



CANARABANK

PREMISES AND ESTATE
SECTION, CIRCLE OFFICE,
7th Floor, GIFT One Tower,
GIFT City, Gandhinagar
Ph: 9099909355, 9649680949
E-mail: premisescoahd@canarabank.com

DOMESTIC TENDER

TENDER DOCUMENT

(ELECTRICAL FIRE SAFETY AUDIT)

**FOR BANK
BRANCHES/OFFICES/ATMs/OWNBUILDINGS
UNDER CANARA BANK
CIRCLE OFFICE AHMEDABAD**

Tender Reference No: COAHD/P&E/ELECAUDIT/001/2021

NOTICE INVITING TENDER

The Deputy General Manager, Canara Bank, Circle Office, Ahmedabad invites sealed Tenders from Electrical Auditors to carry out Electrical Audit of offices, branches, ATMs and own buildings located at various districts of Gujarat numbering approximately 290 plus branches/offices/ATMs/ own buildings as per Audit Performa given in the Format enclosed. Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder on or before date and time provided for pre-bid meeting, it shall be considered that the Tender Document is complete in all respects. The interested vendors fulfilling the following conditions may apply in two Bid System (Technical Bid and Financial Bid):

1	Name of Work	ELECTRICAL FIRE SAFETY AUDIT FOR OFFICES/BRANCHES/ATMs/OWN BUILDING OF CANARA BANK IN AHMEDABAD CIRCLE OFFICE
2	Time allowed for completion	30 days (excluding holidays) from the date of issue of Work Order. Time is the essence of the Contract. Delay will be penalized suitably @1% per week of delay.
3	Application fee for tender document	NIL
4	EMD for tender document	NIL. BID SECURITY DECLARATION LETTER TO BE PROVIDED.
5	Availability of tender document	On our website from 06/06/2021 to 21/06/2021
6	Last date and time for submitting pre-bid queries	12/06/2021 : 04:00 pm
7	Date and time pre-bid meeting	12/06/2021 : 04:30 pm
8	Date and time for submitting the technical and financial bid as per the format prescribed in the tender document	21/06/2021 (up to 03:00 PM)
9	Address at which the applications are to be submitted	Deputy General Manager (P&E SECTION), Canara Bank, Circle Office, 7 th Floor, GIFT One Tower, GIFT City, Gandhinagar
10	Date and time of opening of Technical Bid	21/06/2021 by 03.30 PM
11	Date and time of opening of Financial Bid	Will be intimated subsequently only to such applicants who comply with the Eligibility criteria as a part of evaluation of Technical Bid.
12	Place of opening Application	Canara Bank, Circle Office, 7 th Floor, GIFT One tower, GIFT City, Gandhinagar
13	Liquidated Damages	1% of the total contract amount per week beyond the date of completion subject to maximum of 10% of the contract value.

14	Technical Bid Qualification Criteria	For qualifying in Technical Bid an entity should satisfy the eligibility criteria mentioned to avoid unnecessary applications.
15	For clarification and other details	Premises & Estate Section, Canara Bank C.O. Ahmedabad, Ph:- 9099909355, 9649680949
<p>In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time. Canara Bank has the right to accept/reject any/all tenders without assigning any reasons.</p> <p>Sd/- For and behalf of Canara Bank Deputy General Manager</p>		



CIRCLE OFFICE, AHMEDABAD

GENERAL RULES & INSTRUCTIONS TO TENDERERS:

- 1) CANARA BANK CIRCLE OFFICE AHMEDABAD PROPOSES to call for open tender from all eligible electrical auditors/ consultants/ engineers having a minimum of **5 years** of past experience in the work of similar nature with any PSU or State/Central Govt. organization.
- 2) **The engineer carrying out the Electrical Audit must be an accredited energy auditor from BEE (Bureau of Energy Efficiency).**
- 3) Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential. The bio data must be supported with relevant documents.
- 4) Decision of the Bank in regard to selection of Electric Auditor will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
- 5) **Each page of the application shall be signed.** The application shall be signed by person/ persons on behalf of the organization having necessary authorisation / Power of Attorney to do so.
- 6) If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa and serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.
- 7) The work involves visiting the branches / offices/ own buildings at various locations of Gujarat and UT of Dadra & Nagar Haveli and Daman & Diu to carry out Electrical Audit as per the Audit Performa given in the Tender Format.
- 8) Electrical Audit of all the branches/ATMs/offices/own buildings allotted to the consultant must be completed within **30 days (excluding holidays)** from the date of awarding the contract.
- 9) Interested Auditors may download the tender from Bank's website/ www.canarabank.com/tenders.aspx.
- 10) Submission of tenders in any other format will not be entertained & will be summarily rejected.



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- 11) ATM rooms provided along with the branch premises are to be considered as part of the branch and are not to be counted as separate ATMs. ATMs which are away from branch premises will be considered as individual unit. List of Branch/Offices/Owned buildings/ATMs in each district is provided in Annexure 19
- 12) In case of the lowest/successful bidder backing out from the terms and conditions mentioned in his tender or refuses to honour his tender, the Bid security declaration letter shall be invoked.
- 13) Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
- 14) **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 penalize the contractor or cancel the order in the event of delay in services and invoke the bid security declaration letter.
- 15) The actual quantity of branches/offices to be audited may vary from the projected quantity as per the requirements of the Bank.
- 16) 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.
- 17)-----NA-----
- 18) **BID SECURITY DECLARATION LETTER** must be submitted along with the Technical Offer only. **Offers not accompanied with Bid security declaration letter will not be accepted.** The letter will be invoked if the contractor, having been selected by the Bank for the job, refuses to accept work order or having accepted the work order, fails to carry out his obligations mentioned therein. Bid Security Declaration letter will have the validity of contract period. Submission of the Bid Security Declaration letter in the Financial bid envelope shall render the tender being rejected on the grounds of non submission of the Bid Security Declaration letter.
- 9) **VALIDITY OF OFFER:** - The offer should be valid for period of 90 days from the last date for submission of the offer.
- 20) **PAYMENT TERMS:- 100% OF THE PAYMENT SHALL BE RELEASED AFTER SUBMISSION OF ELECTRICAL AUDIT REPORT. NO ADVANCE WILL BE PAID.**



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21) **LOCATIONS TO BE COVERED:** - The services will be required to be provided for all our Bank branches/ offices/ ATMs /Own buildings, coming under 5 Regional Offices of Ahmedabad Circle located at various locations of Gujarat and UT of Daman and Diu and Dadra and Nagar Haveli. The individual/agency would be bound to conduct electric audit in any place not covered in this list where the Circle Office, Ahmedabad establish a Bank branch / Office/ own building during the validity of the contract.

22) **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 **Ahmedabad** and only court in **Ahmedabad** shall have jurisdiction to determine the same.

23) **ELIGIBILITY CRITERIA:-**

a. The engineer carrying out the Electrical Audit must be an accredited energy auditor from **BEE (Bureau of Energy Efficiency)**.

b. The Electrical Safety Auditor requires to furnish their PAN No, GST No, VAT/Sales Tax No. Registration details of firm with TIN No, etc.

c. Agency/individual must be an Income Tax Assessee for the last three years. Agency/firm must have average annual **turnover of 10.0 lacs** per annum for last three years **ONLY FROM ELECTRICAL FIRE AUDIT**. Turnover certificate audited by CA **explicitly mentioning the turnover from ELECTRICAL CONSULTANCY SERVICES is to be submitted**.

d. The agency/individual should have at least 5 years of experience of carrying out electric audit and should submit at least one work order and completion certificate for each year.

e. The Tenderer should have executed any of the following work in a single contract during the last Five (5) years ending with 31.03.2021 for at least,

One (1) similar work costing Rs.4.00 lacs

OR

Two (2) similar works each costing Rs.2.00 lacs

OR

Three (3) similar works each costing Rs. 1.75 lacs

Similar works shall mean conducting Electrical Audit work executed in

Public Sector Banks/ Public Sector Undertakings/ State/Central Government organization.

Applicant shall submit the **Performance Certificates** from the respective



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previous employers in support of above otherwise application is liable to be rejected.

24)**SPLITTING OF ORDER:** - The Bank reserves its right for splitting scope of work between two service providers. The splitting of the order will be in 60:40 ratios (Allocation of branches to L1 & L2 is at Banks discretion only), provided the L2 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case L2 service provider is not willing to match L1 rates, Bank will call L3, L4 service providers etc., in that order to step into the shoes of L2 service provider. In the event of L3, L4 etc., service provider not matching the L1 rates the entire quantity will be awarded to L1. The final decision for splitting of works will be on Banks discretion only and Bank may even proceed with L1 vendor only.

In case of splitting of orders between L1 and L2 bidder, the bank will have complete right and sole discretion to award the units and regions.

27)**Concept of tender:** The tender is based on "Two Envelope Concept"

Tenders on prescribed form should be placed in two envelopes one sealed envelope consisting of "Technical bid" duly super scribed as "Technical bid" and other sealed envelope consisting "Price Bid" duly super scribed as "Price Bid" and both envelopes shall be kept in one bigger sealed single envelope, super scribed as "Application/Offer for Electrical Audit of branches/offices/Owned Building under CO Ahemdabad" with the Name &Address of Tenderer and Contact Number.

The envelope containing both the bids must be addressed to:

**P & E SECTION, CIRCLE OFFICE,
3rd Floor, Neelkanth avenue 1, Navjeevan Press Road,
Income Tax Circle, Ashram Road,
Ahmedabad - 380014**

Sealed Tenders shall be dropped in the TENDER BOX kept at the above said address.

28)The electrical auditors/ consultants/ engineers must have their representative office in State of Gujarat or UT of Daman & Diu and Dadra & Nagar Haveli. Proof of having representative office must be submitted along with the technical bid. Proofs like electricity bill, property tax, lease agreement etc. are acceptable.

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29) Financial bids on a pre-informed date and time will be opened for the bidder qualifying in technical analysis. Bank does not have the responsibility to inform result to bidders who are not qualified in the technical analysis.

30) Applications containing false and / or inadequate information are liable for rejection.

31) 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.**

32) Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.

33) **ELIGIBILITY CRITERIA**

Should have at least past 5 years of experience of carrying out electrical Audit.	Proof should be enclosed. (At least one work order/ completion/ Performance certificate for each year)
Annual Turnover from Electrical Audit for the last three years should be minimum 10 Lakhs . The Firm/company should be in profit during the last three years from Electrical Audit.	Copy of Audited Balance Sheet and Profit and Loss account should be submitted for the last three years. i.e., 2017-18, 2018-19 and 2019-20 from Electrical Audit. Certificate from Chartered Accountant certifying the turnover specifically FOR ELECTRICAL CONSULTANCY SERVICES INCLUDING ELECTRICAL AUDIT during last three financial years.
Should be a GST registered contractor.	The registration no. of the firm/company along with GST Certificate . In case, the firm is not having GST certificate, they must apply it and submit proof of application along with the technical bid.



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<p>The Tenderer should have executed any of the following work in a single contract during the last Seven (5) years ending with 31.03.2021 for at least,</p> <p>One (1) similar work costing Rs.4.00 lacs OR</p> <p>Two (2) similar works each costing Rs.2.00 lacs OR</p> <p>Three (3) similar works each costing Rs. 1.75 lacs</p>	<p>Work order and work completion certificate should be attached for the eligible works.</p> <p>In case of consolidated completion certificates, splitup details certified by the client/ project consultant is to be enclosed.</p>
<p>SIMILAR WORKS MEANS CONDUCTING ELECTRICAL FIRE AUDIT AT VARIOUS OFFICES/RESIDENTIAL / COMMERCIAL BUILDINGS</p>	
<p>The Contractor should have their representative office in GUJARAT for operational convenience</p>	<p>Proof of having representative office to be submitted eg. Electricity bill/property tax bill/lease agreement prior to date of floating tender</p>
<p>Electrical Audit must be carried out by an accredited energy auditor from BEE.</p>	<p>Copy of certificate from BEE (Bureau of Energy Efficiency).</p>

34) Only Technical Bid qualified parties will participate in Financial Bid.

35) Canara 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.

36) Detailed list of branches/ ATMs/ offices/ Own buildings where electrical audit has to be conducted is provided in annexure 19.

37) The Electrical fire safety auditor or firm must arrange for the conveyance, lodging expenses men and material required for conducting the safety audit at their cost. The bids submitted will be region wise and should be inclusive of all costs applicable for that region.

38) Adequate care should be taken by the electrical auditor during the verification, measuring and recording of the data.

39) Any damage to the Bank's property, equipment's under testing and measurement during the electrical fire safety audit will be charged to the firm.

40) Bank is not responsible for accidental injury of any of the operating



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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 equipment supplied to personnel should meet the related IS Standards/International standards as per the prevailing Rules of Central/State Govt.

41) **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 **electric auditor**. **Soft copy** in the form of excel sheet of the data captured has to be submitted to the **Circle Office** unless which payment will not be made. The copies of the report to be duly signed by the licensed Electric Auditor/ Engineer on behalf of the firm.

42) Also, the firm has to provide a **detailed report of the defects and corresponding estimate and BOQ** for the works to be undertaken in branches/offices/own buildings based on the observations made during their inspection and to be included in the audit report.

For and behalf of Canara Bank
Deputy General Manager



CIRCLE OFFICE, AHMEDABAD

To

The Deputy General Manager,
Canara Bank,

Sir,

Sub: Application/Offer for Electric Audit of branches/offices

1. I / We have read and understood the pre-qualification notice and instructions to the Applicants and submit my / our applications for Bank's consideration duly filled and complete in all respects according the Performa.
2. I / We further understand that pre-qualification and selection of Electric Auditor will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same keeping in view of the exigencies of the work.
3. I / We do hereby declare that the information furnished in the Performa from pages to and in the supplementary sheets is correct to the best of my / our knowledge and belief.
4. 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.
5. I / We agree that the decision of Canara Bank in selection of L-1 & L-2 bidder will be final and binding to me / us.
6. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
7. 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:



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SCOPE OF WORK

1. THE ELECTRIC SAFETY AUDIT SHALL BE CARRIED OUT TO SPECIFICALLY COVER THE FOLLOWING ASPECTS.

- Physical inspection of the office / branch 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) programme 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.
- 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 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 outdoor 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.



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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, etc. Earth pit Resistance tests. Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics. Any other test required may also be conducted during the audit. No extra cost will be provided for the same.

3. AUDIT METHODOLOGY:

- Development of audit checklist based on the preliminary information provided by Bank.
- Carry out inspection of electrical installations in the office 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:

Scope of work includes Comprehensive Electrical Audit on the following measures:
a) Visiting each and every branch/ATM office/ own building and verifying the installation (AS DETAILED IN THE FORMATS ENCLOSED).

- b)Electrical Audit.
- c) 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.
- d) **Detailed estimate and BOQ** for the works to be undertaken in branches/offices/own buildings based on the suggestion and corrective measures. Also, further suggestions, modifications if any need to be provided as per Banks requirement.
- e) Submission of Comprehensive Report as per Annexure enclosed, observed/verified during Branch/office/Building inspection. Quadruplicate report 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 **electric auditor**. **Soft copy** in the form of excel sheet of the data captured has to be submitted to the **Regional/Circle Office** unless which payment will not be made. The copies of the report to be duly signed by the licensed Electric Auditor/ Engineer on behalf of the firm.
- f) 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.
- g) The agency shall maintain following registers on daily basis i.e. Daily progress report and hindrance register. The agency has to submit PERTCHART incorporating all activities required for the completion of the work in time to respective Regional office & Circle office.

TECHNICALBID

ANNEXURE -1

**APPLICATION FOR ELECTRICAL FIRE SAFETY FOR VARIOUS
CANARABANK OFFICES/ ATMs/ BRANCHES/ OWNED BUIDLINGS
UNDER CIRCLE OFFICE AHMEDABAD IN 05 REGIONALOFFICES**

1.	Name of the Applicant/Organization	
2.	Complete postal Address of the Registered Office	
i.	Contact Person	
ii.	Telephone nos.	
iii.	Mobile nos.	
iv.	E-mail ID	
3.	Complete Postal address of the Local office through which the proposed works of the Bank will be handled and the Name & Designation of officer in-charge	
i.	Contact Person	
ii.	Telephone nos.	
iii.	Mobile nos.	
iv.	E-mail ID	
4.	Year of Establishment (Enclose Supporting Document)	

6.	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co.etc.) (Enclose certified copies of documents)	
7.	Name of the Proprietor/ Associates/ Partners/ Directors of the Organization/ Firm. (Enclose certified copies of document as evidence)	
I	Name	
li	Name	
iii	Name	
iv	Bio-data of Partners/Associates/Directors /Proprietor. Bio-data to be Enclosed.	
8	Details of registration-(Enclose certified copies of document as evidence)	
i	Whether Partnership firm, Company, etc.	
ii	Name of Registering Authority	
iii	Date and Registration number	
9	No.of years of experience in the field and details of work in any other field. (Enclose supporting documents)	
10	Details of registration with: Bureau of Energy Efficiency (BEE) (Enclose certified copies of documents as evidence).	
11	PAN Number	
12	GST Number	
13	Income Tax Return Certificate	

14	Yearly turnover of the organization during last 3 years.Furnish copy of audited balance sheet and Profit & Loss A/c(Audited)			
	Financial Year	Assessment Year	TURNOVER(inlacs)	
i	2017-18	2018-19		
ii	2018-19	2019-20		
iii	2019-20	2020-21		
	Average Turnover			
15	Details of SIMILAR ELIGIBLE work under taken during last 5years to satisfy experience criteria			
15A	YEAR	WORK ORDER / COMPLETION CERTIFICATE REFERENCE NO	ORGANISATION	DATE OF WORK ORDER
A1	2016			
A2	2017			
A3	2018			
A4	2019			
A5	2020			
15B	Furnish the details of responsible persons for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.			

	YEAR	ORGANISATION WITH POSTAL ADDRESS	NAME & DESIGNATION	MOBILE NUMBER	EMAIL ID
B1	2016				
B2	2017				
B3	2018				
B4	2019				
B5	2020				

16	Similar type of work carried out during last 5 years.		
16A	One (1) similar work costing Rs.4.00 lacs OR Two (2) similar works each costing Rs.2.00 lacs OR Three (3) similar works each costing Rs. 1.75 lacs		
A1	i	Completion certificate no	
A2	ii	Date of issuance of Completion certificate	
A3	iii	Value of the work completed(_____)	
A4	iv	Completion certificate issuing authority	
A5	v	Complete postal address of the Department	
A6	vi	Emailid	
17	Whether any Civil Suit / litigation arisen in contracts executed/beingexecutedduringthelast10years.If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place,and status of pending litigation. Attach a separate sheet if required.		
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.		

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19	Have you been ever disqualified or levied penalty by the bank in past for non fulfilment of the contractual obligations. If yes, please provide details.	
20	Have you in past carried out any works for Canara Bank or its subsidiaries? If yes, give details.	
21	Detailed description and value of works done(Proforma-6)Enclosed(YES/NO)	
22	Name and value of other similar major works on hand in PSU/ Banks/ Govt. Organizations. Details to be given.	
23	List of Technical Personnel employed with profession experience and qualification.	

NOTE: Separate sheets, photographs, documents, etc.in support of above can be closed. Applicant shaving valid GST no. will be given preference.

Please note that all the documents requested should be arranged in the same order as mentioned in the technical bid with proper numbering and index page.

DECLARATION

1. All the information furnished by me /us here above is correct to the best of my knowledge and belief.
2. I/We agree that the decision of CANARA BANK in selection will be final and binding to me / us.

Place:

Date:

NAME&SIGNATUREOFTHECONSULTANT

ANNEXURE 22

Technical Personnel and Similar Experience.

Details of technical personnel, giving details about their technical qualification & experience including that in your establishment.

Sr. No	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled	Date from which employed in your organization	Indicated details of Experience for Similar projects
1	2	3	4	5	6	7	8	9

Notes:

1. Information has to be filled up specifically in this format in your **letter head**. Please do not write remark "As indicated in Brochure".
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

ANNEXURE - 3

Details of infrastructure in office

Sr. No	Item	Number	Details
1	Office premises, Area etc.		
2	Fax Machine		
3	Telephone		
4	Equipment for earth pit resistance test		
5	Equipment for infrared thermograph		
6	Equipment for insulation resistance test		
7	Software Used		
8	Reference Book used		
9	Subscription to magazines, journals, institutional technical nature		

Notes:

- 1.Information has to be filled up specifically in this format in your **letter head**. Please do not write remark "As indicated in Brochure".

ANNEXURE - 4

DECLARATION FOR NON BLACK LISTING OF YOUR FIRM

TENDERREF:COVJA/P&E/ELECAUDIT/001/2021

I/We hereby declare that I/We have not been banned or blacklisted or debarred by any Government, Quasi Government Agencies, Public Sector Undertakings or Private Companies anywhere, anytime.

Should it be observed anytime during currency of the bidding process or during execution of the work that I / We have been banned, blacklisted or debarred by any of the above Agencies, then I / We agree for termination of the contract forthwith and also agree for forfeiture of our Earnest Money Deposit and SecuritycumPerformanceDeposit, if any, by Canara Bank, without any recourse.

Dated:

Signature & Name of the Bidder with seal

Notes:

1. Information has to be filled up specifically in this format in your **letter head**.

ANNEXURE - 5

UNDERTAKING LETTER FOR NON ALTERATION OF DOCUMENT

The Deputy General
Manager, Canara Bank,
Premises & Estate
Section, Ahmedabad-380014.

TENDER REF: COAHD/ P&E/ ELEC AUDIT /001/2020-2021

Dear Sir,

This has reference to your above RFP published in your banks website.

We here by state that we M/s _____ have submitted the above offer documents duly filling at the appropriate places without making any alterations, corrections, omissions in the offer issued by the bank or downloaded from the web site.

Signature & Name of the Bidder with seal

ANNEXURE - 6

CHARTERED ACCOUNTANTS CERTIFICATE FORMAT

No. _____.

Dated. _____

To
The Deputy General Manager,
Canara Bank,
Premises & Estate Section,
Circle Office,
Ahmedabad-380014.

Dear Sir,

Tender Reference No. _____

This is to certify that we,
_____, vide our registration No. _____, Auditors of
the company/firm M/s _____

_____ Do here by certify that, the company/firm has turn-over and net profit for last three financial Year from **Electrical Consultancy and Electrical Fire Audit** given as under:-

Financial Year	Turnover (Rs.In Lacs)	Net profit after Tax (Rs.In Lacs)
2019-20		
2018-19		
2017-18		

The certificate has been based on information and documents produced before us.
(Copy of the certified documents attached for your reference)

Yours faithfully

(Name & Signature with Seal)

For and on behalf of

M/s _____

UDIN:

Place:

Note: This CA Certificate should be on the letter head of the Auditor Firm and should be signed by a competent person of the Firm.

ANNEXURE - 7

LIST OF WORKS COMPLETED BY THE ORGANISATION DURING THE LAST 5 YEARS

One similar ELIGIBLE job during last Five years.

Sr. No	Name of the Project & location.	Name & full postal address of the Firm. Also indicate whether Govt. Semi-Govt. Private body, Reputed firms or Financial Institution with full postal address & details of contact person Of the Firm.	Contract Amount ()for Electric Audit work with copy of Work Order	Completion Period Stipulated (Year)	Actual (Year) of completion	Any other Relevant Information.

Notes:-

- 1.Information has to be filled up specifically in this format in your **letter head**. Please do not write remark “As indicated in Brochure”.

ANNEXURE - 8

Electrical And Fire safety Audit Report - 2019

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 there port.
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. Photo copy of last three electrical bills of the branches/ offices/ own buildings/ ATM, including marking any discrepancy, if any.
6. Detailed estimate and BOQ for the works to be undertaken based on the suggestion and corrective measures.

1.1 Basic Branch Information:

S.No	Details	Remarks
1.	Name of the branch	
2.	DP Code	
3.	Contact Number	
4.	Name of Electrical Auditor	
5.	Date of Visit of auditor	
6.	Name of power supply company/department	
7.	Sanctioned load for branch/office	
8.	Connected Load	
9.	Actual load as measured on date of inspection	
10.	Is there any penalty pay by the branch/office for exceeding contract demand?	

11.	Average power factor	
12.	Is there any penalty pay by the branch/office for low power factor?	

1.2 Thermography:

S.No	Thermography of panels (Yes/No)	No. of locations/spot (where abnormal conditions found)	Detail of heating (Attach thermography image and system generated report)	Reason

1.3 Readings and findings:

Readings at Incoming Supply Panel				
Parameter Checked	Test Point	Reading	Normal Range	Remarks
Voltages at incoming panel (V)	L1-N		230V+/-10V	
	L2-N		230V+/-10V	
	L3-N		230V+/-10V	
	N-E		0-3V	
Current readings at incoming panel (A)	L1		As per load	
	L2		As per load	
	L3		As per load	
	N			
Power consumed per phase(KW)	L1			
	L2			
	L3			
Frequency of supply (Hz)	L-N		50Hz	
MCB/MCCB/Isolator rating				
Cable size from main breaker to facility				

1.4 Assessment of Electrical Circuit:

S.No	Description	Remarks
1	Whether adequate rating of cables/MCCB used in electrical premises (If no, give proper rating in remarks section)	

S.No	Description	Remarks
2	Conditions of cabling carried out in the premises - Whether any loose/hanging wires available?	
3	Are there any overheated chokes or cables at the site?	
4	Electrical load as measured by clamp meter (KWs)	
	a)L1 Phase	
	b)L2 Phase	
	c)L3 Phase	
5	Whether electrical load balancing is acceptable?	
6	Generator rating, make and conditions	
7	Whether changeover switch is in good condition?	
8	Are there separate earthing connections for raw power, UPS and generators?	
9	Whether there is proper termination of cables with Aluminium or Copper lugs?	
10	Are there any temporary electrical joints provided for wire extensions? If it cannot be eliminated, then is proper taping and insulation done?	
11	Are there any visible damages to any electrical cable?	
12	Are all electrical panels properly earthed? Are the earth pits available and maintained properly?	

S.No	Description	Remarks
13	Earthing value as measured by earth clamp meter (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 has to be checked with the help of Continuity Testing meter and Earth resistance meter)	
14	Is inverter available in the premises? Details of make of inverter , no of batteries and make	
15	Whether any old inverter/UPS/Batteries are lying unused in the premises that are due for disposal? If yes, count, capacity and make of the same to be provided.	
16	Whether UPS capacity provided is sufficient for connected load in branch/office?	
17	Are there any inflammable/combustible materials stored at electrical /UPS battery room?	
18	Whether appropriate and proper ventilation/exhaust options are available at the place where batteries are kept?	
19	Are stabilizers provided for individual AC units?	
20	Are fire extinguishers available in various locations?	
21	Are the fire extinguishers calibrated?	
22	Are CFL or LED Lights used in the premises ?Is replacement of lights required for better ambience?	

1.5 Energy Meter Details:

Service Provider	Quantity	Type	Rating	Meter Number	Average bill per month

1.6 A.UPS System 01:Serial No -

Make of UPS:

Age of UPS Equipment:

Parameter checked	Test Point	Reading	Normal Range	Remarks
Voltages at input of UPS (V)	Phase -N			
	N-E			
Voltages at Output of UPS (V)	Phase -N			
	N-E			
Load on the UPS (KVA)	O/p Of UPS			
Frequency of supply (Hz) at O/p	O/p Of UPS			

1.6 B.UPS System 02:Serial No:.....

Make of UPS:

Age of UPS Equipment:

Parameter checked	Test Point	Reading	Normal Range	Remarks
Voltages at input of UPS (V)	Phase -N			
	N-E			

Parameter checked	Test Point	Reading	Normal Range	Remarks
Voltages at Output of UPS (V)	Phase -N			
	N-E			
Load on the UPS (KVA)	O/p Of UPS			
Frequency of supply (Hz) at O/p	O/p Of UPS			

Battery Details:

Make, capacity and count of batteries	
Charging current	
Any observation regarding bulging/swell, oxidation observed in batteries?	

1.7 AC Systems Details:

S.No	Make of AC units	Type	Tonnage Rating	Quantity	Remarks
Branch AC units					
ATM AC Units					

11.8 Electrical Load Details:

S.No	Description	Wattage	Quantity	Total power consumed	Remarks
1	ELECTRICAL FIXTURES				
a	2X 2LED LIGHT				
b	LED ROUND LIGHT				
c	LED DOWN LIGHT				
d	LED TUBE LIGHTS				
e	CFL LAMPS				
f	TUBE LIGHTS				
g	IN CANDESCENT LAMPS				
h	CEILING FANS				
i	PEDASTAL/WALLFANS				
j	EXHAUST FANS				
k	WATER DISPENSER				
l	AIR COOLER				
2	UPS				
a	1.0/2.0/3.0kVA*0.8=				
b	5.0/6.0/7.5kVA*0.8=				
c	10/20/30kVA* 0.8=				
3	RAW POWER				
a	NOTE COUNTING MACHINE NOT ON UPS				
b	PHOTO COPIER MACHINE NOT ON UPS				
c	GOLD WEIGHING MACHINE				
d	GOLD PURITY CHECKING MACHINE				
e	GLOW SIGN BOARD				

f	POWER SOCKET				
g	MOTOR 1.5HP				
4	AIR CONDITIONERS				
a	WINDOW AC				
	1.0TR				
b	SPLIT AC				
	1.0TR				
	1.5TR				
	2.0TR				
c	CASSATTE AC				
	1.5TR				
	2.0TR				
	3.0TR				
	4.0TR				
5	ANY OTHER				
*The list of items provided is Or general under standing and is not complete. Auditor to prepare detailed list based on the inventory available in each branch/office/ATM/Bank Owned Building.					

1.9 Other findings and recommendations:

Seal and sign - Branch

Seal and Sign -Audit firm

SITE VISIT REPORT

This is to certify that Mr./Mrs./Ms.-----

From M/s-----

Has conducted Electrical Audit/ inspection in our Branch/ office is done on-----

Branch name & DP Code:

Branch Seal:

Signature:

Name:

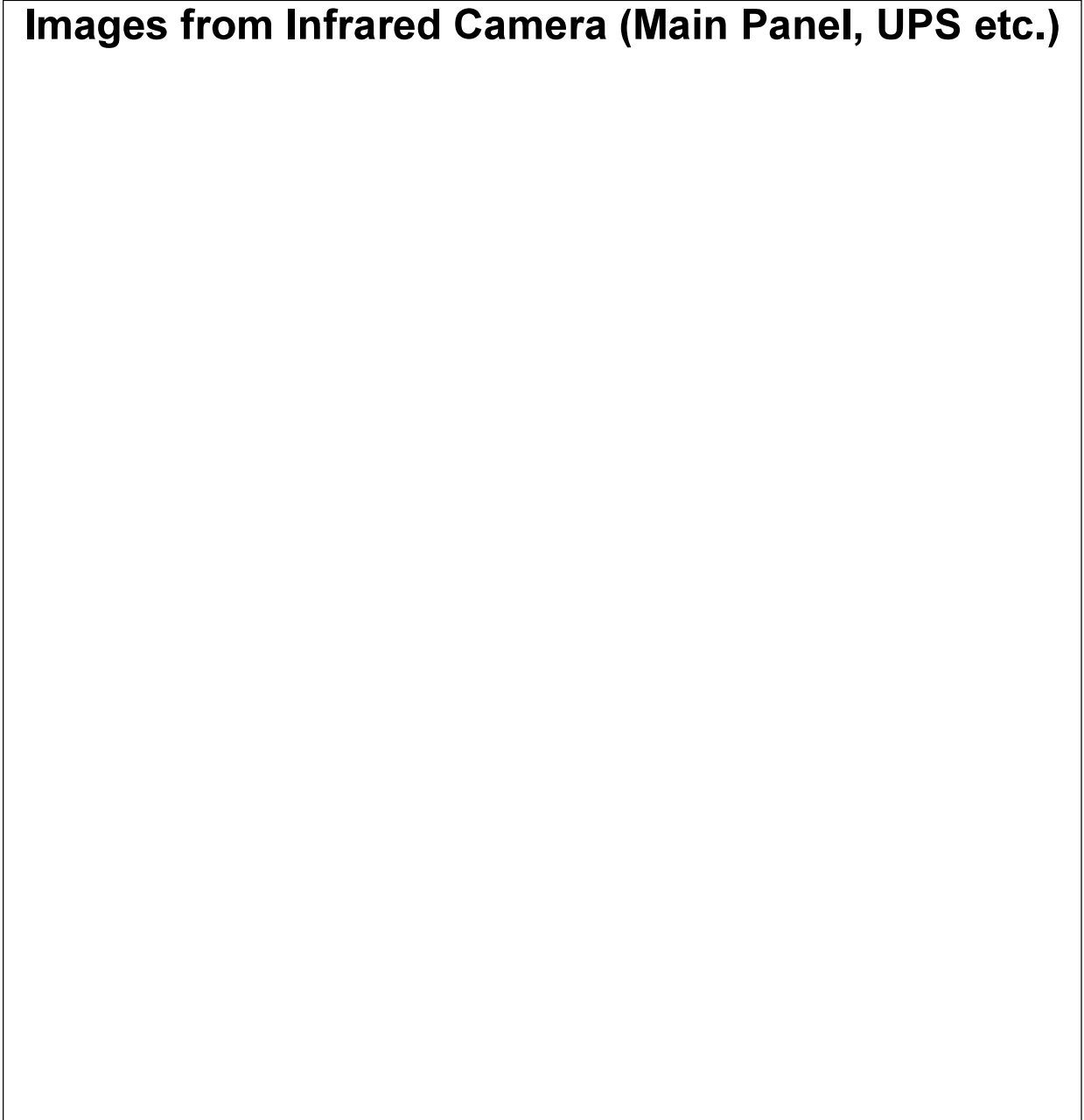
Contact No:

Date:

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

Observation/Recommendations

Images from Infrared Camera (Main Panel, UPS etc.)



Observation / Recommendations

ANNEXURE 9

LIST OF BRANCHES/OFFICES/ADMIN UNITS/OWN BUILDINGS (DISTRICT WISE)

DISTRICT	BRANCHES	OFFICES	OWN PROPERTIES	ATM
Ahmadabad	63	11	5	21
Amreli	5	-	-	-
Anand	6	-	-	-
Aravalli	4	-	-	-
Banas Kantha	3	-	-	-
Bharuch	6	-	-	-
Bhavnagar	4	-	-	-
Botad	1	-	-	-
Dadra & Nagar Haveli	6	-	-	-
Devbhumi Dwarka	1	-	-	-
Dohad	2	-	-	-
Gandhinagar	11	-	-	1
Gir Somnath	2	-	-	-
Jamnagar	5	0	1	-
Junagadh	6	-	-	-
Kachchh	9	-	-	1
Kheda	8	-	-	-
Mahesana	9	-	-	-
Mahisagar	1	-	-	-
Morbi	2	-	-	-
Narmada	2	-	-	-
Navsari	6	-	-	-
Panch Mahals	3	-	-	-
Patan	7	-	-	-
Porbandar	3	-	-	-
Rajkot	16	2	0	-
Sabar Kantha	5	-	-	1
Surat	34	3	2	5
Surendranagar	6	-	-	-
Tapi	1	-	-	-
The Dangs	1	-	-	-
Vadodara	22	1	3	5
Valsad	11	-	-	-
TOTAL	271	17	11	34