

**Request for Proposal (RFP) For
Empanelment of Vendors for Electric Auditor for carrying out electrical
audit of Branches/Offices situated in 21 districts of Rajasthan**



S. No.	Particulars	Detail
1.	Issuing date for RFP	30-11-2018
2.	Last date and time for submission	21-12-2018 up to 03.00 PM
3.	Date and Time of Pre Bid Meeting	14-12-2018 at 02.30 PM
4.	Date and Time of Opening Technical Bid	26-12-2018 02.30 PM
5.	Date and Time of Opening Financial Bid	27-12-2018 02.30 PM
6.	Place of submission, Opening of Bids and Place of Pre Bid Meeting	Baroda Rajasthan Kshetriya Gramin Bank Head Office Plot 2343, II nd Floor, Vaishali Nagar, Ajmer, 305004
7.	Address for Communication	Baroda Rajasthan Kshetriya Gramin Bank Head Office Plot 2343, II nd Floor, Vaishali Nagar, Ajmer, 305004

The Chairman Baroda Rajasthan Kshetriya Gramin Bank invites sealed tenders from electric auditors to carry out electrical audit of branches and offices numbering approximately 244 Branches/ Offices as per audit Performa given in the format enclosed.

The Interested Vendors fulfilling the following conditions may apply in two bid system (Technical bid and Financial bid)

1. The engineer carrying out the electrical audit must be a accredited energy auditor from BEE (Bureau of energy efficiency).
2. Agency/individual must have valid GST No.
3. Agency/individual must have valid PAN No.
4. Agency/individual must be an income tax assessee for the last three years. Agency/firm must have a turnover of Rs 15 Lakh per annum for last three years.
5. The agency individual should have at least 5 years of experience of carrying out electric audit.
6. The firm should have satisfactorily completed one similar job worth minimum Rs 5 Lakh during last 5 years.

OR

The firm should have satisfactorily completed two similar job worth minimum Rs 3 Lakh during last 5 years.

OR

The firm should have satisfactorily completed three similar job worth minimum Rs 2 Lakh during last 5 years.

7. Agency firm must have turnover of Rs 15 Lakh per annum each for the last three years.
8. Similar jobs shall mean electrical audit work executed in Government/Public Sector undertakings.
9. Individual/agency should have own office in Rajasthan. The firm should have its own office in Rajasthan for not less than three years as on date of commencement of issue of application forms.

1 Duly filled & signed application/offers shall be submitted in two bid system in following manner

a	Cover-1- Duly sealed cover super scribed as "Technical Bid- for electrical audit of branches/offices" shall contain only technical bid along with basic information. No reference is to be made to the financial aspect of the offer failing which the offer shall be summarily rejected. Earnest money amt. through DD/ Banker's cheque for Rs 50000/ in favour of Baroda Rajasthan Kshetriya Gramin Bank payable at Ajmer, should be enclosed. Information as per the Performa along with attested copies of required documents from appropriate attesting Authority. information as per the Performa "GENERAL TECHNICAL INFORMATION".
b	Cover-2-Duly sealed cover super scribed as "price Bid- for electrical audit of branches/offices" shall contain only price bid. Applicant should submit performance/completion certificates of their previous clients in support of their execution of similar works failing which their application shall be summarily rejected.
c	Both the sealed covers shall then be put one single envelop and sealed duly super scribing" Application/offer for electrical audit of branches in "the envelope containing both the bids must be addressed to:

ADDRESS:
CHAIRMAN,
BARODA RAJSTHAN KSHETRIYA GRAMIN BANK,
2343,II ND FLOOR, AANA SAGAR CIRCULAR ROAD, AJMER. 305004

The last date of submission is 21-12-2018 up to 03.00 PM Applications received after last date and time shall be summarily rejected. The technical bids shall be opened on 26-12-2018 at 02.30 PM at the above referred address in the presence of the representatives of the bidders. The price bid of only those bidders shall be opened who are found to be eligible/short listed as per the pre qualification criteria mentioned above. Bank shall have the right to cross verify & ascertain all the information submitted and seeking confidential reports from the previous clients before short listing the applicants. No separate information shall be sent to the bidders for their presence at the time of opening of technical bid. Only one representative shall be allowed to present during the opening of bid. Bank reserves the right to reject any/all the applications /offers without any reason whatsoever.

To

The Chairman
Baroda Rajasthan Kshatriya Gramin Bank,
Head Office,
AJMER.

Sir,

Sub: Application/offer for Electric audit of Branches/offices

1. I/We have read and understood the pre qualification notice and instructions to the applicants and submit my/our applications for Bank's consideration duly filled and complete in all respects according to the Performa.
2. I/We Further understand that pre-qualification and selection of electric auditor will be in accordance with bank's terms and conditions subject to the authority of bank to alter or amend the same keeping in view of exigencies of the work.
3. I/We do hereby declare that the information furnished in the Performa from pages to and in 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 Baroda Rajasthan Kshatriya Gramin Bank on the basis of 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 Baroda Rajasthan Kshatriya Gramin Bank in selection of L1 bidder will be final and binding to me/us.
6. All the information furnished by me herein 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:

seal and signature

Instructions to the applicants for furnishing information as a part of application for pre qualification.

1. 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.
 2. While deciding upon the pre qualification of electrical auditors great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close coordination with other agencies.
 3. 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.
 4. Each page of application shall be signed. The application shall be signed by person/persons on behalf of organization having necessary authorization, power of attorney to do so.
 5. If space of Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper stating therein the part of Performa and serial number. separate sheets shall be used for each part. however the format shall be as per Performa.
 6. **Splitting of order.**
The bank reserves its right for splitting scope of work between two service providers the splitting of order will be in 60:40 ratios provided the L2 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case of L2 service provider is not willing to match L1 rates, bank will call L3,L4 service providers etc. service providers not matching L1 rates.
 7. Applications containing false and/or inadequate information are liable for rejection. while filling up of application with regard to the list of important projects completed clarification, if any required, may be obtained from the office of -----
 8. Contact details.-----
 9. 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.
 10. The application which is received after due date and time are liable for rejection. Applications incomplete in any respect & which are not legible are liable for rejection.
 11. The work involves visiting the branches/offices in 21 districts of Rajasthan state to carry out electrical audit as per the audit Performa given in the Tender format. A copy of the report duly signed by the licensed Electric auditor/Engineer on behalf of the firm is to be submitted to respective branch and regional office.
 12. The rates quoted shall be binding for twenty four months from the date of awarding the contract and no increase whatsoever will be considered. in the event of any breach of contract, the security amount will be forfeited.
 13. Electrical audit of all the branches/offices must be completed within six months from the date of awarding the contract.
 14. Interested vendors may download the tender from bank's website/www.brkgb.com
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15. Submission of tenders in any other format will not be entertained & will be summarily rejected.
16. The earnest money deposit of all unsuccessful bidders will be returned within a period of thirty days from the date of opening of the received tenders. However in case of 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.
17. Bank reserves right to cancel one or all tenders without assigning any reason whatsoever.

18. Order Cancellation

If individual/agency fails to deliver services within the stipulated time schedule or the extended date communicated by the bank, it will be breach of contract, The bank reserves the right to cancel the order in the event of delay in services and forfeit the earnest money.

19. Performance of bank guarantee

Successful bidder should produce an unconditional performance bank guarantee from a scheduled bank (other than BRKGB) equal to Rs 2.00 lac and effective for the period of 10 years from the date of work order. during the period of contract.

- 20 The actual quantity of branches /offices to be audited may vary from the projected quantity as per the requirements of the bank.
21. Any delay in completion of work over the stipulated period will attract penalty of 1% of the contract value per day subject to maximum of 10% of contract value.
22. Earnest money deposit of Rs 0.50 lac in the form of demand draft/pay order issued by a scheduled commercial bank favoring Baroda Rajasthan Kshatriya Gramin bank payable at AJMER must be submitted along with technical offer. Offers not accompanied with earnest money deposit of will not be accepted. This amount will be forfeited if, having been accepted the work order, fails to carry out his obligation mentioned therein. Bank guarantee in lieu of earnest money deposit will not be accepted. No interest will be payable on earnest money deposit. The earnest money deposit will be refunded to the unsuccessful bidders. The earnest money paid by successful bidder will be released only after completion of the contract period of two years.

23. Validity of offer

The offer should be valid for period of 90 days from the last date for submission of the offer.

24 Payment terms.

100% of the payment shall be released after submission of electrical audit report no advance will be paid.

25. Locations to be covered.

The services will be required to be provided for our 12 regions in all their branches /offices. The broad areas presently under the jurisdiction of above regions are detailed below. However the individual /agency would be bound conduct electric audit in any place not covered in this list where the bank establish a branch /office.(list enclosed)

26 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 only court in AJMER shall have jurisdiction to determine the same.

SCOPE OF WORK

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

Physical inspection of office premises with reference to applicable Indian standards. Indian electricity rules and other codes of practicing and identifying electrical hazards(shocks, fires, etc.)

Review of protection devices/system of the electrical installation including fuses, ELCB,MCB,MCCB, master electrical switch etc.

Review of adequacy of cables, motors, etc.based on actual load current, measurements and cable current carrying capacities.

Review of EPM(Electric Preventive Maintenance) program and to examine documentation, check lists ,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 of testing of earth pits and to suggest recommendations.

Display of danger sign board.

Use of electrical rubber mats, rubber gloves ,etc.

Provision of identification of tag of cables, cable glands, sealing of cable entry and unused holes.

Upkeep and housekeeping of electrical installations.

Provision of indicating lamps on the control panels.

Use of 3 pin plug and socket.

Fire protection of electrical installations

Arrangement for repair and maintenance of electrical installations, equipments and Appliances including qualified maintenance personnel, accessibility, and maintenance practices etc.

adequacy of rating of electrical equipment and installation.

Adequacy of isolation of current carrying parts.

Lightening protection

Weather protection of outdoor electrical equipment and fittings.

Cables- dressing, routing, identification tags, glands, lugs, armored earthing, sealing of cable entry and used holes, adequacy of current carrying capacity, color coding.

DG Set- Emergency switch, oil leakage, stake and noise monitoring,

UPS and Battery room

Review of 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**
 - Infrared thermography : HT/LT panels where applicable, BBs, MCBs, SMDB (lightened power),Wall & floor sockets, stabilizers, UPS,A/C Units, exposed terminations of cables, exposed cables/wiring etc.
 - Earth pit resistance tests.
 - Actual load measurements at normal & full load including total voltage & total current harmonics.
- 3 **AUDIT METHODOLOGY:**
 - Development of audit checklist based on preliminary information provided by BRKGB.
 - Carry out inspections of electrical installations in the office premises.
 - Discussions with key personnel to verify existence of the systems /procedures
 - Review the key documents and records
 - Submission of electric audit report.
- 4 **AUDIT CRITERIA**
 - Applicable safety related statutes including the electricity act and Indian electrical rules.
 - National building code (electrical installations)
 - National electric code
 - Other relevant Indian standards & codes of 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/offices and verifying the installation(As Detailed. In Formats Enclosed)
 - b) Electrical audit
 - c) Suggestions and corrective measures towards electrical fire and safety measures up gradation in electrical system, electrical load, connected load, sanction load, enhancement of load etc.
 - d) Submission of comprehensive report as per annexure enclosed observed/ verified during branch/office inspection. Triplicate report to be prepared. One for branch, one for regional office and one for head office.
 - e) The scope includes arranging all required tools, measuring instruments and technicians required for completion of scope of work. it also includes work instructions from bank visiting site, and preparing reports so as to enable the bank to take a decision for improvement.
 - f) The agency shall maintain following registers on daily basis. i.e. daily progress report and hindrance register. The agency have to submit PERTCHART incorporating all activities required for the completion of the work in time to regional office/Head office.

TECHNICAL BID

Seal & Signature

BASIC INFORMATION

1	Name of applicant/organization	
2	Complete Postal address of the Registered Office	
i	Contact Person	
ii	Phone/Mobile Nos	
iii	Fax No	
iv	Email 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	Phone/Mobile Nos.	
iii	Fax No	
iv	Email ID	
4	Year of establishment (enclose supporting document)	
5	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.)	
6	Name of Proprietor/Partners/Directors of the Organization/Firm	
i	Name	
ii	Name	
iii	Name	
7	Details of registration – Whether Partnership Firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
8	No. of years of experience in the field and details of work in any other field. (enclose supporting documents)	
9	Details of registration with : Bureau of Energy Efficiency (enclose certified copies of documents as evidence)	
10	Yearly turnover (₹) of the organization during last 3 years (year wise)	
i	2017-18	
ii	2016-17	
iii	2015-16	
11	Solvency certificate from a Bank to be enclose for indicating satisfactory financial capacity of the organization- Amount of Solvency Certificate `1.00 lac	
i	Name of Bank	
ii	Complete Postal Address of Bank	
iii	Email ID	
12	Income Tax Return Certificate	
13	PAN No	
14	Service Tax Registration No./ GST No	
15	Details description and value of works done (Performa-3) enclosed (yes/no)	
16	Furnish the details of -3- responsible person for whose	

	organization, you have complete the above mentioned jobs and who will be in a position to certify about the performance of your organization.	
A	Name	
i	Designation	
ii	Firm/Company/Organization	
iii	Complete Postal Address	
iv	Telephone/Mobile Nos.	
v	Email ID	
B	Name	
i	Designation	
ii	Firm/Company/Organization	
iii	Complete Postal Address	
iv	Telephone/Mobile Nos.	
v	Email ID	
C	Name	
i	Designation	
ii	Firm/Company/Organization	
iii	Complete Postal Address	
iv	Telephone/Mobile Nos.	
v	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 fulfillment of the contractual obligations. If yes, please provide details.	
20	Have you in past carried out any works for BRKGB. If yes, give details	
21	Similar type of work carried out during last 7 years	
A	One similar work of 5.00 lac_____ (value)	
i	Completion Certification no	
ii	Date of issuance of Complete certificate	
iii	Value of the work completed (`)	
iv	Completion certificate issuing authority	
v	Complete postal address of the Department	
vi	Email ID	
B	Two similar work of `3.00 lac_____ (value)	
i	Completion Certification no	

ii	Date of issuance of Complete certificate	
iii	Value of the work completed (`)	
iv	Completion certificate issuing authority	
v	Complete postal address of the Department	
vi	Email ID	
C	Three similar work of `2.00 lac_____ (value)	
i	Completion Certification no	
ii	Date of issuance of Complete certificate	
iii	Value of the work completed (`)	
iv	Completion certificate issuing authority	
v	Complete postal address of the Department	
vi	Email ID	
a	Completion certificate no	
b	Date of issuance of Completion certificate	
c	Value of the work completed (`)	
d	Complete postal address of the Department	
e	Address of the Department	
f	Email ID	
A	Completion certificate no	
B	Date of issuance of Completion certificate	
C	Value of the work completed (`)	
D	Complete postal address of the Department	
E	Address of the Department	
F	Email ID	
22	Avg. turnover of Last 3 Years (`) and finish audited balance sheet and profit & loss a/c (Audited) for the Last 3 years : 2015-16, 2016-17, 2017-18	

Seal & Signature

Technical Personnel and Similar Experience.

Performa 1

Details of technical personnel, giving detail 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. 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.

Seal & Signature

Performa 2

Details of infrastructure in office

Se. No	Items	Number	Details
1	Office praises, 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		

Seal & Signature

Performa 3

B) List of works completed by the Organization during the last 5 years

One similar job worth minimum of ` 5.00 lac during last 5 years.

OR

Two similar jobs, each worth minimum `3.00 during last 5 years.

OR

Three similar jobs, each worth minimum `2.00 during last 5 years.

Sr. No	Name of the project & location	Name & full postal address of the owner. Also indicate whether Govt., semi Govt., Private body, Reputed firms or Financial Institution with full postal address & details of contact person of the owner.	Contract Amount (₹) for Electric Audit work only with copy of work order	Completion Period Stipulated (Year)	Actual (Year) of Completion	Any other relevent information
1	2	3	4	5	6	7

Notes :

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

Seal & Signature

Performa of Electric Safety Audit

1. Electrical Audit is required to take the attendance certificated from the Branch Head at the time of visiting the branch.
2. Electrical Auditor must consist of non-scaled sketch of layout of the branch including 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.
4. Inspection/recommendation report of existing electrical system with your observations and remarks.
5. Photocopy of last three electrical bills of the branch/office/atm, including marking any discrepancy, if any.
6. Branch/office overview

Sr. No	Description	Particulars
1	Region	
2	Name of Branch	
3	Branch Code	
4	Address	
5	Phone/Fax	
6	Contact Person	
7	Mobile No	
8	Email ID	
9	Area of Office	
10	Working House	
11	Working Days	

Seal & Signature

7. Branch Inventory Details

Sr. No	Description	Wattage	Nos. installed floor wise			Electrical Load
1	Change over Switch					
2	MCCB					
3	Fuse					
4	Max wire fuse					
5	MCB 4 Pole 100A					
6	MCB 2 Pole 63A					
7	MCB 4 Pole 63A					
8	MCB 2 Pole 32A					
9	MCB 1 Pole 32A					
10	MCB 1 Pole 16A					
11	MCB 4 Pole 10A					
12	MCB 1 Pole 6A					
13	MCB 1 Pole 25A					
14	RCCB 63A					
15	Stablizer					
16	MCB 2 Pole 40A					
17	AC Window					
18	AC Split 1.5 TR					
19	AC Split 2 TR					
20	AC Split 1 TR					
21	Wall Fan					
22	Ceiling Fan					
23	Water Cooler					
24	Exhaust Fan					
25	T8 2 Fit 18 W					
26	T8 36W					
27	CFL 2 Pin 18W					
28	T12 40W					
29	T8 36W					
30	CFL 40W					
31	CFL 30W					
32	Fire Machine					
33	Camera					
34	LCD					
35	Fax m/C					

36	Coffee M/C					
37	Computer CRT					
38	Printer					
39	Master CPU 10A					
40	Scanner					
41	Money Counting Machine					
42	Micro wave					
43	Heater					
44	TV					
45	ATM M/C					
46	LED 2X2					
47	LED Tube light					
48	LED Bulb					
49	LED Other Lights					
50	ATM					

Seal & Signature

8. 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)		

1. Electrical Distribution System :

Sr. No	Particulars	Remarks	Rectification Recommended
1	Is distribution of load satisfactory		
2	Condition of Electrical Wiring		
3	Type of Wiring (open/conduit)		
4	Whether electrical equipment are operating at specified voltage/current (within tolerance range)		
5	Rating of Fuses/Junction Box are as per standards		
6	Whether single isolating switch is available for the		

	whole premises		
7	Earth Pits identified		
8	Condition of earthing		
9	Earth connection to equipment's : Proper/Not Proper		
10	No. of earth pits available		
11	Voltage between neutral and earth		
12	Whether DG is provided with neutral earthing		
13	Whether ELCB provided		
14	UPS room exhaust fan installed		
15	UPS room condition 9as per standard)		
16	UPS battery connections		
17	Whether the Air Conditioners installed at Branch/office is as per BEE		
18	Condition of wiring/pipes of Air Conditioners		
19	Whether the last person leaving the branch/office is ensuring that the main.		

Seal & Signature

2. Meter Details

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

3. Reading at incoming supply panel

Parameters		Readings	Normal Range	Remarks
Voltage at incoming Panel (V)	L1-L2			
	L2-L3			
	L1-L3			
	L1-N			
	L2-N			
	L3-N			
	N-E			
Current reading at incoming panel	L1			
	L2			
	L3			
Power consumed per phase	L1			
	L2			
	L3			
Frequency of supply	L-N			

4. Earthing Details

Parameters	Area1	Area2	Area3	Area4

Seal & Signature

5. UPS Details

Parameters		Reading 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			

6. Lux levels

Sr. No	Area	Lux
1	Branch head cabin	
2	Officers	
3	Cash Counters	
4	Store Room	
5	UPS Room	
6	ATM Room	
7		

7. Condition of Electrical wiring

8. Rating of cables (Details)

9. Rating of cable as per standard

10.If not then required rating of cable

11. Percentage decrease in electricity bill after if present CFL type light fixtures replaced by LED types light fixtures

12.Feasibility of installation of solar roof top panels (Yes/No)

13.Observations

14.Recommendations

15.Tips on energy saving

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

Seal & Signature

Visit Report

This is certify that

Mr/Mrs/Ms.....

From M/s has conducted
Electrical Audit.

Audit/inspection in our Branch/office done on
.....

Branch Head

Seal

Signature

Name

Contact No.

Date :

Seal & Signature

**Photograph of Main Electric panels, UPS
room condition of Electric wiring ETC.**

Observation/Recommendations

Seal & Signature

**Image from Infrared Camera (Main Panel, UPS
etc.)**

Observation/Recommendations

Seal & Signature

Combined Report format of Region

Sr. No	Branch/office	Sanctioned Electrical Load	Connected Electrical Load	Unsafe condition (if any)	Observation/Recommendations	LED lights installed (yes/no)	Feasibility of installation of solar roof tops (yes/no)

Seal & Signature

PRICE BID

To

.....

Sir,

Sub : Appointment of Electrical Auditor for carrying out Electrical Audit of Branch/office in

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

Sr. No	Branches/Offices in Region	Quoted Rates (`) per Branch
a	Amount in figures	
b	Amount in words	

2. The rates quoted for carrying out Electrical Audit of branch must be inclusive of all the charges, taxes, transportation, Engineer's Fee, TA/DA and any other expenses whatever.
3. No conditional discount offered in the Financial Bid shall be considered. The tender with any conditional discount will be summarily rejected.
4. The rates quoted shall be binding for Twenty Four month 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.

Seal & Signature

5. Deduction of TDS will be as per rules.
6. We will not claim any additional charges from BRKGB 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 :
Signature of the Vendor
Name
Seal

Seal & Signature

Contractor Report
(Report to be submitted by Contractor after rectification work)

Sr. No	Observation of Electric Auditor	Rectification work completed (yes/No)	<u>Remarks</u>

This is to certify that all rectification work has been executed/completed as per IS standards.

Date

Signature and seal of contractor