



# CANARA BANK

GENERAL ADMINISTRATION SECTION,  
CIRCLE OFFICE, BHUBANESWAR  
E-mail: pecobhu@canarabank.com

## DOMESTIC TENDER

# TENDER DOCUMENT

(ELECTRICAL FIRE SAFETY AUDIT)

AT BANK BRANCHES/OFFICES/  
ATM/OWN BUILDINGS  
UNDER  
CANARA BANK  
CIRCLE OFFICE BHUBANESWAR

Tender Reference No: RFP-BHU-EFSA-01/2024

**NOTICE INVITING THE TENDER, GENERAL RULES & INSTRUCTIONS TO  
TENDERERS, OFFER LETTER, SCOPE OF WORK, APPLICATION,  
PROFORMAS, FINANCIAL BIDS.**

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**NOTICE INVITING TENDER**

To,

M/s

The Assistant General Manager, Canara Bank, Circle Office, Bhubaneswar invites sealed Tenders from Electrical Auditors to carry out Electrical Fire Safety Audit of offices, branches, ATMs and own buildings located at various districts of Odisha numbering approximately 350 plus branches/offices/ own buildings as per Audit Performa given in the Format enclosed.

Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven (07) days from the date of notification of Tender Document, it shall be considered that the Tender Document is complete in all respects.

The interested vendors fulfilling the following conditions may apply in two Bid System (Technical Bid and Financial Bid):

1.	Name of Work	<b>ELECTRICAL FIRE SAFETY AUDIT FOR OFFICES/BRANCHES/OWN BUILDING OF CANARA BANK UNDER BHUBANESWAR CIRCLE OFFICE</b>
2.	Time allowed for completion	<b>2 months</b> from the day of issue of Work Order. Time is the essence of the Contract. Delay will be penalized suitably @1% per week of delay.
3.	EMD for tender document	<b>30,000/-</b> Payable to Canara Bank, Circle Office, Bhubaneswar & payable at Bhubaneswar (DD to be enclosed along with <b>TECHNICAL BID ENVELOPE ONLY</b> )
4.	Availability of tender document	In our website 29.08.2024 upto <b>12.09.2024(3.00PM)</b>
5.	Date and time for submitting the technical and financial bid as per the format prescribed in the tender document	<b>29.08.2024</b> (From 10:00 AM) TO <b>12.09.2024</b> (up to 03:00 PM)
6.	Address at which the applications are to be submitted	Assistant General Manager, Canara Bank, General Administration Section, Circle Office Bhubaneswar, Plot no 1556(P) & 1561(P) Jagamara, PO- Khandagiri Bhubaneswar. Pin. 751030 Telephone- 0674-2353123 Email: <a href="mailto:pecobhu@canarabank.com">pecobhu@canarabank.com</a>
7.	Date and time of opening of Technical Bid	<b>12.09.2024</b> by 03.30 PM

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8.	Date and time of opening of Financial Bid	Will be intimated subsequently only to such applicants who comply with the Eligibility criteria as a part of evaluation of Technical Bid.
9.	Place of opening Application	Canara Bank, Circle Office, Bhubaneswar
10.	Liquidated Damages	1% of the total contract amount per week beyond the date of completion subject to maximum of 10% of the contract value.
11.	Technical Bid Qualification Criteria	For qualifying in Technical Bid an entity should satisfy <b>the eligibility criteria</b> mentioned. So please read the document carefully before applying so that unnecessary applications can be avoided.
12.	For clarification and other details	Please contact : General Administration Section, Canara Bank C.O. Bhubaneswar, Ph:- 0674-2353123/ 9438885452
13.	For clarification and other details	Please contact : General Administration Section, Canara Bank C.O. Bhubaneswar, Ph:- 0674-2353123/ 9438885452
In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time.		
Canara Bank has the right to accept/reject any/all tenders without assigning any reasons.		

**GENERAL RULES & INSTRUCTIONS TO TENDERERS:**

- 1) As the current Canara Bank C.O. Bhubaneswar possesses a vast area under itself, it has been proposed to call for open tender from all eligible electrical auditors/ consultants/ engineers having a minimum of **5 years** of past experience in the work of similar nature with any PSU or State/Central Govt. organisation.
- 2) **The engineer carrying out the Electrical Audit must be an accredited energy auditor from BEE (Bureau of Energy Efficiency).**
- 3) Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
- 4) Decision of the Bank in regard to selection of Electrical Auditor will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
- 5) **Each page of the application shall be signed.** The application shall be signed by person / persons on behalf of the organisation having necessary authorisation / Power of Attorney to do so.
- 6) If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa and serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.
- 7) The work involves visiting the branches / offices/ own buildings at various locations in Odisha to carry out Electrical Audit as per the Audit Performa given in the Tender Format.
- 8) The rates quoted shall be binding for **Twenty Four months** from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount (EMD) will be forfeited.
- 9) Electrical Audit of all the branches/offices must be completed within **Two months** from the date of awarding the contract. For work orders for separate branches within the time of two years of contract, works should be completed within one week or as mentioned in the work order.
- 10) Interested Auditors may download the tender from Bank's website/  
[www.canarabank.com/tenders.aspx](http://www.canarabank.com/tenders.aspx).
- 11) Submission of tenders in any other format will not be entertained & will be summarily rejected.

- 12) The earnest money deposit of all the unsuccessful bidders will be returned within a period of -30- days from the date of opening of the received tenders. However, in case of the lowest/successful bidder backing out from the terms and conditions mentioned in his tender or refuses to honour his tender, the earnest money deposit will be forfeited.
  - 13) Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
  - 14) **ORDER CANCELLATION:** - If the individual/agency fails to deliver services within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. The Bank reserves the right to cancel the order in the event of delay in services and forfeit the Earnest Money Deposit.
  - 15) The actual quantity of branches/offices to be audited may vary from the projected quantity as per the requirements of the Bank.
  - 16) Any delay in completion of the work over the stipulated period will attract penalty of 1% of the contract value per week subject to maximum of 10% of the contract value.
  - 17) Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within **seven (07) days** from the date of notification of Tender Document, it shall be considered that the Tender Document is complete in all respects.
  - 18) Earnest Money Deposit of **Rs. 30,000/-**, in the form of a demand draft/pay order issued by a scheduled commercial bank **favouring Canara Bank Circle Office, payable at Bhubaneswar** must be submitted **along with the Technical Offer only**. Offers not accompanied with Earnest Money Deposit will not be accepted. This amount will be forfeited if, having been selected by the Bank for the job, the bidder refuses to accept work order or having accepted the work order, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit. The Earnest Money Deposit will be refunded to the unsuccessful bidders. The Earnest money paid by the successful bidder will be released only after completion of the contract period of two years. EMD is to be submitted along with Technical bid. Submission of the EMD in the Financial bid envelope shall render the tender being rejected on the grounds of non submission of the EMD.
  - 19) Earnest Money Deposit is exempted for the Applicants registered with National Small Industries Corporation Ltd (NSIC), with specific exemptions permitted by NSIC. Necessary proof shall be submitted along with the tender
- SIGNATURE OF TENDERER.....

in the Technicalbid. (However, those who have exemption certificate from NSIC/Similar Government authorities as per provision of MSME Act will be exempted from submission of EMD subject to the submission of valid document/certificate to that effect.)

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

21) **PAYMENT TERMS:-** 100% OF THE PAYMENT SHALL BE RELEASED AFTER SUBMISSION OF ELECTRICAL AUDIT REPORT TO BRANCH REGIONAL OFFICE/CIRCLE OFFICE. NO ADVANCE WILL BE PAID.

22) **LOCATIONS TO BE COVERED:** - The services will be required to be provided for all our Bank branches/ offices /Own buildings, coming under 5 Regional Offices of Bhubaneswar Circle located at various locations of Odisha, in both existing and opened/shifted during two years from release of work order. The broad areas presently under the jurisdiction of our above Regions are detailed below. However, the individual/agency would be bound to conduct electric audit in any place not covered in this list where the Circle Office, Bhubaneswar establish a Bank branch /Office/ own building during the validity of the contract.

Sl. No:	Regional Office	Districts Covered
1	Bhubaneswar	Khordha, Puri
2	Cuttack	Cuttack , Jagatsingpur, Kendrapara
3	Berhampur	Gajapati, Ganjam, Kalahandi, Kandhamal, Koraput, Malkangiri, Nabarangpur, Nayagarh, Rayagada
4	Bhadrak	Baleswar, Bhadrak, Dhenkanal, Jajpur, Mayurbhanj
5	Sambalpur	Angul, Balangir, Bargarh, Boudh, debagarh, Jharsuguda, Kendujhar, Nuapada, Sambalpur, Subarnapur, Sundargarh

23) **SETTLEMENT OF DISPUTE:** -All disputes and differences of any kind whatsoever arising of or in connection with the contract whether during or after completion of contract shall be deemed to have arisen at **Bhubaneswar** and only court in **Bhubaneswar** shall have jurisdiction to determine the same.

24) **ELIGIBILITY CRITERIA:-**

- a. The engineer carrying out the Electrical Audit must be an accredited energy auditor from **BEE (Bureau of Energy Efficiency)**.
- b. The Electrical Safety Auditor requires to furnish their PAN No, GST No, VAT/Sales Tax No. Registration details of firm with TIN No, etc.



- c. Agency/individual must be an Income Tax Assessee for the last three years. Agency/firm must have **turnover of 5.0 lacs** per annum for last three years.
- d. The agency/individual should have at least 3 years of experience of carrying out electric audit at PSUs, Govt. organisations and should submit at least three work order/completion certificates in the past 3 years.
- e. The firm should have satisfactorily completed **at least one similar Job** worth **5.0 lacs (minimum)** for single office or multiple offices/branches of Single Organisation through **one contract** during last Five years.

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

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

SN	Eligibility Criteria	Documents Required																
1	Should have at least past <b>3 years of experience</b> of carrying out electrical Audit.	Proof should be enclosed. (at least three work order/completion certificates in the past 3 years)																
2	Annual Turnover from Electrical Audit for the last three years should be minimum <b>5 Lakhs</b> . The Firm/ company should be in profit during the last three years from Electrical Audit.	<p><b>Copy of Audited Balance Sheet and Profit and Loss account</b> should be submitted for the <b>last three years. i.e., 2021-22, 2022-23 and 2023-24</b> being carried out <b>Electrical Audit</b>. Certificate from Chartered Accountant with <b>CAs Registration number, seal &amp; sign</b> clearly specifying the stake of <b>Electrical Audit services in the Balance Sheet / P &amp; L account statement</b>.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sl. No.</th> <th>Financial Statement for the Year</th> <th>Turnover (in Lakh)</th> <th>Profit/ Loss</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2023-24</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>2022-23</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>2021-22</td> <td></td> <td></td> </tr> </tbody> </table>	Sl. No.	Financial Statement for the Year	Turnover (in Lakh)	Profit/ Loss	1	2023-24			2	2022-23			3	2021-22		
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1	2023-24																	
2	2022-23																	
3	2021-22																	
3	Should be registered with Tax Authorities for Sales VAT/ Sales Tax No, TIN Registration, IT, GST, etc and Tax clearance certificate	The registration no. of the firm /company along with <b>Sales Tax no./ Valid IT Certificate / GST Certificate / Certificate of Incorporation/ TIN Number</b>																
4	Should have undertaken one similar job of minimum <b>5 Lakhs</b> for a single office or multiple offices/ branches of Single Organisation through <b>one contract</b> during last five years.	Proof should be enclosed like order copy with satisfactory work completion certificate.																

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	Similar jobs means Electrical Audit work executed in Public Sector Banks/ Public Sector Undertakings/ State/ Central Government organisation	
5	Electrical Audit must be carried out by an accredited energy auditor from BEE.	Copy of valid extant certificate from BEE (Bureau of Energy Efficiency).
6	The Tenderer shall not be owned or controlled by any director or employee of the Bank or their relative having the same meaning as assigned under section 2(77) & 6 of the Companies Act 2013.	A declaration / undertaking duly signed and stamped by the Owner/s of the company/ firm/ proprietorship on the Letter head.
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.	In this respect, the Bidders shall submit declaration as per Bank's prescribed format on their Company/Firm Letter head paper duly sealed & signed.

25) **SELECTION:-** The selection of entity for the above work will be done region wise as per our Circle viz. Bhubaneswar, Cuttack, Berhampur, Bhadrak & Sambalpur, i.e. parties for conducting electrical audit for **different regions will be selected separately**. If same auditor is selected for various regions, the works need to be undertaken simultaneously in various regions and to be completed within the time frame. Hence the auditors who are planning to apply for this tender should ensure the availability of required manpower and equipment at their end to avoid penalty due to delay in completion of project. Vendor participating in the tender should quote the rates for all regions. If price bid of any region is left blank/ not submitted, same tender will be rejected completely.

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

works will be at Bank’s discretion only and Bank may even proceed with L1 vendor only.

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

First Envelope	-1-	Technical Bid (till Page 53)
Second Envelope	-2-	Price bid (from Page 54)
Third Envelope	-3-	Bigger Envelope carrying Envelope 1 & Envelope 2

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

The envelope containing both the bids must be addressed to:

**Assistant General Manager,**  
**Canara Bank,**  
**General Administration Section,**  
**Circle Office Bhubaneswar,**  
**Plot no 1556(P) & 1561(P)**  
**Jagamara, PO- Khandagiri**  
**Bhubaneswar. Pin. 751030**  
**Telephone- 0674-2353123**  
**Email: [pecobhu@canarabank.com](mailto:pecobhu@canarabank.com)**

28) The electrical auditors/ consultants/ engineers pertaining to Odisha state and/ or having base in a certain area of Bhubaneswar Circle will be given preference while assessing their Technical Bid for choosing the eligible entities. **TECHNICAL BID FORM SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPE.**

29) The final selection will be based on the sum of marks obtained in the Technical Qualification and the Financial Bid. However all the parties scoring above minimum marks in Technical Qualification and Financial Bid will be given an opportunity for accepting the price of L1 bidder so that the work can be distributed and can be finished easily. **FINANCIAL BID FORM SHOULD BE SUBMITTED IN SEPARATE SEALED ENVELOPE.**

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

- 31) The application which is received after due date & time is liable for rejection. **Applications incomplete in any respect & which are not legible are liable for rejection.**
- 32) Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations that resort to canvassing will be liable to rejection.
- 33) Only Technical Bid qualified parties will participate in Financial Bid.
- 34) Canara Bank reserves the right to award work and/ or cancel work for any party as per its requirement or in case of any exceptional situation.
- 35) Detailed list of branches/ offices/ Own buildings where electrical audit has to be conducted will be provided from respective Regional Offices after finalization of bidders for each ROs.
- 36) The Electrical fire safety auditor or firm must arrange for the conveyance, lodging expenses men and material required for conducting the safety audit at their cost. The bids submitted will be region wise and should be inclusive of all costs applicable for that region.
- 37) Adequate care should be taken by the electrical auditor during the verification, measuring and recording of the data.
- 38) Any damage to the Bank's property, equipment under testing and measurement during the electrical fire safety audit will be charged to the firm.
- 39) Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in electrical safety aspects and handling of electrical equipment's. The equipment supplied to personnel should meet the related IS Standards/International standards as per the prevailing Rules of Central/State Govt.
- 40) **INDEMNITY BOND:** Contractor shall sign an Indemnity Bond in Bank's approved format (PROFORMA 8) 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 contractor shall be solely responsible
- 41) **Four (4) copies of signed audit report have to be prepared. First (1<sup>st</sup>) copy has to be submitted to the branch, second (2<sup>nd</sup>) copy has to be submitted to the RO, third (3<sup>rd</sup>) copy to Circle Office and fourth (4<sup>th</sup>) copy has to be retained by the electrical auditor. Soft copy in the form of excel sheet of the data captured has to be submitted to the Circle Office unless which**

payment will not be made. The copies of the report to be duly signed by the licensed Electric Auditor/ Engineer on behalf of the firm.

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

For and behalf of Canara Bank  
Assistant General Manager

**Application for Tender**

To

**The Assistant General Manager,  
Canara Bank,**

\_\_\_\_\_

\_\_\_\_\_

Sir,

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

1. I / We have read and understood the pre-qualification notice and instructions to the Applicants and submit my / our applications for Bank's consideration duly filled and complete in all respects according the Performa.
2. I / We further understand that pre-qualification and selection of Electric Auditor will be in accordance with Banks terms and conditions subject to the authority of the Bank to alter or amend the same keeping in view of the exigencies of the work.
3. I / We do hereby declare that the information furnished in the Performa from pages to and in the supplementary sheets is correct to the best of my / our knowledge and belief.
4. I / We have read the instructions appended and all terms and conditions and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Canara Bank, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
5. I / We agree that the decision of Canara Bank in selection of L-1 bidder will be final and binding to me / us.
6. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
7. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

Yours faithfully,

**Signature**

**Name :**

**Organization:**

**Designation**

**Contact no.**

**Seal:**

SIGNATURE OF TENDERER.....

## SCOPE OF WORK

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

- Physical inspection of the office / branch premises with reference to applicable Indian standards, Indian Electricity Rules and other relevant codes of Practice & identifying electrical hazards (shocks, fires, etc.).
- Review of protection devices / system of the electrical installation including fuses, ELCB, MCB, MCCB, master electrical switch, etc.
- Review of adequacy of cables, motors, etc. based on actual load current measurements and cable current carrying capacities.
- Review the EPM (Electrical Preventive Maintenance) programme and to examine documentation, checklists, test records, etc. and to suggest recommendations as per applicable standards.
- To evaluate the earthing system (installation and maintenance) based on IS 3043 (or latest available IS standards) including availability, upkeep and testing of earth pits and to suggest recommendations.
- 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 and housekeeping of electrical installations including the UPS room.
- Provision of indicating lamps on the control panels and in the banking hall covering the CCTV.
- Use of 3-pin plug and socket.
- Fire protection of electrical installations
- Arrangement for repair and maintenance of electrical installations, equipment and appliances including qualified maintenance personnel, accessibility, and maintenance practices, etc.
- Adequacy of rating of electrical equipment and installation
- Adequacy of isolation of current carrying parts
- Lightning protection
- Weather protection of outdoor electrical equipment and fittings
- Cables - dressing, routing, identification tags, glands, lugs, armoured earthing, sealing of cable entry and used holes, adequacy for current carrying capacity, colour coding.
- DG Set - emergency switch, oil leakage, stack and noise monitoring
- UPS and battery room
- Review of the following test records, (if any) evaluating the test results and to suggest recommendations as per applicable standards.

- Insulation resistance tests
- Earth resistance tests.

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

- Infrared Thermography: HT/LT panels where applicable, DBs, MCBs, SMDB (Light & Power), MDB (Light & Power), Wall & Floor Sockets, Stabilizers, UPS, A/C Units, Exposed Terminations of Cables, exposed cables/wiring, etc.
- Earth pit Resistance tests.
- Actual Load Measurements at Normal & Full load including Total Voltage & Total Current Harmonics.
- Power factor of the system and deviation from the applicable standards.

## 3. AUDIT METHODOLOGY:

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

## 4. AUDIT CRITERIA:

- Applicable safety-related statutes including the Electricity Act and Indian Electrical Rules
- National Building Code (Electrical Installations)
- National Electrical Code
- Other relevant Indian standards & codes of practice.

## 5. DELIVERABLES:

The audit team will prepare and submit the electrical audit report as per the methodology. The report shall contain objectives, methodology, executive summary and observations and recommendations.

## 6. SCOPE:

Scope of work includes Comprehensive Electrical Audit on the following measures:



- a) Visiting each and every branch/ office/ own building and verifying the installation (AS DETAILED IN THE FORMATS ENCLOSED).
- b) Electrical Audit.
- c) Suggestion and corrective measures necessary towards electrical fire and safety measures, up-gradation in the electrical system, electrical load, connected load, sanctioned load, enhancement of load etc.
- d) **Detailed (with specification and quantity) estimate and BOQ** for the works to be undertaken in branches/offices/own buildings based on the suggestion and corrective measures. Also, further suggestions, modifications if any need to be provided as per Banks requirement.
- e) Submission of Comprehensive Report as per Annexure enclosed, observed/verified during Branch/office/Building inspection. Quadruplicate report to be prepared. **First (1<sup>st</sup>)** copy has to be submitted to the **branch**, **second (2<sup>nd</sup>)** copy has to be submitted to the **RO**, **third(3<sup>rd</sup>)** copy to **Circle Office** and **fourth (4<sup>th</sup>)** copy has to be retained by the **electric auditor**. **Soft copy** of the data captured has to be submitted to the **Regional & Circle Office** unless which payment will not be made. The copies of the report to be duly signed by the licensed Electric Auditor/ Engineer on behalf of the firm.
- f) The scope includes arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, and preparing reports so as to enable the Bank to take a decision for improvement.
- g) The agency shall maintain following registers on daily basis i.e. Daily progress report and hindrance register. The agency has to submit PERTCHART incorporating all activities required for the completion of the work in time to respective Regional office & Circle office.

TECHNICAL BID

---

SIGNATURE OF TENDERER.....

**APPLICATION FOR ELECTRICAL FIRE SAFETY FOR VARIOUS CANARA BANK OFFICES/BRANCHES UNDER BHUBANESWAR CIRCLE OFFICE IN 5 REGIONAL OFFICES**

1.	Name of the Applicant/Organization	
2.	Complete postal Address of the Registered Office	
i.	Contact Person	
ii.	Telephone nos.	
iii.	Mobile nos.	
iv.	E-mail ID	
3.	Complete Postal address of the Local office through which the proposed works of the Bank will be handled and the Name & Designation of officer in charge	
i.	Contact Person	
ii.	Telephone nos.	
iii.	Mobile nos.	
iv.	E-mail ID	
4	EMD DD Details	
i	DD Number	
ii	Name of Bank	
5.	Year of Establishment (Enclose Supporting Document)	
6.	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents)	

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7.	Name of the Proprietor/ Associates/ Partners/ Directors of the Organization/ Firm. (Enclose certified copies of document as evidence)	
I	Name	
ii	Name	
iii	Name	
iv	Bio-data of Partners/ Associates/ Directors /Proprietor. Bio-data to be Enclosed.	
8	Details of registration -(Enclose certified copies of document as evidence)	
i	Whether Partnership firm, Company, etc.	
ii	Name of Registering Authority	
iii	Date and Registration number	
9	No. of years of experience in the field and details of work in any other field. (Enclose supporting documents)	
10	Details of registration with : Bureau of Energy Efficiency (BEE) (Enclose certified copies of documents as evidence).	
11	PAN Number	
12	GST Number	
13	Income Tax Return Certificate	
14	Yearly turnover of the organization during last 3 years. Furnish copy of audited balance sheet and Profit & Loss A/c (Audited)	

	Financial Year	TURNOVER (in lacs)		
i	2020-21			
ii	2021-22			
iii	2022-23			
iv	2023-24			
	Average Turnover			
15	Details of work undertaken during last 5 years to satisfy experience criteria			
15A	YEAR	WORK ORDER / COMPLETION CERTIFICATE REFERENCE NO	ORGANISATION	DATE OF WORK ORDER
A1	2019			
A2	2020			
A3	2021			
A4	2022			
A5	2023			
A6	2024			
15B	Furnish the details of responsible persons for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.			
	YEAR	ORGANISATION WITH POSTAL ADDRESS	NAME & DESIGNATION	MOBILE NUMBER/E-MAIL

B1	2020			
B2	2021			
B3	2022			
B4	2023			
B5	2024			
16	Similar type of work carried out during last 5 years.			
16A	One similar work of Minimum 5,00,000/- (value)			
A1	i. Completion certificate no			
A2	ii. Date of issuance of Completion certificate			
A3	iii. Value of the work completed (Rs._____)			

SIGNATURE OF TENDERER.....

A4	iv. Completion certificate issuing authority	
A5	v. Complete postal address of the Department	
A6	vi. Email id	
17	Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation. Attach a separate sheet if required.	
18	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
19	Have you been ever disqualified or levied penalty by the bank in past for non fulfilment of the contractual obligations. If yes, please provide details.	
20	Have you in past carried out any works for Canara Bank or its subsidiaries? If yes, give details.	
21	Detailed description and value of works done (Proforma-6) Enclosed( YES/NO)	
22	Name and value of other similar major works on hand in PSU/ Banks/ Govt. Organizations. Details to be given.	

23	List of Technical Personnel employed with profession experience and qualification.	
24	Bank Account Details of the Company (for refund of EMD)	Acc Name: Acc No.: IFSC Code: Bank:

NOTE: Separate sheets, photographs, documents, etc. in support of above can be enclosed. Applicants having valid GST no. will be given preference.

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

**DECLARATION**

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

Place :

Date :

NAME & SIGNATURE OF THE CONSULTANT



**PROFORMA 1 - Technical Personnel and Similar Experience.**

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

Sr . No	Name	Age	Qualificati on	Experien ce	Nature of works handle d	Name of the projects handled	Date from which employed in your organizat ion	Indicat e details of experi ence for similar projec ts
1	2	3	4	5	6	7	8	9

**Notes:**

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

**PROFORMA 2 - Details of infrastructure in office**

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

**Notes:**

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



**PROFORMA 3 - DECLARATION FOR NON BLACKLISTING OF YOUR FIRM**

**TENDER REF: RFP-BHU-EFSA-01/2024**

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

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

**Dated:**

**Signature & Name of the Bidder with seal**

**Notes:**

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

SIGNATURE OF TENDERER.....

**PROFORMA 4 - UNDERTAKING LETTER FOR NON ALTERATION OF DOCUMENT**

The Assistant General Manager,  
Canara Bank,  
General Administration Section,  
Circle Office, Bhubaneswar - 600 018

**TENDER REF: RFP-BHU-EFSA-01/2024**

Dear Sir,

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

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

**Signature & Name of the Bidder with seal**

**PROFORMA 5- CHARTERED ACCOUNTANTS CERTIFICATE FORMAT**

No.. \_\_\_\_\_ Dated. \_\_\_\_\_

To  
 The Assistant General Manager,  
 Canara Bank,  
 General Administration Section,  
 Circle Office,  
 Bhubaneswar- 520008.

**Dear Sir,**

Tender Reference No. \_\_\_\_\_

This is to certify that we,

vide our registration No. \_\_\_\_\_, Auditors of the company/firm  
 M/s \_\_\_\_\_

\_\_\_\_\_ do hereby certify that, the company/firm has turnover and  
 net profit for last three financial Year from **Electrical Audit** given as under:-

Financial Year	Turnover (Rs. In Lacs)	Net profit after tax (Rs. In Lacs)
<b>2021-22</b>		
<b>2022-23</b>		
<b>2023-24</b>		

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

Yours faithfully

(Name & Signature with Seal)

For and on behalf of

M/s \_\_\_\_\_

**UDIN:**

Place:

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

**PROFORMA 6 - LIST OF WORKS COMPLETED BY THE ORGANISATION DURING THE LAST 5 YEARS**

One similar job worth **minimum 5 lacs** during last Five years.

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

**Notes:-**

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

**PROFORMA 7 - PROFORMA OF ELECTRIC SAFTEY AUDIT REPORT**

1. BEE certified Electrical Auditor who is signing the report is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Electrical Auditor report must consist of non-scaled sketch of layout of the branch showing the denomination of the areas used by you in the report.
3. Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults needs immediate attention.
4. Inspection / recommendation report of existing electrical system with your observations and remarks.
5. Photocopy of last three electrical bills of the branches/offices/own buildings /ATM, including marking any discrepancy, if any.
6. Detailed estimate and BOQ for the works to be undertaken based on the suggestion and corrective measures.
7. Branch/office Overview.

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

**8. Branch Installations details:**

Sr. No.	Description	Make and Model	Wattage	Nos. installed Floor wise			Electrical Power Load
				FLOOR NO:	FLOOR NO:	ATM	
<b>1</b>	<b><u>ELECTRICAL FIXTURES</u></b>						
a	2 X 2 LED LIGHT						
b	LED ROUND LIGHT						
c	LED DOWN LIGHT						
d	LED TUBELIGHTS						
e	CFL LAMPS						
f	CONVENTIONAL TUBE LIGHTS						
g	INCANDESCENT LAMPS						
h	CEILING FANS						
i	PEDASTAL/WALL FANS						
j	EXHAUST FANS						
k	WATER DISPENSER						
l	AIR COOLER						
<b>2</b>	<b><u>UPS</u></b>						
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 = .....						

SIGNATURE OF TENDERER.....



	....						
<b>3</b>	<b><u>RAW POWER</u></b>						
a	NOTE COUNTING MACHINE NOT ON UPS						
b	PHOTOCOPIER MACHINE NOT ON UPS						
c	GOLD WEIGHING MACHINE						
d	GOLD PURITY CHECKING MACHINE						
e	GLOW SIGN BOARD						
f	POWER SOCKET						
g	MOTOR 1.5 HP						
h	Lift						
<b>4</b>	<b><u>AIR CONDITIONERS</u></b>						
a	WINDOW AC						
	1.0 TR/1.5TR						
b	SPLIT AC						
	1.0 TR						
	1.5 TR						
	2.0 TR						
c	CASSETTE AC						
	1.5 TR						
	2.0 TR						
	3.0 TR						
	4.0 TR						

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d	DUCTABLE SPLIT AC						
	3.0TR						
	5.5 TR						
	7.5 TR/8.5						
	11.0 TR						
e	VRF/VRV						
	8/10/20 HP						
5	<u>ANY OTHER LOADS</u>						
a							
b							
c							
Total Load Connected							
<p><b>* The list of items provided is for general understanding and is not complete. Auditor to prepare detailed list based on the inventory available in each branch/office/ATM/Bank Owned Building.</b></p>							

**9. Electrical Load Analysis:**

SR. NO.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Total Connected Load		
2	Is Sanctioned load less than Connected load		
3	Additional load required (if any)		
4	Has branch paid any penalties for excessive load		
5	Electrical Load Utilization		
6	Electrical Load on UPS		
7	DG Set installed		
8	DG SET capacity		

SIGNATURE OF TENDERER.....

9	DG set capacity appropriate for connected load (capacity more or less)		
---	--	--	--

**10. Electrical Distribution System:**

SR. NO.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Incoming Voltage		
2	Whether load is balanced in all phases to avoid unbalancing of phases		
3	Type of Wiring (open/conduit)		
4	Whether the sizes of cables/wires are of adequate rating and gauge. (Yes/No) (If No then give suggestion)		
	a.		
	b.		
	c.		
	d.		
	e.		
	f.		
5	Whether cables are properly terminated		
6	Any Clubbing of installations in one point. (Yes/No) (If yes give location and suggestion)		
7	Condition of Electrical cabling carried out in the premises (Good/medium/Poor) (if poor give suggestion)		
8	Whether electrical equipment are operating at specified voltage/ current (within tolerance range)		
9	MCCB/MCB/Master switch is installed in prominent place and is in working condition (Yes/No)(If No then give suggestion)		
10	Any ELCB are installed in branches (Yes/No) (If No then give suggestion)		
11	Whether existing MCCB/MCB/ELCB provided are of adequate rating (Yes/No) (If No then give suggestion for proper		

SR. NO.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
	rating MCB/Master switch)		
12	Whether MCCB/MCB/ELCB provided in Distribution boards are functioning properly		
13	Rating of Fuses/Junction Box are as per standards		
14	Whether single isolating switch is available for the premises and separate switch for the UPS provided at the branch for switching off the non essential loads at premises during the night.		
15	Whether UPS output is provided for CCTV, Fire/ Security alarm system and emergency loads.		
16	Whether ATM/Network room AC's and glow sign boards are provided with timer mechanism of adequate rating and functioning properly		
17	Any hanging/unprotected loose electrical live wires inside the branch premises		
18	Whether power supply to Locker, strong rooms are disconnected by the removal of three core wire and plug arrangement		
19	Earth Pits identified		
20	No. of earth pits available		
21	Condition of earthing with meggered values and whether meggered resistance values are within the standards		
22	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)		
23	Whether separate earthing provided for UPS		
24	Earth Connection to equipments: Proper/Not proper		
25	Whether all plug points are provided with proper earth lead		

SIGNATURE OF TENDERER.....

SR. NO.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED	
26	Earthing continuity at all electrical points (UPS, raw power, lighting, AC, other installations etc.) of the premises			
27	General condition of Main switch, Electric meter board and change over switch			
28	Whether proper arrangement for ventilation of panel room/electrical room/UPS room is provided			
29	Whether paper ,old material or any other scrap kept near DB/panels/UPS/Batteries etc			
30	Electric switch's, devices and equipments-			
	<b>Sr. No:</b>	<b>Particulars</b>	<b>Condition</b>	<b>Remarks/ Recommendations</b>
	1	Old, Outdated switch boards and wiring		
	2	Loose connections/ Joint Wiring		
	3	Improper fuses/Fuses of incorrect rating		
	4	Naked wire inserted into the plug		
	5	Use of light point plug instead of power point plug		
	6	Burned out insulation		
	7	Non provision of circuit breakers of adequate capacity		
	8	Power consumption in excess of the sanctioned LOAD		
	9	Generator load in Amps or KVA at present time of elec. audit.		
	10	Generator earth- (Yes/No)- (Working/Not Working)(0-4 volts is OK)		
	11	Earth L.T Main (N)- (Yes/No)- (Working/ Not Working)(0-4 volts is OK)		
	12	UPS Earth- (Yes/No)-		

SIGNATURE OF TENDERER.....

SR. NO.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
	(Working/ Not Working) (0-4 volts is OK)		
13	Unauthorized use of Heaters Blowers etc		
14	Provision of fire alarm system- (Yes/No)- (Working/Not Working)		
15	Provision of fire Extinguisher- (Yes/No)- (Mention expire date)		
16	CCTV camera is working?		
17	Type of DB's with MCB type/Fuse type)		
a			
b			
c			
d			
e			
f			
31	Whether any generator is kept inside the bank premises (Yes /No) (If yes then give full details-make, capacity, date of manufacturing etc.)		
32	Whether condition of batteries, coolant and RPM of Generator are in proper condition? (Yes/No) (If No then give suggestion)		
33	Whether earthing for body and Neutral are provided for DG sets		
34	Whether DG sets neutral and body are independently grounded		
35	Generator supply line Connect with other building, land-lord building and any Mobile or other batteries from the bank Generator		
36	Total no. of UPS in the branch with capacity		
37	Whether appropriate UPS capacity/ load for branch /offices premises (Yes/No) (If NO give suggestion)		
38	Whether UPS battery Connections are proper		

SIGNATURE OF TENDERER.....

SR. NO.	PARTICULARS	REMARKS		RECTIFICATION RECOMMENDED	
	(Yes/No) (If NO give suggestion)				
39	Status of UPS panel wiring. (Good/medium/poor)				
40	Whether Air conditioners, stabilizers are functioning properly. Please specify the rating, make, model and type of stabilizer				
	Sr. No:	Capacity	Make	Model	Type
	a)				
	b)				
41	Whether the Air Conditioners installed at Branch/office/ATM is as per BEE ratings				
42	Condition of wiring/pipes of Air conditioners				
43	Whether power supply for each AC unit is appropriate and proper connection with main power source (Yes/No) (If no then give suggestion)				
44	Whether UPS and ACs are under AMC (Yes/No) (If No then give suggestion)				
45	Any major fault found in service report of UPS and battery in last three month (Yes/No) (If Yes then give full details with suggestion)				
46	Any overheated element/installations present in the branch				
47	Any other fire risk through electric installation in the premises (Yes/No) (If yes then give details)				
48	Rating of overall fire risk through electrical wiring, switches, MCB etc. (High/Medium/ Low)				
49	Whether penalty is being imposed on electricity bills(It may be ascertained from the electricity bill of April/May/June/July)				
50	Whether all plug points are				

SIGNATURE OF TENDERER.....

SR. NO.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
	provided with proper earth lead		
51	Whether water seepage is observed near any of the Electrical equipment and wirings		
52	Whether diesel i.e. inflammable materials are safely stored		
53	Whether Neutral to earth voltage is within permissible limits		
54	Whether the last person leaving the branch/office is ensuring that the mains are switched off		

**11. Meter Details:-**

Service Provider	Type (3 phase / single phase)	Service No.	Consumption(units) per month	Power factor	Average bill per month

**12. Air Conditioner Details:-**

SR. NO.	TYPE OF AC UNIT	LOCATION	MAKE & MODEL	YEAR	TONNAGE
<b>TOTAL TONNAGE OF AC INSTALLED</b>					

**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	Line-Line					
5	N to Earth					
6	Frequency					

**15. Earthing Details:-**

Earthing	1	2	3	4
Given For				
Type of Earthing				
Earth Resistance				
Earth Voltage				

**16. UPS Details:-**

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

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

**17. Lux Levels**

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

**18. Risk Rating format of Branch/ Office on basis of electricity**

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

--	--	--	--	--	--	--

19. Overall Risk Rating of branch based on audit: High/Medium/Low

20. Observations

21. Recommendations

22. Tips on energy saving

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

- Please attach photos of defective installation/items and mark Cover of Report

Red	:	If it is high Risk.
Yellow	:	If it is Medium Risk.
Blue	:	If it is Low Risk.

The above observations are true and actually recorded by me.

Place:

Date:

Signature & Stamp of Auditor

**Stamp & Signature of Branch In-charge**

**SITE VISIT REPORT**

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

Audit/inspection in our Branch/office is done on-----

Branch name & DP Code:

Branch Seal:

Signature:

Name:

Contact No:

Date:

Photographs of Main Electric panels,UPS room Condition of Electric wiringetc.

**Observation/Recommendations**

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

Observation/Recommendations

SIGNATURE OF TENDERER.....

**Non- Scale Layout of the branch premises**

Blank area for Non- Scale Layout of the branch premises.

**SLD of the branch circuit (with fault point indicated)**



**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					

Note:- Estimate should include APFC panel with detailed specification if power factor penalty is being paid at branch

**Combined Report format of Each Region**

Sr : No :	Branch/Office	Sanctioned Electric Load	Connect ed Electric al Load	Unsafe conditi on (if any)	Observation/ Recommenda tions	Risk (High/Medium/ Low)

**PROFORMA 8 - FORMAT OF INDEMNITY BOND**

(TOBESUBMITTEDBYTHESUCCESSFULCONTRACTORINSTAMPPAPER)

THIS DEED OF INDEMNITY BOND is made on this ----- day of-----month of year two thousand twenty four (2024) by M/s-----duly represented by one of its partners-----,aged--years, son of Sri -----, residing at-----, Bhubaneswar.

Where I am the authorized partner of M/s-----, and had applied for prequalification of auditors for the works called for through Tender ref: **RFP-BHU-EFSA-01/2024**.

Whereas My Company was shortlisted for issue of tenders and my company became successful in securing the subject work through competitive tendering and the work of **“Electrical Audit of Branches/Offices/Own Building under Bhubaneswar Circle”** has been awarded in favour of my Firm/company by Canara Bank Circle Office, Bhubaneswar

And whereas for undertaking the work, my company has entered into contract agreement on\_\_\_\_\_ 2024 (DD MMMM).

Now this Deed Witnessed that in pursuance of the aforesaid contract agreement dated...**2024** and in consideration of Canara Bank having agreed to make payments on the bills claimed by my company based on the works completed by my company and based on the tender conditions inrespectof the work **“Electrical Audit of Branches/Offices/Own Building under Bhubaneswar Circle”** and referred to above, I hereby undertake to indemnify and keep harmless the Canara Bank & its project Consultant from any damages, prosecution, other legal suits and claims arising out of any mishaps occurring at the site due to faulty work, faulty construction and for violating rules and regulations for which I shall be solely responsible.

(Name: -----)

For M/s.-----

Seal and Signature:

FINANCIAL BID

---

**PRICE BID (FOR OWN BUILDINGS AT BHUBANESWAR)**

To

-----

Sir,

**Sub: Appointment of Electrical Auditor for carrying out Electrical Audit for bank Branches/Offices/ATMs/Own Buildings under Canara Bank Circle Office, Bhubaneswar.**

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:	Amount Quoted (Rs.)	Total Amount (Rs)
1	CIRCLE OFFICE BHUBANESWAR AT JAGAMARA	1		
<b>Total</b>				

- 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 & excluding GST.
- No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
- The rates quoted shall be binding for Twenty Four months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.
- Deduction of TDS will be as per rules.
- We will not claim any additional charges from Canara Bank or its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc. other than professional fees payable with applicable taxes on account of the subject work under scope of contract.

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

**Date:**

**Name:**

**Place:**

**Signature of the Vendor:**

SIGNATURE OF TENDERER.....

**PRICE BID (BHUBANESWAR)**

To

-----

Sir,

**Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches/Offices/ATMs/Own Buildings under Canara Bank Regional Office, BHUBANESWAR.**

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:-

Sl. No:	Premises Details	Approximate No:*	Amount Quoted (Rs.)	Total Amount (Rs)
1	Bank Offices/ Currency Chest/ Branches including onsite ATM	58		
2	Offsite ATM	13		
3	Regional Office	1		
<b>GRAND TOTAL</b>				

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

6. 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& excluding GST.
7. No conditional discount offered in the Financial Bid shall be considered. The Tender with any conditional discount will be summarily rejected.
8. The rates quoted shall be binding for Twenty Four months from the date of awarding of the contract and no increase whatsoever will be considered. In the event of any breach of contract, the Security Amount will be forfeited.
9. Deduction of TDS will be as per rules.
10. We will not claim any additional charges from Canara Bank or its Branches/ offices towards travelling, lodging/boarding, food or refreshments etc. other than professional fees payable with applicable taxes on account of the subject work under scope of contract.

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

**Date:**

**Name:**

**Place:**

**Signature of the Vendor:**

SIGNATURE OF TENDERER.....

**PRICE BID (CUTTACK)**

To

-----

Sir,

**Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches/Offices/ATMs under Canara Bank Regional Office, CUTTACK.**

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:-

Sl. No:	Premises Details	Approximate No:*	Amount Quoted (Rs.)	Total Amount (Rs)
1	Bank Offices/ Currency Chest/ Branches including onsite ATM	64		
2	Offsite ATM	5		
3	Regional office	1		
<b>GRAND TOTAL</b>				

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

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs must be inclusive of all the charges, taxes, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever & excluding GST.
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. 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:

**PRICE BID (BERHAMPUR)**

To

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Sir,

**Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches/Offices/ATMs under Canara Bank Regional Office, BERHAMPUR.**

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:-

Sl. No:	Premises Details	Approximate No:*	Amount Quoted (Rs.)	Total Amount (Rs)
1	Bank Offices/ Currency Chest/ Branches including onsite ATM	60	Rs.....	Rs.....
2	Offsite ATM	10	Rs.....	Rs.....
3	Regional office	1	Rs.....	Rs.....
<b>GRAND TOTAL</b>				Rs.....

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

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs must be inclusive of all the charges, taxes, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever& excluding GST.
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. 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:**

SIGNATURE OF TENDERER.....



**PRICE BID (BHADRAK)**

To

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Sir,

**Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches/Offices/ATMs under Canara Bank Regional Office, BHADRAK.**

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:-

Sl. No:	Premises Details	Approximate No:*	Amount Quoted (Rs.)	Total Amount (Rs)
1	Bank Offices/ Currency Chest/ Branches including onsite ATM	60		
2	Offsite ATM	6		
3	Regional office	1		
<b>GRAND TOTAL</b>				

\* Number of branches/offices/ATM may vary.

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs must be inclusive of all the charges, taxes, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever & excluding GST.
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. 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:**

SIGNATURE OF TENDERER.....

**PRICE BID (SAMBALPUR)**

To

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Sir,

**Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches/Offices/ATMs under Canara Bank Regional Office, SAMBALPUR.**

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:-

Sl. No:	Premises Details	Approximate No:*	Amount Quoted (Rs.)	Total Amount (Rs)
1	Bank Offices/ Currency Chest/ Branches including onsite ATM	60		
2	Offsite ATM	9		
3	Regional office	1		
<b>GRAND TOTAL</b>				

\* Number of branches/offices/ATM may vary.

2. The rates quoted for carrying out Electrical Audit of branch/Offices/ATMs must be inclusive of all the charges, taxes, Transportation, Engineer's Fee, TA/DA and any other expenses whatsoever & excluding GST.
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. 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:**