance in the bank premises. Contractor/Vendor/Consultant have to arrange their tools/ instruments (Clamp meter / Tong tester, Multimeter, Megger meter, Earth resistance meter, safety tools(Hand gloves, safety shoes & line tester etc) to carry out the work. Contractor/vendor have to deploy adequate no. of skilled & qualified person having valid Electrical License to carry out the work. Bank will not be responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in electrical safety aspects and handling of electrical equipment's.

II. **Scope of Work: -**

Scope of work includes on the following measures:

- (a) Physical inspection of the Bank premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical fire hazards (shocks, fires, etc.) as per Bihar/Jharkhand Electrical Inspectorate and SBPDCL/NBPDCL/JBVNL Ltd Guidelines.
- (b) Review of protection devices such as 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 Bank Premises 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.
- (f) Inspection of UPS and batteries for its adequacy in the capacity for the load requirement of the branch.
- (g) 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.
- (h) Evaluating whether the demand load is within the sanctioned load with proper load balancing.
- (i) Verification of the operation of system room Air conditioners with timer mechanism.
- (j) 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.
- (k) Preparation of Safety audit report and submission within the completion period in triplicate with non-scale layout of the branch 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. Above reports should be duly acknowledged by the branch in complete form.

- (l) Review of the Existing condition of the HT transformer, Substation, Main panels, Load break switch.
- (m) Thermo graphic images of DB's, panel boards shall be enclosed with the report.

III. Submission of Reports:-

- (a) Submission of Time Sheet to be signed by Branch Head, on Bank's specified format (Pages 15 -26).
- (b) Submission of Single line diagram (Page.No.26) of existing electrical system including marking the position of critical faults needing immediate attentions.
- (c) Submission of Electrical Audit report on Bank's prescribed sample formats (Pages 15 -26) The reports should be in 4 copies duly acknowledged by the branch in complete form along with the proof such as photographs of the audited premises during course of the work.

IV. Payment terms:-

Full & final Payment will be made at respective RBOs/AOs after successful completion and submission of Electrical safety audit reports in 4 copies duly acknowledged (time sheet) by the branch in complete form along with the proof such as photographs of the audited premises during course of the work. No advance is payable. The vendor must submit the soft copy of the Electrical Audit report in excel/pdf format to the Electrical Engineer at Administrative Office/Local Head Office.

- V.** Successful vendors should be prepared to execute the audit at the agreed rates to the Bank as and when orders are placed during the validity period of the tender.
- VI.** The no. of branches mentioned is tentative.
- VII.** Your offer shall be valid for a period of 3 Yrs. from the date of approval.
- VIII.** All pages of the tender document shall be signed by authorized signatory and stamped.
- IX.** Corrections shall be duly signed and stamped.
- X.** Bank reserves the right to de-panel the Safety Auditor/contractor/vendor at any stage in the event of failure of Non response, Non commitment and Non completion of the assigned task as per tender terms and conditions.
- XI.** Please enclose the list of technical staff with contact addresses, telephone numbers.(In case of firm only.)
- XII.** Conditional tenders are not acceptable.
- XIII.** The Electrical safety auditor or firm must arrange for the conveyance, lodging expenses, men and material required for conducting the safety audit at their cost.
- XIV.** Adequate care should be taken by the auditor during the verification, measuring and recording of the data.
- XV.** Any damage to the Bank's property, equipment's under testing and measurement during the electrical fire safety audit will be charged to the Electrical Safety Auditors/Consulting Firms
- XVI.** All the rates quoted against each category must include Conveyance, Lodging Expenditure required for men and material. No further enhancement in the quoted rates



are permissible.

- XVII.** The visit and Audit report with the acknowledgement (time sheet) of the Branch official shall be submitted to the respective RBOs/AOs for the payment.
- XVIII.** The copy of the contact number, ID card and authorization letter of the auditing person(s) must be intimated to LHO/AO/RBO and branch well in advance for necessary co-ordination. Shut down required if any may be intimated to branch in advance.
- XIX.** Upon the non-successful submission of report in required format in four copies Bank reserves the right to reduce the fees payable to the vendor .
- XX.** Over writing should be avoided and all corrections should be duly signed. No inconvenience should be caused to staff/customer during working hours.
- XXI.** If the Bank observes that the Auditor/vendor/contractor has not completed the task up-to its satisfaction, Bank reserves the right to ask for re auditing the premises without any additional payment.
- XXII.** Time allowed for completion after the allotment of Branches is 1 months i.e 30 Days from the day of issue of Work order. Time is the essence of the Contract. Delay will be penalized suitably @0.5 % per week of delay subject to a maximum of 5% of work order value.

Date:

Place:

Applicant's Signature and stamp

Fee structure:-

S.N.	Branch Category	Maximum Audit fee per branch	Remark
I	Category X (Electrical Load up to 30KW)	Rs.5,000/-	Audit fee will inclusive of all i.e including travel, boarding and lodging etc (except GST)
II	Category Y (Electrical Load from 31KW to 60KW)	Rs.5,000/-	
III	Category Z (having Electrical Load over 60KW and /or premises with own sub-station),	Rs.10,000/-	
IV	Other Category: Building having more than 50000sq. ft built up area.	Fee may be determined at local level, depending upon level of work.	

Note : Final rate will be decided on tender basis and rate may not exceed the Maximum rate as mentioned above.

The tentative no of branches & offices in Bihar & Jharkhand for Electrical Audit:-1763 Branches/offices

No. Admin offices : 70

No. CPCs : 114

Total Branches : 1579

Total : 1763

Date:-
Manager

Sign of the Branch

ANNEXURE-I
FORMAT FOR ELECTRICAL SAFETY AUDIT
FOR ALL BUILDINGS

Branch Code and Name	
Address	
BM PF No. and Name	
Connected load (Electricity Bill must be enclosed)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 BranchSq. feet/Sq. Meter

S.N	Description	Details	Remark
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 Board, Electrical equipment etc.	YES / NO	
5	Whether Earthing pits are provided and connected to the equipment, Body of the connected equipment.	YES / NO	
6	Whether the Earthing Pits are properly maintained.	YES / NO	
7	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	
8	Whether penalty is being imposed in electricity bills on account of higher load/ poor power factor etc. (It may be ascertained	YES / NO	



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	from the electricity bill of April/May/June/July). Additional electrical load required if any (from power Distribution company).		
9	Whether Load is distributed in all three phases to avoid unbalancing of phases and no loose electrical connections/haphazard wirings observed in the Branch/office premises	YES / NO	
10	Whether isolating switches are provided for the switching off of the non essential loads premises during night and main switch to switch off the power supply to the Branch in case of fire/emergency.	YES / NO	
11	Whether electrical equipments of Pantry etc. are properly connected to Iron socket box with MCBs MCBs or latest type switches are provided to switch on/ off the ACs and protect them from Overload.	YES / NO	
12	Whether Proper preventive maintenance after opening of Panel boards and distribution Boards are carried out by the license holder Electrician or skilled technician or Equipment manufacturers/service providers?	YES / NO	
13	Whether Appropriate timers used in the changeover of Air conditioners for Serve Room A/Cs and for Signage Boards to make auto ON/OFF (for schedule timings). The thermostat of Ac's at serve rooms should be set to say 30 degree centigrade so they are not run only when the temperature is too high (to minimize chances of fire due to idle running of ACs during the night)	YES / NO	
14	Whether Preventive Maintenance of electric installation and equipment is carried out by skilled license holder electricians/skilled technician.	YES / NO	
15	General Condition of electrical control panels, main switch, electric Meter board and change over switch, ACs, water cooler, water filter, wiring cables etc. is good and all DB'S, Panels, switch boards are Properly covered	YES / NO	
16	Whether the contact numbers of persons, electricians, power distribution company. Generator service provides Accountant/Security guard and other staff and they are displayed in Electric room/UPS room?	YES / NO	
17	Whether the Power factor Panel of appropriate rating is installed	YES / NO	
18	FIRE PREVENTION MEASURES		
(i)	All old disposable records. broken furniture etc. accumulated at the premises have been cleared.	YES / NO	

(ii)	Combustible leaf, litter/ waste papers etc in and around the branch is removed / cleaned periodically.	YES / NO	
(iii)	No Stationery/ Records/ old obsolete items are stored/ kept in the System/UPS room.	YES / NO	
(iv)	Storage racks in Stationery/Record room kept at a safe distance of at least 3ft from electrical points/ switch/ junction boxes.	YES / NO	
(v)	In the pantry/ canteen LPG is used (YES / NO)	YES / NO	
19	SERVER AND UPS ROOM		
(i)	Server Room Server room have dual AC units having timer circuit device with independent circuit.	YES / NO/NA	
(ii)	Whether Exhaust fan installed in UPS Room	YES / NO	
20	ELECTRICALSAFETY	YES / NO	
(i)	Power supply to record/ Stationary room is made through Plug and Socket arrangement?	YES / NO	
21	FIRE PROTECTION/FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM		
	Are fire extinguishers available in the following work area and clearly marked and accessible? A. System/ UPS Room. CO2 (3Kg/4.5Kg) X 2 B. Banking hall: Water CO2 type C. Stationery Room: Water Co2 type	YES / NO	
22	DG SET/ GENERATOR		
	At least two 6kg ABC capacity fire extinguishers are placed near the Diesel Generator	YES / NO/NA	

Signature
Name of Electrical engineer/Consultant/ Contractor
Supervisor's Valid License No.
(In case of Electrical Contractor) Contractor's License

Date:
Place:

ANNEXURE-II
ADDITIONAL POINTS FOR BUILDINGS HAVING OWN H.T. SUBSTATION
 (load 60KWp and above)

Billing Demand(Electricity Bill must be enclosed)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)	P.F..... Peak Load:.....KW/KVA
Capacity of substation and voltage: KVAKV

S. N.	Description	Details	Remark
1	Whether the permission for Sub-Station 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 centre, Power Distribution Co, main contractor etc are displayed at substation and control room	YES / NO	
2.1	Whether electrical danger plate (fig or 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 in substation?	YES / NO	
4	Whether the inspection of substation/DG Set/Lifts 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 in this regard should be enclosed
6	Whether Preventive Maintenance of Breakers, Transformer, H.T. and L.T. Panels etc. is carried out as per schedule and the contract for maintenance of Transformer/ Breakers/ panels etc. are given to respective manufacture/ service Providers?	YES / NO	Attach the report

7	Whether The maintenance Contractor has "A" Class Electrical contractors license and comply the requirement of the guidelines of the Concerned The Workmen/Technicians possess the wireman/ electrician's license?	YES / NO	Copies, should be available with the concerned official
8	In case of outdoor substation, Whether the stone gities provided in substation yard? Whether the Substation structure fencing boundary is provided, painted and well maintained?	YES / NO	
9	Whether Earthing Test reports are provided by the Electrical contractor/ Maintenance contractor? Whether Proper nomenclature and painting is done on Electric Panels and Earthing pits?	YES / NO	
10	Whether Transformer oil level and breather condition is checked at least once in a week? Check last date of transformer oil BDV test and confirm the BDV value whether it is permissible or not?	YES / NO	
11	Whether mechanical and electrical interlocks of critical equipment are provided and maintained in working conditions? Operating manuals for critical equipment like transformer, breakers should be available at site?	YES / NO	
12	Whether Automatic Power Factor Control (APFC) Panel is provided and Power factor value is maintained higher than prescribed value (say 0.90 It may be confirmed/ verified from the electricity bill & APFC panel meter)	YES / NO	
13	Whether Lightening Arrestor and Aviation light is provided (Applicable only in case of Multi storied Building)	YES / NO	
14	Whether the Maintenance staff wear shoes and they are well mannered and well dressed	YES / NO	
15	Whether Some training/ Meeting with Maintenance Staff is conducted for discussion on energy conservation opportunities, challenges in Electrical safety etc.	YES / NO	
16	Thermography: Observations on thermo graphic images at Electric Panels, Distribution Boards. (Please also upload the thermo graphic images on the system)		

Signature
Name of the Auditor
Name of Agency:
Supervisor's Valid License No.:

Date:
Place:

ANNEXURE-III

FORMAT FOR ELECTRICAL SAFETY AUDIT

FOR ALL BUILDINGS

Zone: _____**Region:** _____**Branch** _____**Br. Code** _____

S.N.	Work Description	Observations
1	1 Assessment of electrical load as per Annexure - 1	
2	Whether 3 phase or 1 phase electrical connection.	
3	Whether HI line or LT line has been provided	
4	(a) Contract Load in KW (as in electrical bill) (b) Average power factor for HI connections	
5	Main incoming cable size in sq mm and its - condition	
6	Condition of (a) Main panel (b) Switch fuse units (c) MCCBs (d) Voltmeter	

	<p>(e) Ammeter</p> <p>(f) Distribution MCBs</p> <p>(g) Kitkat fuse</p> <p>(h) checking of proper rating of protective devices</p>	
7	7 Whether MCBs installed in distribution box for different section are online or by-passed	
8	Condition of electrical wiring-whether properly done in conduit pipe or is hanging, loose connection, joints in wiring etc.	
9	<p>(a) UPS room condition, whether only UPS & batteries have been placed or it is being used to store other combustible material.</p> <p>(b) Whether any seepage observed</p>	
10	<p>(a) Number of earthing for electrical systems</p> <p>(b) Number of earthing for computer systems</p> <p>(c) condition of Earthing (pipe I Cu plate earthing)</p> <p>(d) Resistance of earthing,</p> <p>(e) Neutral to Earth voltage</p>	
11	<p>(a) Whether single isolating switch is used for whole premises</p> <p>(b) Whether total power supply is</p>	

	switched off after banking hours in evening. Give details. If yes, then what is the arrangement for charging the UPS after banking hours.	
12	(a) Measurement of Voltage- (i) Phase-to-phase (ii) Phase to neutral (b) Measurement of current – each phase	
13	Generator capacity, make, age & its condition, whether open type or acoustic enclosure type	
14	Any Fire hazards observed. Please describe in detail	
15	Any other observations	

Signature with seal of the contractor

(Name: _____)

(Mobile No. _____)

Signature of Branch Manager/Chief Manager/AGM with seal

(Name: _____)

(Designation: _____)

(Mobile No. _____)

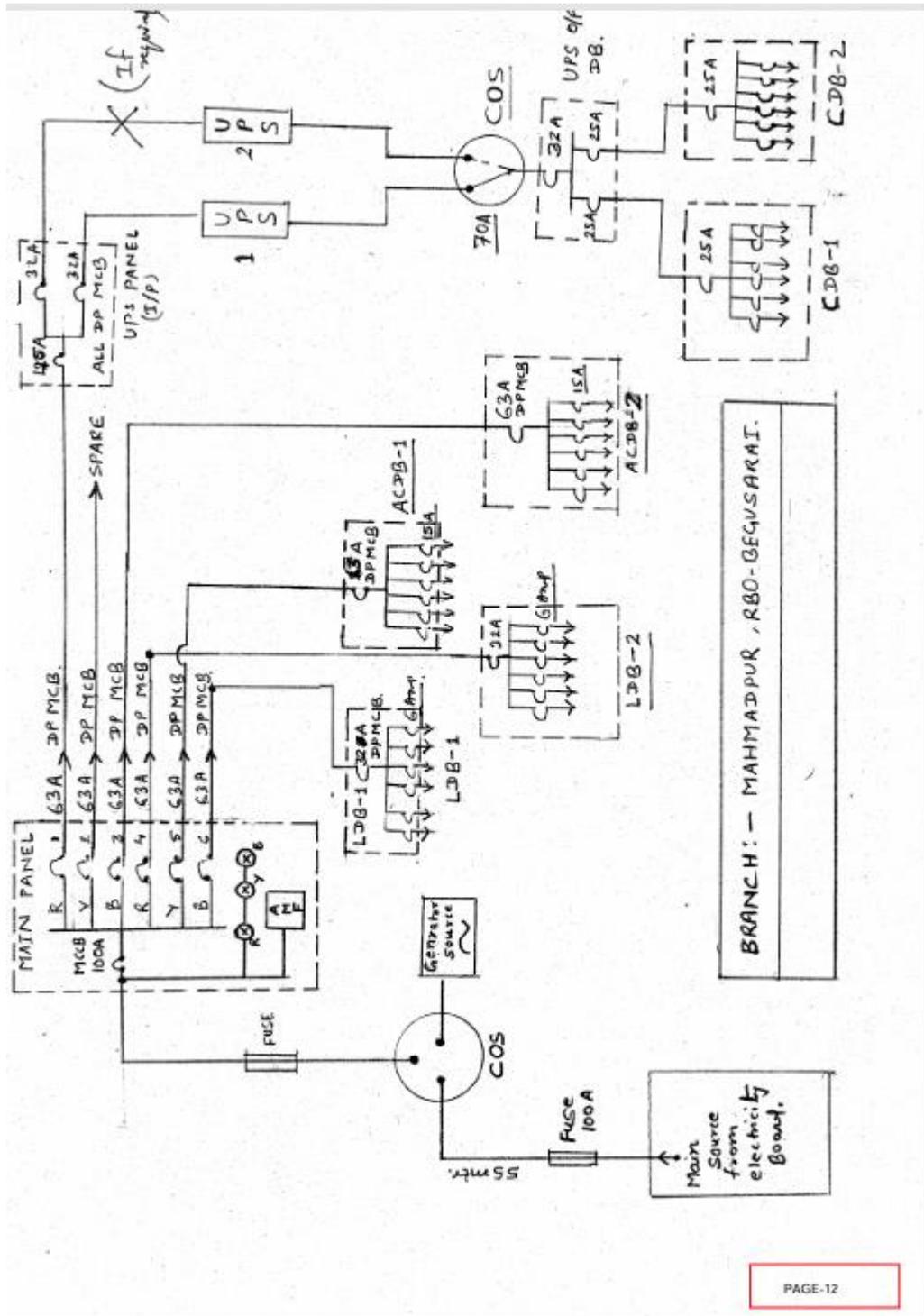
Zone: _____ Region: _____ Branch: _____

BRANCH/OFFICE ELECTRICAL LOAD

S. No.	Name of item	Qty.	Watt	Total wattage (Quantity x watt)
1	Light fitting 2x36w			
2	Light fitting 1x13w			
3	Light fitting 1x14w			
4	Light fitting 1x40w			
5	Light fitting 2x40w			
6	Glow Signboard			
7	Halogen light			
8	Night lamp 15w			
9	Lamp/bulb 100w			
10	Ceiling fan			
11	Air conditioner 1.5TR			
12	Air conditioner 2.0TR			
13	T.V.			
14	Fridge			
15	Water purifier			
16	CFL 85W			
17	CFL 65W			
18	CFL 45W			
19	CFL 20W			
20	CFL 15W			
21	CFL 5W			
22	Exhaust fan			
23	Wall fan			
24	Water pump			
25	Tea vending machine			

26	Heater (Cooking)			
27	Blower Heater			
28	UPS 5 KVA			
29	UPS 7.5 KVA			
30	UPS 10 KVA			
31	Bulb 200W			
32	Air cooler			
33	Air exhaust			
34	Any other item (Please specify)			
Total connected load				

SAMPLE SINGLE LINE DIAGRAM





Tender ID: LHOPAT/2025-26/12/004

Dated: 29.12.2025

FORM-2**PRICE BID**

		Maximum Audit fee per branch	Rate Per branch (Rates inclusive of all TA, Lodging and food etc except GST)
1	Category X & Y (:- Electrical Load up to 60KW) Total branch/offices in X & Y category:- approx. 1700nos.	Rs.5,000/-	
2	Category Z (having Electrical Load over 60KW and /or premises with own sub-station), Total no. of branch/offices in 'Z' category:- approx. 55nos.	Rs.10,000/-	
3	Building having built up area more than 50000sq. ft to 1,00,000 sq. ft Total no. of Branch/offices in this category:- approx. 7nos.	-----	
4	Building having built up area more than 1,00,000sq.ft (only LHO Campus, Patna)	-----	

GST Will be extra as applicable**Rates must not exceed the Maximum rate as mentioned above.**