

TENDER ID : THI/AOKTM/RBO9/2026-06/04



THIRUVANANTHAPURAM CIRCLE

**STATE BANK OF INDIA
ADMINISTRATIVE OFFICE
KOTTAYAM**

Ph: 0481-2563402

e-mail: cmhr.aoktm@sbi.co.in

**INVITES TENDERS
FOR
ELECTRICAL SAFETY AUDIT OF
SBI BRANCHES & OFFICES UNDER AO KOTTAYAM**

Deputy General Manager (B&O)
SBI, Polachirakkal Chambers
Opposite Collectorate
Kottayam-686 002

Notice Inviting Tender

Issued to:

M/s.....
.....
.....
.....

STATE BANK OF INDIA
ADMINISTRATIVE OFFICE- ERNAKULAM, THIRUVANANTHAPURAM CIRCLE
NOTICE INVITING TENDER

TENDER ID : THI/AOKTM/RBO9/2026-06/04

Notice inviting Tenders

The DGM, State Bank of India, Administrative Office, Kottayam-0481-2563402, invites tenders from the Empanelled Electrical Safety Auditors of SBI Thiruvananthapuram Circle for Electrical Safety Audit for its branches and Offices in Kottayam & Alappuzha Districts islands. Eligible vendors can download this whole tender from the website <https://sbi.bank.in> from **16-06-2026 to -26-06-2026** up to 03:00PM

Details of the tenders are as under;

1.	Name of the work	INVITES TENDER FOR ELECTRICAL SAFETY AUDIT OF X,Y & Z CATEGORY BRANCHES IN KOTTAYAM & ALAPPUZHA DISTRICTS, KERALAM.
2.	Time allowed for completion.	45 - 60 days – based of the number of branches allotted
3.	Earnest Money Deposit.	₹. 10,000/- , To be submitted in the form of Demand Draft drawn in favour of ' State Bank of India ' payable at Kottayam and to be submitted physically along with technical Bid at address of the undersigned.
4.	Initial Security Deposit.	NIL
5.	Cost of Tender Documents	NIL
6.	Last date and time of receipt of Tender.	03:00PM On 26.06.2026
7.	Address at which the tenders are to be submitted	Deputy General Manager (B & O) SBI, Administrative Office Polachirakkal Chambers Opposite Collectorate Kottayam-686 002 Ph: 0481-2563402 Email: cmhr.aoktm@sbi.co.in
8.	Date and time of opening of tenders.	03.30 PM On 26.06.2026
9.	Place of opening Tenders	Tenders will be opened at the office of the undersigned
10.	Defect liability period.	N/A
11.	Validity of tenders.	Rates quoted should remain valid for a period of 9 months.
12.	Liquidated damages.	Liquidated damages shall be 0.5% of the contract value per week subject to a maximum of 5% of the accepted contract amount.

13.	Value of interim certificate	NIL
14.	Submission of Technical Bid	Contractors shall Download the entire Technical Bid () to get acquainted with the terms and conditions and shall compulsorily submit all the pages of the technical bid without fail after putting the dated signature and seal. Failing to which, the tender will be rejected.
In case the date of opening of tenders is declared as holiday, the tenders will be opened on next working day at the same time.		
SBI has the right to accept/reject any/all tenders without assigning any reason(s).		
The total no of branches/offices at Kottayam are detailed as per Annexure D. The figure is tentative. • All Empaneled Electrical Auditors can apply for Category X & Category Y. • For Category Z, only Empaneled Electrical Auditor with accreditation for Energy Auditing shall be only eligible. Proof for the same shall be enclosed as documentary proof. • Applicant must mention the quote separately for each category for which they wish to apply.		
Deputy General Manager (B & O) SBI, Administrative Office Polachirakkal Chambers Opposite Collectorate Kottayam-686 002		

TECHNICAL BID
INSTRUCTIONS TO TENDERERS

Tenders are invited in two bids for Electrical Safety Audit of Branches under SBI AO Kottayam, Thiruvananthapuram Circle, from the empanelled auditors of eligible Category. (Proof of empanelment in appropriate category should be submitted)

1. Submission of BIDs/Tender Documents: Vendor shall upload compulsorily all the pages numbered from of the Technical bid without fail after putting the signature and seal. Failing to submit as stated above, the tender will be rejected.
2. Earnest money to be deposited (EMD) in the form of Demand Draft/ Banker's Cheque drawn in favour of Deputy General Manager(B&O), SBI AO Kottayam, payable at Kottayam, otherwise the tender is liable for rejection. Relaxation as per GoI order for MSME applicable.
3. Vendors should submit EMD physically on or before 3.00 PM, on **26.06.2026** at SBI AO Kottayam, payable at Kottayam, situated at , 1st floor, Polachirakkal Chambers, Opposite Collectorate, Kottayam-686 002
4. This tender is an offline tender. There is no online price bid submission for this tender. Tenderers are requested to submit the tender in two bid system (Technical & Price Bid)
5. Cover 1 : Technical Bid : **first 46 pages** of tender document duly signed along with the required enclosures (EMD, empanelment details, etc.) as mentioned in the tender document and sealed & super scribed with **"Cover-1 Technical Bid for Electrical Safety Audit of SBI Branches / Offices under AO Kottayam"**
6. Cover 2 : Price bid: Last 2 **pages (Pg.No.47)** of the tender document duly filled, signed and sealed & super scribed with **"Cover-2 Price Bid for Electrical Safety Audit of SBI Branches / Offices under AO Ernakulam"**
7. Cover 3 : Containing Cover 1 & 2 super scribed with **"Tender for Electrical Safety Audit of SBI Branches / Offices under AO Ernakulam"**

8. The tender will be rejected if the tenderer fails to submit the above documents such as sealed & signed copy of complete tender documents, copies of proof of empanelment, declaration and EMD.
9. The successful vendor and all the other vendors accepting the L-1 rates will have to pay an amount of Initial Security Deposit, as mentioned in the NIT, No interest is allowed on the above said security deposit (EMD, ISD)
10. Work orders will be issued RBO wise to each vendor, further issuance of work order to a vendor wholly depends on the timely completion and quality of the reports submitted.
11. Retention Money: NIL
12. Liquidated Damages: If the vendor fails to complete the work by the Scheduled date of completion or within any sanctioned extended time, he will have to pay liquidated damages at 0.5% of contract amount for each week beyond the date that the work remains incomplete subject to maximum of 5% of the contract value (without extra items).
13. The total security deposit will be kept with the Bank. Till completion of the work/ tender validity.
14. Payment Terms: Payment will be made against each work order Regional Business Offices(RBO) wise after successful completion and submission of Electrical safety audit reports in three (3) 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. No advance is payable.
15. The eligible vendors can submit their sealed tender documents up to 3.00 PM On 26.06.2026 at the address mentioned in the NIT.

SCOPE OF WORK:

Scope of work includes following items;

1. Physical inspection of Bank premises: visiting branch and verifying the electrical installation by electrical auditor with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical fire hazards (shocks, fires, etc.) and as per Kerala Electrical Inspectorate and KSEB Ltd Guidelines (as per the Bank's provided format).
2. Suggestion on Corrective measures necessary towards electrical & safety measures, up gradation in the electrical system, electrical load, connected load and sanctioned load, enhancement of contract demand, billing penalties etc.
3. Thorough inspection of Healthiness, Serviceability and Working condition of the Electrical installations in the Bank's premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of practice.
4. All the observations should be photographed and recorded in the audit report. Also the parameters should be measured during peak load time i.e. between 11.00 am to 3.00 pm.
5. Scanning the entire Bank's premises for identifying potential Electrical Safety / Fire hazards (Shocks, fires, etc.).
6. Thermography of entire Electrical installations to be carried out for all the Branches having HT connection with Electrical load above 60 KW & HT connection branches. Thermography of HT panels, EB metering panels, LT panels, Mains switches, Riser mains, LDB, PDB, UDB, ACDB, Switch boards, COS, APFC panels, etc. to be conducted in the premises for identifying potential Electrical Safety / Fire hazards.
7. Thorough inspection of Healthiness, Serviceability and Working condition of HT panels, Transformers, EB metering panels, LT panels, Mains switches, Riser mains, DBs, Switch boards, COS, APFC panels, etc.
8. Thorough inspection of Healthiness, Serviceability and Working condition of switchgears & protection devices such as MCCB, MCB, RCCB, RCBO, HRC fuse units, EB cut-out, etc. of the Electrical installations and whether the performance is satisfactory or not.
9. Thorough inspection of Healthiness, Serviceability and Working condition of Wires/Cables sizes based on actual load current measurements, insulation resistance, tightness of terminations, etc.

10. Review of Electrical accidents, identifying the root cause and recommending the preventive measures or rectifications.
11. Review of preventive maintenance program for ACB, VCB, OCB, Transformers, APFC, Earthing system, lightning arrestors, MV panels, Riser mains, etc.
12. Review of maintenance & working condition of specialized equipment's like UPS & batteries, Air-conditioners, DG sets, etc. Reliability of the Electrical distribution system for the said equipment's.
13. Thorough inspection of Healthiness, Serviceability and Working condition of the Earthing system. Measuring the value of Earth resistance and to evaluate the Earthing system (installation and maintenance) based on the latest IS standards and to suggest recommendations for rectification works.
14. Thorough inspection of Healthiness, Serviceability and Working condition of air-conditioners for its adequacy in the capacity based on the present heat load requirement of the Office / Branch.
15. Recording the parameters in the monthly Electricity bills and analysing the Load demand, sanctioned Load, Penalty, Additional Load requirement, Power factor, etc.
16. The report must consist of Auditor's observations on account of the Electrical safety and various measures suggesting for the improving the safety of the existing system.
17. Verifying the single line diagram of the existing electrical system including marking the position of critical faults and need for immediate attention.
18. The Electrical Safety Auditor should analyse the existing system and suggest the measures for Energy saving. The Electrical Auditor should provide the pay-back period calculation for the potential investments. The Electrical Safety Auditor should provide the details of the rectification works to be initiated.
19. Submission of comprehensive Report as per the bank provided format and Standard/verified during Branch inspection. Report must consist of the single line diagram of existing electrical system including marking the position of critical faults needing immediate attention.
20. Submission of three copies of audit report, i.e., one for the Branch, one for concerned Administrative Office & one to electrical engineer apart from online submission. Soft copies to be submitted to branch, Administrative offices and LHO at their e- mails.
21. The Electrical Safety Auditor should assist the Bank in uploading the audit

observations in the online portal of the Bank.

B. TERMS & CONDITIONS:

1. The number of branches mentioned in this tender document is tentative.
2. After rate standardization the lowest rates will be advised to SBI RBO, Branches and other outfits under the geographical area of Administrative Office Ernakulam and work orders will be issued from AO/RBO as per the predefined ratio mentioned in the tender.
3. Any auditor delisted/ debarred earlier by SBI is ineligible and they need not apply.
4. All the vendors should be equipped with necessary infrastructure in their established Office/ during audit with regards to measuring instruments, tools, staff strength, computer, drawing software, etc.
5. The successful Electrical safety auditors / firms will have to enter into an agreement with the Bank (Annexure-C). However, Bank reserves the right to add / delete any other Clauses in this Agreement.
6. The successful Electrical safety audit firms should forward a letter specifically indicating the names of their personnel who will be conducting the Electrical safety audit. Such staff members should be qualified enough to conduct safety / energy audit as per the empanelment done by Bank for the mentioned work.
7. The Audit Firms have to submit the Bio-data, Educational qualification & Experience certificate for all their personnel who will be auditing in this contract.
8. Bank reserves the right to reject any persons to be employed by the firm at the discretion of the Bank. Once the contract is awarded, if they wish to change any of the above personnel, the audit firm will inform the Bank in writing and obtain the Bank's prior approval, one week in advance.
9. Decision of Bank in regard to interpretation of the empanelment Conditions, Terms & Conditions, Scope of Work, Agreement, Payment terms, etc. shall be final and binding on the auditor/firm. In case of any dispute between the auditor / firm and the Bank, the Bank shall have the right to decide. However, all matters of jurisdiction shall be subjected to courts in Ernakulam.
10. The Bank has planned for Online Electrical Safety Audit (OESA) and all the applicants will have to submit valid Email ID, mobile no., etc. to enable them for participation in the online Auditing.

11. The Electrical safety auditors / firms should be equipped with laptops and a data card for connectivity, by themselves or by the firm. The electrical audit, in excel or any other soft form, will be filled by external auditors in the Branch itself and report will be submitted to the Engineer, BM and his controller through email using his registered email id.
12. In the event of a discrepancy between the rates quoted in words and the rates in figures, the rates quoted in figures shall be taken into consideration.
13. The Successful Electrical safety auditors / firms should be prepared to conduct the Electrical audit at the agreed rates to the Bank as and when orders are placed during the validity period of the tender/empanelment.
14. Bank reserves the right to distribute the work among other empanelled bidders/firms considering the quantum and nature of work.
15. The SBI reserves the right to distribute and execute the work at the L1 rate through the L2, L3 & L4 vendors upon their willingness. The ratio of work distribution among L1, L2, L3, L4 vendors are in the ratio 50:25:15:10 if necessary and 50:30:20 if only three vendors out of L1/L2/L3/L4 are willing at L1 rate and 60:40 if only two vendors out of L1/L2/L3/L4 are willing.
16. In the absence of L-2 & L-3 bidders matching the L-1 rate, Bank will decide the ratio of work allocation based on the number of available bidders matching the L-1 rate.
17. The allocation of Branches/RBOs to each auditor will be at the complete discretion of Bank only; Auditor will not have any opinion/comments on the same.
18. The rates quoted shall include all the expenses, overheads and profit for conducting the audit as per the Bank's requirements given in technical bid. GST will be paid extra to the auditing firms only and not to the individual auditors.
19. **Freak Rates:** Any vendor quoting abnormally low rate will be disqualified, the tender will be rejected, and will be disqualified from participating in future tenders.
20. Work order restriction: Without prejudice to Clause No.15, the maximum number of RBOs allotted to a vendor can be restricted by the Bank.
21. Bank reserves the right to allocate any region or branch as per their requirement of Administrative units, RBOs to the Empanelled bidders/ firms even if the vendor has opted for other regions.

22. Bank reserves the right to de-panel the Electrical safety auditors / firms at any stage in the event of failure of No response, Non commitment and Non completion of the assigned task as per Bank's terms and conditions.
23. SBI reserves the right to cancel the work order issued to the electrical Auditor at any stage in the event of Non response, Non commitment and Non completion of the assigned task as per tender terms and conditions.
24. Upon the non-successful submission of report in required format in three copies as detailed in points above SBI reserves the right to reduce the fees payable to the vendor.
25. Adequate care and safety should be taken by the Electrical safety auditors or firms during the verification, measuring and recording of the data.
26. Any damage to the Bank's property, equipment's under testing and measurement during the Electrical safety audit will be charged to the Electrical safety auditors or firms.
27. Bank is not 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.
28. The fees quoted against each category must include the cost of local conveyance, transport, lodging, boarding, tools, stationary, men & materials, etc. required for conducting the Electrical Safety Audit. GST will be paid extra as per the actual for auditing firms.
29. After the completion of Electrical Audit, the reports shall accompany with a copy of electricity bill and Photo graphs of main installations pertaining to that office/branch with the acknowledgement of the Branch official.
30. The audit report must consist of all connected equipment details as per **Annexure-B**, Layout drawing (Not To Scale) of the branch premises showing the bifurcation of the areas such as BM cabin, banking hall, UPS Room, Locker Room, Strong Room, Dining hall etc along with location of major electrical equipment, MSB, DBs, UPS, ATM etc, Single Line Diagram (SLD) of existing electrical system (from Energy meter to sub DBs such as LDB, PDB etc
31. No inconvenience should be caused to staff/customer during working hours. Shut down required if any may be intimated to branch in advance.
32. The Electrical auditor must submit the audit report in two (2) copies with one copy each to the Branch, Assistant General Manager (Premises & Estate).

33. Soft copy of the Electrical Safety Audit report (in PDF form) should be forwarded to respective Branch, RBO, AO(Electrical Engineer) and Engineer at LHO Premises & Estate Department (agmpre.lhotri@sbi.co.in).
34. Vendor has to submit bills against each work order, after successful completion and submission of Electrical safety audit reports in three (3) copies duly acknowledged by the branch in complete form along with the proof such as photographs(colour) of the audited premises during course of the work. No advance is payable.
35. If the Bank observes that the Auditor has not completed the task up to its satisfaction, Bank reserves the right to ask for re-auditing the premises without any additional payment.
36. **Ownership of drawings** - All drawings, specifications and copies thereof furnished by the SBI through its Architect/Consultant are the properties of the SBI. They are not to be used on other work.
37. **Protection of works and property** - The Auditor/Consultant/Firm shall continuously maintain adequate protection, of all his work from damage and shall protect the SBI's properties from injury or loss arising in connection with contract. He shall make good any such damage, injury, loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps for protection of the adjacent properties. The contractor shall take all precautions for safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property of about or adjacent to his place of work. The Auditor/Consultant/Firm shall take insurance covers at his own cost.
38. The Auditor/Consultant/Firm should ensure to comply with all the provisions of Labour Act / State / Central Govt. agreed procedures. The auditor/consultant/firm shall be solely responsible for compliance to provisions of Various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. rules, allowances, compensations, EPF, Bonus, gratuity, ESIC, etc. relating to workers provided to the Bank. The Bank shall have no liability in this regard.
39. All personnel provided by the Auditor/Consultant/Firm will be on the payrolls of the Auditor/Consultant/Firm and there will be no Employee and Employer relationship between the personnel engaged by the auditor/consultant/firm and the Bank.
40. That the Auditor/Consultant/Firm will not sub-contract or permit any other

person to perform any of the work or services agreed to without prior permission from the Bank.

41. The Auditors / Technicians shall not be allowed to stay / reside at site.
42. The Auditors / Technicians should be able to communicate in Malayalam, Hindi & English Languages.
43. The Auditor/Consultant/Firm shall strictly comply with all Labour Laws and such other statutory laws in relation to the services to be provided and the personnel engaged by the contractor and they shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the Bank and said personnel so engaged by the auditor/consultant/firm. The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Auditor/Consultant/Firm and it shall be the sole responsibility and liability of the Auditor/Consultant/Firm to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.
44. The Auditor/Consultant/Firm shall be responsible for any loss due to theft / pilferage and / or damage to the Bank's property when such damage is, in the opinion of the Bank, caused due to negligence, carelessness or any fault on the part of the Contractor or his workmen / employees engaged for the Services. The Auditor/Consultant/Firm shall ensure that the character and antecedents of the personnel engaged by them are duly verified before such engagement.
45. The instruments, tools and tackles used by the Auditor/Consultant/Firm must be good working condition and maintained properly. All the spares and tools and tackles are to be recorded in the register. Spares taken outside the premises also to be recorded with serial number of spare and in and out date and time. All instruments must have valid calibration certificate, list of instruments in hand with the details of calibration should be available.
46. That the Bank shall not be liable for any compensation in case of any fatal injury / death caused to any other auditor's/consultant's/firm's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise. The Auditor/Consultant/Firm shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who is working on the operation and maintenance works.
47. The Auditor/Consultant/Firm should issue a valid Company Identity cards to all their staff personnel who will be providing auditing under this contract.

48. The Auditor/Consultant/Firm shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, first-aid box, etc. are being used by their personnel while carrying out works.
49. The Auditors / Technicians shall report to the Security while entering & exiting the premises. All personnel of auditor/consultant/firm will be subjected to a thorough physical checking while coming and leaving the building. Those persons so deputed will sign in the Register for arrival and departure at the site.
50. The Auditor/Consultant/Firm undertakes, accepts and admits absolute and complete responsibility for the service conditions, claims, damages and other compensations of the personnel enrolled by them and will be liable for and unequivocally assume responsibility for due compliance with all the requirements of all statutory obligations, duties and liabilities (including insurance) and to pay all such claims, costs, damages, expenses, fines, penalties and compensation which may arise out of any claim, suit or prosecution for contravention thereof. The contractor shall indemnify and keep the Bank indemnified from and against all such claims, demands, costs, charges, fines or penalties and compensations etc if any as aforesaid.
51. Force Majeure - Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavours to minimize any such delay.
52. **Local Laws, Acts, Regulations** - The contractor shall strictly adhere to all prevailing labour laws inclusive of contract labour (regulation and abolition act of 1970) and other safety regulations. The contractor shall comply with the provision of all labour legislation including the latest requirements of all the Acts, laws, any other regulations that are applicable to the execution of the project.
 - a) Minimum Wages Act, 1948 (Amended)
 - b) Payment of Wages Act 1936 (Amended)
 - c) Workmen's Compensation Act 1923 (Amended)
 - d) Contract Labour Regulation and Abolition Act 1970
and Central Rules 1971(Amended)
 - e) Apprentice Act 1961 (Amended)
 - f) Industrial Employment (Standing Order) Act 1946 (Amended)

- g) Personal Injuries (Compensation Insurance) Act 1963 and any other modifications
 - h) Employees' Provident Fund and Miscellaneous Provisions Act 1952 and amendment thereof
53. Applicable Law - The Contract shall be interpreted in accordance with the laws of the Union of India and shall be subject to the exclusive jurisdiction of courts at Kottayam.

DECLARATIONELECTRICAL SAFETY AUDIT FOR OFFICES/BRANCHES UNDER
STATE BANK OF INDIA THIRUVANANTHAPURAM CIRCLE

(Invariably respond to all the following parameters/aspects. Do not delete or add any parameter from/to this list.)

S No	Parameter	Your Response
1	Whether agreeable to all the terms and conditions expressed by the SBI?	Yes / No
2	Whether agreeable to the payment norms of the SBI?	Yes / No
3	Whether agreeable to execute Electrical safety audit for number less than indicated in this tender in case of need at any point of time, during period of contract	Yes / No
4	Whether agreeable to execute all the parameters as per the enclosed check list for Electrical safety audit	Yes/ No

** Please strike off whichever is not applicable.

We have read and understood all the terms and conditions stipulated by the Bank and do hereby agree to each and every item indicated therein.

Dated this _____ day of _____ 2026.

COMPANY SEAL

(Name & Address of the Company)

Annexure -A**ELECTRICAL SAFETY AUDIT OF OFFICES/BRANCHES UNDER SBI ADMINISTRATIVE
OFFICE, ERNAKULAM****APPLICATION FOR ELECTRICAL AUDITORS FOR CONDUCTING SAFETY AUDITS FOR
VARIOUS SBI OFFICES/BRANCHES**

1.	Name of the Firm / Electrical Safety Auditors	
2.	Address	
3.	Telephone nos. including Mobile no.	
4.	Fax No. & e-mail Id	
5.	List of Technical Personnel employed for the task.	
6.	List of other Staff	
7.	Banker's Name	
8.	GST Registration number	

Date:

Signature of authorized signatory with seal

Place:

Annexure -B

**STATE BANK OF INDIA - THIRUVANANTHAPURAM CIRCLE
FORMAT FOR ELECTRICAL SAFETY AUDIT**

AO		BRANCH NAME	
RBO		BRANCH CODE	
BRANCH HEAD:			
AREA OF BRANCH			Sq FT/Sq.Meter
DISCOM CONSUMER NO			
DISCOM SECTION AREA WITH CONTACT DETAILS			

ELECTRICAL DETAILS

SL.NO	PARTICULARS	DEMAND / VALUE
1	SANCTIONED LOAD	
2	AVERAGE USED LOAD	
3	AVERAGE POWER FACTOR	
4	PEAK LOAD	(during the month of: MARCH,APRIL, MAY)
5	CONNECTED LOAD	
6	MONTHLY AMOUNT OF ENERGY BILL (APPROX)	
7	TOTAL TONNAGE OF AIRCONDITIONERS IN BRANCH	
8	DETAILS OF ACs WHICH ARE MORE THAN 10 YEARS OLD(Type, Tonnage and Quantity)	
9	WHETHER LIGHT FIXTURES IN THE BANK ARE OF LED TYPE	YES / NO
10	DETAILS OF LIGHT FITTINGS WHICH ARE NOT LED(Wattage & Quantity)	
11	QUANTITY,CAPACITY & MAKE OF UPS	
12	TYPE,CAPACITY & MAKE OF DG SET	
13	APPROVED DRAWING & ENERGISATION SANCTION ORDER OF DG AVAILABLE WITH THE BRANCH	YES / NO

LIST OF MAJOR EQUIPMENTS & DEVICES

SL.NO	DESCRIPTION	STANDARD WATTAGE	INVENTORY FLOOR WISE		TOTAL WATTAGE (KW)
			1 st	2 nd	
1					
2					
3					
4					
	TOTAL LOAD(KW)				

*Fill up the entire column shown below in detail

Sl No.	Check points	Presents Status detailed description shall be provided	Rectifications proposed. Detailed description shall be provided	Observations/ Comments in Details
1.	Whether demand load is less than the sanctioned load			
2.	Whether penalty is being imposed on electricity bills(I may be ascertained from the electricity bill of June/ July /Aug/Sep			
3.	Whether additional electrical load is required from power distribution company			
4.	Whether Lightning arrestor is provided for Multi stored building			

5.	Whether DB's are properly covered if not specify the DB			
6.	Whether Electrical equipment's of pantry are properly connected to plug socket arrangement with MCB			
7.	Whether panel boards and distribution boards were opened and checked for overheating, loose contact, blackening etc by the electrician who undertakes the preventive maintenance.			
8.	Whether branch has arrangement for periodical maintenance if so name, contact no and address			
9.	General condition of AC's water cooler, water filter etc.			
10.	Whether preventive maintenance of equipment is carried out by skilled license holder electricians			
11.	Whether the contact numbers of persons, electricians, power distribution co, generator etc. are available with Guard Room?			
12.	Whether Load is balanced in all phases to avoid unbalancing of phases (specify load in Amps R,Y B Phases)			R-----A Y-----A B-----A

13.	Whether the sizes of cables/wires are of adequate rating and gauge a. Incoming b. UPS c. PDB d. AC e. LDB f. Electrical gadgets			
14.	Whether cables are properly terminated			
15.	Whether existing MCB /MCCB/ELCB provided are of adequate rating			
16.	Whether MCCB/MCB/ELCB provided in Distribution boards are functioning properly .If not give details in observation column			
17.	Whether all plug points are provided with proper earth lead			
18.	General Condition of Electrical wiring and type of electrical wiring Open/concealed			
19.	Whether single isolating switch is available for the premises and separate switch for the AC in system room, UPS provided at the branch for switching off the non-essential loads at premises during the night			

20.	Whether ELCB is provided for Glow sign board			
21.	Whether system room AC's and glow sign boards are provided with timer mechanism of adequate rating and functioning properly.			
22.	Whether UPS room is properly ventilated and isolated from printer room, system, record room			
23.	Whether UPS output is provided for CCTV , Fire alarm system and emergency loads			
24.	Condition of Electrical panel room and UPS room. whether properly well-kept and presence of inflammable items including papers cleaning materials if any present may be mentioned clearly in the report			
25.	Any hanging/unprotected loose electrical live wires inside the branch premises			
26.	Whether power supply to Locker, strong rooms, record/Stationary are disconnected by the removal of three core wire and plug arrangement			
27.	Condition of earthing with IR values and whether resistance values are within the standards			

28.	Condition of HT transformer, Breaker, Power cables, Load break switch			
29.	Whether COS is of proper capacity specify the capacity in observation column			
30.	Whether DG sets neutral and body are independently grounded			
31.	Whether AC points are at easily accessible height			
32.	Whether Air conditioners, stabilizers are functioning properly. Please specify the Quality and type of stabilizer			
33.	Whether AC's and UPS systems are under AMC			
34.	Readings for Incoming Voltage and Current at peak hours between 11.00AM to 3.00PM as per the below format			
35.	General condition of Main Switch, Electric Meter Board and Change Over Switch.			
36.	Whether light provided in electrical rooms/operation areas is sufficient / adequate for easy operation & maintenance works			

37.	Whether Emergency light/UPS light is provided in Electrical rooms			
38.	Whether pump room is maintained dry in good condition			
39.	Whether water seepage is observed near any of the Electrical equipment and wirings			
40.	Whether paper, old material or any other scrap kept near DB/panels/UPS/Batteries etc. If so whether they are kept at least 3 feet distance from Electrical points/ switch/ junction boxes			
41.	Whether proper arrangement for ventilation of panel room/electrical room/UPS room is provided			
42.	Whether diesel ie inflammable materials are safely stored			
43.	Whether Earth pits are provided and connected /Earthing report is provided by the Electrical contractor or licensed electrician			
44.	Whether Earthing for body and Neutral are provided for DG sets			

45.	Whether Neutral to earth voltage is within permissible limits			
46.	Whether Exhaust fan is installed in UPS room			
47.	At least two 6Kg ABC capacity fire extinguishers are placed near the Diesel Generator?			
48.	Capacity Make and number of UPS installed at the Branch			
49.	Whether branch is provided with DG sets and its general condition if so specify the capacity in KVA			
50.	Whether the approved drawing and energization sanction of DG set is available with branch			

Parameter	Test Point	Reading	Standard Range	Observation
Voltage at Incoming point	Between phases, Between Phase and neutral, N-E			
Current at Incoming point	R phase Y phase B phase Neutral			
Frequency				
Power factor				

The above observations are true and actually recorded by me.

Place :

Signature &

Date :

Stamp

Dated Seal & Signature of the Branch Head

Annexure -B1

FOR HT SUBSTATION

Name of Branch /Office.....

ELECTRICAL DETAILS

SL. NO	PARTICULARS	DEMAND / VALUE
1	SANCTIONED LOAD	
2	CONNECTED LOAD	
3	BILLING DEMAND	
4	MAXIMUM DEMNAD (preferably April/May/June months)	
5	PEAK LOAD/PF VALUE AS MENTIONED IN ELECTRICITY BILL (preferably April/May/June months)	
6	MONTHLY AMOUNT OF ENERGY BILL (APPROX)	
7	DISCOM CONSUMER NO,SECTION AREA WITH TELEPHONE NO	
8	TOTAL TONNAGE OF AIRCONDITIONERS IN BRANCH	
9	DETAILS OF ACS WHICH ARE MORE THAN 10 YEARS OLD(Type, Tonnage and Quantity)	
10	WHETHER LIGHT FIXTURES IN THE BANK ARE OF LED TYPE	
11	DETAILS OF LIGHT FITTINGS WHICH ARE NOT LED (Wattage, Quantity)	
12	CAPACITY OF SUBSTATION AND VOLTAGE	

Sl No	Description	Present Status	Observation / Comments
1	Whether permission of substation and DG set are available and copies of the same are available at Substation		
2	Whether Electric shock treatment charts Electrical and fire safety charts and single line diagram are displayed?		
3	Whether emergency contact numbers of Fire station, Health center, Power distribution Co etc are displayed at substation and control room		
4	Whether electrical danger (fig of skull & cross bones, 440 V/ 230V) is provided on Main Electrical panel/electrical room/operating areas		
5	Safety Materials like Fire extinguisher, Sand Buckets, Rubber Mats, Hand Gloves, First Aid Box etc. are available in Substation.		
6	Whether the inspection of Substation/DG set/Lift is done once in a year and inspection fees paid well in time? Details of letter showing		
7	Whether the observations by Electrical inspector during his last visit have attended?		
8	Whether preventive maintenance of Breakers, Transformers, Panels etc is carried out as per schedule		
9	Whether contract for Maintenance of transformer/Breaker etc are given to respective manufacturer?		
10	Whether (I) The Maintenance contractor has "A" class Electrical contractors licence as per prevailing guide lines of the concerned state/Central govt> (II)The workmen/Technicians possess the wire men/Electricians license ?		
11	In case of outdoor substation (I) Whether the stone gities provided in substation yard? (II) Whether the Substation structure fencing boundary is provided, painted and well maintained?		

12	Whether proper nomenclature and painting is done on Electric panels and earthing pits?		
13	Whether Earthing test reports are provided by the Electrical contractor		
14	Check last date of oil BDV test and confirm the BDV value whether permissible or not?		
15	Whether mechanical and Electrical interlocks of critical equipment's are working or not?		
16	Operating manuals for critical equipment's like transformer, breaker etc are available on site or not?		
17	Whether Automatic power factor control (APFC) panel is provided or not & pf value is maintained within limits?		
18	Whether any penalty is imposed in electricity bill for poor pf value or any incentive are getting in Electricity bills for maintaining the PF value.		
19	Whether the Maintenance staff wear shoes and they are well dressed.		
20	Whether some training/meeting with maintenance staff about safety challenges is arranged at least half yearly.		
21	Thermographic Observations on thermo graphic images at Electric panels. & Distribution boards.(please upload the thermographic images on the system).		

The above observations are true and actually recorded by me.

Place :

Date:

Signature
Name of the Auditor

Annexure - C

AGREEMENT FOR ELECTRICAL AUDITORS OF SBI, AO, ERNAKULAM

THIS AGREEMENT made at ERNAKULAM on day of _ _ _ _ 2026 between State Bank of India, a body corporate constituted under the State Bank of India Act, 1955 having its Local Head Office amongst others, at St. Marks Road, Bangalore (hereinafter referred to as "the Bank "which expression shall include wherever the context so permits its successors and assigns) OF THE ONE PART AND

Herein after referred to as "THE AUDITOR" which expression shall include wherever the context so permits its / their successors and assigns) of the OTHER PART.

WHEREAS the Bank has invited offers for appointing Fire Safety Auditors / Electrical Safety Auditors for carrying out Online Fire Safety Audit / Online Electrical Safety Audit of Branches / offices of SBI at Bangalore Circle.

AND WHEREAS pursuant to the acceptance of the tender, the parties hereto are desirous of entering into an agreement being these presents on the various terms and conditions hereinafter appearing.

NOW IN CONSIDERATION OF THE PREMISES, it is hereby agreed by and between the parties hereto as follows:

1. COMMENCEMENT & TERMS

- a) The agreement shall come into force and be effective from _ _ _ _ .2026 to _ _ _ _ .2027, subject to review of satisfactory performance as mentioned hereinafter. This agreement shall be terminated by efflux of time or earlier by one month's notice at the option of the Bank in the event of unsatisfactory performance or on breach of any of the stipulated conditions or qualitative dimensions of the various task agreed upon by the Auditor under these presents. The Auditor may, after giving three months' notice to the Bank, terminate the contract, if he so desires, at any time during the course of the currency of this agreement. The Bank may at its discretion renew or engage the Auditor on same terms and conditions as herein stipulated, should it choose to renew this contract.
- b) The Auditor shall, upon the request of the Bank furnish all the readings, measurement taken during the audit to justify his assessment of risk.

- c) The work has to be carried out without affecting the regular Banking activities and in a manner to the satisfaction of this Branch/Office and all care has to be taken to ensure that no part of the building left un-audited.
- d) The Auditor shall be bound to follow all such restrictions/instruction as may be applicable as per SBI policy
- e) The Auditor will at all times comply with all security and safety regulations in effect from time to time in the branch/office premises and externally for matters relating to the Bank.
- f) The Auditor will adopt all safety measures /precautions while auditing the Bank premises. In case of any accident /causality of any personnel, involved in work the complete responsibility will be borne by the auditor himself and Bank will not be held responsible for any claim/compensation.
- g) Auditor will not subcontract or permit anyone other than Auditor's qualified personnel to perform any of the work, services or the performance required of auditor under this agreement without the prior written consent of the Bank. The personnel engaged by the Auditor shall be courteous, polite with the employees of the Bank or its customers or visitors.
- h) STATUTORY REQUIREMENTS The Auditor should comply with all the labour Laws, Rules and Regulation of State and Central Government, prevalent.
- i) The Auditor shall be responsible for the good conduct and performance on the part of its personnel and the Auditor shall be, for all legal and contractual purposes, the employer of the said personnel engaged by him and such persons shall not have any claim for employment in the Bank in whatsoever and howsoever manner or in any connection therewith against the Bank now or at a future date.
- j) State Bank of India reserves the right to impose penalty as per Banks rules and regulation enumerated in penalty clause, if Auditor fails to maintain the schedule of carrying out audit within the stipulated period.
- k) The equipment & the work should strictly conform to the Bank's requirement and technical specifications as laid down by the Bank.
- l) The Bank shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Auditor and it shall be the sole responsibility and liability

of the Auditor to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.

2. GENERAL TERMS AND CONDITIONS:

PENALTY CLAUSE

- a) The Auditor should complete the audit within 30 days from the date of issue of the order. Liquidity damage at the rate of 0.5% per week will be deducted from the bill amount for the delay, subject to a maximum of 5% of the invoice value.
- b) Bank reserves the right of getting the audit done by any-other agency, if not completed, within 72 hours from the final warning by mail.
- c) Apart from the above, Bank reserves the right to depanel/ blacklist the Auditor in case of unsatisfactory performance during the period, in which case intimation thereon will be furnished to Bank's other LHOs and also IBA.

CONFIDENTIALITY

Auditor acknowledges that all material and information which has or will come into its possession or knowledge in connection with this agreement or in performance thereof, consists of confidential and proprietary data, whose disclosure to or use by third parties will be damaging or cause loss to the Bank. Auditor agrees to hold such material and information in strictest confidence, not to make use thereof other than for the performance of this agreement to release it only to Auditor's employees requiring such information, and not to release or disclose it to any third party. Auditor agrees to take appropriate steps/action with respect to its employees to ensure that the obligations of non- use and non- disclosure of confidential information under this agreement are fully satisfied.

APPLICABLE LAWS AND JURISDICTION

This contract shall be interpreted, construed and governed by the laws of the Republic of India. The disputes, legal matters, court matters if any shall be subject to Bangaluru, Karnataka jurisdiction only.

FORCE MAJEURE:

- a) Bank may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure.
- b) If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of war or hostility, act of the public enemy, civil commotion, riots, sabotage, fire, flood, explosion, pandemic, epidemic, quarantine restrictions, strike, lockout

or acts of Nature, hereinafter referred to "eventuality", provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non-performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or ceased to exist.

- c) If an event or series of events (alone or in combination) of Force Majeure occur and continue for a period in excess of 60 consecutive days, then Bank shall have the right to terminate this agreement, whereupon the Parties shall meet to mitigate the impediments caused by the Force Majeure event.

Definition: The term "Force Majeure" means any event or circumstance or combination of events or circumstances that affects the performance by the Auditor of its obligations pursuant to the terms of this Agreement (including by preventing, hindering or delaying such performance), but only if and to the extent that such events and circumstances are not within the Auditor's reasonable control and were not reasonably foreseeable and the effects of which the Auditor could not have prevented or overcome by acting as a Reasonable and Prudent person or, by the exercise of reasonable skill and care. Force Majeure events and circumstances shall in any event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes.

TERMINATION OF CONTRACT

- a) The Bank may at any time terminate the Contract by giving written notice to the Auditor, without compensation to the Auditor if the Auditor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the Bank.
- b) The Bank, may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Auditor, terminate this contract in whole or in part: if the Auditor fails to deliver any or all the goods within the time period(s) specified in the contract, or any extension thereof granted by the Bank or if the Auditor fails to perform any other obligation(s) under the contract; and if the Auditor, in either of the above circumstances, does not remedy his failure within a period of 15 days after receipt of the default notice from the Bank or On a notice period of 30days.

- c) Bank may in its sole discretion and at any time during the contract, disqualify any empanelled Auditors, if found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delay incompletion, financial failures, failure to provide clarifications related thereto, when sought etc. No legal case of any default / blacklisting should have ever been filed by any regulator on the firm.
- d) The empanelled Auditor during the currency of the agreement, if any statute, rules/govt. notification prohibits the services envisaged under this agreement or otherwise the contract shall come to an end forthwith and no compensation shall be payable to the Auditor.

LIABILITY AND INDEMNITIES

- 1) Auditors/representative do not violate or infringe upon any patent, copyright, trade secret, or other proprietary right of any other person or other entity. Auditor agrees that it will, and hereby does, indemnify the Bank from any claim, damages, loss, penalty etc, directly or indirectly resulting from or arising out of any breach or claimed breach of this warranty.
- 2) Auditor agrees and hereby keeps the Bank indemnified against all claims, actions, loss, damages, reputation loss, costs, expenses, charges, including legal expenses (Attorney, Advocate fees included) which the Bank may suffer or incur on account of any deficiency in services rendered by the Auditor or breach of any obligations mentioned in clauses herein above, including without limitation, breach of confidentiality obligations or any acts of commission/omission on the part of employees, representatives of the Auditor. The Auditor agrees to make good the loss suffered by the Bank on the first Demand made by the Bank in this regard which shall be final conclusive and binding on the Auditor.
- 3) Auditor further undertakes to promptly notify the Bank in writing any breach of obligation of the Agreement by its employees or representatives including confidentiality obligation and in such an event, the Bank will in addition to and without prejudice to any other available remedies be entitled to immediate equitable relief in a court of competent jurisdiction to protect its interest including injunctive relief.
- 4) The Auditor shall indemnify and keep fully and effectively indemnified the Bank against any fine or penalty levied on the Bank for improper payment of tax for the reasons attributable to the Auditor.
- 5) The Auditor here by undertakes the responsibility to take all possible measures, at no additional cost, to avoid or rectify any issues which thereby results in non- performance

of software/ hardware/ deliverables within reasonable time. The bank shall report as far as possible all material defects to the Auditor without undue delay. The Auditor also undertakes to co - operate with other service providers thereby ensuring expected performance covered under scope of work.

- 6) Nothing contained in this Agreement shall impair the Bank's right to claim damages without any limitation for an amount equal to the loss suffered for non- performance of software.

COMPLIANCES OF STATUTORY/ REGULATORY PROVISIONS

The Auditor shall be responsible for compliance of all related law rules/ regulations and Government instructions from time to time that are applicable for the service to be provided by it during the currency of this agreement.

SAVING CLAUSE

No suits, prosecution or any legal proceedings shall lie against the State Bank of India or any employee of the Bank for anything that is done in good faith or intended to be done in pursuance of this agreement.

ARBITRATION CLAUSE

Except, as otherwise provided elsewhere in the contract, if any dispute, difference, question, or disagreement arises between the parties here to or their respective representatives or assignees, at any time, in connection with this Agreement, including any question regarding the specifications, design, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in anyway arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions orders, validity, interpretation, application, meaning, scope, operation, interpretation or out of the contract or breach thereof, or effect or termination or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter:

1. If the Auditor(s) considers that they are entitled to any extra payment or compensation in respect of the works over and above the amounts admitted / paid or in case the Auditor(s) wants to dispute the validity of any deductions or recoveries made or proposed to be made from the contract or raise any dispute, the Auditor(s) shall forthwith give notice in writing of their claim, or dispute within 30days from the date of disallowance thereof or the date of deduction or recovery to the Asst. General Manager, Premises & Estate, State Bank of India, Local Head Office, Bangalore and the said notice shall give full particular soft he claim,

basis of which claim and details of calculations of the claim and the Auditor(s) shall not be entitled to raise any claim nor shall the Bank be in any way liable in respect of any claim by the Auditor(s) for which notice of such claim have not been given to the Asst. General Manager, Premises & Estate, State Bank of India, Local Head Office, Bangalore in the manner and within the time as afore said. The Auditor(s) shall be deemed to have waived and extinguished all their rights in respect of any claim which has not been advised to the Asst. General Manager, Premises & Estate in writing in the manner and within the time aforesaid.

2. Asst. General Manager, Premises & Estate, State Bank of India, Bangalore shall give his decision in writing on the claims notified by the Auditor(s). The Auditor(s) may, if aggrieved by the decision of the Asst. General Manager, Premises & Estate, State Bank of India, Bangalore, within 30 days of the receipt of the decision shall submit his claims to the conciliating authority namely as Deputy General Manager & Circle Development Officer for conciliation along with all details and copies of correspondence exchanged between him and the Asst. General Manager, Premises & Estate, State Bank of India, Local Head Office, Bangalore
3. If the conciliation proceedings are terminated without settlement of the disputes, the Auditor(s) shall, within a period of 30 days of termination thereof shall give a notice to the Chief General Manager of the Circle for appointment of an arbitrator to adjudicate the notified claims failing which the claims of the Auditor(s) shall be deemed to have been considered absolutely barred and waived
4. Except where the decision has become final binding and conclusive in terms of the contract all disputes of differences arising out of the notified claims of the Auditor(s) as aforesaid and all claims of the Bank shall be referred for adjudication through arbitrations by the Sole Arbitrator appointed by the Chief General Manager. It will not have any objection to any such appointment that the Arbitrator so appointed is a Bank Officer and that he had to deal with the matters to which the contract relates in the course of his duties as Bank Officer. If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole arbitrator shall be appointed in the manner aforesaid by the said Chief General Manager. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is a term of his contract that the party invoking arbitration shall give a list of disputes together with amounts claimed in respect of each dispute along with the notice for appointment of arbitrator. It is also a term of this contract that no person other than a person appointed by Chief General Manager as aforesaid should act as arbitrator.
5. The conciliation and arbitration shall be conducted in

accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made hereunder. It is also a term of the Auditor that if any fees are payable to the arbitrator these shall be paid equally by both the parties. However, no fees will be payable to the arbitrator if he is a Bank Officer. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

6. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half each by the parties. The cost of the reference and of the award (including the fees, if any of the arbitrator) shall be at the discretion of the arbitrator who may direct in whatever manner, such costs or any part thereof, shall be paid and fix or settle the amount of costs to be so paid. The arbitration shall be conducted in English language. The Arbitration and Conciliation Act 1996 and the rules made there under with all/ any modifications or amendments thereof for the time being in force shall apply to the arbitration proceedings.

INSOLVENCY, ETC.

In the event of the Auditor being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency, Act made against them or in the case of a company passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified the Bank/or its representatives shall have the power to terminate the contract without previous notice.

OTHER TERMS AND CONDITIONS

- a) Statutory deductions such as Income Tax, TDS on works contract shall be deducted from all payments as per extant statute.
- b) The payment will be made by electronic mode for which the Auditors will submit Bank details along with the bills.
- c) The Auditor shall bear all costs, expenses, and stamp duty in respect of all Agreements that may be entered into with the Bank from time to time at any time to give effect to this arrangement.
- d) All the terms and conditions mentioned in the empanelment letter/ expression of interest/ work order issued by Bank to be treated as a part of this agreement and the Auditor here by agrees to abide by the same.

- e) The Auditor shall obtain adequate Insurance Policy in respect of his personnel engaged for the services, towards meeting the Liability of Compensation arising out of death, injury/disablement at work etc., and shall regularly and punctually pay each and every premium as and when the same shall become due during the currency of these presents.
- f) In case of any accident on duty to the personnel or any other person resulting in fatality, permanent, disability or any injury or loss what so ever, Bank will not be responsible for the same. The damage or compensation or medical help / hospitalization due to such personnel under the law shall be borne by the Auditor. Accident claims to their employees, if not resolved by the Auditor, will be recovered from their Security Deposit.
- g) Without prejudice to the remedies available to the Bank under law, the Auditor shall indemnify and keep indemnified the Bank against all loss, costs, damages and charges which the Bank may suffer or is likely to suffer as a result of breach of any terms and conditions of this Agreement or due to an act of omission / commission on the part of the Auditor or its personnel.
- h) In case of lack of service support, Bank also reserves the right to employ other empanelled or competent Auditors to rectify the defect and the charges will be levied on you. All Liquidated Damages and penalties will be recovered from the AMC charges or from the bank guarantee.

3. SCOPE OF WORK (FOR ELECTRICAL SAFETY AUDIT) :

Scope of work includes following items;

1. Visiting branch and verifying the electrical installation by electrical auditor (as per the Bank's provided format).
2. Suggestion on Corrective measures necessary towards electrical & safety measures, up gradation in the electrical system, electrical load, connected load and sanctioned load, enhancement of contract demand, billing penalties etc.
3. Thorough inspection of Healthiness, Serviceability and Working condition of the Electrical installations in the Bank's premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of practice.
4. All the observations should be photographed and recorded in the audit report. Also the parameters should be measured during peak load time i.e. between 11.00 am to 3.00 pm.
5. Scanning the entire Bank's premises for identifying potential Electrical Safety / Fire hazards (Shocks, fires, etc.).
6. Thermography of entire Electrical installations to be carried out for all the Branches having LT connection with Electrical

load above 60 KW & HT connection branches. Thermography of HT panels, EB metering panels, LT panels, Mains switches, Riser mains, LDB, PDB, UDB, ACDB, Switch boards, COS, APFC panels, etc. to be conducted in the premises for identifying potential Electrical Safety / Fire hazards.

7. Thorough inspection of Healthiness, Serviceability and Working condition of HT panels, Transformers, EB metering panels, LT panels, Mains switches, Riser mains, DBs, Switch boards, COS, APFC panels, etc.
8. Thorough inspection of Healthiness, Serviceability and Working condition of switchgears & protection devices such as MCCB, MCB, RCCB, RCBO, HRC fuse units, EB cut-out, etc. of the Electrical installations and whether the performance is satisfactory or not.
9. Thorough inspection of Healthiness, Serviceability and Working condition of Wires/Cables sizes based on actual load current measurements, insulation resistance, tightness of terminations, etc.
10. The Electrical Safety Auditors / firms must prepare SLD using drawing software and submit in PDF format. The SLD should mark all the incoming / outgoing MCB rating, cable / wire sizes, equipment ratings, etc. Hand drawn SLD shall not be accepted.
11. Review of Electrical accidents, identifying the root cause and recommending the preventive measures or rectifications.
12. Review of preventive maintenance program for ACB, VCB, OCB, Transformers, APFC, Earthing system, lightning arrestors, MV panels, Riser mains, etc.
13. Review of maintenance & working condition of specialized equipment's like UPS & batteries, Air-conditioners, DG sets, etc. Reliability of the Electrical distribution system for the said equipment's.
14. Thorough inspection of Healthiness, Serviceability and Working condition of the Earthing system. Measuring the value of Earth resistance and to evaluate the Earthing system (installation and maintenance) based on the latest IS standards and to suggest recommendations for rectification works.
15. Thorough inspection of Healthiness, Serviceability and Working condition of air-conditioners for its adequacy in the capacity based on the present heat load requirement of the Office / Branch.
16. Recording the parameters in the monthly Electricity bills and analysing the Load demand, sanctioned Load, Penalty, Additional Load requirement, Power factor, etc.
17. The report must consist of Auditor's observations on account of

the Electrical safety and various measures suggesting for the improving the safety of the existing system.

18. Verifying the single line diagram of the existing electrical system including marking the position of critical faults and need for immediate attention.
19. The Electrical Safety Auditor should analyse the existing system and suggest the measures for Energy saving. The Electrical Auditor should provide the pay-back period calculation for the potential investments. The Electrical Safety Auditor should provide the details of the rectification works to be initiated.
20. Submission of comprehensive Report as per the bank provided format and Standard/verified during Branch inspection. Submission of three copies of audit report, i.e., one for the Branch, one for concerned Administrative Office & one to electrical engineer apart from online submission. Soft copies to be submitted to branch, Administrative offices and LHO at their e- mails.
21. The Electrical Safety Auditor should assist the Bank in uploading the audit observations in the online portal of the Bank.

**FOR AND ON BEHALF OF
STATE BANK OF INDIA**

By it's duly Authorised Signatory

FOR AND ON BEHALF OF AUDITOR

By its duly Authorised Signatory

ANNEXURE – D

BRANCH DETAILS

Sl.No.	Branch Code	Name of Branch / Office	Region
1	70997	AO KOTTAYAM	0
2	14919	RBO 1 KOTTAYAM	0
3	61007	RBO 2 KOTTAYAM	0
4	61008	RBO 3 KOTTAYAM	0
5	14918	RBO 4 ALAPPUZHA	0
6	61009	RBO 5 ALAPPUZHA	0
7	4395	MANNANAM	1
8	8620	KAIPUZHA	1
9	8633	THIRUNAKKARA	1
10	10113	M C ROAD ETTUMANOOR	1
11	12882	AYARKUNNAM	1
12	14369	KALATHIPADY	1
13	15787	SPBB KOTTAYAM	1
14	62291	NRI BRANCH KOTTAYAM	1
15	70101	KOTTAYAM- CIVIL STATION	1
16	70111	MEDICAL COLLEGE- KOTTAYAM	1
17	70112	ATHIRAMPUZHA	1
18	70114	ETTUMANOOR	1
19	70116	KUMARAKOM	1
20	70119	NEENDOOR	1
21	70122	PUTHUPALLY	1
22	70128	CHINGAVANAM	1
23	70217	PALLOM	1
24	70222	KANJIKUZH	1
25	70223	THIRUVARPU	1
26	70232	AYMANAM	1
27	70343	VADAVATHUR	1
28	70377	KARIPPUTHATTU	1
29	70379	KODIMATHA	1
30	70431	PEROOR	1
31	70471	MANGANAM	1
32	70473	AMMANCHERRY	1
33	70484	KOTTAYAM- C M S COLLEGE CAMPUS	1
34	70489	ARUMANOOR	1
35	70492	COLLECTORATE BRANCH KOTTAYAM	1

36	70510	PARIYARAM	1
37	70652	S M E KOTTAYAM	1
38	70669	M. G. UNIVERSITY CAMPUS BRANCH	1
39	70677	KUMARANALLOOR	1
40	70732	NAGAMPADAM	1
41	70820	DEVALOKAM	1
42	70854	CHUNGAM	1
43	70952	THELLAKOM	1
44	71264	KUTTICKAL	1
45	3104	CHANGANACHERRY ADB	2
46	8603	CHANGANACHERRY TOWN	2
47	8624	KANGAZHA	2
48	10696	CATHEDRAL JUNCTION KANJIRAPPALLY	2
49	12859	KODUNGOOR	2
50	13665	PAMPADY	2
51	16824	POMKUNNAM TOWN	2
52	70103	CHANGANASSERY	2
53	70105	ERUMELY	2
54	70106	KIDANGOOR	2
55	70107	PAIPAD	2
56	70108	PAMPADY TOWN	2
57	70110	VAKATHANAM	2
58	70115	KANJIRAPALLY	2
59	70117	MANIMALA	2
60	70118	NEDUMKUNNAM	2
61	70131	KOOTTICKAL	2
62	70133	MUNDAKAYAM	2
63	70137	PONKUNNAM	2
64	70230	CHANGANASSERY- INDUSTRIAL ESTATE	2
65	70233	MANARCAUD	2
66	70247	SBI PALLICKATHODU	2
67	70262	KURICHY	2
68	70284	MAMMOOD	2
69	70349	MATTAKKARA	2
70	70360	ELAMGULAM	2
71	70363	KOOROPADA	2
72	70366	MUNDATHANAM	2
73	70370	THURUTHY	2
74	70376	EDAYARIKAPUZHA PATHANAD	2

75	70380	KORUTHODE	2
76	70385	THRIKKODITHANAM	2
77	70394	S. B. COLLEGE CHANGANASSERY	2
78	70398	CHENGALAM	2
79	70400	KOODALLOOR	2
80	70414	MADAPPALLY	2
81	70417	CHAMANPATHAL- VAZHUR	2
82	70426	KARUKACHAL	2
83	70429	PUNCHAVAYAL	2
84	70430	THEKKETHUKAVALA	2
85	70432	THIRUVANCHOOR	2
86	70485	MEENADOM	2
87	70529	POOVATHILAPPU	2
88	70862	MUKKOOTTUTHARA	2
89	70953	PULICKALKAVALA	2
90	71183	THOTTAKKADU KOTTAYAM	2
91	4548	VELLOOR	3
92	8595	ARUNOOTIMANGALAM	3
93	8613	ERATTUPETTA	3
94	8637	KURUMANNU	3
95	8657	PALAI TOWN	3
96	8672	THIDANAD	3
97	8682	ULLALA (VAIKOM)	3
98	11920	KURUPPANTHARA JUNCTION	3
99	12881	KURAVILANGAD	3
100	14701	CHURCH JUNCTION THALAYOLAPARAMBU	3
101	70113	ERATTUPETTA TOWN	3
102	70120	PALAI	3
103	70121	POOVARANY	3
104	70123	RAMAPURAM	3
105	70124	UZHAVOR	3
106	70125	VAIKOM	3
107	70127	VECHOOOR	3
108	70130	KALAKETTY	3
109	70134	MONIPALLY	3
110	70136	KURUPPANTHARA	3
111	70138	MELUKAVUMATTOM	3
112	70231	THALAYOLAPARAMBU	3
113	70234	MARANGATTUPALLY	3

114	70341	TEEKROY	3
115	70350	BHARANANGANAM	3
116	70354	KULASERKHARAMANGALAM	3
117	70364	KOZHUVANAL	3
118	70416	ANTHINADU	3
119	70423	SOUTH KALLARA	3
120	70427	KADUTHURUTHY	3
121	70444	VELIYANNOR	3
122	70446	KOTHANALLUR	3
123	70479	T. V. PURAM	3
124	70480	PLASSANAL	3
125	70501	CHAKKAMPUZHA	3
126	70521	KOZHA	3
127	70539	VALAVOOR	3
128	70727	KADAPPATTOOR	3
129	70869	PERUVA	3
130	70954	KANAKKARY	3
131	70976	PIZHAKU	3
132	71186	MUTHOLY	3
133	71215	VAYALA- NELLIKUNNU	3
134	802	ALAPPUZHA	4
135	3054	ADB ALLEPPEY	4
136	3106	MULLAKKAL	4
137	5046	BAZAR ROAD CHERTHALA	4
138	6982	AROOR	4
139	8187	KOMMADY	4
140	8550	KAINADY	4
141	8589	N.H.47 ALAPPUZHA	4
142	8593	ARTHINKAL	4
143	8622	KALAVOOR	4
144	8639	SOUTH KUTHIATHODE	4
145	9152	CIVIL STATION ALLEPPEY	4
146	11916	CHERTHALA SOUTH	4
147	12873	KAICHOONDI	4
148	12874	KALARCODE	4
149	13406	TEMPLE ROAD AMBALAPUZHA	4
150	70075	ALAPUZHA TOWN	4
151	70081	CHERTHALA	4
152	70082	AMBALAPPUZHA	4

153	70084	SBI CHAMPAKULAM	4
154	70097	RAMANKARY	4
155	70215	PUNNAPRA	4
156	70229	KAVALAM	4
157	70267	PATTANAKAD	4
158	70275	VANDANAM- T. D. MEDICAL COLLEG	4
159	70298	POOCHAKAL	4
160	70299	SPL BR FOR WOMEN ENTREPRENEURS MUHAMMA	4
161	70317	PATHIRAPPALLY	4
162	70318	HIGHWAY AROOR	4
163	70358	PULINCUNNOO	4
164	70396	ALAPPUZHA- DIST. COURT ROAD	4
165	70421	ALAPPUZHA- VADAICANAL	4
166	70435	PERUMPALAM	4
167	70483	VARANAD	4
168	70513	AROOKUTTY	4
169	70528	PAZHAVEEDU- THIRUVAMPADY	4
170	70536	THYCATTUSSERY	4
171	70583	AVALOOKUNNU	4
172	70659	S M E ALAPPUZHA	4
173	70960	ERAMALLOOR	4
174	71015	PBB CHERTHALA	4
175	71016	PBB ALAPPUZHA	4
176	71084	THEKKEKARA	4
177	5625	CHENGANNUR	5
178	5626	KAYAMKULAM	5
179	6399	PALLICKAL	5
180	8645	MAVELIKKARA	5
181	10596	HARIPAD TOWN	5
182	12315	KOLLAKKADAVU	5
183	20782	MC ROAD CHENGANNUR	5
184	70076	KARTHIKAPALLY	5
185	70078	KAYAMKULAM TOWN	5
186	70085	CHENGANNUR TOWN	5
187	70086	HARIPAD	5
188	70088	MANNAR	5
189	70089	MAVELIKKARA TOWN	5
190	70091	NOORANAD	5
191	70092	PAYIPAD	5

192	70095	VENMONY	5
193	70096	EDATHUA	5
194	70260	PALLIPAD	5
195	70271	THAMARAKULAM	5
196	70274	KURATHIAD	5
197	70304	CHENNITHALA	5
198	70365	MELPADAM	5
199	70412	PULIYUR	5
200	70436	KARIPUZHA	5
201	70439	ENNAKAD	5
202	70440	DANAPADY	5
203	70448	ARTHICHERY	5
204	70449	KOCHALUMOODU	5
205	70467	CHARUMOOD	5
206	70468	VALLIKUNNAM	5
207	70474	KOZHUVALLUR	5
208	70475	PURAKKAD	5
209	70551	KANDALLOOR	5
210	70689	N R I BRANCH MAVELIKKARA	5
211	70822	KATTANAM	5
212	70874	KAREELAKULANGARA	5
213	70934	CHETTIKULANGARA	5
214	70961	KUTTITHERUVU	5
215	71011	PBB KAYAMKULAM	5
216	71012	PBB MANNAR	5
217	71076	KARAKKAD	5
218	1891	KOTTAYAM	7
219	70102	KOTTAYAM TOWN	7
220	15067	C A C KOTTAYAM	8
221	10724	RASMECC CHANGANACHERRY	8
222	16997	RACPC KOTTAYAM	8
223	61047	RASMECCC MAVELIKKARA	8
224	61048	RASMECCC ALAPUZHA	8
225	61064	SMECCC KOTTAYAM	8
226	70902	RASMECCC PALA	8

Note:

- The number of branches mentioned above is tentative. There may be addition or deletion in the total no of branches allotted under each category.
- There may be changes in the category of the branches depending on load enhancement due to increase in connected load.
- The sanctioned load of KSEB will be taken as the criteria for fixing the category of the branch/ office and the payment will be based on the same.
- For Z category/HT substation, with single metering for various out fits, auditor shall submit report for the HT Substation considering all the connected loads for the main office/Branch only and individual audit reports to be submitted for each outfits connected to the system as per their load category. But billing for audit fee shall be single for all the outfits under Z category
- For Z category branches, Thermo graphic images of DB's, panel boards shall be enclosed with the report without which payment may not be released.
- All Empaneled Electrical Auditors can apply for Category X & Category Y.
- For Category Z, only Empaneled Electrical Auditor with accreditation for Energy Auditing shall be eligible. Proof for the same shall be enclosed as documentary proof

PRICE BID – Cover -2

ELECTRICAL SAFETY AUDIT OF SBI BRANCHES /OFFICES UNDER ADMINISTRATIVE OFFICE ERNAKULAM AS PER SCOPE MENTIONED IN THE TENDER : THI/AOKTM/RBO9/2026-06/04			
ISSUE DATE: 16.06.2026		CLOSING DATE 26.06.2026 TIME :3.00 PM	
Sl.N	PRICE BID (BOQ)		
	AMOUNT PER BRANCH/OFFICE (INR) * EXCLUDING GST		
1	Rate for Electrical safety Audit of SBI branches / offices in Ernakulam & Idukki Districts, in Keralam, vendors shall quote the rate for eligible categories only		
	CATEGORY X (UPTO 30KW Load)	CATEGORY Y (31-60 KW Load)	CATEGORY Z (above 60 KW Load/ HT)
Amount in Figures			
Amount in Words			
			-
	PLEASE NOTE :		
	* PRICES TO BE MENTIONED EXCLUDING GST		
	*PRICES SHOULD INCLUDE OF INSPECTION/TRANSPORTATION/ DATA ENTRY/COMPILING ETC.		
	APART FROM THE QUOTED AMOUNT NO ADDITIONAL COST/CHARGES WILL BE PAID		
	FILLED PRICE BID SHOULD BE SEALED AND DESPATCHED AND REACH US / SUBMITTED IN ETENDER PORTAL BEFORE THE LAST DATE		

Only offline submission.