



**Bank of Maharashtra
Zonal Office,**

Plot No.12-Mahanagar North Housing Coop. Society,
Sector-9, Vikas Nagar,
Lucknow-226022.

**Invites
Application for**

**Conduct of Electrical cum Energy, Safety & Fire Audit of Branches, Currency Chest
& Administrative office**

Date of Issue: 11.11.2020

Last Date of Submission: 25.11.2020 (up to 05.00 PM)

 <p>बैंक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का उद्यम एक परिवार एक बैंक</p>	<p>Zonal Office: Lucknow Zone Plot No. 12 Sector-9 Vikas Nagar, Lucknow-226024 टेलीफोन/TELE: फैक्स/FAX : 0522-2739259 / 260 ई-मेल/e-mail : dzmlucknow@mahabank.co.in</p>	  <p>भारत की जनगणना CENSUS OF INDIA 2021 जनगणना से जन कल्याण</p>
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AX50/Lucknow/Ele & Energy Audit /2020/1

Date: 22.10.2020

Electric and Energy Audit of Lucknow Zone Branches (46), Currency Chest (1) and Zonal Office (1).

Sr.No	DESCRIPTION	PARTICULARS
1	Ref. Number	: AX50/RFP/ELE & ENE AUDIT/2020
2	Address for Communication	: Bank of Maharashtra, Lucknow Zonal Office, MAHANAGAR NORTH HSG CO-OP SOC PLOT NO 12 SECTOR-9 VIKASNAGAR LUCKNOW 226024
3	Contact Person	: Anil Kumar Yadav (7030729494)
4	Email ID	: ritc_luc@mahabank.co.in

Bank of Maharashtra, Zonal office Lucknow, Invites tender from Electrical auditors to conduct Electric Audit for branches coming under Lucknow Zone as per attached guidelines.

Date of Commencement	11.11.2020
Last date for submission of tender	25.11.2020
Opening of Technical Bid	02.12.2020
Opening of Financial Bid	02.12.2020
Cost of Tender	1000/-

1. SCOPE OF WORK

Bank of Maharashtra, LUCKNOW ZONE intends to conduct electric audit of Lucknow zone branches (46), Currency chest & 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 Vikas Nagar 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 Lucknow Zone Branches and office " and addressed to :- Bank of Maharashtra, BANK OF MAHARASHTRA, MAHANAGAR NORTH HSG CO-OP SOC PLOT NO 12 SECTOR-9 VIKASNAGAR LUCKNOW PIN Code: 226024
5. The last date of submission is 25.11.2020 **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 02.12.2020 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 02.12.2020 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
Lucknow Zone

Basic Information

filled)

(To be

Sr.	Particulars	Details
01	Name of the Company/Firm/Applicant and address of the registered office:- Phone No:- E-mail:- Mobile No:- Website, if any:-	Fax No:-
02	Date and year of establishment (enclose documentary evidence)	
03	Type of the organization (whether sole proprietorship, partnership, private ltd. or Cooperative body etc.)	
04	Name of the proprietor/partners/Directors of application with address and phone no. (in case) a. b. c.	
05	Details of registration- whether partnership firm, company etc. Name of registering authority, Date and Registration number. (enclose documentary evidence)	
06	Whether the firm has worked for the Government/Semi-government/Municipal Authorities or any other public organization Banks etc. if so, give details.	
07	No. of years of experience in the relevant field. (enclose certificate)	
08	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 2015-16 Rs.-----for 2016-17 Rs.----- for 2017-18 (Provisional)
09	Name of electrical 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

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 favour.

COMMERCIAL/ FINANCIAL
Annexure I

Quotations issued to-

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

Sr.	Description & scope of work	Qty.	Rate	Amount In words
01	Electric audit of all branches & Zonal office under jurisdiction of Lucknow Zone, Total 46 Branches, 01 Currency Chest & 01 Zonal office as per prescribed Guidelines & format attached with tender only. The rate shall include labor cost, travelling, equipment handling charges, etc.	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.**

Electrical cum Energy & Safety Audit Format

1. General Information.

1	Name Of Branch/Office & Zone			
2	Type of Branch/office(Metro/Urban/D 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 Volts)

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

4. Earthing System.

Sr No	Separate earthing for UPS anti 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/Wire					

6. Details of Electrical Equipment

Sr. No	Equipment's	Quantity/ Rating/ Paramete	Status (Functional/ Nonfunctional	Observati ons	Risk Level	Remarks
1.	Computers					
2.	Printers					
3.	Scanner/Col or Printer					
4.	Public administrat ion 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. Lightning System.

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

8. Performance Assessment

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 Works.

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 danaline /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)

(Stamp & Signature of Electrical Auditor)

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

Date -

Compliance Certificate
<p>This is to certify that Electrical Audit of Zonal office & its control Branches with total no (As per List) Currency chest..... has been Carried out on Date & Compliance wherever required has been made as per Circular No. AX1/CSD/Annexure/AKR/Methodology for detailed Electrical cum Energy Audit/2019-20 dated 03rd September 2019. The certified electric auditor has verified the same & has recommended for closure report.</p> <p>(Stamp & Signature of Zonal Head/In charge)</p> <p>Date -</p>