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#### **TENDER-NOTICE**

#### Date: 05.02.2024

UCO Bank Zonal Office, Kolkata inviting tender for Electrical Audit of Branches/Administrative Office under Kolkata Zone from competent vendors having sound technical capability. The eligible and interested service providers may submit their financial and technical bid along with cost of tender of Rs. 1000/-by way of DD favouring of UCO Bank, Zonal Office, Kolkata in sealed envelope and superscribed as Application for Engagement of Service Provider for Electrical Audit with Full address and Contact number of vendor to the UCO Bank, Zonal Office, Security Department, 5 Lala Lajpat Rai Sarani, First Floor, Kolkata: - 700020 on or before 26.02.2024 upto 3.00 PM. The document can be downloaded from the website (www.ucobank.com) and the Tender Fee of Rs.1000.00(One Thousand only) by way of DD as detailed above may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be summarily rejected. Tender opening date will be 26.02.2024 at 05:00 PM at Zonal Office, Kolkata.

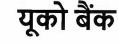
The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

Sd-

Zonal Head Zonal Office, Kolkata











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# TENDER DOCUMENT

# Electrical Audit of Branches(including ATMs) & Administrative Office under Kolkata Zone.

Sr. No.	DESCRIPTION		PARTICULARS
1. Addres	ss for Communication	:	UCO Bank, Zonal Office, 5 Lala Lajpat Rai Sarani, First Floor, Kolkata: - 700020
2. Conta	ct Person	:	Mr. Mukesh Kumar Meena (Security Officer) Mob No :- 9929686067
3. Email I	C	:	zocalcutta.sec@ucobank.co.in

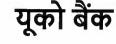
UCO Bank, Zonal office Kolkata, invites tender for Electrical Audit for our Branches(including ATMs)/Administrative Office (86 Nos.) under Kolkata Zone, as per attached guidelines.

Date paper Publishing & Commencement of tender.	05/02/2024
Last date for submission of tender	26/02/2024 up to 03.00 P.M.
Opening of Bid Technical	26.02.2024 at 05.00 P.M
Cost of Tender	Rs.1000 per tender
Issue of tender document	From <b>05.02.2024 to 26.02.2024.</b> . Tender documents can be download from https://www.ucobank.com
Bids to be submitted	UCO Bank, Zonal Office, 5 Lala Lajpat Rai Sarani, First Floor, Kolkata: - 700020 Till Date: 26/02/2024 up to 03.00 P.M.



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#### SCOPE OF WORK

UCO Bank, Kolkata Zone intends to conduct Electrical Audit of Branches(including ATMs)/Administrative Office under Kolkata Zone. **Guidelines & Format** for the Audit is attached with tender document.

# a. TERMS OF EXECUTION OF WORK

The services would begin within a period of 5 days after acceptance of the work order issued by the Bank and shall be completed within 30 days. Any delay in services without the consent of bank in writing will attract penalty of 1% of the contract value per week and in case of inordinate delay the work may be assigned to other vendor. Bank reserves its right to recover- these amounts by any mode such as adjusting from any payments to be made by the Bank to the service provider. However, the Bank may condone the liquidity damages for delay of less than a week. The decision to further continue/discontinue the contract with the service provider lies fully with the Bank.

# b. Eligibility Criteria :-

- 1. Electrical Audit; Government Certified Auditor who are registered with Bureau of Energy Efficiency with capable team having minimum educational qualification of Electrical Engineering degree & five-year experience of Electrical Audit work.
- 2. the firm must be a registered company or firm in India and should have been in the business since the last 3 years.

## General Terms and Condition:-

Tender document to be collected from UCO Bank, Zonal Office, 5 Lala Lajpat Rai Sarani, First Floor, Kolkata: - 700020

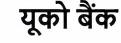
OR

can be download from https://www.ucobank.com

- 1. The vendors should submit all the relevant supporting documents as a part of Submission. All such documents should be sealed and signed by the Authorized Signatory.
- If, any information furnished by the vendors is found incorrect at a later date, he shall be liableto be debarred from participating in any of the bidding process of the bank. The bank reserves the right to verify the particulars furnished by the applicant independently.
- 3. Response to tender should be submitted in Sealed Envelope. The sealed envelope should be superscribe "Tender for Electric Audit for Kolkatta Zone Branches/Office" and addressed to :- UCO Bank, Zonal Office, UCO Bank, Zonal Office, 5 Lala Lajpat Rai Sarani, First Floor, Kolkata: 700020. The last date of submission is 26/02/2024 up to 03.00 P.M. No tender will be accepted after this date. In case the designated day gets declared as a public holiday, the period for submission of tender may be extended to the next working day.











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- 4. (he Bank Reserves the Right to Scrap the Order at any time, without assigning any reason. The Bank's decision in this regard shall be binding and final. Any decision
  - in this regard by Bank shall be final, conclusive and binding on the firms.
- 5. If there will be any Electric Shut Down required in branch or office for doing Electrical Audit then branch may give a suitable date/time for same (as per convenient) and may call /visit on holidayor Sunday to complete the job. No extra payment/ charge will be entertained by Bank.
- 6. The Company/Firm shall be responsible for all injuries to the work or workmen, to persons, animals or things and for all damages to the structural and or decorative part of property which may arise from the operations or neglect of himself or their, whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out the electrical audit of branch/office. Insurance is compulsory and must be in effect during electric audit.
- 7. This Electrical Audit is to be conducted as per stipulated format in branches(including ATMs) & Administrative Office.
- 8. Bank can give Electrical Audit order at the rate quoted by the vendor for new branch and offices at the same rate and terms and conditions.

#### Validity of offer:

The price finalized shall remain valid for a period of one year from the date of such finalization & may be increased as per the satisfactory services provided by the vendor & the approval of Competent Authority of this office.

#### **Opening of offers**

The technical bids will be opened on 26/02/2024 at 5:00 P.M in the presence of the service providers / their authorized representatives accompanied with valid ID proof and authority letter. No separate intimation will be given in this regard to the Service providers for deputing their representatives. The Price Bids/Commercial Offers will be opened on 26/02/2024 at 5:00 P.M as stipulated above irrespective of the number of offers or their representatives present.

The work will be allotted to L1 and in case L1 refuses to do the work due to any reason or in case or inordinate delay by L1 the work may be assigned to other vendor at the rate quoted by L1.

#### No commitment to accept lowest or any tender

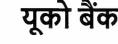
The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

#### Right to alter quantities

The Bank will be free to either reduce or increase the number of branches for audit on the same terms and conditions. The Bank also reserves the right to place further/repeat order on same terms and conditions within a period of 12 months.

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#### **Reports Submission**

Vendor should submit the audit report of first branch immediately after visit for checking purpose, remaining branches can be carried out after confirmation from bank. Vendor should submit the Electric Audit Report (softcopy/ hardcopy) to us under copy to branches. **Summary/Consolidated of reports** should be submitted separately (softcopy/hardcopy) to Zonal Office.

#### **Payment terms**

The terms of payment are as under:

- 1. No advance payment against work order.
- 100 % Payment will be made by respective branches after receiving the Audit reports (softcopy & hardcopy) of all Branches & separate Summary of reports (softcopy/hardcopy) with submission at Security Department, Zonal Office, and payment done by branches.
- 3. No additional payments will be considered for multiple visits.

#### Force Majeure.

If at any time during the period of the contract the performance in whole or in part by either party or any obligation under the contract shall be prevented or delayed by reasons of any War, hostilities, acts of God, Public, Enemy, Civil Commotion, Sabotage, Fires, Floods, Explosions, Epidemics etc. then, provided notice of the happening of the any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate their contract nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance. The whole or any part of the Party's obligations under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

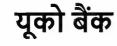
Zonal Manager Kolkata Zone

Encl.:- ANNEXURE- I (BASIC INFORMATION) ANNEXURE- II (COMMERCIA L/ FIN A N C IA L)



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# **Application Format**

# **Basic Information**

(To be filled by applicant)

S/N	Particulars	Details
1	Name of the Company/Firm/Applicant	
	andaddress of the registered office:-	
	Phone No:-	
	Fax No:-	
	E-mail:- Mobile No:-	
	Website, if any:-	
2	Date and year of establishment (enclose documentary	
	evidence)	
3	Type of the organization (whether sole proprietorship, partnership, private Itd. or Cooperative body etc.)	
4	Name of the proprietor/partners/Directors of application	
4	with address and phone no. (in case)	
	a.	
	b.	
	с.	
5	Details of registration-whether partnership firm,	
	company etc. Name of registering authority, Date & Registration number. (Enclose documentary evidence)	
6	Whether the firm has worked for the Government/Semi-	-
0	government/Municipal Authorities or any other public	
	organization Banks etc. if so, give details.	
7	No. of years of experience in the relevant field. (enclose	
	certificate)	
8	Yearly turnover of the organization during last three	Rs for 2020-21
	years(year wise)- as certified by the chartered accounted	Rs for 2021-22
	(enclose copy of balance sheet of last year)	Rs for 2022-23
9	Name of electrical auditor /engineer/inspector (full	
	details and qualification) (enclose document)	
10	Name of Fire auditor /engineer/inspector (full details and qualification) (enclose document)	
10	Income tax no: -	
10	Permanent A/c no:	
	GST no:	
	(Enclose documentary evidence)	
11	Details of staff member who will execute the project	
	(May attach separate sheet)	
12	License Number/ name of the Licensing authority	

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#### List of Important works completed

<u>Sr.</u> <u>No.</u>	Name of the project/work and employer	Nature of work	Work Order No & date	Present stage of work	Value of contract (Rs.)	Brief details of the dispute (if any)

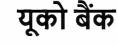
Notes:

- 1. Information has to be filled up specifically in this format. Please do not write remark "Asindicated in Brochure".
- 2. Indicate other points, if any, to show your technical and managerial competency to indicate anyimportant point in your favour.

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# **COMMERCIAL / FINANCIAL**

Quotations issued to

Name of work: - Electric Audit of Branches & Administrative office, Kolkata.

Sr. No.	Description & scope of work	Qty.	Rate	Amounts in Words
1	Electric audit of all branches(including ATMs) under jurisdiction of Kolkata Zone. Total 86 Branches/Admirative Office as per prescribed Guidelines & format at- tached with tender only. The rate shall include labour/cost, travelling, equipment handling charges, etc.	Per branch		-

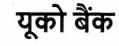
Note: -

Cost exclusive of taxes such as GST, service tax, sale tax etc. and inclusive of all expenses liketravelling, labour cost, Equipment handling charge etc.

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#### **ELECTRICAL AUDIT FORMAT**

#### 1. General Information

	Name of Branches/Office		
2.	Type of branch/Office (Metro/ Urban/ Semi-Ur- ban/Rural)		
3.	Staff strength detail of Branch/Zonal Of- fice/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.	Maximum Load( in last one year)	<b>v</b>	Any penalty (in last one year)

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

Phase-I	Phase-II	Phase-III
2.2 Eleverte Level Distrik	will an (in well)	

## 3.2 Electric Load Distribution (in volt)-

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

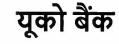
# 4. Earthing System

S/N	Separate Earthing for UPS and Raw Power (Yes/No)	Type of Earthing (chemical/Normal)	Earth resistance (in ohm)	Earth pit identified (Yes/No)

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	Earthing System review	Status Functional/Non- functional	Observations	Recommendations
ľ				

#### 5. Protective & Switching Device

S/N	Equipment's	Quantity/ Rating/ Parameter	Status (Func- tional/Non-func- tional	Observations	Risk Level	Remarks
1.	Air Circuit					
- 24	Breaker					
2.	МСВ					
3.	МССВ					
4.	ELCB					
5.	RCCB					
6.	Electrical					
	Cable/Wires					

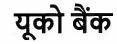
#### 6. Details of Electrical Equipment

S/N	Equipment's	Quantity/ Rating/ Pa- rameter	Status (Func- tional/Non functional	Observa- tions	Risk Level	Remarks
1.	Computers					
2.	Printers					
3.	Scanner/				T	Ĩ
	ColorPrinter					
4.	Public admin-					
	istrationSystem					
5.	Split ACs			-		
	Window/					
	Cassettes/					
	Tower ACs				-10	
6.	Fans					
7.	Router					
8.	Fire alarm and					
	burglar alarm				_	-
9.	CCTV					
10.	DG Sets				-	
11.	UPS System					
12.	Battery System					

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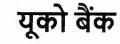
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		chine								,
14		barrier								
15	-	gage								
	Sca	nner								
16	Doc	r Scanner								
17		or Pump								
18	Oth	ers								
7.		ghting Syste								
S/N	Det	ails of Light F	ittings	Quan			(Func-	Compo		Recommen- dations
	(Co	nventional/l	ED		g/Pa- ter/ Ob-	tional/	Non-	withaco		duilons
	/CF	L)/ LUX Leve	ISurvey	serva		functio	onal	ble star	ndards	
8.	Pe	erformance	Assessme	ent					~	
1.		Batteries							Review	w/Status/Detai
	(c)									
		(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)	(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 anydeformity (give details)									
Equipment's Study Quantity/Ro			Rat-St	tatus (Fur	IC-	Obser-	Risk	Rema	rks	
Review& analysis ing/Parar				mete ti	onal/		vation	Level		
Kevi			ing, i ai ai	N	Ion-functi	onal				

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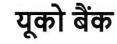
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2.	AC U	nits					
	(a)	AMC ven	dor & validi	ty of AMC			
	(b)	Proper electric connection with compressor, contactor relayand capacitor					
	(c)	Auto timer (functional/non- functional) (if provided)					
	(d)	Adequate	e rating MCI	3/fuse for ACs unit	(Yes/No)		
		oment's Review&	Quantity/ Rating/Pa- rameter	Status (Func- tional/ Non-functional	Obser- vation	Risk Level	Remarks
3.	<ul> <li>Diesel Generator <ul> <li>(a) AMC Vendor &amp; validity of AMC</li> <li>(b) Date of last engine oil and filter replacement (Not more than06 month or 250 running hrs.)</li> </ul> </li> <li>(c) All gauges like temp. meter, Voltmeter, ammeter, wattage, KWH, hour meter etc. are working properly (Yes/No) (If no give reason/detail)</li> <li>(d) Any deformity noise, leakage, fuel consumption rate and spark in exhaust system (Yes/No) (if yes give rea-</li> </ul>					Review/Status/Details	
		oment's Review alysis	Quantity/ Rating/Pa- rameter	Status (Functional/ Non-functional	Observa- tion	Risk Level	Remarks
							4.0
4.	Motor Pump/Geyser						
		oment's Review alysis	Quantity/ Rating/Pa- rameter	Status (Functional/ Non-functional	Observa- tion	Risk Level	Remarks

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9.	Heating of wire/Pan	els-		
Sr. No.	Thermography of electric Wire and panel(Yes/No)	No. of loca- tion/spot (where temp. is more than 78°c)	Detail of heating equip- ment ( attach thermog- raphy image & system generatedreport)	
				497

# 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 Distor- tion Overall electric risk category	Observa- tions	Risk Level	Reasons	Recommendations
(High/ Medium/ Low)				

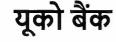
# 11. Other Electrical Risk

Sr. No.	Electrical Risk	Category (High/ Medium/Low)	Observations	Reason/detail and recom- mendation (For High only)
1.	Any hanging electri- cal wire/temporary electricconnection etc. in premises			
2.	Any multi pin plug or extension ca- ble/boarduse in premises			-
3.	Any dangling /loose electric connection or portion of live wire withdamage jacket/insulation			

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4.	Flammable com-		
	bustiblematerial		
	dumped near elec-		
	tric panel(Those		
	electrical equip-		
	ment run on 24x7		
	basis)		
5.	Voltage fluctuation		
6.	Any MCB/Fuse etc.		
	by pass from the		
	electricalsystem		
7.	Any other electrical		
	risk		

12. Summary (Observations/Recommendations)

Sr. No.	Observation	Rating(High/Me- dium/Low)	Recommendations (Strictly specify details ofelectrical equipment/wire etc. only) * Please add separate sheet if required

(Stamp & Signature of Electrical Auditor) (Stamp & Signature of Zonal/Branch head/ in charge)

Date -

Date -

यूको बैंक, अंचल कार्यालय, कोलकाता, 5 लाला लाजपत राय सरणी, प्रथम तल, कोलकाता:- 700020 UCO Bank, Zonal Office, 5 Lala Lajpat Rai Sarani, First Floor, Kolkata: - 700020 E-mail: zo.calcutta@ucobank.co.in राजभाषा हिंदी में राष्ट्र का काम

