

NOTICE FOR ENGAGEMENT OF ELECTRICAL AUDITORS/ ENGINEERS FOR CONDUCTING ELECTRICAL AUDIT FOR FIRE SAFETY IN PREMISES OF 60 BRANCHES, 51 ATMS AND 01 ZONAL OFFICE UNDER VARANSI ZONE OF UCO BANK

Sealed quotations are invited from competent persons/ agencies having sound technical capability for electrical audit of UCO bank's branches under zonal office, Varanasi.

1. Scope of Work.

- (a) UCO Bank has operational 60 branches, 51 ATMs and one Zonal Office under Varanasi zone situated in various districts of Uttar Pradesh. List of branches district wise is placed as Annexure – E of this advertisement.
- (b) Our 60 branches have onsite ATMs. Branch with onsite ATM would be treated as single unit.
- (c) Work is to conduct Electrical Audit of all premises for fire safety, energy saving & assessment of compliance of statutory guidelines of state electricity department.
- (e) Electrical auditor would submit their report in a prescribed format (as per guidelines of state electricity department) and offer their recommendations & suggestions separately.
- (f) Upon receiving the duly filled electrical audit report from the auditor(s), bank/ branch will arrange to rectify the deficiencies through their own sources. After rectification of the deficiencies pointed out in the electrical audit, if Bank wish to confirm the status of compliance of the same, Bank can assign the work of post rectification electrical audit of desired branches.
- (g) Post deficiencies rectification visits for assessment of level of rectification may be required for selected branches.
- (h) Estimated cost of work for 60 branches, 51 ATMs and one Zonal Office would be Rs. 3 lacs (Rupees three lacs only).

2. Eligibility Criteria of the Bidder Person/ Agency.

- (a) Applicant can be individual / organization.
- (b) 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.
- (c) 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).
- (d) Bidders should have GST & PAN registrations.
- (e) Bidder should have experience in executing the similar work at the Public sector banks/ RBI/ Govt organizations/PSU in last 5 years as on 31st March 2024.

(f) 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.

3. **Schedule for Submission of Bids.**

SI No	Process	Schedule
1	Date of commencement of tender	August, 14, 2024
2	Pre-bid meeting	Queries related to tender can be submitted on our email, zovaranasi.sec@ucobank.co.in on or before 21 st Aug or interested bidder may visit our office on 22nd Aug 2024 for pre-bid meeting.
3	Last date of receipt of sealed Bids	Sep 04, 2024 up to 4 PM, tender receipt after that timeline would not be consider for evaluation.
4	Address for communication/ submission of bids	Zonal Manager, UCO Bank, Zonal Office, Dhanashri Complex 1 st Floor, D-63/8-1-M Tulsipur, Mahmoorganj, Varanasi – 221010
5	Date of opening of Bids	Sep 05, 2024
6	Estimated cost of tender	Rs. 3 lakh (Rupees Three lacs only)
7	Earnest Money deposit	Rs. 3000/- , Demand draft in the name of UCO Bank, Zonal office, Varanasi
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	Duration of Execution of work	Maximum 60 days from receipt of work order

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 Empanelment of Electrical Audit**' and name of firm/bidder their contact number and email id.

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

(a) **Part – I** of tender, super scribing "PART-I (Technical Bid for Empanelment of Electrical Audit)", should contain Application in the 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. **Part – I of the tender should not contain any indication of price/ rate/ charges etc in any form. Conditional tenders will not be accepted.**

(b) **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 the prescribed format given as **Annexure - D.**

6. **Evaluation of Bids.**

(a) Part – I, Technical/ Eligibility bid would be opened first. The bidders who qualifies in the evaluation of their eligibility bid will only be considered for evaluation of their financial bid i.e. Part-II. Date of opening of bids will be as per above specified schedule, in case of any change in schedule, an intimation would be sent to bidders. 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.

(b) 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 would be decided on the basis of price quoted by the bidders for Electrical audit per branch. Work would be allotted to lowest (L-1) bidder; bank can also distribute the work among other eligible bidder(s) at the lowest (L-1) rate. In that case major share of work would be allotted to lowest bidder. Bank reserves the right to negotiate with lowest bidder.

8. **Earnest Money Deposit.** Bidder has to provide earnest money deposit of Rs. 3000/- (Rupees Three thousand only) in the form of Demand draft (DD) in favour of UCO Bank Zonal Office, Varanasi along with other tender documents of Part – I bid. In case, the bidder is exempted by Govt. order, he 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.

9. **Additional Info.**

(a) For any queries, bidder may contact the undersigned on all working days between 10 A.M. to 4 P.M.

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

(c) Any dispute arising in this matter will be settled in the jurisdiction of Varanasi, Uttar Pradesh.

(d) Submit complete bid with all required documents at following address:

Zonal Manager
UCO Bank, Zonal Office
Dhanashri Complex 1st Floor
D-63/8-1-M Tulsipur
Mahmoorganj, Varanasi – 221010
Contact No: 9804188686/8777039653
E-mail: zovaranasi.sec@ucobank.co.in

APPLICATION FORMAT

**APPLICATION FOR ENGAGEMENT/EMPANELMENT OF ELECTRICAL AUDITOR FOR ALL BRNACHES/ OFFICE OF UCO BANK
UNDER VARANASI ZONE**

1. Name of Applicant:
2. Whether Company/ Firm/ Individual/ Agency:
3. Registered Address of the Applicant:
4. Telephone Number and E-mail ID:
5. Address of the Applicant in Varanasi (If any):
6. Year of Establishment:
7. Status of the Applicant (whether Proprietary/ Private Ltd/ Public Limited/
Co-operative Society/ Public sector/ Autonomous body/ Govt. Department):
(Enclose copies of relevant documents)
8. Name of Proprietor/ Directors/ Partners/ Controlling Body:
 - i)
 - ii)
9. 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)
10. GST Number (enclosed photocopy):
11. PAN Number (enclose photocopy):
12. Experience of Similar work (Furnish documentary proof):

UNDERTAKING

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.

Place:
Date:

(Signature & Seal of Bidder)
Name of Bidder

ELIGIBILITY BID (PART-I)

SI No	Documentary Proofs establishing eligibility of bidder	Provided (Yes/No)
1	Name of the bidder (ID Proof)	
2	Address Proof	
3	License of Electrical Auditors/ Degree in Electrical engineering/ Accredited by BEE.	
4	Degree/ license/ BEE accreditation in favour of staff to be entrusted for doing electrical audit in branches.	
5	Copy of GST & PAN in the name person/agency	
6	Earnest money DD/ undertaking in case of exempted firm.	
7	Experience of similar work in PSB/ RBI/Govt organisation/ PSU in last 5 years.	
8	List of clients with contact details.	
9	Documentary proof of completed or active work order(s) and satisfactory/ successful accomplishment certificate(s) for each work/ contract issued by respective organization/authority.	

Place:

Date:

(Signature & Seal of Bidder)

Name of Bidder

TERMS & CONDITIONS

1. The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of UCO Bank's Branches, ATMs & Zonal office in Uttar Pradesh State under Varanasi Zone of UCO Bank. (District wise list of braches is shown in Annexure- E)
2. The work is to be started in consultation with General Administration Department/ Security Department, UCO Bank, Zonal office Varanasi.
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 conducting electrical audit work in our branches/ATMs. Authorization to conduct the Electrical 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 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 or auditing work is not upto the level of satisfaction.
12. In case Bank is not satisfied with the Electrical 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 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. **COMPLETION TIME.** Completion time for doing the electrical audit of branches would be decided on mutual consent of the electrical auditor & Bank. It would depend upon the number of branches allotted to respective auditor.
17. **PAYMENT TERMS.** Payment will be made by respective branch against invoice after completion of job, successful submission of the copy of audit report to branches, Zonal Office & on getting clearance for

release of payment from our office, subject to compliance of terms of contract and statutory deductions like TDS & GST TDS as per Rule.

I hereby accept all terms and conditions.

Place:

Date:

(Signature & Seal of Bidder)

Name of Bidder

PART – II**PRICE BID FOR ELECTRICAL AUDIT OF UCO BANK BRANCHES UNDER ZONAL OFFICE VARANASI**

UCO Bank, Zonal Office Varanasi want to conduct the Electrical audit of all branches, ATMs and office premises under his responsibility. Electrical auditors are expected to visit the each of the branch/ site and prepare the electrical audit report branch wise.

The charges for Electrical audit per branch/ unit to be quoted in column no 02 which should include all expenses like labour, transportation, halting charges, equipments, etc. only GST will be paid extra at applicable rate.

Upon receiving the duly filled Electrical audit report from the auditor(s), bank/ branch will arrange to rectify the deficiencies through their own sources. After rectification of deficiencies, if Bank wish to confirm the status of compliance then bank can assign the work of Post Rectification Electrical audit of desired branches. Separate charges will be paid to Electrical auditor for doing the post rectification electrical audit, these charges to be quoted in column no 03.

Lowest bid would be decided on comparative evaluation of price quoted in column no. 02 (Charges for Electrical audit per branch). Bank reserves the right to negotiate with the lowest bidder.

The price quoted should be valid for 90 days and conditional quotes/ bid will not be considered.

SI No	Charges for Electrical audit per branch - INR	Charges for Post Rectification Electrical audit per branch - INR
(1)	(2)	(3)

Place:
Date:

(Signature & Seal of Bidder)
Name of Bidder

ELECTRICAL CUM ENERGY & SAFETY
AUDIT FORMAT

1. General Information

	Name of Branches/Office & Zone	
2.	Type of branch/Office (Metro/ Urban/ Semi-Urban/ Rural)	
3.	Staff strength detail of Branch/Zonal Office/Building	Officers- Clerk- Sub Staff -
4.	Name of designated Security/GAD officer of branches/Office & Zonal office with contact no	
5.	Name of Electrical Auditor and contact no Registration No./License No.	

2. Last Audit

Sr. No.	Date of last electric audit	Electric risk rating (High/Medium/Low)	Compliance date	Closure date

3. Electrical Supply Details

Sr. No.	Electric supply company/Dept.	Sanction Load	Maximum Load (in last one year)	Average Load (in last one year)	Any penalty (in last one year)

3.1 Electric supply (Single phase/Three phase) (please tick)

Phase-I	Phase-II	Phase-III

3.2 Electric Load Distribution (in volt)-

R-phase(R-N)	Y-phase (Y-N)	B- phase(B-N)

4. Earthing System

Sr. No.	Separate Earthing for UPS and raw power (Yes/No)	Type of Earthing (chemical/Normal)	Earth resistance(in ohm)	Earth pit identified (Yes/No)
	Earthing System review	Status Functional/Nonfunctional	Observations	Recommendations

5. Protective & Switching Device

Sr. No	Equipment's	Quantity/ Rating/ Parameter	Status (Functional/ Non-functional	Observations	Risk Level	Remarks
1.	Air Circuit Breaker					
2.	MCB					
3.	MCCB					
4.	ELCB					
5.	RCCB					
6.	Electrical Cable/Wires					

6. Details of Electrical Equipment

Sr. No	Equipment's	Quantity/ Rating/ Parameter	Status (Functional/ Nonfunctional	Observations	Risk Level	Remarks
1.	Computers					
2.	Printers					
3.	Scanner/Color Printer					
4.	Public administration System					
5.	Split ACs/Window/					

	Cassettes/Tower ACs					
6.	Fans					
7.	Router					
8.	Fire alarm and burglar alarm					
9.	CCTV					
10.	DG Sets					
11.	UPS System					
12.	Battery System					
13.	Gate pass machine					
14	Flap barrier					
15	Baggage Scanner					
16	Door Scanner					
17	Motor Pump					
18	Others					

7. Lighting System

Sr. No	Details of Light Fittings (Conventional/LED /CFL)/ LUX Level Survey	Quantity/ Rating/ Parameter/ Observations	Status (Functional/ Nonfunctional	Comparison with acceptable standards	Recommendations

8. Performance Assessment

1.	UPS & Batteries (a) AMC Vendor & validity of AMC (b) UPS Connection (Three Phase/Single Phase) Any overload in UPS (Yes/No) (if yes give reason/details) (Overload- more than 80% of UPS capacity) (c) Any battery bypassed with UPS (Yes/No) (if yes give details) (d) Any chemical rust or loose connection on battery terminal/ lug (Yes/No), (if yes give reason/ details) (e) Unwanted material kept inside UPS & battery room (Yes/No) (if yes give details) (f) No. of batteries (more than 03 year old) &having capacity below 80% of full capacity (g) Last date of battery back-up test on full load & have any deformity (give details)					Review/Status/Details
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Non-functional)	Observation	Risk Level	Remarks
2.	AC Units (a) AMC vendor & validity of AMC (b) Proper electric connection with compressor, contactor, relay and capacitor (c) Auto timer (functional/non- functional) (if provided) (d) Adequate rating MCB/fuse for ACs unit (Yes/No)					
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Non-functional)	Observation	Risk Level	Remarks

3.	Diesel Generator					Review/Status/Details
	(a) AMC Vendor & validity of AMC (b) Date of last engine oil and filter replacement (Not more than 06 month or 250 running hrs.) (c) All gauges like temp. meter, Voltmeter, ammeter, wattage, KWH, hour meter etc. are working properly (Yes/No) (If no give reason/detail) (d) Any deformity noise, leakage, fuel consumption rate and spark in exhaust system (Yes/No) (if yes give reason/detail)					
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Non-functional	Observation	Risk Level	Remarks
4.	Motor Pump/Geyser					
	Equipment's Study Review & analysis	Quantity/ Rating/ Parameter	Status (Functional/ Non-functional	Observation	Risk Level	Remarks

9. Heating of wire/Panels-

Sr. No.	Thermography of electric wire and panel (Yes/No)	No. of location/spot (where temp. is more than 78 ⁰ c)	Detail of heating equipment (attach thermography image & system generated report)	Reasons

10. Power Factor (Reactive Power Compensation/Categorization of Reactive/Inductive Load/Harmonic Analysis/Power factor Improvement) Risk Rating with Graph and acceptable values-

Current & Voltage Distortion Overall electric risk category (High/ Medium/ Low)	Observations	Risk Level	Reasons	Recommendations

11. Other Electrical Risk

Sr. No.	Electrical Risk	Category (High/Medium/Low)	Observations	Reason/detail and recommendation (For High only)
1.	Any hanging electrical wire/temporary electric connection etc. in premises			
2.	Any multi pin plug or extension cable/board use in premises			
3.	Any dangling /loose electric connection or portion of live wire with damage jacket/insulation			
4.	Flammable combustible material dumped near electric panel(Those electrical equipment run on 24x7 basis)			

FIRE & SAFETY AUDIT FORMAT

1. Name & Address of the branch / CC / Office -
2. Type of Occupancy -
3. Details of previous Fire NOC -
4. Date of Inspection -
5. Names of Inspection Officer -
6. Year of Construction of Building -

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
01	Access to the building		
	(a) Road Width		
	(b) Gate Width		
	(c) Width of internal road		
	(d) Is the location having adequate road for movement of heavy vehicles to & out of the site		
	(e) Is there any transmission line passing through the area		
02	Means of egress Ingress		
	(a) Number of Staircases		
	Upper Floors		
	Basement		
	(b) Width of Staircases		
	Upper Floors		
	Basement		
	(c) Protection of exits		
	Fire Check Door		
	Pressurization		
	(d) Number of continuous staircase to terrace		
	(e) Staircase Lobby		
	(f) Width of Corridor		

	(g) Door Size		
03	Smoke Management System (For buildings above 15 mtr.)		
	Upper Floors		
	Basement		
04	First Aid Hose Reels		
	Total no. on each floor		
	Length of hose reel		
05	Public address system		
06	Automatic Sprinkler System		
	Basement		
	Upper floor		
	Sprinkler above False Ceiling		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
07	Internal Hydrants		
	Size of riser / down comer		
	No. of hydrants per floor		
	Hose box		
08	Pumping arrangement Ground level discharge of main pump Head of main pump Number of main pump Jockey pump Standby pump head Auto Starting / Manual Pump house access Terrace level discharge of pump		

	<p>Head of pump</p> <p>Power supply</p> <p>Auto starting of pump</p>		
09	<p>Captive water storage for fire fighting (capacity)</p> <p>Underground water tank capacity</p> <p>Fire service inlet</p> <p>Access to tank</p> <p>Overhead tank capacity</p>		
10	Is there display of emergency telephone numbers of nearest fire station, hospital & key persons in the building / branch		
11	Is there first aid boxes available with required medicines? Are the medicines within the expiry date?		
12	Last Electrical Audit date & Name of Agency		
13	Last Electrical Audit report compliance done, if not details		
14	Last Fire Audit date & Name of Agency		
15	Last Electrical Audit report compliance done, if not details		

	Basic Electrical Safety		
1	Are the main supply switch / MCB to cut-off the electrical supply to entire branch has been marked and known to security guards / branch staff		
2	Are equipment like AC units, Distribution / Junction boxes, Server, Computer etc. given supply through an MCB of proper capacity		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
3	Are there any temporary wiring or cable connection in use in the office / site		
4	Whether electrical panels have been marked distinctly to denote the unit / Area supplied		
5	At least CO2 gas type extinguishers are kept near Electrical Main panel, system / server room, banking hall and near main entrance		
6	Megger test (insulation test of old cables / panels) carried out		
7	Are safety hand gloves of grade 1 (1100 Volt capacity) available near main electric panel		
8	If high rise building (>15 mtr) does it have emergency electrical supply to corridor & stairs		
9	Are electrical wires properly covered / insulated to prevent exposure of wires		
10	Are wires properly attached to fixtures, plugs, circuit breakers and other equipment?		
11	Are electrical covers in place for junction boxes, outlets and panel boards		
12	Mechanism to switch off electric supply from without entering in the stationery / record room is in place		
13	Whether pump room is maintained dry and in good condition		
14	Whether branch / office follow the practice of switching off PCs, printers & other equipment while leaving office daily		
15	Stickers related to Fire Safety are		

	pasted in branch		
16	Last date of Earthing check		

Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
	<u>Fire Protection / Fire Extinguishers / Fire Alarm System</u>		
1	Fire Extinguishers available in working area		
2	Fire extinguishers are filled and fully charged and inspected regularly If yes mention type & numbers		
Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
3	Fire extinguishers clearly marked and accessible		
4	Are personnel trained in operations of Fire Extinguishers		
5	Operating Demo of Fire Extinguishers is given by the vendor during refilling		
6	Due date of maintenance / Refilling		
7	CO2 & ABC type extinguishers placed near stationery / record room and modular CO2 gas type & ABC extinguishers are placed near Server / UPS room		
8	Does the site have Automatic Fire Detection and Alarm system? If yes, is it in working condition		
9	Type of Fire Detectors		
10	Location of Main Panel		
11	Location of repeater panel		
12	Alternate source of power		
13	Hooters location		

14	Are smoke detectors located properly according to Fire hazard		
15	Is Fire alarm panel covered / hidden		
16	Whether heat detector is provided in pantry		
17	In case of actuation of Fire Alarm system, there is a provision of auto cut-off for AC etc.		
18	Does the site have trained personnel to operate fire hydrant system & fire extinguishers		
	<u>DG Set / Portable Generator</u>		
1	Is any portable generator placed inside the premises, if yes, suggest the correct location outside the premises		
2	Is fuel for the generator is stored in closed container and placed at a safe location on a sand soak pit		
3	At least ABC or CO2 fire extinguishers placed near the generator set		
	<u>General Fire Prevention</u>		
1	Approximate distance from nearest local fire brigade to the site		
2	If lift is available, cautionary notice "In case of Fire do not use lift" displayed		
Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
3	Does bank guard / staff knows the operation of fire alarm system		
4	Does staff carry out testing of Fire alarm system by giving smoke to the smoke detectors. Is there any record of the same.		
5	Are fire extinguishers kept inside the		

	system room, record room or stationery room		
6	Are the fire extinguishers are refilled and serviced by authorized agency as per schedule		
7	Is all fire extinguishers are placed at a prominently visible and easily accessible locations		
8	Is the storage racks in stationery / record room kept at a safe distance of 3 ft from electrical point / switch / junction boxes		
9	Whether the power supply to record / stationery room is only by plug & socket arrangement		
10	During the visit, emergency exit was locked or open		
11	Is suitable safety signage in florescent material (glow in the dark) have been provided to indicate emergency exit / escape routes		
12	Is the bank guard /staff is conversant with the location of Fire extinguishers & their operations		
	Fire safety measures General Fire prevention		
1	In the pantry / canteen, commercial LPG cylinder is used		
2	Is gas regulator is put on off at end of the day		
3	LPG hot plate / stove rubber tube is ISI mark and changed periodically		
4	Is heat producing equipment such as portable heaters, motors, ovens etc. kept clear of combustible materials		
5	Whether electrical hot plate / heater with open coil is used		

6	Instructions that, No cooking is permitted in branches / CC is followed		
7	Any other observation related to fire safety & fire prevention		
Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
	<u>Emergency Preparedness</u>		
	Written emergency plan		
	Controls in place / practice	Comments	
1	Does the site have a written emergency preparedness plan		
2	An alarm to alert people of fire & evacuation is functioning		
3	Listing of emergency telephone numbers to include fire department & medical services		
4	Responsibility for the Manager & Employee is communicated		
5	Location of assembly area for personnel identified and communicated		
6	Procedure to ensure total evacuation of personnel		
7	Responsibility for rescue & medical duties		
8	All clear & re-entry procedures clearly known to staff		
	Exits & Evacuations		
	Controls in place / practice	Comments	
1	Does the site have an emergency alarm system for notifying personnel to evacuate the site		
2	Are aisles kept clear for employees emergency evacuation		
3	Is emergency exit doors clearly marked & illuminated		

4	Are evacuation routes posted in the work area with clear directions on how to exit		
5	Is emergency lighting installed		
6	Does each employee have access to not less than 2 remote emergency exits in case the primary emergency exit is blocked		
7	Is the travel distance appropriate to the employees to the exits (shall not exceed 200 ft without supervised sprinkler system)		
8	Are emergency exit doors accessible and kept clear of all the obstructions		
9	Do emergency exit doors open freely (unlocked) without any special knowledge to open		
Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
10	Do emergency exit doors opens in the direction of travel		
11	Does the site conduct annual emergency evacuation drill		
12	Exit signage displayed in building		
	Server / UPS Room		
1	Are server room & UPS room located in Basement / mezzanine floor		
2	Are server and UPS rooms located near to high fire risk area such as pantry / kitchen		
3	Server room & UPS room walls have brickwork and plaster		
4	Server / UPS room walls or partitions are extended in other area		

5	Are false ceiling / flooring made of non-combustible material		
6	Are walls / columns / beams covered with wood paneling		
7	System / UPS room have dual AC units having timer circuit device.		
8	Smoke detectors are provided at server room, UPS room, Stationery and record room		
9	CO2 gas type extinguishers are placed near / outside the server / UPS Room		
10	Are stationery / records are stored in server / UPS room		
11	Is proper cooling and ventilation provided in UPS / server room		
12	What is stand by power supply alternatives		
	Strong Room		
1	Is electrical connection to strong room is detachable type		
2	Fire alarm detectors are installed inside strong room and are functional		
3	Any loose wire / connector found inside strong room		
4	Any inflammable material stored inside strong room		
Sr. No.	Minimum Standards for Fire Prevention & Life Safety	Provided at Site	Remarks / Observations
	General		
1	After working hours, electric current in the premises should be completely cut off except for CCTV, Alarm systems, UPS and other emergency equipment		
2	Important telephone numbers are		

	displayed outside the branch		
3	Pest control of premises is done on regular interval		
4	Date of last pest control treatment		
5	All the ACs are switched off from MCB		

12. Summary (Observations/Recommendations)

Sr. No.	Observation	Recommendations

(Stamp & Signature of Fire Auditor)

(Stamp & Signature of Zonal/Branch head/ incharge)

Date -

Date-

ANNEXURE-G

LIST OF UCO BANK BRANCHES/ OFFICES UNDER VARANASI ZONE

SI No	Sol ID	Branch Name	District	SI No	Sol ID	Branch Name	District
1	0032	Allahabad Main	Allahabad	41	0651	Chopan	Sonbhadra
2	0299	Allahabad - Katra	Allahabad	42	0652	Ghorawal	Sonbhadra
3	0694	Nagar Mahapalika	Allahabad	43	0732	Renusagar	Sonbhadra
4	0750	Naini	Allahabad	44	0935	Muirpur	Sonbhadra
5	0784	Koraon	Allahabad	45	2790	Shakti Nagar	Sonbhadra
6	1116	Pratappur	Allahabad	46	2077	Ghazipur	Ghazipur
7	1611	Mumfordganj	Allahabad	47	0034	Varanasi Main	Varanasi
8	1874	Tagore Town	Allahabad	48	0612	Chandpur	Varanasi
9	1917	Allapur	Allahabad	49	0613	Bhelupura	Varanasi
10	1918	Meerapur	Allahabad	50	1172	Madanpura	Varanasi
11	1919	Khusro Bagh	Allahabad	51	1869	Mata Anandmayee	Varanasi
12	1978	Pritam Nagar	Allahabad	52	1922	Mahmoorganj	Varanasi
13	2465	Fatehpur Mafi	Allahabad	53	1974	Shivpur	Varanasi
14	2521	Balapur	Allahabad	54	2011	Pandeypur	Varanasi
15	2522	Ratyora	Allahabad	55	2204	Maldhaiya	Varanasi
16	3337	Manuari	Allahabad	56	2351	Sunderpur	Varanasi
17	2426	Pratapgarh	Pratapgarh	57	2378	Jagatpur	Varanasi
18	2945	Raniganj	Pratapgarh	58	3388	Sarnath	Varanasi
19	2965	Babuganj	Pratapgarh	59	3389	Ramnagar	Varanasi
20	2966	Amargarh	Pratapgarh	60	3390	Chittaipur	Varanasi
21	3191	Lavana	Pratapgarh	61	7036	Zonal Office	Varanasi
22	3045	Paharpur	Pratapgarh				
23	3097	Arro	Pratapgarh				
24	1205	Mirzapur	Mirzapur				
25	1899	Jaunpur City	Jaunpur				
26	2124	Sujanganj	Jaunpur				
27	2179	Kharihani	Azamgarh				
28	2180	Azamgarh	Azamgarh				
29	2243	Lalganj	Azamgarh				
30	2523	Beladih	Azamgarh				
31	1816	Ballia	Ballia				
32	3231	Mau	Mau				
33	2123	Mughalsarai	Chanduali				
34	2789	Chanduali	Chanduali				
35	0083	Bhadohi	Sant Ravidas Nagar				
36	1097	Lakshmanpatti	Sant Ravidas Nagar				
37	2468	Jaddupur	Sant Ravidas Nagar				
38	3261	Gyanpur	Sant Ravidas Nagar				
39	0143	Renukoot	Sonbhadra				
40	0165	Robertzganj	Sonbhadra				