



UCO BANK

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UCO Bank, Zonal Office, 39/3720 F, S.R. Complex, Ravipuram Road, Ernakulam,  
Kerala - 682 016

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

PART-I (Technical Bid)



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**NOTICE INVITING TENDER FOR ENGAGEMENT OF AUDITOR**

**FOR ELECTRICAL AUDIT OF UCO BANK PREMISES UNDER ERNAKULAM ZONE**

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

**Detailed terms & conditions are given below: -**

**1. Scope of work: -**

- a) We have 50 branches under Ernakulam 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) Off site ATM's will be treated as separate units.
- d) Duty is to conduct Electrical audit of branches for fire safety, energy saving & assessment of compliance of statutory guidelines of state electricity deptt.
- e) 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 the E-auditor



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 31<sup>st</sup> May 2021.**
  - i. Three similar completed or active contracts in not less than 36 branches/ locations in last 5 years as on 31<sup>st</sup> May 2021. **OR**
  - ii. Two similar completed or active contracts in not less than 45 branches/ locations in last 5 years as on 31<sup>st</sup> May 2021. **OR**
  - iii. One similar completed or active contract in not less than 54 branches/ locations in last 5 years as on 31<sup>st</sup> 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	04 Oct 2021
2	Pre-bid meeting	<p>Queries related to tender can be submitted on our email <a href="mailto:zo.tvpuram@ucobank.co.in">zo.tvpuram@ucobank.co.in</a> / through Phone call (Phone-(044) 43405551, 43405556) in between 10 AM to 5 PM on any working days) on or before 04 Oct <b>2021</b> 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 13 Oct <b>2021</b> between <b>1500hrs</b> to <b>1700hrs</b> 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	<b>25 Oct 2021 up to 1500hrs</b> , tender receipt after the said time would be not be consider for evaluation.
4	Address for communication/ submission of bids	<b>Zonal Office, 39/3720 F, S.R. Complex, Ravipuram Road, Ernakulam, Kerala - 682 016</b> <b>Phone: 0484 2356640,41,42,43</b>
5	Date of opening of Bids	25 Oct 2021 at 1530hrs
6	Earnest Money deposit	Rs. 3000/- , Demand draft in the name of UCO Bank, Zonal Office, Ernakulam.
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 Ernakulam zone. The third outer envelope must contain name, address, e-mail and contact Phone number of the bidders.

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

**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 is mentioned in **The Schedule for submission of Bids**, in case of further rescheduling of the same, intimation would again be sent to bidders through bidder's email & telephone number. 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 or 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 on the 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, Ernakulam 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:

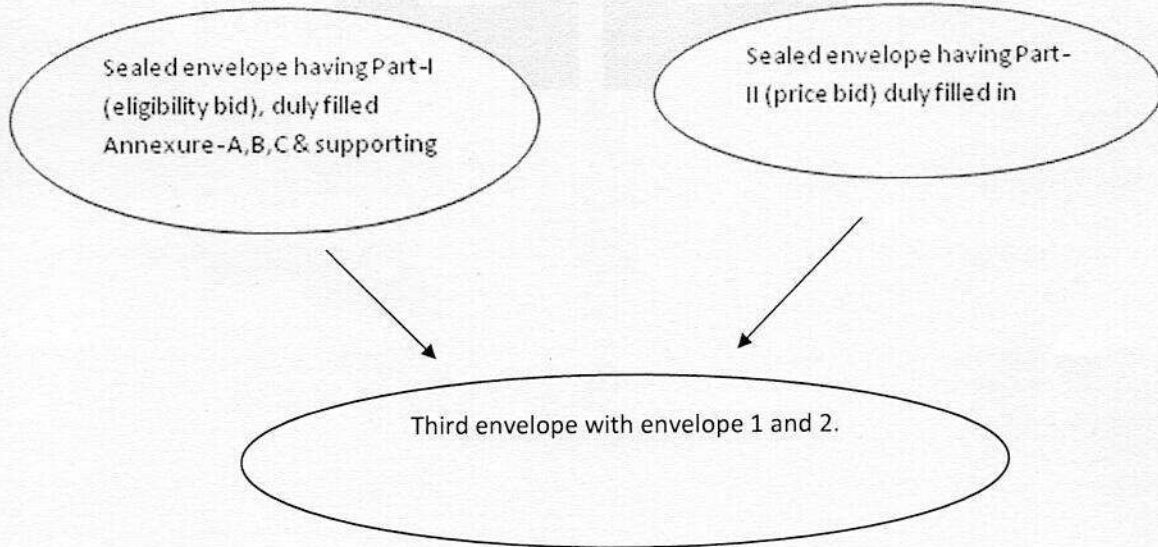


- a) Revocation of the tender or increasing the rates after opening of the tender and before the expiry of the validity of tender.
- b) Refusal of the bidder/auditor to execute the work or not complying with the contractual terms & conditions after awarding of contract.
- c) EMD of unsuccessful bidder would be returned subsequently.

Zonal Manager,  
UCO Bank, Zonal Office,  
39/3720 F, S.R. Complex,  
Ravipuram Road,  
Ernakulam,  
Kerala - 682 016  
Phone: 0484 2356640,41,42,43

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 ERNAKULAM 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 Ernakulam (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:

**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 :





## TERMS & CONDITIONS:

### GENERAL CONDITION:

1. The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of Bank's Branches, ATMs in Kerala under Ernakulam 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, Ernakulam.
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 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







UCO BANK

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PART-II (Price Bid)



ANNEXURE-D

PART-II (PRICE BID)

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

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. (4).

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.**

Charges for Electrical audit per branch (including Onsite ATM- (48)	Charges for Electrical audit per ATM for OFF Site ATM- 100 SFT Total – (6)	Trivandrum Main	Kavarati Branch	Charges for confirmation of compliance (post deficiencies rectification Electric audit per branch) - INR
(1)	(2)	(3)	(4)	(5)

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

(Signature & Seal of bidder)





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 Ernakulam Zone.**

B) Bids should be submitted to the **General Administration Department, UCO Bank, Zonal Office, 39/3720 F, S.R. Complex, Ravipuram Road, Ernakulam, Kerala - 682 016 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.

**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 sq ft to 2000 sq 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.

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- 1 Applicants can email to [zo.tvpuram@ucobank.co.in](mailto:zo.tvpuram@ucobank.co.in) till 13 Oct **2021** for any quarries/ clarifications.

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**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			
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):

S N	Heads	Result	Accepta ble 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 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			
15	Details switch gear panels	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 Panels			
16	Whether method of Cables laid inside the Electrical room is acceptable	Condition of Panels			
		Any other observations			

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				

**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 of 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 insulation	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):

N o of Di es el G en er at or Se t	Cap acity of each Diesel Gene rator Set  1. Ratin g  2. Make  3. Type	P-P Volta ge of each Diesel Gene rator Set			P-N Volta ge each Diesel Gener ator Set			Phas e Curre nts			Tot al loa d		Neut ral Earth ing & its ade qua cy	Prote ctive earthi ng & its adeq uacy	Con ditio n of insulatio ns	Whether Diesel Generato r Set over loaded/u nder loaded and extant thereof in %	Remar ks (Condi tion of machi ne accep table or Not	Sugge stions for impro veme nt, if any
		R	Y	B	R	Y	B	R	Y	B	K	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):**

S 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 the 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 insulation			
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.,)			
		Conditions of accessories including sockets outlets, switches and 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 protection	No			
		Rating			

		d ma ke			
		Condition			
		Any other observati on			
19	Under voltage protection	No			
		Rat ing an d ma ke			
		Condition			
		Any other observati on			
20	Earth fault protection	No			
		Rat ing an d ma ke			
		Condition			
		Any other observati on			
21	Short circuit protection	No			
		Rat ing an			



		d ma ke			
		Condition			
		Any other observati on			
22	Over current protection	No			
		Rat ing an d ma ke			
		Condition			
		Any other observati on			
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				

**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 (conditions of machines acceptable or not)	Suggestions on improvement if any
		<u>R</u> <u>Y</u> <u>B</u>	<u>R</u> <u>Y</u>	<u>B</u> <u>R</u> <u>Y</u> <u>B</u>	<u>K</u> <u>A</u> <u>W</u>						

**10. General Comments covering following aspects: -**

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

**Sign(of the auditor):**

**Seal:**





## Annexure- F

Branch Address and contact numbers

SL No	Branch Name	Branch Address
1	ALLEPPEY	Alleppey Branch,UCO BANK, Sri Rajarajeswari Buliding, Church Road, North Kallupalam, Alleppey, Kerala - 688011
2	ALUVA	Aluva Branch UCO BANK, Mandarampilly Building, Opposite Zeenath Theatre, Sub Jail Road, Aluva, Ernakulam District, Kerala - 683101
3	ANCHAL	Anchal Branch UCO BANK, Al Aman Commercial Centre, Market Junction, Anchal, Kollam Dist. Kerala - 691306
4	ANGAMALY	Angamally Branch UCO BANK, Chirakkal Building, Aluva Road , Angamally P O., Ernakulam, Kerala - 683572
5	BALARAMAPURAM	Balarampuram Branch UCO BANK, Iysha Gardens, Near Juma Masjid, Vazhimikku, Balaramapuram, Trivandrum, Kerala - 695501
6	CHANGANCHERRY	Changanassery Branch UCO BANK, Kuttamperoor Towers, Aramanappady, Near Arch Bishop's House, Changanacherry, Kottayam, Kerala - 686101
7	CHENGANNUR	Chengannur Branch UCO BANK, Kochuputhenpurakkal Complex, Court Road, Chengannur, Kerala - 689121
8	CHOTTANIKKARA	Chottanikkara Branch UCO BANK, Tharakandam Complex, Chottanikkara, Ernakulam, Kerala - 682312
9	COCHIN	Cochin Branch UCO BANK, Mattancherry, Cochin, Kerala - 682002
10	ERNAKULAM MAIN	Ernakulam Main Branch UCO BANK, Kaveri Building, Cloth Bazar Road, Ernakulam, Cochin, Kerala - 682031
11	FORTCOCHIN	Fort Cochin Branch UCO BANK, Building No. CC 10/1379, Ground Floor, Near S S Peter Paul Church, Amaravathy, Cochin, Kerala - 682001
12	KANNUR	Kannur Branch UCO BANK, CC XXIX/257 A, S N Park Road, Kannur, Kerala - 676001
13	KARUNAGAPALLY	Karunagappally Branch UCO BANK, Mars Arcade, Near KSRTC Bustand, Karunagappally, Kollam, Kerala - 690518
14	KASARAGODE	Kasaragod Branch UCO BANK, Kalpaka Arcade, Surumas Super Market Building, Nullipady, Kasaragod, Kerala - 671121
15	KAVARATTI	Kavaratti Branch UCO BANK, Firdouse Annexe, Opp.

		Post Office, Kavaratti , UT of Lakshwadeep, Kerala - 682555
16	KODUNGALLUR	Kodungallur Branch UCO BANK, AS Plaza, Near Pump Junction, East Nada, Trissur road, Kodungallur, Trissur dist., Kerala - 680664
17	KOITHOORKONAM	Koithoorkonam Branch UCO BANK, Ramajayam, No.- AP-III-615 , Andoorkonam, Near EVUP School, Koithoorkonam Trivandrum, Kerala - 695584
18	KOTTARAKKARA	Kottarakkara Branch UCO BANK, NSS Karayogam Building, Market Jn, Oyur Road, Kottarakkara, Kollam, Kerala - 691506
19	KOTTAYAM	Kottayam Branch UCO BANK, Cyrils Towers, Railway Station Road, Near Collectorate, Kottayam, Kerala - 686001
20	KOZHIKODE	Kozhikode Branch UCO BANK, Jayanthi Building, Palayam Junction, Kozhikode, Kerala - 673001
21	KUDAPPANAKUNNU	Kudappanakkunnu Branch UCO BANK, TV Station Road, Kudappanakkunnu, Peroorkada PO, Trivandrum, Kerala - 695005
22	KUNNAMKULAM	Kunnamkulam Branch UCO BANK, DOVE Centre, B No.KMC/XV, Municipal Office road, Kunnamkulam, Trissur dist., Kerala - 680503
23	M G ROAD	M G Road Ernakulam UCO BANK, Ravipuram, Cochin, Kerala - 682016
24	MAHE	Mahe Branch UCO BANK, No.274, Near SP Office, Cemetery Road, Mahe, UT of Pondicherry, Kerala - 673310
25	MALLAPUZHASSERY	Mallapuzhassery Branch UCO BANK, Nellikala P O, Elanthur, Pathanamthitta, Kerala - 689643
26	MANNARKKAD	Mannarkkad Branch UCO BANK, Welcome Plaza, Nellipuzha, Mannarkkad, Palakkad, Kerala - 678582
27	MAVOOR	Mavoor Branch UCO BANK, Birlakootam, Mavoor, Kozhikode, Kerala - 673661
28	MEENANGADI	Meenangady Branch UCO BANK, VC Tower, Manathavady Road, Meenangady, Wayanad dist., Kerala - 673591
29	MULAVACAUD	Mulavukadu Branch UCO BANK, Valiyaparambil Square, Panambukadu Road, Cochin, Kerala - 682504
30	MUNAMBAM	Munambam Branch UCO BANK, Near Munambam Ferry, Palliport P O, Munambam, Kerala - 683515
31	MUVATTUPUZZHA	Muvattupuzha Branch UCO BANK, Mundath Tower, Near MRF Tyres, Muvattupuzha PO, Ernakulam, Kerala - 686673
32	NEERAMANKARA	Neeramankara Branch UCO BANK, Siva Kripa, NSS Women's college road, Opp.Siva Temple, Neeramankara, Trivandrum, Kerala - 695040





33	PALA	Pala Branch UCO BANK, Mumbamthanathu building, Arunapuram PO, Pala, Kottayam, Kerala - 686574
34	PALGHAT	Palghat Branch UCO BANK, 20/609 Market Road, Palghat, Kerala - 678014
35	PAMPURAM	Pampuram Branch UCO BANK, Sri Sri Building, Near ESI Medical College Parippally, Kollam, Kerala - 691574
36	PATHANAMTHITTA	Pathanamthitta Branch UCO BANK, Faisal Tower, Near Collectorate, T K Road, Pathanamthitta, Kerala - 689643
37	PERINTHALMANNA	Perinthalmanna Branch UCO BANK, First Floor, V.K.Tower, Opp.Alsalama Hospital, Perinthalmanna, Malappuram, Kerala - 679322
38	PUTHUPPARIYARAM	PUTHUPPARIYARAM BRANCH UCO BANK, No 6/657, Aravind Arcade Puthuppariyaram post, Palakkad, Kerala - 678731
39	QUILON	Quilon Branch UCO BANK, Khaise Building, Beach Road, Kollam, Kerala - 691001
40	THALASSERY	Thalassery Branch UCO BANK, Bhatsons Building , M M Road, Thalassery, Kannur, Kerala - 670101
41	THIRUVALLA	Thiruvalla Branch UCO BANK, XIII/5 Cross Junction, Thiruvalla, Kerala - 689101
42	THODUPUZHA	THODUPUZHA BRNACH UCO BANK, Thruvan Tower, Market Road, Thodupuzha, Idukki dist., Kerala - 685584
43	THRIKKAKARA	Thrikkakkara Branch UCO BANK , 7/920 B, Punnaparambil, Veega land Road, Kakkanad, Ernakulam, Kerala - 682030
44	THRISSUR	Trichur Branch UCO BANK, Panicker's Tower, 1st Floor, TUDA Road, Aswini Junction, Trissur, Kerala - 680022
45	TIRUR	Tirur Branch UCO BANK, Iris Tower, Malappuram road, Tirur P O, Malappuram, Kerala - 673101
46	TRIVANDRUM	TRIVANDRUM BRANCH UCO BANK BUILDING OVERBRIDGE JUNCTION, TRIVANDRUM , KERALA-695001
47	VARKALA	Varkala Branch UCO BANK, Mandoor Thavakkal Complex, Maidanam, Varkala, Kerala - 695141
48	VATTAPARA	Vattapara Branch UCO BANK, Levami Complex, Vattapara P O, Trivandrum, Kerala - 695028
49	VYTILA	Vytilla Branch UCO BANK, 28/3438 F, Midland Arcade(Gr.Floor), Chilavanur Road, Kadavantra, Cochin, Kerala - 682020
50	WILLINGDON ISLAND	Willington Island Branch UCO BANK, KUMAR ARCADE PALLICHAL ROAD, PYARI JUNCTION, Thopumpady, Cochin, Kerala - 682003