

**NOTICE FOR ENGAGEMENT OF ELECTRICAL AUDITORS/ ELECTRICAL ENGINEERS FOR DOING ELECTRICAL AUDIT FOR FIRE SAFETY IN PREMISES OF 107 BRANCHES/ 76 ATMS, LDM OFFICE, RSETI & ZONAL OFFICE COMPLEX AT CHANDIGARH (UT).**

SEALED QUOTATIONS ARE INVITED FROM BEE QUALIFIED PERSONS/ AGENCIES ONLY HAVING SOUND TECHNICAL CAPABILITY FOR ELECTRICAL AUDIT OF BANK'S PREMISE / ATMS UNDER ZONAL OFFICE, CHANDIGARH (UT).

DETAILED TERMS & CONDITIONS ARE GIVEN BELOW.

**1. Scope of work:-**

- a. We have 107 Bank branches in Chandigarh/Punjab state with Zonal Office complex at Chandigarh, LDM / RSETI office at Ropar District-wise position of branches may be collected Zonal Office Chandigarh.
- b. Our branches premises size may vary from 800 Sq.ft to 1200 Sq.ft and our 76 branches have ATMs attached with. Branch with ATM would be treated as single unit.
- c. Work is of doing Electrical audit of branches for fire safety, energy saving & assessment of compliance of statutory guidelines of state electricity Deptt.
- d. E-auditor should submit their report in prescribed format attached herewith as annexure- E, offer their recommendations & suggestions.
- e. 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.
- f. Estimated cost of work for 107 branches with 76 ATMs /LDM Office and Zonal Office complex would be appx Rs. 3 Lac. (Three Lac only).

**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 5 years as up to 31<sup>st</sup> March 2024.
  1. Three similar completed or active contracts in not less than 50 branches/ locations in last 5 years as on 31<sup>st</sup> March 2024. **OR**
  2. Two similar completed or active contracts in not less than 75 branches/ locations in last 5 years as on 31<sup>st</sup> March 2024. **OR**
  3. One similar completed or active contract in not less than 100 branches/ locations in last 5 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	11/07/2024
2	Pre-bid meeting	Queries related to tender can be submitted on our email, <a href="mailto:zochng.sec@ucobank.co.in">zochng.sec@ucobank.co.in</a> on or before 20 /07/2024 or interested bidder may visit our office on 20 July 2024 for pre-bid meeting.
3	Last date of receipt of Sealed Bids	31 <sup>st</sup> July 2024 up to 4 PM, tender receipt after that timeline would be not be consider for evaluation.
4	Address for communication/ submission of bids	Zonal Manager, UCO Bank, Zonal Office, 1 <sup>st</sup> Floor, SCO 55,56 & 57, Sect-17B, Chandigarh(UT). 160 017
5	Date of opening of Bids	03/08/2024
6	Estimated cost of tender	Rs. 3 lakh (Three lac )
7	Earnest Money deposit	Rs. 10000/-Demand draft in the name of UCO Bank, Zonal office, Chandigarh
8	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.
9	Validity of tender	90 days from the date of opening
10	Tender Fee	Rs.2000 (Non Refundable).

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 Chandigarh zone.

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

- 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.**
- 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**.

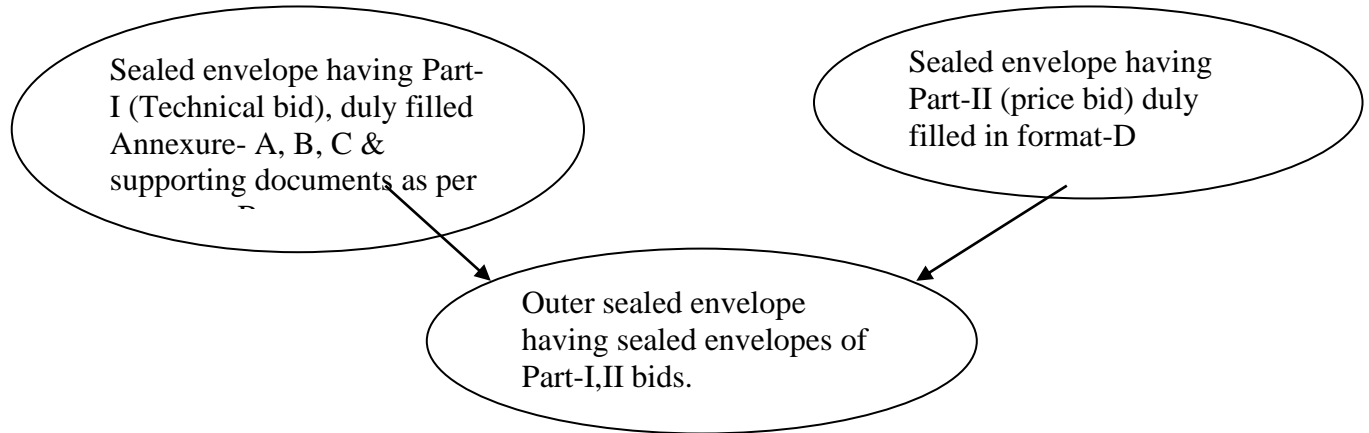
**6- Evaluation of Bids:** Part (I) Technical bid would be opened first, bidders who qualified in the evaluation of their Technical bid are only considered for empanelment & evaluation of their financial bids Part-II. Date of opening of bids will be as per above specified schedule, in case of rescheduling of the same, an intimation 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 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. Bank reserve right to negotiate with lowest bidder.

**8- Earnest money deposit:-** Bidder has to provide earnest money deposit of Rs. 10000/- ( Ten thousand) in the form of Demand draft (DD) in favour of UCO Bank Zonal Office, Chandigarh 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 3 PM to 5 P.M.
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 Chandigarh(UT).

**Submission & Packing of bids**



**Zonal Manager**  
UCO Bank, Zonal Office  
SCO 55, 56 & 57, Sect-17B  
Bank Square, Chandigarh(UT)  
Tel-0172-5037314.  
E-mail: [zochnd.sec@ucobank.co.in](mailto:zochnd.sec@ucobank.co.in)

*Enclosure:- Annexure- A,B,C &D.  
Annexure E, Electric Audit Format - Can be collected from Security Department. )*

ELIGIBILITY BID (PART-I)

ANNEXURE- A

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 36 branches/ locations in last 5 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 45 branches/ locations in last 5 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 72 branches/ locations in last 5 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



APPLICATION FORMAT

ANNEXURE-B

**APPLICATION FOR ENGAGEMENT/ EMPANELMENT OF ELECTRICAL AUDITOR FOR VARIOUS BRANCHES/ OFFICE OF UCO BANK UNDER CHANDIGARH 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 Chandigarh (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 can be forfeited. I/ we understand and accept the terms & conditions of the tender.

Date:

( Signature & Seal of bidder )  
Name of Bidder

**ANNEXURE-C**

**TERMS & CONDITIONS:**

**A) GENERAL CONDITION:**

1. The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of Bank's Branches, ATMs & office in Chandigarh(UT) & Punjab under Chandigarh Zone of UCO Bank. (107 Bank Branches/76 ATM, LDM Office, RSETI & Zonal Office Complex).
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 up to 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 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.
16. **BEE (Bureau of energy efficiency) certified electrical auditor will conduct electrical safety audit in Bank branch. Auditor will carry copy of subject certificate and Aadhaar card at the time of branch electrical audit exercise.**

**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 no. of branches allotted to respective auditor.

**C) PAYMENT TERMS:** Payment will be made by Zonal Office against invoice after completion of job, successful submission of the copy of audit report of 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 condition as per Annexure –C

( Signature & Seal of bidder )

Name of Bidder

## ANNEXURE-D

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

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 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. Separate charges to be paid to E-auditor for doing the post rectification E-audit, these charges to be quoted in column no. (3).

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 - INR	Charges for confirmation of compliance (post deficiencies rectification Electric audit per branch) - INR
(1)	(2)	(3)

Above charges would include, labour, transportation, halting charges, equipments, etc. only GST will be paid extra at applicable G.O.I approved rates.

( Signature & Seal of bidder )

Name of Bidder