

TENDER DOCUMENT

NAME OF WORK

ELECTRICAL AUDIT WORK OF BRANCHES/OFFICES

Issued by

**PREMISES & ESTATE SECTION
GROUND FLOOR, LUV KUSH TOWER
EXHIBITION ROAD**

PATNA – 800 001

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NOTICE OF INVITATION OF TENDER

**PREMISES & ESTATE SECTION: PATNA CIRCLE OFFICE
4 TH FLOOR, LUV KUSH TOWER, EXHIBITION ROAD, PATNA -800001**

INVITES SEALED TENDER FROM EMPANELLED ELECTRICAL ENGINEERING AUDITORS HAVING SOUND TECHNICAL AND FINANCIAL CAPACITY FOR THE WORKS MENTIONED BELOW:

- 1). **THE WORK OF : ELECTRICAL AUDIT WORK OF BRANCHES/OFFICE**
- 2). **EMD AMOUNT : Demand Draft of Rs.10000.00 in favor of Canara Bank payable at Patna**
- 3). **TIME OF : 30 days from the date of work order.**
- 4) **DATE OF ISSUE: 08.07.2024 to 15.07.2024 up to 1.00 PM**
- 5). **DATE OF SUBMISSION : SEALED ENVELOPES TO BE SUBMITTED LATEST BY 15.07.2024 BEFORE 2.00 PM**
- 6). **DATE OF OPENING : 15.07.2024 AT 3.00 PM**

TENDER DOCUMENT ISSUED TO:

SIGNATURE OF ISSUING AUTHORITY

DATE: 15.07.2024

CANARA BANK CIRCLE OFFICE PATNA-

<u>SN</u>	<u>PARTICULARS</u>	<u>RATE PER BRANCH</u>
<u>1</u>	Quotation for electrical audit of Branches/ Offices/ Owned property coming under Bhagalpur RO /CITY	
<u>2</u>	Quotation for electrical audit of Branches/ Offices/ Owned property coming under Patna RO /CITY	
<u>3</u>	Quotation for electrical audit of Branches/ Offices/ Owned property coming under Saran RO/CITY	
<u>4</u>	Quotation for electrical audit of Branches/ Offices/ Owned property coming under Muzaffarpur RO/CITY	
<u>5</u>	Quotation for electrical audit of Branches/ Offices/ Owned property coming under Gaya RO/CITY	
<u>6</u>	Quotation for electrical audit of Branches/ Offices/ Owned property coming under Purnea RO/CITY	

Note –

- List of branches RO wise where electrical audit has to be conducted is enclosed in the Annexure A.
- Wherever onsite attached ATMs are present the same has to be covered along with branch audit itself.
- The above rates are inclusive of all taxes, expenses, travel expenses, other expenses etc. only GST will be paid extra. The Electrical fire safety auditor or firm must arrange for the conveyance, lodging expenses men and material required for conducting the safety audit at their cost.
- Adequate care should be taken by the electrical auditor during the verification, measuring and recording of the data.
- Any damage to the Bank's property, equipment's under testing and measurement during the electrical fire safety audit will be charged to the firm.
- 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.
- 4 copies of audit report duly signed by Branch In-charge & your firm/company etc have to be prepared. 1 has to be submitted to the branch, second has to be submitted to the RO, third to Circle Office and fourth has to be retained by the electric auditor.
- A detailed Estimate & BOQ (Bill of Quantity) of the discrepancies if any should be submitted along with audit report so that defects can be rectified.
- The Audit report should be in the format provided with work order. In addition to this, firm can provide any other information if auditor feels to be reported.
- The Audit report should be stamped & signed by the person in whose name the audit certificate has been provided by the firm.
- Firm must attach photos of defective installations/items and mark the same for necessary action.
- If required, firm may attach extra sheet for detailed information.
- Bank shall standardize the lowest bidder rate and bank may distribute the work in 60:40 or 50:30:20 ratio.
- Firm has to submit Electrical Audit report within 30 days of work order, else EMD shall be forfeited and penalty shall be imposed.**
- 50% of amount shall be paid upon submission of Electrical Audit Report & 50% upon Certification that all the Electrical Audit remarks have been rectified.**

Annexure-A

SN	DP CODE	Regional office	Branch / Office Name
1	5748	BHAGALPUR RO	SULTANGANJ
2	3625	BHAGALPUR RO	ARSAR
3	8813	BHAGALPUR RO	SEANI
4	1722	BHAGALPUR RO	KATARI
5	2944	BHAGALPUR RO	JAMUI
6	8721	BHAGALPUR RO	DIH KUSUMBA
7	5469	BHAGALPUR RO	FARIDPUR
8	1742	BHAGALPUR RO	HATHIA
9	1159	BHAGALPUR RO	KHAIRA
10	2474	BHAGALPUR RO	SHEIKHPURA
11	3136	BHAGALPUR RO	CHEWARA
12	3348	BHAGALPUR RO	BARBIGHA
13	5199	BHAGALPUR RO	SHEKHUPURSARAI
14	6093	BHAGALPUR RO	TARAPUR
15	1738	BHAGALPUR RO	BHAWANATHPUR
16	1721	BHAGALPUR RO	PACHNA
17	4961	BHAGALPUR RO	SPECIALISED SME BRANCH, BHAGALPUR
18	5744	BHAGALPUR RO	BHAGALPUR HUSAINABAD
19	256	BHAGALPUR RO	BHAGALPUR
20	8661	BHAGALPUR RO	BHAGALPUR COLLECTORATE
21	4570	BHAGALPUR RO	COLGONG [KAHALGAON]
22	4948	BHAGALPUR RO	SABOUR
23	182	BHAGALPUR RO	BEGUSARAI
24	5750	BHAGALPUR RO	BEGUSARAI HARRAKH
25	984	BHAGALPUR RO	PANJAWARA
26	1726	BHAGALPUR RO	RAJLA ORAIYA
27	3361	BHAGALPUR RO	BANKA
28	5738	BHAGALPUR RO	BAUSI
29	4574	BHAGALPUR RO	KATILI MORE
30	4949	BHAGALPUR RO	NAUGACHIA
31	4575	BHAGALPUR RO	MAHADPUR
32	17419	BHAGALPUR RO	BEGUSARAI-II
33	1917	BHAGALPUR RO	BANGALWA
34	4578	BHAGALPUR RO	SIRMATPUR
35	3681	Gaya R.O.	BARGAON
36	3289	Gaya R.O.	JEHANABAD
37	4190	Gaya R.O.	HILSA
38	4191	Gaya R.O.	BIKRAMGANJ
39	3135	Gaya R.O.	AURANGABAD
40	3874	Gaya R.O.	BELA
41	6049	Gaya R.O.	CHAURIYA
42	257	Gaya R.O.	GAYA MAIN
43	3347	Gaya R.O.	BHABHUA (KAIMUR)

44	4953	Gaya R.O.	HARNAUT
45	5622	Gaya R.O.	GAYA MANPUR
46	2894	Gaya R.O.	BODHGAYA
47	3473	Gaya R.O.	ARWAL
48	4187	Gaya R.O.	ASTHAWAN
49	4573	Gaya R.O.	TIKARI
50	4585	Gaya R.O.	BEDA
51	4580	Gaya R.O.	KHONUPUR
52	6112	Gaya R.O.	WARISALIGANJ
53	8359	Gaya R.O.	REGIONAL OFFICE GAYA
54	140	Gaya R.O.	BIHAR SHARIFF
55	1193	Gaya R.O.	NALANDA
56	1939	Gaya R.O.	KURTHA
57	2315	Gaya R.O.	SASARAM
58	4569	Gaya R.O.	RAJGIR
59	6048	Gaya R.O.	BIHARSHARIF SOHSARAI
60	6186	Gaya R.O.	SARMERA
61	6337	Gaya R.O.	DEHRI
62	6714	Gaya R.O.	GAYA PURANI GODOWN
63	4951	Muzaffarpur R.O.	DEORIA
64	989	Muzaffarpur R.O.	MUKTAPUR
65	2311	Muzaffarpur R.O.	SAMASTIPUR
66	6339	Muzaffarpur R.O.	SHAHPUR UNDI
67	1724	Muzaffarpur R.O.	DHURLAKH
68	4587	Muzaffarpur R.O.	BALBHADARPUR KHAJURI
69	3629	Muzaffarpur R.O.	BIKRAMPUR BANDE
70	6097	Muzaffarpur R.O.	MADANPUR SHIVNAGAR
71	6105	Muzaffarpur R.O.	DARBHANGA DELHI MORE
72	6716	Muzaffarpur R.O.	SAKATRAIPUR
73	17441	Muzaffarpur R.O.	DARBHANGA GYAN BHARATHI SCHOOL
74	17531	Muzaffarpur R.O.	PUSA IARI CAMPUS
75	17532	Muzaffarpur R.O.	DHOBGAMA
76	17534	Muzaffarpur R.O.	BALHA
77	4565	Muzaffarpur R.O.	DALSINGHSARAI
78	4572	Muzaffarpur R.O.	ROSERA
79	17535	Muzaffarpur R.O.	SAMASTIPUR-II
80	17530	Muzaffarpur R.O.	KASBA AHAR
81	9206	Muzaffarpur R.O.	SHAMPUR
82	17415	Patna Circle	SPECIALIZED ARM BRANCH PATNA
83	3949	Patna-I R.O.	PATNA MITHAPUR
84	2519	Patna-I R.O.	PATNA RAJA BAZAAR
85	2518	Patna-I R.O.	PATNA PATALIPUTRA COLONY
86	5467	Patna-I R.O.	PATNA SANDALPUR
87	4958	Patna-I R.O.	PATNA SRIKRISHNANAGAR
88	2004	Patna-I R.O.	PATNA EXHIBITION ROAD
89	1500	Patna-I R.O.	PATNA GOVIND MITRA ROAD

90	4957	Patna-I R.O.	PATNA ASHOK RAJPATH
91	8609	Patna-I R.O.	DANAPUR RAILWAY STATION
92	4955	Patna-I R.O.	PATNA SAGUNA MORE
93	5468	Patna-I R.O.	GORGAWAN
94	3693	Patna-I R.O.	NAYA CHAK
95	4952	Patna-I R.O.	SAMPATCHAK
96	357	Patna-I R.O.	PATNA KADAM KUAN
97	352	Patna-I R.O.	PATNA SOUTH GANDHI MAIDAN
98	1434	Patna-I R.O.	PATNA BUDH MARG
99	1405	Patna-I R.O.	DINAPUR CANTONMENT
100	1681	Patna-I R.O.	PAREO
101	4195	Patna-I R.O.	MANER
102	5860	Patna-I R.O.	PATNA RAMNAGRI
103	6111	Patna-I R.O.	PATNA WALMI
104	6185	Patna-I R.O.	BIKRAM
105	286	Patna-I R.O.	FATWAH
106	8808	Patna-I R.O.	KANCHANPUR
107	5465	Patna-I R.O.	PATNA BAHADURPUR
108	1585	Patna-I R.O.	SINGIRIYAWAN
109	3526	Patna-I R.O.	BAKHTIYARPUR
110	9021	Patna-I R.O.	DARIAPUR
111	4192	Patna-I R.O.	MASOURHI
112	1592	Patna-I R.O.	PATNA CITY
113	4956	Patna-I R.O.	PATNA AGAMKUAN
114	5466	Patna-I R.O.	PATNA BHOOTNATH ROAD
115	8361	Patna-I R.O.	REGIONAL OFFICE PATNA-I
116	3181	Patna-I R.O.	RETAIL ASSETS HUB PATNA
117	7007	Patna-I R.O.	SPECIALIZED MID CORPORATE BRANCH PATNA
118	2313	Purnia R.O.	MADHUBANI
119	5739	Purnia R.O.	KAKRAUL
120	6644	Purnia R.O.	JAINAGAR
121	4194	Purnia R.O.	BASOPATTI
122	1860	Purnia R.O.	ASJA MOWAIYA
123	4959	Purnia R.O.	PURNIA GULABBAGH
124	5745	Purnia R.O.	PURNIA LINE BAZAR
125	6119	Purnia R.O.	GOGRI JAMALPUR
126	3133	Purnia R.O.	SAHARSA
127	5861	Purnia R.O.	SIMRI
128	5243	Purnia R.O.	GENRABARI
129	5244	Purnia R.O.	SONAILI
130	6095	Purnia R.O.	DHAMDAHA
131	3346	Purnia R.O.	MADHEPURA
132	6106	Purnia R.O.	MURLIGANJ
133	6096	Purnia R.O.	BITHNAULI KHEMCHAND
134	3149	Purnia R.O.	SUPAUL

135	4567	Purnia R.O.	FORBESGANJ
136	6445	Purnia R.O.	MALHANI
137	6092	Purnia R.O.	RANIGANJ
138	6446	Purnia R.O.	DARHARIA
139	3875	Purnia R.O.	MADANPUR WEST
140	5746	Purnia R.O.	JALALGARH
141	6715	Purnia R.O.	KASBA
142	6827	Purnia R.O.	RETAIL ASSETS HUB PURNEA
143	3148	Purnia R.O.	KISHANGANJ
144	4584	Purnia R.O.	SIMALBARI
145	4577	Purnia R.O.	BAIRGACHHI
146	5246	Purnia R.O.	BANMANKHI BAZAR
147	5472	Purnia R.O.	KAJHI [KAZI HIRDENAGAR]
148	6094	Purnia R.O.	SARSI ISTAMRAR
149	8362	Purnia R.O.	REGIONAL OFFICE PURNIA
150	5471	Purnia R.O.	KOHBARA URF RAMNAGAR
151	6718	Purnia R.O.	JHANJHARPUR
152	1365	SARAN RO	GUTHANI
153	987	SARAN RO	BHORE
154	3134	SARAN RO	MAIRWA
155	3362	SARAN RO	ZIRADEI
156	992	SARAN RO	BARHARIA
157	991	SARAN RO	DARAUNDHA
158	1706	SARAN RO	RAMGARHA
159	4188	SARAN RO	MAHARAJGANJ
160	6243	SARAN RO	CHANRI
161	1160	SARAN RO	SIWAN
162	1486	SARAN RO	BAGOURA
163	3373	SARAN RO	SIWAN SRINAGAR
164	1157	SARAN RO	JANDAH
165	5245	SARAN RO	MAHNAR BAZAR
166	1252	SARAN RO	LALGANJ
167	1674	SARAN RO	BITHAULI
168	3683	SARAN RO	ASOI LACCHI RAM
169	4590	SARAN RO	HARPRASAD BISHUNPUR KHEM
170	1830	SARAN RO	CHECHAR
171	3631	SARAN RO	HALALPUR MADAR
172	9208	SARAN RO	MANSINGHPUR BIJHRAULI
173	6016	SARAN RO	KUARI BAZURG
174	285	SARAN RO	HAJIPUR
175	4960	SARAN RO	SPECIALISED SME BRANCH, HAJIPUR
176	5743	SARAN RO	ARRAH RAMNA PAKRI ROAD
177	1748	SARAN RO	KAITHI
178	4193	SARAN RO	DUMRAON
179	4571	SARAN RO	MAHUA SINGH RAE
180	6508	PATNA	RSTC

FORMAT

ELECTRICAL AND FIRE SAFETY AUDIT REPORT-2024-25

1.1 BASIC BRANCH INFORMATION

SN	DETAILS	REMARKS
1	NAME OF THE BRANCH	
2	DP CODE	
3	CONTACT NUMBER	
4	NAME OF ELECTRICAL AUDITOR	
5	DATE OF VISIT OF ELECTRICAL AUDITOR	
6	NAME OF POWER SUPPLY COMPANY/DEPARTMENT	
7	SANCTIONED LOAD OF BRANCH/OFFICE	
8	CONNECTED LOAD	
9	ACTUAL LOAD AS MEASURED ON DATE OF INSPECTION	
10	IS THERE ANY PENALTY PAY BY THE BRANCH/OFFICE FOR EXCEEDING CONTRACT DEMAND?	
11	AVERAGE POWER FACTOR	
12	IS THERE ANY PENALTY PAY BY THE BRANCH/OFFICE FOR LOW POWER FACTOR	

1.2 THERMOGRAPHY

SN	THERMOGRAPHY OF PANELS (YES /NO)	NO. OF LOCATIONS/ SPOT(WHERE ABNORMAL CONDITIONS FOUND)	DETAILS OF HEATING(ATTACH THERMOGRAPHY IMAGE AND SYSTEM GENERATED REPORT)	REASON

1.3 READING AND FINDINGS

PARAMETER	TEST POINT	READING	NORMAL RANGE	REMARKS
VOLTAGE AT INCOMING PANEL	L1-N		230V+/-10V	
	L2-N		230V+/-10V	
	L3-N		230V+/-10V	
	N-E		230V+/-10V	
CURRENT READINGS AT INCOMING PANEL	L1		AS PER LOAD	
	L2		AS PER LOAD	
	L3		AS PER LOAD	
	N			
POWER CONSUMED PER PHASE (KW)	L1			
	L2			
	L3			
FREQUENCY OF SUPPLY(HZ)	L-N		50	
MCB/MCCB/ISOLATOR RATING				
CABLE SIZE FROM MAIN BREAKER TO FACILITY				

1.4 ASSESSMENT OF ELECTRICAL CIRCUIT

SN	DESCRIPTION	REMARKS
1	Whether adequate rating of cables/MCCB used in the electrical premises(If no, give proper rating in remarks section)	
2	Conditions of cabling carried out in the premises. Whether any loose/hanging wires available?	

3	Are there any overheated chokes or cables at the site? If yes mention the location in the branch	
4	Electrical load as measured by clamp meter kws	
	a) L 1 Phase	
	b) L 2 Phase	
	c) L 3 Phase	
5	Whether Electrical load balancing is acceptable?	
6	Generator rating, make and conditions	
7	Whether change over is in good condition?	
8	Are there separate earthing connections for raw power, UPS and generators?	
9	Whether there is proper termination of cables with Aluminum or copper lugs? If No mention the location in the branch	
10	Are there any temporary electrical joints provided for wire extensions? If it cannot be eliminated, then is proper taping and insulation done	
11	Are there any visible damages to any electrical cable? If yes mention the location in the branch	
12	Are all electrical panels properly earthed?	
13	Earthing value as measured by earth clamp meter(earthing continuity testing: This test is conducted to find out any equipment that has not been earthed properly and in compliance with India Electricity Act, 1956, IS-1200 part I and as per IS-3043 of 1966. It has to be checked with the help of Continuity Testing meter and Earth resistance meter)	Earthing Value Branch Earth Value 1- Branch Earth Value2- Branch Earth Value3- Branch Earth Value 4- ATM Earth Value 1- ATM Earth Value 2-

14	Is inverter available in the premises? Details of make of inverter, no of batteries and make	
15	Whether any old inverter/ UPS/ Batteries are lying unused in the premises that are due for disposal? If yes, count, capacity and make of the same to be provided.	
16	Whether UPS capacity provided is sufficient for connected load in branch/ office?	
17	Are there any inflammable/combustible materials stored at electrical/UPS battery Room.	
18	Whether appropriate and proper ventilation / exhaust options are available at the place where batteries are kept?	
19	Are stabilizers provided for individual AC units? Not applicable for Inverter AC	
20	Are fire extinguishers available in various locations?	
21	Are the fire extinguishers calibrated?	
22	Are CFL or LED lights used in the premises and working?	
23	Whether any point/ MCB etc are over loaded? Yes/No, If Yes, suggest measures.	

1.5 ENERGY METER DETAILS:

SERVICE PROVIDER	QUANTITY	TYPE	RATING	METER NUMBER	AVERAGE BILL PER MONTH

1.6 A. UPS SYSTEM 01: SYSTEM SERIAL NO.....

MAKE OF UPS:

AGE OF UPS :

PARAMETER	TEST POINT	READING	NORMAL RANGE	REMARKS
CHECKED				
VOLTAGES AT	PHASE-N			
OUTPUT OF UPS(V)	N-E			
LOAD ON THE	O/P OF UPS			
UPS(KVA)				
FREQUENCY OF	O/P OF UPS			
SUPPLY (HZ) AT O/P				

1.6 B. UPS SYSTEM 02: SYSTEM SERIAL NO.....

MAKE OF UPS:

AGE OF UPS :

PARAMETER	TEST POINT	READING	NORMAL RANGE	REMARKS
CHECKED				
VOLTAGES AT	PHASE-N			
OUTPUT OF UPS(V)	N-E			
LOAD ON THE	O/P OF UPS			
UPS(KVA)				
FREQUENCY OF	O/P OF UPS			
SUPPLY (HZ) AT O/P				

BATTERY DETAILS:-

MAKE, CAPACITY AND COUNT OF BATTERIES	
CHARGING CURRENT	
ANY OBSERVATION REGARDING BULGIN/SWELL, OXIDATION OBSERVED IN BATTERIES?	

1.7 AC SYSTEM DETAILS

SN	MAKE OF AC	TYPE	TONNAGE	QUANTITY	REMARKS
BRANCH					
ATM					

1.9 OTHER FINDINGS AND RECOMMENDATIONS:

RECTIFICATION SUGGESTED

<u>S.NO.</u>	<u>DESCRIPTION OF ITEMS TO BE CHANGED</u>	<u>QUANTITY</u>	<u>LOCATION IN THE BRANCH</u>	<u>REMARKS</u>

SEAL AND SIGN OF BRANCH

SEAL AND SIGN AUDIT FIRM