State Bank of India

INVITES TENDER

FOR

ELECTRICAL AUDIT OF THE BRANCHES/ OFFICES/CELLS UNDER ADMINISTRATIVE CONTROL OF ADMINISTRATIVE OFFICE, PANCHKULA FROM EMPANELED ELECTRICAL SAFETY AUDITORS OF CHANDIGARH CIRCLE

TENDER DOCUMENTS

NAME OF THE FIRM/AGENCY:……...

ADDRESS:…….

GST NO.:…….

Tender No: EE/Panchkula/03

STATE BANK OF INDIA, ADMINISTRATIVE OFFICE , SECTOR-5, PANCHKULA- 134109

NOTICE INVITING TENDER

State Bank of India (SBI) Invites Tenders From The Bank's Empaneled Electrical Auditors under Chandigarh Circle for **Electrical Audit work of various Branches/Offices under Administrative Office Panchkula.** The Detail of tender is as under :-		
1.	Name of work	**Electrical Audit of the 253 Branches / Offices under Administrative Office, Panchkula**
2.	Time allowed for completion	**90 days** from the date of commencement.
3.	Earnest Money Deposit	Rs 10,000 /- (Rs. Ten Thousand Only) in the form of Demand Draft issued by any Nationalized Bank drawn in favour of "State Bank of India" payable at Panchkula
4.	Security Deposit	**Nil**
5.	Address at which the tender are to be submitted:	Chief Manager (HR), 5th Floor, Administrative Office Building ,State Bank of India, Sector-5 Panchkula – 134109
6.	Last Date and Time of submission of Tenders:	**16-11-2026 at 3:00PM**
7.	Date and Time of opening of tender	**16-11-2026 at 3:30PM**
8.	Validity of offer	**90 days** from the date of opening of tenders.
9.	Liquidated Damages	0.50% of contract amount per weeks subject to max. 5% of contract value or final bill value.
10.	Payment of bills	Payment will be made by the respective RBOs/ Branches/Offices to Auditors only after satisfactory Completion of Electrical Audit Work Done and after submission of copy of Electrical Safety Audit report to Branch/Office. **The Electrical Audit Report must be filled up online on Bank's portal.**
In case the date of opening of tenders is declared as a holiday, the tender will be opened on the next working day at the same time. SBI have the right to accept/reject any/ all tenders without assigning any reasons.		

-s/d-
Deputy General Manager

SUBMISSION OF TENDER: OFF LINE TENDER

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

Envelop -1	Envelope-1 shall contain Technical and Commercial terms, duly signed accepting all standard technical terms & conditions along with EMD to be deposited at under noted Address. The envelop shall be super-scribed **"Technical bid for the Electrical Audit of the Branches/Offices under A.O Panchkula "**
Envelop -2	Envelope-2 shall contain Price Bid offer as per attached format. The envelop shall be super-scribed **"Price bid for the Electrical Audit of the Branches/Offices under A.O Panchkula"**

Address at which the tender are to be submitted:	**Chief Manager (HR), 5th Floor,** **Administrative Office Building ,** **State Bank of India,** **Sector-5 Panchkula – 134109**

Opening of Tender:

1) Envelop -1 (Technical Bid) containing the covering letter accepting all standard technical terms & conditions along with EMD will be opened first.

2) After opening of Envelop -1 and after evaluating the clarifications / conditions, if any, stipulated by the contractors, i.e. if the vendor are qualified, Envelop -2 containing Priced Bid will be opened of those qualified vendors.

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

Distribution of work: SBI reserve its right to distribute the work in the ratio 50:30:20 among L-1:L-2:L-3 Bidders provided L-2 & L-3 Bidders are ready to work at L-1 rate on same terms & conditions. If, any one bidder among L2 and L3 refused to accept L1 rates, then work will be distributed in the ratio 60:40 and if both L2 and L3 refused to accept L1 rates then L1 will be awarded whole work.

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 **Deputy General Manager**

LETTER OF DECLARATION

Chief Manager (HR), 5th Floor,
Administrative Office Panchkula
State Bank of India, Sector-5
Panchkula – 134109

Dear Sir,

Having examined the detailed scope of works relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with the specifications and instructions in writing referred to in conditions of tender, the Articles of Agreement, Special Conditions, Schedule of Quantities and Conditions of Contract are provided for by, and in all other respects in accordance with such conditions so far as they may be applicable.

Description of Work	Electrical Audit of the 253 Branches / Offices under Administrative Office, Panchkula
Earnest Money Deposit	Rs 10,000 /- (Rs. Ten Thousand Only) in the form of Demand Draft issued by any Nationalized Bank drawn in favour of "State Bank of India" payable at Panchkula
Time allowed for completion	**90 days** from the date of commencement.

- I/We have deposited a sum of Rs. 10,000/- (Rs. Ten Thousand Only) as EMD with the State Bank of India which is not to bear any interest. Should I / We fail to execute the Contract when called upon to do so I/ We do hereby agree that this sum shall be forfeited by me/us to SBI.
- Should this tender be accepted, I/we hereby agree to abide by and fulfill the terms and provisions of the said conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to SBI, the amount mentioned in the said conditions.
- We understand that as per terms of this tender, the SBI may consider accepting our tender in part or whole or may entrust the work of electrical safety audit of various Branches/Office buildings/ ATMs proposed in phases. We, therefore, undertake that we shall notarize any claim/compensation in the eventuality of Bank deciding to drop any of the Branches / Office buildings / ATMs from the scope of work of this tender at any stage during the contract period. Further, we also undertake to execute the work entrusted to us in phases on our approved rates and within the stipulated time limit without any extra claim for price escalation.

With Regards

Signature of the Tenderer

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	
	(a) Whether the Earthing Pits are properly maintained.	YES /NO	
6	Whether proper exhaust fan for ventilation of panel room /electrical room/ Ups Rooms is provided and paper, old material or any other scrap kept near DB / Panels / UPS / Batteries etc. are not kept there.	YES /NO	
7	Whether penalty being imposed in electricity bills on account of higher load/poor power factor etc.(it may be ascertained from the electricity bill of April /May /June /July.) Additional electrical Load required if any (from power Distribution company).	YES /NO ----KW	
8	Whether Load is Distributed in all three phases to avoid balancing of Phases and no loose electrical connections / haphazard wirings observed in the Branch/ office premises.	YES /NO	
9	Whether is locating switches are provided for the switching off of then on essential load premises during night and main switch to switch off power supply to the branch in case of fire / emergency .	YES/ NO	
10	Whether electrical equipments of pantry etc. are properly connected to the iron socket box with MCB's. MCB's or latest type switches are provided to switch on/off the ACs and protect them from overload.	YES /NO	
11	Whether proper preventive maintenance after opening of panel		

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

21	DG SET / GENERATOR : • At least two 6kg ABC capacity fire extinguishers are placed near Diesel Generator.	YES /NO/ NA	

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

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

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

Signature with seal
Name of Electrical Engineer /consultant/ Contractor
Supervisor's License No.
(In case of Electrical Contractor) Contractor's License

Date:
Place:

Signature with stamp of Branch Manager
Date:
Place:

ANNEXURE-2

ADDITIONAL POINTS FOR BUILDINGS HAVING OWN HT SUB-STATION

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

S .No.	Description	Details	Remarks
1	Whether the permission for Sub – Stations and DG sets, Electric shock treatment chart, Electrical and fire Safety charts, Single line diagram etc. are displayed in substation.	Yes/No	
2	Whether emergency contact numbers of Fire Station, Health Center, Power at sub-station and control room. 1. Whether electrical danger plate (fig. of skull & cross bones, 11 KV/33KV/440V/230V) is provided on main Electrical Panel/Electrical Rooms /operating Areas.	Yes/No	
3	Safety Materials like Fire Extinguishers, Sand buckets, Rubber Mats, Hand Gloves, First Aid Box etc. are available in sub-station.	Yes/No	
4	Whether the inspection of sub-station/ Dg Set/ Lifts is DONE BY CONCERNED Electrical Inspector at least once in a year and the required inspection fees paid well in time.	Yes/No	
5	Whether the observations by Electrical Inspector during his last visit have been attended? Date of his compliance report.	Yes/No	
6	Whether preventive maintenance of breakers, Transformer HT &LT 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? Whether the proper nomenclature and painting is done on Electric	Yes/No	

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

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

a. Single line diagram and details electrical equipment's installed in the branch to be submitted by the auditor along with the report.

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

Signature with seal
Name of Electrical Engineer /consultant/ Contractor
Supervisor's License No.
(In case of Electrical Contractor) Contractor's License
Date:
Place:

Signature with stamp of Branch Manager
Date:
Place:

Total Load Calculation format of the Branch:-

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

Electrical Safety Guidelines:

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

Signature of the Tenderer

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

1. Tender shall remain valid for a period of one year from the date of award of work order.
2. The successful Electrical Consultants/ Firms shall be bound to start the work of Electrical Audit of the Branches/ offices allocated within 07 days from the date of award of work.
3. The representative of the Electrical Consultants/ Firms may visit / contact this Office before quoting the rates for any other clarification on any working day.
4. Rates quoted should be inclusive of all service / taxes etc, However GST shall be paid extra.
5. The Bank reserves its right to allot the work on the basis of lowest ie. L-1 rates, however the work can be allotted to other empaneled applicants also on L-1 rates subject to their consent/ willingness to work at these rates.
6. The successful tenderer is also bound to carry out audit of newly opened Branches / Offices, subsequently, if any under the administrative control of RBO.
7. The firm shall ensure that the Electrical Audit work is carried out strictly as per the Bank's format and bank's ambiance is not disturbed and there is no damage to Bank's property or any decorative structure. If the ambiance is disturbed or there is any damage to the Bank's property the firm shall be liable to make good the damages at their own cost.
8. The firm shall be responsible for the application and compliance of labour laws, all other social security enactments applicable to such work & workmen and compensation for injury and accident to person(s), if engaged by him for the job.
9. The firm after carrying out the Electrical Audit of the Branch/ Office/ Cell shall submit the reports to the Branch Manager within 10 Days of the audit. In case there is delay in execution of order by the vendor,. The bank will be free to appoint any other agency/firm.
10. In case there is delay in execution of order by the vendor,. The bank will be free to appoint any other agency/firm at his risk and cost.
11. The bank has the right to terminate the order, if the Electrical Consultants/Firms abandon the work or fail to commence and complete the work in time, or fails to abide by the contract conditions. In such an eventuality, the bank will be free to forfeit the Security Deposit due to any of the reasons. The firm will have to complete the work within stipulated time.
12. The statutory deductions like income tax and any other taxes as applicable shall be deducted at source from each payment of the Electrical Consultants/ Auditors.
13. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons, whatsoever. The conditional tenders are liable to be rejected.
14. The firm shall attend to all Audit points during the Audit. If the Electrical Consultants fails to attend any of the points of Audit as per Format, the bank will attend the points of Audit and the expenditure incurred on this account will be recovered from the Security Deposit/pending dues.
15. In case of any dispute between Bank & Contractor, the decision taken by the Arbitrator, appointed by the bank, will be final & binding on the contractor. The case will be filed in the local Court only.
16. No other allowances such as Halting Allowance, Traveling Allowance, Lodging, Boarding etc. will be paid by the Bank.

SECURITY DEPOSIT

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

PAYMENT

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

SCOPE OF ELECTRICAL AUDIT WORK

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

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

PLACE: **Authorized Signatory of the Electrical Firm with Seal**
Date:

INSTRUCTIONS TO THE TENDERER

Scope of the Work

- **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 in order to eliminate/reduce the electrical/fire hazards and to improve the safety of the personnel. The audit shall mainly focus on:
- Identifying the potential electrical/fire hazards
- Boosting employee morale by providing safe working environment
- .Smothering the operation and maintenance of electrical installation.
- Avoiding loss of properties, human life and costly equipment.
- Ensuring the compliance with relevant codes and practice, statutory rules and regulations.
- Establishing procedures and process of safe working in electrical installation.

- **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.
- 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.
- 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.
- 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.

1. Subs. by GSR 358, dt. 30.4.1987, w.e.f. 9.5.1987.
2. Subs. by GSR 45, dt. 1.1.1993, w.e.f. 23.1.1993.
3. Subs. by GR. 466, dt. 18.7.1991, w.e.f. 17.8.1991.
4. Ins. by GSR 358, dt. 30.4.1987, w.e.f. 5.9.1987.

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 Lighting

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.

Brief Scope of Work

The scope of work for the electrical safety audit shall include but not limited to:

(a) 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.

(b) Preparation of earthing layout encompassing all the accessible and working earth pits in the office premises. Each earth pit should be given a unique identification number and marked on building plan.

(c) Earth Resistance Testing 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. The continuity of earth strip/conductor from the earth pit the earth terminal of the respective electrical equipment shall be checked and verified.

(d) 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.

(e) 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.

(f) 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, fail safe interlocking of Circuit breakers

(g) Checking of Elevators for passenger and freight/bullion movement and passenger safety testing including testing of door safeties, alarms, overload protection and Automatic rescue devices, firemen control/switch, wiring in shaft and machine room etc. Provided in the lift installations and gaps if any shall be identified and indicated in the audit report.

(h) 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 & wiring 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, 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.

(i) Checking provisions and sufficiency of AC services comprising AC units/ PAC systems and ventilation systems in areas housing electrical/IT equipment in 24x7x365 operations namely UPS systems, battery rooms, server rooms etc as per existing circulars and guidelines issued by the Bank. Checking of the alternate operation of the standby fans/AC units through timers or any OEM installed logic circuits etc for proper operation.

(j) Verification of circulars, Records of Preventive maintenance of electrical installation and equipment maintenance, practices & documentations and compliance thereof as per Bank's guidelines.

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

(l) 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.

(m) Checking 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

(n) Checking of Illumination level in various working area as per standard and identifying gaps/shortfalls if any as per process/area requirement.

(o) 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.

(p) Checking the log of electrical accidents maintained.

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

(r) Checking of the cable terminations at various panel and distribution boards to avoid phase and earth fault

(s) Checking of the provision of protective guards and belt covers for all the rotating electrical equipment.

(t) Checking the provision of firefighting equipment and fire alarm system detectors near all the electrical installation. It is to be ensured that Fire buckets filled with free-f lowing sand and DCP/CO2 fire extinguishers are provided near electrical substation and electrical panel locations.

(u) Verifying that all the workmen engaged on electrical installation work has been provided Protective Equipment (PPE) i.e. insulated gloves, safety shoes and insulated tools etc. and the same are being used. These equipment should be periodically checked for their proper functioning.

(v) Verifying provision of First Aid boxes and their periodic replacement of expired medicines.

(w) To check the provision of insulated mats of ISI mark in front of all the electrical panels.

(x) To check the provision and use of proper height, strong and properly insulated ladders for the maintenance work.

(y) To check the provision of proper ventilation of substation, transformer rooms, electrical panel rooms and battery rooms etc.

(z) In addition to above, checking for any shortfalls in the existing electrical systems which impact on human and fire safety

- **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
- Thermography camera
- Earth tester
- Megger
- Any other equipment/instrument required for audit

  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 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:** The audit report shall be submitted online on Bank's online portal. One copy of Report in the enclosed format is to be submitted at Branch,RBO , along with BM Signature and audit date.
- The representative of the electrical consultant firm/company should obtain the permission from the AO/RBO in advance for conducting electrical safety audit (contact details will be provided by the Bank) and should have copy of work order and firm/company identity card along with them.
- Electrical Auditor shall inspect and audit all the installations like LT Panel, Switch gears, DBs, DG Set, Wiring & switches, Earthing, Loose wiring/cabling, Inspection of UPS System room, Server room etc. and carry out necessary testing as per enclosed format for electrical safety audit. Consultant/Auditor should enclose site photographs of main panels/DBs/UPS Room/Server Room etc. They will submit Report (two copies) mentioning the condition of existing electrical system and suggesting remedial measures in case of any fault/ shortcoming with photographs. One copy of Report in the enclosed format is to be submitted at Branch, RBO and at respective Administrative Office.

- Consultant/Auditor may conduct a brief electrical safety awareness meeting with the Bank's staff members at the end of the safety audit of branch/office.
- To check whether plug in socket arrangement at locker room/cash room/record room etc. are properly made.
- To check whether LED light fittings/movement sensors have been installed. Whether branch/office is having single switch for switching off non-essential power supply (during night and holidays) of branch/office.
- **Site Visit:** The tenderer must obtain himself on his own responsibility and his own expenses all information and at may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work. The tenderer is requested satisfy himself regarding the availability of water, power, transport and communication facilities, the character quality and quantity of the materials, labour, the law and-order situation, climatic conditions local authorities requirement, traffic regulations etc; The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.
- **Signing of contract Documents:** The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of contract attached herewith within 07 days from the receipt of intimation of acceptance of the tender by the Bank. However, the written acceptance of the tenders by the Bank will constitute a binding agreement between the Bank and successful tenderer whether such formal agreement is subsequently entered in to or not.

Signature of the Tenderer

GENERAL CONDITIONS OF CONTRACT

"Contract means the documents forming the tender and the acceptance there of and the formal agreement executed between SBI (client) and the Contractor/ Vendor, together with the documents referred there in including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Bank and all these documents taken together shall be deemed to form one contract and shall be complementary to one another.In the contract the following expressions shall, unless the context otherwise requires, have the meaning hereby respectively assigned to them.

"**SBI**" shall mean State Bank of India (Client) having its Corporate Centre at Madame Cama Road, Nariman Point, Mumbai- 400 021 and its representative Local Head Offices/Administrative Offices/Regional Business Offices/Branches at various places across India and includes the client's representatives, successors and assigns.

'**The Contractor/ Vendor**' shall mean the individual or firm or company undertaking the works and shall include legal personal representative of individual or composing the firm or company and the permitted assignees of individual or firms of company.

'**works' or 'work'** shall mean the permanent or temporary work description in the "Scope of work" and / or to be executed in accordance with the contract includes materials, apparatus, equipment, temporary supports, fittings and things of kinds to be provided, the obligations of the Contractor/ Vendor hereunder and work to be done by the Contractor/ Vendor under the contract.

"Engineer" shall mean the representative Civil / Electrical Engineer of the SBI

'Drawings' shall mean the drawings prepared and issued by SBI or their Architects and referred to in the specifications and any modifications of such drawings as may be issued by the Engineer from time to time.

"**Contract value"** shall mean value of the entire work as stipulated in the letter of acceptance of tender subject such additions thereto or deductions there from as may be made under the provide herein after contained.

"Specifications' shall mean the specifications referred to in the tender and modifications thereof as may time to time be furnished or approved by the SBI

"Month" means calendar month.

"**Week"** means seven consecutive days.

"Day" means a calendar day beginning and ending at 00 Hrs. and 24 Hrs. respectively.

Permits, Laws and Regulations:

Permits and licenses required for the execution of the work shall be obtained by the Contractor/ Vendor at his own expenses. The Contractor/ Vendor shall give notices and comply with the regulations, laws, and ordinances rules, applicable to the contract. If the Contractor/ Vendor observes any discrepancy between the drawings and specifications, he shall promptly notify the SBI in writing. If the Contractor/ Vendor performs any act, which is against the law, rules and regulations he shall meet all the costs arising there from and shall indemnify the SBI any legal actions arising there from.

Protection of works and property:

The Contractor/ Vendor 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, except due to causes beyond his control and due to his fault or negligence.

He shall take adequate care and steps for protection of the adjacent properties. The Contractor/ Vendor shall take all precautions for safety and protections of his employees on the works and shall comply with all applicable provisions of Govt. and local bodies' safety laws and building codes to prevent accidents, or injuries to persons or property on about or adjacent to his place of work. The Contractor/ Vendor shall take insurance covers as per clause 24.0 at his own cost. The policy may be taken in joint names of the Contractor/ Vendor and the SBI and the original policy may be lodged with the SBI.

Assignment and subletting

The whole of work included in the contract shall be executed the Contractor/ Vendor and he shall not directly entrust and engage or indirectly transfer, assign or underlet the contract or any part or share thereof or interest therein without the written consent of the SBI and no undertaking shall relieve the Contractor/ Vendor from the responsibility of the Contractor/ Vendor from active & superintendence of the work during its progress

Insurance of works

Without limiting his obligations and responsibilities under the contract the Contractor/ Vendor shall insure in the joint names of the SBI and the Contractor/ Vendor against all loss of damages from whatever cause arising other than the excepted risks, for which he is responsible under the terms of contract and in such a manner that the SBI. and Contractor/ Vendor are covered for the period stipulated in clause 28 of GCC and are also covered during the period of maintenance for loss or damage arising from a cause, occurring prior to the commencement of the period of maintenance and for any loss or damage occasioned by the Contractor/ Vendor in the course of any operations carried out by him for the purpose of complying with his obligations under clause.The Works for the time being executed to the estimated current Contract value thereof or such additional sum as may be specified together with the materials

for incorporation in the works at their replacement value.Such insurance shall be affected with an insurer and in terms approved by the SBI which approval shall not be unreasonably withheld and the Contractor/ Vendor shall whenever have required produce to the SBI the policy of insurance and the receipts for payment of the current premiums.

Damage to persons and property

The Contractor/ Vendor shall, except if and so far as the contract provides otherwise indemnify the SBI against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works and against all claims proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto except any compensation of damages for or with respect to:

- The permanent use or occupation of land by or any part thereof.
- The right of SBI to execute the works or any part thereof on, over, under, in or through any lands.
- Injuries or damages to persons or properties which are unavoidable result of the execution or maintenance of the works in accordance with the contract
- Injuries or damage to persons or property resulting from any act or neglect of the SBI their agents, employees or other Contractor/ Vendors not being employed by the Contractor/ Vendor or for or in respect of any claims, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the Contractor/ Vendor, his servants or agents such part of the compensation as may be just and equitable having regard to the extent of the responsibility of the SBI, their employees, or agents or other employees, or agents or other Contractor/ Vendors for the damage or injury.

Contractor/ Vendor to indemnify SBI

The Contractor/ Vendor shall indemnify the SBI against all claims, proceedings, damages, costs, charges and expenses in respect of the matters referred to in the provision sub-clause 25 of this clause.

Contractor/ Vendor's superintendence

The Contractor/ Vendor shall fully indemnify and keep indemnified the SBI. against any action, claim, or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable in respect of any article or part thereof included in the contract. In the event of any claim made under or action brought against SBI. in respect of such matters as aforesaid the Contractor/ Vendor shall be immediately notified thereof and the Contractor/ Vendor shall be at liberty, at his own expenses to settle any dispute or to conduct any litigation that may arise there from, provided that the Contractor/ Vendor shall not be liable to indemnify the SBI. if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the SBI in this behalf.

Third Party Insurance

Before commencing the execution of the work the Contractor/ Vendor but without limiting his obligations and responsibilities under clause 24.0 of GCC shall insure against his liability for any material or physical damage, loss, or injury which may occur to any property including that of SBI., or to any person, including any employee of the SBI, by or arising out of the execution of the works or in the carrying out of the contract, otherwise than due to the matters referred to in the provision to clause 24.0 thereof.

Minimum amount of Third Party Insurance

Such insurance shall be affected with an insurer and in terms approved by the SBI whose approval shall not be reasonably withheld and for at least the amount stated below. The Contractor/ Vendor shall, whenever required, produce to the SBI the policy or policies of insurance cover and receipts for payment of the current premiums.

The minimum insurance cover for physical property, injury, and death is Rs.5 Lakh per occurrence with the number of occurrences limited to four. After each occurrence Contractor/ Vendor will pay additional premium necessary to make insurance valid for four occurrences always.

Accident or Injury to workman:

The SBI shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workmen or other person in the employment of the Contractor/ Vendor or any sub-Contractor/ Vendor, save and except an accident or injury resulting from any act or default of the SBI or their agents, or employees. The Contractor/ Vendor shall indemnify and keep indemnified SBI against all such damages and compensation, save and except as aforesaid, and against all claims, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

Insurance against accidents etc. to workmen

The Contractor/ Vendor shall insure against such liability with an insurer approved by the SBI during the whole of the time that any persons are employed by him on the works and shall, when required, produce to the architect / consultant such policy of insurance and receipt for payment of the current premium. Provided always that, in respect of any persons employed by any sub Contractor/ Vendor the Contractor/ Vendor's obligation to insured as aforesaid under this sub-clause shall be satisfied if the sub-Contractor/ Vendor shall have insured against the liability in respect of such persons in such manner that SBI is indemnified under the policy but the shall require such sub-Vendor to produce to the SBI when such policy of insurance and the receipt for the payment of the current premium.

Remedy on Contractor/ Vendor's failure to insure

If the Contractor/ Vendor fails to effect and keep in force the insurance referred to above or any other insurance which he may be required to effect under the terms of contract, then and in any such case the SBI may affect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the SBI as aforesaid from any amount due or which may become due to the Contractor/ Vendor or recover the same as debt from the Contractor/ Vendor.Without prejudice to the others rights of the SBI against Contractor/ Vendors. In respect of such default, the employer shall be entitled to deduct from any sums payable to the

Contractor/ Vendor the amount of any damages costs, charges and other expenses paid by the SBI and which are payable by the Contractor/ Vendors under this clause. The Contractor/ Vendor shall upon settlement by the Insurer of any claim made against the insurer pursuant to a policy taken under this clause, proceed with due diligence to rebuild or repair the works destroyed or damaged. In this event all the monies received from the Insurer in respect of such damage shall be paid to the Contractor/ Vendor and the Contractor/ Vendor shall not be entitled to any further payment in respect of the expenditure

Signature of Tenderer

List of Branches under Administrative Office Panchkula

Name of the Office (Module /RBO Offices)	**Approximate no. of Branches / office**
Administrative Office, Panchkula and Direct Controlled Branches	**17**
RBO 1 Panchkula	**39**
RBO 2 Ambala	**42**
RBO 3 Kurukshetra	**52**
RBO 4 Chandigarh	**47**
RBO 5 Karnal	**56**

Signature of Tenderer

ARTICLES OF AGREEMENT

(On non-judicial Stamp)

ARTICLES OF AGREEMENT made the "Principal Employer" of the SBI. date of between SBI. Herein after called One is Part desirous and WHEREAS the of the work of **Electrical safety audit of the Branches / offices of SBI under the control of Administrative Office, Panchkula** and has caused detailed scope of work describing the work to be done to be prepared by the SBI.

AND WHEREAS the said Specifications and the Schedule of Quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Consultant/auditor has agreed to execute upon and subject to the Conditions set forth herein and to the Conditions set forth herein in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as "the said conditions") the works shown upon the said Drawings and / or described in the said Specifications and included in the Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein arrived at our such other sum as shall become payable there under (hereinafter referred to as "the said Contract Amount.)

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the Contractor shall upon and subject to the said Conditions execute and complete the work shown upon the said Drawings and described in the said Specifications and the priced Schedule of Quantities.
2. The Employer shall pay to the Contractor, the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said Conditions. The term "the Architects" in the said Conditions shall mean the SBI,Panchkula ,or in the event of their ceasing to be the Architects for the purpose of this Contract for whatever reason, such other person or persons as shall be nominated for that purpose by the Employer, not being a person to whom the Contractor shall object for reasons considered to be sufficient by the Employer, PROVIDED ALWAYS that no person or persons subsequently appointed to be Architects under this Contract shall be entitled to disregard or overrule any previous decisions or approval or direction given or expressed in writing by the outgoing Architects for the time being.
3. The said Conditions and Appendix thereto shall be read and construed as forming part of this Agreement, and the parties here to shall respectively abide by submit themselves to the said Conditions and perform the Agreements on their part respectively In the said Conditions contained.
4. The Plans, Agreements and Documents mentioned herein shall form the basis of this Contract.
5. This Contract is neither a fixed lump-sum contract nor a piece work contract but a contract to carry out the electrical safety audit work in respect of the entire building complex to be paid for according to Rates or as provided in the said Conditions. Bank reserve its right to distribute the work at lowest rate to the remaining consultants as per ration mentioned in the tender document, they are willing to work.
6. The Consultant shall afford every reasonable facility for the carrying out of all works relating to

electrical safety audit as per enclosed format in the manner laid down in the said Conditions.

7. The SBI reserves to itself the right of altering the drawings and nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this Contract.
8. Time shall be considered as the essence of this Contract and the consultant/audit or hereby agrees to commence the work soon after the Site is handed over to him or from the date of issue of formal work order as provided for in the said Conditions whichever is later and to complete the entire work within 60 days subject to nevertheless the provisions for extension of time.
9. Payments shall be made by the respective Administrative Office/RBO/Branch. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Panchkula and only the courts in Panchkula i shall have jurisdiction to determine the same.
10. That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

    IN WITNESS WHEREOF THE SBI and the Consultant/auditor have set their respective hands to these presents and two duplicates hereof the day and year first here in above written.

SIGNATURE CLAUSE SIGNED AND DELIVERED by the

_____By the **(Employer)**

Hand of Shri _____

_____

(Name and Designation)

In the presence of :

- Shri / Smt. _____(Signature of Employer)

(Signature of Witness)

Address_____

_____

Shri / Smt._____

(Witness)

Address _____

Witness

SIGNED AND DELIVERED by

_____ by

(Contractor)

In the presence of :