

REFNO.ZO/JAI/SEC/2024/

DATE: 12/09/2024

NOTICE FOR EMPANELMENT AND ENGAGEMENT OF ELECTRICAL AUDITORS/ ENGINEERS FOR DOING ELECTRICAL AUDIT FOR FIRE SAFETY IN PREMISES OF 91 BRANCHES WITH 67 ATMS, 2 OFFICE UNDER UCO BANK ZONAL OFFICE, JAIPUR.

SEALED QUOTATIONS ARE INVITED FROM COMPETENT PERSONS/ AGENCIES HAVING SOUND TECHNICAL CAPABILITY FOR ELECTRICAL AUDIT OF BANK'S BRANCHES UNDER ZONAL OFFICE, JAIPUR

DETAILED TERMS & CONDITIONS ARE GIVEN BELOW.

1. Scope of work:-

- We have 91 branches, 67 ATMs and Two Zonal Office under Jaipur zone situated in 15 Districts of Rajasthan. District-wise position of branches shown in Annexure- D of this advertisement.
- Our branches premises size may vary from 800 sqft to 1200 sqft, our 62 branches have on-site ATMs, 5 have off-site ATMs attached with. Branch with ATM would be treated as single unit.
- Work is of doing Electrical audit of branches for fire safety, energy saving and assessment of compliance of statutory guidelines of state electricity deptt.
- Submission of E-audit reports of branch duly counter signed by branch official to respective branch as well as zonal office along with branch wise summary of finding, irregularities, recommendation to rectify irregularities and bill of quantity of job work, equipments, accessories required to restore normalcy of electric arrangement in each of branch.
- Estimated cost of work for 91 branches with 67 ATMs and Two Zonal Office would be Rs. 1.5 lacs (one lac fifty thousand).

2. Eligibility Criteria of the bidder person/ agency:

- Applicant can be individual / organization.
 - Applicant should possess the valid Electrical Auditor license / holding degree in Electrical engineering/ accredited by BEE(Bureau of Energy efficiency) . Photocopy of such license/ certificate should be submitted with the application.
 - The person or staff appointed by successful bidder to conduct electrical audit of branches/offices must have degree in electrical engineering/ accredited by BEE (Bureau of Energy efficiency).
 - Bidders have GST & PAN registrations.
 - Bidder should have experience in executing the similar work as under at the Public sector banks/ RBI/ Govt organizations/PSU in last 7 years as on 31st March 2024.
- a) Three similar completed or active contracts in not less than 25 branches/ locations in last 7 years as on 31st March 2024.
- OR**
- b) Two similar completed or active contracts in not less than 31 branches/ locations in last 7 years as on 31st March 2024.
- OR**
- c) One similar completed or active contract in not less than 50 branches/ locations in last 7 years as on 31st March 2024.

Documentary proofs for the above specified work(s) like work order(s) and satisfactory/ successful accomplishment certificate(s) for each allotted work/ contract issued by respective organization/authority must be provided to establish the eligibility of vendor. *Refer Annexure-B*

3. Schedule for submission of Bids:

SN	Process	Schedule
1	Date of commencement of tender	September 12 th , 2024
2	Pre-bid meeting	Queries related to tender can be submitted on our email, zojaipur.sec@ucobank.co.in on or before September 17 th 2024 or interested bidder may visit our office on September 18 th 2024 for pre-bid meeting. Amendment/ addendum if any in NIT in response of Pre-bid queries would be published on bank's website by September 20 th 2024.
3	Last date of receipt of Sealed Bids	October 4 st 2024 up to 5 PM, tender receipt after that timeline would not be considered for evaluation.
4	Address for communication/ submission of bids.	Zonal Manager, UCO Bank, Zonal Office 2 Floor, Arcade International, Civil Lines, Ajmer Road, Jaipur-302006 (Rajasthan).
5	Date of opening of Bids	October 7 st 2024
6	Estimated cost of tender	Rs. 1.5 lakh (One lac fifty thousand)
7	Earnest Money deposit	Rs. 1500/- , Demand draft in the name of UCO Bank, Zonal office, Jaipur
8	Performance security (Refundable)	To be provided @ 10% of cost of work or at applicable rate as prescribed by Govt./ bank's guidelines at the time of issuance of work order.
9	Validity of tender	90 days from the date of opening of bids

4. Quotation should be submitted in two Parts in separate sealed envelopes containing Part-I and Part-II which should be put in third sealed envelope, super scribing 'Application for Engagement of 'Electrical Auditor' of Bank's Branches under Jaipur zone.

5. The Part-I & Part-II must contain the following documents:

1. **Part-I** - of tender, super scribing "PART-I (Technical Bid for Empanelment of 'Electrical Audit')", should contain Application in Bank's prescribed format as per Annexure-A along with all relevant documents as mentioned in the Annexure-B and a acceptance of terms & conditions as mentioned in Annexure-C.
There should not be any indication of price/rate/charges in Part-I of the tender. Conditional tenders will not be accepted.
2. **Part-II** - of tender should be submitted in separate sealed cover, super scribing "PART-II (Price Bid for Empanelment of 'Electrical Audit')". The price should be quoted in column 2 & 3 of the prescribed format given in Annexure-F.

6- Evaluation of Bids: Part (I) Eligibility bid would be opened first, bidders who qualified in the evaluation of their eligibility bid are only considered for empanelment & evaluation of their financial bids Part-II. Date of opening of bids will be as per above specified schedule, in case of rescheduling of the same, an intimated would be sent to bidders through bidder's email & telephone no. as shown on outer envelope of their bid. Bank is not liable of non receipt of information of opening of bids in case of not mentioning of email ID / telephone no., bounce back of email, not connecting to bidders through telephone. Bank reserves the right to reject any/all bids without assigning any reason thereto. Bidders can witness the tender opening process through their authorized representative of schedule date & time, it is not mandatory for bidder to present at the time



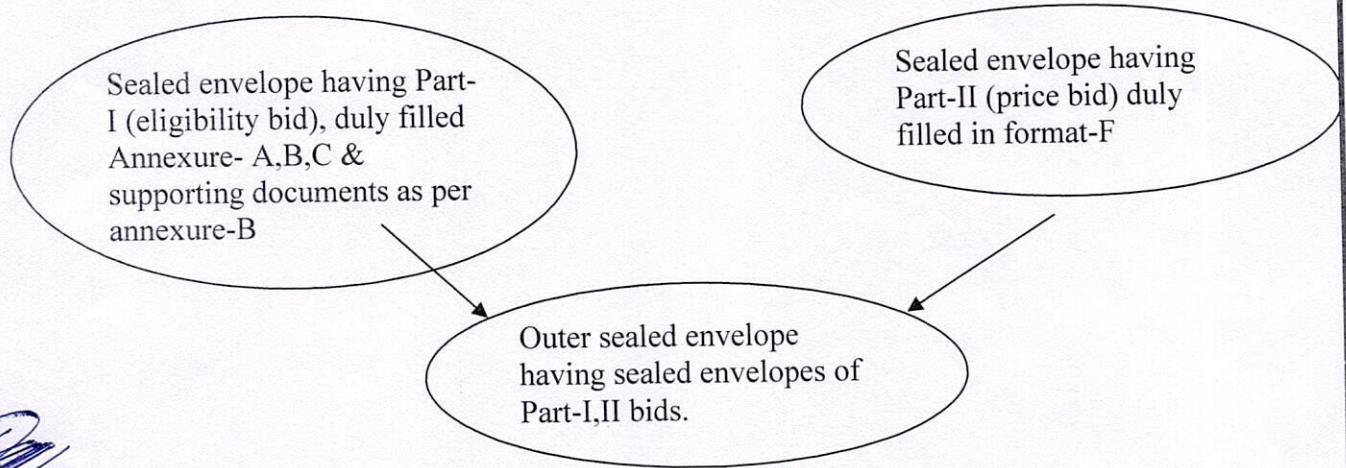
of opening of bids. We are not bound to hold the process of opening of tender due to absence of representative of any or all of the bidders at the time of opening of bids.

7- Allotment of work: Price bids of eligible bidders would be comparatively evaluated & lowest bid (L-1) would be decided on the basis of price quoted by bidders for Electrical audit per branch in annexure- F, Price bid). Work would be allotted to lowest (L-1) bidder; bank can also distribute the work among other eligible bidder(s) at the lowest rate. In that case major share of work would be allotted to lowest bidder. Bank can negotiate with lowest bidder.

8- Earnest money deposit:- Bidder has to provide earnest money deposit of Rs. 1500/- (One thousand five hundred) in the form of Demand draft (DD) in favour of UCO Bank Zonal Office, Jaipur along with tender document(Part-I bid). In case the bidder is exempted by Govt. order, need to provide an undertaking on non-judicial stamp stating that he/ they will not refuse to execute the purchase order/ contract if awarded by bank. EMD is liable to be forfeited in the event of:

- Revocation of the tender or increasing the rates after opening of the tender and before the expiry of the validity of tender.
 - Refusal of the bidder/auditor to execute the work or not complying with the contractual terms & conditions after awarding of contract.
 - EMD of unsuccessful bidder would be returned.
- For any queries, bidder may contact the undersigned on working days between 10 A.M. to 5 P.M.
 - Bank is not responsible for any typographically mistake in the tender documents, late receipt bid or damage of bid in transit.
 - Any dispute arising in this matter will be settled in the jurisdiction of JAIPUR, Rajasthan.

Submission & Packing of bids




Zonal Manager

UCO Bank, Zonal Office, Jaipur
Arcade International", 2nd Floor, Civil Lines,
Ajmer Road, JAIPUR - 302006,
Rajasthan
E-mail: zoJAIPUR.sec@ucobank.co.in



Enclosure:- Annexure- A,B,C,D,E & F

ELIGIBILITY BID (PART-I)

ANNEXURE- B

SN	Documentary proofs establishing eligibility of bidder	Provided (Yes/No)
1	Name of the bidder, Address	
2	License of Electrical Auditors/ Degree in Electrical engineering/ Accredited by BEE.	
3	Degree/ license/ BEE accreditation in favour of staff to be entrusted for doing electrical audit in branches.	
4	Copy of GST & PAN in the name person/agency	
5	Earnest money DD/ undertaking in case of exempted firm.	
6	List of clients with contact details	
7	Copies of three similar completed or active contracts of Electric audits along with completion certificate from issuing organisation in not less than 25 branches/ locations in last 7 years	
	Work order/ contract -1	
	Successful completion certificate	
	Work order/ contract -2	
	Successful completion certificate	
	Work order/ contract -3	
	Successful completion certificate	
8	Copies of two similar completed or active contracts of Electric audits along with completion certificate from issuing organisation in not less than 31 branches/ locations in last 7 years	
	Work order/ contract -1	
	Successful completion certificate	
	Work order/ contract -2	
	Successful completion certificate	
9	Copies of one similar completed or active contract of Electric audits along with completion certificate from issuing organisation in not less than 50 branches/ locations in last 7 years	
	Work order/ contract -1	
	Successful completion certificate	

The particulars furnished in the application are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled & EMD can be forfeited.

(Signature & Seal of bidder)
Name of Bidder



APPLICATION FORMAT

ANNEXURE-A

**APPLICATION FOR ENGAGEMENT/ EMPANELMENT OF ELECTRICAL AUDITOR FOR VARIOUS BRANCHES/
OFFICE OF UCO BANK UNDER JAIPUR ZONE**

1. Name of Applicant
(Company/Firm/Individual/Agency):
2. Registered Address of the Applicant
with Telephone No. & E-mail ID:
3. Year of Establishment:
4. Status of the Applicant(whether
Proprietary/Private Ltd./Public Limited/
Co-operative Society/Public sector/
Autonomous body/Govt. Department):
(Enclose copies of relevant documents)
5. Name of Proprietor/Directors/Partners/
Controlling body
i)
ii)
6. Whether registered for GST.
If so, please mention the GST
number and furnish a copy:
9. Details of Permanent
Account Number:
(Enclose photocopy of PAN Card)
10. Whether the documentary proofs establishing
the eligibility for empanelment has been provided

(Enclose copies of relevant documents/ work orders, completion certificates specified in Annexure-B)

The particulars furnished in the application, eligibility bid- Annexure-B & documentary proofs submitted along with are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our empanelment will be cancelled & EMD can be forfeited. I/ we understand and accept the terms & conditions of the tender.

Date:

(Signature & Seal of bidder)
Name of Bidder



ANNEXURE-C

TERMS & CONDITIONS:

A) GENERAL CONDITION:

1. The Successful Bidder(s) will be engaged for doing 'Electrical Audit' of Bank's Branches, ATMs & office in Rajasthan under Jaipur Zone of UCO Bank. (District wise list of branches is shown in Annexure- D).
 2. The work is to be started in consultation with General Administration Department/ Security Department, UCO Bank, Zonal office.
 3. The Successful Bidder will have to carry out the work without making hindrances to other agencies, whose works are likely to be carried out simultaneously at the same site during working hours.
 4. The Successful Bidder will take all measure on the site of the work to protect the public, our staff as well as their workmen from accidents and shall be bound to bear the expenses related to loss /damage to property, loss of life/ injury / medical treatment of any person caused by the act of person doing Electrical audit and defense of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions from their end and to pay compensation to any such persons as per law.
 5. The Successful Bidder will have to inform the names of their authorized representatives/ engineer to be deployed at the site for the work. Bidder will submit a verified copy of electrical engineering certificate along with two passport size photo of the staff or representative, who will be allotted for doing the E audit work in our branches/ATMs. Authorization to conduct the E audit in branches/ATMs will be issued from our office in the name of that staff.
 6. There will be no escalation of rate during the period of rate contract.
 7. No space will be provided for site office, labour camps, storage etc.
 8. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the applicants who resort to canvassing will be liable to rejection.
 9. No payment will be made towards expenses related to transportation, accommodation, food, site office, labour camps, storage etc.
 10. The Applicants may visit the locations before submission of their quotation.
 11. Refundable Performance security equivalent to 10% of the cost of work as a guarantee of timely & satisfactory accomplishment of work to be deposited at the time of allotment of work to successful bidder, in case of any default it can be forfeited. Performance security deposit can be forfeited in case bidder fails to complete the allotted work at the schedule time, auditing work is not upto the level of satisfaction.
 12. In case Bank does not satisfied with the E audit report of any branch/ ATM, bank can assign the auditor to re audit the same branch/ ATM without paying any additional charges for the re audit.
 13. If the project work, pace of work is found unsatisfactory, bank can terminate the work at any time in between by giving 7 days notice to the agency and their performance security can be forfeited.
 14. Branch wise data of faults/irregularities, recommendations, suggestions in the form of excel sheet should be submitted to zonal office. Also provide estimated job work, items, equipments required to restore the normal electric arrangement in branch.
 15. Bank reserves the right to accept or reject any or all quotation/s without assigning any reason.
 16. **COMPLETION TIME:** Completion time for doing the E-audit of branches would be decided on mutual consent of the E-auditor & Bank. It would depend upon the no. of branches allotted to respective auditor.
 17. **PAYMENT TERMS:** Payment will be made by Zonal Office against invoice after completion of job, successful submission of the copy of audit report to branches as well as Zonal Office, subject to compliance of terms of contract and statutory deductions like TDS & GST TDS as per Rule.
- Acceptance of above terms and condition as per Annexure -C

(Signature & Seal of bidder)
Name of Bidder

ANNEXURE-F

PART-II (PRICE BID) FOR ELECTRICAL AUDIT OF BRANCHES UNDER UCO BANK, ZONAL OFFICE, JAIPUR

Bank require to conduct the Electrical audit of branches through Electrical auditors, E-auditors are expected to visit the each of the branch/ site shown in Annexure-D, prepare the E-audit report as per annexure- E. Charges for that work to be quoted in below tabulated format.

Upon receiving the duly filled E-audit report from Electrical auditor(s), bank/ branch will arrange to rectify the deficiencies through their own sources. Lowest bid would be decided on comparative evaluation of price quoted for Electrical audit per branch including ATM. Bank can negotiate with lowest bidder. In case of doubt in rate quoted in figure, words the amount quoted in words would prevail.

Charges for Electrical audit per branch including ATM, amount in ₹ (excluding GST)
In figure
In words

Above charges would include, labour, transportation, halting charges, equipments, etc. only GST will be paid extra at applicable rate.

IT IS TO BE PACKED IN SEPARATE ENVELOPE MARKED AS PART- II BID.

(Signature & Seal of bidder)

Name of Bidder

ANNEXURE-D

PART-II (PRICE BID) FOR ELECTRICAL AUDIT OF BRANCHES UNDER UCO BANK, ZONAL OFFICE, JAIPUR

SN	Location of branches	Group	Number of branches/ offices in group	Charges for E audit per branch of group (excluding GST) INR
1	Branches In Jaipur City	'A'	30	
2	Branches in Jaipur district (other than group 'A')	'B'	27	
3	Branches in other districts	'C'	36	

GST will be paid extra at applicable rate (Please specify)

Signature of Bidder with company seal

Annexure- E

LIST OF BRANCHES WITH LOCATION WISE GROUPING
(Average

SN	BRANCH/OFFICE	Attached ATM	ID	DISTRICT	GROUP
1	JAIPUR CIVIL LINES	Onsite	2105	JAIPUR (CITY)	A
2	JAIPUR 22 GODOWN	Onsite	1174	JAIPUR (CITY)	A
3	JAIPUR AMER ROAD	Onsite	2044	JAIPUR (CITY)	A
4	JAIPUR AGRA ROAD	Onsite	209	JAIPUR (CITY)	A
5	JAIPUR B.D. ROAD	Onsite	1002	JAIPUR (CITY)	A
6	JAIPUR BANI PARK	Onsite / Ofsite	376	JAIPUR (CITY)	A
7	JAIPUR CHANDPOLE		132	JAIPUR (CITY)	A
8	JAIPUR GANDHI CIRCLE		1385	JAIPUR (CITY)	A
9	JAIPUR GSI	Onsite	1884	JAIPUR (CITY)	A
10	JAIPUR JAWAHAR NGR	Onsite	1552	JAIPUR (CITY)	A
11	JAIPUR JAGATPURA	Onsite	2088	JAIPUR (CITY)	A
12	JAIPUR JOHARI BAZAR	Onsite	11	JAIPUR (CITY)	A
13	JAIPUR KALWAR ROAD	Onsite	2258	JAIPUR (CITY)	A
14	JAIPUR MAHESH NGR	Onsite	2259	JAIPUR (CITY)	A
15	JAIPUR MANSAROVAR	Onsite	2096	JAIPUR (CITY)	A
16	JAIPUR MI ROAD	Onsite	159	JAIPUR (CITY)	A
17	JAIPUR NEI, KHATIPURA	Onsite	1796	JAIPUR (CITY)	A
18	JAIPUR NGM, SURAJPOLE	Onsite	1144	JAIPUR (CITY)	A
19	ZONAL OFFICE		7033	JAIPUR (CITY)	A
20	JAIPUR SIRSI ROAD	Onsite	2156	JAIPUR (CITY)	A
21	JAIPUR SITAPURA	Onsite	2393	JAIPUR (CITY)	A
22	JAIPUR TONK ROAD	Onsite	793	JAIPUR (CITY)	A
23	JAIPUR TILAK NGR	Onsite	1883	JAIPUR (CITY)	A
24	UNIVERSITY OF RAJASTHAN	Onsite	2027	JAIPUR (CITY)	A
25	JAIPUR VKI, AREA	Onsite	1965	JAIPUR (CITY)	A
26	JAIPUR CURRENCY CHEST		376	JAIPUR (CITY)	A
27	TRAINING CENTRE JAIPUR			JAIPUR (CITY)	A
28	VAISHALI NAGAR	On Site	3435	JAIPUR (CITY)	A
29	PRATAP NAGAR	On Site	3383	JAIPUR (CITY)	A
30	MALVIYA NAGAR, JAIPUR	On Site		JAIPUR (CITY)	A
31	CHAKSU	Onsite	1149	JAIPUR	B
32	CHOMU BRANCH		155	JAIPUR	B
33	KOTPUTLI	Onsite	486	JAIPUR	B
34	NARAINA	Onsite	323	JAIPUR	B

35	PHULERA	Onsite	1093	JAIPUR	B
36	RENNAL KISHANGARH	Onsite	250	JAIPUR	B
37	SHANPURA	Onsite	1346	JAIPUR	B
38	ACHROL	Onsite	539	JAIPUR	B
39	AJITGARH	Onsite	2561	JAIPUR	B
40	ANTELA	Onsite	628	JAIPUR	B
41	BAGRU	Onsite	457	JAIPUR	B
42	BANETI	Onsite	629	JAIPUR	B
43	BASSI	Onsite	3145	JAIPUR	B
44	BEELWA	Onsite	1595	JAIPUR	B
45	CHANDLAI	Onsite	1152	JAIPUR	B
46	CHITORA RENWAL		1059	JAIPUR	B
47	DEVAN	Onsite	2719	JAIPUR	B
48	DHODSAR	Onsite	2608	JAIPUR	B
49	DUDU		1349	JAIPUR	B
50	JETPURA	Onsite	1798	JAIPUR	B
51	KANOTA	Onsite	3142	JAIPUR	B
52	MANDHA BHIM SINGH	Onsite	1084	JAIPUR	B
53	MORJIA	Onsite	2611	JAIPUR	B
54	MUHANA MANDI ROAD	Onsite	3234	JAIPUR	B
55	MUNDIARAMSAR	Onsite	3192	JAIPUR	B
56	NIWARU	Onsite	3197	JAIPUR	B
57	PHAGI	Onsite	2609	JAIPUR	B
58	CHURU	Onsite	2593	CHURU	C
59	SARDAR SHAHAR	Onsite	2843	CHURU	C
60	CHIRAWA	Onsite	2842	JHUNJHUNU	C
61	JHUNJHUNU	Onsite	1460	JHUNJHUNU	C
62	MUKUNDGARH	Onsite	268	JHUNJHUNU	C
63	PILANI MQ	Onsite	18	JHUNJHUNU	C
64	PILANI VV	Onsite	150	JHUNJHUNU	C
65	DUNDLOD	Onsite	616	JHUNJHUNU	C
66	GUDHAGORJI	Onsite	2607	JHUNJHUNU	C
67	SIKAR	Onsite	160	SIKAR	C
68	SIKAR - SKS		1996	SIKAR	C
69	Piprali Road	Onsite		SIKAR	C
70	ALWAR	Onsite	87	ALWAR	C
71	MALVIY NAGAR ALWAR	Onsite	3235	ALWAR	C
72	KHAIRITAL		148	ALWAR	C
73	NEEMRANA	Onsite	3275	ALWAR	C



74	BHIWADI	Onsite	3326	ALWAR	C
75	BHARATPUR		248	BHARATPUR	C
76	BHUSAWAR		325	BHARATPUR	C
77	KUMHER	Onsite	2592	BHARATPUR	C
78	BANDIKUI	Onsite	1089	DAUSA	C
79	BASWA	Onsite	725	DAUSA	C
80	DAUSA	Onsite	461	DAUSA	C
81	LALSOT	Onsite	1118	DAUSA	C
82	MAHUWA		2157	DAUSA	C
83	BARIYAL KALAN		1085	DAUSA	C
84	DEEDWANA		1086	DAUSA	C
85	LAHRI KA BAS	Onsite	1650	DAUSA	C
86	MANPUR		571	DAUSA	C
87	RAHUWAS		1649	DAUSA	C
88	SAINTHAL	Onsite	640	DAUSA	C
89	SIKANDRA	Onsite	2591	DAUSA	C
90	PANDITPURA	Onsite	3349	DAUSA	C
91	HINDAUN CITY	Onsite	2602	KAROLI	C
92	GANGAPUR CITY	Onsite	2889	SAWAI MADHOPUR	C
93	SAWAI MADHOPUR	Onsite	2158	SAWAI MADHOPUR	C
94	DHOLPUR			DHOLPUR	C