

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

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

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

**(A) Scope of work:-**

- (1) We have 75 Branches, 1 Zonal Office, 1 RLH, 1 Currency Chest, 2 LDM offices and 2 RSETI Training Centres Under Begusarai Zone situated in two districts of Bihar, District- wise position of Branches shown in **Annexure- 'D'** of this advertisement.
- (2) Our Branch premises size may vary from 700 Sq. ft. to 3000 Sq. ft.
- (3) Work is of doing Electrical audit of Branches for fire safety, energy saving & assessment of compliance of statutory guidelines of State Electricity Department.
- (4) E- auditor should submit their report in prescribed format attached herewith as **Annexure- 'E'**, offer their recommendations & suggestions.
- (5) 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 31<sup>st</sup> January 2024.
- (6) Three similar completed or active contracts in not less than 36 Branches/ locations in last 5 years as on 31<sup>st</sup> January, 2024. **OR**
- (7) Two similar completed or active contracts in not less than 45 Branches/ locations in last 5 years as on 31<sup>st</sup> January, 2024, **OR**
- (8) One similar completed or active contract in not less than 72 Branches/ locations in last 5 years as on 31<sup>st</sup> January, 2024.



**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	15 <sup>th</sup> February, 2024
2	Pre-bid meeting	Queries related to tender can be submitted on our e-mail, <a href="mailto:zobegusarai.sec@ucobank.co.in">zobegusarai.sec@ucobank.co.in</a> on or before 22 <sup>th</sup> February, 2024 OR interested bidder may visit our Office on 22 <sup>th</sup> February 2024 for pre-bid meeting at 11.30 am.
3	Last date of receipt of Sealed Bids	11 <sup>th</sup> March, 2024 up to 05.00 PM, tender receipt after that timeline would not be considered for evaluation.
4	Address for communication/ submission of bids	Zonal Manager, UCO Bank, Zonal Office, Sona Jageshwar Complex, Traffic Chowk, Begusarai-851101, Bihar E-mail : <a href="mailto:zobegusarai.sec@ucobank.co.in">zobegusarai.sec@ucobank.co.in</a>
5	Date of opening of Bids	12 March, 2024 at 12.30 pm.
6	Earnest Money deposit	Rs. 2000/- Demand Draft in the name of UCO Bank, Zonal Office, BEGUSARAI
7	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.
8	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 Begusarai 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.

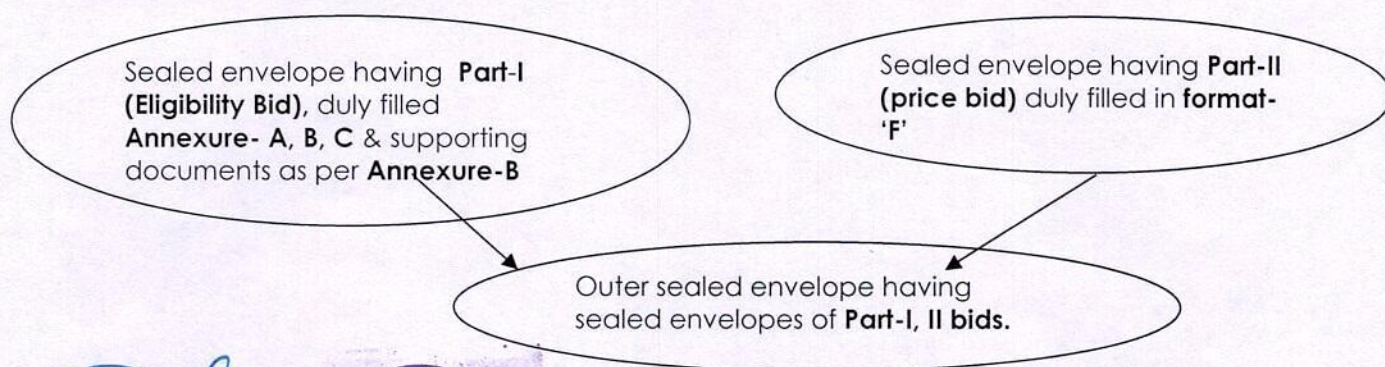
Date of opening of bids will be as per above specified schedule, in case of rescheduling of the same, an intimated would be sent to bidders through bidder's e-mail & telephone no.: as



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, BEGUSARAI
- (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:
- 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.
- (8) For any queries, bidder may contact the Zonal Security Officer 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 BEGUSARAI (Bihar).

➤ **Submission & Packing of bids:**



  
Zonal Manager



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



**APPLICATION FORMAT**

**APPLICATION FOR ENGAGEMENT/ EMPANELMENT OF ELECTRICAL AUDITOR FOR VARIOUS BRANCHES/ OFFICE OF UCO BANK UNDER BEGUSARAI 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):**

**ANNEXURE-'B'**

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:	
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:	
a	Work order/ contract -1:	
b	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:

यूको बैंक, अंचल कार्यालय, सोना जागेश्वर कॉम्प्लेक्स, ट्रैफिक चौक, बेगूसराय - 851101  
UCO Bank, Zonal Office, Sona Jageshwar Complex, Traffic Chowk, Begusarai - 851101  
E-mail : [zo.begusarai@ucobank.co.in](mailto:zo.begusarai@ucobank.co.in)





ANNEXURE-'C'

(A) GENERAL TERMS & CONDITIONS:

- (1) The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of Bank's Branches/ Office in Bihar State under Begusarai 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 BEGUSARAI.
- (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, BEGUSARAI 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, सोना जागेश्वर कॉम्प्लेक्स, ट्रैफिक चौक, बेगूसराय - 851101  
UCO Bank, Zonal Office, Sona Jageshwar Complex, Traffic Chowk, Begusarai - 851101  
E-mail : [zo.begusarai@ucobank.co.in](mailto:zo.begusarai@ucobank.co.in)





Sr No	District	SOLID	BRANCH NAME	District
1	ARARIA	0372	JOGBANI	ARARIA
2	ARARIA	1582	BATHANAHA	ARARIA
3	ARARIA	1614	GAIIYARI	ARARIA
4	ARARIA	1661	MANIKPUR	ARARIA
5	ARARIA	1704	RAMPUR	ARARIA
6	ARARIA	2257	FORBESGANJ	ARARIA
7	BEGUSARAI	0239	BEGUSARAI	BEGUSARAI
8	BEGUSARAI	0492	BACHHWARA	BEGUSARAI
9	BEGUSARAI	0493	CHERIA BARIARPUR	BEGUSARAI
10	BEGUSARAI	0735	IOC TOWNSHIP-BEGUSARAI	BEGUSARAI
11	BEGUSARAI	0999	KHODABANDPUR	BEGUSARAI
12	BEGUSARAI	1122	MANSOORCHAK	BEGUSARAI
13	BEGUSARAI	1124	PARIHARA	BEGUSARAI
14	BEGUSARAI	1126	CHHAURAH	BEGUSARAI
15	BEGUSARAI	1199	MANJHAUL	BEGUSARAI
16	BEGUSARAI	1209	AUGAN	BEGUSARAI
17	BEGUSARAI	1233	FATEHA	BEGUSARAI
18	BEGUSARAI	1234	BARO	BEGUSARAI
19	BEGUSARAI	1300	SANJAT	BEGUSARAI
20	BEGUSARAI	1359	BIRPUR	BEGUSARAI
21	BEGUSARAI	1360	SADANANDPUR	BEGUSARAI
22	BEGUSARAI	1363	BANWARIPUR	BEGUSARAI
23	BEGUSARAI	1364	SAGI	BEGUSARAI
24	BEGUSARAI	1371	BHAIRWAR	BEGUSARAI
25	BEGUSARAI	1374	CHANDPURA	BEGUSARAI
26	BEGUSARAI	1376	KATARMALA	BEGUSARAI
27	BEGUSARAI	1377	DANIYALPUR	BEGUSARAI
28	BEGUSARAI	1380	KHAMHAR RAJWARA	BEGUSARAI
29	BEGUSARAI	1467	AKORA	BEGUSARAI
30	BEGUSARAI	1491	GANGRAHO	BEGUSARAI
31	BEGUSARAI	1499	RAGHUNATHPUR	BEGUSARAI
32	BEGUSARAI	1562	MAHNA	BEGUSARAI
33	BEGUSARAI	1575	KHORAMPUR	BEGUSARAI
34	BEGUSARAI	1594	RANI	BEGUSARAI
35	BEGUSARAI	1597	MUZAFFARABAZAR	BEGUSARAI
36	BEGUSARAI	1888	NAGARPALIKA BEGUSARAI	BEGUSARAI
37	BEGUSARAI	2423	NAOKOTHI	BEGUSARAI
38	BEGUSARAI	2469	GARHPURA	BEGUSARAI
39	BEGUSARAI	2726	ULAO-BEGUSARAI	BEGUSARAI
40	BEGUSARAI	2785	BALIA	BEGUSARAI
41	BEGUSARAI	2908	CHANDNI CHOWK, BIHAT	BEGUSARAI
42	BEGUSARAI	3500	BARAUNI	BEGUSARAI
43	KATIHAR	2255	KATIHAR	KATIHAR
44	KHAGARIA	1494	KHAGARIA	KHAGARIA
45	KHAGARIA	1598	RAHIMPUR	KHAGARIA
46	KHAGARIA	2878	MANSI	KHAGARIA
47	KHAGARIA	3156	GOGRI JAMALPUR	KHAGARIA
48	KISHANGANJ	0340	KISHANGANJ	KISHANGANJ
49	KISHANGANJ	1037	KOCHADHAMAN	KISHANGANJ
50	MADHEPURA	2292	MADHEPURA	MADHEPURA
51	MUNGER	0428	MUNGER	MUNGER
52	MUNGER	0482	TARAPUR	MUNGER
53	MUNGER	0494	SANGRAMPUR	MUNGER
54	MUNGER	0567	BARIARPUR	MUNGER
55	MUNGER	0955	DHARHARA	MUNGER
56	MUNGER	1637	MAKWA	MUNGER
57	MUNGER	2437	JAMALPUR	MUNGER
58	MUNGER	2768	ASARGANJ	MUNGER
59	MUNGER	2772	NAUAGARHI	MUNGER
60	MUNGER	3034	HAVELI KHARAGPUR	MUNGER
61	PURNEA	0308	PURNEA	PURNEA
62	PURNEA	0373	KASBA	PURNEA
63	PURNEA	1619	GOASI	PURNEA
64	PURNEA	1886	ZILA PARISHAD PURNEA	PURNEA
65	PURNEA	1887	MAHILA COLLEGE PURNEA	PURNEA
66	PURNEA	2256	GULABBAG	PURNEA
67	PURNEA	2495	CHAMPANAGAR	PURNEA
68	PURNEA	3501	BANMANKHI	PURNEA
69	SAHARSA	1822	SAHARSA	SAHARSA
70	SAMASTIPUR	1926	SAMASTIPUR	SAMASTIPUR
71	SAMASTIPUR	2181	DALSINGSARAI	SAMASTIPUR
72	SAMASTIPUR	2182	ROSERA	SAMASTIPUR
73	SAMASTIPUR	2784	TAJPUR	SAMASTIPUR
74	SAMASTIPUR	2877	KALYANPUR	SAMASTIPUR
75	SUPAUL	2293	SUPAUL	SUPAUL





**ANNEXURE-'F'**

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

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: