

यूको बैंक  
सम्मान आपके विश्वास का



UCO BANK  
HONOURS YOUR TRUST

### निविदा सूचना

#### शाखाओं एवं एटीएम के इलेक्ट्रिकल ऑडिट करने हेतु

यूको बैंक अंचल कार्यालय, हरियाणा के अंतर्गत शाखाओं एवं एटीएम के इलेक्ट्रिकल ऑडिट कराने के लिए डिग्री / लाईसेंसधारी इलेक्ट्रिकल इंजीनियर/ ऑडिटर से सीलबंद लिफाफे में निविदाएँ आमंत्रित की जाती हैं। निविदा प्रपत्र मय शर्तें बैंक की वेबसाइट [www.ucobank.com](http://www.ucobank.com) से डाउनलोड कर सकते हैं। निविदा, अंचल कार्यालय, यूको बैंक, प्रथम तल, दुर्गा भवानी मंदिर कॉम्प्लेक्स, नजदीक पुराना जीटी रोड, बस स्टैंड, करनाल-132001 पर दिनांक 20 मई 2021 को 3 बजे तक जमा की जा सकती है। अतिरिक्त जानकारी के लिए 0184-4020163 पर संपर्क करें। **अंचल प्रबन्धक**

यूको बैंक  
सम्मान आपके विश्वास का



UCO BANK  
HONOURS YOUR TRUST

#### Notice Inviting Tender For Electrical audit of branches & ATMs

Sealed bids are invited from valid degree/ license holder electric engineers/auditors for doing electrical audit in branches & ATMs under UCO Bank, Zonal Office, Haryana. Tender documents with detailed terms & conditions can be downloaded from Bank's website [www.ucobank.com](http://www.ucobank.com). Bids should be submitted to UCO Bank, Zonal Office, 1st Floor, Durga Bahwani Mandir complex, Near old GT road, bus stand, Karnal-132001 on or before 3PM, 20<sup>th</sup> May, 2021. For additional information please contact on 0184-4020163. **Zonal Manager**





यूको बैंक



UCO BANK

सम्मान आपके विश्वास का

Honours your trust

**NOTICE FOR ENGAGEMENT OF ELECTRICAL AUDITORS/ ENGINEERS FOR DOING ELECTRICAL AUDIT FOR FIRE SAFETY IN PREMISES OF 89 BRANCHES WITH 52 ATMS, 1 OFFICE UNDER UCO BANK ZONAL OFFICE, HARYANA**

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

DETAILED TERMS & CONDITIONS ARE GIVEN BELOW.

**1. Scope of work:-**

- We have 89 branches and one Zonal Office under Haryana zone situated in various districts of Haryana except in Gurgaon & Faridabad districts. District-wise position of branches shown in Annexure- D of this advertisement.
- Our branches premises size may vary from 800 sqft to 1200 sqft and our 51 branches have ATMs attached with. Branch with ATM would be treated as single unit.
- Work is of doing Electrical audit of branches for fire safety, energy saving & assessment of compliance of statutory guidelines of state electricity deptt.
- E-auditor should submit their report in prescribed format attached herewith as annexure- E, offer their recommendations & suggestions.
- 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.
- Estimated cost of work for 89 branches with 52 ATMs and one Zonal Office would be Rs. 3 lacs (three lacs).

**2. Eligibility Criteria of the bidder person/ agency:**

- Applicant can be individual / organization.
  - Applicant should possess the valid Electrical Auditor license / holding degree in Electrical engineering/ accredited by BEE(Bureau of Energy efficiency) . Photocopy of such license/ 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 31<sup>st</sup> March 2021.
- Three similar completed or active contracts in not less than 36 branches/ locations in last 5 years as on 31<sup>st</sup> March 2021. **OR**
  - Two similar completed or active contracts in not less than 45 branches/ locations in last 5 years as on 31<sup>st</sup> March 2021. **OR**
  - One similar completed or active contract in not less than 72 branches/ locations in last 5 years as on 31<sup>st</sup> 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*



Zonal Office(Haryana): Old G.T Road, Durga Mandir Complex, 1<sup>st</sup> Floor, Near Bus Stand Karnal-132001.  
Ph. No. 0184-4020163//////// Email: [zo.haryana@ucobank.co.in](mailto:zo.haryana@ucobank.co.in)





**3. Schedule for submission of Bids:**

SN	Process	Schedule
1	Date of commencement of tender	April 28 <sup>th</sup> , 2021
2	Pre-bid meeting	Queries related to tender can be submitted on our email, <a href="mailto:zoharyana.sec@ucobank.co.in">zoharyana.sec@ucobank.co.in</a> on or before 5 <sup>th</sup> May or interested bidder may visit our office on 5 <sup>th</sup> May 2021 for pre-bid meeting.
3	Last date of receipt of Sealed Bids	May 20 <sup>th</sup> , 2021 up to 3 PM, tender receipt after that timeline would be not be consider for evaluation.
4	Address for communication/ submission of bids	Zonal Manager, UCO Bank, Zonal Office, 1 <sup>st</sup> Floor, Durga Bhawani mandir complex, near old GT road, bus stand, Karnal-132001
5	Date of opening of Bids	May 21 <sup>st</sup> 2021
6	Estimated cost of tender	Rs. 3 lakh (Three lacs)
7	Earnest Money deposit	Rs. 3000/- , Demand draft in the name of UCO Bank, Zonal office, Haryana
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 Haryana 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 & 3 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. 3000/- ( Three thousand) in the form of Demand draft (DD) in favour of UCO Bank Zonal Office, Haryana 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:

Zonal Office(Haryana): Old G.T Road, Durga Mandir Complex, 1<sup>st</sup> Floor, Near Bus Stand Karnal-132001.  
Ph. No. 0184-4020163//////// Email: [zo.haryana@ucobank.co.in](mailto:zo.haryana@ucobank.co.in)





यूको बैंक



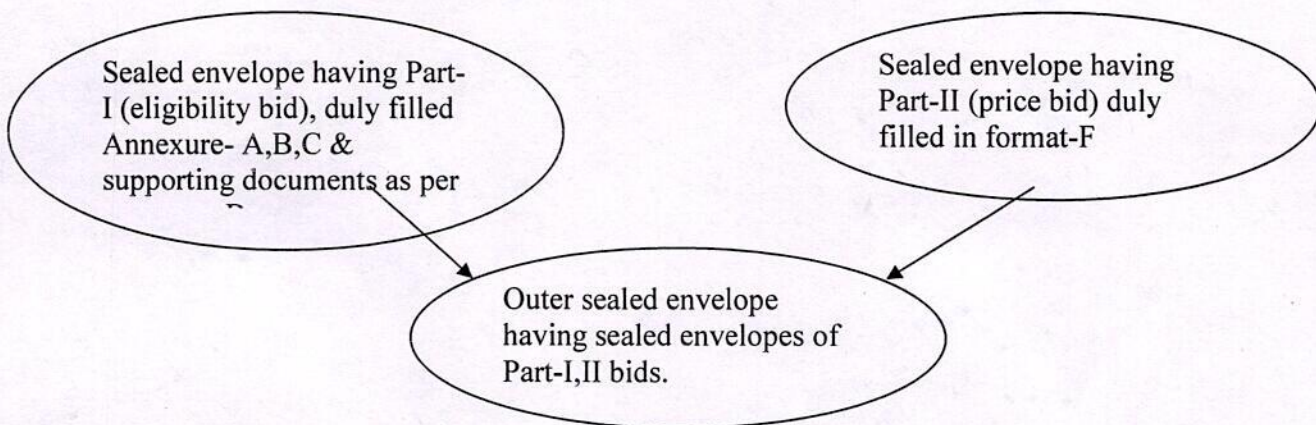
UCO BANK

सम्मान आपके विश्वास का

Honours your trust

- 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.
2. For any queries, bidder may contact the undersigned on working days between 10 A.M. to 5 P.M.
  3. Bank is not responsible for any typographical mistake in the tender documents, late receipt bid or damage of bid in transit.
  4. Any dispute arising in this matter will be settled in the jurisdiction of Karnal, Haryana.

**Submission & Packing of bids**



Zonal Manager  
UCO Bank, Zonal Office  
Durga Bhawani Mandir Trust  
Old G. T. Road, Near Old Bust Stand, Karnal  
Tel-0184-4020163  
E-mail: [zoharyana.sec@ucobank.co.in](mailto:zoharyana.sec@ucobank.co.in)



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





APPLICATION FORMAT

ANNEXURE-A

APPLICATION FOR ENGAGEMENT/ EMPANELMENT OF ELECTRICAL AUDITOR FOR VARIOUS BRNACHES/ OFFICE OF UCO BANK UNDER HARYANA 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 Haryana (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







ELIGIBILITY BID (PART-I)

ANNEXURE- B

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







ANNEXURE-C

**TERMS & CONDITIONS:**

**A) GENERAL CONDITION:**

1. The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of Bank's Branches, ATMs & office in Haryana State under Haryana Zone of UCO Bank. (District wise list of braches is shown in Annexure- D)
2. The work is to be started in consultation with General Administration Department/ Security Department, UCO Bank, Zonal office.
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/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 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 upto the level of satisfaction.
12. In case Bank does 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



Zonal Office(Haryana): Old G.T Road, Durga Mandir Complex, 1<sup>st</sup> Floor, Near Bus Stand Karnal-132001.

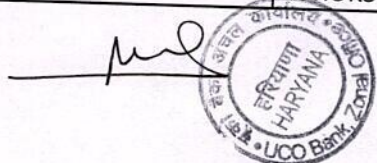
Ph. No. 0184-4020163//////// Email: [zo.haryana@ucobank.co.in](mailto:zo.haryana@ucobank.co.in)



# DISTRICT-WISE POSITION OF BRANCHES / OFFICE

Annexure- D

SN	BRANCH	DISTRICT	SN	BRANCH	DISTRICT
1	AMBALA CANTONMENT	AMBALA	48	MAHENDERGARH	MAHENDERGARH
2	AMBALA CITY	AMBALA	49	KANINA	MAHENDERGARH
3	JATWAR	AMBALA	50	ATELI MANDI	MAHENDERGARH
4	NEW ANAJ MANDI	AMBALA	51	NARNAUL	MAHENDERGARH
5	ALLENBYE LINES	AMBALA	52	TAURU	MEWAT
6	NARAINGARH	AMBALA	53	PALWAL	PALWAL
7	SAHA	AMBALA	54	PINJORE	PANCHKULA
8	BAHADURGARH	BAHADURGARH	55	PANCHKULA	PANCHKULA
9	BHIWANI-HARYANA	BHIWANI	56	KALKA	PANCHKULA
10	BHIWANI HVV	BHIWANI	57	RAMGARH	PANCHKULA
11	BTM BHIWANI	BHIWANI	58	PANIPAT	PANIPAT
12	LOHARU	BHIWANI	59	PATTIKALYANA	PANIPAT
13	CHARKHI DADRI	CHARKHI DADRI	60	SAMALKHA	PANIPAT
14	FATEHABAD	FATEHABAD	61	SANAUJI	PANIPAT
15	RATIA	FATEHABAD	62	MAHAWATI-PANIPAT	PANIPAT
16	MOHMADPUR	FATEHABAD	63	MADLOUDA	PANIPAT
17	HISSAR	HISSAR	64	BABARPUR	PANIPAT
18	KAPRO	HISSAR	65	SHERAH	PANIPAT
19	MANDI ADAMPUR	HISSAR	66	KURANA	PANIPAT
20	HANSI	HISSAR	67	REWARI	REWARI
21	BANDAHERI	HISSAR	68	ROHTAK	ROHTAK
22	HAIBATPUR	HISSAR	69	KALANAUR	ROHTAK
23	SATROD KHURD	HISSAR	70	KHARAWAR	ROHTAK
24	BARWALA	HISSAR	71	SSS ROHTAK	ROHTAK
25	CHHARA	JHAJHAR	72	SHEELA BYE PASS ROHTAK	ROHTAK
26	JHAJJAR	JHAJHAR	73	SAMPAL-ROHTAK	ROHTAK
27	BHAPRODE	JHAJHAR	74	KATESRA	ROHTAK
28	BUDHAKHERA	JIND	75	MEHAM	ROHTAK
29	JIND	JIND	76	SIRSA	SIRSA
30	JULANA	JIND	77	MANDI DABWALI	SIRSA
31	NARWANA	JIND	78	KALANWALI	SIRSA
32	KALAYAT	KAITHAL	79	ELLENABAD	SIRSA
33	DHAND	KAITHAL	80	KUNDLI-CHANDIGARH	SONEPAT
34	KAITHAL	KAITHAL	81	JAKHAULI	SONEPAT
35	KARNAL	KARNAL	82	SONEPAT	SONEPAT
36	GHARAUNDA	KARNAL	83	RAI	SONEPAT
37	TARORI	KARNAL	84	GOHANA	SONEPAT
38	NEW GRAIN MARKET KARNAL	KARNAL	85	GANOUR	SONEPAT
39	RAMNAGAR	KARNAL	86	DAHISARA	SONEPAT
40	NILOKHERI	KARNAL	87	YAMUNA NAGAR	YAMUNA NAGAR
41	ASANDH	KARNAL	88	JAGADHARI	YAMUNANAGAR
42	ZONAL OFFICE	KARNAL	89	RADAUR	YAMUNANAGAR
43	ISMAILABAD	KURUKSHETRA	90	CHHACHROULI	YAMUNANAGAR
44	THANESAR	KURUKSHETRA			
45	SHAHBAD MARKANDA	KURUKSHETRA			
46	LADWA	KURUKSHETRA			
47	PEHOWA	KURUKSHETRA			







ANNEXURE-F

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

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. Separate charges to be paid to E-auditor for doing the post rectification E-audit, these charges to be quoted in column no. (3).

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 - INR	Charges for confirmation of compliance (post deficiencies rectification Electric audit per branch) - INR
(1)	(2)	(3)

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 Bidde





# FORMAT FOR SUBMISSION OF ELECTRICAL AUDIT REPORT

ANNEXURE -E

## 1. Assessment of luminaries/light fittings (Report to be submitted as per following format):

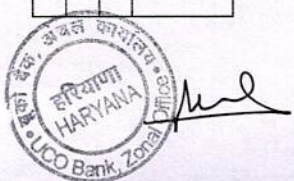
Type of luminaries/light fittings	No of luminaries/light fittings	Lux level of luminaries/light fittings	Total electrical load consumption		Remarks (Condition of light fixtures acceptable or Not)	Suggestions on improvement, if any
			Watt	Amp		

## 2. Assessment of Air conditioning system (Report to be submitted as per 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 on improvement, if any
			Watt	Amp			

## 3. Assessment of UPS (Report to be submitted as per following format):

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





4. Assessment of electric circuit (Report to be submitted as per following format):

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions on 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 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			





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

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions on 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 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			
15	Details switch gear panels	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		
		No of Panels		
		Rating of panels		
		Measurement of P-P & P-N voltage of Panels		
		Measurement of P-P & P-N current of Panel		
		Condition of Panel		
	Any other observations			
16	Whether method of Cables laid inside the Electrical room is acceptable			
17	Total Electrical Load      Air conditioning load			





	of the Floor	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				

**6. Assessment of Substation (Report to be submitted as per following format):**

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
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	Condition of metering equipment			
4	Condition of isolator (where present)			
5	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
6	Cables correctly supported throughout their run or not			
7	Condition of insulation of live parts			
8	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
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	Adequacy of protective earthing conductor			
14	Adequacy of Neutral earthing conductor			
15	High tension cable size adequacy			
16	Interlocking between High tension and Low tension switch gears			
17	Interlocking between Transformers (if any)			
18	Details Over voltage	No.		
		Rating & make		





	protection	Condition			
		Any other observations			
19	Under voltage protection	No.			
		Rating & make			
		Condition			
		Any other observations			
20	Earth fault protection	No.			
		Rating & make			
		Condition			
		Any other observations			
21	Short circuit protection	No.			
		Rating & make			
		Condition			
		Any other observations			
22	Over current protection	No.			
		Rating & make			
		Condition			
		Any other observations			
23	Whether method of Cables laid inside the Electrical room is acceptable				
24	Total Electrical Load	Air conditioning load			
		Light & power load			
25	Whether electrical load balancing is acceptable (Give details phase wise load)				
26	Other special observations, if any record the results of particular inspections applied separately				

[illegible]



**8. 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.

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1	No of earth pit			
2	Type			
3	Earthing test report			
4	Continuity test report			
5	Ccondition 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			

**Recommendation:**

**9. Assessment of lighting protection system (Report to be submitted as per following format):**

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
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			





**10. CONCLUSIONS OF IRREGULARITIES & RECOMMENDATIONS (separate sheet may be attached)**

SN	Conclusion of irregularities / recommendations	Specify point wise
1	Observed Irregularities that can leads to Fire hazards	
2	Recommendation for rectification of above irregularities	
3	Sufficiency of Fire safety measure in the premises	
4	Recommendation for rectification of above deficiency	
5	Observed Irregularities that leads to Power / energy/ financial wastage	
6	Recommendation for rectification of above irregularities	
7	Observed Irregularities that leads to penalty from state electricity dept.	
8	Recommendation for rectification of above irregularities	

Report is based on actual finding/ observation of electrical /fire safety installations in the branch/ office premises. Deficiencies/ irregularities in the electric system and procedure of their rectification are briefed to branch head.

**Signature & seal of Electric auditor.**

Date.

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

**Signature of Branch head with branch's seal**

