

 <b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b>	<b>अंचल कार्यालय :</b> ५१७/अ/१, महाबैंक बिल्डिंग, कवला नाका, कोल्हापूर Zonal office:517/A/1,MahabankBuilding,KawalaNaka Kolhapur - 416001 <b>टेलीफोन/TELE :</b> 0231-2533412 / 14 <b>ई-मेल/e-mail :</b> ritc_kol@mahabank.co.in	 <b>स्वच्छ भारत</b> एक कदम स्वच्छता की ओर ‘स्वच्छता अभियान’ की सफलता हेतु हम प्रतिबद्ध हैं
	<b>प्रधान कार्यालय:</b> लोकमंगल, 1501, शिवाजीनगर, पुणे-5 <b>Head Office:</b> LOKMANGAL,1501,SHIVAJINAGAR,PUNE-5	

AX13/Ele & Energy Audit /2020/1

Date: 22.10.2020

**Electric and Energy Audit of Kolhapur Zone Branches (70), Currency Chest (1) and Zonal Office (1)**

Sr. No	DESCRIPTION	PARTICULARS
1	Ref. Number	: AX13/RFP/ELE & ENE AUDIT/2020
2	Address for Communication	: Bank of Maharashtra, KOLHAPUR ZONAL OFFICE, “Mahabank Building”, 517/A/1, Kawala Naka, Kolhapur – 416001.
3	Contact Person	: Suhas Patil Mob: 9422510392 Satish Phatak Mob: 9422592313
4	Email ID	: ritc_kol@mahabank.co.in

Bank of Maharashtra, Zonal office Kolhapur, Invites tender from Electrical auditors to conduct Electric and Energy Audit for branches coming under Kolhapur Zone (Comprising of Kolhapur and Sangli districts) as per attached guidelines.

<b>Date of Commencement</b>	<b>26.10.2020</b>
<b>Last date for submission of tender</b>	<b>31.10.2020</b>
<b>Opening of Technical Bid</b>	<b>03.11.2020</b>
<b>Opening of Financial Bid</b>	<b>03.11.2020</b>
<b>Cost of Tender</b>	<b>Rs. 1000/-</b>

**1. SCOPE OF WORK**

Bank of Maharashtra, KOLHAPUR ZONE intends to conduct electric and energy audit of Kolhapur zone branches (70) & Zonal Office. **Guidelines & Format** for the Audit is attached with tender document.

**2. TERMS OF EXECUTION OF WORK**

The services would begin within a period of 5 days after acceptance of the work order issued by the Bank and shall be completed within 40 days. Any delay in services will attract penalty of 1% of the contract value per week subject to maximum of 4% of the contract value. Bank reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the service provider. Part of week will be treated as a week for this purpose. However, the Bank may

condone the liquidity damages for delay of less than a week. The decision to further continue/ discontinue the contract with the service provider lies fully with the Bank.

**Eligibility Criteria:-**

1. Government certified auditor who are registered with Bureau of Energy Efficiency with capable team having minimum educational qualification of Electrical Engineering degree & five year experience of electrical audit work.
2. The firm must be a registered company or firm in India and should have been in the business in India from the last 3 years.

**General Terms and Condition:-**

1. A non-Refundable Processing Fee of Rs. 1000/- through DD/Pay order in favor of Bank of Maharashtra at Tarabai Chowk branch, must be submitted along the application form.
2. The vendors should submit all the relevant supporting documents as a part of Submission. All such documents should be sealed and signed by the Authorized Signatory.
3. If, any information furnished by the vendors is found incorrect at a later date, he shall be liable to be debarred from participating in any of the bidding process of the bank. The bank reserves the right to verify the particulars furnished by the applicant independently.
4. Response to tender should be submitted in Sealed Envelope. The sealed envelope should be super scribe “ Tender for Electric Audit for Kolhapur Zone Branches and office ” and addressed to :- Bank of Maharashtra, 517/A/1, KOLHAPUR ZONAL OFFICE, 1st Floor, Mahabank Building, Kavala Naka, Kavala Naka, Kolhapur. PIN CODE: 416001
5. The last date of submission is 31.10.2020 **up to 05.00 P.M.** No tender will be accepted after this date. In case the designated day gets declared as a public holiday, the period for submission of tender may be extended to the next working day.
6. The Bank reserves the right to scrap the order at any time, without assigning any reason. The Bank’s decision in this regard shall be binding and final. Any decision in this regard by Bank shall be final, conclusive and binding on the firms.
7. If there will be any electric shut down required in branch or office for doing electric audit then branch may give a suitable date/time for same (as per convenient ) and may call /visit on holiday or Sunday for complete the job. No extra payment/ charge will be entertained by Bank.
8. The Company/Firm shall be responsible for all injuries to the work or workmen, to persons, animals or things and for all damages to the structural and / or decorative part of property which may arise from the operations or neglect of himself or their, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out the electrical audit of branch/office. Insurance is compulsory and must be in effect during electric audit.

**Validity of offer**

The price finalized shall remain valid for a period of one year from the date of such finalization.

**Opening of offers**

The technical bids will be opened on 03.11.2020 at 11:00 A.M in the presence of the service providers / their authorized representatives accompanied with valid ID proof and authority letter. No separate intimation will be given in this regard to the Service providers for deputing their representatives. The Price Bids / Commercial Offers will also be opened on 03.11.2020 at 1:00 P.M as stipulated above irrespective of the number of offers or their representatives present.

### **No commitment to accept lowest or any tender**

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

### **Splitting of order**

The Bank reserves its right for splitting the order between the two service providers. The splitting of the order, provided the L-2 service provider agrees to match the prices quoted by L-1 service provider and agrees for all the terms and conditions. Or The Bank reserves its right to give full order to L-1.

### **Right to alter quantities**

The Bank will be free to either reduce or increase the number of branches for audit on the same terms and conditions. The Bank also reserves the right to place further/repeat order on same terms and conditions within a period of 12 months.

### **Reports Submission**

Vendor should submit the audit report of first branch immediately after visit for checking purpose, remaining branches can be carried out after confirmation from bank. Vendor should submit the electric audit report (softcopy/hardcopy) to us under copy to branches. **Summary/Consolidated of reports** of should be submitted separately (softcopy/hardcopy) to zonal office.

### **Payment terms**

The terms of payment are as under:

1. No advance payment against work order.
2. 100 % Payment will be made after receiving the Audit reports (softcopy & hardcopy) of all branches & separate Summary of reports (softcopy/hardcopy).
3. No additional payments will be considered for multiple visits.

### **Force Majeure.**

If at any time during the period of the contract the performance in whole or in part by either party or any obligation under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of God, public, enemy, civil commotion, sabotage, fires, floods, explosions, epidemics etc. then, provided notice of the happening of the any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate their contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. The whole or any part of the Party's obligations under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

Dy. Zonal Manager  
Kolhapur Zone



10	Income tax no:-  Permanent A/c no: GST no: (enclose documentary evidence)	
11	Details of staff member who will execute the project ( may attach separate sheet)	
12	License Number/ name of the Licensing authority	

**List of important works completed**

Sr.	Name of the project/work and employer	Nature of work	Work Order No & date	Present stage of work	Value contract (Rs.) of	Brief details of the dispute (if any)

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure".
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favor.

COMMERCIAL/ FINANCIAL  
**Annexure I**

Quotations issued to-

Name of work: - Electric and Energy Audit of Branches & ZO of Kolhapur Zone

Sr.	Description & scope of work	Qty.	Rate	Amount In words
01	Electric audit of all branches & Zonal office under jurisdiction of Kolhapur Zone, Total 70 Branches, 01 Currency Chest & 01 office as per prescribed Guidelines & format attached with tender only. The rate shall include labor cost, travelling, equipment handling charges, etc. <b>(Branches located in Kolhapur &amp; Sangli district)</b>	Per branch		

Note: -

- A. Cost **exclusive of taxes** such as GST, service tax, sale tax etc. and **inclusive of expenses like travelling, labor cost, Equipment handling charge etc.**