

কানাড়া বেঙ্ক
ভাৰত চৰকাৰৰ এটি সংস্থা

केनरा बैंक
भारत सरकार का उपक्रम

Canara Bank
A Government of India Undertaking



চিণ্ডিকেট সিণ্ডিকেট Syndicate

CANARA BANK

TENDER DOCUMENT

FOR

**ELECTRICAL FIRE SAFETY AUDIT
FOR BANK BRANCHES/OFFICES/ATMs
UNDER
CANARA BANK
CIRCLE OFFICE GUWAHATI**

Tender Reference No: COGUW/P&E/ELECAUDIT/043/2021

Total pages: 42

ISSUED BY

PREMISES AND ESTATE SECTION,
CANARA BANK, CIRCLE OFFICE, GUWAHATI
1ST FLOOR, DEE BEE GRANDE, PANJABARI ROAD,
SIX MILES, GUWAHATI – 781022.
Ph: 0361 – 2334020/+91 9402168214/ +91 7050559575
Email: pecoguw@canarabank.com

NOTICE INVITING TENDER

Canara Bank, Circle Office, Guwahati invites sealed Tenders from Electrical Auditors to carry out Electrical/Fire Safety Audit of offices, branches, ATMs located at various states of **North East (Assam, Meghalaya, Mizoram, Manipur, Nagaland, Arunachal Pradesh, Tripura & Nagaland)** numbering approximately 300 plus branches/offices/ 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 within seven (07) days from the date of notification of Tender Document, 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

1.	Name of Work	Electrical Fire Safety Audit For Offices/Branches/ATMs Of Canara Bank In Guwahati Circle Office
2.	Time allowed for completion	60 days from the day 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	Rs 1180.00 in the form of DD, in favor of Canara Bank, Circle Office, Guwahati & payable at Guwahati (DD TO BE ENCLOSED ALONG WITH TECHNICAL BID ENVELOPE ONLY)
4.	EMD for tender document	Rs 10000.00 in the form of DD, in favor of Canara Bank, Circle Office, Guwahati & payable at Guwahati (DD TO BE ENCLOSED ALONG WITH TECHNICAL BID ENVELOPE ONLY)
5.	Availability of tender document	In our website only from 05.05.2021 to 25.05.2021
6.	Date and time for submitting the technical and financial bid as per the format prescribed in the tender document	12.05.2021 (From 10:00 AM) TO 25.05.2021 (up to 04:00 PM)
7.	Address at which the applications are to be submitted	Premises & Estate Section, Canara Bank, Circle Office Guwahati 1 st Floor, Dee Bee Grande, Panjabari Road, 6 th mile Guwahati- 781022
8.	Date and time of opening of Technical Bid	26.05.2021 11.00 AM

9.	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.
10.	Place of opening Application	Canara Bank, Circle Office, Guwahati
11.	Liquidated Damages	1% of the total contract amount per week beyond the date of completion subject to maximum of 10% of the contract value.
12.	Technical Bid Qualification Criteria	For qualifying in Technical Bid an entity should satisfy the eligibility criteria mentioned. So please read the document carefully before applying so that unnecessary applications can be avoided.
13.	For clarification and other details	Please contact : Premises & Estate Section, Canara Bank Circle Office, Guwahati, Ph:- 0361-2334020
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.		
Sd/- For and behalf of Canara Bank Assistant General Manager		

GENERAL RULES & INSTRUCTIONS TO TENDERERS:

- 1) As the current Canara Bank C.O. Guwahati possesses a vast area under itself, hence it has been proposed 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. organisation.
- 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.
- 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 organisation 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/ ATMs at various locations under Guwahati Circle Office (spread into 7 Northeastern States) to carry out Electrical Audit as per the Audit Performa given in the Tender Format.
- 8) The rates quoted shall be binding for Twenty Four 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.
- 9) Electrical Audit of all the branches/offices must be completed within **Five months** from the date of awarding the contract.
- 10) Interested Auditors may download the tender from Bank's website/
www.canarabank.com/tenders.aspx.
- 11) Submission of tenders in any other format will not be entertained & will be summarily rejected.

- 12) The earnest money deposit of all the unsuccessful bidders will be returned within a period of 30 days from the date of opening of the received tenders. However, 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 earnest money deposit will be forfeited.
- 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 cancel the order in the event of delay in services and forfeit the Earnest Money Deposit.
- 15) The actual quantity of branches/offices/ATMs 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) 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 within **seven (07) days** from the date of notification of Tender Document, it shall be considered that the Tender Document is complete in all respects.
- 18) Earnest Money Deposit of **Rs. 10,000/-**, in the form of a demand draft/pay order issued by a scheduled commercial bank **favouring Canara Bank Circle Office, payable at Guwahati** must be submitted **along with the Technical Offer only**. Offers not accompanied with Earnest Money Deposit will not be accepted. This amount will be forfeited if, having been selected by the Bank for the job, the bidder refuses to accept work order or having accepted the work order, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful bidders. The Earnest money paid by the successful bidder will be released only after completion of the contract period of two years. EMD is to be submitted along with Technical bid. Submission of the EMD in the Financial bid envelope shall render the tender being rejected on the grounds of non submission of the EMD.
- 19) Earnest Money Deposit is exempted for the Applicants registered with National Small Industries Corporation Ltd (NSIC), with specific exemptions

permitted by NSIC. Necessary proof shall be submitted along with the tender in the Technical bid. (However, those who have exemption certificate from NSIC/Similar Government authorities as per provision of MSME Act will be exempted from submission of EMD subject to the submission of valid document/certificate to that effect.)

20) **VALIDITY OF OFFER:** - The offer should be valid for period of 120 days from the last date for submission of the offer.

21) **PAYMENT TERMS:-** 100% OF THE PAYMENT SHALL BE RELEASED AFTER SUBMISSION OF ELECTRICAL AUDIT REPORT TO RESPECTIVE ROs. **NO ADVANCE WILL BE PAID.**

22) **LOCATIONS TO BE COVERED:** - The services will be required to be provided for all our Bank branches/ offices /ATMs, coming under 3 Regional Offices located at various locations of North-eastern States (except Sikkim), in both existing and opened during two years from release of work order. The broad areas presently under the jurisdiction of our above Regions are detailed below. However, the individual/agency would be bound to conduct electric audit in any place not covered in this list where the Circle Office, Guwahati establish a Bank branch / Office/ own building during the validity of the contract.

Sl. No.	Regional Office	State Covered
1	GUWAHATI RO	Assam, Nagaland
2	SILCHAR RO	Assam, Mizoram, Manipur, Meghalaya & Tripura
3	TEZPUR RO	Assam, Arunachal Pradesh

23) **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 **Guwahati** and only court in **Guwahati** shall have jurisdiction to determine the same.

24) **ELIGIBILITY CRITERIA:-**

- The engineer carrying out the Electrical Audit must be an accredited energy auditor from **BEE (Bureau of Energy Efficiency)**.
- The Electrical Safety Auditor requires to furnish their PAN No, GST No, VAT/Sales Tax No. Registration details of firm with TIN No, etc.
- Agency/individual must be an Income Tax Assessee for the last three years. Agency/firm must have **turnover of 5.0 lacs (on specific work of Electrical Audit)** per annum for last three years.

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/completion certificate for each year.

e. The firm should have satisfactorily completed **at least one similar Job worth 5.0 lacs (minimum)** for single office or multiple offices/branches of Single Organisation through **one contract** during last Five years.

Similar jobs shall mean Electrical Audit work executed in Public Sector Banks/ Public Sector Undertakings/ State/Central Government organisation.

Applicant shall submit the **Performance Certificates** from the respective previous employers in support of above otherwise application is liable to be rejected.

25) **SELECTION:-** The selection of entity for the above work will be done Regional Office wise as per our Circle viz. Guwahati RO, Silchar RO, Tezpur RO for conducting electrical audit for **different regions will be selected separately**. If same auditor is selected for various regions, the works need to be undertaken simultaneously in various regions and to be completed within the time frame. Hence the auditors who are planning to apply for this tender should ensure the availability of required manpower and equipments at their end to avoid penalty due to delay in completion of project.

26) **SPLITTING OF ORDER:** - The Bank reserves its right for splitting scope of work between three service providers. The splitting of the order will be in 50:30:20 ratios (Allocation of branches to L1, L2 & L3 is at Banks discretion only), provided the L2 & L3 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case L2 & L3 service provider is not willing to match L1 rates, Bank will call L4, L5 service providers etc., in that order to step into the shoes of L2 & L3 service provider. In the event of L4, L5 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.

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

First Envelope	-1-	Technical Bid
Second Envelope	-2-	Price bid (Page no - 42)
Third Envelope	-3-	Bigger Envelope carrying Envelope 1 & Envelope 2

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/ATMs under Circle Office Guwahati” with the Name & Address of Tenderer and Contact Number.

The envelope containing both the bids must be addressed to:

**P & E SECTION, CANARA BANK, CIRCLE OFFICE GUWAHATI,
1ST FLOOR, DEE BEE GRANDE,
PANJABARI ROAD, 6th MILES
GUWAHATI- 781022**

- 28) The electrical auditors/ consultants/ engineers pertaining to North-eastern state and/ or having base in a certain area of Guwahati Circle will be given preference while assessing their Technical Bid for choosing the eligible entities. **TECHNICAL BID FORM SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPE.**
- 29) The final selection will be based on the sum of marks obtained in the Technical Qualification and the Financial Bid. However all the parties scoring above minimum marks in Technical Qualification and Financial Bid will be given an opportunity for accepting the price of L1 bidder so that the work can be distributed and can be finished easily. **FINANCIAL BID FORM SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPE.**
- 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)
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Annual Turnover from Electrical Audit for the last three years should be minimum `5 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 for last three financial years.
Should be registered with Tax Authorities for Sales VAT/ Sales Tax No, TIN Registration, IT, GST, etc and Tax clearance certificate	The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate / GST Certificate / Certificate of Incorporation/ TIN Number
Should have undertaken one similar job of minimum `5 Lakhs for a single office or multiple offices/ branches of Single Organisation through one contract during last Five years. Similar jobs means Electrical Audit work executed in Public Sector Banks/ Public Sector Undertakings/ State/ Central Government organisation	Proof should be enclosed like order copy or installation certificate / satisfactory certificate etc.
Electrical Audit must be carried out by an accredited energy auditor from BEE.	Copy of certificate from BEE (Bureau of Energy Efficiency).

- 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/ offices/ ATMs where electrical audit has to be conducted will be provided from respective Regional Offices after finalization of bidders for each ROs.
- 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 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.
- 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 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

Assistant General Manager

To

The Assistant General Manager,
Canara Bank,

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 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/Email.

Seal:

SCOPE OF WORK

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

- i. 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.).
- ii. Review of protection devices / system of the electrical installation including fuses, ELCB, MCB, MCCB, master electrical switch, etc.
- iii. Review of adequacy of cables, motors, etc. based on actual load current measurements and cable current carrying capacities.
- iv. Review the EPM (Electrical Preventive Maintenance) programme and to examine documentation, checklists, test records, etc. and to suggest recommendations as per applicable standards.
- v. 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.
- vi. Display of danger signboard.
- vii. Use of electrical rubber mats, rubber gloves, etc.
- viii. Provision of identification tag of cables, cable glands, sealing of cable entry and unused holes
- ix. Upkeep and housekeeping of electrical installations.
- x. Provision of indicating lamps on the control panels.
- xi. Use of 3-pin plug and socket.
- xii. Fire protection of electrical installations
- xiii. Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, and maintenance practices, etc.
- xiv. Adequacy of rating of electrical equipment and installation
- xv. Adequacy of isolation of current carrying parts
- xvi. Lightning protection
- xvii. Weather protection of outdoor electrical equipment and fittings
- xviii. Cables - dressing, routing, identification tags, glands, lugs, armoured earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, colour coding.
- xix. DG Set - emergency switch, oil leakage, stack and noise monitoring
- xx. UPS and battery room
- xxi. Review of the following test records, (if any) evaluating the test results and to suggest recommendations as per applicable standards.
 - a) Insulation resistance tests
 - b) Earth resistance tests.

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

- a) 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.
- b) Earth pit Resistance tests.
- c) Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.

3. AUDIT METHODOLOGY:

- a) Development of audit checklist based on the preliminary information provided by Bank.
- b) Carry out inspection of electrical installations in the office premises
- c) Discussions with key personnel to verify existence of the systems/procedures.
- d) Review of key documents and records.
- e) Submission of the electrical audit report.

4. AUDIT CRITERIA:

- a) Applicable safety-related statutes including the Electricity Act and Indian Electrical Rules
- b) National Building Code (Electrical Installations)
- c) National Electrical Code
- d) 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/ 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.

TECHNICAL BID

APPLICATION FOR ELECTRICAL FIRE SAFETY FOR VARIOUS CANARA BANK OFFICES/BRANCHES UNDER GUWAHATI CIRCLE

1.	Name of the Applicant/Organisation	
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	EMD DD Details	
i	DD Number	
ii	Name of Bank	



5.	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 (in lacs)	
i	2017-18	2018-19		
ii	2018-19	2019-20		
iii	2019-20	2020-21		
	Average Turnover			
15	Details of work undertaken during last 5 years 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 similar work of Minimum `5,00,000/- (value)				
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	Email id			
17	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. 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.	
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. Organisations. 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 enclosed. Applicants having 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 & SIGNATURE OF THE CONSULTANT

PROFORMA 1

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	Indicate 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.

PROFORMA 2

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".

PROFORMA 3

DECLARATION FOR NON BLACKLISTING OF YOUR FIRM

TENDER REF: COGUW/P&E/ELECAUDIT/043/2021

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 Security cum Performance Deposit, 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**.

PROFORMA 4

UNDERTAKING LETTER FOR NON ALTERATION OF DOCUMENT

The Assistant General Manager,
Canara Bank,
Premises & Estate Section,
Guwahati- 781022

TENDER REF: COGUW/P&E/ELECAUDIT/043/2021

Dear Sir,

This has reference to your above RFP published in your banks website and CPPP web site.

We hereby 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

PROFORMA 5
CHARTERED ACCOUNTANTS CERTIFICATE FORMAT

No. _____ Dated. _____

To
 The Assistant General Manager,
 Canara Bank,
 Premises & Estate Section,
 Circle Office,
 Guwahati- 781022.

Dear Sir,

Tender Reference No. _____

This is to certify that we,
 _____,
 vide our registration No. _____, Auditors of the company/firm
 M/s _____
 _____ do hereby certify that, the company/firm has turnover and
 net profit for last three financial Year from **Electrical 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 letterhead of the Auditor Firm and should be
 signed by a competent person of the Firm.**

PROFORMA 6

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

One similar job worth **minimum 5 lacs** 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 only with copy of Work Order	Completion Period Stipulated (Year)	Actual (Year) of completion	Any other Relevant Information.

Notes:-

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

PROFORMA 7

PROFORMA OF ELECTRIC SAFTEY 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 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.
7. Branch/office Overview.

Sr. No	Description	Particulars
1.	Regional Office	
2.	Name of Branch/Office	
3.	Branch Code	
4.	Address	
5.	Phone number	
6.	Email ID	
7.	Contact Person	
8.	Mobile No	
9.	Area of Premises	



8. Branch Inventory details:

Sr. 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 X 2 LED LIGHT						
b	LED ROUND LIGHT						
c	LED DOWN LIGHT						
d	LED TUBELIGHTS						
e	CFL LAMPS						
f	TUBE LIGHTS						
g	INCANDESCENT LAMPS						
h	CEILING FANS						
i	PEDASTAL/WALL FANS						
j	EXHAUST FANS						
k	WATER DISPENSER						
l	AIR COOLER						
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 MACHINE NOT ON UPS						
b	PHOTOCOPIER MACHINE NOT ON UPS						



c	GOLD WEIGHING MACHINE						
d	GOLD PURITY CHECKING MACHINE						
e	GLOW SIGN BOARD						
f	POWER SOCKET						
g	MOTOR 1.5 HP						
4	<u>AIR CONDITIONERS</u>						
a	WINDOW AC						
	1.0 TR						
b	SPLIT AC						
	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 SPLIT AC						
	5.5 TR						
	7.5 TR						
	11.0 TR						
e	VRF/VRV						
	8/10/20 HP						

5	<u>ANY OTHER</u>						
* 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 branch/office/ATM/Bank Owned Building.							

9. Electrical Load Analysis:

SR. 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:

SR. NO.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
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 (Including false ceiling) (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	MCCB/MCB/Master switch is installed in prominent place and is in working condition (Yes/No)(If No then give suggestion)			
9	Any ELCB are installed in branches (Yes/No) (If No 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/Master switch)			
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 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.			
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 within the standards			



21	Is there Earthing connection for raw power, UPS and generators and Status of earthings are in good condition/ adequate rating. (Yes/No) (If No 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 change over 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-				
	Sr. 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 elec. audit.			
	10	Generator earth- (Yes/No)- (Working/Not Working)(0-4 volts is OK)			
	11	Earth L.T Main (N)- (Yes/No)- (Working/ Not Working)(0-4 volts is OK)			
	12	UPS Earth- (Yes/No)- (Working/ Not Working) (0-4 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)- (Mansion expire date)			



	16	CCTV camera is working?					
	17	Kinds of D.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 and Neutral are provided for DG sets						
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 conditioners, stabilizers are functioning properly. Please specify the rating, make, model and type of stabilizer						
	Sr. No:	Capacity	Make	Model	Type		
	a						
	b						
38	Whether the Air Conditioners installed at Branch/office/ATM 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 electric 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 bill of April/May/June/July)		
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		
50	Whether the last person leaving the branch/office is ensuring that the mains are switched off		

11. Meter Details:-

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

12. Air Conditioner Details:-

SR. NO.	TYPE OF AC UNIT	LOCATION	MAKE & MODEL	YEAR	TONNAGE



TOTAL TONNAGE OF AC INSTALLED					

13. DG Set Details:

Make	Capacity in kVA	1 phase/ 3 phase	Connected load	Remarks

14. Incoming Main Technical score chart- (Separate for each electrical meter):-

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

15. Earthing Details:-

Parameters	Area 1	Area 2	Area 3	Area 4

16. UPS Details:-

Parameters		Readings recorded	Normal range	Remarks
Voltage at input of UPS	L-N			
	L-E			
	N-E			
Voltage at output of UPS	L-N			
	L-E			



	N-E			
Load on UPS (kVA)	o/p of UPS			
Frequency	o/p of UPS			

Inverter Details:-

Parameters		Readings recorded	Normal range	Remarks
Voltage at input of Inverter	L-N			
	L-E			
	N-E			
Voltage at output of Inverter	L-N			
	L-E			
	N-E			
Load on Inverter (kVA)	o/p of UPS			
Frequency	o/p of UPS			

1. Lux Levels

Sr. No:	Area	Lux
1	Manager cabin	
2	Cash Counter	
3	Banking Hall	
4	Record Room	
5	Strong Room	
6	UPS Room	
7	Lunch Room	
8	Store Room	
9		

Risk Rating format of Branch/ Office on basis of electricity

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

2. Observations

3. Recommendations

4. Tips on energy saving

5. 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 & Stamp of Auditor

Stamp & Signature of Branch In-charge

SITE VISIT REPORT

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:

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

To attached blue print of the branches/ ATMs/ Offices

Combined Report format of Each Region

[illegible]

FINANCIAL BID

To
Assistant General Manager
Canara Bank Circle Office, Guwahati

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

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:*	Unit Rate Amount (Rs. Excluding GST)	Total Amount (Rs Excluding GST)
1	Admin Office/Branch.	180	Rs.....	Rs.....
2	ATM	146	Rs.....	Rs.....
GRAND TOTAL				Rs.....

* Number of branches/offices 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.
- 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 Twenty Four 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:

Seal / Signature of the Vendor: