

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

Sealed bids are invited from competent vendors having sound technical capability for electrical audits of Bank's buildings at Kerala under Ernakulam Zone.

Detailed terms & conditions are given below: -

Eligibility Criteria of the Vendor:

- Applicant can be individual/ organization.
- Applicant should have at least two years experience in undertaking similar work (preferably for multi-storied buildings) in Banks/ Govt/ Public Sector/ reputed private sector organizations.
- Applicant should possess the valid Electrical Energy Auditor license. Photocopy of such license should be submitted with the application.
- Applicant should have valid service tax/TIN/ PAN Number. (Copy should be attached)

1 Submission of Bid

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

Cost of bid documents (non-refundable) Rs.500/- (Rs. Five hundred only) must be paid during purchase of the bid documents by means of Demand Draft/Pay Order issued by any scheduled commercial bank in India favouring UCO Bank Zonal Office Ernakulam payable at Ernakulam. Bid document can also be downloaded from UCO Bank website [www//ucobank.com/Tenders](http://www.ucobank.com/Tenders) and shall accompany the Pay Order / Demand Draft of Rs. 500/- (Non Refundable) along with the Technical Bid. Bidder(s) failing to comply with this requirement shall not be considered Bidder(s) failing to comply with this requirement shall not be considered.

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, SR Complex, 1st floor, Ravipuram, Ernakulam as per the following schedule.**

i)	Date of issue of tender	03.07.2015
iii)	Last Date, Time and Place for submission of Technical Bid documents & financial bid	13.07.2015, up to 14-00 hours at General Administration Deptt., Zonal Office, UCO Bank, Ernakulam-16
iv)	Date, Time & Venue of Technical Bid documents opening for Preliminary Scrutiny of documents submitted	On 13.07.2015, 15-00 hours at General Administration Deptt., Zonal Office, UCO Bank, Ernakulam-16
v)	Date, Time & Venue of & financial bid opening	To be advised later to short listed vendors only.

Date and Time of opening of Price Bid Part-II shall be communicated to the short listed Technical Bids.

C) The Part - I & Part - II must contain the in 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 - B.

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 – I& II**)

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-1.

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 sqr ft to 2000 sqr ft. Every Branch is with similar feature having UPS, light, fan, Air conditioning & generator. Evaluation of offers would be made on average cost per Branch without any discrimination of its volume & size.

The bidders are requested to quote accordingly.

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers at any stage without assigning any reasons whatsoever. Part-II will be opened only if Bank is satisfied with Part-I.

Applicants can email to zo.tvpuram@ucobank.co.in till 13.07.2015 for any queries/ clarifications.

ZONAL MANAGER

UCO Bank, Zonal Office,

SR Complex, 1st floor

Ernakulam -682016

ANNEXURE-A

**Application for engagement of auditor for electrical audit of
UCO Bank premises at Ernakulam Zone**

1. Name of Applicant :
(Company/ Firm/ Individual/ Agency)
2. Registered Address of the Applicant :
with Telephone No., FAX & E-mail ID
3. Address of the Applicant in Kerala (If any) :
with Telephone No., FAX & 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/ i)
Controlling body: 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 Service Tax. :
If so, please mention the service tax
registration number and furnish a copy
of such registration certificate:
- 8.1. Details of Permanent :
Account Number:
(Enclose photocopy of PAN Card)
9. Whether empanelled with other PSU Banks/ :
/Govt. Deptts./PSUs/Autonomous bodies. If so,
Please furnish the following particulars:
(Enclose copies of relevant documents)

SN	Name of Organization	Date of Empanelment	Validity	Institution

10. i) Number of Electrical Auditors :
- ii) Electrical Auditor's License No. & validity :
- iii) Name of Issuing Authority :
- (Furnish photocopy of license)

11. Detailed Particulars for the works done in past two years:

Name of the organization	Value of work	Number of Buildings	Storeied	Total Sq.ft	Stipulated completion time

(Enclose copies of relevant work orders)

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.

Dated:

Signature of the Bidder

ANNEXURE-B

TERMS & CONDITIONS

A) GENERAL CONDITION:

1. The Successful Bidder will be engaged for 'Electrical Audit' of UCO Bank Branch premises under Ernakulam Zone.
2. The work is to be commenced in consultation with Zonal Office, UCO Bank Ernakulam.
3. This is a working Branch & the successful bidder is require to work with no or minimum obstruction to its regular services.
4. The Successful Bidder will have to inform the names of their authorized representatives to be deployed at the site during the work, and their working hours & availability at site.
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 for rejection.
9. No employee of the Bank is allowed to work as a contractor for a period of two years of his retirement from Bank service, without the previous permission of the Bank. This contract is liable to be cancelled if either the contractor or any of his employees found at any time to be such a person who had not obtained the permission of the Bank as aforesaid before submission of the tender or engagement in the contractor's service.
10. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.
11. The applicants may visit some Branches before submission of their bids to make assessment of scope of work.
12. Bank reserves the right to accept or reject any or all bids/s without assigning any reason.

B) COMPLETION TIME: The work has to be undertaken in phases. Not more than average time of 03 days per Branch would be allowed to complete the assigned work. Electrical Audit of all the branches/offices must be completed within Three months from the date of awarding the contract. The firm should also be responsible to inspect and certify rectification after -60- days of submitting the audit report of the respective Branch / Office.

C) PAYMENT TERMS: Payment will be made against invoice after completion of job & submission of audit report & subject to compliance of terms of contract and statutory deductions as per Rule.

SCOPE OF WORKS:

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):

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	Adequacy of protective earthing conductor			
12	Adequacy of Neutral earthing conductor			
13	Whether proper termination of cables at enclosures			

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

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):

[illegible]

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

No of Pu mp	Capaci ty of each pump 1. Rating 2.make 3.type	P-P Voltag e			P-N Voltag e			Phase Curre nts			Total electri cal load consu mption		Parameters of the pump motors					Neutr al Earthin g & its adequ acy	Protecti ve earthin g & its adequ acy	Condi tion of insula tions	Remark s (Condit ion of machin e accept able or Not	Suggestio ns on i mprove ment, if any	
		N o	Ca pa city (K W)	V olt a g e	Cur rent	Co ndi tion of mo tors																	
		R	Y	B	R	Y	B	R	Y	B	K W	A											

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

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

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

10. General Comments covering following aspects: -

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

ANNEXURE-I

PART-II (PRICE BID)
FOR ELECTRICAL AUDIT OF UCO BANK BRANCHES

Charges for Job. Rs

(Rupees in word)

The above charges including all costs except Service Tax that will be paid extra at applicable rate (Please specify)

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Signature of Bidder with company seal

ANNEXURE-II

PART-II (PRICE BID)
FOR ELECTRICAL AUDIT AT UCO BANK BUILDING, TRIVANDRUM

Charges for the Job. Rs.....

(Rupees in word.....)

The above charges including all costs except Service Tax that will be paid extra at applicable rate (Please specify)

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Signature of Bidder with company seal

Sl. No.	Branch Id.	Branch Name
1	0996	Alleppey
2	2548	Aluva
3	1489	Anchal
4	233	Angamaly
5	2238	Balaramapuram
6	2547	Changanachery
7	1915	Chengannur
8	2391	Chottanikkara
9	109	Cochin
10	0431	Ernakulam
11	1660	Forkochi
12	1803	Kannur
13	2560	Karunagapally
14	2358	Kasargod
15	2240	Kavarati
16	2907	Kodungallur
17	2906	Kottarakkara
18	1842	Kottayam
19	0147	Kozhikode
20	2905	Kudappanakunnu
21	3143	Kunnamkulam
22	3132	Mahe
23	1334	Mallapuzhasery
24	2972	Mannarkkad
25	0173	Mavoor
26	1390	M G Road
27	3131	Meenagadi

Sl. No.	Branch Id.	Branch Name
28	2201	Mulavukad
29	0989	Munambum
30	2390	Muvattupuzha
31	2549	Neeramankara
32	2389	Pala
33	0760	Palghat
34	1916	Pathanamthitta
35	0071	Quilon
36	1938	Thalasery
37	1333	Thiruvalla
38	3151	Thodupuzha
39	2154	Thrikkakara
40	1937	Tirur
41	0875	Trichur
42	1802	Varkala
43	2239	Vattapara
44	2155	Vytila
45	0242	Willington Island
46	3196	Perinthalmanna
47	3199	Koithoorkonam
48	7030	Zonal Office, EKM