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UCO BANK

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REF NO. ZO/MEE/SEC/2024/2

DATE.07/05/2024

**NOTICE FOR EMPANELMENT & ENGAGEMENT OF ELECTRICAL AUDITORS/ ENGINEERS FOR DOING ELECTRICAL AUDIT FOR FIRE SAFETY IN PREMISES OF 61 BRANCHES WITH 44 ATMS, 1 OFFICE UNDER UCO BANK ZONAL OFFICE, MEERUT.**

SEALED QUOTATIONS ARE INVITED FROM COMPETENT PERSONS/ AGENCIES HAVING SOUND TECHNICAL CAPABILITY FOR ELECTRICAL AUDIT OF BANK'S BRANCHES UNDER ZONAL OFFICE, MEERUT

DETAILED TERMS & CONDITIONS ARE GIVEN BELOW.

**1. Scope of work:-**

- We have 61 branches, 44 ATMs and one Zonal Office under Meerut zone situated in 18 Districts of Uttar Pradesh. District-wise position of branches shown in Annexure- D of this advertisement.
- Our branches premises size may vary from 800 sqft to 1200 sqft, our 42 branches have on-site ATMs, 2 have off-site ATMs attached with. Branch with ATM would be treated as single unit.
- Work is of doing Electrical audit of branches for fire safety, energy saving & assessment of compliance of statutory guidelines of state electricity deptt.
- Submission of E-audit reports of branch duly counter signed by branch official to respective branch as well as zonal office along with branch wise summary of finding, irregularities, recommendation to rectify irregularities & bill of quantity of job work, equipments, accessories required to restore normalcy of electric arrangement in each of branch.
- Estimated cost of work for 61 branches with 44 ATMs and one Zonal Office would be Rs. 1.5 lacs (one lac fifty thousand).

**2. Eligibility Criteria of the bidder person/ agency:**

- Applicant can be individual / organization.
- Applicant should possess the valid Electrical Auditor license / holding degree in Electrical engineering/ accredited by BEE(Bureau of Energy efficiency) . Photocopy of such license/ certificate should be submitted with the application.
- The person or staff appointed by successful bidder to conduct electrical audit of branches/offices must have degree in electrical engineering/ accredited by BEE (Bureau of Energy efficiency).
- Bidders have GST & PAN registrations.
- Bidder should have experience in executing the similar work as under at the Public sector banks/ RBI/ Govt organizations/PSU in last 7 years as on 31<sup>st</sup> March 2024.

1. Three similar completed or active contracts in not less than 25 branches/ locations in last 7 years as on 31<sup>st</sup> March 2024.

OR

2. Two similar completed or active contracts in not less than 31 branches/ locations in last 7 years as on 31<sup>st</sup> March 2024.

OR

3. One similar completed or active contract in not less than 50 branches/ locations in last 7 years as on 31<sup>st</sup> March 2024.

Documentary proofs for the above specified work(s) like work order(s) and satisfactory/ successful accomplishment certificate(s) for each allotted work/ contract issued by respective organization/authority must be provided to establish the eligibility of vendor. Refer Annexure-B

**3. Schedule for submission of Bids:**

SN	Process	Schedule
1	Date of commencement of tender	May 8 <sup>th</sup> ,2024
2	Pre-bid meeting	Queries related to tender can be submitted on our email, <a href="mailto:zomeerut.sec@ucobank.co.in">zomeerut.sec@ucobank.co.in</a> on or before May 14 <sup>th</sup> 2024 or interested bidder



अंचल कार्यालय-मेरठ कृष्णा प्लाजा, सी-2/6,डी - ब्लॉक, गंगानगर, मवाना रोड, मेरठ-250001 (उत्तरप्रदेश) फोन:

0121- 2622349 ई-मेल: [zomeerut.sec@ucobank.co.in](mailto:zomeerut.sec@ucobank.co.in)

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		addendum if any in NIT in response of Pre-bid queries would be published on bank's website by May 16 <sup>th</sup> 2024.
3	Last date of receipt of Sealed Bids	May 31 <sup>st</sup> 2024 up to 5 PM, tender receipt after that timeline would not be considered for evaluation.
4	Address for communication/ submission of bids.	Zonal Manager, UCO Bank, Zonal Office, Meerut at Krishna Plaza', C-2/6, D-Block, Ganga Nagar, Mawana Road, Meerut-250001 (Uttar Pradesh).
5	Date of opening of Bids	June 1 <sup>st</sup> 2024
6	Estimated cost of tender	Rs. 1.5 lakh (One lac fifty thousand)
7	Earnest Money deposit	Rs. 1500/- , Demand draft in the name of UCO Bank, Zonal office, Meerut
8	Performance security ( Refundable)	To be provided @ 10% of cost of work or at applicable rate as prescribed by Govt./ bank's guidelines at the time of issuance of work order.
9	Validity of tender	90 days from the date of opening of bids

4. Quotation should be submitted in two Parts in separate sealed envelopes containing Part-I and Part-II which should be put in third sealed envelope, super scribing 'Application for Engagement of 'Electrical Auditor' of Bank's Branches under Meerut zone.

5. The Part-I & Part-II must contain the following documents:

1. **Part-I** - of tender, super scribing "PART-I (Technical Bid for Empanelment of 'Electrical Audit')", should contain Application in Bank's prescribed format as per Annexure-A along with all relevant documents as mentioned in the Annexure-B and a acceptance of terms & conditions as mentioned in Annexure-C.  
**There should not be any indication of price/rate/charges in Part-I of the tender. Conditional tenders will not be accepted.**
2. **Part-II** - of tender should be submitted in separate sealed cover, super scribing "PART-II (Price Bid for Empanelment of 'Electrical Audit')". The price should be quoted in column 2 & 3 of the prescribed format given in **Annexure-F**.

**6- Evaluation of Bids:** Part (I) Eligibility bid would be opened first, bidders who qualified in the evaluation of their eligibility bid are only considered for empanelment & evaluation of their financial bids Part-II. Date of opening of bids will be as per above specified schedule, in case of rescheduling of the same, an intimated would be sent to bidders through bidder's email & telephone no. as shown on outer envelope of their bid. Bank is not liable of non receipt of information of opening of bids in case of not mentioning of email ID / telephone no., bounce back of email, not connecting to bidders through telephone. Bank reserves the right to reject any/all bids without assigning any reason thereto. Bidders can witness the tender opening process through their authorized representative of schedule date & time, it is not mandatory for bidder to present at the time of opening of bids. We are not bound to hold the process of opening of tender due to absence of representative of any or all of the bidders at the time of opening of bids.

**7- Allotment of work:** Price bids of eligible bidders would be comparatively evaluated & lowest bid (L-1) would be decided on the basis of price quoted by bidders for Electrical audit per branch in annexure- F, Price bid). Work would be allotted to lowest (L-1) bidder; bank can also distribute the work among other eligible bidder(s) at the lowest rate. In that case major share of work would be allotted to lowest bidder. Bank can negotiate with lowest bidder.

**8- Earnest money deposit:-** Bidder has to provide earnest money deposit of Rs. 1500/- ( One thousand five hundred) in the form of Demand draft (DD) in favour of UCO Bank Zonal Office, Meerut along with tender document(Part-I bid). In case the bidder is exempted by Govt. order, need to provide an undertaking on non-judicial stamp stating that he/ they will not refuse to execute the purchase order/ contract if awarded by bank. EMD is liable to be forfeited in the event of:

- a) Revocation of the tender or increasing the rates after opening of the tender and before the expiry of the validity of tender.
- b) Refusal of the bidder/auditor to execute the work or not complying with the contractual terms & conditions after awarding of contract.
- c) EMD of unsuccessful bidder would be returned.

2. For any queries, bidder may contact the undersigned on working days between 10 A.M. to 5 P.M.

3. Bank is not responsible for any typographically mistake in the tender documents, late receipt bid or damage of bid in transit.



अखिल भारतीय बँक - मेरठ कृष्णा प्लाजा, सी-2/6, डी - ब्लॉक, गंगानगर, मवाना रोड, मेरठ-250001 (उत्तरप्रदेश) फोन:  
0121- 2622349 ई-मेल: [zomeerut.sec@ucobank.co.in](mailto:zomeerut.sec@ucobank.co.in)

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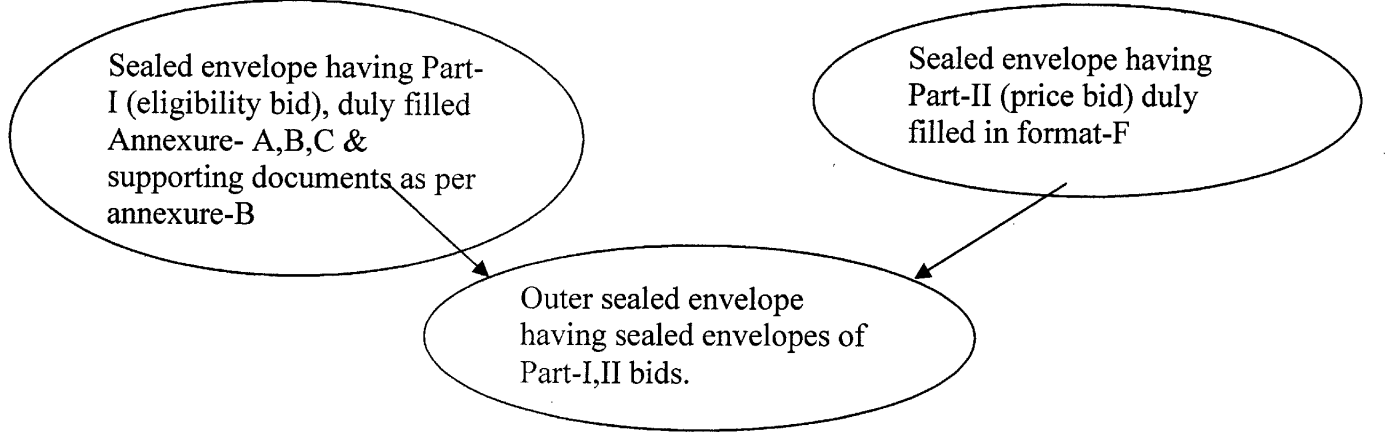
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3. Bank is not responsible for any typographical mistake in the tender documents, late receipt bid or damage of bid in transit.
4. Any dispute arising in this matter will be settled in the jurisdiction of Meerut, Uttar Pradesh.

**Submission & Packing of bids**



Zonal Manager

UCO Bank, Zonal Office, Meerut  
Krishna Plaza, C-2/6, D Block,  
Ganganagar, Mawana Road,  
Meerut-250001, UP

E-mail: [zomeerut.sec@ucobank.co.in](mailto:zomeerut.sec@ucobank.co.in)



Enclosure:- Annexure- A,B,C,D,E & F

अंचल कार्यालय-मेरठ कृष्णा प्लाजा, सी-2/6, डी - ब्लॉक, गंगानगर, मवाना रोड, मेरठ-250001 (उत्तरप्रदेश) फोन:

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APPLICATION FORMAT

ANNEXURE-A

**APPLICATION FOR ENGAGEMENT/ EMPANELMENT OF ELECTRICAL AUDITOR FOR VARIOUS BRANCHES/ OFFICE OF UCO BANK UNDER MEERUT ZONE**

1. Name of Applicant  
( Company/Firm/Individual/Agency):
2. Registered Address of the Applicant  
with Telephone No. & E-mail ID:
3. Year of Establishment:
4. Status of the Applicant(whether  
Proprietary/Private Ltd./Public Limited/  
Co-operative Society/Public sector/  
Autonomous body/Govt. Department):  
(Enclose copies of relevant documents)
5. Name of Proprietor/Directors/Partners/  
Controlling body
  - i)
  - ii)
6. Whether registered for GST.  
If so, please mention the GST  
number and furnish a copy:
9. Details of Permanent  
Account Number:  
(Enclose photocopy of PAN Card)
10. Whether the documentary proofs establishing  
the eligibility for empanelment has been provided

(Enclose copies of relevant documents/ work orders, completion certificates specified in Annexure-B)

The particulars furnished in the application, eligibility bid- Annexure-B & documentary proofs submitted along with are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled & EMD can be forfeited. I/ we understand and accept the terms & conditions of the tender.

Date:

( Signature & Seal of bidder )

Name of Bidder

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ELIGIBILITY BID (PART-I)

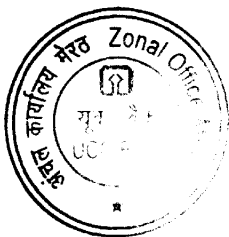
ANNEXURE- B

SN	Documentary proofs establishing eligibility of bidder	Provided (Yes/No)
1	Name of the bidder, Address	
2	License of Electrical Auditors/ Degree in Electrical engineering/ Accredited by BEE.	
3	Degree/ license/ BEE accreditation in favour of staff to be entrusted for doing electrical audit in branches.	
4	Copy of GST & PAN in the name person/agency	
5	Earnest money DD/ undertaking in case of exempted firm.	
6	List of clients with contact details	
7	Copies of three similar completed or active contracts of Electric audits along with completion certificate from issuing organisation in not less than 25 branches/ locations in last 7 years	
	Work order/ contract -1	
	Successful completion certificate	
	Work order/ contract -2	
	Successful completion certificate	
	Work order/ contract -3	
	Successful completion certificate	
8	Copies of two similar completed or active contracts of Electric audits along with completion certificate from issuing organisation in not less than 31 branches/ locations in last 7 years	
	Work order/ contract -1	
	Successful completion certificate	
	Work order/ contract -2	
	Successful completion certificate	
9	Copies of one similar completed or active contract of Electric audits along with completion certificate from issuing organisation in not less than 50 branches/ locations in last 7 years	
	Work order/ contract -1	
	Successful completion certificate	

The particulars furnished in the application are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled & EMD can be forfeited.

( Signature & Seal of bidder )

Name of Bidder



अंचल कार्यालय-मेरठ कृष्णा प्लाजा, सी-2/6,डी - ब्लॉक, गंगानगर, मवाना रोड, मेरठ-250001 (उत्तरप्रदेश) फोन:

0121- 2622349 ई-मेल: [zomeerut.sec@ucobank.co.in](mailto:zomeerut.sec@ucobank.co.in)

**TERMS & CONDITIONS:****A) GENERAL CONDITION:**

1. The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of Bank's Branches, ATMs & office in Uttar Pradesh under Meerut Zone of UCO Bank. (District wise list of branches is shown in Annexure- D).
2. The work is to be started in consultation with General Administration Department/ Security Department, UCO Bank, Zonal office.
3. The Successful Bidder will have to carry out the work without making hindrances to other agencies, whose works are likely to be carried out simultaneously at the same site during working hours.
4. The Successful Bidder will take all measure on the site of the work to protect the public, our staff as well as their workmen from accidents and shall be bound to bear the expenses related to loss /damage to property, loss of life/ injury / medical treatment of any person caused by the act of person doing Electrical audit and defense of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions from their end and to pay compensation to any such persons as per law.
5. The Successful Bidder will have to inform the names of their authorized representatives/ engineer to be deployed at the site for the work. Bidder will submit a verified copy of electrical engineering certificate along with two passport size photo of the staff or representative, who will be allotted for doing the E audit work in our branches/ATMs. Authorization to conduct the E audit in branches/ATMs will be issued from our office in the name of that staff.
6. There will be no escalation of rate during the period of rate contract.
7. No space will be provided for site office, labour camps, storage etc.
8. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the applicants who resort to canvassing will be liable to rejection.
9. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.
10. The Applicants may visit the locations before submission of their quotation.
11. Refundable Performance security equivalent to 10% of the cost of work as a guarantee of timely & satisfactory accomplishment of work to be deposited at the time of allotment of work to successful bidder, in case of any default it can be forfeited. Performance security deposit can be forfeited in case bidder fails to complete the allotted work at the schedule time, auditing work is not upto the level of satisfaction.
12. In case Bank does not satisfied with the E audit report of any branch/ ATM, bank can assign the auditor to re audit the same branch/ ATM without paying any additional charges for the re audit.
13. If the project work, pace of work is found unsatisfactory, bank can terminate the work at any time in between by giving 7 days notice to the agency and their performance security can be forfeited.
14. Branch wise data of faults/irregularities, recommendations, suggestions in the form of excel sheet should be submitted to zonal office. Also provide estimated job work, items, equipments required to restore the normal electric arrangement in branch.
15. Bank reserves the right to accept or reject any or all quotation/s without assigning any reason.
16. **COMPLETION TIME:** Completion time for doing the E-audit of branches would be decided on mutual consent of the E-auditor & Bank. It would depend upon the no. of branches allotted to respective auditor.
17. **PAYMENT TERMS:** Payment will be made by Zonal Office against invoice after completion of job, successful submission of the copy of audit report to branches as well as Zonal Office, subject to compliance of terms of contract and statutory deductions like TDS & GST TDS as per Rule.

Acceptance of above terms and condition as per Annexure –C

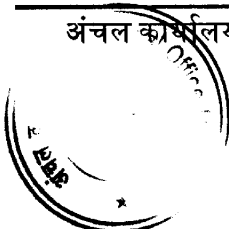
( Signature & Seal of bidder )

Name of Bidder



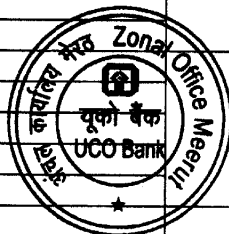
अंचल कार्यालय-मेरठ कृष्णा प्लाजा, सी-2/6,डी - ब्लॉक, गंगानगर, मवाना रोड, मेरठ-250001 (उत्तरप्रदेश) फोन:

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**DISTRICT WISE LIST OF BRANCHES UNDER UCO BANK MEERUT ZONE-- ANNEXURE- D**

S no.	BRANCH	DISTRICTS
1	Meerut Main	Meerut
2	Meerut College	
3	Jaee	
4	Kutchery Road Meerut	
5	Shastri Nagar Meerut	
6	Bhainsa	
7	Ganga Nagar	
8	Partapur	
9	Nagla Tashi	
10	Zonal Office	
11	Kandhla	Shamli
12	Taharpur Bhabisa	Hapur
13	Hapur	
14	Simbhaoli	
15	Garh Muketshwar	Bulandshar
16	Shikarpur	
17	Bulandshahr	Baghpat
18	Baghpat	Saharanpur
19	Tikrol	
20	Sultanpur	
21	Adhiyana	
22	Saharanpur	
23	Muzaffarabad	
24	Kailashpur	
25	Randol	
26	Jain Degree College Saharanpur	
27	Deoband	
28	Malhipur	
29	Ambala Road Saharanpur	Muzaffarnagar
30	Ambheta	
31	Muzaffarnagar	Bijnor
32	Rahamatpur	
33	Dhampur	Moradabad
34	Bijnor	
35	Moradabad Main	
36	Civil Lines Moradabad	Bareilly
37	Mangupura	
38	Nainital Road Bareilly	
39	Civil Lines Bareilly	
40	Senthal	
41	Dhanaura	
42	Shahi	
43	Ahamadabad	Rampur
44	Milak Alinagar	
45	Bisharat Nagar	Badaun
46	Rathonda	
47	Rampur	Amroha
48	Badaun	
49	Dataganj	Philibhit
50	Amroha	
51	Philibhit	Shahjahanpur
52	Shahjahanpur	
53	Aligarh	Aligarh
54	SMIC Aligarh	
55	Jawan	
56	Nagar Nigam	
57	Mathura	Mathura
58	Dhauri Piau	
59	Vrindavan	
60	Govardhan	
61	Govardhan Chauraha	
62	Hathras	Hathras





**PART-II (PRICE BID) FOR ELECTRICAL AUDIT OF BRANCHES UNDER UCO BANK, ZONAL OFFICE, MEERUT**

Bank require to conduct the Electrical audit of branches through Electrical auditors, E-auditors are expected to visit the each of the branch/ site shown in Annexure-D, prepare the E-audit report as per annexure- E. Charges for that work to be quoted in below tabulated format.

Upon receiving the duly filled E-audit report from Electrical auditor(s), bank/ branch will arrange to rectify the deficiencies through their own sources. Lowest bid would be decided on comparative evaluation of price quoted for Electrical audit per branch including ATM. Bank can negotiate with lowest bidder. In case of doubt in rate quoted in figure, words the amount quoted in words would prevail.

Charges for Electrical audit per branch including ATM, amount in ₹ ( excluding GST)
In figure
In words

Above charges would include, labour, transportation, halting charges, equipments, etc. only GST will be paid extra at applicable rate.

*IT IS TO BE PACKED IN SEPARATE ENVELOPE MARKED AS PART- II BID.*

(Signature & Seal of bidder)

Name of Bidder



अंचल कार्यालय-मेरठ कृष्णा प्लाजा, सी-2/6, डी - ब्लॉक, गंगानगर, मवाना रोड, मेरठ-250001 (उत्तरप्रदेश) फोन:

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**FORMAT FOR SUBMISSION OF ELECTRICAL AUDIT REPORT UCO BANK BRANCHES UNDER MEERUT ZONE**

**ANNEXURE -E**

<b>NAME OF BRANCH-</b>	
<b>NAME OF ELECTRIC AUDITOR-</b>	
<b>DATE OF AUDIT-</b>	
<b>NAME OF BRANCH HEAD / ASSISTANT BRANCH HEAD WITNESSING THE E-AUDIT</b>	

**1. Assessment of luminaries/light fittings**

Type of luminaries/light fittings	No of luminaries/light fittings	Lux level of luminaries/light fittings	Total electrical load consumption		Remarks (Condition of light fixtures acceptable or Not)
			Watt	Amp	

**2. Assessment of Air conditioning system**

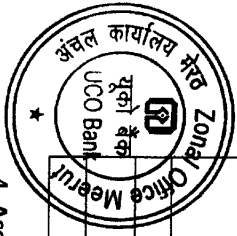
Type of Air conditioning units	No of Air conditioning units	Capacity of Air conditioning (TR)	Total electrical load consumption		Remarks (Condition of machine acceptable or Not)
			Watt	Amp	

**3. Assessment of UPS**

No of UPS	Capacity of each UPS (KVA)	P-P Voltage of each UPS		P-N Voltage each UPS		Phase Currents			Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Remarks (Condition of machine acceptable or Not)	
		R	Y	B	R	Y	B	R	Y	B				KW

**4. Assessment of electric circuit**

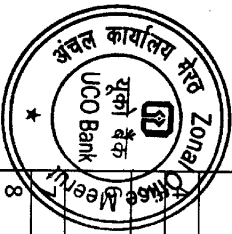
Sl.No	Heads	Result	Remarks (acceptable or Not)
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel		
2	Availability of correct identification of circuit details and protective devices		
3	Presence of non standard (mixed) cable colour warning notice at or near consumer unit /		



	Distribution board		
4	Cables correctly supported throughout their run or not		
5	Condition of insulation of live parts		
6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation		
7	Adequacy of protective devices, type and rated current for fault protection		
8	Presence and adequacy of circuit protective conductors		
9	Whether Low voltage cables segregated from Medium voltage cables		
10	Whether Cables separated / segregated from non electrical services		
11	Whether proper termination of cables at enclosures		
12	Connections soundly made and under no undue strain	Insulation of conductor visible outside enclosure	
		Connections of live conductors adequately enclosed	
		Adequately connected at point of entry to enclosure (glands, bushes etc.,)	
13	Other special observations, if any record the results of particular inspections applied separately	Condition of accessories including socket outlets, switches & joint boxes	

**5. Assessment of electrical Panel room**

Sl.No	Heads	Result	Remarks (acceptable or Not)
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel		
2	Availability of correct identification of circuit details and protective devices		
3	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board		
	Cables correctly supported throughout their run or not		
	Condition of insulation of live parts		
	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation		
8	Adequacy of protective devices, type and rated current for fault protection		
9	Presence and adequacy of circuit protective conductors		
10	Whether Low voltage cables segregated from Medium voltage cables		
11	Whether Cables separated / segregated from non electrical services		
12	Adequacy of protective earthing conductor		
13	Whether proper termination of cables at enclosures		





14	Connections soundly made and under no undue strain	insulation of conductor visible outside enclosure Connections of live conductors adequately enclosed Adequately connected at point of entry to enclosure (glands, bushes etc.,) Condition of accessories including socket outlets, switches & joint boxes		
15	Details switch gear panels	No of Panels		
		Rating of panels		
		Measurement of P-P & P-N voltage of Panels		
		Measurement of P-P & P-N current of Panel		
		Condition of Panel		
		Any other observations		
16	Whether method of Cables laid inside the Electrical room is acceptable			
17	Total Electrical Load of the Floor	Air conditioning load		
		Light & power load		
18	Whether electrical load balancing is acceptable (give details of phase wise load )			
19	Other special observations, if any record the results of particular inspections applied separately			

#### 6. Assessment of Earthing system

Earthing Continuity Testing: This Test is conducted to find out any equipment that has not been earthed properly and in compliance with *Indian Electricity Act 1956, IS-1200 part I and as per IS-3043 of 1966*. It is to be checked with the help of Continuity Testing Meter and Earth Resistance Meter.

Sl.No	Heads	Result	Remarks (acceptable or Not)
1	No of earth pit		
2	Type		
3	Earthing test report		
4	Continuity test report		
5	Condition of total earthing system for the building. (Give detail report)		
6	Neutral Earthing & its adequacy		
7	Protective earthing & its adequacy		

#### 7. Electric load analysis:

SN	Head	Result	Remarks (acceptable or Not)
1	Sanctioned electric load		
2	Total connected electric load		
3	Is additional load required		
4	Whether branch is paying penalty for excess connected load		

5 Is DG set available

**8. Electric Meter detail:-**

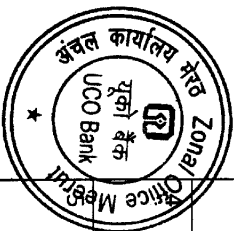
Month	Service provider	Type ( three or single phase)	Consumption unit per month for last three months	Electric bill amount for last three months	Have you notice any pilferage in electric connection to branch?	Is there any penal recovery by electricity dept. through monthly bill

**9. Adequacy & conditions of fire safety measure in branch/ office premises.**

SN	Head	Capacity of FE ( Kgs)	Quantity held	Condition of cylinder ( serviceable or not)	Date of last refilling
1	Portable fire extinguisher ABC type				
2	Portable fire extinguisher DCP type				
3	Portable fire extinguisher Water Co2 type				
4	Portable fire extinguisher Co2 type				
5	Automatic fire extinguisher fixed above UPS, batteries				
6	Automatic fire extinguisher fixed above the electric panel				
7	Automatic fire extinguisher fixed in ATM room.				

**10. CONCLUSIONS OF IRREGULARITIES & RECOMMENDATIONS (separate sheet may be attached)**

SN	Conclusion of Irregularities / recommendations	Specify point wise
1	Observed Irregularities that can leads to Fire hazards	
2	Recommendation for rectification of above irregularities	
3	Sufficiency of Fire safety measure in the premises	
4	Recommendation for rectification of above deficiency	
5	Observed Irregularities that leads to Power / energy/ financial wastage	
6	Recommendation for rectification of above irregularities	
7	Observed Irregularities that leads to penalty from state electricity dept.	



8	Recommendation for rectification of above irregularities	
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**11. Bill of quantity of items required for normalization of electricity arrangement in branch/ office. (Separate sheet may be attached if required)**

SN	Details of the electric accessory, job work required for normalize the electric arrangement in branch/ office	Specification of items	Quantity required

Report is based on actual finding/ observation of electrical /fire safety installations in the branch/ office premises. Deficiencies/ irregularities in the electric system and procedure of their rectification are briefed to branch head.

**Signature & stamp of Electric auditor.**

Date.



Authorized representative of the above Electric auditor agency visited and checked the electric installations in the premises; submit the audit report to us. We understand the nature of irregularities and their recommendations/ suggestions to rectify these irregularities.

**Signature of Branch head/ ABH with branch's stamp**