

 <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:-</b> एससी ओ 120, 121 &amp; 122, सैक्टर- 17 सी चंडीगढ़</p> <p><b>ZONAL OFFICE:-</b> SCO 120, 121 &amp; 122, 17-C Chandigarh</p> <p>टेलीफोन/TELE : 0172-4673824</p> <p>ई/मेल-e-mail : <a href="mailto:ritc_chd@mahabank.co.in">ritc_chd@mahabank.co.in</a></p>	  <p>भारत की जनगणना CENSUS OF INDIA 2021 जनगणना से जन कल्याण</p>
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AX-51/ZITC-Chandigarh/Electrical Audit-2021-22

Date:- 01/06/2021

## **TENDER DOCUMENT**

### **Electric cum Energy Audit & Fire Audit of Branches & connected ATMs under Chandigarh Zone.**

Sr.No.	DESCRIPTION	PARTICULARS
1.	Ref. Number	: AX-51/ZITC-Chandigarh/Electrical Audit-2021-22
2.	Address for Communication	: SCO- 120, 121 & 122, 1st Floor, Bank of Maharashtra, Zonal office, Sector-17 C Chandigarh-160017
3.	Contact Person	: Mr. Pushpendra Singh/Mr. Abhishek Sharma/ Ms. Chandini Shree 9571192926/6283770704/7757811458
4.	Email ID	: <a href="mailto:ritc_chd@mahabank.co.in">ritc_chd@mahabank.co.in</a> / <a href="mailto:Gad_chd@mahabank.co.in">Gad_chd@mahabank.co.in</a>

Bank of Maharashtra, Zonal office Chandigarh, invites tender for Electric cum Energy audit & Fire Audit for branches (55 Appx. ) under Chandigarh zone & Zonal office Chandigarh, as per attached guidelines.

<b>Date of Commencement</b>	<b>02/06/2021</b>
<b>Last date for submission of tender</b>	<b>11/06/2021 up to 05.00 P.M.</b>
<b>Opening of Technical Bid</b>	<b>15.06.2021 at 3.00 PM</b>
<b>Opening of Financial Bid</b>	<b>15.06.2021 at 4:00PM</b>
<b>Cost of Tender</b>	<b>Rs.5000.00</b>
<b>Issue of tender document</b>	From 02.06.2021 to 10.06.2021. Tender documents can be collected from Zonal Office, Chandigarh Zone OR can be download from <a href="https://www.bankofmaharashtra.in/tenders">https://www.bankofmaharashtra.in/tenders</a>

### **1. SCOPE OF WORK**

Bank of Maharashtra, Chandigarh Zone intends to conduct Electric cum Energy audit & Fire Audit of Branches under Chandigarh Zone & zonal office itself. **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 50 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.

### **3. 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.

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

1. **A non-Refundable Processing Fee of Rs. 5000/- through DD/Pay order in favor of Bank of Maharashtra at Chandigarh**, must be submitted along the application form. Tender document to be collected from Bank of Maharashtra Zonal office, Chandigarh, SCO-120-122, 1<sup>st</sup> Floor, Sector-17 C, Chandigarh - 160017.
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 and Energy Audit for Chandigarh Zone Branches and office " and addressed to :- SCO-120, 121 & 122, 1<sup>st</sup> Floor, Bank of Maharashtra, Zonal office, Sector-17C, Chandigarh-160017
5. The last date of submission is **11/06/2021 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.
9. **This Electric Audit is to be conducted as per stipulated format in branches & connected ATMs**
10. Bank may split the work order equally to L1 & L2 or as per regional locations wise i.e. HIMANCHAL/HARYANA/PUNJAB/J&K/ CHANDIGARH.

#### **5. Validity of offer**

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

#### **6. Opening of offers**

The technical bids will be opened on 15/06/2021 at 3:00 P.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 15/06/2021 at 4:00 P.M as stipulated above irrespective of the number of offers or their representatives present.

#### **7. 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.

### **8. 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.

### **9. 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.

### **10. 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.

### **11. Payment terms**

The terms of payment are as under:

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

### **12. 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.

(Mr. Sanjay Kumar Gupta)  
Dy. Zonal Manager  
Chandigarh Zone

Encl.:- ANNEXURE- I (BASIC INFORMATION)

ANNEXURE- II (COMMERCIAL/ FINANCIAL)

## Application Format

### Basic Information

(To be filled by applicant)

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 2018-19 Rs.-----for 2019-20 Rs.----- for 2020-21
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 & Fire Audit of Branches & Zonal office, Chandigarh

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 Chandigarh Zone.  Total 55 Branches & 01 office as per prescribed Guidelines & format attached with tender only.  The rate shall include labour cost, travelling, equipment handling charges, etc.	Per branch		

Note: -

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

## ELECTRICAL CUM ENERGY & SAFETY AUDIT FORMAT

### 1. General Information

	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/ 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		

	<p>Head of pump</p> <p>Power supply</p> <p>Auto starting of pump</p>		
09	<p>Captive water storage for fire fighting (capacity)</p> <p>Underground water tank capacity</p> <p>Fire service inlet</p> <p>Access to tank</p> <p>Overhead tank capacity</p>		
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	Megger 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)  
charge)

Date -

(Stamp & Signature of Zonal/Branch head/ in

Date –