

Premises & Estate Section
Circle Office Hubballi

Tender Reference No: COHUB/P&E/EFSA/2024

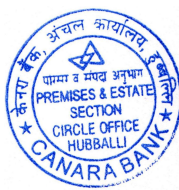
NOTICE INVITING TENDER

The Assistant General Manager, Canara Bank, Circle Office, Hubballi invites sealed tenders from BEE certified Electrical Auditors to carry out Electrical Audit of Offices/ Branches, ATMs and own buildings located at 12 districts of Karnataka as per Audit Performa given in the Format enclosed.

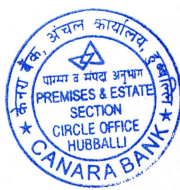
Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven (03) days from the date of notification of Tender Document, it shall be considered that the Tender Document is complete in all respects.

The interested vendors fulfilling the following conditions may apply the Bid:

1.	Name of Work	ELECTRICAL & FIRE SAFETY AUDIT FOR OFFICES/BRANCHES OF CANARA BANK IN HUBBALLI CIRCLE
2.	Eligibility	Empanelled in Hubballi, Bangalore, Mangalore and Manipal Circles under Electrical Consultants Category. All the eligible Bidders have to submit their respective Empanelment orders along with BEE (Bureau of Energy Efficiency) certified energy auditor certificate, failing of which, the Bid shall be rejected.
3.	Time allowed for completion	3 months from the day of issue of Work Order. Time is the essence of the Contract. Delay will be penalized suitably @0.5% per week or part of week of delay.
4.	EMD for tender document	₹ 10,000 Payable to Canara Bank, Circle Office, Hubballi (DD to be enclosed in the ENVELOPE)
5.	Availability of tender document	In our website from 11.07.2024 to 17.07.2024
6.	Last date for submitting the bid as per the format prescribed in the tender document	17.07.2024 by 03:00 PM
7.	Address at which the applications are to be submitted	Assistant General Manager (P&E), Canara Bank Circle Office, Centrum Building, Airport Road, Hubballi-580030.

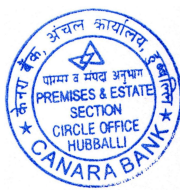


8.	Date and time of opening the Bid	17.07.2024 by 03:30 PM
9.	Place of opening Application	Canara Bank Circle Office, Hubballi
10.	Liquidated Damages	0.5% of the total contract amount per week beyond the date of completion subject to maximum of 10% of the contract value
11.	For clarification and other details	Please contact : Premises & Estate Section Canara Bank C.O. Hubballi, Ph:- 0836-2239433
In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.		
Canara Bank has the right to accept/reject any/all tenders without assigning any reasons.		
		For and behalf of Canara Bank Assistant General Manager

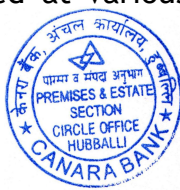


GENERAL RULES & INSTRUCTIONS TO TENDERERS:

- 1) Canara Bank C.O. Hubballi possesses a vast area covering 12 districts in North Karnataka.
- 2) The engineer carrying out the Electrical Audit must be an BEE (Bureau of Energy Efficiency) certified energy auditor.
- 3) Intending Applicants are required to submit their applications with full biodata 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.
- 4) Decision of the Bank in regard to selection of Electric Auditor will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
- 5) **Each page of the application shall be signed.** The application shall be signed by person / persons on behalf of the organisation having necessary authorisation / Power of Attorney to do so.
- 6) 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.
- 7) The work involves visiting the branches / offices/ own buildings at various locations of Karnataka to carry out Electrical Audit as per the Audit Performa given in the Tender Format.
- 8) The rates quoted shall be binding for Twenty Four 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 Amount (EMD) will be forfeited.
- 9) Electrical Audit of all the branches/offices must be completed within **Three months** from the date of awarding the contract.
- 10) Interested Auditors may download the tender from Bank's website/
www.canarabank.com/tenders.aspx.
- 11) Submission of tenders in any other format will not be entertained & will be summarily rejected.
- 12) The earnest money deposit of all the unsuccessful bidders will be returned within a period of 30 days from the date of opening of the received tenders. 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.



- 13) Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
- 14) **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.
- 15) The actual quantity of branches/offices to be audited may vary from the projected quantity as per the requirements of the Bank.
- 16) 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.
- 17) Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within **Three (03) days** from the date of notification of Tender Document, it shall be considered that the Tender Document is complete in all respects.
- 18) Earnest Money Deposit of ₹ 10,000/-, in the form of a demand draft/pay order issued by a scheduled commercial bank **favouring Canara Bank, payable at Hubballi** must be submitted **along with the Bid only**. Offers 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. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful bidders. The Earnest money paid by the successful bidder will be released only after completion of the contract period of two years. EMD is to be submitted along with bid. Submission of the EMD in the Financial bid envelope shall render the tender being rejected on the grounds of non submission of the EMD.
- 19) Earnest Money Deposit is exempted for the Applicants registered with National Small Industries Corporation Ltd (NSIC), with specific exemptions permitted by NSIC. Necessary proof shall be submitted along with the tender. (However, those who have exemption certificate from NSIC/Similar Government authorities as per provision of MSME Act will be exempted from submission of EMD subject to the submission of valid document/certificate to that effect.)
- 20) **VALIDITY OF OFFER:** - The offer should be valid for period of 120 days from the last date for submission of the offer.
- 21) **PAYMENT TERMS:- 100% OF THE PAYMENT SHALL BE RELEASED AFTER SUBMISSION OF ELECTRICAL AUDIT REPORT TO RESPECTIVE ROs.**
- 22) **NO ADVANCE WILL BE PAID.**
- 23) **LOCATIONS TO BE COVERED:** - The services will be required to be provided for all our Bank branches/ offices /Own buildings, coming under 8 Regional Offices of Hubballi Circle located at various locations of Karnataka, in both existing and



opened during two years from release of work order. However, the individual/agency would be bound to conduct electric audit in any place not covered in this list where the Circle Office, Hubballi establish a Bank branch / Office/ own building during the validity of the contract.

24) **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 **Hubballi** and only court in **Hubballi** shall have jurisdiction to determine the same.

25) **SELECTION:-** The selection of entity for the above work will be done region wise as per our Circle viz. Bagalkot, Belagavi, Bellary, Bijapur, Chikodi, Hubballi, Kalaburagi & Raichur i.e. parties for conducting electrical audit for **different regions will be selected separately**. If same auditor is selected for various regions, the works need to be undertaken simultaneously in various regions and to be completed within the time frame. Hence the auditors who are planning to apply for this tender should ensure the availability of required manpower and equipments at their end to avoid penalty due to delay in completion of project. Vendor participating in the tender should quote the rates for all regions. If price bid of any region is left blank, same tender will be rejected completely.

26) **SPLITTING OF ORDER:** - The Bank reserves its right for splitting scope of work between three service providers. The splitting of the order will be in 4:2:2 ratios of the ROs (each RO consists of 45-60 Branches/ Offices) (Allocation of ROs to L1, L2 & L3 is at Banks discretion only), provided the L2 and L3 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case L2 service provider is not willing to match L1 rates, Bank will call L3, L4 service providers etc., in that order to step into the shoes of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 rates the work will be awarded to L1 and L2 in the ratio of 5:3. The final decision for splitting of works will be on Banks discretion only and Bank may even proceed with L1 vendor only.

27) **A single envelope, super scribed as “Application/Offer for Electrical Audit of branches/offices/Owned Building under CO Hubballi” with the Name & Address of Tenderer and Contact Number must be addressed to:**

Assistant General Manager (P&E),
Canara Bank Circle Office,
Centrum Building, Airport Road,
Hubballi-580030.

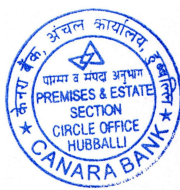
28) Applications containing false and / or inadequate information are liable for rejection.

29) 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.**



- 30) Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.
- 31) Canara 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.
- 32) Detailed list of branches/ offices/ Own buildings where electrical audit has to be conducted will be provided from respective Regional Offices after finalization of bidders for each ROs.
- 33) 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. The bids submitted will be region wise and should be inclusive of all costs applicable for that region.
- 34) Adequate care should be taken by the electrical auditor during the verification, measuring and recording of the data.
- 35) 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.
- 36) 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.
- 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 **electric auditor**. **Soft copy** in the form of excel sheet of the data captured has to be submitted to the **Circle Office** unless which payment will not be made. The copies of the report to be duly signed by the licensed Electric Auditor/ Engineer on behalf of the firm.
- 38) Also, the firm has to provide a **detailed estimate and BOQ** for the works to be undertaken in branches/offices/own buildings based on the observations made during their inspection and to be included in the audit report.
- 39) Each and every item of the audit report should by correctly filled up & no vague working would be accepted.

For and behalf of Canara Bank
Assistant General Manager



To

The Deputy General Manager,
Canara Bank,

Sir,

Sub: Application/Offer for Electric Audit of branches/offices

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 Auditor 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 from pages to 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.
5. I / We agree that the decision of Canara Bank in selection of L-1 bidder will be final and binding to me / us.
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

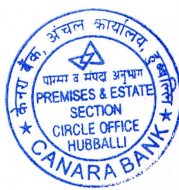
Name :

Organization:

Designation

Contact no.

Seal:



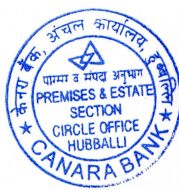
SCOPE OF WORK

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

- Physical inspection of the office / branch 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) programme 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.
- Display of danger signboard.
- Use of electrical rubber mats, rubber gloves, 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.
- 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
- 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, SMDB (Light & Power), MDB (Light & Power), Wall & Floor Sockets, Stabilizers, UPS, A/C Units, Exposed Terminations of Cables, exposed cables/wiring, etc.
- Earth pit Resistance tests.
- Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.



3. AUDIT METHODOLOGY:

- Development of audit checklist based on the preliminary information provided by Bank.
- Carry out inspection of electrical installations in the office 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.

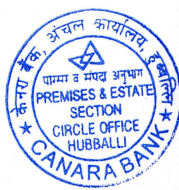
5. DELIVERABLES:

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.

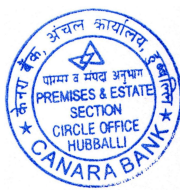
6. SCOPE:

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

- a) Visiting each and every branch/ office/ own building and verifying the installation (AS DETAILED IN THE FORMATS ENCLOSED).
- b) Electrical Audit.
- c) 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.
- d) Detailed estimate and BOQ for the works to be undertaken in branches/offices/own buildings based on the suggestion and corrective measures. Also, further suggestions, modifications if any need to be provided as per Banks requirement.
- e) Submission of Comprehensive Report as per Annexure enclosed, observed/verified during Branch/office/Building inspection. Quadruplicate report 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 electric auditor. Soft copy in the form of excel sheet of the data captured has to be submitted to the Regional/Circle Office unless which payment will not be made. The copies of the report to be duly signed by the licensed Electric Auditor/ Engineer on behalf of the firm.

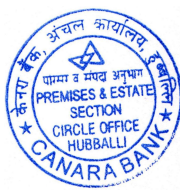


- f) The scope includes arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, and preparing reports so as to enable the Bank to take a decision for improvement.
- g) The agency shall 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.



APPLICATION FOR ELECTRICAL FIRE SAFETY FOR VARIOUS CANARA BANK OFFICES/BRANCHES UNDER HUBBALLI CIRCLE OFFICE IN 8 REGIONAL OFFICES

1.	Name of the Applicant/Organisation	
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	



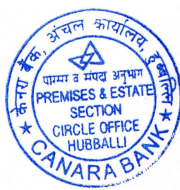
DECLARATION

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



DECLARATION FOR NON BLACKLISTING OF YOUR FIRM

TENDER REF: COHUB/P_E/ELECAUDIT/001/2024

I/We hereby declare that I/We have not been banned or blacklisted or debarred by any Government, Quasi Government Agencies, Public Sector Undertakings or Private Companies anywhere, anytime.

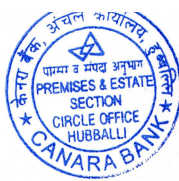
Should it be observed anytime during currency of the bidding process or during execution of the work that I / We have been banned, blacklisted or debarred by any of the above Agencies, then I / We agree for termination of the contract forthwith and also agree for forfeiture of our Earnest Money Deposit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

Dated:

Signature & Name of the Bidder with seal

Notes:

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

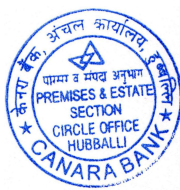


PROFORMA 7

PROFORMA OF ELECTRIC SAFTEY AUDIT

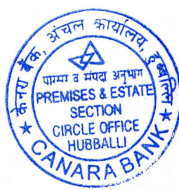
1. Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Electrical Auditor report must consist of non-scaled sketch of layout of the branch showing the denomination of the areas used by you in the report.
3. Electrical Auditor report 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 branches/offices/own buildings /ATM, 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.

Sr. No	Description	Particulars
1.	Regional Office	
2.	Name of Branch/Office	
3.	Branch Code	
4.	Address	
5.	Phone number	
6.	Email ID	
7.	Contact Person	
8.	Mobile No	
9.	Area of Premises	

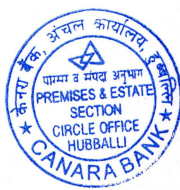


8. Branch Inventory details:

Sr. 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 1.5 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</u>						
* 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 branch/office/ATM/Bank Owned Building.							

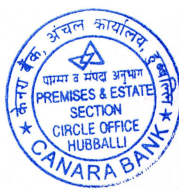
9. Electrical Load Analysis:

SR. 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)		

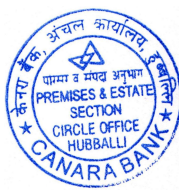
10. Electrical Distribution System:

SR. 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 (Including false ceiling) (Yes/No) (If No then give suggestion)		
	a. Incoming		
	b. UPS		
	c. PDB		
	d. AC		

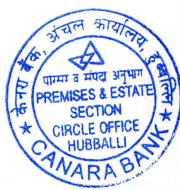
	e.	LDB		
	f.	Electrical Gadgets		
4		Whether cables are properly terminated		
5		Any Clubbing of installations in one point. (Yes/No) (If yes give location and suggestion)		
6		Condition of Electrical cabling carried out in the premises (Good/medium/Poor) (if poor give suggestion)		
7		Whether electrical equipments are operating at specified voltage/ current (within tolerance range)		
8		MCCB/MCB/Master switch is installed in prominent place and is in working condition (Yes/No)(If No then give suggestion)		
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 single isolating switch is available for the premises and separate switch for the UPS provided at the branch for switching off the non essential loads at premises during the night.		
14		Whether UPS output is provided for CCTV, Fire/ Security alarm system and emergency 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 within the standards			
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-			
	Sr. 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 elec. audit.		
	10	Generator earth- (Yes/No)- (Working/Not Working)(0-4 volts is OK)		
	11	Earth L.T Main (N)- (Yes/No)- (Working/ Not Working)(0-4 volts is OK)		
	12	UPS Earth- (Yes/No)- (Working/ Not Working) (0-4 volts is OK)		
	13	Unauthorized use of Heaters Blowers etc		



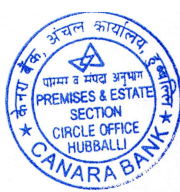
14	Provision of fire alarm system- (Yes/No)- (Working/Not Working)					
15	Provision of fire Extinguisher- (Yes/No)- Mention expiry date					
16	CCTV camera is working?					
17	Kinds of D.B's - (MCB type/ Fuse type)					
a						
b						
c						
d						
e						
f						
28	Whether any generator is kept 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					
Sr. No:	Capacity	Make	Model	Type		



	a			
	b			
38	Whether the Air Conditioners installed at Branch/office/ATM 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 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 electric 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 bill of April/May/June/July)			
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			
50	Whether the last person leaving the branch/office is ensuring that the mains are switched off			

1. Meter Details:-

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



12. Air Conditioner Details:-

SR. 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 / Power D.G. / L.T.
1	R- Phase to N					
2	Y- Phase to N					
3	B- Phase to N					
4	N to Earth					
5	Frequency					

15. Earthing Details:-

Parameters	Area 1	Area 2	Area 3	Area 4

16. UPS Details:-

Parameters		Readings recorded	Normal range	Remarks
Voltage at input of UPS	L-N			
	L-E			
	N-E			
Voltage at output of UPS	L-N			
	L-E			
	N-E			
Load on UPS (kVA)	o/p of UPS			
Frequency	o/p of UPS			

17. Lux Levels

Sr. 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		

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

Sr. 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.

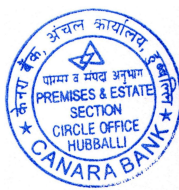
The above observations are true and actually recorded by me.

Place:

Date:

Signature & Stamp 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:

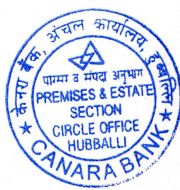
Branch Seal:

Signature:

Name:

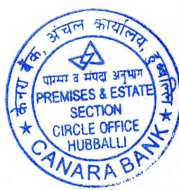
Contact No:

Date:



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

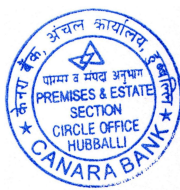
Observation/Recommendations



Images from Infrared Camera (Main Panel, UPS etc.)



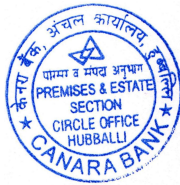
Observation/Recommendations



SIGNATURE OF TENDERER.....

Combined Report format of Each Region

Sr. No:	Branch/Office	Sanctioned Electrical Load	Connected Electrical Load	Unsafe condition (if any)	Observation/ Recommendations	Risk (High/Medium/Low)



FINANCIAL BID

To

Sir,

Sub: **Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches/Offices/ATMs/Own Buildings under Canara Bank Circle Office, Hubballi.**

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

S.No	Premises Details	Approximate No:*	Rate Quoted/ unit
1	Circle Office	1	
2	Regional Office	8	
3	Branch with On-site ATM/ Currency Chest	423	
4	Offsite ATM	182	

* Number of branches/offices/ATM/Own building may vary and the total Offices/ branches shall be shared among the bidders as per split clause no 26.

- The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever.
- No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
- The rates quoted shall be binding for Twenty Four 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 Amount will be forfeited.
- Deduction of TDS will be as per rules.
- We will not claim any additional charges from Canara Bank or its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc. other than professional fees payable with applicable taxes 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:

