



# **CANARA BANK**

PREMISES AND ESTATE SECTION,  
CIRCLE OFFICE,  
4<sup>TH</sup> FLOOR, KAUSHALYA CHAMBERS,  
P.P COMPOUND, MAIN ROAD,  
RANCHI- 834001  
Ph: 0651-2330601  
**E-mail: [premiseranchico@canarabank.com](mailto:premiseranchico@canarabank.com)**

## **DOMESTIC TENDER**

# **TENDER DOCUMENT**

**(ELECTRICAL FIRE SAFETY AUDIT)**

**FOR BANK BRANCHES INCLUDING ATTACHED ATMs  
LOBBIES/OFFICES/CURRENCY CHEST  
UNDER  
CANARA BANK  
CIRCLE OFFICE RANCHI**

Tender Reference No: PECO/RNC/JH/E-A/359/21/CS

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

## **NOTICE INVITING TENDER**

To,

M/s

Canara Bank, Circle Office, Ranchi invites sealed Tenders from BEE Certified Electrical Auditors to carry out Electrical Audit of offices, branches, ATMs located in the State of Jharkhand numbering approximately 156 plus Branches Including Attached ATMs/ 03 offices/ 03 Currency Chests/ 01 RSTC and 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 shall apply in two Bid System

1.	Name of Work	ELECTRICAL FIRE SAFETY AUDIT FOR OFFICES/BRANCHES INCLUDING ATTACHED ATMS LOBBY/ CURRENCY CHESTS OF CANARA BANK IN RANCHI CIRCLE OFFICE
2.	Time allowed for completion	<b>3 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.	Application fee for tender document	<b>`1,000/-</b> Payable to Canara Bank, Circle Office, Ranchi & payable at Ranchi (DD to be enclosed along with <b>TECHNICAL BID ENVELOPE ONLY</b> )
4.	EMD for tender document	<b>`20,000/-</b> Payable to Canara Bank, Circle Office, Ranchi & payable at Ranchi (DD to be enclosed along with <b>TECHNICAL BID ENVELOPE ONLY</b> )
5.	Availability of tender document	In our website from 28.08.2021 to 10.09.2021
6.	Date and time for submitting the technical and financial bid as per the format prescribed in the tender document	<b>28.08.2021</b> (From 10:00 AM) TO <b>10.09.2021</b> (up to 02:00 PM)
7.	Address at which the applications are to be submitted	Assistant General Manager (P&E), Canara Bank, Circle Office Ranchi 4 <sup>TH</sup> Floor, P.P Compound, Main Road Ranchi- 834001

8.	Date and time of opening of Technical Bid	<b>13.09.2021</b> by 11.00 AM
9.	Date and time of opening of Financial Bid	Will be intimated subsequently only to such applicants who comply with the Eligibility criteria as a part of evaluation of Technical Bid.
10.	Place of opening Application	Canara Bank, Circle Office Ranchi 4 <sup>TH</sup> Floor, P.P Compound, Main Road
11.	Liquidated Damages	0.5 % of the total contract amount per week beyond the date of completion subject to maximum of 10% of the contract value.
12.	Technical Bid Qualification Criteria	For qualifying in Technical Bid an entity should satisfy <b>the eligibility criteria</b> mentioned. So please read the document carefully before applying so that unnecessary applications can be avoided.
13.	For clarification and other details	<p style="text-align: center;">Please contact :</p> <p>Canara Bank, Circle Office Ranchi, 4<sup>TH</sup> Floor, P.P Compound, Main Road, Ranchi- 834001</p> <p>Ph: No.: 0651-2330601, Mob:- 8789002097</p>
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. In this regard no letter will be entertained nor any calls over telephone will be answered.		
<p>Sd/-</p> <p>For and behalf of Canara Bank</p> <p>Assistant General Manager</p>		

**GENERAL RULES & INSTRUCTIONS TO TENDERERS:**

- 1) As the current Canara Bank C.O. Ranchi possesses a vast area under itself, hence it has been proposed to call for open tender from all eligible electrical auditors/ consultants/ engineers having a minimum of **3 years** of past experience in the work of similar nature with any PSU or State/Central Govt. organisation.
- 2) **The engineer carrying out the Electrical Audit must be an accredited energy auditor from BEE (Bureau of Energy Efficiency).**
- 3) Intending Applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing, etc. in the enclosed form which will be kept confidential.
- 4) Decision of the Bank in regard to selection of Electric Auditor will be final and binding on the applicants. The Bank is not bound to assign any reason for acceptance / rejection of any applications.
- 5) **Each page of the application shall be signed.** The application shall be signed by person / persons on behalf of the organisation having necessary authorisation / Power of Attorney to do so.
- 6) If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on separate sheets of paper, stating therein the part of the Performa and serial number. Separate sheets shall be used for each part. However the format shall be as per Performa.
- 7) The work involves visiting the branches / offices/ ATMs at various locations under Ranchi Circle Office (under Jharkhand State) to carry out Electrical Audit as per the Audit Performa given in the Tender Format.
- 8) The rates quoted shall be binding for Twelve 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 **Three months** from the date of awarding the contract.
- 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. The EMD of the successful bidder will be returned after completion of work. 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) Security Deposit (Performance Guarantee Deposit) EMD of L1 Bidder, will be converted to security Deposit.
- 14) Bank reserves the right to cancel one or all tenders without assigning any reason whatsoever.
- 15) **ORDER CANCELLATION:** - If the individual/agency fails to deliver services within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract. The Bank reserves the right to cancel the order in the event of delay in services and forfeit the Earnest Money Deposit.
- 16) The actual quantity of Branches Including Onsite ATMs/ Offices to be audited may vary from the projected quantity as per the requirements of the Bank.
- 17) 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.
- 18) Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. 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.
- 19) Earnest Money Deposit of **Rs. 20,000/-**, in the form of a demand draft/pay order issued by a scheduled commercial bank **favouring Canara Bank Circle Office, payable at Ranchi** 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. 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.

- 20) Earnest Money Deposit & Tender Fee is exempted for the Applicants registered with National Small Industries Corporation Ltd (NSIC), with specific exemptions permitted by NSIC. Necessary proof shall be submitted along with the tender in the Technical bid. (However, those who have exemption certificate from NSIC/Similar Government authorities as per provision of MSME Act will be exempted from submission of EMD & Tender Fee subject to the submission of valid document/certificate to that effect.)
- 21) **VALIDITY OF OFFER:** - The offer should be valid for period of 365 days from the last date for submission of the offer.
- 22) **PAYMENT TERMS:-** 100% OF THE PAYMENT SHALL BE RELEASED AFTER SUBMISSION OF ELECTRICAL AUDIT REPORT TO P&E SECTION, CIRCLE OFFICE. **NO ADVANCE WILL BE PAID.** ALL AUDIT REPORT MUST ALSO BE SIGNED BY THE CONCERNED BRANCH/ OFFICES/ CHEST INCHARGE.
- 23) **LOCATIONS TO BE COVERED:** - The services will be required to be provided for all our Bank branches Including on site ATMs/ offices/ Chests, coming under 3 Regional Offices located at Ranchi, Dhanbad & Jamshedpur.
- 24) **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 **Ranchi** and only court in **Ranchi** shall have jurisdiction to determine the same.
- 25) **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 2.0 lacs (on specific work of Electrical Audit)** per annum for last three years.
  - d. The agency/individual should have at least 3 years of experience of carrying out electric audit and should submit at least ONE work order AND completion certificate during last three years preceding 31.03.2021
  - e. The firm should have satisfactorily completed **at least one similar Job worth 3.0 lacs (minimum)** for single office or multiple offices/branches of Single Organisation through **one contract** during last three 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.

**26) SELECTION:-** The selection of entity for the above work will be done Regional Office wise as per our Circle viz. Ranchi RO, Dhanbad RO, Jamshedpur RO for conducting electrical audit for **different regions will be selected separately**. If same auditor is selected for various regions, the works need to be undertaken simultaneously in various regions and to be completed within the time frame. Hence the auditors who are planning to apply for this tender should ensure the availability of required manpower and equipments at their end to avoid penalty due to delay in completion of project. Vendor participating in the tender should quote the rates for all regions. If price bid of any region is left blank, same tender will be rejected completely.

**27) SPLITTING OF ORDER ONLY APPLICABLE FOR MSME ONLY 15% OF ORDER:**  
If L1 is an MSME. No splitting of work will be done. If L1 is not MSME and any other bidder than L1 eg. L2, L3, L4...etc. is an MSME than those will be given option to reduce their price to L1 price. If they agree than, order will be splitted up to 15% of the total contract amount.

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

First Envelope	-1-	Technical Bid (Page no - 1 to 47)
Second Envelope	-2-	Price bid (Page no - 48 to 56)
Third Envelope	-3-	Bigger Envelope carrying Envelope 1 & Envelope 2

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

The envelope containing both the bids must be addressed to:

**P & E SECTION, CIRCLE OFFICE RANCHI,**  
**4<sup>TH</sup> FLOOR, P.P COMPOUND,**  
**MAIN ROAD,**  
**RANCHI- 834001**



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

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

31) The application which is received after due date & time is liable for rejection. **Applications incomplete in any respect & which are not legible are liable for rejection.**

32) Canvassing in any form in connection with pre-qualifications is strictly prohibited and the application of such persons / organizations who resort to canvassing will be liable to rejection.

33) **ELIGIBILITY CRITERIA**

Should have at least past <b>3 years of experience</b> of carrying out electrical Audit.	a. Proof should be enclosed. ( At least one work order , completion certificate & Performance certificate during last three years preceding 31.03.2021 )
Annual Turnover from Electrical Audit for the last three years should be minimum <b>`2 Lakhs</b> . The Firm/ company should be in profit during the last three years from Electrical Audit.	<b>Copy of Audited Balance Sheet and Profit and Loss account</b> should be submitted for the <b>last three years. i.e., 2018-19, 2019-20 and 2020-21</b> from <b>Electrical Audit</b> . Certificate from Chartered Accountant <b>certifying the turnover for last three financial years.</b>
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>
Should have undertaken one similar job of minimum <b>`3 Lakhs</b> for a single office or multiple offices/ branches	Proof should be enclosed like order copy or installation certificate / satisfactory certificate etc.



of Single Organisation through <b>one contract</b> during last Five years. Similar jobs means Electrical Audit work executed in Public Sector Banks/ Public Sector Undertakings/ State/ Central Government organisation	
Electrical Audit must be carried out by an accredited energy auditor from <b>BEE</b> .	Copy of certificate from <b>BEE (Bureau of Energy Efficiency)</b> .

- 34) Only Technical Bid qualified parties will participate in Financial Bid.
- 35) Canara Bank reserves the right to award work and/ or cancel work for any party as per its requirement or in case of any exceptional situation.
- 36) Detailed list of branches/ offices/ ATMs where electrical audit has to be conducted is enclosed with this RFP.
- 37) The Electrical fire safety auditor or firm must arrange for the conveyance, lodging expenses men and material required for conducting the safety audit at their cost. The bids submitted will be region wise and should be inclusive of all costs applicable for that region plus applicable GST.
- 38) Adequate care should be taken by the electrical auditor during the verification, measuring and recording of the data.
- 39) Any damage to the Bank's property, equipment's under testing and measurement during the electrical fire safety audit will be charged to the firm.
- 40) Bank is not responsible for accidental injury of any of the operating personnel involving in the audit procedure. Personnel should be well trained and should have adequate knowledge in electrical safety aspects and handling of electrical equipment's. The equipments supplied to personnel should meet the related IS Standards/International standards as per the prevailing Rules of Central/State Govt. **IN THIS REGARD, THE BIDDER/COMPANY/AGENCY SHOULD UNDERTAKE TO INDEMNIFY THE BANK. IN THIS REGARDS AN INDEMNITY BOND HAS TO SIGNED BY THE L1 BIDDER ON A STAMP PAPER OF REQUISITE VALUE.**
- 41) **Four (4) copies** of 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 **electric auditor**. **Soft copy** in the form of excel sheet of the data captured has to be submitted to the **Circle Office** unless which

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

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

For and behalf of Canara Bank  
Assistant General Manager

To

The Assistant General Manager,  
Canara Bank,

\_\_\_\_\_

\_\_\_\_\_

Sir,

**Sub: Application/Offer for Electric Audit of branches Including on site ATMs  
/offices/ Currency Chests**

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:**

## SCOPE OF WORK

### **1. THE ELECTRIC SAFETY 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.
- 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.
- Provision of indicating lamps on the control panels.
- Use of 3-pin plug and socket.
- Fire protection of electrical installations
- Arrangement for repair and maintenance of electrical installations, equipment and 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.

## 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 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** in the form of excel sheet of the data captured has to be submitted to the **Regional/Circle Office** unless which payment will not be made. The copies of the report to be duly signed by the licensed Electric Auditor/Engineer on behalf of the firm.
- f) The scope includes arranging all required tools, measuring instruments and technicians required for completion of the scope of work. It also includes work instructions from Bank, visiting site, and preparing reports so as to enable the Bank to take a decision for improvement.
- g) The agency shall maintain following registers on daily basis i.e. Daily progress report and hindrance register. The agency has to submit PERTCHART incorporating all activities required for the completion of the work in time to respective Regional office & Circle office.

## TECHNICAL BID



**APPLICATION FOR ELECTRICAL FIRE SAFETY FOR VARIOUS CANARA  
BANK OFFICES/BRANCHES UNDER RANCHI CIRCLE OFFICE IN 12  
REGIONAL OFFICES**

1.	Name of the Applicant/Organisation	
2.	Complete postal Address of the Registered Office	
i.	Contact Person	
ii.	Telephone nos.	
iii.	Mobile nos.	
iv.	E-mail ID	
3.	Complete Postal address of the Local office through which the proposed works of the Bank will be handled and the Name & Designation of officer in charge	
i.	Contact Person	
ii.	Telephone nos.	
iii.	Mobile nos.	
iv.	E-mail ID	
4	EMD DD Details	
i	DD Number	
ii	Name of Bank	
5.	Year of Establishment (Enclose Supporting Document)	

6.	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents)	
7.	Name of the Proprietor/ Associates/ Partners/ Directors of the Organization/ Firm. (Enclose certified copies of document as evidence)	
I	Name	
li	Name	
iii	Name	
iv	Bio-data of Partners/ Associates/ Directors /Proprietor. Bio-data to be Enclosed.	
8	Details of registration -(Enclose certified copies of document as evidence)	
i	Whether Partnership firm, Company, etc.	
ii	Name of Registering Authority	
iii	Date and Registration number	
9	No. of years of experience in the field and details of work in any other field. (Enclose supporting documents)	
10	Details of registration with : Bureau of Energy Efficiency (BEE) (Enclose certified copies of documents as evidence).	
11	PAN Number	
12	GST Number	
13	Income Tax Return Certificate	

14	Yearly turnover of the organization during last 3 years. Furnish copy of audited balance sheet and Profit & Loss A/c (Audited)				
	<b>Financial Year</b>	<b>Assessment Year</b>	<b>TURNOVER (in lacs)</b>		
i	2017-18	2018-19			
ii	2018-19	2019-20			
iii	2019-20	2020-21			
	Average Turnover				
15	Details of work undertaken during last 3 years to satisfy experience criteria				
15A	<b>YEAR</b>	<b>WORK ORDER / COMPLETION CERTIFICATE REFERENCE NO</b>	<b>ORGANISATION</b>	<b>DATE OF WORK ORDER</b>	
A1	2018				
A2	2019				
A3	2020				
15B	Furnish the details of responsible persons for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the performance of your organization.				

	YEAR	ORGANISATION WITH POSTAL ADDRESS	NAME & DESIGNATION	MOBILE NUMBER	EMAIL ID
B3	2018				
B4	2019				
B5	2020				
16	Similar type of work carried out during last 3 years.				
16A	One similar work of Minimum `2,00,000/- (value)				
A1	i	Completion certificate no			
A2	ii	Date of issuance of Completion certificate			
A3	iii	Value of the work completed ('_____')			
A4	iv	Completion certificate issuing authority			

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

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

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

**DECLARATION**

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

Place :

Date :

NAME & SIGNATURE OF THE CONSULTANT

**PROFORMA 1**

**Technical Personnel and Similar Experience.**

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

Sr. No	Name	Age	Qualification	Experience	Nature of works handled	Name of the projects handled	Date from which employed in your organization	Indicate details of experience for similar projects
1	2	3	4	5	6	7	8	9

**Notes:**

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



**PROFORMA 2**

**Details of infrastructure in office**

Sr. No	Item	Number	Details
1	Office premises, Area etc.		
2	E-mail ID		
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:**

- 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: PECO/RNC/JH/E-A/359/21/CS**

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 / Security cum Performance Deposit, if any, by Canara Bank, without any recourse.

**Dated:**

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

**Notes:**

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

**PROFORMA 4**

**UNDERTAKING LETTER FOR NON ALTERATION OF DOCUMENT**

The Assistant General Manager,  
Canara Bank,  
Premises & Estate Section,  
Ranchi- 834001

**TENDER REF: PECO/RNC/JH/E-A/359/21/CS**

Dear Sir,

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

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

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

**PROFORMA 5**

**CHARTERED ACCOUNTANTS CERTIFICATE FORMAT**

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

Dated. \_\_\_\_\_

To  
The Assistant General Manager,  
Canara Bank,  
Premises & Estate Section,  
Circle Office,  
Ranchi- 834001.

**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)
2020-21		
2019-20		
2018-19		

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

Yours faithfully

(Name & Signature with Seal)

For and on behalf of

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

**UDIN:**

**Place:**

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

**PROFORMA 6**

**LIST OF WORKS COMPLETED BY THE ORGANISATION DURING THE LAST  
3 YEARS**

One similar job worth **minimum 2 lacs** during last THREE years ending 31.03.201

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 SAFETY AUDIT**

1. Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Electrical Auditor report must consist of non-scaled sketch of layout of the branch showing the denomination of the areas used by you in the report.
3. Electrical Auditor report must consist of Wiring 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/ Currency chest Overview.

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

### 8. Branch Inventory details:

Sr. No.	Description	Make and Model	Wattage	Nos. installed Floor wise			Electrical Power Load
				FLOOR NO:	FLOOR NO:	ATM	
1	<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	TUBE LIGHTS						
g	INCANDESCENT LAMPS						
h	CEILING FANS						
i	PEDASTAL/WALL FANS						
j	EXHAUST FANS						
k	WATER DISPENSER						
l	AIR COOLER						
2	<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 = .....						
3	<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						
4	<u>AIR CONDITIONERS</u>						
a	WINDOW AC						
	1.0 TR						
b	SPLIT AC						
	1.0 TR						
	1.5 TR						
	2.0 TR						
c	CASSATTE AC						
	1.5 TR						
	2.0 TR						
	3.0 TR						
	4.0 TR						
d	DUCTABLE SPLIT AC						
	5.5 TR						
	7.5 TR						
	11.0 TR						
e	VRF/VRV						
	8/10/20 HP						
5	<u>ANY OTHER</u>						
<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>							

**9. Electrical Load Analysis:**

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

**10. Electrical Distribution System:**

SR. NO.	PARTICULARS	REMARKS	RECTIFICATION RECOMMENDED
1	Whether load is balanced in all phases to avoid unbalancing of phases		
2	Type of Wiring (open/conduit)		
3	Whether the sizes of cables/wires are of adequate rating and gauge (Including false ceiling ) (Yes/No) (If No then give suggestion)		
	a. Incoming		
	b. UPS		
	c. PDB		
	d. AC		
	e. LDB		
	f. Electrical Gadgets		
4	Whether cables are properly terminated		

5	Any Clubbing of installations in one point. (Yes/No) (If yes give location and suggestion)		
6	Condition of Electrical cabling carried out in the premises (Good/medium/Poor) (if poor give suggestion)		
7	Whether electrical equipments are operating at specified voltage/ current (within tolerance range)		
8	MCCB/MCB/Master switch is installed in prominent place and is in working condition (Yes/No)(If No then give suggestion)		
9	Any ELCB are installed in branches (Yes/No) (If No then give suggestion)		
10	Whether existing MCCB/MCB/ELCB provided are of adequate rating (Yes/No) (If No then give suggestion for proper rating MCB/Master switch)		
11	Whether MCCB/MCB/ELCB provided in Distribution boards are functioning properly		
12	Rating of Fuses/Junction Box are as per standards		
13	Whether single isolating switch is available for the premises and separate switch for the UPS provided at the branch for switching off the non essential loads at premises during the night.		
14	Whether UPS output is provided for CCTV, Fire/ Security alarm system and emergency loads.		
15	Whether ATM/Network room AC's and glow sign boards are provided with timer mechanism of adequate rating and functioning properly		
16	Any hanging/unprotected loose electrical live wires inside the branch premises		
17	Whether power supply to Locker, strong rooms are disconnected by the removal of three core wire and plug arrangement		
18	Earth Pits identified		
19	No. of earth pits available		
20	Condition of earthing with meggered values and whether meggered resistance values are within the standards		

21	Is there Earthing connection for raw power, UPS and generators and Status of earthings are in good condition/adequate rating. (Yes/No) (If No then give suggestion)			
22	Earth Connection to equipments: Proper/Not proper			
23	Whether all plug points are provided with proper earth lead			
24	General condition of Main switch, Electric meter board and change over switch			
25	Whether proper arrangement for ventilation of panel room/electrical room/UPS room is provided			
26	Whether paper ,old material or any other scrap kept near DB/panels/UPS/Batteries etc			
27	Electric switch's, devices and equipments-			
	<b>Sr. No:</b>	<b>Particulars</b>	<b>Proper/Not Proper</b>	
	1	Old, Outdated switch boards and wiring		
	2	Loose connections		
	3	Improper fuses/Fuses of incorrect rating		
	4	Necked wire inserted into the plug		
	5	Use of light point plug instead of power point plug		
	6	Burned out insulation		
	7	Non provision of circuit breakers of adequate capacity		
	8	Power consumption in excess of the sanctioned LOAD		
	9	Generator load in Amps or KVA at present time of elec. audit.		
	10	Generator earth- (Yes/No)- (Working/Not Working)(0-4 volts is OK)		
	11	Earth L.T Main (N)- (Yes/No)- (Working/ Not Working)(0-4 volts is OK)		
	12	UPS Earth- (Yes/No)- (Working/ Not Working) (0-4 volts is OK)		
	13	Unauthorized use of Heaters Blowers etc		
	14	Provision of fire alarm system- (Yes/No)- (Working/Not Working)		

	15	Provision of fire Extinguisher- (Yes/No)- (Mansion expire date)					
	16	CCTV camera is working?					
	17	Kinds of D.B's - (MCB type/ Fuse type)					
	a						
	b						
	c						
	d						
28	Whether any generator is kept inside the bank premises (Yes /No) (If yes then give full details-make, capacity, date of manufacturing etc.)						
29	Whether condition of batteries, coolant and RPM of Generator are in proper condition? (Yes/No) (If No then give suggestion)						
30	Whether earthing for body and Neutral are provided for DG sets						
31	Whether DG sets neutral and body are independently grounded						
32	Generator supply line Connect with other building, land-lord building and any Mobile or other batteries from the bank Generator						
33	Total no. of UPS in the branch with capacity						
34	Whether appropriate UPS capacity/ load for branch /offices premises (Yes/No) (If NO give suggestion)						
35	Whether UPS battery Connections are proper (Yes/No) (If NO give suggestion)						
36	Status of UPS panel wiring. (Good/medium/poor)						
37	Whether Air conditioners, stabilizers are functioning properly. Please specify the rating, make, model and type of stabilizer						
	Sr. No:	Capacity	Make	Model	Type		
	a						
	b						
38	Whether the Air Conditioners installed at Branch/office/ATM is as per BEE ratings						

39	Condition of wiring/pipes of Air conditioners		
40	Whether power supply for each AC unit is appropriate and proper connection with main power source (Yes/No) (If no then give suggestion)		
41	Whether UPS and ACs are in under AMC (Yes/No) (If No then give suggestion)		
42	Any major fault found in service report of UPS and battery in last six month (Yes/No) (If Yes then give full details with suggestion)		
43	Any other fire risk through electric in the premises (Yes/No) (If yes then give details)		
44	Overall fire risk rating through electrical wiring, switches, MCB etc. (High/Medium/ Low)		
45	Whether penalty is being imposed on electricity bills(It may be ascertained from the electricity bill of April/May/June/July)		
46	Whether all plug points are provided with proper earth lead		
47	Whether water seepage is observed near any of the Electrical equipment and wirings		
48	Whether diesel i.e. inflammable materials are safely stored		
49	Whether Neutral to earth voltage is within permissible limits		
50	Whether the last person leaving the branch/office is ensuring that the mains are switched off		

**11. Meter Details:-**

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

**12. Air Conditioner Details:-**

Sr. No.	TYPE OF AC UNIT	LOCATION	MAKE & MODEL	YEAR	TONNAGE
TOTAL TONNAGE OF AC INSTALLED					

**13. DG Set Details:**

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

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

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

**15. Earthing Details:-**

Parameters	Area 1	Area 2	Area 3	Area 4



**16. UPS Details:-**

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

**Inverter Details:-**

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

**1. Lux Levels**

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

**2. Risk Rating format of Branch Including Attached ATMs Lobby/ Offices/ Currency Chests on basis of electricity**

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

**3. Observations**

**4. Recommendations**

**5. Tips on energy saving**

**6. Immediate rectification work required to be done to avoid unsafe condition**

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

<b>Red</b>	<b>:</b>	If it is <b>high Risk</b> .
<b>Yellow</b>	<b>:</b>	If it is <b>Medium Risk</b> .
<b>Blue</b>	<b>:</b>	If it is <b>Low Risk</b> .

The above observations are true and actually recorded by me.

Place:

Date:

Signature & Stamp of Auditor

Stamp & Signature of Branch In-charge

**SITE VISIT REPORT**

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

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

Branch name & DP Code:

Branch Seal:

Signature:

Name:

Contact No:

Date:

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

**Observation/Recommendations**

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

**Observation/Recommendations**

**To attached blue print of the branches/ ATMs/ Offices**

### Combined Report format of Each Region

[illegible]

**LIST OF BRANCHES/ OFFICES/ CHEST/ RSTC**

LIST OF BRANCHES UNDER R.O RANCHI				
SL No,	DP Code	BRANCH NAME	Regional Office	DIST
1	1421	HAZARIBAGH	Ranchi	Hazaribagh
2	1873	KAMRE	Ranchi	Ranchi
3	1902	CHURI	Ranchi	Ranchi
4	1951	SALGAPOS	Ranchi	Simdega
5	2515	RAMGARH CANTONMENT	Ranchi	Ramgarh
6	2728	RANCHI THARPAKHNA	Ranchi	Ranchi
7	2869	RANCHI KANKE ROAD	Ranchi	Ranchi
8	3374	LOHARDAGA	Ranchi	Lohardaga
9	3375	KHUNTI	Ranchi	Khunti
10	3377	PITHORIA	Ranchi	Ranchi
11	3706	BARHI	Ranchi	Hazaribagh
12	3709	RANCHI BARIYATU	Ranchi	Ranchi
13	3906	DALTONGANJ	Ranchi	Palamu
14	3907	SIMLIYA	Ranchi	Ranchi
15	4217	KUJU	Ranchi	Ramgarh
16	4619	SARAUNI KALAN	Ranchi	Hazaribagh
17	4620	MANHO	Ranchi	Lohardaga
18	4621	CHETAR	Ranchi	Ramgarh
19	4622	BANHARA	Ranchi	Ranchi
20	4623	MALSIRING	Ranchi	Ranchi
21	4624	KORANJO	Ranchi	Simdega
22	4895	BERO	Ranchi	Ranchi
23	4896	BUNDU	Ranchi	Ranchi
24	4899	GUMLA	Ranchi	Gumla
25	4901	LATEHAR	Ranchi	Latehar
26	4903	PATRATU	Ranchi	Ramgarh
27	4904	BARAMBE	Ranchi	Ranchi
28	4907	GOLA	Ranchi	Ramgarh
29	5228	SIMDEGA	Ranchi	Simdega
30	5230	CHATRA	Ranchi	Chatra
31	5231	GARHWA	Ranchi	Garhwa
32	5364	RANCHI LALPUR	Ranchi	Ranchi
33	5706	BURMU	Ranchi	Ranchi
34	5707	HARIHARGANJ	Ranchi	Palamu
35	5708	ORMANJHI	Ranchi	Ranchi
36	5821	BARGHUTUA	Ranchi	Ramgarh
37	6295	CHOKAHATU	Ranchi	Ranchi
38	6702	HAZARIBAGH MATWARI	Ranchi	Hazaribagh

39	6703	RANCHI KOKAR	Ranchi	Ranchi
40	6743	MANDARI KHURD	Ranchi	Hazaribagh
41	6796	CHANDAGHASI	Ranchi	Ranchi
42	8625	RANCHI MARWARI COLLEGE	Ranchi	Ranchi
43	17469	KANCHANPUR	Ranchi	Hazaribagh
44	17471	RAMGARH	Ranchi	Hazaribagh
45	17472	KULHI	Ranchi	RAMGARH
46	17522	RANCHI LADY KCROY MEM SCHOOL	Ranchi	RANCHI
47	17524	RANCHI KANKE ROAD	Ranchi	RANCHI
48	17526	RANCHI HINOO	Ranchi	RANCHI
49	17527	RANCHI HARMU	Ranchi	RANCHI
50	17538	RATU	Ranchi	RANCHI

<b>LIST OF BRANCHES UNDER R.O DHANBAD</b>				
<b>SL No</b>	<b>DP Code</b>	<b>BRANCH NAME</b>	<b>Regional Office</b>	<b>DIST</b>
1	251	DHANBAD	Dhanbad	Dhanbad
2	500	SINDRI PROJECT AREA	Dhanbad	Dhanbad
3	986	SERAIDHELA	Dhanbad	Dhanbad
4	1253	BOKARO STEEL CITY	Dhanbad	Bokaro
5	1254	GOVINDPUR	Dhanbad	Dhanbad
6	1497	BARWA EAST	Dhanbad	Dhanbad
7	1518	JHARIA	Dhanbad	Dhanbad
8	1632	KAPURIA MORE	Dhanbad	Dhanbad
9	2517	DEOGHAR	Dhanbad	Deoghar
10	2864	DUMKA	Dhanbad	Dumka
11	2955	BOKARO STEEL CITY PENTE COSTAL ASSE	Dhanbad	Bokaro
12	2961	CHAS	Dhanbad	Bokaro
13	3229	GIRIDIH	Dhanbad	Giridih
14	3376	JHUMRI TILAIYA	Dhanbad	Kodarma
15	3512	CHANDRAPURA	Dhanbad	Bokaro
16	3707	JENA MORE	Dhanbad	Bokaro
17	4324	SAHIBGANJ	Dhanbad	Sahibganj
18	4325	GODDA	Dhanbad	Godda
19	4326	PAKAUR	Dhanbad	Pakur
20	4327	JAMTARA	Dhanbad	Jamtara
21	4614	RADHANAGAR	Dhanbad	Bokaro
22	4615	RAMPUR	Dhanbad	Deoghar
23	4616	KUMARJURI	Dhanbad	Dhanbad
24	4617	PARASBANIA	Dhanbad	Dhanbad
25	4655	SPECIALISED SME BRANCH, BOKARO	Dhanbad	Bokaro



26	4656	NAWADI	Dhanbad	Bokaro
27	4897	DIGWARDIH	Dhanbad	Dhanbad
28	4900	DHANBAD KATRAS	Dhanbad	Dhanbad
29	4902	MADHUPUR	Dhanbad	Deoghar
30	4908	DHANBAD HIRAPUR	Dhanbad	Dhanbad
31	5358	MASANJOR	Dhanbad	Dumka
32	5359	SAMLAPUR	Dhanbad	Dhanbad
33	5360	BELDANGA	Dhanbad	Dhanbad
34	5361	GORTOPA	Dhanbad	Dhanbad
35	5363	CHIRA CHAS	Dhanbad	Bokaro
36	5709	MIHIJAM	Dhanbad	Jamtara
37	5711	PAREYA HAT	Dhanbad	Godda
38	5712	RAJMAHAL	Dhanbad	Sahibganj
39	5713	JAMUA	Dhanbad	Giridih
40	6004	PHUSRO	Dhanbad	Bokaro
41	6294	MUTURKHA	Dhanbad	Giridih
42	6417	JHALBARDIA	Dhanbad	Bokaro
43	8695	BOKARO STEEL CITY HOLY CROSS SCHOOL	Dhanbad	Bokaro
44	17408	HANSDIHA	Dhanbad	DUMKA
45	17411	GHATIALI	Dhanbad	BOKARO
46	17451	BOKARO STEEL CITY	Dhanbad	BOKARO
47	17452	DHANBAD BARTAND (NIIT CAMPUS)	Dhanbad	DHANBAD
48	17466	RANIDIH	Dhanbad	GODDA
49	17477	SABALPUR	Dhanbad	GIRIDIH
50	17478	NAGRI	Dhanbad	GIRIDIH
51	17528	SAHEBGANJ	Dhanbad	Sahibganj
52	17589	CHITTOLORIYA	Dhanbad	DEOGHAR
53	17590	GHORPARAS	Dhanbad	DEOGHAR
54	17591	SABAIJOR	Dhanbad	DEOGHAR
55	17592	TILAKPUR	Dhanbad	DEOGHAR

LIST OF BRANCHES UNDER R.O JAMSHEDPUR				
SL No.	DP Code	BRANCH NAME	Regional Office	DIST
1	184	JAMSHEDPUR TELCO COLONY	Jamshedpur	Purbi Singhbhum
2	247	CHAIBASA	Jamshedpur	Pashchimi Singhbhum
3	324	JAMSHEDPUR BISTUPUR MAIN	Jamshedpur	Purbi Singhbhum
4	329	CHAKRADHARPUR	Jamshedpur	Pashchimi Singhbhum
5	351	NOAMUNDI	Jamshedpur	Pashchimi Singhbhum
6	993	GOELKERA	Jamshedpur	Pashchimi Singhbhum
7	994	RAJNAGAR	Jamshedpur	Saraikela-Kharsawan
8	995	KHASMAHAL	Jamshedpur	Purbi Singhbhum
9	1158	MANOHARPUR	Jamshedpur	Pashchimi Singhbhum

10	1379	TANTNAGAR	Jamshedpur	Pashchimi Singhbhum
11	1388	JAMSHEDPUR GOLMURI	Jamshedpur	Purbi Singhbhum
12	1725	GAMARIA SASAN	Jamshedpur	Purbi Singhbhum
13	1883	CHITTIMITTI	Jamshedpur	Pashchimi Singhbhum
14	1916	CHOTENAGRA	Jamshedpur	Pashchimi Singhbhum
15	1932	JHALAK	Jamshedpur	Saraikela-Kharsawan
16	1933	TUMUNG	Jamshedpur	Saraikela-Kharsawan
17	1970	JAMSHEDPUR TOILA DUNGRI	Jamshedpur	Purbi Singhbhum
18	2516	JAMSHEDPUR MANGO	Jamshedpur	Purbi Singhbhum
19	2731	JAMSHEDPUR LOYOLA SCHOOL	Jamshedpur	Purbi Singhbhum
20	2799	SME BRANCH, ADITYAPUR	Jamshedpur	Saraikela-Kharsawan
21	2960	JAMSHEDPUR KABIR MEM.	Jamshedpur	Purbi Singhbhum
22	2969	JAMSHEDPUR SAKCHI	Jamshedpur	Purbi Singhbhum
23	2970	JAMSHEDPUR DIMNA ROAD	Jamshedpur	Purbi Singhbhum
24	3230	SERAIKELA	Jamshedpur	Saraikela-Kharsawan
25	3513	JUGSALAI	Jamshedpur	Purbi Singhbhum
26	3708	JAMSHEDPUR SONARI	Jamshedpur	Purbi Singhbhum
27	4515	SME BRANCH, CHAIBASA	Jamshedpur	Pashchimi Singhbhum
28	4516	CHAIBASA KOLHAN UNIVERSITY	Jamshedpur	Pashchimi Singhbhum
29	4618	SAKRA	Jamshedpur	Purbi Singhbhum
30	4625	KAMARHATU	Jamshedpur	Pashchimi Singhbhum
31	4898	GHATSHILA	Jamshedpur	Purbi Singhbhum
32	4905	KANDRA	Jamshedpur	Saraikela-Kharsawan
33	4906	DANGUWAPASI	Jamshedpur	Pashchimi Singhbhum
34	4909	JAMSHEDPUR KADMA	Jamshedpur	Purbi Singhbhum
35	5355	PADMAPUR	Jamshedpur	Pashchimi Singhbhum
36	5356	TOKLO	Jamshedpur	Pashchimi Singhbhum
37	5357	DHIPA	Jamshedpur	Pashchimi Singhbhum
38	5368	CHAKRADHARPUR J N COLLEGE	Jamshedpur	Pashchimi Singhbhum
39	5532	MALUKA	Jamshedpur	Pashchimi Singhbhum
40	5585	BARAKHIRI	Jamshedpur	Saraikela-Kharsawan
41	5586	SENISIDMA	Jamshedpur	Saraikela-Kharsawan
42	5795	CHHOTA GOBINDPUR	Jamshedpur	Purbi Singhbhum
43	6700	JAMSHEDPUR BARIDIH	Jamshedpur	Purbi Singhbhum
44	8630	JAMSHEDPUR TRF LTD	Jamshedpur	Purbi Singhbhum
45	8631	JAMSHEDPUR TMH	Jamshedpur	Purbi Singhbhum
46	17465	ADITYAPUR	Jamshedpur	Saraikela-Kharsawan
47	17467	JAMSHEDPUR SONARI	Jamshedpur	Purbi Singhbhum
48	17507	CHANDIL	Jamshedpur	Saraikela-Kharsawan
49	17570	JAMSHEDPUR UDYAMI MITRA	Jamshedpur	Purbi Singhbhum
50	17571	RV JAMSHEDPUR	Jamshedpur	Purbi Singhbhum
51	17572	JAMSHEDPUR MANGO	Jamshedpur	Purbi Singhbhum

LIST OF CURRENCY CHEST/ OFFICES/ RSTC			
SL No.	CURRENCY CHEST/ OFFICES/ RSTC	PLACE	DIST
1	CURRENCY CHEST RANCHI	RANCHI	RANCHI
2	CURRENCY CHEST DHANBAD	DHANBAD	DHANBAD
3	CURRENCY CHEST JAMSHEDPUR	JAMSHEDPUR	Purbi Singhbhum
4	REGIONAL OFFICE RANCHI	RANCHI	RANCHI
5	REGIONAL OFFICE DHANBAD	DHANBAD	DHANBAD
6	REGIONAL OFFICE JAMSHEDPUR	JAMSHEDPUR	Purbi Singhbhum
7	REGIONAL STAFF TRENING CENTRE	RANCHI	RANCHI

## FINANCIAL BID

**PRICE BID (CO RANCHI)**

To

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Sir,

**Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches Including on site ATMs/ Offices/ Currency Chests under Canara Bank Circle Office, Ranchi.**

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	Learning & Development Centre (RSTC)	1	Rs.....	Rs.....
<b>GRAND TOTAL</b>				Rs.....

\* Number of branches/offices may vary.

2. The rates quoted for carrying out Electrical Audit of **Branch including Attached ATMs/ Offices/Currency Chest** 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 One Year 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 (RO RANCHI)**

To

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Sir,

**Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches Including on site ATMs/ Offices/ Currency Chests under Canara Bank Regional Office, Ranchi.**

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	Branches Including Attached ATMs	50	Rs.....	Rs.....
2	Regional Offices	1	Rs.....	Rs.....
3	Currency Chests	1	Rs.....	Rs.....
<b>GRAND TOTAL</b>				<b>Rs.....</b>

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

2. The rates quoted for carrying out Electrical Audit of Branches Including on site ATMs/ Offices/ Currency Chests 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 One Year 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 (RO DHANBAD)**

To

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Sir,

**Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches Including on site ATMs/ Offices/ Currency Chests /Own Buildings under Canara Bank Regional Office, Dhanbad.**

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	Branches Including Attached ATMs	55	Rs.....	Rs.....
2	Regional Offices	01	Rs.....	Rs.....
3	Currency Chests	01	Rs.....	Rs.....
<b>GRAND TOTAL</b>				<b>Rs.....</b>

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

2. The rates quoted for carrying out Electrical Audit of Branches Including on site ATMs/ Offices/ Currency Chests / Own Building 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 One Year 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 (RO JAMSHEDPUR)**

To

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Sir,

**Sub: Appointment of Electric Auditor for carrying out Electrical Audit for bank Branches Including on site ATMs/ Offices/ Currency Chests under Canara Bank Regional Office, Jamshedpur.**

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	Branches Including Attached ATMs	51	Rs.....	Rs.....
2	Regional Offices	01	Rs.....	Rs.....
3	Currency Chests	01	Rs.....	Rs.....
<b>GRAND TOTAL</b>				<b>Rs.....</b>

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

2. The rates quoted for carrying out Electrical Audit of Branches Including on site ATMs/ Offices/ Currency Chests 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 One Year 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:**