

NOTICE FOR ENGAGEMENT OF ELECTRICAL AUDITORS/ ENGINEERS FOR DOING ELECTRICAL AUDIT FOR FIRE SAFETY IN PREMISES OF 81 BRANCHES & 1 LDM OFFICE UNDER UCO BANK ZONAL OFFICE, SALT LAKE

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

DETAILED TERMS & CONDITIONS ARE GIVEN BELOW:

1. Scope of work:-

- A) We have 81 Branches and one LDM Office under Salt Lake Zone situated in various districts of West Bengal, District-wise position of Branches shown in **Annexure- 'D'** of this advertisement.
- B) Our branches premises size may vary from 800 sq.ft. to 1600 sq.ft.
- C) Work is of doing 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.
- E) 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.
- F) Estimated cost of work for 81 Branches and one LDM Office would be Rs. 2 lacs (two lacs).

2. Eligibility Criteria of the bidder person/ agency:

- Applicant can be individual / organization.
 - 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.
 - The person or staff appointed by successful bidder to conduct electrical audit of Branches/Offices must have degree in electrical engineering accredited by BEE (Bureau of Energy Efficiency).
 - Bidders have GST & PAN registrations.
 - Bidder should have experience in executing the similar work as under at the Public sector Banks/ RBI/ Govt. organizations/PSU in last 5 years as on 31st March 2021.
1. Three similar completed or active contracts in not less than 36 branches/ locations in last 5 years as on 31st March 2021. **OR**
 2. Two similar completed or active contracts in not less than 45 branches/ locations in last 5 years as on 31st March 2021. **OR**
 3. One similar completed or active contract in not less than 72 branches/ locations in last 5 years as on 31st March 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:

S.N.	Process	Schedule
1	Date of commencement of tender	June 15 th , 2021
2	Pre-bid meeting	Queries related to tender can be submitted on our email, zosaltlake.sec@ucobank.co.in on or before 21st June, 2021 or interested bidder may visit our office on 21st June 2021 for pre-bid meeting.
3	Last date of receipt of Sealed Bids	July 6 th 2021 up to 3 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 Salt Lake, 3&4 DD Block, Sec-I, Salt Lake -700064
5	Date of opening of Bids	July 6 th 2021 at 04.00 pm.
6	Estimated cost of tender	Rs. 2 lakh (Two lacs)
7	Earnest Money deposit	Rs. 2000/- , Demand draft in the name of UCO Bank, Zonal Office, Salt Lake
8	Performance security (Refundable)	10% of the cost of work to be submitted by successful bidder in the form of Demand Draft at the time of allotment of work.
9	Validity of tender	90 days from the date of opening

4. Quotation should be submitted in two Parts in separate sealed envelopes containing **Part-I and Part-II** which should be put in third sealed envelope, super scribing 'Application for Engagement of 'Electrical Auditor' of Bank's Branches under Salt Lake Zone.

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

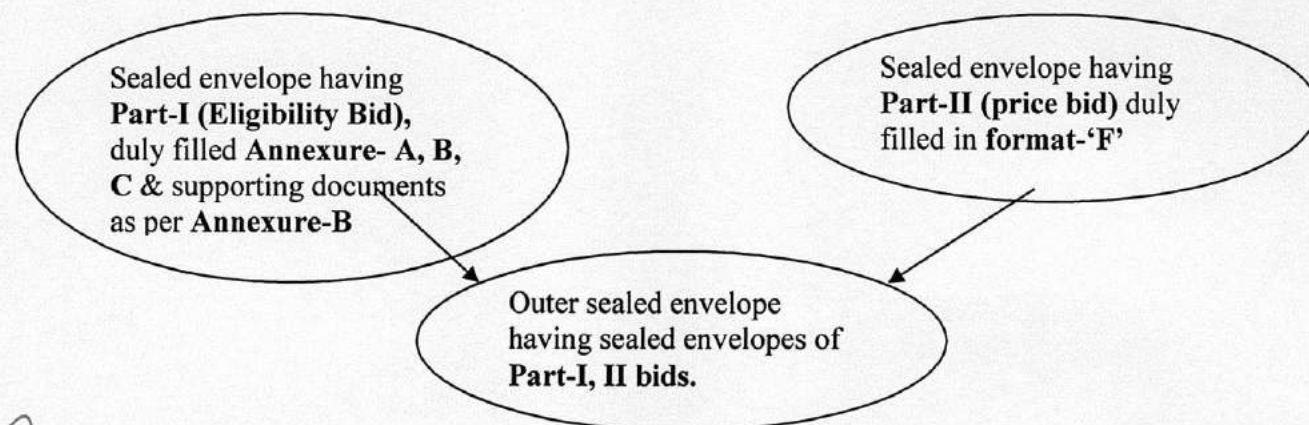
- Part-I** - of tender, super scribing "PART-I (Technical Bid for Empanelment of 'Electrical Audit')", should contain Application in Bank's prescribed format as per **Annexure-'A'** along with all relevant documents as mentioned in the **Annexure-'B'** and a acceptance of terms & conditions as mentioned in **Annexure-'C'**.
There should not be any indication of price/rate/charges in Part-I of the tender. Conditional tenders will not be accepted.
- Part-II** - of tender should be submitted in separate sealed cover, super scribing "PART-II (Price Bid for Empanelment of 'Electrical Audit')". The price should be quoted in column -'2' of the prescribed format given in **Annexure-'F'**.

6. **Evaluation of Bids:** Part (I) Eligibility bid would be opened first, bidders who qualified in the evaluation of their eligibility bid are only considered for empanelment & evaluation of their financial bids Part-II. Date of opening of bids will be as per above specified schedule, in case of rescheduling of the same, an intimated would be sent to bidders through bidder's email & telephone no. as shown on outer envelope of their bid. Bank is not liable of non receipt of information of opening of bids in case of not mentioning of email ID / telephone no., bounce back of email, not connecting to bidders through telephone. Bank reserves the right to reject any/all bids without assigning any reason thereto. Bidders can witness the tender opening process through their authorized representative of schedule date & time, it is not mandatory for bidder to present at the time of opening of bids. We are not bound to hold the process of opening of tender due to absence of representative of any or all of the bidders at the time of opening of bids.



7. **Allotment of work:** Price bids of eligible bidders would be comparatively evaluated & lowest bid (L-1) would be decided on the basis of price quoted by bidders for Electrical audit per Branch (in column no. 2 of Annexure-'F', Price bid). Work would be allotted to lowest (L-1) bidder; Bank can also distribute the work among other eligible bidder(s) at the lowest rate. In that case major share of work would be allotted to lowest bidder. Bank reserve right to negotiate with lowest bidder.
8. **Earnest Money Deposit:** - Bidder has to provide Earnest Money Deposit of Rs. 2000/- (Two thousand) in the form of Demand draft (DD) in favour of UCO Bank Zonal Office, Salt Lake along with tender document (Part-I bid). In case the bidder is exempted by Govt. order, need to provide an undertaking on non-judicial stamp stating that he/ they will not refuse to execute the purchase order/ contract if awarded by bank. EMD is liable to be forfeited in the event of:
- Revocation of the tender or increasing the rates after opening of the tender and before the expiry of the validity of tender.
 - Refusal of the bidder/auditor to execute the work or not complying with the contractual terms & conditions after awarding of contract.
 - EMD of unsuccessful bidder would be returned.
- For any queries, bidder may contact the undersigned on working days between 11 A.M. to 5 P.M.
 - Bank is not responsible for any typographically mistake in the tender documents, late receipt bid or damage of bid in transit.
 - Any dispute arising in this matter will be settled in the jurisdiction of Kolkata.

Submission & Packing of bids:




Zonal Manager
UCO Bank, Zonal Office
3&4 DD Block, Sector -I, Salt Lake-64
Tel-033-4455-9166
E-mail: zosaltlake.sec@ucobank.co.in



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



ANNEXURE-‘A’

APPLICATION FORMAT

APPLICATION FOR ENGAGEMENT/ EMPANELMENT OF ELECTRICAL AUDITOR FOR VARIOUS BRANCHES/ OFFICE OF UCO BANK UNDER SALT LAKE 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 Kolkata (If any)
with Telephone No. & E-mail ID:
4. Year of Establishment:
5. Status of the Applicant (whether
Proprietary/Private Ltd./Public Limited/
Co-operative Society/Public sector/
Autonomous body/Govt. Department):
(Enclose copies of relevant documents)
6. Name of Proprietor/Directors/Partners/
Controlling body
i)
ii)
7. Whether registered with the Registrar
of Companies/Registrar of Firms/Registrar
of Co-operative societies. If so, please mention
the number of such registration and date. :
(Enclose copies of relevant documents)
8. Whether registered for GST.
If so, please mention the GST
Number and furnish a copy:
9. Details of Permanent Account Number:
(Enclose photocopy of PAN Card)
10. Whether the documentary proofs establishing the eligibility for empanelment has been provided

(Enclose copies of relevant documents/ work orders, completion certificates specified in Annexure-B)

The particulars furnished in the application, eligibility bid- Annexure-‘B’ & documentary proofs submitted along with are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled & EMD can be forfeited. I/ we understand and accept the terms & conditions of the tender.

Date:

(Signature & Seal of bidder)
Name of Bidder



ANNEXURE-‘B’

ELIGIBILITY BID (PART-I)

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:	
	• 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



ANNEXURE-‘C’

TERMS & CONDITIONS:

A. GENERAL TERMS & CONDITIONS:

1. The Successful Bidder(s) will be engaged for doing ‘Electrical Audit’ of Bank’s Branches/ Office in West Bengal State under Salt Lake 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 Salt Lake.
3. The Successful Bidder will have to carry out the work without making hindrances to other agencies, whose works are likely to be carried out simultaneously at the same site during working hours.
4. The Successful Bidder will take all measure on the site of the work to protect the public, our staff as well as their workmen from accidents and shall be bound to bear the expenses related to loss /damage to property, loss of life/ injury / medical treatment of any person caused by the act of person doing Electrical audit and defense of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions from their end and to pay compensation to any such persons as per law.
5. The Successful Bidder will have to inform the names of their authorized representatives/ engineer to be deployed at the site for the work. Bidder will submit a verified copy of electrical engineering certificate along with two passport size photo of the staff or representative, who will be allotted for doing the E audit work in our Branches / Offices. Authorization to conduct the E audit in Branches/ATMs will be issued from our Office in the name of that staff.
6. There will be no escalation of rate during the period of rate contract.
7. No space will be provided for site office, labour camps, storage etc.
8. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the applicants who resort to canvassing will be liable to rejection.
9. No payment will be made towards expenses related to transportation, accommodation, food, site Office, labour camps, storage etc.
10. The Applicants may visit the locations before submission of their quotation.
11. Refundable Performance security equivalent to 10% of the cost of work as a guarantee of timely & satisfactory accomplishment of work to be deposited at the time of allotment of work to successful bidder, in case of any default it can be forfeited. Performance security deposit can be forfeited in case bidder fails to complete the allotted work at the schedule time; auditing work is not up to the level of satisfaction.
12. In case Bank does not satisfied with the E audit report of any Branch/ Office, Bank can assign the auditor to re-audit the same Branch/ office 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 Zonal Office, Salt Lake 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 condition as per Annexure –‘C’

(Signature & Seal of bidder)

Name of Bidder:



Annexure -'D'

District wise Name of Branches /Office

Sl. N	SOL	BRANCH	District	Sl. No.	SOL	Branch	District
1	279	ASHOKENAGAR	24 North Pgs.	1	819	AMTA	Howrah
2	270	ATHPUR	24 North Pgs.	2	2221	BAGNAN	Howrah
3	671	BADU	24 North Pgs.	3	653	BAKSHARA	Howrah
4	669	BAGMORE	24 North Pgs.	4	798	BAKULTALA	Howrah
5	1986	BAGUIATI	24 North Pgs.	5	601	BALLY	Howrah
6	655	BARASAT	24 North Pgs.	6	1789	BALLY GOSWAMI	Howrah
7	958	BARRACKPUR	24 North Pgs.	7	755	BALTIKURI	Howrah
8	675	BASIRHAT	24 North Pgs.	8	1758	BAMUNGACHI	Howrah
9	2085	BELGHARIA	24 North Pgs.	9	407	BANIPUR	Howrah
10	1119	BELIAGHATA BRIDGE	24 North Pgs.	10	416	BANITABLA	Howrah
11	2550	BHATENDA EAST	24 North Pgs.	11	739	BANKRA	Howrah
12	2219	G E BLOCK (CSC)	24 North Pgs.	12	614	BARGACHIA	Howrah
13	1630	BILKANDA	24 North Pgs.	13	1773	BASANTAPUR	Howrah
14	707	BIRATI	24 North Pgs.	14	447	BEGRI	Howrah
15	1993	BONGAON	24 North Pgs.	15	933	BELLILIOUS ROAD	Howrah
16	2676	CHAK BARBARIA	24 North Pgs.	16	2369	BESU	Howrah
17	2951	CHANDPORE	24 North Pgs.	17	2979	DAKSHIN JHAPARDA	Howrah
18	3344	DAKSHINESWAR	24 North Pgs.	18	2774	DAKSHIN JOYPUR	Howrah
19	1788	DAKSHINPARA	24 North Pgs.	19	267	FORT GLOSTER	Howrah
20	733	DUM DUM CANTT	24 North Pgs.	20	1063	FULESWAR	Howrah
21	163	DUM DUM	24 North Pgs.	21	65	HOWRAH	Howrah
22	1395	HABRA	24 North Pgs.	22	1274	JAGADISHPUR	Howrah
23	705	HINGALGANJ	24 North Pgs.	23	403	JHOREHAT	Howrah
24	1341	KAMARHATI	24 North Pgs.	24	972	KHARIOP	Howrah
25	1018	KANCHARAPARA	24 North Pgs.	25	622	KONA	Howrah
26	2087	LAKE TOWN	24 North Pgs.	26	532	LILUAH	Howrah
27	330	MADHYAMGRAM	24 North Pgs.	27	389	MAHIARI	Howrah
28	1610	MAMUDPUR	24 North Pgs.	28	818	MUGKALYAN	Howrah
29	668	MASLANDPUR	24 North Pgs.	29	398	NIBRA	Howrah
30	2677	MATHURAPUR	24 North Pgs.	30	399	PANCHLA	Howrah
31	2400	NAIHATI	24 North Pgs.	31	672	PAR RADHANAGAR	Howrah
32	1985	NEW BARRACKPORE	24 North Pgs.	32	2666	PASCHIM GAZIPUR	Howrah
33	187	PANIHATI	24 North Pgs.	33	3293	SALKIA	Howrah
34	2567	PATHARGHATA CHHAPNA	24 North Pgs.	34	836	SANKARHATI	Howrah
35	2399	RAJARHAT	24 North Pgs.	35	926	SHIBPUR	Howrah
36	1870	DD BLOCK	24 North Pgs.	36	816	SHYAMPUR	Howrah
37	537	SALT LAKE SEC-1	24 North Pgs.	37	890	UDAYNARAYANPUR	Howrah
38	1713	SECTOR -II	24 North Pgs.	38	975	ULUBERIA	Howrah
39	2107	TAKI ROAD	24 North Pgs.	39	874	UNSANI	Howrah
40	3098	TARULIA	24 North Pgs.	40		LDM Office	Howrah
41	221	TITAGARH	24 North Pgs.				
42	1898	YUBABHARTI	24 North Pgs.				

Total= 82



PERFORMA OF ELECTRIC SAFETY AUDIT

Zone Name:	
Branch Name with ID	
Audit Date:	
Branch Manager Name:	
Auditor Name:	

1. Branch Inventory details

Sr No.	Description	Wattage	Nos. installed floor wise			Electrical load
			ATM	Floor no.	Floor no	
1.	Change over Switch					
2.	MCCB					
3.	Fuse					
4.	MAX wire fuse					
5.	MCB 4 Pole 100A					
6.	MCB 2 Pole 63 A					
7.	MCB 4 Pole 63 A					
8.	MCB 2 Pole 32 A					
9.	MCB 1Pole 32A					
10.	MCB 1Pole 16A					
11.	MCB 1Pole 10A					
12.	MCB 1Pole 6A					
13.	MCB 1Pole 25A					
14.	RCCB 63A					
15.	Stabilizer					
16.	M.C.B 2 Pole 40 A					
17.	A.C Window					
18.	A.C Split 1.5 TR					
19.	A.C Split 2 TR					
20.	A.C Split 1 TR					
21.	Wall Fan					
22.	Ceiling Fan					
23.	Water Cooler					
24.	Exhaust Fan					
25.	T8 2 Fit 18 W					



26.	T8 36 W					
27.	CFL 2 pin 18 W					
28.	T12 40 W					
29.	T8 36 W					
30.	CFL 40 W					
31.	CFL 30 W					
32.	Fire Machine					
33.	Camera					
34.	LCD					
35.	Fax M/C					
36.	Coffee M/C					
37.	Computer CRT					
38.	Printer					
39.	Master CPU 10A					
40.	Scanner					
41.	Money Counting Machine					
42.	Micro wave					
43.	Heater					
44.	T.V					
45.	ATM M/c					
46.	LED 2 X 2					
47.	LED Tube light					
48.	LED Bulb					
49.	LED other lights					
Total connected load (KW)						

2. Electrical Load analysis

SR. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1.	Total Connected Load		
2.	Is Sanctioned load less than Connectedload		
3.	Additional load required (if any)		
4.	Has branch paid any penalties for excessive load		
5.	Electrical Load Utilization		
6.	Electrical Load on UPS		
7.	DG Set installed		
8.	DG SET capacity		



9.	DG set capacity appropriate for connected load (capacity more or less)		
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3. ELECTRICAL DISTRIBUTION SYSTEM:

Sr. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
01	Is distribution of load satisfactory		
02	Condition of Electrical Wiring		
03	Type of Wiring(open/conduit)		
04	Whether electrical equipments are operating at specified voltage/current (within tolerance range)		
05	Rating of Fuses/Junction Box are as per standards		
06	Whether single isolating switch is available for the whole premises		
07	Earth Pits identified		
08	Condition of earthing		
09	Earth Connection to equipment's Proper/Not proper		
10	No. of earth pits available		
11	Voltage between neutral and earth		
12	Whether DG is provided with neutral earthings		
13	Whether ELCB provided		
14	UPS room exhaust fan installed		
15	UPS room Condition		
16	UPS battery Connections		
17	Whether the Air Conditioners installed at Branch/office is as per BEE		
18	Condition of wiring/pipes of Air conditioners		
19	Whether the lightening arrestor installed.		
20	Whether Fire extinguisher is working.		
21	Whether the last person leaving the branch/office is ensuring to cut off the main switch.		



4. EARTHING DETAILS

Parameters	Area1	Area2	Area3	Area4

5. Readings at Incoming Supply Panel

Parameters		Readings	Normal Range	Remarks
Voltage at incoming Panel (V)	L1-L2			
	Lz-L3			
	L1-L3			
	L1-N			
	L2-N			
	L3-N			
	N-E			
Current reading incoming panel at	L1			
	Lz			
	L3			
Power Consumed per phase	L1			
	L2			
	L3			
Frequency	L-N			

6. UPS Details

Parameters		Readings recorded (volt)	Normal range (volt)	Remarks
Voltage at input of UPS	L-N			
	L-E			
	N-E			
Voltage at output of UPS	L-N			
	L-E			
	N-E			
LOAD ON UPS (KVA)	O/P of UPS			
Frequency	O/P of UPS			



7. Meter Details

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

8. Lux Levels

Sr. No.	Area	Lux
1.	Branch head cabin	
2.	Officers	
3.	Cash counters	
4.	Store room	
5.	UPS room	
6.	ATM room	

9. Condition of Electrical wiring (Good/Medium/Poor):

10. Rating of cable as per standard:

11. Tips on energy saving:

12. Observations:

Signature of Electrical Auditor with stamp

Note-Authorized representative of the above electric auditor agency checked the electrical installations in the premises; submit the audit report to us. We understand the nature of irregularities and their recommendations/suggestions to rectify these irregularities.

Signature of Branch Head with Stamp



ANNEXURE-‘F’

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

Bank require to conduct the Electrical audit of Branches through Electrical auditors, E-auditors are expected to visit the each of the Branch/ site shown in **Annexure-‘D’**, prepare the E-audit report as per **Annexure- ‘E’**. Charges for that work to be quoted in columns (2) of below table.

Upon receiving the duly filled E-audit report from Electrical auditor(s), Bank/ Branch will arrange to rectify the deficiencies through their own sources. After rectification of deficiencies pointed out in E-audit of a Branch, if Bank required to confirm the status of compliance of the same, then Bank can assign the work of Post rectification Electrical audit of any of the Branch to any E -auditor.

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)

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:

