



**BANK OF MAHARASHTRA LOKMNAGAL, 1501,**  
**SHIVAJINAGAR, PUNE-411 005**

**TENDER DOCUMENT FOR" ELECTRICAL AUDIT OF PREMISES OF BANK OF MAHARASHTRA IN  
PUNE "**

- Date of Issue: 01.12.2020
- Site Visit : 14.12.2020(10 AM to 5 PM)
- Pre bid Meeting : 15.12.2020(11:00 AM)
- Last date of submission: 16.12.2020 (11:00 AM)
- Date of opening (technical bid): 16.12.2020(3:00 AM)
- Tender Fees : Rs.1000/- ( DD in favor of Bank of Maharashtra)
- EMD : Rs. 5000/-(DD in favor of Bank of Maharashtra)



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## 1. TENDER NOTICE

Sealed tenders are invited in two Bid format (one part technical & other part financial) for “ELECTRICAL AUDIT OF PREMISES OF BANK OF MAHARASHTRA IN PUNE” from individuals/ who have executed similar nature of works in any Central Govt./State Govt./PSU/Autonomous bodies and other Govt. Departments, as per schedule of work and General Terms & Conditions:

1. Name of Work :“ ELECTRICAL AUDIT OF PREMISES OF BANK OF MAHARASHTRA IN PUNE ”
2. Date of issue of tender : 01/12/2020
3. Site Visit : 14.12.2020
4. Pre Bid meeting : 15.12.2020(11:00 AM)
5. Last date of submission of tender : 16/12/2020 (up to 11:00 AM)
6. Date of opening of tender : 16/12/2020 (at 3.00 PM)
7. Time for completion of job: 15 days from the date of acceptance of offer.
8. The agency shall visit/examine the site for each unit as per given time schedule or prior appointment and submit duly filled & signed Annexure-II.
9. The bidder shall attach copy of GST registration number.
10. The bidder shall attach copy of agency/company RTGS details.
11. The Tenderer/Bidder will not withdraw his/their Tender after opening of technical bid and if done so; his/their EMD may be forfeited.
12. The Tenderer/Bidder will not sublet the work (if awarded to his/their Bidder) and if it does so; the penalty shall be payable by his/their Bidder as may be decided by the Bank.
13. The offer shall remain open for at least 120 days from the date of opening of Price Bids. The Earnest Money shall be accepted only in the form of Demand Draft/Pay order drawn in favour of “Bank of Maharashtra” & payable at Pune, failing which the bid will summarily be rejected.

Asst. General Manager  
Corporate Services Dept



## 2. INFORMATION TO BIDDERS:

1. Tenders received without EMD, Payment receipt of Cost of Tender Documents and supporting documents shall be summarily rejected and such bidder's technical & price bids **shall not be opened**.
2. Bank reserves their rights to accept any or to reject all the tenders in part or whole without assigning reasons thereof and no correspondence shall be entertained in this regard.
3. The Bidder shall sign and stamp each page of the tender document thereby ensuring that he has read and understood the requirement and the terms of the tender. Tender documents without seal and signature of the authorized tenderer shall be rejected.
4. The information required should be neatly typed in **each and every columns and row** of the Formats. The tender received with "partly filled formats" not containing desired information in each and every columns/points/row of various annexures shall be treated as INCOMPLETE and such applications shall be **summarily rejected without any reference to the bidder and at the bidder's risk and responsibility**.
5. The bids shall be sent in two bid format one envelope containing technical bid along with DD of EMD and tender fees , the second part containing the price bid.
6. The bidders are categorically advised to refrain from mentioning the remark **"AS PER ATTACHEMENT/ENCLOSURES"** in their applications and annexures to avoid rejection of their applications.
7. Conditional tenders shall be summarily rejected.

## 3. ELIGIBILITY CRITERIA:

1. The person agency/individual must have 5 years of experience in field of Electric Audit.
2. The person conducting electrical audit must hold degree in bachelor of Electrical Engineering and must be a certified Electrical Energy Auditor registered with **Bureau of Energy Efficiency**.
3. Must have completed Electrical audit of at least one establishment with sanctioned load of atleast **1 MW** in past three years. (enclose satisfactory work completion certificate mandatory).
4. Must have successfully conducted Audit of atleast 5 establishments in 3 years of reputed PSU/PSB/Govt agencies listed under Central or State Government (enclose satisfactory work completion certificate mandatory).
5. Annual turnover of atleast 5 lakhs each year during the last 3 years i.e. 17-18, 18-19, 19-20. Copy IT returns to be submitted with copies Balance Sheet and P&L statement certified by a CA.
6. Should have valid GST certificate.
7. Should not be black listed by any agency in past 5 years.



**4. DETAILS OF ORGANIZATION**

S No.	Particulars	Details
1	Name of Organization	
2	Address for Correspondance	
3	Telephone Numbers	
4	Year of Establishment	
5	Status of firm whether Company/Propreitor etc	
6	Registration Details of firm(Reg No. /Validity etc)	
7	Available Manpower	
8	Sales Tax No.	
9	VAT No.	
10	TAN No.	
11	PAN No.	
12	Balance sheet and Profit loss Statements for past three FY	
13	If Empanelled with Govt Organizations/Nationalized banks for Electrical Audit furnish details	
14.	Authorized Auditor Name (Attach degree Details as mentioned)	

**14. Work Details Undertaken in Past 5 years along with work completion or performance certificate**

S No.	Agency	Details of work	Location of work	Value of work	Time duration(months)

\*\* Supporting documents should be arranged according to the serial nos. as mentioned in format



## 5. GENERAL TERMS AND CONDITIONS

**Name of Work: - "ELECTRICAL AUDIT OF PREMISES OF BANK OF MAHARASHTRA IN PUNE. "**

- The bidders may visit/examine the site and it's surrounding on 14/12/2020 between 10:00 AM to 04:00 PM by prior appointment with the Bank's Engineer to assess the accessibility and assess the scope of works before submitting their offer. No claims later on in regard to the site and its surrounding or any matter relating thereto shall be entertained.
- The bidders shall arrange & maintain at his (their) own cost all materials, Tools & Plants, security (for their man/materials), storage for material and facilities to the workmen for executing the work.
- **The rates mentioned in the financial bid shall be inclusive of Electrical Audit, submission of BOQ for rectification and post rectification inspection.**
- The bidder shall attach copy of PAN Card, GSTIN , copy of company RTGS details.
- Duly sealed tenders shall be dropped in the tender box kept at reception area and also to be informed at **1<sup>st</sup> Floor, Corporate Service dept., Lokmanagal Shivaji Nagar Pune-5.** Tender must be duly signed and stamped on each page as a token of acceptance of all terms and conditions /clauses of the tender enquiry.
- The conditional bids shall not be considered under any circumstances and rejected without any notice.
- All bids shall be the property of Bank of Maharashtra, and contractors will lay no claim whatsoever on the same.
- Bank of Maharashtra reserves the right to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of the Bank in this regard will be binding on all the bidders. Bidders not complying with any of the provisions stated in this tender document are liable to be rejected.
- Bank reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.
- Income Tax and surcharge will be deducted as per Govt. of India rules. No Tools & Plants will be supplied by the Bank. Time allowed for completion of work shall be 15 days which shall be reckoned from date of allotment of work order.
- In case the successful bidder reviles from the offer within the validity of tender, the earnest money will be forfeited. Similarly, if successful contractor fails to commence the work within 10 day from the date of issue of award letter, the amount of earnest money will also be forfeited besides blacklisting the firm.
- If bidder at any time makes default during currency of work or does not execute any part of the work with due diligence or Commits default in complying with any of the terms and conditions of the contract and does not initiate any remedy for it or takes effective steps for its remedy or Fails to complete the work(s) or items of work with individual dates of completion, on or before the date(s) so determined, and does not complete them within the period specified in the notice given in writing in



their behalf by the Bank's Engineer. The Bank's Engineer without prejudice to any other right or remedy against the bidder which have either accrued or accrue thereafter, by a notice in writing to take the part work / part incomplete work of any item(s) out of his hands and shall have powers to take possession of the site and any materials, constructional plant, implements, stores, etc., thereon; and/or Carry out the part work / part incomplete work of any item(s) by any means at the risk and cost of the bidder.

- Asst General Manager (Corporate Services Dept.) reserves the right to terminate the contract without any reference or any notice period on account of poor workmanship, non-compliance of set norms/specifications for the works, delay in progress of work, violation of any contract provisions by the bidder, failure to start the work within 7 days from date of issue of Work Order. The contract can also be terminated at the request of contractor within 7 days from the date of issue of Work Order. In such cases the EMD shall be forfeited.
- Bank shall be fully empowered to expel any of the bidder's staff in case of any indiscipline/misconduct/violence.
- **The bidder shall supply calibration certificate of all instruments which must be valid during the audit and post audit verification works as desired by the Bank's Engineer.**
- The bidder shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at Bank. The bank shall have no liability in this regard.
- The personnel employed by the bidder will not claim any right to become the employees of Bank and there will be no Employee and Employer relationship between the personnel engaged by the bidder and Bank.
- The rates quoted by bidders should be realistic and workable for each and every items. Quoting unrealistic/unreasonable lower or higher price will be treated as non-responsive bid and will not be considered for further evaluation. The decision of Bank shall be final in this regards.
- The bidder shall ensure compliance of all statutory laws & bye laws of the central Govt./ state Govt./Municipal authorities related to the employment of their staff and all obligations under Minimum Wage Act, Workman Compensation Act, Provident Fund & Miscellaneous Provision Act, Bonus Act & Contract Labour Act 1970 etc. Bank will not be responsible for such purposes in anyway.
- Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by Bank. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitrator proceeding shall be governed by the Arbitration and Conciliation Act 1996 and shall be conducted in Pune. The agreement is subject to the jurisdiction of the courts at Pune.
- **Payment terms :80% release on submission of report & detailed BOQ of all the works to be done for rectification as per Bank's guidelines. 20% release after post rectification & re inspection by auditor.(the payment of this part shall be done only after detailed rectification is done only)**



## 6. FORMAT FOR ELECTRICAL CUM SAFETY AUDIT

### 1. General Information

1.	Name of Branches/Office & Zone	
2.	Type of branch/Office (Metro/ Urban/ Semi-Urban/ Rural)	
3.	Staff strength detail of Branch/Zonal Office/Building	Officers- Clerk- Sub Staff -
4.	Name of designated Security/GAD officer of branches/Office & Zonal office with contact no	
5.	Name of Electrical Auditor and contact no Registration No./License No.	

### 2. Last Audit

Sr. No	Date of last electric audit	Electric risk rating (High/Medium/Low)	Compliance date	Closure date

### 3. Electrical Supply Details

Sr.No	Electric supply company/Dept.	Sanction Load	Maximum Load ( in last one year)	Average Load (in last one year)	Any penalty (in last one year)





3.1 Electric supply (Single phase/Three phase) (please tick)

Phase-I	Phase-II	Phase-III

3.2 Electric Load Distribution (in volt)-

R-phase(R-N)	Y-phase (Y-N)	B- phase(B-N)

4. Earthing System

Sr.No	Separate earthing for UPS and raw power (Yes/No)	Type of earthing (chemical/Normal)	Earth resistance (in ohm)	Earth pit identified (Yes/No)
	Earthing System review	Status (Functional/Nonfunctional)	Observations	Recommendations

5. Protective & Switching Device

Sr.No	Equipment's	Quantity/ Rating/ Parameter	Status (Functional/Nonfunctional)	Observations	Risk Level	Remarks
1.	Air Circuit Breaker/					
2.	(MCB) Miniature Circuit Breaker					
3.	(MCCB) Molded Case Circuit Breaker					
4.	(ELCB) Earth Leakage Circuit Breaker					
5.	RCCB (Residual current circuit breaker )					



6.	Electrical Cable/Wires					
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6. Details of Electrical Equipment

Sr.No	Equipment's	Quantity / Rating/ Paramet er	Status (Functional/ Nonfunctional	Observations	Risk Level	Remarks
1.	Computers					
2.	Printers					
3.	Scanner/Col or Printer					
4.	Public administrati on System					
5.	Split ACs/Windo w/ Cassettes/T ower ACs					
6.	Fans					
7.	Router					
8.	Fire alarm and burglar alarm					
9.	CCTV					
10.	DG Sets					
11.	UPS System					
12.	Battery System					
13.	Gate pass machine					
14.	Flap barrier					



15	Baggage Scanner					
16	Door Scanner					
17	Motor Pump					
18	Others					

### 7. Lighting System

Sr. No	Details of Light Fittings (Conventional/LED/CFL)/ LUX Level Survey	Quantity/ Rating/ Parameter/ Observations	Status (Functional/ Nonfunctional)	Comparison with acceptable standards	Recommendations

### 8. Performance Assessment

1.	<b>UPS &amp; Batteries</b>					<b>Review/Status /Details</b>
	<ul style="list-style-type: none"> <li>➤ AMC Vendor &amp; Expiry date</li> <li>➤ UPS Connection (Three Phase/Single Phase Any overload in UPS (Yes/No) (if yes give reason/details) (Overload- more than 80% of UPS capacity)</li> <li>➤ Any battery bypassed with UPS (Yes/No) (if yes give details)</li> <li>➤ Any chemical rust or loose connection on battery terminal/ lug (Yes/No) (if yes give reason/ details)</li> <li>➤ Unwanted material kept inside UPS &amp; battery room (Yes/No) ( if yes give details)</li> <li>➤ No. of batteries (more than 03 year old) &amp;having capacity below 80% of full capacity</li> <li>➤ Last date of battery back-up test on full load &amp; have any deformity (give details)</li> </ul>					
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Nonfunctional)	Observations	Risk Level	Remarks



2.	<b>AC Units</b>					
	<ul style="list-style-type: none"> <li>➤ AMC vendor &amp; expiry date (if any)</li> <li>➤ Proper electric connection with compressor, contactor, relay and capacitor</li> <li>➤ Auto timer (functional/non- functional) (if provided)</li> <li>➤ Adequate rating MCB/fuse for ACs unit (Yes/No)</li> </ul>					
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Nonfunctional)	Observations	Risk Level	Remarks
3.	<b>Diesel Generator</b>					Review/Status/ Details
	<ul style="list-style-type: none"> <li>➤ AMC Vendor &amp; expiry date (if any)</li> <li>➤ Date of last engine oil and filter replacement (Not more than 06 month or 250 running hrs.)</li> <li>➤ All gauges like temp. meter, Voltmeter, ammeter, wattage, KWH, hour meter etc. are working properly (Yes/No) (If no give reason/detail)</li> <li>➤ Any deformity noise, leakage, fuel consumption rate and spark in exhaust system (Yes/No) ( if yes give reason/detail)</li> </ul>					
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Nonfunctional)	Observations	Risk Level	Remarks
4.	<b>Motor Pump/Geyser</b>					
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Nonfunctional)	Observations	Risk Level	Remarks

**9. Heating of wire/Panels-**



Sr.No	Thermography of electric wire and panel (Yes/No)	No. of location/spot (where temp. is more than 78 <sup>o</sup> c)	Detail of heating equipment ( attach thermography image & system generated report)	Reasons

**10. Power Factor** (Reactive Power Compensation/Categorization of Reactive/Inductive Load/Harmonic Analysis/Power factor Improvement) Risk Rating with Graph and acceptable values-

Current & Voltage Distortion Overall electric risk category (High/ Medium/ Low)	Observations	Risk Level	Reasons	Recommendations

**11. Other Electrical Risk**

Sr No	Electrical Risk	Category (High/Medium/Low)	Observations	Reason/detail and recommendation (For High only)
1.	Any hanging electrical wire/temporary electric connection etc. in premises			
2.	Any multi pin plug or extension cable/board use in premises			
3.	Any dangling /loose electric connection or portion of live wire with damage jacket/insulation			
4.	Flammable combustible material dumped near electric panel(Those			



	electrical equipment run on 24x7 basis)			
5.	Voltage fluctuation			
6.	Any MCB/Fuse etc. by pass from the electrical system			
7.	Any other electrical risk			

**12. Summary (Observations/Recommendations)**

Sr. No	Observation	Rating(High/Medium/Low)	Recommendations ( Strictly specify details of electrical equipment/wire etc. only)

1. Single Line Diagram of Network
2. Details of Harmonic study & results

(Stamp & Signature of Electrical Auditor)

(Stamp & Signature of Zonal/Branch head/ In charge)

Date -

Date -



**7. Annexure-I (DECLARATION BY THE BIDDER )**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Enclosures:

1. Terms & conditions (each page must be signed and stamped with the seal)
2. Financial Bid. (Signature of Bidder with seal) Name: Address: Date:

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the documents above will render the bid to be rejected. Also, non-adhering of any of the terms and conditions of will render the bid to be rejected.

Date:

Signature of Bidder Stamp



**8. Annexure-II (Certificate/Undertaking)**

- a) Certified that I / we have visited the site on \_\_\_\_\_ and assessed the nature and amount of work involved before submitting our offer. We will be able to execute the work within the available site condition.
- b) I undertake that I / we have visited the place for “ELECTRICAL AUDIT OF PREMISES OF BANK OF MAHARASHTRA IN PUNE ”, and noted the entry door / approach sizes/quantities, floor space, existing electrical connections etc..
- c) Manpower & Materials supplied by us will be suitable for in the existing location / condition with sufficient space all around. No extra cost will be claimed by me later for any difficulties/modifications involved for total execution of all the air conditioning systems as mentioned in the tender. I also understand that the work, if required to be completed on priority basis, so we are ready to work in day / night hour subject to availability of site/space.

(Signature of Bidder) :

(NAME):

(SEAL):

Note: Above certificate/ undertaking is to be given on the Letter Pad of the Bidder





9. Annexure III (SELF-DECLARATION – NO BLACKLISTING)

The General Manager  
Bank of Maharashtra  
Pune

Dear Sir/Madam,

Ref: Tender No. :

I/ We hereby declare that presently our Company/ firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body. We further declare that presently our Company/ firm \_\_\_\_\_ is not blacklisted / debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security amount may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,  
Yours faithfully,

Signature.....

Date.....

Name.....

Place.....

Seal of the organization...