

**REQUEST FOR PROPOSAL (RFP)****FOR****"ELECTRICAL & FIRE SAFETY AUDIT OF BRANCHES/ OFFICES/ OTHER
UNITS -PAN INDIA**

DATE OF RFP DOCUMENT : 19.03.2025
DATE OF PRE BID MEETING : 27.03.2025 at 03:30 pm
LAST DATE FOR SUBMISSION OF RFP : 07.04.2025 up to 3:00 pm
DATE OF OPENING OF TECHNICAL BID : 07.04.2025 at 03:30 pm

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**ISSUED BY : DEPUTY GENERAL MANAGER,
IMD , DEPARTMENT , IDBI BANK LTD., 14TH
FLOOR, IDBI TOWER, CUFFE PARADE ,
MUMBAI-400005**

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Contact Numbers : 022-66194339
Email Id : amol.mathpati@idbi.co.in,

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Electrical Safety Audit of Branches/Offices/Other Units -Pan India.**DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder(s) or Applicants whether verbally or in documentary form by or on behalf of IDBI Bank Limited (“IDBI Bank / the Bank”), is provided to the Bidder(s) on the terms and conditions set out in this RFP document.

This RFP document is not an agreement and is neither an offer. The purpose of this document is to provide Applicants who are qualified to submit the bids (“Bidders”) with information to assist them in formulation of their proposals (“Bids”). This RFP document does not claim to contain all the information each Bidder may require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this document. The Bank makes no representation or warranty, express or implied, and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.

The information contained in the document is selective and is subject to update, expansion, revision and amendment. IDBI Bank does not undertake to provide any Bidder with access to any additional information or to update the information in this document or to correct any inaccuracies therein, which may become apparent.

IDBI Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this document and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders. Any information contained in this document will be superseded by any later written information on the same subject made available/accessible to all recipients by IDBI Bank.

IDBI Bank also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this document. IDBI Bank reserves the right to reject any or all the responses to the RFP documents / Bids received in response to this RFP document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of IDBI Bank shall be final, conclusive and binding on all the parties directly or indirectly connected with the bidding process

Electrical Safety Audit of Branches/Offices/Other Units -Pan India.

Document Control Sheet

BID SCHEDULE

Description	Details
Brief Description of the RFP	Electrical & Fire Safety Audit of Branches/ Offices/Other Units Pan India.
Bank's Address for Communication	DEPUTY GENERAL MANAGER FIMD , IDBI BANK LTD. 14TH FLOOR , WTC COMPLEX, CUFFE PARADE , MUMBAI-400005 Telephone- 02266194339 Email: amol.mathpati@idbi.co.in
Date of Issue of RFP	19.03.2025
Earnest Money Deposit (Refundable)	₹ 1,00,000/- (Rupees Five Lakh) by various modes as detailed in <u>Sl. No.19 of General Rules & Instructions. To be submitted along with Technical Bid.</u>
Time allowed for completion	2 months from the date of issue of Work Order.
Liquidated Damages	Time is the essence of the Contract. Delay will be penalized @ 0.5% of the total contract amount per week beyond the date of completion subject to maximum of 5% of the contract value.
Last Date and Time for Submission of Bids	07.04.2025 at 03:00 pm
Date, Time & Venue for opening of Technical Bid	07.04.2025 at 03.30 pm At 14th floor , IMD Department .
Date, Time & Venue of opening of Financial Bid	Will be intimated to qualified bidders

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<p>Pre-bid Meeting Date, Time & Venue</p>	<p>Pre-bid meeting will be held on 27.03.2025, 3.30 pm at 14th floor , IDBI Tower , Cuffe Parade , Mumbai-400005.</p> <p>Pre-bid Queries to be e-mailed to amol.mathpati@idbi.co.in and the pre-bid query should be in the following format & must reach us on or before 26.03.2025 , 4.00 pm.</p> <table border="1" data-bbox="615 474 1357 648"> <thead> <tr> <th>Sl No</th> <th>Page No</th> <th>Tender Clause No</th> <th>Tender C/lause</th> <th>Query</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl No	Page No	Tender Clause No	Tender C/lause	Query										
Sl No	Page No	Tender Clause No	Tender C/lause	Query												
<p>Other Details</p>	<p>The bidders must fulfill the Pre-Qualification criteria for being eligible to bid.</p> <p>Subsequent changes made based on the suggestions and clarifications as per pre-bid meeting shall be deemed to be part of the RFP document and shall be uploaded only on the Bank’s corporate website i.e www.idbibank.in</p> <p>No suggestions or queries shall be entertained after pre-bid meeting.</p>															
<p>Please visit our website www.idbibank.in for details.</p> <p>Any amendments, modifications, Pre Bid replies & any communication etc. will be uploaded only in the Bank’s website www.idbibank.in .</p> <p>No individual communication will be sent to the individual bidders.</p> <p>Bank reserves the right to change the dates, timings mentioned above or elsewhere in the RFP, which will be communicated by placing the same as corrigendum under Tender section on Bank’s web-site. Bidders should check the Bank’s website before the submission of proposal for the corrigendum, if any.</p>																

Electrical Safety Audit of Branches/Offices/Other Units -Pan India.**NOTICE INVITING REQUEST FOR PROPOSAL (RFP)****ELECTRICAL & FIRE SAFETY AUDIT OF BRANCHES/ OFFICES/OTHER UNITS -PAN INDIA**

IDBI Bank Limited (“the Bank” and “IDBI Bank”) is a company incorporated and registered under Companies Act, 1956 (1 of 1956) and a company under section 2 (20) of Companies Act 2013 (18 of 2013) and banking company under section 5 (c) of the Banking Regulation Act, 1949 (10 of 1949) having its Head Office at IDBI Tower, WTC Complex, Cuffe , Parade, Mumbai-400005. The Bank is also a Scheduled Bank as notified by the Reserve Bank of India under the Reserve Bank of India Act, 1934 hereinafter called “Bank” intends to carry out the electrical safety audit of Branches/ Offices/Other Units-Pan India coming under the Circle. Bids under two bid concepts (Technical Bid and Financial Bid) are invited from Electrical Auditors with sufficient experience of working in this field with State/Central Government organization/PSU/PSB & also having valid **BEE (Bureau of Energy Efficiency)** certification/license for conducting Electrical & Fire Safety Audit as described in this document. **An Electrical Auditor submitting the proposal in response to this RFP shall hereinafter be referred to as Bidder.**

Interested reputed bidders who are meeting the following Eligibility Criteria may respond.

ELIGIBILITY CRITERIA

Sl. No.	Criteria	Documents Required
1	The bidder must have at least 3 years of experience of carrying out electric audit in multiple Branches at State/Central Government organization/PSU/PSB as on 31.03.2024. i.e. 2021-2022 & 2022-2023 & 2023-2024. (Mandatory)	At least 1 work order along with completion certificate for each year
2	The engineer carrying out the Electrical Audit must be an Electrical Engineer with minimum 1 year of experience on electrical audit of similar works & accredited energy auditor from BEE (Bureau of Energy Efficiency). (Mandatory)	Copy of the valid BEE certification/ license as on date. Copy of relevant Educational qualification certificate

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3	<p>The Bidder must have a minimum average annual turnover of Rs.40 Lakhs from electrical audit works during last 3 financial years i.e. 2021-2022 & 2022-2023 & 2023-2024. (For Assessment)</p>	<p>1. Audited Balance Sheet and P & L Account for the 3 years mentioned.</p> <p style="text-align: center;">OR</p> <p>2. Certificate from Chartered Accountant for annual turnover in each of the last 3 financial years mentioned. The documents certified by CA should mandatorily contain Unique Document Identification Number.</p>
4	<p>The bidder must be an Income Tax Assesse for the last 3 years, must have a positive net worth & to be in profit during the last 3 years as on 31.03.2024 from Electrical Audit works. i.e. 2021-2022, 2022-2023 & 2023-2024. (For Assessment)</p>	<p>1. Audited Balance Sheet and P & L Account for the 3 years mentioned.</p> <p style="text-align: center;">OR</p> <p>2. The bidder must produce a certificate from the company's CA to this effect. The documents certified by CA should mandatorily Contain Unique Document Identification Number.</p>
5	<p>The bidder should have executed similar work during the last Seven (7) years ending with 31.03.2024 for at least</p> <p>One (1) order carrying out similar job in an order amount of Rs.40 Lakhs including GST.</p> <p style="text-align: center;">OR</p> <p>Two (2) orders consist of carrying out similar jobs in an order amount of Rs.25 lakhs including GST.</p> <p style="text-align: center;">OR</p> <p>Three (3) orders consist of carrying out similar jobs in an order amount of Rs.20 lakhs including GST. Similar job shall mean Electrical Audit work executed in State/Central Government organization/PSU/PSB/BFSI. Also, works carried out intermittently on agreed rates in a year may also be collectively considered as an order (Mandatory)</p>	<p>Purchase order/ Satisfactory completion certificate copies issued by the Bank/ Banks, Financial Institutions, Government organizations.</p>

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6	The bidder should have at least one office setup in the Group Area where they are applying for operational convenience (Mandatory) as per below table.	Details of local address like Trade License/Shop license/Applicable document shall be enclosed. Acceptance of the address subjected to Verification by the Bank to its satisfaction.
7	The bidder should not be a blacklisted/debarred company as on the date of submission of RFP by any Government Department/Financial Institution/ Public sector Units/Scheduled Commercial bank in India. (Mandatory)	In this respect, the Bidders shall submit declaration as outlined in Appendix - E on their Company Letter head duly Stamped & signed.
8	The bidder should not be blacklisted in the Central Public Procurement Portal for the last 2 years from the date of this tender. (Mandatory)	Blacklisted vendors in the Central Public Procurement Portal are not eligible for participating in the tender.
9	The bidder must be registered with Tax Authorities & should be having IT, GST, PAN, Registration (For Assessment)	Copy of the certificates

Before submission of the offer, the Bidders are requested to read all the instructions and the terms and conditions carefully.

Group Area	States/U.T. allocated	No. of Branches (Appx.)
Group A(Kolkata)	Comprises the states of West Bengal,Bihar,Jharkhand,Sikkim,Chattisgadhd,Orissa	422
Group B(Mumbai)	Comprises the state of Maharashtra & Goa.,Madhya Pradesh; Gujarat & Dadra & Nagar Haveli and Daman & Diu.	550
Group C(Delhi)	Comprises the state of Delhi&NCR,Rajasthan,Chandigarh (UT), Punjab, Haryana, Himachal Pradesh; Jammu & Kashmir,Uttarakhand, Uttar Pradesh (excluding NCR)	447
Group D(Chennai)	Comprises the state of Kerala & Karnataka;Telangana ; Andhra Pradesh. ; Tamil Nadu, Puducherry, Andaman & Nicobar	361
Group E(Guwahati)	Comprises the state of of Assam,Mizoram,Manipur,Arunachal Pradesh,Tripura,Nagaland,Meghalaya	200

Electrical Safety Audit of Branches/Offices/Other Units -Pan India.**A. GENERAL RULES & INSTRUCTIONS TO BIDDERS****1. BIDDING PROCEDURE.**

Nature of the Bid: 2 BID CONCEPT/2 ENVELOPE CONCEPT. i.e. Technical & Financial Bids in 2 separate Envelopes super scribed as “Technical Bid” & “Financial Bid” & both the Envelopes put in a single Envelope super scribed as “Proposal for Electrical & Fire Safety Audit of Branches /Offices/Other Units- Pan India ” with the Name & Address of Bidder and Contact Number.

The Single Envelope containing the Technical Bid Envelope & Financial Bid Envelope shall be addressed to the communication address specified in the Bid Schedule.

If last day of submission of tender is a holiday/declared a holiday under NI Act by the Government subsequent to issuance of tender, the next working day will be deemed to be the last day for submission of the tender.

This Tender document comprises of the following

Contents of the Technical Bid (1st Envelope)(No Deviation/ Exemption):

- a. All pages of this RFP signed on all pages.(Mandatory)
- b. Earnest Money Deposit (EMD) in the prescribed form (as applicable).
- c. Application for RFP as per **Annexure A**
- d. Profile of the Firm/Company as per **Annexure B**.
- e. Details of Technical Personnel & Similar Experience as per **Annexure C**
- f. Details of Infrastructure in Office as per **Annexure D**
- g. Declaration for Non-Blacklisting of Firm **Annexure E**
- h. Under taking letter for non-alteration in the RFQ document as per **Annexure F**.
- i. Bank Guarantee Format **Annexure G**
- j. Agreement format **Annexure H**
- k. Indemnity Format **Annexure J**
- l. Authorization letter for attending the bid opening as per **Annexure K**.
- m. Proforma of Electrical & Fire Safety Audit - **Annexure L**.
- n. **List of Groups Annexure N**
- o. **Documents in support of all eligibility criteria.**
- p. **PCIP(Pre-contract Integrity Pact).**
- q. Power of Attorney/authorization with the seal of the bidder’s company/firm in the name of the person signing the RFP documents

1.1.2. Contents of the Financial Bid (2nd Envelope)

- a. Price bid as per **Annexure M**.

2. Premises means: Branches with onsite ATM/Offices / any other units / Apartments etc. belonging to IDBI Bank.

3. The services will be required to be provided for all our existing Bank premises, coming under Group Area as mentioned at various locations of India. The firm/s would be bound to conduct the audit in any Bank premises.

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

5. Intending Applicants are required to submit their applications with full bio-data

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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.

6. Decision of the Bank with regard to selection of Electric Auditor/s will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance/rejection of any applications.

7. Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so.

8. 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.

9. The work involves visiting the bank premises at various locations to carry out Electrical Audit as per the Audit Performa given in this document.

10. The rates quoted shall be valid 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.

11. Electrical Audit of all the bank premises must be completed within **2 months** from the date of awarding the contract.

12. Interested Auditors may download the tender from Bank's www.idbibank.in

13. Conditional bids/Submission of tenders in any other format will not be entertained & will be summarily rejected.

14. Bank reserves the right to cancel this tender without assigning any reason whatsoever at any stage.

15. **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 without making any sort of payment thereof to the bidder.

16. The actual numbers of Bank premises to be audited may vary from the projected numbers as per the requirements of the Bank.

17. Any delay in completion of the work over the stipulated period will attract penalty of 0.5% of the contract value per week subject to maximum of 5% of the contract value.

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18. 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 cleared in the pre-bid meeting.

19. **EARNEST MONEY DEPOSIT:** The Tenderer should submit the technical bid along with the Earnest Money Deposit of **Rs.1,00,000/- (Rupees One Lakh only)** in the given below account no.. Proof of remitting EMD should be enclosed in technical bid. The technical bids 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. **No interest will be payable on the Earnest Money Deposit.**

The Earnest Money Deposit will be refunded/returned to the unsuccessful bidders. However, in case of the lowest/successful bidder backing out from the terms and conditions mentioned in his tender or refuses to honor his tender, the earnest money deposit will be forfeited.

The Earnest money paid by the successful bidder will be released only after completion of the contract period. **Submission of the EMD in the Financial bid envelope shall render the tender being rejected on the grounds of non-submission of the EMD. Submission of EMD in any other form other than as specified above is not acceptable and tenders with such EMD shall be rejected.**

20. MSME's are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSME firms, Bidders / agencies should submit a valid registration certificate issued from the relevant issuing/competent authorities.

21. **VALIDITY OF OFFER:** - The offer should be valid for period of 180 days from the last date for submission of the Tender.

22. **PAYMENT TERMS - 100% of the payment shall be released after submission of all electrical audit reports to the IMD, Department at Corporate Office, Mumbai. No advance will be paid.**

23. **SELECTION** - The selection of audit firm/s for the above work shall be done on the basis of qualification of the Firm in both Technical as well as financial bids for each Group Area separately. **The vendor/firm/person can express their interest for more than one Group Area also where they are interested to work. The Firms should be ready to conduct the audit in any part of the States & Location of respective Group Area irrespective of the distance/ terrain within the given time frame as per the contract.**

24. **SPLITTING OF ORDER:** - The Bank reserves its right for splitting of work between two vendors i.e. L1, L2 bidders for the respective Group Area for speedy execution of work in the ratio of 60:40. The splitting of the order between bidders will be done provided the L2 and L3 vendors & so on agrees to match the rates quoted by L1 bidder and agrees all the terms and conditions. The decision regarding selection of L 1 bidder/s & splitting of works between bidders will be as per Banks discretion only & the same shall be final & binding on the bidders. The Bank is

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not bound to assign any reason for acceptance / rejection of any applications.

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

26. 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.**

27. **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.**

28. Only Technical Bid qualified bidders will participate in Financial Bid.

29. Bank reserves the right to award work or cancel work to any party as per its requirement or in case of any exceptional situation.

30. Detailed list of branches /offices where electrical audit has to be conducted will be provided from respective Zonal Offices after finalization of bidders for each **Group Area.**

31. The firm must arrange for conveyance, lodging expenses, men and material required for conducting the audit at their cost. The bids submitted should be **Group wise** and should be inclusive of all costs & incidental expenses applicable for that **Group.**

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

33. Any damage to the Bank's property, equipment's under testing and measurement during the audit will be charged to the firm.

34. Bank shall not be 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 equipment's supplied to personnel should meet the related IS Standards/International standards as per the prevailing Rules of Central/State Govt.

35. Use of unfair means, influencing, citing references or using any type of improper method/s to qualify in the Tender would make the bidder liable for summarily rejection without assigning any further reasons and also shall be blacklisted.

36. The successful Bidder, on acceptance of his tender by the Accepting Authority, shall, enter in to an agreement (**Annexure H**) within 14 days from the date of acceptance letter.

37. **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

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contractor shall be solely responsible.

38. **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 **ZO**, **third (3rd)** copy to **Corporate Office/HO** and **fourth (4th)** copy has to be retained by the **electrical audit firm**. All the copies of the report are to be jointly signed by the BEE accredited energy Auditor on behalf of the firm and Respective Office Head from Branch/Regional Office/Zonal Office on behalf of the bank. **Soft copy** of all the electrical audit reports (in PDF format) to be also submitted to **Corporate Office unless** which payment will not be made.

39. 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.

40. **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 **Mumbai** and only court in **Mumbai** 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 cum Fire 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

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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-whenever applicable
- 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 & Performa 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.

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Scope of work includes Comprehensive Electrical cum Fire 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 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 Bank's requirement.

d) Submission of Comprehensive audit Report as per the proforma enclosed, observations during bank premises inspection. Four (4) copies of audit report with stamped & signed of the respective office head/officer of the office & sign of electrical engineer who have/had done the audit with date mentioned to be prepared. First (1st) copy has to be submitted to the branch, second (2nd) copy has to be submitted to the ZO, third (3rd) copy to Corporate 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 at Corporate 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.

Electrical Safety Audit of Branches/Offices/Other Units -Pan India.**Annexure A****APPLICATION FOR RFP****To**

The Deputy General Manager,
IMD, Department , 14th Floor,
WTC , Complex, Cuffe Parade ,
Mumbai.

**SUB: APPLICATION FOR ELECTRICAL & FIRE SAFETY AUDIT OF BRANCHES/
/OFFICES/OTHER UNITS -PAN INDIA BRANCHES**

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 Audit firm 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 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 IDBI 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.
5. I / We agree that the decision of IDBI 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.
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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Annexure B

PROFILE OF THE FIRM/COMPANY

1	Name of the Applicant/Organization	
2	Complete postal Address of the Registered Office	
3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.)	
4	Name of the Proprietor/Associates/ Partners/Directors of the Organization/Firm	
5	Contact No's.	
6	E-mail ID	
7	Complete Postal address of the Local office through which the proposed works of the Bank will be handled	
8	Contact Person	
9	Contact No's	
10	E-mail ID	
11	Year of Establishment	
12	No. of years of experience in the field and details of work in any other field.	
13	Details of registration with Bureau of Energy Efficiency (BEE)	

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14	PAN Number			
15	GST Number			
16	Mention the name of Group Areas where Auditors interested to work			
17	Furnish the details of responsible persons for whose organization, you have completed the jobs as per the eligibility criteria and who will be in a position to certify about the performance of your organization.			
	YEAR	ORGANISATION WITH POSTAL ADDRESS	NAME & DESIGNATION	MOBILE NUMBER /E- MAIL

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 IDBI BANK in selection will be final and binding to me / us.

Place:

Date:

Name & Signature of the Consultant

Annexure C

DETAILS OF TECHNICAL PERSONNEL AND SIMILAR EXPERIENCE.

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

Sl. 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 favor.

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Annexure D

DETAILS OF INFRASTRUCTURE AVAILABLE IN OFFICE

Sl. No	Item	Number	Details
1	Equipment for earth pit resistance test		
2	Equipment for infrared thermograph		
3	Equipment for insulation resistance test		
4	Lux measurement meter		
4	Software Used		
5	Reference Book used		
6	Subscription to magazines, journals, institutional technical nature		

Notes:

1. Information has to be filled up specifically in this format in your **letter head**. Details of other equipments to be also specified. Please do not write remark “As indicated in Brochure”.

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Annexure E

DECLARATION FOR NON BLACKLISTING OF YOUR FIRM

I / We hereby declare that I / We is not been banned or delisted or debarred by any Government , Quasi Government Agencies, Public Sector Undertakings or Private Companies, Financial Institution/ Public sector Units/Scheduled Commercial bank in India as on date of submission of RFP.

Should it be observed anytime during currency of the bidding process or during execution of the work that I / We have been banned, delisted 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. I / We also agree that on submission of false statement, we are liable for Blacklisting.

Signature & Name of the Bidder with seal

Notes:

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

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Annexure F

UNDERTAKING LETTER FOR NON ALTERATION OF RFP DOCUMENT

We hereby state that we M/s _____ have submitted the 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. If found so, we understand that we shall be disqualified from participating in this tender & in the future tenders. We also understand that we may be also blacklisted due to our actions.

Notes:

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

Signature & Name of the Bidder with seal

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Annexure - G

BANK GUARANTEE FORMAT

To

WHEREAS _____(Name of bidder) (hereinafter called "the bidder") has submitted its RFP dated _____(Date) for the execution of (Name of Contract)_____ (hereinafter called "the RFP") in favor of IDBI Bank hereinafter called the " IDBI Bank ";

KNOW ALL MEN by these presents that we, _____Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its Head Office at _____amongst others a branch at _____(hereinafter called "the Bank" are bound unto the IDBI Bank for the sum of Rs _____(Rupees_____only) for which payment well and truly to be made to the said IDBI Bank, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the bidder withdraws its RFP during the period of RFP validity specified in the RFP; or
- (b) If the bidder having been notified of the acceptance of his RFP by IDBI Bank during the period of RFP validity;
 - (i) Fails or refuses to execute the Agreement, if required; or
 - (ii) Fails to carry out the work within the time period or refuses to carry out the work.

We undertake to pay to IDBI Bank up to the above amount upon receipt of their first written demand without IDBI Bank having to substantiate his demand, provided that in their demand IDBI Bank will note that the amount claimed by them is due to them owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein,

- 1) our liability under this Bank guarantee shall not exceed Rs _____(Rupees_____only)
- 2) The bank Guarantee is valid up to _____(for 3 years from the award of work) and
- 3) We are liable to pay the guaranteed amount or any part thereof under this Bank guarantee only and only if you serve upon us a written claim or demand

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on or before _____(mention period of the Guarantee as found under
clause (ii) above plus claim period)

Dated _____ day of _____ 2025

Clause for the person and address from whom the BG is to be confirmed

SIGNATURE OF THE BANK

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ANNEXURE - H - AGREEMENT FORMAT

FORM OF AGREEMENT

This agreement made the _____ day of the month of _____ in the year 2024 BETWEEN, IDBI Bank IDBI Bank Limited (“the Bank” and “IDBI Bank”) is a company incorporated and registered under Companies Act, 1956 (1 of 1956) and a company under section 2 (20) of Companies Act 2013 (18 of 2013) and banking company under section 5 (c) of the Banking Regulation Act, 1949 (10 of 1949) having its Head Office at IDBI Tower, WTC Complex, Cuffe , Parade, Mumbai-400005 (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 Pan India as detailed in the RFP **Electrical & Fire Safety Audit/2025** 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 RFP

b) General Rules and Instructions for the guidance of Bidders.

c) Terms and conditions of the RFP

d) All Annexure of the RFP & issued corrigendum.

e) The details submitted in technical bid, brochures and such other details etc.

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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 Authorized representative
of the Bank / Accepting Authority.

Witness (Signature, Name & Address):

1).

2).

**Electrical & Fire Safety Audit of Branches/ /Offices/Other Units-PAN
ANNEXURE - J**

INDEMNITY FORMAT

THIS DEED OF INDEMNITY executed at (Place) on this day ofmonth of year two thousand and twenty five (2025) 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

IDBI Bank Limited (“the Bank” and “IDBI Bank”) is a company incorporated and registered under Companies Act, 1956 (1 of 1956) and a company under section 2 (20) of Companies Act 2013 (18 of 2013) and banking company under section 5 (c) of the Banking Regulation Act, 1949 (10 of 1949) having its Head Office at IDBI Tower, WTC Complex, Cuffe , Parade, Mumbai-400005

Whereas the Bidder had applied for the tender

Whereas the tender submitted by the Bidder for the above mentioned work was accepted by IDBI 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 IDBI Bank on

Now this Deed Witnessed that in pursuance of the aforesaid contract dated and in consideration of IDBI 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 IDBI 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 Noncompliance with any applicable laws, regulations, rules, statutory or legal requirements by the Bidder.

Further, the Bidder indemnifies to protect and save IDBI 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.

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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

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ANNEXURE - K

Authorization letter format

To

The DGM-IMD,
IDBI Bank Ltd,
WTC, Cuffe Parade

Dear Sir,

SUB: Authorization Letter for attending the Prebid / Bid Opening

This has reference to your above RFP for carrying out _____. Mr. Miss/Mrs. _____ is hereby authorized to attend the Prebid / bid opening of the Tender _____ Dated _____ on behalf of our organization.

Signature of Authorizing Authority

Specimen Signature of Representative

Name of Authorizing Authority

Annexure L

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.

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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	Zonal Office	
2	Name of Bank Premises	
	SOL-ID	
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 X 2 LED LIGHT						
b	LED ROUND LIGHT						
c	LED DOWN LIGHT						
d	LED TUBELIGHTS						
e	CFL LAMPS						
f	TUBE LIGHTS						

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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 _____ HP						
4	<u>AIR CONDITIONERS</u>						
a	WINDOW AC						

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	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 EQUIPMENTS</u>						
	TOTAL						
<p>* 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.</p>							

9. Electrical Load Analysis:

Sl. No.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Total Connected Load		

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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
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		

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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 equipment's 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) (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		

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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		

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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) (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 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		

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	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)(0-2 volts 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)		

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	15	Provision of fire Extinguisher- (Yes/No)- (Mention 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		

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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		
	Sl. No.	Capacity	Make
	a		
	b		
38	Condition of wiring/ pipes of Air conditioners whether insulated properly.		
39	Whether power supply for each AC unit is appropriate and proper connection with main power source (Yes/No) (If no then give suggestion)		
40	Whether UPS and ACs are in under AMC (Yes/No) (If No then give suggestion)		



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41	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)		
42	Any other fire risk through electricity in the premises (Yes/No) (If yes then give details)		
43	Overall fire risk rating through electrical wiring, switches, MCB etc. (High/Medium/ Low)		
44	Whether penalty is being imposed on electricity bills(It may be ascertained from the electricity bills of last 5 months)		
45	Whether all plug points are provided with proper earth lead		
46	Whether water seepage is observed near any of the Electrical equipment and wirings		
47	Whether diesel i.e. inflammable materials are safely stored		
48	Whether Neutral to earth voltage is within permissible limits (<2V)		
49	Steps taken by the branches to ensure that the last person leaving the branch/office is ensuring that the mains are switched off		

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11.Meter Details:-

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

12.Air Conditioner Details:-

Sl. 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 D.G. / Power L.T.
1	R- Phase to N					
2	Y- Phase to N					
3	B- Phase to N					
4	N to Earth					
5	Frequency					

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

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15. Earthing Details:-

Parameters	Area 1	Area 2	Area 3	Area 4

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. Lux Levels of Branch

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)	Inadequate 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

Electrical Safety Audit of Branches/Offices/Other Units -Pan India.**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



IDBI BANK LTD.

Electrical Safety Audit of Branches/Offices/Other Units -Pan India.

SITE VISIT REPORT

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

The Audit/inspection in our Branch/office is completed on-----

Branch name

Sol ID:

Signature of the Branch Head & Bank Seal

Name:

Contact No:

Date:

Photographs

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

Observation/Recommendations

Electrical Safety Audit of Branches/Offices/Other Units -Pan India.**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

Electrical Safety Audit of Branches/Offices/Other Units -Pan India.

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					

Electrical Safety Audit of Branches/Offices/Other Units -Pan India.**Combined Report format of Each Group Area**

Sl. No.	Branch/ Office	Sanctioned Electrical Load	Connected Electrical Load	Unsafe condition (if any)	Observation/ Recommendations	Risk(High /Medium/ Low)

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Annexure M

PRICE BID

To

Sir,

Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches/Offices/Own Buildings-PAN India.

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	Branch/office(5,00-2,500) Sq.Ft.	200	₹.....	₹
2	ZonalOffices/Centers(2,500-10,000)Sq.Ft.	50	₹	₹
GRAND TOTAL				₹

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

***Unit rate for each branch/offices.**

- 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 IDBI 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