

**BANK OF MAHARASHTRA**  
**SURAT ZONE**






**TENDER DOCUMENT  
FOR**

Conduct of Electrical cum Energy, Safety & Fire Audit  
Of Branches & Administrative office

**Bank of Maharashtra Zonal Office Surat**  
B-wing, Prime Arcade, Anand Mahal Road,  
Adajan, Surat- 395009  
ई-मेल/e-mail : ritc\_sur@mahabank.co.in

Cost of Tender Document Rs 1,000/- (Nonrefundable)

 <p><b>बैंक ऑफ महाराष्ट्र</b> <b>Bank of Maharashtra</b> भारत सरकार का उद्यम <b>एक परिवार एक बैंक</b></p> <p>प्रधान कार्यालय : 'लोकमंगल', 1501, शिवाजीनगर, पुणे - 411005. H. O.: 'Lokmangal', 1501, Shivajinagar, Pune - 411005.</p>	<p><b>अंचल कार्यालय सुरत / Zonal office Surat</b> बी -विंग, प्राइम आर्केड , आनंद महल रोड, अदाजन , सुरत -395009 B-wing, Prime Arcade, Anand Mahal Road, Adajan, Surat- 395009 ई-मेल/e-mail: ritc_sur@mahabank.co.in</p>	  <p><b>भारत की जनगणना</b> <b>CENSUS OF INDIA</b> <b>2021</b> जनगणना से जन कल्याण</p>
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Ref. No. AX66/Electrical Audit/2020-21

Date: -30/10/2020

**CONDUCT OF ELECTRICAL CUM ENERGY, SAFETY & FIRE AUDIT OF BRANCHES & OFFICES OF BANK OF MAHARASHTRA, SURAT ZONE**

1. Bank of Maharashtra, SURAT Zone intends to get electrical, energy, safety, & fire audit done of its branches / Administrative office. (Total 28 branches & 01 offsite ATM location). For this purpose, we intend to solicit Technical and Financial bids from prospective Consultants / firms on or before 09.11.2020 by 1700 hrs.

2. Time & Date for opening of bids will be as under (kindly mention your contact numbers & email ids on the envelope).

3. The RFP documents can be downloaded from Bank's website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) or alternatively can be obtained from **Bank of Maharashtra, Zonal Office: Surat**

B-wing, Prime Arcade, Anand Mahal Road,  
Adajan, Surat- 395009

On payment of Rs.1,000/- (Nonrefundable) by way of Demand Draft / Pay Order favoring Bank of Maharashtra payable at SURAT. RFPs downloaded from website shall accompany the Pay Order / Demand Draft along with the Technical Bid.

Last date for submission of RFPs	:	09.11.2020 by 17:00 hrs
Opening of RFPs (Technical Offers)	:	10.11.2020 by 15:00 hrs
Opening of Financial Bid	:	10.11.2020 by 16:00 hrs
Cost of RFP	:	Rs.1,000.00

4. No brokers/intermediaries shall be entertained. The Bank reserves the right to reject any / all applications without assigning any reasons whatsoever.

5. In case prospective service providers are fulfilling the required specifications, they may submit their Technical and Financial Bids (strictly in the format enclosed) in two separate sealed envelopes so as to reach us latest on 09.11.2020 by 1700 hrs. The envelope should be marked as "TECHNICAL BID / FINANCIAL BID FOR CONDUCT OF ELECTRICAL CUM ENERGY, SAFETY & FIRE AUDIT, BANK OF MAHARSHATRA, SURAT ZONE" on its top and forwarded to the address mentioned at Para 3.

6. All conditions and parameters will be evaluated with reference to the firms submitting the tenders. The Bank reserves the right to reject any / all applications without assigning any reason whatsoever and also to confirm authenticity of the facts submitted by the bidders.

**Deputy Zonal Manager,**  
**Bank of Maharashtra,**  
**Zonal Office Surat**

# **OFFER FOR CONDUCTING ELECTRICAL CUM ENERGY, SAFETY & FIRE AUDIT**

## **TERMS & CONDITIONS**

### **01. Scope of Work.**

Bank of Maharashtra, Surat zone intends to conduct Electrical cum Energy, Safety & Fire Audit of 29 branches / locations.

### **02. Terms of Execution of Work.**

The services would begin within a period of 5 working days after acceptance of the work order issued by the Bank and shall be completed within 30 working 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.

### **03. Eligibility Criteria for Short-Listing.**

- (a) Government certified auditor who are registered with competent Government Authorities for conducting Electrical and Fire Audit.
- (b) 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.

### **04. General Terms and Condition:-**

- (a) A non-Refundable Processing Fee of Rs. 1,000/- through DD/Pay order in favor of Bank of Maharashtra payable at Surat must be submitted along the application form.
- (b) 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.
- (c) 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.
- (d) Response to tender should be submitted in Sealed Envelope. The sealed envelope should be super scribe "Tender for Electric cum Energy, Safety and Fire Audit for Surat Zone Branches and office" and addressed to:-

**Bank of Maharashtra Zonal Office SURAT**

B-wing, Prime Arcade, Anand Mahal Road,  
Adajan, Surat- 395009

- (e) The last date of submission is **09.11.2020 up to 17:00 hrs.** 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.

- (f) 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.
- (g) 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.
- (h) 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.
- (i) Agencies, which do not comply with the statutory requirements need not apply.
- (j) In case, bank do not receive the requisite number of tenders or if requisite number of offers do not qualify technically, the bank reserves the right to finalized the tenders from available technically qualified offers or go for re-tendering. In this regard, bank's decision will be final & binding, no objections from any agency will be entertained in this regard.

**05. Validity Period of the Offer.**

The offer will be valid for a period of 90 days from the last date (09.11.2020) of submission of the tenders.

**06. No Erasures or Alterations.**

Technical / Commercial details must be completely filled up. The corrections or alterations, if any, should be authenticated. In the case of the corrections / alteration are not properly authenticated, the offer will be rejected.

**07. No Price Variations.**

The Financial offer shall be on a fixed price basis. No upward revision in the price would be considered on account of subsequent increases in Government taxes, customs duty, Excise Tax, Sales Tax, etc. However, if there is any reduction on account of Government levies / taxes, during the offer validity period, the same shall be passed on to the Bank.

**08. Opening of Offers.**

The time & date for opening of Technical bids will be informed separately. Participants can send their authorised representatives accordingly. The Technical Offers will be opened at the time and date as informed, irrespective of the number of participants or their representatives present. Financial Offers will be opened only for technically qualified offerer.

**09. 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.

**10. Splitting of Order.**

The Bank reserves its right for splitting the quantity between two or more service providers.

The splitting of the order will be in equal ratios, provided the L2 service provider agrees to match the prices quoted by L1 service provider and agrees for all the terms and conditions.

In case L2 service provider is not willing to match L1 price, Bank may call L3, L4 service providers etc., in that order to step into the shoes of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 price the entire quantity will be awarded to L1.

**11. 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 reserves the right to alter number of branches. The Bank also reserves the right to place further / repeat order on same terms and conditions within a period of 12 months.

**12. 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.

**13. Order Cancellation.**

If the service provider fails to conduct the required audit within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. The Bank reserves its right to cancel the order in the event of such delay.

**14. Payment Terms.** The terms of payment are as under:

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

**15. No reimbursement of cost of any type on any account will be paid to persons or entities submitting their bid.**

**16. 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.

## **Minimum Standards & Methodology for Detailed Electrical cum Energy, safety and Fire Audit.**

1. Schematic & layout plan for electrical system & Earthing system, Review of present electrical distribution like Single Line Diagram (SLD), transformer loading, cable loading, normal and emergency loads, electricity distribution in various areas/ floors etc. **The vendor has to provide UPS and electrical lay out Diagram after verification at Branch/location.**
2. Ensure the work of Electrical cum Energy & Safety audit must be carried out by 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.
3. The work of Fire Audit to be done by Government certified auditor who are registered with DGFASLI with capable team & five year experience of Fire audit work.
4. Listing out all electrical gadgets working condition & performance with remark.
5. Review of present lighting system, lighting inventories etc.
6. Estimation of lighting load at various locations like different floors, outside (campus) light, pump house and other important locations.
7. Detail lux level survey at various locations and comparison with acceptable standards.
8. Study of present lighting control system and recommend for improvement.
9. Study of Reactive Power Management and option for power factor improvement.
10. Study of power quality issues like Harmonics, current unbalance, voltage unbalance etc.
11. Review of present HVAC system like central AC, window AC, split AC, package AC, Water Coolers and Air Heaters etc.
12. Performance assessment of window AC, split AC and package AC system.
13. Analysis of airconditioning system Performance like estimation of Energy Efficiency Ration (EER i.e. KW/TR) & insulation level.
14. Area wise calculations are done based on Temperature, RH, room size, equipment load, lighting load, occupancy and compared with details of existing Air-conditioning equipment.
15. Review of DG set operation.
16. Performance Assessment of DG sets in terms of Specific Fuel Consumption (SFC i.e. KWH/Liter).
17. Review, Performance, Safety measures assessment for UPS system & Batteries.
18. Review of water pumping, storage and distribution systems.
19. Performance assessment of all major water pumps i.e. power consumption vs. flow delivered, estimation of pump efficiency etc.

20. Review of present maintenance practice, replacement policies and building safety practices as applicable to high rising buildings and recommend for improvements.
21. Safety/statutory compliance.
22. Safety Measures for Electrical Installation.
23. O&M measures including housekeeping.
24. Detail review of present energy monitoring and accounting system in terms of metering, record keeping, data logging, periodic performance analysis etc.
25. Applicable Code compliance such as National Building Code, Energy Conservation Code State Fire Department guidelines etc.
26. Suggestions for Power Quality improvement (including Harmonics).
27. Formulation of conclusion and recommendation of Electrical cum Energy, safety & Fire audit and its compliance for rectification.

**Electrical Measurement :** The instrument used for measuring electrical parameter such as KVA, KV, PF, Hetz, KVA<sub>r</sub> , Amp and Volt which are applied online. The details are such as Voltmeter/Ammeter (Multimeter), Contact - Thermometer, Infrared Thermometer, Leak detector, Lux meter, Analyzer etc.

1. Measurement of illumination levels.
2. Measurement of Electrical Parameters for Lighting System.
3. Measurement of Electrical Parameters for Airconditioning system (For Fans, Compressors, Total) & UPS System.
4. Measurement of Electrical Parameters such as Voltage, Current, kVA, kVA<sub>r</sub>, THD<sub>v</sub>, THD<sub>i</sub>, Current harmonics for Capacitor Banks and non-linear loads such as UPS.
5. Analysis of Current Harmonics for feeders with high harmonic content.
6. Measurement of Temperature and RH.
7. Thermal imaging for identifying hot spots with possibility of safety risks, increased losses and increased maintenance.

**Electrical and Energy Audit of Surat Zone Branches/ locations.**

<b>Sr. No.</b>	<b>DESCRIPTION</b>	<b>PARTICULARS</b>
1.	Ref. Number	Ref. No. AX66/Electrical Audit/2020-21
2.	Address for Communication	<b>Bank of Maharashtra Zonal Office Surat</b> B-wing, Prime Arcade, Anand Mahal Road, Surat-395009
3.	Contact Person	Mr. Pravin Kumar Rajput / Mr.Vijay Soni
4.	Email ID	<a href="mailto:ritc_sur@mahabank.co.in">ritc_sur@mahabank.co.in</a> / <a href="mailto:gad_sur@mahabank.co.in">gad_sur@mahabank.co.in</a>

Bank of Maharashtra, Zonal office Surat, Invites tender from Electric cum Energy, Safety & Fire auditors to conduct Electric cum Energy, Safety & Fire audit for SURAT Zone Branches as per attached guidelines.

Last date for submission of RFPs	:	09.11.2020 by 17:00 hrs
Opening of RFPs (Technical Offers)	:	10.11.2020 by 15:00 hrs
Opening of Financial Bid	:	10.11.2020 by 16:00 hrs
Cost of RFP	:	Rs.1,000.00

**(Parab Prabhakar)**  
Dy. Zonal Manager  
Surat Zone



## Application Format

### Basic Information

(To be filled)

Sr. No.	Particulars	Details
1	Name of the Company/Firm/Applicant and address of the registered office:-  Phone No:- Fax No:- E-mail:- Mobile No:- Website, if any:-	
2	Date and year of establishment (enclose documentary evidence)	
3	Type of the organization (whether sole proprietorship, partnership, private ltd. or Cooperative body etc.)	
4	Name of the proprietor/partners/Directors of application with address and phone no. (in case) a. b. c.	
5	Details of registration- whether partnership firm, company etc. Name of registering authority, Date and Registration number. (enclose documentary evidence)	
6	Whether the firm has worked for the Government/Semi-government/Municipal Authorities or any other public organization Banks etc. if so, give details.	
7	No. of years of experience in the relevant field. (enclose certificate)	
8	Yearly turnover of the organization during last three years(year wise)- as certified by the chartered accounted (enclose copy of balance sheet of last year)	Rs. ----- for 2017-18 Rs.-----for 2018-19 Rs.----- for 2019-20
9	Name of electrical auditor /engineer/inspector ( full details and qualification) ( enclose document)	
10	Name of Fire auditor /engineer/inspector ( full details and qualification) ( enclose document)	
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**

<u>Sr. No.</u>	Name of the project/work and employer	Nature of work	Work Order No & date	Present stage of work	Value of contract (Rs.)	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 favour.

**COMMERCIAL / FINANCIAL**

Quotations issued to-

Name of work: - Electric cum Energy, Safety & Fire Audit of Branches & ZO of Surat Zone

Sr. No.	Description & scope of work	Qty.	Rate	Amounts in Words
1	Electric cum Energy, Safety & Fire audit of all branches & Zonal office under jurisdiction of Surat Zone.  Total 29 Branches/locations as per prescribed Guidelines & format attached with tender only.  The rate shall include labour cost, travelling, equipment handling charges, etc.	Per branch/location		

Note: -

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

## **ELECTRICAL CUM ENERGY & SAFETY AUDIT FORMAT**

### **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 Branch Manager with contact no	
5.	Name of Electrical Auditor and contact no Registration No./License No.	

### **2. Last Audit**

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

### **3. Electrical Supply Details**

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

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

<b>Phase-I</b>	<b>Phase-II</b>	<b>Phase-III</b>

#### **3.2 Electric Load Distribution (in volt)-**

<b>R-phase(R-N)</b>	<b>Y-phase (Y-N)</b>	<b>B- phase(B-N)</b>

### **4. Earthing System**

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

## 5. Protective & Switching Device

Sr. No	Equipment's	Quantity/ Rating/ Parameter	Status (Functional/ Non-functional)	Observations	Risk Level	Remarks
1.	Air Circuit Breaker					
2.	MCB					
3.	MCCB					
4.	ELCB					
5.	RCCB					
6.	Electrical Cable/Wires					

## 6. Details of Electrical Equipment

Sr. No	Equipment's	Quantity/ Rating/ Parameter	Status (Functional/ Nonfunctional)	Observations	Risk Level	Remarks
1.	Computers					
2.	Printers					
3.	Scanner/Color Printer					
4.	Public administration System					
5.	Split ACs/Window/ Cassettes/Tower 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> (a) AMC Vendor & validity of AMC (b) UPS Connection (Three Phase/Single Phase Any overload in UPS (Yes/No) (if yes give reason/details) (Overload- more than 80% of UPS capacity) (c) Any battery bypassed with UPS (Yes/No) (if yes give details) (d) Any chemical rust or loose connection on battery terminal/ lug (Yes/No), (if yes give reason/ details) (e) Unwanted material kept inside UPS & battery room (Yes/No) (if yes give details) (f) No. of batteries (more than 03 year old) & having capacity below 80% of full capacity (g) Last date of battery back-up test on full load & have any deformity (give details)					<b>Review/Status/Details</b>
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Non-functional)	Observation	Risk Level	Remarks
2.	<b>AC Units</b> (a) AMC vendor & validity of AMC (b) Proper electric connection with compressor, contactor, relay and capacitor (c) Auto timer (functional/non- functional) (if provided) (d) Adequate rating MCB/fuse for ACs unit (Yes/No)					
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Non-functional)	Observation	Risk Level	Remarks

3.	<b>Diesel Generator</b> (a) AMC Vendor & validity of AMC (b) Date of last engine oil and filter replacement (Not more than 06 month or 250 running hrs.) (c) All gauges like temp. meter, Voltmeter, ammeter, wattage, KWH, hour meter etc. are working properly (Yes/No) (If no give reason/detail) (d) Any deformity noise, leakage, fuel consumption rate and spark in exhaust system (Yes/No) ( if yes give reason/detail)					Review/Status/Details
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Non-functional)	Observation	Risk Level	Remarks
4.	<b>Motor Pump/Geyser</b>					
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Non-functional)	Observation	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>0</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)

(Stamp & Signature of Electrical Auditor)

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

Date -

Date –



## **FIRE & SAFETY AUDIT FORMAT**

1. Name & Address of the branch / CC / Office -
2. Type of Occupancy -
3. Details of previous Fire NOC -
4. Date of Inspection -
5. Names of Inspection Officer -
6. Year of Construction of Building -

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
01	Access to the building		
	(a) Road Width		
	(b) Gate Width		
	(c) Width of internal road		
	(d) Is the location having adequate road for movement of heavy vehicles to & out of the site		
	(e) Is there any transmission line passing through the area		
02	Means of egress Ingress		
	(a) Number of Staircases		
	Upper Floors		
	Basement		
	(b) Width of Staircases		
	Upper Floors		
	Basement		
	(c) Protection of exits		
	Fire Check Door		
	Pressurization		
	(d) Number of continuous staircase to terrace		
	(e) Staircase Lobby		
	(f) Width of Corridor		
	(g) Door Size		
03	Smoke Management System (For buildings above 15 mtr.)		
	Upper Floors		
	Basement		
04	First Aid Hose Reels		
	Total no. on each floor		
	Length of hose reel		
05	Public address system		
06	Automatic Sprinkler System		
	Basement		
	Upper floor		
	Sprinkler above False Ceiling		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
07	Internal Hydrants		
	Size of riser / down comer		
	No. of hydrants per floor		
	Hose box		
08	Pumping arrangement Ground level discharge of main pump Head of main pump Number of main pump Jockey pump Standby pump head Auto Starting / Manual Pump house access Terrace level discharge of pump Head of pump Power supply Auto starting of pump		
09	Captive water storage for fire fighting (capacity) Underground water tank capacity Fire service inlet Access to tank Overhead tank capacity		
10	Is there display of emergency telephone numbers of nearest fire station, hospital & key persons in the building / branch		
11	Is there first aid boxes available with required medicines? Are the medicines within the expiry date?		
12	Last Electrical Audit date & Name of Agency		
13	Last Electrical Audit report compliance done, if not details		
14	Last Fire Audit date & Name of Agency		
15	Last Electrical Audit report compliance done, if not details		

	<b>Basic Electrical Safety</b>		
1	Are the main supply switch / MCB to cut-off the electrical supply to entire branch has been marked and known to security guards / branch staff		
2	Are equipment like AC units, Distribution / Junction boxes, Server, Computer etc. given supply through an MCB of proper capacity		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
3	Are there any temporary wiring or cable connection in use in the office / site		
4	Whether electrical panels have been marked distinctly to denote the unit / Area supplied		
5	At least 02 CO2 gas type extinguishers of 3 kg capacity are kept near Electrical Main panel, system / server room, banking hall and near main entrance		
6	Meger test (insulation test of old cables / panels) carried out		
7	Are safety hand gloves of grade 1 (1100 Volt capacity) available near main electric panel		
8	If high rise building (>15 mtr) does it have emergency electrical supply to corridor & stairs		
9	Are electrical wires properly covered / insulated to prevent exposure of wires		
10	Are wires properly attached to fixtures, plugs, circuit breakers and other equipment?		
11	Are electrical covers in place for junction boxes, outlets and panel boards		
12	Mechanism to switch off electric supply from without entering in the stationery / record room is in place		
13	Whether pump room is maintained dry and in good condition		
14	Whether branch / office follow the practice of switching off PCs, printers & other equipment while leaving office daily		
15	Stickers related to Fire Safety are pasted in branch		
16	Last date of Earthing check		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
	<b><u>Fire Protection / Fire Extinguishers / Fire Alarm System</u></b>		
1	Portable Fire Extinguishers available in work area		
2	Fire extinguishers are filled and fully charged and inspected regularly If yes mention type & numbers		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
3	Fire extinguishers clearly marked and accessible		
4	Are personnel trained in operations of Fire Extinguishers		
5	Operating Demo of Fire Extinguishers is given by the vendor during refilling		
6	Due date of maintenance / Refilling		
7	2 X 9 ltr water CO2 type extinguishers placed near stationery / record room and at least 2 3 kg trolley mounted CO2 gas type extinguishers are placed near Server / UPS room		
8	Does the site have Automatic Fire Detection and Alarm system? If yes, is it in working condition		
9	Type of Fire Detectors		
10	Location of Main Panel		
11	Location of repeater panel		
12	Alternate source of power		
13	Hooters location		
14	Are smoke detectors located properly according to Fire hazard		
15	Is Fire alarm panel covered / hidden		
16	Whether heat detector is provided in pantry		
17	In case of actuation of Fire Alarm system, there is a provision of auto cut-off for AC etc.		
18	Does the site have trained personnel to operate fire hydrant system & fire extinguishers		
	<b><u>DG Set / Portable Generator</u></b>		
1	Is any portable generator placed inside the premises, if yes, suggest the correct location outside the premises		
2	Is fuel for the generator is stored in closed container and placed at a safe location on a sand soak pit		
3	At least 2 5 Kg DCP or CO2 3 kg fire extinguishers placed near the generator set		
	<b><u>General Fire Prevention</u></b>		
1	Approximate distance from nearest local fire brigade to the site		
2	If lift is available, cautionary notice "In case of Fire do not use lift" displayed		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
3	Does bank guard / staff knows the operation of fire alarm system		
4	Does staff carry out testing of Fire alarm system by giving smoke to the smoke detectors? Is there any record of the same?		
5	Are fire extinguishers kept inside the system room, record room or stationery room		
6	Are the fire extinguishers are refilled and serviced by authorized agency as per schedule		
7	Is all fire extinguishers are placed at a prominently visible and easily accessible locations		
8	Is the storage racks in stationery / record room kept at a safe distance of 3 ft from electrical point / switch / junction boxes		
9	Whether the power supply to record / stationery room is only by plug & socket arrangement		
10	During the visit, emergency exit was locked or open		
11	Is suitable safety signage in florescent material (glow in the dark) have been provided to indicate emergency exit / escape routes		
12	Is the bank guard /staff is conversant with the location of Fire extinguishers & their operations		
	<b>Fire safety measures</b> <b>General Fire prevention</b>		
1	In the pantry / canteen, commercial LPG 19 kg cylinder is used		
2	Is gas regulator is put on off at end of the day		
3	LPG hot plate / stove rubber tube is ISI mark and changed periodically		
4	Is heat producing equipment such as portable heaters, motors, ovens etc. kept clear of combustible materials		
5	Whether electrical hot plate / heater with open coil is used		
6	Instructions that, No cooking is permitted in branches / CC is followed		
7	Any other observation related to fire safety & fire prevention		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
	<b><u>Emergency Preparedness</u></b>		
	<b>Written emergency plan</b>		
	<b>Controls in place / practice</b>	<b>Comments</b>	
1	Does the site have a written emergency preparedness plan		
2	An alarm to alert people of fire & evacuation is functioning		
3	Listing of emergency telephone numbers to include fire department & medical services		
4	Responsibility for the Manager & Employee is communicated		
5	Location of assembly area for personnel identified and communicated		
6	Procedure to ensure total evacuation of personnel		
7	Responsibility for rescue & medical duties		
8	All clear & re-entry procedures clearly known to staff		
	<b>Exits &amp; Evacuations</b>		
	<b>Controls in place / practice</b>	<b>Comments</b>	
1	Does the site have an emergency alarm system for notifying personnel to evacuate the site		
2	Are aisles kept clear for employees emergency evacuation		
3	Is emergency exit doors clearly marked & illuminated		
4	Are evacuation routes posted in the work area with clear directions on how to exit		
5	Is emergency lighting installed		
6	Does each employee have access to not less than 2 remote emergency exits in case the primary emergency exit is blocked		
7	Is the travel distance appropriate to the employees to the exits (shall not exceed 200 ft without supervised sprinkler system)		
8	Are emergency exit doors accessible and kept clear of all the obstructions		
9	Do emergency exit doors open freely (unlocked) without any special knowledge to open		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
10	Do emergency exit doors opens in the direction of travel		
11	Does the site conduct annual emergency evacuation drill		
12	Exit signage displayed in building		
	<b>Server / UPS Room</b>		
1	Are server room & UPS room located in Basement / mezzanine floor		
2	Are server and UPS rooms located near to high fire risk area such as pantry / kitchen		
3	Server room & UPS room walls have brickwork and plaster		
4	Server / UPS room walls or partitions are extended in other area		
5	Are server and UPS room provided with 1 hr fire resistance door with automatic closing device		
6	Are false ceiling / flooring made of non-combustible material		
7	Are walls / columns / beams covered with wood panelling		
8	System / UPS room have dual AC units having timer circuit device		
9	Smoke detectors are provided at server room, UPS room, Stationery and record room		
10	2 numbers of 3 kg CO2 gas type extinguishers are placed near / outside the server / UPS Room		
11	Are stationery / records are stored in server / UPS room		
12	Is proper cooling and ventilation provided in UPS / server room		
13	What is stand by power supply alternatives		
	<b>Strong Room</b>		
1	Is electrical connection to strong room is detachable type		
2	Fire alarm detectors are installed inside strong room and are functional		
3	Any loose wire / connector found inside strong room		
4	Any inflammable material stored inside strong room		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
	<b>General</b>		
1	After working hours, electric current in the premises should be completely cut off except for CCTV, Alarm systems, UPS and other emergency equipment		
2	Important telephone numbers are displayed outside the branch		
3	Pest control of premises is done on regular interval		
4	Date of last pest control treatment		
5	All the ACs are switched off from MCB		

## 12. Summary (Observations/Recommendations)

Sr. No.	Observation	Recommendations

(Stamp & Signature of Fire Auditor)  
Date -

(Stamp & Signature of Zonal/Branch head/ in charge)  
Date –