
INVITATION OF TENDER ON BEHALF OF ZONAL MANAGER,UCO BANK , ZONAL OFFICE ,GUWAHATI FOR CONDUCTING ELECTRICAL SAFETY AUDIT

Application is to be sent to the undersigned in two sealed covers on or before 21st July 2018 by 1500 hrs. as under:

(a) Technical Bid- Technical bids to include profile of the company/firm list of major existing clients.

(b) Financial Bid- Electrical Audit Fees excluding GST.

General guidelines for engaging Electrical Auditor

- 1. Auditors must possess the qualification in degree in Electrical Engineering with valid Energy Auditor license and a copy should be enclosed along with Technical bid.*
- 2. Auditors must have at least two years experience in undertaking similar work (preferably for multi-storied buildings) in Banks/ Govt./Public Sector/reputed private sector organizations .*
- 3. On getting satisfactory report from the Branches, payment will be released.*
- 4. No advance payment and TA except electrical audit fees is payable to the Electrical Auditor.*
- 5. Auditor should submit his report in a booklet covering his observations and suggestions on remedial steps to be taken by the Bank as per the format given in indicative RFP.*
- 6. Rs. 500.00 (Rupees five hundred only) (Non refundable), Cost of Tender Document is to be submitted with Technical Bid of tender documents in the form of Pay Order/Demand Draft in favour of UCO Bank, payable at Guwahati.*

PROFORMA OF ELECTRICAL AUDIT

Name of the Auditor:-

Date of inspection:-

| Sr. No | Description | Particulars |
|--------|----------------|-------------|
| 1. | Location | |
| 2. | Name of Branch | |
| 3. | Branch Code | |
| 4. | Address | |
| 5. | Phone/Fax | |
| 6. | Mobile no. | |
| 7. | Working hours | |

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 | | | | | |
| 1. | T8 2 Fit 18 W | | | | | |
| 2. | T8 36 W | | | | | |
| 3. | CFL 2 pin 18 W | | | | | |
| 4. | T12 40 W | | | | | |
| 5. | T8 36 W | | | | | |
| 6. | CFL 40 W | | | | | |
| 7. | CFL 30 W | | | | | |
| 8. | Fire Machine | | | | | |
| 9. | Camera | | | | | |
| 10. | LCD | | | | | |
| 11. | Fax M/C | | | | | |
| 12. | Coffee M/C | | | | | |
| 13. | Computer CRT | | | | | |
| 14. | Printer | | | | | |
| 15. | Master CPU 10A | | | | | |
| 16. | Scanner | | | | | |
| 17. | Money Counting Machine | | | | | |
| 18. | Micro wave | | | | | |
| 19. | Heater | | | | | |
| 20. | T.V | | | | | |
| 21. | ATM M/c | | | | | |

2. Electrical Load analysis

- Total Sanctioned Load :
- Total Connected Load :
- Is Sanctioned load less than Connected load :
- Has branch applied for additional load? :
- Has branch paid any penalties for excessive load :
- Electrical Load Utilization :
- Electrical Load on UPS
- DG Set installed: YES/NO
- DG Set Capacity
- Inverter Yes/No:
- Inverter Capacity

3. ELECTRICAL DISTRIBUTION SYSTEM:

- Is distribution of load satisfactory :
- Condition of Electrical Wiring :
- Type of Wiring Used :
- No. of MCB's and ELCB :
- Whether MCB's and ELCB are of required rating :
- Whether cables and connection are good and of adequate capacity :
- Whether electrical equipments are operating at specified voltage/current (within tolerance range) :
- Rating of Fuses/Junction Box :

- i) Are the ratings correct? :
- j) Are Fire Box Switch Inserts used :
- k) Whether single isolating switch is available for the whole premises :
- l) Are Earth Pits identified :
- m) Earth Connection to equipments: Proper/Not proper

- n) No. of earth pits available :
- o) Whether earthing is done properly to equipments :
- p) Voltage between neutral and earth :
- q) Whether DG is provided with neutral earthing :
- r) Whether ELCB provided:
- s) ATM M/s Earth pits identified:
- t) Earthing check of each pit:
- u) UPS room exhaust fan installed
- v) UPS room Condition
- w) UPS battery Connections

4.Measurement of Electrical Parameters

| Meter no. | | | | | | |
|-----------|-------------|---------|---------|--------------|-------|---------|
| Sr. No. | Description | Voltage | Current | Power factor | Power | Remarks |
| | R | | | | | |
| | Y | | | | | |
| | B | | | | | |
| | Neutral | | | | | |

| UPS No. | | | | | | |
|---------|-------------|---------|---------|-------------|------|---------|
| Sr. No. | Description | Voltage | Current | Poer factor | Poer | Remarks |
| | UPS | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

5.Lux levels

| Sr. No | Area | Lux |
|--------|-------------------|-----|
| 1 | Branch head cabin | |
| | Officers | |
| | Cash counters | |
| | Store room | |
| | UPS room | |
| | ATM room | |
| | | |

Note:- 1. Electrical Audit report must consist of non-scaled sketch of layout of the branch.
2. Electrical auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.

6. Condition of Electrical wiring:-

7. Observations (a separate sheet should be enclosed if needed):-

8. Recommendations(a separate sheet should be enclosed if needed):-

9. Tips on energy saving:-

Signature with Seal of Branch Manager

Signature with Seal of Electrical Auditor