



UCO BANK

यूको बैंक, अंचल कार्यालय, द्वितीय तल, 328, तम्बू स्ट्रीट, चेन्नई- 600001

UCO BANK, ZONAL OFFICE, 2ND FLOOR, 328, THAMBU STREET, CHENNAI – 600001

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वेबसाइट: [Website http://www.ucobank.com](http://www.ucobank.com)

NOTICE INVITING TENDER FOR ENGAGEMENT OF AUDITOR

FOR ELECTRICAL AUDIT OF UCO BANK PREMISES UNDER CHENNAI ZONE

PART-I (Technical Bid)



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NOTICE INVITING TENDER FOR ENGAGEMENT OF AUDITOR
FOR ELECTRICAL AUDIT OF UCO BANK PREMISES UNDER CHENNAI ZONE

Sealed bids are invited from competent person/agencies having sound technical capability for electrical audits of Bank's branches under Zonal Office Chennai.

Detailed terms & conditions are given below: -

1. Scope of work: -

- a) We have 58 branches under Chennai Zone. The details of branches shown in **Annexure- F** of this notice.
- b) Our branches premises size may vary from 800 sqft to 2000 sqft approximately. Our Branches with Onsite ATM would be treated as a single unit.
- c) Duty is to conduct Electrical audit of branches for fire safety, energy saving & assessment of compliance of statutory guidelines of state electricity deptt.
- d) E-auditor should submit their report in prescribed format attached herewith as **Annexure- E**, offer their recommendations & suggestions.

Upon receiving the duly filled Electrical 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 requires 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.



2. Eligibility Criteria of the bidder person/ agency:

- a. Applicant can be individual/ organization.
- b. 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).
- c. Bidders should have **GST & PAN** registrations.
- d. 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 May 2021.**
 - i. Three similar completed or active contracts in not less than 36 branches/ locations in last 5 years as on 31st May 2021. **OR**
 - ii. Two similar completed or active contracts in not less than 45 branches/ locations in last 5 years as on 31st May 2021. **OR**
 - iii. One similar completed or active contract in not less than 54 branches/ locations in last 5 years as on 31st May 2021.

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	01 July 2021
2	Pre-bid meeting	<p>Queries related to tender can be submitted on our email zochennai.sec@ucobank.co.in / through Phone call (Phone-(044) 43405551, 43405556) in between 10 AM to 5 PM on any working days) on or before 08 July 2021 by the interested bidder due to Covid guidelines.</p> <p>Incase if anyone wishes to visit this office for any clarification can do so on 08 July 2021 between 1500hrs to 1700hrs only.</p> <p>However we encourage the interested bidders to get their queries clarified via email or telephone due to the prevailing pandemic situation.</p>
3	Last date of receipt of Sealed Bids	22 July 2021 up to 1500hrs , tender receipt after the said time would be not be consider for evaluation.
4	Address for communication/ submission of bids	Zonal Manager, UCO Bank, Zonal Office, General Administration Department, UCO Bank, Zonal Office, 328, Thambu Chetty Street, CHENNAI – 600001
5	Date of opening of Bids	22 July 2021 at 1530hrs
6	Earnest Money deposit	Rs. 3000/- , Demand draft in the name of UCO Bank, Zonal Office, Chennai.
7	Performance Security Deposit (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

4. Quotation should be submitted in two Parts in separate sealed envelopes containing Part-I and Part-II which should be put in a third sealed envelope, super scribing 'Application for Engagement of 'Electrical Auditor' of Bank's Branches under Raipur zone. The third outer envelop must contain name, address, e-mail and contact Phone number of the bidders.

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



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a. 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 an 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.**

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 in **Annexure D**.

6- Evaluation of Bids:

Part (I) Eligibility/Technical 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 should be intimated to bidders through Mail and Phone, in case of further rescheduling of the same, intimation would again 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 (Annexure- D, 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 reserves the right to negotiate with lowest bidder.

8- Earnest money deposit: - Bidder has to provide earnest money deposit of Rs. 3000/- (Three thousand) in the form of Demand draft (DD) in favour of UCO Bank Zonal Office, Chennai along with tender document (Part-I bid). In case the bidder is exempted by Govt. order, he/ she needs 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:

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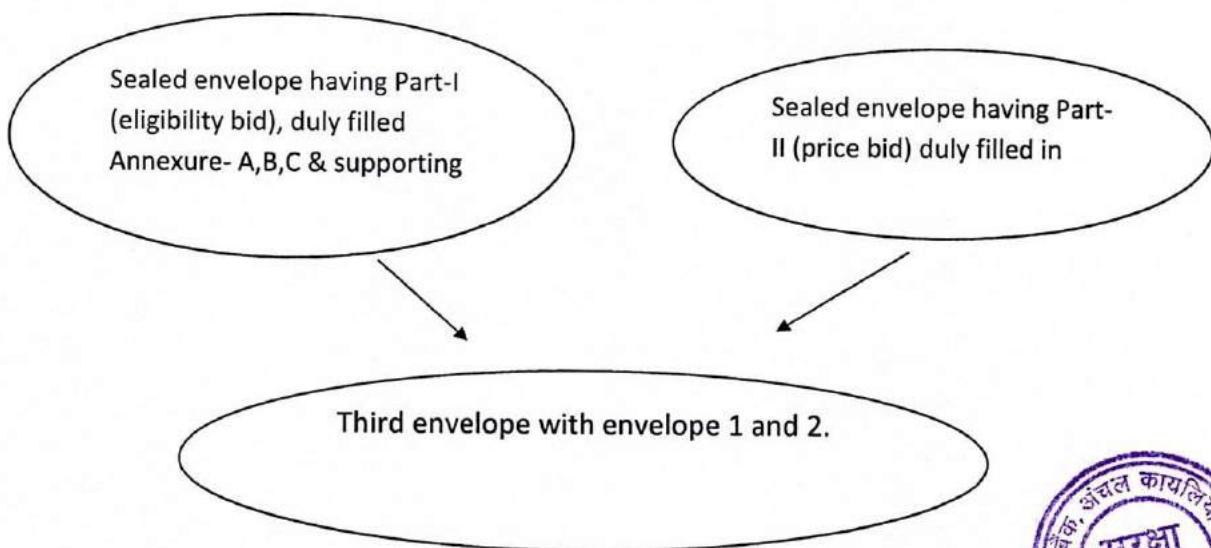


- a) Revocation of the tender or increasing the rates after opening of the tender and before the expiry of the validity of tender.
- b) Refusal of the bidder/auditor to execute the work or not complying with the contractual terms & conditions after awarding of contract.
- c) EMD of unsuccessful bidder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

Zonal Manager,
UCO Bank Zonal Office,
Chennai, Thambu Chetty Street- 600001
Ph-044-43405551/556

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

Submission & Packing of bids



APPLICATION FORMAT

ANNEXURE-A

APPLICATION FOR ENGAGEMENT/ EMPANELMENT OF ELECTRICAL AUDITOR FOR VARIOUS BRANCHES/ OFFICE OF UCO BANK UNDER CHENNAI ZONE

Sno		
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 Chennai (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.

(Signature & Seal of bidder)

Name of Bidder:

Date :



ELIGIBILITY BID (PART-I)

ANNEXURE- B

SN	Documentary proofs establishing eligibility of bidder	Provided (Yes/No)
1	Name of the bidder and 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

Date



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ANNEXURE-C

TERMS & CONDITIONS:

GENERAL CONDITION:

1. The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of Bank's Branches, ATMs in Tamilnadu under Chennai Zone of UCO Bank. (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, Chennai.
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 assigned for conducting 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

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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 is 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

Date



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ANNEXURE-D

PART-II (PRICE BID)

PRICE BID FOR ELECTRICAL AUDIT OF BRANCHES UNDER UCO BANK, ZONAL OFFICE, CHENNAI.

Bank requires to conduct 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 the 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 requires to confirm the status of compliance of the same, then the bank can assign the work of Post rectification Electrical audit of any of the branch to the E -auditor. Separate charges to be paid to E-auditor for conducting the post rectification E-audit, these charges to be quoted in column no. (6).

Lowest bid would be decided on comparative evaluation of price quoted in the table below **per branch**. Bank reserves the right to negotiate with lowest bidder.

SI No	Charges for Electrical audit per branch (including Onsite ATM- within Chennai Municipality Area Total- (28)	Charges for Electrical audit per ATM for OFF Site ATM- 100 SFT Total – (4)	Charges for Electrical audit per branch (including Onsite ATM- outside Chennai Municipality Area Total – (24)	Zonal Office building at Thambu Chetty Street, Parrys, Chennai- 01	Pondicherry Main Building 01	Port Blair 01	Charges for confirmation of compliance (post deficiencies rectification Electric audit per branch) - INR
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Above charges would include, labour, transportation, halting charges, equipments, etc. only GST will be paid extra at applicable rate.

(Signature & Seal of bidder)



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Terms and conditions for the price bid:

The bid should be submitted strictly as per the following terms and conditions:-

A) Bids should be submitted in two Parts in separate sealed envelopes containing Part - I and Part - II which should be put in another sealed envelope, super scribing '**Application for Engagement of 'Electrical Auditor'**' of Bank's Buildings under Chennai Zone.

B) Bids should be submitted to the **General Administration Department, UCO Bank, Zonal Office, 328, Thambu Chetty Street, CHENNAI – 600001** as per the following schedule.

C) The Part - I & Part - II must contain the following documents:

- i) **Part-I** of tender, super scribing "PART-I (Technical Bid for Engagement of 'Electrical Auditor')", should contain Application in Bank's prescribed format as per Annexure - A along with all relevant documents as mentioned therein and a letter from the applicant towards acceptance of scope of services and terms & conditions as mentioned in Annexure - C.

There should not be any indication of price/rate/charges in Part - I of the tender. Conditional offer will be not accepted.

Part-II of bids should be submitted in separate sealed cover, super scribing "PART - II (Price Bid for Engagement of 'Electrical Auditor')". It should contain only price bid in prescribed format (**Annexure- D**)

UCO Bank shall not be responsible for non-receipt of bids within the specified date and time due to any reason including holidays or postal delay. In case the specified date and time is declared a holiday the bid will be received till the specified time on the next working day at specified time on the same day.

No alternative offer is acceptable. Only one single solution, which is cost effective and meets the basic requirements at Annexure-D.

The vendor may modify or withdraw its offer, after its submission prior to the closing date and time scheduled for submission of documents & bid provided a written notice of the modification or withdrawal is received by UCO Bank.



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2 Evaluation Criteria for arriving at L - 1 price:

Branches of Bank are housed in premises as per the list attached Appendix -A with an area of 800 sqr ft to 2000 sqr ft. Every Branch is with similar feature having UPS, light, fan, Air conditioning & generator. Evaluation of offers would be made on average cost per Branch without any discrimination of its volume & size but in two categories; Branches in Chennai Municipality area & Other than Chennai Municipality area.

The bidders are requested to quote accordingly.

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 at any stage without assigning any reasons whatsoever. Part-II will be opened only if Bank is satisfied with Part-I. Applicants can email to zo.chennai@ucobank.co.in till **08 July 2021** for any queries/clarifications.

ZONAL MANAGER

UCO Bank, Zonal Office,

328, Thambu Street,

Chennai-600001

Phone-(044) 43405551, 43405556

FAX (044)43405575, E-mail zo.chennai@ucobank.co.in



SCOPE OF WORK:

Format of Electrical audit

Branch: **Date:**

01. Assessment of luminaries/ light fittings (Report to be submitted on following format):

Type of luminaries/ light fittings	No of luminaries/ light fittings	Lux level of luminaries/ light fittings	Total electrical load consumption		Remarks (Condition of light & fixtures acceptable or Not)	Suggestions for improvement, if any
			Watt	Amp		

02. Assessment of Air conditioning system (Report to be submitted on following format):

Type of Air conditioning units	No of Air conditioning	Capacity of Air conditioning (TR)	Total electrical load consumption		Condition of air conditioning system	Remarks (Condition of machine acceptable or Not)	Suggestions for improvement, if any
			Watt	Amp			

03. Assessment of electric circuit (Report to be submitted on following format):

SN	Heads	Result	Acceptable or Not	Suggestions for improvement, if any
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
4	Cables correctly supported throughout their run or not			
5	Condition of insulation of live parts			
6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
7	Adequacy of protective devices, type and rated current for fault protection			
8	Presence and adequacy of circuit protective conductors			

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9	Whether Low voltage cables segregated from Medium voltage cables			
10	Whether Cables separated / segregated from non electrical services			
11	Whether proper termination of cables at enclosures			
12	Connections soundly made and under no undue strain	Insulation of conductor visible outside enclosure		
		Connections of live conductors adequately enclosed		
		Adequately connected at point of entry to enclosure (glands, bushes etc..)		
		Condition of accessories including socket outlets, switches & joint boxes		
13	Other special observations, if any record the results of particular inspections applied separately			

04. Assessment of electrical Panel room (Report to be submitted as per following format):

SN	Heads	Result	Acceptable or Not	Suggestions for improvement, if any
1	Presence of Main switch interlocking if two different supplies are coming to distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
4	Cables correctly supported throughout their run or not			
5	Condition of insulation of live parts			
6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
7	Adequacy of protective devices, type and rated current for fault protection			
8	Presence and adequacy of circuit protective conductors			
9	Whether Low voltage cables segregated			

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	from Medium voltage cables			
10	Whether Cables separated / segregated from non electrical services			
11	Adequacy of protective earthing conductor			
12	Adequacy of Neutral earthing conductor			
13	Whether proper termination of cables at enclosures			
14	Connections soundly made and under no undue strain	insulation of conductor visible outside enclosure		
		Connections of live conductors adequately enclosed		
		Adequately connected at point of entry to enclosure (glands, bushes etc..)		
		Condition of accessories including socket outlets, switches & joint boxes		
15	Details switch gear panels	No of Panels		
		Rating of panels		
		Measurement of P-P & P-N voltage of Panels		
		Measurement of P-P & P-N current of Panels		
		Condition of Panels		
		Any other observations		
16	Whether method of Cables laid inside the Electrical room is acceptable			
17	Total electrical load of the Floor	Air conditioning load		
		Light & power load		
18	Whether electrical load balancing is acceptable (give details of phase wise load)			
19	Other special observations, if any record the results of particular inspections applied separately			

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05. Assessment of Earthing system (Report to be submitted as per following format):

Earthing Continuity Testing: This Test is conducted to find out any equipment that has not been earthed properly and in compliance with **Indian Electricity Act 1956, IS-1200 part I and as per IS-3043 of 1966**. It is to be checked with the help of Continuity Testing Meter and Earth Resistance Meter

SN	Heads	Result	Acceptable or not	Suggestions if any to improve
1	No of earth pit			
2	Type			
3	Earthing test report			
4	Continuity test report			
5	Condition of total earthing system for the building. (Give detail report)			
6	Neutral earthing & its adequacy			
7	Protective earthing & its adequacy			
8	Other special observations, if any record the results of particular inspections applied separately			

06. Assessment of lighting protection system (Report to be submitted on following format):

SN	Heads	Result	Acceptable or not	Suggestions if any to improve.
1	Number of terminals			
2	Number of down conductors			
3	Continuity of conductor			
4	Condition of the lightning conductor			
5	Joints condition			
6	Testing point on down conductor			
7	Earth conductor condition			
8	Earth resistance			
9	Other special observations, if any record the results of particular inspections applied separately			



07. Assessment of UPS (Report to be submitted on following format):

No of UPS	Capacity in KVA	P-P Voltage of each UPS			P-N Voltage each UPS			Phase Current			Total load		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Remarks (Condition of machine acceptable or Not)	Suggestions for improvement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A				

08. Assessment of Pump (Report to be submitted as per following format):

No of Pump	Capacity of each pump 1. Rating 2. make 3. type	P-P Voltage			P-N Voltage			Phase Currents			Total electrical load consumption		Parameters of the pump motors					Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulations	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A	No	Capacity (KW)	Voltage	Current	Condition of motors					

09. Assessment of Diesel Generating Set (Report to be submitted on following format):

No of Diesel Generator Set	Capacity of each Diesel Generator Set 1. Rating 2. Make 3. Type	P-P Voltage of each Diesel Generator Set			P-N Voltage each Diesel Generator Set			Phase Currents			Total load	Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulations	Whether Diesel Generator Set over loaded/under loaded and extant thereof in %	Remarks (Condition of machine acceptable or Not)	Suggestions for improvement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A					

Note: Where ever two/multi storied building is available, there it should be required to submit assessment report floor wise.

10. Assessment of substation (Report to be submitted as per the following format):

No	Heads	Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient environment friendly cost benefited air conditioning system
	Presence of Main switch interlocking if two different supplies are coming to the distribution panel			
	Availability of correct identification of circuit details and protective devices			
	Condition of metering equipment			
	Condition of isolator (where present)			
	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
	Cables correctly supported throughout their run or not			
	Condition of insulation of live parts			
	Adequacy of wiring for current carrying capacity with regard to the type and nature of insulation			
	Whether Low voltage cables segregated from Medium voltage cables			
0	Whether Cables separated / segregated from non electrical services			
1	Whether proper termination of cables at enclosures			
2	Connections soundly made and under no undue strain	Insulation of conductor visible outside enclosure		
		Connections of live conductors adequately enclosed		
		Adequately connected at point of entry to enclosure (glands, bushes etc.)		
		Conditions of accessories including sockets outlets, switches and joint boxes		
3	Adequacy of protective earthing conductor			
4	Adequacy of Neutral earthing conductor			
5	High tension cable size adequacy			
6	Interlocking between High tension and Low tension switch gears			
7	Interlocking between Transformers (if any)			



8	Details over voltage protection	No			
		Rating and make			
		Condition			
		Any other observation			
9	Under voltage protection	No			
		Rating and make			
		Condition			
		Any other observation			
0	Earth fault protection	No			
		Rating and make			
		Condition			
		Any other observation			
1	Short circuit protection	No			
		Rating and make			
		Condition			
		Any other observation			
2	Over current protection	No			
		Rating and make			
		Condition			
		Any other observation			
3	Whether method of Cables laid inside the Electrical room is acceptable				
4	Total Electrical Load	Air conditioning load			
		Light & power load			



5	Whether electrical load balancing is acceptable (Give details phase wise load)			
6	Other special observations, if any record the results of particular inspections			

11. Assessment of substation switchgears (reports to be submitted as per following format):

No of breakers	Capacity of each breaker 1. Rating 2. Making 3. Type	P-P voltage of each breaker	P-N voltage of each breaker	Phase currents	Total electrical load consumption	Neutral earthing & its adequacy	Protective earthing & its adequacy	Condition of insulation	Whether breaker are loaded/under loaded and extant thereof in %	Remarks (condition of machines acceptable or not)	Suggestions on improvement if any
		R Y B	R Y B	R Y B	KW A						

10. General Comments covering following aspects: -

- Non scaled sketch of layout of the Branch.
- Single line diagram of existing electrical system.
- Xerox copy of last 03 bills to be collected from the Branch/ office concerned.
- Total sanctioned load
- Total connected load
- Whether the distribution of loads are satisfactory
- Condition of electrical wiring
- Whether MCBs installed are adequate & appropriate rating
- Observation/ grey areas
- Recommendation
- Tips on energy savings
- Suggested measure to prevent electric fire hazards

Sign(of the auditor):

Seal:

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Annexure- F

BRANCHES WITHIN CHENNAI MUNICIPALITY AREA			
S No.	Branch Name	Branch Address	Phone No
1	ZONAL OFFICE BUILDING	UCO Bank Building, First Floor, 328, Thambu Chetty Street, Chennai – 600001 Chennai	43405601/43405602/43405609
2	SOWCARPET-CH.	no 18 devaraja mudali street chennai-600003 Chennai	25354612,13,14
3	PURASAWALKAM	No.14, Purasawalkam High Road, Purasawalkam , Chennai-600007. Chennai	26421866
4	MYLAPORE	New No.195, Royapettah High Road, Mylapore Chennai-600004.	24983877 & 24982675
5	CHETPUT	UCO BANK, CHETPUT BRANCH,779, POONAMALLEE ROAD, KILPAUK Chennai	26411047/26411627
6	ADYAR BRANCH	OLD NO.37, NEW NO.85, FIRST MAIN ROAD, GANDHI NAGAR, ADYAR, CHENNAI NEAR ADYAR SIGNAL	24910553, 42117158
7	SELAIYUR	455, VELACHERY MAIN ROAD, SELAIYUR EAST TAMBARAM, CHENNAI	22394885
8	MOUNT ROAD	NO.11, GROUND FLOOR, NEW NO.178, OLD NO.766, SAKTHI TOWERS-III, MOUNT ROAD, CHENNAI 600 002.	28297930/32/33/35
9	SHASTRINAGAR	107, LB ROAD ADYAR, CHENNAI-20	24912019
10	ICF COLONY	ICF COLONY BRANCH, 165, KONNUR HIGH ROAD, ICF Chennai	26176261
11	N W PET	NO-7, T. H. ROAD NEW WASHERMENPET Chennai	25911650, 25914650
12	TRIPPLICANE	OLD NO.62, NEW NO.78, C.N. KRISHNASWAMY SALAI,TRIPPLICANE, CHENNAI 600 005	28447479
13	ANNASALAI	NEW NO.157,OLD NO.AD-1, FIRST FLOOR, PLOT NO.C-20, SECOND	26203384

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		AVENUE,ANNA NAGAR, CHENNAI	
14	SAIDAPET	NO-19, VELACHERY MAIN ROAD, LITTLE MOUNT , SAIDAPET , CHENNAI	22351678/2696
15	NARAYANPURAM	56 VELACHERY,TAMBRAM MAIN ROAD, PALLIKARNAI,CHENNAI	22461077
16	SEETHANAGAR.	23/11/,Jambulingam Street,Nungambakkam, Chennai 600034	28271207
17	T. NAGAR (MC)	NEW NO.26, OLD NO.21, GROUND FLOOR, SOUTH DHANDAPANI STREET, T.NAGAR CHENNAI	24340403
18	KOYAMBEDU.	No 55/1, Thiruveedhi Amman Koil Street, Koyambedu, Chennai 600107	23633633
19	VELACHERY	2A, 3RD MAIN ROAD, VELACHERY Dhandeswaram Nagar	22433399, 22430909
20	ANNA NAGR (W)	Plot No-1501, 16th Main Road, Anna Nagar West	42083946, 430116793
21	VALASARAWAKAM	No:141, Indira Nagar, Majestic Colony, Valasarawakkam, Chennai	45550001; 45550002
22	CHROMEPET	PLOT NO-125/B, DOOR NO-73, 3RD MAIN ROAD, NEW COLONY, CHROMPET chennai	22411420
23	MOGAPPAIR	SURYA APARTMENT , GROUND FLOOR, 81, VELLALAR STREET, MOGAPPAIR	26357533 & 26357433
24	KODUNGAIYUR	No 57,Ground Floor, Meenambalsalai, Krinshnamurthy nagar, Kodungaiyur, Chennai	25540110
25	PAKKAM	NO.3/331, VENKATESAPURAM, PAKKAM, THIRUVALLUR	26345650
26	KOVILAMBAKKAM	PLOT NO 5 MUTHIAH NAGAR MEDAVAKKAM MAIN ROAD KOVILAMBAKKAM CHENNAI	22682644
27	NANGANALLUR	Plot no 16/A ,Door No 5/3 ,First Floor Veeraraghavan Street ,Nanganallur, Chennai	22246161
28	AMBATTUR	PLOT NO-67-B, NORTH PARK STREET, AMBATTUR	NA
29	GUDUVANCHERY	NO.35, GROUND FLOOR, G.ST.ROAD,GUDUVANCHERY, CHENNAI KANCHEEPURAM DT	27465050/ 27465105



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BRANCHES OUTSIDE CHENNAI MUNICIPALITY AREA

S no	Branch	Address	Ph Number
1	PONDY. MAIN	POST BOX NO.37, 7, RUE MAHE DE J N STREET, PLABOURDONNAIS, PONDICHERRY	2233899
2	PONDY. BAZAR	NO 21, ONDICHERRY JN. STREET OPP TRAFFIC POLICE STATION	2336991 2336580
3	MUNDIYAMBAKKAM	Trichy Main Road, Mundiyambakkam-605601, Villupuram District, Tamilnadu. Villupuram Opposite to Raj Shree Sugars & Chemical Mill	232686, 232333
4	BAHOUR	34, CHURCH STREET, BAHOUR & POST, PUDUCHERRY 607402	2633422
5	VILLIANUR	MADHA KOIL STREET, VILLIANUR-605110 PONDICHERRY	0413-2666328
6	NELLIKUPPAM	No:11, Rathinam pillai Street, Nellikuppam Cuddalore	272218
7	KANCHEEPURAM	95, PALLIKOODATHAN SOTREET (METTU ST) KANCHEEPURAM	27222727
8	PERAMBAKKAM	No.1, Varalakshmi Nagar, Thiruvallur Road, Perambakkam, Pin-631402 Thiruvallur	
9	VELLIYUR	543, Thamaraiyakkam road, Tiruvallur Dt Velliyur Village, Tiruvallur Dist	27626729
10	KARAIKAL	103 Bharthiyar Street Karaikal	220410
11	CUDDALORE	NO.5/11, NETHAJI ROAD MANJAKUPPAM. CUDDALORE	(1) 230680 (2) 220680
12	KORATTUR	25, SHANTHI NAGAR MAIN ROAD, 2ND STREET, KORATTUR, CHENNAI 600 080 Chennai	26872416, 26873106
13	VELLORE	No.21/4, SUKKAIAH STREET, OPP. C.M.C. BUS STOP ARCOT ROAD, VELLORE	2222288

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		DHARMARAJA TEMPLE	
14	PERIAKALAPET	1, BUNGLOW STREET, PERIAKALAPET, PONDICHERRY	1. 2655144 2.2655529
15	THIRUVENDHIPURAM	No 76-a, mathalankula street, Tiruvannamalai	220052
16	ORAIYUR	412A MAIN ROAD ORAIYUR PANRUTI (TK) CUDDALORE(DT) PANRUTI	248208
17	AFT MUDALIARPET	No-1 Mayor Muthu Pillai Nagar, Cuddalore Road, Mudaliarpet, Pondicherry	0413-2281474
18	THIRUVANNAMALAI	No 76-a, mathalankula street Tiruvannamalai	220052
19	VIRUDHACHALAM	345/46, PERIYAR NAGAR NORTH, CUDDALORE MAIN ROAD, CUDDALORE MAIN ROAD, VIRUDACHALAM	238114/238116
20	KOLIVAKKAM	Pallavan Polytechnic Campus, Iyyangarkulam Post, Kanchipuram District, Pin Code - 631502	27242143
21	NARASINGAPURAM	2/180, YADAVA STREET, NARASINGAPURAM, THIRUVALLUR DISTRICT-631402, TN VIA PERAMBAKKAM)	27601042, 2765584 0
22	NEYVELI	Shop No. 8 & 9, Ground floor, Neyveli Plaza, (opp. NLC Archgte), Chennai-Kumbakonam Road, vadakuthu, Neyveli	255592
23	THIRUVALLUR	UCO Bank, Plot No 3688, TNHB, Old Collectorate Road, Thiruvallur	27665578, 27665579
24	ORAGADAM	34/4B, ORAGADAM, SRI PERAMBADUR TALUK, NEAR KOOTU ROAD ORAGADAM KANCHIPURAM DIST	27107701
25	MOOLAKULAM	265, VAZHUDHAVOOR ROAD, KATHIRKAMAM, Pondicherry.	2273141/42



S no	Branch	Address	Ph number
1	PORT BLAIR	P. B. NO-198, MIDDLE POINT, M. G. ROAD, PORT BLAIR, ANDAMON 7 & NICOBAR ISLAND PORT BLAIR	233104/105

OFF Site ATMS			
S no	ATM Location	Attached Branch of OFF Site ATM Address	Ph Number
1	Panimalar Engineering College. (2)	UCO BANK, CHETPUT BRANCH, 779, POONAMALLEE ROAD, KILPAUK Chennai	26411047/26411627
2	Kancheepuram (2)	95, PALLIKOODATHAN SOTREET (METTU ST) KANCHEEPURAM	27222727



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