



TENDER DOCUMENT

**STATE BANK OF INDIA
LOCAL HEAD OFFICE
GUWAHATI**

INVITES TENDERS
(e-TENDER THROUGH SBI SERVICE PROVIDER
M/S e-PROCUREMENT TECHNOLOGIES PVT. LTD., AHMEDABAD)

		SINGLE TECHINCAL BID DETAILS	
Sl. No.	Tender ID	Tender Name	Last date & time for Submission of Technical Bid
(A)	P&E/2026-27/Tender/38,39,40,41 & 42 Date: 15.07.2026	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE, GUWAHATI, SHILLONG, JORHAT, DIBRUGARH AND SILCHAR MODULE FOR FY 2026-27.	27.07.2026 upto 2:00 PM

		PRICE BID DETAILS	
Sl. No.	Tender ID	Tender Name	Price Bid date and Time
1	P&E/2026-27/Tender/38	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE JORHAT MODULE FOR FY 2026-27.	28.07.2026 from 10:00 AM to 4:00 PM
2	P&E/2026-27/Tender/39	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE SHILLONG MODULE FOR FY 2026-27.	29.07.2026 from 10:00 AM to 4:00 PM
3	P&E/2026-27/Tender/40	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE SILCHAR FOR FY 2026-27.	30.07.2026 from 10:00 AM to 4:00 PM
4	P&E/2026-27/Tender/41	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE DIBRUGARH MODULE FOR FY 2026-27.	31.07.2026 from 10:00 AM to 4:00 PM
5	P&E/2026-27/Tender/42	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE GUWAHATI MODULE AND UNDER DIRECT CONTROL OF LHO FOR FY 2026-27.	01.08.2026 from 10:00 AM to 4:00 PM

The Contractors/Vendors who are in the list of approved empanelled contractors/vendors finalised in August 2025 by SBI, Local Head Office, Guwahati (Guwahati Circle) for carrying out the Electrical safety audit of Branches/Offices Under Guwahati Circle **Note: i) Firm should possess valid digital signature for this e-tendering process.**

**ASSISTANT GENERAL MANAGER
Premises & Estate Department
3rd Floor, SBI Guwahati LHO Building,
P.O. Assam Sachivalaya,
Dispur-781006**



NOTICE INVITING TENDERS

SBI LHO Guwahati invites e-Tendering system in TWO BID System from the Contractors/Vendors who are in the list of approved empanelled contractors/vendors as mentioned in Tender document attached herewith.

1.	Name & location of Work	:	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE, GUWAHATI, SHILLONG, JORHAT, DIBRUGARH AND SILCHAR MODULE FOR FY 2026-27.																				
2.	Availability of tender documents	:	Tender documents will be issued to the eligible contractors by the service provider M/S e-PROCUREMENT TECHNOLOGIES PVT. LTD., AHMEDABAD and also can be downloaded from the Bank's website www.sbi.co.in under section ' Procurement news '.																				
3.	Single Technical Bid	:	The following Documents should be submitted in the Technical Bid in ONLINE MODE i.e scan copies of the following documents mail to agmpne.lhogu@sbico.in on or before 27.07.2026 up to 10:00 AM :- i) The Process Compliance Form as at Annexure-I: duly filled, signed and stamped by the Bidder in company's letter head as token of acceptance of all the terms & conditions stipulated in this tender. ii) Page No-1 to 10 of NIT duly signed and stamped by the contractor in each page. iii) Declaration copies related reading, understanding acceptance of all the pages of NIT. iv) The Bidder, who failed to submit any of the above-mentioned documents, will be disqualified in Technical Bid and will not be allowed to participate in the Price Bid. Moreover, the conditional tenders are liable for rejection and will not be allowed to participate in e-Tendering Process.																				
4.	Price Bid for respective Module schedule as under	:	The Lowest Bidder will be finalized from the Price Bid submitted by the Contractors through on-line Price Bid based on "Item Rate" (The details of the tendering process are indicated in "BUSINESS RULES FOR e-TENDERING". The Details of the events is as under: - <table border="1"> <thead> <tr> <th colspan="4">PRICE BID DETAILS</th></tr> <tr> <th>Sl. No.</th><th>Tender ID</th><th>Tender Name</th><th>Price Bid date and Time</th></tr> </thead> <tbody> <tr> <td>1</td><td>P&E/2026-27/Tender/38</td><td>ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE JORHAT MODULE FOR FY 2026-27.</td><td>28.07.2026 from 10:00 AM to 4:00 PM</td></tr> <tr> <td>2</td><td>P&E/2026-27/Tender/39</td><td>ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE SHILLONG MODULE FOR FY 2026-27.</td><td>29.07.2026 from 10:00 AM to 4:00 PM</td></tr> <tr> <td>3</td><td>P&E/2026-27/Tender/40</td><td>ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE SILCHAR MODULE FOR FY 2026-27.</td><td>30.07.2026 from 10:00 AM to 4:00 PM</td></tr> </tbody> </table>	PRICE BID DETAILS				Sl. No.	Tender ID	Tender Name	Price Bid date and Time	1	P&E/2026-27/Tender/38	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE JORHAT MODULE FOR FY 2026-27.	28.07.2026 from 10:00 AM to 4:00 PM	2	P&E/2026-27/Tender/39	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE SHILLONG MODULE FOR FY 2026-27.	29.07.2026 from 10:00 AM to 4:00 PM	3	P&E/2026-27/Tender/40	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE SILCHAR MODULE FOR FY 2026-27.	30.07.2026 from 10:00 AM to 4:00 PM
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		i) Submission of On-Line Price Bid as scheduled above for respective module. Only the bidders who qualified in Technical Bid (who submitted the all the documents mentioned in technical bids) will be eligible to participate in the On-line Price Bid. The bidder should have valid digital signature for participation in e-Tendering Process.									
5.	Opening of Price Bid	:	Ater completion of Price bid for respective event as schedule above.								
6.	Validity of Tenders	:	For a period of 120 days from the date of opening of Price Bid.								
7.	Commencement of the work	:	The date of commencement of the work will be reckoned as the date of handing over site or 05 days from the date of issue of Work Order of the tender whichever is later								
8.	Time allowed for completion	:	100 days from the date from the date of issue of letter of acceptance of Bank in all respect.								
9.	Deduction of Income Tax and GST	:	A) TDS on Income Tax/GST will be deducted at source as per Govt. Guidelines. B) The contractor should comply with the following; i. Contractor should have GST Registration Number ii. Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provision iii. In case of Correction in the bills after scrutiny, contractor should submit fresh invoice for payment iv. 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.								
10.	Terms & mode of payment	:	i) No advance is payable. ii) After successful completion electrical safety audit for all the branches/offices allotted, 100% payment will be released against submission of GST invoice and work completion Certificate from the user deptt. Partial payment will be not entertained. Payment will be made for respective RBO only after completion of audit for all the assigned branches/offices. iii) statutory deductions will be made as applicable. iv) The contractor should furnish details of the Bank, A/c no, IFSC code etc.								



11.	Liquidated Damages	:	If the bidder is not able to complete the work within the stipulated completion period as per tender, liquidated Damages will be imposed at the rate of 0.5% of the contract value per week subject to a maximum of 5% of the contract value.
12.	Corrigendum	:	Corrigenda, if any, is to be followed as published in "SBI procurement news".
13.	Contact details for any clarification	:	Premises & Estate Department ,3rd Floor, SBI, LHO Building, Guwahati, Dispur- 781006 Ph.No.-7086093024 Ph.No.-9959226068
14.	Contact details for any e-Tender related queries	:	Service provider: M/s e-Procurement Technologies Ltd. (Procure Tiger) A- 201, Wall Street - II, Opp. Orient Club, Nr. Gujarat College, Ahmedabad - 380 006. Gujarat State, India Nandan Valera Client Service E: Nandan.v@eptl.in M: (+91) 9081000427 You are requested to contact the agency for further guidance on e-tendering process
15.	Any additional Information	:	The estimated rates as per the Break-up Of Quantities (BOQ) uploaded in this tender are inclusive <u>the conveyance, lodging, Expenses, man and material</u> overheads, profit, statutory expenses, incidental charges and all related expenses <u>required for conducting the safety audit at their cost.</u> <u>Bank will not pay anything other than quoted remuneration rate.</u> However, <u>GST on work contract will be extra as applicable.</u>
16	Security Deposit:	:	If the vendor after being L1 backs out from the tender, the security deposit submitted for empanelment will be forfeited. Forfeiture of Security deposit for empanelment will ultimately lead to non-participation of the vendor in the future tenders until fresh security deposit not deposited.
	Notes:		
a)	All Bidders are informed that, price bidding for the work will be through e-tendering method. The bill of quantity of tender i.e " Price Bid " is to be submitted online on e-tendering portal. Orders will be placed based on closing price by bidders 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 Tender Processing Fee, EMD, Online Price Bid is declared as a holiday, the respective date will be considered on the next working day at the same time. The bidder, who is the authorized representative and participating on behalf of company/ Dealer/vendor, should have a valid digital signature certificate (DSC) for this tender.		
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.tenderwizard.com/SBIETENDER portal and BANK'S WEBSITE >> SBI IN THE NEWS >> Procurement News.
	(For and on behalf of State Bank of India) Assistant General Manager Premises & Estate Department 3rdFloor, A Block, Local Head Office, Guwahati



BUSINESS RULES FOR e-TENDERING

Name of Work / Project: - ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE, **GUWAHATI, SHILLONG, JORHAT, DIBRUGARH AND SILCHAR MODULE FOR FY 2026-27.**

BUYER NAME	State Bank of India			
E-TENDERING TO BE CONDUCTED BY	SBI Service Provider: M/s e-Procurement Technologies Ltd. (Procure Tiger) A- 201, Wall Street - II, Opp. Orient Club, Nr. Gujarat College, Ahmadabad - 380 006, Gujarat State, India Nandan Valera Client Service E: Nandan.v@eptl.in M: (+91) 9081000427 Tel.:- PH. NOS. : +91 79-40016837/ 835 / 886 / 887 / 802 / 852 / 865 / 800, Fax:- 91 - 079 - 40016876.			
DATE & TIME OF ON-LINE PRICE BID Opening		PRICE BID DETAILS		
	Tender ID	Tender Name	Price Bid date and Time	Opening date & Time
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DOCUMENTS ATTACHED	i) Notice Inviting Tenders (NIT) ii) Business rule for finalization of tender iii) Terms& conditions of E-Tendering iv) Process Compliance Statement (Annexure I) v) SPECIAL CONDITIONS OF THE CONTRACT vi) TERMS & CONDITIONS OF THE CONTRACT vii) Bid Confirmation (Annexure –II) viii) BOQ- Break-up-of Quantity with detailed estimate (Annexure-III) xi) Contact Information.			

Type & Procedure of On-line Price Bid: -

The On-line Price Bid e-tendering will be conducted on the basis of "**Item Rate System**" by adopting the following broad process flow as under :-



1. For the proposed e-tendering process, already empanelled vendors for the said purpose who fulfil all the terms and conditions including deposit the Security money against the empanelment and submission of dully filled Process Compliance Form as per Annexure-I only shall be eligible to participate in e-tendering process.
2. **Page No-1 to 10 of NIT dully filled, signed and stamped by the contractor.**
3. SBI will engage the services of a service provider **M/s e-Procurement Technologies Pvt. Ltd, Ahmedabad (ETL)** who will provide all necessary training and assistance before commencement of online bidding on Internet.
4. Business rules like event date, time, etc. also will be communicated through service provider for compliance.
5. E-tendering process will be conducted on schedule date & time.
6. The lowest bidder has to confirm their quoted L1 price duly signed filled-in prescribed format as provided to SBI through e-mail ID agmpne.lhogu@sbi.co.in within 24 hours of completion of auction.
7. Any variation between the on-line bid value and signed document will be considered as sabotaging the tender process and will invite disqualification of vendor to conduct business with SBI as per prevailing procedure.
8. Business rules, tender details, event date, time etc. will be communicated through service provider for compliance in addition to uploading the same in Bank's website.

Terms & Conditions of E-Tendering Process

1. LOG IN NAME & PASSWORD: Each Bidder is assigned a Unique User Name & Password by ETL. The Bidders are requested to change the Password after the receipt of initial Password from ETL. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
2. BIDS PLACED BY BIDDER: The bid of the bidder will be taken to be an offer to execute the work. Bids once made by the bidder cannot be cancelled. The bidder is bound to execute the work as mentioned above at the price that they bid. Should any bidder back out and not executed the work, SBI and / or ETL shall take action as appropriate.
3. E-TENDERING TYPE: a) Online Sealed Price Bid.
4. E-TENDERING WINNER: At the end of the Price Bid, who quoted the lowest Grand Total Price(L1 Price) as mentioned above in "**Type of On-line Price Bid**" will be the winner.
5. GENERAL TERMS & CONDITIONS: Bidders are required to read the "Terms and Conditions" section of the e-Tendering site using the Login Ids and passwords given to them.
6. OTHER TERMS & CONDITIONS:
 - The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other bidders.
 - The Bidder shall not divulge either his Bids or any other exclusive details of SBI to any other party.
 - SBI's decision on award of Contract shall be final and binding on all the Bidders.
 - SBI along with ETL can decide to extend, reschedule, or cancel any E-Tender. Any changes made by SBI and / or ETL, after the first posting will have to be accepted if the Bidder continues to access the site after that time.
 - ETL shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
 - ETL is not responsible for any damages, including consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

N.B

- **All the bidders are requested to ensure that they have a valid digital signature certificate well in advance to participate in the online event.**



Annexure- I

Process Compliance Form

(The bidders are required to print this on their company's letter head and sign, stamp and send the scanned copy to Premises & Estate Department, LHO Guwahati through e-mail ID agmpne.lhoguw@sbi.co.in)

To

Dated :

**Assistant General Manager
Premises and Estate Department
State Bank of India
Local Head Office, Guwahati**

**Sub: ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE, GUWAHATI, SHILLONG, JORHAT, DIBRUGARH AND SILCHAR MODULE FOR FY 2026-27
Agreement to the Process related Terms and Conditions for the e-Tender.**

Dear Sir,

This has reference to all the Terms & Conditions of the captioned tender.

This letter is to confirm that:

1. The undersigned is authorized representative of the company.
2. We have studied the all the terms & conditions specified in this tender, Commercial Terms and the Business rules governing the e-Tendering Process and the RFP as mentioned in your letter and confirm our agreement to them.
3. We also confirm that we have taken the training on the E-Tendering tool and have understood the functionality of the same thoroughly.
4. We confirm that SBI and ETL shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-Tendering platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the E-Tendering event.
5. We also confirm that we have a valid digital certificate issued by a valid Certifying Authority.
6. We also confirm that we will send the e-mail the price confirmation of our quoted price as per Annexure II and the format as requested by SBI/ ETL.
7. We, hereby confirm that we will honour the Bids placed by us during the e-Tendering process.
8. I/We have inspected the geographical areas of the sites and have made me/us fully acquainted with the local conditions, geographical terrain in and around the sites of works. I/We hereby declare that I/We have gone through the conditions laid down in the Notice Inviting Tender, General Conditions of Contract, Special Conditions of Contract, audit format and understood the same and based on the same I/We will quote our price in the E-Tendering.

With regards

Signature with company seal

Date:

Name:

Company / Organization:

Designation within Company / Organization:



SPECIAL TERMS & CONDITIONS OF THE CONTRACT

- a. The e-tender for Electrical safety audit for Branches and offices under Guwahati Circle has been divided into 5 Lots respectively for each module namely Guwahati, Jorhat, Dibrugarh, Shillong and Silchar.
- b. Single Technical bid is required to submit for following 5 events (price bid for respective module as per the scheduled).
- c. Price bid will be conducted separately for 5 modules as per the schedule as under:

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- d. The vendor who has successfully completed the Electrical Safety Audit of a particular module for FY 2025-26 shall be ineligible to participate in the tender for the same Module for FY 2026-27.
- e. Only One module will be allotted for conducting Electrical Safety Audit work to respective L1 vendor in this financial year **2026-27**. Please note that the successful Agency/vendor for one tender of Electrical Safety Audit work will not be eligible to participate in the remaining other Electrical Safety Audit tenders for other modules in this financial year 2026-27. Hence, a vendor positioned as L-1 in any tender need not to participates for other remaining tenders. If a vendor submits tender second time knowingly/unknowingly after being L-1 in one tender he will be disqualified at our end



without any intimation. This is applicable for all vendors and no queries will be entertained in this regard. The decision of Bank in this regard can't be challenged in any case.

- f. **The remuneration amount/rate to be quoted for each branch/office irrespective of load and Voltage level. However, in addition to the accepted L1 tendered rate, the Bank will pay Rs.5000.00(Rupees Five thousand only) extra for the branches having load more than 60KW including HT for testing, providing the reports with thermal images.**
- g. **The Electrical safety auditor or firm must arrange for the conveyance, lodging, Expenses, man and material required for conducting the safety audit at their cost. Bank will not pay anything other than quoted remuneration rate.**
- h. **The work shall be considered as complete only after submission of hard copy of the Electrical Safety Audit Report (as per Annexure I & II) to the respective Branches/Offices & RBO's and submission of soft copy of the Electrical safety Audit report at P&E Department at LHO Guwahati. The Electrical safety Audit report has to be entered in Bank's online portal by the respective Electrical Safety Auditors within the given time period.**
- i. **The work order to successful bidder will be issued by the Premises & Estate Department, LHO, Guwahati for the branches/offices under Guwahati circle. However, the payment will be made by respective RBO/AO for the branches/offices under their control.**
- j. **Each successful bidder must submit the list of their Auditors name, qualifications, ID proof etc. to be submitted to this office for issue of authorization letter for conducting electrical safety audit in above branches/offices for respective lot. Only those auditors should conduct Electrical safety Audit in branch/office of respective lot of work. Any personnel other than certified Auditor will not be allowed to conduct Electrical safety audit. For this concern the respective Auditor should enclose each report certified by the Branch Manager while submitting Audit report and bill for recommending payment to respective region/office by us. In case any discrepancy in this regard Bank will see it seriously including debarring/termination etc. from Bank's panel of Contractors. Also, photo of the auditor in front of each branch with location details is to be attached in all audit reports**
- k. **The agency/ Vendor will submit the original Audit reports and Tax Invoices for payment to the respective Regional Business Office/Administrative Office.**
- l. **The Electrical Safety Audit report is to be submitted as per the Bank's standard format.**



Signature with company seal

Date:

Name:

Company / Organization:

Designation within Company / Organization:

GENERAL TERMS AND CONDITIONS

I. OBJECTIVE

The objective of conducting Electrical safety is to review the condition of the existing electrical installation and to recommend measures for further strengthening the system to eliminate/reduce the electrical/fire hazards and to improve the safety of the personnel. The audit shall mainly focus on:

1. Identifying the potential electrical/fire hazards
2. Boosting employee morale by providing safe working environment.
3. Smoothening the operation and maintenance of electrical installation.
4. Avoiding loss of properties, human life, and costly equipment.
5. Ensuring the compliance with relevant codes and practice, statutory rules and regulations.
6. Establishing procedures and process of safe working in electrical installation.

II. INSTRUCTIONS

1. Electrical Safety Audit has been categories in to following groups:
 - a) **Category X: - Electrical Load up to 30KW.**
 - b) **Category Y: - Electrical Load from 31KW to 60KW.**
 - c) **Category Z: - branches (having Electrical Load over 60KW and /or premises with own sub-station), where thermal images of the electric panels/Busbars/MCB/MCCB distribution boards in the premises to be taken and submitted along with analysis.**
2. The Bank's fee or rate quoted by the vendor at later stage for conducting the electrical safety audit should include all expenses for the satisfactory conduct of the electrical safety audit including transportation, lodging and TA / DA of their own representatives and Bank will not entertain any additional claim whatsoever in this respect.
3. The Safety Auditor must get prior permission from the concerned Branch Manager and RBO for conducting audit of the Branch / Office.
4. The Safety Auditor must interact with the concerned Branch Manager / In charge for obtaining data (electricity bill copy, AMC details of equipment, inspection report by statutory agencies etc.), problems/issues faced etc for conducting audit of the Branch.



5. The duration of electrical safety audit should be minimum 2 hrs. for small sized branches, 3 hrs for medium sized branches, 4 hrs. for Main / Big sized Branches and minimum 8 hrs for multistoried buildings with more than 3 main offices/branches and more than 3 floors.
6. While conducting the safety audit, the Electrical Safety Auditor and accompanying person/s should take all standard safety precautions such as safety shoes, safety gloves, proper tools, and tackles etc for self-protection and for the safe conduction of the audit. Bank will not be responsible for any electrical or other accidents happened to the auditor/s due to their negligence and non-compliance to safety precautions.
7. The Safety Auditor shall submit the Progress report on weekly basis to the P&E Department at LHO & Concerned RBO. The work should be completed in all aspects within the given time.
8. The audit report must consist of all connected equipment details as per Annexure-I & II, 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. and the position of critical faults which need immediate attention / rectification should be clearly marked in the SLD.
9. Inspection/recommendation report of existing electrical system of the Branches/Offices and connected ATM with your observations and remarks.
10. To obtain photocopy of last three months electricity bill of the branch/office/ATM and submit the same along with final audit report including marking any discrepancy, if any.
11. The Safety Auditor have to submit the "PROFORMA OF ELECTRICAL AUDIT" enclosed herewith as Annexure-I & Annexure-II duly completed and signed by Auditor and concerned Branch Manager / Administrative Officer.
12. **The Safety Auditor is required to submit the Final Audit Report along with required data in Excel format contains all Equipment details, highlighting of Risk categories, softcopy of report etc within the given time after issue of the work order.**
13. The Safety Auditor must check the earth resistance, checking the terminals for any loose connection/overheating, checking of proper rating of protective devices, checking of all distribution boards etc.
14. The Safety Auditor must check and submit the details of all the Electrical Installations/ UPS/DG SET/ AC (Conventional/ Inverter/ VRF/ Ductable) / Lights (CFL/ LED) / APFC Panel connected in the Branch
15. If Required, the Auditor has arranged to enter Electrical Audit report of all branches / offices allotted to them on our online portal at LHO at no additional cost.
16. The Auditor should not alter this document as well as Audit report.
17. Electrical consulting firm should have a valid electrical license issued by the competent Govt. Authority



18. **A copy of the handwritten report to be submitted to the Branch at the time of inspection and acknowledgement to be obtained from Branch Manager with sign and seal.**
19. **Cancellation of contract: - In case services of a particular consulting firms or individual auditor is found to be below par, his services could be discontinued by the Bank, after giving due notice, as per instructions of the Bank.**
20. **Periodicity of conducting Electrical Safety Audits: - Once in every year.**

SCOPE OF WORK FOR ELECTRICAL FIRE SAFETY AUDIT

1. Physical inspection of the SBI branches/Offices and attached ATMs with reference to applicable Indian standards, Indian Electricity Rules, and other relevant codes of Practice & identifying electrical fire hazards (shocks, fires, etc.).
2. Calculation of actual Electrical Connected load at the Branch / Office and to report if it is less than sanctioned load by the DISCOM.
3. Whether APFC panels are in working condition and maintaining power factor within the required range.
4. Whether penalty is imposed in electricity bill on account of excess connected load or poor power factor and if yes, it should be clearly mentioned in the report.
5. Whether APFC panel needs to be installed for the Branch / Office.
6. Review of protection devices such as LBS/ACB/MCCB/MCB/ELCB system of the electrical installation and whether the performance is satisfactory or not Review of adequacy of Wires/Cable sizes based on actual load current measurements, insulation resistance, tightness of terminations.
7. Review of electrical accidents to identify root cause of the accidents, if happened any, review the EPM (Electrical Preventive Maintenance) program if any, in the branch to suggest recommendations as per applicable standards.
8. 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.
9. Opening and checking for any loose contacts at the mains switches, DB, Switch boards etc. Inspection of UPS and batteries for its adequacy in the capacity for the load requirement of the branch.
10. 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.
11. Evaluating whether the demand load is within the sanctioned load with proper load balancing.
12. Verification of the operation of ATM & UPS/System room Air conditioners with timer mechanism.



13. 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.

14. Review of the Existing condition of the HT Transformer, Substation, Main panels, Load break switch, DG sets, elevators, UPS if any.

15. Auditor must submit a copy of photo taken in front of the name of the Branch.

16. For the purpose of audit fee billing and submission of reports,

i. If different electrical meters are available for different offices in the same building, then treat each consumer as separate entity as per electrical load and report should be submitted separately to each Office with separate audit fee bills for each office.

ii. If Single meter (HT or LT) is there for different Branches/ Offices in the same building, then separate audit reports should be prepared and submitted for each office in that building having an area of 2000 Sq. Ft or more and according to their connected load. For offices like CAC (Currency Administration) cell etc., which are occupying less than 2000 Sq. ft but under the common connection, separate audit report must be submitted.

But for Audit fee billing purpose, the billing is to be done for all offices above 2000 Sq.ft separately as per their actual connected load. For small offices like CAC, it will be part of the Branch/Office in that floor and no separate bill for audit fee needs to be raised.

If the common connection is HT connection having own substation, then electrical safety audit of the substation has to be included in the Audit report for the Main Office/Branches only. But billing for audit fee shall be for category as per connected load for each office.

For Branches having on site ATMs, the electrical safety audit of the ATM Kiosk also must be conducted at no extra fee or cost for any number of such attached onsite ATMs for the Branch/Office. Observations regarding the ATMs must be included in the electrical safety audit of the concerned Branch / Office as per given format.

iii. If single establishment in different locations may treat as single only though you have conducted audit in different locations. You are also advised to consider the same as a single unit. Single report to be submitted by mentioned the comments properly by which area to be addressed.

17. Study of existing safety measures, procedures, and system for controlling electrical hazards being followed in the office with respect to statutory and regulatory requirements, electricity rules etc. and suggest for further measures in case of any gap.

18. Preparation of Lay out drawing and single line diagram (SLD) of Electrical Installation from HT panel to Floor panels / DBs, covering transformers, main LT panel, capacitor panel, DG set, UPS Panel, LDP, PDB etc. The SLD should indicate the ratings of the equipment, switch gears, cables (wherever possible) etc.

19. Earth Resistance Testing



- I. The earth resistance testing shall be carried out to measure the earth resistance on all the earth pits and its compliance with respect to Indian Electricity Rules may be verified.
- II. The continuity of earth strip/conductor from the earth pit the earth terminal of the respective electrical equipment shall be checked and verified.

20. Identification of any unbalancing of loads. The unbalancing/overloading, if any, in the electrical installation viz. transformers, LT panels, Emergency panel, Floor Distribution Panels, Distribution Boards etc shall be identified with the help of measuring equipment.

21. Identification of Hot Spots using thermal camera: The hot spots, if any, in the electrical installation panels and distribution boards shall be identified with the help of thermal imaging/thermography.

22. Checking Record of test reports carried out by the OEMs or their authorized representatives for proper functioning of transformers, HT/LT switchgear and proper functioning of their protective relays, failsafe interlocking of Circuit breakers.

23. Physical inspection of the sources of power supply viz Transformers, substation equipment, DG set, UPS installations and associated power distribution electrical installations including power supply systems & wirings for server rooms, IT equipment etc shall be done with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of practice. Any leakage of oil in transformer, capacitor banks, and diesel/water/oil in DG sets, leakage of oil/refrigerant in AC plant, leakage of water in lift shaft, leakage of water over any electrical equipment etc to be checked.

24. Identification of Electrical hazards such as loose wire hanging, cables not dressed properly, broken switches, plugs and sockets etc. shall be done.

25. Checking of the protection devices in upstream and downstream switchgears and their settings to ensure that the same are in the desired graded manner as designed as per the requirements of existing standards including setting/adequacy of ELCB and their ratings for earth leakage protection.

26. Inspection of the Lightning protection system of the building and ensuring that lightning arrestors are connected to two isolated earth pits. These pits should not be connected to electrical system earth.

27. Checking of the provision of electrical shock treatment chart in Hindi and local language near electrical equipment and substation. Checking the record of the training provided to the electrical staff on electrical safety, shock treatment and to handle emergencies and artificial respiration.

28. Checking the log of electrical accidents maintained.

29. Checking of the provision of Danger sign Boards indicating the voltage at a prominent location of electrical installation.

30. Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault.



- 31.** Checking of the provision of protective guards and belt covers for all the rotating electrical equipment.
- 32.** Checking the provision of firefighting equipment and fire alarm system detectors near all the electrical installations. It is to be ensured that Fire buckets filled with free flowing sand and DCP/CO2 fire extinguishers are provided near electrical substation and electrical panel locations.
- 33.** Verifying provision of First Aid boxes and their periodic replacement of expired medicines.
- 34.** To check the provision of insulated mats of ISI mark in front of all the electrical panels.
- 35.** To check the provision of proper ventilation of substation, transformer rooms, electrical panel rooms and battery rooms etc.
- 36.** In addition to above, checking for any shortfalls in the existing electrical systems which impact on human and fire safety.

IV. STATUTORY REQUIREMENTS:

Electrical Safety Audit (ESA) of the Building and Electrical Installations shall be carried out with reference to applicable Indian Standard, Indian Electricity Rules (IE) and other relevant codes of Practice to identify potential electrical hazards to prevent or minimize accidents. The Audit should be carried out using calibrated instruments and personal protective equipment during field visits for inspection and data collection.

During the Audit, the audit team should ensure that in addition to other provisions of the IE rules as per IE Act, the provisions contained in Para 29 of the IE act specifically listed as under are complied with:

Para 29: - Construction, installation, protection, operation and maintenance of electric Supply lines and apparatus-

1. All electric supply lines and apparatus shall be of sufficient ratings for power, insulation and estimated fault current and of sufficient mechanical strength, for the duty which they may be required to perform under the environmental conditions of installation, and shall be constructed, installed, protected, worked and maintained in such a manner as to ensure safety of 2 [human beings, animals and property].
2. Save as otherwise provided in these rules, the relevant code of practice of the 3[Bureau of Indian Standards] 4[including National Electrical Code] if any may be followed to carry out the purposes of this rule and in the event of any inconsistency, the provision of these rules shall prevail.
3. The material and apparatus used shall conform to the relevant specifications of the 3[Bureau of Indian Standards] where such specifications have already been laid down.

a) Subs. by GSR 358, dt. 30.4.1987, w.e.f. 9.5.1987.



- b) Subs. by GSR 45, dt. 1.1.1993, w.e.f. 23.1.1993.
- c) Subs. by GR. 466, dt. 18.7.1991, w.e.f. 17.8.1991.

Relevant Codes of Practices:

Some of the relevant codes of practice are enumerated below:

- a. Indian Electricity Rules, 1956 (as amended up to date)
- b. IS: 5216 (Part-I) Recommendations on Safety Procedures and practices in Electrical Work.
- c. IS: 5216 (Part-II) Recommendations on Safety Procedures and practices in Electrical Work.
- d. IS: 1646-1961 Code of Practice for fire safety (General): Electrical works
- e. IS: 4770: 1968 – Specifications for Rubber gloves for Electrical Purpose
- f. IS: 2309 Protection of Buildings and Allied Structures against Lightning
- g. Gazette Notification dated 20th September 2010 issued by Central Electricity Authority regarding Regulations for measures relating to safety and Electric Supply.
- h. National Building Code, 2005 (as amended up to date)
- i. Any other local guidelines / bylaws as applicable.

Details of Electrical Installations in Bank's office building:

Substation, Transformers, Switchgear, Electrical Panels, Capacitor Panels, Distribution Board, Distribution circuits, Electrical wiring consisting of power, lighting and fan circuits including earthing, Building and Equipment Earthing, Various types of motors, DG set, UPS, Central Air-conditioning Plant, Room Air conditioner, Air Handling Units, Lifts, Lightning Arrester, Kitchen Equipment, Water Pumps, Servers, switches, PCs, printers and other IT equipment and any other equipment and gadgets connected to power supply prone to fire hazards

Equipment/measuring instruments

All the equipment/instruments required for carrying out the Electrical Safety Audit will have to be arranged by the firm without any extra payment to the Bank. The firm should have the following minimum equipment/instruments for Electrical Safety Audit:

- Three-phase Power analyzer
- Earth tester
- Megger
- Any other equipment/instrument

Please note that the Bank will not provide any kind of assistance in the form of men/material and the firm will have to make their own arrangement for all assistance.



Work at site

The firm may visit the premises and ascertain site conditions. The work has to be carried out in a working office building without causing inconvenience to the normal working of the Bank. No power shut down will be provided during office hours. Power shut down required for the work will be given on holidays and after office hours at the discretion of the Bank. No extra claims will be admissible later on these grounds. The firm should deploy only qualified and experienced Engineers/Technician having requisite licenses to carry out such works. Utmost care shall be exercised by the firm in carrying out the work to ensure that no damage is caused to persons and properties. The Bank will not be liable for any injury or damage to persons and any such happening will be entirely the responsibility of the firm. The persons carrying out the Electrical safety audit shall also use all the required Personnel protective equipment for their own protection.

Submission of Report

After completion of the audit, post audit review meeting shall be held with the Bank's engineers detailing about their observations. The audit report shall include the status of the entire electrical installation observed by the audit team during the safety audit. The report shall also include the recommendations of the audit team for improvement in the electrical installations.

03 copies of the report are to be submitted by the auditor and all set of reports must be spirally bound along with Single line diagram.



Form of Tender

To
The Asstt. General Manager(P&E),
PREMISES & ESTATE DEPARTMENT
3rd Floor, SBI Guwahati LHO Building,
P.O. Assam Sachivalaya,
Dispur-781006.

Dear Sir,

Re: ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE, GUWAHATI, SHILLONG, JORHAT, DIBRUGARH AND SILCHAR MODULE FOR FY 2026-27.

1. I/We refer to the tender notice issued by the Bank for above work at **CAPTIONED SITE** in connection with the above.

2. I/We do hereby offer to perform, provide, execute, complete and maintain the works in conformity with the scope of work, conditions of contract, percentage offered price in the bill of quantities applicable for all the items uniformly.

3. I/We have satisfied myself/ourselves as to the geographical location of branches and offices and all aspects of the tender conditions. Subject to above, I/We do hereby agree, should this tender be accepted in whole or in part, to:

a) Abide by and fulfil all the terms and provisions of the said conditions annexed hereto.

b) Complete the electrical safety works within 100 days from the date of issue of work order stipulated by employing additional auditor if considered necessary by the Bank/Consultant at no extra cost to the Bank.

4. I/We have deposited the security fee against empanelment and also submitted Process Compliance form confirming our acceptance of all the tender terms & conditions stipulated in the tender. I/We note, the security fee against empanelment will not bear any interest and is liable for forfeiture:

i) If our offer is withdrawn within the validity period of acceptance.

Or

ii) If the Contract is not executed within 100 days from the date of receipt of the letter of issue of work order

Or

iii) If the work is not commenced within 05 days after issue of work order.

5. I/We understand that you are not bound to accept the lowest or any tender you receive.

6. Name of Partners/Directors of our Firm:

- i)
- ii)
- iii)

Yours faithfully

Signature:

Designation:

Name of Partner/Director of the firm authorized to



Sign or Name of person having power of attorney to
sign the contract (Certified true copy of Power of
Attorney should be attached)
Signature and address of witness

a) Signature:
Name:
Address:
b) Signature:
Name:
Address:

In the case of the company, the common seal be affixed pursuant to resolution of Board of Directors in accordance with Articles of Association of the Company the director etc. as the case may be affixing common seal may be initial in token thereof and also by putting their names.

ANNEXURE –I

Electrical Safety Audit Report

Risk category of the Branch: (High/ Low/ Medium)

Branch Name					
Branch Code					
Electricity Consumer No.					
RBO					
UPS Capacity	1.Make		Year		
Electrical Installation/ Wiring		Year			
Lights Provided	LED/ CFL:				
AC Installed	VRF/Ductable/ Cassette/ Split:				
DG Set Capacity	KVA	Make		Year	
Earthing (Ohm)	Body (GI)		UPS (Copper) (ohm)		
Electrical Load					
Power factor					
Type of consumer	(HT/LT): Category/ Commercial / Industry				
Irregularity Photos	Yes/ No				
Electricity Bills	Three Months:				
Load Calculation	Sheet attached: (Yes/ No)				



UPS/DG set/ AC/ Lights Details in given format	Sheet attached: (Yes/ No)
--	---------------------------

PROFORMA FOR ELECTRICAL AUDIT

Branch Name & Code		
Address		
BM PF No. and Name		
Controller -1		
Controller-2		
Electricity Consumer No.		
Sanctioned Load KW		
Connected Load KW		
Monthly bill of energy bill (Approx.)		
Total tonnage of Air Conditioners in Branch (TR)		Year of Installation:
Area of the Branch (Sq. feet / sq. meter)		
Whether Building/Branch/Office is HT/ LT Connection		
Name of Auditor who has conducted Audit and Firm Name including certificate issued by LHO, Guwahati		
License No. and Validity of firm		
Audit Conducted on		
Hard copy of latest Electricity bill		
Last audit conducted		

One copy of hard copy received

Branch Manager Sign with seal

Auditors Signature with Company Seal



Branch Name:

AUDIT DETAILS FOR LT CONNECTION

S.No	Description	Details	Remarks
1	Whether MCCBs/MCBs/ELCBs are provided with proper rating to cater the load	YES / NO	
2	Whether light and emergency light are provided in electrical rooms/operating areas for easy 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 Boards, 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	
	Earth Pit Resistance Values GI Earthing: _____ ohm Copper Earthing: _____ ohm		
7	Whether proper exhaust fan/AC 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 from the electricity bill of April / May / June / July). Additional electrical load required if any (from power Distribution company)	YES / NO	



	Penalty for Maximum Demand/ Load Amount Rs: Month of: _____ Contract Demand: _____ Recording Maximum Demand: _____		
9	Whether Load is Distributed in all 3 phases to avoid unbalancing of phases and no loose electrical connection /haphazard wiring observed in the branch/office /premises	YES / NO	
	Per Phase Voltage & Current Readings RY: RN: R: YB: YN: Y: BR: BN: B:		
10	Whether isolating switches are provided for the switching off of the nonessential 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 equipment of Pantry etc. are properly connected to Iron socket box/ 16A Socket with MCBs. MCB s or latest type switches are provided to switch on/off the AC s 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 technicians of Equipment manufacturers / Service providers.	YES / NO	
	Last date of when it is conducted:		
13	Whether Appropriate timers used in the changeover of Air conditioners for server room Ac's and for signage Boards to make auto ON/OFF (for schedule timings). The thermostat of Ac's at server 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 Ac's during the nights)	YES / NO	
14	Whether preventive maintenance of electric installation and equipment is carried out by skilled license holder electricians / skilled technician/ Empanelled Contractor	YES / NO	
15	General Condition of electrical control panels, Main switch, electric meter board and change over switch, Ac's, Water coolers, water filter, wiring cables etc. is good and all DBs, Panels, Switch boards are properly covered.	YES / NO	



16	Whether the contact numbers of persons, electricians, power distribution company, Generator service provider, Vendor UPS vendor, Ac's etc. are available with Accountant / Security guard and other staff and they are displayed in Electric Room / UPS room.	YES / NO	AC Vendor: Electrical Vendor: UPS Vendor:
17	Whether the power factor panel of appropriate rating is installed	YES / NO	
	Weather Fixed Capacitor/ APFC Panel Installed: Working Status of Capacitor Panel: (Yes/ No): Capacity of Capacitor panel Installed:_____KVAR Present PF Value: _____ : _____ Any Penalty imposed (Yes/No) _____ If yes amount of Penalty: _____ Month: _____		
18	FIRE PREVENTION MEASURES	YES / NO	
a	All old disposable records, broken furniture etc. accumulated at the premises have been cleared.	YES / NO	
b	Combustible leaf, litter / waste papers etc. in and around the branch is removed / cleaned periodically	YES / NO	
c	No stationery / records / old obsolete items are stored / kept in the system / UPS room	YES / NO	
d	Storage racks in stationery / record room kept at a safe distance of at least 3 ft from electrical points / switch / junction boxes.	YES / NO	
e	In the pantry / canteen LPG is used	YES / NO	
19	SERVER AND UPS ROOM	YES / NO	
a	Whether Timer is provided for Server/UPS room ACs for its alternate operation.	YES / NO	
b	Whether the Server Room/UPS Room Air conditioners are more than 5 years old and needs replacement?	YES / NO	
c	Whether any water leakage is observed from server/ups room ACs?	YES / NO	
d	Whether Exhaust fan installed in UPS room, where no ACs are provided?	YES / NO	
20	ELECTRICAL SAFETY IN RECORD/STATIONERY ROOMS	YES / NO	
	Power supply to record / stationery room is made through plug and socket arrangement	YES / NO	
21	FIRE PROTECTION / FIRE CONTROL EXTINGUISHERS AND FIRE ALARM SYSTEM	YES / NO	

	Are fire extinguishers available in the following work area and clearly marked and accessible A. Systems/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	YES / NO	
	At least two 6 kg ABC capacity fire extinguishers are placed near the DG	YES / NO	
23	ATM KIOSK (Onsite)	YES / NO	
a	Whether ATM Kiosk Doors are getting closed automatically and properly?	YES / NO	
b	Whether any Water Seepage observed from ATM Air conditioners?	YES / NO	
c	Whether the ATM Air conditioners are more than 5 years old and needs replacement?	YES / NO	
d	Whether timers are provided for alternate operation of ATM Air conditioners and in working condition?	YES / NO	
e	Whether any waste materials, paper cartons, furniture etc. in ATM Ante-Room (back side room) housing UPS, batteries?	YES / NO	
f	Whether any electric shock is experienced on touching the ATM Machine/s	YES / NO	
g	Whether the Electrical Wiring, DBs, etc in ATM Kiosk/Ante room are in good condition	YES / NO	
h	Whether separate UPS is provided for ATM? If 'Yes' mention the ups make, capacity, battery capacity and quantity. UPS Make:.....Capacity.....kVA Battery make.....Capacity.....Ah, Qty.....Nos.	YES / NO	
i	Any other important observations in ATM kiosk that needs to be addressed urgently? Details:	YES / NO	

1. Summary of Observations:

S.no	Observations and Measures Suggested	Priority



2. Single Line Diagram

3. Approximate Branch Layout (Not to Scale)

4. Irregular Photos of the Branch

5. Three months Electricity Bills

6. AGE of Air conditioning:

7. AGE of Electrical Works:

NAME OF THE BRANCH:		DATE OF VISIT:		
CONNECTED ELECTRICAL LOAD SHEET				
S.N.	PARTICULARS	NO.	EACH WATT	TOTAL WATT
A	LIGHTING LOAD			
1	Tube Light			
2	Spotlight			
3	2'x2' LED Square Fitting			
4	Other Load			
5	48" Ceiling Fan			
6	Wall Fans			
7	Exhaust Fan			
8	Signage / Other Load			
9	Street Light Fitting			
	TOTAL of (A)			



B	COMPUTER / UPS / MIC'S LOAD							
1	UPS							
2	Other Power Load (Xerox machine, other machine etc)							
	TOTAL of (B)							
C	POWER LOAD							
1	Aqua Guard							
2	Tea Coffee Machine							
3	Refrigerator / Water Cooler							
4	Pantry / Other Raw Power Load							
	TOTAL of (C)							
D	A.C. LOAD (TR)							
1	VRF AC							
2	Split AC (1.0 TR)					1200 W		
3	Split AC (1.5 TR)					1600 W		
4	Split AC (2.0 TR)					2200 W		
5	Cassette AC							
6	Other Air-conditioning Load							
	TOTAL of (D)							
	TOTAL CONNECTED LOAD (Watt)							
	TOTAL CONNECTED LOAD (KW)							
S. No.	UPS Make	Capacity	Date of Installation	Under AMC Yes/No	Name of AMC holder	Period of AMC	Battery Rating & Qty	Date of Installation



		Qty	Year	Inverter/ Non inverter	AMC status	Remarks
Split AC	1 TR					
	1.5 TR					
	2 TR					
Cassette A/C	2 TR					
	3TR					
	4TR					
Dut cable AC	5.5 TR					
	8.5 TR					
	11 TR					
	14 TR					

DG Set Make	DG set Capacity	Year of Purchase	Sound proof (Yes/ No)	Own/ Hiring	if Hiring charges per month \ (Rs)

LED LIGHTS (Yes/ No)	CFL			LED		
	2'X2' (Square)	Down Lights (Round)	Tube Lights	2'X2' (Square)	Down Lights (Round)	Tube Lights

8. Measured Values of the voltage, current, frequency and power factor in Electrical Meter

Parameter	Test Point	Reading at EB Meter	Reading at main Panel	Reading at AC Panel	Standard	Observations



Voltage at Incoming point (Volts)	Between phases					
	R-Y				415-440V	
	Y-B				415-440V	
	B-R				415-440V	
	Between Phase & neutral				210-240V	
	N-E				3V	
Current at incoming point (Amps)	R phase				--	
	Y phase				--	
	B phase				--	
	Neutral				--	
Frequency (Hz)						
Power factor						
Leakage Current						

Remarks/ Suggestions:

 This is to certify that Mr. _____ from
M/s _____ has conducted Electrical safety Audit. The above details
are correct.

Branch Head
Signature & Seal
Date:

Electrical Auditor
Seal of Company

Signature

Name of Electrical Auditor Supervisor's valid license No.
(In case of Electrical Contractor) Contractor's license



Annexure-II

ADDITIONAL POINTS FOR BUILDINGS HAVING OWN HT CONNECTION/ SUBSTATION

Billing Demand	
Maximum Demand (MD) of (preferably April / May / June months)	
Power factor and peak load as mentioned in the electricity bill (preferably April / May / June months)	
Capacity of substation and voltage	

S, No	Description	Details	Remarks
1	Whether the permission for substation 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 center, Power distribution Co., Main contractor etc. are displayed at substation and control room.	YES/NO	
2.1	Whether electrical danger plate (fig of 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 / Lift 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 should be enclosed



6	Whether Preventive Maintenance of Breakers, Transformers, H.T and LT panels etc. is carried out as per schedule and the contract for maintenance of Transformer / Breaker / Panels etc. are given to respective manufacturer / service Providers.	YES/NO	Attach the report
7	Whether i. The maintenance contractor has A class Electrical contractor license and comply the requirement of the guidelines of the concerned State / Central Govt.	YES/NO	Copies should be Available with concerned official
	ii. The workmen / Technicians possess the wire men / electricians license, License Details:	YES/NO	
8	In case of outdoor substation, i. Whether the stone grits provided in substation yard.	YES/NO	
	ii. Whether the substation structure fencing boundary is provided, painted and well maintained.		
9	Whether Earthing test reports are provided by the Electrical contractor / Maintenance contractor?	YES/NO	
10	Whether proper nomenclature and painting is done on Electric Panels and Earthing Pits.	YES/NO	
11	Whether Transformer oil level and breather condition is checked at least once in a week	YES/NO	
12	Check last date of Transformer oil BDV test and confirm the BDV value whether it is permissible or not	YES/NO	
13	Whether mechanical and electrical interlocks of critical equipment are provided and maintained in working condition. (Operational manuals for all critical equipment's should be available at site)	YES/NO	
14	Whether APFC panel is provided, and power factor value is maintained higher than prescribed value says 0.9	YES/NO	Confirmed / verified from electricity bill & APFC panel meter
15	Whether Lightning Arrestor and aviation light is provided (In case of Multi storied Building).	YES/NO	
16	Whether the maintenance staff wear shoes, and they are well mannered and well dressed.	YES/NO	
17	Whether some training / Meeting with maintenance staff is conducted for discussion on energy conservation opportunities, challenges in Electrical safety etc.	YES/NO	



18	Thermography: observations on thermographic images at Electric Panels, Distribution Boards.		Upload the thermographic images on the system
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Remarks/ Suggestions:

Signature

Name of Consultant / Auditor Name of the Agency Supervisor's Valid License No. (In case of Electrical Contractor) Contractor's license Date:

Note: The Bank reserves the right to make any amendments (addition or deletion) of Annexure-I & II at its sole discretion, during the empanelment validity period of 3 years.



ANNEXURE –III (Price Bid)

	PRICE BID DETAILS	
Tender ID	Tender Name	Price Bid date and Time
P&E/2026-27/Tender/38	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE JORHAT MODULE FOR FY 2026-27.	28.07.2026 from 10:00 AM to 4:00 PM

Sl.No.	Site Location	Work Description	Rate per Branch/office (Excluding GST)(in Rs.)
1	Branches/ Office under Administrative Office, Jorhat	Electrical safety Audit of Branch/Office below 60KW Electrical load.	

Note: *The rate to be quoted for each branch/office irrespective of load and Voltage level. However, in addition to the accepted L1 tendered rate, the Bank will pay Rs.5000.00(Rupees Five thousand only) extra for the branches having load more than 60KW including HT for testing, providing the reports with thermal images.*



ANNEXURE –III (Price Bid)

	PRICE BID DETAILS	
Tender ID	Tender Name	Price Bid date and Time
P&E/2026-27/Tender/39	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE SHILLONG MODULE FOR FY 2026-27.	29.07.2026 from 10:00 AM to 4:00 PM

Sl.No.	Site Location	Work Description	Rate per Branch/office (Excluding GST)(in Rs.)
1	Branches/ Office under Administrative Office, Shillong	Electrical safety Audit of Branch/Office below 60KW Electrical load.	

Note: *The rate to be quoted for each branch/office irrespective of load and Voltage level. However, in addition to the accepted L1 tendered rate, the Bank will pay Rs.5000.00(Rupees Five thousand only) extra for the branches having load more than 60KW including HT for testing, providing the reports with thermal images.*



ANNEXURE –III (Price Bid)

	PRICE BID DETAILS	
Tender ID	Tender Name	Price Bid date and Time
P&E/2026-27/Tender/40	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE SILCHAR MODULE FOR FY 2026-27.	30.07.2026 from 10:00 AM to 4:00 PM

Sl.No.	Site Location	Work Description	Rate per Branch/office (Excluding GST)(in Rs.)
1	Branches/ Office under Administrative Office, Silchar	Electrical safety Audit of Branch/Office below 60KW Electrical load.	

Note: *The rate to be quoted for each branch/office irrespective of load and Voltage level. However, in addition to the accepted L1 tendered rate, the Bank will pay Rs.5000.00(Rupees Five thousand only) extra for the branches having load more than 60KW including HT for testing, providing the reports with thermal images.*



ANNEXURE –III (Price Bid)

	PRICE BID DETAILS	
Tender ID	Tender Name	Price Bid date and Time
P&E/2026-27/Tender/41	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE DIBRUGARH MODULE FOR FY 2026-27.	31.07.2026 from 10:00 AM to 4:00 PM

Sl.No.	Site Location	Work Description	Rate per Branch/office (Excluding GST)(in Rs.)
1	Branches/ Office under Administrative Office, Dibrugarh	Electrical safety Audit of Branch/Office below 60KW Electrical load.	

Note: *The rate to be quoted for each branch/office irrespective of load and Voltage level. However, in addition to the accepted L1 tendered rate, the Bank will pay Rs.5000.00(Rupees Five thousand only) extra for the branches having load more than 60KW including HT for testing, providing the reports with thermal images.*



ANNEXURE –III (Price Bid)

	PRICE BID DETAILS	
Tender ID	Tender Name	Price Bid date and Time
P&E/2026-27/Tender/42	ELECTRICAL SAFETY AUDIT FOR SBI BRANCHES & OFFICES UNDER ADMINISTRATIVE OFFICE GUWAHATI MODULE FOR FY 2026-27.	01.08.2026 from 10:00 AM to 4:00 PM

Sl.No.	Site Location	Work Description	Rate per Branch/office (Excluding GST)(in Rs.)
1	Branches/ Office under Administrative Office, Guwahati	Electrical safety Audit of Branch/Office below 60KW Electrical load.	

Note: *The rate to be quoted for each branch/office irrespective of load and Voltage level. However, in addition to the accepted L1 tendered rate, the Bank will pay Rs.5000.00(Rupees Five thousand only) extra for the branches having load more than 60KW including HT for testing, providing the reports with thermal images.*