



**NAME OF THE TENDERER TO
WHOM THE TENDER IS ISSUED:**

Please do not detach any papers from this booklet.

**CANARA BANK
PREMISES AND ESTATE SECTION
CIRCLE OFFICE, KOLKATA
BELLS HOUSE, 21 CAMAC STREET,
KOLKATA-700016, 033-22831501
Tender Ref:116/23-24/PK**

**COMPETITIVE TENDER DOCUMENT
FOR**

**ELECTRIC AUDIT OF BRANCHES/ OFFICES/ CURRENCY CHEST/QUARTERS
ADMISTRATIVE UNITS**

**TENDER PERIOD FROM 27.12.2023 TO 18.01.2024
OPENING OF TECHNICAL BID ON 18.01.2024 DAY AT 3:30 PM**

INDEX

SL NO		PAGE
1.	NOTICE INVITING TENDER	3
2.	IMPORTANT DATES	3
3.	ELIGIBILITY CRITERIA	5
4.	INSTRUCTIONS TO THE APPLICANTS	6
5.	PERFORMANCE BANK GUARANTEE /EMD	7
6.	LOCATIONS TO BE COVERED	8
7.	SCOPE OF WORK	9
8.	TECHNICAL BID	11
9.	PRICE BID	13
10.	Format for Electrical & Fire safety audit report-2020-21	17

NOTICE INVITING TENDER (NIT)

Tender for Electrical Audit of All the Branches Offices/ Currency Chests/ Quarters/ Administrative Units under Kolkata Circle Office

Canara bank, hereby invite you to tender for the above work.

Submission of Bids:

The bidder shall submit the bid in one sealed **main envelope** containing two separate sealed **envelopes** and these two envelopes shall be super scribed as "**Envelop--I**" and "**Envelop--II**" respectively.

- a) The bidder shall clearly write on envelop--1 the words "Technical Bid for Electrical Audit of All the Branches Offices/ Currency Chests/ Administrative Units under Kolkata Circle Office" of Canara Bank. Earnest Money Deposit, amounting to **Rs.10,000/- (Rupees Ten Thousand Only)** and Tender fee of **Rs. 1000/- (Rupees One Thousand Only)** in the form of **Bank Draft drawn in favour of** Canara Bank, payable at Kolkata, must accompany Technical Bid) of tender.
- b) The bidder shall clearly write on envelop--II the words "**Price Bid for Electrical Audit of All the Branches Offices/ Currency Chests/ Administrative Units and flats under Kolkata Circle Office**" at Canara Bank, Kolkata.
- c) The bidder shall clearly write on **main envelop** the words **Technical & Price Bid for Electrical Audit of All the Branches Offices/ Currency Chests/ Administrative Units and flats under Kolkata Circle Office**" at Canara Bank, Kolkata.

All the envelopes shall be addresses to:

**The Senior Manager
Canara Bank
Premises and Estate Section
Circle Office, Kolkata
5th Floor, Bells House, 21 Camac Street,
Kolkata-700016, 033-22831501**

Name and address of the bidder:-- *(To be filled by the bidder) on the left side of envelop*

If all the envelopes are not sealed and marked as mentioned above, the Bank shall assume no responsibility for the misplacement or premature opening of the bid. In that case, bidder will be disqualified and their tender will not be considered

Time and Date of Submission of tender: On or before 3.00 p. m on 18.01.2024.

Submission will be valid:

- i. If copies of the tender documents are submitted in the manner specified before the aforementioned closing date specified.
- ii. Submission cannot by Fax transmission.
- iii. The bid not accompanying tender Fees and EMD is liable to be rejected.

Tender shall be valid for the period of 90 days from the date of opening of Price Bid and may be accepted at any time before the expiry of such period. EMD will be forfeited if the bidder withdraws the offer before expiry of the said period.

DATE OF OPENING:

- **Technical Bid will be opened on 18.01.2024 at 3.30 PM in presence of bidders who desire to attend.**
- **After Technical evaluation, Cover II of shortlisted bidders shall be opened.**

PREBID MEETING:

Please send queries related to tender till 5.00 pm by 04.01.2024 on our mail ID pecokol@canarabank.com for the needed clarifications. The Vendors are requested to make a site visit at branch/ offices, Circle Office and Regional Offices. Pre-bid meeting will be held on 05.01.2024 at 11.30 am at Canara Bank Circle office, 21, Camac Street, Kolkata.

Cover-I: Shall contain Earnest Money Deposit and Part I of the tender document signed and sealed on each page by authorized signatory. **Tenders without EMD and Tender fee will be summarily rejected.**

Cover I of the tender shall also contain the following:

- (a) Power of attorney/authorization with seal of company/ firm in the name of person signing the tender documents.
- (b) List of deviation, if any, in commercial terms & conditions
- (c) List of deviation, if any, in technical specification.

Bank has the right to accept/reject any/all tenders without assigning any reasons.

Any Corrigendum/addendum, if any, shall be issued only on Bank's web site. Kindly visit our Bank's website before submission of Tender.

The Assistant General Manager
Canara Bank
Circle Office Kolkata

PLACE: Kolkata
Date: 27.12.2023

Eligibility Criteria:

The eligibility criteria for the bidder taking part in this bid process as under:

1. **The Engineer carrying out the Electrical Audit must be an accredited Energy Auditor from BEE (Bureau of Energy Efficiency) Attach proof.**
2. Agency/individual must have valid GST No.
3. Agency/individual must have PAN No.
4. Agency/individual must be an Income Tax Assessee for the last three years.5.
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 of Rs. 3.00 Lakhs during last Five years.

OR

The firm should have satisfactorily completed two similar jobs, each worth minimum Rs. 2.00 Lakh during last Five years

OR

The firm should have satisfactorily completed three similar jobs, each worth minimum Rs. 1.50 Lakh during last Five years.

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

7. Agency/firm must have turnover of 3,00,000/- (Rs Three Lakhs Only) per annum for last three years.
8. Similar jobs shall mean Electrical Audit work executed in Government/Private/Public Sector Undertakings/Reputed firm.
9. Individual/Agency should have own office in Kolkata or Adjoining Areas. The firm should have its own office functioning in Kolkata or Adjoining Areas for not less than two years as on the date of commencement of issue of Application Forms.

PLEASE NOTE THAT

- I. **All the documents related to the eligibility criteria as mentioned above in 9 points to be submitted.**
- II. **Certificate of BEE (Bureau of Energy Efficiency) of all the Engineers carrying out the Electrical Audit must be submitted.**

Instructions to the Applicants for furnishing information as a Part 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 Electric Auditors, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule.
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 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.
5. 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.
6. **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, provided the L2 and L3 service provider agrees to match the rates quoted by L1 service provider and agrees for all the terms and conditions. In case L2 service provider is not willing to match L1 rates, Bank will call L3, L4, L5 service providers etc. In the event of L3, L4 etc., service provider not matching the L1 rates the entire quantity will be awarded to L1. **Splitting of order will be applicable in Electrical & Fire safety Audit of Flats, Branches and Currency chests only.**
7. Applications containing false and / or inadequate information are liable for rejection. While filling up the application with regard to the list of important projects completed Clarification, if any required, may be obtained from the office of

The Senior Manager
Canara Bank
Premises and Estate Section
Circle Office, Kolkata
5th Floor, Bells House, 21 Camac Street,
Kolkata-700016,

8. Contact details: Senior Manager P&E, Tel: **033-22831501**
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 applications which are received after due date & 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/ Currency Chests/ Administrative Units/Quarters in the West Bengal, Sikkim and Andaman Nicobar area 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 P&E Section Circle Office Kolkata.
12. 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.
13. Electrical Audit of all the Branches / Offices/ Currency Chests/ Administrative Units/Quarters must be completed within Six months from the date of awarding the contract.
14. Interested vendors may download the tender from Bank's website/
<http://www.canarabank.com/tenders.aspx>
15. Submission of tenders in any other format will not be entertained & will be summarily rejected.
16. The earnest money deposit of all the unsuccessful bidders will be returned. 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.
17. Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.

18. ORDER CANCELLATION

- a) 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.

19. PERFORMANCE BANK GUARANTEE

Successful bidder should produce an unconditional Performance Bank Guarantee from a Scheduled Bank (other than Canara Bank) equal to 10% of the total cost of the project and effective for the period of 2 years from the date of work order. During the period of contract

20. The actual quantity of Branches / Offices/ Currency Chests/ Administrative Units to be audited may vary from the projected quantity as per the requirements of the Bank.
21. Any delay in completion of the work over the stipulated period will attract penalty of 1% of the contract value per day subject to maximum of 10% of the contract value.
22. Earnest Money Deposit of Rs. 10,000/- & Tender fee of Rs.1000/- in the form of a demand draft by a scheduled commercial bank favoring Canara Bank, payable at Kolkata must be submitted along with the Technical Offer. Offers not accompanied

with Earnest Money Deposit and Tender fee 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.

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

- a) 90% of the payment shall be released after receiving the audit report duly completed in prescribed format
- b) 10% of the payment shall be released after joint certification of closure of all points noted in the audit report. No advance will be paid.
- c) Payment will be made by Circle Office Kolkata.

25. LOCATIONS TO BE COVERED

The services will be required to be provided for our Branches / Offices/ Currency Chests/ Administrative Units both existing and will be opened during two years from release of work order under West Bengal, Sikkim and Andaman Nicobar area during the validity of the contract.

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 Kolkata and only court in Kolkata shall have jurisdiction to determine the same.

27. TIME PERIOD.

- 28.** The work has to be completed within a period of **60 days for West Bengal & Sikkim /Andaman & Nicobar Region** from the date of receipt of the Purchase order by the bidder. Time is the essence of the Contract. Time Period shall be firm and binding on the bidder / vendor. The successful bidder shall co-ordinate the activities relating to provision of infrastructural facilities within the scope of the Bank. Such facilities shall be specifically listed out by the Bidder at the time of submission of the RFP.

SCOPE OF WORK

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

- a) Physical inspection of the Flats/Quarters/Branch/Currency Chest/Office premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical hazards (shocks, fires, etc.).
- b) Review of protection devices / system of the electrical installation including fuses, ELCB, MCB, MCCB, master electrical switch, etc.
- c) Review of adequacy of cables, motors, etc. based on actual load current measurements and cable current carrying capacities.
- d) Review the EPM (Electrical Preventive Maintenance) programme and to examine documentation, checklists, test records, etc. and to suggest recommendations as per applicable standards.
- e) 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.
- f) Review of Electric Fire safety Hazards including Fire protection of electrical installations.
- g) Display of danger signboard
- h) Use of electrical rubber mats, rubber gloves, etc.
- i) Provision of identification tag of cables, cable glands, sealing of cable entry and unused holes
- j) Upkeep and housekeeping of electrical installations
- k) Provision of indicating lamps on the control panels
- l) Use of 3-pin plug and socket
- m) Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, and maintenance practices, etc. (Wherever required)
- n) Adequacy of rating of electrical equipment and installation
- o) Adequacy of isolation of current carrying parts
- p) Lightning protection
- q) Weather protection of outdoor electrical equipment and fittings
- r) Cables - dressing, routing, identification tags, glands, lugs, armored earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, colour coding.
- s) DG Set - emergency switch, oil leakage, stack and noise monitoring.
- t) UPS and battery room
- u) 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:

- a) Infrared Thermography: HT/LT panels where applicable, DBs, MCBs, SMDB (Light & 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 of Canara.
- 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:

- a) 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 for rectification of anomalies, defects and observations so recorded in the audit report.

6. SCOPE:

Scope of work includes Comprehensive Electrical Audit on the following measures and recommendations for defect rectification:

- a) Visiting each and every branch / offices
- b) Conducting Electrical Audit. Electrical Auditor must consist of non-scaled sketch of layout of the branch. Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
- c) Suggestion and corrective measures necessary towards electrical fire and safety measures, Upgradation in the electrical system, electrical load, connected load, sanctioned load, enhancement of load etc.
- d) **Immediate rectification work required to avoid unsafe condition to be mentioned in the report and to be informed to Branch Manager.**
- e) Submission of Comprehensive Report as per Annexure enclosed (Electrical & Fire safety Audit Report 2020-21), observed/verified during Branch/office inspection. Triplicate report to be prepared. One for Branch, one for Regional office and one for P&E Section, Circle Office.

BASIC INFORMATION

1.	Name of the applicant / organization	
2.	Complete Postal address of the Registered Office	
i.	Contact Person	
ii.	Phone/ Mobile nos.	
iii.	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.	Email ID	
4.	Year of establishment (enclose supporting document)	
5.	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	
6.	Details of registration - Whether Partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	
7.	No. of years of experience in the field and details of work. (enclose supporting documents: Work order, Completion Certificate)	
8.	Details of registration with : Bureau of Energy Efficiency (Enclose certified copies of documents as evidence).	
9.	Yearly turnover of the organization during last 3 years (year wise).	
i.	2020-21	
ii.	2021-22	
iii.	2022-23	
10.	Income Tax Return Certificate	
11.	PAN No.	
12.	GST No.	
13.	Detailed description and value of works done (Work Experience of Banks and RBI will be given preference)	
14.	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.	
15.	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.	
16.	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.	

PERFORMA 1

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 work handled	Date of joining	Experience in Electric Audit

****All the above Technical Personnel/Engineers carrying out the Electrical Audit must be an accredited Energy Auditor from BEE (Bureau of Energy Efficiency). Certificate of BEE (Bureau of Energy Efficiency) of all the Engineers carrying out the Electrical Audit must be submitted.**

PERFORMA 2

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

One similar job worth minimum 80% of ` during last Five years.

Or

Two similar jobs, each worth minimum 50% of ` during last Five years

Or

Three similar jobs, each worth minimum 40% ` during last Five years.

Sl. 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	Completion Period Stipulated (Year)	Actual (Year) of completion	Any other relevant information.

Work order and completion report must be submitted as supporting documents

PRICE BID

PLEASE NOTE THAT PRICE BID WILL BE EVALUATED FOR EACH INDIVIDUAL WORK AND ACCORDINGLY L1, L2, L3, L4..... VENDOR WILL BE DECIDED FOR EACH INDIVIDUAL WORK HENCE PRICE BIDS TO BE SUBMITTED IN TEN ENVELOPS FOR EACH INDIVIDUAL WORK AS MENTIONED BELOW.

THESE TEN ENVELOPS SHALL BE SUPER SCRIBED AS " ELECTRICAL & FIRE SAFETY AUDIT OF (AS MENTIONED BELOW)."

ENVELOP II SHALL CONTAIN THESE TEN ENVELOPS.

Individual works are as follows:

1. Electrical & fire safety audit of Branches/Currency Chests under Kolkata Circle Office
2. Electrical & fire safety audit of premises/building of Regional Office Kolkata-I
3. Electrical & fire safety audit of premises/building of Regional Office Kolkata-II
4. Electrical & fire safety audit of premises/building of Regional Office Kolkata-III
5. Electrical & fire safety audit of premises/building of Regional Office Howrah
6. Electrical & fire safety audit of premises/building of Regional Office Durgapur
7. Electrical & fire safety audit of premises/building of Regional Office Baharampur
8. Electrical & fire safety audit of premises/building of Regional Office Siliguri
9. Electrical & fire safety audit of Circle Office Kolkata Building (Ground floor to 6th floor)
10. Electrical & fire safety audit of Flats/ buildings under Circle Office Kolkata in Kolkata, Durgapur and Andman & Nicobar isalnds

There are 10 no. staff quarters including one Holiday Home as furnished in Annexure-E. So we shall count 10 no. works for each individual Staff quarter premises/building. Please note that Audit report for each Staff quarter Premises/ building will consist individual reports in format as detailed in annexure A & B for each Flat. For example Audit report for a work order of Staff Quarter at 58/76, Prince Anwar Shah Road (Suppose there are 6 flats) shall consist 6 individual reports i.e. one report in Annexure A & B for each flat along with all other information of Staff quarter Premises/ building as a Whole in Annexure A & B.

The bidder shall clearly write on envelop--II the words "Price Bid for Electrical Audit of All the Branches Offices/ Currency Chests/ Quarters/ Administrative Units under Kolkata Circle Office" at Canara Bank, Kolkata.

To
The Assistant General Manager
Canara Bank

**Premises and Estate Section
Circle Office, Kolkata**

Dear Sir,

Sub: Appointment of Electric Auditor for carrying out Electrical & Fire safety Audit of Branches/ Offices/ Currency chests/ Administrative units/ Quarters/Flats etc under Kolkata Circle Office.

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

Branches/Currency Chests under Kolkata Circle Office	Quoted Rate per branch* (Rs.)
Electrical Audit	

Regional Office Kolkata-I	Quoted Rate
Electrical Audit	

Regional Office Kolkata-II	Quoted Rate
Electrical Audit	

Regional Office Kolkata-III	Quoted Rate
Electrical Audit	

Regional Office Howrah	Quoted Rate
Electrical Audit	

Regional Office Durgapur	Quoted Rates
Electrical Audit	

Regional Office Baharampur	Quoted Rates
Electrical Audit	

Regional Office Siliguri	Quoted Rates
Electrical Audit	

Kolkata Circle Office Building (Ground floor to 6th floor)	Quoted Rates
Electrical Audit	

Branches/Flats in Andman & Nicobar Islands	Quoted Rate per branch
Electrical Audit	

Quarter/Holiday Home Name, address	Quoted Rates
Electrical Audit	

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 whatsoever.
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 months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.
5. Deduction of TDS will be as per rules.
6. We will not claim any additional charges from Canara Bank or its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc.

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

Date:

Signature of the Vendor

Name

Seal

ANNEXURE-A

REPORT ON THERMOGRAPHY TEST ATBRANCH (DP CODE)

INTRODUCTION

EQUIPMENT USED

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

Observation/Recommendations:

Images from Infrared Camera (Main Incomer, Main Panel, AC DB, LDB, RDB, UPS etc.) both Infrared and Visible Images to be given

Description for each image:

Observation/Recommendations for each image:

ANNEXURE-B

ELECTRICAL AND FIRE SAFETY AUDIT REPORT-2020-21/2021-22

I. Basic Branch Information:

Sl No.	Details	Remarks
1.	Name of the branch	
2.	DP Code	
3.	Contact number of branch	
4.	Name of Electrical Auditor	
5.	Contact no Electrical Auditor	
6.	Date of Visit of Auditor	
7.	Name of power supply company/ department	
8.	Sanctioned load for branch/office	
9.	Connected load	
10.	Actual load as measured on date of inspection	
11.	Is there any penalty paid by the branch/office for exceeding contract demand?	
12.	Average power factor	
13.	Is there any penalty paid by the branch/office for low power factor?	

II. Thermography:

Sl No.	Thermography of panels (Yes/No)	No. of locations/spot (where abnormal conditions found)	Details of heating (attach thermography image and system generated report)	Reason

III. Readings and findings:

Readings at Incoming Supply Panel				
Parameter Checked	Test Point	Reading	Normal Range	Remarks
Voltages at incoming panel (V)	L1-N			
	L2-N			
	L3-N			
	N-E			
Current readings at incoming panel (A)	L1			
	L2			
	L3			

	N			
Power consumed per phase (KW)	L1			
	L2			
	L3			
Frequency of supply (Hz)	L-N			
MCB/MCCB/Isolator rating				
Cable size from main breaker to facility				

IV. Assessment of Electrical Circuit:

Sl No.	Description	Remarks
1.	Whether adequate rating of cables/MCCB used in electrical premises (if no, give proper rating in remarks section)	
2.	Conditions of cabling carried out in the premises whether any loose/hanging wires available?	
3.	Are there any overheated chokes or cables at the site?	
4.	Electrical load as measured by clamp meter (KWs)	
	a. L1 Phase	
	b. L2 Phase	
	c. L3 Phase	
5.	Whether electrical load balancing is acceptable?	
6.	Generator rating, make and conditions	
7.	Whether changeover switch is in good condition?	
8.	Are there any separate earthing connections for raw power, UPS and generators?	
9.	Whether there is proper termination of cables with aluminium or Copper lugs	
10.	Are there any temporary electrical joints provided for wire extensions? If it cannot be eliminated, is proper taping and insulation done?	
11.	Are there any visible damages to any electrical cable	
12.	Are all electrical panels properly earthed? Are the earth pits available and maintained properly?	
13.	Earthing value as measured by earth clamp meter (Earthing continuity testing: This test is conducted to find out any equipment that has not been earthed properly and in compliance with Indian Electricity Act 1956, IS-1200 part I and as per IS-3043 of 1966. It has to check with the help of continuity testing meter and Earth resistance meter).	
14.	Is inverter available in the premises? Details of make of inverter, no. of batteries and make	
15.	Whether any old inverter/UPS/ Batteries are lying unused in the premises that are due for disposal? If	

	yes, count, capacity and make of the same to be provided.	
16.	Whether UPS capacity provided is sufficient for connected load in branch/office	
17.	Are there any inflammable/combustible materials stored at electrical/ UPS battery room?	
18.	Whether appropriate and proper ventilation/exhaust options are available at the places where batteries are kept?	
19.	Are stabilizers provided for individual AC units?	
20.	Are fire extinguishers available in various locations?	
21.	Are the fire extinguishers calibrated?	
22.	Are CFL or LED Lights used in the premises? Is replacement of lights required for better ambience?	

V. Energy Meter details:

Service provider	Quantity	Type	Rating	Meter number	Average bill per month

VI. A). UPS System 01: serial No.....

Make of UPS:

Age of UPS equipment:

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

B). UPS System 01: serial No.....

Make of UPS:

Age of UPS equipment:

Parameter checked	Test Point	Reading	Normal range	Remarks
Voltages at input of UPS	Phase-N			
	N-E			

(V)				
Voltages at output of UPS (V)	Phase-N			
	N-E			
Load on the UPS (KVA)	O/p of UPS			
Frequency of supply (Hz) at O/p	O/p of UPS			

C). Battery Details:

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

VII. AC Systems Details:

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

VIII. Electrical Load Details:

Sl. No.	Description	Wattage	Quantity	Total power consumed	Remarks

IX. Observations and suggestions for rectification of Electric Fault & Fire Hazards:

Sl. No.	Observations	Suggestion for rectification

- X. Immediate rectification work required to be done to avoid unsafe condition to be mentioned:

Sl. No.	Observations	Suggestion for rectification

- XI. Is there any suggestion and corrective measures necessary towards electrical & fire safety measures, Up gradation in the electrical system, electrical load, connected load, sanctioned load, enhancement of load etc.?

a) Electrical safety related measures

b) Fire Safety related measures

XII. Other findings and recommendations:

- XIII. Non-scaled sketch of layout of the branch with single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.

SEAL AND SIGH OF BRANCH

SEAL AND SIGN OF AUDIT FIRM

ANNEXURE-C

Contractor Report

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

Observation of Electric Auditor:

Rectification work completed: (YES/NO)

Remarks

DATE SEAL AND SIGH OF BRANCH

DATE SEAL AND SIGN OF AUDIT FIRM

ANNEXURE D

Site Visit Report

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

Audit/inspection in our Branch/Office has been done on-----
-----.

Branch Head Seal

Signature

Name

Contact No.

Date:

ANNEXURE E

SI No.	NAME & ADDRESS OF QUARTERS
1	Quarters at 58/76, Prince Anwar Shah Road, P. S. Tollygunge, Kolkata, West Bengal.
2	Quarters at Uttara in Block A & Madhama in Block B, 221, B. B. Chatterjee Road, P. O. & P. S. Kasba, Kolkata - 700042, West Bengal.
3	Quarters at Deepshika, 10, Gariahat Road (South), P. S. Lake, Kolkata - 700031, West Bengal.
4	Quarters at Calcutta Green (E. M. Bypass), 1050/2, Survey Park, Santoshpur (Ajoy Nagar), P. S. Jadavpur, Kolkata - 700075, West Bengal.
5	Quarters at Tulip Apartment, 12/1B, Jamir Lane, P. O. & P. S. Ballygunge, Kolkata - 700016, West Bengal.
6	Holiday home at 34A, South End Park, (Previously 34, Gariahat Road), P. S. Lake, (Previously Tollygunge), Kolkata - 700029, West Bengal.
7	Quarters at Garden Apartment, Block No. 2 & 3, 25, Gariahat Road (South), P. S. Kasba (Previously Jadavpur), P. O. Dhakuria, Kolkata - 700031, West Bengal.
8	Quarter at Alipore Park Tower, 8B, Alipore Road, P. O. & P. S. Alipore, Kolkata - 700027, West Bengal.
9	11 Dover Park PO Sarat Bose Avenue PS - Ballygunge Kolkatta
10	Canara Bank Quarter Helen Keller Sarani Sec 2A, Bidhan Nagar Durgapur Dist : Barddhaman (BURDWAN) WB
11	Canara Bank Quarter Holiday Home in Andman & Nicobar islands