

State Bank of India

AO SHIMLA

INVITES TENDERS

FOR

ELECTRICAL SAFETY AUDIT OF
BRANCHES/RBOs/CELLS/OFFICES UNDER CONTROL OF
ADMINISTRATIVE OFFICES, SHIMLA

TENDER DOCUMENTS (NIT)

SBI/AO/SIM/ELE/AUDIT/26-27/01

NOTICE INVITING TENDER

State Bank of India (SBI) Invites Sealed Tenders from The Empanelled Contractors of SBI at AO Shimla for carrying out Electrical Safety Audit of branches/ RBOs/Cells/offices under control of administrative office Shimla. Details of tenders are as under:		
1	Name of work	Carrying out Electrical Safety Audit of branches/ RBOs/Cells/ offices under control of administrative office Shimla.
2	Time allowed for completion	One month from the date of commencement.
3	Earnest Money Deposit	5,000/- (Five Thousand Rupees Only) by crossed Bank draft/ Banker's cheque drawn in Favor of State Bank of India payable at AO Shimla. The submission of EMD is mandatory for all bidders and no exemption will be provided to any bidder.
4	Security Deposit	Nil
5	Last date and time of receipt of tender	28/09/2026 Up to 03:00 PM
6	Address at which the tenders are to be submitted	Chief Manager (HR & Admin) State Bank of India, Administrative Office 40, SDA Complex, Kasumpti, Shimla Himachal Pradesh - 171009
7	Date and time of opening of Technical Bids	28/09/2026 at 03:30 PM / As Notified
8	Place of opening tenders	HR Department, AO Shimla
9	Defects Liability Period	Nil
10	Validity of Bid	45 days from the date of opening of tenders.
11	Liquidated Damages	As per tender document
12	Value of Interim certificate	NA
In case the date of opening of tenders is declared as a holiday, the tender will be opened on the next working day at the same time. SBI has the right to accept/reject any/ all tenders without assigning any reasons.		

MODE OF SUBMISSION OF TENDER:

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

a) An Envelope-I (Technical Bid) shall contain un-conditional covering letter, clarification (if any), technical and commercial terms, duly signed and requisite EMD along with a covering letter accepting all standard technical terms & conditions to be deposited at SBI, HR Department, AO Shimla latest by **28/09/2026 up to 03:00 PM.**

b) Envelope-II (Price Bids) to be deposited at SBI, HR Department, AO Shimla latest by **28/09/2026 up to 03:00 PM.**

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.

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

Yours faithfully,

-----S/d-----

Signature of the Tenderer

Chief Manager (HR & Admin)

SBI, AO Shimla

ANNEXURE-1**FORMAT FOR ELECTRICAL AUDIT OF BRANCHES**

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

S.No.	Description	Details	Remarks
1	Whether MCCBs /MCBs / ELCBs are provided with proper rating to cater the load.	YES /NO	
2	Whether light and emergency light are provided in electrical rooms/ operating areas for easy operations & maintenance works	YES /NO	
3	Whether pump room, DG set room UPS room, and electrical room etc. are maintained dry and in good condition and obsolete/ hazardous /old items are not dumped there.	YES /NO	
4	Whether Water Seepage is observed near any of the Electrical panel, Distributions Board. Electricals equipment etc.	YES /NO	
5	Whether Earthing Pits are provided and connected to the equipment, body of the connected equipment.	YES /NO	
6	Whether the Earthing Pits are properly maintained.	YES /NO	
7	Whether proper exhaust fan for ventilation of panel room /electrical room/ Ups Rooms is provided and paper, old material or any other scrap kept near DB / Panels / UPS / Batteries etc. are not kept there.	YES /NO	
8	Whether penalty being imposed in electricity bills on account of higher load/poor power factor etc. (it may be ascertained from the electricity bill of April /May /June /July.) Additional electrical Load required if any (from power Distribution company).	YES /NO ----KW	
9	Whether Load is Distributed in all three phases to avoid balancing of Phases and no loose electrical connections / haphazard wirings observed in the Branch/ office premises.	YES /NO	
10	Whether is locating switches are provided for the switching off of then on essential load premises during night and main switch to switch off power supply to the branch in case of fire / emergency .	YES/ NO	

11	Whether electrical equipment of pantry etc. are properly connected to the iron socket box with MCB's. MCB's or latest type switches are provided to switch on/off the ACs and protect them from overload.	YES /NO	
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 manufactures / services providers.	YES /NO	
13	Whether appropriate timers used in the changeover of air conditioners for server room A/C's and for the signage boards to make auto ON/OFF (for scheduling timings). The thermostat of ACs at server room should be set to say 30 temperatures is too high (to minimize chance of fire due to idea running of AC's (during the night).	YES /NO	
14	Whether preventive Maintenance of electric installation and equipment of carried out by skills license holder electricians / skilled technicians.	YES /NO	
15	General Condition of Electrical controls panels, main switches, electric meter board and change over switches, AC's water cooler ,water filter, wiring cables etc. is good end all DB's panels ,switch boards are properly covered.	YES /NO	
16	Whether the contact numbers of persons, electricians, power distribution company, Generator service provider vendor UPS vendors. AC's etc. are available with accountant /security guard and other staff and they displayed in electric room / UPS room.	YES /NO	
17	Whether the Power factor Panel of appropriate rating is installed.	YES /NO	
18	FIRE PREVENTION MEASURES: - All old disposable records, broken furniture etc. accumulated at the premises have been cleared. - Combustible leaf, litter /waste papers etc. in the around the branch is removed /cleaned periodically. - Na Stationery /Records old obsolete items are stored / kept in the system /UPS Room. - Storage racks in stationery /Record room kept at a safe distance of at least 3ft from electric points /switch / junction boxes. - In the pantry /canteen LPG is used (yes/no)	YES /NO YES /NO YES /NO YES /NO YES /NO YES /NO	
19	SERVER AND UPS ROOM: - SERVER ROOM Server room have dual AC units having timer circuit device with independent circuit. - Whether Exhaust fan installed in UPS room.	YES /NO YES /NO/ NA	
20	ELECTRICAL SAFETY: 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 : Are fire extinguishers available in the following work area and clearly marked and accessible? • System /UPS Room: CO2 type (3kg /4.5kg)*2 • Banking hall: Water CO2 type • Stationery room: Water CO2 type	YES /NO	
22	DG SET / GENERATOR: • At least two 6kg ABC capacity fire extinguishers are placed near Diesel Generator.	YES /NO/ NA	

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

i) Single line diagram and details electrical equipment installed with load calculation in the Branch to be submitted by the auditor along with the report.

ii) Photographs of main electrical panel/DBs and branch electrical wiring highlighting prone to fire hazard areas to be attended immediately.

Signature with seal

Name of Electrical Engineer /consultant/ Contractor

Supervisor's License No.

(In case of Electrical Contractor) Contractor's License

Date:

Place:

Signature with stamp of Branch Manager

Date:

Place:

ANNEXURE-II

ADDITIONAL POINTS FOR BUILDINGS HAVING OWN HT SUB-STATION

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

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

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

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

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

Signature with seal

Name of Electrical Engineer /consultant/ Contractor/Supervisor's License No.

(In case of Electrical Contractor) Contractor's License:

Date:

Place:

Signature with stamp of Branch Manager

Date:

Place:

Total Load of the Branch/ Offices/ Building:-

Rooms	Light	fan	Security equipment	Cash counting machine	PC	Printer	Air conditioner	UPS
Banking Hall								
Customer's Lobby								
Strong Room								
Manager's Cabin								
Server Room								
Staff Room								
Canteen								
Stationery Room								
Toilets								
UPS Enclosure								
Addl. Rooms								
Others								
Total Load								

Electrical Safety Guidelines:

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

Signature of the Tenderer

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

1. Commencement of Work

The successful Electrical Consultant/Firm/Electrical Engineer/Retired Electrical Engineer of PSU shall commence the Electrical Safety Audit of the Branches/Offices/Cells allocated by the Bank within 05 days from the date of award of the work/work order.

2. Clarification Before Submission of Bid

The bidders may visit/contact the concerned office of the Bank on any working day, with prior appointment, for seeking any clarification regarding the scope of work, locations, audit requirements or other matters before submission of their bids. The bidder shall be deemed to have satisfied itself regarding the scope and requirements of the work before quoting its rates.

3. Rates and Taxes

The rates quoted by the bidder shall be inclusive of all costs and expenses, including travelling, transportation, boarding, lodging, incidental expenses, duties, levies and other applicable taxes/charges, except GST, which shall be payable extra at the applicable rate, subject to applicable statutory provisions and submission of a valid GST-compliant invoice.

4. Distribution of Work Among Successful Bidders

The work shall be awarded at the accepted L-1 rate to the lowest three technically responsive bidders, subject to their unconditional willingness to execute the work at the L-1 rate, in the following proportion:

L-1 bidder: 45%

L-2 bidder: 35%

L-3 bidder: 20%

The L-2 and L-3 bidders shall be invited to match the L-1 rate before award of the respective portions of work.

In case L-2 and/or L-3 bidder(s) do not agree to execute the work at the L-1 rate, the portion of work originally allocated to such bidder(s) shall be redistributed equally among the remaining bidder(s) (from L-1, L-2 and L-3) who have agreed to match the L-1 rate. Such redistribution shall continue until the entire work is allocated among the eligible bidders. In case of MSME bidders, MSME guidelines will be followed in the distribution of works along with the above defined criterion of works distribution.

5. Validity of Bid

The bid shall remain valid for a period 45 days from the date of opening of the tender. During the validity period, the bidder shall not withdraw or modify its bid except as permitted under the terms and conditions of the tender.

6. Branches/Offices

During the contract period, the successful tenderer may also be required to carry out Electrical Safety Audits of newly opened Branches/Offices/Cells, if assigned by the Bank, at the accepted contractual rates and subject to the terms and conditions of the contract. The Bank reserves the right to increase or decrease the number of branches to be audited, as per its requirement at its sole discretion.

7. Protection of Bank's Property

The contractor shall ensure that the Electrical Safety Audit is carried out strictly in accordance with the Bank's prescribed format and without causing any disturbance to the normal functioning or ambience of the Bank's premises. The contractor shall take due care to prevent damage to Bank's property, fixtures, fittings, furniture or decorative structures. Any damage caused due to the negligence or acts/omissions of the contractor, or its personnel shall be made good by the contractor at its own cost.

8. Compliance with Labour and Statutory Requirements

The contractor shall be solely responsible for compliance with all applicable labour laws, social security laws, statutory requirements and safety requirements in respect of personnel engaged by the contractor for execution of the work. The contractor shall also be responsible for all statutory liabilities arising out of injury, accident or death of its personnel, to the extent applicable under law.

9. Submission of Audit Report

The contractor shall submit the completed Electrical Safety Audit Report to the Branch/Office/Cell Head, with a copy to the concerned Regional Manager and Bank's Electrical Engineer/authorised officer, within 07 working days from the date of completion of the audit.

In case of delay or failure attributable to the contractor in carrying out the assigned work within the stipulated period, the Bank may, after giving notice where applicable, reassign the pending work to another eligible agency. Any additional expenditure incurred by the Bank on account of such default may be recovered from the defaulting contractor in accordance with the terms of the contract.

10. Termination for Default and penalty

The Bank shall have the right to terminate the contract, in accordance with the applicable contractual provisions, if the contractor abandons the work, fails to commence or complete the assigned work within the stipulated timeline, liquidated damages shall be levied. A penalty of

1% of the total awarded contract value shall be charged per week of delay, or part thereof, subjected to maximum 5% of the awarded contract value.

In the event of termination due to contractor default, the Bank may take appropriate action in respect of the Security Deposit/Performance Security and recover any loss or additional expenditure attributable to the contractor's default, in accordance with the terms of the contract and applicable law.

11. Statutory Deductions

Statutory deductions, including Income Tax/TDS and any other applicable statutory deductions, shall be made from payments due to the contractor as per applicable laws and rules.

12. Right to Accept or Reject Bids

The Bank reserves the right to accept or reject any bid(s), or cancel/withdraw the tender process, in accordance with the applicable procurement policy and without assigning any reason, without thereby incurring any liability to the bidders. Conditional bids are liable to be rejected.

13. Compliance with Audit Proforma

The contractor shall inspect and report all items/parameters specified in the prescribed Electrical Safety Audit Proformas, Annexures and shall provide appropriate observations and recommendations against each applicable item. Any omission or incomplete reporting noticed by the Bank shall be rectified by the contractor within the period specified by the Bank, without any additional cost.

14. Arbitration

- i) Resolution of Dispute: In the event of any question, dispute or difference in respect of contract terms and conditions of the contract or interpretation of the terms and conditions or part of the terms and conditions of the contract arises, the parties may mutually settle the dispute amicably.
- ii) Any Dispute and/or difference arising out of or relating to this contract including interpretation of its terms will be resolved through joint discussion of the authorized representatives of the parties. If the disputes are not resolved by discussions, then the matter will be referred for adjudication to the arbitration of a single arbitrator to be appointed by mutual consent of the parties. In the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrator one to be mentioned by each party and the said arbitrator shall nominate a presiding arbitrator, before commencing the arbitration proceedings. The arbitration proceedings shall be conducted in Shimla (HP) and in English language only and in accordance with the provisions of Arbitration & Conciliation Act 1996 or any statutory re-enactment thereof. The decision of the arbitrator shall be final and binding on the parties.

15. Jurisdiction

All the suits arising out of the contract Shall be instituted in the court of competent jurisdiction situated in Shimla, Himachal Pradesh only and not elsewhere.

16. Validity of Contract

Contract shall remain valid till 45 days from the date of award of work orders.

17. No Additional Allowances

No separate payment shall be made towards travelling, transportation, halting, boarding, lodging or any other incidental expenses. Such expenses shall be deemed to have been included in the rates quoted by the bidder.

SECURITY DEPOSIT

18. The Earnest Money Deposit submitted by the successful bidder shall be dealt with/adjusted towards the Security Deposit/Performance Security, as applicable under the tender conditions.

19. In case of abandonment of work, failure to perform contractual obligations or other defaults specified in the contract, the Bank may take appropriate action against the Security Deposit/Performance Security, including forfeiture to the extent permissible under the terms of the contract, after following the applicable contractual procedure.

PAYMENT

20. The contractor shall submit the duly completed Electrical Safety Audit Report along with the bill at AO Shimla HR Department, after completion of the Electrical Safety Audit and uploading/feeding the report on the Bank's prescribed portal/system.

The bill shall be duly verified/accepted by the bank's electrical engineer before processing for payment. The Bank reserves the right to modify the procedure/system for submission, verification and processing of bills/reports as per administrative requirements.

Payment shall be subject to satisfactory completion of the assigned work, submission and acceptance of the prescribed audit report and compliance with all contractual requirements.

SCOPE OF ELECTRICAL SAFETY AUDIT

21. The Electrical Safety Audit shall cover the Branches/Offices/Cells allocated by the Bank and shall be carried out in accordance with the Bank's prescribed Electrical Safety Audit Proforma and the scope specified in the tender document.

22. The audit report shall include a non-scale floor-wise layout/sketch of the Branch/Office/Cell, indicating the relevant areas covered during the audit.

23. The audit shall include inspection of existing electrical wiring, MCBDBs, electrical control panels, UPS systems, air-conditioning systems, lighting and fan fixtures and other electrical installations, along with appropriate observations, deficiencies and recommendations.

24. The contractor shall submit the prescribed "PROFORMA OF ELECTRICAL AUDIT", duly completed and signed by the authorised representative of the contractor and the Branch/Office/Cell Head, as specified by the Bank.

25. The completed Electrical Safety Audit Report shall be submitted within 07 working days from the date of completion of the Electrical Safety Audit of the concerned Branch/Office/Cell.

26. The Electrical Safety Audit shall, as applicable, include inspection/checking of the following:

- i. Light-point wiring and circuit wiring.
- ii. MCBDBs, MCBs, MCCBs, ELCBs/RCCBs/RCBOs, wherever provided.
- iii. Switches and socket outlets.
- iv. Main electrical control panels and distribution boards.
- v. UPS panels and UPS rooms.
- vi. Ventilation arrangements of UPS/electrical rooms.
- vii. Air-conditioning systems and associated electrical wiring.
- viii. Lighting arrangements.
- ix. Loose wires, improper tapping and joints in wiring.
- x. AC wiring and dedicated circuits.
- xi. Connected/sanctioned electrical load and phase-wise load distribution.
- xii. Electricity bills and observations regarding load, power factor and other applicable parameters.
- xiii. Timer/automation arrangements for AC units, signage and other applicable loads.
- xiv. Electrical supply arrangements for stationery/record rooms.
- xv. Main supply switch/MCB/isolating arrangement for emergency shutdown.
- xvi. Availability/record of periodic insulation resistance (Megger) testing, wherever applicable.
- xvii. Availability and condition of electrical safety PPE, including safety gloves, wherever required.
- xviii. Condition and adequacy of electrical panels, covers, junction boxes and cable terminations.
- xix. Diesel Generator set and associated electrical safety arrangements.
- xx. Earthing arrangements and earthing continuity.
- xxi. Electrical safety arrangements associated with pantry/LPG installations.
- xxii. Fire-prevention arrangements associated with electrical installations; and
- xxiii. Any other item specified in the Bank's prescribed Electrical Safety Audit Proforma.

The above terms & conditions have been accepted by us.

PLACE:

Authorized Signatory of the Electrical Consultants/
Firms / Electrical Engineers / Retired Electrical
Engineers of PSUs with Seal.

Date: