

REQUEST FOR PROPOSAL (RFP)

FOR

**"ELECTRICAL FIRE SAFETY & ENERGY AUDIT OF BRANCHES/ ATM's/ OFFICES/
CURRENCY CHEST/ OTHER UNITS/ OWN BUILDINGS/ QUARTERS ETC
COMING UNDER MANGALORE CIRCLE"**

RFP REFERENCE NO. : RFP/EFSAANDENERGYAUDIT/2024
DATE OF RFP DOCUMENT : 16.07.2024
DATE OF PRE BID MEETING : 25.08.2024 at 3.30 PM
LAST DATE FOR SUBMISSION OF RFP : 14.08.2024 up to 3.00 PM
DATE OF OPENING OF TECHNICAL BID : 14.08.2024 at 3.30 PM

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ISSUED BY : ASSISTANT GENERAL MANAGER
GENERAL ADMINISTRATION SECTION
(PREMISES & ESTATE SECTION)
CANARA BANK CIRCLE OFFICE, MANGALORE
BALMATTA ROAD, MANGALORE - 575001

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Contact Numbers : 0824- 2423469/2863355

Email Id : pecomlr@canarabank.com

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BID SCHEDULE

Description	Details
RFP No. and Date	RFP/Electrical & Fire Safety Audit/2024-25 dated 16.07.2024
Brief Description of the RFP	Electrical & Fire Safety Audit of Branches/ATM's/ Offices/Other Units coming under Mangalore Circle
Bank's Address for Communication	Assistant General Manager General Administration Section (Premises & Estate Section) Canara Bank Circle Office, Mangalore Balmatta Road, Mangalore - 575001 Telephone- 0824- 2423469/2863355 Email: pecomlr_@canarabank.com
Date of Issue of RFP	18.07.2024
Earnest Money Deposit (Refundable)	Rs. 15,000/- (Rupees Fifteen Thousand only) by various modes as detailed in <u>Sl. No.19 of General Rules & Instructions. To be submitted along with Technical Bid.</u>
Time allowed for completion	1 month from the date of issue of Work Order.
Liquidated Damages	Time is the essence of the Contract. Delay will be penalized @ 0.5% of the total contract amount per week beyond the date of completion subject to maximum of 5% of the contract value.
Last Date and Time for Submission of Bids	14.08.2024 up to 3.00 PM
Date, Time & Venue for opening of Technical Bid	14.08.2024 at 03.30 pm At General Administration Section, Circle Office, Mangalore
Date, Time & Venue of opening of Financial Bid	Will be intimated to qualified bidders

<p>Pre-bid Meeting Date, Time & Venue</p>	<p>Pre-bid meeting will be held on 25.07.2024, 3.30 PM at Circle Office Mangalore.</p> <p>Pre-bid Queries to be e-mailed to pecohyd@canarabank.com and the pre-bid query should be in the following format & must reach us on or before 24.07.2024, 2.00 PM.</p> <table border="1" data-bbox="587 510 1385 696"> <thead> <tr> <th>Sl No</th> <th>Page No</th> <th>Tender Clause No</th> <th>Tender Clause</th> <th>Query</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl No	Page No	Tender Clause No	Tender Clause	Query										
Sl No	Page No	Tender Clause No	Tender Clause	Query												
<p>Other Details</p>	<p>The bidders must fulfill the Pre-Qualification criteria for being eligible to bid.</p> <p>Subsequent changes made based on the suggestions and clarifications as per pre-bid meeting shall be deemed to be part of the RFP document and shall be uploaded only on the Bank's corporate website https://canarabank.com/tenders.aspx</p> <p>No suggestions or queries shall be entertained after pre-bid meeting.</p>															
<p>Please visit our website https://canarabank.com/tenders.aspx and cphp portal for details.</p> <p>Any amendments, modifications, Pre Bid replies & any communication etc. will be uploaded only in the Bank's website https://canarabank.com/tenders.aspx .</p> <p>No individual communication will be sent to the individual bidders.</p> <p>Bank reserves the right to change the dates, timings mentioned above or elsewhere in the RFP, which will be communicated by placing the same as corrigendum under Tender section on Bank's web-site. Bidders should check the Bank's website before the submission of proposal for the corrigendum, if any.</p>																

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

ELECTRICAL & FIRE SAFETY AUDIT OF BRANCHES/ATM'S/OFFICES/OTHER UNITS COMING UNDER MANGALORE CIRCLE

Canara Bank, is a body Corporate and a Premier Public Sector Bank established in the year 1906 and nationalized under the Banking Companies Act (Acquisition and Transfer of Undertaking Act 1970) having its Head Office at 112, J.C. Road, Bengaluru - 560002 and among others, having General Administration Section at Mangalore Circle office. Mangalore Circle Office intends to carry out the electrical & fire safety audit of Branches/ATM's/Offices/Other Units coming under the Circle. Bids under two bid concept (Technical Bid and Financial Bid) are invited from Electrical Auditors with sufficient experience of working in this field with State/Central Government organization/PSU/PSB & also having valid BEE (Bureau of Energy Efficiency) certification/license for conducting Electrical & Fire Safety Audit as described in this document. **An Electrical Auditor submitting the proposal in response to this RFP shall hereinafter be referred to as Bidder.**

Interested reputed bidders who are meeting the following Eligibility Criteria may respond.

ELIGIBILITY CRITERIA

Sl. No.	Criteria	Documents Required
1	The bidder must have at least 3 years of experience of carrying out electric audit at State/Central Government organization/ PSU/ PSB as on 30.06.2024. (Mandatory)	At least 1 work order/completion certificate for each year.
2	The engineer carrying out the Electrical Audit must be an Electrical Engineer & accredited energy auditor from BEE (Bureau of Energy Efficiency). (Mandatory)	Copy of the valid BEE certification/license as on date. Copy of relevant Educational qualification certificate.
3	The Bidder must have a minimum average annual turnover of Rs.4.50 Lakhs from electrical audit works during last 3 financial years i.e. 2020-2021, 2021-2022 & 2022-2023. (For Assessment)	1. Audited Balance Sheet and P & L Account for the 3 years mentioned. 2. Certificate from Chartered Accountant for annual turnover in each of the last 3 financial years mentioned. The documents certified by CA should mandatorily contain Unique Document Identification Number.

4	<p>The bidder must be an Income Tax Assessee for the last 3 years, must have a positive net worth & to be in profit during the last 3 years as on 31.03.2024 from Electrical Audit works. i.e., 2020-2021, 2021-2022 & 2022-2023.</p> <p>(For Assessment)</p>	<ol style="list-style-type: none"> 1. Audited Balance Sheet and P & L Account for the 3 years mentioned. 2. The bidder must produce a certificate from the company's CA to this effect. The documents certified by CA should mandatorily contain Unique Document Identification Number.
5	<p>The bidder should have executed similar work during the last five (5) years ending with 30.06.2024 for at least</p> <p>One (1) order carrying out similar job in an order amount of Rs. 12.00 lakhs excluding GST.</p> <p style="text-align: center;">OR</p> <p>Two (2) orders consist of carrying out similar jobs in an order amount of Rs. 7.50 lakhs excluding GST.</p> <p style="text-align: center;">OR</p> <p>Three (3) orders consist of carrying out similar jobs in an order amount of Rs. 6.00 lakhs excluding GST.</p> <p>Similar job shall mean Electrical Audit work executed in State/ Central Government organization/ PSU/PSB. Also, works carried out intermittently on agreed rates in a year may also be collectively considered as an order</p> <p>(Mandatory)</p>	<p>Purchase order/ Satisfactory completion certificate copies issued by the Bank/ Banks, Financial Institutions, Government organizations.</p>
6	<p>The bidder should have their office setup in Karnataka for operational convenience</p> <p>(Mandatory)</p>	<p>Please note that only those bidders who have office setup in Karnataka need to apply.</p> <p>Details of local address like Trade License/ Shop license/ Applicable document shall be enclosed. Acceptance of the address subjected to verification by the Bank to its satisfaction.</p>

7	The bidder should not be a blacklisted/debarred company as on the date of submission of RFP by any Government Department/Financial Institution/ Public sector Units/Scheduled Commercial bank in India. (Mandatory)	In this respect, the Bidders shall submit declaration as outlined in Appendix - E on their Company Letter head duly sealed & signed.
8	The bidder should not be blacklisted in the Central Public Procurement Portal for the last 2 years from the date of this tender. (Mandatory)	Blacklisted vendors in the Central Public Procurement Portal are not eligible for participating in the tender.
9	The bidder must be registered with Tax Authorities & should be having IT, GST, PAN, TIN Registration (For Assessment)	Copy of the certificates

Before submission of the offer, the Bidders are requested to read all the instructions and the terms and conditions.

**Assistant General Manager
General Administration Section
(Premises & Estate Section)
Canara Bank Circle Office, Mangalore
Balmatta Road, Mangalore - 575001**

A. GENERAL RULES & INSTRUCTIONS TO BIDDERS

1. BIDDING PROCEDURE.

Nature of the Bid: 2 BID CONCEPT/ 2 ENVELOPE CONCEPT. i.e., Technical & Financial Bids in 2 separate Envelopes super scribed as “Technical Bid” & “Financial Bid” & both the Envelopes put in a single Envelope super scribed as “Proposal for Electrical & Fire Safety Audit of Branches/ATM's/Offices/Other Units coming under Mangalore Circle” with the Name & Address of Bidder and Contact Number.

The Single Envelope containing the Technical Bid Envelope & Financial Bid Envelope shall be addressed to the communication address specified in the Bid Schedule.

If last day of submission of tender is a holiday/declared a holiday under NI Act by the Government subsequent to issuance of tender, the next working day will be deemed to be the last day for submission of the tender.

This Tender document comprises of the following

1.1. Contents of the bid.

1.1.1 Contents of the Technical Bid (1st Envelope):

- a. All pages of this RFP signed on all pages.
- b. Earnest Money Deposit (EMD) in the prescribed form.
- c. Application for RFP as per **Annexure A**.
- d. Profile of the Firm/Company as per **Annexure B**.
- e. Details of Technical Personnel & Similar Experience as per **Annexure C**.
- f. Details of Infrastructure in Office as per **Annexure D**.
- g. Declaration for non-blacklisting of your firm as per **Annexure E**.
- h. Under taking letter for non alteration in the RFP document as per **Annexure F**.
- i. **Bank guarantee format for earnest money deposit** as per **Annexure G**.
- j. Agreement format as per **Annexure H**.
- k. Indemnity format as per **Annexure J**.
- l. Power of Attorney/authorization with the seal of the bidder's company/firm in the name of the person signing the RFP documents.
- m. Authorization letter for attending the bid opening as per **Annexure K**.
- n. Proforma of electrical & fire safety audit as per **Annexure L**.
- o. Chartered accountants certificate format as per **Annexure M**.
- p. List of works completed by the organisation during the last 5 years as per **Annexure N**.
- q. Affidavit for sole proprietorship of firm as per **Annexure O**.

- r. Details of relatives working in banks as per Annexure P.
- s. Documents in support of all eligibility criteria.

1.1.2. Contents of the Financial Bid (2nd Envelope)

- a. Price bid as per Proforma I.

2. **Premises means:** Branches with onsite ATM/Offsite ATM's/Offices/Other units/Administrative Offices/ Currency Chest/ Apartments etc.

3. The services will be required to be provided for all our existing Bank premises, coming under Circle office & 6 Regional Offices (RO's) of Mangalore Circle located at various locations of Karnataka. The firm would be bound to conduct the audit in any Bank premises (new & alternate premises), where the Mangalore Circle office establish a Bank premises during 3 years from release of work order.

4. The engineer carrying out the Electrical Audit must be an electrical engineer & accredited energy auditor from BEE (Bureau of Energy Efficiency).

5. Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.

6. Decision of the Bank with regard to selection of Electric Auditor/s will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance /rejection of any applications.

7. Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so.

8. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa and serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.

9. The work involves visiting the bank premises at various locations to carry out Electrical Audit as per the Audit Performa given in this document.

10. The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Deposit Amount (EMD) will be forfeited.

11. Electrical Audit of all the bank premises must be completed within 1 month from the date of awarding the contract. For work orders for new & alternate premises within the time of 3 years of contract, works should be completed within one week or as mentioned in the work order.

12. Interested Auditors may download the tender from Bank's website/www.canarabank.com/tenders.aspx.

13. Submission of tenders in any other format will not be entertained & will be summarily rejected.

14. Bank reserves the right to cancel this tender without assigning any reason whatsoever.

15. **ORDER CANCELLATION:** - If the individual/agency fails to deliver services within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. The Bank reserves the right to cancel the order in the event of delay in services and forfeit the Earnest Money Deposit.

16. The actual quantity of Bank premises to be audited may vary from the projected quantity as per the requirements of the Bank.

17. Any delay in completion of the work over the stipulated period will attract penalty of 0.5% of the contract value per week subject to maximum of 10% of the contract value.

18. Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Any clarifications required shall be got cleared in the pre-bid meeting.

19. **EARNEST MONEY DEPOSIT:** The tenderer should submit along with the technical bid, the Earnest Money Deposit of Rs.15,000/- (Rupees Fifteen Thousand only) by way of Insurance Surety Bonds, Account Payee Demand Draft in favour of Premises & Estate Section, Canara Bank, Circle Office, Mangalore payable at Mangalore, Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee (**Annexure G**) (including e-Bank Guarantee) from a Scheduled Commercial Bank or online payment in an acceptable form etc. to be eligible for participating in the tender. The technical bids not accompanied with Earnest Money Deposit will not be accepted. This amount will be forfeited if, having been selected by the Bank for the job, the bidder refuses to accept work order or having accepted the work order, fails to carry out his obligations mentioned therein. No interest will be payable on the Earnest Money Deposit.

19.1 The Earnest Money Deposit will be refunded to the unsuccessful bidders. However, in case of the lowest/successful bidder backing out from the terms and conditions mentioned in his tender or refuses to honour his tender, the earnest money deposit will be forfeited.

19.2 The Earnest money paid by the successful bidder will be released only after completion of the contract period of 3 years and this will be treated as security deposit. Submission of the EMD in the Financial bid envelope shall render the tender being rejected on the grounds of non submission of the EMD. Submission of EMD in any other form other than as specified above is not acceptable and tenders with such EMD shall be rejected.

20. MSE's are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSE firms, Bidders / agencies should submit registration certificate issued from the relevant authorities. If the firm is selected as successful bidder, security deposit equivalent to EMD amount to be deposited with Bank within 7 days of awarding the work.
21. **VALIDITY OF OFFER:** - The offer should be valid for period of 180 days from the last date for submission of the offer.
22. **PAYMENT TERMS - 100%** of the payment shall be released after submission of all electrical audit reports to respective branches, RO's & CO's. No advance will be paid. Signature of branch-in-charge in report and attendance sheet is mandatory for release of payment.
23. **SELECTION** - The selection of audit firm/s for the above work shall be done region wise as per our Circle viz. Mangalore, Hassan, Madikeri, Chikkamagaluru, Puttur & Davangere i.e., **audit firms for conducting electrical audit for different regions shall be selected separately or otherwise depending on the situations/requirements.** If the same audit firm is selected for various regions i.e. one audit firm for more than one region, the works needs to be undertaken simultaneously in various regions and to be completed within the time frame. Hence the audit firms who are planning to apply for carrying out this work should ensure the availability of required manpower and equipments at their end to avoid penalty due to delay in completion of project. **Audit firms submitting price bids should quote the rates for all regions. If price bid of any region is left blank in the price bid, such proposal will be rejected completely.**
24. **SPLITTING OF ORDER:** - The Bank reserves its right for splitting of work region wise between the L1 & L2 bidders for the respective regions for speedy execution of work in the ratio of 60:40. The splitting of the order between bidders RO wise will be done provided the L2 vendor & so on agrees to match the rates quoted by L1 bidder and agrees for all the terms and conditions. The decision regarding selection of L1 bidder/s & splitting of works region wise between bidders will be as per Banks discretion only & the same shall be final & binding on the bidders. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
25. Applications containing false and / or inadequate information are liable for rejection.
26. The application which is received after due date & time is liable for rejection. **Applications incomplete in any respect & which are not legible are liable for rejection.**
27. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations that resort to canvassing will be liable to rejection.
28. Only Technical Bid qualified bidders will participate in Financial Bid.

29. Bank reserves the right to award work and/ or cancel work for any party as per its requirement or in case of any exceptional situation.
30. Detailed list of branches/ATM's/offices where electrical fire safety and energy audit has to be conducted will be provided from respective Regional Offices after finalization of bidders for each ROs.
31. The firm must arrange for the conveyance, lodging expenses, men and material required for conducting the audit at their cost. The bids submitted should be region wise and should be inclusive of all costs & incidental expenses applicable for that region.
32. Adequate care should be taken by the electrical auditor during the verification, measuring and recording of the data.
33. Any damage to the Bank's property, equipment's under testing and measurement during the audit will be charged to the firm.
34. Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in electrical safety aspects and handling of electrical equipment's. The equipments supplied to personnel should meet the related IS Standards/International standards as per the prevailing Rules of Central/State Govt.
35. The successful Bidder, on acceptance of his tender by the Accepting Authority, shall, enter in to an agreement (**Annexure H**) within 14 days from the date of acceptance letter.
36. **INDEMNITY BOND:** Contractor shall sign an Indemnity Bond in Bank's approved format (**Annexure J**) before starting the work, indemnifying the Bank from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, non fulfilling safety precautions, faulty construction and for violating any statutory rules and regulations for which the contractor shall be solely responsible.
37. **Four (4) copies** of audit report have to be prepared. **First (1st)** copy has to be submitted to the branch, **second (2nd)** copy has to be submitted to the RO, **third (3rd)** copy to Circle Office and **fourth (4th)** copy has to be retained by the **electrical audit firm**. The copies of the report to be duly signed by the BEE accredited energy Auditor on behalf of the firm. **Soft copy** of all the electrical audit reports to be also submitted to **Circle Office unless** which payment will not be made.
38. Also, the firm has to provide a **detailed estimate and BOQ** for the works to be undertaken in the bank premises based on the observations made during their inspection and to be included in the audit report.
39. **SETTLEMENT OF DISPUTE:** - All disputes and differences of any kind whatsoever arising of or in connection with the contract whether during or after completion of

contract shall be deemed to have arisen at **Mangalore** and only court in **Mangalore** shall have jurisdiction to determine the same.

For and behalf of Canara Bank

Assistant General Manager

DETAILS OF THE WORK :

1. THE AUDIT SHALL BE CARRIED OUT TO SPECIFICALLY COVER THE FOLLOWING ASPECTS.

- Physical inspection of the bank premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical hazards (shocks, fires, etc.).
- Review of protection devices/system of the electrical installation including fuses, ELCB, MCB, MCCB, Master electrical switch, etc.
- Review of adequacy of cables, motors, etc. based on actual load current measurements and cable current carrying capacities.
- Review the EPM (Electrical Preventive Maintenance) and to examine documentation, checklists, test records, etc. and to suggest recommendations as per applicable standards.
- To evaluate the earthing system (installation and maintenance) based on IS 3043 (or latest available IS standards) including availability, upkeep and testing of earth pits and to suggest recommendations.
- To review the utility bill and check for any abnormality present or penalty being paid and report the same.
- Display of danger signboard.
- Use of electrical rubber mats, rubber gloves, first-aid chart, first-aid box etc.
- Provision of identification tag of cables, cable glands, sealing of cable entry and unused holes.
- Upkeep and housekeeping of electrical installations.
- Provision of indicating lamps on the control panels and at branch entrance.
- Use of 3-pin plug and socket.
- Fire protection of electrical installations.
- Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, and maintenance practices, etc.
- Adequacy of rating of electrical equipment and installation.
- Adequacy of isolation of current carrying parts.
- Lightning protection.
- Weather protection of outdoor electrical equipment and fittings.
- Cables - Dressing, routing, identification tags, glands, lugs, armoured earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, colour coding.
- DG Set - Emergency switch, oil leakage, stack and noise monitoring.
- UPS and battery room.
- Inverter and battery room.
- Review of the following test records, (if any) evaluating the test results and to suggest recommendations as per applicable standards.
 - Insulation resistance tests.
 - Earth resistance tests.

2. ACTUAL TESTS/ANALYSIS TO BE PERFORMED DURING THE AUDIT:

- Infrared Thermography: HT/LT panels where applicable, DBs, MCBs, Sub-Main DB (Light, UPS, Inverter & Power), Main DB (Light & Power), Wall & Floor Sockets, Stabilizers, UPS, Inverter, A/C Units, Exposed Terminations of Cables, exposed cables/wiring, LAN Racks etc.
- Earth pit Resistance tests.
- Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.
- Power factor of the system and deviation from the applicable standards.

3. AUDIT METHODOLOGY:

- Development of audit checklist based on the preliminary information & proforma for electrical & fire safety audit provided by Bank (**Annexure L**)
- Carry out inspection of electrical installations in the bank premises.
- Discussions with key personnel to verify existence of the systems/procedures.
- Review of key documents and records.
- Submission of the electrical audit report.

4. AUDIT CRITERIA:

- Applicable safety-related statutes including the Electricity Act and Indian Electrical Rules.
- National Building Code (Electrical Installations).
- National Electrical Code.
- Other relevant Indian standards & codes of practice.

5. DELIVERABLES:

The audit team will prepare and submit the electrical audit report as per the methodology. The report shall contain objectives, methodology, executive summary and observations and recommendations.

6. SCOPE OF WORK:

Scope of work includes Comprehensive Electrical Audit on the following measures:

- a) Visiting each and every bank premises & verifying the installation as per the proforma for electrical & fire safety audit & carrying out the Electrical Audit.
- b) Providing suggestion and corrective measures necessary towards electrical fire and safety measures, up-gradation in the electrical system, electrical load, connected load, sanctioned load, enhancement of load etc.
- c) Providing detailed estimate and BOQ for the works to be undertaken in the bank premises based on the suggestion and corrective measures. Also, further suggestions, modifications if any need to be provided as per Banks requirement.

- d) Submission of Comprehensive audit Report as per the proforma enclosed, observations during bank premises inspection. Four (4) copies of audit report have to be prepared. First (1st) copy has to be submitted to the branch, second (2nd) copy has to be submitted to the RO, third (3rd) copy to Circle Office and fourth (4th) copy has to be retained by the electrical audit firm. The copies of the report to be duly signed by the BEE accredited energy Auditor on behalf of the firm. Soft copy of all the electrical audit reports to be also submitted to Circle Office.
- e) The scope includes arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, and preparing reports so as to enable the Bank to take a decision for improvement.
- f) The agency shall maintain following registers on daily basis i.e. Daily progress report and hindrance register. The agency has to submit PERTCHART incorporating all activities required for the completion of the work in time to respective Regional office & Circle office.

TECHNICAL BID

Annexure A

APPLICATION FOR RFP

To

The Assistant General Manager,
General Administration Section,
(Premises and Estate Section),
Canara Bank Circle Office,
Mangalore.

SUB: APPLICATION FOR ELECTRICAL & FIRE SAFETY AUDIT OF BRANCHES/ATMs /OFFICES/OTHER UNITS COMING UNDER CIRCLE OFFICE MANGALORE

1. I / We have read and understood the pre-qualification notice and instructions to the Applicants and submit my / our applications for Bank's consideration duly filled and complete in all respects according the Performa.
2. I / We further understand that pre-qualification and selection of Electric Audit firm will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same keeping in view of the exigencies of the work.
3. I / We do hereby declare that the information furnished in the Performa and in the supplementary sheets is correct to the best of my / our knowledge and belief.
4. I / We have read the instructions appended and all terms and conditions and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Canara Bank, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences including black listing of our firm.
5. I / We agree that the decision of Canara Bank in selection of L-1 bidder & awarding of works region wise will be final and binding to me / us. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
6. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
7. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

Yours faithfully,

Signature

Name:

Organization:

Designation

Contact no.

Seal:

Annexure B

PROFILE OF THE FIRM/COMPANY

1.	Name of the Applicant/Organization	
2.	Complete postal Address of the Registered Office	
i.	Contact Person	
ii.	Telephone nos.	
iii.	Mobile nos.	
iv.	E-mail ID	
3.	Complete Postal address of the Local office through which the proposed works of the Bank will be handled and the Name & Designation of officer in charge	
i.	Contact Person	
ii.	Telephone nos.	
iii.	Mobile nos.	
iv.	E-mail ID	
4	EMD DD Details	
i	DD Number	
ii	Name of Bank	
5.	Year of Establishment (Enclose Supporting Document)	
6.	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents)	

7.	Name of the Proprietor/ Associates/ Partners/ Directors of the Organization/ Firm. (Enclose certified copies of document as evidence)	
I	Name	
li	Name	
iii	Name	
iv	Bio-data of Partners/ Associates/ Directors /Proprietor. Bio-data to be Enclosed.	
8	Details of registration -(Enclose certified copies of document as evidence)	
ai	Whether Partnership firm, Company, etc.	
aii	Name of Registering Authority	
aiii	Date and Registration number	
bi	Whether Sole Proprietorship.	
bii	If YES, Affidavit for sole proprietorship of firm as per Annexure O to be attached.	
9	No. of years of experience in the field and details of work in any other field. (Enclose supporting documents)	
10	Details of registration with : Bureau of Energy Efficiency (BEE) (Enclose certified copies of documents as evidence).	
11	PAN Number	
12	GST Number	
13	Income Tax Return Certificates for FY 2020-21, 2021-22, 2022-23	

14	Yearly turnover of the organization during last 3 years. Furnish copy of audited balance sheet and Profit & Loss A/c (Audited)				
	Financial Year	Assessment Year	TURNOVER (in lacs)		
i	2020-21	2021-22			
ii	2021-22	2022-23			
iii	2022-23	2023-24			
	Average Turnover				
15	Details of work undertaken during last 3 years to satisfy experience criteria				
15A	YEAR	WORK ORDER / COMPLETION CERTIFICATE REFERENCE NO	ORGANISATION	DATE OF WORK ORDER	
A1	May 21- June 22				
A2	May 22- June 23				
A3	May 23- June 24				
15B	Furnish the details of responsible persons for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.				
	YEAR	ORGANISATION WITH POSTAL ADDRESS	NAME & DESIGNATION	MOBILE NUMBER	EMAIL ID
B1	May 21- June 22				

B2	May 22- June 23				
B3	May 23- June 24				
16	Similar type of work carried out during last 3 years.				
A1	Similar work	I st Work	II nd Work	III rd Work	
A2	Minimum Value of Work	Rs. 12.00 Lacs	-	-	
		Rs. 7.50 Lacs	Rs. 7.50 Lacs	-	
		Rs. 6.00 Lacs	Rs. 6.00 Lacs	Rs. 6.00 Lacs	
A3	Completion certificate no				
A4	Date of issuance of Completion certificate				
A5	Value of the work completed (Rs._____)				
A6	Completion certificate issuing authority				
A7	Complete postal address of the Department				
A8	Contact No				
A9	Email id				
17	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation. Attach a separate sheet if required.				
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.				

19	Have you been ever disqualified or levied penalty by the bank in past for non fulfillment of the contractual obligations. If yes, please provide details.	
20	Have you in past carried out any works for Canara Bank or its subsidiaries? If yes, give details.	
21	Detailed description and value of works done (Annexure N) Enclosed (YES/NO)	
22	Name and value of other similar major works on hand in PSU/ Banks/ Govt. Organizations. Details to be given.	
23	List of Technical Personnel employed with profession experience and qualification.	

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / We agree that the decision of CANARA BANK in selection will be final and binding to me / us.

Place :

Date :

Name & Signature of the Consultant

Annexure C

DETAILS OF TECHNICAL PERSONNEL AND SIMILAR EXPERIENCE.

Details of technical personnel, giving details about their technical qualification & experience including that in your establishment.

Sl. No.	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled	Date from which employed in your organization	Indicate Details of experience for similar projects
1	2	3	4	5	6	7	8	9

Notes:

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

Annexure D

DETAILS OF INFRASTRUCTURE IN OFFICE

Sl. No	Item	Number	Details
1	Equipment for earth pit resistance test		
2	Equipment for infrared thermograph		
3	Equipment for insulation resistance test		
4	Lux measurement meter		
4	Software Used		
5	Reference Book used		
6	Subscription to magazines, journals, institutional technical nature		

Notes:

- Information has to be filled up specifically in this format in your **letter head**. Details of other equipments to be also specified. Please do not write remark "As indicated in Brochure".

Annexure E

DECLARATION FOR NON BLACKLISTING OF YOUR FIRM

I / We hereby declare that I / We is not been banned or delisted or debarred by any Government , Quasi Government Agencies, Public Sector Undertakings or Private Companies, Financial Institution/ Public sector Units/Scheduled Commercial bank in India as on date of submission of RFP.

Should it be observed anytime during currency of the bidding process or during execution of the work that I / We have been banned, delisted or debarred by any of the above Agencies, then I / We agree for termination of the contract forthwith and also agree for forfeiture of our Earnest Money Deposit and Security cum Performance Deposit, if any, by Canara Bank, without any recourse. I / We also agree that on submission of false statement, we are liable for Blacklisting.

Signature & Name of the Bidder with seal

Notes:

1. Information has to be filled up specifically in this format in your letter head.

Annexure F

UNDERTAKING LETTER FOR NON ALTERATION OF RFP DOCUMENT

We hereby state that we M/s _____ have submitted the offer documents duly filling at the appropriate places without making any alterations , corrections , omissions in the offer issued by the bank or downloaded from the web site. If found so, we understand that we shall be disqualified from participating in this tender & in the future tenders. We also understand that we may be also blacklisted due to our actions.

Notes:

1. Information has to be filled up specifically in this format in your **letter head**.

Signature & Name of the Bidder with seal

Annexure G

BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

To

WHEREAS _____(Name of bidder) (hereinafter called "the bidder") has submitted its RFP dated _____ (Date) for the execution of (Name of Contract)_____ (hereinafter called "the RFP") in favour of Canara Bank hereinafter called the " Canara Bank ";

KNOW ALL MEN by these presents that we, _____ Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its Head Office at _____ amongst others a branch at _____ (hereinafter called "the Bank" are bound unto the Canara Bank for the sum of Rs_____ (Rupees_____only) for which payment well and truly to be made to the said Canara Bank, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the bidder withdraws its RFP during the period of RFP validity specified in the RFP; or
- (b) If the bidder having been notified of the acceptance of his RFP by Canara Bank during the period of RFP validity;
 - (i) Fails or refuses to execute the Agreement, if required; or
 - (ii) Fails to carry out the work within the time period or refuses to carry out the work.

We undertake to pay to Canara Bank up to the above amount upon receipt of their first written demand without Canara Bank having to substantiate his demand, provided that in their demand Canara Bank will note that the amount claimed by them is due to them owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein,

- 1) our liability under this Bank guarantee shall not exceed Rs_____ (Rupees_____only)
- 2) The bank Guarantee is valid upto _____ (for 3 years from the award of work) and
- 3) We are liable to pay the guaranteed amount or any part thereof under this Bank guarantee only and only if you serve upon us a written claim or demand

on or before _____(mention period of the Guarantee as found under
clause (ii) above plus claim period)

Dated _____ day of _____ 2024

SIGNATURE OF THE BANK

ANNEXURE H

AGREEMENT FORMAT

FORM OF AGREEMENT

This agreement made the _____ day of the month of _____ in the year 2024 BETWEEN, Canara Bank a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings Act, 1970, having its Head office, 112, J C Road, BENGALURU) represented by AGM/DM & its duly constituted attorney (hereinafter referred to as the Bank) on the ONE PART; and

*Sri _____ S/D/o _____
_ resident of _____ the sole proprietor of
M/s _____ having office at the following
address _____

* M/s. _____ the partnership firm having an administrative/principal office at _____ represented by its Managing/duly authorised partner.

* M/s. _____ company/body corporate incorporated under the provisions of the Companies Act 1956/2013 having its registered office at the following address _____, duly represented at _____ duly represented by its constituted and authorised Managing Director, Shri _____ and (hereinafter called the bidder which term shall also be called the Supplier or the Contractor) on the other part

WHEREAS THE Bank is desirous to carry out the electrical audit of their bank premises under Mangalore Circle as detailed in the RFP ref no. **RFP/EFSAANDENERGYAUDIT/2024 dated 29.07.2024** and opened on _____ furnished by the bidder for carrying out the electrical audit & the same has been accepted by the Bank on the terms and conditions as set out therein and interalia others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;

a) Notice inviting RFP

b) General Rules and Instructions for the guidance of Bidders.

c) Terms and conditions of the RFP.

d) All Annexures of the RFP & issued corrigendums.

- e) The details submitted in technical bid, brochures and such other details etc.
- f) Price bid
- g) The Purchase order, Letters from & to the bidder, if any, leading to and prior to issue of purchase order.

3. In consideration of the payments to be made by the Bank to the Bidder, the Bidder hereby covenants and agrees with the Bank to carry out the electrical audit works in conformity in all respects and subject to all terms and conditions/rules as mentioned in this RFP as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said Bidder,

_____ to the
Bank _____ in the presence of:

Signature of Bidder (with seal)

Signature of Authorised representative
of the Bank / Accepting Authority.

Witness (Signature, Name & Address):

1).

2).

ANNEXURE J

INDEMNITY FORMAT

THIS DEED OF INDEMNITY executed at (Place) on this day ofmonth of year two thousand and twenty four (2024) By.....(herein after called the Bidder) duly represented by proprietor/one of its partners/director Sri, aged.....years, son of Sri.....residing at

In favour of

Canara Bank, a body corporate constituted under the Banking companies (Acquisition and Transfer of undertakings) Act, 1970, having its Head Office, at 112, J.C.Road, Bangalore - 560002 & represented by its Circle Office Mangalore

Whereas the Bidder had applied for the tender

Whereas the tender submitted by the Bidder for the above mentioned work was accepted by Canara Bank and the work of has been awarded in favor of the Bidder vide Ref No

And whereas for undertaking the work awarded as per the above noted reference, the Bidder has entered into contract with Canara Bank on

Now this Deed Witnessed that in pursuance of the aforesaid contract datedand in consideration of Canara Bank having agreed to make payment on the bills claimed by the Bidder herein based on the works completed in respect of the above referred contract, the Bidder hereby indemnifies and keep harmless Canara Bank & its Architect/consultant and its officials/staff from time to time and at all times against all actions, prosecutions proceedings, claims, suits, liabilities (including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses, damages, losses and any other expenses which may be caused to or suffered by or made or taken against the Purchaser arising out of:

- i) The breach, default or non-performance of undertakings, warranties, covenants or obligations by the Bidder, non-compliance of safety rules, regulations, instructions by the Bidder and mishaps occurring at the site due to faulty work executed by the Bidder.
- ii) Any contravention or Non compliance with any applicable laws, regulations, rules, statutory or legal requirements by the Bidder.

Further, the Bidder indemnifies to protect and save Canara Bank & its Architect/consultant and its officials / staff from against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of the services offered by the Bidder.

All Indemnities shall survive notwithstanding expiry or termination of the contract and Bidder shall continue to be liable under the indemnities.

There is no limit to claims made by the Purchaser/third parties in case of infringement of Intellectual property rights or for claims relating to the loss of damage to real property and tangible personal property and for bodily injury or death and in these cases the liability will be unlimited ”.

Signature of Bidder with Seal

ANNEXURE K

Authorization letter format

To

Assistant General Manager
General Administration Section
(Premises & Estate Section)
Canara Bank Circle Office,
Balmatta Road, Mangalore - 575001

Dear Sir,

SUB: Authorization Letter for attending the Bid Opening

This has reference to your above RFP for carrying out _____. Mr.
Miss/Mrs. _____ is hereby authorized to
attend the bid opening of the RFP _____ DT: _____ on
_____ on behalf of our organization.

Signature of Authorizing Authority

Specimen Signature of Representative

Name of Authorizing Authority

Annexure L

PROFORMA OF ELECTRICAL & FIRE SAFETY AUDIT

1. Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Electrical Auditor report must consist of non-scaled sketch of layout of the branch showing the denomination of the areas used by you in the report.
3. Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
4. Inspection/recommendation report of existing electrical system with your observations and remarks.
5. Photocopy of last three electrical bills of the bank premises including marking any discrepancy, if any.
6. Detailed estimate and BOQ for the works to be undertaken based on the suggestion and corrective measures.
7. Branch/office Overview.

Sl. No.	Description	Particulars	
1	Regional Office		
2	Name of Bank Premises		
3	DP Code		
4	Contact Person		
5	Mobile No		
6	Area of Premises		
7	Total CAPEX ATMs attached to branch	Onsite-	Offsite-
8	ATM ID		

8. Branch Inventory details*:

Sl. No.	Description	Make and Model	Wattage	Nos. installed Floor wise			Electrical Power Load
				Floor No.	Floor No.	ATM	
1	<u>ELECTRICAL FIXTURES</u>						
a	2 X 2 LED LIGHT						
b	LED ROUND LIGHT						
c	LED DOWN LIGHT						
d	LED TUBELIGHTS						
e	CFL LAMPS						
f	TUBE LIGHTS						
g	INCANDESCENT LAMPS						
h	CEILING FANS						
i	PEDASTAL/WALL FANS						
j	EXHAUST FANS						
k	WATER DISPENSER						
l	AIR COOLER						
2	<u>UPS</u>						
a	1.0/2.0/3.0 kVA * 0.8						
b	5.0/6.0/7.5 kVA * 0.8						
c	10/20/30 kVA * 0.8						
3	<u>RAW POWER</u>						

a	NOTE COUNTING MACHINE NOT ON UPS						
b	PHOTOCOPIER MACHINE NOT ON UPS						
c	GOLD WEIGHING MACHINE						
d	GOLD PURITY CHECKING MACHINE						
e	GLOW SIGN BOARD						
f	POWER SOCKET						
g	MOTOR _____ HP						
4	<u>AIR CONDITIONERS</u>						
a	WINDOW AC						
	1.0 TR						
b	SPLIT AC						
	1.0 TR						
	1.5 TR						
	2.0 TR						
c	CASSATTE AC						
	1.5 TR						
	2.0 TR						
	3.0 TR						
	4.0 TR						
d	DUCTABLE SPLIT AC						

	5.5 TR						
	7.5 TR						
	11.0 TR						
e	VRF/VRV						
	8/10/20 HP						
5	<u>ANY OTHER EQUIPMENTS</u>						
	TOTAL						
<p>* The list of items provided is for general understanding and is not complete. Auditor to prepare detailed list based on the inventory available in each Bank Premises.</p>							

9. Electrical Load Analysis:

Sl. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Total Connected Load		
2	Is Sanctioned load less than Connected load		
3	Additional load required (if any)		
4	Has branch paid any penalties for excessive load		
5	Electrical Load Utilization		
6	Electrical Load on UPS		
7	DG Set installed		
8	DG SET capacity		

9	DG set capacity appropriate for connected load (capacity more or less)		
---	--	--	--

10. Electrical Distribution System:

SL. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Whether load is balanced in all phases to avoid unbalancing of phases		
2	Type of Wiring (open/conduit)		
3	Whether the sizes of cables/wires are of adequate rating and gauge (Yes/No) (If No then give suggestion)		
	a. Incoming		
	b. UPS		
	c. PDB		
	d. AC		
	e. LDB		
	f. Electrical Gadgets		
4	Whether cables are properly terminated		
5	Any Clubbing of installations in one point. (Yes/No) (If yes give location and suggestion)		
6	Condition of Electrical cabling carried out in the premises (Good/ medium/ Poor) (if poor give suggestion)		

7	Whether electrical equipments are operating at specified voltage/ current (within tolerance range)		
8	Master switch is installed in Prominent place and is in working condition (Yes/No)(If No whether Lighting DB/Power DB is available)		
9	Any ELCB are installed in branches (Yes/No) (If No then give suggestion)		
10	Whether existing MCCB/MCB/ELCB provided are of adequate rating (Yes/No) (If No then give suggestion for proper rating MCB/Master switch)		
11	Whether MCCB/ MCB/ ELCB provided in Distribution boards are functioning properly		
12	Rating of Fuses/Junction Box are as per standards		
13	Whether indicator lights are provided at Branch entrance from lighting DB, Power DB and UPS non-essential load to ensure for switching off the non-essential loads at premises during the night. Also separate isolation switch/ MCB is available for turning off these non-essential loads.		

14	Whether UPS output is provided for CCTV, Fire/ Security alarm system and emergency loads & whether the UPS supply is getting interrupted while switching off the UPS non essential loads.		
15	Whether ATM/ Network room AC's and glow sign boards are provided with timer mechanism of adequate rating and functioning properly.		
16	Any hanging/unprotected loose electrical live wires inside the branch premises		
17	Whether power supply to Locker, strong rooms are disconnected by the removal of three core wire and plug arrangement		
18	Earth Pits identified		
19	No. of earth pits available		
20	Condition of earthing with meggered values and whether meggered resistance values are less than 1 ohm		
21	Is there Earthing connection for raw Power, UPS and generators and Status of earthings are in good condition/ adequate rating. (Yes/No) (If No then give suggestion)		
22	Earth Connection to equipments: Proper/Not proper		
23	Whether all plug points are provided with proper earth lead		

24	General condition of Main switch, Electric meter board and change over switch			
25	Whether proper arrangement for ventilation of panel room/ electrical room/UPS room is provided			
26	Whether paper ,old material or any other scrap kept near DB/panels/UPS/Batteries etc			
27	Electric switch's, devices and equipments-			
	Sl. No:	Particulars	Proper/Not Proper	
	1	Old, Outdated switch boards and wiring		
	2	Loose connections		
	3	Improper fuses/Fuses of incorrect rating		
	4	Necked wire inserted into the plug		
	5	Use of light point plug instead of power point plug		
	6	Burned out insulation		
	7	Non provision of circuit breakers of adequate capacity		
	8	Power consumption in excess of the sanctioned LOAD		
	9	Generator load in Amps or KVA at present time of electrical audit.		

10	Generator earth- (Yes/No)- (Working/Not Working) (0-2 volts is OK)		
11	Earth L.T Main (N)- (Yes/No)- (Working/ Not Working) (0-2 volts is OK)		
12	UPS Earth- (Yes/No)- (Working/ Not Working) (0-2 volts is OK)		
13	Unauthorized use of Heaters Blowers etc		
14	Provision of fire alarm system- (Yes/No)- (Working/Not Working)		
15	Provision of fire Extinguisher- (Yes/No)- (Mention expire date)		
16	CCTV camera is working?		
17	Kinds of D.B's - (MCB type/ Fuse type)		
a			
b			
c			
d			
e			
f			

28	Whether any generator is kept inside the bank premises (Yes /No) (If yes then give full details-make, capacity, date of Manufacturing etc.)		
29	Whether condition of batteries, coolant and RPM of Generator are in proper condition? (Yes/No) (If No then give suggestion)		
30	Whether earthing for body and Neutral are provided for DG sets		
31	Whether DG sets neutral and body are independently grounded		
32	Generator supply line Connect with other building, land-lord building and any Mobile or other batteries from the bank Generator		
33	Total no. of UPS in the branch with capacity		
34	Whether appropriate UPS capacity/ load for branch /offices premises (Yes/No) (If NO give suggestion)		
35	Whether UPS battery Connections are Proper (Yes/No) (If NO give suggestion)		
36	Status of UPS panel wiring. (Good/medium/poor)		

37	Whether Air conditioners stabilizers are functioning properly. Please specify the rating, make, model and type of stabilizer		
	Sl. No.	Capacity	Make
	a		
	b		
38	Whether the Air Conditioners installed at Bank premises is as per BEE ratings		
39	Condition of wiring/ pipes of Air conditioners		
40	Whether power supply for each AC unit is appropriate and proper connection with main power source (Yes/No) (If no then give suggestion)		
41	Whether UPS, Inverter and ACs are in under AMC (Yes/No) (If No then give suggestion)		
42	Any major fault found in service report of UPS and battery in last six month (Yes/No) (If Yes then give full details with suggestion)		
43	Any other fire risk through electricity in the premises (Yes/No) (If yes then give details)		

44	Overall fire risk rating through electrical wiring, switches, MCB etc. (High/Medium/ Low)		
45	Whether penalty is being imposed on electricity bills(It may be ascertained from the electricity bills of last 5 months)		
46	Whether all plug points are provided with proper earth lead		
47	Whether water seepage is observed near any of the Electrical equipment and wirings		
48	Whether diesel i.e. inflammable materials are safely stored		
49	Whether Neutral to earth voltage is within permissible limits (<2V)		
50	Whether the last person leaving the branch/office is ensuring that the mains are switched off		

11. Meter Details:-

Service Provider	Type(3 phase / single phase)	Meter no.	Consumption (units) per month	Average bill per month

12. Air Conditioner Details:-

Sl. No.	Type of AC Unit	Location	Make & Model	Year	Tonnage
TOTAL TONNAGE OF AC INSTALLED					

13. DG Set Details:

Make	Capacity in kVA	1 phase/ 3 phase	Connected load	Remarks

14. Incoming Main Technical score chart- (Separate for each electrical meter)

Sr. No	Description	Volt DG	Volt LT	Current DG	Current LT	Power D.G. / Power L.T.
1	R- Phase to N					
2	Y- Phase to N					
3	B- Phase to N					
4	N to Earth					
5	Frequency					

Neutral to Earth Voltage to be less than 2 V with earth resistance below 1 ohm

15. Earthing Details:-

Parameters	Area 1	Area 2	Area 3	Area 4

Neutral to Earth Voltage to be less than 2 V with earth resistance below 1 ohm

16. UPS Details:-

Parameters		Readings recorded	Normal range	Remarks
Voltage at input of UPS	L-N			
	L-E			
	N-E		To be < 2V	
Voltage at output of UPS	L-N			
	L-E			
	N-E		To be < 2V	
Load on UPS (kVA)	O/p of UPS			
Frequency	O/p of UPS			

Neutral to Earth Voltage to be less than 2 V with earth resistance below 1 ohm

17. Lux Levels

Sl. No.	Area	Lux
1	Manager cabin	
2	Cash Counter	
3	Banking Hall	
4	Record Room	
5	Strong Room	
6	UPS Room	
7	Lunch Room	
8	Store Room	
9	Other area	

18. Risk Rating format of Branch/ Office on basis of electricity

Sl. No.	Any Penalty paid by branch in last six month (Yes/No)	Any overload in branch/ Office (Yes/No)	Inadequate rating of MCB/ Master switch (Yes/ No)	Any fire risk in UPS and battery room (Yes/No)	Poor wiring in branch (Yes/ No)

19. Observations

20. Recommendations

21. Tips on energy saving

22. Immediate rectification work required to be done to avoid unsafe condition

Please attach photos of defective installation/items and mark Cover of Report

Red	:	If it is high Risk .
Yellow	:	If it is Medium Risk .
Blue	:	If it is Low Risk .

The above observations are true and actually recorded by me.

Place:

Date:

Signature & Seal of Auditor

Stamp & Signature of Branch In-charge

SITE VISIT REPORT

This is to certify that Mr./Mrs./Ms.----- from M/s -----
----- has conducted Electrical Audit.

Audit/inspection in our Branch/office is done on-----

Branch name & DP Code:

Signature with Personal & Bank Seal

Name:

Contact No:

Date:

Photographs

Main Electric panels, UPS room, Condition of Electric wiring etc.

Observation/Recommendations

Images from Infrared Camera

HT/LT panels where applicable, DBs, MCBs, SMDB (Light & Power), MDB (Light & Power), Wall & Floor Sockets, Stabilizers, UPS, A/C Units, Exposed Terminations of Cables, exposed cables/wiring, LAN Racks etc.

Observation/Recommendations

SLD of the branch circuit (with fault point indicated)

BOQ & ESTIMATE OF WORKS TO BE CARRIED OUT AT BRANCH FOR RECTIFICATION

Sl. No.	Item (Description with technical specification)	Qty	Unit	Rate	Amount Excl. GST
1					
2					
3					
4					
TOTAL AMOUNT					

* For major works also estimate to be provided properly.

* Quantity of each item to be mentioned with unit rate.

Annexure M

CHARTERED ACCOUNTANTS CERTIFICATE FORMAT

No. _____.

Dated _____.

To
The Assistant General Manager,
Canara Bank,
General Administration Section,
Circle Office,
Mangalore - 575001

Dear Sir,

Tender Reference No. _____

This is to certify that we,
our registration No. _____, Auditors of the company/firm
M/s _____

do hereby certify that, the company/firm has turnover and net profit
for last three financial Year from Electrical Audit given as under:-

Financial Year	Financial Year	Turnover (Rs. In Lacs)	Net profit after tax (Rs. In Lacs)
2020-21	2021-22		
2021-22	2022-23		
2022-23	2023-24		

The certificate has been based on information and documents produced before us.
(Copy of the certified documents attached for your reference)

Yours faithfully

(Name & Signature with Seal)

For and on behalf of

M/s _____

UDIN:

Place:

Note: This CA Certificate should be on the letterhead of the Auditor Firm and should be signed by a competent person of the Firm.

Annexure N

LIST OF WORKS COMPLETED BY THE ORGANISATION DURING THE LAST 5 YEARS

One/Two/Three similar job/s worth minimum 12.00 lacs/ 7.50 lacs / 6.00 lacs respectively during last Three years.

Sr. No	Name of the Project & location.	Name & full postal address of the Firm. Also indicate whether Govt. Semi-Govt. Private body, Reputed firms or Financial Institution with full postal address & details of contact person of the Firm.	Contract Amount (Rs.) for Electric Audit work only with copy of Work Order	Completion Period Stipulated (Year)	Actual (Year) of completion	Any other Relevant Information.
1						
2						
3						

Notes:-

- Information has to be filled up specifically in this format in your **letter head**. Please do not write remark "As indicated in Brochure".

Annexure O

AFFIDAVIT FOR SOLE PROPRIETORSHIP OF FIRM

(On Non-Judicial Stamp Paper of appropriate value in case the individual who is the sole proprietor of the firm)

I, S/o Age years,
occupation business R/o
..... do hereby
state on oath as under:

That I am residing in
.....
.....
..... locality of District
..... Since last Years.

That I am the sole proprietor of a proprietary concern name and style as
“.....” having its office at
..... District dealing in
the business of Government's/Private Electrical consultant and ancillary works
attached therefor.

Hence this affidavit.

Deponent

Note: This Affidavit should be Notarised.

Annexure P

DETAILS OF RELATIVES WORKING IN BANKS

1. Details List of relatives working in Canara bank;

NAME OF THE OFFICIAL	DESIGNATION	ADDRESS OF THE OFFICE / BRANCH

2. Details List of retired Government / PSU/ Bank employees , employed by the tenderer / contractor :

NAME OF THE RETIRED OFFICIAL	DESIGNATION	NAME & ADDRESS OF THE PREVIOUS EMPLOYER

* **Mention NIL if not applicable.**

Signature of the Applicant

FINANCIAL BID

Proforma I

PRICE BID FOR ELECTRICAL & FIRE AUDIT OF CO MANGALORE

To

Sir,

Sub: Electrical Audit for Bank Premises under Canara Bank Circle Office, Mangalore.

1. I / We have gone through the RFP for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No.	Premises Details	Approximate No:**	Rate in Rs excluding GST	Total Amount in Rs excluding GST
1	Circle Office	1		
2	HO Annex	1		
3	Apartments (With various flats)	9		
4	Bank Offices/ Currency Chest/ Branches including onsite ATM *	1		
	Offsite ATM	3		
Grand Total				

* Audit report to be submitted for Branch & Onsite ATM separately.

** The number of Bank premises building may vary depending on branch merger & opening of new branches.

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, **other taxes except GST**, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever. Deduction of TDS will be as per rules.

3. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.

Electrical Fire Safety & Energy Audit Of Branches/ATM's/Offices/ Currency Chest/Other Units/Own Buildings/ Quarters etc. coming under Mangalore Circle

4. The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the EMD will be forfeited.
5. Deduction of TDS will be as per applicable rules.
6. We will not claim any additional charges from bank towards travelling, lodging/boarding, food or refreshments etc. other than the above quoted charges on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date:

Name:

Place:

Signature of the Vendor:

PRICE BID FOR ELECTRICAL & FIRE AUDIT OF RO MANGALURU

To

Sir,

Sub: Electrical Audit for Bank Premises under RO Mangaluru

1. I / We have gone through the RFP for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No.	Premises Details	Approximate No:**	Rate in Rs excluding GST	Total Amount in Rs excluding GST
1	Regional Office	1		
2	Bank Offices/ Currency Chest/ Branches including onsite ATM *	71		
3	Offsite ATM	16		
Grand Total excl GST				

* Audit report to be submitted for Branch & Onsite ATM separately.

** The number of Bank premises building may vary depending on branch merger & opening of new branches.

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, **other taxes except GST**, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever. Deduction of TDS will be as per rules.
3. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the EMD will be forfeited.
5. Deduction of TDS will be as per applicable rules.

6. We will not claim any additional charges from bank towards travelling, lodging/boarding, food or refreshments etc. other than the above quoted charges on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date:

Name:

Place:

Signature of the Vendor:

PRICE BID FOR ELECTRICAL & FIRE AUDIT OF RO PUTTUR

To

Sir,

Sub: Electrical Audit for Bank Premises under RO PUTTUR

1. I / We have gone through the RFP for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No.	Premises Details	Approximate No:**	Rate in Rs excluding GST	Total Amount in Rs excluding GST
1	Regional Office	1		
2	Bank Offices/ Currency Chest/ Branches including onsite ATM *	60		
3	Offsite ATM	2		
Grand Total excl GST				

* Audit report to be submitted for Branch & Onsite ATM separately.

** The number of Bank premises building may vary depending on branch merger & opening of new branches.

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, **other taxes except GST**, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever. Deduction of TDS will be as per rules.
3. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the EMD will be forfeited.
5. Deduction of TDS will be as per applicable rules.

Electrical Fire Safety & Energy Audit Of Branches/ATM's/Offices/ Currency Chest/Other Units/Own Buildings/ Quarters etc.
coming under Mangalore Circle

6. We will not claim any additional charges from bank towards travelling, lodging/boarding, food or refreshments etc. other than the above quoted charges on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date:

Name:

Place:

Signature of the Vendor:

PRICE BID FOR ELECTRICAL & FIRE AUDIT OF RO HASSAN

To

Sir,

Sub: Electrical Audit for Bank Premises under RO HASSAN

1. I / We have gone through the RFP for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No.	Premises Details	Approximate No:**	Rate in Rs excluding GST	Total Amount in Rs excluding GST
1	Regional Office	1		
2	Bank Offices/ Currency Chest/ Branches including onsite ATM *	74		
3	Offsite ATM	2		
Grand Total excl GST				

* Audit report to be submitted for Branch & Onsite ATM separately.

** The number of Bank premises building may vary depending on branch merger & opening of new branches.

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, **other taxes except GST**, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever. Deduction of TDS will be as per rules.
3. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the EMD will be forfeited.
5. Deduction of TDS will be as per applicable rules.

Electrical Fire Safety & Energy Audit Of Branches/ATM's/Offices/ Currency Chest/Other Units/Own Buildings/ Quarters etc.
coming under Mangalore Circle

6. We will not claim any additional charges from bank towards travelling, lodging/boarding, food or refreshments etc. other than the above quoted charges on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date:

Name:

Place:

Signature of the Vendor:

PRICE BID FOR ELECTRICAL & FIRE AUDIT OF RO MADIKERI

To

Sir,

Sub: Electrical Audit for Bank Premises under RO MADIKERI

1. I / We have gone through the RFP for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No.	Premises Details	Approximate No:**	Rate in Rs excluding GST	Total Amount in Rs excluding GST
1	Regional Office	1		
2	Bank Offices/ Currency Chest/ Branches including onsite ATM *	34		
3	Offsite ATM	1		
Grand Total excl GST				

* Audit report to be submitted for Branch & Onsite ATM separately.

** The number of Bank premises building may vary depending on branch merger & opening of new branches.

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, **other taxes except GST**, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever. Deduction of TDS will be as per rules.
3. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the EMD will be forfeited.
5. Deduction of TDS will be as per applicable rules.

Electrical Fire Safety & Energy Audit Of Branches/ATM's/Offices/ Currency Chest/Other Units/Own Buildings/ Quarters etc.
coming under Mangalore Circle

6. We will not claim any additional charges from bank towards travelling, lodging/boarding, food or refreshments etc. other than the above quoted charges on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date:

Name:

Place:

Signature of the Vendor:

PRICE BID FOR ELECTRICAL & FIRE AUDIT OF RO CHIKKAMANGALURU

To

Sir,

Sub: Electrical Audit for Bank Premises under RO CHIKKAMANGALURU

1. I / We have gone through the RFP for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No.	Premises Details	Approximate No:**	Rate in Rs excluding GST	Total Amount in Rs excluding GST
1	Regional Office	1		
2	Bank Offices/ Currency Chest/ Branches including onsite ATM *	60		
3	Apartments (With various flats)	1		
4	Offsite ATM	2		
Grand Total excl GST				

* Audit report to be submitted for Branch & Onsite ATM separately.

** The number of Bank premises building may vary depending on branch merger & opening of new branches.

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, **other taxes except GST**, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever. Deduction of TDS will be as per rules.
3. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for 36 months from the date of awarding of

the contract and no increase whatsoever will be considered. In the event of any breach of contract, the EMD will be forfeited.

5. Deduction of TDS will be as per applicable rules.

6. We will not claim any additional charges from bank towards travelling, lodging/boarding, food or refreshments etc. other than the above quoted charges on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date:

Name:

Place:

Signature of the Vendor:

PRICE BID FOR ELECTRICAL & FIRE AUDIT OF RO DAVANGERE

To

Sir,

Sub: Electrical Audit for Bank Premises under RO DAVANGERE

1. I / We have gone through the RFP for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No.	Premises Details	Approximate No:**	Rate in Rs excluding GST	Total Amount in Rs excluding GST
1	Regional Office	1		
2	Bank Offices/ Currency Chest/ Branches including onsite ATM *	72		
3	Offsite ATM	5		
Grand Total excl GST				

* Audit report to be submitted for Branch & Onsite ATM separately.

** The number of Bank premises building may vary depending on branch merger & opening of new branches.

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, **other taxes except GST**, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever. Deduction of TDS will be as per rules.
3. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the EMD will be forfeited.
5. Deduction of TDS will be as per applicable rules.

6. We will not claim any additional charges from bank towards travelling, lodging/boarding, food or refreshments etc. other than the above quoted charges on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date:

Name:

Place:

Signature of the Vendor: