



**NOTICE FOR ENGAGEMENT OF ELECTRICAL AUDITORS/ ENGINEERS FOR DOING ELECTRICAL AUDIT FOR FIRE SAFETY IN THE PREMISES OF 56 BRANCHES, 49 ATMS (44 ONSITE AND 05 OFFSITE ATM) AND A ZONAL OFFICE UNDER UCO BANK ZONAL OFFICE, RAIPUR**

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

DETAILED TERMS & CONDITIONS ARE GIVEN BELOW.

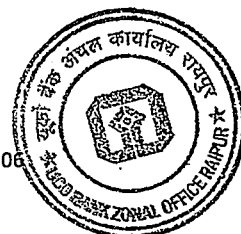
**1.Scope of work: -**

- We have 56 branches situated in various districts of Chhattisgarh and One Zonal office at Raipur. The details of branches shown in **Annexure-D** of this notice.
- Our branches premises size may vary from 800 sqft to 1200 sqft. our Branch with Onsite ATM would be treated as a 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 Electrical 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.

**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.

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UCO Bank, Zonal Office, Chhattisgarh Eye Hospital Campus, 1<sup>st</sup> Floor, Telibandha, Raipur (C.G.) – 492006  
Phone-0771-4233121, 4233115, 4233100 FAX-0771 4233107, E-mail [zo.raipur@ucobank.co.in](mailto:zo.raipur@ucobank.co.in)





- 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> May 2021.

1. 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**
2. 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**
3. 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	June 04 <sup>th</sup> 2021
2	Pre-bid meeting	Queries related to tender can be submitted on our email <a href="mailto:zoraipur.sec@ucobank.co.in">zoraipur.sec@ucobank.co.in</a> / through Phone call (0771-4233121/8249075771) in between 10 AM to 5 PM on any working days) on or before 24 <sup>th</sup> June by the interested bidder due to Covid guidelines.
3	Last date of receipt of Sealed Bids	June 25 <sup>th</sup> , 2021 up to 5 PM, tender receipt after that timeline would be not be consider for evaluation.





4	Address for communication/ submission of bids	<b>Zonal Manager, UCO Bank, Zonal Office, Chhattisgarh Eye Hospital Campus, 1<sup>st</sup> Floor, Telibandha, Raipur (C.G.) – 492006 Ph-07714233121/8249075771</b>
5	Date of opening of Bids	Date of opening bids should be intimated through Mail and Phone
6	Earnest Money deposit	Rs. 3000/- , Demand draft in the name of UCO Bank, Zonal Office, Raipur
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 third sealed envelope, super scribing 'Application for Engagement of 'Electrical Auditor' of Bank's Branches under Raipur zone. The third outer envelop must contain name ,address, e-mail and contact Phone number of the bidders.

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

1. **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.

2. **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/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 should be intimated to bidders through Mail and Phone, in case of further rescheduling of the same, an intimation would again 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, Raipur along with tender document (Part-I bid). In case the bidder is exempted by Govt. order, need to provide an undertaking on non-judicial stamp stating that he/ they will not refuse to execute the purchase order/ contract if awarded by bank. EMD is liable to be forfeited in the event of:

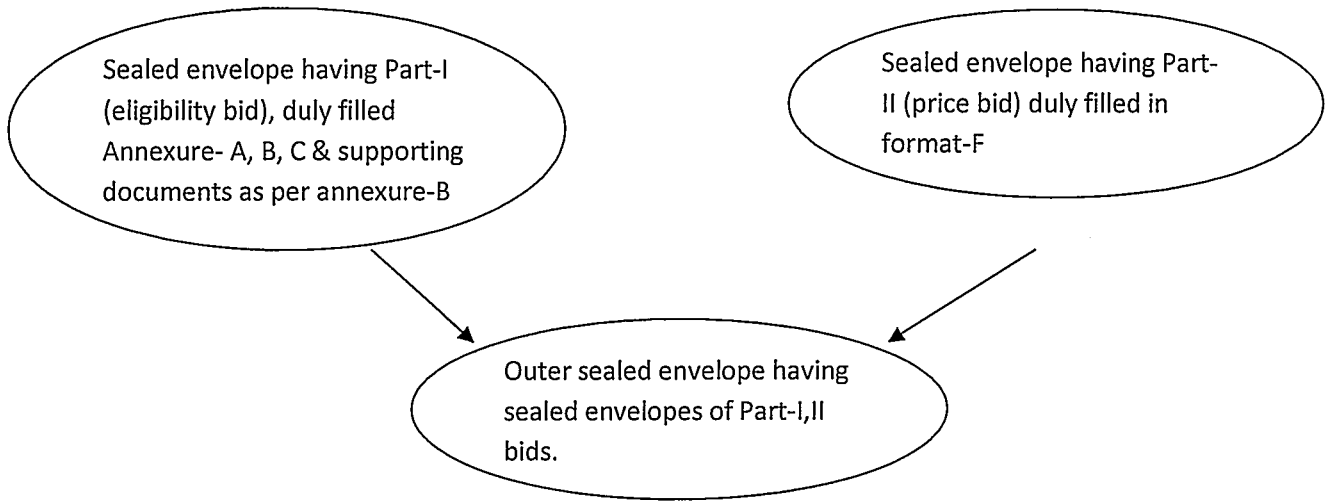
- Revocation of the tender or increasing the rates after opening of the tender and before the expiry of the validity of tender.
- Refusal of the bidder/auditor to execute the work or not complying with the contractual terms & conditions after awarding of contract.
- EMD of unsuccessful bidder would be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

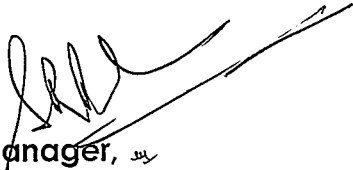




2. For any queries, bidder may contact the undersigned on working days between 10 A.M. to 5 P.M.
3. Bank is not responsible for any typographical mistake in the tender documents, late receipt bid or damage of bid in transit.
4. Any dispute arising in this matter will be settled in the jurisdiction of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

**Submission & Packing of bids**



  
Zonal Manager,  
UCO Bank, Zonal Office,  
Chhattisgarh Eye Hospital Campus,  
1<sup>st</sup> Floor, Telibandha, Raipur (C.G.) – 492006  
Ph-07714233121/8249075771

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





**APPLICATION FORMAT**

**ANNEXURE-A**

**APPLICATION FOR ENGAGEMENT/ EMPANELMENT OF ELECTRICAL AUDITOR FOR  
VARIOUS BRANCHES/ OFFICE OF UCO BANK UNDER RAIPUR 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 Raipur (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

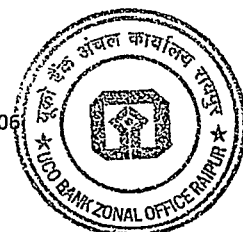




**ELIGIBILITY BID (PART-I)**

**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:**

**GENERAL CONDITION:**

1. The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of Bank's Branches, ATMs in Chhattisgarh State under Raipur 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, Raipur.
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 up to 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





**PART-II (PRICE BID)**

**ANNEXURE-F**

**FOR ELECTRICAL AUDIT OF BRANCHES UNDER UCO BANK, ZONAL OFFICE, RAIPUR**

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. (4).

**Lowest bid would be decided on comparative evaluation of price quoted in column no. 2, & 3 Charges for Electrical audit per branch.** Bank reserve right to negotiate with lowest bidder.

SI No	Charges for Electrical audit per branch (including Onsite ATM) / Zonal Office - INR	Charges for Electrical audit per offsite ATM--INR	Charges for confirmation of compliance (post deficiencies rectification Electric audit per branch) - INR
(1)	(2)	(3)	(4)

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

(Signature & Seal of bidder)

Name of Bidder

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**ANNEXURE-D**

**LIST OF BRANCHES WITH ATM AND OFFICES UNDER RAIPUR ZONE (CHHATISGARH)**

Sl No	SoI ID	BRANCH NAME WITH ONSITE ATM
1	0125	SECTOR 1 BHILAI (ATM)
2	0174	KORBA
3	0182	RAIPUR MAIN (ATM)
4	0260	BILASPUR
5	0298	CIVIC CENTRE BHILAI (ATM)
6	0698	TANDWA (ATM)
7	0811	CHARODA (ATM)
8	0833	MASTURI (ATM)
9	0853	PALLARI
10	1003	CHHINDGARH (ATM)
11	1005	TRI JUNCTION BHILAI (ATM)
12	1029	KASDOL (ATM)
13	1100	SONSARI
14	1109	AGARKHAR (ATM)
15	1110	MARODA (ATM)
16	1143	BAILADILA (ATM)
17	1225	KUSUMKASA (ATM)
18	1227	KOHKA (ATM)
19	1556	NEHRU NAGAR BHILAI (ATM)
20	1794	KRISHAK NAGAR (ATM)
21	1815	GEVRA PROJCT (ATM)
22	1829	BIT DURG (ATM)
23	1834	PENSIONBADA (ATM)
24	1835	TELIBANDHA
25	2029	RAIGARH
26	2030	PANDRI (ATM)
27	2053	MID CORPORATE (ATM)
28	2098	GPC DURG (ATM)
29	2249	MAHASAMUND (ATM)
30	2250	RAJNANDGAON
31	2407	KANKER
32	2408	NAYA RAIPUR (ATM)
33	2479	BALOD (ATM)
34	2480	BAIKUNTHPUR (ATM)
35	2481	JASHPUR (ATM)



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**यूको बैंक**  
सम्मान आपके विश्वास का



**UCO BANK**  
Honours your trust

36	2526	AMBIKAPUR (ATM)
37	2527	DHANTARI (ATM)
38	2578	MANGLA (ATM)
39	2579	JAGADALPUR (ATM)
40	2713	GATAURA
41	2714	PALLARI KODWA (ATM)
42	2836	BEMETRA (ATM)
43	2888	KAWARDHA (ATM)
44	2948	NAILA JANJIR (ATM)
45	3017	KONDAGAON (ATM)
46	3018	KURUD (ATM)
47	3079	SURAJPUR (ATM)
48	3187	BALODA BAZAR (ATM)
49	3188	MUNGELI (ATM)
50	3202	KIRANDUL (ATM)
51	3294	SIRSA (ATM)
52	3303	ROHRA
53	3314	NARDAHA (ATM)
54	3315	PARSADA (ATM)
55	3322	BAGHERA
56	3352	BADGAON
57	7014	ZONAL OFFICE

**LIST OF ATM OFF-SITE OF RAIPUR ZONE**

SI No	SoI ID	OFF-SITE ATM
1	0853	PALLARI- OFFSITE ATM
2	2250	RAJNANDGAON- OFFSITE ATM
3	1835	TELEBANDHA- OFFSITE ATM
4	0174	KORBA- OFFSITE ATM
5	0260	BILASPUR - OFFSITE ATM



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# FORMAT FOR SUBMISSION OF ELECTRICAL AUDIT REPORT

ANNEXURE -E

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

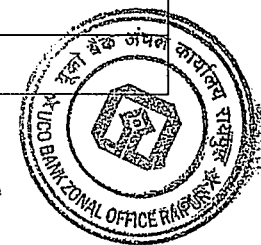
Type of luminaries/light fittings	No of luminaries/light fittings	Lux level of luminaries/light fittings	Total electrical load consumption		Remarks (Condition of light fixtures acceptable or Not)	Suggestions on improvement, if any
			Watt	Amp		

## 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	R	Y	B	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):

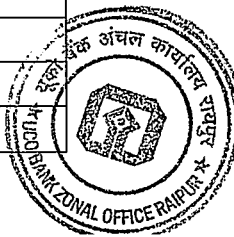
Sl.No	Heads	Result	Remarks (acceptable or Not	Suggestions on improvement, if any
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Presence of non standard (mixed) 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	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 Panel		
		Condition of Panel		
		Any other observations		
16	Whether method of Cables laid inside the Electrical room is acceptable			
17		Air conditioning load		



	Total Electrical 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):**

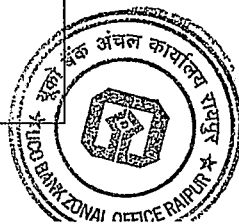
Sl.No	Heads		Result	Remarks (acceptable or Not)	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel				
2	Availability of correct identification 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		No.			



	Details Over voltage protection	Rating & make			
		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				

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

No of Breakers	Capacity of . each breaker 1. Rating 2. make 3. type	P-P Voltage of each breaker			P-N Voltage each breaker			Phase Currents			Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulation s	Whether breakers are loaded/under loaded and extant thereof in %	Remarks (Condition of machine acceptable or Not	Suggestions on improvement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A						



8. Assessment of Earthing system (Report to be submitted as per following format):

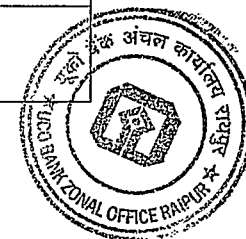
Earthing Continuity Testing: This Test is conducted to find out any equipment that has not been earthed properly and in compliance with *Indian Electricity Act 1956, IS-1200 part I and as per IS-3043 of 1966*. It is to be checked with the help of Continuity Testing Meter and Earth Resistance Meter.

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 & RECCOMENDATIONS (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**

