

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



TENDER DOCUMENT

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

Sr. No.	DESCRIPTION	PARTICULARS
1.	Address for Communication	: UCO Bank, Zonal Office, 5 Lala Lajpat Rai Sarani, First Floor, Kolkata: - 700020
2.	Contact Person	: Mr. Mukesh Kumar Meena (Security Officer) : Mob No :- 9929686067
3.	Email ID	: 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 05.02.2024 to 26.02.2024.. 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.



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.
2. If, any information furnished by the vendors is found incorrect at a later date, he shall be liable to 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 Kolkata 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. **The 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 holiday or 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 of 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.

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.
2. 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 non-performance 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 (COMMERCIAL/ FINANCIAL)



Application Format

Basic Information

(To be filled by applicant)

S/N	Particulars	Details
1	Name of the Company/Firm/Applicant and address 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 ltd. or Cooperative body etc.)	
4	Name of the proprietor/partners/Directors of application with address and phone no. (in case) a. b. c.	
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-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 years(year wise)- as certified by the chartered accounted (enclose copy of balance sheet of last year)	Rs. ----- for 2020-21 Rs. ----- for 2021-22 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: - 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	

List of Important works completed

Sr. No.	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 any important point in your favour.

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	<p>Electric audit of all branches(including ATMs) under jurisdiction of Kolkata Zone.</p> <p>Total 86 Branches/Adminirative Office as per prescribed Guidelines & format attached with tender only.</p> <p>The rate shall include labour cost, travelling, equipment handling charges, etc.</p>	Per branch		

Note: -

Cost **exclusive of taxes** such as GST, service tax, sale tax etc. and **inclusive of all expenses like travelling, 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-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

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

5. Protective & Switching Device

S/N	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

S/N	Equipment's	Quantity/ Rating/ Parameter	Status (Functional/Non-functional)	Observations	Risk Level	Remarks
1.	Computers					
2.	Printers					
3.	Scanner/ ColorPrinter					
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					

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13.	Gate pass machine					
14	Flap barrier					
15	Baggage Scanner					
16	Door Scanner					
17	Motor Pump					
18	Others					

7. Lighting System

S/N	Details of Light Fittings (Conventional/LED /CFL)/ LUX Level Survey	Quantity/ Rating/Parameter/ Observations	Status (Functional/Non-functional)	Comparison with acceptable standards	Recommendations

8. Performance Assessment

Performance Assessment					Review/Status/Details	
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/de- tails) (Overload- more than 80% of UPS capacity) (c) Any battery bypassed with UPS(Yes/No)(if yes givedetails) (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 anydeformity (give details)					
Equipment's Study Review& analysis		Quantity/Rat- ing/Paramete	Status (Func- tional/ Non-functional	Obser- vation	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			

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4.	Flammable combustible material dumped near electric panel (Those electrical equipment run on 24x7 basis)			
5.	Voltage fluctuation			
6.	Any MCB/Fuse etc. by pass from the electrical system			
7.	Any other electrical risk			

12. Summary (Observations/Recommendations)

Sr. No.	Observation	Rating (High/Medium/Low)	Recommendations (Strictly specify details of electrical 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 -

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