



NOTICE FOR ENGAGEMENT OF ELECTRICAL AUDITORS/ ENGINEERS FOR DOING ELECTRICAL AUDIT FOR FIRE SAFETY IN PREMISES OF 91 BRANCHES WITH 54 ATMS, 1 OFFICE UNDER UCO BANK ZONAL OFFICE, KARNAL

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

DETAILED TERMS & CONDITIONS ARE GIVEN BELOW.

1. Scope of work:-

- We have 91 branches and one Zonal Office under Haryana zone situated in various districts of Haryana except in Gurgaon & Faridabad districts. District-wise position of branches shown in Annexure- D of this advertisement.
- Our branches premises size may vary from 800 sqft to 1200 sqft and our 54 branches have 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 department.
- E-auditor should submit their report in prescribed format attached herewith as annexure- E, offer their recommendations & suggestions.
- 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.
- Estimated cost of work for 91 branches with 54 ATMs and one Zonal Office would be approx Rs. 3 lacs (three lacs).

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 on 31st March 2024.
- Three similar completed or active contracts in not less than 36 branches/ locations in last 5 years as on 31st March 2024. **OR**
 - Two similar completed or active contracts in not less than 45 branches/ locations in last 5 years as on 31st March 2024. **OR**
 - One similar completed or active contract in not less than 72 branches/ locations in last 5 years as on 31st 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	July 4 th , 2024
2	Pre-bid meeting	Queries related to tender can be submitted on our email, zoharyana.sec@ucobank.co.in on or before 10 th July or interested bidder may visit our office on 10 th May 2024 for pre-bid meeting.
3	Last date of receipt of Sealed Bids	July 24 th , 2024 up to 05:00 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 st Floor, Durga Bhawani mandir complex, near old GT road, bus stand, Karnal-132001
5	Date of opening of Bids	July 25 th 2024
6	Estimated cost of tender	Rs. 2.5 lakh (Two Lakh Fifty Thousand)
7	Earnest Money deposit	Rs. 5000/-, Demand draft in the name of UCO Bank, Zonal office, Karnal
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

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 Karnal 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) 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 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. 5000/- (Five thousand) in the form of Demand draft (DD) in favour of UCO Bank Zonal Office Karnal 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:

Zonal Office Karnal (Haryana): Old G.T Road, Durga Mandir Complex, 1st Floor, Near Bus Stand, Karnal-132001.
Ph. No. 0184-4020163//////// Email: zo.haryana@ucobank.co.in



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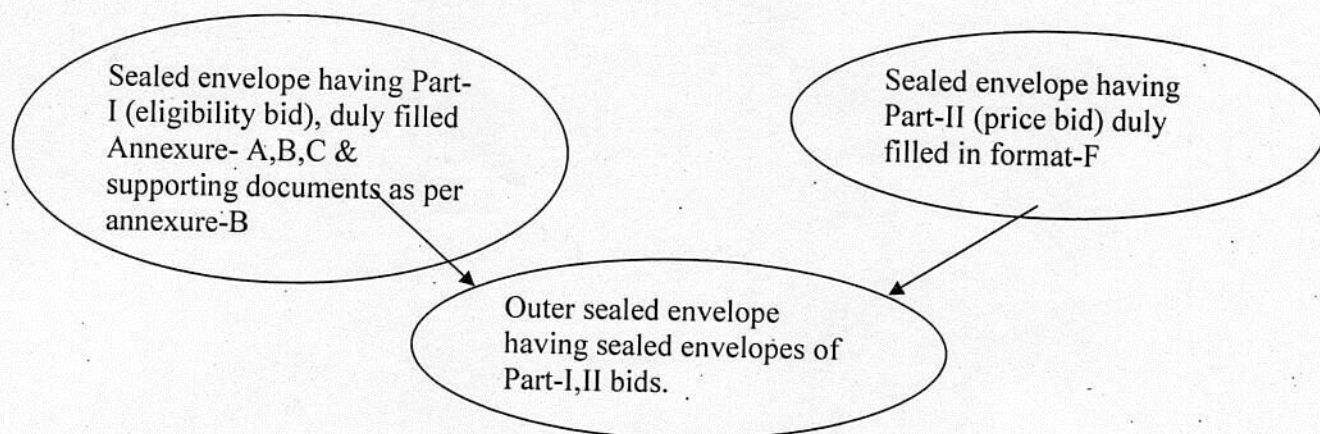
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- Revocation of the tender or increasing the rates after opening of the tender and before the expiry of the validity of tender.
 - Refusal of the bidder/auditor to execute the work or not complying with the contractual terms & conditions after awarding of contract.
 - EMD of unsuccessful bidder would be returned.
- For any queries, bidder may contact the undersigned on working days between 10 A.M. to 5 P.M.
 - Bank is not responsible for any typographical mistake in the tender documents, late receipt bid or damage of bid in transit.
 - Any dispute arising in this matter will be settled in the jurisdiction of Karnal, Haryana.

Submission & Packing of bids



Abhishek

Zonal Manager
UCO Bank, Zonal Office
Durga Bhawani Mandir Trust
Old G. T. Road, Near Old Bust Stand, Karnal
Tel-0184-4020163
E-mail: zoharyana.sec@ucobank.co.in



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

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APPLICATION FORMAT

ANNEXURE-A

APPLICATION FOR ENGAGEMENT/ EMPANELMENT OF ELECTRICAL AUDITOR FOR VARIOUS BRANCHES/ OFFICE OF UCO BANK UNDER KARNAL 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 Haryana (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



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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 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



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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 Haryana State under Karnal Zone of UCO Bank. (District wise list of braches 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 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 no. of branches allotted to respective auditor.
- C) 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.

Acceptance of above terms and condition as per Annexure -C

(Signature & Seal of bidder)

Name of Bidder



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ANNEXURE-D

KARNAL ZONE (DISTT WISW LIST)

S.N.	DISTRICT	BRANCH		S.N.	DISTRICT	BRANCH			
1.	KARNAL	1	0336	KARNAL MAIN	7	KURUKSHETRA	1	2321	ISMAILABAD
		2	2322	GHARAUNDA			2	2431	THANESAR
		3	2323	TAROARI			3	2451	SHAHBAD
		4	2430	KARNAL NAM			4	2487	LADWA
		5	2869	RAMNAGAR KNL			5	3005	PEHOWA
		6	3010	NILOKHERI	8	BHIWANI	1	0337	BHIWANI
		7	3216	ASAND			2	1901	HALVASIA VIDYA VIHAR
		8	3426	NISSING			3	1999	BTM TEXTILE
2.	HISAR	1	0162	HISSAR			4	2488	LOHARU
		2	0901	KAPRO	9	YAMUNANAGAR	1	1424	JAGADHARI
		3	2318	MANDI ADAMPUR			2	1442	YAMUNA NAGAR
		4	2432	HANSI			3	2486	RADAUR
		5	2492	BANDHAHERI			4	3011	CHHACHRAULI
		6	2582	HAIBATPUR	10	MAHINDERGARH	1	3004	MAHENDERGARH
		7	3007	SATROD KHURD			2	3014	KANINA
		8	3213	BARWALA			3	3102	ATELI MANDI
		9	3437	DABRA CHOWK			4	3103	NARNAUL
3	PANIPAT	1	0341	PANIPAT	11	JIND	1	1051	BUDHAKHERA
		2	0897	PATTIKALYANA			2	2146	JIND
		3	2452	SAMALKHA			3	2489	JULANA
		4	2490	SANAULI			4	2491	NARWANA
		5	2612	MAHAWATI	12	PANCHKULA	1	0175	PINJORE
		6	3008	MADLAUDA			2	1852	PANCHKULA
		7	3193	SHERAH			3	2483	KALKA
		8	3341	KURANA			4	3012	RAMGARH
		9	3009	BABARPUR	13	SIRSA	1	1432	SIRSA
4	ROHTAK	1	0161	ROHTAK			2	1444	MANDI DABWALI
		2	0275	KALANAUR			3	2484	KALANWALI
		3	1278	KHARAWAR			4	3214	ELLENABAD
		4	1902	SSS ROHTAK	14	FATEHBAD	1	1430	FATEHABAD
		5	2494	SHEELA BYE PASS			2	2316	RATIA
		6	2585	SAMPAL-ROHTAK			3	2581	MOHMADPUR
		7	2587	KATESRA	15	JHAJJAR	1	0716	CHHARA
		8	3013	MAHAM			2	2145	JHAJJAR
5	SONOPAT	1	2485	GANNAUR			3	2584	BHAPRODE
		2	2589	DAHESRA			4	2429	BAHADURGARH
		3	0318	KUNDLI	16	KAITHAL	1	3006	KALAYAT
		4	0982	JAKHAULI			2	3215	DHAND
		5	2148	SONEPAT			3	3318	KAITHAL
		6	2319	RAI	17	CHARKHI DADRI	1	2317	CHARKHIDADRI
		7	2320	GOHANA	18	MEWAT	1	3233	TAURU
6	AMBALA	1	0287	AMBALA CANTT	19	PALWAL	1	2433	PALWAL
		2	0914	AMBALA CITY	20	REWARI	1	2147	REWARI
		3	0980	JATWAR					
		4	1564	NEW ANAJ MANDI					
		5	2097	ALLENBY LINE					
		6	2325	NARAINGARH					
		7	2493	SAHA					





Annexure-E**PERFORMA OF ELECTRIC SAFETY AUDIT**

Zone Name	
Branch Name	
Audit Date	
Manager Name	
Auditor Name	

1. Branch Inventory details

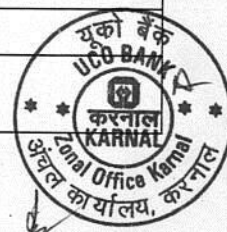
S.N.	Description	Wattage	Nos. installed floor wise			Electrical load
			ATM	Floor no.	Floor no	
1.	Change over Switch					
2.	MCCB					
3.	Fuse					
4.	MAX wire fuse					
5.	MCB 4 Pole 100A					
6.	MCB 2 Pole 63 A					
7.	MCB 4 Pole 63 A					
8.	MCB 2 Pole 32 A					
9.	MCB 1Pole 32A					
10.	MCB 1Pole 16A					
11.	MCB 1Pole 10A					
12.	MCB 1Pole 6A					
13.	MCB 1Pole 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.	Heater					
44.	T.V					
45.	ATM M/c					
46.	LED 2 X 2					
47.	LED Tube light					
48.	LED Bulb					
49.	LED other lights					
Total connected load (KW)						

2. Electrical Load analysis

S.N.	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 for excessive 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:

	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
S.N.	Is distribution of load satisfactory		
01	Condition of Electrical Wiring		
02	Type of Wiring(open/conduit)		
03	Whether electrical equipments are operating at specified voltage/current (within tolerance range)		
04	Rating of Fuses/Junction Box are as per standards		
05	Whether single isolating switch is available for the whole premises		
06	Earth Pits identified		
07	Condition of earthing		
16	EarthConnection to equipment's Proper/Not proper		
17	No. of earth pits available		
18	Voltage between neutral and earth		
19	Whether DG is provided with neutral earthings		
20	Whether ELCB provided		
21	UPS room exhaust fan installed		
22	UPS room Condition		
23	UPS battery Connections		
24	Whether the Air Conditioners installed at Branch/office is as per BEE		
25	Condition of wiring/pipes of Air conditioners		
26	Whether the lightening arrestor installed.		
27	Whether Fire extinguisher is working.		
28	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			

7. Meter Details

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



8.Lux Levels

S.N.	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

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





ANNEXURE-F

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

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 rate.

(Signature & Seal of bidder)

Name of Bidder:

