

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/OFFICES 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.

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 Kolkata (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/
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:

- 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)

<u>Name of Organisation/ Institution</u>	<u>Date of Empanelment</u>	<u>Validity</u>
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- 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:

<u>Name of organization</u>	<u>Value of work</u>	<u>Number of Buildings</u>	<u>Storied</u>	<u>Total Sq.ft</u>	<u>Stipulated completion time</u>

(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

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.

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

N o of U P S	Cap acit y of (KV A)	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		KW	A				

4. Floor wise 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 Insulation of conductor visible 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	Other special observations, if any record the results of particular inspections applied separately				

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

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions on i 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			

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	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				

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			

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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 & 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				

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

N o of Br e a k e r s	Capaci ty 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 adequa cy	Prote ctive earth ing & its ade quac y	Condi tion of insula tions	Whether breakers are loaded/under loaded and extant thereof in %	Remarks (Condition of machine acceptable or Not	Suggestions on i mprovement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A						

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

N o of Tr a n s f o r m e r s	Capaci ty of . each Transform ers 1. Rating 2.make 3.type	P-P Voltage of each Transform ers			P-N Voltage each Transform ers			Phase Currents			Total electrical load consumption		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 mprovement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A						

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

N o of El e v a t o r s	Capaci ty of . each elevato rs 1. Rating 2.make 3.type	P-P Voltage			P-N Voltage			Phase Currents			Total electrical load consumpt ion		Parameters of the motors				Neutr al Earth ing & its adequ acy	Protective earthing & its adequacy	Conditio n of insulatio ns	Remarks (Condi tion of machin e accept able or Not	Suggestions on i mprove ment, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A	N o	Cap acity (KW)	Volt age	Current	Condition of motors				

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

N o of Pu	Capaci ty of . each	P-P Voltage			P-N Voltage			Phase Currents			Total electrical load consumpt		Parameters of the pump motors				Neutr al Earth ing & its adequacy	Protective earthing & its adequacy	Conditio n of insulatio ns	Remarks (Condi tion of	Suggestio ns on i mprovem ent, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A	N o	Cap acity (KW)	Volt age	Current	Condition of motors				

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

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			

11. 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			

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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 n er at or Se t	Capaci ty of each Diesel Genera tor Set 1. Rating 2.make 3.type	P-P Voltage of each Diesel Generator Set			P-N Voltage each Diesel Generator Set			Phase Currents			Total electrical load consumption		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 mprovement, if any
		R	Y	B	R	Y	B	R	Y	B	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. Rs.....

(Rupees in word.....)

Service Tax will be paid extra at applicable rate (Please specify)

Signature of Bidder with company seal