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NOTICE FOR ENGAGEMENT OF ELECTRICAL AUDIT FOR VARIOUS MULTI-STORED BUILDINGS OF UCO BANK BRANCHES/OFFICES UNDER GUWAHATI ZONE.

SEALED QUOTATIONS ARE INVITED FROM COMPETENT VENDORS HAVING SOUND TECHNICAL CAPABILITY FOR ELECTRICAL AUDITS OF BANK'S BUILDINGS OF OUR BRANCHES/OFFICESS UNDER GUWAHATI 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.

#### **Procedure for submission of Quotation:**

A. Quotation 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 Audit' of Bank's Buildings under Guwahati Zone.

B. Quotation should be submitted to the Zonal Manager, UCO Bank, Zonal Office, M. D. Road, Silpukhuri, Guwahati – 781003 by 2:30 P.M. on 02.09.2015, Part –I of which will be opened at 3:30 P.M of the same day. Part-II may be opened on same day if Part-I of all quotations are eligible.

- C. The Part-I & Part-II must contain the in following documents:
  - 1. **Part-I** of tender, super scribing "PART-I (Technical Bid for Engagement 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-A and a letter from the applicant towards acceptance of scope of services and terms & conditions as mentioned in Annexure-B.



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There should not be any indication of price/rate/charges in Part-I of the tender.

Conditional tenders will be not accepted.

2. **Part-II** of quotation should be submitted in separate sealed cover, super scribing "PART-II (Price Bid for Engagement of 'Electrical Audit')". Part-II of quotation must contain the price bid for the following items in prescribed format for specified location given in **Annexure-I**:

#### **Evaluation Criteria for arriving at L1 price:**

Evaluation of offers would be done on the rates quoted in **Annexure-I**. Quotation not received in two parts (Part-I & Part-II) in separate envelopes will be summarily rejected.

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#### ANNEXURE-A

#### APPLICATION FORMAT FOR ENGAGEMENT OF ELECTRICAL AUDIT FOR VARIOUS MULTI-STORIED BUILDINGS OF UCO BANK BRANCHES/OFFICES UNDER GUWAHATI ZONE.

Name of Applicant (Company/Firm/Individual/Agency):	

3. Address of the Applicant in Kolkata (If any) with Telephone No., FAX & E-mail ID:

with Telephone No., FAX & E-mail ID:

2. Registered Address of the Applicant

- 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)





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- 8. Whether registered for Service Tax. If so, please mention the service tax registration number and furnish a copy of such registration certificate:
- Whether empanelled with other PSU Banks/ /Govt. Deptts./PSUs/Autonomous bodies. If so, Please furnish the following particulars: (Enclose copies of relevant documents)

Name of Organisation/ Date of Empanelment Validity
Institution Validity

10.

- i) Number of Electrical Auditors
- ii) Electrical Auditor's License No. and validity:
- iii) Name of Issuing Authority: (Furnish photocopy of license)
- 11. Detailed Particulars for the works done in past two years:

Name of Va	alue of work	Number of	Storied	Total	<u>Stipulated</u>
<u>organization</u>		Buildings		Sq.ft	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.

Date: Signature of Applicant

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#### **ANNEXURE-B**

#### **TERMS & CONDITIONS:**

#### A) GENERAL CONDITION:

- **1.** The Successful Bidder will be engaged for 'Electrical Audit' of Banks Building/Branches/Offices under Guwahati Zone.
- 2. The work is to be started in consultation with General Administration Department., UCO Bank, Zonal office, Guwahati.
- 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 period.
- 4. The Successful Bidder will take all measure on the site of the work to protect the public as well as workmen from accidents and shall be bound to bear the expenses of 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 to be deployed at the site during the work, and their working hours and 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 to 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 the locations before submission of their quotation.



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12. Bank reserves the right to accept or reject any or all quotation/s without assigning any reason.

#### B) COMPLETION TIME:

Six weeks from the fifteenth day of date of work order.

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

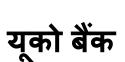
#### **SCOPE OF WORKS:**

1. Floor wise assessment of luminaries/light fittings (Report to be submitted as per following format):

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

2. Floor wise assessment of Air conditioning system (Report to be submitted as per following format):

Туре	of	No of Air	Capaci	Total e	electrical	Condition	n	Remarks		Suggestions	on
Air		conditio	ty of Air	load			air	(Condition	of	improvement, if any	
condit	io	ning	conditio	consum	ption	condition	ni	machine			
ning			ning (TR)	Watt	Amp	ng systen	n	acceptable	or		
units			0 ( )					Not			





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3. Floor wise assessment of UPS (Report to be submitted as per following format):

N o of U PS	Cap acit y of (KV A)	V	P oltage ach U			N Itage ch U			ase urrer		Total load con	electrical nsumption	Neutral Earthing & its adequac y	Protective earthing & its adequacy	Remarks (Condition of machine acceptable or Not	Suggestions on improvement, if any
		R	Y	В	R	Y	В	R	Υ	В	KW	A				

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

SI.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 Insulation of soundly conductor visible made and outside enclosure			





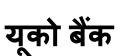
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	under no undue strain	Connections of live conductors adequately enclosed		
		Adequately connected at point of entry to enclosure (glands, bushes etc.,)		
		Condition of accessories including socket outlets, switches & joint boxes		
13	record the res	observations, if any observations, if any observations applied		

Floor wise assessment of electrical Panel room (Report to be submitted as per following format):

SI.No	Heads	Result	Remarks (acceptable	Suggestions on i improvement, if any
			or Not	improvement, it dity
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			





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	conductor					
13			termination of			
	cables at enc					
14	Connections		ation of			
	soundly	cond				
	made and under no	visible enclo				
	undue strain		ections of live			
	oriado sirairi		uctors			
			uately			
		enclo				
			uately			
			ected at point			
			try to enclosure			
		(glan	ds, bushes etc.,)			
		Cond	ition of			
			ssories including			
		socke				
			nes & joint			
		boxes				
15	Details		Panels			
	switch	Rating	g of panels			
	gear panels					
		Meas	urement of P-P			
			N voltage of			
		Pane	S			
		Mags	urement of P-P			
			-N current of			
		Pane				
		Conc	lition of Panels			
		Any	other			
			vations			
16		thod o	of Cables laid			
		Electr	ical room is			
1.7	acceptable	. 1	A+.			
17	Total Electronic Load of the Flo	ctrical	Air			
	Loud of the Fit	JUI	conditioning load			
			Light & power			
	load					
18			ad balancing is			
	acceptable (give details of phase					
10	wise load ) Other special observations, if any					
19			ations, it any			
	record the results of particular inspections applied					
	separately	CHOU!	s applied			
	Jopaidiciy			1	l	





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

SI.No	Heads		Result	Remarks (acceptable or Not	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1		ain switch interlocking supplies are coming anel			
2	Availability of c circuit details a protective devi				
3	· '	etering equipment			
4		lator (where present)			
5		on standard (mixed) warning notice at or n board			
6	throughout thei				
7		ulation of live parts			
8	carrying capac	wiring for current city with regard to the e of the installation			
9	Whether Low segregated from cables	v voltage cables om Medium voltage			
10	segregated fi services	oles separated / rom non electrical			
11	Whether prop cables at enclo	sures			
12	Connections soundly conductor made and under no undue strain insulation of conductor outside enclosure conductors				
		adequately enclosed			
		Adequately connected at point of entry to enclosure (glands, bushes etc.,)			
		Condition of accessories including socket outlets, switches & joint boxes			
13	conductor	protective earthing			
14	Adequacy of conductor	f Neutral earthing			





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15	High tension cable	e size adequacy		
16	and Low tension s			
17	Interlocking between	een Transformers (if		
18	Details Over	No.		
	voltage protection	Rating & make		
	profection	Condition		
		Any other observations		
19	Under voltage	No.		
	protection	Rating & make		
	ļ	Condition		
		Any other observations		
20	Earth fault	No.		
	protection	Rating & make		
		Condition		
		Any other observations		
21	Short circuit	No.		
	protection	Rating & make		
		Condition		
		Any other observations		
22	Over current	No.		
	protection	Rating & make		
	ļ	Condition		
		Any other observations		
23	Whether method inside the Ele acceptable			
24	Total Electrical Loc	ad Air		
		conditioning		
		load		
		Light & power load		
25		Il load balancing is		
		details phase wise		
	load)			
26		oservations, if any		
	record the results of			
	particular inspection	ons applied		
	separately			





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

N o of Br e ak er s	Capaci ty of . each breaker 1. Rating 2.make	ea	oltage Ich eaker		ea	Itage			Phase Currents		Total electrical load consumption		Neutral Earthing & its adequa cy	Prote ctive earth ing & its ade quac y	Cond ition of insula tions	Whether breakers are loaded/under loaded and extant thereof in %	Remarks (Condition of machine acceptable or Not	Suggestions on i improvement, if any
	3.type	R	Y	В	R	Y	В	R	Y	В	KW	A						

#### 7. Assessment of Transformer (Report to be submitted as per following format):

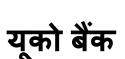
of ty Tr ea a Tra ns me fo Ra	apaci of . ach ansfor ers 1. ating make	ea	Itage		ea	ltage ch nsforr			Phase Total el Currents load consur			electrical asumption	Neutral Earthing & its adequac y	Protective earthing & its adequac y	Conditio n of insulatio ns	Whether transformer s loaded/un der loaded and extant thereof in %	Remarks (Condition of machine acceptable or Not	Suggestions on i improvement, if any
m 3.ty	type	R	Y	В	R	Y	В	R	Y	В	KW	A						

#### **8. Assessment of Elevator (**Report to be submitted as per following format):

N o of El e	Capaci ty of . each elevato	P-P Vo	Itage									P-N Voltage						ase irren		Total electri load consu ion		Pc	rameters	of the n	notors		Neutr al Earthi ng & its	Protective earthing & its adequacy	Conditio n of insulatio ns	Remarks (Conditi on of machin	Suggestions on i improveme nt, if any
v at or s	rs  1. Rating										1011		0 Z	Cap acity (KW)	Volt age	Current	Condition of motors	adeq uacy			e accept able or Not										
	2.make 3.type	R	Y	В	R	Y	В	R	Y	В	KW	Α																			

#### **9. Assessment of Pump (**Report to be submitted as per following format):

_												
	Ν		P-P	P-N	Phase	Total	Parameters of the pump motors	Neutr	Protective	Conditio		Suggestio
	0	Capaci	Voltage	Voltage	Currents	electrical	• •	al	earthing &	n of	Remarks	ns on i
	of	ty of .	_	_		load		Earthi	its	insulatio	(Conditi	improvem
	Pυ	each				consumpt		ng &	adequacy	ns	on of	ent, if any





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m p	pump  1. Rating 2.make										ion		N 0	Cap acity (KW)	Volt age	Current	Condition of motors	its adeq uacy		machin e accept able or Not	
	3.type	R	Y	В	R	Y	В	R	Y	В	KW	A									

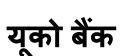
10. Assessment of Earthing system (Report to be submitted as per following format):

**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

SI.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	Туре			
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			

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

SI.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			





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7	Earth conductor condition		
8	Earth resistance		
9	Other special observations, if any record the results of particular inspections applied separately		

#### 12. Assessment of Diesel Generating Set (Report to be submitted as per following format):

N o of Di es el G e	Capaci ty of . each Diesel Genera tor Set 1.	ea Die	Itage ch esel enera		ea Die	Itage ch esel enera			nase urrer		Total load cor	electrical nsumption	Neutral Earthing & its adequac y	Protective earthing & its adequac y	Conditio n of insulatio ns	Whether Diesel Generator Set over loaded/under loaded and extant thereof in %	Remarks (Condition of machine acceptabl e or Not	Suggestions on i improvement, if any
n er at or Se t	Rating 2.make 3.type	R	Y	В	R	Y	В	R	Υ	В	KW	A						

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#### **ANNEXURE-I**

PART-II (PRICE BID) FOR ELECTRICAL AUDIT AT UCO BANK BRANCHES/OFFICES UNDER GUWAHATI ZONE.

Charges for Job per branch/office. ks
(Rupees in word)
Service Tax will be paid extra at applicable rate (Please specify)
Signature of Bidder with company seal