

Empanelment of Vendors for Electrical auditor

1. Introduction

The Nainital Bank Ltd., one of the premier scheduled commercial bank, has successfully transformed itself into a modern age bank to cater its customers efficiently and effectively. Presently, the Bank has 169 branches operating in Uttaranchal, Uttar Pradesh, Delhi, Haryana and Rajasthan.

To meet its requirements for the mandatory electrical audit of the branches, the Bank invites applications on prescribed proforma (Annexure-1) from technically competent and financially sound Vendors for empanelment for the Electrical audit of the bank branches spread over in 5 states i.e in Uttaranchal, Uttar Pradesh, Delhi, Haryana and Rajasthan.

2. Vendors' Eligibility Criteria

. The interested vendors fulfilling the following conditions may apply: -

- A). The authorized Engineers of the agency/ firm, carrying out the Electrical Audit, must be an Accredited Energy Auditor from BEE (Bureau of Energy Efficiency).
- B). Agency/firm must have valid PAN and GST Number
- C). Agency/firm must be an Income Tax Assesse for the last three years and should also have turnover of Rs. 20.00 lakh per annum for last three years.
- D). The agency/ firm should have at least 07 years of experience of carrying out electrical audit.
- E). The agency/ firm should have satisfactorily completed one similar job worth minimum of Rs. 1.00 Lakh during last 07 years.

OR

The agency/firm should have satisfactorily completed two similar jobs, each worth minimum of Rs. 0.80 Lakh during last 07 years.

OR

The agency/firm should have satisfactorily completed three similar jobs, each worth minimum of Rs. 0.50 Lakh during last 07 years

Applicant shall submit the "Performance Certificates" from the respective previous employers in support of above, otherwise application is liable to be rejected.

F). . Similar jobs shall mean Electric Audit work executed in Government/ Private/ Public Sector Undertakings/ Reputed firms

3). THE ELECTRIC SAFETY AUDIT SHALL BE CARRIED OUT TO SPECIFICALLY COVER THE FOLLOWING ASPECTS: -

- Physical inspection of the office 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 signboards.
- 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, armored 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.

.4) 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.

5) 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 audit report.

6). 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.

.7) SCOPE:-

Scope of work includes comprehensive Electrical Audit on the following measures:-

- a) Visiting each and every branch/ office 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, upgradation in the electrical system, electrical load, connected load, sanction load, enhancement of load, etc.
- d) Submission of comprehensive report as per Annexure enclosed, observed/ verified during branch/ office inspection. Triplicate report to be prepared (one for Branch, one for Regional office and one for Head 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/ firm shall maintain following registers on daily basis, i.e. daily progress report and hindrance register.

8) Financial status

. The balance sheet of the vendor should show profit during last 3 years. Audited Balance Sheet (provisional, if not audited for 2023-2024) and Profit & Loss Account documents for the years 2020-21, 2021-22 and 2022-23 should be enclosed.

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Annexure - 1
The Nainital Bank Ltd.
(Regd. Office : G.B. Pant Road, Nainital)

Application form to be submitted for the purpose of Empanelment of Vendors for thr Electrical audit of the bank branches

Sr.	Information required	Information to be filled by the vendor		
1.	Name of the vendor			
2.	Year of starting operations			
3.	Constitution of the vendor, i.e., Limited Company, Private Limited Company, Partnership, Sole Proprietorship, or any other type			
4	Vendor's registered address			
5	Vendor's corporate address			
6	Name(s) of partner(s), if applicable			
7	Address (es) of partner(s), if applicable			
8	Name(s) of the authorized executive(s)			
9	E-mail address (es) of 3 authorized representative(s)			
10	Phone nos. of authorized representative(s)	1- 2-		
11	E-mail id of authorized representative(s)			
		During FY 2020-21	During FY 2021-22	During FY 2022-23
13.	Net Profit (Rs. in lac)			
14.	Total Turnover (Rs. in lac)			
15.	Support and service experience (list the names of Institutes)			
16.	Details of value of similar work done as per attached Performa			
17	Certificate of institution for such completed works			
18	Any civil suit pending against firm due to non completion of such work in last 10 years .Furnish details if Yes			
19	Have you ever been disqualified by any institution			
20	Information about any type of litigation against firm			

The application is submitted in response to your advertisement for empanelment in newspaper and website <https://www.nainitalbank.co.in/english/tender.aspx> . The information submitted is true to the best of my/ our knowledge.

Signature and Seal (Authorized Signatory)

Name -

Destination-

Vendor / Company Name-

Date:

Technical Personnel and Similar Experience.**PERFORMA 1**

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

Sr. 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 :

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

PERFORMA-2

B) LIST OF WORKS COMPLETED BY THE ORGANISATION DURING THE LAST 7 YEARS

One similar job worth Rs.1.00 Lakh during last 07 years OR
Two similar job each worth Rs.0.80 Lakh during last 07 years OR
Three similar job each worth Rs.0.50 Lakh during last 07 years

Sr. No.	Name of Project & Location	Name & full postal address of the owner. Also indicate whether Govt./Semi Govt./Private body/Reputed firms/Financial Institution with full postal address & details of contact person of the owner	Contract Amount(Rs.)for Electric Audit work only with copy or Work order	Completion Period Stipulated(Year)	Actual time of Completion(Year)	Any other relevant information
1	2	3	4	5	6	7

Notes:

1. Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.

Sir,

Sub: Appointment of Electric Auditor for carrying out Electrical Audit of branches

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

Sl. No.	Particulars	Price quoted
1.	Amount in figures	Rs.
2.	Amount in words	

2. The rates quoted for carrying out Electrical Audit of branch must be inclusive of all the charges, taxes, transportation, engineer's fee, TA/DA and any other expenses whatsoever.
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 24 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any branch of contract, the security amount shall be forfeited.
5. Deduction of TDS will be as per rules.
6. I/ We shall not claim any additional charges from bank 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 quoted my rates as above.

Date:

Signature of vendor:

Name:

Seal:

FORMAT FOR ELECTRICAL SAFETY AUDIT

BRANCH CODE & REGION	
DATE OF INSPECTION	
AREA OF BRANCH	Sq FT/Sq.Meter

ELECTRICAL DETAILS

SL.NO	PARTICULARS	DEMAND / VALUE
1	SANCTIONED LOAD	
2	AVERAGE USED LOAD	
3	AVERAGE POWER FACTOR	
4	PEAK LOAD	
5	CONNECTED LOAD	
6	MONTHLY AMOUNT OF ENERGY BILL (APPROX)	
7	TOTAL TONNAGE OF AIRCONDITIONERS IN BRANCH	

LIST OF MAJOR EQUIPMENTS & DEVICES

SL.NO	DESCRIPTION	STANDARD WATTAGE	INVENTORY FLOOR WISE		TOTAL WATTAGE(KW)
			I st	ii nd	
1					
2					
3					
4					
5					
6					
	TOTAL LOAD(KW)				

Sl No	Check points	Presents Status	Rectifications proposed	Observations/Comments
1	Whether demand load is less than the sanctioned load			

2	Whether penalty is being imposed on electricity bills(I may be ascertained from the electricity bill of April/May/June/July			
3	Whether additional electrical load is required from power distribution company			
4	Whether Lightning arrestor is provided for Multi stored building			
5	Whether DB's are properly covered			
6	Whether Electrical equipment's of pantry are properly connected to plug socket arrangement with mcb			
7	Whether panel boards and distribution boards were opened and checked for overheating, loose contact, blackening etc by the electrician who undertake the preventive maintenance			
8	Whether branch has arrangement for periodical maintenance if so name, contact no and address			
9	General condition of AC's water cooler, water filter etc..			
10	Whether preventive maintenance of equipment is carried out by skilled license holder electricians			
11	Whether the contact numbers of persons, electricians, power distribution co, generator vendor etc are available with guard room			
11	Whether Load is balanced in all phases to avoid unbalancing of phases			
12	Whether the sizes of cables/wires are of adequate rating and gauge <ul style="list-style-type: none"> a. Incoming b. UPS 			

	c. PDB d. AC e. LDB f. Electrical gadgets			
13	Whether cables are properly terminated			
14	Whether existing MCB /MCCB/ELCB provided are of adequate rating			
15	Whether MCCB/MCB/ELCB provided in Distribution boards are functioning properly			
16	Whether all plug points are provided with proper earth lead			
17	General Condition of Electrical wiring and type of electrical wiring Open/concealed			
18	Whether single isolating switch is available for the premises and separate switch for the AC in system room, UPS provided at the branch for switching off the non-essential loads at premises during the night			
19	Whether ELCB is provided for Glow sign board			
20	Whether system room AC's and glow sign boards are provided with timer mechanism of adequate rating and functioning properly			
21	Whether UPS room is properly ventilated and isolated from printer room, system, record room			
22	Whether UPS output is provided for CCTV , Fire alarm system and emergency loads			
23	Condition of Electrical panel room and UPS room and whether properly well-kept and presence of inflammable items if any present may be			

	mentioned clearly in the report			
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24	Any hanging/unprotected loose electrical live wires inside the branch premises			
25	Whether power supply to Locker, strong rooms,record/Stationary are disconnected by the removal of three core wire and plug arrangement			
26	Condition of earthing with meggered values and whether meggered resistance values are within the standards			
27	Condition of HT transformer, Breaker,Power cables,Load break switch			
28	Whether Cos is of proper capacity			
29	Whether DG sets neutral and body are indepedently grounded			
30	Whether AC points are at easily accessible hieght			
31	Whether Air conditioners, stabilizers are functioning properly. Please specify the Quality and type of stabilizer			
32	Whether AC's and UPS systems are under AMC			
33	Readings for Incoming Voltage and Current at peak hours between 11.00AM to 3.00PM as per the below format			
34	General condition of Main switch,Electric meter board and change over switch			
35	Whether light provided in electrical rooms/operation areas is sufficient / adequate for easy operation & maintenance works			
36	Whether Emergency light is provided in Electrical rooms			
37	Whether pump room is maintained dry in good condition			

38	Whether water seepage is observed near any of the Electrical equipment and wirings			
39	Whether paper ,old material or any other scrap kept near DB/panels/UPS/Batteries etc. If so whether they are kept atleast 3 feet distance from Electrical points/switch/junction boxes			
40	Whether proper arrangement for ventilation of panel room/electrical room/UPS room is provided			
41	Whether diesel ie inflammable materials are safely stored			
42	Whether the contact numbers of persons, electricians, power distribution co, Generator vendor etc are available with guard and other staff and displayed?			
43	Whether Earth pits are provided and connected /Earthing report is provided by the Electrical contractor or licensed electrician			
44	Whether Earthing for body and Neutral are provided for DG sets			
45	Whether Neutral to earth voltage is within permissible limits			
46	Combustible leaf, litter/waste papers etc in and around the branch is removed /cleaned periodically			
47	All disposable records,broken furniture etc accumulated at the premises have been cleared			
48	In the pantry/canteen LPG is used (Yes/No)			
49	Whether Exhaust fan is installed in UPS room			
50	Are fire extinguishers available			

	in the following work area and clearly marked and accessible? A. System/UPS Room- Co2(3 Kg/4.5Kg)x2 B. Banking Hall- Water Co2 type C. Stationary Room – Water CO2 type			
51	At least two 6Kg ABC capacity fire extinguishers are placed near the Diesel Generator?			

Parameter	Test Point	Reading	Standard range	Observation
Voltage at Incoming point	Between phases, Between Phase and neutral, N-E			
Current at Incoming point	R phase Y phase B phase Neutral			
Frequency				
Power factor				

The above observations are true and actually recorded by me.

Place :

Signature

Date :

Stamp