

NOTICE INVITING TENDER (NIT)

FOR

**"ELECTRICAL & FIRE SAFETY AUDIT OF BRANCHES/ATM's/OFFICES/
OTHER UNITS COMING UNDER CIRCLE OFFICE DELHI"**

Sealed tenders on item rate basis are invited in enclosed form from Delhi Circle empanelled Electrical Auditors having sound Technical & financial capacity for the work.

- 01.** Last date of issue of tender document : **02.04.2025 up to 11.00PM**
- 02.** Last date of receipt of tender document : **02.04.2025 up to 3.00 P.M.**
- 03.** Date & Time of opening : **02.04.2025 at 3:30 P.M.**
- 04.** Place of submission of bids : **Canara Bank Circle office, Delhi.**
- 05.** Date of commencement : **Immediately on receiving work order.**
- 06.** Date of completion of work : **21 days from issue of work order.**
- 07.** Period for settlement of final bill : **30 days from date of submission of Reports of all the Branches along with Invoice.**
- 08.** Retention percentage : **Nil**
- 09.** Earnest money deposit : **Nil**
- 10.** Security deposit : **Nil**
- 11.** Liquidated damages for non completion of work within the date of completion : **1.0% of the value of work for every week if the work remains unfinished after the date of completion or the date extended subject to maximum of 10% of the value of work.**

Bank reserves the right to reject wholly or part of any or all tenders received without Assigning any reason whatsoever, Also Bank reserves the right to split the work and place the order to more than one party.

Contractor's Signature

NOTICE INVITING TENDER

**ELECTRICAL & FIRE SAFETY AUDIT OF BRANCHES/ATM'S/OFFICES/OTHER UNITS
COMING UNDER CIRCLE OFFICE DELHI**

Canara Bank, is a body Corporate and a Premier Public Sector Bank established in the year 1906 and nationalized under the Banking Companies Act (Acquisition and Transfer of Undertaking Act 1970) having its Head Office at 112, J.C. Road, Bengaluru - 560002 and among others, having General Administration Section at Delhi Circle office. Delhi Circle Office intends to carry out the electrical & fire safety audit of Branches/ATM's/Offices/Other Units coming under the Circle. Bids under Single bid concept (Financial Bid) are invited from Empanelled Electrical Auditors.

A. GENERAL RULES & INSTRUCTIONS TO BIDDERS

1. **Premises means:** Branches with onsite ATM/Offsite ATM's/Offices/Other units/Apartments/Flats etc. Building having One Meter but having different units functioning to be considered as single unit.
2. The engineer carrying out the Electrical Audit must be an electrical engineer & accredited energy auditor from BEE (Bureau of Energy Efficiency) and all reports should be signed by the accredited energy auditor.
3. The work involves visiting the bank premises at various locations to carry out Electrical Audit as per the Audit Performa given in this document.
4. The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount (EMD) will be forfeited.
5. Electrical Audit of all the bank premises must be completed within **21 days** from the date of awarding the contract. For work orders for new & alternate premises within the time of 3 years of contract, works should be completed within one week or as mentioned in the work order.
6. Interested Auditors may download the tender from Bank's website/www.canarabank.com/tenders.aspx.
7. Submission of tenders in any other format will not be entertained & will be summarily rejected.
8. Bank reserves the right to cancel this tender without assigning any reason whatsoever.
9. **ORDER CANCELLATION:** - If the individual/agency fails to deliver services within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. The Bank reserves the right to cancel the order in the event of delay in services.
10. The actual quantity of Bank premises to be audited may vary from the projected quantity as per the requirements of the Bank.

11. Any delay in completion of the work over the stipulated period will attract penalty of 1 % of the contract value per week subject to maximum of 10% of the contract value.
12. Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Any clarifications required shall be got cleared in the pre-bid meeting.
13. **VALIDITY OF OFFER:-**The offer should be valid for period of 180 days from the last date for submission of the offer.
14. **PAYMENT TERMS-** 100% of the payment shall be released after submission of all electrical audit reports to respective branches, RO's & CO's. No advance will be paid.
15. **SPLITTING OF ORDER:-**The Bank reserves its right for splitting of work region wise between the L1, L2, L3, L4, L5 bidders for the respective regions for speedy execution of work in the ratio of 20:20:20:20:20. The splitting of the order between bidders RO wise will be done provided the L2, L3, L4, L5 vendor & so on agrees to match the rates quoted by L1 bidder and agrees for all the terms and conditions. The decision regarding selection of L1 bidder/s & splitting of works region wise between bidders will be as per Bank's discretion only & the same shall be final & binding on the bidders. The Bank is not bound to assign any reason for acceptance/rejection of any applications.
16. Applications containing false and / or inadequate information are liable for rejection.
17. The application which is received after due date & time is liable for rejection. **Applications incomplete in any respect & which are not legible are liable for rejection.**
18. Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations that resort to canvassing will be liable to rejection.
19. Bank reserves the right to award work and/ or cancel work for any party as per its requirement or in case of any exceptional situation.
20. Detailed list of branches/ATM's/offices where electrical audit has to be conducted will be provided from respective Regional Offices after finalization of bidders for each ROs.
21. The firm must arrange for the conveyance, lodging expenses, men and material required for conducting the audit at their cost. The bids submitted should be region wise and should be inclusive of all costs & incidental expenses applicable for that region.

22. Adequate care should be taken by the electrical auditor during the verification, measuring and recording of the data.
23. Any damage to the Bank's property, equipment's under testing and measurement during the audit will be charged to the firm.
24. Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in electrical safety aspects and handling of electrical equipment's. The equipments supplied to personnel should meet the related IS Standards/International standards as per the prevailing Rules of Central/State Govt.
25. **INDEMNITY BOND:** Contractor shall sign an Indemnity Bond in Bank's approved format (**Annexure J**) before starting the work, indemnifying the Bank from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, non fulfilling safety precautions, faulty construction and for violating any statutory rules and regulations for which the contractor shall be solely responsible.
26. **Four(4)copies** of audit report have to be prepared. **First(1st)copy** has to be submitted to the **branch** ,**second(2nd)copy** has to be submitted to the **RO**, **third (3rd) copy** to **Circle Office** and **fourth (4th) copy** has to be retained by the **electrical audit firm**. The copies of the report to be duly signed by the BEE accredited energy Auditor on behalf of the firm. **Soft copy (Signed Pdf)** of all the electrical audit reports to be also submitted to **Circle Office unless** which payment will not be made.
27. Also, the firm has to provide a **detailed estimate and BOQ** for the works to be undertaken in the bank premises based on the observations made during their inspection and to be included in the audit report.
28. **SETTLEMENT OF DISPUTE:** -All disputes and differences of any kind whatsoever arising of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at **Delhi** and only court in **Delhi** shall have jurisdiction to determine the same.

DETAILS OF THE WORK :

- 1. THE AUDIT SHALL BE CARRIED OUT TO SPECIFICALLY COVER THE FOLLOWING ASPECTS.**
- Physical inspection of the bank premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & Identifying electrical hazards (shocks, fires, etc.).
 - Review of protection devices/ system of the electrical installation including fuses, ELCB, MCB, MCCB, Master electrical switch, etc.
 - Review of adequacy of cables, motors, etc. based on actual load current measurements and cable current carrying capacities.
 - Review the EPM (Electrical Preventive Maintenance) and to examine documentation, checklists, test records ,etc. and to suggest recommendations as

per applicable standards.

- To evaluate the earthing system (installation and maintenance) based on IS 3043 (or latest available IS standards) including availability, upkeep and testing of earth pits and to suggest recommendations.
- To review the utility bill and check for any abnormality present or penalty being paid and report the same.
- Display of danger signboard.
- Use of electrical rubber mats, rubber gloves, etc.
- Provision of identification tag of cables, cable glands, sealing of cable entry and unused holes
- Upkeep of premises and housekeeping of electrical installations.
- Provision of indicating lamps on the control panels.
- Use of 3-pin plug and socket.
- Fire protection of electrical installations.
- Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, and maintenance practices, etc.
- Adequacy of rating of electrical equipment and installation
- Adequacy of isolation of current carrying parts
- Lightning protection
- Weather protection of out door electrical equipment and fittings
- Cables-dressing, routing, identification tags, glands, lugs, armoured earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, colour coding.
- DG Set- emergency switch, oil leakage, stack and noise monitoring
- UPS and battery room
- Review of the following test records, (if any) evaluating the test results and to suggest recommendations as per applicable standards.
- Insulation resistance tests
- Earth resistance tests.

2. ACTUAL TESTS/ANALYSIS TO BE PERFORMED DURING THE AUDIT:

- Infrared Thermography :HT/LT panels where applicable, DBs, MCBs, SMDB (Light & Power),MDB (Light & Power), Wall & Floor Sockets, Stabilizers, UPS,A/C Units, Exposed Terminations of Cables, exposed cables/wiring, LAN Racks etc.
- Earth pit Resistance tests.
- Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.
- Power factor of the system and deviation from the applicable standards.

3. AUDIT METHODOLOGY:

- Development of audit checklist based on the preliminary information & proforma for electrical & fire safety audit provided by Bank(Annexure L).
- Carry out inspection of electrical installations in the bank premises.
- Discussions with key personnel to verify existence of the systems/procedures.
- Review of key documents and records.
- Submission of the electrical audit report.

4. AUDIT CRITERIA:

- Applicable safety-related statutes including the Electricity Act and Indian Electrical Rules
- National Building Code (Electrical Installations)
- National Electrical Code
- Other relevant Indian standards & codes of practice.

5. DELIVERABLES:

The audit team will prepare and submit the electrical audit report as per the methodology. The report shall contain objectives, methodology, executive summary and observations and recommendations.

6. SCOPE OF WORK:

Scope of work includes Comprehensive Electrical Audit on the following measures:

- a) Visiting each and every bank premises & verifying the installation as per the proforma for electrical & fire safety audit & carrying out the Electrical Audit.
- b) Providing suggestion and corrective measures necessary towards electrical fire and safety measures, up-gradation in the electrical system, electrical load, connected load, sanctioned load, enhancement of load etc.
- c) Providing detailed estimate and BOQ for the works to be undertaken in the bank premises based on the suggestion and corrective measures. Also, further suggestions, modifications if any need to be provided as per Banks requirement.

d) Submission of Comprehensive audit Report as per the proforma enclosed, observations during bank premises inspection. Four (4) copies of audit report have to be prepared. First (1st) copy has to be submitted to the branch, second (2nd) copy has to be submitted to the RO, third (3rd) copy to Circle Office and fourth (4th) copy has to be retained by the electrical audit firm. The copies of the report to be duly signed by the BEE accredited energy Auditor on behalf of the firm. Soft copy of all the electrical audit reports to be also submitted to Circle Office

e) The scope includes arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, and preparing reports so as to enable the Bank to take a decision for improvement.

f) The agency shall maintain following registers on daily basis i.e. Daily progress report and hindrance register. The agency has to submit PERT CHART incorporating all activities required for the completion of the work in time to respective Regional office & Circle office.

Annexure A

To

The Assistant General Manager,
General Administration Section,
(Premises and Estate Section),
Canara Bank Circle Office,
Delhi.

SUB: APPLICATION FOR ELECTRICAL & FIRE SAFETY AUDIT OF BRANCHES/ATMs/OFFICES/OTHER UNITS COMING UNDER CIRCLE OFFICE DELHI.

1. I / We do hereby declare that the information furnished in the Performa and in the supplementary sheets is correct to the best of my / our knowledge and belief.
2. I / We have read the instructions appended and all terms and conditions and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Canara Bank, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences including black listing of our firm.
3. I / We agree that the decision of Canara Bank in selection of L-1 bidder& awarding of works region wise will be final and binding to me / us. The Bank is not bound to assign any reason for acceptance/rejection of any applications.
4. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
5. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

Yours faithfully,

Signature

Name :

Organization:

Designation

Contact no.

Seal:

ANNEXURE - B - AGREEMENT FORMAT

FORM OF AGREEMENT

This agreement made the _____ day of the month of _____ in the year 2024 BETWEEN, Canara Bank a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertakings Act, 1970, having its Head office, 112, J C Road, BENGALURU) represented by AGM/DM & its duly constituted attorney (hereinafter referred to as the Bank) on the ONE PART; and

*Sri _____ S/D/o _____
_ resident of _____ the sole proprietor of
M/s _____ having office at the following
address _____

* M/s. _____ the partnership firm having an
administrative/principal office at _____ represented by its Managing/duly
authorised partner.

* M/s. _____ company/body corporate incorporated under the
provisions of the Companies Act 1956/2013 having its registered office at the
following address _____, duly represented at
_____ duly represented by its constituted and authorised Managing
Director, Shri _____ and (hereinafter called the bidder which term
shall also be called the Supplier or the Contractor) on the other part

WHEREAS THE Bank is desirous to carry out the electrical audit of their bank premises under Delhi Circle as detailed in the NIT ref no. _____ - dated _____ and opened on _____ furnished by the bidder for carrying out the electrical audit & the same has been accepted by the Bank on the terms and conditions as set out therein and interalia others.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz;
 - a) Notice inviting Tender
 - b) General Rules and Instructions for the guidance of Bidders.
 - c) Terms and conditions of the NIT.
 - d) All Annexures of the NIT & issued corrigendums.
 - f) Price bid

g) The Purchase order, Letters from & to the bidder, if any, leading to and prior to issue of purchase order.

3. In consideration of the payments to be made by the Bank to the Bidder, the Bidder hereby covenants and agrees with the Bank to carry out the electrical audit works in conformity in all respects and subject to all terms and conditions/rules as mentioned in this RFP as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said Bidder,

_____ to the
Bank _____ in the presence of:

Signature of Bidder (with seal)

Signature of Authorised representative
of the Bank / Accepting Authority.

Witness (Signature, Name & Address):

1).

2).

ANNEXURE - C

INDEMNITY FORMAT

THIS DEED OF INDEMNITY executed at (Place) on this day ofmonth of year two thousand and twenty four(2024) By.....(herein after called the Bidder) duly represented by proprietor/one of its partners/director Sri, aged.....years, son of Sri.....residing at

In favour of

Canara Bank, a body corporate constituted under the Banking companies (Acquisition and Transfer of undertakings) Act, 1970, having its Head Office, at 112, J.C.Road, Bangalore - 560002 & represented by its Circle Office Delhi.

Whereas the Bidder had applied for the tender

Whereas the tender submitted by the Bidder for the above mentioned work was accepted by Canara Bank and the work of has been awarded in favor of the Bidder vide Ref No

And whereas for undertaking the work awarded as per the above noted reference, the Bidder has entered into contract with Canara Bank on

Now this Deed Witnessed that in pursuance of the aforesaid contract **dated**and in consideration of Canara Bank having agreed to make payment on the bills claimed by the Bidder herein based on the works completed in respect of the above referred contract, the Bidder hereby indemnifies and keep harmless Canara Bank & its Architect/consultant and its officials/staff from time to time and at all times against all actions, prosecutions proceedings, claims, suits, liabilities (including statutory liability), penalties, demands, charges, costs (including legal costs) and expenses, damages, losses and any other expenses which may be caused to or suffered by or made or taken against the Purchaser arising out of:

- i) The breach, default or non-performance of undertakings, warranties, covenants or obligations by the Bidder, non-compliance of safety rules, regulations, instructions by the Bidder and mishaps occurring at the site due to faulty work executed by the Bidder.
- ii) Any contravention or Non compliance with any applicable laws, regulations, rules, statutory or legal requirements by the Bidder.

Further, the Bidder indemnifies to protect and save Canara Bank & its Architect/consultant and its officials / staff from against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement

of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of the services offered by the Bidder.

All Indemnities shall survive notwithstanding expiry or termination of the contract and Bidder shall continue to be liable under the indemnities.

There is no limit to claims made by the Purchaser/third parties in case of infringement of Intellectual property rights or for claims relating to the loss of damage to real property and tangible personal property and for bodily injury or death and in these cases the liability will be unlimited ”.

Signature of Bidder with Seal

Annexure D

PROFORMA OF ELECTRICAL & FIRE SAFETY AUDIT

1. Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Electrical Auditor report must consist of non-scaled sketch of layout of the branch showing the denomination of the areas used by you in the report.
3. Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
4. Inspection/recommendation report of existing electrical system with your observations and remarks.
5. Photocopy of last three electrical bills of the bank premises including marking any discrepancy, if any.
6. Detailed estimate and BOQ for the works to be undertaken based on the suggestion and corrective measures.
7. Branch/office Overview.

Sl. No.	Description	Particulars
1	Regional Office	
2	Name of Bank Premises	
	DP Code	
3	Contact Person	
4	Mobile No	
5	Area of Premises	

8. Branch Inventory details*:

Sl. No.	Description	Make and Model	Wattage	Nos. installed Floor wise			Electrical Power Load
				Floor No.	Floor No.	ATM	



1	<u>ELECTRICAL FIXTURES</u>						
a	2 X2 LED LIGHT						
b	LED ROUNDLIGHT						
c	LED DOWNLIGHT						
d	LED TUBELIGHTS						
e	CFL LAMPS						
f	TUBE LIGHTS						
g	INCANDESCENT LAMPS						
h	CEILING FANS						
i	PEDASTAL/WALLF ANS						
j	EXHAUSTFANS						
k	WATERDISPENSER						
l	AIRCOOLER						
m	Any other fitting						
2	<u>UPS</u>						
a	1.0/2.0/3.0 kVA*0.8						
b	5.0/6.0/7.5 kVA*0.8						
c	10/20/30 kVA*0.8						
3	<u>RAW POWER</u>						
a	NOTE COUNTING MACHINENOT ONUPS						
b	PHOTOCOPIER MACHINENOT ONUPS						



c	GOLDWEIGH ING MACHINE						
d	GOLDPURITY CHECKINGMAC HINE						
e	GLOWSIGNBOARD						
f	POWERSOCKET						
g	MOTOR _____ HP						
4	<u>AIRCONDITIONERS</u>						
a	WINDOWAC						
	1.0 TR						
b	SPLITAC						
	1.0 TR						
	1.5 TR						
	2.0 TR						
c	CASSATTE AC						
	1.5 TR						
	2.0 TR						
	3.0 TR						
	4.0 TR						
d	DUCTABLE SPLITAC						
	5.5 TR						
	7.5 TR						
	11.0 TR						
e	VRF/VRV						

	8/10/20 HP						
5	<u>ANY OTHER EQUIPMENTS</u>						
	TOTAL						

*The list of items provided is for general understanding and is not complete. Auditor to prepare detailed list based on the inventory available in each Bank Premises.

9. Electrical Load Analysis:

Sl. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Total Connected Load		
2	Is Sanctioned load less than Connected load		
3	Additional load required (if any)		
4	Has branch paid any penalties for excessive load		
5	Electrical Load Utilization		
6	Electrical Load on UPS		
7	DG Set installed		
8	DG SET capacity		
9	DG set capacity appropriate for connected load (capacity more or less)		

10. Electrical Distribution System:

SL. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
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1	Whether load is balanced in all phases to avoid unbalancing of phases			
2	Type of Wiring (open/conduit)			
3	Whether the sizes of cables/wires are of adequate rating and gauge (Yes/No)(If No then give suggestion)			
	a.	Incoming		
	b.	UPS		
	c.	PDB		
	d.	AC		
	e.	LDB		
	f.	Electrical Gadgets		
4	Whether cables are properly terminated			
5	Any Clubbing of installations in one point. (Yes/No)(If yes give location and suggestion)			
6	Condition of Electrical cabling carried out in the premises (Good/medium/Poor)(if poor give suggestion)			
7	Whether electrical equipments are Operating at specified voltage/current (within tolerance range)			



8	Master switch is installed in Prominent place and is in working condition (Yes/No)(If No whether Lighting DB/Power DB is available near to the entrance). If master switch & DB's are not available, give suggestion.		
9	Any ELCB are installed in branches (Yes/No)(IfNo then give suggestion)		
10	Whether existing MCCB/MCB/ELCB provided are of adequate rating (Yes/No)(If No then give suggestion for proper rating MCB/Masters witch)		
11	Whether MCCB/MCB/ELCB provided in Distribution boards are functioning properly		
12	Rating of Fuses/Junction Box are as per standards		
13	Whether single isolating switch (Master switch) is Available for the premises and separate switch for the UPS provided at the branch for switching off the non essential loads at premises during the night.		



14	Whether UPS output is provided for CCTV, Fire/Security alarm system and emergency loads & whether the UPS supply is getting interrupted while switching off the UPS non essential loads.		
15	Whether ATM/Network room AC's and glow sign boards are provided with timer mechanism of adequate rating and functioning properly		
16	Any hanging/unprotected loose electrical Live wires inside the branch premises		
17	Whether power supply to Locker, strong Rooms are disconnected by the removal of three core wire and plug arrangement		
18	Earth Pits identified		
19	No. of earth pits available		
20	Condition of earthing with meggered values And whether meggered resistance values are less than 1 ohm		



21	Is there Earthing connection for raw power, UPS and generators and Status of earthings are in good condition/ adequate rating. (Yes/No)(IfNo then give suggestion)		
22	Earth Connection to equipments: Proper/Not proper		
23	Whether all plug points are provided with proper earth lead		
24	General condition of Main switch, Electric Meter board and changeover switch		
25	Whether proper arrangement for ventilation of panel room/electrical room/UPS room is provided		
26	Whether paper,old material or any other scrap Kept near DB/panels/UPS/Batteries etc		
27	Electric switch's, devices and equipments-		
	Sl. No:	Particulars	Proper/Not Proper
	1	Old, Outdated switch boards and wiring	
	2	Loose connections	
	3	Improper fuses/Fuses of incorrect rating	
	4	Necked wire inserted into the plug	



5	Use of light point plug instead of Power point plug		
6	Burned out insulation		
7	Non provision of circuit breakers of adequate capacity		
8	Power consumption in excess of the sanctioned LOAD		
9	Generator load in Amps or KVA at present time of electrical audit.		
10	Generator earth- (Yes/No)- (Working/Not Working)(0-2 volts is OK)		
11	Earth L.T Main (N)- (Yes/No)- (Working/Not Working)(0-2volts is OK)		
12	UPS Earth- (Yes/No)- (Working/Not Working)(0-2 volts is OK)		
13	Unauthorized use of Heaters Blowers etc		
14	Provision of fire alarm system- (Yes/No)- (Working/Not Working)		
15	Provision of fire Extinguisher- (Yes/No)- (Mention expire date)		



16	CCTV camera is working?		
17	KindsofD.B's-(MCB type/Fuse type)		
a			
b			
c			
d			
e			
f			
28	Whether any generator is kept inside the bank premises(Yes/No)(If yes then give full details-make, capacity, date of Manufacturing etc.)		
29	Whether condition of batteries, coolant and RPM of Generator are in proper condition? (Yes/No) (If No then give suggestion)		
30	Whether earthing for body andNeutralare providedforDGsets		
31	Whether DG sets neutral and body are independently grounded		
32	Generator supply line Connect with other building, land-lord building and any Mobile or other batteries from the bank Generator		
33	Total no. of UPS in the branch with capacity		



34	Whether appropriate UPS capacity/load for branch /offices premises (Yes/No)(If NO give suggestion)					
35	Whether UPS battery Connections are Proper (Yes/No)(If NO give suggestion)					
36	Status of UPS panel wiring. (Good/medium/poor)					
37	Whether Air conditioner stabilizers are functioning properly. Please specify the rating, make, model and type of stabilizer					
	Sl. No.	Capacity	Make	Model	Type	
	a					
	b					
38	Whether the Air Conditioners installed at Bank premises is as per BEE ratings					
39	Condition of wiring/ pipes of Air conditioners					
40	Whether power supply for each AC unit is appropriate and proper connection with main power source(Yes/No)(If no then give suggestion)					
41	Whether UPS and ACs are in under AMC (Yes/No)(If No then give suggestion)					



42	Any major fault found in service report Of UPS and battery in last six month (Yes/No)(If Yes then give full details with suggestion)		
43	Any other fire risk through electricity in the premises (Yes/No)(If yes then give details)		
44	Overall fire risk rating through electrical wiring, switches, MCB etc. (High/Medium/ Low)		
45	Whether penalty is being imposed on Electricity bills(It may be ascertained from the electricity bills of last 5 months)		
46	Whether all plug points are provided with proper earth lead		
47	Whether water seepage is observed near any of the Electrical equipment and wirings		
48	Whether diesel i.e. inflammable materials are safely stored		
49	Whether Neutral to earth voltage is within Permissible limits (<2V)		
50	Whether the last person leaving the branch/office is ensuring that the mains are switched off		

11. Meter Details:-

Service Provider	Type(3phase/ single phase)	Meter no.	Consumption (units) per month	Averagebill per month

12. AirConditioner Details:-

Sl. No.	Type of AC Unit	Location	Make & Model	Year	Tonnage
TOTALTONNAGE OFAC INSTALLED					

13. DG Set Details:

Make	Capacityin VA	1phase/ 3phase	Connectedlo ad	Remarks

14. Incoming Main Technicalscore chart- (Separateforeach electricalmeter)

Sr. No	Description	Volt DG	Volt LT	Current DG	Current LT	Power D.G./ Power L.T.
1	R-Phase toN					
2	Y-Phase to N					
3	B-Phase to N					
4	Nto Earth					
5	Frequency					

Neutral to Earth Voltage to be less than 2 V with earth resistance below 1 ohm

15. Earthing Details:-

Parameters	Area1	Area2	Area3	Area4

Neutral to Earth Voltage to be less than 2 V with earth resistance below 1 ohm

16. UPS Details:-

Parameters		Readings recorded	Normal range	Remarks
Voltage at input of UPS	L-N			
	L-E			
	N-E		To be < 2V	
Voltage at output of UPS	L-N			
	L-E			
	N-E		To be < 2V	
Load on UPS(kVA)	O/p of UPS			
Frequency	O/p of UPS			

Neutral to Earth Voltage to be less than 2 V with earth resistance below 1 ohm

17. LuxLevels

Sl. No.	Area	Lux
1	Manager cabin	
2	Cash Counter	
3	Banking Hall	
4	Record Room	
5	StrongRoom	
6	UPS Room	
7	LunchRoom	
8	Store Room	
9	Other area	

18. Risk Rating format of Branch/ Office on basis of electricity

Sl. No.	Any Penalty paid by branch in last six month (Yes/No)	Any overload in branch/ Office (Yes/No)	Inadequacy of rating of MCB/ Master switch (Yes/No)	Any fire risk in UPS and battery room (Yes/No)	Poor wiring in branch (Yes/No)

19. Observations

20. Recommendations

21. Tips on energy saving

22. Immediate rectification work required to be done to avoid unsafe condition

Please attach photos of defective installation/items and mark Cover of Report

Red	:	If it is high Risk.
Yellow	:	If it is Medium Risk.
Blue	:	If it is Low Risk.

The above observations are true and actually recorded by me.

Place:

Date:

Signature & Seal of Auditor

Stamp & Signature of Branch In-charge

SITE VISITREPORT

This is to certify that Mr./Mrs./Ms.----- from M/s-----
----- has conducted Electrical Audit.

Audit/inspection in our Branch/office is done on-----
Branch name & DP Code:

Signature with Personal & Bank Seal

Name:
Contact No:
Date:

Photographs

Main Electric panels, UPS room, Condition of Electric wiring etc.

Observation/Recommendations

Images from Infrared Camera

HT/LT panels where applicable, DBs, MCBs, SMDB (Light & Power),MDB (Light & Power),Wall & Floor Sockets, Stabilizers, UPS, A/C Units, Exposed Terminations of Cables, exposed cables/wiring, LAN Racks etc.

Observation/Recommendations

SLD of the branch circuit (with fault point indicated)

BOQ & ESTIMATE OF WORKS TO BE CARRIED OUT AT BRANCH FOR RECTIFICATION

Sl. No.	Item (Description with technical specification)	Qty	Unit	Rate	Amount Excl. GST
1					
2					
3					

Combined Report format of Each Region

Annexure M

PRICE BID (A)

To

Sir,

Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches/Offices/ATMs/Own Buildings under Canara Bank Circle Office, Delhi.

1. I / We have gone through the tender for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No:	Premises Details	Approximate No:*	Amount Quoted for Each Branch/Office (Rs.)	Total Amount (Rs)
1	Circle Office. (4+1 floors)	1	Rs.....	Rs.....
2	Bank Owned Apartment With 100 Flats & common area. (Staff Quarters)	1	Rs.....	Rs.....
3	Bank Owned Apartment With 120 Flats & common area. (Staff Quarters)	1	Rs.....	Rs.....
4	AGVC Flats (Built up Area upto 4000 sft)	1	Rs.....	Rs.....
5	Any other Flats (Upto Build up Area of 2500 sqft) in Noida, Ghaziabad, Delhi	1	Rs.....	Rs.....
GRAND TOTAL				Rs.....

* Number of branches/offices/ATM/Own building may vary.

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, taxes, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever, only GST will be paid extra on the quoted amount (if applicable).
3. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.
5. Deduction of TDS will be as per rules.

केनरा बैंक



Canara Bank

Electrical & Fire Safety Audit of Branches/ATM's/Offices/Other Units coming under Circle Office Delhi

6. We will not claim any additional charges from Canara Bank or its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc. other than professional fees payable with applicable taxes on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date:

Name:

Place:

Signature of the Vendor:

PRICE BID (B)
(RO CENTRAL DELHI, SOUTH DELHI, WEST DELHI, NORTH DELHI, NEW DELHI,NOIDA, GHAZIABAD & CO DIRECT BRANCHES)

To

Sir,

Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches/Offices/ATMs/Own Buildings under Canara Bank Regional Office CENTRAL DELHI, SOUTH DELHI, WEST DELHI, NORTH DELHI, NEW DELHI,NOIDA, GHAZIABAD & CO DIRECT BRANCHES)

1. We /I have gone through the tender for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No:	Premises Details	Approximate No:*	Amount Quoted for Each Branch/Unit(Rs.)	Total Amount (Rs)
1	Bank Offices/ Currency Chest/ Branches including onsite ATM	374	Rs.....	Rs.....
2	Offsite ATM	20	Rs.....	Rs.....
3	Regional Office	7	Rs.....	Rs.....
GRAND TOTAL				Rs.....

* Number of branches/offices/ATM/Own building may vary.

- The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, taxes, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever, only GST will be paid extra on the quoted amount (if applicable).
- No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
- The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.
- Deduction of TDS will be as per rules.
- We will not claim any additional charges from Canara Bank or its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc. other than professional fees payable with applicable taxes on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date:

Name:

Place:

Signature of the Vendor:

**PRICE BID (C)
(RO DEHRADUN, HARIDWAR & HALDWANI)**

To

Sir,

Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches/Offices/ATMs/Own Buildings under Canara Bank Regional Office RO DEHRADUN, HARIDWAR & HALDWANI)

1. We /I have gone through the tender for the captioned project and we have understood requirements of the works. We are interested in undertaking the subject work on the following terms:-

Sl. No:	Premises Details	Approximate No:*	Amount Quoted for Each Branch/Unit(Rs.)	Total Amount (Rs)
1	Bank Offices/ Currency Chest/ Branches including onsite ATM	136	Rs.....	Rs.....
2	Offsite ATM	5	Rs.....	Rs.....
3	Regional Office	3	Rs.....	Rs.....
GRAND TOTAL				Rs.....

* Number of branches/offices/ATM/Own building may vary.

- The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs/Own Building must be inclusive of all the charges, taxes, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever, only GST will be paid extra on the quoted amount (if applicable).
- No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
- The rates quoted shall be binding for 36 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.
- Deduction of TDS will be as per rules.
- We will not claim any additional charges from Canara Bank or its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc. other than professional fees payable with applicable taxes on account of the subject work under scope of contract.

I have read and understood the above conditions and quote my rates as above.

Date:

Name:

Place:

Signature of the Vendor: