



**NOTICE FOR ENGAGEMENT OF ELECTRICAL AUDITORS/ ENGINEERS FOR DOING ELECTRICAL AUDIT
FOR FIRE SAFETY IN PREMISES OF BRANCHES/OFFICES UNDER UCO BANK ZONAL OFFICE,
AYODHYA**

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

➤ **DETAILED TERMS & CONDITIONS ARE GIVEN BELOW:**

(A) Scope of work:-

- (1) We have 40 Branches/offices under Ayodhya Zone situated in 15 districts of state of Uttar Pradesh, District- wise position of Branches are shown in **Annexure- 'D'** of this advertisement.
- (2) Work is of doing Electrical audit of Branches for fire safety, energy saving & assessment of compliance of statutory guidelines of State Electricity Department.
- (3) E- auditor should submit their report in prescribed format attached herewith as **Annexure- 'E'**, offer their recommendations & suggestions.
- (4) Upon receiving the duly filled E- audit report from Electrical auditor(s), Bank/ Branch will arrange to rectify the deficiencies through at their own sources. After rectification of deficiencies pointed out in E- audit of a Branch, if Bank required to confirm the status of compliance of the same, then Bank can assign the work of Post rectification Electrical audit of any specific Branch to E- auditor. Post deficiencies rectification visits for assessment of level of rectification can be required for selected Branches.

(B) Eligibility Criteria of the bidder person/ agency:

- (1) Applicant can be individual / organization.
- (2) Applicant should possess the valid degree in Electrical Engineering Accredited by BEE (Bureau of Energy Efficiency). Photocopy of such certificate should be submitted with the application.
- (3) 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).
- (4) Bidders have GST & PAN registrations.
- (5) Bidder should have experience in executing the similar work as under at the Public sector Banks/ RBI/ Govt. organizations/ PSU in last 5 years as on 31st January 2024.
- (6) Three similar completed or active contracts in not less than 36 Branches/ locations in last 5 years as on 31st January, 2024. **OR**
- (7) Two similar completed or active contracts in not less than 45 Branches/ locations in last 5 years as on 31st January, 2024, **OR**

Note: 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'**



(C) Schedule for submission of Bids:

S.N.	Process	Schedule
1	Date of commencement of tender	22 nd March, 2024
2	Last date of receipt of Sealed Bids	10 th April, 2024 up to 1700 Hrs, tender receipt after that timeline would not be considered for evaluation.
3	Address for communication/ submission of bids	Zonal Manager, UCO Bank, Zonal Office, , 3 rd floor, Shiva Palace, Devkali Bypass Crossing, Ayodhya - 224001 (U.P.) E-mail : zokanpur.gad@ucobank.co.in
4	Date of opening of Bids	11 th April, 2024 at 1500 Hrs.
5	Earnest Money deposit	Rs. 2000/- Demand Draft in the name of UCO Bank, Zonal Office, AYODHYA
6	Performance security (Refundable)	10% of the cost of work to be submitted by successful bidder in the form of Demand Draft at the time of allotment of work.
7	Validity of tender	90 days from the date of opening

- **Note:** 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 AYODHYA Zone.

(D) 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' of the prescribed format given in Annexure-'F'.

- (3) **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 e-mail & 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 e-mail ID / telephone no., bounce back of e-mail, 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.





- (4) 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 column no. 2 of 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.
 - (5) **Earnest Money Deposit:** - Bidder has to provide Earnest Money Deposit of Rs. 2000/- (Two thousand) in the form of Demand draft (DD) in favour of UCO Bank ZONAL OFFICE, AYODHYA.
 - (6) 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 paper stating with supporting document that he/ they will not refuse to execute the purchase order/ contract if awarded by Bank.
 - (7) EMD is liable to be forfeited in the event of:
 - (i) Revocation of the tender or increasing the rates after opening of the tender and before the expiry of the validity of tender.
 - (ii) Refusal of the bidder/auditor to execute the work or not complying with the contractual terms & conditions after awarding of contract.
 - (iii) EMD of unsuccessful bidder would be returned.
 - (8) For any queries, bidder may contact **Mr. Sanjay Kumar Singh, Chief Manager- Security** (Mob. No. -9454539399) on working days between 10 A.M. to 5 P.M.
 - (9) Bank is not responsible for any typographically mistake in the tender documents, late receipt bid or damage of bid in transit.
 - (10) Any dispute arising in this matter will be settled in the jurisdiction of AYODHYA (U.P.)
- **Submission & Packing of bids:**

Sealed envelope having **Part-I** (Eligibility Bid), duly filled Annexure- A, B, C & supporting documents as per Annexure-B

Sealed envelope having **Part-II** (price bid) duly filled in format- 'F'

Outer sealed envelope having sealed envelopes of Part-I, II bids.

Dy. Zonal Head



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

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UCO BANK
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निविदा सूचना

शाखाओं के इलेक्ट्रिकल ऑडिट करने हेतु

यूको बैंक अंचल कार्यालय, अयोध्या के अंतर्गत शाखाओं के इलेक्ट्रिकल ऑडिट कराने के लिए डिग्री /लाईसेंसधारी इलेक्ट्रिकल इंजीनियर/ ऑडिटर से सीलबंद लिफाफे में निविदाएँ आमंत्रित की जाती है। इससे संबंधित अन्य जानकारी बैंक की वेबसाइट www.ucobank.co.in पर दिनांक 10.04.2024, साँय 5.00 बजे तक उपलब्ध रहेगी।

उप अंचल प्रमुख



यूको बैंक
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UCO BANK
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Tender Notice For Electrical audit of Branches

Sealed bids are invited from valid degree/ license holder electric engineers/auditors for doing electrical audit in Branches under UCO Bank, Zonal Office, Ayodhya. Tender documents with detailed terms & conditions can be downloaded from Bank's website www.ucobank.com. till 10/04/2024 upto 5.00 P.M.

Dy. Zonal Head



APPLICATION FORMAT

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

- (1) Name of Applicant
(Company/ Firm/ Individual/ Agency):
- (2) Registered Address of the Applicant
with Telephone No. & E-mail ID :
- (3) Address of the Applicant in Bihar (If any)
with Telephone No. & E-mail ID :
- (4) Year of Establishment :
- (5) Status of the Applicant (whether
Proprietary/ Private Ltd./ Public Limited/
Co-operative Society/ Public Sector/
Autonomous body/ Govt. Department)
(Enclose copies of relevant documents):
- (6) Name of Proprietor/ Directors/ Partners/
Controlling body :
(i)
(ii)
- (7) Whether registered with the Registrar
of Companies/ Registrar of Firms/ Registrar
of Co-operative societies. If so, please mention
the number of such registration and date:
(Enclose copies of relevant documents):
- (8) 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 will be forfeited. I/ we understand and accept the terms & conditions of the tender.

(Signature & Seal of Bidder)

Name of Bidder:

Date:

ELIGIBILITY BID (PART-I):

S.N.	Documentary proofs establishing eligibility of bidder	Provided (Yes / No)
1.	Name of the bidder, Address:	
2.	Degree in Electrical Engineering Accredited by BEE:	
3.	Degree 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 36 Branches/ locations in last 5 years:	
a	Work order/ Contract -1:	
b	Successful completion certificate:	
c	Work order/ Contract -2:	
d	Successful completion certificate:	
e	Work order/ Contract -3:	
f	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 45 branches/ locations in last 5 years:	
A	Work order/ contract -1:	
B	Successful completion certificate:	
C	Work order/ Contract -2:	
D	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 will be forfeited.

(Signature & Seal of bidder)

Name of Bidder:

Date:

(A) GENERAL TERMS & CONDITIONS:

- (1) The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of Bank's Branches/ Office in State of Uttar Pradesh under Ayodhya 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 Ayodhya.
- (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 have to inform the names of their authorized. 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) 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 / Offices. Authorization to conduct the E-audit in Branches 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 up to the level of satisfaction.
- (12) In case Bank does not satisfied with the E-Audit report of any Branch, Bank can assign the auditor to re-audit the same Branch without paying any additional charges for the re-audit.
- (13) If the project 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 and suggestions in the form of excel sheet should be submitted to Zonal Office.
- (15) Bank reserves the right to accept/ or reject any or all quotation/s without assigning any reason.

B) 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 nos. of Branches allotted to respective auditor.

C) PAYMENT TERMS: Payment will be made by Zonal Office, AYODHYA against invoice after completion of job, successful submission of the copy of audit report to Branches, Zonal Office & subject to compliance of terms of contract and statutory deductions like TDS & GST TDS as per Rule. Acceptance of above terms and conditions as per Annexure - 'C'

(Signature & Seal of bidder)

Name of Bidder:

यूको बैंक , अंचल कार्यालय, तृतीय तल, शिवा पैलेस, देवकाली बाईपास क्रॉसिंग, अयोध्या, (उ.प्र.)
UCO Bank, Zonal Office, 3rd floor, Shiva Palace, Devkali bypass Crossing, Ayodhya - 224001 (U.P.)

EMAIL- zoayodhya.gad@ucobank.co.in

DISTRICTWISE LIST OF BRANCHES UNDER AYODHYA ZONE

S.N.	DISTRICT	NO. OF BRANCH ES	NO. OF BRANCHES WITH ON-SITE ATM	NO. OF BRANCHES WITH OFF-SITE ATM
1	Ayodhya	04	02	01
2	Gorakhpur	14	09	Nil
3	Amethi	09	06	Nil
4	Raebareli	01	Nil	Nil
5	Basti	01	01	Nil
6	Kushinagar	01	01	Nil
7	Sant Kabir Nagar	01	01	Nil
8	Gonda	01	01	Nil
9	Bahraich	01	Nil	Nil
10	Bhinga Shrawasti	01	01	Nil
11	Maharajganj	01	01	Nil
12	Deoria	01	01	Nil
13	Balrampur	01	01	Nil
14	Sultanpur	02	01	Nil
15	Ambedkarnagar	01	Nil	Nil



Annexure - 'E'

PERFORMA OF ELECTRIC SAFETY AUDIT

1. Branch Inventory details:

Sl. No.	Description	Wattage	Nos. installed floor wise			Electrical load
			ATM	Floor no.	Floor no	
1.	Change over Switch					
2.	MCCB					
3.	Fuse					
4.	MAX wire fuse					
5.	MCB 4 Pole 100A					
6.	MCB 2 Pole 63 A					
7.	MCB 4 Pole 63 A					
8.	MCB 2 Pole 32 A					
9.	MCB 1 Pole 32A					
10.	MCB 1 Pole 16A					
11.	MCB 1 Pole 10A					
12.	MCB 1 Pole 6A					
13.	MCB 1 Pole 25A					
14.	RCCB 63A					
15.	Stabilizer					
16.	M.C.B 2 Pole 40 A					
17.	A.C Window					
18.	A.C Split 1.5 TR					
19.	A.C Split 2 TR					
20.	A.C Split 1 TR					
21.	Wall Fan					
22.	Ceiling Fan					
23.	Water Cooler					
24.	Exhaust Fan					
25.	T8 2 Fit 18 W					
26.	T8 36 W					
27.	CFL 2 pin 18 W					

28.	T12 40 W					
29.	T8 36 W					
30.	CFL 40 W					
31.	CFL 30 W					
32.	Fire Machine					
33.	Camera					
34.	LCD					
35.	Fax M/C					
36.	Coffee M/C					
37.	Computer CRT					
38.	Printer					
39.	Master CPU 10A					
40.	Scanner					
41.	Money Counting Machine					
42.	Micro wave					
43.	Induction					
44.	Heater					
45.	T.V					
46.	ATM M/c					
47.	LED 2 X 2					
48.	LED Tube light					
49.	LED Bulb					
50.	LED other lights					
Total connected load (KW)						

2. Electrical Load analysis

Sl. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1.	Total Connected Load		
2.	Is Sanctioned load less than Connectedload		
3.	Additional load required (if any)		
4.	Has branch paid any penalties forexcessive 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)		

3. ELECTRICAL DISTRIBUTION SYSTEM:

Sr. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
01	Is distribution of load satisfactory		
02	Condition of Electrical Wiring		
03	Type of Wiring (open/conduit)		
04	Whether electrical equipments are operating at specified voltage/current (within tolerance range)		
05	Rating of Fuses/ Junction Box are as per standards		
06	Whether single isolating switch is available for the whole premises		
07	Earth Pits identified		
08	Condition of earthing		
09	Earth Connection to equipment's Proper/ Not proper		
10	No. of earth pits available		
11	Voltage between neutral and earth		
12	Whether DG is provided with neutral earthings		
13	Whether ELCB provided		
14	UPS room exhaust fan installed		
15	UPS room Condition		
16	UPS battery Connections		
17	Whether the Air Conditioners installed at Branch/Office is as per BEE		
18	Condition of wiring/pipes of Air conditioners		
19	Whether the lightening arrestor installed.		
20	Whether Fire extinguisher is working.		
21	Whether the last person leaving the branch/office is ensuring to cut off the main switch.		



4. EARTHING DETAILS

Parameters	Area1	Area2	Area3	Area4

5. Readings at Incoming Supply Panel:

Parameters		Readings	Normal Range	Remarks
Voltage at incoming Panel(V)	L1-L2			
	L2-L3			
	L1-L3			
	L1-N			
	L2-N			
	L3-N			
	N-E			
Current Reading at incoming panel	L1			
	L2			
	L3			
Power Consumed per phase	L1			
	L2			
	L3			
Frequency	L-N			

6. UPS Details:

Parameters		Readings recorded (volt)	Normal range (volt)	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			

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7. Meter Details:

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

8. Lux Levels

Sr. No.	Area	Lux
1.	Branch Head cabin	
2.	Officers	
3.	Cash Counters	
4.	Store Room	
5.	UPS Room	
6.	ATM Room	

9. Condition of Electrical wiring (Good/ Medium/ Poor):

10. Rating of cable as per standard:

11. Tips on energy saving:

12. Observations:

Date:

Signature of Electrical Auditor with stamp

Note-Authorized representative of the above electric auditor agency checked the electrical 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 with Stamp

Date:

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

Bank require to conduct the Electrical audit of Branches through Electrical auditors. E-auditors are expected to visit the each of the Branch/ Office site shown in Annexure-'D', prepare the E-audit report as per Annexure- 'E'. Charges for that work to be quoted in Columns - (2) of below table.

Upon receiving the duly filled E-audit report from Electrical auditor(s), Bank/ Branch will arrange to rectify the deficiencies through their own sources. After rectification of deficiencies pointed out in E-audit of a Branch, if Bank required to confirm the status of compliance of the same, then Bank can assign the work of Post rectification Electrical audit of any of the Branch to any E -auditor.

Lowest bid would be decided on comparative evaluation of price quoted in column no. 2, Charges for Electrical audit per Branch. Bank reserve right to negotiate with lowest bidder.

Column	Charges for Electrical audit per Branch /Office -INR
(1)	(2)
	Rs.

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

(Signature & Seal of Bidder)

Name of Bidder:

Date:

E-mail ID :

Mobile Number: